



City of Etowah

City Commission Meeting Minutes

March 25, 2019

1) Call to Order:

Mayor Burke Garwood called the meeting to order

2) Roll Call

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

3) Prayer

Public Works Director Billy Ingram prayed

4) Pledge of Allegiance

5) APPROVAL OF THE MINUTES—

REGULAR-----02/25/2019

Commissioner Keller made a motion to approve the regular meeting minutes from 2/25/19. Commissioner Miller seconded. All Ayes.

6) New Business

a.) Consideration and Passage of Resolution 1215

RESOLUTION NO. 1215

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
ETOWAH, TENNESSEE APPROVING POLICIES AND PROCEDURES**

RELATING TO THE IMPLEMENTATION OF TAX INCREMENT INCENTIVES TRANSACTIONS THAT MAY BE UNDERTAKEN BY THE INDUSTRIAL DEVELOPMENT BOARD OF THE COUNTY OF MCMINN.

Mayor Garwood made a motion to approve Resolution 1215 and Commissioner Keller seconded the motion and motion carried.

b.) Consideration and Passage of Resolution 1216

RESOLUTION NO. 1216

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ETOWAH, TENNESSEE APPROVING POLICIES AND PROCEDURES RELATING TO THE IMPLEMENTATION OF A PAYMENT IN LIEU OF TAX INCENTIVE TRANSACTIONS THAT MAY BE UNDERTAKEN BY THE INDUSTRIAL DEVELOPMENT BOARD OF THE COUNTY OF MCMINN.

Mayor Garwood made a motion to approve Resolution 1216 and Commissioner Keller seconded the motion and motion carried.

c.) Consideration and Passage of Resolution 1217

RESOLUTION NO. 1217

**A RESOLUTION OF
THE CITY COMMISSION OF THE CITY OF ETOWAH, TENNESSEE,
TO PARTICIPATE IN THE CLEANUP, FIX-UP, GREAT AMERICAN CLEAN-UP
WEEK FROM APRIL 22 THROUGH APRIL 28, 2019.**

Vice-Mayor Swayne made a motion to approve Resolution 1217 and Commissioner Keller seconded the motion and motion carried.

d.) Presentation of Proposed Budget to Commission

Packages were given to Commissioners to review.

- e.) First Reading and Consideration of Ordinance No. 832

ORDINANCE NO. 832

**AN ORDINANCE AMENDING Chapter 90 General Provisions,
Section 90.26 .Registration and License Required.**

Commissioner Keller made a motion to approve Ordinance 832 and Mayor Garwood seconded the motion and motion carried.

- f.) Obtain Approval to Scrap Obsolete Equipment

Commissioner Keller made a motion to approve the scrapping of the following list of obsolete equipment, 1987 Ford F800 Dump Truck, a 1996 ODB Leaf Machine, and a 1999 Ford Sterling Garbage Truck located at the Public Works garage and Vice-Mayor Swayne seconded the motion and motion carried.

- g.) Selection of Code Violation Mowing Contract

Vice-Mayor Swayne made a motion to accept the bid from Morgan's Mowing and Bush Hogging and Commissioner Miller seconded the motion and motion carried.

- h.) Historical Sign Dedication Reminder—Acknowledged

- i.) Approval of Purchase of Little League Uniforms

Commissioner Keller made a motion to approve purchase of the Little League Uniforms for 94 kids in the amount of \$3,437.66 and Commissioner Miller seconded the motion and motion carried.

- j.) Consideration of Replacing Library Front Doors

Vice-Mayor Swayne made a motion to approve replacing the Front Library Doors from CRT Xteriors in the amount of \$8,017.00 and Mayor Garwood seconded the motion and after some discussion Vice-Mayor Swayne rescinded his motion until which time clarification could be obtained from SEDD.

k.) Acknowledge of:

**BOND DEBT SERVICE CITY OF ETOWAH, TENNESSEE \$406,000
CON - 12 YEARS TENNESSEE MUNICIPAL BOND FUND
ALTERNATIVE LOAN PROGRAM**

Commissioner Keller made a motion to acknowledge the loan in the amount of \$406,000.00 for the New City Hall has been funded and Vice-Mayor Swayne seconded the motion and motion carried.

l.) Consideration and Passage of Resolution 1218

RESOLUTION NO. 1218

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
ETOWAH, TENNESSEE, AUTHORIZING THE USAGE OF THE
ETOWAH COMMUNITY CENTER FREE OF CHARGE TO
RONNIE RAPER FOR THE
COTTONFEST IN SUPPORT OF CONTINUED RESEARCH OF
PANCREATIC CANCER.**

Mayor Garwood made a motion to approve Resolution 1218 and Vice-Mayor Swayne seconded the motion and motion carried.

m.) Approval of SM&E Services at 701 Tennessee Avenue (See Packet)

Mayor Garwood made a motion to approve the services of SM&E to assist the city with the soil issue at 701 TN Avenue and Vice-Mayor Swayne seconded the motion and motion carried.

n.) Approval of Emergency Repairs to Commercial Sanitation Truck-
\$7,168.20

Mayor Garwood made a motion to approve the emergency repair cost in the amount of \$7,168.20 and Commissioner Keller seconded the motion and motion carried.

o.) Renewal of Brown, Jacob, and McDaniel Auditor Services

Mayor Garwood made a motion to approve the continuation of the services from Brown, Jacob, and McDaniel and Commissioner Keller seconded the motion and motion carried.

OLD BUSINESS:

a.) Discussion to Approve Sale of Easement C.R. 609

After some discussion in regard the request presented the Commission came to a consensus to refer the issue to Attorney Blair before making a final decision.

CITY MANAGER'S REPORT

1. As you all are aware we had a small issue last week with the location of a used oil tank that was not identified by TDEC records as still being in place. Well to our surprise, we have now located a 2nd used oil tank that we were not aware of nor was TDEC. Unfortunately this tank was ruptured during excavation at the gas station site.

There was a loss of oil on to the open soil and proof of oil that has penetrated into the soil around this location. As per state law, TDEC was contacted and we are working on a resolve to this matter. I have had to call in and Environmental Engineering Company (SM & E, the same company that we used for the South Industrial Park tests.) for soil samples.

I will need to have the Commission's approval for this costs as this was an emergency expense. I am unaware of the total cost at this point and will know have this for a period of time until this entire matter is resolved.

As of yesterday afternoon, I have spoken with 2 TDEC representatives as to this matter. Mr. Randy Slater gave approval to the City to expedite the cleanup of this area and allowed for the tanks to be removed, and the area to be pumped out, excavation of any contaminated dirt to be removed from the location.

This was confirmed with the onsite field rep; via her direction the soil samples were taken for the sides and bottom of the excavated/clean out pit. This should allow for an easier approval for TDEC to fill in the location. This of course will all depend on the soil sample results that we should receive next week. AT this time, although a bit unsightly the stock piled soil on the site will site on the plastic sheet and be covered with plastic sheet until we have the results.

At that time would should be able to obtain a TDEC permit for the disposal of the any contaminated soil. If the tests results return until the allowable level limit then we will be able to reuse the soil or at the lease use part of it and cove the remainder with 2 ft. of clean soil.

I will advise as I have more details.

2. Officer Mowery was injured early Saturday morning when on a domestic call and he was on the front porch of the property and the wood of the porch gave way and he fell to the ground. He will not return to work until after he is seen by an Orthopedic Dr. WE will advise once we learn more. This is a Worker's Comp matter and the will seek reimbursement from the home owner.

3. As you have I am sure you have already noticed that the 1ST draft of the 2019 – 2020 municipal budget has been delivered with this month's packet. Included within this packet you will find the following items:

- General Fund Budget
- Special Revenue Budget
- Sanitation Budget
- Listing of all motor vehicles and motorized equipment with in all city departments.
- A listing of the current wage range
- A copy the current wage listed by employee with the proposed 2.8% cola increase to their corresponding pay rate.

Should you have any questions that you would like to have answers to before Mondays meeting please email them to me and I will have the reply's ready.

4. We will be holding a Special call meeting of the Planning Commission on Tuesday night of next week for the approval of the LPRF Pool location and proposed designs. I have sent an email to Patrick Davis as an invitation to the Parks and Rec Committee to attend.

5. Studio 4 is working on the designs at this time and I hope to have something to present to you all on Monday evening. They have provided to me a same exterior view, however we have a few issues as it does not meet the criteria that we set to match the Depot Roof Line. They are to be working on the corrections at this time.

6. Packets for the request for funding from the County Hotel Motel Tax for the GEM Theater and the Etowah Art's Commission building have been submitted to the county and copies of said applications are included herein for your review.

7. *UPDATE: I am still working with Kathy Price, Mayor Gentry, SETDD and SM& E to determine the best practices for the cleanup of the South Industrial Property. We hope to have this matter resolved within the next few week so that we can begin the cleanup process. I will advise as we develop a plan to resolve this matter. The Developer is still very interested in the project and just ask that we keep them up to day on the matter.*

I spoke with the developer yesterday evening and they are still own board. He understands fully the time that it has taken and is taken to get this resolved. His only comment to me was that I do hope that you all can get it cleaned up as we are still very motivated for this Etowah project to happen. I advised that I will reach out to him again next week, after I have had time to speak with Kathy Price, SETDD and Mayor Gentry.

I have met with SM & E, Beth Jones, Mayor Gentry, Harold Masengill, and Kathy Price as to the South Industrial Property. At this time we all are working on some base details, such as yardage of debris that will be qualified as special waste, yardage of waste tires, yardage of construction debris, and yardage of tree debris. The plan at this time will be to remove all non-tree debris with assistance from the County and possibly TDOT (Beth Jones will be checking on that), the county is planning to supply equipment and inmate assistance as possible, Kathy Price will be reaching out to get quotes for an outside source to complete the cleanup. Once all info is

compiled we will be meeting again. I will advise as we have more details. Please note that SM & E Representative Johanna Haywood advises that the results of the Phase II testing are not an extreme case, with a majority of the testing results being only slightly over the allowable limits.

I will be reaching out the developer today to advise of the working plan that we have at this time.

8. The Police Department and Fire Departments are still working on providing training opportunities for our staff. Within the next few months we have the following training classes being attended:

- Tabitha Standridge and Daniel Hampton will be attending Taser Training the 1st week of April
- Bailey Sink will be attending Child Safety see training with 2 of Etowah Fire Fighters. (This will allow us to hold care seat installation events and provide new child safety car seat to families within Etowah.)
- Jim Shaw will be attend the Law Enforcement Management Administrative training in April.
- Eric Armstrong will be attending the annual Gatlinburg Law Enforcement Training in May
- Tonia Norwood (SRO) will be attending SRO Training the Week of June 10 – 14th in Dallas Georgia.

In addition to the training that some will be attending, Jim Shaw will be teaching training classes as follows:

- Instructor Development at the ECC – we expect approximate 14 officers from locations throughout the region to attend.
- Jim with then be teaching the same class at the Alcoa PD the week of April 8th for the Maryville, Blunt County and Alcoa departments.

9. The relocation of the HVAC unit from the Anderson building to the Etowah Pd. All is working fine. This will save us an approximate 8,000.00 in next year's budget.

10. We will be ordering mulch for the playground within the next week or so and the City School has asked that they join in on our order for mulch as well. This will allow for better pricing.

11. I have spent a great deal of time recalculation Sanitation, and developing options for the best financial outcome for the City in the sanitation department. The options will be summited to you with the budget packet next week. Please note that I did not include a rate increase in any of the options. However, it is still a possibility pending on the commission's decision. After, researching the current rate, I have determined that we have not had a Commercial rate increase in 12 years.

12. We did receive payment from the Merchants association for the cost of the emergency lighting for the GEM Theater.
13. *UPDATE: Copies are within you packet. This is for your review only. I will be providing you all with copies of the request for funds for the GEM Theater and the Art's Commission to the County When they are complete this next week.*
14. *UPDATE: Patrick received a donation for the majority of the paint. The City will be purchasing the remainder. Patrick Davis has received a donation of paint from Sherwin Williams for the Painting of the Concession stand, we have ordered the equipment that they need for this season and we will be ordering uniforms next week.*
15. *UPDATE: The Repairs to the Commercial Sanitation Truck are complete that the truck is back on the road. I will be presenting the Commission with the cost and I will require a final vote and approve for the emergency purchase. Repairs to the garbage truck are underway and we hope to have the truck back in service next week. The cost was estimated at 6000 – 7000.*
16. The Public Works department has been working on kennels at the public works property for the housing of animals for Animal Control.
17. *UPDATE: Kathy Price is schedule to be at Monday night's meeting to discuss the TIF and PILOT. Enclosed herein you will find copies of the TIF and PILOT Programs from Kathy Price for your review. Both items will be on the March Agenda*
18. *UPDATE: The new signs at the ECC have been installed and are visible. I have ordered signs for the Etowah Community Center. One will be placed on the North side of the building at the upper right corner, the other will be place on the main wall facing the parking lot.*
19. The funds for the construction of City Hall have been received and were placed into our Capital Projects Fund Account.
20. The City Hall Administrative staff are currently working on our records retention requirements and the availability to reduce on hand paper copies. For example: Employee files, the City will maintain a hard copy of all current employees for a period of 3 years after they leave the employment of the City of Etowah. At that time the staff is allowed to scan and store all said files and retain for 70 years. This data will be backed to USB data cards as well as an external hard drive with and Complete Alphabetical Index for reference. Should you have any further questions to this matter please feel free to contact me directly.
21. *UPDATE: I did attend the LPRF workshop and learned that we will have to hold the special call Planning Commission meeting on Tuesday of next week for their approval. I will be attending a LPRF workshop next week 3/14/2909 for the training on financial requirements for the grant. I have been advised that we should be one of the first to receive our contact as we were the first to pass all environmental requirements.*

22. I have had a few meetings with Patrick Davis this week as to the Dixie Youth Baseball program for this year. AT this time we have a total of 94 players registered, which passes last year by appx 25%. The city will continue to assist Patrick through the season. Frank is working with him as to the fields, etc.... The City will be as normal purchasing all concession items and suppling concession workers from the part time staff at the ECC.

They are also planning on have an Opening Day event. The target date is April 6th as of this time. I will advise as I receive more information. They are also planning to hold 2 tournaments during the season as well.

23. *UPDATE: Ms. Burns will not be returning to us for a few more weeks as per her doctors. She is doing well but cannot drive at this time.* I did want to advise that Ms. Becky Burns (Depot Employee) fell this week at her home breaking her wrist. She will be out for a few more days and hopes to return Monday or Tuesday. I have advised the Overhill Office and the Historical Commission as well.

24. As soon as we have a steady improvement in the weather the Parks Department will be paining the lines on the ball courts.

25. The City Administration is now working on our ADA Compliance Plan for all city properties. We will provide the City commission with a draft as soon as it is completed. It will be several months from now.

26. *UPDATE:* The fertilizer has been applied to the fields. The Parks department will be applying fertilizer to the ball fields as soon as we have a few clear days in a row. We do not want to see it all wash away.

27. The spring flower baskets will be hung as soon as we receive or flower order and the weather is stable enough so that we do not have flower loss like we did last year.

28. *UPDATE:* As of 3/20/2019 we have now received 89.1% of property taxes. As of 3/6/2019 we have collected 88.17% of your property taxes for a total of \$ 1,117,518.64. Any taxes received after 2/28 will now have penalties applied.

Thank you ever so much for your time and attention to the above matters. Should you have any questions please feel free to contact me at any time via email or cell.

I will be changing my weekly report to Fridays by end of day if it is okay with the Commission. It seems that we so many projects going on at this time I will be able to be more timely with them. Should you have any questions as to this please feel free to contact me at any time.

Captain Hafley will be traveling to Florida to inspect the new fire truck on April 8th and we should have delivery 2 weeks after that.

We did have a DNA results of 87.5% American Stafford Terrier and are happy with the new DNA testing tool to assist us in enforcing the ban on Pit Bulls.

Our animal control officers are 2/3 through their Module B training course with above a 90% average. We are in the process of building a kennel but are currently taking the animals to Athens.

Respectfully,

Tina M. Tuggle
City Manger

9) PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

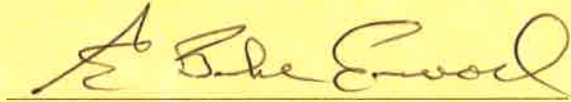
None

10) UNSCHEDULED ITEMS

None

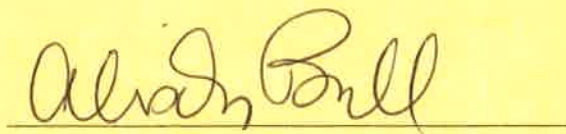
11) ADJOURNMENT

Mayor Garwood made a motion to adjourn and Commissioner Miller seconded the motion and motion carried.



A handwritten signature in cursive script, appearing to read "Burke Garwood", written over a horizontal line.

Burke Garwood, Mayor



A handwritten signature in cursive script, appearing to read "Alison Bull", written over a horizontal line.

Alison Bull, City Recorder