

**CITY OF ETOWAH, TENNESSEE
COMMISSION MEETING**

Record of Minutes of Regular **Meeting Date** March 26, 2012 **Sheet No.** _____

A regular meeting of the Etowah City Commission was held on Monday, March 26, 2012 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 Charles Slack, Commissioner Ann Abbott, and Commissioner Dennis Morgan. Also present were City Manager Matthew Gravley, Recording Secretary Jamie Davis, and Finance Director April Preston. Absent was Commissioner Matt Goodin

Mayor Burke Garwood called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance and Prayer.

APPROVAL OF THE MINUTES

A motion was made by Commissioner Ann Abbott and seconded by Commissioner Dennis Morgan to approve the minutes for February 27, 2012. The motion passed unanimously by a commission vote.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

- a. Reading of Resolution No. 1048

RESOLUTION NO. 1048

A RESOLUTION TO BILL FOR FIRE PROTECTION AND RELATED SERVICES RENDERED BY THE ETOWAH FIRE DEPARTMENT

Mayor Burke Garwood ask the Commission if we could table this item until a Special Called Meeting on Thursday, April 5th at 3:00 p.m. so that everyone has more time to review the numbers.

- b. Reading of Ordinance No. 721

ORDINANCE NO. 721

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR THE CITY OF ETOWAH, TN (AN ORDINANCE TO PROVIDE FOR COST RECOVERY FOR RESPONSE AND RECOVERY EFFORTS RELATED TO MOTOR VEHICLE ACCIDENT, FIRE INCIDENTS AND HAZARDOUS MATERIALS INCIDENTS

DISASTERS, AND CERTAIN OTHER EVENTS; TO PROVIDE FOR LIABILITY FOR COSTS; AND TO PROVIDE METHODS OF ENFORCEMENT.)

Mayor Burke Garwood ask the Commission if we could table this item until a Special Called Meeting on Thursday, April 5th at 3:00 p.m. so that everyone has more time to review the numbers.

c. Resolution No. 1049 read by Mayor Burke Garwood

RESOLUTION NO. 1049

THE CITY OF ETOWAH, TENNESSEE HERBY REQUESTS ASSISTANCE FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION'S 2011-2012 SAFE ROUTES TO SCHOOL PROGRAM

Mayor Burke Garwood stated that this resolution is so that we can reapply for the Safe Routes to School Grant.

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

d. Approval to use Rodefer Moss and Co. to conduct our FY12 audit the City for \$13,250, Utilities for \$19,750, and the School for \$7,950 which is the same price as FY11. Mayor Burke Garwood said that Brian Solsbee will send the acceptance.

A motion was made by Commissioner Dennis Morgan and seconded by Commissioner Ann Abbott to approve. The motion passed unanimously by a commission vote.

e. Carpet for Children's Room in the Library from Madison Carpet Outlet in the amount of \$1773.13 which is already in the budget.

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

f. Approval to purchase Baseball Uniforms. Brian Silber, Director of Parks and Recreation, said that this is money already given by the parents and is in the budget. He said his opinion is to go with the local company and use Ink Masters Screen Printing and the owner is Drew Hawn.

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

Mayor Burke Garwood said we need to be looking into corporate sponsors for baseball. We need to try and get the parents some relief. Commissioner Dennis Morgan ask if Ink Masters Screen Printing had a screen setup fee? Brian Silber said no. City Manager Matthew Gravley ask if this company was currently producing product and Brian Silber said yes for a couple of months.

g. Discussion of charging for Notary services at City Hall. City Manager Matthew Gravley said this is just a topic for discussion. Commissioner Ann Abbott said the charges just need to be for retail and over the counter type of transactions and official city business items would be free. Commissioner Ann Abbott said a sign needed to be posted stating the fee.

A motion was made by Mayor Burke Garwood and seconded by Vice Mayor Charles Slack to approve charging a \$5.00 fee for notary services. The motion passed unanimously by a commission vote.

h. Discussion of charging for NSF fees on returned checks to City Hall. Mayor Burke Garwood said we need to charge whatever the bank fee is plus \$5.00.

A motion was made by Mayor Burke Garwood and seconded by Vice Mayor Charles Slack to approve charging the bank fee plus \$5.00. The motion passed unanimously by a commission vote.

i. Discussion of Carpet replacement in City Hall and the Council Chambers. Carpet Quotes from Lowe's, Madison Carpet Outlet, and Dewayne Miller Floor Covering. Council Chambers, hallway, and safe room ranging from \$2580.05 to \$4608.09 depending on grade of carpet and moving of the furniture. City Hall, Council Chambers, hallway, and safe room ranging from \$4083.27 to \$7800.00 depending on grade of carpet and moving of the furniture.

Mayor Burke Garwood thinks we should approve this subject to money availability determined by the staff. Commissioner Ann Abbott verified this included a 10 year warranty.

A motion was made by Mayor Burke Garwood and seconded by Vice Mayor Charles Slack to approve spending up to \$7,447.81 with Madison Carpet Outlet. The motion passed unanimously by a commission vote.

j. Resolution No. 1050 ready by Mayor Burke Garwood.

RESOLUTION #1050

**A RESOLUTION ADOPTING A REVISED STANDARD OPERATING
PROCEDURES (SOP'S) MANUAL
SETTING FORTH POLICES, RULES AND REGULATIONS
CONCERNING THE CITY OF ETOWAH POLICE DEPARTMENT**

City Manager Matthew Gravley explained this has been worked on over the past year. The original was taken from MTAS and tweaked to fit our Police Department.

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.

k. Approval of Public Works project at Catch Basis East of Post Office in the amount of \$1,484.00.

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

l. Approval of Public Works project for Sidewalk at the Depot in the amount of \$3,808.50. City Manager Matthew Gravley explained that it is the concrete on the South and West side of the Depot and these projects are in the budget. We need to make it ADA accessible and it will look better to our tourists. Billy Ingram, Director of Public Works, said that the crawl space will stay but with a better lid.

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

m. Approval to purchase Ammunition for In-Service Training not to exceed \$1,206.02.

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.

n. Resolution No. 1051 read by Mayor Burke Garwood.

RESOLUTION NO. 1051

RESOLUTION AUTHORIZING THE TERMS, ISSUANCE, EXECUTION, SALE, AND PAYMENT OF A GENERAL OBLIGATION BOND IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$177,000, OF THE CITY OF ETOWAH, TENNESSEE, AND AUTHORIZING THE ISSUANCE OF INTERIM CERTIFICATES PENDING THE DELIVERY THEREOF

Mayor Burke Garwood explained that this is for the Public Works equipment which is a loan of \$177,000 at an interest rate of 3.75% from Rural Development for 15 years. In addition to the \$18,000 of matching funds and the \$5,000 for the bond council, this all totals \$200,000.00.

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.

o. Resolution No. 1052 read by Mayor Burke Garwood.

RESOLUTION NO. 1052

A RESOLUTION REQUESTING THE ETOWAH MUNICIPAL-REGIONAL PLANNING COMMISSION TO STUDY AND ISSUE A WRITTEN REPORT ON THE PROPOSED PLAN OF SERVICES ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE, PURSUANT TO T.C.A. §6-51-102, RELATIVE TO 18 PARCELS OF REAL PROPERTY AND A PORTION OF TEXAS AVENUE WHICH ARE CONTIGUOUS TO THE WESTERN CORPORATE LIMITS OF THE CITY OF ETOWAH, TENNESSEE, AS SHOWN ON THE ATTACHED MAP.

Mayor Burke Garwood explained this is a cut down version of the original annexation plan. This is the Northwestern edge of 5th Street to Texas Ave. to Highway 30. Two houses will not be included because they have a common driveway and their property is not touching the road. The sewer estimate on this section is \$109,800.

A motion was made by Mayor Burke Garwood and seconded by Commissioner Ann Abbott to approve. Vice Mayor Charles Slack passed on the vote. The motion passed with 3 yeas by a commission vote.

p. Resolution No. 1053 read by Mayor Burke Garwood.

RESOLUTION NO. 1053

A RESOLUTION REQUESTING THE ETOWAH MUNICIPAL-REGIONAL PLANNING COMMISSION TO STUDY AND ISSUE A

WRITTEN REPORT ON THE PROPOSED PLAN OF SERVICES ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE, PURSUANT TO T.C.A. §6-51-102, RELATIVE TO 5 PARCELS OF REAL PROPERTY WHICH ARE CONTIGUOUS TO THE SOUTHWESTERN CORPORATE LIMITS OF THE CITY OF ETOWAH, TENNESSEE, AS SHOWN ON THE ATTACHED MAP.

This section includes Ronnie Jackson's property and the South Industrial Park and the triangle field owned by the church for future cemetery use. The sewer estimate on this section is \$51,075.

A motion was made by Mayor Burke Garwood and seconded by Commissioner Ann Abbott to approve. The motion passed unanimously by a commission vote.

q. Resolution No. 1054 read by Mayor Burke Garwood.

RESOLUTION NO. 1054

A RESOLUTION REQUESTING THE ETOWAH MUNICIPAL-REGIONAL PLANNING COMMISSION TO STUDY AND ISSUE A WRITTEN REPORT ON THE PROPOSED PLAN OF SERVICES ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE, PURSUANT TO T.C.A. §6-51-102, RELATIVE TO 6 PARCELS OF REAL PROPERTY WHICH ARE CONTIGUOUS TO THE WESTERN CORPORATE LIMITS OF THE CITY OF ETOWAH, TENNESSEE, AS SHOWN ON THE ATTACHED MAP.

Mayor Burke Garwood explained this is from our present city limits on Highway 30 to County Road 527 which is a total of 6 parcels. The sewer estimate on this section is \$145,300.

A motion was made by Mayor Burke Garwood and seconded by Commissioner Ann Abbott to approve. Vice Mayor Charles Slack opposed the vote. The motion passed 3-1 by a commission vote.

OLD BUSINESS

None

CITY MANAGER'S REPORT

City Manager Matthew Gravley mentioned the parking spots on Tennessee Avenue. He said we have come up with a solution that seemed to make the merchants happy. We are going to paint the parking spots on the side streets and put up better signs so that people know they can park there. This will increase the downtown parking by about 30 spots. Our ordinance says it should be 15 feet from the intersection and currently we are interrupting 15 feet from the corner of the curb.

The demolition of the Old Community Center has gone really well, the County backed out of hauling off debris due to time restraints because of tornado damage so we are doing it ourselves. And we are doing it very cheaply and will finish in the next week or two.

There are two houses at 212 Georgia Ave and 221 N. Georgia Ave that have been slated for demolition. They are located close together and we would like to do them at the same time. Both owners have agreed to pay for the demolition. The average cost would be about \$5,000 each. Commissioner Dennis Morgan said we need to make sure and advertise the bids. Commissioner Ann Abbott ask about the status of the house on 8th Street and Dave Mason informed the Commission he is still waiting on information to be able to move forward.

City Manager Matthew Gravley explained that Fire Engine 302 has a leaking manifold and needs replaced. We have received two bids: BST from Knoxville to replace manifold on the pump and perform pumper test for \$2500.00 and Brindlee Mountain Fire Apparatus to replace manifold on the pump for \$3889.00. He recommends using BST for \$2500.00.

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.

UNSCHEDULED ITEMS

Commissioner Ann Abbott would like to thank Public Works for getting 9th Street and Scott Street fixed. Commissioner Dennis Morgan thanked the firemen for their hard work on the fire on Ohio Ave and for saving the 2 houses beside it.

ADJOURNMENT

A motion was made by Mayor Burke Garwood seconded by Vice Mayor Charles Slack to adjourn the meeting. The motion passed unanimously by a commission vote.

E. Burke Garwood III, Mayor

April Preston, City Recorder

Respectfully submitted by:

Jamie L. Davis, Recording Secretary