



City Manager Report

August 2019



Contents:

Monthly reports of the City Manager and all departments as presented to the Kingston City Council and to the citizens of Kingston

Reporting Schedule:

Published monthly on the City of Kingston website and distributed during the Kingston City Council meeting on the second Tuesday of each month

Featured Picture:

Fort Paws Dog Park

Distributed: September 6, 2019

Message from the City Manager

Management

- ☐ City Manager

Finance

- ☐ Finance/HR
- ☐ Human Resources
- ☐ City Clerk

Public Safety

- ☐ Police
- ☐ Codes Enforcement
- ☐ Municipal Court
- ☐ Fire

Public Services

- ☐ Public Works
- ☐ Parks & Recreation
- ☐ Building Permits

Water Department

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- ☐ Kingston Wastewater Treatment Plant
- ☐ Kingston Water Distribution/Collection

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- ☐ Director's Report/Minutes

Beautification Committee

- ☐ Meeting Minutes

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REU – Electric Power Board Meeting

- ☐ Agenda and Minutes
- ☐ Report to TVA

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- ☐ Director's Report

Project Status Updates

- ☐ Amphitheater



To: Kingston City Council
City Staff
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website (www.kingstontn.gov). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

Our goal is to become more transparent and more performance driven. The City staff and I will continue to make every effort to increase efficiencies in City services as we serve the citizens of Kingston.

It is our hope this report will help you become and stay informed regarding city issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: August 2019

Legislative Accomplishments

- A. Second reading of ordinance 19-6-11-3, an ordinance of the City of Kingston, Tennessee adopting the annual budget, tax rate and water / sewer rates for the fiscal year beginning July 1, 2019 and ending June 30, 2020
- B. Second reading of ordinance 19-7-9-1 allowing the permitting and regulation of mobile food vendors in the City of Kingston, including food trucks, food trailers and ice cream trucks
- C. Approval for the City Manager to apply for the annual Public Entity Partners Safety Grant

Other Items Considered by the Council

- A proclamation honoring Harold “Dewitt” Johnson and declaring August 13, 2019 as “Harold Dewitt Johnson Day”.
- **External Meetings**
 - EMA Hazard Mitigation Committee
 - Kingston Farmer’s Market Steering Committee
 - Meeting with organizers of the Storm the Fort triathlon
 - Meetings with officials from FEMA re. storm damage
 - Meeting with representatives of Watts Bar Utility Board
 - Other misc. meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Meeting with Safety Committee
 - Weekly progress calls on the amphitheater
 - Other misc. staff meetings

Ongoing Work

- Southwest Point Amphitheatre



City of Kingston
Project Status Update
June 2019

Fort Southwest Point Amphitheater

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Spectra Tech/Design and Engineering Services	Agreement executed by Mayor on August 14, 2018
Contractor:		
Status (Percent complete)	50%	
Estimated Completion Date	Oct. 2019	
Notable outstanding issues:	Construction	

Notes:

1. Site work and construction underway.

FINANCE AND ADMINISTRATION REPORT AUG 2019

*UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR AUG 2019 3833 FOR A TOTAL OF \$350,835.21
*NEW WATER SERVICE APPLICATIONS FOR AUG 2019 TOTALED 41
*45 CUSTOMERS FINALED OUT SERVICE
*101 PAST DUE ACCOUNTS
*TOTAL ACH-BANK DRAFT ACCOUNTS 794
*TOTAL E-BILL ACCOUNTS 336
*ONLINE PAYMENTS PROCESSED 594
*WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2142
*WATER LOSS PROTECTION 1159
*WATER LINE PROTECTION 152
*SEWER LINE PROTECTION 31
*COMMERCIAL SINGLE PROTECTION 234
*COMMERCIAL MULTI PROTECTION 5
*COMMERCIAL LINE PROTECTION 1
*TRASH COLLECTIONS FOR AUGUST 2449
*PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS CALLED 286
*CONTINUING THE EFFORT FPR MNEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1 PER MONTH -
*DONATIONS BALANCE \$21140.13
*DISBURSED 0

NEW BUSINESS LICENSES ISSUED IN AUG 2019

NONE FOR THE MONTH OF AUGUST

Eye Strain

August Safety Topic

As more people use computers in the workplace and home, complaints of eye fatigue, difficulty focusing and discomfort have become commonplace.

Computer video display terminals don't damage vision, but you might still experience eyestrain. Fortunately, rearranging your computer workstation, taking more frequent rest breaks, or getting proper glasses can often relieve these symptoms, says Academy spokesperson Ruth Williams, M.D.

To pinpoint the cause of your discomfort, first get an eye exam by your ophthalmologist, who can rule out the possibility of eye disease as the cause of your symptoms. You may find you need glasses when working at a computer, or that your prescription needs updating.

Next, take a look at your computer workstation:

- **Screen distance:** You should sit about 20 inches from the computer monitor, a little farther away than reading distance, with the top of the screen at or below eye level.
- **Equipment:** Choose a monitor that tilts or swivels. Adjust them appropriately for the lighting in the room. Use a glare reduction screen on the monitor if needed.
- **Furniture:** An adjustable chair is best. The top of the monitor should be at eye level. Place the monitor on a stand if needed.
- **Rest Breaks:** Take periodic rest breaks, and try to blink often to keep your eyes from drying out. Every 20 minutes, take a 20 second break, and look away 20 feet to give your eyes a rest. Move them up, down and to both sides focusing on something at least 20 feet away.

Michelle Kelly

Pat Mills



Karen Tamm

Leslie M. Melton

Marsha Marshall

Report for the citations issued, the disposition date for which was on
August 31, 2019

Monies outstanding from August 7, 2007 – August 31, 2019	\$ 67,878.05
Monies collected from August 7, 2007 – August 31, 2019	\$ 487,424.22

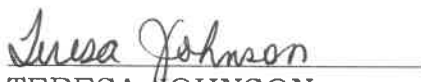
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 2,160.00	
Collected in court on fines and costs		\$ 916.25
Amount collected after Aug 2019 Court		\$ -0-
Total collected for citations on Aug 2019		\$ 916.25
Amount outstanding for Aug 2019	\$ 1,243.75	
<u>3</u> Cash bond forfeitures		\$ 341.25
Total amount collected for Aug 2019 Citations		\$ 1,257.50
Amount collected from previous months/FTA etc.		\$ 483.50
Total collected in August 2019		\$ 1,741.00

These amounts are based upon amounts collected by, and the records of, the clerk of the Municipal Court for the City of Kingston.

This the 31st of August 2019.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -AUGUST 2019

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	
Simple Assault	4
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	1
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	

Subtotal

5

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	3
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	1
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	2
Motor Vehicle Theft	2
Robbery	
Stolen Property Offenses	
Vandalism	1

Subtotal

10

Crimes Against Society

Drug/Narcotics Violations	1
Drug Equipment Violations	
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	1

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	3
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	1
Total	5

Central Dispatch	
Crash Reports	9
Traffic Stops	57
Investigator Needed on Scene	13
Domestic Complaints	14
Escorts Funeral/Other	14
Animal Calls	7
Vandalism	1
Fights	1
Burglar Alarms/Fire Alarms	16
Child Sexual Assaults	0
Forgery	0
Theft	7
Vehicle Theft	0
Public/Motorist Assist	2
Arson/Explosive Devices	0
Other Calls	159
	141
	300
Municipal Codes	
Animal Control Calls to Office	5
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns/warning notices given	3
Codes Violations/Citations	6
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	30

Patrol Mileage	18,111
Hours Worked	2,609
Reserve Hours Worked	58
Total Overtime Hours	130.5
Total Amount of Overtime Wages	3,728
City Court Citations	21
Warning Citations	9
General Sessions Citations	0
Arrest	19
Juvenile Arrest	0
Incident Reports	53

AUGUST 2019 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
	Harris Marine	13-104 Weeds	mowed and clean up	working with new owner to clean up/ some has been cleaned
	106 Paint Rock	13-104 Weeds	mowed and clean up	remodeling will start soon
		13-302. Wrecked, junked or abandoned vehicles <u>proibited</u> 13-502 <u>Duty of maintenance of private property.</u> 13-501 <u>Declaration of nuisances.</u> 13-106 <u>Health & sanitation nuisances</u> 13-104 <u>Weeds.</u> 13-509 <u>Penalty for failure of owner to abate such nuisance</u>		
	519 Highland St.	<u>Duty of maintenane of Private Property</u>	Warning notice	cleaning up
	518 First St.			mowed and cleaned up
		13-302. Wrecked, junked or abandoned vehicles <u>proibited</u> 13-502 <u>Duty of maintenance of private property.</u> 13-501 <u>Declaration of nuisances.</u> 13-106 <u>Health & sanitation nuisances</u> 13-104 <u>Weeds.</u>		new owner took over in process of cleaning
	818 Race St			
	1100 Pineywood	weeds and Duty of maintenance of Private property		given warning notice/cleaned up
	1190 Circle Drive	Duty of maintenance of Private Property		given warning notice/cleaned up

August 2019 Safety Training
Kingston Police Department
08/15/2019

Topic: First Aid

Contents: New Kits, Use of Kits, New Kits Placed Into
Patrol Cars, New First Aid Kit In Office, Open Discussion

Captain Tony Guy

Roster of attendance

Dave Lewis	James Moseley	Tommy Snow
Kelly Jackson	Mark Warren	Daniel Nolan
Caleb Strayer	Garry Kerley	Cody Anderson
Danny Patterson	Tony Guy	Roy Montgomery
Jim Washam	Caleb Strayer	Jamie Melton
Keith Kile	Adam Alkishawi	Steven Dukes
Brad Miller	Brian Luttrell	Alex French



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



865/376-2081 Office
865/354-8045 Dispatch

Fax: 865/376-8798
E-Mail: jim.washam@kingstontn.gov

TRAINING FOR THE MONTH OF AUGUST

To: Mayor, City Council, & City Manager

From: Captain Roy Montgomery, Training Officer

The Kingston Police Department had our In-Service monthly training at the department. This month our police officers was trained on dealing with persons with mental health issues.

This class was taught by Captain Roy Montgomery.

Captain Tony Guy went over our new first aid kits and got a update on some of the new state law's that has just went into effect.

Captain Tony Guy just completed a 3 day class on hostage negotiations class for the month of August.

Captain
R Montgomery

Kingston Fire Department August 2019

Summary of Month's Activities

Fire Operations

The Department responded to 81 calls for service during the month of August.

Fire Administration

- Department head meeting
- Safety Meeting

August 2019 Overtime

OT Hours: 42

Cost: \$1,075.75

The Training Room has been utilized this month for the following:

- Shift Training
- Defenders Meeting

	This Month	YTD
Fire Inspections	1	187

Public Fire Education

	This Month	YTD
Participants	0	60
Education Hours	0	5
Number of Occurrences	0	1

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2019
- Automatic Aid Training with Harriman Fire Department

Implemented Performance Standards Plan

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered

Fleet Maintenance

- Oil changes have been completed on all apparatus
- New tires being replaced on most trucks

Special Projects

- “Fit for Duty” program on going with work outs posted each shift

Outstanding Issues

- Aging Fire Apparatus
- Aging turn out gear
- U6 aging and continues to need continuous repair. Unit 6 now displays over 180,000 miles.
- Medical, gas powered, and firefighting equipment affected by weather from units sitting outside in the elements

Cost Savings

- Safety meeting
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs

Safety

- Firefighter Safety training over Driver Training / Safety

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Aug-19

TOTAL CALLS

81

Category	Total		Total
Structure Fires	0	Hazardous Calls	0
Vehicle Fires	0	Service Calls	16
Brush/Grass Fires	0	Good Intent Calls	4
Refuse/rubbish Fires	0	Unintentional False	2
Other Fires	2	Other False	
Total Fires	2	Total False: Total	22
Rescue and EMS	57	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	1	Incidents with Exposures	0
Mutual Aid Given			
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

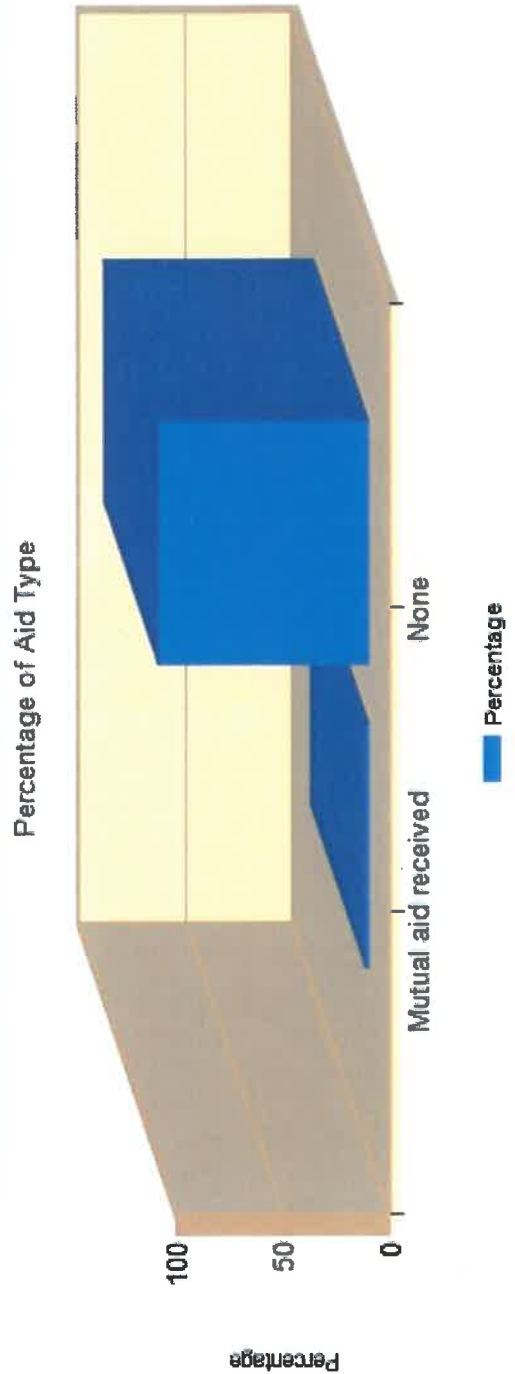
Kinaston Fire Department

Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 08/01/2019 | End Date: 08/31/2019



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	1	1.4%
None	72	98.6%

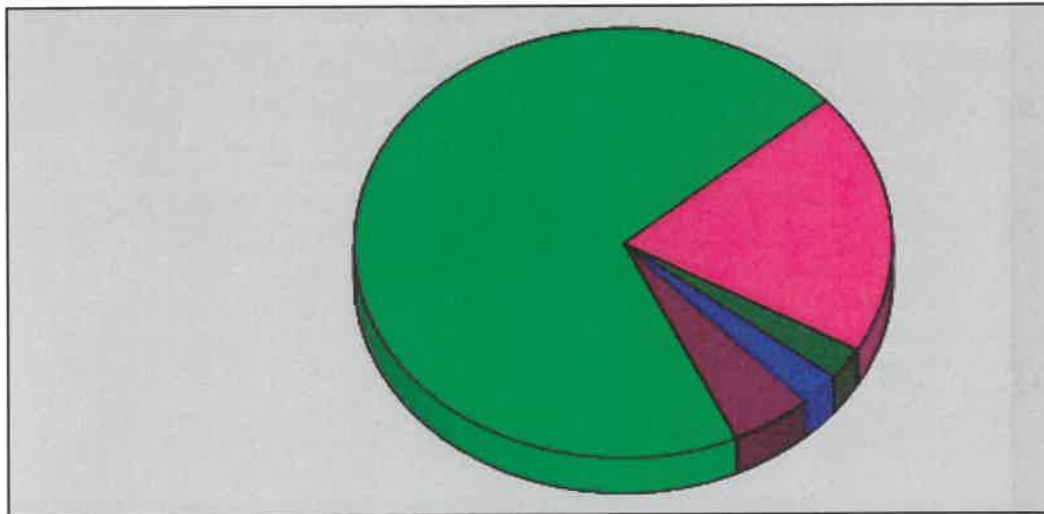
Kinaston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 08/01/2019 | End Date: 08/31/2019



False Alarm & False Call Good Intent Call Service Call
Fire Rescue & Emergency Medical Service Incident

INCIDENT TYPE	AUG	TOTAL
False Alarm & False Call	2	2
Fire	2	2
Good Intent Call	4	4
Rescue & Emergency Medical Service Incident	57	57
Service Call	16	16
Total	81	81

Only REVIEWED incidents included

Kinaston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2019

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M	SU
Accident, potential accident	1	4	4	1	2						12
Chemical release, reaction, or toxic condition		1				1					2
Citizen complaint					1						1
Combustible/flammable spills & leaks			2								2
Controlled burning	1		1			1	2				5
Dispatched and canceled en route	6	4	10	6	3	3	2	3			37
Electrical wiring/equipment problem			2								2
Emergency medical service (EMS) Incident	37	37	42	39	43	37	47	35	3		320
False alarm and false call, other	2	3			2	3					10
Fire in mobile property used as a fixed structure					1						1
HazMat release investigation w/no HazMat			1								1
Lock-In						1					1
Malicious, mischievous false alarm		1				1		1	1		4
Medical assist	19	20	23	19	20	14	22	20	1		158
Mobile property (vehicle) fire					3						3
Natural vegetation fire			1		2			1			4
Other incident type						1					1
Person in distress	1		4	3	1	3	1				13
Public service assistance	8	3	4	8	10	5	4	15	1		58
Rescue or EMS standby								1			1
Search for lost person								1			1
Service call, other	1		3								4
Smoke, odor problem								1			1
Steam, other gas mistaken for smoke			2			2					4
Structure Fire		2	3			2	1	1			9
System or detector malfunction	2	2	3	1		2	1				11
Unintentional system/detector operation (no fire)	1	2	1	1	4	3	1	1	1		15
Wrong location, no emergency found	3		1	2	3		1	1			11
Total	82	79	107	80	95	79	82	81	7		692



Kingston Fire Department

Driver Training

Date & Time 08/08/2019 08:00 - 08/08/2019 11:00

Location

Objective To become more familiar with operations of the trucks

Instructors Settles, Jay (LT)

Sign-In Sheet

Name	Agency	ID	Signature
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Hood, Kevin (FF/EMR)	Kingston Fire Department	1809	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1808	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Settles, Jay (LT)	Kingston Fire Department	1805	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1813	



Kingston Fire Department

Driver Training

Class Information

Date/Time	08/08/2019 08:00 - 08/08/2019 11:00		
Class Length	3:00	Category	Driver Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	To become more familiar with operations of the trucks		

Instructors

Name	Instructor Type	Notes
Settles, Jay (LT)	Lead Instructor	

Resources

Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Internet Resource	Web pages and documents on the Internet that provide useful information.
PowerPoint	Slideshow made for presenting Information to be used during training or meetings

Narrative

To become more familiar with operations of the trucks. Personnel looked over different locations in the city and determined the best locations to park for emergency situations.

Training Codes

Category	Code	Description	Type
Driver Training	D/O	D/O locate hydrants and roads	Agency
ISO	ISO	ISO approved training	Agency

People

Name	Passed	Grade	Hours	Pay Grade
Gordon, Saul W	Yes		3	training - \$0.00
Goss, Bradley	Yes		3	training - \$0.00
Hood, Kevin	Yes		3	training - \$0.00
Munguia, Michael	Yes		3	training - \$0.00
Murrell, Jacob	Yes		3	training - \$0.00
Settles, Jay	Yes		3	training - \$0.00
Wade, Jason	Yes		3	training - \$0.00



Kingston Fire Department

Driver Training

Authorization Log

Completed: 08/08/2019 10:35:55 by Settles, Jay

2019-08-08 13:35:55: Class marked as Complete by Settles, Jay.\r\n

Reviewed: 08/08/2019 10:35:55 by Settles, Jay

2019-08-08 13:35:55: Class marked as Reviewed by Settles, Jay.\r\n

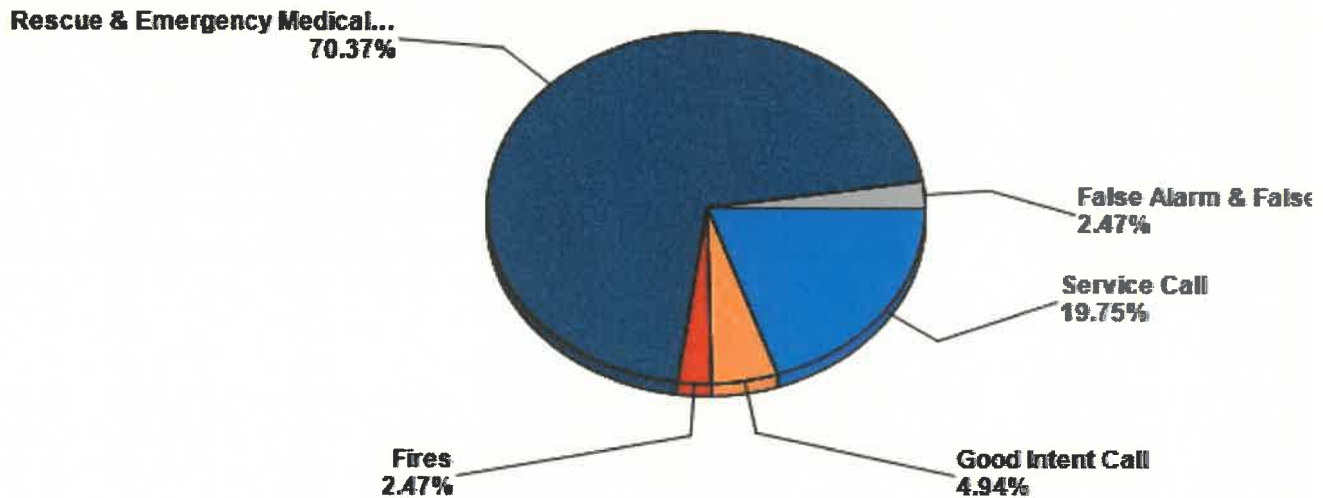
Kinaston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2019 | End Date: 08/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.47%
Rescue & Emergency Medical Service	57	70.37%
Service Call	16	19.75%
Good Intent Call	4	4.94%
False Alarm & False Call	2	2.47%
TOTAL	81	100.00%



Kingston Fire Department
Driver Training

Date & Time	08/07/2019 08:00 - 08/07/2019 11:00	Location	
Objective	To become more familiar with operations of the trucks		
Instructors	Settles, Jay (LT)		

Sign-In Sheet

Name	Agency	ID	Signature
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Hood, Kevin (FF/EMR)	Kingston Fire Department	1809	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Riter, Mike (FF/EMR)	Kingston Fire Department	1812	
Settles, Jay (LT)	Kingston Fire Department	1805	



Kingston Fire Department

Driver Training

Class Information

Date/Time	08/07/2019 08:00 - 08/07/2019 11:00		
Class Length	3:00	Category	Driver Training
Station		Evaluation Method(s)	None
Location			
Objective	To become more familiar with operations of the trucks		

Instructors

Name	Instructor Type	Notes
Settles, Jay (LT)	Lead Instructor	

Resources

Name	Description
Engine 2	GMC 8500 equipped with a top-mount 1250 GPM Hale pump and 1000 gallons of water. Engine 2 is fully equipped with firefighting equipment.
Engine 3	Ferrara Cinder custom pumper equipped with a 1500 GPM Hale pump and 1,000 gallons of water. Engine 3 is fully equipped with firefighting equipment.

Narrative

Members on shift reviewed driving safety and procedures. Members each drove through the city on a variety of roads, from one lane roads, to the interstate. Everyone on shift drove both commercial and custom cab trucks.

Training Codes

Category	Code	Description	Type
Driver Training	D/O	D/O locate hydrants and roads	Agency
ISO	ISO	ISO approved training	Agency

People

Name	Passed	Grade	Hours	Pay Grade
Gordon, Saul W	Yes		3	training - \$0.00
Goss, Bradley	Yes		3	training - \$0.00
Hood, Kevin	Yes		3	training - \$0.00
Murrell, Jacob	Yes		3	training - \$0.00
Riter, Mike	Yes		3	training - \$0.00
Settles, Jay	Yes		3	training - \$0.00

Authorization Log

Completed: 08/10/2019 04:57:54 by Murrell, Jacob
2019-08-10 07:57:54: Class marked as Complete by Murrell, Jacob.\r\n



Kingston Fire Department

Driver Training

Reviewed: 08/10/2019 04:57:54 by Murrell, Jacob
2019-08-10 07:57:54: Class marked as Reviewed by Murrell, Jacob.\r\n

Public Works Report August 2019

Solid Waste:

Convenience center solid waste collected:	None
Wood chips removed from lot:	None
Solid Waste Tonnage collected:	None
Street sweeping debris removed off streets:	4 Loads 10
Recycled materials collected:	3 None 6
trailer 0	

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	18 loads	18Loads
Culverts/Storm Drains Cleaned	18	39
Curb/Sidewalk Repair/Install/Remove	200 ft	200ft
Drainage Inspection Requests	0	0
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	0	0
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	5	9
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	3	7
Streets Striped	5	5
Tennessee One Calls	2	2
Traffic Signal Repair	3	7

Tree Trimming Requests	0	4
Vehicle Maintenance – Routine	6	21
Vehicle Maintenance – Unscheduled	5	13
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects –
 Daily underground storage tank testing –N/A
 Monthly fuel pump inspection and cleaning- N/A
 Monthly safety meetings- 1
 Weekly departmental meetings and monthly staff safety meetings-2
 Sign repair, new sign installations- 5
 Signal inspection, repair and timing adjustments- 3
 Grant applications- None
 Participated in various weather calls- Sat. Sun.
 Brine acquisition and street prep in advance of weather events-
 Fleet software implementation –N/A
 Storm water educational outreach webinar- None
 Drainage law presentation- None
 Street Lighting- 0

Continuing Projects

Fleet system software implementation -None
 Bent sign inventory repair- None
 Upgrades to City's fueling system- None



Kingston Public Works

Monthly Safety Training

Date: 8-13-19

Topic: Alcohol in the workplace

Instructor: Logan Bell

Employees in Attendance:

Printed Name	Signature
Gregory A Leach SR	Gregory A Leach SR
Devin O White	Devin O White
Ricky Crawford	Ricky Crawford
Robert L Miller SR	Robert L Miller SR
Logan Bell	Logan Bell



Parks & Recreation August 2019 Report

During the month of August, Parks and Recreation began hosting Cherokee middle school softball and soccer games and Southwest Point. We also hosted RCHS girl's soccer, AYSO soccer, and Roane County boys and girl's lacrosse. Mr. Sparks and his work crew were able to do many needed improvements to the fort as well.

We replaced the dock at 58 Landing with new lumber and floaters and we're able to complete it before Storm the Fort.

Kingston Parks and Recreation hosted Storm the Fort along with Three River Rumble bicycle race. Nearly 300 participated in these events.

We will begin work on the Gravel Pit dock next week as we spent all week catching up on mowing.

We continue to stress the importance of staying hydrated throughout the day and continuing to hydrate while home in the evening. We stress to our prison laborers and employees the importance of wearing their vests while mowing and weed eating and also wearing the proper safety glasses and ear plugs.



PARKS AND RECREATION

DRAFT

**PARKS AND RECREATION
BOARD MINUTES
August 5, 2019**

PRESENT: Paul Rogers, Sue Collins, Keenon Heathcoat, Jody Tipton, Eric Clark, Ruth Thompson, Sammy Frogg, Matt Melton, Chase Clem and Debbie Russell

ABSENT: Becky Humphreys

GUESTS: Mayor Tim Neal, Sonny Hunter

The meeting called to order by Chairman Paul Rogers at 6:05 p.m.

Chase gave an invocation.

Paul made a motion to accept June's minutes and Keenon seconded. Motion carried.

Chase introduced and welcomed new board member Matt Melton.

UNFINISHED BUSINESS:

1. Ft. Paws Dog Park – Chase spoke on the opening of the dog park and the ribbon cutting on July 26th. Randy Boyd attended, along with State Representative Kent Calfe and Marilyn Calfe. Mayor Tim Neal, Councilwomen Tara Stockton and Stephanie Wright. Kingston citizens along with their dogs. Chase comment what a nice dog park it is and what a great job Jason Sparks and the inmates did constructing it.
2. Amphitheater Progress –construction has begun; trenches for electrical have been dug, blockwork has begun. Chase commented that there are two large trees behind the stage that will have to be cut down. The target date for completion is the end of September.
3. July 4th recap - Chase spoke about how well July 4th went. The new boat parade didn't have a lot of participants, but hopefully next year there will be more. The hot dog eating contest had 8 participants, the winner ate 10 hot dogs. All the bands were good, fireworks great as always. Chase thanked those board members who helped.



PARKS AND RECREATION

NEW BUSINESS:

1. Tennessee RiverLine 652 – was explained by Chase. He told how it was a river trail like the Appalachian trail being developed for the Tennessee river. It also includes the state of Mississippi and Alabama. Knoxville and Kingston were the only two cities in Tennessee to be chosen as a stopping point on the trail, creating a great economic potential for Kingston.
2. National Night Out – hosted by KPD on Tuesday August 6th at City Park from 6 p.m. to 8 p.m. A free night of fun and food, hot dogs, watermelon. Inflatables and a guest speaker.
3. Storm the Fort Triathlon– is on Saturday, August 24th, from 7 a.m. to 2:30 p.m. Parks & Rec will help host the event. It will begin with the participants swimming in the lake from Cove to Hwy 58 landing, where they will get out of the lake then on to the Bike riding portion, to be followed by the run which will end at the Fort. The finish line is at the palisade walls.
4. Three Rivers Rumble Bike Race – will be coming through Kingston again this year on Sunday, August 25th and will be stopping at Southwest Point.
5. Youth Flag Football sign-ups now underway until August 25th online only at www.titansflagfootball.com. The ages are 4 to 14 years old, and the fee is \$45. Practice is one hour before the games once a week.
6. Fall Street Fest – is scheduled for Saturday, November 2nd, again around the old Roane County Courthouse. Applications are now being accepted for vendors.
7. Paul Rodgers term as chairman- Paul reminded the board that his term as Board Chairman had expired, and Keenon nominated Sammy Frogg to be the new Chairmen. Jody seconded it and the motion carried. Jody Tipton is the chair-elect.
8. September's meeting – will be changed to September 9th because of the Labor Day holiday.

Keenon made a motion to adjourn and Eric seconded. Motion carried. Meeting ended at 6:45 P.M.

Submitted by Debbie Russell

Dates to Remember :

Tuesday, August 6th – National Night Out

Saturday, August 24th - Storm the Fort Triathlon

Sunday, August 25th – Three River Rumble Bike Race

Monday, September 9th – Parks & Rec Board meeting

Saturday, November 2nd – Fall Street Fest



PARKS AND RECREATION

JUNE/JULY COMMUNITY CENTER MONTHLY REPORT

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of June and July.

Senior Luncheon	Anybody Can Exercise
Senior Bridge	Zumba Classes
Senior Quilting	Roane County Retired Teaches
Cultural Arts	Roane Country Sewing Club
Senior Executive Board	Salvation Army
Senior Pinochle (2 groups)	Roane County Foster Care
Senior Card Games	Krafty Korner - FCE
American Red Cross	Senior Bingo
Kingston Parks & Rec Committee	Roane Co. Autism Support Group
Adult Table Tennis	N.A.M.I.
Antique Tractor Club	Kingston Beautification Committee
Girl Scouts Troops & Leaders	Aux. Coastguard Boat Safety Classes

Groups and Events held in addition to the regularly scheduled ones at the Center during the month of June and July

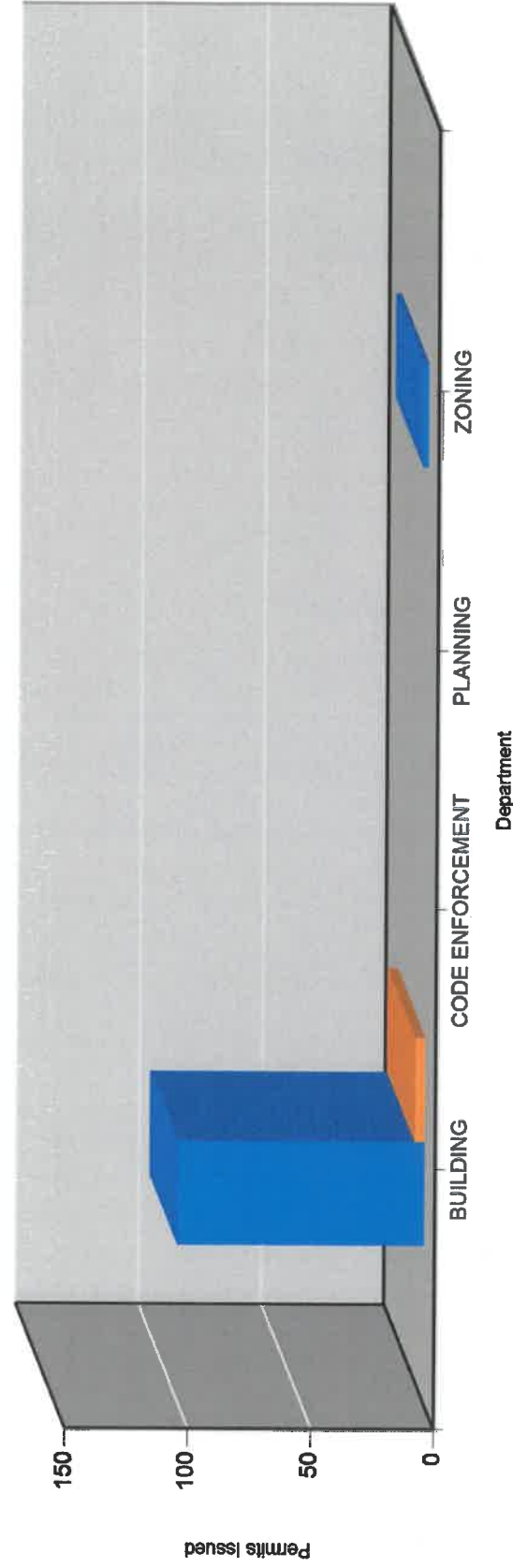
Outdoor Kingston	Amateur Radio Club
McDonalds	Kingston Swim Team Board
Class of 1980 Reunion Mtg	TVA Retirees Meeting
TN Riverline 652	Water Aerobics

	<u>June</u>	<u>July</u>
Community Ctr/Park Rentals -	\$693	\$2,548
Boat Slip Rentals -	\$2,400	\$5,525
Pool Parties -	\$4008	\$2,093



Issued Within Expected Process Time

Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	81	79	Same Day	2.86 Days	1	75	4
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	18	17	Same Day	0 Days	1	17	0
	RM	Same Day	7	7	Same Day	0 Days	1	7	0



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CODE ENFORCEMENT	BK	Same Day	1	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	5	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	4	2	Same Day	0 Days	1	2	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2019-473	Submitted: 07/29/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/02/2019	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		Window Change Out		
		163 Raby Hollow Rd, Kingston, TN 37763		
		BP2019-479	Submitted: 08/01/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/01/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home		
		511 Paint Rock Rd, Kingston, TN 37763		
		BP2019-480	Submitted: 08/02/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/02/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Airplane Hanger		
		259 Meadowlake Drive, Kingston, TN 37763		
		BP2019-481	Submitted: 08/02/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/02/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Deck Replacement		
		1405 Sweetwater Road, Philadelphia, TN 37846		
		BP2019-482	Submitted: 08/02/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/02/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Porch Roof Replacement & Addition		
		630 Skyline Dr, Harriman, TN 37748	Submitted: 08/02/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/02/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2019-483	OS Remodel	906 Cemetery Road, Oliver Springs, TN 37841	Submitted: 08/05/2019 Technically Complete Approved Ready to Issue Issued	08/05/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-484	Garage	154 Dupont Smith LN, Kingston, TN 37763	Submitted: 08/05/2019 Technically Complete Approved Ready to Issue Issued	08/05/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-485	Patio	103 WISE Rd., KINGSTON, TN 37763	Submitted: 08/05/2019 Technically Complete Approved Ready to Issue Issued	08/05/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-486	HC Replacement Porch	446 Carroll Drive, Harriman, TN 37748	Submitted: 08/05/2019 Technically Complete Approved Ready to Issue Issued	08/05/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-487	KC Screened Porch	134 Bradford Village Way, Kingston, TN 37763	Submitted: 08/05/2019 Technically Complete Approved Ready to Issue Issued	08/05/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-488	SW	481 Paint Rock Creek Rd, Philadelphia, TN 37846	Submitted: 08/06/2019 Technically Complete Approved Ready to Issue Issued	08/06/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-489	Residential Home	106 Tucker Ln, Lenoir City, TN 37771	Submitted: 08/06/2019 Technically Complete Approved Ready to Issue Issued	08/06/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-490	Deck	5119 Harriman Highway, Oliver Springs, TN 37840	Submitted: 08/06/2019 Technically Complete Approved Ready to Issue Issued	08/06/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: 08/06/2019	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 24 Waiting: 0 Total Days: 24 Total Cycles: 1
BP2019-491		Retaining Wall			
		137 Poplar Creek Rd, Harriman, TN 37748			
		BP2019-492			
		HC Remodel			
		404 Eblen Dr, Harriman, TN 37748			
BP2019-493					
		KC Foundation Repair			
		1164 Newport Way, Kingston, Tn 37763			
BP2019-494		Residential Home			
		1500 Bowman Bend, Harriman, Tn 37748			
BP2019-495		Garage			
		1500 Bowman Bend Rd, Harriman, TN 37748			
BP2019-496		Garage			
		125 Starboard Court, Harriman, TN 37748			
BP2019-497		DW			
		136 Hillview Road, Ten Mile, TN 37880			
BP2019-498		Pole Barn			
		119 Brahman Rd, Kingston, TN 37763			



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BUILDING	BP		Submitted: 08/08/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
BP2019-499	Residential Home	731 Bowman Bend Rd, Harriman, Tn 37748		0 0 0 1
BP2019-500	Solar Panels	140 Winding Trail, Harriman, TN 37748	Submitted: 08/08/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
BP2019-501	Residential Home	200 White Pine, Harriman, TN 37748	Submitted: 08/08/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-502	Residential Home	500 Emory River Road, Harriman, TN 37748	Submitted: 08/09/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-503	Garage	3285 Sugar Grove Road, Harriman, TN 37748	Submitted: 08/09/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-504	Ramp	630 Paint Rock Valley Road, Philadelphia, TN 37846	Submitted: 08/09/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-505	Dock	264 Timberline Drive, Kingston, TN 37763	Submitted: 08/09/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-506	Garage	1556 River Road, Kingston, TN 37763	Submitted: 08/09/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: 08/12/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-507		Deck & Porch		
230 Pond View Dr, Kingston, Tn 37763				
BP2019-508		Garage	Submitted: 08/12/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
5145 Decatur Hwy, Ten Mile, TN 37880				
BP2019-509		Addition	Submitted: 08/12/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
237 Arrowhead Trl, Kingston, TN 37763				
BP2019-510		KC Deck	Submitted: 08/12/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
122 King St, Kingston, TN 37763				
BP2019-511		KC Carport	Submitted: 08/12/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
122 King St, Kingston, TN 37763				
BP2019-512		Garage-Variance 10Ft.	Submitted: 08/12/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
219 Brahman Road, Kingston, TN 37763				
BP2019-513		SW	Submitted: 08/13/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/13/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
5133 Harriman Hwy, Harriman, TN 37748				
BP2019-514		Deck/Porch/Pergola	Submitted: 08/13/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/13/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
1290 New Midway Road, Kingston, TN 37763				

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BUILDING	BP		Submitted: 08/13/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/13/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-515	Windows & Doors	110 Cofer Ln, Harriman, Tn 37748		
BP2019-516	Residential Home	2649 Lawnville Road, Kingston, TN 37763	Submitted: 08/13/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/13/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-517	DW	376 Cofer Circle, Harriman, TN 37748	Submitted: 08/13/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/13/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-518	Remodel	256 Cates Road, Rockwood, TN 37854	Submitted: 08/14/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-519	Porch	349 Westwood Dr., Harriman, TN 37748	Submitted: 08/14/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-520	Foundation Repair	2131 Spring City Hwy, Rockwood, TN 37854	Submitted: 08/15/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/22/2019	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
BP2019-521	Mod	140 Lookout Drive, Harriman, TN 37763	Submitted: 08/15/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-522	Porch Roof Only	347 Bowman Bend Rd, Harriman, Tn 37748	Submitted: 08/16/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/16/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	08/16/2019	In Process: Waiting: Total Days: Total Cycles:
		BP2019-523				
		Addition				
		109 Matrin Cir, Harriman, TN 37748			08/16/2019	
		BP2019-524			08/16/2019	
		KC Porch	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:		In Process: Waiting: Total Days: Total Cycles:
		1208 Kentucky St, Kingston, TN 37763			08/16/2019	
		BP2019-525				
		Remodel	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	08/16/2019	In Process: Waiting: Total Days: Total Cycles:
		102 Five Mile Road, Kingston, TN 37763			08/16/2019	
		BP2019-526				
		Residential Home	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	08/19/2019	In Process: Waiting: Total Days: Total Cycles:
		340 Enclave Way, Kingston, TN 37763			08/19/2019	
		BP2019-527				
		Porch Roof Only	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	08/19/2019	In Process: Waiting: Total Days: Total Cycles:
		945 Buck Creek Road, Kingston, TN 37763			08/19/2019	
		BP2019-528			08/20/2019	
		OS Remodel	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:		In Process: Waiting: Total Days: Total Cycles:
		300 E. Tall County Blvd, Oliver Springs, TN 37846			08/20/2019	
		BP2019-529				
		Porch Replacement	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	08/20/2019	In Process: Waiting: Total Days: Total Cycles:
		1216 Roane Street, Harriman, TN 37748			08/20/2019	
		BP2019-530				
		Addition	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	08/21/2019	In Process: Waiting: Total Days: Total Cycles:
		134 Meadowlark Dr, Harriman, TN 37748			08/21/2019	



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BUILDING	BP		Submitted: 08/21/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-531		Carport with slab		
		136 Hillview Road, Ten Mile, TN 37880		
BP2019-532		Carport	Submitted: 08/21/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		136 Hillview Road, Ten Mile, TN 37880		
BP2019-533		Porch Repair	Submitted: 08/21/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		160 Ponderosa Dr, Kingston, TN 37763		
BP2019-534		Residential Home	Submitted: 08/22/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/22/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		330 Laurel Bluff Rd, Kingston, Tn 37763		
		BP2019-535	Submitted: 08/22/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/22/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		DS Screened in Porch		
		200 Walden Ave, Oliver Springs, TN 37840		
BP2019-536		KC Remodel	Submitted: 08/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/23/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		407 Kingwood St, Kingston, Tn 37763		
BP2019-537		HC Remodel	Submitted: 08/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/23/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		430 Walden Ave, Hamman, Tn 37748		
BP2019-538		Metal Garage	Submitted: 08/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 08/23/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1431 POPLAR CREEK Rd., Oliver Springs, TN 37840		



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BUILDING	BP	BP2019-538	Technically Complete: Ready to Issue: Issued:	Submitted: Approved: Ready to Issue: Issued:	08/23/2019	In Process: Waiting: Total Days: Total Cycles:
		HC Commercial Roof Repair				0 0 0 1
		1640 Roane St., Harriman, TN 37748			08/23/2019	
		BP2019-540		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/23/2019	In Process: Waiting: Total Days: Total Cycles:
		KC Pool				0 0 0 1
		220 Windswept Lane, Kingston, TN 37763			08/23/2019	
		BP2019-541		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/26/2019	In Process: Waiting: Total Days: Total Cycles:
		Decks				0 0 0 1
		418 Bluff Point Rd, Harriman, TN 37748			08/26/2019	
		BP2019-542		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/26/2019	In Process: Waiting: Total Days: Total Cycles:
		Porch				0 0 0 1
		1620 Poplar Creek Rd, Oliver Springs, TN 37840			08/26/2019	
		BP2019-543		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/26/2019	In Process: Waiting: Total Days: Total Cycles:
		Remodel				0 0 0 1
		443 Dogwood Dr, Harriman, TN 37748			08/26/2019	
		BP2019-544		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/26/2019	In Process: Waiting: Total Days: Total Cycles:
		Addition				0 0 0 1
		1424 Webster Rd, Harriman, TN 37748			08/26/2019	
		BP2019-545		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/26/2019	In Process: Waiting: Total Days: Total Cycles:
		SW				1 0 1 1
		283 Pattie Gap Rd, Philadelphia, TN 37846			08/27/2019	
		BP2019-546		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/27/2019	In Process: Waiting: Total Days: Total Cycles:
		DW				0 0 0 1
		2236 Buttermilk Rd West, Lenoir City, TN 37771			08/27/2019	



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	BP2019-547				
	KC Porch				
	720 Calvin St., Kingston, TN 37763			08/27/2019	
	BP2019-548				
	KC Commercial Remodel			08/28/2019	
	509 N. Kentucky St., Kingston, TN 37763				
	BP2019-549			08/28/2019	
	KC Sign Permit				
	1640 Roane State Highway, Kingston, TN 37763			08/28/2019	
	BP2019-550			08/28/2019	
	Deck				
	1868 Old Harriman Hwy, Oliver Springs, TN 37840			08/28/2019	
	BP2019-551			08/29/2019	
	KC Sign Permit				
	101 Kentucky St., Kingston, TN 37763			09/03/2019	
	BP2019-552			08/29/2019	
	Garage				
	196 Country Drive, Kingston, TN 37763				
	BP2019-553			08/29/2019	
	DW				
	110 Clear Springs Rd, Harriman, TN 37748			08/29/2019	
	BP2019-554			08/29/2019	
	KC Duplex				
	327 & 329 Bailey Road, Kingston, TN 37763			08/29/2019	



BUILDING	BP	BP2019-555	Residential Home	Submitted: 08/30/2019	In Process: 0
		113 Brasheers Road, Harriman, TN 37748	Submitted: 08/30/2019	Waiting: 0	Total Days: 0
		BP2019-556	Shed	Submitted: 08/30/2019	Total Cycles: 1
		113 Brasheers Rd, Harriman, TN 37748	Submitted: 08/30/2019	Waiting: 0	Total Days: 0
		BP2019-557	Inground Pool	Submitted: 08/30/2019	Total Cycles: 1
		113 Brasheers Road, Harriman, TN 37748	Submitted: 08/30/2019	Waiting: 0	Total Days: 0
		BP2019-558	Carport	Submitted: 08/30/2019	Total Cycles: 1
		113 Brasheers Road, Harriman, TN 37748	Submitted: 08/30/2019	Waiting: 0	Total Days: 0
		BP2019-559	HC Remodel	Submitted: 08/30/2019	Total Cycles: 1
		1827 Griffin Drive, Harriman, TN 37748	Submitted: 08/30/2019	Waiting: 0	Total Days: 0
		CM2019-005	KC CM Change out only	Submitted: 08/07/2019	Total Cycles: 1
		425 N Third St, Kingston, Tn 37763	Submitted: 08/07/2019	Waiting: 0	Total Days: 0
		PL2019-101	PL for BP2019-408	Submitted: 08/02/2019	Total Cycles: 1
		937 Hamilton Lane, KINGSTON, TN 37763	Submitted: 08/02/2019	Waiting: 0	Total Days: 0
		PL2019-102	PL for BP2018-654	Submitted: 08/05/2019	Total Cycles: 1
		950 Lakewood Road, Kingston, TN 37763	Submitted: 08/05/2019	Waiting: 0	Total Days: 0



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BUILDING	PL	PL2019-103	Submitted: 08/06/2019	In Process: 0
		HC PL for BP2019-492	Technically Complete:	Waiting: 0
		404 Eblen Dr, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-104	Submitted: 08/06/2019	In Process: 0
		PL for BP2018-168	Technically Complete:	Waiting: 0
		445 Morton Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-105	Submitted: 08/07/2019	In Process: 0
		PL for BP2019-256	Technically Complete:	Waiting: 0
		220 White Pine Rd, Harriman, Tn 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-106	Submitted: 08/07/2019	In Process: 0
		PL for future BP	Technically Complete:	Waiting: 0
		200 White Pine, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-107	Submitted: 08/12/2019	In Process: 0
		PL for BP2019-475	Technically Complete:	Waiting: 0
		640 Bowman Bend Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-108	Submitted: 08/13/2019	In Process: 0
		PL for BP2019-516	Technically Complete:	Waiting: 0
		2649 Lawnville Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-109	Submitted: 08/15/2019	In Process: 0
		KC PL for BP2019-450	Technically Complete:	Waiting: 0
		317 Homestead Court, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2019-110	Submitted: 08/15/2019	In Process: 0
		KC PL for BP2019-453	Technically Complete:	Waiting: 0
		406 Cottage Place, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
08/01/2019 AND 08/31/2019

Report run on: 09/03/2019 01:30 PM

BUILDING	PL	PL2019-111	Submitted: 08/22/2019	In Process: 0
		PL for BP2019-415	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		397 Myrtle Ward Rd, Philadelphia, TN 37846	Submitted: 08/22/2019	In Process: 0
		PL2019-112	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-509	Submitted: 08/26/2019	In Process: 0
		237 Arrowhead Trl, Kingston, TN 37763	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-113	Submitted: 08/26/2019	In Process: 0
		PL for BP2019-537	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		430 Walden Ave, Harriman, Tn 37748	Submitted: 08/27/2019	In Process: 0
		PL2019-114	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2018-283	Submitted: 08/28/2019	In Process: 0
		205 Channel Dr, Loudon, TN 37774	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-115	Submitted: 08/28/2019	In Process: 0
		KC PL for BP2019-453	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		406 Cottage Place, Kingston, Tn 37763	Submitted: 08/29/2019	In Process: 0
		PL2019-116	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-450	Submitted: 08/29/2019	In Process: 0
		317 Homestead Court, Kingston, Tn 37763	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-117	Submitted: 08/29/2019	In Process: 0
		PL for BP2019-366	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 4 Total Cycles: 1
		554 Anglers Cove Road, Kingston, TN 37763	Submitted: 08/30/2019	In Process: 0
		PL2019-118	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-366	Submitted: 08/30/2019	In Process: 0
		554 Anglers Cove Road, Kingston, TN 37763	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
08/01/2019 AND 08/31/2019

Report run on: 09/03/2019 01:30 PM

BUILDING	RM	RM2019-081	Submitted: 08/02/2019	In Process: 0
		RM for BP2019-137	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		139 Bendamere Dr, Kingston, Tn 37763	Submitted: 08/02/2019	In Process: 0
		RM2019-082	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		RM for BP2019-352	Submitted: 08/05/2019	In Process: 0
		649 Tate Coley Rd, Lenoir City, TN 37771	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2019-083	Submitted: 08/05/2019	In Process: 0
		RM for BP2019-088	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		4004 Long Cove Way, Rockwood, TN 37854	Submitted: 08/05/2019	In Process: 0
		RM2019-084	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		RM	Submitted: 08/09/2019	In Process: 0
		430 Walden Ave, Harriman, Tn 37748	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2019-085	Submitted: 08/09/2019	In Process: 0
		Mechanical Permit for BP2019-362	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		1325 Byrd Circle, Klngston, TN 37763	Submitted: 08/12/2019	In Process: 0
		RM2019-086	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		Mechanical Permit for BP2019-359	Submitted: 08/13/2019	In Process: 0
		214 Majestic View Dr, Rockwood, TN 37854	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2019-087	Submitted: 08/15/2019	In Process: 0
		RM for BP2019-317	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		149 Lakeshore Dr, Kingston, TN 37763	Submitted: 08/15/2019	In Process: 0
		BK-19-0010	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		Book	Submitted: 08/29/2019	In Process: 5
		327 & 329 Bailey Road, Kingston, TN 37763	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 5 Total Cycles: 1
CODE ENFORCEMENT	BK			



Issued Permits By Department

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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
08/01/2019 AND 08/31/2019

Report run on: 09/03/2019 01:30 PM

PLANNING	PLT	PLT2019-058	Technically Complete: Ready to Issue: Issued:	Submitted: 08/12/2019	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		Plat Review/ Boundary Line			
		1301 Post Oak Valley Road, Rockwood, TN 37854			
		PLT2019-059			
		Plat Review/2 Lots-			
		169 Headwater Drive, Harriman, TN 37748			
		PLT2019-060			
		Plat Review/5+Acres			
		476 Ash Cabin Hollow Road, Kingston, TN 37763			
		PLT2019-061			
		Plat Review/5+Acres			
		324 Enclave Way, Kingston, TN 37763			
		PLT2019-062			
		Plat Review/Boundary Line			
		246 Anglers Cove Road, Kingston, TN 37763			
ZONING	VAR	VAR2019-006			
		Variance			
		1938 Ladd Wright Road, Kingston, TN 37763			
		VAR2019-007			
		505 Cardiff Valley Rd., Rockwood, TN 37854			
		VAR2019-008			
		Var			
		121 Woodland Drive, Harriman, TN 37748			



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
08/01/2019 AND 08/31/2019

Report run on: 09/03/2019 01:30 PM

ZONING	VAR	VAR2019-009	Submitted: 08/29/2019	In Process: 0
		Variance	Technically Complete:	Waiting: 0
		196 Country Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/29/2019	

KINGSTON WATER TREATMENT PLANT



AUGUST OPERATIONS REPORT

2019

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	16,812,000	15,922,000	5.29%	542,000	907,000	357,000
	Effluent (Finish)	15,164,000	14,248,000	6.04%	489,000	685,000	326,000
	Spring Supply	14,373,000	14,032,000	2.37%	464,000	661,000	281,000
	Total Finish Prod.	29,537,000	28,280,000	4.26%	Distribution & WTP Report: 1,263,000		
Plant Efficiency		99.23%	99.70%	-0.47%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	24,044,900	22,262,000	7.41%	Fire Dept: No Report		
	Reported Usage	1,263,000	1,435,000	-13.62%	Park & Rec: No Report		
	Water Loss	4,229,100	4,583,000	-8.37%	WWTP: No Report		
	%	14.32%	16.21%	-1.89%			

Note: The Water Production, Consumption and Loss data is for the June 2019 Meter Read Period.

- * Multiple Agencies here throughout the Month collecting water samples.
- * Drained and washed all Basins on two separate occasions.
- * Completed (collected and analyzed) 2 rounds of Compliance Distribution Bacteriological Sampling.
- * Performed regular maintenance at Plant and Spring Site.
- * Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- * Completed all required regular monthly sampling.
- * Mowed, trimmed & Sprayed the Waterplant grounds five times, at the Spring Pump House , Spring Site twice and Spring Gravity Feed Line right-of-way.
- * Ordered replacement Raw Water Pump. Original Pump has been in operation for 39 years.
- * Received Lab Certification Letter.
- * Completed and submitted Laboratory Proficiency Study Testing, awaiting results.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all on-line equipment, meters, controllers and transmitters, etc.
- * Completed Disinfection By-Product Sampling of TTHM & THAA5's, the results were exceptional, we will be able to remain on reduced monitoring (2 samples 1X Yearly instead of 16 samples 12X Yearly) which saves several thousand dollars.
- * Replaced H2O2 chemical feeder at Plant.

Kingston Water Dept
Schedule of Unaccounted For Water
August

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	29,537,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>29,537,000</u>
E Accounted for Water:		
F	Water Sold	24,044,900
G	Metered for Consumption (in house usage)	<u>863,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>400,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>25,307,900</u>
O	Unaccounted for Water (Line D minus Line N)	<u>4,229,100</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>14.318%</u>

Q Other (explain)

See Below

Explain Other:

All amounts included in this schedule are supported by documentation on file at the water system. If no support is on file for a line item or if line item is not applicable, a "0" is shown.





Water Treatment Plant
August 2019 Safety Training

Discussed safe practices around bees and mowing safety. Removed several wasp/bee nests around the plant entrance.

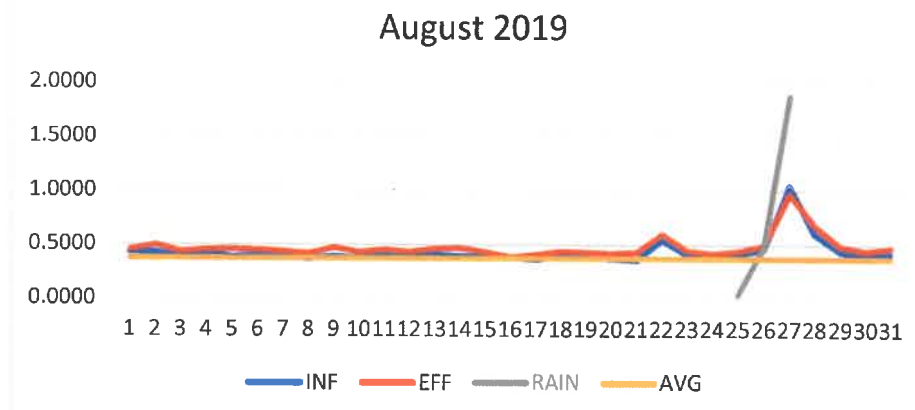
Present: Dave Ott and Chuck Moore

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: August 2019 Monthly Report
DATE: September 5, 2019

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.4324	1.0450	.3580	13,403,000
EFFLUENT	.4778	.9730	.3890	14,813,000

2498 Sewer Customers 11,622,500 gallons billed. Daily average .3749 mgd.



Total gallons of chlorine used was 204.53 @\$2.09 gallon = \$427.47.

There was 3.98 inches of rain. There were no overflows this month.

Wascon will be installing new pumps and controls at the #5 Pump Station. This station has been causing us problems. The new pumps will make it easier and more efficient. Chat Pankey has been helping us keep the wet well pumped down during the week.

The Muffin Monster at the #1 pump Station looked at for replacement costs. BAR Environmental Inc gave me an estimate on repairing/replacing this piece of equipment. It was higher than I had expected, but costs seem to rise all the time.

SAFETY MEETINGS THIS MONTH:

- August 1- Lifting Safety (Toolbox Talk #13)
- August 6- Personal Protective Equipment (PPE) Awareness
- August 13- Fire Safety (Toolbox Talk #9)
Review Heat Stress (Toolbox Talk #11)
- August 21- Pneumatic Tools (Toolbox Talk #18)

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

From: Jimmy Agee

RE: Monthly Work Orders

Month of: Aug. 2019

PAGE 1


TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
Read-out	40	
RE- READS	4	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION		
READ INS	44	
CHECK FOR HUNG METER	1	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK AT METER	24	
METER LEAKS	2	
AFTER HOURS - WATER	12	
SERVICE LINE LEAK	16	
LINE LOCATES	208	
TURN OFF FOR NON PAYMENT	63	
TURN WATER BACK ON	58	
YARD WORK	8	
DOOR HANGERS	3	
MANUAL READ	2	
AFTER HOURS - SEWER	6	
SEWER- TAP NEW ACCOUNT	3	
LOCATE SEWER TAP		
SEWER BACK UP	9	
CHECK TO SEE IF STILL OFF	6	
TAP ESTIMATES	6	
PROFILE REQUESTED	3	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	3	

WATER DEPARTMENT MONTHLY REPORT

Month of: Aug. 2019

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER		
CHECK FOR TAMPERED METER		
REPLACE SEWER TAP		
CHECK MANHOLE COVER		
WATER TASTE BAD		
CHECK WATER PRESSURE	3	
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	3	
REPLACE TAMPERED METER		
RELOCATE WATER METER		
FLUSH LINES	1	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	3	
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER		
Total		545
OVER-TIMES HOURS	113.5	
FIRE HYDRANTS REPLACED		
ROAD PATCHES		
PULL OR LOCK METER	4	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

WATER DEPT. SAFETY MEETING

DRINK LOTS OF WATER AND GATORAID AND WATCH ABOUT GETTING OVER HEATED

NAME <u>James Agui</u>	<u>8-12-19</u> DATE
<u>James Evans</u>	<u>8-12-19</u>
<u>David Alford</u>	<u>8-12-19</u>
<u>Greg Sexton</u>	<u>8-12-19</u>
<u>David Loy</u>	<u>8-12-19</u>
<u>Daniel Bradell</u>	<u>8/12/19</u>
<u>Ken</u>	<u>8/12/19</u>
_____	_____

WATER DEPT. SAFETY MEETING

NEW LAW MAKING IT ILLEGAL TO DRIVE AND TALK ON PHONES

NAME <u>James Ague</u>	<u>7-31-19</u> DATE
<u>James E. Rano</u>	<u>7/31/19</u>
<u>David Alford</u>	<u>7-31-19</u>
<u>Greg Sexton</u>	<u>7/31/19</u>
<u>David Lo.</u>	<u>7/31/19</u>
<u>David Reddell</u>	<u>7/31/19</u>
<u>Ken H.</u>	<u>7/31/19</u>

WATER DEPT. SAFETY MEETING

BE AWARE THAT SCHOOL IS BACK IS SESSION DRIVE CAREFUL

NAME <u>James Rye</u>	<u>8-5-19</u> DATE
<u>James Rye</u>	<u>8-5-19</u>
<u>David Alford</u>	<u>8-5-19</u>
<u>Greg Sexton</u>	<u>8/5/19</u>
<u>David Loy</u>	<u>8/5/19</u>
<u>David Brubaker</u>	<u>8/5/19</u>
<u>Ru H</u>	<u>8/5/19</u>

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
WWW.kingstonpubliclibrarytn.org
WWW.facebook.com/KingstonPublicLibrary

1 September 2019

TO: The Honorable Tim Neal
Mayor, City of Kingston
Mr. David Bolling
Manager, City of Kingston
Members of the City Council

FR: Barbara Thorbjornsen
Library Director

RE: Monthly Director's Report

The following sums up library activities for the month of August, 2019:

Programs:

We had our weekly story time hour.

Our annual monthly book club and quilters group.

We have added a Thursday night book club at 6:30 pm. for those who work during the day. They will meet the first Thursday of the month and is open to anyone who would like to join.

Upcoming Programs: Humanities Tennessee will provide an exhibit for the month of September. Shaping our land, our lives and our future. We will host two guest speakers this Month.

September 19th Hobart Akin Exhibits specialist for Tennessee State Parks will be here and speak of people, parks and water and the history of Tennessee state parks .

September 26th Dr. Robert Cogswell Director of Tennessee Arts Commission and Folk life Program will be here and speak about folk life of Tennessee Water ways.

Both programs will be Thursdays at 6:00 pm. Please join us. Refreshments will be served.

September is also national Library sign up month, so if you do not have a card please stop by and get one.

Staff: The staff has been busy straightening the Library after the influx of patron during the two months of summer reading programs.

Training: The staff has starting their state mandated training for the new fiscal year.

Summary

Mr. Bolling visited the Library and arranged for the Fire department to power wash the building. Parks and Rec trimmed all the hedges and we have a beautiful view of the lake. The building looks nice and clean and I would like to thank the gentleman from the Fire department and Parks and Rec.

I look forward to working with the city in the future.

I attended two training class so far at our Regional office in Athens. Our computer program will be going through a major update in September. Do to the overhaul the Library will be closed Saturday September 14th and will not reopen to the public until 11:00 am. Monday September 16th.

The staff will report to work at the regular scheduled time to up load all printers, scanners and programs that are not going to be transferred in the update. The new program will have a lot of changes. Hopefully all will go smoothly!

The total count of children who attended the weekly story time hour was 63 plus adults. We are getting really for our fall programs which we hope all will attend.

Patron count for the month totaled 1532. We answered 168 computer and reference questions.

There were 2,125 checkouts for the month for adults and 446 for children.

The READS circulation for e-books was 2428 for adults and 101 for kids. We added 23 new patrons this month. Follow us on Facebook to see all the programs and photos.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
AUGUST 22, 2019
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 – 6:00 PM

ROLL CALL — CHILDS, DAVIS, HOLLOWAY, LAYNE, McCULLOUGH

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on July 15, 2019	Approval
Minutes from Board Meeting on July 25, 2019	Approval
June 2019 Financial Statements	Approval
July 2019 Accounts Payable	Acceptance
Manager's Report	Approval
Visitor Comments	Information

Old:

1. Strata*G Report on Feasibility Study	Information
2. Personnel Policy Revisions	Approval

New:

1. TVA Annual Report	Approval
2. TVA LTPP	Approval
3. Purchasing Policy	Approval
4. Financing for Acquisition of New Vehicles	Approval
5. Revised Organizational Chart Considerations	Approval
6. Bad Debts	Approval

Announcements

September 2019 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on July 15, 2019. Board members present were Childs, Davis, Layne, McCullough and Holloway.

A motion was made by Davis, seconded by Layne to approve the minutes as recorded for the June 18, 2019 Board meeting. All voted yes.

Manager Bear brought to the attention of the board that the minutes from the Board Workshop on June 17, 2019 at 4:30 p.m. should be approved separate from June's regular meeting minutes. A motion was made by Davis, seconded by Childs to approve the Board Workshop minutes as recorded on June 17, 2019. All voted yes.

Manager Bear gave an overview of the current financials and that a list of sponsorships had been given to the Board for FY 2020. If no feedback was received those sponsorships would be approved but any other requests would be brought before the Board. Manager Bear indicated the need to look at funding Capital Improvements through debt. Mr. McCullough asked if any information had been received for potential financing. Mr. Bear indicated we were waiting on information from both US Bank and TML. Cumberland Securities has given us different options to consider. Due to time frame constraints for considering funding opportunities, a special called meeting was scheduled for July 25, 2019 at 4:30 p.m. A motion was made by McCullough, seconded by Davis to approve the Financial Statements for May 2019. All voted yes.

A motion was made by Layne, seconded by Childs to accept the June 2019 accounts payable. All voted yes.

As part of the Manager's Report, Manager Bear spoke briefly about the FY 2019 Strategic Plan Scorecard and TMEPA Annual Meeting Highlights. He commended Harriman Utility Board on their receipt of one of TMEPA's community service awards. Jeff Lyash, TVA's new CEO, indicated at the TMEPA Annual Meeting luncheon that he plans to recommend to the TVA Board in August to forego this year's rate increase. TVA is in the 6th year of a 10-year plan. More information will be presented to distributors at the All-Member Meeting in August 2019. Manager Bear would like to recognize the utility's upcoming 80th year anniversary in August. Several utilities were recognized for reaching this milestone at the TMEPA meeting. Auditors were in the office earlier in the week doing preliminary work. Mr. Layne gave an update from the Broadband Committee. The final report will be presented to the Board in August. A motion was made by McCullough, seconded by Davis to approve the Manager's Report. All voted yes.

Chairman Holloway called for any visitor comments and asked that if anybody had any comments to stand up, state their name, and limit any remarks to three minutes. Roy Schrade read a prepared letter stating that it was on behalf of employees and some customers. At the end of the meeting, Manager Bear asked that we be given a copy of the letter to be sure its contents were reflected accurately in the minutes. The letter is attached as part of these minutes. Dayle Beyer, who is a member of the non-profit 501c3 organization called ROANEnet re-emphasized the organization's desire to help REU in any way possible so that every Roane County citizen may have access to affordable and reliable high-speed internet, equipment, and skills. They support REU providing Broadband as an option.

Board Member McCullough gave an update on the meeting with Manager Bear and Sandy Helton on options for the Health Care Insurance Renewal. The Board was given a copy of MCA's proposal, specifically options from Cigna, MCA and BCBS. His recommendation was to accept MCA's 4-month proposal for a 7% increase in premiums. Mr. McCullough emphasized the Board and the Insurance Committee would put the plans back out for bid and proposals to all that want to bid. This would be in the September/October time-frame and for renewal on a calendar year basis. He further stated that health care insurance was complicated and there were multiple options available and all came with regulations. Everything is a give-and-take relationship. We want to be sure that all 150+ members on the Plan receive the maximum benefit while minimizing the cost. There may be some changes to the Plan and we, nor the insurance companies, can guarantee that benefits will remain the same. A motion was made by McCullough and seconded by Davis to accept the recommendation on health care renewal. All voted yes.

Manager Bear gave an update on the annual HVAC Maintenance Renewal. His recommendation was to remain with Schoffner Kalthoff MES, Inc. for inspecting and maintaining all of the equipment associated with the geothermal HVAC system in the new building. The annual renewal is for \$8724.00, payable in \$2181.00 quarterly increments. This is the same rate as before with no increase. A motion was made by McCullough, seconded by Childs to approve the annual HVAC Maintenance Renewal. All voted yes.

Manager Bear asked that the Personnel Policy Revisions be deferred until next month. Joe Savage, Parsons and Wright, has recommended that Confidential Financial Disclosure forms be required for REU's management team and any other person/employee determined by the Ethics Committee. At the present time, only the Board and the Manager are required to complete the disclosure forms. The management team consists of anybody that reports directly to the General Manager according to the organizational chart. Manager Bear stated the revised policy will have this requirement in it. A motion was made by Davis, seconded by McCullough to defer the policy revisions until next month which would include the recommended change to the "*Code of Ethics and Business Conduct Policy*". All voted yes.

A motion was made by McCullough, seconded by Layne to approve the write-off of uncollectible debts for the period of April 2019 in the amount of \$2,912.19 and noted \$2,641.52 was collected. All voted yes.

Chairman Holloway gave recognition and thanks to all employees who took part in and helped restore power during the storms last month, especially in the Kingston area. In response to Mr. Schrade's comments, Chairman Holloway said that he appreciated the comments and that he wanted everybody to be proud of the utility and we were going to do everything possible to make the utility the best around. He was proud to wear clothing with REU's logo.

Chairman Holloway announced the special called meeting would be on Thursday, July 25, 2019 at 4:30 p.m. The next regular Board meeting would be on Tuesday, August 20, 2019 at 4:30 p.m.

A motion was made by McCullough, seconded by Childs to adjourn. All voted yes.

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by R. Inman

Hello my name is Roy Schrade I'm an employee here at Rockwood electric. Let me start off by saying, I love this job, my coworkers, and this community. When I acquired my dream job at Rockwood electric in 2010, we had new trucks, our own wire pulling equipment, and more men with no talk about any money issues or raising of consumers rates. Our benefits were paid 100% making this the best place to work anywhere period. Fast forward 5 years to 2015 we probably had more cash banked than ever before. Things seemed to be going great. We were upgrading our system as needed. Around that time, we started talking about a new home office. I thought great, we were in a need of a new office. Here is where things start to get conflicted. By 2017, we are in a new 3 story state of the art office building in downtown Rockwood. Home to maybe 6,000 people. With the Majority of the people living paycheck to paycheck on fixed or low incomes. Rates were not affected, but it didn't matter. The talk of the county was the new 10million dollar 21,000 sq. ft. REU building. So here comes the negative comments everywhere we go and every job we do. We used to be able to wear our REU uniform with pride. Now we find ourselves taking it off before going to Walmart, or the store after work, so we don't have to hear about the negative comments." Why did y'all have to build such a big building and I never see anyone in it. Etc"!!! Along with the new Rockwood building, we also remodeled the Kingston office. Out in the field we continue to install 3 phase power lines, fiber optics, and S&C Scada-Mate switches all over the system. Soon after, I was at a lineman training class, to find out we had a lot more S&C Intellirupters than most of the state. I believe we were 3rd or 4th in the state at the time. I thought to myself, we have more than larger utilities like KUB or LCUB. That's odd, because we only have 14,000 meters compared to 200k that larger utilities have. It seems like money was no object. At that time, REU bought out the rest of the block and local businesses. Then they paid for them to be demolished to make more parking. Now here we are in 2019, with borrowed trucks and wire pulling equipment from contractors. We can't afford to keep the contractors here, but we don't seem to be slowing down on construction projects that are not gaining the utility any revenue. It seems we always have 3 major 3 phase projects going at the same

time. Do I know what they cost, no I don't, but I know you can't buy a roll of household romex from Lowe's for under a 100 dollars, so I know it's not free. Do all these projects need to be done at such a time that no revenue is being gained? Are the lines working now and has it worked for the last 75 years, yes. So I guess what I'm getting at is when are we going to slow down the upgrades that can be addressed at a later date? When do we get our house in order? Is it going to cost the employee that spend more time at work rather than with their familVs? Or possibly losing their benefits? Maybe it will cost this small community more on their bill? And if so, who is going to be accountable for it, because we are trying to be like much larger utilities?? I know we are waiting on a couple new trucks now, but most of them were here when I started almost 10 years ago. The whole fleet is wore out. Every week we have at least 1 truck broken down. It's not a rare occasion now to have trucks break down on the way to the job site, on the job site, or even in the air. It is an embarrassment! We have trucks that you have to place cardboard under if we get on a customer's driveway from all the oil leaks. The Right of ways seem to be worse than ever. I think we need to go back to the basics for a little while, instead of remodeling our house and adding on. Cleaning our well-built home up and giving it some proper maintenance it deserves. We can't change the past, that is money spent, but we can always change the direction of our future. We are a 14,000 customer utility I think it's about time we start acting like it.

The called meeting of the Rockwood Electric Power Board was brought to order at 5:30 p.m. on July 25, 2019. Board members present were Childs, Davis, Layne, McCullough and Holloway.

Chairman Holloway stated that before we get to the agenda items, several board members had discussed different things they wanted to see changed and talked about or whatever. Mr. Holloway then proceeded to read from a handout he had given to the rest of the Board and the General Manager titled "*Rockwood Electric Possible Savings 7/25/19*". A copy of the original is attached to these minutes to ensure accuracy. Following the reading of these recommendations for savings, he asked was there any discussion by the Board.

Mr. Larry Davis asked Manager Bear what the cost would be for Service Electric to finish the work they had started (i.e., Abels Valley Road). Manager Bear stated that once Service Electric's crew returned from storm work, we could supplement them with an REU crew and the work would take about two weeks at an estimated cost of between \$20,000 and \$25,000 for the contract crew. Mr. Davis also asked about the cost reduction potential in travel/training. Manager Bear stated that if we didn't attend the end-of-year annual conferences of TVPPA, based on averages from past years, the savings could be around \$6,000 to \$7,000 between now and the end of the calendar year. None of the annual conferences are mandatory.

Mr. McCullough specifically asked where we were related to cash flow to be able to meet our financial obligations at this time. Manager Bear stated that as best he could tell, we were okay. Mr. McCullough asked if there was any business that needed to be taken up in this area and Manager Bear stated that he did not think so. Mr. McCullough stated that the items read by Mr. Holloway were for going forward. He then modified number 10 on Mr. Holloway's list to be for discretionary purchases.

Mr. Don Layne stated that he served on the Broadband Committee and that we could not expect to get any new business in here if we couldn't get them internet.

Manager Bear asked for clarification on #10 related to purchasing and noted that purchasing was governed by the State of TN for municipalities and that he felt this was an internal control matter that should be addressed through a revised purchasing policy which we have been working on for some time. Mr. McCullough asked how long it would take. Mr. Bear stated that if he could get the support of legal counsel then an updated policy should be ready for review by the August meeting. Mr. Bear stated that he would do his best to have a revised policy ready and that we would not make any large purchases between now and then. The Utility has already established some purchasing guidelines or limits that they have been using internally for different levels of purchasing. Mr. McCullough asked if we were having any trouble purchasing necessary material to do work. Manager Bear stated that he was not aware of any but if there was a problem, he would let the Board know.

Mr. Layne asked Manager Bear the amount owed by Comcast and he stated it was around \$420,000, plus or minus. We had received a payment recently for around \$150,000. Mr. Layne asked what we were doing at the present time. Manager Bear stated we had been working on a new agreement with Terms & Conditions with our attorney and that he was then communicating that with Comcast. Mr. Layne felt that we shouldn't negotiate. Manager Bear stated that by

definition, TVA is our regulator on pole attachments and that REU completes the required worksheet each year and that our rate is accurate. TVA should be our ally so that we charge the correct pole attachment rate rather than other customers subsidizing this. Mr. McCullough asked what removing their facilities would involve and Mr. Bear stated that they were on around 6,600 poles and around 50 or more locations where meters were installed. Mr. Davis asked what our attorney(s) are suggesting and Mr. Bear said their recommendation was to “hammer” out the terms and conditions for a new agreement, ask them to pay us, and if not, then we would re-ignite the lawsuit. Manager Bear stated he would give the Board the amount that we had spent in attorney’s fees. There were additional discussions on the matter of what Comcast owes the Utility and some concern about simply removing their facilities from our poles and the impact on customers that use Comcast’s services.

Mr. McCullough asked what the estimated savings would be between now and the end of the year based on the discussed items. Manager Bear indicated that cutting Service Electric would save around \$150,000 between now and the end of the year. Savings on travel would be between \$5,000 and \$7,000. Cutting the system study in half would be an additional \$55,000. Manager Bear stated that he could not estimate the savings on the City of Rockwood servicing certain vehicles until he reviewed which vehicles would be included and had a schedule of fees.

Mr. McCullough asked about leasing vehicles and Manager Bear stated that we did have some options. The Kenworth dump truck should arrive in August/September and the cost is approximately \$90,000. Leasing may not be an easy option with Kenworth so we may have to just purchase that truck. Truck #15’s replacement should be here in the September timeframe and the monthly lease is \$1,439 per month. Truck #18’s replacement should be here in the November timeframe and a monthly lease is \$3,196. Leasing puts us on a replacement program that makes it easier to manage expenses and discourages keeping trucks longer than you should. Leasing does not include maintenance.

After considerable discussion on the various savings opportunities, Mr. McCullough asked that we get a status update on Comcast before we just cut them off and we be careful not to lose the value of work done by legal counsel. He asked for a formal report and legal opinion back to the Board on where we are and that the Board is considering cutting out fees and negotiating a reasonable settlement. Mr. Davis asked when we could have information back to the Board on a plan for the City of Rockwood to service our vehicles. Manager Bear stated that he and Mr. Brackett would have to look at the entire fleet of vehicles and see which vehicles could be worked on. Mr. Holloway said that he and Mr. Brackett had already talked to the Mayor of Rockwood about this and would get a schedule of fees.

Mr. McCullough made a motion for the savings plan moving forward, specifically to approve numbers 1, 2, 3, 4, 5, 7, 8, 9, 11, and added a 12th item for the General Manager to report back at the August board meeting on leasing vehicles. Mr. McCullough’s motion also included an amended version of #6 to get a status update on Comcast issues. His motion did not include #10 but asked that Manager Bear report back on a revised purchasing policy to be taken up at the August Board meeting. Mr. Holloway clarified that the Board wanted a meeting with our

attorneys on Comcast either before or at the August board meeting. Mr. Davis seconded the motion and upon roll call, all voted yes.

Mr. Holloway noted that since the Board had approved the different savings opportunities, including not to start any new projects with Service Electric crews at this time, there was no need to discuss funding capital projects.

Mr. McCullough specifically asked that the minutes reflect the Board's understanding that we can meet our cash flow obligations. Mr. Bear stated that as of today, projections are that we can meet our financial obligations.

A motion was made by Childs, seconded by Layne to adjourn. All voted yes.

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by K. Bear

Rockwood Electric
Possible Savings 7/25/19

1. Cut the contractors (S E C) after they finish the project they are on now. This should take about 2 weeks with our crew helping.
 2. Broad Ban on hold until finances is better. If \$50,000.00 grant is funded use in kind service for this project.
 3. System Study spend \$45,000.00 instead of \$100,000.00. Savings of \$55,000.00.
 4. Cut as much travel and training expense as possible. Training for certification purposes is exempt.
 5. No new projects at this time.
 6. Comcast attorney fees to be cut out this year. We need to get all documents from our attorney and try to reach a fair agreement with Comcast our self or remove them off our poles in Rockwood and Kingston. This has gone on for too many years. Executive committee meet with Comcast. (Manager, Chairman, & Secretary).
 7. Cut all purchase expense from All departments as much as possible. Supervisors take control of your departments.
 8. Work out a plan with the City Of Rockwood to service our vehicle fleet. This would be a possible savings to REU. If they are covered by warranty use it.
 9. The customer service girls know their customers. They may be some help in collecting bad debts if they look over the bad debt report each month.
 10. Any purchases \$10,000.00 or more must be approved by the REU board before purchasing. In the event of an emergency the Executive Committee (Manager, Board Chairman, & Board Secretary) can approve the request. Then at the next meeting it will be reported to the full board.
11. If any employee knows anyway to help save REU any expense fill free to talk to your supervisor or manager.

Kingston Beautification Committee

Meeting Minutes - Monday, August 5, 2019

I. Call to order

The regular meeting of the Kingston Beautification Committee was called to order at 5:00 p.m. on August 5, 2019, at Kingston Community Center.

II. Roll call

Attendees: S. Collins, T. Stockton, G. Johnson, J. Brown, J. Yeager

Guest: T. Neal, Kingston City Mayor.

III. Approval of minutes from last meeting

The minutes from the July meeting were approved. Motion to Approve – T. Stockton; Seconded by G. Johnson

IV. Open issues

Budget Request: The Kingston City Budget has not been accepted to date. Therefore, the budget for the Beautification Committee is unknown.

Membership Replacement: Beautification Committee avidly searching for another member. S. Collins to pursue possible member.

New directional/business signs in the City: City Attorney indicates that individual company signs may not be advertised on planned signs.

New Sponsors for planters and trash can holders for Downtown: Still searching for sponsors.

I-40 Ramps/Kentucky Road:

- Suggestion to involve Roane County Master Gardeners. J. Brown to reach out to group to solicit interest/advice.
- G. Johnson to reach out to Knox gov'n't for salvage flag poles

Control Boxes: A sample of art was provided to T. Stockton. Alternatively, donations/budget sought for covering boxes in graphics via plastic wraps:

- Committee to reach out to groups to raise money (such as local biker organizations)
- T. Stockton to price graphic wraps
- T. Neal suggested possible budgets within Roane Alliance

V. New Business

Interstate advertisement via historical signs (brown highway signs) - Explore the possibility of advertising Fort Southwest Point and other Kingston historical sites with interstate signage. Items to review are cost and mechanism for obtaining such signage. G. Johnson to contact Senator Ken Yager.

Fall Litter Pickup: Where next? What part of Kingston should our next cleanup focus?

VI. Adjournment:

Motion to Adjourn – G. Johnson, Seconded by S. Collins

MINUTES
KINGSTON PLANNING COMMISSION
AUGUST 20, 2019

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on August 20, 2019 at the Kingston City Hall.

Members Present

Stephanie Wright, Chair
John Byrkit, V. Chmn.
Bo Pickel, Sec.
Tim Neal, Mayor
Gary Botkin
Gary Lay
Wade Lovin
Lou Qualls

Members Absent

Chuck Hutzler
Jason Taylor

Others Present

David Bolling
Kelly Jackson
Josh Biden
John Greer
Bud Cheatham
Gerald Smith
Others

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Vice Chairman Byrkit and a second by Mr. Botkin, the commission unanimously voted to approve the minutes of the July 16, 2019 meeting on a roll call vote subject to changing "is" to "his" under REPORTS.

REPORTS

Mayor Neal reported that a board of zoning appeals meeting was scheduled for next week. There were no other reports.

PUBLIC COMMENTS

Mr. Gerald Smith addressed the planning commission about his desire to subdivide a landlocked property (lot 13) into two lots. Mr. Smith stated that the property was now served by an easement and an easement would also serve the new lot. Secretary Pickel stated that lots on cul-de-sacs have to have thirty feet of road frontage. Mr. Smith said he owns adjacent lot 18 and could possibly use some of that property as road frontage for the proposed lot. He also said he is trying to buy lot 19 so he could use a portion of it as road frontage.

After discussion, Chairwoman Wright suggested that Mr. have a surveyor prepare a plat that the planning commission could address.

FINAL SITE PLAN REVIEW – EARL DUFF SUBARU (MAP 059, PARCELS 20.00 AND 21.00)

Mr. Josh Biden presented a final site plan of the proposed Earl Duff Subaru, to be located on two properties along Gallaher Road, in the C-2 district of Kingston. The site plan was the same as that was presented at the July meeting. Staff noted that the engineering firm had provided electronic copies of the entire set of development plans and provided a full set to city hall. Therefore, City Manager Bolling and Planner Williams had requested twelve copies of the sheets containing site plan information and provided them to planning commissioners in their packets. Chairwoman Wright asked commissioners if they had any questions regarding the site plan.

Commissioner Lovin questioned whether there was an easement for the discharge of storm water that would flow onto the "unnamed right-of-way." Chairwoman Wright stated that the register of deeds office had no record of ownership of the property. Mr. John Greer acknowledged that there was no known

owner of the property and that the engineers will continue to research this. Mr. Biden stated that the drainage at that corner would flow into an existing drainage swale and would not affect the neighboring Michael Dunn property. Staff then asked if the drainage plan met the required 24-hour ten-year storm requirements and was told that it did. Staff said that a letter to that effect is needed for the planning commission's records.

Action Taken

On a motion by Mayor Neal and a second by Mr. Botkin, the commission unanimously voted to approve the site plan.

DISCUSSION OF PROPOSED AMENDMENTS TO THE SUBDIVISION REGULATIONS

Staff presented commissioners with revised copies of proposed resolution R-2019-01. Staff stated that he had added a section requiring that electronic copies and twelve paper copies of any preliminary plats be submitted to the city ten days prior to the meeting where they will be reviewed and that they be drawn at a scale of 1" = 100' or larger. Resolution R-2019-02 did not change. Staff stated that the commission could hold public hearings at its October 15 meeting because a thirty day public notice in a local newspaper is required by state law.

ADJOURNMENT

On a motion by Mr. Botkin and a second by Mr. Lay, the commission adjourned at 6:40 p.m.