

**CITY OF ETOWAH, TENNESSEE
COMMISSION MEETING**

Record of Minutes of Regular **Meeting Date** February 23, 2015 **Sheet No. 1 of 4**

A regular meeting of the Etowah City Commission was held on Monday, February 23, 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, City Attorney Russ Blair, and Finance Director Rebecca Penney.

Mayor Burke Garwood called the meeting to order followed by Commissioner Jim Swayne leading the prayer, and the Pledge of Allegiance to the American flag.

APPROVAL OF THE MINUTES

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

A motion was made by Commissioner Jim Swayne and seconded by Commissioner Jim Bull to approve the previous minutes of the special called meeting held on Friday, February 13, 2015, the motion passed unanimously by a commission vote.

NEW BUSINESS

- a) Facility Dude Annual Renewal Fee

Mayor Burke Garwood made a motion to approve the renewal fee in the amount of \$2000.00, for the Facility Dude software utilized by the public works department and Commissioner Jim Bull seconded the motion and motion carried with a unanimous commission vote.

- b) Discussion and Scheduling of the City Manager Review and Evaluation

The Commission reached a consensus to begin the process of issuing the Evaluation forms for the City Manager to be conducted by the Commission members within the month.

- c) Discussion of City Manager Salary

The Commission reached a consensus to postpone the discussion, and approval of the City Manager's Salary and contract until after the Evaluation has been completed.

- d) ISO PPC Report-Fire Chief Mike Moore

Fire Chief Mike Moore presented the results of the ISO PPC Report which resulted in the Etowah Fire Department improving from a Class 5 to a Class 4 and within 3 points of being upgraded to a Class 3. The grading scale is a Class 10 being the worst and a Class 1 being the best. Chief Moore reported The City of Etowah is now ranked in the top 10% percentile of the nation's fire departments.

e) Introduction of new Etowah Carnegie Library Director-Lara Crockett

Mayor Garwood introduced Ms. Lara Crockett as our new Etowah Carnegie Library Director.

f) 2013/2014 Audit Results – Brown, Jake, & McDaniel

Mr. Frank McDaniel, representing the auditing firm reported to the City Commission that his firm had completed the 2013-2014 Fiscal Year Audit with no significant findings. The City's General Fund Balance did experience an increase at the close of the fiscal year. He also noted the City was moving in the right direction.

His recommendations included the City to establish a Purchasing Policy and a Travel Policy. He also suggested the travel policy to utilize per diem rather than individual receipts.

g) Report of Expense for Hydraulic Cylinder-Public Works/Sanitation

City Manager Matthew Gravley reported the expense for a hydraulic cylinder that had been budgeted for, which amounted to \$1,200.00, but just wanted to inform the Commission.

h) New Room Rental Rates (Depot and Community Center)-Parks/Rec Director Brian Silber

Mr. Silber suggested including the classes being offered at the Community Center, such as Yoga and Zumba in the membership fees as a tool to increase interest in purchasing membership fees and sited the YMCA in Athens, TN as having been successful in implementing their packages. Commissioner Jim Swayne voiced his concern with this plan of action and suggested delaying this action until a later date.

After much discussion Commissioner Jim Bull made a motion to increase the party packages and room rental rates at the City of Etowah Community Center and the Etowah Depot as requested. Vice-Mayor David James seconded the motion and motion carried with four commissioners voting Aye and Commissioner Jason Cardin voting Nay citing the reason being from his personal observation how this had increased activity at the YMCA in Athens.

Mayor Garwood asked Mr. Silber to conduct a survey of the ECC members who would be opting out of additional classes due to it not being included in the membership rates, and he agreed.

i) Consideration and Passage of Resolution 1133

RESOLUTION NO. 1133

RESOLUTION REQUESTING THE STATE OF TENNESSEE 109TH GENERAL ASSEMBLY TO SUPPORT ANNEXATION OF PROPERTIES FOR INDUSTRIAL USE

Mayor Burke Garwood read Resolution 1133 in its' entirety and Commissioner Jim Bull made a motion to approve and Mayor Garwood seconded the motion and motion carried with a unanimous commission vote.

OLD BUSINESS

- a) Consideration and Second Reading of Ordinance 770

ORDINANCE NO. 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 made a motion to approve Ordinance 770 and Commissioner Jim Bull seconded the motion and motion carried with unanimous vote.

- b) Retail Strategy Contract

City Attorney, Russ Blair reported to the Commission he had reviewed the Retail Strategy Contract and found it to be an acceptable contract as long as the Commission is comfortable with the scope of the project.

- c) Consideration and passage of Resolution 1134

RESOLUTION NO. 1134

A RESOLUTION OF

**THE CITY COMMISSION OF THE CITY OF ETOWAH, TENNESSEE, TO
AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACT BETWEEN
THE CITY OF ETOWAH AND RETAIL STRATEGIES, LLC.**

Mayor Burke Garwood made a motion to approve Resolution 1134 and Vice-Mayor David James seconded the motion and motion carried with a unanimous vote.

- (a.) Confirmation of MTAS Elected Officials Academy Dates - Friday, April 17th from 1:00 P.M. until 8:00 P.M. and also reassembling again on Saturday morning, April 18th from 8:00 A.M. until 1:00 P.M.

The Commission acknowledged the training with a consensus to attend.

- (b.) McGill and Associates Engineering Bid Approval

Mayor Burke Garwood made a motion to approve the awarding of the engineering bid of \$18,000.00 for the splash pad to McGill and Associates and Commissioner Jim Swayne seconded the motion and motion carried with a unanimous vote.

(c.) McLemore Auctions Contract

City Manager, Matthew Gravley explained the criteria for the McClemore Auction Company to handle the process of bidding and receiving payment for the City's surplus items. Mayor Garwood questioned how we had become associated with this particular company and Mr. Gravley explained he had researched the company and found it to be a notable resource to assist the city in the disposal of the surplus items.

Details of the contract were questioned and there was a consensus to defer this project to the March meeting after City Attorney Russ Blair has had time to review the contract.

CITY MANAGER'S REPORT

City Manager Matthew Gravley reported Community Development Director Chris Ingram had applied for the Clean Energy Grant for the Gem Theatre and that Mr. Ingram is now certified in both commercial and residential building inspections.

HEARING OF PERSONS HAVING BUSINESS BEFORE THE COMMISSION

Mr. Cody Miller from Ocoee Storage in Benton, TN came before the Commission to obtain approval to begin the abandonment procedure for the 200' X 30' right of way located at the north end of town behind Hardees to improve access to the proposed Storage Unit project he has planned for this site. There was a consensus by the Commission to allow the process.

UNSCHEDULED ITEMS

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