

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of** Special Called **Meeting Date** February 6, 2012 **Sheet No.**                     

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A special called meeting of the Etowah City Commission was held on Monday, February 6, 2012 at 10:00 a.m. in the Council Chambers of City Hall, 723 Ohio Avenue, Etowah, Tennessee. Members present were Mayor Burke Garwood, Vice Mayor Charles Slack, Commissioner Ann Abbott, and Commissioner Dennis Morgan. Also present were City Manager Matthew Gravley and Recording Secretary Jamie Davis. Absent was Commissioner Matt Goodin.

Mayor Burke Garwood called the meeting to order at 10:00 a.m.

**NEW BUSINESS**

a) Recommend City Manager or other as a 2<sup>nd</sup> signatory for checks as required by Charter. City Manager Matthew Gravley stated that the Commission needs to appoint an interim Finance Director to sign checks. He recommends to temporarily appoint himself as stated in Title 12 Section 7 of the City Charter.

Mayor Burke Garwood said the bond on the City Manager and Financial Director is lacking and told City Manager Matthew Gravley to follow up and get more of a bond for the City's protection.

b) Reading of Resolution No. 1045 regarding Public Works loan with Rural Development read by Mayor Burke Garwood.

**USDA LOAN RESOLUTION**

A RESOLUTION OF THE MAYOR AND GOVERNING BOARD OF DIRECTORS OF THE MUNICIPALITY AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS PUBLIC WORKS VEHICLES FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the City of Etowah to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of One Hundred Seventy Seven Thousand Dollars (\$177,000) pursuant to the provisions of The Laws of the State of Tennessee ; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association.

Commissioner Ann Abbott ask if this loan was for the vehicles at Public Works and Mayor Burke Garwood said yes not for facility improvements but for vehicles.

*A motion was made by Commissioner Dennis Morgan and seconded by Vice Mayor Charles Slack to approve. The motion passed unanimously by a commission vote.*

c) Discussion of current practice to accept oldest taxes only and recommend possible change to accept any year due. City Manager Matthew Gravley explained that our current practice is to accept only oldest taxes first and we need to talk about the decision today to accept any payment no matter of due date. Commissioner Dennis Morgan said he thinks we should continue to accept oldest taxes only first. Mayor Burke Garwood said it would all be our fault if it went to court and would just create a mess for us administratively. City Manager Matthew Gravley said if we keep our current process going of notifying delinquent taxes it shouldn't be too bad. Some tax payers will always be behind and we can just leave as is. Legislation will be changing in the months regarding how we handle these payments. Commissioner Ann Abbott ask if we could take 6 month payments. Mayor Burke Garwood said no because it would create more work for our employees and it is the property owner's responsibility.

d) Discussion regarding Public Works jackets. City Manager Matthew Gravley said that Commissioner Dennis Morgan called him about this but we only replaced the jackets that we needed to replace. It was not based on whether they took care of them or not. Commissioner Ann Abbott said our employees need to understand to take care of what they have with the attitude to save money for raises and etc in the future. Accidents are going to happen and some jobs are more physical labor than others. Vice Mayor Charles Slack said I see Mayor Burke Garwood and Commissioner Dennis Morgan's point of view but Matthew knows the financial situation. City Manager Matthew Gravley said only 4 employees did not receive them and one was Billy, two of our new employees did not have anything. Vice Mayor Charles Slack said come up with a deal to keep up with time there and replace. Mayor Burke Garwood said eventually we would like to give them about \$200 a year to get whatever they need whether it's a light or heavy jacket. City Manager Matthew Gravley said we have talked about uniforms and rain suits for next budget year. Mayor Burke Garwood told Matthew to just handle it.

e) Recommendation of Contractors for bid on Demolition/Separation of materials for condemned school/community center. City Manager Matthew Gravley said that an asbestos survey needs to be done so that we can determine the amount of money needed. We received 4 bids: Garner Construction \$2,700.00 including equipment, ISS Inc. was a combined bid for demolition and hauling away of \$21,411.00, Kings Construction \$28,500.00, and Morgan's for \$400.00 with us renting the equipment for 2 days at \$500.00 each day, totaling \$1,400.00. City Manager Matthew Gravley recommended using Morgan's simply due to low bid and saving the city more money. Vice Mayor Charles Slack ask if the steel would all be sold to Seatons and City Manager Matthew Gravley said yes.

*A motion was made by Vice Mayor Charles Slack and seconded by Mayor Burke Garwood to approve. The motion passed unanimously by a commission vote. Commissioner Dennis Morgan abstained from voting.*

f) Recommendation of Contractors for bid on Loading/Hauling off debris from condemned school/community center. City Manager Matthew Gravley said that we also received 4 bids. Garner Construction was \$15,500.00 plus land field dumping fees, ISS Inc. combined their bid for demolition and hauling off for \$21,411.00, Kings Construction \$25,000.00, McMinn County Highway Department will do for amount of labor and gas which is about \$20/hour plus land field costs. Commissioner Ann Abbott ask if we are allowing for reclaiming of some brick, Matthew Gravley said yes as much as we want. City Manager Matthew Gravley said that it will be about 10 days for the asbestos survey; we are looking around February 24<sup>th</sup> and then haul off around the 27<sup>th</sup>. Mayor Burke Garwood said we need to inform Butch at McMinn County that once it is started we want it moved as soon as possible. City Manager Matthew Gravley recommends using McMinn County Highway Department for the hauling off of debris.

*A motion was made by Mayor Burke Garwood and seconded by Vice Mayor Charles Slack to approve. The motion passed unanimously by a commission vote.*

The asbestos surveying bids were collected by Brian Solsbee and for 25 samples GEOServices would charge us \$1450.00 or 60 samples for \$2100.00, S&ME would be \$1850.00 for 25 samples, and Quantum Environmental Engineering Services for an estimate of \$3000.00-\$5000.00. Commissioner Ann Abbott ask what happens when the survey is done and City Manager Matthew Gravley said it's an abatement process and we can move forward. City Manager Matthew Gravley recommends using GEOServices for the asbestos survey.

*A motion was made by Mayor Burke Garwood and seconded by Commissioner Ann Abbott to approve up to \$2100.00 on the surveying. The motion passed unanimously by a commission vote.*

g) Discussion and approval of planned Rotary Club work on GEM Theater. City Manager Matthew Gravley said we are just making the Commission aware of work going on at the GEM Theater. Larry Schiller had gone to the rotary club and they agreed to donate \$2500 to match a grant of \$2500 totaling \$5000 for the GEM Theatre. Some of the problems we have are the plans were not brought before the City Commission and we need to talk with all parties involved and find out the plan. Mayor Burke Garwood said it's our business because it has to come before the Commission; everything has to come to us. They need to have our stamp of approval on it. The GEM Players need to make sure their times meet our times. City Manager Matthew Gravley said that's one big question we have, who is in charge? Brian Silber is doing all the scheduling through the recreation software system. They want to replace the central chandelier with one as close to the original design as it can be with some slight renovations. Commissioner Ann Abbott said this is city property and it needs to be in writing to the Commission with drawings, pictures, specs, and costs, etc. Mayor Burke Garwood said all items should come thru City Hall.

h) Discussion of Community Center being open longer hours. Vice Mayor Charles Slack said he had brought this up because we have had a lot of comments and questioning if we can stay open until 9:00 p.m. We are doing good out there and certain hours everything is full and people have to wait for machines he said. Extra hours in the evening would probably help that. City Manager Matthew Gravley said if we add 2 hours Monday thru Friday would be a minimum of \$21,000 per year. Mayor Burke Garwood said we are ok with it if the numbers dictate a response but it will probably tail off. If it's not

financially feasible for us we can change. Brian Silber said we could open at 5:30 a.m. and extend hours to either 9 or 10:00 p.m. and possibly open on Sunday. Mayor Burke Garwood told Brian Silber to go forward on an as needed basis as long as financially possible. Vice Mayor Charles Slack ask if we could adjust the hours and for how long. Brian Silber said it will require us to do more training and for us to add 1 or 2 more part time adults.

i) Discussion of Etowah business employee rates at Community Center if business buys memberships. City Manager Matthew Gravley said we would like to provide businesses in the City limits with memberships at an Etowah resident rate if the business would pay and charge the employees thru a payroll deduction or other way as a benefit to their employees.

j) Discussion of Crosswalk below Mountain View School. City Manager Matthew Gravley has had some requests for this below the East entrance of the school at the entrance of the subdivision. Billy Ingram said he was concerned regarding liability of the city and what does it put on us? Mayor Burke Garwood said to put up slow crossing road ahead signs only. Keep it simple with signs and paint.

k) Discussion of eliminating the end parking spots on Tennessee Ave for visibility. Mayor Burke Garwood said that 6<sup>th</sup> and 7<sup>th</sup> Street are bad. There is no provision to activate light at 8<sup>th</sup> Street. Billy Ingram said that the utilities made it for main lane only and its going to be very difficult to setup for double lanes. Mayor Burke Garwood said it should have never been eliminated. Billy Ingram said it was all to do with the street scape project. Billy Ingram ask if they wanted the North side only done and Commissioner Ann Abbott said we need to do both because of being able to see traffic. Vice Mayor Charles Slack said we should do both North and South from 5<sup>th</sup> to 10<sup>th</sup> Street. Mayor Burke Garwood said we need to do Tennessee Ave first.

## **ADJOURNMENT**

*A motion was made by Mayor Burke Garwood seconded by Commissioner Dennis Morgan to adjourn the meeting. The motion passed unanimously by a commission vote.*

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E. Burke Garwood III, Mayor

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Melissa Henderson, City Recorder

Respectfully submitted by:

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Jamie L. Davis, Recording Secretary