

City of Townsend
Commission Meeting Minutes

For

November 19, 2013

Attendance: Attending the meeting was Mayor Michael Talley, Vice Mayor Becky Headrick, Commissioner Jackie Suttles, Commissioner Ron Palewski, Commissioner David Wietlisbach, Recorder Shelia Moss, Police Chief Ron Suttles, Debbie Baum, Pat Jenkins, Steve & Janice Fillmore, as well as other members of the Community.

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

Minutes: A motion to approve the October 15, 2013 minutes pending three spelling and grammar corrections was made by Vice Mayor Headrick. Commissioner Suttles seconded and the minutes for October 15, 2013 passed with 4 yeas votes. A motion to approve the October 21, 2013 minutes was made by Commissioner Palewski. Vice Mayor Headrick seconded and the October 21, 2013 minutes passed with 4 yeas votes. A motion to approve the October 28, 2013 minutes was made by Vice Mayor Headrick. Mayor Talley seconded and the October 28, 2013 minutes passed with 4 yeas votes.

**Commissioner Wietlisbach arrived after approval of the minutes.

Finance Report: Mayor Talley introduced and explained the Sevier County In Lieu of Property Tax contract. Recorder Moss mentioned that the \$35,533.43 amount referenced was around \$200 more than the Commission had projected. The Commission reviewed and discussed the contract. Commissioner Palewski made a motion to approve the Sevier County In Lieu of Property Tax contract. Commissioner Wietlisbach seconded and the motion passed with 5 yeas votes.

There was some discussion about a fax that was received by Recorder Moss from Comcast regarding their franchise contract. The Commission requested that Recorder Moss pull the Comcast files for them to review.

Mayor Talley asked Recorder Moss to explain the Information Technology Contract Renewal. Recorder Moss explained that this was the same contract that was approved last year. She stated it includes minor IT support as well as updates to the City Website. There was some discussion. Commissioner Wietlisbach made a motion to approve the Information Technology Contract Renewal with Roddey Coe of Breakout Networks. Vice Mayor Headrick seconded and the motion passed with 5 yeas votes.

Recorder Moss then gave the finance reports for the month of October 2013. Mayor Talley asked about the Building Permit Revenue line item. Recorder Moss then pulled Code Enforcement Andy Morton's permit log book from the book shelf for the Commission to review the permits that have been issued. There was some discussion. Mayor Talley made a motion to approve the finance reports for October 2013. Commissioner Suttles seconded and the motion passed with 5 yeas votes.

There was some discussion about the salary and certification for Code Enforcement Officer Andy Morton. Mayor Talley made a motion to increase Mr. Morton's salary from \$14 to \$16 dollars per hour beginning November 1, 2013. Commissioner Palewski seconded and the motion passed with 5 yeas votes.

Police Report: Chief Suttles mentioned that Fire Chief Don Stallions would not be present at the meeting. He reported that the Townsend Volunteer Fire Department had responded to a lot of medical calls. Chief Suttles reported that there was a bad wreck on Sunday, the Police Department received an equipment donation from another municipality, and that traffic was heavy during the weekend.

Maintenance: Chief Suttles reported that the backhoe was back in service however, the fuel pump started leaking. He mentioned that one place on the bike trail had gone down since the cold weather began. He reported that he would remark the location since the original markings were beginning to fade. Chief Suttles reported that the City Park had been winterized but, the pavilion could be used until bad weather began. Chief Suttles reported that all the Christmas lights were up except one. He mentioned that each snowflake

has 97 bulbs. Commissioner Suttles mentioned that the bike trail lights are coming on in the morning and asked if they can be off in the mornings until spring. There was some discussion. Commissioner Wietlisbach made a motion to adopt winter bike trail light hours to include the lights being off in mornings and be on from dusk to midnight until spring. Commissioner Palewski seconded and the motion passed with 5 yeas votes.

Fire: There was no fire report however; there was some discussion about the fire at Dancing Bear Lodge. Mayor Talley mentioned that he would like to have a round table meeting to discuss what the Townsend Volunteer Fire Department needs for infrastructure and how the City of Townsend can help.

Recreation: Commissioner Suttles asked the Commissioners if they would help at the tents at the end of the parade where refreshments are distributed. Commissioner Palewski agreed to take the City's PA system to Murlin's Music World to see if it could be repaired. Commissioner Wietlisbach asked if there was a Parade Marshall yet. Vice Mayor Headrick suggested asking Laverne Farmer to be the Parade Marshall. There was some discussion however, no action was taken.

Old Business

Old Highway 73 Easement Review: Recorder Moss handed the Survey prepared by Rick Younger as well as the Register of Deed's Map to Mayor Talley. There was some discussion about the survey and the deed map. Mayor Talley made a motion to table this project until the Commission had further information. Commissioner Palewski seconded and the motion passed with 5 yeas votes.

New Business

Donation Policy: There was some discussion about donations and the establishment of a donation policy. Recorder Moss explained that State Law is very specific about what is required for the City to give donations. There was further discussion about donations however, no action was taken.

Legal Issues Updates

- a) **Mechanical Code:** Mayor Talley informed the Commission that the City of Townsend was now required to adopt the Mechanical Code and is working with Attorney Carver on this Ordinance.
- b) **Tuckaleechee Utility Community Development Block Grant:** Mayor Talley informed the Commission that the City was not awarded the CDBG and that the application would be revised and resubmitted in February or March 2014.
- c) **Policy – Funds from Seized Property Sales:** Mayor Talley informed the Commission that he has spoke with Attorney Carver about drafting regulations relating to this issue.

**Mayor Talley also reported that Attorney Carver sent him an email letting him know the appeal has been Finalized (Damico case).

**Mrs. Fillmore mentioned that the students from the University of Tennessee would be coming to present the results of their study of Townsend to the Community in January 2014. She also mentioned that there are funds available for land acquisition for parks.

**Commissioner Wietlisbach mentioned that this would be his last meeting. Commissioner Palewski Thanked Commissioner Wietlisbach for his service on the Commission. Mayor Talley asked Commissioner Wietlisbach if he had any recommendations or suggestions on someone to fill his seat. Commissioner Wietlisbach responded by saying no.

There being no further business the meeting was adjourned at 8:25 pm.

Shelia Moss

Approved: _____

date

Title: _____