

**June 28, 2021**

**Regular Scheduled Meeting**

**1) Call to Order**

- a. Mayor Burke Garwood called the meeting to order.

**2) Roll Call**

- a. Mayor Garwood and Commissioners Diana Elrod, John James, Jim Swayne and Misty Webb were present. Also present were Eva Valentine, Interim City Manager and Alison Bull, Finance Director/City Recorder.

**3) Prayer – Commissioner Swayne**

**4) Pledge of Allegiance**

**PUBLIC HEARING OPENED AND TABLED FOR 2021-2022 BUDGET**

**5) Approval of the Minutes – May 24, 2021**

- a. Commissioner James made motion to approve. Mayor Garwood seconded. All Ayes.

**NEW BUSINESS**

**a. Approval of Sale of Emergency Generators on GovDeals**

- Valentine discussed that Harold at Etowah Utilities Board is wanting to clean up and potentially sale these generators.
- Harold said that he'd like to put them on GovDeals because it generally brings in a good amount from a sell.
- Garwood asked if Daniel Hampton, Police Chief, could put them on GovDeals.
- Valentine said he could we just need to get the specs.
- Harold said they could get us that information.
- Everyone agreed by consensus to sell these on GovDeals. Harold said that he'd get that information to Daniel.

**b. Traffic Light Inspections Cost Approval**

- Mayor Garwood asked if they were having trouble.

- Valentine said that they're having trouble, becoming obsolete and that there have only been updates on pedestrian crossings but not on lights. The inspections were done in early June and the walk lights were out.
- Commissioner Elrod asked if this is just a service contract or if they'd be replacing parts.
- Valentine said that they just do the inspections and then report to us if they need repaired, etc.
- Valentine said that nobody has done this for us before.
- Commissioner Swayne said we need to verify the cost before a decision could be made.
- Valentine said she called to verify that. It would be about \$4,200 for the initial inspection and then after that, every 3 months it would be about \$2,000 and they'll clean them, check timing detection signal lamps, etc. They will provide a report.
- Commissioner Elrod asked if they've checked on a leasing option and Valentine said she hadn't heard back from them.
- Mayor Garwood asked if they should gather more information before making a decision. All agreed to gather more info and table this item.

**c. Results of Used Oil Grant Audit**

- Valentine said, "We passed that with no findings. We were able to produce everything they asked us for."

**d. Turn-Out Gear for Fire Dept. Needed (use of state approved supplier requested) – Chief Hafley**

- Hafley said that he found a national buying consortium to buy the turnout gear from to avoid the bidding process. The vendor that is typically used is right around \$6,300 which is head to toe for two sets of turnout gear. He said he got three different quotes and they're all within a couple of hundred dollars from Nafeco.
- Mayor Garwood said they needed to get these quotes on paper to discuss them for next fiscal year.

- Valentine said that Hafley had provided her with the documentation but she didn't provide that in the packets and she apologized.
  - Commissioner Elrod pointed out that the fire department was already at 95% of budget for 2020-2021 fiscal year. Bull said that it would need to be purchased in the next couple of days for it to fall into the 2020-2021 year. Otherwise, it would fall into 2021-2022 year.
  - Mayor Garwood told Hafley to get the bids and then they'll go from there.
  - Mayor Garwood commended Hafley for working out the 4<sup>th</sup> of July situation with CSX.
- e. Discussion of Residency Requirement for City Manager/Relocation, etc.
- Commissioner Swayne said that the previous city manager didn't live in the city limits and that it caused quite an upset with citizens because she wasn't affected with tax increases, among other reasons. He said the board needs to decide before moving forward with the interview process if they're going to require the city manager to live inside of the city limits or not.
  - Commissioner James said that he'd like to see the new city manager reside within EUB's range due to a limited housing market in Etowah. He said this would mean that their funds were still going to Etowah.
  - Commissioner Elrod agreed and said that she feels that the new city manager should be driving and shopping within city limits. She said that she feels a 5-10 mile radius from city hall would be a good requirement.
  - Commissioner James asked how they felt about within the 37331 zip code.
  - Commissioner Webb said she feels like 5-10 mile radius is good.
  - Mayor Garwood said he was okay with that. Commissioner James said he was, as well.
  - Bull asked if that needed to be voted on and Garwood said no just a consensus.

- Commissioner Swayne said that he knows that housing is limited but he does think the city manager needs to live inside the city limits.
  - Mayor Garwood said that they could add it into the contract.
- f. **Consideration and Passage of Resolution 1263:**  
**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**
- Mayor Garwood made a motion to accept. Commissioner Elrod seconded. All Ayes.
- g. **Review and Approval of McGill Invoice (\$5,167.50)**
- Valentine discussed what this invoice accounted for.
  - Mayor Garwood made a motion to approve. Commissioner Swayne seconded.
  - Commissioner Swayne asked if they plan to bill again in May. Valentine confirmed that they would continue billing until the contract is finished and the pool is opened.
  - Commissioner Elrod asked if there is a minimum recurring until the job is finished. Valentine confirmed.
  - Mayor Garwood said to cut them off and stop using them.
  - Valentine said that Jamie is going to help with track the \$750/day because they've extended the completion date. She said that all of the rain data that Harold helped collect is there and they are verifying it.
  - Commissioner James also said to cut them off.
  - All Ayes.
- h. **Schedule Special Called for Selection of Top Candidates during week of July 12<sup>th</sup>**
- Commissioner Webb said it wouldn't be able to be Monday because of planning commission.
  - Mayor Garwood said Tuesday the 13<sup>th</sup> at 5 PM. All agreed.
- i. **Candidate Interviews Week of July 19<sup>th</sup>, 2021 (based on availability)**
- Mayor Garwood said this would just have to depend on who they choose and when they could get the interviews scheduled.
- j. **Review and Approval of McMinn County Emergency Services Agreement**

- Commissioner Swayne made a motion to approve. Commissioner Elrod seconded.
  - Commissioner Swayne said good job to Mayor Garwood for getting this down. Commissioner Swayne said it comes out to about \$2.95 for city residents and \$0.78 per person for residents within Etowah limits, including county if it's calculated out. He doesn't think the city should split off at anytime soon.
  - All Ayes.
- k. Consideration of New Appointees to Etowah Carnegie Library Board – Barbara Aderhold, Hailey Rayburn, Tracy Novak
- Valentine said they all consented to serve.
  - Commissioner Swayne made a motion to appoint all three. Commissioner James seconded. All Ayes.
- l. Consideration and First Reading of Ordinance 869

**AN ORDINANCE FIXING THE ANNUAL APPROPRIATIONS FOR THE ETOWAH CITY SCHOOL FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021**

- Mayor Garwood made a motion to approve. Commissioner Swayne seconded. All Ayes.
- m. Approval of State Revolving Fund Resolution 1264  
**A RESOLUTION AUTHORIZING AND PROVIDING FOR THE FINANCING OF THE CONSTRUCTION OF A WATER FACILITIES PROJECT, INCLUDING AUTHORIZING THE EXECUTION OF APPLICATIONS, CONTRACTUAL AGREEMENTS, AND OTHER NECESSARY DOCUMENTS, AND MAKING CERTAIN REPRESENTATIONS, CERTIFICATIONS, AND PLEDGES OF CERTAIN REVENUE IN CONNECTION WITH SUCH FINANCING**
- Harold said that this is the million dollar SRF loan for 8% interest rate for 20 years for purchasing water meters.
    - i. Mayor Garwood made a motion to approve. Commissioner Elrod seconded. All Ayes.
- n. Approval of Resolution 1265  
**A RESOLUTION AUTHORIZING THE CITY OF ETOWAH, TN TO PARTICIPATE IN THE "SAFETY PARTNERS" MATCHING GRANT PROGRAM**

- Valentine said that this is the Public Entity Partners grant that would enable the City to receive up to \$2,000 for any kind of safety project that we would present to them. She proposed mulch for the city playground. It would be around \$10k-\$12k to get that up to code so, if that's spent, they'll give \$2,000.
  - Commissioner Swayne made a motion to approve. Commissioner James seconded. All Ayes.
- o. Approval of Solicitation for Bids for Mulch for City Playground at 623 6<sup>th</sup> Street (Bryan Dalton)
- Consensus of yes.
- p. Presentation of Cardio Equipment Options (Bryan Dalton)
- Bryan Dalton, Parks and Recreation Director, presented on the cardio equipment options. He said that right now, they have a lease option to replace all the equipment in the workout/cardio room. He got a couple of quotes to get an estimate on the prices. He said that it's not necessarily his top choices, it's simply just a presentation of some options. He recommended creating a plan to slowly replace the equipment on a yearly basis at \$10k for capital outlay over the next 6-8 years.
  - Commissioner James said that he'd like to replace the equipment that poses risks to gym members, for example the leg press that's in poor condition. He asked who maintained the equipment and Dalton said a company services the equipment quarterly and cardio equipment monthly.
  - Commissioner Elrod asked if the equipment was serialized on the service contract and being tracked for its maintenance. Dalton said he'd check.
  - Valentine said that the reason this is coming back up is because it was presented a while ago.
  - Mayor Garwood said that they need to take care of the risk type things and then work up.
  - Commissioner James suggested getting a consensus from the members on the type of equipment they'd like to see at the community center.

- Commissioner Elrod suggested getting the technician in and making a risk assessment and suggestions.
- Dalton said that the equipment he's suggested purchasing would have a warranty on it and he thinks they need to go through with making smaller purchases starting now as opposed to large purchases at one time in the future.

## **OLD BUSINESS**

### **a. Second Reading and Passage of Ordinance 867**

#### **AN ORDINANCE OF THE CITY OF ETOWAH, TENNESSEE ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

- a. Mayor Garwood motion to approve. Commissioner Swayne second. All Ayes.

### **b. Second Reading and Passage of Ordinance 868**

#### **AN ORDINANCE MAKING AND FIXING THE ANNUAL APPROPRIATIONS FOR THE ETOWAH CITY SCHOOL FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

- a. Mayor Garwood made a motion to approve. Commissioner Elrod seconded. All Ayes

## **8) City Manager's Report**

- Valentine presented
  - Hired Bryan Dalton new Parks & Recreation Director, as well as Diana Logan, front office assistant for city hall and Tabitha Standridge and Matthew Cross at the police department.
  - The pool will be getting concrete. Bryan checks down there at least once a day. Most of the day they're just waiting on product: Paint, doors, concrete, trenches. They're digging trenches today and tomorrow. Hopefully concrete will be poured again on Wednesday. Electrician to come out on Wednesday
  - Commissioner James asked if there was a completion date yet.

- Valentine said that they're waiting on product, materials, paint, primer. Bryan said that they need 40 gallons, they have 10. Valentine said that the doors are still not in. They've made makeshift doors with plywood and 2x4's and a lock so subcontractors can come in. Bryan said the plumber will be in next week.
- Commissioner Swayne asked if they're still being encouraged to work on weekends and Valentine confirmed.
- Commissioner Webb suggested Lowe's for the paint and Valentine said they can't use Lowe's because the quality isn't high enough for painting the pool house.
- Valentine said once they meet the specs that were inside of the grant, they call the State to do an inspection. Once they call the State to do the inspection, they determine when we can open.
- Commissioner James said he'd get in touch with someone he knows that works for Sherwin Williams.

#### 9) Citizens Comments

None

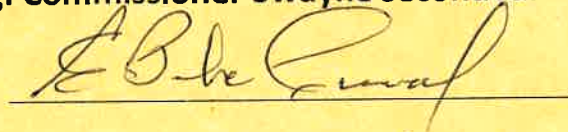
#### 10) Unscheduled Items

None

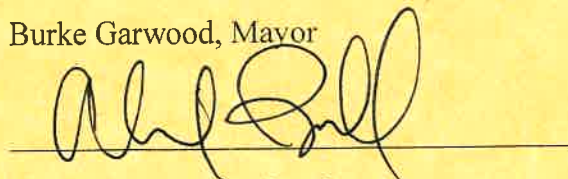
Mayor Garwood called the public hearing back to order.

#### 11) Adjournment

Mayor Garwood made a motion to adjourn the public hearing and the meeting. Commissioner Swayne seconded. All Ayes.



Burke Garwood, Mayor



Alison Bull, Recording Secretary