

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of** Regular **Meeting Date** July 25, 2016 **Sheet No. 1 of 6**

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A regular meeting of the Etowah City Commission was held on Monday, July 25, 2016 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, and Commissioner Jim Swayne and Commissioner Jason Cardin, absent from the meeting. Also present were Recording Secretary Eva Valentine, Finance Director Rebecca Penney, and Interim City Manager Mike Tallent.

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

**APPROVAL OF THE MINUTES**

*A motion was made by Commissioner Jim Swayne to approve the previous minutes of the regular meeting held on Monday, June 27, 2016, and Vice-Mayor James seconded the motion and motion carried with a unanimous vote.*

*A motion was made Vice-Mayor James to approve the previous minutes of the special called meeting previously held on Tuesday, June 28, 2016, and Commissioner Jim Swayne seconded the motion and motion carried with a unanimous vote.*

*A motion was made Commissioner Jim Swayne to approve the previous minutes of the special called meeting previously held on Friday, July 1 2016, and Commissioner Jim Bull seconded the motion and motion carried with a unanimous vote.*

*A motion was made Commissioner Jim Bull to approve the previous minutes of the special called meeting previously held on Monday, July 11, 2016, and Vice-Mayor James seconded the motion and motion carried with a unanimous vote.*

**NEW BUSINESS**

- (a.) Consideration of Resolution 1164 (Capital Outlay Note)

**Resolution No. 1164**

**RESOLUTION OF THE GOVERNING BODY OF  
THE CITY OF ETOWAH, TENNESSEE, AUTHORIZING THE  
ISSUANCE, SALE, AND PAYMENT OF FIVE YEAR  
CAPITAL OUTLAY NOTES NOT TO EXCEED \$60,000  
PURSUANT TO THE INFORMAL BID PROCESS**

*A motion was made Mayor Burke Garwood to approve Resolution 1164 and Vice-Mayor James seconded the motion and motion carried with a unanimous vote.*

(b.) Grant Announcement for Depot Stage

Mayor Garwood announced the awarding of the Tourism Enhancement Grant to cover the L&N Depot stage will be held on Wednesday, August 10, 2016 at 1:00 PM and that we will be reaching out to Representatives Fogerty and Bell with an invitation to attend the presentation.

(c.) Transportation Alternatives Program Grant (Seeking Approval for SEDD to Administer Grant)

*A motion was made Vice-Mayor James to approve SEDD to administer the \$354,000.00 Transportation Alternatives Program Grant, and Commissioner Swayne seconded the motion and motion carried with a unanimous vote.*

(d.) First Reading and Consideration of Ordinance 790

**ORDINANCE # 790**

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE TO SET MINIMUM SQUARE FOOTAGE REQUIREMENTS FOR RESIDENTIAL STRUCTURES IN THE RESIDENTIAL ZONING DISTRICTS IN THE CITY OF ETOWAH, TENNESSEE**

*A motion was made Commissioner Jim Bull to approve Ordinance 790 and Commissioner Jim Swayne seconded the motion and motion carried with a unanimous vote.*

(e.) Consideration of Resolution 1165 – Application for 2016 TNECD Grant

**Resolution No. 1165**

**CITY OF ETOWAH  
2016 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
COMMERCIAL FAÇADE GRANT PROGRAM**

*A motion was made by Vice-Mayor David James to approve Resolution 1165 and Commissioner Jim Bull seconded the motion and motion carried with a unanimous vote.*

## OLD BUSINESS

(a.) Second Reading of Ordinance 788

### **ORDINANCE NO. 788**

#### **AN ORDINANCE AMENDING ORDINANCE 778, THE CAPTION OF WHICH IS “AN ORDINANCE MAKING AND FIXING THE ANNUAL APPROPRIATIONS FOR THE ETOWAH CITY SCHOOL FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016”, BY ADJUSTING EXPENDITURES IN VARIOUS DEPARTMENTS.**

*A motion was made Mayor Burke Garwood to approve Ordinance 788 and Commissioner Jim Swayne seconded the motion and motion carried with a unanimous vote.*

(b.) Extension of Contract for City Hall/Library Windows Restoration

*A motion was made Commissioner Jim Bull to extend the Window Restoration contract and Commissioner Jim Swayne seconded the motion and motion carried with a unanimous vote.*

## CITY MANAGER'S REPORT

Interim City Manager Mike Tallent presented the following information for consideration of the Commission.

### **Advertising for Bid for a Leaf Machine**

Assuming the City Commission approves the Capital Outlay note resolution, we will prepare specifications and bid notice for a leaf machine, which would be a 30 cubic yard self-contained leaf collector. The bid notice will then be released as soon as we receive approval of the capital outlay note resolution. Request approval to post bid solicitation.

*A motion was made Commissioner Jim Swayne to approve bid solicitation for the leaf machine and Commissioner Jim Bull seconded the motion and motion carried with a unanimous vote.*

### **Community Development need to buy a plotter**

The plotter in the Community Development department is no longer operable and needs to be replaced. This item was placed in the current year's budget and we would like to proceed with authorization to develop specifications and advertise for bid, with the intent of submitting a bid award proposal at the August meeting. Request approval to post bid solicitation.

*A motion was made Commissioner Jim Swayne to approve bid solicitation for the leaf machine and Commissioner Jim Bull seconded the motion and motion carried with a unanimous vote.*

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### **Update on Depot Stage**

Received 2016 Tourism Enhancement Grant to build the permanent stage cover over the existing stage at the depot. We will be working with Canon and Canon for the engineering needs on this project. Staff has been working to complete the post award documentation.

### **Update on Sprinkler Contract**

Sprinkler repairs are underway, schedule 40 pipe is being installed on the exterior of the building. All work should be completed by July 29<sup>th</sup> unless something unforeseen occurs.

### **Update on Cox Athletic Field and Knights Football**

Our updates to the complex are underway. We have been adding dirt to the north end zone. We will add sod in the next week and also be installing the new scoreboard. Our press box had some storm damage and we are working with our insurance company to make the needed repairs. All repair work and facility improvements that we planned on doing before the football season will be completed on time.

The Knight's football program will be hosting the Jamboree on Saturday, August 13<sup>th</sup>. We can expect around 12,000 people to be attending throughout the day. Games start every 15 minutes and we are working with both Etowah Police and Parks and Recreation staff to make sure things go smoothly that day.

### **Drug Testing Training**

Dealing with Drug and Alcohol Abuse for Employees will be held on Wednesday, July 27 and for Directors and Supervisors on Wednesday, August 3.

### **Public Works Updates**

Department is dealing with two dysfunctional leaf machines and cannot begin another leaf season without a new machine. Our efficiency and customer service is not to the standard we try to maintain for the citizens of Etowah.

The Safe Routes to School Bids were opened on Friday, July 8, 2016 and the lowest bid was \$30,000.00 more than the engineer's projected cost. They are in the process of evaluating those differences and negotiating line items. More discussion with McGill is needed.

Keep McMinn Beautiful worked on June 28, 2016 near Hwy 30 near the Food City Parking Lot and collected garbage.

## **Book Drop for Library**

Our Library Director, Lara Crockett purchased 2 used drive-up library material returns to be installed in the front of the library and we are very excited to offer this new service to our patrons and community.

## **Code Enforcement Fliers**

The fliers (orange information sheets regarding the laws and regulations relating to property maintenance) have all been distributed. Overall to the best of our knowledge, the information was well received.

## **Walking Trail Lights**

Requesting authorization to proceed with solicitation of bids to begin project.

*A motion was made Commissioner Jim Swayne to approve bid solicitation for the Etowah L & N Depot walking trail and Commissioner Jim Bull seconded the motion and motion carried with a unanimous vote.*

## **Elevator Status**

Currently researching and investigating options for elevator

*A motion was made by Commissioner Jim Swayne to approve a conditional bid solicitation from Merit Construction, Inc. to be based upon modifications of design and reduction of cost that are acceptable by the commission for the construction of the Etowah Library proposed elevator and Mayor Burke Garwood seconded the motion and motion carried with a unanimous vote.*

## **Old Ag Building**

Did not receive any bids, and considering doing work as an in-house project. In process of calculating cost.

The City did not receive any bids for demolition of the Old Ag Building during the bidding timeline from July 8, 2016 thru July 20, 2016. Today, the City did receive one bid from Garner Construction for \$10,000.00. Mr. Tallent also presented an internal proposal which will utilize city employees from the public works department only on an overtime basis, insuring normal city functions will continue on a regular schedule. This will provide the opportunity for employees to take advantage of increasing their earnings. The total overall projected cost is \$6,944.00, which is most likely on the high side.

The salvageable materials will be recycled to assist in the construction of a pole barn at the public works site and a pavilion at the splash pad.

*A motion was made by Mayor Burke Garwood to approve the bid from the city for \$6,944.00 and Commissioner Jim Swayne seconded the motion and motion tied with a two to two vote. Vice-Mayor David James and Commissioner Jim Bull voted against the motion.*

**PETITIONS AND COMMUNICATIONS FROM THE PUBLIC**

None

**UNSCHEDULED ITEMS**

Commissioner Jim Bull stated he was given a tour of the current fire department on Robinson Street and found Captain Lee Ferguson to be very professional and helpful.

Vice-Mayor David James requested an update on the canal and Georgia Avenue. Public Works Director Billy Ingram stated his crew was currently working on Tenth St. and had been undermanned in the past few weeks.

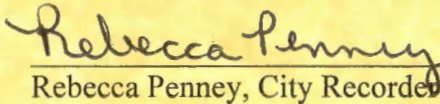
Commissioner Jim Swayne recognized Commissioner Jim Bull's service to the city as he will be retiring in August.

**ADJOURNMENT**

*A motion was made by Mayor Burke Garwood to adjourn the meeting and Commissioner Jim Swayn 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