

City of Red Bank

COMMISSIONERS AGENDA WORK SESSION

Minutes

January 23, 2024

5:00 PM

The City Commission of the City of Red Bank, Tennessee met in a public and duly advertised Agenda Work Session on January 23, 2024, 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 Mayor Hollie Berry, Vice Mayor Stefanie Dalton, Commissioner Jamie Fairbanks-Harvey, Commissioner Pete Phillips, and Commissioner Hayes Wilkinson. Also present were City Manager Martin Granum, City Attorney Arnold Stulce, Jr., Finance Director John Alexander, Public Works Director Greg Tate, and City Recorder Tracey Perry.

- I. **Audit Presentation to Commission - Brian Wright of Johnson, Murphy, & Wright Agenda Item 24-876 (FD Alexander & CM Granum)**
Finance Director Alexander introduces Brian Wright of Johnson, Murphy, and Wright. The final 2023 Audit was presented to the Commission with no findings.
- II. **Agreement with Waycaster, CPA LLC for support and consulting services to the Finance Department Res No. 24-1651 (CM Granum)**
City Manager Granum discussed the upcoming retirement of the City's Finance Director. He, along with the Director of Administration Perry will be asking the Commission to approve a contract with Waycaster, CPA LLC to advise and assist the City in the interim while the recruitment process for a new Certified Finance Officer (CFO) takes its course.
- III. **Amendment of Employee Handbook Ord No. 24-1252 (CR Perry)**
Director of Administration Perry advised the Commission that after a review of the version of the employee Handbook approved in October 2023, a revision and two additions will be presented to them for approval.
- IV. **Budget Carryover Amendments Ord No. 24-1253 (FD Alexander)**
Finance Director Alexander briefed the Commission on the usual annual budget amendments regarding grants that the City participates in each year and the ARPA funds that will be presented for approval.
- V. **Participate in 2024-2028 TN Dept of Commerce & Insurance grant for law enforcement Res No. 24-1647 (PC Seymour)**
Police Chief Seymour explained the bonus program that accepting the TN Department of Commerce & Insurance Grant in an amount of up to \$40,000.00 per year for five (5) years would allow us to use when recruiting qualified police officers.
- VI. **HIDTA Grant Participation Res No. 24-1642 (PC Seymour)**
Police Chief Seymour advised the Commission that he will be seeking approval to accept the HIDTA Grant, in the amount of \$19,000.00. This is an annual DEA grant in which City regularly participates.
- VII. **Update of firewalls & licensing from RJ Young Res No. 24-1643 (CIO Seymour)**
Chief Information Officer Seymour advised he will be seeking permission from the

Hollie Berry
Mayor

Martin Granum
City Manager

Commission to contract with RJ Young to update the firewalls and renew licenses for an amount of \$18,723.05.

VIII. Purchase of one budgeted patrol vehicle for the Police Department Res No. 24-1645 (PC Seymour)

Police Chief Seymour advised this purchase, in the amount of \$36,879.00, is for a vehicle that was approved by the Commission eighteen (18) months ago. The delay is due to low vehicle production by the manufacturer.

IX. Purchase of one unbudgeted patrol vehicle for the Police Department Res No. 24-1646 (PC Seymour)

Police Chief Seymour advised the Commission that this purchase request, in the amount of \$36,879.00 is intended to take advantage of getting a vehicle that is available now, and it will take the place of one (1) vehicle that will need to be purchased next year.

X. Award contracts to Barge Design Solutions and Volkert, Inc for On-Call Traffic Engineering Res No. 24-1644 (DPWD Johnson)

Public Works Director Tate advised the Commission that the City wants to contract with both Barge Design Solutions and Volkert, Inc. for on-call traffic engineering and consulting services, with costs not to exceed \$10,000.00 without further consulting the Commission.

XI. Resolution Authorizing the Purchase of Automated Door Openers Res No. 24-1648 (PWD Tate)

No discussion due to lack of time.

XII. Acceptance of EV Charging Station Grant Res No. 24-1649 (PWD Tate)

No discussion due to lack of time.

XIII. Approval of Funding for EV Charging Station Improvements and Parking Lot Light Additions Res No. 24-1650 (PWD Tate)

No discussion due to lack of time.

XIV. Citizen comments on items on this Work Session Agenda

Don McKenzie, 110 Brentwood Drive - expresses appreciation for the addition of citizen comments, but doesn't think there should be a hard stop for them since, in his, opinion, so few actually comment

5:45 PM Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)

XV. Any other business to discuss

None.

XVI. Adjournment

Meeting adjourned at 5:49 pm.

Tracey L Perry 2/8/24
City Recorder Tracey Perry (Date)

Hollie Berry 2/8/24
Mayor Hollie Berry (Date)

Red Bank Commission Meeting

Exhibit "A"

Date: 1/29/24

Name

Address

Don McKenzie

110 Brentwood Dr.

DAVIS GUEDRON

4810 STAGG RD

Jennifer Waycaster

~~4810~~

Brian Wright

Auditor

Kaye Hagadone

111 Signal View St

Giselle Palmer

203 Pinehurst

Mr. Cain, Michael

4200 Tacoma Ave

