

## Meeting Minutes

February 5, 2024

The Mayor and Board of Commissioners of the City of Sweetwater Tennessee met in a regular monthly meeting on Monday, February 5, 2024 at 5 p.m. at City Hall. Mayor Doyle F. Lowe called the meeting to order with Commissioners present being: Sam Moser, Alan Richeson, JoAnna Jinks, and James H. Stutts. Commissioner Lamar Hughes was absent due to hospitalization. City Attorney John W. Cleveland was present. Mayor Lowe opened the meeting with an invocation, followed by the Pledge of Allegiance.

Commissioner Moser moved to approve the minutes from the meeting of January 2, 2024. The motion was seconded. All voted in favor, with none opposed. The motion was carried.

After the Recorder's report, Commissioner Richeson moved to approve the distributions for the month of December, 2023. The motion was seconded. All voted in favor, with none opposed. The motion was carried.

No visitors were present to make public comment. Ms. Heather Jaramillo, Career Technical Education Coach at Sweetwater High School was present to review the CTE programming which includes an option for SHS students to receive industry certifications in 14 different focus areas. She invited the city to partner with them in employing and inviting students to intern for the city and invited the Mayor and Board to a tour of SHS on a date to be determined.

There was no old business on the agenda. In New Business, one bid was received on Street Department Trucks from R F Becker Construction. The bid was for 3 diesel trucks as follows:

2013 Chevrolet Silverado 3500 4WD with 142,000 miles for \$27,000

2013 Chevrolet Silverado 3500 flatbed 4WD with 164,000 miles for \$25,000

2015 GMC Sierra 3500 4WD with 165,000 miles for \$35,000.

The bid offered a combined price for Trucks 1 & 2 of \$50,000 and for all three for \$80,000.

Commissioner Jinks moved to approve the bid on two vehicles – and 2013 Chevrolet truck and a 2013 Silverado Truck totaling \$50,000. No second was given. The motion died for lack of a second.

Commissioner Richeson moved to approve a Resolution to approve a CDBG application and match. The motion was seconded. All voted in favor, with none opposed. The motion was carried.

Resolution

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO FUND COMMUNITY REVITALIZATION**

**WHEREAS,** the Community Development Block Grant (CDBG) Program as administered by the State of Tennessee offers grants to local jurisdiction to fund public infrastructure facilities, and

**WHEREAS,** Counties and municipalities within the State of Tennessee may apply annually for such CDBG funding; and

**WHEREAS,** the Community Development Block Grant (CDBG) Program also offers a deduction in the percentage match for three-star communities, and

**WHEREAS,** the Three Star incentive makes the 2024 CDBG match for Sweetwater \$136,364.00 based on a \$1,000,000.00 grant limit, and;

**WHEREAS,** Sweetwater will apply for the CDBG grant to fund a community revitalization project; and

**NOW, THEREFORE, BE IT RESOLVED** that the Sweetwater City Council hereby requests the Mayor or his representatives to prepare and submit a 2024 Community Development Block Grant application for funding up to the maximum amount of \$1,000,000.00 (CDBG) funds with a local match of \$136,364.00 for a total project cost of \$1,136,364.00.

Resolved this \_\_\_\_ day of \_\_\_\_\_, 2024

Certified: \_\_\_\_\_

Commissioner Stutts moved to approve a contract for the SWIG Program for Sweetwater Utilities Board. The motion was seconded. All voted in favor, with none opposed. The motion was carried.

**Resolution Template for Municipality:  
Water Infrastructure Grants (SWIG) program; Sweetwater 2022 - 8542**

**WHEREAS,** the State of Tennessee offered funding for utilities regarding water and wastewater under the program called DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program; Sweetwater 2022 - 8542, and

**WHEREAS,** the City of Sweetwater is in need to select a professional engineer under the guidelines of TCA Code 12-4-107 to perform engineering design, surveying and other duties required to receive TDEC regulatory approval, construction administration such as bidding and construction inspection, and

**WHEREAS,** after the initial selection of the engineering firm based on qualifications a contract will be negotiated with the engineering firm.

**NOW, THEREFORE, BE IT RESOLVED** that the Sweetwater City Commission hereby requests the mayor or his representative to enter into a contract with WK Dickson to assist in the TDEC ARP Sweetwater water tank. The contract price for the engineering assistance on the DWR-ARP Non-Collaborative Grants State Water Infrastructure Grants (SWIG) program; Sweetwater # 2022 - 8542 Sweetwater water tank is not to exceed \$98,800.

Resolved this \_\_\_\_ day of \_\_\_\_\_, 2024

Certified: \_\_\_\_\_

Ms. Betsy Cunningham of MTAS was present to review a draft of a new employee handbook to replace the existing handbook. Items reviewed with the board included:

Removing probationary period wording

New policies for ADA, the non-smoker protection act, and leave of absence processes

Adding new policies including the TN Pregnant Workers Fairness Act and the TN Pump Act; a code of conduct; and an Anti-retaliation policy.

Revisions to testing only safety sensitive employees for pre-employment and random testing in the Drug and Alcohol Policy.

The draft was placed on the workshop for further discussion.

Commissioner Richeson moved to approve three new part-time firefighters: Parker Fields, Tyler Bryson, and Scott Brazer. The motion was seconded. All voted in favor, with none opposed. The motion was carried.

Commissioner Moser moved to approve Ordinance No. 1034 to amend the Purchasing policy to increase the bid limit on first reading. The motion was seconded. Upon Roll Call Voting, the Ayes were as follows: Commissioners Moser, Richeson, Jinks, and Stutts. Nays being none. The motion was carried.

Tania Rich was present to give the annual library report. Among other numbers, the library hosted 36,731 in person visits in 2023. The board commended Tania for her work.

City Recorder Jessica Morgan gave a Quarterly Financial report. She noted a slight slow down in sales tax revenues. She also reviewed estimates on the community center for annual costs and maintenance, noting the city would close on the property the following day. The item was placed on the February workshop for action.

The board reviewed the draft of the Capital Improvement plan for the fiscal years ending 2025-2029. The item was placed on the workshop agenda for further discussion.

The meeting was adjourned at 6:20 p.m.  
This the 5<sup>th</sup> day of February, 2024.

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Doyle F. Lowe

Attest: \_\_\_\_\_  
Recorder