Gatlinburg City Commission
May 21, 2024
Meeting Minutes

The Gatlinburg Board of Commissioners met in a regular meeting on Tuesday, May 21, 2024, at 6:00 P.M. in the City Council Room. All the members were present. Mayor Mike Werner called the meeting to order and led the Pledge of Allegiance. Finance Director Robert Holt gave the Invocation.

Mayor Werner then called for a motion to approve the Minutes of the regular meeting of April 16, 2024. Commissioner Jay Horner made a motion to approve the Minutes which was seconded by Vice Mayor Mark McCown and then unanimously adopted.

The City Manager reported and/or requested:

(1) that he would like to advise that status updates of the FY 2021-22, 2022-23, and 2023-24 Capital Projects have been placed at the podium for review; and,

(2) that he would like to introduce the City's new Planning Director, Gary Carver, who started his position on May 8 and served the past 10 years as the Community Development Director for the City of Newport; and,

(3) that he would like to offer his thanks to outgoing Planning Director Jeff Ownby, who is retiring on May 31. Jeff served the City from 1986 through 1996 and again from 2022 through May 2024 and also served one term on the City Commission from 1997 through 2001 and was the Mayor from 1999 through 2000; and,

(4) that he would like to announce that the Gatlinburg Farmer's Market began on Saturday, May 18 and that the event is held each Saturday morning from 8:30 a.m. until noon in the parking lot adjacent to City Hall; and,

(5) that he would like to introduce the Police Department's newest employees, Dolly and Gill, who are new K-9 officers. The Police Chief explained that Dolly is versed in narcotics detection and able to assist in search and rescue missions, while Gill is trained in explosives detection.

New Business:

DISCUSSION AND CONSIDERATION OF APPROVING AN AGREEMENT WITH HURST EXCAVATING, LLC RELATED TO THE REAGAN DRIVE SEWER PROJECT.

Item A under New Business was discussion and consideration of approving an Agreement with Hurst Excavating, LLC related to the Reagan Drive Sewer Project. Commissioner Chad Reagan made a motion to approve the Agreement which was seconded by Commissioner Horner. The City Manager explained that Bids were opened on April 9 and the City received a single bid from Hurst Excavating and that the acceptance of this Single Bid is recommended by Richard Yarbrough with C2RL, Inc. and the Utilities Manager. The City Manager also explained that there is $350,000 set aside in the Project account, which was funded in the current Budget, and that the additional costs of $453,430 can be taken from excess Sewer Fund revenues or from Fund Balance in the Sewer Fund. The Utilities Manager explained that the City has worked with Hurst Excavating before on sewer rehabilitation and repair and they specialize in projects like these. The Utilities Manager also explained that Hurst Excavating will start work on November 1. Vice Mayor McCown asked if Reagan Drive would be closed during the work and the Utilities Manager explained that some small portions would be closed while work is ongoing. Commissioner Reagan asked if the same size line would be installed, and the Utilities Manager explained that currently an eight-inch concrete line is in place and an eight-inch PVC line would be installed in its place. Following these comments, the motion to approve the Agreement was unanimously adopted.

DISCUSSION AND CONSIDERATION OF APPROVING A CONSULTING AND BROKERAGE AGREEMENT WITH BARNES INSURANCE AGENCY, INC.

Item B under New Business was discussion and consideration of approving a Consulting and Brokerage Agreement with Barnes Insurance Agency, Inc. Vice Mayor McCown made a motion to approve the Agreement which was seconded by Commissioner Reagan. The City Manager explained that this Agreement is a continuation of the existing Agreement with Barnes Insurance and is for the period of June 1, 2024, through December 31, 2024, at which time the City will seek a new Agreement for the 2025 Calendar Year. The Finance Director explained that the City wants the agreement to coincide with its insurance agreement and have all terms the same. Mayor Werner stated that he has heard from City employees that the insurance is a great plan. Following these comments, the motion to approve the Agreement was unanimously adopted.

DISCUSSION AND CONSIDERATION OF APPROVING A SINGLE BID TO OVERHEAD DOOR COMPANY OF KNOXVILLE, TN FOR THE REPLACEMENT OF ROLL-UP DOORS AT THE GATLINBURG CONVENTION CENTER.

Item C under New Business was discussion and consideration of approving a Single Bid to Overhead Door Company of Knoxville, TN for the replacement of roll-up doors at the Gatlinburg Convention Center. Commissioner Horner made a motion to approve the single bid which was seconded by Vice Mayor McCown. The City Manager explained that the single bid was in the amount of $118,245 from Overhead Door Company of Knoxville, TN and that there is $160,000 set aside for the purchase in the Project Account. Commissioner Reagan asked how many doors would be purchased and the Convention Center Building Manager explained that there are a total of eight doors and five were being replaced and that these doors are critical to the function of the Convention Center and moving equipment in and out of the facility. Following these comments, the motion to approve the single bid was unanimously adopted.

DISCUSSION AND CONSIDERATION OF APPROVING THE FUNDING OF THE MASS TRANSIT BUILDING PROJECT ON THE NEWMAN ROAD SITE AND AUTHORIZING THE SOLICITATION OF PROPOSALS FOR THE PROJECT.

Item D under New Business was discussion and consideration of approving the funding of the Mass Transit Building Project on the Newman Road site and authorizing the solicitation of proposals for the Project. Vice Mayor McCown made a motion to approve the funding which was seconded by Commissioner Reagan. The City Manager explained that the estimated cost of the Project is $5 million and it is proposed to pay for this Project using $2.5 million in fund balance from the CIP Fund and $2.5 million from the Parking & Mass Transit Fund. In addition to approving the funding, it is requested that the City Commission authorize staff to proceed with requesting the necessary solicitations to initiate this Project using the Construction Manager Process. It is noted that if approved, this item will then need to go before the Public Building Authority for consideration. Following these comments, the motion to approve the funding was unanimously adopted.

DISCUSSION AND CONSIDERATION OF APPROVING A CHANGE ORDER TO HORNER BUILDING COMPANY, LLC FOR THE ADDITION OF A STORAGE BUILDING FOR UTILITY MAINTENANCE RELATED TO THE PUBLIC WORKS COMPLEX ON NEWMAN ROAD.

Item E under New Business was discussion and consideration of approving a Change Order to Horner Building Company, LLC for the addition of a storage building for the utility maintenance related to the Public Works Complex on Newman Road. Commissioner Reagan made a motion to approve the Change Order which was seconded by Vice Mayor McCown. The City Manager explained that this Change Order is to add a storage building for use by the Utility Maintenance crew to store materials and supplies and it is a 30-foot by 40-foot building with a 20-foot roof extension. The City Manager also explained that the estimated cost of the structure is $175,000 and that the amount can be included in a year-end Budget Amendment. The Utilities Manager explained that this building is needed for the Department to store water and sewer fittings. Following these comments, the motion to approve the Change Order was unanimously adopted.

UNSCHEDULED ITEMS:

Commissioner Jay Horner

(1) Stated that he wanted to ask for prayers for the Sims family after the passing of Roger Sims' brother, Jimmy; and,

(2) Stated that he wanted to ask for prayers of the family of Richard Holland, who also recently passed away.

Commissioner Kirby Smith

(1) Stated that he wanted to thank Jeff Ownby for his service to the City and that he is appreciated and will be missed.

Commissioner Chad Reagan

(1) Stated that he wanted to wish Jeff Ownby well in his retirement and thanks for everything that he has done; and,

(2) Stated that he wanted to welcome Gary Carver to the City staff and was looking forward to working with him; and,

(3) Stated that he wanted to wish good luck to the Gatlinburg-Pittman High School soccer team at this week's State Tournament.

Mayor Mike Werner

(1) Stated that he wanted to thank Jeff Ownby for his service to the City and wanted to welcome Gary Carver to the City staff; and,

(2) Stated that Chad Meadows with CodeWright has had successful meetings with the City and stakeholders over the past two days.

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

Mike Werner, Mayor

Greg Patterson, City Recorder
/mp