

**City of Townsend**  
**Commission Meeting Minutes**  
**For**  
**May 15, 2012**

**Attendance:** Attending the meeting was Mayor Pat Jenkins, Vice Mayor Ron Palewski, Commissioner Becky Headrick, Commissioner Michael Talley, Police Chief Ron Suttles, Recorder Shelia Moss, Scott Strange, Charles King, Travis Grant, Mary K Jenkins, and Earnie and Judy Lancaster. Commissioner Wietlisbach was absent.

**Called Beer Board Meeting:** Vice Mayor Palewski opened the Beer Board meeting at 7:00 pm. He explained that an Off Premise Permit application was submitted by Dollar General. He mentioned that Chief Suttles performed the background check of which, came back clear. Each Commissioner reviewed the application. There was some discussion. Commissioner Talley made a motion to approve an Off Premise permit for Dollar General. Commissioner Headrick seconded and the motion passed with 4 yea votes.

There being no further business, the Called Beer Board Meeting was closed at 7:06 pm.

**Regular Commission Meeting**

**Pledge:** Mayor Jenkins opened the meeting with the Pledge of Allegiance at 7:08 pm.

**Minutes:** A motion to approve the April 17, 2012 minutes was made by Vice Mayor Palewski. Commissioner Talley seconded and the April 17, 2012 minutes passed with 4 yea votes.

**Finance Report:** Recorder Moss showed the Commission and the audience the beginning stages of the new City Website. There was some discussion relating to the event calendar. No action was taken. Recorder Moss then gave the finance report for the month of April 2012 and explained that another certificate of deposit (CD) would reach maturity on June 11, 2012. Recorder Moss reminded the Commission that they had allowed two other CD's to be deposited in the City's BankEast money market account upon their maturity due to the fact that BankEast had the highest interest rate. Commissioner Talley made a motion to approve the finance reports and to have Recorder Moss place the June 11, 2012 CD in the BB&T Money Market account while she checks interest rates and reports back in June. Commissioner Headrick seconded and the motion passed with 4 yea votes.

**Police Report:** Chief Suttles reported that the Police Department had a busy weekend. He mentioned that the festival at the Visitor Center was smoother. Chief Suttles reported that they blocked off the woods and did not have a single back up (traffic). Chief Suttles also informed the Commission that he gave the Visitor Center permission to put their traffic control banners out on the Highway Right of Way and that the banners did not have any advertising on them. He reported that Child Safety Day went well and that Officer Tony Rayburn will be attending the next City Commission meeting to give a report. Chief Suttles mentioned that Trout Fest is next weekend.

**Maintenance:** Chief Suttles reported that the City Spring Clean Up began on May 14, 2012 and that the dumpsters were located behind the Municipal Office. He mentioned that some people thought they would be at the park even though the notice stated they were behind the municipal office. Chief Suttles reported that Spring Clean Up will end on May 28, 2012. He mentioned that

Mr. Glen McCampbell has been mowing and had got the sidewalks done and used the sickle bar on the property where Child Safety Day took place. Chief Suttles mentioned that the State usually mowed before Old Timers Day but, did not this year. He reported that new tires had to be purchased for the tractor. Commissioner Palewski stated that Mr. Mark Chipperfield was donating picnic tables and benches for the city park. Mayor Jenkins asked if it was permissible to drive on the bike trail. Chief Suttles responded by saying no and Mayor Jenkins informed him that one of the mail carriers had been driving on the trail.

**Fire:** No Report

**Recreation:** No Report.

**Library Report:** Recorder Moss read the Library report aloud. No action was taken.

### **Old Business**

\*\*Mrs. Mary K Jenkins was present and gave new information relating to the banners that had been discussed in earlier meetings. She gave copies of three separate quotes to each Commissioner. She stated that the banners would be 18 X 36 and would be placed on the poles on the north side of the highway. She reported that there were seven images with street numbers that would be printed on the banners. Mrs. Jenkins stated that the Printers Edge quote is her choice. Mayor Jenkins asked Mrs. Jenkins if the quotes compared "apples to apples". Mrs. Jenkins stated that she included wind cuts on the banners. Commissioner Talley asked what the average life expectancy would be per banner. Mrs. Jenkins responded by stating three to five years. Commissioner Talley asked if anyone had contacted Sevier County Electric System for permission. There was some discussion regarding the banners. The Commission requested that Mrs. Jenkins obtain more information such as pricing with grommet's and report back next month.

### **New Business**

**First Reading, Ordinance 259-12-1C, 2011/2012 Budget Amendment Ordinance:** The entire Commission reviewed Ordinance 259-12-1C. Mayor Jenkins read the heading of Ordinance 259-12-1C aloud. Vice Mayor Palewski made a motion to approve Ordinance 259-12-1C. Commissioner Headrick seconded and the motion passed with 4 yea votes.

**First Reading, Ordinance 260-12-1C, An Ordinance Adopting the Annual Budget and Capital Program and Tax Rate of the City of Townsend, Tennessee for Fiscal Year 2013:** The entire Commission reviewed Ordinance 260-12-1C. Mayor Jenkins read the heading of Ordinance 260-12-1C aloud. Commissioner Headrick made a motion to approve Ordinance 260-12-1C. Commissioner Talley seconded and the motion passed with 4 yea votes.

**City Website Update:** Refer to "finance report" minutes.

**Letterhead and Envelope Proposal:** Recorder Moss presented each commissioner with a copy of new letterhead and letterhead envelopes that she had drafted. The letterhead and envelopes had the emblem that is currently used on our Police and Maintenance vehicles. There was some discussion however, no action was taken.

There being no further business the meeting was adjourned.

\_\_\_\_\_  
Shelia Moss

Approve: \_\_\_\_\_

\_\_\_\_\_  
date

Title: \_\_\_\_\_