

**Board of Mayor and Aldermen Meeting**  
**May 6, 2019**  
**Dyersburg Municipal Court Room**

- (1) **Call to Order:** The Board of Mayor and Aldermen met in regular session on Monday, May 6, 2019 in the Dyersburg Municipal Court Room at 7:00 p.m. Mayor John Holden presided over the meeting. The meeting opened with prayer by Alderwoman Vanedda Webb. Mayor Holden noted all members of the Board were present, with the exception of Alderwoman Mary Claire Hopper.
  
- (2) **Approval of Minutes:**  
  
Mayor Holden called for a motion to approve the minutes from the April 15, 2019 meeting. Alderman Wille Cole made a motion to approve the minutes. Alderman Edward Burks seconded the motion. The minutes were approved.
  
- (3) **Unfinished Business:** None presented.
  
- (4) **New Business**

**a. Attorney Invoice.**

Mayor Holden presented an invoice from the City Attorney's office to be approved for payment. The April 1, 2019 to April 30, 2019 invoice totaled \$2,705.25. Alderman James Baltimore made a motion to approve the payment, with a second by Alderwoman Vanedda Webb. The motion passed approving the invoice.

**b. Public Hearing – Ordinance BB672 – An ordinance of the City of Dyersburg regulating the permitting and operations of Mobile or Transient Vendors, to include specific fees.**

Mayor Holden called for a public hearing for Ordinance BB672 – An ordinance of the City of Dyersburg regulating the permitting and operations of Mobile or Transient Vendors, to include specific fees. The public was noticed of the public hearing at the April 15, 2019 Board of Mayor and Aldermen meeting.

Mayor Holden called for any one in attendance who wanted to speak concerning the ordinance was invited to come before the Board. Citizens including Shawn Todd, Todd's Café; Dave Dahl, Dave's On the Square, and Shawntail McKinney, Neil's Barbeque and Grill representing various restaurant businesses in Dyersburg came forward to present their suggestions and concerns. Considerations and concerns collectively included the following:

- adding guidelines for overall operations,
- management of grease traps, graywater, backflow prevention, utility checkouts, bathrooms, water connections, and seating areas,
- hours of operation,
- fire potential – cooking fuel source monitoring,
- duration of stay at any one location, and
- increasing the registration fees well beyond the proposed \$50.00 annual fee to \$500.00 annually.

At the conclusion of public hearing, Alderman James Baltimore made a motion to approve the ordinance as presented, asking the ordinance be reviewed within the next six months to determine considerations for potential amendments as needed. The motion was seconded by Alderman Ricky Hammond. The motion passed approving the ordinance.

**c. Public Hearing – Ordinance BB690 – An ordinance to amend the text of the Dyersburg Municipal Zoning Ordinance to adopt regulations for planned commercial development districts.**

Mayor Holden called for a public hearing for Ordinance BB690 – An ordinance to amend the text of the Dyersburg Municipal Zoning Ordinance to adopt regulations for planned commercial development districts. The public was noticed of the public hearing at the April 15, 2019 Board of Mayor and Aldermen meeting. No statement was presented by the public. Having no response from the public Mayor Holden called for approval of the ordinance. Alderman Rick Hammond made a motion to approve the ordinance as presented, with a second by Alderman James Baltimore. The motion passed approving the ordinance.

**d. Finance Committee Meeting – April 25, 2019 – Chairman Edward Burks.**

**Finance Committee Meeting**

**City of Dyersburg**

**April 25, 2019**

**The Finance Committee** met at 11:00 a.m. April 25, 2019 in the Conference Room at Dyersburg City Hall.

**Committee Members Present:** Mayor John Holden, Edward Burks, Vanedda Webb, and Dennis Moody.

**Other Aldermen members who attended included:** James Baltimore, and Meghan Gilbert.

**Staff and Others Present:** Steve Anderson, Treasurer, Greg Williams, Purchasing Agent, Brandon Hutcheson, State Gazette.

Chairman Edward Burks opened the meeting to discuss a request for proposals for Financial and Compliance Auditing Services for 2018-2019. The Finance Committee received two RFP's from the CPA firms of Alexander Thompson Arnold and Cowart Reece Sargent. The following was noted:

- The City of Dyersburg received proposals from qualified firms to contract for Financial and Compliance Auditing Services until 2:00 PM on April 24th, 2019.
- All information outlined in the RFP, along with any other pertinent facts necessary for a proper evaluation of this proposal, was delivered to Greg Williams, Purchasing Agent.
- The City of Dyersburg in the RFQ document reserved the right to take adequate time to examine and evaluate all proposals before a decision is made and announced.
- Proposals were presented in a sealed package prior to the above deadline.

The Finance Committee opened and accepted the RFP bids and agreed to reconvene Monday, May 6, 2019 to officially score the RFP's on a prepared scoring matrix. Final selection will be made at that date and time. The committee will make a formal recommendation for approval to the Board of Mayor and Aldermen.

With no further business, the committee adjourned at 11:10 a.m.

- e. **Finance Committee Meeting – May 6, 2019 – Chairman Edward Burks (minutes to be provided at Board Meeting)**

### **Finance Committee Meeting**

#### **City of Dyersburg**

**May 6, 2019**

**The Finance Committee** met at 10:00 a.m. Monday May 6, 2019 in the Conference Room at Dyersburg City Hall.

**Committee Members Present:** Mayor John Holden, Edward Burks, Vanedda Webb, and Dennis Moody.

**Other Aldermen members who attended included:** James Baltimore, and Meghan Gilbert.

**Staff and Others Present:** Steve Anderson, Treasurer, Greg Williams, Purchasing Agent, Brandon Hutcheson, State Gazette, Scott Ball, Storm Water and Construction Inspector, Neel Durbin, Dyersburg City Schools.

Chairman Edward Burks opened the meeting to discuss the submitted requests for proposals for Financial and Compliance Auditing Services for 2018-2019.

Prior to discussing the request for proposals, Alderwoman Vanedda Webb introduced Mr. Durbin before the committee to briefly provide information regarding the City Schools audit timeframes and any recommendations to improve the audit year-end deadline timeframe. Mr. Durbin provided an overview of the various audits and the timeframes associated with each audit. He noted that he would discuss the various audits with the school system auditors for any improvement to compete the audits in a timely manner consistent to the needs of the submission of the City’s annual audit.

Next, the Finance Committee received two RFP’s from the CPA firms of Alexander Thompson Arnold and Cowart Reece Sargent. The Finance Committee opened and accepted the RFP bids at the April 25, 2019. The committee individually scored and collectively rated the RFP’s on a prepared scoring matrix. Additionally, the following schedule of fees included in proposals were compared for an overall average cost:

	Year 1	Year 2	Year 3	3 Year Total
<b>Cowart Reese Sargent</b>	\$53,000	\$53,000	\$53,000	\$159,000
one single audit	\$55,500	\$55,500	\$55,500	\$166,500
two single audits	\$58,000	\$58,000	\$58,000	\$174,000
(Not to exceed)				
<b>Alexander Thompson Arnold</b>	\$56,750	\$58,925	\$59,950	\$175,625
one single audit	\$56,750	\$58,925	\$59,950	\$175,625
two single audits	\$56,750	\$58,925	\$59,950	\$175,625

The committee determined that the 3-year average difference was \$9,125.00, indicating Cowart Reece Sargent submitted the lower bid cost.

From the results of the combined scoring the committee selected the CPA firm of Cowart Reece Sargent for Financial and Compliance Auditing Services beginning for 2018-2019 as presented in their RFP. Alderwoman Vanedda Webb motioned to approve the selection, which was seconded by Alderman Dennis Moody. The committee voted to approve the motion and will make a formal recommendation for approval to the Board of Mayor and Aldermen.

***Alderman Burks motioned for the Board to accept the committee’s recommendation.  
Alderman Dennis Moody seconded the motion. The motion was approved by full board vote.***

In further discussion, Scott Ball provided an update on the progress of the NDR grant, Forked Deer River Park project. He noted that bids for major park construction has been received and reviewed by staff, and they will be presented before the Board for approval at the May 6, 2019 meeting. Additionally, Mr. Ball presented a request for committee approval for application of a Tourism and Enhancement grant application, noting the application period is currently open. The application will request \$75,000.00 for construction and purchase of restrooms and shade structure at the park. The grant is a 70/30 State/city match, costing the city \$22,500.00.

From discussion, Alderwoman Vanedda Webb motioned to approve the city's application for the grant. Chairman Burks seconded the motion. The motion was approved and will be presented before the full board for approval.

***Alderman Burks motioned for the Board to accept the committee's recommendation. Alderman Wille Cole seconded the motion. The motion was approved by full board vote.***

In final business, the committee selected the following dates to begin departmental budget hearings for the fiscal year 2019-2020:

Monday, May 20, 2019 at 9:00 a.m.  
Wednesday, May 22, 2019 at 9:00 a.m.  
Thursday, May 23, 2019 at 9:00 a.m.

Treasurer Steve Anderson will facilitate the schedule for department hearings.

With no further business, the committee adjourned at 10:45 a.m.

**f. Bids – Greg Williams, Purchasing Agent.**

Department: Recreation  
Item: Sidewalks, street scaping, signage, parking lot, retaining wall, and infrastructure for playground & spray park.  
Purpose: Further Develop Forked Deer River Park  
Budgeted: Yes - \$650,000 – 100% Funded by ECD Grant  
Notification – State Gazette & (2) plan rooms  
Bids:   Rose Construction                   \$690,081.13  
          Still-Evans Contractors           \$631,988.80

Recommendation: Mr. Williams recommended awarding the bid to Still-Evans Contractors, Dyersburg, TN, at \$631,988.80. Alderman James Baltimore motioned to approve the bid. Alderwoman Vanedda Webb seconded the motion. The bid was approved.

**Reports from the Aldermen Board:**

**Alderman James Baltimore:** No report.

**Alderman Edward Burks:** No report.

**Alderman Wille Cole:** Thanked the codes Department for their assistance with his recent concern.

**Alderwoman Meghan Gilbert:** No report.

**Alderman Ricky Hammond:** No report.

**Alderwoman Mary Claire Hopper:** Not present, however, Mayor Holden read aloud a brief statement from Alderwoman Hopper thanking both the Street and Sanitation Departments and their Directors for their assistance to her.

**Alderman Dennis Moody:** No report.

**Alderwoman Vanedda Webb:** No report.

**Communications from the Mayor:**

- Provided the Board with the April 2019 report for the Codes Department
- Read aloud a statement commending the public servants of the City for their service during Public Service Recognition Week.

With no further business, the meeting adjourned at 7:36 p.m.

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John Holden, Mayor

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Robert C. Jones, City Recorder