

**The City of Oak Hill**  
**Board of Commissioners**  
Special Called Meeting Minutes  
August 29, 2023, at 6:00 P.M.

The City of Oak Hill's Board of Commissioners met on August 29th, 2023, at 6:00 PM in the Board Room for a Special Called Meeting. The business at this meeting was set for a previously scheduled meeting that was cancelled due to members being unavailable. Board members present for this meeting were Mayor Dale Grimes, Vice Mayor Winston Evans, Joy O'Dell, David DeMarco, and Scott Price. Staff in attendance were City Attorney Marshall Albritton, Safety Coordinator Tommy Campsey, Administrative Assistant Desiree Lohr, and City Manager J. Steven Collie functioned as Recorder.

**1. Call to Order**

The meeting was called to order at 6:05 PM with Mayor Grimes presiding.

**2. Introductions**

Individuals seated at dais introduced themselves.

**3. Pledge of Allegiance**

Mayor Grimes led the Pledge of Allegiance.

**4. Approval of Agenda**

Mayor Grimes made a proposal to add an item to the agenda, which is to include the Mayor's appointment of one person to the Planning Commission. The motion was made by O'Dell to approve the change, seconded by DeMarco. Voting AYE: Grimes, Evans, O'Dell, Price, and DeMarco. Motion passed 5-0.

**5. Approval of Minutes**

The July 25th, 2023, Minutes were reviewed. A motion was made by Price, seconded by O'Dell, to approve the Minutes. Voting AYE: Grimes, Evans, O'Dell, Price, and DeMarco. Motion passed 5-0.

**6. Financial Reports**

The June and July 2023 Financial reports were presented for review. After discussion and numerous concerns, the Commissioners had questions about the spreadsheets and the motion was made by Vice Mayor Evans to table this discussion, seconded by Price. Collie stated he would invite Melissa McGee of MG Group, CPA to the next workshop to present the budgets, provide additional information, and explain discrepancies. Voting AYE: Price, Evans, Grimes, DeMarco and O'Dell. Motion Passed 5-0.

**7. Public Comments**

No public comments were made at this time.

**8. Old Business**

No Old Business presented.

## 9. New Business

- Action Items

- i. Bids presented for review and acceptance for Snow Removal and Salt Services. Manager Collie presented the Bids for the Snow Removal and Salt Services. There were two bids presented on August 16<sup>th</sup>, 2023, at 2:00 PM. The two bids were opened and read aloud. Clean Earth, LLC and Music City Maintenance provided sealed bids. The bids were reviewed by the Board of Commissioners followed by discussion. Evans moved to defer the conversation and wait for additional information, seconded by Price. Voting AYE: Evans and Price. Voting NAY: O'Dell, Grimes and DeMarco. Motion failed 3-2.  
The Board continued the discussion. Motion was made by O'Dell to accept the lower bid, which was provided by Clean Earth, LLC, seconded by Grimes. The bid selection is contingent on additional information to include several points of clarification; 1) Determine if the salt application quote of \$1,680 per ton includes labor, equipment, and materials. 2) Review the use of salt per ton per mile comparison of Oak Hill and Forest Hills. 3) Contract comparison between Oak Hill and Forest Hills. 4) Ensure GPS monitoring is added to the agreement. 5) Bring the agreement back to the Commission for approval. Voting AYE: O'Dell, Price, Evans, DeMarco, and Grimes. Motion passed 5-0.
- ii. Review Street List for FY 2024 and Approve Street Preventative Maintenance. Collie presented a quote from Pavement Technology. The Board discussed the advantages and disadvantages of using the Reclamite to extend the life of the paving projects. Evans motioned to defer any Reclamite until research of any streets that had been paved in past years for this treatment and make inquiries with other cities to determine if this is a viable program. The motion was seconded by DeMarco. Voting AYE: Evans, Price, O'Dell, DeMarco, and Grimes. Motion carried 5-0.
- iii. The Mayor appointed Debra Woolley to the Planning Commission for a three-year term through August 31, 2026, to fill a vacancy that was open with the expiration of the term of Greer Tidwell.

## 10. Staff Reports

- Safety Coordinator Tommy Campsey provided his report. There were three assaults, five car burglaries, two thefts, and one fraud case. There was a discussion at the precinct about License Plate Recognition (LPRs). There is more interest in communities for them to be installed.
- City Manager Collie provided his report. The MS4 Audit Corrective Actions Plan was submitted to TDEC. We will be working on an official policy for Traffic Calming. The current handbook on the website is not a policy and has not been adopted by the BOC. This will be brought back to the BOC as an ordinance. Barge Design will be providing an update for the Stormwater Master Plan on September 12, 2023, at the BOC Workshop. In final edits of the Personnel Policy and Procedures Manual. This policy needs to be updated and adopted by the BOC. The Code Modification process is ongoing, and changes are being put into the Word Document for the next BOC Workshop.

**11. Public Comments**

The Mayor opened the floor for Public Comments. One citizen came forward to discuss a few items concerning his street and other projects around the city. No other citizens were present for comments and Mayor closed the Public Comments session.

**12. Request for Future Agenda Items**

Board members discussed what issues they would like to discuss at future meetings.

**13. Board Comments**

The Mayor commented on the tree planting effort with Root Nashville. The City sent over 1,000 emails and added this program to the City website. There were no additional comments. The next BOC Workshop will be September 12<sup>th</sup>, 2023, at 5:00PM.

**14. Executive Session**

The Board voted unanimous 5-0 to enter into Executive Session after the adjournment. All Commissioners, Attorney Albritton, and City Manager Collie entered into the Executive Meeting after the adjournment.

**15. Adjournment**

Mayor Grimes called for Adjournment at 9:19. Evans made the motion to adjourn, seconded by O'Dell. Voting AYE: O'Dell, Price, Evans, DeMarco, and Grimes. Motion passed 5-0.



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Dale Grimes, Mayor



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Victoria Talbott, City Recorder