

City of Townsend
Commission Meeting Minutes
For
August 20, 2013

Attendance: Attending the meeting was Vice Mayor Becky Headrick, Commissioner Jackie Suttles, Commissioner Ron Palewski, Commissioner David Wietlisbach, City Recorder Shelia Moss, Police Chief Ron Suttles, Fire Chief Don Stallions, Charles King, Marsha Janikowski, Bill and Sheila Birkholz, Doug and Fran Ridley, Pat and Mary K. Jenkins, Debbie Baum, as well as other citizens. Mayor Michael Talley was absent.

Pledge: Vice Mayor Headrick opened the meeting with the Pledge of Allegiance at 7:01 pm.

Minutes: A motion to approve the July 16, 2013 and July 29, 2013 minutes was made by Commissioner Palewski. Commissioner Suttles seconded and the July 16, 2013 and July 29, 2013 minutes passed with 3 yeas votes. (Commissioner Wietlisbach came in after the minutes were approved.)

Finance Report: Recorder Moss began by showing the Commission the letter dated July 26, 2013 from the Comptroller of the Treasury's office approving the City's proposed and adopted budget for fiscal year 2014. Recorder Moss mentioned Tennessee Code Annotated 9-21-403 and explained that because the City of Townsend has debt the Comptroller has to approve the City's annual budget.

Recorder Moss then requested suggestions for the sick bank section of the draft personnel policy. She stated that once this section is complete and the Commission is satisfied with the draft it will be sent to the City Attorney for final review prior to beginning the adoption process. The Commission decided to defer this topic until the September 17, 2013 meeting.

Recorder Moss then spoke about the motion from the July 16, 2013 meeting which was a motion to begin the process to update and revise the City's Charter. She explained that she had spoken with Mrs. Margaret Norris who is with the Municipal Technical Advisory about tentative dates. Recorder Moss then asked the Commission about September 10, September 24, and October 8. Commissioner Wietlisbach stated that September 10th was not good for him and Commissioner Suttles stated that October 8 was not good for her. Recorder Moss stated that she will contact Mrs. Norris to pick alternate dates for September 10th and October 8th. Recorder Moss informed the Commission that Mrs. Norris will be leading them through this process.

Recorder Moss then informed the Commission that she asked Mayor Talley for permission to purchase a right handed u shaped desk. She informed the Commission that in the past she was given permission to purchase up to \$1,000 without Commission approval as long as the budget was not exceeded. She stated that Mayor Talley preferred to ask the whole Commission for any large purchases that are below the bid limits and within the limits of the budget. Recorder Moss showed the Commission a quote for the desk which was \$949. She also asked the Commission for permission to install deadbolts on the doors that run alongside the stage in the auditorium. She stated that she is completely out of space for file storage and would like to use the space beside the stage to store archive files. Commissioner Palewski made a motion to approve the desk purchase and the purchase and installation of deadbolts for the proposed archive file storage space. Commissioner Wietlisbach seconded and the motion passed with 4 yeas votes.

Recorder Moss then explained that she had received a special event permission request for the Wimberly Lawson 10K and One Mile Walk/Fun Run. There was some discussion about the event. Recorder Moss stated that she had received the Hold Harmless Agreement and would receive the Certificate of Insurance for the event prior to the event date. Commissioner Wietlisbach made a motion to approve the Wimberly Lawson 10K and One Mile Walk/Fun Run. Commissioner Suttles seconded and the motion passed with 4 yeas votes.

Recorder Moss then gave the finance reports for the month of July 2013. Commissioner Palewski made a motion to approve the finance reports for July 2013. Commissioner Suttles seconded and the motion passed with 4 yeas votes.

Police Report: Chief Suttles spoke about fatal motor vehicle accident that had occurred. Vice Mayor Headrick asked about the missing grate on the main highway. There was some discussion about the grate. Vice Mayor Headrick asked if any other grates looked like they would fail. Chief Suttles said no but that some have a lot of pressure. He also reported that the Tennessee Department of Transportation informed him they would only service curb to curb and nothing else.

Maintenance: Chief Suttles reported that the part time seasonal employee had been putting in hours. He reported that the tractor is in good shape. Chief Suttles informed the Commission that the motor for the backhoe had arrived but had the wrong injector pump. He stated that if the replacement was received by August 26, 2013 the backhoe would be back in service by the end of the month. Chief Suttles reported that there was a lot of work lined up for the backhoe and specifically mentioned a buckle in the sidewalk. Chief Suttles also reported that a new clutch had to be purchased for the lawn mower. There was some discussion about the Old 73 road project but the topic was deferred to the September 17, 2013 meeting.

Fire: Chief Stallions reported that things were going well. He reported that the City of Alcoa was donating Pierce Fire Engine to the Townsend Volunteer Fire Department. Chief Stallions explained that this particular engine was being decommissioned by the City of Alcoa. He mentioned that it would cost \$250,000 to \$1,000,000 to purchase a new engine. He stated that the Fire Department was really excited about the fire engine donation. Chief Stallions mentioned that the call volume was down. Vice Mayor Headrick asked about grief counseling in relation to the fatal accident. Chief Stallions and Chief Suttles stated that counseling would be available Thursday night.

Mr. Bill Birkholz mentioned that he had asked the Commission in the past if they would pay the tap fee for a fire hydrant if he purchased the fire hydrant. This hydrant would be installed near the Cades Cove Cellars Winery. There was some discussion about the locations of current hydrants. Mr. Birkholz mentioned that Mr. Lynn Valentine of the Tuckaleechee Utility District quoted the price of a hydrant being \$1,410 and the tap fee being \$2,611. Mr. Pat Jenkins asked about insurance rate savings for Cades Cove Cellars. Mr. Birkholz stated they would save \$200 per year. Chief Stallions stated that the last two installed were outside the city and that the Fire Department purchased the hydrants and Tuckaleechee Utility District installed them. There was some further discussion however; this item was deferred until the September 17, 2013 meeting.

Recreation: Commissioner Suttles asked Chief Stallions about the fireworks. Chief Stallions stated that they will be help on September 1, 2013.

Old Business

- 1. Public Hearing and Second Reading, Ordinance 268-13-1C, An Ordinance Enacting Section 4-204 of the Townsend Municipal Code, Titled “Maximum Speed Limits on Specific Streets” to Set Forth New Speed Limits Along State Routes 73 and 337 as Indicated by the State of Tennessee Department of Transportation:** Vice Mayor Headrick read the Ordinance Caption aloud and then opened the public hearing at 7:45pm. Mr. Jenkins stated that this Ordinance is near and dear to his heart. He stated that he thinks this speed limit reduction is necessary and then spoke about an accident that occurred about two years ago where some bicyclists were injured. Chief Suttles mentioned that he would like “& 337 as indicated by the State of Tennessee” removed from the ordinance. Recorder Moss informed the Commission that this ordinance was drafted by the City Attorney and was in the proper form. There being no further comment Vice Mayor Headrick closed the public hearing at 7:50 pm. Commissioner Wietlisbach made a motion to approve Ordinance 268-13-1C. Commissioner Palewski seconded and the motion passed with 3 yea votes. Vice Mayor Headrick voted nay.

New Business

A citizen in attendance asked about the Family Inn property. There was some discussion however, no action was taken.

There being no further business the meeting was adjourned at 8:00 pm.

Shelia Moss

Approve: _____ date _____

Title: _____