

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

September 17, 2024

5:00 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

- I. Financial Update from CFO Kris Pickel**
- II. Citizen Comment Procedures discussion only (CA Stulce & CM Granum)**
- III. Library Card Pilot Program Update (CDD Johnson)**
- IV. National IT Professionals Day Res No. 24-1734 (CM Granum)**
- V. National HR Appreciation Day Res No. 24-1736 (CM Granum)**
- VI. Approve Purchase of Pool Covers Res No. 24-1733 (PWD Tate)**
- VII. Add Taylor Kinser to the Red Bank Public Art Citizens' Advisory Board Res No. 24-1735 (CDD Johnson)**
- VIII. Citizen Comments on items on the Work Session Agenda**
 - 5:45 Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)**
- IX. Any other business to discuss**
- X. Adjournment**

YEAR TO DATE THROUGH AUGUST

		FY2024	FY2025	FY2025	16.67%	Surplus or
					of Original	(Deficit)
ACCOUNT NAME	Actual to Date	Actual to Date	BUDGET	Budget	from P/Y	
Revenues						
31100 Property Tax	10,921	31,206	5,132,682	1%	20,285	
31120 Public Utilities Tax-OSAP	0	0	48,000	0%	0	
31200 Property Tax (Delinquent)	7,357	7,901	55,000	14%	544	
31300 Int. Penalty Court Cost	2,743	3,702	14,000	26%	959	
31500 Pmts in lieu of Property Tax-TVA	0	0	145,168	0%	0	
31511 Electric Power Board Tax	0	0	120,000	0%	0	
31610 Local Sales Tax - Trustee	302,501	315,984	1,780,000	18%	13,483	
31710 Wholesale Beer Tax	43,394	40,029	250,000	16%	(3,365)	
31720 Wholesale Liquor Tax	16,851	16,064	85,000	19%	(788)	
31730 Mixed Drink Taxes	2,965	2,153	10,000	22%	(812)	
31810 Minimum Business Tax	225	125	1,000	13%	(100)	
31820 Gross Receipts Tax	5,314	996	142,788	1%	(4,318)	
31910 Franchise Tax	8,769	23,035	120,000	19%	14,266	
Total Local Taxes	401,039	441,194	7,903,638		40,154	
State Taxes (local share)						
33510 State Sales Tax	253,273	257,756	1,475,476	17%	4,483	
33512 Sports Betting	4,728	5,254	21,418			
33520 State Hall Income Tax	92	0	0	0%	(92)	
33530 State Beer Tax	0	0	5,474	0%	0	
33553 State Gasoline Inspection Fees	3,633	3,624	21,775	17%	(9)	
Total State Taxes (local share)	261,726	266,634	1,524,143		4,382	
Other Sources						
31920 Room Occupancy Tax	4,745	5,207	25,000	21%	462	
32210 Beer Licenses	0	246	3,000	8%	246	
32400 Home Occupation Fee	100	100	1,500	7%	0	
32600 Building and Related Permits	10,642	21,788	180,000	12%	11,146	
32660 Zoning Permits	100	100	900	11%	0	
32950 Wrecker Permit	100	25	500	5%	(75)	
32990 Wrecker Inspection Fee	50	0	500	0%	(50)	
33440 Police Salary Supplement	0	0	20,800	0%	0	
33470 Fireman Salary Supplement	0	0	16,200	0%	0	
34100 Communication Tower Lease	3,875	2,588	23,247	11%	(1,287)	
34131 Administrative Services	11,334	5,667	68,000	8%	(5,667)	
34240 Accident Reports	170	190	1,000	19%	20	
34793 Community Center Fees	3,958	2,845	20,000	14%	(1,113)	
35100 City Court Revenue	24,452	35,562	100,000	36%	11,111	
36100 Interest Earning	42,961	63,645	275,000	23%	20,684	
36210 Rent-Sewer Plant	1,402	1,709	8,414	20%	306	
36330 Sale of Equipment	0	0	15,000	0%	0	
36350 Insurance Recovery	0	7,907	10,000	0%	7,907	
36691 Miscellaneous Revenue	34,163	515	20,000	0%	(33,648)	
36700 Donations	1,250	0	24,000	0%	(1,250)	
36990 Insurance Package Refund	4,000	9,000	0	0%	5,000	
36910 TML Bond Revenue	0	0	373,500	0%	0	
Total Other Sources	143,301	157,094	1,186,561		13,793	
Total General Fund Revenue	806,066	864,921	10,614,342	8%	58,329	

	FY2024	FY2025	FY2025	16.67%	Surplus or
ACCOUNT NAME	Actual to Date	Actual to Date	BUDGET	of Original Budget	(Deficit) from P/Y
<u>Expenditures</u>					
Judicial	24,470	26,838	189,151	14%	(2,368)
Legislative	11,129	13,100	51,110	26%	(1,971)
Finance & Administration	178,741	225,030	1,173,438	19%	(46,289)
Insurance	187,576	210,793	1,362,005	15%	(23,217)
Community Development	0	98,157	577,569	17%	(98,157)
Police	395,290	407,825	3,501,642	12%	(12,535)
Fire	284,822	273,820	1,928,590	14%	11,002
	1,082,029	1,255,564	8,783,505		(173,535)
Public Works					
Public Wks-Admin/Streets	154,760	151,358	1,053,928	14%	3,402
Fleet Maint	24,701	28,603	151,777	19%	(3,902)
Gov't Bldg	34,724	111,935	785,997	14%	(77,211)
Animal Control	18,372	19,870	79,480	25%	(1,497)
Total Public Works	232,557	311,766	2,071,182		(79,209)
Parks					
Parks Admin	0	16,280	162,559	10%	(16,280)
Community Center	5,096	184	3,000	6%	4,912
James Rd/ Cagle Field	1,227	0	2,000	0%	1,227
Redding Rd/ Kids Corner	1,007	403	12,000	3%	604
Morrison Springs Fac	4,501	1,075	5,000	21%	3,426
Swimming Pool	1,757	171	55,000	0%	1,587
White Oak Park	4,637	364	43,500	1%	4,273
Town Center Park	0	0	750	0%	0
Total Parks	18,225	18,476	283,809		(251)
Transfer Out Solid Waste	0	0	0		0
Total General Fund Expenditures	1,332,811	1,585,806	11,138,496	14%	(252,995)

	FY2024	FY2025	FY2025	16.67%	Surplus or
ACCOUNT NAME	Actual to Date	Actual to Date	BUDGET	of Original Budget	(Deficit) from P/Y
<u>Solid Waste Management</u>					
<u>Revenues</u>	15,153	20,059	1,020,000	2%	4,906
<u>Expenditures</u>	148,455	200,120	1,234,489	16%	(51,665)
<u>State Street Aid</u>					
<u>Revenues</u>	84,407	76,612	482,415	16%	(7,795)
<u>Expenditures</u>	59,326	58,985	955,499	6%	342
<u>Stormwater MS4</u>					
<u>Revenues</u>	3,815	7,750	529,213	1%	3,935
<u>Expenditures</u>	25,541	58,277	499,052	12%	(32,737)
<u>Drug Enf Fund</u>					
<u>Revenues</u>	2,235	3,205	34,200	9%	970
<u>Expenditures</u>	48,465	0	34,200	0%	48,465
<u>Impound Fund</u>					
<u>Revenues</u>	0	0	4,650	0%	0
<u>Expenditures</u>	0	0	4,650	0%	0

Summary of All Funds

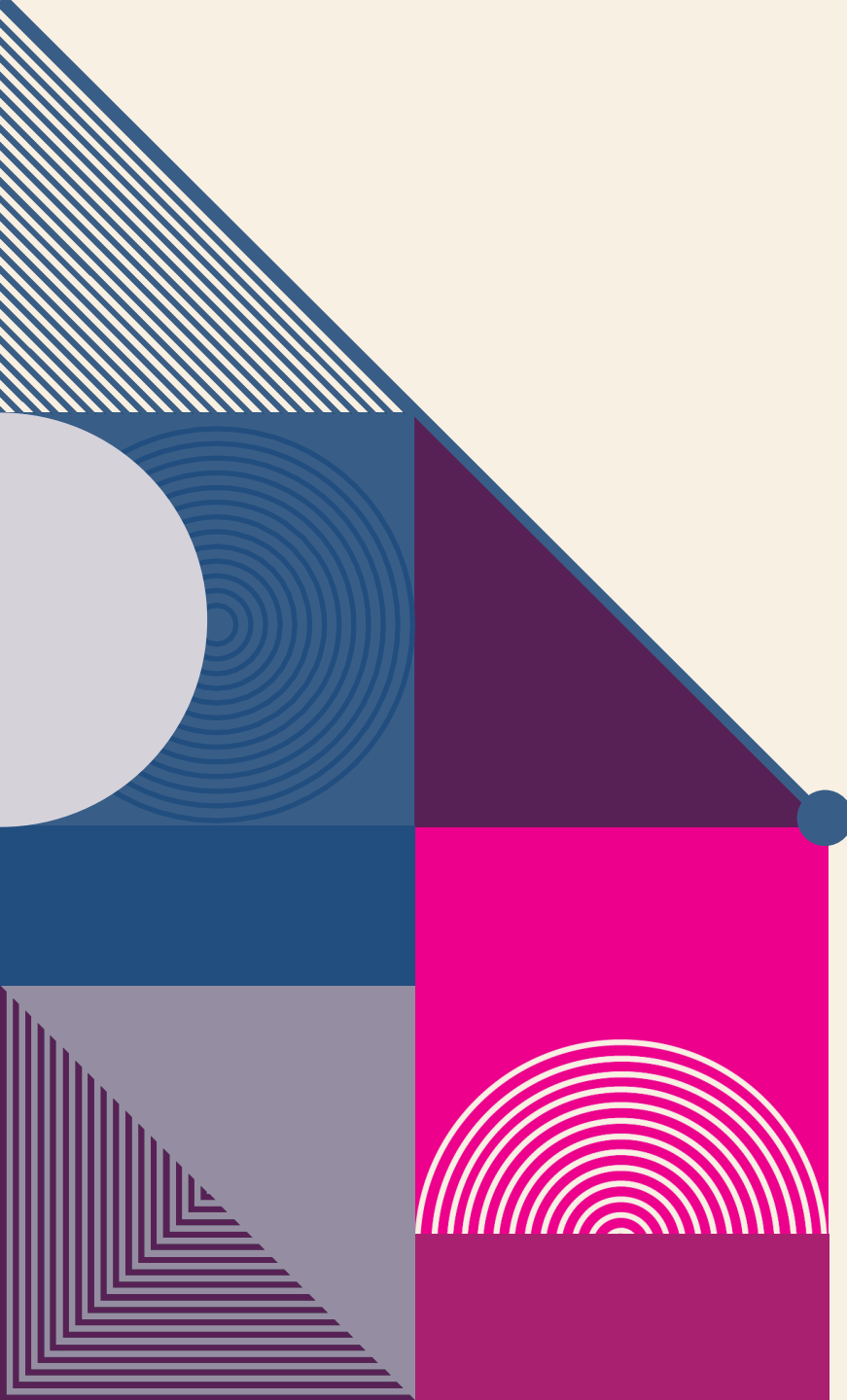
ALL ITEMS:	972,548	(1,903,188)	(930,640)
	Revenues	Expenditures	

**** OUTSTANDING PURCHASE ORDERS AND GRANT OBLIGATIONS ARE NOT INCLUDED IN EXPENDITURES



PUBLIC COMMENT

MARTIN GRANUM
CITY MANAGER



AGENDA

Background

Research

Experience

Tennessee Legislative Intent

Red Bank Practice

BACKGROUND COMMISSION CONFLICT

Public Comment as a specific agenda item is established in the Red Bank City Charter

The previous commission desired to eliminate bickering and create a meeting environment that built confidence and efficiently conducted the public's business

MTAS was asked to provide training to the commission

MTAS provided 'civility training' to commissioners and city manager in November of 2021

Additional discussion took place with a focus on roles and best practices surrounding public comment

RESEARCH

JURASSIC PARK WEBINAR 2 DECEMBER 2021

Purpose of commission meeting is just that... a meeting of the commission to conduct the city's business in public

The purpose of Public Comment is to allow the members of the commission to become informed on the views of the public

Roberts Rules of Order provides little guidance on Public Comment

Adopt best practices for Public Comment

RESEARCH

JURASSIC PARK WEBINAR IDENTIFIED BEST PRACTICES

- **Public Comment must be carefully structured**
- **Written handout explaining the policy**
- **Announce guidelines each session and be consistent**
- **Inform the public it is a one-way communication to commission members**
- **Public may have different expectations... education is critical**
- **Sign in or provide address**
- **Address the entire commission, not individual members or the audience**
- **Follow time limits**
- **Staff may manage**
- **Cautions:**
 - **This is not a dialogue**
 - **Do not get into back-and-forth with public**
 - **Responding to some speakers and not others can be interpreted as showing bias**



EXPERIENCE

SMALL CITIES COALITION 8 FEB 2021 INSURER PRESENTATION ON RISK

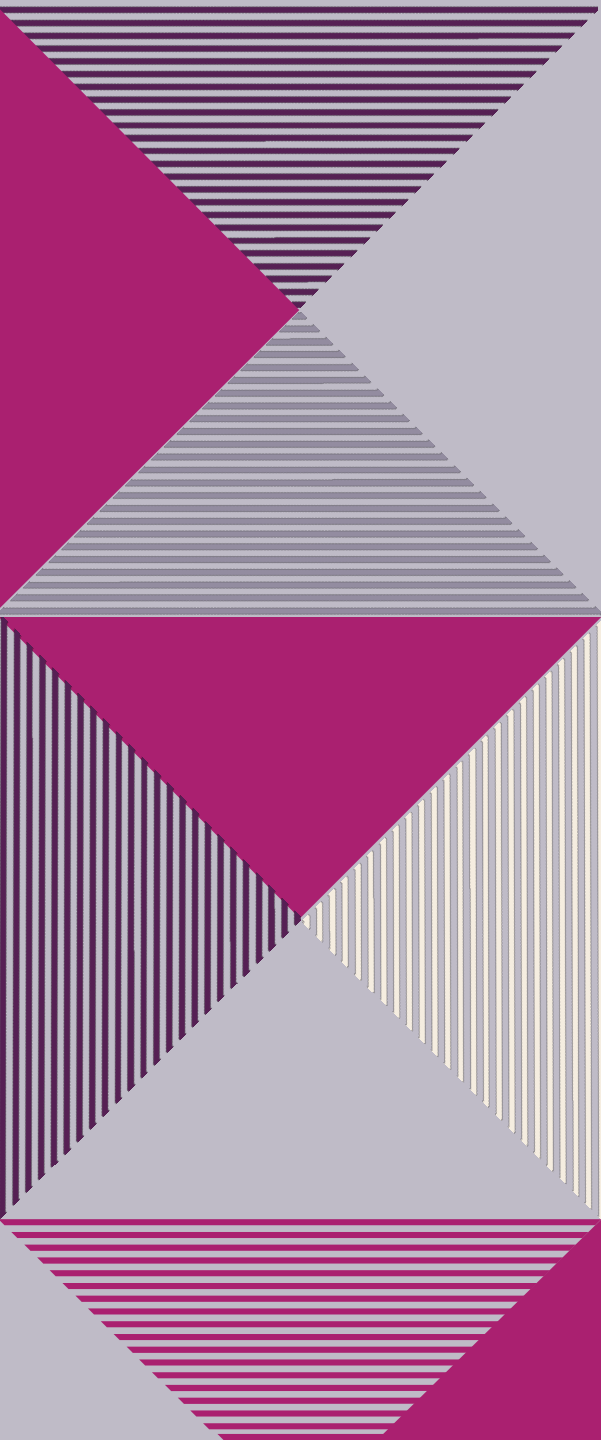
- In general, back-and-forth between elected officials during public comment **presents risk** to the public entity
- Heat-of-the-moment comments can become the basis of litigation and possibly loss to the public entity
- Carefully managed Public Comment is necessary to minimize risk to the public entity
 - Provide a written guide to Public Comment
 - Be consistent... over time it educates all parties as to what to expect



TENNESSEE LEGISLATIVE INTENT

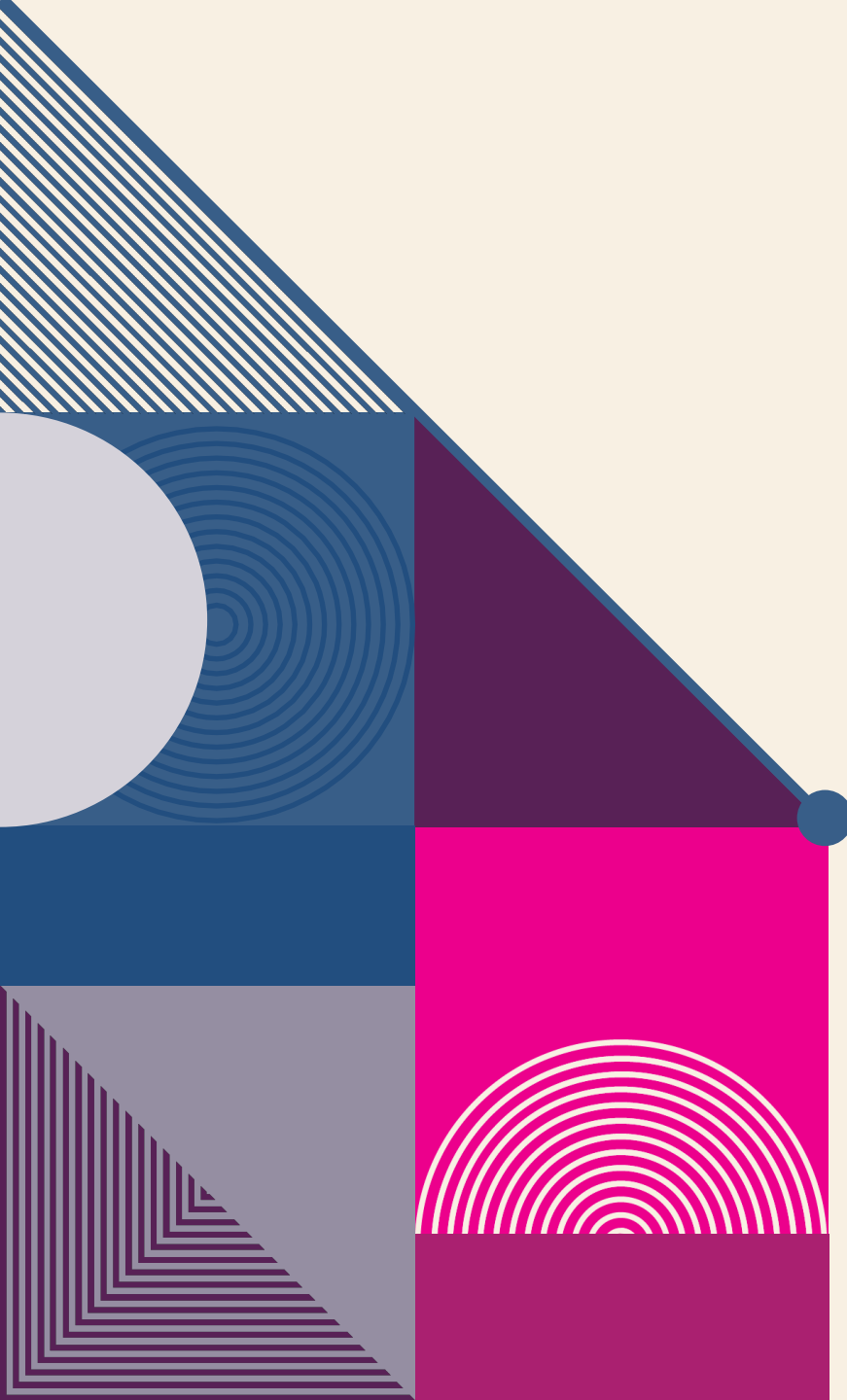
STATUTE REQUIRES AGENDA 48 HOURS IN ADVANCE

- ✓ Statute does allow for flexibility, but the intent is clear nonetheless...
- ✓ The published agenda should inform the public what is to be discussed in advance of the meeting
- ✓ Allowing Public Comment to morph into a robust discussion of items not on the agenda is not consistent with that intent



RED BANK PRACTICE STRUCTURED PUBLIC COMMENT SINCE 15 FEB 2021

- Public Comment taken for each agenda item
- For the Public Comment agenda item itself:
 - ✓ Written guidance is provided to all in the Commission Information tri-fold brochure
 - ✓ Staff-managed Public Comment portion of the agenda:
 - ❖ Scripted introduction
 - ❖ Management of the timer
 - ❖ Allows the commission to simply listen
 - ✓ Responding to none of the speakers results in a consistent practice; yields even treatment of all speakers without bias, and often allows for a more complete answer



FINAL THOUGHTS

Current Practice

- Promotes an efficient and safe meeting environment for all
- Incorporates best practices
- Manages risk
- Preserves the integrity of the agenda
- Facilitates best responses to issues raised

Staff are here to support the commission should any changes or revisiting of our current practices be desired

CITY OF RED BANK

City Hall, 3105 Dayton Blvd, 37415

Telephone (423) 877-1103

www.redbanktn.gov

APPLICATION FOR CITIZEN ADVISORY COMMITTEE

City government depends on its citizens for knowledge and insight. That is why the City of Red Bank urges its citizens to apply to serve as members on city committees (also referred to as committees and commissions). Committee members contribute greatly to the operation of sound, responsive government through their review and recommendations regarding issues that impact the operation of effective and responsive city government. The following questionnaire has been developed to assist the City Commission and the City Manager to assess interests, eligibility and qualifications of those applying for committee appointments. All residents are eligible and applications will remain on file for a year. For information on specific committees and their responsibilities, visit the city website and click on "Committees".

Questions to consider before applying for committee membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this committee expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the committee?*
- *Can I afford the demands on my time, resources and energy?*
- *Can I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings?*
- *Can I work effectively with members of the committee, city manager, staff and commissioner?*
- *Am I committed to serving even if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary training, education and development activities to improve my effectiveness on the committee?*

APPLICANT INFORMATION

Applicant Name (please print):

Taylor Kinser

Home Address:

[REDACTED] Chattanooga, TN 37415

City: _____ State: _____ Zip: _____

Phone: (H) 423 [REDACTED] (C) _____ E-mail [REDACTED]@gmail.com

Occupation: Art Director + Strategist Retired: ☐ Yes ☒ No

a) For which committee are you applying? Public Art Citizen's Advisory —

b) The committee members are required to attend regular meetings, missing no more than (3) consecutive meetings in a row during any calendar year and also staying current with the issues before the committee. Are you able to meet these requirements? ☒ Yes ☐ No

c) Do you know of any circumstances or conflicts of interest that may cause you to abstain from voting on any action before the committee? ☐ Yes ☒ No If yes, please explain:

d) Do you, your employer, your spouse, children or their employers, do business with the City of Red Bank?

☐ Yes ☒ No If yes, please explain: _____

e) Do you have any employment or contractual relationship with the City of Red Bank that would create a continuing or frequently recurring conflict with regard to your participation on a committee? ☐ Yes ☒ No If yes, please explain:

f) Please explain your reasons for wishing to serve on a particular committee:

I've lived in Red Bank since 2019 and have been a big fan of the work Hollie and our Board of Commissioners have completed over the years. As a fellow artist and creative professional with over 15 years of experience, I would love to augment their efforts in growing the arts and arts opportunities in my neighborhood through this advisory board.

I've witnessed firsthand the positive impact the arts can have on a community. I have partnered with Teal Thibaud and the rest of the Glass House Collective Board to bring vibrancy and pride to their community.

CITY OF RED BANK COMMITTEE APPLICATION

Page 3 of 3

g) Please list three (3) references with address and phone #

[Redacted references]

h) Please provide a personal narrative, including education, experience, previous civic, community or other service involvement that would help the city make an informed decision regarding your committee application.

As a Chattanooga native and graduate of UTC with a BFA in Graphic Design, I have lived and breathed the Scenic City my whole life. In 2019, I bought my first home with my partner in Red Bank, and over these last few years, I have been overjoyed with the progressive initiatives taking root in this transitional enclave.

I have been carving a path as a creative professional for the last 15 years, gathering experience in advertising, in-house corporate communications at a Fortune 500 company, leading marketing initiatives at a tech company, and currently owning my own business. In my current role, I get to nerd out at the intersection of creativity and strategy, partnering with progressive brands to scale their impact and efficiency through purpose-driven visual strategy and hands-on design execution.

Over the years, I have worked with local companies to augment their brand and amplify their impact. Some notable clients include Lodge Cast Iron, Cempa Community Care, Unum, Blumenwagen, United Way Chattanooga, and Glass House Collective.

In addition to my professional work, I maintain a consistent studio practice as an artist working in a variety of mediums including mixed media, illustration, and ceramics.

My creative endeavors have gained recognition, resulting in two publications: my work was featured in a Huffington Post article, and more recently, over 100 of my illustrations were included in a 300-page marketing book.

I am also the former President of the American Institute of Graphic Arts (Chattanooga Chapter) and led a team of six board members from June 2013 to September 2019. Notable achievements include:

- Leading board initiatives to advance design in our city through membership development, event planning, and local collaborations.

- ~~Redesigning internal processes and systems by defining workflows, streamlining event planning from concept to completion, and organizing sponsorship opportunities to reduce our~~ overhead as unpaid volunteers while still raising money to support design in our community.

I'm a strong advocate for systems and processes in combination with creative ingenuity and imagination. My strengths extend beyond execution to planning and strategy surrounding often cumbersome and complex challenges.

I believe Red Bank has come a long way thanks to those who have championed its success thus far. I also believe there is always room for improvement, and I see the ambition our residents have for where we could go. From my point of view, a city, or in this case municipality, is like a brand. It is a living and breathing entity composed of residents who want to see their neighborhood flourish not just for their lifetime but for years to come. To that end, it would be an honor to bring my experience and creative energy to the Public Art Citizens' Advisory Board to support the ongoing efforts of a thriving Red Bank.

Applicant Statement: I understand that I am applying to the City of Red Bank to volunteer for a committee appointment; that such application may require an interview prior to consideration for appointment; that if appointed, I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and to support the purpose and responsibilities of the committee; that I will be required to meet the attendance and training requirements for committee membership; and, that failure to do so or any other reason designated by law or City Charter may cause my removal from office. I agree to comply with all requirements of the committee for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature

Taylor Kinser

Printed Name

Sep. 6, 2024

Date

Please return completed and signed application to:
Martin Granum, City Manager
CITY OF RED BANK 3105
Dayton Blvd
Red Bank, TN 37415
Telephone: (423) 877-1103
Website: www.redbanktn.gov