

## *City of Red Bank*

### **BOARD OF COMMISSIONERS WORK SESSION**

Work Session Agenda

December 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 (CFO Pickel)**
- II. Brief Commission on Public Works Goals (PWD Tate)**
- III. Presentation of the proposed updated "Social Media and Internet Posting Policy" for consideration at the next regularly scheduled Commission Meeting (CIO Seymour)**
- IV. Amend Order of Business of Commission Meetings to include a Consent Agenda Ord No. 24-1270 (CM Granum)**
- V. Authorize Contract Addendum #2 with Barge Design Solutions for additional professional services necessary for completion of the Public Works Facility Building Program Study to include deed research and an environmental assessment of the existing public works facility Res No. 24-1762 (CDD Johnson)**
- VI. Accept TAWC Firefighting Grant of \$1,000.00 Res No. 24-1760 (CIO Pickel)**
- VII. Beer Board Meeting - Walgreen's Off-Premise application by Cindy Jeansonne for a beer permit at the 4039 Dayton Blvd Location due to change in management**
- VIII. Add Member to the Cemetery Advisory Board - Freddie Hanner - Res No. 24-1761 (PWD Tate)**
- IX. 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)**
- X. Any other business to discuss**
- XI. Adjournment**

# YEAR TO DATE THROUGH NOVEMBER 2024

|                                        |                                  | FY2024           | FY2025           | FY2025            | 41.67%<br>Budget<br>Year |
|----------------------------------------|----------------------------------|------------------|------------------|-------------------|--------------------------|
| ACCOUNT NAME                           |                                  | Actual to Date   | Actual to Date   | BUDGET            |                          |
| <b><u>Revenues</u></b>                 |                                  |                  |                  |                   |                          |
| <b>Local Taxes</b>                     |                                  |                  |                  |                   |                          |
| 31100                                  | Property Tax                     | 260,774          | 340,696          | 5,132,682         | 7%                       |
| 31120                                  | Public Utilities Tax-OSAP        | 0                | 0                | 48,000            | 0%                       |
| 31200                                  | Property Tax (Delinquent)        | 19,423           | 24,279           | 55,000            | 44%                      |
| 31300                                  | Int. Penalty Court Cost          | 5,640            | 7,430            | 14,000            | 53%                      |
| 31500                                  | Pmts in lieu of Property Tax-TVA | 36,456           | 36,140           | 145,168           | 25%                      |
| 31511                                  | Electric Power Board Tax         | 116,869          | 157,923          | 120,000           | 132%                     |
| 31610                                  | Local Sales Tax - Trustee        | 735,098          | 779,639          | 1,780,000         | 44%                      |
| 31710                                  | Wholesale Beer Tax               | 106,265          | 104,806          | 250,000           | 42%                      |
| 31720                                  | Wholesale Liquor Tax             | 42,723           | 35,325           | 85,000            | 42%                      |
| 31730                                  | Mixed Drink Taxes                | 6,781            | 6,240            | 10,000            | 62%                      |
| 31810                                  | Minimum Business Tax             | 490              | 385              | 1,000             | 39%                      |
| 31820                                  | Gross Receipts Tax               | 13,346           | 10,080           | 142,788           | 7%                       |
| 31910                                  | Franchise Tax                    | 33,293           | 44,753           | 120,000           | 37%                      |
| <b>Total Local Taxes</b>               |                                  | <b>1,377,158</b> | <b>1,547,697</b> | <b>7,903,638</b>  |                          |
| <b>State Taxes (local share)</b>       |                                  |                  |                  |                   |                          |
| 33510                                  | State Sales Tax                  | 590,825          | 612,014          | 1,475,476         | 41%                      |
| 33512                                  | Sports Betting                   | 8,894            | 10,661           | 21,418            |                          |
| 33520                                  | State Income Tax                 | 92               | 0                | 3,700             | 0%                       |
| 33530                                  | State Beer Tax                   | 2,866            | 2,732            | 5,474             | 50%                      |
| 33553                                  | State Gasoline Inspection Fees   | 9,083            | 9,056            | 21,775            | 42%                      |
| <b>Total State Taxes (local share)</b> |                                  | <b>611,760</b>   | <b>634,463</b>   | <b>1,527,843</b>  |                          |
| <b>Other Sources</b>                   |                                  |                  |                  |                   |                          |
| 31920                                  | Room Occupancy Tax               | 12,430           | 12,355           | 25,000            | 49%                      |
| 32210                                  | Beer Licenses                    | 1,217            | 1,296            | 3,000             | 43%                      |
| 32400                                  | Home Occupation Fee              | 500              | 350              | 1,500             | 23%                      |
| 32600                                  | Building and Related Permits     | 38,818           | 43,724           | 180,000           | 24%                      |
| 32660                                  | Zoning Permits                   | 400              | 500              | 900               | 56%                      |
| 32950                                  | Wrecker Permit                   | 300              | 25               | 500               | 5%                       |
| 32990                                  | Wrecker Inspection Fee           | 275              | 0                | 500               | 0%                       |
| 33440                                  | Police Salary Supplement         | 0                | 18,400           | 20,800            | 88%                      |
| 33470                                  | Fireman Salary Supplement        | 0                | 0                | 16,200            | 0%                       |
| 34100                                  | Communication Tower Lease        | 11,624           | 10,350           | 23,247            | 45%                      |
| 34131                                  | Administrative Services          | 28,335           | 28,335           | 68,000            | 42%                      |
| 34240                                  | Accident Reports                 | 350              | 740              | 1,000             | 74%                      |
| 34793                                  | Community Center Fees            | 8,095            | 4,815            | 20,000            | 24%                      |
| 35100                                  | City Court Revenue               | 52,904           | 73,020           | 100,000           | 73%                      |
| 36100                                  | Interest Earning                 | 111,907          | 114,197          | 275,000           | 42%                      |
| 36210                                  | Rent-Sewer Plant                 | 3,506            | 4,272            | 8,414             | 51%                      |
| 36330                                  | Sale of Equipment                | 809              | 0                | 15,000            | 0%                       |
| 36350                                  | Insurance Recovery               | 0                | 32,844           | 10,000            | 328%                     |
| 36691                                  | Miscellaneous Revenue            | 35,727           | 5,698            | 20,000            | 28%                      |
| 36700                                  | Donations                        | 5,000            | 5,250            | 24,000            | 22%                      |
| 36990                                  | Insurance Package Refund         | 4,000            | 9,000            | 0                 | 0%                       |
| 36910                                  | Loan Proceeds                    | 0                | 0                | 373,500           | 0%                       |
| <b>Total Other Sources</b>             |                                  | <b>316,197</b>   | <b>365,171</b>   | <b>1,186,561</b>  |                          |
| <b>Total General Fund Revenue</b>      |                                  | <b>2,305,115</b> | <b>2,547,331</b> | <b>10,618,042</b> | <b>24%</b>               |

**Expenditures**

|                          |           |           |           |     |
|--------------------------|-----------|-----------|-----------|-----|
| Judicial                 | 73,551    | 85,156    | 189,151   | 45% |
| Legislative              | 424,854   | 23,555    | 51,110    | 46% |
| Finance & Administration | 417,414   | 517,191   | 1,173,438 | 44% |
| Insurance                | 426,045   | 467,549   | 1,362,005 | 34% |
| Community Development    | 0         | 260,376   | 577,569   | 45% |
| Police                   | 1,055,695 | 1,419,682 | 3,501,642 | 41% |
| Fire                     | 695,686   | 777,405   | 1,928,590 | 40% |
|                          | 3,093,245 | 3,550,914 | 8,783,505 |     |

|                          |         |         |           |     |
|--------------------------|---------|---------|-----------|-----|
| Public Works             |         |         |           |     |
| Public Wks-Admin/Streets | 444,474 | 400,854 | 1,053,928 | 38% |
| Fleet Maint              | 58,482  | 65,051  | 151,777   | 43% |
| Gov't Bldg               | 101,474 | 256,432 | 785,997   | 33% |
| Animal Control           | 37,622  | 59,990  | 79,480    | 75% |
| Total Public Works       | 642,052 | 782,328 | 2,071,182 |     |

|                         |         |         |         |      |
|-------------------------|---------|---------|---------|------|
| Parks                   |         |         |         |      |
| Parks Admin             | 0       | 47,952  | 162,559 | 29%  |
| Community Center        | 8,937   | 459     | 3,000   | 15%  |
| James Rd/ Cagle Field   | 8,755   | 0       | 2,000   | 0%   |
| Redding Rd/ Kids Corner | 17,337  | 13,431  | 12,000  | 112% |
| Morrison Springs Fac    | 10,294  | 0       | 5,000   | 0%   |
| Swimming Pool           | 11,647  | 21,820  | 55,000  | 40%  |
| White Oak Park          | 70,143  | 63,135  | 43,500  | 145% |
| Town Center Park        | 0       | 0       | 750     | 0%   |
| Total Parks             | 127,113 | 146,797 | 283,809 |      |

|                                        |                  |                  |                   |            |
|----------------------------------------|------------------|------------------|-------------------|------------|
| <b>Total General Fund Expenditures</b> | <b>3,862,410</b> | <b>4,480,039</b> | <b>11,138,496</b> | <b>40%</b> |
|----------------------------------------|------------------|------------------|-------------------|------------|

**Solid Waste Management**

|                     |         |         |           |     |
|---------------------|---------|---------|-----------|-----|
| <u>Revenues</u>     | 80,574  | 92,917  | 1,020,000 | 9%  |
| <u>Expenditures</u> | 403,414 | 677,136 | 1,234,489 | 55% |

**State Street Aid**

|                     |         |         |         |     |
|---------------------|---------|---------|---------|-----|
| <u>Revenues</u>     | 218,266 | 197,040 | 482,415 | 41% |
| <u>Expenditures</u> | 113,244 | 98,908  | 955,499 | 10% |

**Stormwater MS4**

|                     |        |         |         |     |
|---------------------|--------|---------|---------|-----|
| <u>Revenues</u>     | 33,069 | 51,074  | 529,213 | 10% |
| <u>Expenditures</u> | 74,554 | 171,933 | 499,052 | 34% |

**Drug Enf Fund**

|                     |        |       |        |     |
|---------------------|--------|-------|--------|-----|
| <u>Revenues</u>     | 33,069 | 4,484 | 34,200 | 13% |
| <u>Expenditures</u> | 74,554 | 200   | 34,200 | 1%  |

**Impound Fund**

|                     |   |     |       |     |
|---------------------|---|-----|-------|-----|
| <u>Revenues</u>     | 0 | 0   | 4,650 | 0%  |
| <u>Expenditures</u> | 0 | 525 | 4,650 | 11% |



## Public Works Mission Statement

To effectively maintain and develop public infrastructure and facilities, and to provide services to the public to achieve common social, economic, and environmental desires. Public Works takes a proactive approach to preserve and enhance the City for future generations

Excellence  
in Service  
Delivery

Expanded  
Services

Customer  
Approval

Beautiful  
City for All

**Streets  
Division**

**Storm  
Water  
Division**

**Solid Waste  
Division**

**Facilities  
Division**

**Fleet  
Division**

**Parks  
Division**



# 2023-2024 ACHIEVEMENTS

## From the Director

While serving as the director of the Public Works Departments I rely HEAVILY on a highly competent staff to “get the job done” on a daily basis. We are comprised of six divisions that incorporate seven distinct and separate budgets. Without the support of this staff, I have nothing to report!

In the following pages I will highlight the awesome performance and daily accomplishments of this team the City Commission has provided to the Public Works Department:

Kate Hackney-Executive Office Manager  
Jeffrey Grabe-Parks Manager  
Ricky Reeves-Streets/Storm Water Supervisor  
Randy Bell-Fleet Manager

Justin Headrick-Facilities Manager  
Nate Hall-Engineering Technician  
James Allen-Solid Waste Supervisor

In the past twelve months these individuals have worked hand in hand with me to accomplish some remarkable changes in the City of Red Bank without creating a budget deficit for the 2023/2024 Approved Budget. In many cases they have achieved much more with less. Their efforts to work with me on budgets and finances while excelling in providing city services and accomplishing City Commission goals is praiseworthy.

The following pages are a collection of their own proud achievements and work schedules of the Public Works staff and support team that make Public Works the City of Red Bank’s most successful department.



## 2023-2024 ACHIEVEMENTS

### Public Works Staff-Greg Tate/Kate Hackney

- Public Works reorganized by dividing staff to create a new Community Development Department with Leslie Johnson as Director
- A portion of the traditional Public Works budget was also divided to partially fund the Community Development Department
- Public Works budget funded a Comprehensive Plan, Parks Needs Assessment and Small Area Study as separate initiatives and ongoing through the last twelve months
- Staff worked with Human Resources to revamp all job descriptions across the department to accurately reflect responsibilities and to coincide with comparable pay rates
- With HR support, the Office Manager position was reformed into an Executive Office Manager with new levels of authority and responsibilities
- A Solid Waste Supervisor was hired to manage that division and improve service delivery
- Nate Hall was hired as Engineering Technician to replace Leslie Johnson as Capital Projects Manager
- Kate Hackney was assigned as training coordinator for annual, required personnel training
- Began greater effort to increase the Department's Social Media presence (work in progress)
- Took ownership of the City Commission appointed Cemetery Advisory Board (CAB)
- Collaborated with the Red Bank Police Department to establish a Traffic Safety Committee
- All staff helped me successfully manage seven budgets to achieve the Department's Mission of achieving common social, economic and environmental goals and preserving and enhancing the city for future generations



# 2023-2024 ACHIEVEMENTS

## Facilities Management-Justin Headrick

- Installed AEDs in all Facilities
- ADA Door Openers at City Hall/Police
- New steps/handrails behind Police Dept.
- Installed smoke alarms in key facilities
- Created a Lactation room at Courts Bldg.
- Backup Generator at Police Dept.
- Established Annual Fire Extinguisher Inspection program at all facilities
- Partial remodel of Police Dept. offices
- Upgraded City Hall access points
- Established annual HVAC inspection program at all facilities
- Removed Underground Storge Tank at Public Works garage
- Remodeled offices at Public Works to create workspace for new staff positions
- EV Charging Stations Installed
- New fencing all around tennis and pickleball courts
- Replaced roofs on select parks facilities
- Resurfaced city tennis courts
- Refreshed Kids Corner restrooms
- Wind screens installed at pickleball courts
- Replaced old HVAC system at the Red Bank Boxing Building
- Installed low maintenance floors in park restrooms, community center and Public Works offices
- Put up fencing around Red Bank Cemetery
- Installed remote access controls and smoke alarms at the Community Center
- Installed Public Art displays at the Community Center
- Replaced Community Center lighting with all LED
- Installed food service exhaust fan at James Ave concession building
- Facilities Manager Justin Headrick closed out [607](#) facility maintenance requests through his own work or sub-contracting



# 2023-2024 ACHIEVEMENTS

## Parks Division-Jeffrey Grabe

- Commission approved an effective Parks and Recreation Advisory Board
- Contracted with Kimley Horn to execute a Parks Needs Assessment
- Conducted public engagement meetings during the Parks Needs Assessment
- Adopted the first ever Parks Master Plan
- Continued a successful Festival Advisory Board with Jeffrey Grabe on point
- Food Truck Fridays
- Community Movie Nights
- Mini Farmers Markets
- Jeffrey Grabe became CPSI (Certified Playground Safety Inspector)
- Replaced White Oak Park Playground using a Game Time 100% grant
- Conducted the first ever Playground Audit for the City of Red Bank
- Established a monthly playground inspection program using Park Protector
- Hired Tegan Barber to assist with programming focused on seniors
- Expanded community cleanup programs
- Established program scheduling using RECDESK
- Engaged in Partnerships with the following entities:
  - PARTAS/TDEC
  - National Recreation & Parks Assoc.
  - Trust for Public Land
  - White Oak Bicycle Cooperative
  - Waterways
  - Chattanooga Parks and Outdoors
  - Chattanooga Blue Birds
  - University of Tennessee, Chattanooga
  - Wild Trails (Trail Running Marathon)
  - Rhino Runs (Moon Pie Move)
  - Tennessee Parks & Recreation Assoc.
  - Protect Youth Sports
  - SORBA
- Strengthened relationships with license holders



## 2023-2024 ACHIEVEMENTS

### Street Division-Ricky Reeves

- Maintained daily operations at a remarkable level with minimum staffing
- Completed over [487](#) work orders for road repairs, sign replacement, traffic signal repairs, parks maintenance and other requested services
- This averages out to 41 work orders per month but does not include daily operations such as mowing the city parks and Right-of-way, unplanned jobs such as picking up litter, etc.
- Continued to assist with city parks maintenance and facility repairs
- Increased digital capacity through the iWorQ programs for paving, signs and work management programs
- Executed over \$80,000 in road striping throughout the city
- Completed the city's first ever Pavement Condition Index (iWorQ product)
- Completed the city's second ever sign inventory and management software (iWorQ product)
- Completed the city's first ever sidewalk inventory (with mapping and GIS capacity)
- As a partner of the Traffic Safety Committee, began a program to move digital traffic signs to collect vehicle counts and speed data for the committee to make recommendations on traffic control measures
- Supported all city functions, festivals, CAB workdays, Green Steps cleanup days, special events and after-hours emergencies and the courts workdays program with over-time as needed



## 2023-2024 ACHIEVEMENTS

### Solid Waste Division-James Allen

- In the last year James Allen was promoted to supervisor for this division
- Collaborated with Streets Supervisor, Ricky Reeves, cross-leveled personnel to keep solid waste services running uninterrupted due to staffing shortages
- Increased Recycle Center operations to five days a week
- Began a concerted vehicle maintenance effort to ensure all assets have the necessary maintenance and services required to keep the fleet in good operational order
- Started three new services in the division without raising solid waste fees:
  - Waste Oil Recovery
  - Pumpkins for Pigs
  - Used tire disposal
- Upgraded radio assets for three divisions to improve the operational communications
- In addition to daily, household garbage collection the division closed out [5,193](#) work order requests for brush, bulk trash and other Solid Waste services in the last 12 months
- This equates to 24 service calls closed per workday
- This number does not include staff picking up discarded trash that was not called in as service requests
- Supported after-hours emergencies with over-time as needed



## 2023-2024 ACHIEVEMENTS

### Storm Water Division-Ricky Reeves

- Hired a new Heavy Equipment Operator to create an effective work force in the division
- Qualified all three Storm Water personnel as TDEC Level One operators
- Outfitted the team with new equipment:
  - Jetter Truck purchased with TDEC ARPA funding
  - Procured a Dump truck for utility maintenance
  - Procured a Heavy-duty pickup truck for utility maintenance
  - Procured a Street Sweeper for utility and road maintenance to ensure we are minimizing sedimentary deposits into Stringers Branch and fulfilling our EPA and MS4 Permit mandated Storm Water requirements (State Street Aid funds)
  - Procured iWorQ Storm Water Management Software
- Revised the City Storm Water ordinance to meet the funding level required to operate a Storm Water utility
- Contracted with Barge Consultants to map and inventory the City's Storm Water Utility through the same TDEC ARPA grant that will deliver the following outcomes by years end:
  - A utility management plan that will allow the city to seek out funding opportunities
  - A structural analysis of the condition of storm water assets
  - A GIS product staff can use to view actual storm water assets
  - Shape files that can be loaded into iWorQ for continued Storm Water asset identification and maintenance operations



## 2023-2024 ACHIEVEMENTS

### Storm Water Division-continued

- Replaced 47 storm water grates along Dayton Blvd that were not bike safe (effort continues along secondary roads)
- Staff responded to storm water asset maintenance requests from Barge Consultants as they inventoried assets across the city
- In the past year, the three person Storm Water team closed [247](#) work orders in addition to flushing tiles and street sweeping

### Fleet Division-Randy Bell

- Fleet Manager Randy Bell has done an outstanding job keeping the entire city fleet operational while enabling city services to continue daily and uninterrupted
- Fleet Maintenance personnel completed [441](#) services in the past twelve months
- This averages 37 services per month of various types, a remarkable feat for only two personnel who also manage to keep required records, financials and data elements
- They manage assets totaling over 112 pieces of rolling stock, to include utility trailers, stationary equipment, power tools and agricultural equipment, emergency services units and much more
- The Fleet Division accomplishes its daily mission through their own “hands-on wrench turning” at our own undersized facility, contract services with third party service departments, and using local, certified service providers within the City of Red Bank



# Public Works Department: 2024-2025 Work Plan Activities

| 2024/2025 Transportation Initiatives      | Jul                                                           | Aug                         | Sep | Oct                         | Nov | Dec                                                        | Jan | Feb                      | Mar | Apr | May | Jun |
|-------------------------------------------|---------------------------------------------------------------|-----------------------------|-----|-----------------------------|-----|------------------------------------------------------------|-----|--------------------------|-----|-----|-----|-----|
| White Oak Park Sidewalk Connectivity Plan | Sidewalk from White Oak Park /Stringers Ridge Connector Trail |                             |     |                             |     |                                                            |     |                          |     |     |     |     |
| Memorial Drive Sidewalk Connectivity Plan |                                                               |                             |     |                             |     | Ashmore Avenue Across Memorial Drive Sidewalk Connectivity |     |                          |     |     |     |     |
| City Striping Plan                        |                                                               |                             |     |                             |     | Issue RFQ for On-call Services                             |     | Award Contract-Execution |     |     |     |     |
| Guardrail Replacement Plan                |                                                               |                             |     |                             |     | Issue RFQ                                                  |     | Award Contract-Execution |     |     |     |     |
| School Zone Point Christian Academy       |                                                               | Consultant Proposal for SOW |     | Commission Presentation SOW |     | TBD—Commission Approval, Award Contract-Execution          |     |                          |     |     |     |     |



# Public Works Department: 2024-2025 Work Plan Activities

| 2024/2025<br>Transportation<br>Initiatives                                     | Jul | Aug                               | Sep                               | Oct | Nov | Dec | Jan                                                   | Feb                                                                         | Mar                                                  | Apr                          | May | Jun |
|--------------------------------------------------------------------------------|-----|-----------------------------------|-----------------------------------|-----|-----|-----|-------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------|------------------------------|-----|-----|
| <b>Pedestrian<br/>Island<br/>Upgrade Plan<br/>(X5)</b>                         |     |                                   |                                   |     |     |     |                                                       | Commission<br>Presentation<br>of Concept &<br>Design                        |                                                      | Issue Contract-<br>Execution |     |     |
| <b>Transportation<br/>Sidewalk<br/>Capital<br/>Improvements<br/>Plan (CIP)</b> |     |                                   |                                   |     |     |     |                                                       | Prepare CIP for continued Sidewalk<br>Connectivity at additional locations* |                                                      |                              |     |     |
| <b>City<br/>Paving<br/>Plan</b>                                                |     |                                   |                                   |     |     |     |                                                       | Commission<br>Presentation                                                  | Prepare CIP for Annual<br>Paving Program             |                              |     |     |
| <b>Dayton @<br/>Morrison<br/>Safety Barrier</b>                                |     |                                   |                                   |     |     |     |                                                       | Commission<br>Presentation<br>of Concept &<br>Design                        | TBD—Commission Approval,<br>Award Contract-Execution |                              |     |     |
| <b>Ashland<br/>Terrace<br/>Right Sizing</b>                                    |     | Consultant<br>Proposal<br>for SOW | Commission<br>Presentation<br>SOW |     |     |     | TBD—Commission Approval, Award Contract-<br>Execution |                                                                             |                                                      |                              |     |     |

\*Reference Sidewalk Connectivity plan briefed  
to commission on 06 August 2024



# Public Works Department: 2024-2025 Work Plan Activities

| 2024/2025 Facilities                                 | Jul                                                                                                                   | Aug                                      | Sep                    | Oct | Nov                   | Dec | Jan | Feb | Mar | Apr | May | Jun |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------|-----|-----------------------|-----|-----|-----|-----|-----|-----|-----|
| Install Drinking Fountains at all Parks & Facilities | Procurement Effort and Installation Ongoing                                                                           |                                          |                        |     |                       |     |     |     |     |     |     |     |
| Public Restroom Facility at Community Center         |                                                                                                                       | Design and Final Planning Award Contract |                        |     | Construction Underway |     |     |     |     |     |     |     |
| Install EV & E-Bike Chargers                         |                                                                                                                       |                                          | Construction Completed |     |                       |     |     |     |     |     |     |     |
| Red Bank Cemetery Improvements                       | ONGOING PROJECTS-Tombstone repairs, Archway entrance, Monument sign, CAB requested amenities (parking, benches, etc.) |                                          |                        |     |                       |     |     |     |     |     |     |     |
| Police Dept. Detective's Offices Refresh             |                                                                                                                       |                                          | Procurement Process    |     | Construction Underway |     |     |     |     |     |     |     |



# Public Works Department: 2024-2025 Work Plan Activities

| 2024/2025 Facilities                 | Jul                                                                                                                                                             | Aug | Sep | Oct | Nov | Dec | Jan            | Feb | Mar | Apr | May | Jun |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|
| Fleet Manager's Office Refresh       |                                                                                                                                                                 |     |     |     |     |     | Construction   |     |     |     |     |     |
| Parks Maintenance                    | Responding to the Parks Master Plan recommendations for maintenance needs, installing additional water points at WOP, fountains/bottle fillers across the parks |     |     |     |     |     |                |     |     |     |     |     |
| Red Bank Swimming Pool Repairs       | Feasibility Study, Pump replacement, liner repairs, new covers, safety equipment                                                                                |     |     |     |     |     | CIP Discussion |     |     |     |     |     |
| Replacement of Public Works Facility | Replacement of Public Works Facility on Pine Breeze Rd<br>Ongoing effort that began with ARPA funding and will continue as CIP initiative                       |     |     |     |     |     |                |     |     |     |     |     |
|                                      |                                                                                                                                                                 |     |     |     |     |     |                |     |     |     |     |     |



# Public Works Department: 2024-2025 Work Plan Activities

| 2024/2025<br>Park Initiatives                    | Jul                                                                                                                                                     | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Parks Master Plan<br>Assessments<br>/ Scheduling | Staff to continue to work through the Parks Master Plan to establish goals for Short/Mid/Long-Term Outcomes                                             |     |     |     |     |     |     |     |     |     |     |     |
| City<br>Celebrations<br>/ Activities             | Continue schedule of community activities throughout the year with the 70 <sup>th</sup> anniversary of the City of Red Bank taking priority in May 2025 |     |     |     |     |     |     |     |     |     |     |     |
| Godsey<br>Ridge                                  | ONGOING PROJECT in Partnership with Trust for Public Land                                                                                               |     |     |     |     |     |     |     |     |     |     |     |
| Stringers<br>Ridge<br>Connector<br>Phase III     | ONGOING PROJECT in Partnership with Trust for Public Land                                                                                               |     |     |     |     |     |     |     |     |     |     |     |
| Midvale to<br>James Ave<br>Connectivity          | ONGOING PROJECT in Partnership with Trust for Public Land                                                                                               |     |     |     |     |     |     |     |     |     |     |     |



# Public Works Department: 2024-2025 Work Plan Activities

| 2024/2025<br>Park Initiatives | Jul                                                                                                                                       | Aug | Sep | Oct | Nov                    | Dec | Jan                    | Feb | Mar          | Apr | May | Jun |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|------------------------|-----|------------------------|-----|--------------|-----|-----|-----|
| Hill Point<br>HOA<br>Property | Staff to continue to work with Hill Point HOA for acquisition of additional recreation space that may also encompass parts of the "Field" |     |     |     |                        |     |                        |     |              |     |     |     |
| The<br>"Field"                | Staff to continue to work with stakeholders to fully acquire, identify and define the makeup of the area referred to as the "Field"       |     |     |     |                        |     |                        |     |              |     |     |     |
| Dog Park<br>Improvement       |                                                                                                                                           |     |     |     | Planning<br>and Design |     | Procurement<br>Process |     | Construction |     |     |     |
|                               |                                                                                                                                           |     |     |     |                        |     |                        |     |              |     |     |     |
|                               |                                                                                                                                           |     |     |     |                        |     |                        |     |              |     |     |     |



# Public Works Department: 2024-2025 Capital Project Status

| 2024/2025<br>Park Initiatives                                 | Jul                                                                                                                                                    | Aug                                | Sep | Oct                                 | Nov                          | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----|-------------------------------------|------------------------------|-----|-----|-----|-----|-----|-----|-----|
| PIN: 121880<br>Signalization                                  |                                                                                                                                                        | Construction/CEI<br>Punchlist Work |     | Closeout/Final<br>call for invoices |                              |     |     |     |     |     |     |     |
|                                                               |                                                                                                                                                        |                                    |     |                                     | End Of Project-<br>Completed |     |     |     |     |     |     |     |
| PIN: 130155<br>Resurfacing<br>Browntown<br>to Gadd            | Staff continues to work to bring this project to a conclusion. Project is currently in the ROW phase and should soon transition to Design/Construction |                                    |     |                                     |                              |     |     |     |     |     |     |     |
| PIN: 130563<br>Replacement<br>of Lullwater<br>Bridge          | Staff continues to work to bring this project to a conclusion. Project is currently in the Design phase and should soon transition to Construction     |                                    |     |                                     |                              |     |     |     |     |     |     |     |
| PIN: 130774<br>ADA<br>Improvements<br>South of<br>Newberry St | Staff continues to work to bring this project to a conclusion. Project is currently in the Design phase and should soon transition to Construction     |                                    |     |                                     |                              |     |     |     |     |     |     |     |
| PIN: 135374<br>CMAQ<br>Bike Blvd                              | Project is in the beginning stages. With recent commission approval to hire Barge as a consultant the project should soon begin the NEPA/ROW phase     |                                    |     |                                     |                              |     |     |     |     |     |     |     |



# Public Works Department: 2024-2025 Commission Goals

| 2024/2025<br>Public Works<br>Supported<br>Commission<br>Goals                                   | Jul                                                                                                                                                                                                                                                                                              | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>Improve Multi-Modal Transportation</b><br><small>Community Development</small>               | With the addition of an Engineering Technician to manage portions of this goal, staff is working with Community Development Staff on a city-wide paving plan, sidewalk connectivity planning, as well as numerous road studies along Dayton Blvd, Morrison Springs and Ashland Terrace           |     |     |     |     |     |     |     |     |     |     |     |
| <b>Develop Parks, Trails and Recreation</b><br><small>PUBLIC WORKS</small>                      | After adoption of a Parks Master Plan, Staff continues working through recommendations to correct maintenance needs, meet immediate shortfalls within the current budget while preparing a CIP needs list while working with TPL on Godsey Ridge, Stringers Ridge Connector Trail III, the Field |     |     |     |     |     |     |     |     |     |     |     |
| <b>Develop a Comprehensive Plan</b><br><small>Community Development</small>                     | Staff is anticipating adoption of the Comprehensive Plan to begin collaboration with the Community Development Department on the part Public Works will play on this diverse plan                                                                                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Identify and Celebrate Areas of Stringers Branch</b><br><small>Community Development</small> | This Commission Goal, while owned by Community Development will result in several collaborative efforts with the Public Works Department for maintenance, restoration, signage and conservation issues                                                                                           |     |     |     |     |     |     |     |     |     |     |     |
| <b>Update Entrances to the City</b><br><small>PUBLIC WORKS</small>                              | Staff to schedule meetings with TDOT to acquire approval for what will become a CIP to update city entrances in further effort to beautify those areas of the city                                                                                                                               |     |     |     |     |     |     |     |     |     |     |     |

# **City of Red Bank**

## **Social Media Participation And Internet Posting Policy**

### **SECTION 1. APPLICABILITY**

1.1. This policy applies to every employee, whether part-time or full-time, currently employed by the City and elected officials in any capacity who posts any material whether written, audio, video, or otherwise on any website, blog, or any other medium accessible via the global internet and purports to be speaking in their capacity as a city employee or elected official.

1.2. For purposes of this policy social media is content created by individuals using accessible and scalable technologies through the global internet. Examples include but are not limited to Facebook, Instagram, blogs, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, TikTok, etc.

1.3 When an individual acts as an employee or elected official, they may create a public record subject to applicable policies and statutes. According to the Tennessee Secretary of State: ‘Public record or records’ or ‘state record or records’ means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.” T.C.A. § 10-7-301(6) The test for determining whether a record is public is “whether it was made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.” Griffin v. City of Knoxville, 821 S.W. 2d 921, 924 (Tenn. 1991).

### **SECTION 2. CITY-OWNED OR CREATED SOCIAL MEDIA**

2.1. The City’s primary and predominant internet presence is [www.redbanktn.gov](http://www.redbanktn.gov) and its primary and predominant social media presence is ‘City of Red Bank TN’ on Facebook. The City may also develop an official presence on other platforms; no non-City-owned website, blog, or social media site shall characterize itself as representing the City of Red Bank, Tennessee.

2.2. The City maintains an online presence. An employee or elected official may not characterize him or herself as representing the City, directly or indirectly, in any online posting unless pursuant to a written policy of the City and at the direction of the City Manager.

2.3. All City social media sites directly or indirectly representing to be an official statement of the City must be created pursuant to this policy and be approved by the City Manager or his/her designee.

2.4. The City Manager or his/her designee is responsible for the content, upkeep, and archiving of any social media site(s) created pursuant to this policy.

2.5. Whenever possible a social media site shall link or otherwise refer visitors to the City’s main website, [www.redbanktn.gov](http://www.redbanktn.gov).

2.6. In addition to this policy all social media sites shall comply with any and every other applicable City policy including but not limited to:

- a. Open Records Policy
- b. Internet/Email Use Policy
- c. IT Security Policy
- d. Ethics Policy
- e. Records Retention Policy

2.7. A social media site is subject to Tennessee's Public Records Act (T.C.A. § 10-7-101, *et seq.*) and Open Meetings Act (T.C.A. § 8-44-101, *et seq.*) and no social media site shall be used to circumvent or otherwise be in violation of these laws. All information posted on a social media site shall be a public record and subject to public inspection at any time. All lawful public records requests for information contained on a social media site shall be fulfilled by the City Manager or his/her designee and any employee whose assistance is necessitated. Every social media site shall contain a clear and conspicuous statement referencing the aforementioned state laws. All official postings on a social media site shall be preserved in accordance with the City's records retention schedule.

2.8. A social media site shall also contain a clear and conspicuous statement that the purpose of the site is to serve as a mechanism for communication between the City and its constituents and that all postings are subject to review and deletion by the City. While the City of Red Bank encourages viewers to actively engage in open communication on our social media by contributing comments and conversations related to city business, events, community safety, and well-being, we remind viewers that the statements and opinions expressed in posted comments represent those of the party responsible for the posting and do not reflect the overarching views or goals of the City of Red Bank, its agents, or its personnel.

The City of Red Bank does not guarantee that information posted by users is accurate and disclaims any liability for loss or damages resulting from reliance on any such information.

The City of Red Bank does not endorse or support any private or commercial entity, or the information, products, or services contained on those websites that may be reached through comment-related links placed on our page by viewers.

The City of Red Bank reserves the right to hide any posts that do not align with our social media's purpose of serving the public with unbiased, factual information and resources. While we wish to allow an open forum for community members to discuss city-related issues, the City of Red Bank discourages comments that are offensive, threatening, or information designed to mislead the general public. The City of Red Bank reserves the right to hide comments or posts that contain or suggest any of the following:

- Profanity, obscenity, or vulgarity
- Hate speech or suggestion thereof
- Off-topic and unrelated comments that do not focus on city services or city business, or community safety.
- Inappropriate pictures, including nudity, indecency, and inhumanity in profile and posted pictures

- Defamation or threats to a member of the City, or a person or group of people
- Name calling and/or personal attacks against members of the City or its citizens.
- Comments designed to sell a product or service
- Spam, including identical comments posted repeatedly
- Language that infringes on copyrights
- Suggestion or advocacy of illegal activity
- Links to non-governmental or unrelated/corporate websites
- Any other postings that the City of Red Bank deems inappropriate for public viewership
- In deference to victims, witnesses, their families, and community stakeholders, comments that are not directly related to the subject matter posted may be hidden

The City of Red Bank will always refrain from responding on social media to inquiries on any active and past emergency calls. This is necessary in order to protect the privacy of the parties involved.

All comments, images, links, and stories posted on the City of Red Bank's social media will be reviewed in as timely a manner as possible and muted or hidden if not in compliance with the policy standards stated above. In order to properly protect your privacy, we strongly advise visitors not to post confidential information on our social media page. The City of Red Bank reserves the right to modify its comment policy at any time.

2.9. The City will approach the use of social media tools, software, hardware, and applications in a consistent, citywide manner. All new tools, software, hardware, and applications must be approved by the City Manager or his/her designee.

#### 2.10. Administration of City social media sites

The City Manager or his/her designee will maintain a list of social media tools approved by City departments, staff, and elected officials.

The City Manager or his/her designee will maintain a list of all City social media sites, including login and password information. Employees and officials will inform the City Manager of any new social media sites or administrative changes to existing sites.

The City must be able to immediately edit or remove content from social media sites.

There shall always be a minimum of two staff members, in addition to the IT Manager, with administrative rights for all social media sites.

2.11. For each social media tool approved for use by the City, the following documentation will be developed and adopted:

- Operational and use guidelines,
- Standards and processes for managing accounts on social media sites,
- City and departmental branding standards,
- Enterprise-wide design standards,
- Standards for the administration of social media sites, and
- Standards for archiving social media sites.

## 2.12. Selection Of Posted Media

Media content considered for posting to City of Red Bank social media platforms should adhere to the parameters outlined herein:

- Postings shall promote growth and positivity within the community and local businesses as well as civic, religious, and public interest entities.
- Posting should be oriented toward local and Red Bank-directed events and activities instead of posting news items or reposting news stories unless said news item or story is oriented to promoting a City of Red Bank happening.
- Posts shall not involve partisan political activities, meetings, advertisements, exhortations, or criticisms with the exception of “an all City Commission Candidates forums sponsored by the City as an entity”.
- Announcements posted should be directly related to businesses or groups providing services or activities within the City of Red Bank and/or environments closely associated with the City of Red Bank.
- Postings that inform and update the public on City projects, events, plans, and goals.
- Promotion of City-sponsored activities, meetings, events, and programs.
- Posts that showcase artistic, architectural, historical, and civic assets within the City and/or persons in the City together with civic and/or charitable or public service interest organizations.
- Sharing of happenings and events involving local businesses, citizens, the City, and City Departments as well as civic and charitable and/or public service organizations, entities, and events.
- Events, activities, and occurrences suggested by City staff that meet one or more of the abovementioned parameters.

2.13 The posting of Criminal Justice Information (CJI) or Personal Identifying Information (PII) on systems such as public websites, forums, and social media is strictly prohibited.

## SECTION 3. NON-CITY SOCIAL MEDIA SITES

As a policy-making body, Commission members are given more latitude than City employees to publicly express thoughts and opinions on local matters. However, as an elected official, one should be aware of additional risks related to one’s general participation on social media.

3.1. An employee or elected official may not characterize him or herself as representing the City, directly or indirectly, in any online posting unless pursuant to a written policy of the City or the direction of the City Manager.

3.2. The use of a City email address, job title, official City name, seal, or logo shall be deemed an attempt to represent the City in an official capacity. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent the City in an official capacity.

3.3. Departments can allow employees to participate in existing social networking sites as part of their job duties with the written permission of the City Manager. The City Manager may allow or disallow employee participation in any social media activities.

3.4. Any postings on a non-City social media site made in an official capacity shall be subject to the Tennessee Open Records Act and the Tennessee Open Meetings Act.

3.5. An employee or elected official posting on a social media site shall take reasonable care not to disclose any confidential information in any posting.

3.6. When posting in a non-official capacity an employee or elected official shall take reasonable care not to identify themselves as an elected official or employee of the City. When the identity of an employee or elected official posting on a non-city social media site is apparent, the employee or elected official shall clearly state that he or she is posting in a private capacity.

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City Manager

(date)

**ATTACHMENT:**

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have received and read a copy of the City of Red Bank's Social Media Participation and Internet Posting Policy. I understand that all City Owned or Created Social Media are the property of the city, as is the information received from, transmitted to, or stored on these sites.

I acknowledge and consent to the City's monitoring of my use of City Owned or Created Social Media at any time the City deems it necessary in accordance with its policy. I understand that this consent is a condition of my employment and/or continued association with the City. I understand all the provisions specified in this policy. Further, I recognize that a violation of this policy may result in disciplinary action.

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**Name (Please Print)**

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**Signature of Employee  
or Elected Official**

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**Date**

---

**City Manager or designee**

---

**Date**



Municipal Building Courtroom

August 12, 2024 - 7:00 PM

AGENDA

I. INVOCATION

- a. Pastor Lore Stevens - [REDACTED] Unitarian Universalist Church

II. PLEDGE OF ALLEGIANCE

- a. Hayden Sauer, [REDACTED] High School Junior

III. ROLL CALL

IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS

- a. Recognition of [REDACTED] Outdoor Pool Lifeguards Alex Waraksa, Claudia Trabalka, Grant (Zeke) Vanatta, Samiah Wooten, Alice Perez, Collin Suddeth, Zach Dorman, Conner Rehill, Jasmine Chitwood, Eurydice Delmau, and Jackson Grant.
- b. A Proclamation Designating August 12, 2024 as Joe Gaddis Day  
[Joe Gaddis Proclamation.doc](#)
- c. A Proclamation Recognizing Mason Greenhalgh, Class AAA State Champion in the 800-Meter Track and Field Competition  
[Mason Greenhalgh Proclamation.doc](#)

V. SPECIAL REPORTS

VI. CONSENT AGENDA

- a. July 8, 2024 Regular Meeting Minutes  
[July 8 2024\\_Regular\\_Meeting\\_Minutes.pdf](#)
- b. July 16, 2024 Special Meeting Minutes  
[July 16, 2024 Special Meeting Minutes.pdf](#)
- c. Confirmation of Sixteen (16) Members to the Youth Advisory Board  
[YAB 2024.2025 board members.pdf](#)  
[2024-2025 YAB Applicants \(Redacted\).pdf](#)
- d. Approval of Citywide Records Retention Schedule  
[Resolution - Adoption of MTAS Records Retention Schedules.docx](#)

- e. Permanent Access to Emory Valley Road and Briarcliff Avenue  
Briarcliff Food Market-Gas Sta TIS summary 8-12-24).pdf  
Briarcliff Convenience store site plan (7-15-24).pdf  
Resolution - Permanent Access to Briarcliff Avenue and Emory Valley Road.docx
- f. Annual Order for Laboratory Services for the Water and Wastewater Treatment Plants  
Resolution - Annual Order - Environmental Laboratory Analysis - Public Works.docx
- g. Contract with Arcane Automation for PLC/HMI Technical Support at the Wastewater Treatment Plant and the Water Treatment Plant  
Resolution - PLC and HMI Technical Support for Public Works.docx
- h. Replacement of Vehicle 111  
Scan0160.pdf  
Resolution - 2024 Ford Explorer Interceptor Vehicle for [REDACTED].docx
- i. Donation of Sprinkler Side by Side Trailer to Pleasant View Volunteer Fire Department  
Oak Ridge Side by Side Letter 2024.pdf  
Resolution - Fire Dept Trailer Donation to Pleasant View.docx
- j. Transmittal of Reports on Debt Obligation \$20,000,000 State Revolving Fund Loan DWF 2022-253-01 \$4,030,000 in General Obligation Capital Outlay Notes  
Debt Report - [REDACTED] 2024 Electric Notes - State Approved.pdf  
Debt Report CT-0253 - [REDACTED] -State Approved.pdf

#### VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

- a. City Code Amendment - Through-Traffic on Residential Streets Section 15-344  
Bold Strikethrough of Proposed Changes to City Code Section 15-344.pdf  
Ordinance - City Code Section 15-344.docx

#### VIII. FINAL ADOPTION OF ORDINANCES

#### IX. RESOLUTIONS

- a. Amendment to Resolution 5-5-2023 for Professional Services for Lift Station Improvements at the Preserve Lift Stations  
2382\_001.pdf  
[REDACTED] Screening Improvements Proposal Amendment #1.pdf  
Resolution - Amend Resolution 5-50-2023 - Wastewater Lift Station Improvements.docx
- b. Addressing and Street Naming Policy  
Resolution - Adoption of Addressing and Street Naming Policy.docx  
[REDACTED] Addressing Policy\_Final Draft.pdf
- c. Community Development Block Grant: Annual Action Plan for Program Year (PY) 2024 and acceptance of FY25/PY24 Funds  
Draft Annual Action Plan FY25PY24  
Resolution - CDBG Consolidated Plan Program Year 2024 and Acceptance of FY2025 PY2024 Funds.docx
- d. Purchase of OmniCourt Software from Southern Automated Systems, Inc. for [REDACTED]  
City Court  
Resolution - OmniCourt.docx  
OmniCourt Proposal.pdf

- e. [Amendment to Resolution 6-84-2024 - Increase the Acreage and Purchase Price Offer for a Potential Land Site for Fire Station 2](#)  
[Resolution 6-84-2024 - Authorization to Offer to Purchase Potential Site for New Fire Station 2.pdf](#)  
[Resolution - Amend Resolution 6-84-2024 - Offer to Purchase Property for Future Fire Station 2.docx](#)
- f. [Amendment to Resolution 2-10-2011 Authorizing Adjustment of Electric Department Fees Associated with Connections and Non-Payment Disconnects](#)  
[Adjustment Resolution 2-10-2011 - Fees.pdf](#)  
[Disconnect Fee Survey.pdf](#)  
[Resolution - Amend Resolution 2-10-2011 - Electric Dept Fees.docx](#)
- g. [Resolution Authorizing a Local Rate Adjustment of 2.0% on Standard Service Rate Consultant Supplied Memo for TVA.pdf](#)  
[TVA Local Rate Adjustment Spreadsheet.pdf](#)  
[Last Electric Rate Adjustment.pdf](#)  
[Resolution - Electric Rate Adjustment - Effective October 2024.docx](#)
- h. [A Resolution Authorizing the Transmittal of Comments to the Tennessee Department of Environment and Conservation \(TDEC\) on the Agency's Conditional Approval of the U.S. Department of Energy's \(DOE\) Annual Update to the \[REDACTED\] Site Treatment Plan.](#)  
[Resolution - Transmitting Comments to TDEC on their Conditional Approval of DOE's Annual Update to \[REDACTED\] Site Treatment Plan.docx](#)  
[Comments on Conditional Approval of DOE's Update to the Site Treatment Plan August 2024.docx](#)

X. APPEARANCE OF CITIZENS

ALL CITIZENS ARE GIVEN 3 MINUTES

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

- a. [Election of One Adult Representative and One Student Representative to the Environmental Quality Advisory Board](#)  
[EQAB Student Representative Application Redacted.pdf](#)  
[HamiltonEQAB Application.pdf](#)
- b. [Appointment to Anderson County Regional Solid Waste Planning Board](#)

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

- a. CITY MANAGER'S REPORT
- b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

# **The Power of the Consent Agenda**

## **Consent Agendas**

The consent agenda is a tool used to streamline meeting procedures by collecting routine, non-controversial items into a group whereby all are passed with a single motion and vote. This method has grown in popularity in recent years and there are many variations on the theme to meet specific needs. In some meetings, the actual items to be placed on each consent agenda are selected by policy. In others, an agenda committee chooses the consent items.

The presiding officer announces the items on the consent agenda, asks if any item should be removed, then declares the consent agenda adopted unless there's objection. Commonly, no debate is allowed on the consent agenda or on any item included in it. In some organizations, the motion for adoption must receive unanimous approval.

Consent items may be read by title only in the body of a single consent agenda resolution. However, any director can have an item removed from the consent agenda for separate consideration. The remainder of the consent agenda can be voted on, omitting the challenged items.

## **Association Policy to Use Consent Agendas**

The chairman, in consultation with the board of directors, may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

Consent items are those which usually do not require discussion or explanation prior to board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of minutes, finances and reports.

An individual director for consideration may remove items from the consent agenda by a timely request of the chairman. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Consent agenda items are approved en masse by one vote of the board. The consent agenda items shall be separately recorded in the minutes.

### **Q: What is a "Consent Agenda" and how will it make our meetings go faster?**

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

### **What belongs on the consent agenda?**

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

### **How are consent items handled?**

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

### **How to start using a consent agenda**

In order to start using a consent agenda, the board should first adopt a rule of order allowing for

the consent agenda process. Parliamentarian Colette Collier Trohan CPP-T, PRP [www.cctrohan.com](http://www.cctrohan.com) suggests the following rule:

“A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for City of Red Bank (Client) for the Red Bank Public Works Facility Design – Addendum 2, in accordance with the Professional Services Agreement (Agreement) dated April 12, 2023. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation

## **I. Project Description**

In order to support the ongoing design project to demolish and construct a new Public Works facility for the Client, Barge is requesting this addendum to provide further surveying support. While completing the survey work for the project, Barge identified missing and/or conflicting information related to property limits and designated ownership of property. During conversations with the Client, it was revealed that there were property exchanges that were conducted, but never made official in the historic records. In order to correct this, the Client has asked Barge to perform a review of all available title information and create new legal lots to be owned by the Client.

In addition to this additional survey work, Barge is requesting funds to perform a Phase 1 Environmental assessment of the property to identify hazardous materials which could affect the project during construction. Included with this assessment is a Universal Waste Plan to advise the Client on how to handle waste material found on-site during construction.

## **II. Scope of Services**

The scope of services is summarized into the following major tasks:

- Task 1 – Title Work Review and Base Map
- Task 2 – Sketch and Description
- Task 3 – Platting Process
- Task 4 – Environmental Assessment

The following sections provide a description of the purpose, activities, and deliverables anticipated for each of the tasks. Throughout the following tasks, Barge will manage the activities of our staff and subconsultants and submit monthly invoices with updated schedules and budgets as applicable.

### **Task 1 – Title Work Review & Base Map**

- Engage a title company to provide a comprehensive title package for the subject parcel, the White Oak Park parcel, and the TN American Water parcel.
- Review title documents, build deeds and maps in Civil3D, perform analysis on record documents to delineate property, right-of-way, and easement lines.
- Provide a base map in .pdf format showing the surveyor's findings.
- Meeting with the Client to discuss the base map and next steps.

### **Task 2 – Sketch & Description**

- Provide a sketch and description in .pdf and .doc format to an attorney to develop a deed for the portion of property that the City of Red Bank would purchase from TN American Water.

### **Task 3 – Platting Process**

- Convert existing base map into a minor plat per Hamilton County Subdivision Regulations
- Create two lots to be owned by the City of Redbank
  - Lot 1 for City of Red Bank Property North of Ben Miller Pkwy
  - Lot 2 for City of Red Bank Property South of Ben Miller Pkwy
- Vacate and dedicate portions of Ben Miller Pkwy
- Vacate and dedicate portions of Midvale Ave that will provide access to the water tower owned by TN American Water.
- Show all easements, right-of-ways, and property lines, and apply the necessary certificates, dedications, and recording for the final plat of the properties.
- Submit application, required fees, plat and copies to the Planning department
- Attend subdivision review meeting
- Address comments from Client, Hamilton County, and Electric Power Board
- Record Subdivision Plat

#### **Deliverables:**

The following deliverables will be provided as part of this task:

- .pdf Base Map showing property, right-of-way, and easement lines
- .pdf Sketch & Description of property to be acquired from TN American Water
- .pdf Final Plat showing lot geometry, right-of-ways, and easements for the City of Red Bank parcels in this area

#### **Assumptions:**

The following assumptions are applicable to the above scope of services:

- The Client will facilitate access to the project site. Surveyors will have full access within the project limits during normal working hours (6am – 8pm) seven days a week.
- Provide notification to property tenants/lessees of Client's intent to have Survey work performed.
- The client is responsible for providing the site assessment and geotechnical investigation report to the surveyor should that be required.
- Should unusual weather conditions affect the project schedule such as rain, snow, flooding, excessive heat, etc., Barge will notify the Client of said impact and how much that has delayed the project deliverables.
- Permit fees, recording fees, etc., are to be paid by the Client.
- Plans will be prepared using AutoCAD software with US Survey Foot units.
- Should there be a deviation in the easement or plat lines by the Client that would cause additional work, then a change order may be necessary.
- No sub-surface utility designation or location will be performed for this site. The client will provide the surveyor with any CADD or GIS files that represent utility data (underground water, sewer, gas, electric, and communications) that the client wishes to show on the survey at the beginning of the project.
- Wetland Surveys and delineation (jurisdictional/wetland lines).
- This scope of work does not include any variances or rezoning services. Should these services be needed, they can be provided for an additional fee.
- This fee does not include any fees associated with Water and Sewer Availability Requests, planning, and municipal submittal or recording fees.
- This fee does not include postage fees for mailers, subdivision application fees, or zoning fees.
- This fee does not include any fees associated with public hearings forums, outside agencies or committees outside the standard submittal and review process as set forth by Hamilton County.
- This fee does not include construction plans, sanitary sewer plans, water distribution plans, or any other engineering plans associated with a plat submittal.
- Survey services not specifically identified above including construction staking, preparation of additional exhibits and/or legal descriptions.

#### **Task 4 – Phase 1 Environmental Study**

Barge will subcontract Southern Environmental Technologies (SET) to provide environmental services supporting the demolition work on the project. SET will conduct the following:

- Perform a Phase 1 Environmental Site Assessment with records investigation on former Underground Storage Tanks (USTs).
- Perform an Asbestos Survey to support a demolition permit.
- Prepare a Universal Waste Plan for handling waste such as fluorescent lights, freon in HVAC and mercury thermostats during demolition.

##### **Deliverables:**

The following deliverables will be provided as part of this task:

- Detailed findings report (.pdf)
- Universal Waste Plan (.pdf)

##### **Assumptions:**

The following assumptions are applicable to the above scope of services:

- No lead based paint survey is included in this scope of work.
- The Client will facilitate access to the project site.
- Should unusual weather conditions affect the project schedule such as rain, snow, flooding, excessive heat, etc., Barge will notify the Client of said impact and how much that has delayed the project deliverables.
- If requested by the Client, a scope of work and fee can be provided to conduct a Phase 2 Environmental Assessment.

### **III. Project Schedule**

The total duration to completion for this addendum is anticipated to be 4 months. Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

#### IV. Compensation

Client agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project. The not-to-exceed cost to complete the scope of work as defined in the tasks above is estimated to be \$97,200. The budget status will be summarized monthly in our progress report and invoice submittal.

Barge will be permitted to move the budget between project tasks so long as the total fee is not exceeded. Barge will notify the Client if the work is projected to exceed the cost ceiling for this addendum and will request an additional addendum as appropriate.

**Fee Summary Table**

| Items                             | Fee Type | Fee Amount |
|-----------------------------------|----------|------------|
| A. Title Work Review and Base Map | Hourly   | \$45,400   |
| B. Sketch and Description         | Hourly   | \$9,300    |
| C. Platting Process               | Hourly   | \$29,200   |
| D. Phase 1 Environmental Study    | Hourly   | \$13,300   |
| TOTAL                             |          | \$97,200   |

**From:** [Brent Sylar](#)  
**To:** [Tracey Perry](#)  
**Subject:** FW: Congratulations! Your Fire Department Has Been Selected for a Tennessee American Water Firefighting Support Grant  
**Date:** Thursday, December 12, 2024 1:06:45 PM  
**Attachments:** [Outlook-ecu5coms.png](#)

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Here it is.

Respectfully,



*Brent Sylar*

**Fire Chief**

**City of Red Bank**

**3105 Dayton Blvd.**

**Red Bank, TN 37415**

**Office: 423.269.7939**

**Fax: 423.870.9975**

**Cell: 423.443.8468**

[www.redbanktn.gov](http://www.redbanktn.gov)



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**From:** Tara Watson <Tara.Watson@amwater.com>

**Sent:** Friday, September 13, 2024 10:33 AM

**Subject:** Congratulations! Your Fire Department Has Been Selected for a Tennessee American Water Firefighting Support Grant

Thank you for taking the time to submit an application to the Tennessee American Water Firefighting Support Grant. We recognize the important role that first responders play in helping keep our communities safe. This grant program is our way of showing our support to you and all your department provides to its citizens.

We are pleased to let you know that Tennessee American Water will support your request this year by awarding your department a firefighting support grant.

We look forward to seeing the positive impact this project is sure to have in our area. We'd like to do a check presentation photo op, so if you could please send some dates that would work for your organization, please let us know.

Once again, congratulations!

**Tara Watson**

Executive Assistant | Tennessee American Water

O: 423-704-9542 | [tara.watson@amwater.com](mailto:tara.watson@amwater.com)

[www.tennesseeamwater.com](http://www.tennesseeamwater.com)



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[www.amwater.com](http://www.amwater.com)

# CITY OF RED BANK

City Hall, 3105 Dayton Blvd, 37415

Telephone (423) 877-1103

[www.redbanktn.gov](http://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):

FREDDIE HANNER

Home Address:

[REDACTED]

City: CHATTANOOGA State: TN Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) [REDACTED] E-mail [REDACTED]

Occupation: INSURANCE Retired: ☐ Yes ☒ No

a) For which committee are you applying? ADVISORY COMMUNITIE

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:

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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: \_\_\_\_\_

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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:

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

VERY IMPORTANT TO ALWAYS PARTICIPATE IN POSITIVE COMMUNITY

GROWTH AND DEVELOPMENT.

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## CITY OF RED BANK COMMITTEE APPLICATION

Page 3 of 3

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

JEFFREY GRABLE

PEGGY ROE

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.

LIFETIME RESIDENT OF HIXSON, TN BS ED PSY UTC

MAKE A WISH FOUNDATION FORTY YEARS INSURANCE

**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.*

*freddie hanner*

Signature

FREDDIE HANNER

Printed Name

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](http://www.redbanktn.gov)