

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of** Regular **Meeting Date** December 15, 2014 **Sheet No. 1 of 4**

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A regular meeting of the Etowah City Commission was held on Monday, December 15, 2014 at 6:30 p.m. in the Council Chambers of City Hall, 723 Ohio Avenue, Etowah, Tennessee. Members present were 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 was absent.

Vice-Mayor David James called the meeting to order followed by Reverend Jason Humbard, of St. Paul United Methodist Church leading the prayer, and the Pledge of Allegiance to the American flag led by Vice-Mayor David James.

**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, November 17, 2014. Commissioner Jim Bull noted there should be a correction to Resolution 1126, and the correction being to remove Section 3C , number 3, on page two of Resolution 1126, (3) Negotiated sale to one or more designated buyers; the motion passed unanimously with this correction by a commission vote.*

**NEW BUSINESS**

- a) Debt Obligation for the Sanitation Truck.

Finance Director, Rebecca Penney reported the debt obligation contract for the sanitation truck had been signed.

- b) The 2015 City Commission Calendar

The City Commission agreed to the 2015 Meeting Calendar as presented.

- c) Reappointment of Etowah Housing Authority members.

*Commissioner Jim Bull made a motion to reappoint Dean Robinson and Marilyn Miller as members of the Etowah Housing Authority. Commissioner Jim Swayne seconded the motion and motion carried with a unanimous commission vote.*

- d) Consensus for appointment of John Goins to the Economic Development Authority.

*A motion was made by Commissioner Jim Swayne and seconded by Jim Bull for the consensus of the appointment of John Goins to the Economic Development Authority. The motion was passed unanimously by commission vote.*

- e) Condition of Playground Area Due to Excess Water

*A motion was made by Commissioner Jim Swayne and seconded by Jason Cardin for a partial load of mulch to be distributed under the swings and to spot fill the playground to control excess water until spring. The motion was passed unanimously by commission vote.*

- f) Consideration and passage of Resolution 1131 concerning authorizing appropriations for financial aid of the McMinn Economic Development Authority, a nonprofit organization whose services benefit the general welfare of the residents of this municipality.

### **RESOLUTION NO. 1131**

#### **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ETOWAH, TENNESSEE,**

*Commissioner Jim Bull made a motion to approve Resolution 1131 and Commissioner Jim Swayne seconded the motion and motion carried with a unanimous commission vote.*

### **OLD BUSINESS**

None

### **CITY MANAGER'S REPORT**

City Manager Matthew Gravley informed the commission of moving forward with the installation of a credit/debit processing program at City Hall. A service fee will be applied to any patron choosing to use the system.

City Manager Matthew Gravley displayed the designs of signs that will be placed in strategic locations throughout the city, and will be three will be provided by the RBEG, "Welcome to Etowah", signs, "three business signs", and "five kiosks"). The SWOT analysis by "Tennessee Downtowns" suggests using Hiwassee Rail Adventures logo on Welcome Signs.

*Commissioner Jason Cardin made a motion to approve continuation with the grant for the signage. Commissioner Jim Swayne seconded the motion and motion carried with unanimous vote.*

City Manager Gravley communicated to City Commission that we have been unable to obtain possession of the cabooses due to lack of documentation from the train master of the railroad. The cabooses are considered to be a great method of incorporating the new signage. Mr. Gravley also stated the cost of transporting the cabooses once final documentation is received, the City will incur some expense for that.

City Manager Gravley informed the commission of the sanitation schedule for the holidays which will be printed in the Daily Post-Athenian. Collection for Wednesday, December 24, 2014 and Thursday, December 25, 2014 will be on Friday, December 26, 2014. Collection for Thursday, January 1, 2015 will be on Friday, January 2, 2015.

City Manager Gravley informed the commission a surplus item inventory list is almost complete. In the January meeting a list of items will be provided for approval to be auctioned off through an online auction site, McLemore Auction House Vice-Mayor David James suggests using a local auction company. City Manager Gravley explains there is a better market for the items we have for sale with the online auction company, and states he will have more exact figures on commission fees that the auction company will charge based on our list of items for the January meeting. He also reported Mr. Manis is no longer interested in purchasing the waste oil heater.

Mr. Gravley requested that Brian Silber, Parks and Recreation Director, give an update on the splash pad. Mr. Silber explains, last Thursday in Nashville he was presented a check, by the director of TDEC, in the amount of \$50,000 grant money that will be used for the splash pad. The money will be received in the form of reimbursement as the process of building the splash pad begins. Brian states the process of finding an engineer firm should be underway soon, and that only twenty percent of the grant money can be spent on engineering fees. Commissioner Jim Bull inquired as to how much is estimated to cover the engineering costs. Finance Director, Rebecca Penney, states under \$7000.00.

*Commissioner Jim Bull made a motion to authorize the City Manager to begin searching for an engineer to begin the project. Commissioner Jason Cardin seconded the motion and the motion carried with unanimous vote.*

City Manager Gravley communicated to the Commission that a representative from the Etowah Utilities will be training the City Hall administration on how to begin a PDF based document management system in house. He explained this system will provide a systematic way of organizing City Documents order has already been underway, and scanning documents should be able to occur soon. This will eliminate the need to spend the money allotted last month for this task.

Mr. Gravley thanked the commission for approving the Christmas bonus money in the budget and it had been disbursed.

### **HEARING OF PERSONS HAVING BUSINESS BEFORE THE COMMISSION**

Resident, Ann Abbott, addressed her concern with recycling and the lack there of, in the City of Etowah. She stated before the Commission that she was aware that the Public Works Department did have allotted bins for construction materials, household items, and paints that were all taken to the landfill, which is not technically regarded as recycling. She informed the Commission of a law passed in June of 2013 in Tennessee that outlaws plastic from landfills. She stated that Etowah, as well as, McMinn County did not abide by this law, and she questioned what actions the city commission would do to comply with this law. She also, informed the commission of the incentives cities could receive for recycling. City Manager Gravley informed Ms. Abbott he would have the city attorney look into the law, and also informed her of his previous attempts at receiving recycling grants, and that he would continue to look into more. Commissioner Jason Cardin also agrees we should come up with a way to abide with this recycling law.

Jim Abbott, of 814 9<sup>th</sup> Street, informed City Manager Matthew Gravley that the Etowah Historical Committee has allocated money to paint and refurbish the caboose, and to contact Jim Caldwell to start the improvements.

Gratitude was shown to City Manager Gravley on behalf of local business owners for the new signage and the business opportunities they will provide.

### **UNSCHEDULED ITEMS**

Vice-Mayor David James questioned City Manager Gravley on exactly where the new kiosks will be located. City Manager Gravley explained a study completed in the 1990's completed by *TBA* on what downtown Etowah could be like, has led to many of the improvements that are underway for the city. These include the streetscape improvements, and the new signs and kiosks. Mr. Gravley explains he has drawings from *TBA* he can provide to view what the kiosks will look like. He also explains that kiosks could include a way finding sign, planter, or a bench to help clarify their use. Mr. Gravley also communicated in more detail what a SWOT analysis is as being an analysis of Strengths, Weaknesses, Opportunities, and Threats that was completed for the Tennessee Downtowns programs. Vice-Mayor David James asked for information to be in writing next time for better clarification.

### **ADJOURNMENT**

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

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Burke Garwood, Mayor

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Rebecca Penney, City Recorder

Respectfully submitted by:

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Eva Valentine, Recording Secretary