

# AGENDA

City of Orlinda, Tennessee  
City Council Meeting

September 10, 2026  
Regular Meeting - 7:00 pm  
Orlinda City Hall  
Council Meeting Room  
7501 Highway 52  
Orlinda, Tennessee

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of August 13, 2026 Regular Scheduled Council Meeting Minutes
- IV. Financial Report
- V. Fire Report
- VI. Public Comment
  - a. Presentation of donation by Volunteer Bank for October in Orlinda Sponsorship
  - b. Presentation by Drew Kiser with Blood Assurance regarding a Blood Drive on Tuesday, October 6<sup>th</sup> as the Kick Off to October in Orlinda
- VII. Old Business
- VIII. New Business
  - a. Discussion and/or possible action regarding Orlinda event dates
  - b. Discussion and/or possible action regarding the deposit and rental agreement Guidelines for the Community Center
- IX. Ordinances
  - a. Discussion and/or possible First Summary Reading of Ordinance No. 26-02 entitled: *An ordinance to amend Title 9, by adding Chapter 5 to the City of Orlinda, code of ordinances, so as to allow self-contained mobile food vehicles to operate in the City of Orlinda.*
- X. City Manager's Report
- XI. Mayor's Report
- XII. Adjournment

**MINUTES OF THE REGULAR MEETING  
OF THE  
CITY OF ORLINDA, TENNESSEE  
CITY COUNCIL**

**September 10<sup>th</sup>, 2026**

Orlinda City Hall  
Meeting Room  
7501 Highway 52  
Orlinda, Tennessee

The Orlinda City Council met in regular session at 7:00 pm on Thursday, August 13th, 2026 in the meeting room located at Orlinda City Hall, 7501 Highway 52, Orlinda, Tennessee.

Members attending were as follows:

Mayor Tabitha Swearingen  
Vice Mayor Ben Ellis  
Commissioner Sherry Carver  
Commissioner Jennifer Johnson

Others present included City Manager Tammie Carey and City Clerk Erinn Scates as well as members of the public.

Mayor Tabitha Swearingen called the meeting to order at 7:00 pm and led with the pledge of allegiance.

**APPROVAL OF MINUTES**

Motion was made by Commissioner Johnson and seconded by Commissioner Carver to approve the minutes of the Orlinda City Council August 13th, 2026 regular meeting. A roll call vote was taken. Voting Aye: All. Motion passed unanimously.

**FINANCIAL REPORTS**

Mayor Swearingen asked for confirmation that the city has already collected \$2,600 in building permits. City Clerk Scates confirmed that was correct.

**FIRE REPORT**

Commissioner Johnson stated that the council had previously asked for reporting of payments to align with the calendar months as it's easier to compare with the monthly calls. City Manager Carey stated they were working toward that goal but had a few days at the end of July that went on the August pay.

Commissioner Johnson asked when the new fire truck will be delivered and if it would have all the equipment installed on it when it arrived. City Manager Carey said that rescue equipment would need to be installed and then the truck will be ready to use.

#### PUBLIC COMMENT

No comments were made by the public.

A presentation was given by Drew Kiser with Blood Assurance regarding a Blood Drive in Orlinda on Tuesday, October 6<sup>th</sup> as the Kickoff to October in Orlinda.

City hall will be hosting the blood drive on October 6<sup>th</sup> from 11am – 2pm. Blood Assurance will need a lot of pre-signups as they are a nonprofit and need to reserve supplies and staff accordingly. The goal is to have 20 donors. Mr. Kiser has asked citizens participating to bring two people with them.

#### OLD BUSINESS

There was no old business to discuss.

#### NEW BUSINESS

##### **Discussion and/or possible action regarding Orlinda Event Dates**

Mayor Swearingen explained that October in Orlinda has historically been on the second Saturday in October. When the event was started the second Saturday was chosen because of several other events in surrounding areas on other dates in October. The second Saturday is now the beginning or the end of many schools fall breaks. There was discussion of moving October in Orlinda to the first Saturday in October.

Mayor Swearingen went on to state that the Christmas parade has also occurred on the second Sunday in December and this year it is the 13<sup>th</sup>. After a brief discussion, council members agreed the Christmas festivities should be moved to December 6<sup>th</sup> this year.

No vote was taken regarding these discussions.

##### **Discussion and/or possible action regarding the deposit and rental agreement guidelines for the Community Center**

City Manager Carey explained the current rental structures for the community center. There are two fee structures for renters; for Orlinda residents it is \$200 plus a \$40 deposit fee which is a total of \$240 and for non-residents it is \$250 plus a \$40 deposit fee which is a total of \$290. The \$40 deposit fee is given back to renters if the community center is cleaned, trash taken off site with them and tables and chairs put back as they were when the renter arrived.

Currently, the city is without a caretaker, and both City Manager Carey and City Clerk Scates have been responsible for cleaning the community center every week. Carey explained that recently, there have been several occasions where the community center was left in bad shape and a lot of cleaning had to be done to prepare for the next renter. Carey asked the council to consider increasing the deposit to \$100. She doesn't feel like the \$40 deposit fee is enough of an incentive for renters to clean up after their use. If renters clean up after their event and remove the trash from the building and leave the building in the same state it was when they arrived, then the deposit is returned. The deposit increase would make the total fee for Orlinda residents \$300 and non-residents \$350.

City Manager Carey went on to state that an additional form has been added to the rental agreement to ensure renters understand the guidelines for using the Community Center.

Mayor Swearingen mentioned that the agreement needs to include the verbiage: amplified sound must be kept to a minimum as she has received several complaints about noise from citizens when community center renters play loud music when renting.

Motion was made by Commissioner Johnson and seconded by Commissioner Carver to increase the rental deposit fee for renting the community center from \$40 to \$100. A roll call vote was taken. Voting Aye: All. Motion passed unanimously.

## ORDINANCES

**Discussion and/or possible First Summary Reading of Ordinance No. 26-02 entitled: *An ordinance to amend Title 9, by adding Chapter 5 to the City of Orlinda, code of ordinances, so as to allow self-contained mobile food vehicles to operate in the City of Orlinda.***

Mayor Swearingen stated that the ordinance itself looks good and council just needs to agree on the fee structure for food truck applicants. After much discussion it was decided that the fee structure should be:

Permit Application Fee: \$25

Annual Permit: \$125

Temporary Permit: \$50 (no more than 1 day)

Registered Businesses in city limits: ½ of Permit Fee (temporary or annual)

Motion was made by Commissioner Carver and seconded by Commissioner Johnson to pass the **First Reading of Ordinance No. 26-02 entitled: *An ordinance to amend Title 9, by adding Chapter 5 to the City of Orlinda, code of ordinances, so as to allow self-contained mobile food vehicles to operate in the City of Orlinda. With agreed specifications to price structure.***

A roll call vote was taken. Voting Aye: All Motion passed unanimously

## CITY MANAGER'S REPORT

City Manager Carey reported that the new fire truck has been paid for and is scheduled to be delivered the week of October 5<sup>th</sup>. The job description for the fire chief has been posted on the city website and Facebook as well as ads being placed on Smokey Barn News, the Robertson

County Connection and the Portland Leader. The job was also posted on Indeed. As of Monday, September 7<sup>th</sup>, 32 applications had been received. On Tuesday, September 1<sup>st</sup>, three applicants were interviewed in person. There have also been 4 phone interviews. Additional interviews are being scheduled.

Chris Mays began as a part-time maintenance technician on August 18<sup>th</sup>. Since being hired, he has already completed numerous projects.

Scotty's Contracting plans to do prep work on September 11<sup>th</sup> and work on the chip & tar resurfacing of Haywood Fisher and North Moore Road on Monday, September 14<sup>th</sup>.

For the Library Restoration project, two grant applications have been submitted and we should know by end of October regarding those.

John Poole, CPA has completed the 2025-2026 audit. We are working to include the audit on the city website as well as the 2026-2027 Budget.

City Clerk Erinn passed her 6<sup>th</sup> CMFO class which covered Accounting 2.

The October in Orlinda plans include:

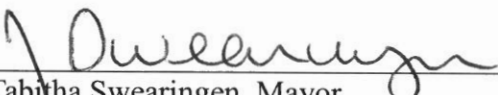
- Tuesday, October 6<sup>th</sup> Blood drive from 11:00 am to 2:00pm at City Hall.
- Thursday October 8<sup>th</sup> at 9:00am a Small Town Stroll which will be sponsored by the Crocker Store. They will be donating t-shirts to give to the participants.
- Saturday, October 10<sup>th</sup>
  - o Kids activated from 2:00pm to 5:00pm
  - o Market in the Park from 2:00pm to 6:00pm
  - o Food Vendors from 2:00pm to 8:00pm
  - o Beauty Pageant begins at 4:00pm
  - o Concert with Tyronne Dunn & Kinfolk begins at 6:00pm.

#### MAYOR'S REPORT

Mayor Swearingen did not have anything to report on until next meeting.

#### ADJOURNMENT

At 8:02pm Mayor Swearingen adjourned the meeting.

  
Tabitha Swearingen, Mayor  
City of Orlinda, Tennessee

  
Erinn Scates, City Recorder  
City of Orlinda, Tennessee