

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of Regular Meeting Date December 19, 2016 Sheet No. 1 of 5**

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A regular meeting of the Etowah City Commission was held on Monday, December 19, 2016 at 6:30 p.m. in the Council Chambers of City Hall, 723 Ohio Avenue, Etowah, Tennessee. Members present were; Commissioner Burke Garwood, Commissioner David James, Mayor Gene Keller, and Vice-Mayor Jim Swayne and Commissioner Jason Cardin. Also present were Recording Secretary Eva Valentine, Finance Director Rebecca Penney, and City Manager Tina Tuggle.

Mayor Gene Keller called the meeting to order followed by Public Works Director, Billy Ingram leading the prayer, and the Pledge of Allegiance to the American flag.

**APPROVAL OF THE MINUTES**

*A motion was made by Commissioner Cardin to approve the previous minutes of the regular meeting held on Monday, November 28, 2016 and Vice-Mayor Jim Swayne seconded the motion and motion carried with a unanimous vote.*

*A motion was made by Commissioner Garwood to approve the previous minutes of the Public Hearing previously held on Monday, November 28, 2016, and Commissioner Garwood seconded the motion and motion carried with a unanimous vote.*

1) NEW BUSINESS

a.) Consideration and Passage of Resolution 1175

**RESOLUTION 1175**

**A RESOLUTION AUTHORIZING THE CITY OF ETOWAH  
TO PARTICIPATE IN THE 2016 TOURISM ENHANCEMENT GRANT PROGRAM**

*A motion was made by Commissioner Garwood to approve Resolution 1175 and Commissioner Cardin seconded the motion and motion carried with a unanimous vote.*

b. Consideration and Passage of Resolution 1176

**RESOLUTION 1176**

**A RESOLUTION AMENDING PERSONNEL RULES AND  
REGULATIONS OF THE CITY OF ETOWAH**

*A motion was made by Commissioner Garwood to postpone consideration of Resolution 1176 until the Commission had more time to review and receive a list of changes from the Human Resource Director and Commissioner Cardin seconded the motion and motion carried with a unanimous vote.*

c. Repair Estimates for Police Dodge Ram

*A motion was made by Commissioner Garwood to approve the bid to repair the Police Dodge Ram to Athens Collision Center in the amount of \$2,641.45 as well as other expenses related to repair in the amount of \$1,559.00 for a total of \$4,200.45 and Mayor Keller seconded the motion and motion carried with a unanimous vote*

- 2) OLD BUSINESS
- 3) CITY MANAGER'S REPORT

**City Manager Report  
November 28<sup>th</sup>, 2016 – December 19<sup>th</sup>, 2016**

1. **Storms:** As a City in whole we faired very well as you are all well aware. Except for the Baseball Dugout roof that was ripped off during storms. This was determined on December 2, 2016. \*Attempts were made to reach all Commissioners via phone and text. However, cell service was intermittent and not all messages went through. I was able to communicate well with the Mayor and Vice Mayor as to the happenings. Essential departments were in and functioning well; although there was now power for a portion of the day. Storms/heavy rain was experienced most of the day; therefore City Hall was close as well as the Library after speaking with Eva, Eric and Mike as to expected conditions and inclement weather policy in place.
2. **Baseball Dugout Roof:** There was damage to the roof structure at the baseball dug out. The damage is less than our insurance deductible therefore, repairs will be made in house.
3. **Purchase Order System:** As some of you may be aware of the fact the City has been using a Purchase Approval system instead of a Purchase Order System. Please note that due to the States requirements for purchases and the fact that purchases are to be approved prior to being made; I have changed this system to a Purchase Order process effective immediately. With this change I have addressed the departments to provide me with a work plan for the next business week along with a Purchase Order request form for each vender they plan on making purchases with, as well as providing the Fund, function and object coding to assure that expenditures are being notated into the correct line item of the City's budget.
4. **City Bank Accounts: This matter will require a vote by City Commission.** I have now determined that the city has four (4) bank accounts located outside of our municipal area. They are located in Nashville. I would like to hereby request that I receive approval from the Board of Commissioners to have these funds transferred to local bank that are interest bearing. It is my understanding that the accounts have not had checks written off of them in years and that only adjustments are being made to the interest earned.

*A motion was made by Commissioner James to move the four bank accounts located in Nashville, TN to a local bank in Etowah as soon as possible and Commissioner Swayne seconded the motion and motion carried with a unanimous vote.*

For clarification as per request of one commissioner we have entered the following dialogue into the permanent record.

Tina Tuggle: After being here for 4 weeks now, and after going over bank accounts for the preliminary budget we have determined that we have 4 accounts that sit in Nashville. These accounts were opened up in 1995 and  
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2005. This is my opinion, and you all will have to make your decision, but a municipality's money needs to be here at home. I suggest that we get these transferred to local banks here and we maintain them within our city limits.

Mr. David James: Who opened these accounts and why?

Tina: I do not know; Rebecca did you ever find out who opened these accounts?

Rebecca: The oldest accounts were opened in 1995 and the other two were opened in 2008 and 2009.

Burke Garwood: What kind of money are we talking about?

Tina: It is a substantial amount; but we have not been drawing checks off of this account they have only been drawing interest; and this leads to a whole different issue that I spoke with you about Mayor as to the Sanitation Fund that needs to be addressed.

Burke Garwood: Let's not go off on a whole different matter because sanitation is to be a whole entity in itself. Let's stay on these accounts.

Tina: We are talking about the accounts.

Burke Garwood: How much are we talking about 1,200?

Tina: About \$450,000.00 in the 4 accounts.

Burke Garwood: It must be some kind of grant money or something.

Rebecca: The title of the account is State Street Aid,

Burke Garwood: STATE STREET AID!

David James: OK, just speak louder

Rebecca: One of them is the Post Office, revenues of expenditures go in there every year. There is a General Fund and there is a sanitation fund.

Burke Garwood: Ok, Sanitation Fund is about what? Now \$45,000.00

Tina: \$78,000.00

Burke Garwood: That's about What... After we bought a Sanitation Truck? That would be the monies that we have 6 to 8 months in between. I'm not trying... I'm just trying to figure out in my head and I don't disagree with what you said. But I'm gonna throw another wrench into the things. If we are going to bring the money back into the City; into accounts; is it not about time that we put our money out for bid?

Tina: Well certainly, but that is part of you guys approving it. WE can't do any of that without you guys understanding that these accounts were in Nashville; and you all taking the directive. It is not my place to take that directive.

Burke Garwood: No, I know it's not. But, what I'm saying is I have no problem bring money back in. I think we ought to bring the monies back and put them in their own accounts. Especially, the Post Office, State Street Aid and the Sanitation thing need to not be just dropped in the General Fund.

Tina: They have to be in their own separate accounts.

Burke Garwood: Yes, they have to be in their own separate accounts.

Tina: I never said to just drop them all into the General Fund account.

Burke Garwood: I'm not saying or threatening. I'm just trying to think in my mind how to put them into the accounts as they are addressed right now.

Tina: And they will be. That is the only way to do it. For that Fund. It is my suggestion that they become operating accounts again. Special Revenue being State Street Aid we pay expenses from state street aid.

Burke Garwood: Right Right.

Gene Keller: Now that we have identified these accounts and know where they are sitting. What is the next step? Do we need a Resolution?

Tina: No actually all I need is the minutes where you have approved that the accounts will be brought back here after Rebecca has contacted our local banks to get quotes for what our interest rates will be; and once the minutes have been approved we can have you sign off on the form and have the money wired to the new accounts.

Gene Keller: Is it difficult to open a new account.

Burke Garwood: No

Tina: No Sir, as long as we have the minutes that you all are approving this, we can take care of this in one motion.

David James: I'd like to make a motion that we get the money transferred as soon as possible.

Seconded: Commissioner Swayne

Gene Keller: Any other Discussions? All those in favor say Aye. All Ayes spoken. All those opposed. No response.

End of discussion of Bank accounts until Citizen Comments.

Haroldean: These monies that are over in Nashville is this money, money that we did not know we had or is this just money that is in Nashville?

Tina: No Mam, this is money that is accounted for but was transferred over to Nashville in 1995 and 2005, it is just much better to have our funds at home for our bank instead of having the money in Nashville.

5. **City vehicle inspection forms:** During our Department Head Meeting I provided a sample form for all Departments to use with a weekly inspection for all vehicles. I was advised that a majority of departments are already doing this for a majority of the vehicles. I have now ask that they either use the sample form I provided or that they continue to use the form that they are currently using; with a copy of said form coming to City Hall for reference and as TML does our annual review. This is a step that can save us money on our premiums.
6. **Ordinance 1175:** You will have presented to you within this packet an ordinance to approve the ARC grant and the State Grant for the Deport stage. This was not done in the past and should be within the municipal records showing that we had the authority to do so.
7. The leaf machine has been received and has been placed on City's Insurance Policy
8. **Pole Barn:** At this time due to weather we have placed this item on hold until Early spring.
9. **Auction:** The Property known as the old Upholstery shop was sold at auction for \$25,000. The contents of said property have been auctioned off as well and the new owner has obtained a building permit and has started renovations.
10. **Fire:** We have sent two of our firefighters to Pump/ valve maintenance training; which will allow the City to make repairs and receive large savings related to this.
11. **Tennis Courts:** It has been determined that the tennis courts are not safe for use at this time. It is my understanding that there has been an issue with the foundation/soil compaction of this site for some time. It is the method of how the original building was demolished and used as fill the basement area. Until we have such funds to make correct and adequate repaired, the city stands to face liability issues of a great financial impact if we continue to allow use of the courts at this time. The courts have been secured and locked as well as posted for being closed.
12. **Preliminary Budget:** I have started compiling numbers for the preliminary budget and plan on having all items completed by January 7<sup>th</sup>. However, I would like to go over the numbers with you all individually to help explain the basis of the budget prior to setting down with the Utilities as to the land purchase. Please advise if you would be interested in meeting with me on the 9<sup>th</sup> to discuss or if you would rather have a copy with details presented to you for you to review as you have time and as always you can contact me with any questions via phone, email or a one on one at city hall.

Also, please note that the new city cell number that I can be reached at is 423-717-0871. I will no longer be using my personal number for city matters.

Parks and Recreations Director Silber reported to the Commission that Etowah had received the 2016 TML Property Conservation Grant in the matching amount of \$1,000.00. It will be used to purchase security lighting for fire exits of the Gem Theatre and various other lighting projects.

Public Works Director Billy Ingram reported that now the Recycling Center will soon be open Monday thru Friday, 10 am until 5:30 and Saturday, 10 am until 2 pm. Mayor Keller requested he provide data representing the potential tipping fees, fuel costs savings, and revenue that is expected to be generated from this project and Mr. Ingram agreed to provide.

4) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

Haroldean Thompson, residing at 1031 Ohio Avenue, Etowah, TN, came forward and asked if the city had known the monies were in Nashville previously or were they just recently discovered. Ms. Tuggle stated the City had been aware of the accounts, but she felt it would better serve our community in a local bank.

5) UNSCHEDULED ITEMS

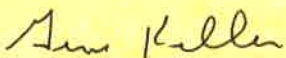
Commissioner Cardin recommended the monthly commission packets become paperless using the method of email and Mayor Keller stated his concern about trying to print large packets on personal printers.

*A motion was made by Commissioner Cardin to convert the method of packet delivery to an email system but there was not a second, Commissioner Garwood made a motion to take it off the table and motion carried. Commissioner Swayne made a motion to discuss the delivery method and Mayor Keller seconded the motion and motion carried. City Manager Tuggle was tasked with obtaining the costs to change to the email method rather than the delivery of packets by our police officers.*

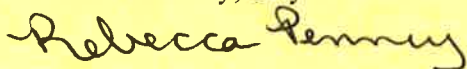
6) ADJOURNMENT

*A motion was made by Mayor Keller to adjourn and Commissioner James seconded the motion and motion carried.*

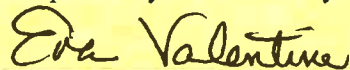
Gene Keller, Mayor



Rebecca Penney, City Recorder



Respectfully submitted by:



Eva Valentine, Recording Secretary