



City Manager Report

November 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

Distributed: December 10, 2019

Message from the City Manager

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- ☐ Finance/HR
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- ☐ City Clerk

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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: November 2019

Legislative Accomplishments

- A. Approval of citizen requested installation of speed bumps on Old Race Street
- B. Appointment of Tori May to a four year term on the Board of Zoning Appeals
- C. Appointment of Susan Whitlock to a four year term on the Beautification Committee
- D. Approval to change the route of the Christmas Parade
- E. Repeal of Ordinance 19-7-9-1, an ordinance to allow the permitting and regulation of mobile food vendors in the City of Kingston
- F. Approval of a contract with Watts Bar Utility District for the sale and purchase of water

Other Items Considered by the Council

- A proclamation declaring November 12, 2019 as Kingston Golf Team Day
- A proclamation declaring October 23 – 31, 2019 as Red Ribbon Week in support of drug prevention
- **External Meetings**
 - Meeting with representatives from TWRA re. Ladd Park improvements
 - Chamber of Commerce Board of Directors meeting
 - Onsite progress meetings with amphitheater contractor
 - Meetings with representatives from HUB regarding lighting on Highway 70
 - Meetings with banking representatives regarding RFP's for banking services
 - Other misc. meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Meetings with Water Department Policy Committee
 - Other misc. staff meetings

Ongoing Work

- Southwest Point Amphitheatre



City of Kingston
Project Status Update
November 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)	100%	
Estimated Completion Date	Nov. 2019	
Notable outstanding issues:	None	

Notes:

1. Project complete!

CITY OF KINGSTON
REVENUES JULY-NOVEMBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOVEMBER 2018	BUDGETED REVENUES 2019- 2020	ACTUAL NOVEMBER 2019	PERCENT OF BUDGET 41%
31110	CURRENT PROPERTY TAX	\$341,285	\$2,004,142	\$359,356	17.9%
31120	PUBLIC UTILITIES PROPERTY TAX		\$33,878		
31211	PROPERTY TAX DELINQUENT - 1ST	\$41,990	\$71,200	\$37,698	52.9%
31212	PROPERTY TAX DELINQUENT - 2ND	\$7,872	\$40,000	\$3,476	8.7%
31219	PROPERTY TAX DELINQUENT - 0TH	\$1,466	\$17,000	\$820	4.8%
31300	INT, PENALTY, AND COURT COST	\$14,029	\$49,000	\$5,263	10.7%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$40,972	\$83,255	\$42,253	50.8%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$447,337	\$1,237,550	\$529,321	42.8%
31710	WHOLESALE BEER TAX	\$83,925	\$192,000	\$85,437	44.5%
31720	WHOLESALE LIQUOR TAX	\$20,028	\$50,800	\$19,450	38.3%
31800	BUSINESS TAXES	\$10,485	\$70,000	\$17,870	25.5%
31912	CABLE TV FRANCHISE TAX	\$37,607	\$75,000	\$38,163	50.9%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$5,286	\$15,000	\$4,826	32.2%
31920	HOTEL/MOTEL TAX	\$20,421	\$45,000	\$22,192	49.3%
32210	BEER LICENSES		\$1,750		
32220	LIQUOR PERMITS		\$300		
32600	BZA HEARING FEE	\$25	\$25		
33479	ST GRANT AMPHITHEATER	\$500,000			
33490	TEMA ASSISTANCE TORNADO	\$78,171			
33500	TELECOM INTERSTATE SALES	\$2,249	\$5,200	\$2,197	42.3%
33510	STATE SALES TAX	\$212,510	\$556,000	\$223,234	40.2%
33520	STATE INCOME TAX	\$74,614	\$50,000	\$69,243	138.5%

33530	STATE BEER TAX		\$1,489	\$3,000	\$1,471	49.0%
33540	STATE LIQUOR TAX		\$2,951	\$6,800	\$2,724	40.1%
33551	STATE GASOLINE TAXES		\$89,203	\$255,000	\$93,763	36.8%
33552	STATE-CITY STREETS		\$4,923	\$12,000	\$4,909	40.9%
33555	STATE STREET CONTRACT MAINT		\$12,398	\$48,000	\$8,266	
33590	TVA REVENUE SOLAR JAMES FRY		(\$3,219)	\$3,100	\$1,817	
33591	GROSS RECEIPTS - TVA		\$18,272	\$73,000	\$18,951	
33592	TVA IMPACT FUNDS		\$12,913			
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
33800	ROANE CO GRANT PARKING LOT		\$25,000			
34100	GENERAL GOVERNMENT - CHARGES		\$700	\$2,500	\$269	10.8%
34310	HIGHWAYS AND STREETS CHARGES			\$7,500		
34420	GARBAGE TIP FEES		\$138,978	\$332,318	\$139,878	42.1%
34720	SWIMMING POOL CHARGES		\$3,609	\$20,000	\$4,114	20.6%
34730	FORT DONATIONS				\$100	
34740	PARK AND RECREATION CHARGES		\$1,924	\$6,300	\$9,932	157.7%
34741	BOAT SLIP RENTAL		\$8,380	\$27,000	\$10,385	38.5%
34742	FIREWORKS DONATIONS		\$9,822	\$50,000	\$1,970	3.9%
34744	P&R DONATIONS, PAVILLION, WALK			\$1,015		
34745	P&R SOFTBALL PROGRAM			\$7,788		
34746	FIRE DEPT DONATIONS		\$44,200	\$7,105	\$50	0.7%
34747	DOG PARK		\$25,000			
34751	P&R VOLLEYBALL PROGRAM			\$5,000	\$1,185	23.7%
35100	AUCTION SALES POLICE DEPT					
35110	CITY COURT FINES AND COST		\$22,650	\$35,000	\$11,695	33.4%
35140	DRUG FINES		\$1,085	\$1,000	\$1,256	125.6%
35150	TRAFFIC SCHOOL CHARGES		\$3,752	\$5,500	\$800	14.5%

36100	INTEREST EARNINGS		\$2,259	\$5,700	\$2,156	37.8%
36350	INSURANCE RECOVERIES				\$33,857	
36430	PAVILION RENTAL		\$1,585	\$2,000		0.0%
36967	CONTRACT NATURAL GAS		\$8,958	\$21,500	\$8,958	41.7%
36971	CONTRACT WATER BILLING		\$485,168	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES			\$2,866,272	\$6,033,694	\$2,308,473	38.3%

CITY OF KINGSTON
EXPENDITURES JULY-NOVEMBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOVEMBER 2018	2019-2020 BUDGET	ACTUAL NOVEMBER 2019	41% BUDGET
41100	LEGISLATIVE	\$20,273	\$72,956	\$21,641	29.7%
41210	CITY COURT	\$10,478	\$26,565	\$12,799	48.2%
41320	CITY MANAGER	\$44,096	\$112,373	\$45,592	40.6%
41500	FINANCIAL ADMINISTRATION	\$142,829	\$441,741	\$166,921	37.8%
41700	PLANNING AND ZONING	\$5,087	\$10,275	\$5,087	49.5%
41810	CITY HALL BUILDINGS	\$181,564	\$134,600	\$34,075	25.3%
41990	OTHER GEN. GOVMT EXP	\$110,734	\$242,094	\$160,120	66.1%
42100	POLICE	\$400,639	\$1,058,357	\$395,856	37.4%
42152	AUTOMOTIVE SERVICES	\$24,552	\$113,000	\$19,511	17.3%
42200	FIRE PROTECTION	\$286,858	\$1,054,944	\$408,294	38.7%
43100	PUBLIC WORKS	\$336,924	\$821,151	\$287,561	35.0%
43190	STATE STREET AID	\$61,755	\$161,500	\$64,181	39.7%
43240	WASTEMANAGEMENT	\$128,255	\$308,642	\$130,276	42.2%
43750	CAPITAL IMPROVEMENTS	\$46,267	\$417,100	\$35,340	8.5%
44143	ANIMAL CONTROL	\$9,824	\$30,220	\$8,185	27.1%
44400	RECREATION	\$228,914	\$721,191	\$245,356	34.0%
44440	SWIMMING POOLS	\$15,726	\$39,365	\$12,366	31.4%
44800	LIBRARIES	\$79,653	\$208,294	\$65,686	31.5%
49000	DEBT SERVICE	\$174,022	\$401,923	\$115,081	28.6%
51640				\$100,000	
TOTAL EXPENDITURES		\$2,408,453	\$6,376,291	\$2,333,928	36.6%

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WATER DEPT REVENUES

Nov-19

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOVEMBER 2018	BUDGETED 2019-2020	ACTUAL NOVEMBER 2019	PERCENT OF BUDGET 41%
36100	INTEREST EARNINGS	\$2,666	\$8,000	\$2,308	29%
37110	METERED WATER SALES	\$488,391	\$1,160,828	\$517,673	45%
37114	SERVELINE LEAK PROTECTION				
37117	OUTSIDE WATER SALES	\$381,772	\$914,658	\$376,791	41%
37191	FORFEITED DISCOUNTS AND PENALTIES	\$14,297	\$35,000	\$13,843	40%
37194	SALES OF MATERIALS	\$21,663	\$30,000	\$9,621	32%
37195	INSTALLATION CHARGES	\$23,710	\$60,000	\$27,290	45%
37196	WATER USER FEES	\$19,275	\$50,000	\$13,305	27%
37199	MISCELLANEOUS	\$2,743	\$5,000	\$5,900	118%
37210	SEWER SERVICE CHARGES	\$535,872	\$1,285,270	\$569,257	44%
37296	SEWER USER FEES	\$14,400	\$30,000	\$8,400	28%
37299	MISCELLANEOUS	\$958	\$3,500	\$650	19%
37500	BAD DEBD RECOVERY			\$386.00	
	TOTAL ESTIMATED REVENUES	\$1,505,747	\$3,582,256	\$1,545,424	43%

WATER/SEWER EXPENDITURES JULY- NOVEMBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOVEMBER 2018	BUDGET 2019/2020	ACTUAL NOVEMBER 2019	PERCENT OF BUDGET 41%
41500	FINANCIAL ADMINISTRATION	\$485,168	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$296,646	\$427,193	\$234,622	55%
43750	CAPITAL IMPROVEMENTS	\$43,847	\$135,000	\$5,010	4%
49000	DEBT SERVICES	\$73,182	\$588,409	\$66,496	11%
52113	PURIFICATION	\$248,042	\$635,457	\$216,081	34%
52114	TRANSMISSION AND DIST	\$264,628	\$737,671	\$280,258	38%
52117	UTILITY DIRECTOR	\$27,229	\$71,012	\$27,295	38%
52213	SEWER TREATMENT AND COLLEC	\$169,530	\$630,452	\$176,917	28%
TOTAL		\$1,608,272	\$3,710,364	\$1,491,847	40%

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY NOVEMBER 2019

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,550,308	\$1,372,383	\$1,307,620	\$1,227,894	\$1,025,496							
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443							
CAPITAL RESERVE GF	\$95,000	\$76,595	\$70,595	\$70,595	\$70,595							
CAPITAL FUND LL					\$100,000							
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050	\$928,505							
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176							
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542							
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026	\$522,164							
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494							
Total BALANCES	\$3,141,924	\$2,977,239	\$3,033,332	\$3,025,476	\$3,054,415							

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF NOVEMBER 2019

- * REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- * RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- * TOTAL FULL-TIME EMPLOYEES: 65; TOTAL PART-TIME EMPLOYEES 20
- * AUDITORS COMPLETED FIELD WORK FOR ANNUAL AUDIT AND CAFR
WORKING WITH AUDITORS FOR SUBMISSION FOR ANNUAL CAFR
- * FILLED OUT MULTIPLE SURVEYS INCLUDING UTMTAS, US CENSUS BUREAU, EEOC
- * COUNSELING EMPLOYEE ON RETIREMENT
- * HIRED NEW WATER TREATMENT PLANT OPERATOR
- * TRAINING ON NEW UTILITY BILLING SOFTWARE
- * ONE EMPLOYEE ON FLMA OUT UNTIL APPROXIMATELY FEBRUARY
- * WORKING ON YEAR ENDING 2019

FINANCE AND ADMINISTRATION REPORT NOVEMBER 2019

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR OCTOBER 3835 FOR A TOTAL AMOUNT
OF \$343,328.56

* NEW WATER SERVICE APPLICATIONS FOR OCTOBER TOTALED 33

* 45 CUSTOMERS FINALED OUT SERVICE

* 121 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 813

* TOTAL E-BILL ACCOUNTS - 334

* ONLINE PAYMENTS PROCESSED 569

* WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2157

* WATER LOSS PROTECTION 1169

* WATER LINE PROTECTION 151

* SEWER LINE PROTECTION 31

* COMMERCIAL SINGLE PROTECTION 233

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR NOVEMBER 2457

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 243

* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER
MONTH TO THEIR UTILITY BILL -

* THIS HAS BEEN SUSPENDED AS OF NOVEMBER 2018 BILLING-WILL BE ADDED BACK AS NEEDED

* DONATIONS BALANCE \$21,044.07

DISBURSED

NEW BUSINESS LICENSES ISSUED IN NOVEMBER 2019

- 1 HOT DIGGITY DOG, 488 SKYLINE VIEW LN, HARRIMAN (TRUCK VENDOR)
- 2 J&L CONSTRUCTION, 133 BRADFORD VILLAGE WAY, 37763
- 3 ONE STEP CLOSER VINYL CREATIONS & GIFTS, KINGSTON

Toner Cartridge Hazard

Photocopiers and laser printers use toner as part of the printing process. The toner is an extremely fine powder, which in itself is not classed as a substance hazardous to health, but any dust in substantial concentration is, as it may cause respiratory tract irritation resulting in coughing and sneezing.

Toner dust may become airborne for a variety of reasons; toner dust spilled inside the machine becomes airborne by passing through the ventilation fans into the room, the waste toner compartment fills up and causes toner to back up inside the machine, or the most common, careless renewal of the toner cartridge causes a spill of toner into the room.

Toner dust is considered a nuisance dust and should have no health effects other than those noted above. However, persons who have an already compromised respiratory system (e.g. suffer from asthma, bronchitis, etc) should avoid changing toner cartridges. If this is not practicable then the operation should be carried out with extreme caution to avoid generating a dust cloud.

Should any toner be spilt, it is best to vacuum up, rather than brush off, as much as possible to avoid raising a dust cloud. The remainder should be removed using a damp cloth rinsed in cold water. Hot water should be avoided as it may cause the toner to partially melt and become sticky. Toner may be disposed of as normal waste, though it should be placed in a sealed bag to contain the fine powder.

Training 11/25 & 11/26

Michele Kelly
Masha Marshall
Janie Turner
Lustie M. Melton
[Signature]

Carolyn Brewer
Pat Mills

Report for the citations issued, the disposition date for which was on
November 30, 2019

Monies outstanding from August 7, 2007 – Nov. 30, 2019	\$ 66,638.05
Monies collected from August 7, 2007 – Nov30, 2019	\$ 491,543.30

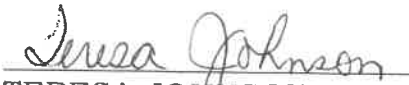
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 852.50	
Collected in court on fines and costs		\$ 113.75
Amount collected after Nov. 2019 Court		\$ 100.00
Total collected for citations on Nov. 2019		\$ 213.75
Amount outstanding for Nov. 2019	\$ 638.75	
<u>4</u> Cash bond forfeitures		\$ 455.00
Total amount collected for Nov. 2019 Citations		\$ 668.75
Amount collected from previous months/FTA etc.		\$ 493.75
Total collected in November 2019		\$ 1,162.50

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 30th of November 2019.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge



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

To: Mayor, City Council, City Manager & Chief of Police

From: Captain Roy Montgomery Training Officer

This month for training we had Investigator Keith Kile became a certified Instructor for E.V.O.C. training for our department. Investigator Kile went to F.L.E.T.C. down in Georgia at no cost for this school to the city. This now gives the police department 2 E.V.O.C. Instructors.

Asst Chief Strayer, Capt Tony Guy & Capt Roy Montgomery attended T.H.S.O. Training in Oak Ridge for the department in upcoming 2020 T.H.S.O. campaigns.

Capt Roy Montgomery & Capt Tony Guy attended the T.L.E.T.A conference for a week long training session in several different areas of training and reporting to the State of Tn P.O.S.T. Commission.

All full time, part time and reserve officers received 4 hours of E.V.O.C. Training for the month of November.

Capt R. Montgomery

November 2019 Training

Area of training: Emergency Vehicle Operation

Instructor: Detective Keith Kile / Certified EVOC Instructor

Topics: State, Federal and Local laws. Case law and department policy. Emergency operation and non-emergency operation of vehicles.

Roster:

Steven Dukes	Tony Guy	Keith Kile
James Moseley	Tommy Snow	David Choate
Brian Luttrell	Danny Patterson	Garry Kerley
Jim Washam	Caleb Strayer	Cody Anderson
Daniel Nolan	Adam Alkishawi	Alex French
Mark Warren	Aaron Payne	

November 2019 Safety Training

Subject: Emergency Vehicle Operation Course

Instructor: Detective Keith Kile

Topics Covered: State, Federal and Local laws. Case law and department policy. Emergency operation and non-emergency operation of vehicles.

Roster

Steven Dukes	Tony Guy	Keith Kile
James Moseley	Tommy Snow	David Choate
Brian Luttrell	Danny Patterson	Garry Kerley
Jim Washam	Caleb Strayer	Cody Anderson
Daniel Nolan	Adam Alkishawi	Alex French
Mark Warren	Aaron Payne	

NOVEMBER 2019 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
11/30/2019	Harris Marine	<p>13-102 Smoke, soot, cinder etc 13-103 Stagnant water 13-104 Weeds 13-106 Health & sanitation nuisances 13-501 Declaration of nuisances 13-502 Duty of maintenance of private property 13-503 Notification 13-504 Hearing 13-505 Corrective action 13-506 storage of personal property 13-507 Payment of cost 13-508 Judicial review 13-509 Penalty for failure of owner to abate such nuisance</p>		<p>2nd 30day notice registered letter came back. Letter sent by regular mail and one dropped off at Gallaher Rd address. Owner has remove more boats. 2nd notice was up on November 23rd, waiting direction</p>
		<p>13-302. <u>Wrecked, junked or abandoned vehicles</u> probited 13-502-Duty of maintenance of private property. 13-501 Declaration of nuisances. 13-106 Health & sanitation nuisances 13-104 Weeds.</p>		<p>new owner is still working on getting clean-up</p>
11/30/2019	136 Cumberland St.	13-403 Dangerous building		30 day extension granted

KINGSTON POLICE DEPARTMENT -NOVEMBER 2019

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	2
Simple Assault	
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	2

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	
Embezzlement	1
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	2
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	1
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	2
Subtotal	7

Crimes Against Society

Drug/Narcotics Violations	2
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	2

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	2
All Other Offenses	2
Total	2

Central Dispatch	
Crash Reports	12
Traffic Stops	17
Investigator Needed on Scene	12
Domestic Complaints	3
Escorts Funeral/Other	7
Animal Calls	7
Vandalism	2
Fights	2
Burglar Alarms/Fire Alarms	12
Child Sexual Assaults	0
Forgery	0
Theft	6
Vehicle Theft	0
Public/Motorist Assist	3
Arson/Explosive Devices	0
Other Calls	135
	Subtotal
	83
	Total Calls
	218
Municipal Codes	
Animal Control Calls to Office	3
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	2
Codes Concerns/warning notices given	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	25

Patrol Mileage	19,121
Hours Worked	2,680
Reserve Hours Worked	70
Total Overtime Hours	283.5
Total Amount of Overtime Wages	8,013
City Court Citations	5
Warning Citations	6
General Sessions Citations	1
Arrest	11
Juvenile Arrest	0
Incident Reports	32

Kingston Fire Department November 2019

Summary of Month's Activities

Fire Operations

The Department responded to 84 calls for service during the month of September.

Fire Administration

- Department head meeting
- Safety Meeting
- Fall Festival
- Christmas Parade meeting
- New turnout gear has been placed in service

November 2019 Overtime

OT Hours: 252

Cost: \$6,718.05

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

- Shift Training
- Defenders Meeting
- Fire Inspector 1 course
- Commission Testing

	This Month	YTD
Fire Inspections	1	170

Public Fire Education

	This Month	YTD
Participants	0	410
Education Hours	0	13
Number of Occurrences	0	3

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
- Ladder Testing has been completed for the year

Fleet Maintenance

- E2 received minor pump repair

Special Projects

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

Outstanding Issues

- Aging Fire Apparatus
- 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

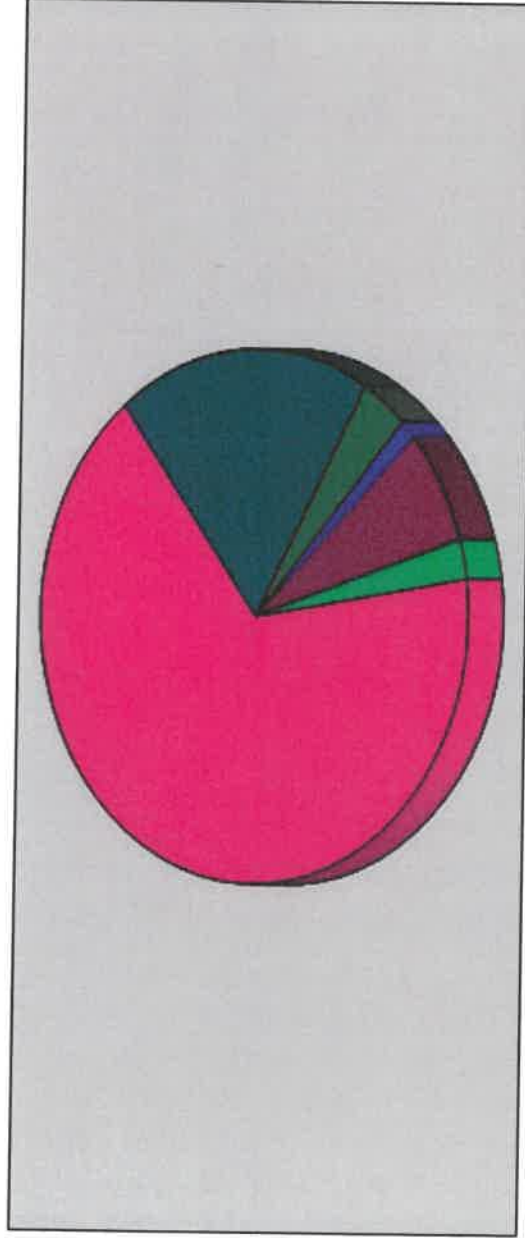
- Fireground Communication

Kinaston Fire Department

Kingston, TN

This report was generated on 12/3/2019 9:16:32 AM

Major Incident Types by Month for Date Range
Start Date: 11/01/2019 | End Date: 11/30/2019



- False Alarm & False Call
- Fire
- Good Intent Call
- Hazardous Condition (No Fire)
- Rescue & Emergency Medical
- Service Incident
- Service Call

INCIDENT TYPE	NOV	TOTAL
False Alarm & False Call	3	3
Fire	1	1
Good Intent Call	6	6
Hazardous Condition (No Fire)	2	2

Only REVIEWED incidents included

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Nov-19

TOTAL CALLS

84

Category	Total		Total
Structure Fires	1	Hazardous Calls	2
Vehicle Fires	0	Service Calls	16
Brush/Grass Fires	0	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	3
Other Fires	0	Other False	
Total Fires	1	Total False: Total	27
Rescue and EMS	56	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	1	Incidents with Exposures	0
Mutual Aid Given	3		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	
Fire Service Death	0	Contents	
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		

Kinston Fire Department

Kingston, TN

This report was generated on 12/3/2019 9:17:01 AM

Minor Incident Types by Month for Year
Year: 2019

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident	1	4	4	1	2				2				14
Chemical release, reaction, or toxic condition		1				1				1	1		4
Citizen complaint					1								1
Combustible/flammable spills & leaks			2						1	1			4
Controlled burning	1	1	1			1	2			1			6
Cover assignment, standby at fire station, move-up										1			1
Dispatched and canceled en route	6	4	10	6	3	3	2	3	2	10	4	1	54
Electrical wiring/equipment problem			2						1				4
Emergency medical service (EMS) Incident	37	37	42	39	43	37	47	35	44	34	37	3	435
Extrication, rescue											1		1
False alarm and false call, other	2	3			2	3			6	1			17
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	2		1		6
Medical assist	19	20	23	19	20	14	22	20	13	19	18	3	210
Mobile property (vehicle) fire					3				1	1			5
Natural vegetation fire			1		2			1	1				5
Other incident type						1							1
Outside rubbish fire									1				1
Person in distress	1		4	3	1	3	1						13
Public service assistance	8	3	4	8	10	5	4	15	6	8	16		87
Rescue or EMS standby								1					1
Search for lost person								1					1
Service call, other	1		3										4
Smoke, odor problem								1					1
Special type of incident, other										1			1
Steam, other gas mistaken for smoke			2			2			2	1	1		8
Structure Fire		2	3			2	1	1	1	1	1	1	13
System or detector malfunction	2	2	3	1		2	1			2	1		14
Unintentional system/detector operation (no fire)	1	2	1	1	4	3	1	1	4	2	1		21
Wrong location, no emergency found	3		1	2	3		1	1	2	3	1		17
Total	82	79	107	80	95	79	82	81	89	87	84	8	953

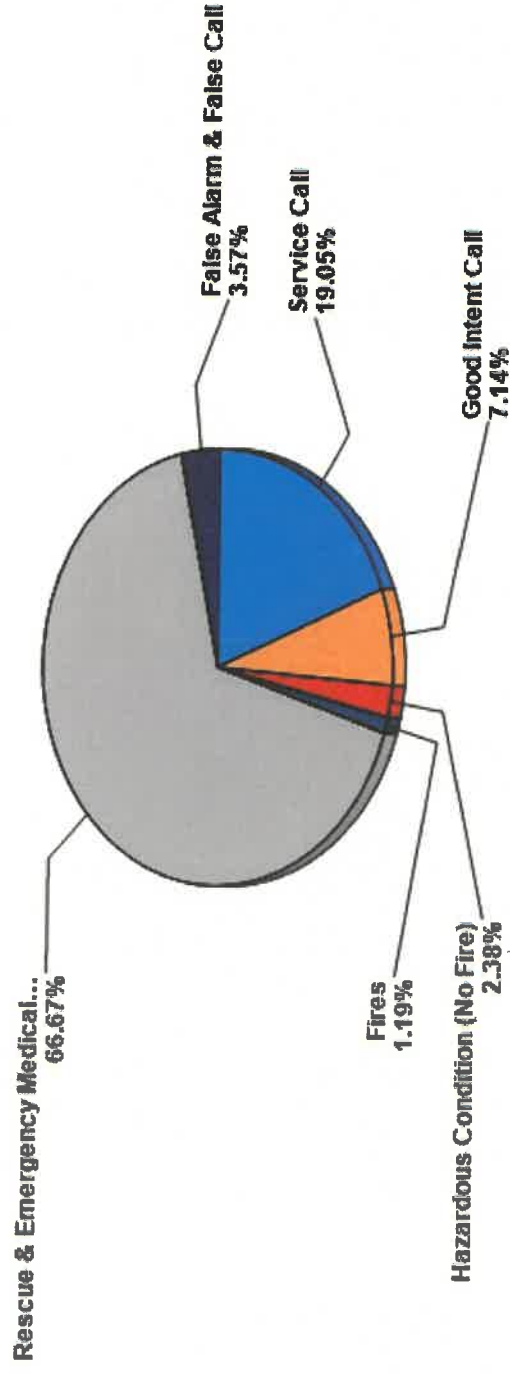
Only REVIEWED incidents included

Kinaston Fire Department

Kingston, TN

This report was generated on 12/3/2019 9:14:02 AM

Breakdown by Major Incident Types for Date Range
Zones: All Zones | Start Date: 11/01/2019 | End Date: 11/30/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.19%
Rescue & Emergency Medical Service	56	66.67%
Hazardous Condition (No Fire)	2	2.38%
Service Call	16	19.05%
Good Intent Call	6	7.14%
False Alarm & False Call	3	3.57%
TOTAL	84	100.00%

Kinaston Fire Department

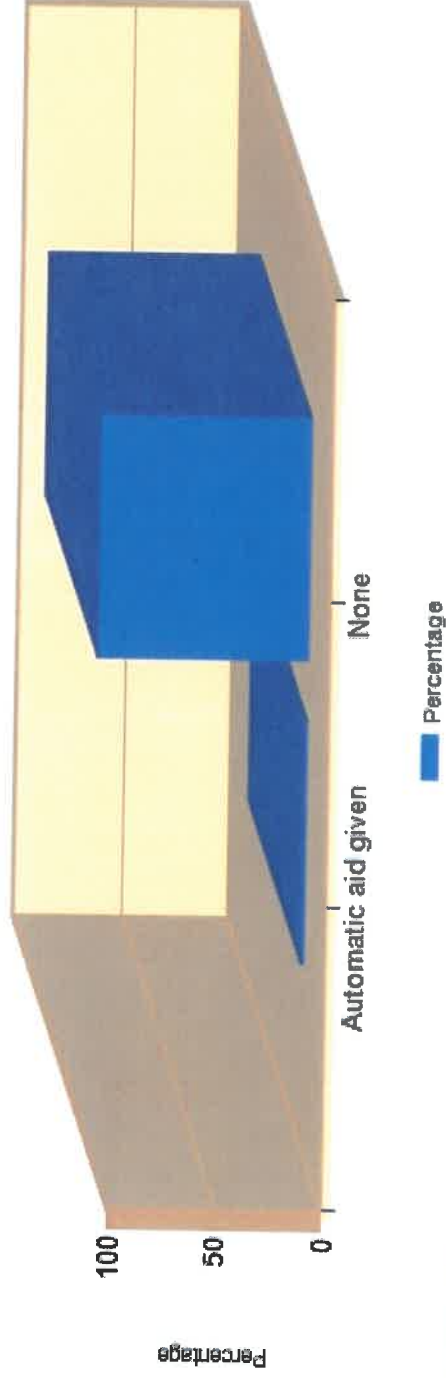
Kingston, TN

This report was generated on 12/3/2019 9:15:47 AM

Count of Aid Given and Received for Incidents for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Automatic aid given	1	1.2%
None	83	98.8%



Kingston Fire Department

Fire Ground Communications

Date & Time 11/13/2019 08:00 - 11/13/2019 12:00

Location

Objective

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Gonzalez-Zuniga, Rafael (FF/EMR)	Kingston Fire Department	1813	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1812	



Kingston Fire Department

Fire Ground Communications

Class Information

Date/Time	11/13/2019 08:00 - 11/13/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors

Name	Instructor Type	Notes
Edmonds, Clint (Captain/ Training Officer)	Lead Instructor	

Resources

Name	Description

Narrative

Firefighters completed different fire ground communication scenarios

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name

Edmonds, Clint
Gonzalez-Zuniga, Rafael
Munguia, Michael
Wade, Jason



Kingston Fire Department

Fire Ground Communications

Date & Time 11/14/2019 08:00 - 11/14/2019 12:00

Location station 1

Objective members on shift reviewed fire ground communication and how to properly do so.

Instructors Murrell, Jacob (Captain)

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	1808	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Riter, Mike (FF/EMR)	Kingston Fire Department	1810	
Settles, Jay (LT)	Kingston Fire Department	1804	



Kingston Fire Department

Fire Ground Communications

Class Information

Date/Time	11/14/2019 08:00 - 11/14/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	members on shift reviewed fire ground communication and how to properly do so.		

Instructors

Name	Instructor Type	Notes
Murrell, Jacob (Captain)	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.
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative

MEMBERS ON SHIFT REVIEWED FIRE GROUND COMMUNICATION. MEMBERS REVIEWED THE PROPER WAY TO COMMUNICATE, NEED TO KNOW INFORMATION ONLY. MEMBERS ON SHIFT UTILIZED OUR RADIOS ON OUR PRIVATE CHANNEL TO PRACTICE FIRE GROUND COMMUNICATION.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name
Gordon, Saul W
Goss, Bradley
Hood, Kevin
Murrell, Jacob
Riter, Mike
Settles, Jay



Kingston Fire Department

Fire Ground Communications

Date & Time 11/15/2019 08:00 - 11/15/2019 12:00

Location

Objective To improve fire ground communication when using Ladder 1 on a fire scene.

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	1808	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Settles, Jay (LT)	Kingston Fire Department	1804	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1812	



Kingston Fire Department

Fire Ground Communications

Class Information

Date/Time	11/15/2019 08:00 - 11/15/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	To improve fire ground communication when using Ladder 1 on a fire scene.		

Instructors

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

Resources

Name	Description
Aerial Ladder	Extension ladder operated by hydraulics and a control panel. This type ladder is mounted on top of an apparatus and is equipped with a waterway.
Ladder 1	Ferrara ladder 77 foot with waterous pump, 500 gallons of water, and fully equipped
Ladder Belt	Waist belt with large caribiner used as a safety device when working on ladders

Narrative

To improve fire ground communication when using Ladder 1 on a fire scene. Firefighters worked on using hand signals and radio communications when setting up and operating Ladder 1. Also worked on communication where to place the vehicle for use.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name
Gordon, Saul W
Goss, Bradley
Hood, Kevin
Munguia, Michael
Settles, Jay
Wade, Jason

Public Works Report November 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:	6 Loads 18
Recycled materials collected:	trailer

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4 loads	84 Loads
Culverts/Storm Drains Cleaned	11	64
Curb/Sidewalk Repair/Install/Remove	150ft	500ft
Drainage Inspection Requests	3	4
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	1
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	6	27
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)	8	29
Streets Striped	0	5
Tennessee One Calls	3	13
Traffic Signal Repair	4	16
Tree Trimming Requests	0	4

Vehicle Maintenance – Routine	5	42
Vehicle Maintenance – Unscheduled	3	23
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- 0
 Weekly departmental meetings and monthly staff safety meetings-1
 Sign repair, new sign installations- 4
 Signal inspection, repair and timing adjustments- 0
 Grant applications- 0
 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- 6

Continuing Projects

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



Kingston Parks and Recreation November 2019

November was a relatively quiet month for parks and recreation. We were able to assist the Kingston Police Department and Hands of Mercy by giving them a place to pack food baskets and were also able to help in handing them out at Kingston City Park. We hosted one event at Southwest Point, Bluegrass & BBQ. We also partnered with Outdoor Kingston to host a Santa Claus meet and greet at Fort Paws dog park. We would also like to invite everyone to come out to Southwest Point Park on December 14th and join us for the candle light tour. More information can be found on our Facebook page. Our department would like to wish everyone a safe and Merry Christmas and happy holidays.

**PARKS AND RECREATION
BOARD MINUTES
November 4, 2019**

PRESENT: Sue Collins, , Paul Rogers, Sammy Frogg, Matt Melton, Chase Clem, Becky Humphreys, Ruth Thompson, Debbie Russell

ABSENT: Jody Tipton, Eric Clark,

GUESTS: Sonny Hunter

- The meeting called to order by Chairman Sammy Frogg at 6:08 p.m.
- Chase gave an invocation.
- Ruth made a motion to approve the minutes and Matt seconded the motion .

OLD BUSINESS:

1. Sturgeon Release Saturday, Oct 12th, Noon at Ladd Landing. Discussion about Muir Fest.
2. Chili Supper and silent auction for girls Volleyball on Friday, Nov. 8th, 5-8 p.m. Put on Facebook, and take flyers to schools.
3. Bluegrass and BBQ put on by the Grove Church on Saturday, November 16th, from 10 a.m. – 2 p.m. at Southwest Point.
4. Fall Street Fest Saturday, Nov 2nd, 11a.m.- 5 p.m. Old Roane Co. Courthouse.
5. Outdoor Kingston will host a doggie trick-r-treat and costume contest at the Dog Park on October 29th 6-7 p.m.
6. The Parks & Rec board were asked if they could volunteer to help with the Christmas parade.

NEW BUSINESS:

1. Punch list of repairs at amphitheater were completed. Already have people wanting to reserve amphitheater for weddings, parties, etc.
2. Look at making next years Sturgeon release a bigger event
3. Discuss Christmas Parade Route and Volunteers
4. Donation from Acme Block and OldCastle for indoor batting facility. These 2 companies donated all the block, mortar, and sand.
5. First Citizens also donated \$500 towards indoor batting cage.

Paul Rogers made a motion to adjourn and Sammy Frogg seconded it. Motion carried and meeting ended at 7:00 p.m.

Dates to Remember:

Nov. 2nd, Fall Street Fest

Nov. 4th, Next Parks & Rec. Board Meeting

Nov. 8th, Volleyball Chili Supper

Dec. 2nd, Christmas Parade

Dec 9th, Parks & Rec. Board Meeting and covered dish dinner at Fort SWP

October COMMUNITY CENTER MONTHLY REPORT

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

Senior Luncheon

Senior Bridge

Senior Quilting

T.O.P.S.

Senior Executive Board

Rural Mixers FCE

American Red Cross

Kingston Parks & Rec Committee

Adult Table Tennis

Kingston Beautification Committee

Outdoor Kingston

Anybody Can Exercise

Zumba Classes

Roane County Retired Teaches

Roane Country Sewing Club

Senior Pinochle

Krafty Korner - FCE

Senior Bingo

Roane Co. Autism Support Group

Antique Tractor Club

Girl Scouts Troops & Leaders

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

Class of 1980 Reunion Mtg

Farm Bureau Dinner

UHC Medicare

Social Security Maximization

Tupperware Bingo

Community Center Rentals - \$890

Boat Slip Rentals - \$2,270.00

Submitted by Debbie Russell



SafetyWorks! Toolbox Talks

Subject: Mobile Scaffold Safety

Scaffolding has been one of the primary tools used to perform elevated work in the construction industry. Scaffolds are useful because they allow you to gain access to work areas that are above floor level while providing a work platform. However, because of the design and configuration of mobile scaffolds—sometimes referred to as Baker scaffolds—they can become unstable when supporting a load.

One of the greatest hazards associated with mobile scaffolds is the risk of overturning. Workers who utilize mobile scaffolds, as well as those who erect and disassemble them, must be familiar with the common hazards and the correlating OSHA requirements. A few of the OSHA requirements regarding mobile scaffolds are listed below. More detailed requirements are listed in the OSHA standard at Subpart L 1926.452(w), entitled “Mobile Scaffolds.”

- The scaffold must be erected with cross, horizontal or diagonal braces (or a combination of these) to prevent racking and provide a rigid structure.
- The scaffold must be plumb, level and squared. All brace connections must be securely fastened.
- The scaffold casters must have positive wheel and swivel locks to prevent movement of the scaffold when it is in use.
- The manual force used to move the scaffold must be applied as close to the base as possible, but not more than 5 feet above the supporting surface.
- Employees shall not ride on scaffolding except under certain conditions. It is a good safety practice that no one be on the scaffold while it is being moved.

Serious injuries and, in some cases, deaths have been known to result from failure to recognize known hazards and guard against them. Here are several safety tips to follow while using a mobile scaffold.

- Avoid using scaffolds on unfinished or rough surfaces. Evaluate the surrounding area, including ground conditions, when moving a scaffold.
- Check overhead clearance for power lines or other possible hazards before moving a mobile scaffold. Stay at least 10 feet away from all power lines.
- Inspect all scaffolds prior to use or at least on a daily basis.
- Never load a mobile scaffold beyond its maximum capacity.
- Use extreme caution when mounting and dismounting.

Like everything else used to perform work on a construction site, the use of mobile scaffolds can be safe and productive. You must ensure that the proper precautions are taken and that the device is kept in good condition.

Subject: **Mobile Scaffold Safety**

Meeting Conducted By: Chase Clem

Date: NOVEMBER

Attendees

Nikola Smith

J.R. B...

A. B. Hunter

Chase Clem

For additional Information or scheduling a FREE consultation, call 623-7900 or
Toll FREE (877) SAFE345

Keep this training record and subject matter in the site office with the site manager!



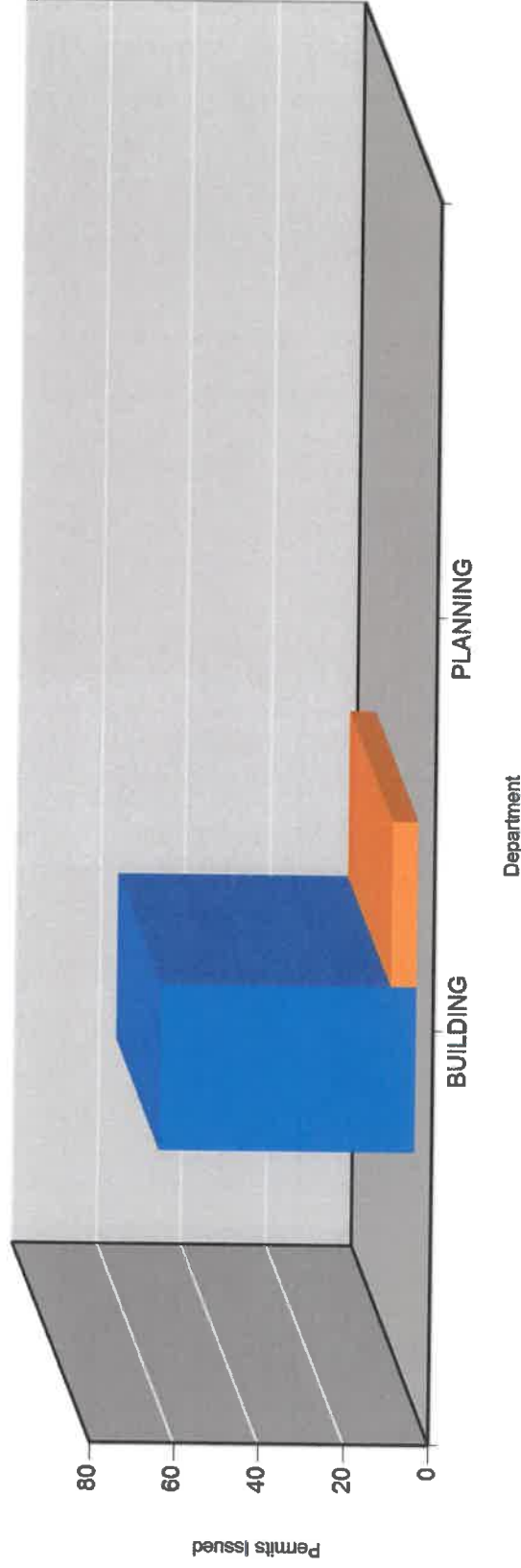
Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

Permits Issued by Department

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	49	48	1 Day	6.06 Days	1	42	6
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	7	7	Same Day	0 Days	1	7	0
	RM	Same Day	10	10	Same Day	0 Days	1	10	0
PLANNING	BP	Same Day	48	48	1 Day	6.06 Days	1	42	6
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	7	7	Same Day	0 Days	1	7	0
	RM	Same Day	10	10	Same Day	0 Days	1	10	0



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11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

PLANNING	PLT	Same Day	5	0	Same Day	0 Days	1	0	0
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Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2019-620	Submitted: 10/02/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/06/2019	In Process: 35 Waiting: 0 Total Days: 35 Total Cycles: 1
		531 Gallaher Rd, Kingston, TN 37763		
		BP2019-680	Submitted: 10/29/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 24 Waiting: 0 Total Days: 24 Total Cycles: 1
		Foundation Repair 1735 Lawnville Rd, Kingston, Tn 37763		
		BP2019-689	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Commercial Barn 109 Gallaher Rd, Kingston, TN 37763		
		BP2019-690	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		DW 137 Collins Rd, Oliver Springs, TN 37840		
		BP2019-691	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		Solar Panels 228 Pattie Gap Road, Philadelphia, TN 37846		
		BP2019-692	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
		PL for BP2019-663 179 Poplar Creek Rd, Harriman, TN 37748		



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	BP	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
BP2019-693	DW	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
115 Georgia Ln, Kingston, TN 37763			
BP2019-694	Dock	Submitted: 11/04/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
326 Green Acres, Kingston, TN 37763			
BP2019-695	Storage Building	Submitted: 11/04/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
162 Roddy Ln, Harriman, TN 37748			
BP2019-696	Carport	Submitted: 11/04/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
220 Channel Drive, Loudon, TN 37774			
BP2019-697	KC Handrails	Submitted: 11/04/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
136 Vancon Dr, Kingston, TN 37763			
BP2019-698	KC Storage Building	Submitted: 11/05/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
1223 Dogwood Dr, Kingston, TN 37763			
BP2019-699	Metal Barn	Submitted: 11/05/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
254 Orchard View Rd, Oliver Springs, TN 37840			
BP2019-700	KC Deck	Submitted: 11/06/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
133 Harbour View Way, Kingston, Tn 37763			



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/06/2019	In Process: Waiting: Total Days: Total Cycles:
	BP2019-701	KC Batting Cages			0 0 0 1
		1221 S Kentucky St, Kingston, TN 37763		11/06/2019	
	BP2019-702	KC Deck			0 0 0 1
		114 Johnson St, Kingston, TN 37763		11/06/2019	
	BP2019-703	Addition			0 0 0 1
		803 Caney Creek Rd, Harriman, TN 37748		11/07/2019	
	BP2019-704	Remodel			0 0 0 1
		135 Sportsmans Club Rd, Harriman, TN 37748		11/07/2019	
	BP2019-705	DW			0 0 0 1
		136 Cole Road, Rockwood, TN 37854		11/12/2019	
	BP2019-706	HC Sign		11/12/2019	0 0 0 1
		1320 Roane St, Harriman, TN 37748		11/12/2019	
	BP2019-707	Residential Home			1 0 1 1
		2680 River Road, Kingston, TN 37763		11/14/2019	
	BP2019-708	Deck			0 0 0 1
		141 Thief Neck Drive, Rockwood, TN 37854		11/13/2019	



Issued Permits By Department

ALL DEPARTMENTS
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11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/13/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-709		Pole Barn			
		205 Dogtown Road, Ten Mile, TN 37880			
BP2019-710		Pole Barn / Tax Exemption Certificate			
		3997 Sugar Grove Valley Rd., Harriman, TN 37748			
BP2019-711		Addition/ Remodel/ Garage			
		534 Old Rockwood Highway, Harriman, TN 37748			
BP2019-712		Porch			
		405 WALNUT GROVE, KINGSTON, TN 37763			
BP2019-713		Residential Home			
		116 Lakeshore View Dr, Kingston, TN 37763			
BP2019-714		Remodel			
		1211 Lawnville Road, Kingston, TN 37763			
BP2019-715		Cell Tower Upgrades			
		184 Oak Drive, Kingston, TN 37763			
BP2019-716		Inground Pool			
		5965 Paw Paw Plains, Lenoir City, TN 37771			



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11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	BP		Submitted: 11/19/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 1 Total Cycles: 1
BP2019-717	Remodel	4000 Buttermilk Road West, Kingston, TN 37763		
BP2019-718			Submitted: 11/19/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
407 Kingwood St, Kingston, Tn 37763				
BP2019-719	Remodel	4471 Kingston Hwy, Lenoir City, TN 37771	Submitted: 11/19/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-720	Metal Garage	1924 Ruritan Road, Harriman, TN 37748	Submitted: 11/20/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-721	Dock	2200 Sugar Grove Valley Dr, Harriman, TN 37748	Submitted: 11/20/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-722	HC Remodel	108 South Highland Dr, Harriman, TN 37748	Submitted: 11/21/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-723	KC Retaining Wall	312 Homestead Court, Kingston, TN 37763	Submitted: 11/21/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-724	KC Retaining Wall	308 Homestead Court, Kingston, Tn 37763	Submitted: 11/21/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/21/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-725	SW	776 Salem Valley Road, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-726		Handrails and Steps	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-727		111 Old Suddath Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-728		Bathroom Addition	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/22/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-729		671 Tate Coley Rd, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/22/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-730		174 Allison Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/22/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-731		140 Old Johnston Valley Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/22/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-732		Residential Home	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-733		420 Eblen Cave Rd, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-734		Porch	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-735		101 Mariners Point Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-736		Cell Tower Upgrades	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2019	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1
BP2019-737		346 Bowers Rd., Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2019	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
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11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	BP		Submitted: 11/26/2019 Technically Complete: Ready to Issue: Issued: 11/26/2019	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
	BP2019-733	Residential Home 155 Old Johnson Valley Rd, Kingston, TN 37763		
	BP2019-734	Residential Home 282 Gamble Ln, Harriman, TN 37748	Submitted: 11/26/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/26/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	BP2019-735	Garage 282 Gamble Ln, Harriman, TN 37748	Submitted: 11/26/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/26/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	BP2019-736	Deck & Screened in Porch 460 River Rd, Kingston, Tn 37763	Submitted: 11/27/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/27/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	BP2019-737	DW 366 Blue Springs Circle, Ten Mile, TN 37880	Submitted: 11/27/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/27/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
DEMO	DM-2019-004	Demo on Building 2325 Ruritan Rd, Harriman, TN 37748	Submitted: 11/21/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/21/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PL	PL2019-144	PL for BP2019-663 179 Poplar Creek Rd, Harriman, TN 37748	Submitted: 11/01/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/01/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	PL2019-145	PL for BP2019-530 134 Meadowlark Dr, Harriman, TN 37748	Submitted: 11/04/2019 Technically Complete: Approved: Ready to Issue: Issued: 11/04/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2019 AND 11/27/2019

Report run on: 11/27/2019 03:43 PM

BUILDING	PL	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/05/2019	In Process: Waiting: Total Days: Total Cycles:
	PL2019-146			
	PL for BP2019-386			
	549 Old Johnston Valley Road, Kingston, TN 37763			
	PL2019-147			
	PL for BP2019-689			
	109 Gallaher Rd, Kingston, TN 37763			
	PL2019-148			
	PL for BP2019-536			
	407 Kingwood St, Kingston, Tn 37763			
	PL2019-149			
	PL for BP2019-719			
	4471 Kingston Hwy, Lenoir City, TN 37771			
	PL2019-150			
	PL for BP2019-521			
	140 Lookout Drive, Harriman, TN 37748			
	RM2019-116			
	RM for BP2019-663			
	179 Poplar Creek Rd, Harriman, TN 37748			
	RM2019-117			
	RM for BP2019-586			
	9805 Paw Paw Plains Rd, Lenoir City, Tn 37771			
	RM2019-118			
	RM for BP2018-506			
	4950 Ross Rd, Philadelphia, Tn 37846			



BUILDING	RM	RM2019-119	RM2019-120	RM2019-121	RM2019-122	RM2019-123	RM2019-124	RM2019-125	PLANNING	PLT											
		RM for BP2019-415	397 Myrtle Ward Rd, Philadelphia, TN 37846	RM for BP2019-269	670 Mans Hollow Rd, Kingston, Tn 37763	RM for BP2019-256	220 White Pine Rd, Harriman, Tn 37748	RM for BP2019-554	327 & 329 Bailey Road, Kingston, TN 37763	RM2019-123	RM for BP2019-501	200 White Pine, Harriman, TN 37748	RM2019-124	RM for BP2019-383	294 Charles Butler Road, Oliver Springs, TN 37840	RM2019-125	RM for BP2019-448	252 Serenity Drive, Harriman, TN 37748	PLT2019-078	Plat Review/Boundary Line	160 Highland Reserve Way, Kingston, TN 37763
		Submitted: 11/07/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/07/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/12/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/12/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/12/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/12/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/13/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/25/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/27/2019 Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 11/05/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1			



Issued Permits By Department

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Report run on: 11/27/2019 03:43 PM

PLANNING	PLT	PLT2019-079 Plat Review/2 Lots- 5381 & 5399 Highway 70, Lenoir City, TN 37771	Technically Complete: Ready to Issue: Issued:	Submitted: 11/06/2019	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
		PLT2019-080 Plat Review/Boundary Line 490 Sam Raburn Pkwy, Lenoir City, TN 37771	Technically Complete: Ready to Issue: Issued:	Submitted: 11/22/2019	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		PLT2019-081 Plat Review/5 Acres+ 181 Squaw Valley Road, Kingston, TN 37763	Technically Complete: Ready to Issue: Issued:	Submitted: 11/22/2019	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		PLT2019-082 Plat Review/Boundary Line 113 Lake Shadow Drive, Ten Mile, TN 37880	Technically Complete: Ready to Issue: Issued:	Submitted: 11/25/2019	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



NOVEMBER OPERATIONS REPORT

2019

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	10,944,000	12,823,000	-17.17%	353,000	583,000	247,000
	Effluent (Finish)	9,654,000	11,481,000	-18.92%	311,000	424,000	219,000
	Spring Supply	14,160,000	13,908,000	1.78%	457,000	466,000	444,000
	Total Finish Prod.	23,814,000	25,389,000	-6.61%	Distribution & WTP Report: gals. usage flushing and Tank refilling. Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
Plant Efficiency		99.12%	99.28%	-0.16%			
Distribution							
GALLONS	Consumption	20,505,100	21,374,000	-4.24%			
	Reported Usage	755,000	898,000	-18.94%			
	Water Loss	2,553,900	3,117,000	-22.05%			
	%	10.72%	12.28%	-1.56%			

Note: The Water Production, Consumption and Loss data is for the October 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.
- * Working on Emergency Operations and Risk Assessments to Update our Emergency Operations and Drought Plan.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all on-line equipment, meters, controllers and transmitters, etc.
- * LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.
- * Raw Water Pump Installation was completed and is back on-line.
- * Completed EPA Region 4 AWAI Risk Assessment, Vulnerability & Emergency Response Plan Training.
- * Replaced Raw Water sampling pump.

Kingston Water Dept
Schedule of Unaccounted For Water
November

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	23,814,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased	<u>23,814,000</u>
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	20,505,100
G	Metered for Consumption (in house usage)	<u>755,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>0</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	<u>21,260,100</u>
	(Sum Lines F thru M)	
O	Unaccounted for Water	<u>2,553,900</u>
	(Line D minus Line N)	
P	Percent Unaccounted for Water	<u>10.724%</u>
	(Line O divided by Line D times 100)	

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.



12/2/2019



Kingston Water Treatment Plant

November 2019

Safety Training

Topic: Slips, Trips and Falls

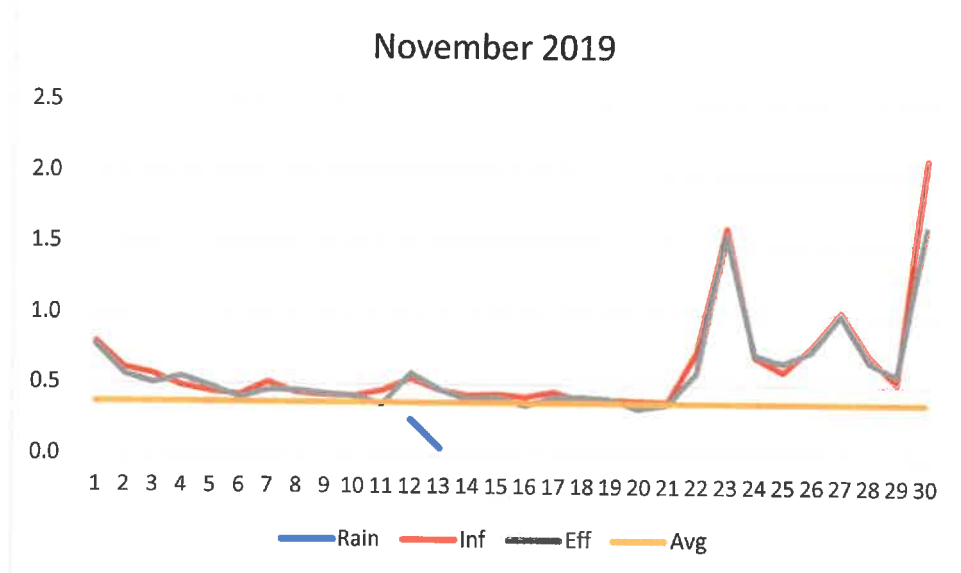
Attendees: David Ott, Chuck Moore

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: November 2019 Monthly Report
DATE: December 3, 2019

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.6217	2.095	.3850	18,651,100
EFFLUENT	.5894	1.6180	.3340	17,682,000

2502 Sewer Customers 11,557,100 gallons billed. Daily average .4014 mgd.



Total gallons of chlorine used was 400.95 @\$2.09 gallon = \$837.99.

There were no overflows this month.

The Eff Sampler had a control panel problem. I called Teledyne Isco and they provided a new control panel free of charge. This appeared to fix the problem.

SAFETY MEETINGS THIS MONTH:

November 12 - Basic Electrical Safety-

Important Things to Know About GFCI's (Toolbox Talk #77)

November 19- Basic Electrical Safety-

What are Listing and Labeling Requirements (Toolbox Talk #78)

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: NOV.2019

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1


TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
Read-out	43	
RE- READS	46	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION		
READ INS	33	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER	1	
CHECK FOR LEAK AT METER	15	
METER LEAKS	5	
AFTER HOURS - WATER	10	
SERVICE LINE LEAK	7	
LINE LOCATES	205	
TURN OFF FOR NON PAYMENT	90	
TURN WATER BACK ON	81	
YARD WORK	10	
DOOR HANGERS	7	
MANUAL READ	46	
AFTER HOURS - SEWER	5	
SEWER- TAP NEW ACCOUNT	1	
LOCATE SEWER TAP		
SEWER BACK UP	9	
CHECK TO SEE IF STILL OFF	20	
TAP ESTIMATES	6	
PROFILE REQUESTED	2	
WATER TAP ESTIMATE	3	
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	4	

WATER DEPARTMENT MONTHLY REPORT

Month of: NOV. 2019

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER		
CHECK FOR TAMPERED METER	1	
CHECK TO SEE IF CONNECTED TO SEWER		
CHECK MANHOLE COVER		
WATER TASTE BAD		
CHECK WATER PRESSURE	2	
REPLACE SEWER TAP	4	
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP	1	
REPLACE METER /METER BOX/LID	4	
REPLACE TAMPERED METER	2	
RELOCATE WATER METER		
FLUSH LINES	1	
RUN 10 GAL WATER THRU	1	
TURN OFF FOR INSPECTIONS	1	
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	4	
REPLACE CUT-OFF VALVE	1	
Install flotting meter		
LOCATE WATER METER		
Total		686
OVER-TIMES HOURS	155.5	
FIRE HYDRANTS REPLACED		
ROAD PATCHES		
PULL OR LOCK METER	7	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

SAFETY MEETING SIGN-IN SHEET		Company: KWD DIST.
Safety Topic: FALL HAZARDS		Date/Time: 8:00 AM 11-18-19
Facilitator: Jim Agee		Location: Shop

	Name	Signature	
1	David A Ford	David A Ford	11-18-19
2	JAMES AGEE	James A Agee	11-18-19
3	Daniel Brehwell	Daniel Brehwell	11/18/19
4	Greg Sexton	Greg Sexton	11/18/19
5	David Loy	David Loy	11/18/19
6	Kevin Hamilton	Kevin Hamilton	11/18/19
7	James Evans	James Evans	11/18/19
8			
9			
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19			
20			



SAFETY MEETING SIGN-IN SHEET		Company: <u>KINGSTON WATER DIST</u>
Safety Topic: <u>ELECTRICAL SAFETY</u>		Date/Time: <u>12-2-19</u>
Facilitator: <u>Jim Agee</u>		Location: <u>Shop</u>

	Name	Signature	
1	James Evans	James Evans	12/2/19
2	Kevin Hamilton	Ken Hamilton	12/2/19
3	David Loy	David Loy	12/2/19
4	Greg Sexton	Greg Sexton	12/2/19
5	DAVID AFFORD	David Afford	12-2-19
6	Jim Agee	James A. Agee	12-2-19
7			
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Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
WWW.kingstonpubliclibrarytn.org
WWW.facebook.com/KingstonPublicLibrary

1 December 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 November 2019:

Programs:

We had our weekly story time hour with 62 children this month.

Our annual monthly book club and quilters group.

Starting Thursday **December 5th** we will have new winter hours on Thursday. We will be open 9:00am to 6:pm. The holiday season is always slow and our patron visits go down. This also causes staff to just sit by them self and also a safety issue of being alone at night.

Programs: Nov. 7th and 14th we had craft nights. The children made Christmas ornaments and the adults learn how to make beautiful decorative bows. We also had 3 additional craft times this month for the children to make snowflake ornaments for our service men and women overseas for the Holidays. Total attendance for all events was 38.

The snowflakes and thank you cards will be mailed out this coming week.

Summary

Unfortunately our computer program is still going through updates. I still receive pages of problems that need to be resolved. They are working on these daily. Hopefully these will be fixed soon and that will be the end of the problems.

The technology grant is now open and I will be ordering our new Windows 10 computers this week.

Patron count for the month was 1246. Follow us on Facebook to see all the programs and photos.

December Programs: Santa will be at the Library Friday Dec.6th at 4:30 to 5:30. He will be reading a story "Santa's Christmas Journey." Santa will also visit story time Wednesday December 18th at 10:30 am. Saturday December 7th at 10:30 to 11:30 am. We will be showing a movie for the children, "MR Magoo's Christmas Carol". We will serve popcorn and drinks for the kids.

The bathroom renovations will begin December 9th through December 14th. We will be closed to the public that week due to having no bathrooms. The staff will still report to work and we will be rearranging several different areas of the Library. I ordered more bookshelves to accommodate our growing inventory needs.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
BOARD WORKSHOP
November 19, 2019
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 – 5:30 PM

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

ACTIVITY

Update on Health Care Insurance Renewal for Active Employees

ACTION

Information

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
November 19, 2019
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
5:30 – 6:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on October 17, 2019	Approval
September 2019 Financial Statements	Approval
September 2019 Budget Report	Information
November 2019 Accounts Payable	Approval
Manager's Report	Approval
Visitor Comments	Information

Old:

- | | |
|-------------------------------|----------|
| 1. Personnel Policy Revisions | Approval |
| 2. Purchasing Policy | Approval |

New:

- | | |
|---|----------|
| 1. Active Employees' Health Care Renewal | Approval |
| 2. Professional Services for Implementing ARC Grant | Approval |
| 3. Sponsorship of RHS Football Playoff Luncheon | Approval |
| 4. Operation Reach Sponsorship | Approval |
| 5. Roane Alliance Annual Gala Sponsorship | Approval |
| 6. Employee Service Awards | Approval |
| 7. Employee Christmas Bonuses | Approval |
| 8. Bad Debts | Approval |
| 9. Election of Officers | Approval |

Announcements

December 17, 2019 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on October 17, 2019. Board members present were Childs, Holloway, and Layne. Davis and McCullough were absent. Chairman Holloway declared there was a quorum for the Utility to conduct business.

A motion was made by Layne, seconded by Childs to approve the minutes as recorded for the August 22, 2019 meeting. All voted yes. The Board did not have a meeting in September 2019.

A motion was made by Layne, seconded by Childs to approve the financial statements for June 2019, July 2019, and August 2019. All voted yes.

A motion was made by Childs, seconded by Layne to approve the accounts payable for August 2019, September 2019, and October 2019. All voted yes.

As part of the Manager's Report, Manager Bear noted that the new dump truck, purchased from MHC Kenworth, should arrive within the week. He also updated the Board on a recent meeting with TVA on October 1, 2019 to receive an update on Energy Right and Renewables Programs. The water heater rebate program terminated on September 30, 2019. No new request will be accepted beginning October 2, 2019. TVA's Green Power Providers (GPP) for small-scale renewables (<50kW) will be terminating December 31, 2019. It is being replaced with a contractor's network for solar installers. TVA's STEM Education Grant deadline is October 20, 2019. The grant program provides teachers the opportunity to apply for funding up to \$5,000. Preference is given to applicants that explore TVA's focus areas: environment, energy, economic and career development. Last year a Roane County teacher applied and received the grant. TVA's Energy Right contract will be terminated no later than December 31, 2019. A new contract addresses the OIG audit findings and will replace the existing TVA Energy Right contract. A new program called "Home Uplift" is being rolled out by TVA and is for low-income weatherization upgrades. It requires matching funds from local power company and/or its partners. Each qualifying home is expected to receive upgrades valued at approximately \$8,000. Mr. Bear presented Chairman Holloway with an 80th anniversary plaque received from TVA. Manager Bear thanked employees, sponsors, and golf participants for being a part of Public Power Week. He also thanked everyone for cards, emails, and their thoughts during his hospital stay. A letter from Mr. Keith Rodgers, who lives in Crystal Cove, was given to the Board and expressed his support for REU to provide broadband to underserved areas.

At the conclusion of the Manager's Report, Don Layne, Chairman of the Broadband Committee, gave an update on receiving the ARC grant for \$50,000. The grant is for evaluating our existing Smart Grid. REU's portion is \$35,000 in services or in-kind contributions. A motion was made by Layne, seconded by Childs to approve the Manager's Report. All voted yes.

A motion was made by Childs, seconded by Layne to defer approval of the Personnel Policy revisions. All voted yes. Manager Bear stated that the Policy Committee was going to review the document one final time per Mr. Davis' request.

A motion was made by Childs, seconded by Layne to approve the TVA Annual Report. Manager Bear stated that Tracey Hankins, TVA Regulatory Analyst, had reviewed the report and indicated there were no issues noted. All voted yes.

In the board packet, Manager Bear included the revised Purchasing Policy with legal counsel's comments in the margin for Board information. Also, included in the board packet is a letter from the Office of the Attorney General with additional information. He asked for Board feedback while he incorporates legal counsel's comments into the policy. Approval of the final Purchasing Policy will be on the November agenda.

Discussion was held on the financial audit FY 2018/2019 performed by Parsons & Wright. The audit reflects a clean, unqualified opinion. An Audit Summary was included with the audit and Manager Bear spoke on the various items which include, but were not limited to: Decreases in cash, accounts receivable, bonds payable, net position, operating revenues, and profit. Increases were realized in total liabilities, operating expenses, purchased power, and accumulated depreciation. Construction-In-Progress (CIP) decreased over \$1.3 million. Prior years' management points on billing adjustments and customer account setup have been resolved. There is one new management points on "Cash Management" which was identified and relates to financial concerns as a result of decreasing working capital, stagnant sales, minimal customer increase and especially the net loss for the current year. It is recommended that the Board and Management consider and implement ways to increase revenues, cut expenses, and consider ways to manage debt services and purchases of capital equipment. The financial audit will include one finding related to compliance. It was determined that REU had not filed the necessary IRS forms to comply with the ACA on self-funded health care. This point will not affect having a clean, unqualified opinion. Marsha O'Keefe and Sandy Helton are working on the appropriate corrective actions. Parsons & Wright agreed to supply the IRS with a request for waiver of penalties and interest on our behalf if necessary. The waiver request does not guarantee the IRS will forfeit all the fees, however Manager Bear indicated that he is hopeful fees would be waived due to the error being discovered in-house. A motion was made by Layne, seconded by Childs to approve the FY 2019 Financial Audit. All voted yes.

A motion was made by Layne, seconded by Childs to approve the FY 2019 Post-Employment Benefits Trust Audit. The audit reflects a clean, unqualified opinion. All voted yes.

A motion was made by Layne, seconded by Childs to approve the renewal rates for health care coverage for retirees eligible for Medicare. The current plan is managed through BEST Trust, underwritten by the Hartford Life Insurance Company. The renewal rate from Benistar is for an increase of 4.19%. This represents an annual increase of slightly more than \$4,000.00 All voted yes.

A motion was made by Layne, seconded by Childs to approve the write-off of uncollectible debts for the period of June 2019 in the amount of \$1,576.12 and the write-off of uncollectible debts for the period of July 2019 in the amount of \$2,335.07. They noted \$1,204.99 was collected in August 2019 and \$2,463.12 was collected in September 2019. Also included was a memo from Customer Service Manager Mike Miller, addressing the advice received from legal counsel on the write-off of an uncollectible account, #212791-112914, in the amount of \$10,965.28. All voted yes.

Chairman Holloway asked Manager Bear to keep the Board updated on audit discussions.

The next Board meeting will be held at the regular date of November 19, 2019 at 4:30.

Manager Bear gave his condolences to Todd Ferrell for the loss of his mother and Sandy Helton for the loss of her brother.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-82)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

SEPTEMBER 2019

PAGE 1

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant	1	64,913,011.27
Less Depreciation	2	17,401,460.10
Total	3	47,511,551.17
Unamortized acq. adj.	4	
Other utility plant - net	5	
Total Plant - net	6	47,511,551.17

OTHER PROPERTY AND INVESTMENTS

Nonutility property - net	7	
Other investments	8	33,765.14
Sinking funds	9	
Depreciation funds	10	
Other special funds	12	3,455,554.00
Total	13	3,489,319.14

CURRENT AND ACCRUED ASSETS

General cash and temporary cash investments ..	14	3,162,310.20
Accounts receivable	15	2,634,670.12
Materials and supplies	16	453,268.71
Prepayments	17	81,171.03
Other current assets	18	1,018,261.80
Total	19	7,349,681.86

DEFERRED DEBITS

Debt expense	20	
Preliminary survey	21	
Clearing accounts	22	
Energy Service Loans receivables ..	24	231,194.21
Deferred costs on TVA Leases	25	
Other deferred debits	26	
Total	27	231,194.21

TOTAL ASSETS

AND OTHER DEBITS

28 58,581,746.38

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
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CAPITAL

Membership certificates	30	
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EARNINGS REINVESTED IN SYSTEM ASSETS

Beginning of year	33	43,832,126.99
Current year to date	34	347,339.59
Total	35	44,179,466.58

LONG-TERM DEBT

RUS	36	
CFC	37	
CoBank	38	
Bonds and other long-term debt	39.1	3,700,000.00
TVA	39.3	
Debt premium and discount	40	39,368.08
Total	41	3,739,368.08

OTHER NON-CURRENT LIABILITIES

Postretirement Benefits	39.2	3,498,278.77
Energy Service Loans - Advances ..	42	188,103.78
Energy Service Loans - Other	43	
Total	44	3,686,382.55

CURRENT AND ACCRUED LIABILITIES

TVA notes payable	45.1	
Other notes payable	45.2	
Accounts payable	46	4,806,341.97
Customer deposits	47	1,165,517.71
Taxes and equivalents accrued	48	24,815.82
Interest accrued - RUS	49	17,406.28
Interest accrued - CFC	50	
Interest accrued - CoBank	51	
Interest accrued - TVA	52.1	
Interest accrued - other	52.2	
Other current liabilities	53	947,724.70
Total	54	6,961,806.48

DEFERRED CREDITS

Advances for construction - refundable ..	55	
Other deferred credits	56	14,722.69
Total	57	14,722.69

TOTAL LIABILITIES

AND OTHER CREDITS

58 58,581,746.38

() Indicates red figures

CFC or CoBank Investments included in Item No. 8 33,765.14

Construction work in progress included in Item No. 1 1,080,109.07

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

SEPTEMBER 2019

PAGE 2

REVENUE AND EXPENSE SHEET

REVENUE AND EXPENSE STATEMENT

ITEM
NO

THIS MONTH

YEAR TO DATE

OPERATING REVENUE

Electric sales revenue (page 7, item 332)	59	3,037,814.51	9,386,961.07
Revenue from late payments	60	12,730.61	45,100.24
Misc. service revenue	61	4,475.00	14,060.00
Rent from electric property	62	48,183.09	147,549.27
Other electric revenue	63	5.00	15.00
Total operating revenue	64	3,103,208.21	9,593,685.58

PURCHASED POWER

Total power cost (page 7, item 342)	65	2,187,599.10	7,034,755.75
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OPERATING EXPENSE

Transmission expense	66		
Distribution expense	67	70,084.87	238,296.21
Customer accounts expense	68	52,893.27	168,394.85
Customer service and informational expense	69	858.33	2,574.99
Sales expense	70	(12,563.00)	12,313.00
Administrative and general expense	71	289,362.96	739,233.42
Operating expense	72	400,636.43	1,160,812.47

MAINTENANCE EXPENSE

Transmission expense	73		
Distribution expense	74	106,905.99	280,841.85
Administrative and general expense	75	200.00	2,381.00
Maintenance expense	76	107,105.99	283,222.85

OTHER OPERATING EXPENSE

Depreciation expense	77	130,697.89	390,912.86
Amortization of acquisition adjustment	78		
Taxes and tax equivalents	79	115,032.82	359,786.82
Other operating expense	80	245,730.71	750,699.68

TOTAL OPERATING EXPENSE AND PURCHASE POWER

81	2,941,072.23	9,229,490.75
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INCOME

Operating income (item 64, less item 81)	82	162,135.98	364,194.83
Other income	83		
Total income	84	162,135.98	364,194.83
Miscellaneous income deductions	85		630.00
Net income before debt expense	86	162,135.98	363,564.83

DEBT EXPENSE

Interest on long-term debt - RUS	87		
Interest on long-term debt - CFC	88		
Interest on long-term debt - CoBank	89		
Interest on long-term debt - other	90.1	5,802.08	17,406.28
Interest - TVA	90.2		
Other interest expense	92		
Amortization of debt discount and expense	93		
Amortization of premium on debt - credit	94	(393.68)	(1,181.04)
Total debt expense	95	5,408.40	16,225.24

NET INCOME

Income before extraordinary items (item 86, less item 95)	96	156,727.58	347,339.59
Extraordinary items	97		
Net income	98	156,727.58	347,339.59

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

SEPTEMBER 2019

PAGE 3

STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.....	100	1,747,700.19	5,442,671.98	107	15,659,193	48,078,527
Gen. Power - 50 kW & under.....	101	406,438.12	1,265,078.51	108	3,059,098	9,421,215
Gen. Power - Over 50 kW.....	102	836,288.32	2,535,575.80	109	9,207,695	27,811,052
Street and athletic - Codes 72, 73 & 74.....	103	16,448.37	49,679.28	110	111,958	328,611
Outdoor lighting - Codes 75, 77 & 78.....	104	30,939.51	93,955.50	111	211,683	636,125
Subtotal.....	330	3,037,814.51	9,386,961.07			
Unbilled revenue*.....	331					
Total (page 2, item 59).....	332	3,037,814.51	9,386,961.07	335	28,249,627	86,275,530
Kilowatt-hours for own use.....				113	38,683	121,594
Total kilowatt-hours sold and used.....				114	28,288,310	86,397,124
Kilowatt-hours in unbilled revenue (items 331) above*.....				336		

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	N/A	N/A
Gen Partners-GP<50kW	\$ 877.57	N/A
Gen Partners-GP>50kW	\$ 1,131.11	N/A
SMC	\$ 1,604.92	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

PURCHASED POWER

TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.....	115	2,187,599.10	7,034,755.75	119	29,058,193	91,054,433
Facilities Rental.....	116					
Other Charges/Credits.....	117					
Total from TVA.....	118	2,187,599.10	7,034,755.75	122	29,058,193	91,054,433
Other Purchased Power*.....	218			222		
Subtotal.....	340	2,187,599.10	7,034,755.75			
Unbilled Purchases*.....	341					
Total (page 2, item 65).....	342	2,187,599.10	7,034,755.75	345	29,058,193	91,054,433
Less kilowatt hours sold and used (item 114).....				123	28,288,310	86,397,124
Line losses and kilowatt-hours unaccounted for.....				124	769,883	4,657,309
Percent of losses to purchases (2 decimal places).....				125	2.65	5.11
Cost per kilowatt-hour including facilities rental (cents).....				127	7.528	7.726
Kilowatt-hours in unbilled purchases (Item 341) above*.....				346		

**Purchased other power under contract number TV- _____ from _____

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

SEPTEMBER 2019

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.	11,644	11,594
Gen. Power - 50 kW & under.	2,758	2,734
Gen. Power - Over 50 kW.	129	135
Street and athletic - Codes 72, 73 & 74.	39	39
Outdoor Lighting - Code 78.	133	134
Total.	14,703	14,636
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,140	2,147

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (Item 41).	3,739,761.76
Add new long-term debt this month (page 3).	
Total.	3,739,761.76
Less reductions this month (page 3).	393.68
Long-term debt this month (Item 41).	3,739,368.08

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

Footnotes:

86.86%

88.38%

SIGNED

TITLE

Manager of Accounting

DATE PREPARED

11/1/19

*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.

Kingston Beautification Committee

Meeting Minutes – November 4, 2019 Submitted by Teresa Nichols

Call to Order

The regular meeting of the Kingston Beautification Committee was called to order at 5:00 pm on November 4, 2019 by Teresa Nichols at the Kingston Interstate Exit.

Roll Call

Attendees: Teresa Nichols, Sue Collins, Council Woman Tara Stockton, and Judy Yeager
Guests: Susan Whitlock

Approval of Minutes

The minutes from October had one correction and then were approved. Motion to Approve: Tara Stockton, Seconded by Judy Yeager. (correction to October minutes was submitted to Kelly Jackson after the November 4 meeting).

Ongoing Business

1. Meeting began at the Interstate, Kingston exit so Committee Members could walk and discuss the proposed area for recommending/placing interstate monumental signage.
2. Committee returned to the Community Center to finish the meeting at 5:25pm.
3. Additional landscaping discussions and signage ideas, lighting, and flags for interstate will resume in January.
4. Discussed control box wrap to the box near the Pickle Partners sign. All agreed on welcome wrap for control box and Tara will provide picture for wrap.
5. New Members – Interested candidates will be discussed at the November Council meeting and Tara will discuss adding an exception for interested candidates who do not live in the City limits but own and operate a business within the city.
6. RC News building should be cleaned and ready to start painting soon.
7. Discussed the Draft listing of business types for directional signage. Committee agreed that another draft is needed with a limit of 10-12 business types. Judy Yeager and Susan Whitlock agreed to prepare a new draft and bring to next meeting.

New Business

- Next Meeting is scheduled on December 2, 2019; however, that is the night of the Kingston Christmas parade. The Committee decided to cancel the December meeting. Next meeting will be held January 4, 2020.

Adjournment – Motion by Judy Yeager at 6:02pm, Seconded by Sue Collins

MINUTES
KINGSTON PLANNING COMMISSION
NOVEMBER 19, 2019

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on November 19, 2019 at the Kingston City Hall.

Members Present

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

Members Absent

Lou Qualls

Others Present

David Bolling
Kelly Jackson
Kyle Baisley
Bandon Heichelbech
Jared Walker

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 Mr. Lay and a second by Vice Chairman Byrkit, the minutes of the September 17 and October, 2019 meetings were unanimously approved on a roll call vote.

REPORTS

Neither Chair Wright nor Mayor Neal had any reports for the planning commission. City Manager Bolling reported that Tori May was now a member of the board of zoning appeals and the board will need to elect a chairperson at the next meeting. Also, the greenway project is progressing but major progress will occur in the spring when the weather improves.

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARING AND ADOPTION OF RESOLUTION R-2019-01

Staff explained that the proposed resolution would require for all proposed subdivisions in the city and planning region, that twelve paper copies of the plat, a completed plat checklist, and an electronic copy of the plat are to be provided to city hall ten days prior to the meeting the plat is to be reviewed by the planning commission. There were no comments from the public nor planning commissioners.

Action Taken

On a motion by Mr. Hutzler and a second by Secretary Pickel, the commission unanimously voted to adopt Resolution R-2019-01 on a roll call vote.

PUBLIC HEARING AND ADOPTION OF RESOLUTION R-2019-02

Staff explained that the proposed resolution would allow one-way streets in both the city and planning region provided they met certain standards. The standards, as contained in the resolution, were that the right-of-way be forty feet in width, have a maximum length of 1,200 feet, and that street width be sixteen feet. There were no comments from the public or planning commissioners.

Action Taken

On a motion by Mr. Lay and a second by Mr. Hutzler, the commission unanimously voted to adopt Resolution R-2019-02 on a roll call vote.

FINAL PLAT REVIEW AND VARIANCE REQUEST – TWO LOT SUBDIVISION – BRANDON AND RACHEL HEICHELBECH (TAX MAP , PARCEL)

Mr. Kyle Baisley, attorney for Brandon and Rachel Heichelbech, addressed the planning commission requesting a hardship variance to allow an eighteen-foot easement for an 81.42-acre property that was proposed for subdivision into two large 40+ acre tracts. Mr. Baisley stated that the plat was listed as a final plat on the agenda although it had submitted it as a preliminary plat. Staff stated that he believed it could be treated as a final plat since preliminary plats are not required for two-lot plats where infrastructure is not proposed or required.

The proposed subdivision was located in Kingston's planning region and was under the jurisdiction of Kingston's subdivision regulations and Roane County's zoning regulations. Kingston's subdivision regulations require that all lots have sixty feet of frontage on an approved public or private road. Therefore, the requested variance and plat went hand in hand - the plat could only be approved if a variance was granted to allow an eighteen-foot easement to a tract.

Mr. Baisley appealed to the commission for approval of the variance and the plat, noting that his clients had unsuccessfully attempted to purchase additional property from adjacent property owners. Mr. Baisley also noted that he believed the proposed subdivision to be within the intent of the subdivision regulations. Also, the property could not be further subdivided without planning commission approval.

Several commissioners stated that the commission has never granted a variance to allow easements as the sole access to a property. Mayor Neal noted that this property has been this way since 1941. He also questioned why the planning commission has control outside the city limits since annexation laws now make annexation unlikely. Chair Wright asked Building/Zoning Official Glen Cofer if this would be approved by the Roane County Planning commission if it was in that jurisdiction. He replied that the Roane County subdivision regulations do not allow variances. Mayor Neal questioned why Kingston's regulations allow variances if they are never granted.

Commissioner Lay noted that he was concerned about setting a precedent and Mayor Neal stated that each situation was different and should be considered on its own merit. It was also noted that instead of subdividing the property, perhaps a long term lease would work.

Action Taken

Mayor Neal moved that the commission approve the hardship variance which was seconded by Secretary Pickel. On a roll call vote, the vote was: Ayes – Wright and Neal; Nays – Byrkit, Pickel, Hutzler, Lay, and Lovin; Abstain – none. The motion did not pass.

After the commission voted to deny the plat, Mr. Brandon Heichelbech and Mr. Jared Walker addressed the commission stating that they simply wanted to subdivide the property to build a house and that the city's regulations were hindering growth.

PRELIMINARY PLAT – REPLAT OF THE CENTER FARMS SUBDIVISION

No one was present for this issue. Staff stated that the planning commission should take action to deny approval of the plat.

Action Taken

On a motion by Mr. Lay and a second by Mr. Hutzler, the commission unanimously voted to deny approval of the plat on a roll call vote.

RESIGNATION OF MR. HUTZLER

Commissioner Hutzler stated that the planning commission had agreed not to accept plats from a certain surveyor because of his past actions with subdivision plats. Chairwoman Wright stated that each plat needed to be addressed on its own merit and plats should not be denied because of the surveyor. Mr. Hutzler stated that he was resigning from the planning commission and board of zoning appeals. The resignation was accepted by Mayor Neal.

CONSIDERATION OF RELINQUISHING PLANNING REGION

Mayor Neal requested that staff check into the procedures and requirements necessary to turn the Kingston Planning Region over to the county. Staff explained that the city would have to adopt a resolution requesting that the planning region be abolished and the county would have to adopt one accepting the planning region. According to state law, the Local Government Planning Advisory Committee (LGPAC) is the body with the authority to address and take action on the request. LGPAC meets quarterly or as needed to handle such issues and requests. Staff further stated he would provide Mayor Neal with such a resolution.

APPROVAL OF MINOR SUBDIVISION PLAT – SANDRA J. CALDWELL PROPERTY (MAP 49, PARCEL 22.00)

Secretary Pickel stated that he had received a minor plat but he and staff could not approve it since it had an existing septic system and was not approved by the health department. Otherwise, it met the requirements of the subdivision regulations.

Action Taken

On a motion by Secretary Pickel and a second by Mr. Lay, the planning commission unanimously voted to approve the plat on a roll call vote.

APPROVAL OF MINOR SUBDIVISION PLAT – MARGARETTE IONA CALDWELL WYATT PROPERTY (MAP 59, PARCEL 84.00)

Secretary Pickel stated that he had received a minor plat but he and staff could not approve it since it had an existing septic system and was not approved by the health department. Otherwise, it met the requirements of the subdivision regulations.

Action Taken

On a motion by Mayor Neal and a second by Mr. Lay, the planning commission unanimously voted to approve the plat on a roll call vote.

ADJOURNMENT

On a motion by Mr. Lay and a second by Mr. Lovin, the commission adjourned at 7:15 p.m.