

THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF THE TOWN OF LOOKOUT MOUNTAIN, TENNESSEE

September 11, 2018

The Mayor and Board of Commissioners of the Town of Lookout Mountain, Tennessee met in regular session at the Town Hall on Tuesday, September 11, 2018 at 5:00 p.m., those being present being listed on Exhibit A hereto.

1. Call to order and Declaration of Quorum. Mayor Mutter called the meeting to order and recognized a quorum for the conduct of business.

2 Approval of minutes. Upon motion of Commissioner Bentley, seconded by Commissioner Jones, and unanimously approved the minutes of the August 14, 2018 Meeting of the Mayor and Board of Commissioners were approved and ordered to be entered in the Town's minute book.

3. Swearing In Of Newly Elected Officials. Mayor Mutter then asked Mr. Smith to review the results of the August 2018 election. Mr. Smith then announced that the Hamilton County Election Commission had certified the results of the August, 2018 election as shown on Exhibit B hereto and that it was now appropriate for the newly elected officials of the Town take the Oath of Office. Lookout Mountain Municipal Court Judge Flossie Weill was present to perform the formal act of swearing the newly elected into office. She began with the elected members of the Town Commission: James E. Bentley, Jr., Walker Jones, Frank Schriener, Brooke Pippenger and Don Stinnett. She then proceeded with the oath of office for the newly elected members of the Board of School Directors: Haven Glascock, Karen Welborn and James Haley. The newly elected and sworn members of the Town Board of Commissioners then took their places at the dais.

4. Election of Mayor, Mayor Pro-Tem, Town Treasurer and Town Clerk. In accord with the Town Charter the members of the Board of Commissioners the proceeded to elect from their number, one to serve as Mayor, one to serve as Mayor Pro-Tem and one to serve as Town Clerk. Upon motion of Commissioner

Bentley, seconded by Commissioner Stinnett and unanimous vote, Walker Jones was selected to serve as Mayor until his successor was elected or appointed. Upon motion of Commissioner Bentley, seconded by Commissioner Pippenger and unanimous approval, Commissioner Bentley was elected to serve as Mayor Pro-Tem. Upon motion of Commissioner Pippenger, seconded by Commissioner Bentley and unanimous approval, Commissioner Schriener was selected to serve as Town Treasurer; upon motion of Commissioner Bentley, seconded by Commissioner Pippenger and unanimous approval, Samantha Van Alstyne was appointed to serve as Town Clerk.

5. Appointment of department heads. Mayor Jones then appointed the following Commissioners to oversee the departments of government:

1. Bentley Fire and Police
2. Stinnett Education
3. Schriener Public Works
4. Pippenger Parks and Recreation

6. Selection of Town Attorney. Upon motion of Commissioner Bentley seconded by Commissioner Pippenger and unanimous approval, Brian C. Smith was selected to serve in the position of Town Attorney at the will of the Commission.

7. Appointment of Town Marshal, Plumbing and Building Inspector and Chief of Fire and Police. Upon motion of Commissioner Bentley, seconded by Commissioner Pippenger and unanimous approval, Charles Wells was selected to serve the Town, at the will of the Commission, in the positions of Town Marshal, Plumbing and Building Inspector and Chief of Fire and Police.

8. Appointment of Tax Collector and Assistant Treasurer. Upon motion of Commissioner Jones, seconded by Commissioner Bentley and unanimous approval Samantha Van Alstyne was appointed to serve the Town, at the will of the Commission in the positions of Tax Collector, Recorder and Court Clerk. And Dwight Montague was appointed to serve as Assistant Treasurer.

9. Swearing In of Appointed Officials. Whereupon, Town Judge Flossie Weill administered the Oath of Office to the appointed Officials.

10. Resolution fixing the penalty of fidelity bonds. Upon motion of Commissioner Stinnett, seconded by Commissioner Bentley and unanimous approval it was resolved to set the penalty of the fiduciary or fidelity bonds for Treasurer and assistant Treasurer at Fifty Thousand Dollars (\$ 50,000.00) and for Mayor and Commissioners at Fifteen Thousand Dollars (\$15,000.00).

11. Resolution designating Depositories of Town Funds. Upon motion of Commissioner Bentley, seconded by Commissioner Pippenger and unanimous approval all banks and trust companies in Tennessee, qualified by law to receive and hold governmental funds are hereby determined to be appropriate depositories for Town funds.

12. Financial Report. Mr. Montague presented the financial report for the Town through the month of August, 2018. A copy of the report is attached as Exhibit C hereto. Upon motion of Commissioner Bentley seconded by Commissioner Jones and unanimous approval, the financial report was approved. Mr. Montague presented and the commission unanimously approve new signature cards for the Pinnacle Bank operating account allowing the following to sign checks (two signatures required on all checks):

Walker Jones, Jim Bentley, Don Stinnett, Brooke Pippenger, Frank Schriener, Samantha Van Alstyne, Dwight Montague and Belinda Allen.

13. Departmental Reports:

Commissioner Bentley reported for the Fire and Police Department and reviewed the report of activities for the month of August, 2018. The monthly report is attached as Exhibit D hereto. He also raised the issue of inadequate address identification markers which can cause delays in responding to calls for assistance. He further stated an intent to move forward on enforcement of the prohibition of Short Term Rentals in the residential zones of the Town.

Commissioner Stinnett then mentioned a new look to the Lookout Mountain School Carnival. School principal Ruth White reported and began by reviewing the progress of the renovation of the school playgrounds . She encouraged purchase of the School coupon books now on sale, reminding all that \$7.00 of the \$10.00 cost went directly to the Lookout Mountain School for technology improvements.

Commissioner Pippenger reported for the Department of Parks and Playgrounds and advised that the soccer program had over 400 participants this year and that the upper tennis courts was adding striping for use as a pickleball court.

Mayor Jones reported for the Public Works Department and advised that several areas had been identified for paving improvements and the matter is currently “out for bids.” The recycling system now requires separation of glass items. The leaf machines are being readied for service.

14. Citizen’s Input. No one was present to present requests.

15. Old Business. There were no items to be addressed.

16. New Business. Chief Wells presented Officer Davy Nicholson for promotion to the position of Sargent and Fire Engineer.

14. Mayor’s Report. Mayor Jones raised the significance of the 9/11 date and wished the best to those in the path of Hurricane Florence. He then recognized the service of Hamilton County Commissioner Joe Graham and introduced a proposed Resolution in his honor. Upon motion of Commissioner Bentley, seconded by Commissioner Pippenger and unanimous approval the Resolution #18-8-1 was adopted. A copy is attached hereto for inclusion in the Minutes. He then recognized former Mayor Carol Mutter and praised her for her 12 years of dedicated service to the Town.

There being no further business the meeting was adjourned until the next meeting on October 9, 2018 at 5:00 p.m.

[Signatures on next page]