

**CITY OF ETOWAH, TENNESSEE
COMMISSION MEETING**

Record of Minutes of Regular **Meeting Date** January 26, 2015 **Sheet No. 1 of 6**

A regular meeting of the Etowah City Commission was held on Monday, January 26, 2015 at 6:30 p.m. in the Council Chambers of City Hall, 723 Ohio Avenue, Etowah, Tennessee. Members present were; Mayor Burke Garwood Vice-Mayor David James, Commissioner Jim Bull, Commissioner Jim Swayne, and Commissioner Jason Cardin. Also present were City Manager Matthew Gravley, Recording Secretary Eva Valentine, and Finance Director Rebecca Penney.

Mayor Burke Garwood called the meeting to order followed by Commissioner Jason Cardin leading the prayer, and the Pledge of Allegiance to the American flag led by Steven Stewart, Eagle Scout Troop 74, Etowah.

APPROVAL OF THE MINUTES

A motion was made by Commissioner Jim Swayne and seconded by Commissioner Jason Cardin to approve the previous minutes of the regular meeting held on Monday, January 26, 2015, the motion passed unanimously by a commission vote.

NEW BUSINESS

a. EOC – Mike Moore

Fire Chief Mike Moore reported needing EOC Director for Etowah. It was explained the position for the EOC Director was a no pay, volunteer job and Jim Bruce Haney was presented as the candidate in question for the position. It was stated he is experienced and enjoys this work.

Commissioner Jim Bull made a motion to appoint Jim Bruce Haney as EOC Director, and Vice-Mayor David James seconded the motion and motion carried with a unanimous commission vote.

b. Safety Deposit Box for System Backup

City Manager Matthew Gravley stated we have decided to pass on the use of a safety deposit box for the system backup. Mayor Garwood explains the box would have been used to store backup system files, and was an option for use because a trip to the bank was necessary every Friday anyways. City Manager Gravley explained you can use a fire proof lock box offsite to serve the same purpose.

c. Library Space Needs Assessment

Librarian, Lorie Waters, presented the Commission with a Special Needs Assessment summary for the Etowah Carnegie Library and explained she and Paul Barnett have been working on this information since August of the last year. The packet encompassed the current statistics and square footage upstairs that the library currently has, and what is needed to become standard in accordance with the TN State Standards. Ms. Waters presented three different potential scenarios for what could be done with the library.

The first scenario would be just to bring up the library to code by adding an addition to the back of the building with ADA bathrooms, an elevator, and possible meeting space. This scenario adds an estimated

1500 square feet to bring the library up to code. The second scenario is to have City Hall moved to a new location and the Carnegie Library would have the whole building after renovation. Scenario three is to move the library to a new building.

Lorie Waters explained she also passed out an application for the Historic Preservation Grant through the TN Historical Commission which is being applied for on Wednesday, with the application being due Friday. This grant is for a feasibility study on scenarios one and two. The cost of the project is projected at \$62,194.00. It is a 60/40 grant; the 40% is “in kind” matching grant, which is what Paul Barnett has been working on. Therefore, it would be of no cost to the city if we are awarded the grant. Commission Jim Swayne asked if Mr. Barnett would be working with someone involved with the TN Historic Commission. Lorie explained, yes he would, and that Melissa has been working with them and would be taking the application to Nashville Friday to deliver it. She also informed the commission to be aware, if we receive the grant it will be awarded sometime in June, and it would become effective in September. It was confirmed at the end of the meeting the match will be provided by the “Friends of the Library”. No City funds will be needed.

d. Consideration and Passage of Resolution 1132

RESOLUTION 1132

**CITY OF ETOWAH
2015 COMMUNITY DEVELOPMENT
BLOCK GRANT APPLICATION
SEWER SYSTEM IMPROVEMENTS**

Mayor Burke Garwood made a motion to approve Resolution 1132 and Vice-Mayor David James seconded the motion and motion carried unanimously by a commission vote.

e. Vice-Mayor James to Introduce Alise Ionashku, Administrator of Woods Memorial Nursing Home and Rehab Center.

After introduction from Vice-Mayor James, Ms. Ionashku gave a brief history including being born in Ukraine, having lived in California and Chattanooga, and has lived in Georgia for the past five years before starting with WMNH on December 15, 2014. She thanked Vice-Mayor David James for being welcoming to her and stated she looks forward to serving the community of Etowah.

f. Proposal/Request from Cody Miller for Incentive to Establish Space Rental Facility/Office Complex

Mr. Miller explained he is looking to build another storage unit facility, office facility, and bring the U-Haul dealer back to Etowah. Mr. Miller explained the investment is costly upfront and takes awhile to see a return. He asked the commission if there is any way to get a tax break, possibly on a ten year basis starting at 0 and increasing at ten percent each year. Mayor Garwood explained across the board they have no participation in any tax increment funding, but did state there are resources available through the county to find out about it. Mayor Garwood explained to Mr. Miller he will take the time to see what he can come up with because he sees the potential for new jobs, but the commission will need some time.

g. Discuss Retail Strategy Concept

Mr. Gravley explained Retail Strategies is a company that works directly with local governments. They currently represent about eighteen states and one hundred different cities. They connect these cities to national and international retailers, shopping center and land developers to attract new retail

development. They have the specific skills, time, and relationships necessary to help cities with their retail recruitment. City Manager Gravley explained in small towns like Etowah, you must be proactive, and assistance from companies such as Retail Strategies with the process of retail development is essential.

Mr. Gravley informed the commission that he has gotten to know the people involved with Retail Strategy Concepts over the past three and a half years and their work is encouraging. They have proposed a three year contract that includes complete analysis of our market, what our market will support, which retailers can come here out of the 2900 retail franchise chains out there. They work with developers who are here. In those three years the city and businesses in town will have access to millions of pieces of data. Businesses could run linkage reports to see what people are purchasing, that they are not purchasing in their store.

The contract averages about \$33,000 per year or about \$100,000 for three years and involves about twenty eight professional people who will be available to work with. Using Taco Bell as an example, you could envision a return of investment, the average Taco Bell averages about \$2,000,000 in annual sales which leads to about \$50,000 in taxes. Therefore, one store could bring the return in about two years. The hope is getting new retailers that will bring returns over and over, and there is a real possibility it could happen here.

Commissioner Jim Swayne asked about Retail Concepts success rate. Mr. Gravley replied we can listen to success stores, but there is hard to determine statistical success rate because Retail Concepts is hired in many different cities and towns for many different reasons.

Mayor Burke Garwood states being proactive is necessary because doing nothing has not helped Etowah, encouraged the Commission to seriously consider this idea because we desperately need retail. Mr. Garwood also highlights the liquor stores have been a great payoff. Commissioner Jim Bull suggested scheduling a Special Called meeting with the representative present to discuss further action. The commission agrees to schedule a meeting with eight to ten days for 5:00 p.m.

h. Consideration and First Reading of Ordinance 770

AN ORDINANCE AMENDING ORDINANCE NO. 761, THE CAPTION OF WHICH IS "AN ORDINANCE MAKING AND FIXING THE ANNUAL APPROPRIATIONS FOR THE SEVERAL DEPARTMENTS OF THE CITY OF ETOWAH FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015", BY ADJUSTING REVENUES AND EXPENDITURES IN THE VARIOUS FUNDS TO ASSURE EACH FUND REFLECTS SUFFICIENT MONIES TO CONCLUDE THE FISCAL YEAR ENDING JUNE 30, 2015.

Mayor Burke Garwood read Ordinance 770 in its entirety.

Commissioner Jim Swayne made a motion to accept Ordinance 770 as read. Mayor Burke Garwood seconded the motion and motion carried with unanimous vote.

OLD BUSINESS

a. Purchase of New Basketball Goal and Bouncers (Included in 2014-2015 budget)

Parks and Recreation Director Brian Silber, stated the commission had approved \$6,000.00 for new basketball goals and \$7,000.00 for new bouncers. Brian stated he plans to purchase the basketball goals for \$4,948.00 through BSN sports, and use the \$1,000 left over from the budget to add towards the

purchasing of new bouncers. Mr. Silber stated he plans to buy two new inflatable bouncers from Jump with Joy for \$8,290.00, and does exceed the budget \$230.00.

Commissioner Jason Cardin made a motion to approve the additional \$230.00 for the basketball goal and bouncers. Mayor Burke Garwood seconded the motion and motion carried with unanimous vote.

b. Awarding of Splash Pad Engineering Bid

Brian Silber informed the commission he had given them information in their packets about an engineering company who had placed a bid on the construction of the new splash pad. Mr. Silber asks for permission to begin discussing prices and see about contracting McGill and Associates. Mayor Burke Garwood states he will only settle for the best price McGill and Associates can offer, and will to take necessary steps to ensure it is priced fairly to ensure the integrity of Etowah is upheld.

c. Second Reading of Ordinance 765

ORDINANCE NO. 765

**AN ORDINANCE OF
THE CITY COMMISSION OF THE CITY OF ETOWAH, TENNESSEE,
TO ESTABLISH A DESIGN REVIEW COMMISSION FOR THE
HERITAGE COMMERCIAL DISTRICT OF HISTORIC ETOWAH**

Mayor Burke Garwood read the changes in Ordinance 765 made in Section 14.501.

Mayor Burke Garwood made a motion to approve the change in Ordinance 765. Commissioner Jim Bull seconded the motion and motion carried with unanimous vote.

Mayor Burke Garwood nominated Paul Barnett, Russ Blair, James Abbott, James Cherry, and Chris James to serve on the Design Review Commission for the Heritage Commercial District of Historic Etowah.

Mayor Burke Garwood made a motion to approve the nominations. Commissioner David James seconded the motion and motion carried with unanimous vote.

CITY MANAGER'S REPORT

City Manager Matthew Gravley asked the commission if they would like to apply for two grants for things we need. The first grant is the Historic Preservation Grant which would be for restoration of windows in city hall and add interior storm windows. Restoration of the windows is cheaper than installing new vinyl windows and has a longer life expectancy. This will help in retaining the integrity of one of the four Carnegie libraries left in the state. The cost of the project is \$43,235.00. The grant is a 60/40 match, therefore, our cost for the project will be \$25,941.00. The costs figured are to replace 49 windows in this building that are in terrible condition. The application is due this week.

Commissioner Jim Bull questioned whether the window restoration would alter the appearance of the building. City Manager Gravley states it would change it to the original look.

City Manager Gravley made a request for a motion. Mayor Burke Garwood made a motion for the City to apply for the Historic Preservation Grant. Commissioner Jim Swayne seconded the motion and

motion carried with unanimous vote.

The second grant, City Manager Gravley, presented was a 50/50 energy conservation grant for the Gem Theater. The grant would be used to insulate the upper regions of the theater. It currently has no insulation and heat and hair escape, costing us around \$12,000 a year on energy costs. Mr. Gravley states Brian Silber's estimate for the cost of blown in insulation would be around \$18,000. If we are to receive the grant it would cover around \$9,000 of the costs. Mr. Gravley stated the grant is also due this week and all the information is prepared to submit.

*Mayor Burke Garwood made a motion to apply for the Energy Conservation Grant.
Commissioner Jason Cardin seconded the motion and motion carried with unanimous vote.*

City Manager Gravley informed the commission the Development District Housing Program is ready to move forward with building a house. Mr. Gravley stated if he received a motion building would begin at 906 Ohio Avenue. It would be a brand new home with a starting price of \$120,000 - \$130,000. City Manager Gravley informed the commission the property would need to be deeded over to a nonprofit that the development authority has for this purpose.

*Commissioner Jim Swayne made a motion to deed the property over and begin building.
Commissioner Jason Cardin seconded the motion and motion carried with unanimous vote.*

City Manager Gravley informed the City Commission that Lorie Waters would be leaving the library. Her last day would be February 6, 2015. The commission thanked Lorie for her service.

City Manager Gravley introduced former native of Etowah, Becky Hovater, who she and her husband had just recently returned to her home town, as the new Depot Coordinator.

HEARING OF PERSONS HAVING BUSINESS BEFORE THE COMMISSION

None.

UNSCHEDULED ITEMS

Commissioner Jim Swayne thanked Lorie for her service, and welcomed Becky.

Mayor Burke Garwood stated that they are one short on the Historical Committee and presented Frankie Webb's name to the commission for approval to be on the committee.

A motion was made by Commissioner Jim Bull to place Frankie Webb on the Historical Committee. Commissioner David James seconded the motion. The motion passed unanimously with a commission vote.

Mayor Burke Garwood stated he has been asked to place Becky Hovater, our Depot Coordinator on the Historical Committee. He informed the commissioner that in order to place her on the committee the membership portion of the by-laws would need to be changed to include a city employee as part of the Historical Committee. Mr. Garwood stated if there was no opposition he plans to bring the change to the by-laws before the commission for approval at a later time.

Mayor Burke Garwood offered an alternative to the proposed plan to place extra mulch around the swings and slides. Mr. Garwood proposed mats that estimated cheaper than the mulch. The mats for the swings cost

\$149.00 or \$121.00 depending on the thickness. The ones for the slides cost \$69.00 or \$89.00. Gravel would need to be placed under the mats, and mulch would still be needed around the mats.

Mayor Garwood informed the commission he had attended a TML conference in Cleveland and provided information they could read over regarding federal laws and legislation that can affect the city.

Mayor Garwood also announced the video training on harassment will be viewed by the commissioners after the meeting is adjourned.

ADJOURNMENT

A motion was made by to adjourn the meeting by Mayor Burke Garwood and Commissioner Jim Swayne seconded the motion. The motion passed unanimously by a commission vote.

Burke Garwood, Mayor

Rebecca Penney, City Recorder

Respectfully submitted by:

Eva Valentine, Recording Secretary