

**AGENDA
BOARD OF MAYOR & ALDERMEN
REGULAR MEETING
APRIL 3, 2023**


Public Hearing/Citizen Comments

- 1.0 **Call to Order** 6:00 pm
- 1.1 Roll Call
- 1.2 Prayer/Moment of Silence
- 1.3 Pledge of Allegiance to the American Flag
- 1.4 Adoption of the Agenda
- 1.5 Approval of minutes from the regular meeting of the Board of Mayor and Aldermen held on March 6, 2023.
- 1.6 Presentations/Memorials
- 1.7 Communications from the Mayor
- 1.8 Communication from the Aldermen
- 1.9 Communications from the City Attorney
- 1.10 Reports from Department Heads

- 2.0 **Old Business**
- 2.1 Discuss and possibly take action to approve Ordinance 23-02 on first reading. An ordinance to amend Budget Ordinance 22-07 for the fiscal year beginning July 1, 2022 and ending June 30, 2023.
- 2.2 Discuss and possibly take action to approve Resolution 23-05. A resolution to revise the travel policy for the City of Greenbrier.

- 3.0 **New Business**
- 3.1 Discuss and possibly take action to accept the bid award for the new building construction project.
- 3.2 Discuss and possibly take action on the monthly water and sewer adjustments in the amount of \$7,071.44.

- 4.0 **Adjournment**


Tracy Coleman, Executive Assistant

**MINUTES
BOARD OF MAYOR & ALDERMEN
REGULAR MEETING
MARCH 6, 2023**

Public Hearing/Citizen Comments

Citizen, Theresa Smith, at 1898 Hygeia Rd in Greenbrier mentioned residence on Twin Court in violation of several ordinances. She has called the police department as well as City Hall and feels as though nothing has been enforced and the property on Twin Court has gotten worse. Mrs. Smith said she is trying to sell her property and has lost two buyers because of this residence. The City Recorder, Mayor and Chief of Police did tell Mrs. Smith the owners have been sited, taken to court, had a lien on their property and was just given a notice to have the area cleaned up with-in 10 days or the city would clean it for them at their expense. They advised Mrs. Smith they would speak with the city attorney to see what else could be done.

1.0 **Call to Order** 6:00 pm

1.1 Roll Call

Present:

Alderman Chris Davis
Alderman Bill Deaver
Alderman Jeff DeLong
Alderman Billy Ray Dorris.
Mayor Lanny Adcock
Alderman Alisha Allgood
Alderman Donald Toohey

Absent:

None

Also Present:

Fire Chief Kyle Hamill
Police Chief Randy Pack
Executive Assistant Tracy Coleman
City Recorder Stephanie Toland
Director of Parks Rory Osborne
Director of Public Works Mark Plush
Attorney Reba Brown

1.2 Prayer/Moment of Silence

1.3 Pledge of Allegiance to the American Flag

1.4 Alderman Deaver moved to adopt the agenda.

Alderman Toohey moved to amend the agenda to add item 3.3 to discuss and possibly take action to accept the 2023 Violent Crime Intervention Fund Formula Grant.
Alderman Dorris seconded the motion and passed with a 7-0 roll vote.

Alderman Allgood moved to approve the agenda as amended. Alderman Davis seconded the motion and passed with a 7-0 roll vote.

1.5 Alderman DeLong moved to approve the minutes from the regular meeting of the Board of Mayor and Aldermen held on February 6, 2023. Alderman Toohey seconded the motion and passed with a 7-0 roll vote.

1.6 There were no presentations/memorials

1.7 Communications from the Mayor

- Signed and closed on the new building and bid openings are March 31,2023.
- Great team effort from all departments during the wind storm on Friday.
- Talked with Mayor Vogel and discussed the pager system no being included with the radios.

1.8 Communication from the Aldermen

- Alderman Davis commended all the city workers for their efforts during the storms Friday.
- Alderman Dorris thanked everyone for their hard work during the storms Friday.
 - Mentioned the dogs barking and running around has become an issue.
- Alderman DeLong made mention of the sincere appreciation for the city's representation at former Mayor Dawson's husband funeral.
- Alderman Deaver appreciated the City's reaction and their quick response to the storms on Friday.

1.9 There was no communication from the City Attorney.

1.10 Reports from Department Heads

- Chief Pack mentioned the animal shelter is full. We try to get the animals adopted before we euthanize them but we are to the point that we will no longer have that option.
- Chief Hamill commended the fire fighters and Marks team for the job well done on Friday. They had 3 vehicles staffed and about 20 calls not including the ones they just happened upon.
 - They will have a burn training on April 1, 2023 and a live fire training on April 22, 2023 at 503 Phelps St.
- Mark appreciated all of the help on Friday. His team started picking up limbs today and will continue to do so. They had about 50 loads today
- Rory mentioned the damage at the parks was minimal. A dug out at field 3 lost the roof.
 - Restroom renovations have been completed.
 - Opening Day Ceremony will be April 1, 2023 from 1130 -1:00 pm. All 32 teams and 300 plus players will be announced.
 - April 8, 2023 is the Rumble in the Brier Car Show.
 - During our meeting last week with Brier Park Partners, we were able to secure 4 sponsors for our licensing fees. Movies in the Park should start in May.

2.0 **Old Business**

- 2.1 Alderman Davis moved to discuss and possibly take action to approve Ordinance 23-01 on second reading. An ordinance to amend Budget Ordinance 22-07 for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Alderman Toohey moved to amend to

Fund	Description	From	Increase To	Additional
Sewer	Worker's Compensation	\$ 8,000.00	\$ 9,000.00	\$ 1,000.00
Sewer	Professional Services	\$ 75,000.00	\$ 230,000.00	\$ 155,000.00
Sewer	Repair/Maintenance	\$ 130,000.00	\$ 190,000.00	\$ 60,000.00
Sewer	Capital Outlay	\$ -	\$ 103,060.00	\$ 103,060.00
Total Increase Appropriations				\$ 319,060.00
Decrease in Sewer Fund Balance				\$ 274,060.00
Decrease Sewer Salaries-Permanent Employees R				\$ 45,000.00
Total Decrease in Fund Balances				\$ 319,060.00

Alderman Dorris seconded the motion and passed with a 7-0 roll vote.

Alderman Allgood moved to approve ordinance 23-01 as amended. Alderman Davis seconded the motion and passed with a 7-0 roll vote.

- 2.2 Alderman Toohey moved to discuss and possibly take action to approve Resolution 23-03. A resolution to revise the travel policy for the City of Greenbrier. Alderman Davis seconded the motion and passed with a 7-0 roll vote.
- 2.3 Alderman Deaver motioned to discuss and possibly take action to approve Resolution 23-04. A resolution to declare certain property owned by the city to be surplus and directing the disposal of same. Alderman Dorris seconded the motion and passed with a 7-0 roll vote.

3.0 **New Business**

- 3.1 Alderman Toohey moved to discuss and possible take action to approve the pre-application of Local Parks and Recreation Fund grant and the commitment of the 50/50 matching funds in the amount of \$290,000 over the three-year process in the forms of In-kind contribution: \$50,000, Donation: \$50,000, City Budget: \$190,000. Alderman Deaver seconded the motion and passed with a 7-0 roll vote.

- 3.2 Alderman Dorris moved to discuss and possibly take action on the monthly water and sewer adjustments in the amount of \$25,860.04. Alderman Davis seconded the motion and passed with a 7-0 roll vote.
- 3.3 Alderman Deaver moved to discuss and possibly take action to accept the 2023 Violent Crime Intervention Fund Formula Grant the police department was awarded. Alderman Toohey seconded the motion and passed with a 7-0 roll vote.
- 4.0 Alderman Davis moved to adjourn. Alderman Allgood seconded the motion and passed with a 7-0 roll vote.

Adjourned at 6:50

Mayor, Lanny Adcock

City Recorder, Stephanie Toland

CITY OF GREENBRIER, TENNESSEE

ORDINANCE NO. 23-02

**AN ORDINANCE OF THE CITY OF
GREENBRIER, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 22-07 FOR
THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023**

WHEREAS, the Board of Mayor and Aldermen of Greenbrier, Tennessee, assembled in regular session on the 17th day of May 2022 that the amount hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various fund, department, institution, offices and agencies of Greenbrier, Tennessee, during the fiscal year beginning July 1, 2022 and ending June 30, 2023.

General Fund

Increase appropriations for:

Fund	Description	From	Increase To	Additional
Hwy/St	Capital Outlay	\$ 141,915.27	\$ 244,914.27	\$ 102,999.00
Total Increase Appropriations				\$ 102,999.00
Decrease in Unappropriated Fund Balance				\$ 102,999.00
Total Decrease in Fund Balances				\$ 102,999.00

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

Public Hearing: April 3, 2023

Passes 1st Reading:

Passes 2nd Reading:

Lanny Adcock, Mayor

City Recorder

**CITY OF GREENBRIER, TENNESSEE
RESOLUTION
NO. 23-05**

WHEREAS, the City of Greenbrier supports the need for continued recreational activities within Greenbrier; and

WHEREAS, the Tennessee Department of Environment and Conservation's Recreation Resources Services Division is accepting applications for the 2023 Public Parks and Recreation Grant Cycle.

NOW THEREFORE BE IT RESOLVED THAT the City of Greenbrier will apply for 2023 Public Parks and Recreation funds for the purpose of making improvements within the existing park system; and

BE IT FURTHER RESOLVED THAT the City of Greenbrier will provide the required match of fifty percent of the total project cost as identified in the grant application; and

BE IT FURTHER RESOLVED THAT the City of Greenbrier will accept financial responsibility of any cost overruns needed to complete the project as proposed and in compliance with grant requirements; and

BE IT FURTHER RESOLVED THAT the City will register the Notice of Limitation of Use against the Warranty Deed for the Park if the proposed project is funded; and

BE IT FURTHER RESOLVED THAT the project will meet all Federal, State, and Local regulations including but not limited to the Americans with Disabilities Act; and

BE IT FURTHER RESOLVED THAT the project will be completed within three (3) years of the project contract start date; and

BE IT FURTHER RESOLVED THAT Mayor Lanny Adcock, as the Chief Elected Official, is authorized and is hereby instructed, to sign all papers in connection with said resolution.

NOW BE IT RESOLVED by the City of Greenbrier Board of Mayor and Aldermen on this _____ day of _____, 2023.

Mayor

Attested

**Building and Codes/ Planning
Memorandum**

March 27, 2023

To: Board of Mayor and Alderman
From: Lauren Stribling, Building and Codes/Planning Supervisor
Subject: March 2023 Monthly Report

I. Planning Division

SUBDIVISIONS:

The subdivision activity chart below reflects the monthly subdivision review and approval progress.

Subdivision Activity Chart

Subdivision	Status	Approval Action	Review	Zoning	Minor/Major	No. of Lots Created
Cattle Trail Estates	Awaiting start of construction for Phase 1	Approved	Staff/PE	RB - Medium Density Residential	Major	23 Residential
Nelson's Reserve	Awaiting start of construction for phase 1	Approved	Staff/PE	MXC-Mixed Use Commercial	Major	53 Residential

Infrastructure has started on this project for sewer, stormwater and roads.

PLANNING COMMISSION AGENDA ITEMS

1. Old Business
 - a. A lot split was submitted by Todd Bollinger behalf of Brian and Leah Watson at 2619 Old Greenbrier Pike (Parcel 115-P-A-40.00).
2. New Business
 - a. Requirement of someone being present if they have anything on the agenda to be seen and voted on

BOARD OF ZONING APPEALS

There was no meeting for the appeals board.

DAILY ACTIVITIES

The staff continued to fulfill daily citizen requests including: question and complaints, zoning confirmation letters, property zoning requests, development concept meetings, landscaping and site review field visits, all permit reviews and applications, general land use information, and necessary field visits and building inspections.

II. Code Enforcement Division

New Construction

PERMITTING AND INSPECTIONS

Type	# Permits	# Units
New Mobile Homes	0	0
New 1&2 Family Starts	1	1
New Multi-Family Starts	0	0
New Commercial Starts	0	0
Total	0	0

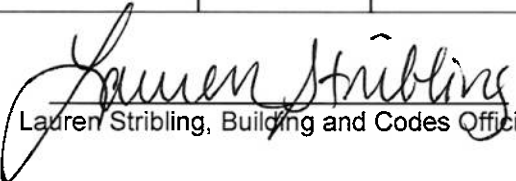
Code Enforcement Division – March 2023

Permit Information

Permits Issued	January 2023	2023 FYTD	2022 FYTD	Difference
Residential Building Permits	1	4	20	-16
Permit Fees	\$ 1,326	\$ 6,741	\$ 25,807.20	\$ -19,066.20
Commercial Building Permits	0	0	4	-4
Permit Fees	\$ 0.00	\$ 0.00	\$ 18,980.00	\$ -18,980.00
Other Permits	9	28	108	-80
Permit Fees	\$ 1,006	\$ 4,093.88	\$ 9,398.27	\$ -5,304.39
Total Permits	13	22	132	-110
Permit Fees	\$ 2,332	\$ 10,834.88	\$ 54,185.47	\$ -43,350.59

Certificates of Occupancy Issued – March 2023

Permit #	Issued	Address	Description	Contractor	Owner


 Lauren Stribling, Building and Codes Official

Greenbrier Fire Department
February 2023 Fire Report – Robertson County Coverage Area

This is the information for the February 2023 Fire Report. Thank you.

Structure Fires: 0

Brush/Grass Fires: 1

Vehicle Fires: 0

Mutual Aid / Assist: 11

HAZMAT/Chemical Spills: 0

False Calls: 0

MVA 1046: 2

MVA 1045: 0

Extrications: 0

EMS Assist: 5

First Responder: 1

Miscellaneous: 5

Total Calls for Service: 25

Average Men per Call: 2

Average Response Time: 09:02

Average men on Duty: 2

Parks and Recreation 2023



MARCH 27

City of Greenbrier Parks
Authored by: Rory Osborne



Events

April 8th Car Show, Easter egg hunt

Dates for the Movies in the Park

May 13th

July 3rd

August 12th

September 23rd

Director Comments

We have made a lot of progress the past few years, and it is very noticeable when you ride through the parks.

Looking forward to keeping up the pace making our parks a place the community wants to spend time.

Thank you for your support!

Thanks

Rory Osborne

Parks and Recreation Director



GREENBRIER POLICE DEPARTMENT

MONTHLY REPORT

FEBRUARY 2023

City Court	\$10,212.50
State Litigation Tax	-\$857.64
Dept of Safety Fines	-\$47.50
Total City Court Revenue	\$9,307.36
General Sessions Revenue	\$1,115.29
Other Revenue	\$0.00
Total Revenue	\$10,422.65

Year to date Revenue	
July	\$10,616.57
August	\$12,449.24
September	\$10,716.13
October	\$12,620.79
November	\$8,612.96
December	\$6,588.24
January	\$9,947.11
February	\$10,422.65
March	\$0.00
April	\$0.00
May	\$0.00
June	\$0.00
Total	\$81,973.69

DEPARTMENT TOTALS

City Citations	102
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Year to date Officer Cost	
July	\$ 539.00
August	\$ 748.00
September	\$ 649.00
October	\$ 781.00
November	\$ 539.00
December	\$ 418.00
January	\$ 572.00
February	\$ 660.00
March	\$ -
April	\$ -
May	\$ -
June	\$ -
Total	\$4,906.00

Year to date Drug Fund Revenue	
July	\$178.13
August	\$213.75
September	\$59.37
October	\$415.62
November	\$0.00
December	\$ 184.62
January	\$ 171.62
February	\$ 59.38
March	\$ -
April	\$ -
May	\$ -
June	\$ -
Total	\$1,282.49

WEEKLY CITATION COUNT FOR FEBRUARY 2023

	1st-4th	5th-11th	12th-18th	19th-25th	26th-28th	TOTAL				
204 LT ALLEN	0	4	0	0	0	4				
205 SGT MANOLOULES	0	0	1	4	1	6				
207 DORRIS	3	6	1	0	0	10				
208 PACK	0	1	3	1	0	5				
209 M JONES	4	4	3	0	3	14				
210	0	0	0	0	0	0				
211 RODRIGUEZ	0	0	0	1	4	5				
212	0	0	0	0	0	0				
213 MALONE	2	16	19	18	3	58				
214	0	0	0	0	0	0				
TOTAL	9	31	27	24	11	102				
ANIMAL CONTROL										
REPORTS	22									
CITATIONS	4									

City of Greenbrier
Commission Register Summary
 For The Period Ending February 28, 2023

Fund: 110 City Court Clerk

G/L Account	Description	Debit	Credit
110-11211	Cash In Bank Account No-1 - Checking		\$10,212.50
110-21500-M/TF	Due To Others	\$57.95	
110-21500-S/Lit	Due To Others	\$94.32	
110-21500-TB/ICB	Due To Others	\$705.37	
110-21524	Due To State Dept Of Safety - State Fines	\$47.50	
110-27150	Officer Cost	\$660.00	
110-29900	Fee/commission Account	\$44.61	
110-35110	City Court Fines And Costs	\$7,764.00	
110-35120	City Litigation	\$838.75	
	Total:	\$10,212.50	\$10,212.50

3/27/2023

From the office of Property Standards

Re: March 2023 report

We do have a few open cases this month that have yet to reach their due dates. These cases are being checked on weekly for progress to compliance. I myself am still working hard and studying the material needed to pass the certification test. It is my goal to take the test in early April.

Clean up day is fast approaching. This year it will be held on April 22nd from 7am to 1pm. As usual we expect a large turnout. Shrum's has agreed to drop off three dumpsters and of course Hugins Disposal will have a large fleet of garbage trucks and manpower on site.

Tree Day was held on March 17. The city received 100 trees from the Tennessee Environmental Council to hand out to the public and all 100 trees were gone in just a matter of a few days.

A short report this month but as the weather is now getting warmer and everything green is starting to grow, I'm sure the cases and these reports will get longer!

Thank You,

Justin Hardway

A handwritten signature in cursive script that reads "Justin Hardway". The signature is written in black ink and is positioned below the typed name.

Water and Sewer

March 2023

- Moved water service in Westbrook
- Replaced pump 1 @ FF 1
- Towed pump truck
- Finished cleaning up at the new City Hall building
- Fixed several stop signs
- Picked up limbs
- Cut Sidewalk on Church St.
- Patched holes
- Replaced Wilson St sign
- Replaced electrical box at sewer plant
- Painted tool boxes
- Cleaned trucks and mini ex

Parks and Recreation Master Plan Projects

1 Year Goal

- Walking trail connector from park to soccer field- Storm Water
- Lake- Create stabilization; concrete boat ramp– Storm Water
- Dam- TWRA
- Convert tennis court to pickle ball court

2 Year Goal

- Basketball court
- Volleyball court
- Baseball field
- Community Center

3 Year Goal

- Playground
- Parking lot