

City of Red Bank

COMMISSIONERS AGENDA WORK SESSION

Minutes

June 20, 2023

5:00 PM

The City Commission of the City of Red Bank, Tennessee met in a public and duly advertised Agenda Work Session on June 20, 2023 at 5:00 p.m. at the Commission Chambers located at 3117 Dayton Boulevard. The date, time, and location of the meeting were advertised in the Chattanooga Times Free Press, on the City's Facebook page, and on the City of Red Bank website together with instructions and an internet link to enable virtual attendance by the public. The purpose of the meeting was to receive information on and discuss upcoming business items. Those in attendance were Vice Mayor Stefanie Dalton, Commissioner Jamie Fairbanks-Harvey, Commissioner Pete Phillips, and Commissioner Hayes Wilkinson. Mayor Berry was absent. Also present were City Manager Martin Granum, City Attorney Arnold Stulce, Jr., Finance Director John Alexander, Fire Chief Brent Sylar, Public Works Director Greg Tate, Deputy Director of Public Works Leslie Johnson, and City Recorder Tracey Perry.

I. Use of Purchasing Cards and the Red Bank Purchasing Card Policies and Procedures Guide for P-Card use discussion only (DPWD Johnson)

Deputy Public Works Director Johnson advised the Commission on the City's intent to issue Purchasing Cards (P-Cards) to key members of each internal department and shared that the City would have ultimate liability to the bank even for unauthorized use by City personnel. Much discussion.

II. Accept the Tennessee American Water's 2023 Environmental Grant Program in the amount of \$1,000.00 Res No. 23-1582 (DPWD Johnson)

Deputy Public Works Director Johnson introduced three (3) members of the TN American Water Company, Grant Evitts, Daphne Kirksey, and Kristen Wheeler. They presented a check to the City in the amount of \$1000.00 to aid in a clean up of Stringer's Branch. Some discussion.

III. Authorize an agreement between the City of Red Bank and South East Tennessee Development District (SETDD) to provide local planning advisory services Res No. 23-1583 (DPWD Johnson)

Deputy Public Works Director Johnson advised the Commission that this is a renewal of the latest in a series of two-year contracts with South East Tennessee Development District (SETD) for land use and zoning planning advisory services in the amount of \$21,885.00 per year. Some discussion.s

IV. Purchase of in-car computers from Waypoint Solutions for FY24 in the amount of \$51,820.23 Res No 23-1581 (PC Seymour)

Police Chief Seymour advised the Commission that the computers used in the cars of the police department have reached their life expectancy and need to be replaced. Per state law, the City is utilizing an already approved contract with another government agency, i.e., the Wilson County, TN Board of Education to purchase these computers. The purchase will be funded by the Drug Fund. Up to twenty-one (21) in-car computers will be purchased from Waypoint Solutions for an amount of \$51,820.23. Some discussion.

V. Adoption of the Agenda Prep and Distribution Policy Res No. 23-1577 (CR Perry)

City Recorder Perry advised that the Commission expressed a need to establish a standard process for Commissioners to introduce items for an informal discussion on the regular Work

Hollie Berry
Mayor

Martin Granum
City Manager

Session agendas. This proposed policy will set that standard. Some review and discussion.

VI. Any other business to discuss

None.

Mayor Hollie Berry (Date)

City Recorder Tracey Perry (Date)