

**Capital Improvements Authority
Minutes of Regular Meeting
May 8, 2017 at 4:00pm**

Present: Carol Baxter, Tray Harkins, Estella Morrison, Reggie St. John, Mike Edwards and Mayor Brad Eales.

Absent: Gary Renne.

Also Present: Mayor Pro-Tem Sharon Powell, Councilwoman Sonya Morgan, City Manager Molly McGovern, Public Works Director Chad Birdsong, Finance Director Steve Marriott, Parks and Recreation Director Nate Williams, Golf Director Tim Jarman, Building Official Larry Murry, Code Enforcement Officer Cory Wartner, Director of Economic Development Melinda Mehaffy, Fire Chief Paul Tribble, and Authority Secretary Susan Conyers.

2. **Approval of Minutes:** Tray Harkins motioned to approve the April 10, 2017 meeting minutes; Carol Baxter seconded. Motion approved.
3. **Approval: Budget Spreadsheets – April 2017:** Steve Marriott, Finance Director briefed the Authority of the April Financial Statements for Capital Improvements. Mike Edwards moved to approve the April spreadsheet totals as presented. Estella Morrison seconded. Motion approved.
4. **Approval – Purchase of Technology:** Steve Marriott, Finance Director briefed the Authority on the purchase of technology. Several departments need to purchase software and tablets. The number of employees has increased and the new software would eliminate a lot of paper. Finance, Payroll, and Human Resources will find the new software to be time saving, as well. Molly McGovern, City Manager briefed the Authority on Novus Agenda, a paperless system for council meetings and board and commissions meetings. The authority secretaries will need tablets. This will save time and paper. Larry Murry, Building Official and Cory Wartner with Code Enforcement briefed the Authority on the purchase of technology for Community Development. The department will be able to use iPads in the field. Permits, requests for inspections, applications, and tickets may be generated in the field and signed on site. This saves time for the department, as well as citizens making requests or complaints and contractors needing permits. Reggie St. John asked what main benefit would be gained. Molly McGovern explained the technology purchase would make us more efficient and it would improve customer service. Reggie asked if the software only produces records from the starting date going forward. Cory explained that iWorQ would also allow them to input past records. That is included in the cost. There was discussion on surrounding communities using similar software. Tray Harkins moved to approve the purchase of technology. Reggie St. John seconded. Motion approved.
5. **Approval – Golf Course Clubhouse Funding:** Molly McGovern, City Manager briefed the Authority of the Golf Course Clubhouse Funding. The City is requesting \$500,000.00 from Capital Improvements be approved for the Golf Course Clubhouse project. Much discussion was held about intended, committed, and allocated funds. Tray Harkins moved to approve the Golf

Course Clubhouse Funding of \$800,000.00 as originally discussed, and the remaining amount in the cart path fund. Estella Morrison seconded. Motion approved.

6. **Approval – Purchase of Property:** Molly McGovern, City Manager briefed the Authority of the purchase of property at 102 Wakana. The property of roughly 4 acres is located off of Highway 69, surrounded by the Masonic Cemetery, and the city owned properties of Crownhill Cemetery and Century Park. The City has offered \$75,000.00 for the purchase of this property, contingent upon consideration from Capital Improvements. Street access is already in place to serve the property. There was much discussion on the use of the site. There was discussion of the list price and the amount offered. The price has dropped various times while on the market. There was also discussion on the houses currently on the property, septic systems, and water meters. Estella Morrison moved to approve the purchase of property for \$80,000.00, which includes the acquisition price and any additional fees. Carol Baxter seconded. Motion approved.
7. **Comments:** Estella Morrison asked about the mausoleum at Crownhill Cemetery. Molly McGovern has nothing new to report. She plans to add it to the capital improvements list for the next 5 years.
8. **Adjourn:** The meeting adjourned at 4:46 pm. The next meeting is scheduled for Monday, June 12, 2017 at 4:00 pm.

Susan Conyers, Authority Secretary