

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of Regular Meeting Date May 22, 2017 Sheet No. 1 of 8**

A regular meeting of the Etowah City Commission was held on Monday, May 22, 2017 at 6:30 p.m. in the Meeting Room of the Etowah Community Center located at 155 Robinson Street, Etowah, Tennessee. Members present were; Commissioner Burke Garwood, Commissioner David James, Mayor Gene Keller, and Vice-Mayor Jim Swayne. Also present were Recording Secretary Eva Valentine, Finance Director Rebecca Penney, and City Manager Tina Tuggle.

Mayor Gene Keller called the meeting to order followed by Vice-Mayor Swayne leading the prayer, and the Pledge of Allegiance to the American flag.

**APPROVAL OF THE MINUTES**

*A motion was made by Commissioner Garwood to approve the previous minutes of the regular meeting held on Monday, April 24, 2017 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

*A motion was made by Vice-Mayor Swayne to approve the previous minutes of the Special Called Meeting held on Thursday, May 4, 2017 and Commissioner James seconded the motion and motion carried with a unanimous vote.*

*A motion was made by Vice-Mayor Swayne to approve the previous minutes of the Special Called Meeting held on Monday, May 8, 2017 and Commissioner James seconded the motion and motion carried with a unanimous vote.*

**1) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC**

None

**2) NEW BUSINESS**

a.) Selection of New Commissioner

Mayor Keller advised the commission of the ballots contained in each of their packet and instructed them to choose one and submit ballots to Mrs. Valentine for tallying and began the process of selecting the new commissioner.

After each commissioner submitted a written ballot with their selection, Mr. Roby Helm was selected as the commissioner to fill the vacant seat on the Commission created when Mr. Jason Cardin resigned. The vote was three for Mr. Helm and one for Mrs. Parker. Mr. Helm was immediately sworn in by Mayor Keller.

b.) Mr. Wes Atwell—Etowah Christmas Project

Mr. Atwell was not in attendance.

c.) City Manager Review (Ms. Margaret Norris)

Mrs. Norris presented the results of the review for City Manager Tuggle as at or above expectations. There were 16 questions included in the survey with 64 responses. Mrs. Norris suggested scheduling another meeting to establish specific goals for Mrs. Tuggle's annual review. The Commission came to a consensus this was a good idea.

d.) Approval of Replacement Lease of Police Truck

*A motion was made by Commissioner Garwood to approve the lease for the replacement vehicle and Commissioner James seconded the motion and motion carried with a unanimous vote.*

e.) Appointment of Etowah Carnegie Library Board Members (4)

*Mayor Keller requested the Commission to reappoint Durant Tullock, Catherine Pate, Helen Mullins, and Robin Arms to the Etowah Carnegie Library Board. A motion was made by Vice-Mayor Swayne to accept the appointees and Commissioner Garwood seconded the motion and motion carried with a unanimous vote.*

f.) Consideration and First Reading of Ordinance 802

**ORDINANCE NO. 802**

**AN ORDINANCE OF THE CITY OF ETOWAH, TENNESSEE  
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2017  
AND ENDING JUNE 30, 2018**

*A motion was made by Commissioner James to approve Ordinance 802 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

g.) Consideration and First Reading of Ordinance 803

**ORDINANCE NO. 803**

**AN ORDINANCE MAKING AND FIXING THE ANNUAL APPROPRIATIONS  
FOR THE ETOWAH CITY SCHOOL FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2017 AND ENDING JUNE 30, 2018**

*A motion was made by Commissioner Garwood to approve Ordinance 803 and Mayor Keller seconded the motion and motion carried with a unanimous vote.*

h.) Consideration and Approval of Resolution 1181

**RESOLUTION NO. 1181**

**A RESOLUTION OF THE CITY OF ETOWAH ADOPTING A RECORDS  
MANAGEMENT PLAN**

*A motion was made by Commissioner Garwood to approve Resolution 1181 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

- i.) Consideration and Approval of Resolution 1182

**RESOLUTION NO. 1182**

**A RESOLUTION PURSUANT TO AUTHORITY GRANTED BY  
SECTION 6-54-111 OF THE TENNESSEE CODE ANNOTATED  
AND IN ACCORDANCE WITH SECTION 0380-3-7-02 OF THE  
OFFICIAL COMPILATION RULES AND REGULATIONS OF  
THE STATE OF TENNESSEE AUTHORIZING  
APPROPRIATIONS FOR FINANCIAL AID OF THE ETOWAH  
AREA SENIOR CITIZENS, A NONPROFIT ORGANIZATION  
WHOSE SERVICES BENEFIT THE GENERAL WELFARE OF  
THE RESIDENTS OF THIS MUNICIPALITY.**

*A motion was made by Commissioner Garwood to approve Resolution 1182 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

- j.) Consideration and Approval of Resolution 1183

**RESOLUTION NO. 1183**

**A RESOLUTION PURSUANT TO AUTHORITY GRANTED  
BY SECTION 6-54-111 OF THE TENNESSEE CODE  
ANNOTATED AND IN ACCORDANCE WITH SECTION 0380-  
3-7-02 OF THE OFFICIAL COMPILATION RULES AND  
REGULATIONS OF THE STATE OF TENNESSEE  
AUTHORIZING APPROPRIATIONS FOR FINANCIAL AID  
OF THE ETOWAH RESCUE SQUAD, A NONPROFIT  
ORGANIZATION WHOSE SERVICES BENEFIT THE  
GENERAL WELFARE OF THE RESIDENTS OF THIS  
MUNICIPALITY**

*A motion was made by Commissioner Garwood to approve Resolution 1183 and Commissioner Helm seconded the motion and motion carried with a unanimous vote.*

k.) Consideration and Approval of Resolution 1184

**RESOLUTION NO. 1184**

**A RESOLUTION PURSUANT TO AUTHORITY GRANTED BY SECTION 6-54-111 OF THE TENNESSEE CODE ANNOTATED AND IN ACCORDANCE WITH SECTION 0380-3-7-02 OF THE OFFICIAL COMPILATION RULES AND REGULATIONS OF THE STATE OF TENNESSEE AUTHORIZING APPROPRIATIONS FOR FINANCIAL AID OF THE ETOWAH CHAMBER OF COMMERCE, A NONPROFIT ORGANIZATION WHOSE SERVICES BENEFIT THE GENERAL WELFARE OF THE RESIDENTS OF THIS MUNICIPALITY.**

*A motion was made by Vice-Mayor Swayne to approve Resolution 1184 and Commissioner James seconded the motion and motion carried with a unanimous vote.*

l.) Consideration and Approval of Resolution 1185

**RESOLUTION NO.1185**

**A RESOLUTION PURSUANT TO AUTHORITY GRANTED BY SECTION 6-54-111 OF THE TENNESSEE CODE ANNOTATED AND IN ACCORDANCE WITH SECTION 0380-3-7-02 OF THE OFFICIAL COMPILATION RULES AND REGULATIONS OF THE STATE OF TENNESSEE AUTHORIZING APPROPRIATIONS FOR FINANCIAL AID OF THE TRI-COUNTY CENTER, A NONPROFIT ORGANIZATION WHOSE SERVICES BENEFIT THE GENERAL WELFARE OF THE RESIDENTS OF THIS MUNICIPALITY.**

*A motion was made by Commissioner Garwood to approve Resolution 1185 and Mayor Keller seconded the motion and motion carried with a unanimous vote.*

m.) Announce Public Hearing for Monday, June 26, 2017, 6:30 pm at Community Center

Mayor Keller announced the Public Hearing for Monday, June 26, 2017, 6:30 pm at Community Center.

**8) OLD BUSINESS**

- a.) Consideration and Second Reading of Ordinance 801

**ORDINANCE NO. 801**

**AN ORDINANCE AMENDING CHAPTER 91: HEALTH AND SANITATION; NUISANCES  
BY ADDING SUBSECTION 91.08 UNLAWFUL DISPOSAL OF RUBISH.**

*A motion was made by Commissioner James to approve Ordinance 801 and Vice-Mayor Swayne seconded the motion, and motion carried with a unanimous vote.*

- b.) Antique Fire Truck Display Decision.

Was not addressed

**9) CITY MANAGER'S REPORT**

**City Manager's Report  
April 21, 2017 – May 19, 2017**

1. I have been working on a business survey to determine the educational, and operational support needs for local citizens who are currently looking to open a small business within the city or that currently own a small business. Along with this we will be surveying property owners to obtain information related to their available square footage and rental fees as well as determining any interest they might have in possibly allowing their location to be used as an "Incubator Site" for business startups. This would involve their willingness to incrementally base the rental fee amounts on the growth of the individual business income. I plan to have this complete in the next few weeks, now that we have completed all of our budget and infrastructure study.

Also, please note that I have spoken with the Small Business Administration for McMinn County and other small business education providers and they will be willing to offer free seminars to teach the basics for inventory control, workers comp, as well as payroll requirements, tax prep, sales tax collections, and other topics as we would see a need.

2. Also, now that we have made it almost through the budget process I plan to start engaging the local business owners and citizens for concerns, interests, and needs. I hope to do this along with the business surveys starting in June. This will involve me being out of the office more than I have been in the past, but I feel that I now have the time to become more involved in the community. Please know that I will still have main office hours and will more than likely plan a few hours out of the office; but out and about in town 2 to 3 times a week. Depending on needs as I get out.
3. As I have mentioned in past weekly updates I was contacted by the Boy Scout troop leaders as to issues with the trees at the lodge. Brian has now met with them to identify the trees of concern. We have recently been in contact with the State of Tennessee Department of Forestry and they were willing to help identify any further issues and provide recommendations as to which trees they find are in a state that could cause damage to persons and or property. A copy of her letter is enclosed herein for your review.

As you will note she has made recommendations of removal of some, trimming of others and suggestions how to replace what must come down. With this you will not the 4<sup>th</sup> dot referencing the white oak near the main building. As she stated the concrete as the base of the tree will stop any hopes of a long life for this tree. This being said the Scout leaders have asked that if they could get the permission of the City while we are taking care of this matter; to cut this tree to appx 10' in height so that they could do their traditional carvings. If the Commission so decides to allow this, we will include this option in the quotes we obtain.

Also, along with this as the Scouts are willing to help by further by cutting and removing the logs after the trees are dropped.

At this time we have contacted several companies for this quote; and have received one quote from Bradley Tree Service. At this time their current time frame is 4 to 8 weeks, to be placed on their schedule.

4. Enclosed with in your packet you will find the cost estimates "The Bancorp" Lease company showing that if we apply 9,624.89 of the 11,000.00 estimated insurance proceeds the payment will be under that of what we have already in the current budget for the current fiscal year and the 2017-2018 fiscal year. If so approved by the commission to replace this truck then we will proceed with the order with delivery being 1 to 3 months.
5. The following are the amounts that were received by the Police Department for the sale of the 2 seized and 2 surplus vehicles that Commission approved for sale a few months back.

• 2001 Toyota Camry – Seized for Drugs	\$ 822.00
• 2004 Toyota Corolla – Seized for Drugs	\$ 1585.00
• 2006 Ford Crown Vic – Patrol vehicle	\$ 843.00
• 2208 Ford Crown Vic – Patrol vehicle	\$ 810.00
TOTAL	\$ 4,060.00

6. With the hard work and dedication of Library Director, Ms. Lara Crockett the Carnegie Library has been awarded a grant in the amount of \$ 4,050.00 for the purchase of laptops, mobile devise and technical training. Thanks to Ms. Crockett and the Library staff.
7. The Fire Department has presented to me documentation and associated costs as to the City requiring local business to place a secure "KNOX BOX" on their property to ensure access to our Etowah Fire Department/ Police Department in the case of emergency. They request permission to put this program into place and request a directive from the Commission as to how the required parties will obtain and install the "KNOX BOX". It is suggested that the business owners come to city hall and order and pay for the device and then the Fire Department will assist the parties with determining the location of installation upon receipt.

There was a consensus by the Commission for the City to oversee the "KNOX BOX" PROCESS.

8. Enclosed herein you will find a copy of the Summer Camp Flyer for the Community Center. Brian Silber is in the process of looking for his summer interns.

9. It has been brought to my attention by the Chief of Police Eric Armstrong that we are now experiencing an increase in overdose cases within the city due to the use of Fentanyl. As you may be aware from local news reports this is a very dangerous drug and can be fatal with even exposure. Thanks to the quick reaction of our Police Department and Fire/Rescue the two recent overdoses were administered NORCAM and should recover. However, I felt that this information that you need to be made aware of.
10. As of today's date we are near completion of the lift installation. However we have had a few minor issues to resolve. I am working with the contractors to rectify the issues and hope to have the lift complete by the end of the month. By that time we will have the quotes for the ramp/sidewalk repair and I will provide this to you as soon as possible. So that we may proceed with the work and have a grand opening ceremony for the lift and to thank the citizens and The First Presbyterian Church and all involved in this ADA upgrade.
11. As you may have noted the chimney and soffit work is complete and looks much better. The Contractor at no cost to the City; while having the brick masons on site, repaired an old brick patch that did not look esthetically correct on the back side of the building. We are very grateful for the extra care he has provided to the City of Etowah. We have also seeded and strawed the grounds where the lift was used for the above referenced repairs.
12. Splash Pad –Training on the new installation performed on our Splash Pad has been postponed due to the trainer being involved in a traffic accident but this should be completed by Thursday, May 25.
13. The matter of the tennis courts were brought up at the last meeting for budget. As I was not yet with the City when the last repairs were made I had to get a bit of information before I could discuss the matter. As I have found out, at the direction of Mr. Matthew Gravely and after extensive advisement from Billy Ingram the courts were not repaired where the issue of cave in would not occur again. Mr. Gravely refused to allow the Public Works Director to make any further cuts, remove the old rotting material, and back fill correctly. Once we have obtained the other bids that the Commission has requested, Billy and I will work to see how we can and what the associated costs will be to reopen the courts.
14. All Bids for the Old Fire Hall, New Fire Bays, ADA sidewalk repairs and Post Office repairs are due in on the 26<sup>th</sup> of this month. I will advise of costs upon receipt.
15. In your packets you will find copies of the candidate's letters showing their interest in filling the vacancy on the Commission. You will also receive a full listing of their names, address, and voter registration verification on your ballot.
16. The large flower pots on Tennessee have been revitalized for the spring/summer season. They look wonderful. Thanks goes to our local volunteers.
17. On July 12<sup>th</sup> the Mayor, Chris Ingram and I will be meeting with Lisa Hewett of the USDA to Tour the City for the initial project for Rural Town revitalization. This will be looking at areas 10 to 15 blocks for a cleanup. Should you have an area in mind that you think would fit for this project please let me know and we will add it to our working list.
18. As advised in last Tuesday's update we have picked up the office furniture today. This was donated to the city by the City Financial branch located in Madison, TN managed by Jason Valentine.

As the Commission Chamber is not going to be used for some time we will store it there until the City Hall Administration determines or obtains a new location. I will obtain pictures of the items upon receipt and inventory for our insurance. I will be happy to send pictures to you all if you would like or you may come by and look at the items when you have a chance.

19. At this time I am still reviewing the LPRF Pool Grant Grade details and I will advise of my findings asap. I should have it by next week. I am looking for a copy of the disc that was submitted to the grant committee for application. It appears that Mr. Tallent had it at one time; however, I am unable to locate it now. We are continuing to look and again I will get this info back to you all ASAP. Thank you for your understanding.

Should you have any questions on the items listed herein please do not hesitate to contact me at any time.

Thank you,

Tina M. Tuggle

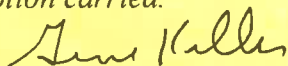
1) UNSCHEDULED ITEMS

Commissioner Garwood commented on the traffic and noise associated with the new tenants at the old post office building.

Commissioner James inquired as to when the library lift would be complete and Ms. Tuggle stated she expected it to be soon.

2) ADJOURNMENT

*A motion was made by Mayor Keller to adjourn and Commissioner James seconded the motion and motion carried.*

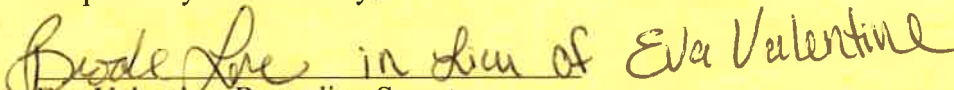


Gene Keller, Mayor



Rebecca Penney, City Recorder

Respectfully submitted by:



Eva Valentine, Recording Secretary