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Town of Bell Buckle, Tennessee



# 2014 -2018 Goals and Objectives Plan

June 2014

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Town of Bell Buckle, Tennessee

## 2014 - 2018 Goals and Objectives Plan

Mayor Dennis Webb

Alderman James Anderson    Alderman Edwina Chilton  
Alderman Jenny Hunt    Alderman Frank Reagor

### Participants

Amanda Rhinehart  
David Robinson  
Dennis Webb  
Edwina Chilton

Jenny Hunt  
Joe Iorio  
Frank Reagor  
Janet Robinson

Rodney Simmons  
Ronnie Lokey  
Sally Kilgore  
Will Snell

### Facilitator

Jeff Broughton, Municipal Management Consultant

THE UNIVERSITY of TENNESSEE 

MUNICIPAL TECHNICAL ADVISORY SERVICE

Town of Bell Buckle Tennessee  
2014-2018 Goals and Objectives Plan

<b>Purpose: Protect Health and Safety &amp; Maintain Basic Services</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
I. Water	Jenny Hunt	2014	1. Institute an automatic water line flushing program with the dual purposes of maintaining water quality and minimizing operational costs during the year.
	Jenny Hunt		2. Maintain the program to keep GIS mapping current with new lines, taps, and other water system facilities during the year.
	Jenny Hunt		3. Purchase and place into service a new utility service truck.
	Jenny Hunt		4. Complete a review and update of water system rules and regulations, including establishment of a better dead-tap charge and evaluation of the 5-acre minimum lot size for service, by December 30, 2014.
	Jenny Hunt		5. Cross-train water/sewer employees in the operation of both utility systems.
	Jenny Hunt		6. Maintain water distribution system operator certifications.
	Jenny Hunt	2015	1. Work with Wartrace officials to negotiate a new multi-year water supply contract with Wartrace and in turn, between Wartrace and Tullahoma.
	Jenny Hunt		2. In cooperation with Wartrace, evaluate the feasibility of reopening the Wartrace spring as a long-term source of supply for the communities.
	Jenny Hunt		3. Replace the water line on Hinkle Hill Road from the post office to Webb Road.
	Jenny Hunt	2016	1. Replace water and sewer lines on Main Street during the year.
			2. Undertake repairs and upgrades to the water booster station.
			3. Reline the Webb water tank during the year.
			4. Reline the Covered Bridge water tank during the year.
Jenny Hunt	2018	1. Award a contract for the painting of the Webb water tank and complete the project during the year.	
Jenny Hunt		2. Evaluate the feasibility of implementing an automated meter reading system and proceed with implementation, as appropriate, during the year.	

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Key Area	Responsibility	Completion	Objective/Performance Measure
II. Sewer	Jenny Hunt	2014	1. Install headworks at sewer plant.
	Jenny Hunt	2014	2. Continue enforcement of sewer use ordinance, and in particular properly functioning grease traps,
	Jenny Hunt		3. Review and update sewer rules and regulations by December 30, 2014.
	Jenny Hunt		4. Undertake improvements to the wastewater treatment plant to have the corrective action plan lifted by December 30, 2014.
	Jenny Hunt		5. Execute an agreement with Whit Lee to acquire additional land surrounding the WWTP for future plant expansion.
	Janet Robinson		6. Provide handouts with building permits to promote proper tree planting under power lines and over utility easements to minimize impact to infrastructure and maintain healthy tree growth.
	Jenny Hunt	2015	1. Address issues associated with the efficient drying, storage, and disposal of sludge during the year.
	Jenny Hunt		2. Work with state to revise the management, operations, and maintenance agreement to better reflect local system requirements and to minimize the frequency of various testing procedures required of the utility.
	Jenny Hunt		3. Implement improvements to the wastewater treatment plant including the sand filter, sludge handling equipment, air blowers/piping, and rehab of the aeration basin during the year.
III. Streets and Sidewalks	Hunt/ Ronnie Lokey	2014	1. Undertake a street and sidewalk condition assessment and prioritize needs based on safety and connectivity by December 30, 2014.
	Hunt/Lokey		2. Research ownership of sidewalks in the business district and devise a plan for improvement once determined to be town-owned.

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Key Area	Responsibility	Completion	Objective/Performance Measure
III. Streets and Sidewalks	Hunt/Lokey	2014	3. Following the installation of water and sewer improvements, seek the financial assistance of TDOT to repave Main Street.
	Hunt/Lokey	2015	1. Complete street and sidewalk improvements as established in the 2014 pavement and sidewalk condition assessment and complete 2015 projects during the year.
	Hunt/Lokey	2016	1. Complete street and sidewalk improvements as established in the 2014 pavement and sidewalk condition assessment and complete 2016 projects during the year.
	Hunt/Lokey	2017	1. Complete street and sidewalk improvements as established in the 2014 pavement and sidewalk condition assessment and complete 2017 projects during the year.
	Hunt/Lokey	2018	1. Complete street and sidewalk improvements as established in the 2014 pavement and sidewalk condition assessment and complete 2018 projects during the year.
IV. Parks and Facilities	Rodney Simmons	2014	1. Upgrade the parking scheme in the downtown parking lot by October 30, 2014.
	Webb/Lokey		2. Identify a new use, perhaps by the Chamber of Commerce or Arts Council, for the surplus fire truck and remove it from the old fire station to its new home during the year.
	Dennis Webb	2015	1. Evaluate facility improvements for town hall and complete the necessary work by December 30, 2015.
	James Anderson		2. Evaluate the repair or closing of the Park maintenance building and undertake necessary improvements, as appropriate, by June 30, 2015.
	Jenny Hunt		1. Repair and seal the park walking trail by August 30, 2015.

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<b>Purpose: Protect Health and Safety &amp; Maintain Basic Services</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
IV. Parks and Facilities	Jenny Hunt	2015	2. Install new exercise stations along the walking trail to facilitate use by elderly and other patrons by October 30, 2015. 3. Complete the installation of the amphitheater lighting system by April 30, 2015.
	James Anderson		
V. Public Safety	Tommie Wiley	2014	1. Provide enhanced traffic enforcement in the vicinity of Webb School to enhance pedestrian safety during the school year. 2. Complete public safety protocols and fire pre-planning for Webb School by December 30, 2014.
	Willie Snell		
VI. Administration	Dennis Webb	2015	1. Develop a special events protocol to guide the community in the successful hosting of events by August 30, 2015.

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<b>Purpose: Enhance Community Attractiveness and Charm</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
I. Zoning and Land Use	Rodney Simmons	2014	1. Undertake a community visioning session to identify future direction and focus by December 30, 2014.
	Rodney Simmons	2015	1. Review and update the zoning ordinance by June 30, 2015. 2. Review and update the subdivision regulations by December 30, 2015.
II. Historic Preservation	Edwina Chilton	2014	1. Design and install signage for the downtown historic district by December 30, 2014. 2. Develop an informational/educational pamphlet promoting the importance of historic preservation and make the publication available within the community. 3. Prepare and adopt an ordinance to protect the historic district and other significant structures from demolition or demolition-by-neglect during the year.
	Rodney Simmons	2015	1. As part of the zoning ordinance review, evaluate changes to the sign ordinance to maintain the character of the downtown district.
	Amanda Rhinehart		2. Place historic preservation guidelines on the town website by June 30, 2015.
III. Town Services	Jenny Hunt	2014	1. Plan and conduct the 2014 summer concert series with three (3) concerts to be held during the year. 2. Maintain Tree City USA status and host an Arbor Day celebration during the year.
	Jenny Hunt	2015	1. Plan and conduct the 2015 summer concert series with three (3) concerts to be held during the year. 2. Maintain Tree City USA status and host an Arbor Day celebration during the year.
	Jenny Hunt	2016	1. Plan and conduct the 2016 summer concert series with three (3) concerts to be held during the year. 2. Maintain Tree City USA status and host an Arbor Day celebration during the year.

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<b>Purpose: Enhance Community Attractiveness and Charm</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
III. Town Services (continued)	Jenny Hunt	2017	<ol style="list-style-type: none"> <li>1. Plan and conduct the 2017 summer concert series with three (3) concerts to be held during the year.</li> <li>2. Maintain Tree City USA status and host an Arbor Day celebration during the year.</li> </ol>
	Jenny Hunt	2018	<ol style="list-style-type: none"> <li>1. Plan and conduct the 2018 summer concert series with three (3) concerts to be held during the year.</li> <li>2. Maintain Tree City USA status and host an Arbor Day celebration during the year.</li> </ol>
IV. Facilities	Dennis Webb	2014	1. Develop and implement a landscaping plan for the center island and planters in downtown by May 30, 2014.
	Ronnie Lokey		2. Repair decorative bricks in the downtown by August 30, 2014.
	Jenny Hunt	2016	1. Identify public properties in need of landscaping improvements and develop and implement a planting plan with the assistance of the Tree Board.



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<b>Purpose: Support Economic Growth and Community Sustainability</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
I. Tourism	Dennis Webb	2014	1. Establish a Tourism Committee to support the growth of tourism and visitation by August 30, 2014.
	Jenny Hunt		2. Plan and successfully conduct the RC & Moon Pie festival during the month of June.
	Jenny Hunt		3. Plan and successfully conduct the annual Daffodil Day in March each year.
	Jenny Hunt		4. Plan and successfully conduct the Webb Craft Show in October each year.
	Dennis Webb	2015	1. Develop a tourism strategy to guide future community marketing and promotions by June 30, 2015.
	Jenny Hunt		2. Plan and successfully conduct the RC & Moon Pie festival during the month of June.
	Jenny Hunt		3. Plan and successfully conduct the annual Daffodil Day in March each year.
	Jenny Hunt		4. Plan and successfully conduct the Webb Craft Show in October each year.
	Webb/Joe Iorio/ Sally Kilgore	2016	1. Explore the development of a storytelling event as a collaborative venture between the town, Webb School, the Arts Council, and Chamber of Commerce.
	Jenny Hunt		2. Plan and successfully conduct the RC & Moon Pie festival during the month of June.
	Jenny Hunt		3. Plan and successfully conduct the annual Daffodil Day in March each year.
	Jenny Hunt		4. Plan and successfully conduct the Webb Craft Show in October each year.
Jenny Hunt	2017	1. Plan and successfully conduct the RC & Moon Pie festival during the month of June.	
Jenny Hunt		2. Plan and successfully conduct the annual Daffodil Day in March each year.	
Jenny Hunt		3. Plan and successfully conduct the Webb Craft Show in October each year.	
Webb/Simmons/H unt	2018	1. Explore with Bedford County the feasibility of establishing a welcome center in Bell Buckle with the objective of opening a center by 2018.	
Jenny Hunt		2. Plan and successfully conduct the RC & Moon Pie festival during the month of June.	
Jenny Hunt		3. Plan and successfully conduct the annual Daffodil Day in March each year.	
Jenny Hunt		4. Plan and successfully conduct the Webb Craft Show in October each year.	

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<b>Purpose: Support Economic Growth and Community Sustainability</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
II. Arts Council	Sally Kilgore	2015	1. Evaluate opportunities for an Arts Council facility and develop a plan by December 30, 2015.
III. Administration	Amanda Rhinehart	2014	1. Update and maintain the town website with the addition of development-related documents including the zoning ordinance, subdivision regulations, and building permit application /fee schedule by September 30, 2014.
	Rodney Simmons		1. Develop a building permit checklist to facilitate development ease and compliance by December 30, 2014.

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<b>Purpose: Maintain Fiscal Integrity and Administrative Efficiency</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
I. Revenue	Dennis Webb	2014	1. Develop a financial plan for the General Fund with the long-term goal of a balanced revenue mix among for property taxes, sales taxes, and all other sources of income by September 30, 2014.
	Willie Snell		2. Market meeting space in the fire hall to generate revenue to support city operations during the year.
	Dennis Webb	2015	1. Evaluate the opportunity to excess surplus real and personal property and proceed with disposition procedures, as appropriate, by December 30, 2015.
	Dennis Webb		2. Evaluate water utility and sewer utility rates and make adjustment, as appropriate, effective with billings after July 1, 2015.
	Dennis Webb		3. Evaluate grant and loan sources for future capital project needs in advance of contract award.
	Dennis Webb		4. Review vendor fees for town events and revise, as appropriate, by August 30, 2015.
			5. Market meeting space in the fire hall to generate revenue to support city operations during the year.
	Willie Snell	2016	1. Market meeting space in the fire hall to generate revenue to support city operations during the year.
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<b>Purpose: Maintain Fiscal Integrity and Administrative Efficiency</b>			
Key Area	Responsibility	Completion	Objective/Performance Measure
II. Expenses	Dennis Webb	2015	1. Evaluate the opportunity to share labor and equipment costs with Wartrace and approve Interlocal Agreement, if deemed feasible, by June 30, 2015.  2. Maintain working relationships with MTSU and other schools of higher education and host an intern to address ongoing special project needs while minimizing town costs during the year.
	Dennis Webb		
III. Administration	Dennis Webb	2014	1. Establish a Personnel Committee by June 30, 2014. 2. Review and update the personnel policy by December 30, 2014. 3. Evaluate the hiring of a town administrator by December 30, 2014 and proceed with recruitment, if deemed appropriate, in the coming year. 4. Develop a business continuity plan to maintain business operations as the result of a natural or man-made disaster by December 30, 2014.
	Dennis Webb		
	Dennis Webb		
	Frank Reagor/ Robinson		
	Dennis Webb	2016	1. Formalize training requirements for board and staff to enhance job competencies and complete annual training as required.
	Dennis Webb	2017	1. Formalize training requirements for board and staff to enhance job competencies and ensure 2017 compliance as required.
Dennis Webb	2018	1. Formalize training requirements for board and staff to enhance job competencies and complete annual training as required.	