

**CITY OF ETOWAH,  
TENNESSEE COMMISSION  
MEETING**

**Record of Minutes of Regular Meeting Date August 27, 2018 Sheet No. 1 of 8**

A regular meeting of the Etowah City Commission was held on Monday, August 27, 2018 at 6:00 p.m. in the Meeting Room of the Etowah Community Center located at 155 Robinson Street, Etowah, Tennessee. All Commissioners were present. Also present were Finance Director Alison Bull, Recording Secretary, Eva Valentine and City Manager Tina Tuggle.

Mayor 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 Vice-Mayor Swayne to approve Regular Minutes from July 23, 2018 meeting and Commissioner Garwood seconded the motion and motion carried with a unanimous vote.*

*A motion was made by Commissioner Garwood to approve minutes for the Special Called meeting held on July 30, 2018 meeting and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

**1) NEW BUSINESS:**

- a.) Swearing in of New Commissioners and Certificate Presentations (Casteel, Garwood, and Miller)

City Manager Tina Tuggle swore in the newly elected commissioners Max Miller and Mike Casteel.

*Mayor Keller opened the floor for nominations for the mayor and Mayor Keller nominated Commissioner Burke Garwood for mayor and Vice-Mayor Jim Swayne seconded the motion. Commissioner Miller nominated Vice-Mayor Jim Swayne as mayor and Mr. Swayne declined. The motion for Mr. Garwood passed with a unanimous vote.*

- b.) Election of Mayor and Vice-Mayor

*Commissioner Keller opened the floor for nominations for Vice-Mayor and nominated Vice-Mayor Jim Swayne and Commissioner Keller seconded the motion. Commissioner Casteel nominated Commissioner Max Miller. The vote for Mr. Swayne was four to one in favor. The vote for Mr. Miller was one in favor. The motion for Mr. Swayne for Vice-Mayor passed with a four to one vote.*

Commissioner Keller called the meeting into a recess to reconvene at 6:30 pm.

- c.) Awarding of Bid for the Depot Stream Maintenance

*Vice-Mayor Swayne made a motion to accept the bid from East TN Construction in the amount of \$27,500.00 for the Depot Stream Maintenance Project and Commissioner Keller seconded the motion and motion carried with a four to one vote with Commissioner Casteel opposing.*

Public Works Director, Billy Ingram presented an overview of the project and expressed the desire to continue to look for grant money to assist in this ongoing operation. Ms. Tuggle stated the engineer study was to begin soon and should be very helpful.

d.) Blessing Box

*There was a consensus to approve the placement of the "Blessing Box" in the Depot Park as well as a consensus to accept donations of canned food at the recycling center of the Public Works Department for the local food bank.*

e.) Approval of Sanitation Truck Repair Cost

*Commissioner Keller made a motion to approve the emergency repair cost to the sanitation truck in the amount of \$2,930.00 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

f.) Consideration and Approval of Dump Truck Lease

*Mayor Garwood made a motion to solicit for bids for a dump truck lease and Commissioner Keller seconded the motion and motion carried with a unanimous vote.*

g.) Consideration of SRO for Etowah City Schools

*Vice-Mayor Swayne made a motion to approve the proposed position of SRO for the Etowah City School System for one year to be funded by ECS through the City of Etowah, and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

**2) OLD BUSINESS:**

a.) Consideration and 2<sup>nd</sup> Reading of Ordinance 822

**ORDINANCE NO. 822**

**AN ORDINANCE AMENDING THE ETOWAH MUNICIPAL CODE TITLE XI,  
CHAPTER 114, PERSONAL PROPERTY SALES, SECTION 114.06, 114.07, 114.08, 114.09, 114.11, 114.16, and  
114.18**

*Mayor Garwood made a motion to approve Ordinance 822 and Commissioner Keller seconded the motion and motion carried with a unanimous vote.*

b.) Consideration and 2<sup>nd</sup> Reading of Ordinance 823

**ORDINANCE NO. 823**

**AN ORDINANCE AMENDING OF TITLE IX, CHAPTER 92,  
SUBSECTION 92.15 JUNK VEHICLES WITH THE ADDITION OF DEFINITION OF ABANDONED  
VEHICLES**

*Vice-Mayor Swayne made a motion to approve Ordinance 823 and Commissioner Keller seconded the motion and motion carried with a unanimous vote.*

c.) Consideration and 2<sup>nd</sup> Reading of Ordinance 824

**ORDINANCE NO. 824**

**AN ORDINANCE AMENDING THE ETOWAH MUNICIPAL CODE TITLE XI, CHAPTER 111, PERMITS AND SOLICITATIONS, SECTIONS 111.01 111.03, 111.04, 111.05, 111.08, 111.13, 11.27 and addition of 111.31 and 111.32**

*Commissioner Keller made a motion to approve Ordinance 824 and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

d.) Consideration and Second Reading of Ordinance 825

**ORDINANCE NO. 825**

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF ETOWAH, TENNESSEE FOR FISCAL YEAR 2017-2018**

*Commissioner Keller made a motion to approve Ordinance 825 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

**8) CITY MANAGER’S REPORT**

Ms. Tuggle brought their attention to an article from the Knoxville News Sentinel which was received by Commissioners Keller and Casteel in regard to a police officer from Oak Ridge that had issues with morale within that particular department. She informed the Commission the officers that had left or were leaving Etowah was due to higher pay and take home cars or were leaving law enforcement completely and not connected to any departmental morale issue and had provided them with copies of exit interviews to substantiate the reasoning.

*Commissioner Casteel made a motion to scrap the old exercise bikes and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

**City Manager Monthly Report  
July 24<sup>th</sup> – August 23, 2018**

1. As you all are aware I attended 2 meetings this earlier this month as to 911 issues and the city's contract. The first was with Seth Sumner and his Fire and PD Chiefs as well as myself, Eric Armstrong and Adam Hafley this meeting was to come together and discuss the issues that we are all having with 911 services and representation. The meeting went well and they were all advised that I planned to attend the Board meeting last night for E911 and advise them of the fact that we are not going to sign the contract that this time due to service issues and advised them as the Commissioners standing on the county responsibility for this service. When I attended the 911 Board meeting it was much less than a warm welcome and I stated the City's issues and advised them of the fact that we plan to take the issues of service to Mayor Gentry. They agreed to a 30 day extension and they will hold the check issued until I attend the next meeting to advise them of where we are on this matter.

JPDATE: As Tom Trotter has been appointed the head of the 911 User Board we have now presented him with our issues and concerns. He assured me of the fact that all matters will be addressed and corrected via the Board and the User Board from this point forward.

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I feel that we are making great progress with this matter and that I (we) can already see that matters are being taken seriously. I at this time feel that we will see a major improvement with service. As to the contract, at this time as all of the other communities have signed and fulfilled their contract terms for the new 3 year cycle. I

suggest that we do the same by making the final payment for this quarter and signing the agreement with the understanding that mid contract term we begin discussion with the County as to their % vs the municipalities' %'s  
2. As mentioned in past reports the School asked that the pickup route was changed for this school year. However, after a few weeks of attempting the new route the school has decided to revert back to the original pick up route.

3. Etowah City School has reached out to the City to discuss obtaining an SRO officer for the school. They have advised that they will cover the expense for this year and that they would hope that City would pitch in with the following years thereafter. I have worked on numbers for this school year and a copy of said costs are attached hereto. As you will note from the figure sheet the 1<sup>st</sup> year's costs are for a 12 month full time position. As the school may wish to only pick up the costs for the actual school year they make look at us this year for assistance for the 3 month summer span. However, it is imperative for the first year that we guarantee that the SRO will continue in that position for the following years, and we will not have a good chance of that happening if we do not employ for a full 12 months.

If the Commission so decides to assist with this I feel that if they pick up the costs for the entire first year minus what time has passed thus far. Then perhaps the City can with the next budget cycle cover the 3 months where the officer could stay on with the City Police Department. This is only a suggestion. Please advise of your position on this request for an SRO officer.

UPDATE: Please note that I had a meeting with Dr. Frazier today as to the above SRO matter and he wanted to explain to me that the funds for this SRO officer this year is due to the fact that they have specifically gone through the budget to trim areas for this position. This matter has been presented to the School Board along with the numbers I prepared (enclosed herein) and they are fully willing to cover all costs this year. They again state that this is not something that they can carry completely for the years to come and would ask that the city consider a portion of this for the next fiscal year. I expressed to him the fact that if the Commission so approve that this is a matter that we will have to address when budget prep starts again the first of the year.

I was asked by Commission Swayne for the following numbers as to the Pre-K program.

**Total 35 students 20 of those students are residents of Etowah City residents. That works out to be about 4,750.00 per Etowah pre-k student or 2,857.00 per all students.**

4. As mention in the past reports this month, the Workout Room at the ECC was closed for a portion of the day due to the installation and upkeep of the equipment purchased from the last fiscal year budget.

UPDATE: I am happy to advise that the new equipment has received great reviews.

5. UPDATE: I have spoken to Mr. Anderson as to this lease matter and he has agreed to pay the 1800.00 per month. He will send us an extra 1200.00 for the last 2 months with the next rent payment.

6. UPDATE: The siren for the 8<sup>th</sup> street location has been taken to a repair shop for work. We should have it back within the next few weeks. The cost to repair was quoted under \$1,000.00.

7. As we are working hard to make the ECC more competitive with other local facilities I have been asked several times as to why we do not provide a sitting service for children under 10. We do have space to provide such a service and are approved by the Health Department to do so. We could charge a minimum fee for 1 hour (3.00 I believe that this could be a way to increase membership and a way for more person to participate in our group classes of an evening. This would be from appx 5 - 8.

UPDATE: WE are working now to make all arrangements for this service and we will be making a few changes to what was the game room at the ECC. WE hope to have everything up and running by Mid-September. I will present all details to the Commission when they are complete.

8. I have also been asked by parents that we lower the age for drop offs at the community center from 15 to 13. They would have to sign a waiver and provide contact phone number in case of bad behavior or any other issues.

The standard at the ECC has been 15 since before I arrived. However, with the basketball courts still being closed we might want to consider this option until they can be reopened. If we find we are having issues we can return to the 15 and above rule. Of course we could also set a time limit as to when they can come and how long they can stay without parent supervision. Please advise as to your opinions on this matter.

UPDATE: We will be lowering the age of tweens that are allowed to be left at the facility (ECC) without parents on site. This age will be dropped to 12 – 14, with all parents being required to complete a drop off form and pay a minimal fee for the supervision. There will be a limit of time that the 12 – 14 years old may be left unsupervised by a parent/adult.

9. As you all are aware Katrina has left the employment of the ECC to begin teaching. Therefore we have been conducting interviews to fill this position. I believe we will have a selection made by weeks end.

10. We have begun work at the ball field parking lot across from Mr. Stone. This is to divert the water from running to his lot across the street. At this point it seems to be helping. There is still more work to be done.

11. I have reached out to Russ Blair via email to ask him the status of his building and to take care of the code violations.

UPDATE: As of today's date I have yet to receive a reply from him. I will contact him again next Monday if I have not received word from hi,

13. I will have new emails for the two new Commissioners next week and I will make sure that they are given to you upon receipt. At Mondays Commission meeting I should also have their tables ready for them to use.

14. Due to the pay increase at the County and their push to hire officers for SRO officers we will be losing two of our officers in two weeks and lost one last week due to moving to another area to care for his mother. We have already began the interview process for new hires and we are conducting exit interviews on those that are leaving. This has a great deal to do with pay and take home cars and room for advancement as we are a smaller department.

UPDATE: Please note that we have now lost another employee to higher pay and his desire to leave the field of police work. An exit interview was done and he has a written statement that his reason for leaving has nothing to do with the City or the Department. He advised that he has in his time with the City of Etowah never seen the PD run so well. So therefore, we will be looking to replace another officer and should the City approve the SRO officer for the City school we will need to fill that position as well.

The 3 new officers are as follows: Naaman Mowery and Bridge Rodriguez. Tabitha Standridge will start next month

15. I have a meeting schedule today with the owner of the Lighting Company that did the work at the depot for accent lighting. After the installation was complete the promises made to the City for the lighting of the building have not met our requests. Therefore, I will be asking him to make corrections to the lighting at his cost. The flower pots have been installed at the depot to protect the lighting that I spoke of last week. The plants will be installed as soon as they are received.

16. UPDATE: I have met with the Lighting Company and they have agreed to meet our requirements for the lighting at their cost.

16. UPDATE: The skid steer is repaired and back in service.

17. AS mentioned in my report of this week. The Commercial Garbage truck is down due to the slide plate in the rear of the truck breaking. The new part has been ordered that will be installed as soon as received. The City of Englewood is allowing us to borrow one of their trucks as needed until ours is fixed.

18. The façade grant for the 2018 cycle has been submitted. We received only 5 applications for the grant assistance in the amount of \$34,000.00.

19. I have spoken with Dixie Youth and we have scheduled an appointment for next week to sit and discuss the program and take steps to change over for the next season.

20. I would also ask that Cody Hefner of Code Fitness be appointed to the Parks and Rec Advisory he has

graciously offered to help the City of Etowah organize and help during the season with coach camps and registration. I believe his fitness experience and knowledge would be of a great assist to the City of Etowah Parks and Rec Program.

21. WE HAVE RECEIVED THE LPRF GRANT for the Etowah City Pool. How very exciting for the City and its citizens. I have spoken with Chad and Cameron via email as to this and we will be scheduling meetings soon to begin arrangements. All we need is the contract. I will advise as I learn more.

22. I have arranged with the landlord of the current city hall building to have the code violations in the back side of the property for a deduction in rent. The cost is 1,000.00 and the same amount will be taken from our rent on September payment.

23. We have had issues at the Community Center with Reservations as the customers have been showing up hours in advance to set up their rooms. As this is a source of revenue for the ECC I have established a rule that will be reflected in the new rental agreement that they may not have access to the room until 15 minutes before their reservation or they will need to rent the facility for a longer amount of time. Also, they will be required to leave and be cleaned up within 15 minutes after the reservation end time or pay additional rental time. Rental payments will also be due prior to the event not after, as I have found that it has been allowed for certain persons to carry a balance due and owing to the city for several events or rentals. This is so that we do not have conflict with other rentals or with the closing schedule of the ECC. (This will not be abused by the staff we understand delays and other issues.

*24. City Hall will be closed on Friday due to the upgrade of the server for our operating software. We will be back to normal operations Monday.*

25. I am happy to advise that due to Alison's hard work that we have finally received the grant payment of \$15,000.00 for Rotary Park work that was completed last year. I had been advised by the former Finance Director that all documentation and funds were complete and the matter was closed. To my surprise last week I found that this was not in fact the truth. The funds are now in the City's accounts and all documentation for our records are complete.

26. Within this packet you will find details as to a lease purchase for a dump truck for the Public Works Department. As you will recall we placed 45,000.00 in the budget for the purchase of equipment for Public Works. This would still leave approx 50% of the funds for a used back hoe or a lease of a back hoe. The payments would be for 5 years. I would like to present this at the commission meeting on Monday evening for approval.

Thank you ever so much for your time and attention to the matters listed above. As always please feel free to contact me as to any of the matters discussed herein.

As we welcome two new Commissioners Max Miller and Mike Casteel I would like to invite them to come and set down with me as their schedule allows so that I can assist them with any questions they might have or with information that they might need.

Respectfully,  
Tina M. Tuggle  
City Manager

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

None

10) **UNSCHEDULED ITEMS**

Commissioner Casteel commented he had not made any contacts, text or email, with anyone to remove the city manager from her position. He also thanked everyone who voted for him and would be trying to do the best for the City of Etowah.

Vice-Mayor Swayne thanked the City Manager for the information concerning the ECS Pre-K program and believes it is a good move for our City. He also stated he thought what had happened with the Parks & Rec committee member was unfortunate and that the young man had apologized.

Commissioner Keller stated one of the Parks & Rec Committee members must change his behavior or be removed from that position.

Commissioner Miller also commented he did not appreciate his name being used in the negative context as explained by Commissioner Casteel.

*Mayor Garwood made a motion to remove John James from the Parks & Rec Committee and Commissioner Keller seconded the motion and the motion failed when three commissioners abstained.*

*Commissioner Keller reminded the Commission of the ramifications that can stem from a hostile work environment and the responsibility the Commission carries in this area of how the employees of the City are treated.*

*Mayor Garwood made a motion to close the public hearing in reference to Ordinance 825 and Commissioner Keller seconded the motion and motion carried.*

*Mayor Garwood made a motion to adjourn the meeting and Ms. Tuggle reminded the Commission there needed to be a decision made regarding the 911 situation. Mayor Garwood rescinded his motion.*

*Ms. Tuggle recounted to the Commission of the situation with the 911 board and recommended they sign the contract. After some discussion Mayor Garwood asked the Commission if they wanted to pay and Commissioner Casteel made a motion to accept and sign the contract with a 3% increase annually for the next three years and Commissioner Keller seconded the motion and the motion carried with a 4 to 1 vote in favor:*

*Casteel-Pay*

*Miller- Pay*

*Keller -Pay*

*Swayne-Pay*

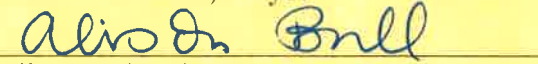
*Garwood-No*

**11) ADJOURNMENT**

*Mayor Garwood made a motion to adjourn the meeting and Commissioner Casteel seconded the motion and motion carried with a unanimous vote.*



Burke Garwood, Mayor



Alison Bull, City Recorder