

**CITY OF ETOWAH, TENNESSEE
COMMISSION MEETING**

Record of Minutes of Regular Meeting Date July 24, 2017 Sheet No. 1 of 7

A regular meeting of the Etowah City Commission was held on Monday, July 24, 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 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 Garwood to approve the previous minutes of the regular meeting held on Monday, June 26, 2017 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.

1) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

Mr. Bill Ervin, residing at 159, C.R. 547, Etowah, came before the Commission requesting the replacement of the basketball court for the local youth. There was a consensus by the Commission to utilize the engineering firm contracted by Etowah to consider the area south of the previous basketball court and submit a recommendation to the Commission.

Ms. Diane Truelove, residing on North Georgia, came before the Commission to express her thanks and appreciation to the Commission in their choice of Ms. Tuggle as the City Manager. She stated she thought she was working very hard to make Etowah the best city in the state.

NEW BUSINESS

(a) Consideration and Approval Memorandum of Understanding for Purchase of Industrial Land

Ms. Kathy Price, EDA director, came before the Commission to present and obtain approval of the "Memorandum of Understanding for Purchase of Industrial Land".

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

(b) Consideration And Approval of Resolution 1190

**A RESOLUTION FOR ACCEPTANCE OF COMMUNITY FACILITIES GRANT FROM USDA
RURAL DEVELOPMENT**

A motion was made by Commissioner Garwood to approve Resolution 1190 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.

(c) Request for Approval for Etowah Police Department to Sell Seized guns and apply fund to purchase of replacement hand guns from the Etowah Drug Fund.

Detective Jim Shaw presented the request for approval for the Police Dept. to sell seized guns and how to apply the proceeds from the sale. Commissioner Helm stated he wanted to verify the officers would feel they had adequate fire power with the choice of weapons to be purchased. Det. Shaw also notified the Commission that several officers had an interest in purchasing the guns and Commissioner Garwood advised against that due to the guidelines the City had to abide by when disposing of surplus property. Detective Shaw acknowledged the directive.

A motion was made by Commissioner Garwood to approve the sale of the seized guns to GT Distributors, Inc. and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.

(d) Request for Approval for Etowah Police Department to sell awarded Seizures on Govdeals.com

A motion was made by Vice-Mayor Swayne to place the seized vehicles on govdeals.com for disposal and Commissioner Garwood seconded the motion and motion carried with a unanimous vote.

(e) Consideration and Approval of Ordinance 806

**AN ORDINANCE AMENDING ORDINANCE NO. 800, THE CAPTION OF WHICH
“AN ORDINANCE MAKING AND FIXING THE ANNUAL APPROPRIATIONS FOR
SEVERAL DEPARTMENTS OF THE CITY OF ETOWAH FOR THE FISCAL YEAR
BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017”, BY ADJUSTING
REVENUES AND EXPENDITURES IN THE VARIOUS FUNDS TO ASSURE EACH
FUND REFLECTS SUFFICIENT MONIES TO CONCLUDE THE FISCAL YAR
ENDING JUNE 30, 2017**

A motion was made by Commissioner James to approve Ordinance 806 and Commissioner Garwood seconded the motion and motion carried with a unanimous vote.

(f.) Consideration and Approval of Ordinance 807

**ORDINANCE NO 807
AN ORDINANCE TO AMEND CHAPTER 50, SECTION 50.08 A SERVICES FEES OF THE
ETOWAH MUNICIPAL CODE.**

A motion was made by Commissioner Garwood to approve Ordinance 807 and Commissioner Helms seconded the motion and motion carried with a unanimous vote.

8) OLD BUSINESS

- a.) Consideration and Second Reading of Ordinance 804

ORDINANCE NO. 804

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

A motion was made by Commissioner Garwood to approve Ordinance 804 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.

- b.) Consideration and Second 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 Commissioner Helm seconded the motion and motion carried with a unanimous vote.

9) CITY MANAGER'S REPORT

1. Mike Moore, Chris Ingram and I meet with the Contactor for the new fire bay construction project yesterday afternoon as to the Contract and review the project. It has been determined that a gas line will need to be relocated. Chris is speaking with the Utility's to determine costs and timeframe.

Commissioner Garwood confirmed with Ms. Tuggle the structure for the new fire bay will be a pre-fab structure.

2. We have received an update on the TDOT matter with the Donut this response was sent to the property developer and he has now looking at obtaining engineer services for the required items. WE will advise as we learn more. I have also spoke to Russ Blair as to this matter and he feels that the requirements are in line with State requirements, he is to contact them to see if we can ease this process any for the developer. I will advise when I hear more.
3. We were advised yesterday that there was an A/C leak at the Depot. Brian immediately advised all parties at the Depot that the air would have to be shut down for a period of time for repairs. All drip lines with flushed and cleaned.

4. As you all know we had an in house opening for Parks and Rec. That position has been filled by Chase from Public Works and we now have two opening within the Public Works Department an in house opening has been sent to all departments within the City as well as placed in this week's paper.
5. Siren Testing – A siren testing has been schedule for July 26, August 2, and August 9. After all adjustments are made to the system a weekly test will be done every Wednesday at appx noon for 1 to 2 minutes.
6. All approved repairs to Post Office Building are complete.
7. We are expecting the Tree Service to be ready for the Boy Scout Lodge project within the next 2 weeks.
8. We have placed calls to the State Grant office to check the status of approval for the Red Chair Architect group for the stage cover at the depot. We have not heard anything back as the time of this report being sent out.
9. Billy Ingram and I have spoken as to the large number of street signs that have been removed by unknown parties in the last few weeks. Billy is working on a listing now and we will begin to replace them as soon as possible. Also, please note that we will now be taking extra steps to insure that the signs are theft proof; eliminating this problem.
10. As you all are aware the Carnegie Library Lift had its grand opening event on the 19th. It was a wonder day for Etowah. I spoke with many of the persons in attendance and they were overjoyed to have their assistance and donation to the Library so well received.
11. The 4th of July event was a great day. I have heard many express how wonderful it was in the City of Etowah. Special thanks to all that organized this event and to all of the City Staff that helped with set up, clean up and safety for the day.
12. Last meeting I was asked to check on a few matters with TDOT
 - a. Pot hole at 30 and 411 - TDOT has filled this hole and it has failed again. TDOT has been contact and advised that the patch has failed, they advise that they will return and patch correctly. Until such time Billy is to keep an eye on it and fill with Cold patch as needed.
 - b. Storm drain repairs/catch racks – Billy has spoken with TDOT as to this matter and we have been advised of the fact that our catch basins are within the standards.
13. Enclosed within my weekly report you received a copy of a spreadsheet as to the calls that local Fire and Police have responded to through June of 2017 for your information.
14. In mid-2016 the Fire Department applied for a grant for the purchase of Equipment. It appears that we are going to be a recipient of this grant as an award number has assigned. This is yet to be confirmed. However, in light of this information I wanted to advise you for the fact that the City's portion would be \$ 5,885.00. I will advise as we receive updates.
15. At this time I am reviewing all of our codes for property maintenance, abandoned homes, cars, etc. I will compiling a listing of suggestions where we might look at updating. You should receive this

information within the next few week for your review and discussion at the next Commission Meeting. I have been requested to forward this matter to the Planning Commission for review.

16. I have been advised that the truck for the Police Department will be complete and delivered to the City within the next two to three weeks. I will advise as soon as I know any more.
17. The final costs for the repairs to Engine #13 that was approved on an Emergency P.O. was 4992.62. I am awaiting information to see if the work required will now be covered by the Warranty.
18. The house on 8th street that was burnt out is schedule to be demoed at the owner expense by the end of August. If it is not done, the city will hire someone to do the demo and then the amount be placed as a lien against the property.
19. The loan closing for the New City Hall location *is now set for Thursday the 27th at 10:00 a.m.* The request for bid as to the renovations shall be sent out next week.
20. I am currently working on a list of mowing's that the city has performed as result of code violations and verifying that we have placed a lien on the properties in the correct amount. If we have not the liens will be placed and the total of each individual obligation will be sent on to Russ Blair for collection or placing on tax rolls. (I will have details to you as soon as possible as to my findings)
21. I will be meeting via a web meeting at 4:00 today to go over matters of design with the new website company. Once I have completed this meeting I should have a better time frame on the "go public date" of the new website and Facebook page.

If any of you have quality pdf images of Etowah that you fell would be fitting for the website please forward them to me and I will try to apply to pages in the website. Also, please note that in an effort to get the citizens involved in the new website. We have placed a post on the current Facebook account asking for pictures of Etowah and the name of the person that took the picture. By doing so we hope that citizens and groups will go to our new website to see if there pictures and credits were used.

22. On June the 26th we held a Commission meeting where we passed the final budget. At that time I advised Captain Dereck Ingram, that we would address the purchase of the RAM for the Fire Department (funds were allotted for this in the 17-18 budget) at the next Commission Meeting in July, as this would still require Commission approval due to the purchase price of \$7,000.00. I was advised yesterday that Mr. Ingram at the direction of Mike Moore had already ordered and received the RAM. As this is a purchase that I had already advised them to hold on until the next meeting they ignored purchase approval and made the purchase without a signed PO. I have addressed this matter with a written warning to both Mike Moore and Dereck Ingram for violation of purchasing rules. This will provide the auditors with written proof that this error was addressed and acknowledged that it was not taken through the proper channels. This should alleviate any marks on the audit for procedures as to this purchase.

Mr. Mike Moore will address the Commission on this matter on the 24th at the Commission meeting and request approval for the purchase.

I have met with Chief Moore and Captain Ingram as to this issues and they we retrained as to the correct method of using the P.O. System. I will be scheduling times with other departments for retraining on this same matter. All documentation will be placed for verification of retaining for the 17-18 audit.

A motion was made by Commissioner Garwood to approve the purchase of the Ram for \$7,000.00 for the fire dept. and Mayor Keller seconded the motion and motion carried with a unanimous vote.

- 23. I have not receive any word back from the organization wanting to hold a "Professional" wrestling event. I will advise should I hear back.
- 24. Due to a scheduling conflict as the Eclipse Event, the City will now only be assisting with the event planned by SMO and the Chamber. The City Departments will assist as needed for the protection, prep and cleanup of the events.
- 25. Air Med Care has picked up their first check and I will be receiving details soon as the process the Citizens will take to use this service if required. Also, a page will be built into the new website as to the same details.
- 26. I have spoken to the State of Tennessee Historical Commission as to the covenants that were brought to my attention a few weeks ago. The covenants were set in place with the grant for the Library windows. Within those covenants there were statements advising that prior to any renovation to the exterior or interior they would be notified. This was not done, however, it has now been addressed and the approval for the ADA lift has been received from the State and placed in our file as to the original grant. Should there be further renovations to the Carnegie Library building the City will need to advise the Historical Commission as to the upgrade, changes, etc. prior to doing the work.

There should be no issues as to upgrading electric or making changes to the Commission chambers.

10) UNSCHEDULED ITEMS

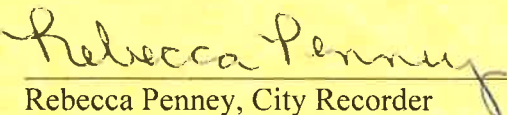
Mayor Keller inquired if the City Manager needed any clerical assistance at City Hall due to the absence of key manager and Ms. Tuggle did request approval to hire a temporary part-time employee. There was a consensus by the Commission to approve.

11) ADJOURNMENT

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



Gene Keller, Mayor



Rebecca Penney, City Recorder

Respectfully submitted by:

Brooke Lane

~~Eva Valentine, Recording Secretary~~

Brooke Lane Interim