

CITY OF FAIRVIEW
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 19, 2024, 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, Ethan Greer, Bre Bailey, Scott Hughes, Zack Humphreys, Ketih Paisley, Curtis Broadbent, Patti Carroll, Ben Knox, Keith Reed

1. **Call to Order @ 7:20 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 she is excited for the Christmas season and all the wonderful community events. Mayor Anderson wished everyone a Merry Christmas and a Happy New Year. Mayor Anderson reminded everyone to speak clearly and loudly into their microphones so everyone watching at home can hear. Mayor Anderson thanked the police officers for attending the meeting to keep everyone safe.
5. **Approval of the Agenda**

Motion to approve: Commissioner Hall
Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

6. **Citizen Comments** - None
7. **Public Announcements, Awards, Recognitions**
 - A. **City Events** – City Manager, Tom Daugherty
8. **Staff Comments and Monthly Reports**
 - A. **Community Services Report** – City Planner, Ethan Greer
 - 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

F. Parks Department Report – Parks Program Coordinator, Bre Bailey

9. Consent Agenda

A. Minutes from December 5, 2024, Board of Commissioners Regular Meeting.

Motion to approve: Commissioner Hall

Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

10. Old Business

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

Motion to defer to January 2, 2025, BOC meeting: Mayor Anderson

Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

11. New Business

A. Discussion – Board of Commissioners calendar for 2025. (City Manager)

City Manager, Tom Daugherty, explained there are two BOC dates for 2025 that have conflicts with city holidays. Mr. Daugherty stated the June 19, 2025, meeting falls on the Juneteenth holiday and the July 3, 2025, meeting falls on the city’s 3rd of July celebration. Mr. Daugherty suggested four possible solutions for rescheduling the meetings. After discussion the board agreed to move the June 19th meeting to June 17th and the July 3rd meeting to July 1st.

B. Discussion – Plan Review Software change. (City Planner)

City Planner, Ethan Greer, stated the city currently uses IDT/GeoCivix for plan review software. Mr. Greer stated the city has used this portal for the last six years and it is “clunky” and not user friendly. Mr. Greer showed a demonstration from his computer on how to submit an application using the IDT/GeoCivix software explaining the problems with the software. Mr. Greer then showed a short video demonstration of the GovWell software. Mr. Greer explained the GovWell software is more user friendly and simplifies the application process. Mr. Greer stated moving forward the IDT/GeoCivix software will cost the city approximately \$26,000 annually. Mr. Greer stated if the city swaps to the GovWell software the cost will be approximately \$22,000 annually. Mr. Daugherty stated with GovWell the city can have unlimited users at no additional cost and GovWell will import and retain all the data currently in the IDT system. Mr. Greer stated GovWell

offers opportunities for other city departments to use their software such as administration for business licenses. After discussion the board agreed the newly proposed GovWell software sounds great and beneficial for the city. Mr. Greer stated a virtual demonstration will be scheduled before the January 2nd meeting.

C. Discussion – Permit Fee and Review Fee updates. (City Planner)

City Planner, Ethan Greer, stated the city is looking to increase permit fees and plan review fees for the Planning, Engineering, and Codes Departments. Mr. Greer stated the last fee increase was in October 2019. Mr. Greer stated other cities that were looked at when adjusting the fees include Brentwood, Franklin, Thompsons Station, Spring Hill, Nolensville, Dickson, Columbia, Mt. Juliet, and Alcoa. Mr. Greer distributed a document to the board showing the current review fees and the proposed increases. Mr. Greer stated the board approved a code change in January 2024 increasing the one and two family residential building permits to \$1.85 per square foot under roof which is allocated at 42% for the general fund, 42% for the facilities fund, and 16% for the parks and recreation fund. Mr. Greer stated with the new fee proposal multifamily and attached dwellings will be allocated the same at 42% for the general fund, 42% for the facilities fund, and 16% for the parks and recreation fund. Mr. Greer stated there are multiple changes being requested and asked the board if there is a need for more information on any particular item to help them better understand. The board discussed why a fee is charged for having a garage/yard sale. Mr. Greer stated the sign regulations are in the zoning ordinance however the fee schedule is in the municipal code and the municipal code also states each residence can host four yard sale per year. Mr. Greer stated the basis for charging a fee is to be able to track the number of permits issued to make sure they do not issue more permits than the code allows. The board also discussed when the proposed fee increases will take place and whether or not a development already under construction will be allowed to operate under the previous fee schedule. Mr. Carter suggested going by the application date with any applications being submitted after the ordinance is passed being reviewed under the new fee schedule and any applications already submitted being reviewed under the previous fee schedule.

D. Resolution 58-24, A Resolution of the Board of Commissioners of the City of Fairview, Tennessee, authorizing the Mayor to execute the Site Development Agreement contract for Sherwin Williams. (City Engineer)

Discussion: City Engineer, Curtis Broadbent, stated this Site Development Agreement for Sherwin Williams consists of one commercial building that will require a site reclamation bond of \$76,515. Mr. Broadbent stated this is a standard document always presented to the Board of Commissioners for approval. Mr. Carter stated there is nothing special about this agreement, that it is required by the city’s development code. Mr. Carter stated he reviews these agreements but only the development name and bond amount changes.

Motion to approve: Commissioner Hall
Second: Commissioner Bufalini

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
VOTE PASSED 4-0				

E. Resolution 59-24, A Resolution of the Board of Commissioners of the City of Fairview, Tennessee, authorizing the Mayor to execute the Assignment and Assumption Agreement for Bowie Meadows Phase 1. (City Engineer)

Discussion: City Engineer, Curtis Broadbent, stated this agreement allows the previously approved Site Development Agreement for Bowie Meadows Phase 1 to be transferred to a different developer who has purchased the development. Mr. Carter stated this agreement places the obligation on the new developer who is agreeing to all the same conditions as the original developer.

Motion to approve: Commissioner Bufalini

Second: Commissioner Hall

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

F. Resolution 60-24, A Resolution authorizing the Mayor to sign a proposal with the Tennessee Department of Transportation for a roadway improvement project. (City Planner)

Discussion: City Planner, Ethan Greer, stated this proposal from TDOT is for a sidewalk project that started in 2017 and projected to go out for bid in May. Mr. Greer stated this proposal essentially states that TDOT will install the sidewalks per the plans, and it will be the city’s responsibility to maintain the sidewalks. Mr. Greer stated this is the same proposal they use for all municipalities for their projects. Mr. Greer stated the city currently maintains all of the sidewalks along Hwy 100. Mr. Greer stated this project will be to install sidewalks from Bowie Lake Rd to the Fairview Recreation Center.

Motion to approve: Commissioner Hall

Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

G. Resolution 61-24, A Resolution of the Board of Commissioners of the City of Fairview, Tennessee, authorizing Piedmont Natural Gas and Team Construction LLC to perform open-cut excavation along Northwest Highway. (City Engineer)

Representative: Brent Anthony

Discussion: City Engineer, Curtis Broadbent, stated this project is to install a gas line running from Hwy 96 down Northwest Hwy to numerous ongoing developments. Mr. Greer stated Northwest Hwy is on the list to be paved however this project will be completed prior to the paving. Commissioner Bufalini asked about the cut across Hwy

96. Mr. Greer replied the city has no control over state highways and a permit from TDOT will have to be acquired for that work. Mr. Greer stated there are three locations for cuts on city streets. Commissioner Roberts stated this area is already clogged up at times with the current construction traffic and vehicles being parked along Northwest Hwy and asked if the road will remain open to access Hwy 96. Mr. Broadbent stated the working hours allowed are from 8:30am to 3:30pm and they are required to keep at least one lane of traffic open at all times.

Motion to approve: Commissioner Roberts

Second: Commissioner Hall

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

H. Resolution 62-24, A Resolution of the Board of Commissioners of the City of Fairview, Tennessee, authorizing Piedmont Natural Gas and Team Construction LLC to perform open-cut excavation along Crow Cut Road. (City Engineer)

Representative: Brent Anthony

Discussion: City Engineer, Curtis Broadbent, stated this item is the same as the previous one just a different location. Mr. Broadbent stated this gas line will be along Crow Cut and tie into Cumberland Drive near the Fairview Community Church. Mr. Greer stated this project does cross Hwy 100 and TDOT will maintain control of that portion. Mr. Greer stated TDOT will bore under Hwy 100 so both lanes of traffic will remain open. Mr. Greer stated the cut along Cumberland Drive will be tied in during the intersection project.

Motion to approve: Commissioner Hall

Second: Commissioner Roberts

	YES	NO	ABSTAIN	RECUSE
Mayor Anderson	X			
Vice Mayor McDonald				
Commissioner Bufalini	X			
Commissioner Hall	X			
Commissioner Roberts	X			
MOTION PASSED 4-0				

12. Roundtable: Mayor and Commissioners

Commissioner Bufalini – Commissioner Bufalini congratulated the Fairview Middle School wrestling team on winning the state championship and congratulated Fairview High School for winning the Community Choice Award. Commissioner Bufalini welcomed the Sherwin Williams company to Fairview. Commissioner Bufalini stated all the city Christmas events was great success. Commissioner Bufalini thanked all the city departments for their hard work and congratulated all employees who received a recent promotion. Commissioner Bufalini congratulated Officer Colton Stewart on his graduation from the police academy. Commissioner Bufalini wished everyone a Merry Christmas, Happy New Year, and Happy Hanukkah.

Commissioner Roberts – Commissioner Roberts thanked the PD and FD for participating in the Shop with a Cop program and thanked Bre Bailey for sharing about opportunities to support youth in park programs. Commissioner Roberts congratulated Officer Colton Stewart on his graduation from the police academy. Commissioner Roberts thanked city staff and wished everyone a Merry Christmas, Happy New Year, and Happy Hanukkah.

Commissioner Hall – Commissioner Hall thanked all city staff for their hard work and wished everyone a Merry Christmas and a Happy New Year.

Vice Mayor McDonald – Absent

Mayor Anderson – Mayor Anderson congratulated the Fairview Middle School wrestling team and Fairview Middle School football team for being state champs. Mayor Anderson thanked everyone who was involved with Shop with a Cop. Mayor Anderson congratulated Officer Colton Stewart on his graduation from the police academy. Mayor Anderson stated what great events the city has and thanked the employees who plan and help with those events. Mayor Anderson stated she appreciates everything Mr. Daugherty does for the city and commended him for managing the finances, so the city is financially stable and has a surplus. Mayor Anderson thanked all city staff for their hard work for the community. Mayor Anderson wished everyone a Merry Christmas and a Happy New Year. Mayor Anderson reminded everyone to help keep Fairview beautiful by picking up trash and not throwing it out.

13. Adjournment @ 9:51 P.M. – Commissioner Hall

Rachel Jones

Rachel Jones, City Recorder