

BOARD OF MAYOR AND ALDERMEN
June 26, 2023

The regular meeting of the Board of Mayor and Aldermen was held on Monday, June 26, 2023 at 6 p.m. in the Council Chambers at City Hall.

Mayor Mike Palazzolo was present and presiding.

The following aldermen were present: Scott Sanders, Mary Anne Gibson, Sherrie Hicks, Brian Ueleke and Jon McCreery. Staff present: Michele Betty, Jessica Comas, Stacey Crockett, Reynold Douglas, De’Kisha Fondon, Sarah Goralewski, Eric Grizzard, Richard Hall, Jason Huisman, Mac McCarroll, Bo Mills, Lisa Piefer, Cameron Ross, Sherry Rowell, Adrienne Royals, Natalie Ruffin, Andy Sanders, Ethan Skaggs, Courtney Taylor and Emily Zimmer.

Call to Order

The Mayor called the meeting to order.

Invocation

The invocation was led by Reynold Douglas.

Pledge of Allegiance

Alderman Scott Sanders led the Pledge of Allegiance.

Reappraisal Update

The Shelby County Commission meeting this evening will include discussion on changing the four-year reappraisal cycle to a two-year reappraisal cycle. Mayor Palazzolo intended to attend the meeting, as he has in the past, but the time of the meeting conflicts with this evening’s Board of Mayor and Aldermen meeting. Due to this scheduling conflict, Mayor Palazzolo asked County Commissioner David Bradford and Commissioner Brandon Morrison, who jointly represent the city on the County Commission, to read into the record at the County’s meeting the following statement on behalf of Germantown.

The City of Germantown supports efficient, fiscally sound and effective governing. Our community cannot support making the change from a 4-year to a 2-year reappraisal process. The accelerated process limits the ability to provide adequate long-term budgeting, revenue forecasting, creates uncertainty with the appeals process, leads to property owner confusion over actual tax rate and supports what amounts to a perpetual appraisal cycle. The current 4-year cycle serves the purpose to allow more stability of property values. Germantown does not support this change.

Mayor Palazzolo stated the municipalities of Arlington, Bartlett, Collierville, and Germantown all equally oppose the change.

Set Agenda

The Board is asked to set the agenda for the meeting. Any changes are to be made at this time.

Mayor Palazzolo, on behalf of Administration, requests item #15f - Memorandum of Understanding – Germantown Municipal School District and Germantown Police Department be deferred.

Motion by Ms. Gibson, seconded by Mr. Sanders, to approve the June 26, 2023, agenda as amended.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Approval of Minutes

Approval is requested of the minutes of the regular meeting held June 12, 2023.

Motion by Mr. Ueleke, seconded by Mr. McCreery, to approve the minutes of the Board of Mayor and Aldermen Regular Meeting held June 12, 2023.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Citizens to be Heard

The following citizens came forward regarding the public nuisance that occurred on June 24 in the Oakleigh subdivision:

City Prosecutor Taylor Cates – 6520 Robbins Ridge Ln.	Mike Driscoll - 3139 Highgate Dr.
Pat Graves – 3151 Highgate Dr.	Bren Olswanger – 2006 Whispering Pines
Melanie Miles – 3128 Tallwood Dr.	Samuel Armstrong – 3160 Tallwood Dr.
Sarah Smith – 2948 Cane Creek	Lucy Thacker – 8620 Woodlane Dr.
Randy Ouzts – 3138 Highgate Dr.	

John Remsen, at 1710 Willisshire, came forward regarding the value of trees in Allenby Lakes subdivision.

Hadley Herron, at 7210 Birchtree Cove, came forward regarding theft.

SPECIAL RECOGNITION

Beautification Commission Business Award

Shell Food Mart, located at 9095 Poplar Avenue, is the June 2023 Beautification Award winner.

Play Like a Champion Graduation

The Play Like a Champion leadership program was designed for City employees who desire to gain a stronger perspective of all aspects of the City organization, and to take personal responsibility for their professional growth and development. The following are the graduates of the Class of 2023:

Meredith Blanchard	Angie Brannon	Matt Burnett	Erica Collins	Andria Eskridge
Erica Espinosa	Erinn Figg	Lillian Haddock	Ashley Horobetz	Autumn Jones
Jessica Wallace	Stephen Williams	Jared Woodruff		

The Play Like a Champion Leadership Award winner was Lillian Haddock.

REGULAR

Ordinance 2023-1 – Ordinance to Adopt the FY2024 Budget – Third and Final Reading

The Board is asked to consider on third and final reading the FY24 Proposed Budget. The FY24 Proposed Budget before the Board takes into consideration the Policy Agenda developed by the Board. The Financial Advisory Commission (FAC) has held several meetings with the staff to review each component of the budget including the financial policies, the entire General Fund, the Enterprise Funds, the Special Revenue Funds and the Capital Improvements Program. The budget for all funds for FY24 totals \$217,168,717.00.

Motion by Mr. Ueleke, seconded by Ms. Gibson, to approve Ordinance 2023-1 on third and final reading, establishing the FY24 Proposed Budget.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Ordinance 2023-2 – Year-End Budget Adjustments – Third and Final Reading

Typically, at year-end, a number of budget adjustments are made to the various City funds, which realign operating expenses/expenditures accounts with actual activity. These budget adjustments recognize various overruns, underruns, project acceleration and deferrals that have already received the Board’s approval.

Motion by Mr. Ueleke, seconded by Mr. Sanders, to approve Ordinance 2023-2 for year-end budget adjustments on third and final reading.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Ordinance 2023-3 – Real and Personalty Property Taxes – Third and Final Reading

During in-depth discussions with the City’s Financial Advisory Commission and the Board of Mayor and Aldermen concerning the FY24 Budget, an increase to the property tax rate has been recommended for the upcoming budget year. After six years at the same or equalized rate, the FY24 general fund includes a \$0.165 property tax increase. With inflation being its highest in more than 20 years, the cost of materials, supplies and wages has increased to the point that necessitates a property tax increase. Therefore, the property tax rate adjusts from \$1.6732 to \$1.8382. It is anticipated that this new tax rate will last for the planning period of two years and will assist in maintaining fund balance levels. This year the proposed tax rate would be \$1.8382 per \$100.00 of assessed value for property in the City of Germantown.

Motion by Mr. Ueleke, seconded by Mr. McCreery, approve Ordinance 2023-3 on third and final reading establishing the certified property tax rate of \$1.8382.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Ordinance 2023-4 – Germantown Municipal School District Year-End Budget Adjustments – Third and Final Reading

The Germantown Municipal School District (GMSD) yearly budget adjustments have been approved by the Germantown Municipal School Board. However, the Germantown Municipal School District is a Special Revenue Fund of the City of Germantown and will appear in the Comprehensive Annual Financial Report (CAFR) as of June 30, 2023. Therefore, the City of Germantown Board of Mayor and Alderman must approve any yearly budget adjustments. These adjustments recognize various overruns, underruns, project accelerations, and deferrals that have been previously approved by the GMSD. Accounting transactions may cross separate funds and consequently require approval by ordinance.

Motion by Mr. Ueleke, seconded by Mr. Sanders, to approve Ordinance 2023-4 on third and final reading the Germantown Municipal School District year-end budget adjustments.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Resolution 23R01 – Resolution on Revenues

The resolution on revenues is to consolidate all revenue authorizations into a single document. A comprehensive review of fees, rates and revenue structures was made during the past year and throughout the budget process. Minor changes in fees and charges have been incorporated in most areas for the City in the attempt to keep pace with the cost of services being provided. Other changes in fees and fines are due mainly to review, research and comparison to existing costs of providing services, comparable fees charged by other cities in Tennessee and in direct compliance to laws and regulations of the State and federal governments.

Motion by Mr. Ueleke, seconded by Ms. Gibson, to adopt Resolution 23R01 – the Resolution on Revenues and schedules establishing the rates, fines and fees in the various funds of the City of Germantown for the FY24 operating budget.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Resolution 23R07 – Capital Improvements Program

The Capital Improvements Program for the six-year planning period is reviewed each year during the budget planning process and revised according to current needs and projections. The Capital Improvements Program

follows the policy that has been adopted by the Board, which allows the City to identify long-term needs and to plan for the necessary financing. This resolution establishes the Capital Improvements Program for the fiscal years ending June 30, 2024, through 2029.

Motion by Mr. Ueleke, seconded by Mr. McCreery, to approve Resolution 23R07, establishing a Capital Improvements Program for fiscal years ending June 30, 2024, through 2029.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Alderman McCreery recused himself from the next item and left the dais.

Vice Mayor Gibson, as a matter of disclosure, stated she represented the purchaser of the property in January and has not been a part of the project since that time.

Ordinance 2023-11 – Rezoning of 9224 Poplar Pike (“R” Low-Density Single-Family Residential to “O” Office) – Second Reading and Public Hearing

The applicant wishes to rezone the 0.31-acre parcel from “R” Low-Density Single-Family Residential district to “O” Office district, in order to construct a small office building. The use is consistent with the surrounding uses. The conceptual site plan submitted with the application demonstrates that this property would comply with the “O” Office zoning regulations.

Mayor Palazzolo opened the floor for the public hearing. Having no one come forward, Mayor Palazzolo closed the public hearing.

Motion by Ms. Hicks, seconded by Mr. Ueleke, to approve Ordinance 2023 -11 on second reading, the rezoning of 9224 Poplar Pike from “R” Low-Density Single-Family Residential to “O” Office zoning.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-abstain. Motion approved.

Alderman McCreery returned to the dais.

CONSENT AGENDA

Agreement – License Plate Reader Cameras

The City implemented a license plate reader (LPR) project in February of 2020 to enhance community safety. To date, the cameras with license plate reader technology have proven extremely valuable in the department’s effort to keep our community safe. The requested 5-year agreement includes annual user fees, equipment, installation and programming for all existing cameras and 10 new LPR cameras. Annual user fees cover cameras, regular software updates, maintenance, and an unlimited number of users. Pricing will remain the same throughout the 5-year period and will allow for the addition of cameras at the same rate.

MOTION: To authorize a new 5-year agreement with Flock Group, Inc. for existing license plate reader cameras, the addition of new LPR cameras, associated equipment/installation, and usage fees in the amount of \$94,000.00 for FY24 and \$85,000.00 annually for the remaining 4 years.

Appointments – Education Commission

The Education Commission consists of twelve (12) members. Appointments are made in June of each year and conclude in June of the next calendar year.

MOTION: To appoint the following nominations to the Education Commission with a term ending June 30, 2024

Andrea Baird	Brenda Dew	Kyle Eaton	Heather Fisher
Katie Graffam	Melissa Kandel	Manjit Kaur	Clark Kelman
Shawn Lane	Ellen Moak	Laura Riggins	Patricia Toarmina

Patricia Toarmina will serve as Chairman.

Appointments – Library Board

Appointments are made in June of each year and conclude in June of the next calendar year. These staggered appointments are for terms of three years. There are two positions to be filled.

The Library Board will select the chairman.

MOTION: To appoint Donald Rhoads and Sridhar Shankar to the Library Board with terms ending June 30, 2026.

Change Order No. 1 – National Water Services

Catastrophic failure of the two variable frequency drives left both high service pumps inoperable. After examination and discussion with NWS, it was determined that the most economical solution would be to replace both drives with reduced voltage soft starts similar to what is currently used on the other high service pumps in our system.

MOTION: To approve Change Order No. 1 with National Water Services, LLC for the removal and replacement of two Variable Frequency Drives with two Reduced Voltage Soft Starts for High Service Pumps 4 and 5 at Johnson Rd Water Treatment Plant in the amount of \$48,778.00.

Contract Amendment No. 2 – Mowing Services

The City currently provides athletic field mowing services in-house utilizing standard mowing equipment for all types of turf. Due to the need for highly skilled labor for this type of mowing and the exorbitant cost of sports mowing equipment, the City pursued contracting out these services.

MOTION: To authorize Contract Amendment No. 2 of the contract for mowing services with Brightview Landscape Services, Inc. for additional mowing of athletic fields increasing the annual contract amount by \$74,501.00 for FY24.

Memorandum of Understanding – Germantown Municipal School District and Germantown Police Department - DEFERRED

Memorandum of Understanding – Memphis Shelby County School District and Germantown Police Department

The Memorandum of Understanding sets forth guidelines to ensure that the Germantown Police Department and Memphis Shelby County Schools have a shared understanding of the role and responsibilities of each in maintaining safe schools, improving school climate, and supporting educational opportunities for all students.

MOTION: To approve the Memorandum of Understanding between Memphis Shelby County Schools and the Germantown Police Department.

Purchase – Roof Top Units and Chiller Control Panel

The existing rooftop units (RTU) were put into service in 2001 as a part of the Germantown Centre expansion which included the addition of the outdoor pool, Great Hall, and fitness area. These units are well beyond dependable and efficient use cycle.

MOTION: To approve the purchase of three new rooftop units for \$363,472.00 and one chiller control panel for \$42,325.00 from TRANE U.S. Inc. in the total amount of \$405,797.00.

Purchase - Vehicles

Funding was approved for purchases as part of the Infrastructure Replacement Program (IRP) FY23 Budget process. All fleet assets are included within the IRP which is reviewed and updated during the fiscal budget process. Replacement criteria consist of various factors: vehicle age, maintenance cost, utilization, and dependability. Vehicle lifecycles vary between user departments. Service vehicles under extreme usage, such as patrol vehicles, are usually replaced every 4 to 8 years, whereas others might be replaced every 8 to 12 years. Occasionally, the replacement years can be extended due to limited utilization of certain vehicles.

MOTION: To authorize the purchase two new vehicles from National Auto Fleet Group in the amount of \$130,770.86; and declare units 810 and 5034 as surplus property.

Motion by Mr. Sanders, seconded by Mr. McCreery, to approve the Consent Agenda as presented.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Mike Palazzolo, Mayor

Michele Betty, City Clerk/Recorder