



City of Etowah

City Commission Meeting Minutes

December 16, 2019

1) Call to Order:

Mayor Burke Garwood called the meeting to order

2) Roll Call

Mayor Garwood gave roll call with all present: Vice Mayor Jim Swayne, Commissioner Max Miller and Commissioner Mike Casteel. Commissioner Keller was absent. Also present were City Manager (CM) Tina Tuggle and City Recorder Alison Bull.

3) Prayer

Commissioner Swayne prayed.

4) Pledge of Allegiance

5) APPROVAL OF THE MINUTES—REGULAR ---11/25/2019

*Commissioner Casteel made a motion to approve the regular meeting minutes from 11/25/2019. Vice Mayor Swayne seconded. All Ayes.*

6) New Business

a.) Consideration and Approval of Resolution 1238

**RESOLUTION NO.1238**

**CITY OF ETOWAH  
2020 COMMUNITY DEVELOPMENT  
BLOCK GRANT APPLICATION**

*Mayor Garwood made a motion to approve Resolution 1238 and Commissioner Miller seconded the motion and motion carried with a unanimous vote.*

- b.) Consideration and Approval of Call or Sign In Log for Gem Theatre
1. Sean in and Out
  2. Sign in and Out

*Commissioner Casteel made a motion to approve monitoring the activity at the Gem Theatre and research the cost of installation of a security system with cameras and door alarms and Mayor Garwood seconded. All Ayes.*

- c.) Approval of Cost to Move Server, Computers, etc. to New City Hall-  
Approximately \$1,200.00

*Vice Mayor Swayne made a motion to approve the cost to move the servers and computers, etc. to the New City Hall location and Commissioner Casteel seconded. All Ayes.*

- d.) Approval of Cannon & Cannon Invoice Related to Sidewalk Improvement  
Grant-\$\$3,283.75

*Commissioner Casteel made a motion to approve the Cannon & Cannon invoice for \$3,283.75 and Mayor Garwood seconded the motion and motion carried with a unanimous vote.*

**OLD BUSINESS:**

- a.) Second Reading and Passage of Animal Control Ordinance # 846  
amending Chapter 90

**ORDINANCE NO. 846**

**AN ORDINANCE AMENDING CHAPTER 90 ANIMALS,  
SECTION 90.01 DEFINITIONS THROUGH 90.34 Disposition  
of fees, civil penalties and the like.**

*Vice-Mayor Swayne made a motion to approve the second and final reading of Ordinance 846 and Commissioner Casteel seconded the motion and motion carried with a unanimous vote.*

## CITY MANAGER'S REPORT

November – December 13<sup>th</sup>, 2019

Gentlemen first let me thank you for understanding the fact that I had to take a week off for the repair of my knee injury. I will return to the office on Monday the 16<sup>th</sup> and be on vacation for just the week of Christmas. As always, I will check in with the staff on all open days over the holiday.

1. Waffle House is moving forward survey stakes are set. I know there was a minor delay in the construction as they have changed a few minor items in the designs to meet a change in building standards for waffle house.
2. Food city has advertised that they will be closing the Etowah location as of Jan 8th. Demo will begin and estimated reopen is planned to be before 2020 holiday season.

3. We have had an animal bite matter over the weekend, where a canine from outside the city limits attacked another canine within the city limits. Animal control has seized the animal and is in quarantine for 10 days.

The owner of the aggressive animal has been charged and will be billed for all associated costs for shots, capture and boarding.

4. We have had a small issue with our commercial sanitation. Company damaging a wall at the alleyway near Ettas' diner. I have spoken with the Contractor and they have agreed not to make that turn into the alley way off of 5<sup>th</sup> again, they will be making all needed repairs to the wall at Etta's

5. We remain on track with City Hall. We have however, run into a few issues with trench rock and TDOT. TDOT will not approve 2 entry points for the new City Hall location as the two lots are now one. So, we have worked with them to make corrections to the main entry point and close the entry/exit on the left side near the tax service building. This will save us a bit on costs for reworking the sidewalk at the entry point with the ADA corners required.

The building has all windows installed and they hope to be able to get a 1st layer of the parking lot done with in the month.

6. The Public works department continues to work on leaf pick up this week and cleaning of culverts in the area. Weather issues and sink staff has delayed this process a bit.

7. I have yet to receive an update from McGill and Associates. I will contact them a gain and have an update for you by Monday's meeting.

8. I have been advised by the PD that the City Christmas Parade went well with no major issues. I did receive one complaint as to the time the parade begins to stage on Ohio. This has

been the same time since before my arrival, but it will be a matter of discussion for next years' planning.

9. The employee Christmas party is on Friday of this week at 11:30. Please attend if you would like, we would be honored to have you all.

10. As many of you are aware we have a 20 hour per week volunteer that is paid via Goodwill services at the Depot, we have now been extended the offer to have another 20 hour per week employee at City Hall at no cost to the City, for the assistance in scanning and storage of documents. This will be of a great assistance as we work on our document retention and preservation before the relocation to the new City Hall.

11. The Christmas celebration went very well last night at the Depot. We had a bigger crowd this year and everyone was highly impressed with the depot being decorated for the holidays. I was able to attend for just a short time, the ladies of City Hall and the ECC worked very hard to make this a great event for the City.

12. UPDATE: The new Grapple Truck is scheduled to be delivered to the City of Etowah at the end of January.

13. The City, Merchants Association and Gem Players will be hosting a holiday movie at the GEM Theater during the month of December. Dates will be forthcoming.

14. Parks and Rec will be working on the fence line near the school over the holiday school break to clear overgrowth from the fence line.

15. We have received a few ongoing complaints from sanitation customers as to the fact they feel their dumpsters are not getting emptied on schedule. We have gone as far as time stamping photos of the commercial route to prove dumpsters are being emptied. It is suspected that there are local residents dumping residential trash in this commercial dumpster on a regular basis. We will continue to work on this matter.

16. I am working on some budget items while I am at home, full budget prep will begin right after the holidays. Our focus this budget year will be on value engineering for cost savings on all normal purchases, such as oil, fluid, hydraulic lines, office supplies, etc. As well as working on some more cleaning of creek bed areas within the city of Etowah. Should you have any requests for projects please reach out to me and let me know your thoughts so that I can begin to gather numbers. Also, please note that this years' budget will have separate budget developed for the Community Pool and proposed operation costs.

17. The Commission will be presented with the resolution for the CDBG Grant discussed last month for Housing Rehab grants. Once this is approved Jon Troutt and I will be developing a general map area to focus for this application.

18. Beginning Monday, I will be working with all staff to ensure that we develop a means in which to get the word out to all Etowah Citizens as to the upcoming 2020 census.

19. I have received quotes for the walking trail restroom renovations. I believe that we will be reducing the scope of the project as originally put out for bid and looking to sub-contracting the project with the city staff doing part of the work in house. I will advise as to when we get final numbers for this project.

20. I have yet to receive the signed contract from the State for the Historical Grant for window repair/refurbish at the depot. I have spoken with Ms. Mortimer and she is working on the bid packet for this project. It is planned to have bid opening in February.

21. We will be obtaining quote for electrical work at the public works compound for our animal holding area within the coming weeks. With the completion of this Animal Control Holding area we will have a designated and safe facility for the holding of animals over holidays and weekends for any stray animals, etc....

22. The new flooring at the Art's Commission building should be complete today and the remaining furniture should be back in place at the Art's building by the end of the week. (Reminder that the funds for this project is being supplied to the City of Etowah by McMinn County)

23. The residential Garbage truck is in the shop once again. It is now believed that there is an issue with the turbo. I will have a report back from them with a quote for repairs in a few days. I will advise as soon as I know more.

24. UPPDATE: I have asked Russ Blair to draft required documents for this sales/purchase agreement. I will meet with Mr. Colley as soon as I have received the documents.

a. Purchase Price \$100,000.00  
20,000.00 down and payments of 20,000.00 for 4 years.

Along with the payment options the following will apply:

1. Deed will be put into City's name with a lien holder
  2. Insurance will be kept on property at all times
  3. The seller will assume no liability for any ground contaminates (I have a copy of the letter from TDOT stating it is clear. But there is always as chance of contaminated soil.
  4. Should we default on payments, the City will pay all legal fees.
  5. A payment of the option chosen above will be made no later than the 1<sup>st</sup> of March each following year.
  6. I will be able to get in and get pictures of facility prior to contracting.
  7. City will take care of all maintenance and repairs of facility
  8. There will be no demo of the building until the debt is paid in full.
  9. Utilities will be placed into the City's name within 5 days of sale.
25. Signs have been ordered and received for Tennessee Ave. for lane usage of semi-trucks, they are to be installed within the next week or so.

26. We have received the quote for the repairs to the Commercial garbage truck. \$ 4,969.04. At this time, I think it would be wise for us to hold on this expense until we research the cost of contracting out all garbage services with next year's budget.

27. I have approved a contractor to make repairs to the gutter at the ECC. I have tried for over a year to get someone to do the work within McMinn County. I had to reach out to the Knoxville area to get someone to do the work. Once this is complete and we reach spring we will be making repairs to the cracks in the step landing area as well. Please note on the same day that I approved the repairs for the ECC Gutter, Miracle Lake brought in a donation of 150.00 to assist with the repairs.

28. I have spoken with a few pool contractors and equipment suppliers as to the system types that are available for the community pool. Attached hereto you will find the details that I received from Paddock Pools as to option systems and details on each.

29. We have once again had heating issues at the Overhill office. We have call for a service tech once again and should have them there today to address the issue. This matter should be fixed before the end of business 11/19/2019.

30. We are now interviewing for seasonal staff for the concession stands for little league. We will be working again this year with Patrick Davis and his team for what we hope will be another wonderful experience for our local youth.

31. UPDATE: You will find within your packet a progress payment request for this project. I will need a vote to approve. I have been working with Cannon and Cannon on the Sidewalk Connectivity Grant and will have details for presentation at the next City Commission meeting. This will require a vote to proceed. I have discussed the fact with Cannon and Cannon that it would be best for the city to begin this process in this current fiscal year and end the next fiscal year.

32. I have already arranged with Wheeler Technologies to move the current security system to the new city hall location in March when we move. I have also added to the current system 2 panic buttons for the building and monitors on all windows.

Respectfully,

Tina M. Tuggle, City Manger

9) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

10) UNSCHEDULED ITEMS

Vice-Mayor Swayne suggested we consider purchasing a wood-chipper for the Public Works department.

Commissioner Miller inquired as to the status of the pool drawings and Ms. Tuggle stated we did not have an update as of yet. Mayor Garwood stated they should have them by January 31<sup>st</sup>.

Mayor Garwood submitted Tracy Nowak, Haskall Swafford, as new appointees for the Etowah Carnegie Library Board and the reappointment of Robin Arms.

*Vice-Mayor Swayne made a motion to approve the appointment of Tracy Nowak and Haskall Swafford and the reappointment of Robin Arms to the Etowah Carnegie Library Board and Commissioner Casteel seconded the motion and motion carried with a unanimous vote.*

City Manager Tuggle recognized and congratulated Lara Crockett, Etowah Carnegie Library Director on her graduation from the Tennessee Public Library Management Program with her Public Library Management Certification.

Ms. Tuggle also announced the Gem Players, COE, and the Merchants Association would be presenting movies, "Elf", and "Mickey and the Christmas Carol" on December 20, 2019.

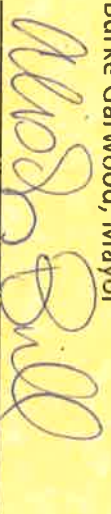
Ms. Tuggle congratulated the Etowah Police Dept. on the arrest of an individual and seizure of one pound of meth and \$4,200.00 in cash.

11) ADJOURNMENT

*Vice-Mayor Swayne made a motion to adjourn. Commissioner Casteel seconded and motion carried.*



Burke Garwood, Mayor



Alison Bull, City Recorder