



# ATHENS CITY COUNCIL WORK SESSION AGENDA

Monday, October 7, 2024, 3:00pm

1. **Invocation** - Vice Mayor Eaton

2. **Pledge of Allegiance**

(1) 3. **Memorandum: Main Street Athens and LITE House** - Finance Director, Mike Keith

- a) Separate entities now
  - ❖ Main Street Athens requested \$50,000
  - ❖ The LITE House requested \$15,000

4. **FY 24/25 Tourism Funds Request Applications**

- (2-9) a) Athens Area Council for the Arts
  - ❖ Arts Education and Visual Arts Programming – requested \$10,000
- (10-17) b) Athens Area Council for the Arts
  - ❖ Facility Maintenance – Requested \$10,000
- (18-26) c) Athens Area Council for the Arts
  - ❖ House Blend Concert Series – Requested \$10,000
- (27-36) d) Athens Area Council for the Arts
  - ❖ Black Box Concert Series – Requested \$10,000
- (37-46) e) Athens Area Council for the Arts
  - ❖ Athens Community Theatre productions – Requested \$10,000
- (47-50) f) Friendly City Festivals
  - ❖ Moofest – Requested \$5,000
  - ❖ Sounds of Summer – Requested \$5,000
  - ❖ Pumpkintown – Requested \$5,000
- (51-58) g) Main Street Athens
  - ❖ Interactive / Immersive Walking Tours and Activities – Requested \$8,200
- (59-64) h) McMinn County Living Heritage Museum
  - ❖ Operation of organization – Requested \$10,000
- (65) i) Other Discussion:
  - ❖ Tourism Funds Cover Letter for Application
  - ❖ Application Guidelines and Procedure

(66-78) 5. **Request for Annexation** – Community Development Director, Anthony Casteel

- a) County Road 126 (Milton Road) by George Andrew Hodges

- (79-89) **6. Tennessee Wesleyan University & City of Athens Lease Agreement** (Ingleside School property)  
Revisions:  
a) Paragraph 3, last paragraph, last sentence  
b) Paragraph 11, second paragraph, beginning with the 3<sup>rd</sup> sentence
- 7. Speed limit change on Ingleside Ave** (from Library to Interstate 75 - Exit 52) – Mayor Sherlin
- (90) **8. Crestway Drive and Matlock Avenue**  
a) Letter from concern Citizen – Vice Mayor Eaton & Councilmember Curtis  
b) What has been done:  
✓ Improve signage  
✓ White paint on road  
✓ Tree limbs trimmed  
c) What could be done?  
❖ Convert into a 4-way stop  
❖ Other suggestions?
- (91-92) **9. Purchasing Department Memorandum & Bid Tabulation** -Purchasing, Angela Robbins  
a) RFB 24-04 High Mast Preventative Maintenance & Repair
- (93-94) **10. Purchasing Department Memorandum & Bid Tabulation** -Purchasing, Angela Robbins  
a) RFB 24-05 Traffic Signals Maintenance & Repair
- 11. Procedures for Press Releases** – Vice Mayor Eaton
- 12. Amend time for Beer Board meeting** – Councilmember Curtis  
a) from 6:00pm (immediately following city council meeting)  
to 5:30pm  
❖ Ordinance required  
❖ Require a new public notice to be published and posted.  
❖ Athens Municipal Code 8-202
- (95-98) **13. Citizens Input Policy** – Mayor Sherlin  
**Motion to limit the time of citizens comments to 3 minutes instead of 5 minutes.**  
a) Resolution required.  
b) TCA 8-44-112  
c) Rules of Engagement  
d) Decorum  
e) Citizens Comments sign-in sheet
- 14. Amend Order of Business** – Mayor Sherlin  
**move “7. Citizens Comments” after “13. Report from City Manager”**  
❖ Ordinance to amend code will be required.

- (99-101) **15. ORDINANCE 1133 (second reading / public hearing)** - Vice Mayor Eaton & Attorney Caldwell  
 "AN ORDINANCE TO REGULATE CAMPING WITHIN THE CITY LIMITS OF THE CITY OF ATHENS IN ORDER TO PROVIDE FOR THE CONTINUED SAFETY, HEALTH AND WELFARE OF THE CITIZENS OF THE CITY OF ATHENS, TENNESSEE"
- (102) **16. Resolution 2024-XX Public Entity Partners** – Human Resource Director, Nina Edmonds  
 James L. Richardson “Driver Training” Matching Grant Program
- (103) **17. Christmas lights at Athens Regional Park** – Vice Mayor Eaton

**Hotel / Motel Fund (FY 25 Budget Ordinance 1128)**

|                                    | Actual 2022-2023 | Estimated 2023-2024 | Proposed 2024-2025 |
|------------------------------------|------------------|---------------------|--------------------|
| Hotel/Motel Tax                    | 405,287          | 400,000             | 400,000            |
| Interest                           | 6,002            | 0                   | 10,000             |
| <u>TOTAL FUND REVENUES</u>         | 411,289          | 400,000             | 410,000            |
| <u>EXPENDITURES</u>                | 251,145          | 400,000             | 410,000            |
| CHANGE IN CASH/FUND BALANCE        | 160,144          | 0                   | 0                  |
| BEGINNING CASH/FUND BALANCE        | 321,863          | 450,000             | 450,000            |
| ENDING CASH/FUND BALANCE           | 482,007          | 450,000             | 450,000            |
| ENDING CASH AS A % OF EXPENDITURES | N/A              | 112.50%             | 109.76%            |

Competitive sealed bid/proposals/qualifications required with specific authorization from Athens City Council to allow purchase. (>\$25,000)

**18. Boards & Committees:**

- a. Reappointment – N/A
- b. Vacancy
  - i. Council Advisory Committee (Eaton)
  - ii. Council Advisory Committee (Pelley)
  - iii. Council Advisory Committee (Pelley)
- c. New Application – N/A
- d. Resignation – N/A

**19. New Business**

## INFORMATIONAL ITEMS

---

### REPORTS (All reports submitted are emailed to the council members. Hard copy available upon request.)

- (103-107) a. **Athens City Schools Building Project** (RFI Notes) - submitted by Missy Boyd
- b. **Athens Municipal Regional Planning Commission** - submitted by Anthony Casteel  
Meeting @Noon on 10/21/2024. A report will be provided at meeting on 10/22/2024.
- (108-110) c. **Athens Utilities Board** - submitted by Amy McDonald
- (111) d. **Board of Zoning Appeals** - submitted by Anthony Casteel
- (112-117) e. **Project Status & Updates** - submitted by Kevin Helms
- (118) f. **Historic Preservation Commission** - submitted by Anthony Casteel

### BEER BOARD

- a. No agenda items for October.

### PROCLAMATIONS & AWARDS

- a. Masonic Lodge Meridian Sun 50 of Athens, TN – Vice Mayor Eaton
  - 200<sup>th</sup> anniversary
- b. Pending: VIVID award: Tranquility Community – Councilmember Pelley

### UPDATES

- a. **North City School:** City of Athens and Sports University International are still in contract negotiations
- b. **AUB press release 9/24/2024** - Vice Mayor Eaton

*“ATHENS, Tenn. – On August 22, the TVA Board of Directors approved a 5.25 percent base rate increase to fund ongoing construction and energy development. AUB will pass through this TVA increase to our ratepayers effective October 1. AUB is **not raising our local rate**, we are simply passing on the increase that has been bestowed upon us. “*

## FUTURE AGENDA ITEMS

- a. Athens Middle School Playground 50/50 joint project (estimated total cost \$66,419)
  - Will be discussed at the November 18, 2024: quarterly meeting between COA & ACS.
- b. Public Works Department
  - Hammerhill sidewalks - awaiting engineering cost estimate.
  - Downtown sidewalk cleaning - after Pumpkintown on October 12, 2024
  - Evaluation of 4-way stop at Dennis & Rocky Mount Rd – February & August 2025
  - Exit 49 vegetation cleaning - awaiting TDOT agreement.
  - New electrical service for downtown festivals.

## 2025 STRATEGIC PLANNING SESSION

- a. Police & Fire Memorial - Vice Mayor Eaton
- b. Christmas Lights at Athens Regional Park - Vice Mayor Eaton
- c. Skate Park upgrade - Parks & Recreation
- d. Swimming Pool upgrade - Parks & Recreation
- e. Sidewalk Maintenance - Public Works Department
  - *“Sidewalk maintenance employee is needed in the Public Works Department for the continuing maintenance and safety inspections of all sidewalks in Athens. This would include grass, dirt, and debris removal for all sidewalks. This person would maintain a log of each sidewalk worked on by date and any safety issues found should be reported immediately to the Public Works Director for immediate action. By being proactive in observing the safety of our sidewalk’s accidents may be prevented and lawsuits minimized.” - Interim City Manager, Mitchell Moore 8/21/2024*
- f. Firing Range - Police Department
  - *“There is a possibility of construction for a potential firing range being donated to the city. This must be confirmed by the Police Department and then fully discussed with both affected departments about location, liability and noise issues fully discussed. I would recommend at least two public hearings concerning this potential project so that the surrounding property owners are aware of the potential location and noise levels produced. You need to fully vent all avenues associated with this possible project. The public hearings need to take place prior to the Strategic Planning meeting.” - Interim City Manager, Mitchell Moore 8/21/2024*
- g. Hiring of an Assistant Finance Director
  - *“No later than two years before Mike’s retirement there should be an Assistant Finance Director in place to learn fund accounting under the direction of Mike Keith. This person needs to go through at least two budget preparations with Mike.” - Interim City Manager, Mitchell Moore 8/21/2024*
- h. Stormwater Utility Fee vs. Property Tax Increase
  - *“Need for stormwater utility fee and/or property tax increase to address all stormwater issues across the city.” - Interim City Manager, Mitchell Moore 9/6/2024*