

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of Regular Meeting Date June 26, 2017 Sheet No. 1 of 7**

A regular meeting of the Etowah City Commission was held on Monday, June 26, 2017 at 6:30 p.m. in the Meeting Room of the Etowah Community Center located at 155 Robinson Street, Etowah, Tennessee. Members present were; Commissioner Burke Garwood, Commissioner Robbie Helms, Commissioner David James, Mayor Gene Keller, and Vice-Mayor Jim Swayne. Also present were Recording Secretary Brooke Lane, Finance Director Rebecca Penney, and City Manager Tina Tuggle.

Mayor Gene Keller called the meeting to order followed by Vice-Mayor Swayne leading the prayer, and the Pledge of Allegiance to the American flag.

**APPROVAL OF THE MINUTES**

*A motion was made by Vice-Mayor Swayne to approve the previous minutes of the regular meeting held on Monday, May 22, 2017 and Commissioner Helms seconded the motion and motion carried with a unanimous vote.*

**1) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC**

Mr. Bill Freeman commented on the Land purchase that was passed for the new budget year. He was concerned with not knowing if it was a good idea for the city and if it had been properly presented to the citizens of Etowah. Mayor Gene Keller brought to the attention of Mr. Freeman that everything had already been discussed in several budget workshops, and in public meetings. Commissioner Garwood stated the reasoning why the City is buying the land is to enhance the city. CSX had been looking into this property and has been marketed by them. This Property was in the top 5 for their location and meets all the criteria the state requires to be annexed.

(a) Consideration and Approval of Resolution 1186

**RESOLUTION NO.1186**

**A RESOLUTION PURSUANT TO AUTHORITY GRANTED BY SECTION 6-54-111 OF THE TENNESSEE CODE ANNOTATED AND IN ACCORDANCE WITH SECTION 0380-3-7-02 OF THE OFFICIAL COMPILATION RULES AND REGULATIONS OF THE STATE OF TENNESSEE 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.**

*A motion was made by Vice Mayor Swayne to approve Resolution 1186 and Commissioner James seconded the motion, and motion carried with a unanimous vote.*

(b) Consideration and Approval of Resolution 1187

**RESOLUTION NO. 1187**

**City of Etowah  
2017 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION COMMERCIAL FAÇADE  
GRANT PROGRAM**

*A motion was made by Commissioner Garwood to approve Resolution 1187 and Vice-Mayor Swayne seconded the motion, and motion carried with a unanimous vote.*

c.) Selection of Engineer for Stage Depot Grant

*Commissioner James made a motion for Red Chair Architect as Engineers for Stage Depot., and Vice-Mayor Swayne seconded the motion, motion carried with a unanimous vote.*

d.) Billy to advise of Litter pick up on June 27 4 - 6 to meet at City Hall

e.) Approval for sale of 1/2 of old radios to McMinn County for \$2,200.00

*A motion was made by Mayor Keller to approve sale ½ of radios and Commissioner Helm seconded the motion, motion carried with a unanimous vote.*

f.) Approval for Library to purchase new circulation desk to meet MOE for 2016-2017 fiscal year.

*A motion was made by Commissioner James to purchase of circulation desk and Commissioner Garwood seconded the motion, motion carried with a unanimous vote.*

g.) Discussion and possible approve of bid for Post Office Repairs

*A motion was made by Commissioner Garwood to accept quote for Post Office repairs and Vice-Mayor seconded the motion, motion carried with a unanimous vote.*

h.) New City Hall Building

*A motion was made by Mayor Keller to give the City Manager authority to negotiate a price and offer, on property on Hwy 30 near fire station on behalf of the City and seconded by Commission Garwood, motion carried with a unanimous vote.*

- i.) Finance for City Hall, Fire Bays and Contacting with Industrial Facilities Service

*A motion was made by Mayor Keller to have City Manager begin working on financing for Fire Hall, and with new building for city hall as well as contracting with industrial Facilities Services for the Construction of the new fire bay, seconded by Commissioner Garwood, motion carried with a unanimous vote.*

- j.) Boy Scout Tree removal and approval of tribal art work at one tree

*A motion was made by Vice-Mayor Swayne to accept lowest bid tree removal and tribal art work and Commissioner Garwood seconded the motion, motion carried with a unanimous vote.*

- j.). Taxicab Franchise

*A motion was made by Commissioner Garwood to accept application process for Taxicabs and Mayor Keller seconded the motion, motion carried with a unanimous vote.*

- k.) Consideration and First Reading of Ordinance 805

**ORDINANCE NO. 805**

**AN ORDINANCE AMENDING ORDINANCE 786, 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, 2016 AND ENDING JUNE 30, 2017", BY ADJUSTING EXPENDITURES IN VARIOUS DEPARTMENTS.**

*A motion was made by Commissioner Garwood to approve Ordinance 805 and Mayor Keller seconded the motion, and motion carried with a unanimous vote.*

- k.) Consideration and Passage of Resolution 1188

**RESOLUTION NO. 1188**

**City of Etowah  
To Establish Physical Condition of the Local Downtown Business District**

*A motion was made by Commissioner Garwood to approve Resolution 1188 and Commissioner Helm seconded the motion, and motion carried with a unanimous vote.*

- l.) Consideration and First Reading of Ordinance 804

**ORDINANCE NO. 804**

**AN ORDINANCE AMENDING THE ETOWAH MUNICIPAL CODE TITLE XI, CHAPTER 112, TAXICABS, SECTION 112.02 AND SECTION 112.05.**

- m.) Discuss and Schedule Special Called Meeting for CDBG TN Downtown

*Special Called Meeting scheduled for Tuesday, July 11<sup>th</sup> at 5:00pm*

- n.) Donation of Old Fire Repeater to HAMM Radio Club

*A motion was made by Commissioner Garwood to donate Old Fire Repeater and Commissioner Helm seconded the motion, and motion carried with a unanimous vote.*

**8) OLD BUSINESS**

- a.) Consideration and Second Reading of Ordinance 802

**ORDINANCE NO. 802**

**AN ORDINANCE OF THE CITY OF ETOWAH, TENNESSEE  
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2017  
AND ENDING JUNE 30, 2018**

*A motion was made by Commissioner Garwood to approve Ordinance 802 and Commissioner James seconded the motion, and motion carried with a unanimous vote.*

- b.) Consideration and Second Reading of Ordinance 803

**ORDINANCE NO. 803**

**AN ORDINANCE MAKING AND FIXING THE ANNUAL APPROPRIATIONS  
FOR THE ETOWAH CITY SCHOOL FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2017 AND ENDING JUNE 30, 2018**

*A motion was made by Vice-Mayor Swayne to approve Ordinance 803 and Mayor Keller seconded the motion, and motion carried with a unanimous vote.*

**9) CITY MANAGER'S REPORT**

**May 26, 2017 – June 23, 2017**

1. We have received the initial report back as to asbestos in the old fire hall. At this time it appears that our costs will be much lower than Cannon and Cannon initially anticipated. We are only looking at asbestos tiles in the front office area. This will require minimal cost to remove and dispose of. The new quotes for this demolition with associated costs should be into City Hall this week. **Update: I have received one quote as of today and it is included within your packet.**
2. There will be a litter pickup scheduled for June 27<sup>th</sup> from 4:00 p.m. to 6:00 p.m.; person interested in helping with this cleanup should meet at City Hall. **Update: There is a flyer within you packet on this matter.**
3. You will soon notice that there will be some signs within the City showing “No Mow/No Spray”. This is part of the Monarch Butterfly pledge that the city accepted a short while back. Billy will elaborate on this more at the next Commission Meeting if you would like.
4. As I have found there has been some cleaning issues at the Community Center in not only the bathroom but throughout the center. I have had Brian put into place an hour check list for the staff to serve as a reminder and required verification that basic cleaning is performed by each member throughout the day. **Update: This cleaning check list will also now include the sitting area outside as well as the parking lot.**
5. The punch list is complete for the items remaining for the Lift installation. At this time we are working to complete the flooring, signage, concrete and ADA parking. I have attached hereto a copy of the plan for the parking. UPDATE: The handrail is being constructed by the City and will be installed the first part of next week. At this time Lara and I have selected July 10<sup>th</sup> as the grand opening of the Etowah Carnegie Library Lift. We would like to invite all person involved with the funding/donation, Friends of the Library, citizens, media and of course all Commissioners and Mayor. They have asked that a plaque be placed near the Lift in recognition of the donation. If this date is suitable for all of the Commission I will advise of a final time as soon as possible. Although we had planned to do this by the end of June, the delays in the install have forced us to move this until after the 4<sup>th</sup> of July events, as a number of the person doing final work for this are also involved in preparations for the 4<sup>th</sup> of July.
6. I have contacted TML the City’s insurance carrier and requested a waiver as to the coverage on the equipment stored within the Old Fire Hall. As you all are aware we were advised that as of July 1, 2017 any equipment stored within the building would not be covered if they received damage due to the state of the building. As of Monday morning TML agreed to provide the City with a waiver for the period of 3 to 5 months as long as we continue to show proof that we are working to relocate the equipment to another facility. As we are working on this matter with the new budget they felt that we have taken steps thus far to show we have good intent to see the project through to completion.
7. As you were notified last month the property at 1120 Ohio Ave was being cited to court as to their municipal code violations. The Judge found them guilty to the tune of \$ 1,140.00; and I am happy to advise that the owner of the property was in the end of last week and paid the full amount to the City. **UPDATE: Should the property owner not have all items removed as per codes. There will be a cleanup done with City employees and all costs will be billed to the property owner. I will advise should this need to take place.**
8. Within your next Commission you will have an update of the 3 areas selected a preliminary locations of the USDA cleanup that we are working on. We are finalizing the maps at this time to present to the USDA during their tour on July 12<sup>th</sup>. **Update: The Maps are enclosed within your packet.**
9. We have met with the contractor from AFS as to the back filling with the construction foam as to the Tennis Courts/Basketball Court area. I have been advised that this system will not work on this area for 2 reason. 1. The area is

blacktop and that will expand and crack. 2. The area below is still full of old construction debris and therefore the form fill would be a waste of funds because the debris will continue to deteriorate and collapsing will continue.

10. I have been notified that the State Fire Marshall shall be on site June 20th at 2:00 to review our Municipal Building Codes and current forms that we use. I will advise of outcome of meeting. UPDATE: The meeting went extremely well and there were no findings as to any issues that we are facing with the practices of the Codes Department.
11. I have received several complaint calls as to trucks not using the approved truck route within the City limits. I have addressed this with the Chief of Police and he has informed the drivers that he has seen in violation of the issue and provided them with a map. He will write citations for the violations if seem after this week.
12. I am working with Chad Reese at this time to take care of preliminary items that are required for the City to apply once again for the Tennessee Downtown Façade Grant. As you will note there are 2 resolutions within your packet that will need to be approved to move forward. Also, there will be a need for a special call meet in the Month of July.
13. Within your packet you will find the RFQ letter for the Stage Deport Grant. Please note that this company is the only RFQ we received for this project. We have spoken with them and they are experienced in working with such grant within the State of Tennessee.
14. As we have had some issues locating a building within the city for a potential new City Hall, I have contacted one of the contractors that has bid on the new Fire Hall building to get assistance in writing a scope and rough pricing for the construction of a metal building with a tenant build-out that would suit the needs of a new city hall. We are currently working on a layout and I will provide it to you once it is complete. I will have the scope within the next few weeks. IF the Commission is interested in proceeding with bidding this project so that funding can be obtain for this as well as the Fire Hall I would ask that I be allowed to proceed with bidding out the project for official quotes. This will be a matter that would need to be addressed in Monday's Commission meeting.
15. As you all are aware there is an MOE that must be maintained within the Library. As we are at the close of the fiscal year, Lara has requested to use the amount that she has remaining to purchase a new circulation desk. I have attached a copy within you packet of the items and costs that we are looking at.
16. Within you packet you will find copies of the Bids that you were advised of for the Post office repairs, new Fire Hall building, and the quotes for the removal of trees. This will require discussion at the Commission Meeting on Monday as well.
17. The Boy Scout Lodge expressed to Brian that they would like to use the portion of the tree located at the front of the Lodge for a Native American totem pole.
18. Within your packets you will find an Amendment to the Taxicab Ordinance as we have a person looking to apply for a Taxicab Franchise. The basis to such franchise remains the same. However, we needed to make a few notations as to fees and inspections.
19. I have enclosed herein a copy of the Flyer that is for the 4<sup>th</sup> of July events.
20. Enclosed within your packet you will see Six (6) draft brochures that I would like to place within City Hall, Depot, Library and Community Center to assist citizens to obtain important information as to Codes and amenities within the city. I will have a few more in the next few weeks. I am working on one at this time to assist in providing information of citizens on how to obtain a business licenses and where they can obtain assistance for other matters relating to new business rules and regulations within the State of Tennessee.

## 10) UNSCHEDULED ITEMS

Commissioner Garwood raised a questions as to the Bidding process for the demolition of the old fire hall with the asbestos abatement; Question: Did the bidders have the opportunity to do a walkthrough of the site to evaluate prior to their bid date. City Manager Tuggle advised that they did in fact have a set bid date for viewing the property, and only 1 contactor showed for that site tour opportunity. We then contacted Cannon and Cannon for assistance in locating a contractor that works with asbestos abatement, from there we were lead to a party that can complete the NESHP report. The results of that report show that the building only has only appx 800 square feet of asbestos tile to be removed. The City Manage further advised that we are still awaiting 2 more bids and will advise when received.

Commissioner Swayne just wanted to remind everyone as to the 4<sup>th</sup> of July events and thank everyone, the businesses that put forth money to make things happen for this event. He further added if you have not had a change to make it to the Carnegie Library lately, please come by and take a look at the changes; things are going in the right direction for the city. Thank you to the citizens, the Commissioners and to Tina for the leadership.

Commissioner Helm encourages all in Etowah to put the best foot forward as to the 4<sup>th</sup> of July vent. He will be posting info as to the parking so people will understand the layout. Commissioner Helm also wish to thank Bill Freeman for all he has done with getting flyers out for the 4<sup>th</sup> of July celebrations.

Commissioner James requested that Billy Ingram to recheck with TDOT as to the pot hole at 30 and 411 to see if the can repair that once again. Mr. James further requested that we check into replacing the bunting at the Depot.

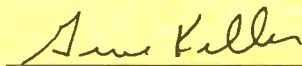
Commissioner Garwood asked as to the road repairs going on in Athens where they are lifting the storm drains. He would like to know when TDOT is going to come here and fix our issues.

Mayor Keller noted that in May we did a 6 months review of Tina and I have asked Margaret Norris to provide a comprehensive list of criteria to set goals for Tina. Margaret has responded and he will share it with the other Commissioners.

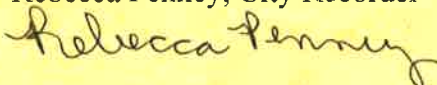
### ADJOURNMENT

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

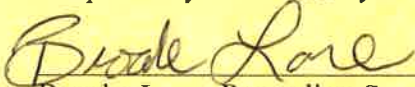
Gene Keller, Mayor



Rebecca Penney, City Recorder



Respectfully submitted by:



Brooke Lane, Recording Secretary