

**MINUTES OF
CITY COMMISSION WORK SESSION
WEDNESDAY, AUGUST 4, 2010, 12:00 P.M.
CITY HALL, PIGEON FORGE, TENNESSEE**

Present were Mayor Whaley, Vice Mayor McClure, Commissioner Brackins, Commissioner Robinson, Commissioner Wear, City Manager Teaster, City Recorder Clabo, City Attorney Gass, and interested parties.

Items discussed were as follows.

1. **Request from Howard Reagan to relocate a billboard located at Smoky Mountain Candy Makers, 2880 Parkway to a new location, 3410 Parkway** – Commissioners asked Mr. Reagan when the board was originally licensed. City Attorney Gass stated that it had to be licensed by a certain date or it could not be relocated per the City ordinance. Mr. Reagan stated that he wasn't sure when it was licensed and had not been able to find out anything from the State. Gass noted that it would have to be licensed by the State in order to be considered for relocating.

Following discussion, council asked Mr. Reagan to find out when the billboard was licensed and then the request could be discussed further.

2. **Review and discussion of the Department of Tourism's toll free phone service** – Executive Director of Tourism Downey said that Toll Free Service is giving the City 90 days to find an alternative provider for phone support as they are canceling the contract. IT Director Ogle stated that to date he has been unable to find a vendor that offers the same service. He stated that one option is to look at a live call center. He explained another option of bringing the system in-house but items to consider would be an initial setup cost, potential staff needs, and having to write the program from scratch which would take time. It was noted that approximately 5,100 calls are coming through the 800 line per month and about 12,000 minutes per month are being used.

Following lengthy discussion, IT Director Ogle stated that he is still in the research phase and once he has more information to share he will come back to council for discussion.

3. **Review of the proposed Tourism Advisory Board Ordinance** – Executive Director of Tourism Downey discussed the possibility of adding two positions to the board. This will allow the board to increase from nine members to eleven. Commissioner Robinson asked if we could guarantee a representative from the cabin industry. Mayor Whaley said that the Board makes appointments so they can decide ultimately who is appointed. Laurie Holmes asked about wedding chapels being represented. Commissioner Robinson stated that if it is important for cabins to be represented then why not make a space for them now? Downey said that he had spoken with several cabin representatives and they were fine with the language in the ordinance. Commissioner Robinson said the cabin representatives he had talked to are not happy without representation. Kenny

Maples suggested anyone with concerns is welcome to come to him as Vice President of the Hospitality Association.

Downey discussed that four seats were up for appointment or reappointment and he would like to present reappointments on next council agenda for Ray Ogle – lodging; Ken Bell – attractions; Laurie Faulkner – retail; and Leslie Thomas – restaurants.

Following discussion, council agreed to put ordinance on upcoming agenda in addition to reappointments for advisory board.

4. **Review and discussion of the Department of Tourism’s co-op advertising campaign with the State of Tennessee in the UK** – Executive Director of Tourism Downey stated that the department has participated with the State of Tennessee for the last fifteen years. He stated that the State allows cities to participate with them for representation in the UK. The annual cost is \$20,000 and is done through the State so the City cannot bid. Mayor Whaley and Commissioner Robinson asked if the results could be tracked. Downey said that there was a lot of data that could be provided.

Following discussion, council agreed to put item on upcoming agenda for consideration.

5. **Review and discussion of proposed amendments to the Pigeon Forge Zoning Ordinance and zoning map to include a C-6 Mixed-Use Commercial District and discussion of proposed uses and ordinances with this district** – Community Development Director Taylor provided an overview of what the new C-6 zone entails. Mr. Taylor talked about the current zoning that is C-2 on Teaster Lane, Veterans Boulevard and Wears valley Road would be effected. Mr. Taylor stated that the C-6 provides more flexible uses for the landowners. Mr. Taylor stated that the proposed C-6 zone will be presented to Planning Commission in September. Commissioner Robinson asked if the change would affect undeveloped land and Mr. Taylor stated that it would if the land was zoned C-2. Commissioner McClure asked if the Old Mill area was included and Mr. Taylor stated that it was and that they have also looked at other districts for that area. Mayor Whaley stated that the property owners need information about the proposed changes and feedback needs to be heard from them regarding the change. Mr. Taylor stated that he plans to hold community meetings and will have mail outs for each property owner.

Following discussion, council agreed to continue the process of developing a proposed C-6 zone.

6. **Review of the plan for the 2009-2010 audit** – Larry Elmore and Barrett Simonis were present to discuss audit. Mr. Elmore discussed and said that his staff would be on site next week to begin fieldwork. He stated that this meeting allows commissioners to ask questions or express concerns before the audit begins. The ultimate responsibility of the auditor is to express an opinion on the financial statements. He said that an audit is not done on internal controls but comments may be offered on what is seen during the audit. The audit is required to be completed within 6 months of year end unless an extension is needed. He

discussed that staff would concentrate on areas of highest risk and testing may change as needed based on what fieldwork shows. He highlighted other procedures to be performed such as documenting the flow of transactions throughout and performing analytical procedures.

Mr. Elmore said that the State periodically visits the auditor's office and goes through their work paper files on random cities. The files for the City of Pigeon Forge were chosen by the State and reviewed and Pugh and Company received a clean letter regarding the work paper files on the City.

Following discussion and no specific comments from council, the audit will begin on Monday August 9, 2010.

- 7. **Other** – Commissioner Robinson asked about the status of the sewer plant. City Manager Teaster explained that meetings have been scheduled regarding the land and also have meetings planned with TDEC.

After general discussion, the meeting was duly adjourned at 2:10 p.m.

APPROVED: _____
MAYOR

ATTEST: _____
CITY RECORDER