



City of Etowah

City Commission Meeting Minutes

January 27, 2020

1) Call to Order:

Mayor Burke Garwood called the meeting to order

2) Roll Call

Mayor Garwood gave roll call with all commissioner present. Also present were City Manager (CM) Tina Tuggle and City Recorder Alison Bull and Eva Valentine.

3) Prayer

Commissioner Miller prayed.

4) Pledge of Allegiance

5) APPROVAL OF THE MINUTES—

REGULAR-----12/16/2019

Vice-Mayor Swayne made a motion to approve the regular meeting minutes from 12/16/2019. Commissioner Miller seconded. All Ayes.

NEW BUSINESS:

a. Presentation of Local Girl Scout Troop

Local Girl Scout Troops #'s 40600 and 40398 presented a donation to the city two special needs swings for the Etowah City Park. Ms. Ellen Cole made the presentation.

- b) First Reading and Consideration Ordinance # 848

Ordinance # 848

AN ORDINANCE TO AMEND CHAPTER 30 – CITY COMMISSION WITH CHANGES TO VERBAGE IN 30.01 TIME AND PLACE OF REGULAR MEETINGS, 30.02 ORDER OF BUSINESS AND THE ADDING SUBSECTION 30.05 TO ADOPT A CODE OF ETHICS FOR THE CITY’S COMMISSIONS, BOARDS OFFICERS AND EMPLOYEES, ETC.

Mayor Garwood presented Ordinance 848 to the Commission for Consideration and Commissioner Keller made a motion to approve Ordinance 848 and Commissioner Miller seconded. All Ayes.

- c) Consideration and Approval of Security System at Gem Theater-\$883.00

Vice-Mayor Swayne made a motion to approve the purchase of the Security System for the Gem Theatre in the amount of \$883.00. Commissioner Miller seconded. All Ayes.

- d) Approval of Cost to Install Emergency Lighting at Public Works/Fire Dept-\$2,880.00

Mayor Garwood made a motion to approve the purchase and installation of emergency lighting at the Etowah Public Works facility in the amount of \$2,880.00. Commissioner Miller seconded. All Ayes.

- e) Consideration and Approval of Renaming Section of Charles Street to Kelsey Street (approved by Planning Commission) on January 13, 2020.

Commissioner Miller made a motion to approve the renaming of North Georgia and Charles Street to Chelsey Street in honor of Kelsey Burnette. Commissioner Miller seconded. All Ayes.

- f) Recognition of Municipal Code Updates- American Legal Publishing
Mayor Garwood recognized the Municipal Code Updates

- g) Approval of Budget Meeting Calendar

Commissioner Casteel made a motion to approve the 2020-2021 budget meeting calendar Commissioner Keller seconded. All Ayes.

OLD BUSINESS:

a) Discussion of Separation of EUB and Etowah City Schools from the OSHA Plan.

City Manager Tuggle requested the separation of EUB and the Etowah City Schools from the City's OSHA Plan just to simplify the reporting and audit processes.

Commissioner Casteel made a motion to approve the submission of a Letter of Notification to OSHA requesting the separation and Vice-Mayor Swayne seconded. All Ayes.

b) Discussion of Design of City Pool

Commissioner Casteel inquired if the project was remaining on budget and Ms. Tuggle advised the Commission that it was. Commissioner Miller confirmed the fence between the pool and the splash pad would have gates between the two areas and Ms. Tuggle responded yes. Vice-Mayor Swayne asked if the pool area would be a "hot spot" and she answered yes.

**City Manger
Monthly Report
December 16th, 2019 – January 24, 2020**

Ms. Tuggle reported the need to close the Library on Tuesday, April 14, 2020 due to training on the system and a CPR class.

Mayor Garwood made a motion to approve closure of Etowah Carnegie Library on Tuesday, April 14, 2020 and Commissioner Miller seconded the motion and motion carried with a unanimous vote.

There was a consensus by the Commission to grant access for Mr. McNair to C.R. 609 and the Old City Dump site. City Attorney Blair will be preparing the agreement.

Ms. Tuggle explained the catch basin repairs will begin the first of March

1. Public Works has been working after hours all week on leave and brush pickup. They will also be working Saturday to do the say as well as to drag/clean 2 ditch's (1) at 1121 8th Street and (1) at 7th and Georgia. We are working on plans for pull/dragging/cleaning other ditches in town as well.
2. I will be working on a Capital Improvement Plan "Draft" to be present to the Commission for review after the budget is complete.
3. The week of February 15th, Jerome (Animal Control) will be in Georgia for the Mod #2 Animal Control Certification. Just as a note, since we have made animal control a focus in Etowah over the past 2 years our Tag/registration revenue and animal control fines have more than tripled.

4. The restrooms at the Depot Walking Trail were vandalized this week. Due to the fact that we were planning renovations to begin soon I have chosen to close the restroom facilities at this time and begin demo. We will be making the renovations in house to save money. I plan to have budget numbers for you at the next commission meeting.
5. I have sent the brush truck to Chattanooga to be check for transmission issues. WE had a driver pulling the leaf vac and place both the truck and the vac in a ditch. There was no reason for the accident, and there was no damage to the leaf vac. However, the transmission was damaged in the brush truck. I hope to have numbers for the Commission meeting for approval for repairs.
6. Officer Richmond made a traffic stop early last week where a non-local semi-truck damaged local street signs in the amount of appx 400.00. I have filed a claim with the insurance carrier for that same amount and should receive a refund within the next 2 weeks.
7. I have been advised by Sam Sied of SETDD that the City has very little change of receiving the Housing grant that we spoke of a few meetings back. Therefore, I am researching a similar grant for housing assistance and will present the details to you at the next Commission meeting. P
8. Please note that we will be blocking the parking area behind the Library for Fire training on Friday, Saturday and Sunday of this week. WE have made notice to the DPA, Morning Fax and our Facebook account.
9. TDOT Bridge Inspection Report – Gary Hicks and I have reviewed the reports are a few items that we will have to contact out for repairs. However, the matters are not urgent and can be addressed in the next budget. We have however, ordered all signs that are in need of updating.
10. I have spoken with Mayor Gentry as to the funds promised by the County for the work completed at the Art's Commission, we should receive a check this week.
11. Parks and Rec will be working on an area of concrete over at the football field that has proven to be a trip hazard. This work will be completed in the coming weeks.
12. We have begun planning for concessions for the little league season this year. We are working on resale supplies costs at this time to ensure that we can keep costs down for our little league families.
13. As I am sure you all have noted the curb work at the new city hall location is going well. They hope to have this completed next week and begin paving of the parking lot. At this time, we are still on track for move in date of March 18th.

At this time, the move plan is as follows:

The current city hall location will be open on Monday the 16th and Tuesday the 17th. We will close on Wednesday the 18th – 20th. Leah and Brooke will remain and the current city hall until Wednesday the rest of the office staff will be assisting in setting of the new facility as items are delivered. I have hired a moving company at the total cost of \$1,625.00 for the move of all furniture, boxes and cabinets, etc. There will be a few items that will be taken to the old city hall for storage.

14. We are moving quite quickly on the digital storage/scanning and shredding of old documents. This will save us a great amount of space and provide for a historical record for future generations with ease of access and organization.
15. The Good Will organization is providing City Hall with a part time worker for no costs to assist us with this project. We will have her for 1 year. She is a great worker and helping us with the above-mentioned project greatly.
16. We have hired a part time city hall staff member Amanda; she will be working appx 28 hours a week until Ms. Moses is out on maternity leave in April/May/June/July and during that time she will be with us 40 hours per week.
17. As you have received copies of the Pool preliminary drawings, we will be reviewing them on Monday at the Commission Meeting. I will bring a larger set of drawings for our review as well as viewing by our local citizens.
18. The bids for the L & N Depot Window Restoration project are open at this time. Bids will be accepted until Feb 28th. I will reach out to Mayor Gentry within the coming weeks to obtain the donated funds for the grant project.
19. Frank and I are working with Mother Nature to nail down a date for installation of the dog park equipment and the Grand opening events. As soon as we can get a set time frame, I will provide you all with the details.
20. Gary and I are working on obtaining quotes for the chipper and for the contact rates for residential sanitation. I will be sending to you all within the next week or so a breakdown of our issues with Sanitation our current projected expenditures and revenue and a few ideas on how we might make Sanitation operate easier with higher work output and let equipment expenses. We will also be obtaining quotes for backhoes for the next budget year.
21. Budget meetings with Department Heads will begin next week. As you will note we have included the budget meeting calendar within your packet for discussion and approval at the next commission meeting.

22. Some of you may have received complaints as to garbage pickup in commercial areas. I wanted to explain on this just a bit now and I will explain to the citizens in the commission meeting the issue that we are looking at.
- a. The city is contracted for Commercial sanitation services with Superior Sanitation.
 - b. We have a contracted list of commercial locations that Superior picks up for us.
 - c. There are many commercial accounts (businesses) within the city that only pay the city the base fee of 26.97 for commercial sanitation and they then contract out their sanitation pickup to an outside sanitation company. For example. Harry's gas station on Tennessee Ave., pay the city 26.97 for the base fee and then has contracted out their sanitation services to Superior sanitation. However, that pickup is done by a different truck and different driver.
23. I have meet with SM & E this week. We are complete on the documentation that must be submitted to TDEC for final review to approve our cleanup of the South Industrial Property. I am in continued communications with the Developer and they do wish to proceed. We hope to have this out for bid in Feb or March. I have to receive final approval from TDEC to do so.
24. We have received the Entity Partners Property Conservation Grant for Municipal Property for \$2,000.00, with this we can pay for the installation of the security system for City Hall, Security Camera for the New City Hall and the installation of the Security system at the GEM Theater, and a camera system for the exterior of the walking trail rest rooms. If we spend the full 2,000, we will receive 50% back.
25. We have had several repairs to the older patrol cars in the past 2 weeks we are at appx 2200.00 we do expect more. We will be looking into this issue with budget prep.
26. We have requested that the parties that use the football fields and the football concession stand clean the facilities immediately. As we have asked several times, we had to demand this time as the concession area is full of rotten food and mice. We have explained to them that this cannot happen again and that we expect the facility to be cleaned after each use.
27. UPDATE: We are working on planning a Train Day event for May 9th, 2020. We are looking at entertainment, Model Train exhibits, children events, character actors, Etowah merchandise, and much more. I will advise as we finalize more plans.
28. The Public Works department has also been out making a work list of pot holes and catch basins that need to be repaired. We plan to begin work on the pot holes within the next week, the catch basins will be as soon as possible.

29. We have completed the arrangements with Comcast for the move our internet services at the id new location. Everything should be up and ready in mid Feb.
30. All documents have been sent to Valley Title to prepare for closing on the 801 Tennessee Ave (Gas Station) Property. We hope to be able to close mid-February.
31. Investigator Jim Shaw presented a request to the Planning Commission to change the name of Charles Street to Kelsey Street in honor of Ms. Kelsey Barnette. The Planning Commission approved without hesitation. The signs have now been ordered and we will do a press release in Mid-February and hold a road side reveal in March. I will confirm the date once all details have been confirmed.
32. We have had a bit of an issue being notified by the Utilities as to when they have made utility cuts. WE have now worked out a process for both Gary and I to be notified so that we can make needed repairs or maintain the gravel until fills can be made. As soon as we have the needed weather we will begin working on such cuts.
33. Gary and I will begin setting a meeting with the trucking company on Ohio to discuss some of the issues that they are creating in the same area. WE hope to do this within the next few weeks. I will advise as to the outcome.
34. Public Works has assigned staff to clean and check each storm drain so that we do not have issues with the upcoming rains.
35. As you may have noticed we have installed 2 signs at the ends of town that advise for trucks to use the left lane. There is a flashing light that is very visible at dark.
36. I met with Mayor Gentry this week as to the Sales Tax Referendum scheduled for February. I have attached a detail as to how this will work and the increase in funds that could be seen for the City of Etowah and the City School. Please note that I have also confirmed that the calculations are correct that the City would receive \$190,843.00 appx and the city school would receive the 114,308.00.
37. I was contacted by the new Director of the Art's Commission and ask for a copy of the City's Sales Tax Exemption. (She sent to be a copy of a letter from M. Gravely stating that they could use the city's exemption) I advised her of the fact that if they made purchases via the city the tax exemption could be used otherwise as they are not a full time budgeted staff and department legally the sales tax exemption could not be used by them. This information is per the State of Tennessee Comptroller's Office.
38. Frank and I met with Ruth and Lamon yesterday as to a few maintenance issues for the GEM and to discuss replacement of the lighting board that went out this week. I have requested that they obtain quotes for me and we will replace with new board and have other repairs so that we have a backup for further issues should they arise.

39. I will be going into the GEM next week to look at the cleanup efforts. I will advise if they have complied. If not, I will get with them to work a schedule for them to do so.
40. I have also included with this email a listing of catch basins that require repairs. The first one that we must take care of the 8th and Washington project ASAP (on the last page) at the appx cost of 16,000.00. The area will have to be closed for no less than 8 weeks for the repairs. Gary will provide more detail as to how we plan to redirect traffic flow in this area during this time. As we complete one, we will move to the next severe. I will ask the Commission to approve the expenditures for the above referenced project at the next Commission meeting.
41. I have not spoken to Mr. Tracy Miller again since the holidays as to the tile issue between his and his neighbors' home. However, I have spoken with a few other municipalities as to how they have addressed such things in the past. I have been advised that if there is not an easement place on the original deeds to convey this to the City, they do not take any responsibility unless there are connections to be made that disrupt service lines or tiles that lay under road ways, sidewalks, etc....
42. We continue to interview for open positions with Public Works, Parks and Rec and Concessions.
43. I have discussed with Stephanie at the ECC and I believe that we can make a few changes where we can move the Commission Chambers desk that is currently at the old City Hall to the ECC and install it without many disruptions to space availability. I would like for the Commission to approve the removal of the batting cage in the large room where the rock-climbing wall is located, the batting cage is destroying the interior of the room and it can be used by Little League at the ball fields. Remove and sell the Rock-climbing wall on Govdeals. By doing this we can use this room for fitness classes, etc. where there are no large windows. Installing the old Commission desk in the front room where we can still rent for events as well as hold court and all Commission Meetings, etc....

This will be an easy move and should not cost us much for than time and labor to do so. I would be able to get no less than 1000.00 for the rock-climbing wall. Please advise ASAP if you agree with this move so that I can begin to make arrangements and repairs to this room. Also, by doing so I can get the PA system reinstalled on a permanent basis for all meetings. Also, this will allow Lara, to regain needed space for the Library where they plan to hold the book sales from this time forward.

44. The City Hall staff has begun to work on packing items for the move. We will hold the majority of the packing until the week before and the week of.
45. I will be ordering signs for shared dumpsters advising of fine for using dumpsters if you are not a paying customer. I am also working on a means in which to capture photos of persons and or tags.

I believe that is all for this month. I will advise if there is anything that I might have missed on Monday evening at the Commission Meeting.

Respectfully,

Tina M. Tuggle
City Manager

9) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

Ms. Diane Truelove residing at 606 N. GA Avenue addressed the Commission concerning a citation issued to her husband for discharge of a weapon within the city limits. She stated the firearm was used to discourage squirrels from their property.

Ms. Ann Abbott residing at 813 Ninth Street, inquired if the Gem Theatre and the Arts Commission buildings will be protected with a security system. Ms. Tuggle answered yes.

10) UNSCHEDULED ITEMS

Mayor Garwood reported he noticed the backdoor of the Gem Theatre had been left open. He also stated that a citizen had been parking on the wrong side of the street. He also mentioned the need for LED lighting be used going forward for street lighting and the need for the streets to be striped.

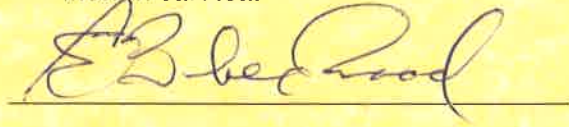
Commissioner Casteel reported the speed zone normally located new EUB was missing. Ms. Tuggle stated she was aware of the issue and was taken care of.

Commissioner Miller mentioned the vandalism that had recently been done to the restrooms at the walking trail at the Depot. Ms. Tuggle stated there had been approximately \$4,700.00 in damages and the individuals responsible have been found and both had confessed. There will be well hidden security cameras located outside the facilities once the refurbishing was completed.

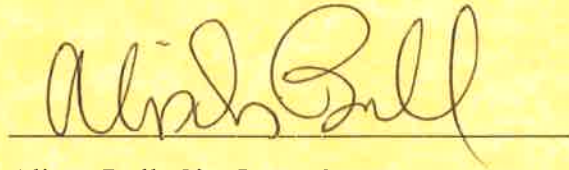
Vice-Mayor Swayne expressed appreciation for the work that had been done on the pot holes.

11) ADJOURNMENT

Mayor Garwood made a motion to adjourn and Vice-Mayor Swayne seconded the motion and motion carried.

A handwritten signature in cursive script, appearing to read "B. Garwood", written over a horizontal line.

Burke Garwood, Mayor

A handwritten signature in cursive script, appearing to read "Alison Bull", written over a horizontal line.

Alison Bull, City Recorder