

September 27, 2021

Regular Scheduled Meeting

- 1) Call to Order
 - Mayor Burke Garwood called the meeting to order.
- 2) Roll Call
 - Mayor Garwood along with Commissioners Misty Webb, Jim Swayne, John James and Diana Elrod were all present. Also present was City Manager Russ Blair and Finance Director, Alison Bull.
- 3) Prayer
 - Commissioner Swayne gave invocation.
- 4) Pledge of Allegiance
- 5) Approval of Minutes
 - Regular Meeting August 23rd
 - i. Commissioner Swayne made a motion to approve. Commissioner James seconded. All Ayes.
 - Workshop Meeting August 31st
 - i. Commissioner Elrod made a motion to approve minutes. Mayor Garwood seconded. All Ayes.
 - ii. Commissioner Swayne asked if there were any minutes taken for the meeting that took place after the workshop. Bull said there were none. Swayne welcomed Blair aboard and requested that the new elected officials go to level 1 training through MTAS.
 - Special Called September 3rd
 - i. Mayor Garwood made a motion to approve. Commissioner Elrod seconded. All Ayes.

- 6) NEW BUSINESS
 - a. Authorization to Open New Account for the ARPA Funding
 - Bull said that this is simply for tracking purposes of the ARPA funds.
 - Commissioner Swayne authorized to open a new account. Commissioner Elrod seconded. All Ayes.
 - b. Discussion of Selection of New City Attorney
 - Mayor Garwood got a consensus from the board to let the discussion from the utility board carry forward for the City as well.
 - c. Discussion of Appointing a Delinquent Tax Attorney
 - Blair said that in the past the city attorney has handled the delinquent taxes, as well. However, the City can outsource that to the county attorneys. He recommended the City to do that to make for a more efficient collection of delinquent taxes. He said it would be Tim Hill, who at the time handles all of the cities except Athens and Etowah.
 - Commissioner Swayne made a motion to appoint Tim Hill to handle the City's delinquent taxes. Commissioner Elrod seconded. All Ayes.
 - d. Discussion of the final FTM Payment
 - Blair said that we had just received this invoice the day of this board meeting. They showed the amount due under the pool contract is right at \$130,000. The \$750 penalty

for every day over the completion date is currently being disputed. The contractor is arguing that the \$750 penalty doesn't apply due to supply chain issues. If we take the June 28th date through August 9th at \$750 a day, there'd be a \$40,000 deduction in that final invoice. If it was through September 24th, it's about a \$66,000 deduction. There were some ongoing fence repairs that needed to be made that was just finished September 24th. It didn't impact the pool opening but it wasn't technically completed.

- Commissioner Swayne asked if there's anything else that needs to be done that would cost us significant man hours. Blairs said no, not significant.
 - Commissioner James asked if we have the penalty days in writing. Blair said yes, it's in the contract.
 - Mayor Garwood made a motion to pay FTM the \$130,000 less the fines. Commissioner James seconded. All Ayes.
- e. Review and Approval of City Manager Contract
- Commissioner Swayne made a motion to approve the contract. Commissioner James seconded. All Ayes.
- f. Consideration and Approval of Veteran's Day Parade
- Blair said that the Veteran's group was under the impression that the Chamber's event policy covers the insurance for their parade and with the assumption that the coverage is in place, the parade can take place. Mr. Reynolds has granted permission for them to use his property to assemble.
 - The parade is November 6th, the Saturday before Veteran's Day.
 - Mayor Garwood got a consensus from the board for approval.
- g. Consideration and Passage of Resolution 1267: A Resolution Authorizing the City of Etowah to Participate in The Pool's James L. Richardson "Driver Safety" Grant Program
- Commissioner Swayne made a motion to approve Resolution 1267. Commissioner Elrod seconded.
 - Eva Valentine, HR Director, said this applies to different things they need.
 - All Ayes.

7) OLD BUSINESS

- a. Current Pay Ranges and Salary Comparisons to Benton and Tellico Plains and Madisonville
- Mayor Garwood said the first thing he noticed was the bigger cities that Etowah is being compared to.
 - Blair said that he and Ms. Valentine were able to collect more data for the board to compare.
 - Mayor Garwood asked if they want to have a workshop to discuss these. Commissioner Elrod said that she would like to. Commissioner Swayne agreed. October 5th, 2021 at 5:00 PM was set for a workshop to discuss this.
- b. Consideration of Two (2) Additional Employee Paid Federal Holiday: Juneteenth – June 17th and Veteran's Holiday – November 11th
- Mayor Garwood tabled this for discussion at the workshop.
- c. Consideration of Stay Stipend - \$1,000 Fulltime/\$500 Parttime
- Mayor Garwood tabled this for discussion at the workshop.
- d. FSA Contribution by City per Employee, ie, \$200.00 Per Participant (We currently have 9 employees enrolled in the Flexible Spending Account)
- Mayor Garwood tabled this for discussion at the workshop.
- e. Employee Salary and Benefit Review and Recommendations i.e.

- 1) Fire Fighters sleep time with pay (980 hours annually per fulltime firefighter currently unpaid
- 2) Changing accrual hours for sick time for police dept from 10 hours per month to 14 hours per month to coincide with schedule, similar to current fire dept. policy
 - Mayor Garwood tabled this for discussion at the workshop.
- f. Approval for Purchase of Extrication suits for Fire Dept (Awarded PEP Safety Partners Matching Grant) \$3,045.00 – Total Grant for Sum of \$1,500.00 (3 quotes attached)
 - Fire Chief Adam Hafley presented on this. He said that they received a safety partners grant for \$3,000. Hafley said that they have to pay the full amount up front and then be reimbursed for \$1,500. He said that this wasn't budgeted for because they didn't know about the grant. When they found out, they applied for it. He said that he does have these funds in line item 110-42200-940 to purchase those if approved.
 - Commissioner James made a motion to approve the extraction suits. Commissioner Elrod seconded. All Ayes.
- g. SME Final Invoice Approval \$3,535.00
 - Blair said that this is for the environmental engineering on the South Industrial Park
 - Commissioner Swayne made a motion to approve the \$3,535.00. Commissioner Webb seconded. All Ayes.
- h. Consideration and Approval of LOI with Eagle Bend Development
 - Blair said that he was pleased to have the opportunity to meet with Mr. Davis, the president of Eagle Bend and they still remain committed to the project. He did a site tour and is ready to move forward with the Letter of Intent.
 - Blair said that they made some modifications to the contract. In the reversionary clause, because of his financing arrangement, he needs more flexibility and is requesting 36 months with extensions added at any point as long as they are making progress. Within 7-10 days of the letter being signed, they plan on going forward with the financing and the planning which can take between 90-120 days. They have a 90 day period where they can get out of the contract if the property doesn't meet their expectations and then if there is no issue, they have to pay us the non-refundable \$225,000 donation.
 - Commissioner Swayne made a motion to approve the Letter of Intent. Commissioner Elrod seconded.
 - Commissioner Elrod asked if Blair had any concerns. Blair said no, his concern is to move the process along.
 - All Ayes.
- 8) City Manager's Report
 - Blair discussed the passing of Durant Tullock and gave the information for his funeral arrangements. He said that the City will do whatever he can to help coordinate that.
 - Blair said that the Cintas contract has been signed.
 - Blair said that he and Mrs. Bull have been attending the webinars for the ARPA funds.
 - Blair discussed that the codes enforcement officer has taken another position and the job will be posted. He also talked about the new library director, Ms. Livesay.
 - Blair talked about an HVAC issue at the Gem Theater that caused significant damage to the ceiling in the lobby, but it will be covered by the insurance. He said that the depot leak has been fixed but there's another leak that's a condensation issue.
 - Blair said that the Fall Festival is scheduled for this weekend.
 - i. Ms. Manson with the arts commission was present to discuss a block party they were wanting to have on the Saturday of the Fall Festival.

- ii. Ms. Manson said that they were wanting to do a block party since the mural was finished. They didn't want the block party to overlap with the fall festival. She said that they would like to have a band come in around 4:00 PM to setup and music starting around 5:00 PM. They would like food trucks and vendors, etc. to come in. They are concerned that they won't have access to the street with people from the fall festival. The commission agreed to close it and for them to have the block party.

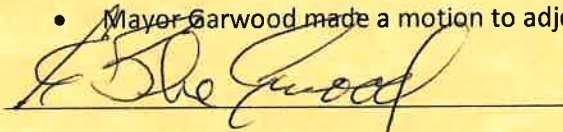
9) Citizens Comments

10) Unscheduled Items

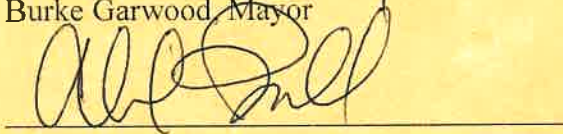
- Commissioner Swayne said, "Welcome aboard!" to Blair and gave his condolences to Durant Tullock's family. He also said that he would like to see the post office's parking lot and Athens Pike lines repainted.

11) Adjournment

- Mayor Garwood made a motion to adjourn. Commissioner Swayne seconded. All Ayes.



Burke Garwood Mayor



Alison Bull, Recording Secretary