

The Gatlinburg Board of Commissioners met in a regular meeting on Tuesday January 16, 2018 at 6:00 P.M. in the City Council Room. All members were present. Mayor Mike Werner called the meeting to order and led the Pledge of Allegiance. Building and Planning Director David Ball gave the Invocation.

Mayor Werner then called for a motion to approve the Minutes of the regular meeting of December 12, 2017. Commissioner Don Smith made a motion to approve the Minutes which was seconded by Vice Mayor Mark McCown and then unanimously adopted.

Mayor Werner then recognized Ms. Genie Brabham who had signed up prior to the meeting and asked questions and made comments related to the Emergency Notification System and the Wildfires Memorial. The Mayor responded that the Fire Chief will provide an update on the Notification System during the City Manager's Report this evening and the information related to the Memorial will be passed onto the Memorial Committee.

Regarding Reports of Boards and Committees was the Gatlinburg Convention and Visitors Bureau Fourth Quarter Report presentation by President/CEO Mark Adams who proceeded to review highlights which included that the Gatlinburg Chamber of Commerce Banquet was held in November with the key focus being on looking at the future of Gatlinburg and how to move forward. Mr. Adams continued that Convention South has announced their Readers' Choice Awards for 2017 and both the Gatlinburg Convention and Visitors Bureau and The Park Vista Hotel made the list of top honors. Mr. Adams further stated that employee recognitions for service awards and service pins were presented at the January Board meeting. Mr. Adams continued by giving highlights of the Fourth Quarter events including the Chili Cook Off, the Veteran's Day Event, the Fantasy Christmas Parade, and the New Year's Eve Ball Drop and Fireworks Event. Mr. Adams then reviewed the increases in revenues related to the Convention Center and further stated that the future Convention Center estimated attendance was confirmed at 281,028 which is an increase of 23,979 or 9%. Mr. Adams then gave Visitor Services information for the Fourth Quarter and concluded by highlighting the Marketing and Public Relations information for the Fourth Quarter.

The City Manager reported and/or requested:

(1) that she would like to announce that auditions for the Smoky Mountain Tunes and Tales are occurring this Friday and Saturday, January 19th and 20th and that the auditions are by appointment only. The City Manager further stated that to make an appointment to call the Gatlinburg Convention and Visitors Bureau Events Office for more information; and,

(2) that she would also like to announce that the installation of a new pump and compressor at the Trout Rearing Facility has been completed and became fully operational last month and that the staff began stocking trout on the Middle Prong of the Little Pigeon River last Thursday and will continue to do so every other week until warmer weather. The City Manager continued with other reminders stating that fishing licenses are required year-round and can be purchased at City Hall and at the Spur Welcome Center and that December 1 through March 31 is catch and release season; and,

(3) that she would like to announce service awards to Janna Brien of the Recreation Department who will be receiving her 25 year watch and to Rick Tucker, Golf Director, who has celebrated 20 years with the City and will receive a clock recognizing those years of service; and,

(4) that she would like to ask that Fire Chief Miller provide an update report on the expansion of the Emergency Notification System. Chief Miller stated that as of this morning, the installation of Phase 2 of the Notification System, which includes installation of the poles with siren components was complete. Chief Miller further stated that the State Electrical Inspector has to inspect all nine sites and that once the electrical inspection is passed, the next step will be for Sevier County Electric System to come and put meters in all the meter boxes and connect all electrical connections. Chief Miller further stated that once that is done, the Federal Signal Corporation will come back in and do what is called optimizing, which is programming and then all the sirens will be programmed into the central hubs of activation which are located at Headquarters as well as at the Fire Station on Reagan Drive. Once programming is complete, there will be a full test of the entire system and there will be a press release to notify the Public so as not to cause any undue panic or concern over the alarms being tested. Chief Miller further stated that once testing is complete, staff will conduct three days of training with all City staff that will be responsible for activating the Emergency Notification System and when training is complete, the System will go fully on line. Chief Miller estimated that the System should be complete and operational within three weeks. Chief Miller reviewed the nine new locations for the Sirens as follows: Fox Run near Condo Villa, Park Vista Hotel parking lot, Fire Department Headquarters, the water tower at Rocky Top Sports World, the North Chalet Village Clubhouse, the Wiley Oakley water tower at the intersection with Ski View, Park Line Drive at Smoky View Court, Gatlinburg Park and Ride beside the Welcome Center, and Sugarlands Visitor Center. Chief Miller then stated that these nine new locations join the five sirens already in place at the Reagan Drive Fire Station, the Water Plant at River Road, the City Parking lot in the 300 block of the Parkway, Baskins Creek Bypass, and East Holly Ridge. Chief Miller then concluded with a reminder to go to the City's website to sign up for the Code Red program in order to get all important updates and information in a timely manner.

**DISCUSSION AND CONSIDERATION OF ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2017.**

Item A under New Business was discussion and consideration of accepting the Comprehensive Annual Financial Report for the year ended June 30, 2017. Vice Mayor McCown made a motion to accept the Financial Report which was seconded by Commissioner Smith. The City Manager then commented that there had been a Workshop prior to the meeting and that the auditors with the Pugh CPA firm were not able to attend due to weather and the Finance Director stepped in and did a great job giving highlights of the Audit. The City Manager then stated that it was a clean Audit with no findings and the Audit will be available for public review as soon as the final draft is received. The City Manager concluded by stating that she believed that the auditors would say that the Administration and Finance Department members were very helpful and cooperative and that it was a very good, clean Audit. After these comments, the motion to accept the Comprehensive Annual Financial Report for the year ending June 30, 2017 was unanimously adopted.

**DISCUSSION AND CONSIDERATION OF APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE GREAT SMOKY MOUNTAIN NATIONAL PARK FOR EMERGENCY SERVICES.**

Item B under New Business was discussion and consideration of approving a Memorandum of Understanding between the City and the Great Smoky Mountain National Park for Emergency Services. Commissioner Jerry Hays made a motion to approve the Memorandum of Understanding which as seconded by Vice Mayor McCown. The City Manager then commented that this is a long standing agreement between the City and the Park and the functions that this covers are in both the agreement and the memorandum from the Fire Chief, and that these relate to providing structural firefighting, vehicle extrication, specialized rescue situations, EMS, and wildland fire fighting when requested by the Park. The City Manager further stated that the term of the agreement is for a five year period and is an update of a long standing agreement and relationship between the City and the Park related to these functions. The City Manager concluded by stating that the agreement does more specifically outline certain responsibilities and expectations and staff that will be involved in some of these functions. After these comments, the motion to approve the Memorandum of Understanding between the City and the Great Smoky Mountain National Park was unanimously adopted.

**DISCUSSION AND CONSIDERATION OF APPROVING AN ON-PREMISE CERTIFICATE OF GOOD MORAL CHARACTER FOR OLGA BRANKOVA, D/B/A, RED OAK BISTRO, 669 GLADES ROAD.**

Item C under New Business was discussion and consideration of approving an On-Premise Certificate of Good Moral Character for Olga Brankova, D/B/A, Red Oak Bistro, 669 Glades Rd. Commissioner Smith made a motion to approve the On-Premise Certificate of Good Moral Character which was seconded by Vice Mayor McCown and then unanimously approved.

**DISCUSSION AND CONSIDERATION OF APPROVING A CONTRACT WITH ANDREWS CONSTRUCTION, INC. RELATED TO THE ROARING FORK RETAINING WALL PROJECT.**

Item D under New Business was discussion and consideration of approving a Contract with Andrews Construction, Inc. related to the Roaring Fork Retaining Wall Project. Commissioner Hays made a motion to approve the Contract which was seconded by Vice Mayor McCown. The City Manager then asked the Public Works Director to give an overview of the Contract. Mr. Henderson stated that this is basically where Roaring Fork Creek is eroding the stream bank and undermining the roadway and there is about a forty-one foot section of roadway that is involved. Mr. Henderson continued that it is just downstream from Sherman Clabo Road and that the repair will be to construct a retaining wall to retain the roadway in that area. Mr. Henderson concluded by stating that this is a sixty day contract in the amount of \$104,678.67 and will require a lane closure, and that the contractor is responsible for traffic control. The City Manager confirmed with Mr. Henderson that this is the contract that was negotiated down and is approved in this year's budget, to which Mr. Henderson replied that it was. Vice Mayor McCown stated that in the contract there were two different amounts listed for liquidated damages, \$100 and \$500, and asked which one was correct. Mr. Henderson and the project Engineer replied that it was the \$500 figure and that would be corrected in the contract. After these comments, the motion to approve the Contract with Andrews Construction, Inc related to the Roaring Fork Retaining Wall Project was unanimously adopted.

**DISCUSSION AND CONSIDERATION OF APPROVING CHANGE ORDER #1 TO THE CHARLES BLALOCK AND SONS, INC CONTRACT RELATED TO THE LOOP ROAD SLOPE REPAIR PROJECT.**

Item E under New Business was discussion and consideration of approving Change Order #1 to the Charles Blalock and Sons, Inc. Contract related to the Loop Road Slope Repair Project. Commissioner Smith made a motion to approve Change

Order #1 which was seconded by Vice Mayor McCown. The City Manager asked the Public Works Director to give an overview of this change order. Mr. Henderson stated that this was a continuation of the Loop Road Slide Repair due to the water main break and that the fill dirt was unsuitable for the back fill of the retaining wall that is underneath the roadway and that because it is under the roadway, suitable fill dirt was needed in that area. Mr. Henderson continued that some other things had been negotiated with the contractor that will be coming forth where the fill dirt waste can be used to the City's advantage and come out ahead on this whole Project. Mr. Henderson further stated that the original contract was in the amount of \$211,467 and this change order will increase the contract price to \$218,267. Mr. Henderson concluded by stating that the road is open and the contractor is finished and some City work will be occurring there in the near future. After these comments, the motion to approve Change Order #1 to the Charles Blalock and Sons, Inc. Contract related to the Loop Road Slope Repair Project was unanimously adopted.

**DISCUSSION AND CONSIDERATION OF APPROVING CHANGE ORDER #1 TO THE RONALD FRANKS CONSTRUCTION COMPANY, LLC, CONTRACT RELATED TO THE TROUT FARM WATER INTAKE REPLACEMENT PROJECT.**

Item (F) under New Business was discussion and consideration of approving Change Order #1 to the Ronald Franks Construction Company, LLC, contract related to the Trout Farm Water Intake Replacement Project. Vice Mayor McCown made a motion to approve the Change Order which was seconded by Commissioner Smith. The City Manager then commented that as reported earlier, this project is complete and this will be the only change order for this Project and that it is actually a deduction in the amount of \$2,026. After these comments, the motion to approve Change Order #1 to the Ronald Franks Construction Company, LLC, Contract related to the Trout Farm Water Intake Replacement Project was unanimously approved.

**DISCUSSION AND CONSIDERATION OF APPROVING AN EXTENSION TO THE SPRINTCOM, INC. TOWER LEASE AGREEMENT AT 573 GREYSTONE HEIGHTS ROAD.**

Item (G) under New Business was discussion and consideration of approving an Extension to the Sprintcom, Inc. Tower Lease Agreement at 573 Greystone Heights Road. Vice Mayor McCown made a motion to approve the Extension which was seconded by Commissioner Hays. The City Manager then commented that this is a long standing agreement and that 1998 was the first year that the City actually had a lease agreement with Sprint for space on this tower that is located at 573 Greystone Heights Road. The City Manager then asked the Finance Director to

give the highlights of the extension. Mr. Holt stated that the original term of the extension actually goes through 2018, and that Sprintcom, Inc. had requested to proceed with doing the extension. Mr. Holt continued that the previous monthly lease amount was \$1,434 and the new agreed upon monthly amount will be \$2,400 and that the agreement is for an initial period of five years with four five year options with increases each period. Vice Mayor McCown commented that he was glad to see that the increases have been built in every five years and asked Mr. Holt to confirm that would be about a 3% increase to which Mr. Holt responded that it would be. After these comments, the motion to approve an extension to the Sprintcom, Inc. Tower Lease Agreement at 573 Greystone Heights Road was unanimously approved.

**DISCUSSION AND CONSIDERATION OF APPROVING A CONTRACT WITH CLUB CAR, LLC, THROUGH A U.S. COMMUNITIES CONTRACT FOR A FOUR YEAR LEASE OF THE GOLF CARTS FOR THE GATLINBURG GOLF COURSE.**

Item (H) under New Business was discussion and Consideration of approving a Contract with Club Car, LLC, through a U.S. Communities Contract four a four year lease of the golf carts for the Gatlinburg Golf Course. Vice Mayor McCown made a motion to defer this item to the next meeting which was seconded by Commissioner Smith and then unanimously adopted.

**DISCUSSION AND CONSIDERATION OF MAKING APPOINTMENTS TO THE CITY TREE BOARD.**

Item (I) under New Business was discussion and consideration of making appointments to the City Tree Board. Vice Mayor McCown made a motion to reappoint Mr. Ryan DeSear and Mrs. Gail Valentine which was seconded by Commissioner Smith and then unanimously adopted.

**DISCUSSION AND CONSIDERATION OF MAKING APPOINTMENTS TO THE ENVIRONMENTAL DESIGN REVIEW BOARD.**

Item (J) under New Business was discussion and consideration of making appointments to the Environmental Design and Review Board. Vice Mayor McCown made a motion to reappoint Mrs. Chris Johnson, Mr. Kevin Tierney and Mr. Steve Reilly which was seconded by Commissioner Hays and then unanimously adopted.

**DISCUSSION AND CONSIDERATION OF MAKING APPOINTMENTS TO THE MUNICIPAL BOARD OF ZONING APPEALS.**

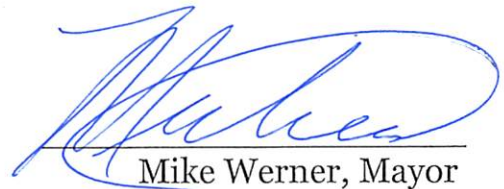
Item (K) under New Business was discussion and consideration of making appointments to the Municipal Board of Zoning Appeals. Vice Mayor McCown made a motion to reappoint Mrs. Cyndi Bowling which was seconded by Commissioner Hays and then unanimously adopted.


**UNSCHEDULED ITEMS:**

**Vice Mayor Mark McCown:**

(1) Vice Mayor McCown commented that he hoped everyone had a great Holiday season and further stated that it is time to get to work and have a good year.

There being no further business to come before the City Commission, Vice Mayor McCown made a motion to adjourn. Commissioner Hays seconded the motion which was unanimously approved.

  
Mike Werner, Mayor



Cindy Cameron Ogle, City Recorder  
/cl