

CITY OF FAIRVIEW
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JANUARY 16, 2025, 7:00PM, CITY HALL

Lisa Anderson, Mayor
Chris McDonald, Vice Mayor
Don Bufalini, Commissioner
Wayne Hall, Commissioner
Carolyn Roberts, Commissioner
Tom Daugherty, City Manager
Patrick Carter, City Attorney
Rachel Jones, City Recorder

Staff Present: Tom Daugherty, Rachel Jones, Patrick Carter, Bre Bailey, Ketih Paisley, Patti Carroll, Ben Knox, Richard Ross, Zack Humphreys, Scott Hughes, Keith Reed, Micah Fann, Wesley Dutton, Colton Stewart, Ray Martin, Jade Antolec

1. **Call to Order @ 7:08 P.M.** – Mayor Anderson
2. **Roll Call** – City Recorder, Rachel Jones

	PRESENT	ABSENT
Mayor Anderson	X	
Vice Mayor McDonald	X	
Commissioner Bufalini	X	
Commissioner Hall	X	
Commissioner Roberts	X	

3. **Prayer and Pledge** – Mayor Anderson
4. **Mayor Comments** – Mayor Anderson welcomed everyone. Mayor Anderson stated it’s a great privilege to honor the youth and their accomplishments. Mayor Anderson stated Fairview has a wonderful police force and thanked the officers for attending to keep everyone safe. Mayor Anderson reminded everyone this is a business meeting and stated disruptions will not be tolerated.
5. **Approval of the Agenda**

Motion to approve: Vice Mayor McDonald
Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald	X			
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 5-0				

6. **Citizen Comments**
 - A. Raye Goodman
 - B. Erin DuBose
 - C. Leo Straughan
7. **Public Announcements, Awards, Recognitions**
 - A. **City Events** - Community Relations Coordinator, Richard Ross
 - B. **Recognition** - Fairview Middle School Wrestling Team
 - C. **Recognition** - Fairview Middle School Football Team

8. Staff Comments and Monthly Reports

- A. **Community Services Report** - None
- B. **Police Department Report** – Police Chief, Zack Humphreys
- C. **Fire Department Report** – Fire Chief, Scott Hughes
- D. **Finance Report** – City Manager, Tom Daugherty
- E. **City Manager Report** – City Manager, Tom Daugherty

9. Consent Agenda

- A. **Minutes from January 2, 2025, Board of Commissioners Regular Meeting.**

Motion to approve: Vice Mayor McDonald

Second: Commissioner Bufalini

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald	X			
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 5-0				

10. Old Business

- A. **Second and Final Reading, Ordinance 2024-18, An Ordinance for an amendment to the City of Fairview, Tennessee, budget for fiscal year 2024-2025 budget. (City Manager)**

Staff Report: City Manager, Tom Daugherty, stated he has highlighted in blue the changes made from the previous meeting. Mr. Daugherty stated he feels like this budget meets the needs of the city for the remainder of the fiscal year.

Motion to approve: Commissioner Hall

Second: Mayor Anderson

Discussion: Commissioner Bufalini asked Mr. Daugherty why the mayors line item for training and travel was not amended and absorbed back into the budget since the full amount was not used. Mr. Daugherty replied primarily due to that being the BOC budget and not the normal operating budget. Commissioner Bufalini asked Mr. Daugherty about an error that was made when hiring an individual in the planning department stating the salary code was incorrect and is being adjusted so the individual gets a pay raise. Mr. Daugherty replied no one received a pay raise in this amended budget. Commissioner Roberts stated to Mr. Daugherty that there are amended portions of the BOC budget, so it is inconsistent in not amending the mayors training and travel line item. Mr. Daugherty stated the amended line items in the BOC budget are operational items that he can see on a monthly basis. Commissioner Bufalini asked again why the unused funds for training and travel in the mayor’s line item was not amended since over 50% of the funds is still available. Mayor Anderson explained that she attended a leadership conference for all mayors in Williamson County which was paid for out of the training and travel line item and if the remainder of the funds are not used they will be absorbed back into the budget. Vice Mayor McDonald asked Mr. Daugherty about an increase in the administration sundry line item. Mr. Daugherty explained the increase was due to an unexpected expense from the Williamson County Trustee for the city’s matching portion of fiscal year 2024’s tax relief. Mr. Daugherty stated next fiscal year a line item will be created for this expense. Commissioner Roberts stated on the original ordinance for the

amended budget the total allocation increase was \$106,880 and the current ordinance the total allocation shows \$120,511. Commissioner Roberts asked Mr. Daugherty to explain the difference. Mr. Daugherty replied the difference is due to salary adjustments that the board asked him to show in the amended budget. Commissioner Roberts asked about the increase in the line item for the police department firing range and how the \$750,000 amount was determined and why those funds need to be added into this amended budget. Mr. Daugherty replied he received an email from CEC stating the cost for the firing range could be up to 1.2 million dollars with a possibility of \$750,000 being spent this fiscal year. Mr. Daugherty read aloud a summary of the work CEC has done so far on this project and the amounts associated with each item. Mr. Daugherty stated the city is ready to move forward with the Planning Commission. Commissioner Roberts asked Mr. Daugherty if these funds are needed in order to get a site plan drawn up to take before the Planning Commission. Mr. Daugherty replied no. Commissioner Roberts asked about the possibility of waiting to approve these funds until there is a more concrete estimate on the total cost. Mr. Daugherty replied this is bond money and not tying up any taxpayer dollars so yes it would be fine to wait. Commissioner Roberts confirmed that if this is approved and allocated it will not bind the board to any future plans. Commissioner Bufalini asked what people will be allowed to use the police training facility. Police Chief, Zack Humphreys, addressed the board stating it will be for police use only to include surrounding municipalities who could respond for mutual aid. Commissioner Bufalini asked if any revenue will be generated from use of this facility. Chief Humphreys replied none, it is a courtesy among departments. Commissioner Bufalini asked Chief Humphreys what makes the difference between the 35 feet tower and something larger and what the tower will be used for. Chief Humphreys replied on this plan it is the roof that exceeds the height requirement, and it will be used a multilevel shooting tower to shoot from different distances and different angles with the backside of the tower being used as a rappel tower. Commissioner Bufalini confirmed the shooting platform will be 35 feet. Chief Humphreys replied it will be close to that, but he don't have the exact height as CEC is drafting the plans. Commissioner Bufalini asked who will oversee the planning concept process as far as planning, bidding, and dealing with the contractor. Mr. Daugherty replied CEC is assisting with that. Commissioner Roberts asked Chief Humphreys even with this new facility in place will the police department still have facilities in other jurisdictions that the department will use for training. Chief Humphreys replied he cannot answer that as he cannot control other departments facilities and what is available today may not be available in the future. Commissioner Bufalini asked Chief Humphreys the estimated daily use of the firing range. Chief Humphreys replied it will not be a daily use however it will be used for newly hired officers to get qualified, a shooting day once a month, specialized training, and when deficiencies are discovered within the department. Commissioner Bufalini asked about the operating hours of the range. Chief Humphreys replied most training will be Monday-Friday 8am-4pm, however a couple of times a year they will have nighttime training. Commissioner Bufalini asked about the disturbance of wildlife. Chief Humphreys replied he encourages everyone to go back and watch the work session video he presented that shows multiple wildlife preservation areas across the state have firing ranges on them. Commissioner Hall asked Chief Humphreys if a Fairview officer will be present at times when other agencies are using the range. Chief Humphreys replied all agencies will be required to sign a MOU (memorandum of understanding) that states they will conduct their business there by Fairview's rules. Chief Humphreys also stated the facility will have cameras for security and he will be able to monitor activity on the range. Commissioner Hall asked Chief Humphreys if he has any plans in the future for an indoor range. Chief Humphreys replied indoor ranges are very costly and the courts have ruled officers must shoot in adverse conditions, rain, snow, cold, hot, and that cannot be accomplished at an indoor range. Vice Mayor McDonald stated it would be

amazing if the city could find a way to work within the \$750,000 budget. Vice Mayor McDonald read aloud the meeting minutes from November 16, 2006, which stated the outparcel will be set aside for the use of the public safety department. Vice Mayor McDonald stated the reality is officers run toward danger to handle situations, and he wants them to be as prepared as possible. Vice Mayor McDonald also stated he thinks the location is good as it's in a hole with trees and on the edge of town and the city already owns the land. Commissioner Roberts thanked Chief Humphreys for his comments and stated she is aware these conversations having been ongoing for quite some time and stated she would love to be a part of the board that has this project come to realization. Commissioner Bufalini stated regardless of the placement of this facility someone is always going to be upset. Commissioner Bufalini stated this is the ideal location for this facility based on the soil and slope and is the safest location however the facility is not what is being voted on right now, the vote is on the budget which includes a line item for this facility. Commissioner Bufalini stated regardless of the decision the board makes on this budget it has nothing to do with a yes or no on if the training facility is going to be built, its only giving the city the funds to start the training facility planning process. Mayor Anderson asked Chief Humphreys to comment on Commissioner Bufalini's statement. Chief Humphreys stated the final plan for this facility has not been approved, CEC is developing a plan and when completed the plan will be brought before the Planning Commission for approval. Vice Mayor McDonald noted there are other items on this budget that naturally have to take place for the city to continue to operate properly including the zoning ordinance rewrite, the hiring of a new fireman for the fire department, as well as the firing range and within the next few months next fiscal year's budget discussions will begin. Commissioner Roberts asked Mr. Daugherty if the budget is posted on the website. Mr. Daugherty stated the budget is posted and it will be no problem to add the amended budget.

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald	X			
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 5-0				

B. Second and Final Reading, Ordinance 2024-19, An Ordinance of the City of Fairview, Tennessee, approving an amendment to the Zoning Ordinance Section 6-102.10 General Exceptions to Height Regulations, Section 8-103.3(1) General Exceptions to Height Regulations, and Section 9-103.3(1) General Exceptions to Height Regulations to provide clarity to permitted exceptions to height regulations and to provide a height exception for all land uses within the Community Facilities land use category as listed in Section 3-103.2. (City Planner)

Staff Report: City Manager, Tom Daugherty, read aloud staff comments from City Planner, Ethan Greer, who was absent due to illness. Mr. Daugherty stated this exception will allow municipally owned buildings and structures to exceed the height regulations, this is an ordinance amendment to the City of Fairview Zoning Ordinance.

Motion to approve: Vice Mayor McDonald
Second: Mayor Anderson

Discussion: Commissioner Roberts reiterated what she stated at the last meeting on her desires not to continuously bring up new zoning or ordinances when a rewrite is in

the works. Vice Mayor McDonald explained how this issue is addressed in the first draft of the zoning ordinance rewrite stating that the new regulations are more character based and allow for commercial and residential to coexist if appropriate as long as it meets the specific guidelines. Vice Mayor McDonald stated the height regulations in the first draft are not as clear as he would like to see. Vice Mayor McDonald also stated that the first draft does allow most civic zoned areas to have two story buildings. Commissioner Bufalini stated that Chief Humphreys clarified the height of the police training facility roof will be over the 35 foot marker and the platform itself will be around the 35 foot marker.

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald	X			
Commissioner Bufalini		X		
Commissioner Hall	X			
Commissioner Roberts		X		
MOTION PASSED 3-2				

11. New Business

A. Ordinance 2025-01, An Ordinance to amend the Zoning Ordinance of the City of Fairview, Tennessee, by Rezoning a 75.86 (+/-) acre parcel located at the south end of the existing Kingwood Boulevard, consisting of Williamson County Tax Map 042 Parcel 123.00 from R-20 POD (One and Two Family Residential) to RS-15 POD (Single Family Residential), Property Owner: Landsouth, LLC. (City Planner)

Mayor Anderson stated this item was discussed at the recent Planning Commission meeting and was deferred.

Motion to defer indefinitely: Mayor Anderson
Second: Commissioner Hall

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald	X			
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 5-0				

B. Ordinance 2025-02, An Ordinance to amend Title 12 of the City of Fairview Municipal Code, specifically, sections related to the city’s fee structure for permits and fees related to construction, remodeling, building permits; and industrial, commercial and residential development. (City Planner)

Staff Report: City Manager, Tom Daugherty, read aloud staff comments from City Planner, Ethan Greer, who was absent due to illness. Mr. Daugherty stated tonight is the first reading of this ordinance. Mr. Daugherty stated a municipal code amendment requires two readings. Mr. Daugherty stated the fee schedule was last updated in 2019. Mr. Daugherty stated we utilized surrounding municipalities when evaluating our fees and the proposed changes. Mr. Daugherty stated we believe that our proposed fee

schedule is in alignment with the surrounding municipalities and cities of similarity across the state.

Motion to approve: Vice Mayor McDonald

Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald	X			
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 5-0				

C. Discussion – Criteria for determining city staff salary increases. (Commissioner Roberts)

Discussion: Commissioner Roberts asked how staff is evaluated and how salary increases are determined. Commissioner Roberts stated this is very important to her so the city can be good stewards of taxpayer dollars and to show transparency on any increases the board will see beyond a cost of living increase. Commissioner Roberts stated its also protection for staff if someone was let go it would be important to have an evaluation process. City Manager, Tom Daugherty, responded stating he has been with the city since 2013 and at that time evaluations were done but seemed very ineffective. Mr. Daugherty stated in government over the years and speaking with public safety department heads it is very hard to come up with an equitable and fair evaluation system. Mr. Daugherty stated there have been several staff meetings on this topic and a viable solution has never been attained. Mr. Daugherty stated when someone is hired he expects them to work, to provide outstanding service to the citizens, and to follow all procedures and policies and if they do a good job they get a step increase on the city’s pay plan which is currently 3%. Mr. Daughety stated in addition to the step increase he will ask the board to approve a cost of living assessment increase. Mr. Daughety stated he will entertain a work session on this topic to determine what will work best for everyone and all departments. Commissioner Roberts stated she would like to have something in place that reflects best practices and that there are a lot of resources that can be used for evaluation of city government and city managers. Vice Mayor McDonald agreed with Commissioner Roberts on this issue stating that it is definitely worth a discussion and shouldn’t be written off just because it was ineffective in the past. Commissioner Bufalini asked if there are any future plans to hire a Human Resources individual. Mr. Daugherty replied down the road but not in the next fiscal year. Mr. Daugherty stated to the board he is open to something that works and that is fair and equitable and something that does not cause friction. Mayor Anderson asked Mr. Carter if the charter allows the board to be involving themselves in the city managers decisions on what he does with his employees. Mr. Carter replied the BOC has two employees which is the city manager and the city attorney, and all other employees report to the city manager however the BOC can discuss these issues because it becomes a budgetary issue although the implementation process is up to the city manager. Commissioner Roberts thanked everyone for their comments.

12. Roundtable: Mayor and Commissioners

Commissioner Hall – Commissioner Hall thanked all citizens for attending and congratulated the wrestling team and football team. Commissioner Hall also thanked city staff and thanked Chief Humphreys for his explanations and stated he hopes the explanations help to ease tension.

Commissioner Roberts – Commissioner Roberts thanked Mr. Straughan and the football and wrestling teams for being great examples for their peers and wished them well in meeting their future goals. Commissioner Roberts welcome Officer Nicholson to Fairview and stated it’s exciting to have an additional ambulance serving the Fairview community. Commissioner Roberts thanked everyone who attended and provided comments. Commissioner Roberts also thanked city staff.

Commissioner Bufalini – Commissioner Bufalini congratulated the wrestling team and football team. Commissioner Bufalini announced that the wrestling team will be recognized by state officials during the next Town Hall meeting. Commissioner Bufalini welcomed Officer Nicholson to Fairview. Commissioner Bufalini wished Leo Straughan good luck on his goal to achieve Eagle Scout. Commissioner Bufalini thanked the police and fire departments for their hard work and thanked the public works department for their hard work during the recent snow event. Commissioner Bufalini also thanked Richard Ross for keeping everyone informed and updated during the recent snow event. Commissioner Bufalini thanked the board, city manager, and city attorney for their patience with his questions.

Vice Mayor McDonald – Vice Mayor McDonald thanked Richard Ross for all the does for the city. Vice Mayor McDonald also thanked the public works department for their hard work during the recent snow event. Vice Mayor McDonald thanked the police chief and fire chief for providing their year-end summaries. Vice Mayor McDonald also thanked City Manager Daugherty for answering questions.

Mayor Anderson – Mayor Anderson thanked all the officers for attending stating their presence makes her feel safe and it deters disruption and makes the meeting run more smoothly. Mayor Anderson thanked the public works department for their hard work during the recent snow event. Mayor Anderson also thanked the public works department for their efforts in the recent tree removal on Horn Tavern Rd. Mayor Anderson thanked Richard Ross for keeping everyone informed during the recent snow event. Mayor Anderson welcomed Officer Nicholson to Fairview and welcomed Medic 19 to the Fairview Fire Station. Mayor Anderson congratulated the wrestling team, football team, and Leo Straughan. Mayor Anderson reminded everyone of the Town Hall meeting on January 30th. Mayor Anderson also reminded everyone to help keep Fairview beautiful by picking up trash and not throwing it out.

13. Adjournment @ 10:00 P.M. – Vice Mayor McDonald



Rachel Jones, City Recorder

<https://www.youtube.com/watch?v=8P0t-UtIPng>