

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED  
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN  
COLLEGEDALE, TENNESSEE, ON MONDAY, APRIL 23, 2018  
AT 4:30 P.M.**

**PRESENT:** Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Debbie Baker, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, Assistant City Manager & CFO Michelle Toro, Strategic Planning & Economic Development Director Kelly Martin, Building Codes & Safety Director Andrew Morkert, Director of Airport Operations Chris Swain, City Engineer Wayon Hines, Communications Strategist Bridgett Raper, Court Clerk Tonya Sadler, Director of Public Works Eric Sines, Parks and Recreation Director Traci Bennett-Hobek

**ABSENT:** Chief of Police Brian Hickman

**GUESTS:** Joanne Stanfield, Nikki Johnson

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**PROPOSED CHANGES TO LIBRARY BY-LAWS**

Nikki Johnson, Library Board Chairperson, proposed several changes to section Article II-Membership in the Library By-Laws. She proposed an amendment to change the Library Board members to seven or nine members rather than seven. She also proposed to change the members that are City of Collegedale citizens from five of the seven to a simple majority. The Commission did not accept the proposal and no changes were made to the Library By-Laws.

**RECYCLE CENTER UPDATE**

Commissioner Phil Garver requested an update on the Recycle Center from Public Works Director Eric Sines. Mr. Sines stated that the new compactor has been well received by the community and has to be emptied every 45 days. Revenue from the compacted recycle items is at an average of \$250 a month. He also stated that volunteers work at the Recycle Center only on Sundays, 4-6pm. Commissioner Garver requested that reminders to recycle be put on the City of Collegedale's digital signs. Vice-Mayor Tim Johnson suggested placing tags with recycle center information on items that are set out for pickup by the City.

## **SIDEWALKS ON OOLTEWAH-RINGGOLD ROAD**

Commissioner Phil Garver suggested that sidewalks should be continued down Ooltewah-Ringgold Road starting at Caddo Lane. Strategic Planning & Economic Development Director Kelly Martin stated that the City's Multi-Modal standards, adopted as Ordinance #1039, will generally require sidewalks as a part of new commercial development. City Manager Ted Rogers stated that the State of Tennessee will install sidewalks with the future expansion of Ooltewah-Ringgold Road.

## **SOLICITATION AT CITY PARKS**

Parks & Recreation Director Traci Bennett-Hobek stated that there is an issue with solicitors at the City of Collegedale parks/property. It was decided that the topic will be discussed and a solution will be put in place.

## **BUS PARKING**

Parks & Recreation Director Traci Bennett-Hobek brought attention to the issue of automobiles parking in the Bus Parking Only spaces at the Imagination Station playground. It was decided that the topic will be discussed and a solution will be put in place.

## **TENTS AND VENDORS AT CITY PARKS**

Parks & Recreation Director Traci Bennett-Hobek informed the commission and staff that there is an issue with vendors setting up tents and giving away or selling items at the City of Collegedale parks. It was decided that the issue will be further discussed and a solution will be put in place.

## **CITY MANAGER REPORT**

City Manager Ted Rogers informed the commission and staff that a contract has been signed to purchase the Brookside Plaza at 9325 Apison Pike. He also stated that an agreement with the WWTA should be brought before the Commission in the next few weeks. Mr. Rogers then addressed the issue of residential trash cans being left beside the road longer than the allowed time of 24 hours and that the problem was being enforced by the Codes Department staff. City Manager Rogers also updated the commission and staff concerning the Prospect Church Road project that will be replacing the bridges with culverts. The project will begin soon and is scheduled to be completed by the end of this summer.

## **KEY MANAGER'S REPORTS**

Strategic Planning & Economic Development Director Kelly Martin stated that the area on Main Street has attracted attention for further mixed-use development. Mr. Martin also informed the commission and staff that the city is no longer using consultants Retail Strategies for future development and that he is also working on a Planning & Economic Development website for the city.

Building Codes & Safety Director Andrew Morkert informed the commission and staff that a Change of Occupancy Form has been created that will help expedite the process for occupancy change and educate the due process for opening businesses.

Director of Airport Operations Chris Swain stated that the runway surface repair project will begin on May 7, 2018 and will be finished in approximately two weeks. He also stated that an airport work group, consisting of pilots, mechanics, flight instructors and business owners, will be meeting on April 26, 2018 to discuss future developments, events and ideas to increase business.

Court Clerk Tonya Sadler informed the commission and staff that approximately 300 warrants have been served since January, 2018.

Communications Strategist Bridgett Raper stated that the City app is functional but Red Branch Development is still working on several issues. She also gave an update on House Bill #0971 to the commission and staff.

Public Works Director Eric Sines stated that the turn signal at Ooltewah-Ringgold Road and Apison Pike had been reprogrammed by NABCO. He also mentioned future road paving projects that will be occurring this summer.

Assistant City Manager & CFO Michelle Toro informed the commission and staff that the FY-Budget for 2018-2019 will be discussed at the May 29<sup>th</sup> Commission Workshop.

### **COMMISSIONER'S COMMENTS**

Commissioner Ethan White stated that issues with the crossing guard, at A.W. Spalding Elementary School, have been brought to the commission's attention.

Commissioner Phil Garver commented on how nice the Clock Tower and the 50<sup>th</sup> Anniversary Banners look and then discussed the TDOT decision to enforce the "No Parking" zone at 5704 Main Street due to safety concerns.

Mayor Lamb commented on several different residential properties in Collegedale that require attention and also inquired about several new businesses that will be opening soon. Building & Codes Director Andrew Morkert and Strategic Planning & Economic Development Director Kelly Martin were able to address her questions and concerns.

**Meeting was adjourned at 6:28 PM.**

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**Katie Lamb, Mayor**

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**Kristi C. Wheeler, City Recorder**