

CALLED EXECUTIVE SESSION

PURSUANT TO THE AUTHORITY OF TENNESSEE CODE ANNOTATED, WE HEREBY CALL AN EXECUTIVE SESSION TO MEET IN THE CONFERENCE ROOM, CITY HALL ON JULY 5, 2016 AT 4:30 PM TO CONSIDER THE FOLLOWING MATTERS:

Following public notice several members of the City Council met with City Attorney Ginger B. Shofner on July 5, 2016.

City Attorney Ginger B. Shofner started the meeting at 4:40pm. In attendance were Councilmember Christie and Mayor Cartwright. Councilmember Meek arrived at 4:50pm and Councilmember Landers at 5:00pm. Councilmembers Feldhaus, Pruitt and Rose were absent. Also in attendance were City Manager Jay Johnson, City Treasurer Jamey Owen and Acting City Recorder Anna Mai. The meeting was adjourned at approx. 5:50pm.

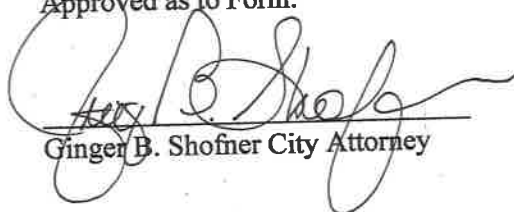
Approved:


Mayor Wallace Cartwright

Attest:


Acting City Recorder Anna Mai

Approved as to Form:


Ginger B. Shofner City Attorney

City Council Study Session Minutes

The Shelbyville City Council met in Regular Study Session on Tuesday, July 5, 2016 at the City Hall Annex Courtroom. Mayor Cartwright called the meeting to order at 6:00pm, and the following were present: Councilmember Landers, Councilmember Christie, Councilmember Meek, Councilmember Rose and Councilmember Feldhaus. Councilmember Pruitt was absent. Also in attendance were City Manager Jay Johnson, Acting City Recorder Anna Mai, City Attorney Ginger B. Shofner, City Treasurer Jamey Owen and Human Resources Director Dawn Hobbs.

The first item of discussion was the request of the Childcare Development Center Proposal for Sub-Lease of building space. City Manager Johnson explained that Anita Teague was in attendance to represent the Childcare Development Center and that this was an effort for the CDC to diversify their revenue and as the building is owned by the City the City Council would have to approve the sub-lease. Ms. Teague explained briefly why the sub-lease was necessary who they were looking to sub-lease to (a start-up childcare center) and how they came to the determination of the amount of the building utilization fee (based on use of 75% of the building). Ms. Teague further stated that a draft contract was in the works currently, one year term with a potential of two years. Ms. Teague did offer a fact sheet to the Council but it was not distributed. There was some brief discussion by City Manager Johnson on how the City currently rents or leases space in City owned buildings/facilities. Ms. Teague stated that they did not feel that the term rent or sub-lease could be used in this situation and that is why they use the term building utilization fee, and stated that she was seeking approval from both the City and County. There was no further discussion.

The next item was discussion was discussion of City Council member appointment to the Shelbyville Power Water & Sewerage Board pursuant to City Charter 17-3(a). There was no discussion on this item.

Next was acknowledgement receipt/review and discussion of Tennessee Comptroller's Office letter, Shelbyville Power, Water & Sewerage System annual audit; reporting requirements. City Manager Jay Johnson asked David Crowell, who was in attendance for the meeting, if their auditor would reply to the letter from the Comptroller, Mr. Crowell answered yes. Manager Johnson requested that the City Council receive a copy of that reply to the Comptroller. There was some brief discussion on the letter and reporting requirements.

The next two items were review and discussion of a Certificate of Compliance for Kaushikkumar Kantil Chotaliya and Narendrakumar Patel for a retail food store wine license at 320 Madison St. and a retail package store license at 413 Madison St. Acting City Recorder Anna Mai briefly explained that she had spoken to Mr. Chotaliya and Mr. Patel's attorney Elizabeth Burris earlier in the day and that #4 on the agenda would be withdrawn as State law says that you cannot have both a certificate for wine license and a certificate for a package store license at the same time. Mr. Chotaliya and Mr. Patel were only going to pursue the Certificate for the proposed liquor store to be located at 413 Madison St., it was reported that there was a contract for purchase in place, that Mr. Chotaliya's background check had come back clear and results on Mr. Patel's

background check were still pending but should be received before the scheduled Council meeting. Manager Johnson stated for the record that this would be on the regular meeting on the 14th.

The last item of discussion was review and discussion of Internal Controls Policy Statement. City Manager Johnson stated that this was on the Special Council Meeting agenda the past week. There was a request that it be presented so that the staff may answer questions, the City had adopted an internal control policy in 2012 and this is a new requirement of the State. City Treasurer Owen stated that she was available to answer any questions. City Manager Johnson stated that the hope was to update the policy annually in December or January to get away from the Budget cycle.

There were three Ordinances on Second and Final Reading and Public Hearing:

- An Ordinance of the Shelbyville City Council to Amend the Shelbyville Zoning Map by Rezoning 198 Meadow Drive (Tax Map 078G, Group F, Parcel 3.02), Approximately 1 Acre in Size Owned by Sylvia and Wilbert Nelson, From R-2 (Low Density Residential) to C-2 (Highway Service District) and to Repeal any Ordinance or Part of an Ordinance in Conflict Herewith
- An Ordinance of the Shelbyville City Council to Amend the Shelbyville Municipal Zoning Map by rezoning 1413 N. Main Street, Owned by David Dickens, (more particularly identified as Tax Map 078G, Group G, Parcel 5.01) From R-2 (Low Density Residential) To C-2 (Highway Service District), and to repeal any Ordinance or part of an Ordinance in conflict herewith.
- An Ordinance of the Shelbyville City Council to Amend the Shelbyville Municipal Zoning Map by rezoning 715 S. Cannon Blvd., more particularly identified as Tax Map 089I, Group D, Parcel 2.01 from C-2 (Highway Service District) to R-1 (Low Density Residential), and to repeal any Ordinance or part of an Ordinance in conflict herewith.

There was no discussion on any of the three Ordinances.

There was one Ordinance on First Reading:

- An Ordinance of the Shelbyville City Council to amend Article 5, Section 5.3(G) of the Municipal Zoning Ordinance Pertaining to Incidental Structures Permitted within setbacks, and to repeal any ordinance or part of an ordinance in conflict therewith.

City Planner Rhinehart briefly explained that this Ordinance is mainly for language clarification using broader language rather than doing a line items. There was brief discussion on incidental/accessory structures encroaching into easements, and that the application procedure has not changed. Planner Rhinehart also thanked David Crowell and the Power System as well as their staff for their help and cooperation.

There was one Resolution:

- A Resolution Authorizing Submittal of a TML Risk Management Pool Safety Grant Application

City Manager Johnson explained briefly that this is a grant that the City applies for annually. Human Resources Director Dawn Hobbs explained that this year the City is planning to ask for a confined space rescue set or some safety training videos to use during orientation. It was briefly discussed that this is a 50/50 grant with the total amount being \$4,000, and that the deadline for this application is before the August City Council meeting.

There were two items of other business:

First was the acknowledgement of 231 N Business Park Agreement with Ragan Smith for Design Services. City Manager Johnson explained that the City serves as the financial entity for the 231 N Business Park so as contracts are approved by the Park it needs to be in the City's minutes for the auditor to see when money is spent, this would strictly be to acknowledge receipt and authorize staff to proceed. For clarification Manager Johnson stated that Ragan Smith is the design engineer and Griggs and Maloney is their joint venture partner on this project. Bill Griggs of Griggs and Maloney was in attendance and stated his appreciation to the City, that they would be doing the road and utilities as well as the inspections for the Park.

Surplus was next. Purchasing Director Lori Saddler took a moment to explain what items were to be considered by the Council and what department those items were from. There were eight items.

Announcements were next. Mayor Cartwright announced brush week being next week and Public Works Director Eric Pierce announced Summer Clean Up as July 18th -21st. Councilmember Rose mentioned the Chili cook-off on Saturday on the Square.

Councilmember Feldhaus asked about the Shelbyville Power salary situation, per the current/new City Charter. City Manager Johnson stated that he would double check that.

Councilmember Meek stated that he knew there were a small number of applications received for the City Recorder position and that he would like to see all of the applications and be involved in the interview process. Councilmember Meek also stated that the 4th of July event was great and that he appreciated all of the City employees that helped with that process, as it was a very good event and very well put together.

There was some brief discussion on how many calls the Police Department had since the start of Fireworks sales this year.

There being no further business to discuss Mayor Cartwright adjourned the meeting at approx. 6:22pm.

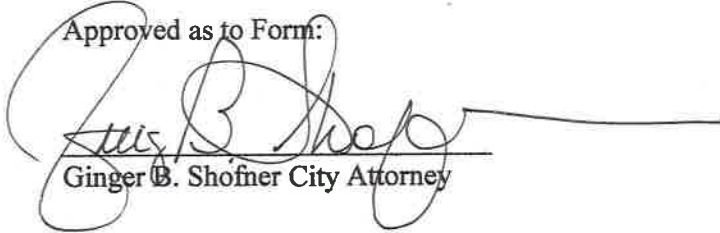
Approved:


Mayor Wallace Cartwright

Attest:


Acting City Recorder Anna Mai

Approved as to Form:


Ginger B. Shofner City Attorney

City Council Meeting Minutes

The Shelbyville City Council met in Regular Session on Thursday, July 14, 2016 at the City Hall Annex Courtroom, 109 Lane Parkway. Mayor Cartwright called the meeting to order at 6:00pm. Brother Ron Adams led the invocation and the Pledge of Allegiance was led by the City Council. Roll was called and the following Councilmembers were present: Councilmember Christie, Councilmember Feldhaus, Councilmember Landers, Councilmember Meek, Councilmember Pruitt and Councilmember Rose. Also in attendance were City Treasurer Jamey Owen, City Attorney Ginger B. Shofner, City Manager Jay Johnson, Acting City Recorder Anna Mai and Human Resources Director Dawn Hobbs.

The first item of business was approval of the agenda. Mayor Cartwright asked for any changes or additions to the agenda. City Manager Johnson asked that the Accounts Payable, Treasurer's Report and Various Department Reports be added under item IX B, that they were left off inadvertently, also that a request for establishing a special study session meeting date in regards to the City Recorder be added under business items, and he stated that this date local Attorney Elizabeth Burris submitted documentation for the Certificate of moral character for the license, that includes the proof of publication and notice and a copy of the State ABC application and that these documents would be part of the record. Councilmember Feldhaus made a motion to amend the agenda, Councilmember Landers seconded and the motion carried unanimously by oral vote. Councilmember Landers then made a motion to adopt the agenda as printed, Councilmember Pruitt seconded and the motion carried unanimously by oral vote.

Next was approval of the minutes of previous meetings: Executive Session of June 9, 2016, Regular City Council Meeting of June 9, 2016, Special Study Session of June 16, 2016, Executive Session of June 21, 2016, Special City Council Meeting of June 21, 2016, Executive Session of June 28, 2016 and the Special City Council Meeting of June 28, 2016. Hearing no changes or revisions Mayor Cartwright asked for a motion to approve. Councilmember Rose made the motion, Councilmember Meek seconded and the motion carried unanimously by oral vote.

Public Hearing was next. Mayor Cartwright closed the regular business meeting at 6:04pm to open the public hearing on the following items:

- An Ordinance of the Shelbyville City Council to Amend the Shelbyville Zoning Map by Rezoning 198 Meadow Drive (Tax Map 078G, Group F, Parcel 3.02), Approximately 1 Acre in Size Owned by Sylvia and Wilbert Nelson, From R-2 (Low Density Residential) to C-2 (Highway Service District) and to Repeal any Ordinance or Part of an Ordinance in Conflict Herewith
- An Ordinance of the Shelbyville City Council to Amend the Shelbyville Municipal Zoning Map by rezoning 1413 N. Main Street, Owned by David Dickens, (more particularly identified as Tax Map 078G, Group G, Parcel 5.01) From R-2 (Low Density Residential) To C-2 (Highway Service District), and to repeal any Ordinance or part of an Ordinance in conflict herewith.

- An Ordinance of the Shelbyville City Council to Amend the Shelbyville Municipal Zoning Map by rezoning 715 S. Cannon Blvd., more particularly identified as Tax Map 089I, Group D, Parcel 2.01 from C-2 (Highway Service District) to R-1 (Low Density Residential), and to repeal any Ordinance or part of an Ordinance in conflict herewith.

There was not discussion on any of the items on public hearing. Mayor Cartwright closed the public hearing and reopened the regular business meeting at 6:06pm.

Old Business was next.

Councilmember Meek made a motion to allow the City Attorney to read the caption only on Ordinances, Councilmember Rose seconded and the motion carried unanimously by oral vote.

Ordinances on Second and Final Reading were next.

First was An Ordinance of the Shelbyville City Council to Amend the Shelbyville Zoning Map by Rezoning 198 Meadow Drive (Tax Map 078G, Group F, Parcel 3.02), Approximately 1 Acre in Size Owned by Sylvia and Wilbert Nelson, From R-2 (Low Density Residential) to C-2 (Highway Service District) and to Repeal any Ordinance or Part of an Ordinance in Conflict Herewith. Councilmember Landers made a motion to approve and Councilmember Feldhaus seconded. There was no discussion and the motion carried unanimously by roll call vote.

The next item for second and final reading was An Ordinance of the Shelbyville-City Council to Amend the Shelbyville Municipal Zoning Map by rezoning 1413 N. Main Street, Owned by David Dickens, (more particularly identified as Tax Map 078G, Group G, Parcel 5.01) From R-2 (Low Density Residential) To C-2 (Highway Service District), and to repeal any Ordinance or part of an Ordinance in conflict herewith. Councilmember Meek made a motion to approve and Councilmember Feldhaus seconded. There was no discussion and the motion carried unanimously by roll call vote.

The final item for second and final reading was An Ordinance of the Shelbyville City Council to Amend the Shelbyville Municipal Zoning Map by rezoning 715 S. Cannon Blvd., more particularly identified as Tax Map 089I, Group D, Parcel 2.01 from C-2 (Highway Service District) to R-1 (Low Density Residential), and to repeal any Ordinance or part of an Ordinance in conflict herewith. Councilmember Landers made the motion to approve and Councilmember Pruitt seconded. There was no discussion on this item and the motion carried unanimously by roll call vote.

Next on the agenda was new business.

There was one Ordinance on first reading. An Ordinance of the Shelbyville City Council to amend Article 5, Section 5.3(G) of the Municipal Zoning Ordinance Pertaining to Incidental Structures Permitted Within Setbacks, and to repeal any Ordinance or part of an Ordinance in conflict herewith. Councilmember Feldhaus made a motion to approve and Councilmember

Meek seconded the motion. There was no discussion and the motion carried unanimously by roll call vote.

There was one Resolution under new business. A Resolution authorizing the City of Shelbyville to participate in the TML Risk Management Pool Safety Partners Matching Grant Program. Councilmember Pruitt made a motion to approve and Councilmember Rose seconded. City Manager Jay Johnson asked that the amount in section two on the Resolution be changed to read \$2,500. Councilmember Feldhaus made a motion to amend the Resolution and Councilmember Rose seconded the amendment. Motion to amend passed unanimously by roll call vote. Councilmember Landers made a motion to approve the Resolution as amended, Councilmember Pruitt seconded and the motion to amend carried unanimously by roll call vote.

Business Items were next.

First were items added to the agenda. Councilmember Meek made a motion to approve the accounts payable for June, Councilmember Landers seconded the motion and it carried unanimously by roll call vote.

Mayor Cartwright stated that the treasurer's report and the various department reports for June were received as submitted.

The next item was Consideration of a motion for the Mayor to sign of Certificate of Compliance for Kaushikkumar Kantil Chotaliya, and Narendrakumar S. Patel, 413 Madison St, Shelbyville, TN 37160 (Retail Package Store License). Councilmember Christie made a motion for the Mayor to sign, Councilmember Pruitt seconded and there was no discussion. Motion carried unanimously by roll call vote.

Councilmember Landers made a motion to acknowledge 231 N Business Park Agreement with Ragan Smith for Design Services and authorize City staff to proceed. Councilmember Feldhaus seconded the motion, there was not any discussion and the motion carried unanimously by roll call vote.

Next was the Consideration of a motion to acknowledge request of Child Development Center proposal for sub-lease of building space. Councilmember Rose made a motion to approve, and stated that she thought Councilmember Landers had questions. Councilmember Landers discussed if since the CDC building was owned by the City if they had to follow the same rules (advertising) to rent/sub-lease as the City would. City Attorney Shofner stated that she had spoken to both Councilmember Landers and City Manager Johnson about this matter and that the City Council should have received an upload from Acting City Recorder Mai consisting of the documents related to the CDC and that the first document was the agreement between the City, County and CDC and that there is language limiting what can be done with the building while the CDC still exists. City Attorney Shofner stated that having seen this agreement she is more comfortable with the CDC's request for the sub-lease, she further stated that the City Council could open this up to standard process if they choose. There was some brief discussion about the relationship between the CDC and the business that is going to sub-lease the building. Councilmember Christie stated that he did not think any particulars were given as to how much

would be charged, City Manager Johnson stated he did not think they were at that point yet but no they did not. There was some discussion on the time frame of the sub-lease. Councilmember Rose stated as a member of the Board she did not want the CDC to lose this opportunity. Councilmember Landers made a motion to defer this until the next City Council meeting. Councilmember Rose seconded the motion and it carried unanimously by oral vote.

The next business item was the consideration of a motion to acknowledge/receive Tennessee Comptroller's Office letter, Shelbyville Power, Water & Sewerage System annual audit; reporting requirements. Councilmember Landers made the motion to acknowledge/receive, Councilmember Pruitt seconded and the motion carried unanimously by oral vote.

The last business item was the consideration of a motion to declare certain items as surplus to City needs:

1. Public Works-2003 International Navistar 4300/Lucky TL-10 Knuckleboom Loader.
2. Fire-Nordic track exercise machine.
3. Fire-Pike Poles.
4. Fire-Light bar assembly.
5. Fire-Air compressor (trade-in toward new compressor).
6. Police-Bicycles-1 lot
7. Police-Radar equipment (obsolete)
8. Rec Center-Pool cover (trade-in toward new pool cover).

Councilmember Meek made a motion to declare these items as surplus, Councilmember Landers seconded. The motion carried unanimously by oral vote.

The last business item was the addition of the request for a special study session date-City Recorder process. Mayor Cartwright recognized Human Resources Director Dawn Hobbs. Ms. Hobbs thanked the Council for the opportunity to speak to them, she clarified that the City Council would be acting as the interview panel for the City Recorder and the HR Department would be coordinating the interviews and training session. It was stated that the interviews were tentatively scheduled for Monday, July 25th, training session starting at 5:00pm and interviews starting at 5:30pm. There was some brief discussion on how many interviews there would be, it was clarified that there would be three.

Appointments were next.

First was Consideration of a motion to allow the Mayor to appoint one member of the City Council to the Power Board as a voting member. It was clarified that this is a City Council appointment. Councilmember Feldhaus made a motion to appoint Councilmember William Christie, Councilmember Meek seconded that motion and it carried unanimously by roll call vote.

Next was Consideration of a motion to allow the Mayor to appoint the City Manager to the Power Board as an ex officio member. Mayor Cartwright stated this is set out in the City Charter

but it needs to be reflected in the minutes. Councilmember Landers made a motion to appoint, Councilmember Rose seconded and the motion carried unanimously by roll call vote.

There was one announcement that the week of July 18-21 is Summer Clean-Up. Public Works Director Pierce specified no hazardous waste.

City Manager Johnson stated that it would be appropriate to pause for a moment, one week ago there was a tragedy in Dallas, TX and five police officers were killed in the line of duty, it is important to recognize and express appreciation to all City Employees but tonight it is particularly important to recognize our Police Officers, all too often our officers encounter dangerous situations. City Manager Johnson stated he thought it was important tonight to say thank you to them. Mayor Cartwright seconded that statement and talked briefly about tragedies happening worldwide, and thanked the City Police Officers and the Fire Department.


There being no further business Mayor Cartwright adjourned the meeting at approximately 6:28pm.

Approved:



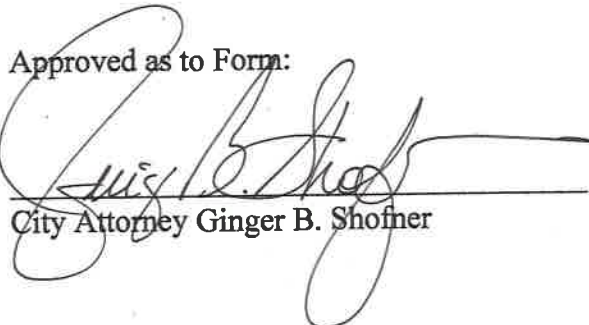
Mayor Wallace Cartwright

Attest:



Acting City Recorder Anna Mai

Approved as to Form:



City Attorney Ginger B. Shofner

Study Session Meeting Minutes

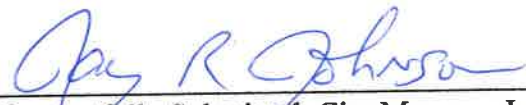
The City of Shelbyville City Council met in special study session on Monday, July 25, 2016 at 5:00 pm in the City Hall Annex Courtroom. Mayor Wallace Cartwright called the meeting to order at 5:00. The following were present: Mayor Wallace Cartwright, Councilmember William Christie, Councilmember Thomas Landers, Councilmember Sam Meek, Councilmember Jean Pruitt, Councilmember Kay Rose. Also present were City Manager Jay Johnson, HR Director Dawn Hobbs, and City Treasurer Jamey Owen. Councilmember Henry Feldhaus was absent.

The first item of business was the review and discussion of the interview process conducted by HR Director, Dawn Hobbs. There was brief discussion of questions for candidates.

There were three (3) scheduled interviews. One of the interviewees canceled their scheduled interview due to sickness and requested that another interview time not be rescheduled. Only two (2) applicants went through the interview process. Both of the interviewed candidates were interviewed in the same manner and were asked the same interview questions.

Following the interview process the City Council was respectfully asked to submit their nominations to HR Director Hobbs.

There being no additional business the meeting adjourned at 7:15.



Respectfully Submitted, City Manager Jay R. Johnson