

**AGENDA
BOARD OF MAYOR & ALDERMEN
REGULAR MEETING
JULY 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 June 5, 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**

- 3.0 **New Business**
- 3.1 Discuss and possibly take action on the monthly water and sewer adjustments in the amount of \$ 4161.23.

- 4.0 **Adjournment**

Tracy Coleman, Executive Assistant

**MINUTES
BOARD OF MAYOR & ALDERMEN
REGULAR MEETING
JUNE 5, 2023**

There were no public hearings or citizen comments.

1.0 **Call to Order** 6:01 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:

Public Works Mark Plush
Police Chief Randy Pack

Also Present:

Fire Chief Kyle Hamill
City Recorder Stephanie Toland
Director of Parks Rory Osborne
Attorney Reba Brown
Executive Assistant Tracy Coleman
Deputy Chief Eric Putman

1.2 Prayer/Moment of Silence

1.3 Pledge of Allegiance to the American Flag

1.4 Alderman Deaver moved to approve the adoption of the agenda. Alderman DeLong seconded the motion. Alderman Davis moved to amend the agenda to add Item 3.6 for Noah Wade to make a presentation for his Eagle Scout project, Behavioral Health Trail Project, at the soccer field. Alderman Toohey seconded the motion and passed with a 7-0 roll vote.

1.5 Alderman Toohey moved to approve the minutes from the regular meeting of the Board of Mayor and Aldermen held on May 1, 2023. Alderman Allgood seconded the motion and passed with a 7-0 roll vote.

1.6 Presentations/Memorials

1.7 Communications from the Mayor

- New building is moving along and should be bricking by the end of the week.
- Street repairs have been contracted and we are on the list.
- We have purchased a vehicle for public works and parks with funds from the sell of timber.

1.8 Communication from the Aldermen

Alderman Dorris inquired about the progress on Twin Court, mowing at the Crematorium, and Justin Hardaway's Property Standards Certification. City Recorder Stephanie Toland reported that OHM is looking into possible storm water violations and the City Attorney is checking on what is next for Twin Court. To follow the notification process, a letter has been sent to crematorium to clean up the property and they have until the 12th to respond. After that date, we can clean up the property at the owner's expense.

Alderman Deaver asked how we can start addressing issues sooner. City Recorder, Stephanie Toland reported that staff will be using our current app See Clickfix app more frequently to assist with this resident's reported concerns and will be able to keep track of the progress of each request.

Alderman Allgood responded to a resident's request about speed bumps for the Webster Street area and found they are a huge liability for the City.

Alderman Davis commended the contractors doing sewer work on a great job of cleaning up as they go.

1.9 No communications from the City Attorney

1.10 Reports from Department Heads

Fire Chief Kyle Hamill publicly thanked GS Moore and Son for the use of the house on May 7, 2023 and May 10, 2023. Several fire departments in the area received hands on training.

Deputy Chief Eric Putman reported a lighter month for our police department this month. Eric, Curt and Todd have been running calls in the morning.

Parks Director Rory Osborne reported on the success of the first movies in the park event. Our next movie in the park will be July 3, 2023 at 9pm following Turning of the Pig.

- Regular season ball has ended and we have moved into practices for All Stars.
- We are looking at several events in the fall as well as our Christmas in the park event.

City Recorder Stephanie Toland reported that Beer Board met in April after Phillip 66 and Top shelf liquors failed the underage operation our police department. Each offense was \$1500.00.

- TDOT has a grant open that we should qualify for to receive funds to assist in the stop lights on Sycamore and Lights Chapel.
- The red light in the middle of town will need to be replaced as there is no more parts to fix the red light should it go out. The cost to fix it is about \$129,000.
- CSX is continuing to upgrade at Wilson and Main St.

2.0 **Old Business**

- 2.1 Alderman Davis moved to approve Ordinance 23-03 on second reading, an ordinance to amend the Greenbrier zoning ordinance and official zoning map of the City of Greenbrier, Tennessee by rezoning on parcel from A to R15 zoning district. Alderman Deaver seconded the motion and passed with a 7-0 roll vote.
- 2.2 Alderman Deaver moved to approve Ordinance 23-04 on second reading, an ordinance of the City of Greenbrier, Tennessee adopting the annual budget and tax rate for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Alderman Dorris seconded the motion.

Alderman Toohey moved to amend the ordinance to include
Increasing General Revenue 33191 - State Grant (Police) -\$106,117
Increasing General Revenue 34745 – Concession Stands - \$115,000
Increasing General Expenditure -42100-900 PD Capital Outlay - \$106,117
Increasing General Expenditure – 42100-112 PD Overtime from \$35,000 to \$45,000
Increasing General Expenditure – 42000 – 255 General Government Data Processing \$75,000
Decreasing Drug Fund Revenue – 127-35150 to \$0.00
Decreasing Stormwater Revenue – 128-34421 to \$223, 2000

And to accept the updated changes that occurred during the formula updates within the budget spreadsheets which did not change any FY 24 budgeted amounts.

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

3.0 **New Business**

- 3.1 Alderman DeLong moved to approve Ordinance 23-05 on first reading, 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. Alderman Deaver seconded the motion. Alderman Allgood motioned to amend the Ordinance and change state street aid from repair and maintenance to contractual services. Davis seconded the motion and passed with a 7-0 roll vote.
- Mayor Adcock made a motion to suspend the rules to vote on a 2nd reading. Alderman DeLong moved to approve motion. Alderman Toohey seconded the motion and passed with a 7-0 roll vote.

Alderman Davis moved to approve Ordinance 23-05 on second reading, 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. Alderman Dorris seconded the motion and passed with a 7-0 roll vote.

- 3.2 Alderman Davis moved to approve Resolution 23-06 entitled the Cyber Security Response Plan. Alderman Deaver seconded the motion and passed with a 7-0 roll vote.
- 3.3 Alderman Allgood moved to approve Resolution 23-07 to renew the Robertson County E-911 Mutual Aid Agreement. Alderman Toohey seconded the motion and passed with a 7-0 roll vote.
- 3.4 Alderman Deaver moved to approve Resolution 23-08 to adopt the State of Tennessee Private Chapter No 31, House Bill No 1570, as passed by the 113th General Assembly on May 11, 2023 to amend the city charter. Alderman Dorris seconded the motion and passed with a 7-0 roll vote.
- 3.5 Alderman Toohey moved to approve the monthly water and sewer adjustments in the amount of \$ 2,558.89. Alderman Dorris seconded the motion and passed with a 7-0 roll vote.
- 3.6 Alderman Dorris moved to approve Noah Wade's Boy Scout Eagle Award, Behavioral Health Trail Project, to be completed at the soccer field. Alderman Toohey seconded the motion and passed with a 7-0 roll vote.
- 3.7 Alderman Davis moved to adjourn. Alderman Allgood seconded the motion and passed with 7-0 voice vote.

Adjourned 6:50

Lanny Adcock, Mayor

Stephanie Toland, City Recorder

**Building and Codes/ Planning
Memorandum**

June 27, 2023

To: Board of Mayor and Alderman
From: Lauren Stribling, Building and Codes/Planning Supervisor
Subject: June 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. New Business

- a. Approval of a Special Exception Permit for a Fireworks Tent at 2225 Hwy 41 S. submitted by Colt James on behalf of B & B Fireworks.
- b. An application to rezone 2479 Hwy 41 S. from R15 to CB was submitted by Shelley Bryant.
- c. Approval of a lot split at 4484 Sycamore Rd, Parcel 132-54.00 was submitted by Todd Bollinger on behalf of Patrick Hackney.

BOARD OF ZONING APPEALS

1. New Business

- a. A variance was submitted for approval at 2309 Industrial Court by Groves Investments.

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	2	2
New Multi-Family Starts	0	0
New Commercial Starts	0	0
Total	0	0

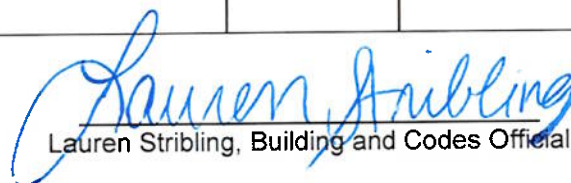
Code Enforcement Division – June 2023

Permit Information

Permits Issued	June 2023	2023 FYTD	2022 FYTD	Difference
Residential Building Permits	2	9	20	-11
Permit Fees	\$ 5,326.00	\$ 15,694.00	\$ 25,807.20	\$ -10,113.20
Commercial Building Permits	0	0	4	-4
Permit Fees	\$ 0.00	\$ 0.00	\$ 18,980.00	\$ -18,980.00
Other Permits	15	61	108	-47
Permit Fees	\$ 3,051.00	\$ 9373.16	\$ 9,398.27	\$ -25.11
Total Permits	17	70	132	-62
Permit Fees	\$ 8,377.00	\$ 25,067.16	\$ 54,185.47	\$ -29,118.31

Certificates of Occupancy Issued – June 2023

Permit #	Issued	Address	Description	Contractor	Owner


 Lauren Stribling, Building and Codes Official

From the office of property standards.

Re: June report 6/29/23

June was a busy month yet again. Following is a breakdown of what was addressed this month.

The crematorium was finally taken care of by the owner. I have a note from them stating that if the property doesn't sell by the end of the month that he will be setting it up for mowing rotation.

The fence complaint from Church St. that was due 6/30 has been brought into compliance and file is closed.

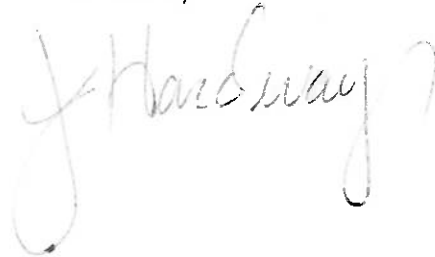
A boat in the front yard complaint on Glennie Lee Dr. is in compliance. The boat has been moved and stored properly.

3 properties have been turned over to our mowing contractor. They should be done by the end of the month.

I have cited a residence on Mayes Dr. for a dilapidated pool. They are working on removing it, but it is not due for compliance until 7/26.

12 properties were cited for grass/weeds and they have all been brought into compliance.

J. Hardway

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



GFD Activity Report for the period of May 1st – May 31st 2023

May 1st – May 31st 2023 Response Statistics Inside City Limits

Total Responses INSIDE City Limits: 57 – Average Manpower per Incident: 2

- *Overall Average Response Time Inside City Limits: 05:12*

** Average Response time indicates the amount of time elapsed between when GFD is notified and when GFD arrives on scene.**

1. Fires:
 - a. Grass fire: 2
 - b. Outside rubbish/waste fire: 1
2. Rescue / EMS Incidents:
 - a. EMS assist/medical emergency: 40
 - b. Motor vehicle accident with injuries: 2
 - c. Motor vehicle accident with no injuries: 1
3. Hazardous Materials/Conditions Responses:
 - a. Gas leak, natural or LPG: 2
 - b. Vehicle accident, general cleanup: 1
4. Miscellaneous Responses:
 - a. Assist invalid: 1
 - b. No incident found on arrival: 3
 - c. Dispatched and cancelled en route: 1
 - d. False alarm, false call: 2
 - e. Severe weather incident: 1

May 1st – May 31st 2023 Response Statistics OUTSIDE City Limits

Total Responses OUTSIDE City Limits: 16 (Primary County District); 6 (Mutual Aid)

Average Manpower per Incident: 2

- *Overall Average Response Time Outside City Limits: 07:20*

** Average Response time indicates the amount of time elapsed between when GFD is notified and when GFD arrives on scene.**

1. Fires:
 - a. None.
2. Rescue / EMS Responses:
 - a. EMS assist/Medical emergency: 9
 - b. Motor vehicle accident with injuries: 1
 - c. Motor vehicle accident with no injuries: 2
3. Hazardous Materials Responses/Hazardous Condition:
 - a. Arching, shorted electrical equipment: 1
 - b. Gas leak (natural or LPG gas): 1



4. Miscellaneous Responses:
 - a. Dispatched and cancelled en route: 2

5. Mutual aid given – Other fire department districts
 - a. EMS assist/Medical emergency: 3
 - b. Dispatched and cancelled en route: 1

Fire Department Training:

05/07 & 05/10/2023: Firefighters from Greenbrier Fire Department and other surrounding departments conducted live fire training at an acquired structure on Phelps Street. Firefighters conducted interior fire attack, exterior fire attack, and fire behavior observation evolutions. GFD had assistance from Robertson County EMS, RCEMA, and REHAB 83. The structure and property were provided by Jim Moore of GS Moore & Son in Springfield.

TOTAL RESPONSES: 79

TOTAL UNANSWERED CALLS FOR SERVICE: 7

End of report.

Respectfully submitted,

Kyle Hamill
Fire Chief

Parks and Recreation 2023



JUNE 27

City of Greenbrier Parks
Authored by: Rory Osborne



Parks and Recreation Report

What's Going On

Baseball/Softball

All-Star tournaments in our park are complete with Greenbrier 7,8 baseball coming out as District 4 Champions, and in our softball tournament Greenbrier 6U won the Babe Ruth State Championship. We had two very successful tournaments, gate, and concessions did well. Our all-star teams are off to great starts with 4 District Championships. 6U A District 4 Champs headed to Henderson TN to compete in the Dixie Youth State tournament. 8U AA District 4 Champs headed to Parsons TN for DYB State Tournament. 10U AAA District 4 Champs headed to Loudon TN for DYB State Tournament. 12U Ozone District Champs headed to Springfield for DYB State Tournament, would be great to see you there to support them in Springfield. Adult Softball will start on July 11th Fall ball signups start next week

Playgrounds

Playgrounds are holding up good, they get inspected daily, and thorough inspection biweekly.

Park Board

The Park Board meeting on June 2nd we agreed on the events that are planned, agreed by vote to accept the plans for a trail at the soccer park, built by a Boy Scout as part of his pursuit of his eagle scout.

Security

Additional security cameras at the soccer and baseball/softball park need to be added for better coverage of the area. We did have some vandalism in the men's restroom at the soccer park.

Miscellaneous

The Grant for a playground at Louise Martin Community Park has been filed.

The parks maintenance truck will need to be replaced at some point.

The fertilizer and seed have been sowed at the soccer field, we will have it looking really good for the girls soccer season, and Jr Pro football practice

Upcoming Events

July 3rd Turning of the Pig at Louise Martin Park

July 3rd Movies in the Park

July 4th Parade 10:00am

Future Movies in the Park Dates

August 12th September 23rd

September 2nd BBQ Cookoff Corn Hole Tournament

October 21st Car Show Fall Fest

November 25th Christmas in the Brier

Director Comments

We are planning a lot of events at our park. So thankful for Tracy Coleman, and Jennifer Woodard for all their hard work leading the way on planning the events. The events are what I have envisioned for our parks from the first day I took this job. Our parks is truly where community comes together.

Thank You for your support!

Thanks

Rory Osborne

Parks and Recreation Director

GREENBRIER POLICE DEPARTMENT

MONTHLY REPORT

MAY 2023

City Court	\$7,593.50
State Litigation Tax	-\$537.06
Dept of Safety Fines	\$0.00
Total City Court Revenue	\$7,056.44
General Sessions Revenue	\$347.70
Other Revenue	\$0.00
Total Revenue	\$7,404.14

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	\$10,427.69
April	\$9,078.93
May	\$7,404.14
June	\$0.00
Total	\$108,884.45

DEPARTMENT TOTALS

City Citations	66
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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	\$ 572.00
April	\$ 484.00
May	\$ 418.00
June	\$ -
Total	\$6,380.00

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	\$59.37
April	\$59.37
May	\$0.00
June	\$ -
Total	\$1,401.23

WEEKLY CITATION COUNT FOR MAY 2023						
	1st-6th	7th-13th	14th-20th	21st-27th	28th-31st	TOTAL
204 ALLEN	0	0	0	1	0	1
205 SGT MANOLOULES	0	1	0	1	11	13
208 PACK	4	3	1	1	0	9
209 JONES	4	1	0	6	1	12
210	0	0	0	0	0	0
211 RODRIGUEZ	9	7	10	5	0	31
212	0	0	0	0	0	0
213	0	0	0	0	0	0
214	0	0	0	0	0	0
215	0	0	0	0	0	0
TOTAL	17	12	11	14	12	66
ANIMAL CONTROL						
REPORTS	21					
CITATIONS	0					

Fund: 110 City Court Clerk

G/L Account	Description	Debit	Credit
110-11211	Cash In Bank Account No-1 - Checking		\$7,593.50
110-21500-MTF	Due To Others	\$36.10	
110-21500-SLM	Due To Others	\$53.90	
110-21500-TBICB	Due To Others	\$444.12	
110-21524-Park	Due To State Dept Of Safety -State Fines	\$2.94	
110-27150	Officer Cost	\$418.00	
110-29900	Fee/commission Account	\$26.44	
110-35110	City Court Fines And Costs	\$6,089.50	
110-35120	City Litigation	\$522.50	
	Total:	\$7,593.50	\$7,593.50

DATE	STREETS AND HWYS
6/1/2023	RICKY AND BO MOWED ALL DAY
6/2/2023	BO MOWED ALL DAY, RICKY AND ARTHOUR WERE OFF
6/3/2023	JASON ON CALL
4-Jun	JASON ON CALL
5-Jun	ART AND RICKY MOWED BO HELPED MARK
6-Jun	ART AND RICKY MOWED BO HELPED MARK
7-Jun	ART AND RICKY MOWED BO HELPED MARK
8-Jun	ART MOWED AND BO HELPED MARK AT BALLFIELDS
9-Jun	ART AND BO MOWED NEW CITY HALL.
10-Jun	JOHNNY ON CALL
11-Jun	JOHNNY ON CALL
12-Jun	BO ART AND RICKY MOWED ROW'S
13-Jun	BO ART AND RICKY MOWED ROW'S
14-Jun	BO ART AND RICKY MOWED ROW'S
15-Jun	BO AND ART MOWER ROW'S
16-Jun	BO MOWED ROW'S, RAN TO GET PART FOR HIS WORK TRUCK.
17-Jun	GARRETT ON CALL
18-Jun	GARRETT ON CALL
19-Jun	BO WORKED ON TRUCK REPLACING BRAKES, ART AND RICKY MOWED
20-Jun	BO TOOK BACKHOE TIRES TO KY TO BE REPLACED AND WORKED ON HIS BRAKES ON WORK TRUCK, ART AND RICKY MOWED
21-Jun	BO ART AND RICKY MOWED ROW'S, BO CLEANED UP SHOP FROM BRAKE JOB AND PUT TIRES ON BACKHOE.
22-Jun	BO AND ART MOWED
23-Jun	BO AND ART MOWED
24-Jun	ANDY ON CALL
25-Jun	ANDY ON CALL
26-Jun	BO ART AND RICKY MOWED ROW'S
27-Jun	BO ART AND RICKY MOWED ROW'S
28-Jun	
29-Jun	
30-Jun	

DATE	WATER AND SEWER
6/1/2023	WORKED ON 41 LIFT STATION, DRESS UP ON BRIMESTONE
6/2/2023	DRESS UP ON 667 CHURCH ST, 637 CHURCH ST, AND 634 CHURCH ST, INSPECTED SEWER BY GRISSOMS, HELPED FIX JASONS NEW TRUCK.
6/3/2023	JASON ON CALL
4-Jun	JASON ON CALL
5-Jun	CLEANED 2 LIFT STATIONS, CLEANED AND ORGANIZED SERVICE TRUCK
6-Jun	WATER TAP ON EMPSON,
7-Jun	2 WATER TAPS FOR NEW BUILDS ON EAST SOUTH ST
8-Jun	TRIED TO FIND TAP ON BRIMESTONE, DRESSUP ON QUIAL CT, SEWER TAP ON EAST SOUTH FOR NEW BUILDS
9-Jun	MEETING 9AM TO 10:30AM, WORKED ON AIR COMPRESSOR, WORKED ON DRAINAGE ISSUE ON BRIMESTONE.
10-Jun	JOHNNY ON CALL
11-Jun	JOHNNY ON CALL
12-Jun	PATCHED POTHOLES
13-Jun	FIXED ROADS AT CEMETARY
14-Jun	FIXED WATER LEAK ON CATOOSA, FIXED WATER LEAK ON WEST COLLEGE, HAULED GRAVEL FOR MARK, CLEANED&GREASED MINI X
15-Jun	PATCHED POTHOLES, PUT NEW BATTERYS IN FLATBED, WATER TAP ON GRANDVIEW.
16-Jun	WATER TAP ON CEMETARY RD, CLEANED AND ORGANIZED SERVICE TRUCK.
17-Jun	GARRETT ON CALL
18-Jun	GARRETT ON CALL
19-Jun	YOKE EXCHANGE ON NUNLEY, HELPED LONGBRANCH ON MCQUISTON
20-Jun	LONG SIDE WATER TAP ON BRIMESTONE, WORKED ON AIR COMPRESSOR SO WE COULD DO THE WATER TAP.
21-Jun	LONG SIDE WATER TAP ON CEMETERY RD, MOVED METER OUT OF SIDEWALK ON CHURCH ST. PUSHED UP HILL.
22-Jun	STARTED LONGSIDE TAP ON CEMETERY HIT GAS LINE THAT WASN'T MARKED WAITED FOR REPAIR AND HAD TO FINISH THE FOLLOWING DAY
23-Jun	FINISHED LONG SIDE TAP #2 ON CEMETERY RD
24-Jun	ANDY ON CALL
25-Jun	ANDY ON CALL
26-Jun	PICKED UP TRASH ON BRIMESTONE, DONE A YARD DRESSUP ON BRIMESTONE AND CLEANED OUT VAC TRUCK.
27-Jun	YOKE EXCHANGE ON OLD HWY, CUT TREE FOR LONGBRANCH,
28-Jun	
29-Jun	
30-Jun	

