

Minutes from the Commission Meeting held on

October 10, 2011

The Mayor and Board of Commissioners of the Town of Englewood met for a Public Hearing at 5:30 P.M. followed in regular session at 6:00 P.M. on October 10, 2011 in the Municipal Building.

Public Hearing Agenda:

- A. Final Reading of Ordinance No. 10-10-11-63; an ordinance establishing an Administrative Hearing Officer.
- B. Final Reading of Ordinance No. 10-10-11-64; an ordinance establishing signage regulations for the sale of beer.
- C. Transportation Enhancement Grant –Mayor Roach instructed****to submit the Transportation Enhancement Grant.

ROLL CALL

Mayor Roach called the meeting to order with Commissioners Gene Coleman, Terry Hanner, Neil Moses and Amos Brock present.

INVOCATION

Invocation was given by Amos Brock.

TRANSPORTATION ENHANCEMENT GRANT

During the Public Hearing Roach gave Jordan Clark- Regional Planner for the Southeast Tennessee Development District- approval to apply for a Transportation Enhancement Grant.

The grant would be for sidewalk improvements on Sunset Avenue and Niota Road. Total construction cost is \$ 103,152.56 and there would be a Local Match of 20%.

OLD BUSINESS

ORDINANCE NO. 10-10-11-63; ESTABLISHMENT OF AN ADMINISTRATIVE HEARING OFFICER

Motion was made by Brock, seconded by Hanner to pass on Final Reading Ordinance No. 10-10-11-63; In accordance with Tennessee Code Annotated, Title 6, Chapter 54, Part 10, there is hereby created the Office of Administrative Hearing Officer to hear violations of any of the provision codified in the Town of Englewood, Tennessee Municipal Code relating to building and property maintenance including:

- (1) Building codes found at Title 12; Chapter 1
- (2) Residential codes found at Title 12; Chapter 6

- (3) Plumbing codes found at Title 12; Chapter 2
- (4) Electrical codes found at Title 12; Chapter 3
- (5) Gas codes found at Title 12; Chapter 4
- (6) Mechanical codes found at Title 12; Chapter 8
- (7) Energy codes found at Title 12; Chapter 5
- (8) Property maintenance codes Title 13; Chapter 1
- (9) All ordinances regulating any subject matter commonly found in the above-described codes.

ORDINANCE NO. 10-10-11-64; SIGNAGE REGULATIONS FOR THE ADVERTISEMENTS OF THE SALE OF BEER

Motion was made by Brock, seconded by Moses to pass on Final Reading Ordinance No. 10-10-11-64; AN ORDINANCE OF THE TOWN OF ENGLEWOOD AMENDING ORDINANCE # 09-08-08-07 OF THE TOWN OF ENGLEWOOD SIGN ORDINANCE WITHIN THE OFFICIAL ZONING ORDINANCE OF THE TOWN OF ENGLEWOOD BY INSERTING BEER SIGN REGULATIONS

Section 1: Sign ordinance is amended to include the following text:” The beer advertising or display sign for a beer permitted entity shall not exceed four (4) inches in depth and eighteen (18) inches in length and the sign if on the outside of the building shall be placed parallel to the building. There shall be a limit of 1 beer sign on the premises”.

FRAUD PREVENTION

City Recorder Sondra Denton addressed the Board concerning the internal controls at City Hall. Denton explained some of the internal control process. Denton audits the Daily Cash Receipts, the bank deposits and all other daily transactions. Cass then audits the Daily Cash Receipts, bank deposits and bank statements. Denton also audits the Drug Fund for the Police Department which includes the Confidential Drug Fund Checking Accounts, the Cash Seizure Holding Account and the Cash on Hand on a quarterly basis.

Cass then told the Board that the 2010-2011 Audit has been performed and is nearly complete. Denton then stated that the auditor -Richard Hill had called on October 7, 2011 to say that he was impressed with how well the audit had went. Moses then said that he would like to commend the ladies for the work they do at City Hall and he would like to commend Cass on the work he does in and out of City Hall.

RESOLUTION NO. 97*DEBT POLICY

Motion was made by Brock, seconded by Hanner to adopt Resolution No. 97; which is the adoption of a Debt Policy. All Ayes

19 SPRING GARDEN AVENUE

Cass stated that the McMinn County Addressing had the property listed as 17 Spring Garden Avenue, but it is actually 19 Spring Garden Avenue. Discussion was then made concerning the sale of the property at 19 Spring Garden Avenue. Cass said that it had cost approximately \$80.00 to run an ad for the sale of the property; but no one had shown interest.

PARK RESTROOMS, LANDSCAPING AND TENNIS COURT

Town Manager Cass addressed the Board concerning improvements to the park which included repairing the tennis court, landscaping and building restrooms at the park.

Mayor Roach

then instructed Cass to fill the damaged areas on the tennis court with hot mix. The Board then agreed to have the newly paved roads on Sunset and Englewood Avenue painted for the two way traffic. Cass then asked if the Board wanted striping for parking at the park and the Board said yes. The next discussion was concerning the need for restrooms at the park. Cass

said that when the park is rented out, keys are giving to the renters for use of the restrooms and the restrooms are left unlocked. Moses then said to request send out request for bids to see how much it would cost to build new restrooms.

NEW BUSINESS:

SEPTEMBER 2011 MINUTES

Motion was made by Brock, seconded by Moses to approve the September 2011 Minutes. All Ayes

SEPTEMBER 2011 FINANCIAL REPORT

Cass then addressed the Board concerning the September 2011 Financial Report. The Board didn't have any questions or comments.

NEW BUILDING –SOLICIT FOR ARCHITECTS OR ENGINEERS

Discussion was then made concerning the new building which will house City Hall and the Police Department. Denton asked the Board if they wanted to solicit architects or engineers

for the project. The Board then said to solicit for architects.

The Board set a work session date for October 18, 2011 at 6:30 P.M.

BUILDING INSPECTOR

Cass then told the Board that the Town is currently without a Building Inspector. The State has Englewood listed as using the State Inspector as their Building Inspector. Brock then said that he had talked to the previous Building Inspector Lewis Brock and Brock said that he would be willing to work for the Town again, if the Board backed him 100%- as long as he was abiding by the Codes of Town of Englewood. He further stated that he would get his certification and Cass said that he had told Brock that the Town would pay for his certification. Roach then said that he felt like all alleys that do not have right of ways should be closed. Cass then said that the alleys cannot be closed because a lot of people use alleys for driveways or entry ways to their property. Moses then said that he didn't know Brock had resigned until a few days after he had resigned and he felt Brock had been doing a good job and he would like to see him return as the Building Inspector.

SANITATION TRUCK

Motion was made by Brock, seconded by Hanner to get bids for a new sanitation truck.
All Ayes

FIRE DEPT. REPORT

No report was given.

POLICE DEPT. REPORT

Police Chief Wright then read the September 2011 Police Department report.

COMMUNITY CENTER

Cass asked the Board if members of the community could use the community center- without having to pay- if it was for nonprofit groups of Englewood. Such groups could be for playing Bingo, quilting, etc... The Board then said that would be fine.

ADVERTISE FOR NEW BUSINESSES

Denton then addressed the Board concerning soliciting new businesses to the area. Denton asked that an ad be ran in the paper letting business owners know that there is commercial property for sale. The Board then said that would be fine.

ADJOURNMENT

Motion was then made by Brock, seconded by Hanner to adjourn the meeting. All Ayes

Raymond Roach
Mayor

Sondra Denton
Recorder

