

**City of Oak Hill**  
**Board of Commissioners**  
Minutes  
February 27th, 2024

The City of Oak Hill's Board of Commissioners met on February 27<sup>th</sup>, 2024, at 6:08 PM in the Board Room. Board members present were Mayor Dale Grimes, Vice Mayor Winston Evans, Scott Price, and David DeMarco. Commissioner Joy O'Dell was absent. Staff in attendance were City Attorney Marshall Albritton, Codes Officer Stephen Snow, Safety Coordinator Tommy Campsey, Administrative Assistant Desiree Lohr, Zac Dufour, City Engineer, Accountant Melissa McGee, and City Manager J. Steven Collie, acting 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**

Prior to approval DeMarco made a motion to add Permit Fee Discussion and a second Public Comments to the agenda. Seconded by Price. Voting AYE: Evans, DeMarco, Price, and Grimes. Motion carried 4-0.

Price motioned to approve the agenda with the changes, Seconded by DeMarco. Voting AYE: Price, DeMarco, Evans, and Grimes. Motion carried 4-0.

**5. Approval of Minutes**

The January 23<sup>rd</sup>, 2024, Minutes, were reviewed. Evans motioned to approve the Minutes that were revised prior to the meeting, seconded by Price. Voting AYE: Price, DeMarco, Evans, and Grimes. Motion carried 4-0.

**6. Financial Reports**

McGee presented the January 2024 Financial report. After discussion and review by the Board, Price motioned to accept, seconded by DeMarco. Voting AYE: Price, Evans, DeMarco, and Grimes. Motion carried 4-0.

**7. Public Comments** – No Public Comments were made at this time.

**8. Old Business**

- a. Mayor Grimes opened the floor for the Second Reading of **ORDINANCE 2023-04 - AN ORDINANCE OF THE CITY OF OAK HILL, TENNESSEE AMENDING THE MUNICIPAL CODE: CHAPTER 14 – ZONING AND LAND USE CONTROL PART 1 – ZONING, PART 3 – PLANNING COMMISSION, AND PART 9 – TREE MANAGEMENT AND PROTECTION**. Price motioned to approve Ordinance 2023-04, seconded by Evans. Voting AYE: Price, Evans, DeMarco, and Grimes. Motion carried 4-0.

- b. Mayor Grimes opened the floor for the Second Reading of **ORDINANCE 2023-05** - AN ORDINANCE OF THE CITY OF OAK HILL, TENNESSEE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF OAK HILL AND CHAPTER 14 – ZONING AND LAND USE CONTROL, PART 1 OF THE MUNICIPAL CODE. Price motioned to approve Ordinance 2023-05, seconded by Evans. Voting AYE: Price, Evans, DeMarco, and Grimes. Motion carried 4-0.
  
- c. Mayor Grimes opened the floor for the Second Reading of **ORDINANCE 2023-02** - AN ORDINANCE OF THE CITY OF OAK HILL, TENNESSEE, CLOSING AND ABANDONING AN UNDEVELOPED SECTION OF NANEARLE PLACE, A FIFTY FOOT (50') RIGHT OF WAY, FROM THE EXISTING TERMINUS AND CONSTRUCTED PORTION OF NANEARLE PLACE TO FOREST ACRES DRIVE WITHIN THE CITY LIMITS. Price motioned to approve Ordinance 2023-02, seconded by Evans. Voting AYE: Price, Evans, DeMarco, and Grimes. Motion carried 4-0.

**9a. New Business**

Building Permit Fee Discussion - DeMarco provide several pages of handouts for the Board of Commissioner's to review. After the discussion and questions, no action was taken on this topic. Collie was asked to add this discussion to the workshop session for March.

**9b. Public Comments** – No citizens came forward for the Public Comment session.

**10. Staff Reports**

**Safety Coordinator's Report:**

The Safety Coordinator provided copies of his report to the Board. On the report there were three thefts, one vehicle burglary, three assaults and one fraud case.

**City Manager's Report:**

- 1. Manager Collie has consulted with Kimley-Horn for continued discussion and development of code and zoning modifications on Accessory Structures, Flat Roofs, Land Disturbance, and Impervious Surfaces.
- 2. The recently passed Ordinances will be sent to Municode for Codification into the online code.
- 3. Trash billing has been a success with only a small number of accounts receivable left on the books. Discontinuation of trash collection notices have been delivered to approximately thirty households. Less than \$14,000 is left in accounts receivable.
- 4. The Salt and Snow Removal cost for the 8-9 days of cold, ice and snow cost the city approximately \$277,500.
- 5. The streets left for paving in this FY are Hillview Drive and the application of Reclamite. The FY 2025 paving list is being studied and prepared by the City Manager and city engineer.

**11. Public Comments** – No Public Comments were made.

**12. Future Agenda Items**

DeMarco suggested continuing to discuss the permit fee schedule.

**13. Board Comments**

Evans requested we continue to discuss Accessory Structures, Impervious Surfaces, Flat Roof tops.

**14. Executive Session**

Price motioned to move into the Executive Session, seconded by Evans. Voting AYE: Evans, Price DeMarco, and Grimes. Motion carried 4-0.

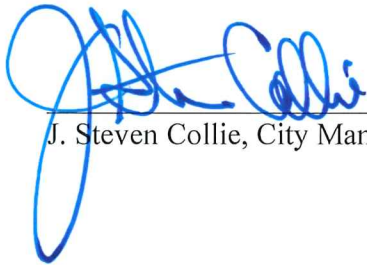
Evans motioned to come out of the Executive Session, seconded by Price. Voting AYE: Evans, Price, DeMarco, and Grimes. Motion carried 4-0.

**15. Adjournment**

Having no further business to come before the board, the Mayor Adjourned the meeting at 7:58 PM.



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Dale Grimes, Mayor



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J. Steven Collie, City Manager, Acting Recorder