AGENDA

REGULAR SESSION

January 28, 2025

7:00 P.M.

1. **ROLL CALL**
2. **CONSIDERATION OF MINUTES**
    a. Minutes from January 14, 2025, Regular Session
3. **RECOGNITION OF VISITORS**
4. **RECOGNITION OF EMPLOYEES**
5. **COMMUNICATION**
    a. Quarterly Activity Report from McMinnville Warren County Industrial Development Board
6. **PETITIONS**
7. **UNFINISHED BUSINESS**
    a. Selection of Tourism Advisory Committee members
8. **NEW BUSINESS**
    a. Discussion of replacement of Marvin Lusk's seat on the McMinnville Housing Authority Board.
    b. Discussion of Christy Ross's seat on the Park Theater Advisory Board.
    c. Discussion of Jonathan Jones' seat on the Park Theater Advisory Board.
    d. Discussion of Rodney Boyd's seat on McMinnville Downtown Revenue Finance Corporation.
    e. Discussion of Charles Marsh's seat on McMinnville Downtown Revenue Finance Corporation.
9. **RESOLUTIONS**
    a. Resolution No. 2025-03 to accept the award bid for Contract 124 -2023 CDBG Sewer Rehabilitation for $839,173.60 to Portland Utilities Construction, LLC, concurrence from the Tennessee Department of Economic and Community Department for the City of McMinnville Water and Sewer Department; to authorize the City Administrator of the City of McMinnville to issue the necessary purchase order on behalf of the City of McMinnville; and to express the time when the resolution becomes effective.
10. **ORDINANCE**
    a. Ordinance No. 2025-02 to adopt the National Fire Protection Agency (NFPA), NFPA 70, National Electrical Code, 2020 version with amendments and express when the ordinance becomes effective. This is the second and final reading
11. **DEPARTMENTAL REPORTS**
12. **ANNOUNCEMENTS**
13. **ADJOURNMENT**

REGULAR SESSION

January 14, 2025

The Board of Mayor and Aldermen of the City of McMinnville, Tennessee, met in a regular session on January 14, 2025, at approximately 7:00 p.m. Adequate public notice of the agenda was given by notices posted at City Hall. The agenda was also sent to the Southern Standard newspaper, posted on the City's website, and received by local radio stations.

The members present were Sally Brock, Deitra Dunlap, Steve Harvey, Rachel Kirby, Keri Morton, and Kara Youngblood.

City Attorney Tim Pirtle, City Administrator Nolan Ming, Human Resource Director, Treasurer Samantha Moore, Police Chief Nichole Mosley, Deputy Fire Chief Martin White, Fire Department Training Officer Clint Walker, Justin Scott, Frank Southard, John Austin, Ricky Morton, Sean Garrett, Jordan Pupols and media members attended.

The meeting was presided over by Mayor Ryle Chastain, with Andrea Gross, City Recorder, recording the action of the meeting.

CONSIDERATION OF MINUTES

Mayor Ryle Chastain stated that written copies of the minutes of the December 10, 2024, regular session have previously been sent to each Board of Mayor and Aldermen member. He asked if any member of the Board wished to make any corrections, additions, or modifications to these minutes. There were none. He asked if he had a motion. Sally Brock made the first motion, which Rachel Kirby seconded. All members agreed, and the motion was carried out.

RECOGNITION OF VISITORS

No recognition of visitors.

RECOGNITION OF EMPLOYEES

Samatha Moore recognized Mistie Jett from the administration department for earning her Certified Municipal Finance Officer certificate. This was a twelve (12) month program through the State of Tennessee. Ms. Moore asked the board to congratulate her on this accomplishment.

Frank Southard recognized John Austin, who will be replacing Hank Patton, who is retiring at the end of this month.

Libby Rutledge recognized John Austin and Aaron Wrisner for clearing the back parking lot and sidewall for the City Hall employees.

Libby Rutledge recognized Sean Garrett with the "Good Guy" award for warming some City Hall employees' cars for them in the afternoon during the last week.

Nolan Ming introduced Jordan Pupols, Tourism & Marketing manager, to the board.

COMMUNICATIONS

Request from Young Men United to hold a Martin Luther King March on January 20, 2025, from 10:00 am to 11:00 am. Ella Richmond, Vice-President of Young Men United, was present to answer any questions. She said that the march would be considered a unity celebration. She said a program would be held at the Barnard Gym afterward and invited everyone. Mayor Chastain asked for a motion. Keri Morton made the first motion, and Sally Brock made the second motion. All members agreed and approved.

Request from The Junior Auxiliary of McMinnville to use the aerobics room at the Milner Recreation Center on Saturday, April 9, 2025, for the Hopping into Health event from 10:00 am – 12:00 pm. Justin Scott was present to answer questions. Mayor Chastain asked Justin Scott if the organization wished the city would waive the rental fees for the aerobics room. Justin Scott said," Yes, that's the request." Mayor Chastain asked for a motion. Deitra Dunlap made the first motion, and Rachel Kirby made the second motion.

PETITIONS

There were no petitions.

UNFINISHED BUSINESS

Discussion on the Police station and Resolution 2072 authorizing the selection of the Old Morrison Road location for the future Police Station (Behind 202 Bell St.), and Resolution 2077 authorizing the city to agree with AEI Architects (Peter Metts) to prepare plans, specifications, and bid documents for constructing a new Police Station. Mayor Chastain explained the history of the previous board's actions regarding the Police Department needing a new location. He explained that they didn't continue the process due to financial constraints. He explained that this has been happening for over a decade, and still no home for the Police Department. He wanted to use this time to discuss options to move forward. He said the city had received interest from some who wish to purchase the Pacesetter's building, which may sell unofficially for 1 million to 1.5 million. He also mentioned the sale of City Hall for retail or housing use. Suppose it sold the construction of a multi-purpose center that can be built on Bell Street. He explained that this would be a long process.

Kara Youngblood questioned the previous resolutions which had been passed. She wanted to know where the location was and if action needed to be taken. Mayor Chastain said the next steps would be to call joint committee meetings from the departments involved and get the ball rolling. Kara Youngblood felt that Mayor Chastain was tabling the location for the Police Department, but Steve Harvey explained that the previous board passed everything concerning the

location. Kara Youngblood expressed that she felt a new building was necessary for the Police Department. Steve Harvey suggested that with the sale of the Pacesetters building, those funds could be used for a professional remodel of part of the building on Bell Street for the Police Department. Rachel Kirby discussed the 4.5 million price tag for the Pacesetters building. Sally Brock asked how much could be made from the sale of City Hall. Mayor Chastain replied with an unofficial estimate of 7 million. Rachel Kirby questioned that amount. Steve Harvey asked Nolan Ming if the officials met with Peter Metts a year ago about placing the Police Department in the Pacesetters building. It was acknowledged that that did happen. Steve Harvey asked if we could get a new contract to see how much it would cost to build a Police Department on Bell Street. Kara Youngblood stated that the department needed its location because safety should be a priority. Mayor Chastain said financial conditions must be considered and compared for the projects. Nolan Ming suggested a workshop to develop some plans, and Mayor Chastain agreed. Nolan Ming suggested getting an updated contract with Peter Metts. Keri Morton motioned for a revised agreement for Peter Metts to consult and afterward start the workshop. Steve Harvey asked for clarity according to the previous resolutions about a new/ updated Police station. Nolan Ming read the resolution and explained. Mayor Chastain said the process would start as soon as Peter Metts is contacted.

NEW BUSINESS

The selection of Tourism Advisory Committee members was the item of new business. Mayor Chastain explained that this committee would resemble the Park Theater Committee. He read some suggestions from individuals. Rachel Kirby also brought up individuals for consideration. He wanted the members to think of some candidates for the next meeting. No action was taken until the next meeting.

RESOLUTIONS

Resolution No. 2025-01 to purchase (7) seven Mobile Radios for $41,996.61 from Motorola Solutions Quote – 2811421. Authorizing the City Administrator to issue the necessary purchase order on behalf of the City of McMinnville and expressing the time when the resolution becomes effective. Mayor Chastain asked for a motion. Keri Morton made the first motion, and Sally Brock made the second motion. Mayor Chastain asked if there were any questions. There were none, so the vote was called. Sally Brock, Deitra Dunlap, Steve Harvey, Rachel Kirby, Keri Morton, Kara Youngblood and Mayor Chastain voted aye. No nay votes were given. The motion passed for Resolution No. 2025-01.

Resolution No. 2025-02 to authorize and provide the financing of the construction of the water facilities project, including the execution of applications, contractual agreements, and other

necessary documents, and making certain representations, certifications, and pledges of specific revenue in connection with such financing, authorizing the Mayor of the City of McMinnville to issue the necessary paperwork and expressing the time when the resolution becomes effective. Mayor Chastain asked for a motion. Sally Brock made the first motion, and Rachel Kirby made the second motion. Mayor Chastain asked if there were any questions; there were none, so the vote was called. Sally Brock, Deitra Dunlap, Steve Harvey, Rachel Kirby, Keri Morton, Kara Youngblood and Mayor Chastain voted aye. No nay votes were given. The motion passed for Resolution No. 2025-02.

ORDINANCES

Ordinance No. 2025-01 to change the zoning classification of a property commonly known as TBD Pace Street tax ID #058 002.00 from R1 Low Density residential to R6 Smart Growth and express when the ordinance becomes effective. Mayor Chastain asked if he had a motion for discussion. Mayor Chastain made the first motion, and Sally Brock made the second motion. Mayor Chastain asked Sean Garrett to explain the ordinance. He said the max square feet of the homes would be 1200 feet, and there would be two roadways in the subdivision. Sally Brock asked about stormwater regulations, which are already a problem. Frank Southard said that Jefferson Street was the area she was speaking about. Mayor Chastain explained what the planning commission did when this was presented, and Sean Garrett explained the process from the planning commission to the board. Mayor Chastain explained what happened at the Planning Commission, which didn't mean that things would happen forward. Sally Brock asked how many homes could be built under an R1 and R6. Sean Garrett said sixty (60) homes for R6. Rachel Kirby mentioned that when she was on the planning committee, she thought an R6 couldn't be used at many places in town. She didn't see subdivisions for R6 for big parcels, which bothered her. Sean Garrett said that R6 was for single-family dwellings. Keri Morton asked if apartments and tiny homes could be built. Sean Garrett said no. Keri Morton asked about the two entries. Sean Garrett stated that two entries were needed with over 30 homes. She also wanted to know when the R6 came into existence. Sean Garrett said in 2012. Mayor Chastain clarified that the issue wasn't about higher density the last time this came before the board but over the type of structures that can be built. Steve Harvey said the project was good, but people purchased their homes to be in an R1. Mayor Chastain explained to the board that all boxes are checked for local and state regulations, the builder could sue the city, and the state could vote in the builder's favor. Nolan Ming agreed that all issues had been checked. Sally Brock commented that the state should force the board to change the classification to an R6. After no discussions, the vote was called. Sally Brock, Deitra Dunlap, Steve Harvey, Rachel Kirby, Keri Morton, Kara Youngblood, and Mayor Chastain voted nay. Ordinance No. 2025-01 failed.

Ordinance No. 2025-02 to adopt the National Fire Protection Agency (NFPA), NFPA 70,

National Electrical Code, 2020 version with amendments and express when the ordinance becomes effective. Mayor Chastain asked for a motion. Keri Morton made the first motion, and Steve Harvey made the second motion. Sean Garrett explained the ordinance to the board. Since there were not any questions, the vote was called. Sally Brock, Deitra Dunlap, Steve Harvey, Rachel Kirby, Keri Morton, Kara Youngblood, and Mayor Chastain voted aye. No one voted, nay. Ordinance No. 2025-02 passed.

DEPARTMENTAL REPORTS

Deputy Fire Chief Martin White reported that Fire Chief Kendall Mayfield's condition is still the same.

ANNOUNCEMENTS

Keri Morton thanked the Streets Department for clearing the roads during the snow and keeping the city safe.

ADJOURNMENT

The meeting was adjourned.

_____ _____

City Recorder Mayor

McMinnville Warren County
Industrial Development Board

Warren County Commission
Quarterly Activity Report
October – December 2024

Meetings

- Agri-Cultural Expo Complex
  - Warren Co producer meeting
  - Warren Co interest meeting with Senator Bowling
  - Warren Co delegation visited with Governor Lee
- Tourism Branding – Crystal attended
- Joint Economic Community Development Board (JECDB)
- TCAT McMinnville Institutional Advisory Board
- Ag/Econ Committee
- Main Street McMinnville
- Chamber of Commerce
- Commercial/Retail Project Mtgs
- Advanced Automation and Robotics in Controlled Environment Agriculture Webinar
- UCDD – UCHRA Annual Meeting

Events

- Middle TN Nursery Association Expo
- University of Tennessee Institute of Agriculture Tour
- GovCon – Knoxville
- ARTC EV Training Center Ribbon Cutting
- Tennessee Economic Development Council Conference
- Tennessee Chamber Public Affairs Conference – Legislative Update
- Christmas Open House and 100 Yr Business Reception
- Chamber Business After Hours @ Pure Wealth – Toy Drive

Ongoing

- PILOT Policy, Procedures and Matrix development

Grant Information

- SDG Grant – Linden Site – Due Diligence – Work completed
- UCDD Coalition – EPA Brownfield Grant Submitted
- ARC READY Grant Webinar
- Tech Grant

McMinnville Warren County
Industrial Development Board

Other

- Title VI Plan Revision and Approval
- Projects
    - RFI's –
    - Prospects – 2
    - Expansions – 1
- Cameras ordered for MVIP North and South Sites
- Intern Scope of Work Submitted to Motlow

Coming Up

- January 27 – Workforce Development Conference – Nashville
- February 7 – SDG Letter of Intent Due
- February 14 – Farm Machinery Show
- February 25 – TN Economic Development Council Day on the Hill

Tourism Advisory Committee

Voting Members

- Warren County Executive or County Commissioner
    - Terry Bell or County Commissioner
- Mayor of the City of McMinnville
    - Ryle Chastain
- Tourism and Marketing committee chairperson of the McMinnville Board of Alderman appointed after each election cycle by the Mayor
    - Deitra Dunlap
- City of McMinnville Parks & Recreation Director
    - Justin Scott
- McMinnville/Warren County Chamber of Commerce President/CEO
    - Melissa Mullins
- Main Street McMinnville Chairperson
    - Jennifer Flatt-Meredith
- State Parks Representative
    -
- Local Historian or Library Manager
    - Brad Walker or Jimmy Haley
- Farmer's Market Representative
    -
- A McMinnville Hotel/Motel business representative
    -
- A McMinnville Short-Term Rental business representative
    -
- A representative of a McMinnville Boat or Kayak Outfitter business representative
    -
- A McMinnville dining establishment representative
    -

- A non-voting youth representative
    -

Ex-officio Members

- City of McMinnville Tourism & Marketing Manager
    - Jordan Pupols
- City of McMinnville City Administrator
    - Nolan Ming
- The Tennessee Department of Tourist Development Regional Director.
    - Ashley DeRossett

City of McMinnville

101 E. Main Street | P.O. Box 7088
McMinnville, TN 37111
931-473-1200

MEMO

DATE: 1/22/25

TO: Board of Mayor & Aldermen

FROM: Ricky Morton, Director of Water & Wastewater

SUBJECT: McMinnville Sewer Rehabilitation CDBG

INTRODUCTION:

Bids were received on December 19th, 2024 for the subject project. The low base bid is $839,173.60 submitted by Portland Utilities Construction, LLC. This project is funded with $630,000 in grant funding from the CDBG Program.

BACKGROUND/STAFF COMMENTS:

Staff has reviewed the bid tab and recommendation of award from James C. Hailey & Company and agrees with their recommendation. We have identified areas that can be "value engineered" to increase value and reduce overall cost(s). McMinnville has positive past experiences with Portland Utilities Construction, LLC.

BUDGET/FINANCIAL IMPACT:

Accepting this bid takes the overall estimated project cost to $953,173.60. Of which, the Water/Wastewater Department will be responsible for $323,173.60, with the balance ($630,000) being funded by the Community Development Block Grant program. The City does have the funds for the associated match.

RECOMMENDATION:

Staff recommends award of the total base bid to Portland Utilities Construction, LLC., dependent on concurrence from the Tennessee Department of Economic and Community Development.

ATTACHMENTS:

PROPOSED MOTION:

Award the Total Base Bid for Contract 124 - 2023 CDBG Sewer Rehabilitation in the amount of $839,173.60 to Portland Utilities Construction, LLC, contingent on concurrence from the Tennessee Department of Economic and Community Development.

BOARD ACTION: Motion by _____ Seconded by _____

VOTE TOTAL	CHASTAIN	DUNLAP	BROCK	YOUNGBLOOD	HARVEY	KIRBY	MORTON
YES							
NO							
ABSTAIN							

RESOLUTION

A RESOLUTION OF THE BOARD OF MAYOR & ALDERMEN OF THE CITY OF MCMINNVILLE, TENNESSEE, TO authorize the City of McMinnville, Tennessee, to accept the award bid for Contract 124 – 2023 CDBG Sewer Rehabilitation for $839,173.60 to Portland Utilities Construction, LLC, contingent on concurrence from the Tennessee Department of Economic and Community Department for the City of McMinnville Water and Sewer Department; to authorize the Mayor of the City of McMinnville to issue the necessary paperwork on behalf of the City of McMinnville; and to express the time when the resolution becomes effective.

RESOLUTION NO.: 2025-03

APPROVED AS TO FORM:

_____
(City Attorney)

APPROVED: ____/_____/_____

WHEREAS the Water and Sewer Committee reviewed Portland Utilities Construction, LLC's bid on January 14, 2025, and recommended it for the Water and Sewer Department.

WHEREAS the Water and Sewer Committee accepts the bid, which brings the overall estimated project cost to $953,173.60. The Water/Wastewater Department will be responsible for $323,173.60, with the balance ($630,000) being funded by the Community Development Block Grant Program for the Water and Sewer Department.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MCMINNVILLE, TENNESSEE, AS FOLLOWS:

1. **The City of McMinnville accepts the bid for Contract 124 – 2023 CDBG Sewer Rehabilitation for $839,173.60 to Portland Utilities Construction, LLC, contingent on concurrence from the Tennessee Department of Economic and Community Development for the City of McMinnville Water and Sewer Department.**

2. **The City of McMinnville Mayor is hereby authorized to issue the necessary paperwork on behalf of the City of McMinnville, Tennessee, to Portland Utilities Construction, LLC, for $839,173.60 for the City of McMinnville Water and Sewer Department.**

3. **This resolution shall become effective from and after its adoption, the welfare of the City requiring it.**

ADOPTED THIS THE 28th DAY OF January 2025.

_____

RECORDER

_____

MAYOR

City of McMinnville

101 E. Main Street | P.O. Box 7088
McMinnville, TN 37111
931-473-1200

MEMO

DATE: 1/6/25

TO: Board of Mayor & Aldermen

FROM: Sean Garrett, Director of Community Development

SUBJECT: Adoption of the 2020 National Electrical Code

INTRODUCTION:

Adopting the 2020 National Electrical Code with amendments.

BACKGROUND/STAFF COMMENTS:

The city is undertaking an appeal to the state to take over electrical inspections. In order to be granted this the City must adopted codes that are within 7 years of the latest publication. 2023 is the most recent version, the proposal is to adopt the 2020 version of the NEC.

BUDGET/FINANCIAL IMPACT:

Positive affect related to permitting fees.

RECOMMENDATION:

Recommending approval of the ordinance to adopt the 2020 NEC.

ATTACHMENTS:

Ordinance outlying the adoption and amendments.

PROPOSED MOTION:

Motion to adopt the 2020 National Electrical Code (NFPA 70) with amendments.

BOARD ACTION: Motion by _____ Seconded by _____

VOTE TOTAL	CHASTAIN	DUNLAP	BROCK	YOUNGBLOOD	HARVEY	KIRBY	MORTON
YES							
NO							
ABSTAIN							

ORDINANCE

AN ORDINANCE OF THE BOARD OF MAYOR & ALDERMEN OF THE CITY OF MCMINNVILLE, TENNESSEE, TO ADOPT THE NATIONAL FIRE PROTECTION AGENCY (NFPA), NFPA 70, NATIONAL ELECTRICAL CODE, 2020 VERSION WITH AMENDMENTS

ORDINANCE NO.: 2025-02

APPROVED AS TO FORM:

_____
(City Attorney)

PASSED 1ST READING: ____/_____/_____

PASSED 2ND READING: ____/_____/_____

PUBLISHED IN THE SOUTHERN STANDARD: ____/_____/_____

Whereas, pursuant to T.C.A. § 68-102-143(b)(1), the city hereby adopts the 2020 National Electrical Code, NFPA 70, with amendments as noted in appendix A.

Whereas, it is the desire and in the best interest of the city to adopt the 2020 NEC and enforce such codes and provide timely inspections related to the enforcement and permitting of electrical installations.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MCMINNVILLE, TENNESSEE, THAT:

The 2020 National Fire Protection Agency (NFPA), 70, the National Electrical Code with amendments is hereby adopted.

APPROVED:

_____
City Recorder

_____
Mayor

Appendix A

Article 210.8 (A) (5). ~~Basements.~~ Unfinished portions or areas of basements not intended as habitable rooms.

Article 210.8 (A) (11). ~~Indoor damp and wet locations.~~ Indoor wet locations.

Articles 210.8 E.: ~~GFCI protection shall be provided for the receptacles required by 210.63.~~ GFCI protection shall be provided for receptacles located outdoors, in damp, and wet locations.

Article 230.67 (~~A): Surge Protection Device~~
~~All services supplying dwelling units shall be provided with a surge-protective device (SPD).~~ Surge Protection is recommended but shall not be required. Where installed in shall follow 230.67 (B).

~~Article 230.85 Emergency Disconnect. For one- and two-family dwellings units, all service conductors shall terminate in disconnecting means having a short circuit rating equal to or greater than the available fault current, installed in a readily accessible outdoor location. If more than one disconnect is provided, they shall be grouped. Each disconnect shall be one of the following:~~ Exterior disconnects are recommended but not required for one-and two-family dwellings.