

**CITY OF ETOWAH, TENNESSEE  
COMMISSION MEETING**

**Record of Minutes of Public Hearing/Regular Commission Meeting Meeting Date: September 24, 2018  
Sheet No. 1 of 1**

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A regular meeting/public hearing was held on Monday, September 24, 2018 beginning at 6:30 p.m. in the Council Chambers of City Hall, 155 Robinson Street Etowah, Tennessee to. Attending the hearing were Mayor Burke Garwood, Commissioner Gene Keller, Vice-Mayor Jim Swayne, and Commissioners Max Miller and Mike Casteel. Also present were City Manager Tina Tuggle, Finance Director Alison Bull and recording secretary Eva Valentine

Mayor Burke Garwood called the regular commission meeting/public hearing (Resolution 1210) to order at 6:30 p.m. Seven citizens signed the attendance log.

Public Works Director, Billy Ingram lead the prayer, and Boy Scout, Mr. Bryson Perry led the Pledge of Allegiance to the American flag.

**APPROVAL OF THE MINUTES**

*A motion was made by Vice-Mayor Swayne to approve the Public Hearing Minutes from August 27, 2018 meeting and Commissioner Casteel seconded the motion and motion carried with a unanimous vote.*

*A motion was made by Commissioner Keller to approve the Regular Commission Minutes from August 27, 2018 meeting and Commissioner Miller seconded the motion and motion carried with a unanimous vote.*

*A motion was made by Commissioner Keller to approve minutes for the Special Called meeting held on September 4, 2018 meeting and Commissioner Casteel seconded the motion and motion carried with a unanimous vote.*

**NEW BUSINESS**

a.) Narcan Addition to SOP for Police Dept.

*Commissioner Keller made a motion to approve the addition to the SOP for the Etowah Police Department regarding the Narcan procedure and Commissioner Casteel seconded the motion and motion carried with a four to one vote with a unanimous vote.*

b.) Approval of SOG for Fire Dept.

*Commissioner Casteel made a motion to approve the SOG for the Etowah Fire Department and Vice-Mayor seconded the motion and motion carried with a unanimous vote.*

c.) First Reading and Consideration of Ordinance 826

**ORDINANCE NO. 826**  
**AN ORDINANCE TO AMEND THE ETOWAH MUNICIPAL CODE**  
**CHAPTER 50: REFUSE AND TRASH, Sections 50.01 and the additional of Section 50.14.**

*Commissioner Keller made a motion to approve the Ordinance 826 and Mayor Garwood seconded the motion and motion carried with four to one vote in favor with Commissioner Casteel opposing.*

d.) First Reading and Consideration of Ordinance 827

**ORDINANCE NO. 827**  
**AN ORDINANCE TO AMEND ORDINANCE 400 CREATION OF**  
**THE ETOWAH RECREATIONAL BOARD**

*Vice-Mayor Swayne made a motion to approve the Ordinance 827 and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

e.) Consideration and Passage of Resolution 1210

**RESOLUTION NO: 1210**

**THE CITY OF ETOWAH, TENNESSEE HERBY REQUESTS ASSISTANCE FROM THE**  
**TENNESSEE DEPARTMENT OF TRANSPORTATION'S**  
**FY 2019 TRANSPORTATION ALTERNATIVES GRANT PROGRAM**

*No one had any comments or questions and Commissioner Keller made a motion to approve Resolution 1210 and Vice-Mayor Swayne seconded the motion and motion carried with a unanimous vote.*

**OLD BUSINESS:**

a.) Discussion of Bids for PW Single Axle Dump Truck

*Commissioner Keller made a motion to approve the bid from Premier Leasing for a dump truck in the amount of \$95,606.12 and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

b.) Discussion of Bids for Tennis Court/Basketball Refurbishment

*Vice-Mayor Swayne made a motion to approve the bid from Boswell Paving in the amount of \$27,700.00 and Commissioner Keller seconded the motion and motion carried with a unanimous vote.*

c.) Approval of Canon and Canon Invoice for Sidewalk Connectivity Grant Phase I

*Commissioner Keller made a motion to approve the invoice from Canon and Canon in regard to the Sidewalk Connectivity Grant, Phase 1 in the amount of \$3,297.50 and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

## CITY MANAGER'S REPORT

Ms. Tuggle reported the Gem Theatre had been accepted as a recognized site for the Tennessee Music Pathway and there will be a marker or plaque installed at the facility.

She also reported the new SRO officer had been hired and her name is Tonia Norwood and she also introduced Ms. Stephanie Shanahan as the new Etowah Community Center Manager.

### **City Manger's Report August 27, 2018 – September 21, 2018**

1. **UPDATE**: Lighting at Depot – The Contractor has come and corrected the bottom floor of the Depot lighting (exterior). However, I have viewed the lighting at dark and it appears we still have issues with the lighting on the upper level. I will reach out to him again today to advise him that we are still not satisfied with the work. I will advise after I speak with him.
2. I will be attending a Grant workshop meeting for the LPRF Pool Grant on October 3rd. I have sent RFP's for pre estimates for the Pool Grant. This is not for official bidding, it is for pricing valuations only. I will advise as we receive proposals.
3. We are near completion of the Fire Hall Park. Just a few things to go: Lighting at pavilion, installation of flag poles, flags, solar lighting on flag pole, installation of signs at park and benches. As in Fridays Manager's Report I have attentively began plans for a Ribbon Cutting Ceremony for the Fire Hall Park and the Depot Stage. Please advise if this date is suitable with you. (October 6<sup>th</sup> appx 10:00 a.m. for Fire Hall Park and 11:00 for Stage Depot.) If you all so approve this date I will contact Historical Society and Chamber)
4. All traffic lights have been added to the City's insurance policy, so we will be covered for any future lighting issues.
5. The Utilities has graciously assisted the City with the lighting at the walking trail.
6. I have met with Dixie Youth and have received our base directive on how we will get the new Program implemented. As per Mr. Conrad, many of the items that Mr. James advised had already been done for the City of Etowah as to this change to Dixie Youth had not been requested. I will be meeting with him again in the coming weeks as we draw closer to the season.
7. We have made a few minor repairs to the exterior of the ECC as we were have issues with Rats and Field mice entering the building. This should all be resolved at this time. We will continue to be diligent as to our exterior building condition to ensure that we eliminate in future issues.
8. We will be allowing the change in age for unattended visits of minors from the age of 15 to the age of 13 beginning October 1.

9. UPDATE: Limited hour child care at ECC – All documents have been submitted to the state as to the opening of the child care at the ECC. To start this will be limited hours. There will be a fee of \$5.00 per child. At this time we will be limited to 6 to 8 children at a time. As we view how this service is accepted and utilized we will see if an expansion of hours is so required.
10. The Merchants Association had a wonderful turn out for the Art Walk this month. I have received many comments on how enjoyable the day was.
11. As advised Codes Enforcement and I have 2 hearings for September 24th for the Condemnation determination as the appraisals have all come back under the 50% threshold. We will advise if there are any appeals to the hearing for this matter and how we are going to proceed after that date. **UPDATE:** As of today we have received no contact from either party, if parties do not show for the hearing a motion t will be filed with the Courts.
12. It appears that the 911 Board is now taking our issues in a much more serious manner. I have received calls from 911 to advise of radio issues last week. All of our issues are being addressed by the new User Board President Tom Trotter. Mr. Joel Riley stopped by last week to apologize to me in person for his actions at the 911 meeting and to advise me of the fact that they are looking into matters with the operations of the 911 services. I will report on this matter further at the commission meeting to see if we should proceed with the 3 year contract at this time and then readdress with the county for more support from them with the next contract period.
13. I have reached out to yet again to Mr. Russ Blair via email to ask him the status of his building and to take care of the code violations. As of today's date I have not heard a word back from him so therefore I will be having Codes Enforcement send him violation notices.
14. Due to the pay increase at the County and their push to hire officers for SRO officers we will be losing two of our officers in two weeks and lost one last week due to moving to another area to care for his mother. We have already began the interview process for new hires and we are conducting exit interviews on those that are leaving. This has a great deal to do with pay and take home cars and room for advancement as we are a smaller department. I believe that this is a matter that we need to take a further look at. I will gather so information and try to have it to you for next month.
15. **UPDATE:** The repairs requested at last month's Commission Meeting have been completed and the truck is operational again.
16. We have hired a School Resource Officer for Etowah City School. Mrs. Tonia Norwood is a former school resource office and former chief of police. WE are honored that she has accepted the position and has begun Orientation with the PD and the School.
17. We have also welcomed this week our new ECC manager Stephanie Shanahan. We will be focusing on updating classes and services for our members, events for our citizens and keeping our facility at high standards among many other things.
18. The Homecoming Parade will be held October 4th at 6:00 p.m. the parade route will be the same that we have set up for the Veteran's Parade in November which will be held on November 10th beginning at 3:00 p.m.

19. The 8th Street siren has been repaired and installed.
20. FEMA has contacted the City of Etowah along with all other municipalities within McMinn County to ask for the assistance of personnel be able to assist in efforts in North Carolina. WE have 2 (Fire Fighter II) that will be assisting once we get word of the final approval from FEMA. I will advise as soon as I know more. Costs from the assistance will be repaid to the City of Etowah by FEMA. **UPDATE:** I am happy to announce that Mike Moore and Tyler Bryson have returned safely to Etowah.
21. I have reached out to a few companies for more up to date prices for the Etowah LPRG Pool. As two of them are in the Carolina's I will be waiting a few extra days I am sure for calls back. I will advise as I have received more information.
22. You will find are working on a few updates to the Etowah PD SOP and will have them ready for your review with you Commission packet for the September 24th Commission meetings.
23. If Commission is seeking to make changes to the standards/appointment of ORD 31.02 to the Etowah Parks and Rec advisory Committee please send to me your recommendations for any changes to this ord. and I will draft a new Ord, for your review prior to the Commission meeting. Please advise. Please see Municipal Code 31.02 below for reference.

#### § 31.02 RECREATIONAL BOARD.

(A) *Creation and terms of Board.* There is hereby created an advisory board entitled the "Etowah Recreational Board" that shall consist of seven members appointed by the City Commission. Four members of said Recreational Board shall serve for terms of four years each. One member shall be appointed from the membership of the County Commission and serve for a term of two years. One member shall be appointed from the membership of the city's senior citizens and be appointed for a term of two years. A one-year term shall be filled by a student of the McMinn Central High School selected by the school principal in consultation with the school's guidance counselor from the junior class. The City Commission shall confirm the selection prior to his or her appointment on the Recreational Board. The one-year term shall begin in March of his or her junior year. Any vacancy occurring before the expiration of a term shall be filled for the remaining portion of said term only.

(1994 Code, § 2-101)

(B) *Duties and responsibilities.* The members of the City Recreational Board shall serve in an advisory capacity to the governing body of the city on matters relating to the recreational facilities of the city, including: planning, construction, supervision and maintenance, and any other matter relating to the recreation facilities of the city. In addition, the Recreational Board shall review all capital improvement property on any proposed and/or existing city park or recreational facilities prior to said proposals being presented to the City Commission, if it is to be presented to the City Commission. The Recreational Board shall make recommendations on such projects and present same to the City Commission.

(1994 Code, § 2-102)

(C) *Meetings.* The City Recreational Board shall meet at the City Commission chambers of city hall, monthly, or at such time as the Board may consider proper and necessary. A Chairperson, Vice-Chairperson and Secretary shall be elected by the Board and a record of the meetings shall be preserved in such minutes as the Board considers proper.

(1994 Code, § 2-103)

(Ord. 400, passed 7-22-1985)

24. UPDATE: You were provided a DRAFT Ordinance within your packet on this matter. If you have other ideas in mind please advise and I will do my best to get the Draft updated by Monday evenings Meeting.
25. All liens for demos and or code violations have been placed as tax liens and will be applied to the upcoming tax bills for collection in this fiscal year. Jon Troutt and I will be scheduling a meeting with McMinn County and their Tax Attorney to determine how the City may proceed with its own tax sale so that we are not losing property and revenue to the County. I will advise as to when this meeting is scheduled.
26. As we have placed funds in the ECC budget for this year to paint the interior of the building I will be supplying to you a color pallet for your approval within the next few months. We are looking to create energy in the ECC and eliminate the butter yellow and brings energy levels down. Along with this we will be adding markers in the halls showing how many laps equal a mile, exercise tips for walkers, and more.
27. I have requested a meeting with Dalton Communication as to the status of our radios for the PD. WE have had several issues with them over the past several months and we will be seeking to have a final conversation to correct all issues. **UPDATE:** Dalton Communications has been working with the PD as to the issues, things are believed to be corrected for the most part at this time.
28. As I advised a few weeks back, Mr. Silber had approved the Haunted travelers to be at the GEM and the Depot for 2 overnight events without a contract or approval from the Commission. Although, I did try to work with the organization for this event, when I requested a certificate of insurance for the event it was refused. After speaking with Mr. Blair he advised that we had the right to not honor the event due to lack of insurance and no official contract had been issued.
29. The Etowah Police Department will be hosting 3 - 40 hour training classes in the next 3 months. In October we will be hosting a 40 Hour Basic Criminal Investigation School. In November we will be hosting a 40 Hour Instructor Development School. In December we will be hosting a 40 hour Basic Drug Investigation School. The dates in December have not been set at this time. These trainings are in high demand with Police and Sheriff's Departments. Most of these schools cost anywhere from \$200.00 to \$500.00 per officer to attend. By Etowah only charging \$25.00 a class, we have developed a lot of contacts that get our officers training for free sometimes. We are bringing money into the city and also saving money for the city. Except for the Instructor Development School, Detective Shaw brings in a lot of instructors for free. Just a short list, TBI, State Bomb and Arson, Child Advocacy Center, Registered S.A.N.E. nurses just to name a few. These classes are very beneficial to our Police Department in so many ways.
30. I have placed an advertisement schedule a site visit for the Etowah Art's Commission building floor joist repairs. I have received a few preliminary quotes however, their price range is from 21,750 to 60,000.00. I will advise.

31. We are working on arrangements at this time to have the ability to accept credit card payments via the City's website for Property taxes. This should begin in mid to late October.

Thank you for your time and attention to that above matters,

Respectfully,

Tina M. Tuggle, City Manger

## PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

Public Works Director Billy Ingram informed the Commission that the work will soon begin on the canal as they are beginning to move equipment in now and will be staging in the free parking lot on South TN Avenue.

Ms. Anne Abbott, 814 9<sup>th</sup> Street advised the Commission to please speak into their microphones as they were not being heard in the audience. She also asked there be more information provided at the meetings and more access to the ordinances, etc.

Mayor Garwood and City Manager Tuggle advised Mrs. Abbott of the City of Etowah Website provided access to all ordinances and all other pertinent information for the citizens of Etowah.

### 9) UNSCHEDULED ITEMS

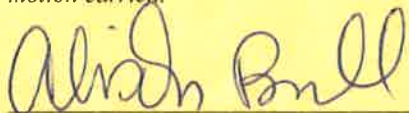
Commissioner Casteel inquired as to how the name of "Fire Hall Park" came about and would like to add a reference to the Police dept. as well. Ms. Tuggle stated the decision was made based on the early history of the site and at this point all the preparation and related costs had been completed.

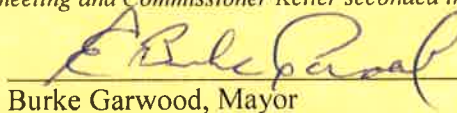
Mayor Garwood informed the Commission that Mr. Loveday had requested permission to mow the thirteen acres twice a year surrounding the Etowah Community Center and requested Ms Tuggle to research the insurance aspect of such an agreement as well as prepare a liability waiver to protect the City from any future incidents related to the agreement.

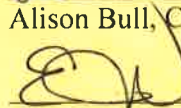
Mayor Garwood also commented the staff at the Community Center stay on guard with the children and youngsters moving in and out and suggested there be camera located outside.

### 10) ADJOURNMENT

*Commissioner Burke Garwood made a motion to adjourn the hearing/meeting and Commissioner Keller seconded the motion and motion carried.*

  
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Alison Bull, City Recorder

  
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Burke Garwood, Mayor

  
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Eva Valentine, Recording Secretary