

**BOARD OF MAYOR AND ALDERMEN**  
**EXECUTIVE SESSION**  
**December 10, 2007**

An executive session of the Board of Mayor and Aldermen was held on December 10, 2007, at 6:15 p.m. in the Administrative Conference Room of the Municipal Center.

Mayor Sharon Goldsworthy was present and presiding.

The following Aldermen were present: Ernest Chism, Carole Hinely, Mike Palazzolo and Frank Uhlhorn. Alderman Drinnon was absent. Staff present: Patrick Lawton, Kristen Geiger, Andy Pouncey, George Brogdon, Tom Cates, Jerry Cook, Chief Richard Hall, Bo Mills, Deputy Chief Edgar Babian, Michael Stoll, Tim Gwaltney, Lisa Piefer, Derek Chaput and Scarlet Jones.

Mayor Goldsworthy called the meeting to order at 6:15 p.m.

Mayor Goldsworthy introduced Dick Lieke and Debbie Wiles with the Education Foundation. They went over the grants that had been requested. Mr. Lieke stated they had granted \$101,000.00 to the various requests from six different schools.

The résumé's from those applicants selected to be members of the Foundation were distributed to the Board.

Mayor Goldsworthy thanked those members of the Education Foundation for their work during the year.

**Invocation**

George Brogdon was asked to give the invocation.

**Approval of Minutes**

There were no corrections or additions to the minutes.

**Teacher of the Month Award for November**

The Teacher of the Month selected was Mr. Matt Sugg, a U.S. History teacher from Germantown High School.

**Youth Excellence Award for November**

The Youth Excellence Award winner selected was Ms. Jenna Elaine Gladney.

**Ordinance 2007-20 – Amendment to the “R-H” Retirement Housing Zoning District Regulations, Third and Final Reading**

There had not been any changes since the second reading and public hearing.

**Ordinance 2007-21 – Competitive Sealed Proposals, First Reading**

Mr. Lawton stated the City typically purchases things over \$10,000.00 with competitive sealed bids. We have also used the emergency purchase process and the request for qualifications for engaging professionals. This would change our ordinance that would allow the City to take sealed competitive proposals for those things that appear to be in the City's best interest to purchase those items in that way.

The State of Tennessee has allowed Germantown, through the passage of legislation, to amend our ordinance to allow the City to take sealed competitive bids for items. Some of the items will be the program for our prescription drug program and the banking services. With this change in the ordinance, the City can get proposals and then analyze these proposals and make a decision not based on the low bid.

In order to fast track these changes, the Board was asked to pass this ordinance on first reading tonight and then the second reading on the 13<sup>th</sup> of December at the Special Called Meeting and the third reading and public hearing on January 14, 2008.

In answer to a question from Alderman Palazzolo, Tom Cates explained the difference between a bid and a proposal and why the City would want to change this process.

### **Software License – Office 2007**

Kristen Geiger stated this was to upgrade the City's software to Microsoft Office 2007. The current version the City uses is 2000 and it was last updated in 2001. A lot of the equipment the City is now purchasing such as replacement printers and scanners are not compatible with the current software.

### **Information Technology Training**

This would authorize the City to go into a training session with Horizons Computer Learning Center for training in the Microsoft Office 2007 program. The training will include Windows XP, Excel, Word, Access, Outlook and PowerPoint.

### **Centre PR Plan Execution Contract**

Mr. Lawton explained that one of the things identified with the turnaround at the Centre was having an objective marketing plan in place. There had never been a concentrated effort in the marketing plan. By bringing in a professional marketing firm to work with the City and the Centre staff this plan will be met.

Derek Chaput, the Centre Director introduced Scarlet Jones the marketing person for the Centre. He explained that she had been very diligently working on the membership process.

The public relations firm of Obsidian Public Relations will define what the Centre's image is and how to focus on families. This firm will get the message out to the public.

Alderman Uhlhorn questioned why there was only one bid.

Lisa Piefer stated there were others but they felt the job was too small. Obsidian was a new firm and they really wanted to get their name out.

### **Bid Rejection – Miller Farms Bank Stabilization Project**

Mr. Lawton stated they had only received one bid and it was more than what had been allocated in the '08 Budget and the recommendation was to reject the bid. The work does not include the entire ditch just a section where there was severe erosion.

### **Centre Design Services**

Mr. Lawton stated this was a design service contract with Archimania to redesign the locker rooms, the shower areas and changing areas in men and women, boys and girls' areas in the Centre. In the survey, the request came out for a family changing area.

Derek stated the conception of the area is there would be four areas, each with a shower, toilet stall, sink and small area to sit down and change clothing.

### **Pipeline Rehabilitation**

### **Cameron Brown Park Ball Field Lighting**

**Access Control to Park Restrooms and C.O. Franklin Tennis Court Lights**

**Sports Field Lighting – Soccerplex – Change Order #1**

**Equipment Replacement**

**CONSENT AGENDA**

**Subdivision Development Contract No. 489 – Piper’s Garden**

**Professional Services Agreement – Realignment of Germantown Road/West Street**

**Appointments to Germantown Education Foundation**

**Easement Agreement – Bell South Telecommunications, Inc., d/b/a AT&T – Forest Hill-Irene Road**

**Sumek Retainer**

**Donation to Police Department**

Alderman Uhlhorn asked that Sports Field Lighting – Soccerplex – Change Order #1, Equipment Replacement, Access Control to Park Restroom and C.O. Franklin Tennis Court Lights, Centre Design Services, Centre PR. Plan Execution Contract, Information Technology Training, and Software License – Office 2007 be moved to the Consent Agenda. The Board unanimously agreed to move these items to the Consent Agenda.

**Two additions to the Agenda**

The Board unanimously agreed to add the following to the agenda:

**Investment Authorization – Repurchase Agreements**

Mr. Lawton stated the first add-on was a request to approve the use of Repurchase Agreements as an instrument of investment of the City’s funds. Presently we have a lengthy process that is subject to approval by the state director of local finance and must be made in accordance with procedures established by the State Funding Board. The City would like to have a “Sweep” account that would sweep our excess funds into an overnight investment.

**Signal – Farmington Blvd./Germantown Road – Right-of-way Dedication**

Mr. Lawton stated this was the right-of-way dedication to work on the double left turn at Farmington and Germantown Road.

Jerry Cook stated the northeast corner where the control box is located at Germantown Road and Farmington is not sitting within the existing right-of-way of Germantown Road. The State stated the City needed a sliver of right-of-way for the control box. The right-of-way is only 530 sq. ft. It will contain the control box for the traffic signal and one of the new mast arms.

**Adjournment**

The meeting adjourned to the Council Chamber for the regular meeting at 6:50 p.m.