



# City Manager Report

January 2020



## **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: February 11, 2020**

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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](http://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: January 2020**

### **Legislative Accomplishments**

- A. Consideration to accept the Comprehensive Annual Financial Report for the year ended June 30, 2019
- B. Consideration of Resolution 20-01-14-1, a resolution adopting the Americans with Disabilities Act ADA Coordinator and Procedures
- C. Consideration of Resolution 20-01-14-2, a resolution adopting ADA standards for accessibility and public rights-of-way accessibility guidelines
- D. Consideration of Resolution 20-01-14-3, a resolution authorizing the recodification of the Municipal Codes of the City of Kingston by the Municipal Technical Advisory Services (MTAS) at a cost not to exceed \$7,300
- E. Consideration of Resolution 20-01-14-4, a resolution adopting the Roane County Hazard Mitigation Plan
- F. Consideration to refer the proposed plan of services the annexation of property located at 2000 Decatur Highway to the Planning Commission for recommendation

### **Other Items Considered by the Council**

- None
- **External Meetings**
  - TDOT / RPO Board of Directors meeting
  - Chamber of Commerce Board of Directors meeting
  - Meeting with WBUD regarding possible wastewater partnership
  - Meeting with developer regarding the Southwest Point golf course property
  - Meeting with Roane Central Utility regarding the water interconnect
  - 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

# FINANCE AND ADMINISTRATION REPORT JANUARY 2020

\* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JANUARY 3817 FOR A TOTAL AMOUNT  
OF \$316847.32

\* NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 25

\* 33 CUSTOMERS FINALED OUT SERVICE

\* 110 PAST DUE ACCOUNTS

\* TOTAL ACH-BANK DRAFT ACCOUNTS - 827

\* TOTAL E-BILL ACCOUNTS - 332

\* ONLINE PAYMENTS PROCESSED 638

\* WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2143

\* WATER LOSS PROTECTION 1166

\* WATER LINE PROTECTION 153

\* SEWER LINE PROTECTION 35

\* COMMERCIAL SINGLE PROTECTION 231

\* COMMERCIAL MULTI PROTECTION 5

\* COMMERCIAL LINE PROTECTION 2

\* TRASH COLLECTIONS FOR DECEMBER 2442

\* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 369

\* 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 DECEMBER 2019

1 1 LOOPERS CONSTRUCTION, 316 RACE ST., KINGSTON, TN 37763

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# CITY OF KINGSTON FUNDS

## FINANCIAL SUMMARY JANUARY 2020

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
<b>Cash in Bank</b>												
General Fund	\$1,550,308	\$1,372,383	\$1,307,620	\$1,227,894	\$1,025,496	\$1,359,174	\$1,506,964					
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443					
CAPITAL RESERVE GF	\$95,000	\$76,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595					
CAPITAL FUND LL												
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050	\$928,505	\$921,043	\$921,825					
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176	\$236,804	\$267,670					
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542	\$196,405	\$206,831					
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026	\$522,164	\$552,164	\$582,474					
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494	\$4,808	\$10,086					
<b>Total BALANCES</b>	<b>\$3,141,924</b>	<b>\$2,977,239</b>	<b>\$3,033,332</b>	<b>\$3,025,476</b>	<b>\$3,054,415</b>	<b>\$3,496,257</b>	<b>\$3,721,708</b>					

# CITY OF KINGSTON

## HUMAN RESOURCES REPORT MONTH OF JANUARY 2020

\* REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS

REVIEWED WITH ALL EMPLOYEES A SUMMARY OF ALL THEIR BENEFITS

\* RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS

\* TOTAL FULL-TIME EMPLOYEES: 65; TOTAL PART-TIME EMPLOYEES 30

\* REVIEWING ALL FMLA RULES AND REGULATIONS

ONE EMPLOYEE OUT ON FLMA RETURNED TO WORK JANUARY 13, 2020

\* COUNSEL EMPLOYEE ON RETIREMENT

\* APPROVED EMPLOYEE REQUEST FOR FLMA LEAVE TO BEGIN IN JUNE

\* COMPLETED YEAR ENDING 2019 REPORTS 941, W2'S, ACA REPORTS

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## SAFETY TOPIC 1/6/2020

Social media refers social interaction through a suite of technology based tools, many of which are internet based.

This includes, but not limited to, Facebook, Myspace, LinkedIn, Twitter, blogs, etc. The number of social networking sites and tools is exploding and such tools have breached the walls of the corporate firewall and;

- are a part of our most important smartphone apps
- are a vital tool for any serious job search and
- are the new way to connect with current and new friends.

The Internet and social media can be an incredible resource as it offer an incredible amount of "real-time" news events. But it also presents new and unfamiliar challenges, and tends to amplify the effects of any ethical misjudgements you might make.

### **Social Media Ethics**

- ✖ When an employee uses social media in an irresponsible way either on behalf of the organization or personal media account, it can undermine the organizations ethical practices and exposes it to integrity risk.

Conduct yourself online just as you would in any other public circumstances. Treat those you encounter online with fairness, honesty and respect, just as you would offline. Verify information before passing it along. Avoid actions that might discredit your professional impartiality.

### **Can my behaviour on my social media account affect my employment?**

- ✖ There is little distinction between your personal and professional life in the digital age, what you do or say, even if it's outside of working hours, could result in you facing disciplinary consequences, even the loss of your job.

### **Don'ts of social networking**

- ✖ • Avoid Making False or Misleading statement



- Don't believe everything you read.
- Do Not Disclose Privileged or Confidential information

### **Safety Tips for Social Networking**

1. Sharing Too Much Information (TMI)
  1. never share your ID number
  2. home address or home phone number, and
  3. bank account and credit card information.
2. Customize privacy options. Social networking sites increasingly give users more control over their own privacy settings. Don't assume you have to take whatever default settings the site gives you.
3. Limit work history details on LinkedIn.
4. Don't violate your company's social networking /ICT policies

*\*What you put on the internet is like a tattoo, it's very, very difficult to remove!*

*Kevin Tamm*

*Leslie M. Meltm*

*Carolyn Brewer*

*Marsha Marshall*

*Michael Kelen*

110	General Fund	Monthly Comparative:						
		Year-To-Date			Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues								
31110	Property Taxes (Current)	2,004,142.00	(1,313,221.30)	65.53 %	167,011.83	(145,783.70)	87.29 %	
31120	Public Utilities Property Tax (Current)	33,878.00	(690.00)	2.04 %	2,823.17	(690.00)	24.44 %	
31211	Property Tax Delinquent - 1st Prior	71,200.00	(46,354.27)	65.10 %	5,933.33	(4,930.00)	83.09 %	
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(3,476.10)	8.69 %	3,333.33	0.00	0.00 %	
31219	Property Tax Delinquent - Other Prior	17,000.00	(820.00)	4.82 %	1,416.67	0.00	0.00 %	
31300	Interest And Court Cost On Prop Tax	49,000.00	(7,920.12)	16.16 %	4,083.33	(814.00)	19.93 %	
31511	In Lieu Tax, Rockwood Electric Utility	83,255.00	(80,468.79)	96.65 %	6,937.92	(38,215.90)	550.83 %	
31610	Local Sales Tax - Co. Trustee	1,237,550.00	(717,043.20)	57.94 %	103,129.17	(96,076.48)	93.16 %	
31710	Wholesale Beer Tax	192,000.00	(112,968.15)	58.84 %	16,000.00	(13,479.18)	84.24 %	
31720	Wholesale Liquor Tax	50,800.00	(28,513.57)	56.13 %	4,233.33	(5,255.77)	124.15 %	
31800	Business Taxes	70,000.00	(21,202.83)	30.29 %	5,833.33	(2,391.73)	41.00 %	
31912	Comcast Cable Tv Fees	75,000.00	(38,162.76)	50.88 %	6,250.00	0.00	0.00 %	
31913	Bellsouth Cable Fees	15,000.00	(6,861.72)	45.74 %	1,250.00	(2,035.78)	162.86 %	
31920	Hotel, Motel Tax	45,000.00	(30,349.03)	67.44 %	3,750.00	(3,813.48)	101.69 %	
32210	Beer Permits	1,750.00	(1,500.00)	85.71 %	145.83	(400.00)	274.29 %	
32220	Liquor Licenses	300.00	(500.00)	166.67 %	25.00	(100.00)	400.00 %	
32600	Bza Hearing Fee	25.00	0.00	0.00 %	2.08	0.00	0.00 %	
33490	Tema Grant	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33500	Telecom Interstate Sales	5,200.00	(3,057.23)	58.79 %	433.33	(422.23)	97.44 %	
33510	State Sales Tax	556,000.00	(314,567.47)	56.58 %	46,333.33	(45,233.89)	97.63 %	
33520	State Income Tax	50,000.00	(69,242.90)	138.49 %	4,166.67	0.00	0.00 %	
33530	State Beer Tax	3,000.00	(1,470.70)	49.02 %	250.00	0.00	0.00 %	
33540	State Liquor Tax	6,800.00	(3,795.86)	55.82 %	566.67	(497.75)	87.84 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33551			State Gasoline Fuel Tax	255,000.00	(130,521.68)	51.18 %	21,250.00	(18,235.35)	85.81 %
33552			State-City Streets And Transportation	12,000.00	(6,872.27)	57.27 %	1,000.00	(981.73)	98.17 %
33555			State Street Contract Maintenance	48,000.00	(12,457.52)	25.95 %	4,000.00	0.00	0.00 %
33590			Tva Solar Energy James Ferry	3,100.00	(3,605.12)	116.29 %	258.33	255.54	-98.92 %
33591			Gross Receipts - Tva	73,000.00	(37,902.04)	51.92 %	6,083.33	(18,951.02)	311.52 %
33593			Corporate Excise Tax	9,300.00	0.00	0.00 %	775.00	0.00	0.00 %
33730			Tml Full Pkg Bonus	4,000.00	(4,000.00)	100.00 %	333.33	0.00	0.00 %
34100			General Government - Charges For	2,500.00	(288.94)	11.56 %	208.33	0.00	0.00 %
34310			Highways And Streets Charges For	7,500.00	0.00	0.00 %	625.00	0.00	0.00 %
34420			Garbage Tip Fees	332,318.00	(195,920.57)	58.96 %	27,693.17	(27,992.22)	101.08 %
34720			Swimming Pool Charges	20,000.00	(4,114.34)	20.57 %	1,666.67	0.00	0.00 %
34730			Fort Charges & Donations	0.00	(100.00)	0.00 %	0.00	0.00	0.00 %
34740			Park & Recreation Charges	6,300.00	(12,126.50)	192.48 %	525.00	(1,730.00)	329.52 %
34741			Boat Slip Rental	27,000.00	(12,255.00)	45.39 %	2,250.00	(750.00)	33.33 %
34742			Fireworks Donations	50,000.00	(2,179.98)	4.36 %	4,166.67	0.00	0.00 %
34744			Park & Rec Donations Pav,Walk Trail	1,015.00	0.00	0.00 %	84.58	0.00	0.00 %
34745			Softball Program	7,788.00	(150.00)	1.93 %	649.00	(150.00)	23.11 %
34746			Fire Dept Donations	7,105.00	(50.00)	0.70 %	592.08	0.00	0.00 %
34751			Volleyball Program	5,000.00	(1,915.00)	38.30 %	416.67	(580.00)	139.20 %
35110			City Court Fines	35,000.00	(13,597.68)	38.85 %	2,916.67	(544.21)	18.66 %
35140			Drug Related Fines	1,000.00	(1,433.11)	143.31 %	83.33	0.00	0.00 %
35150			Traffic School Charges	5,500.00	(1,000.00)	18.18 %	458.33	(200.00)	43.64 %
36100			Interest Earnings	5,700.00	(2,985.01)	52.37 %	475.00	(483.62)	101.81 %
36350			Insurance Recoveries	0.00	(33,857.01)	0.00 %	0.00	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
36430			Pavilion Rental	2,000.00	50.00	-2.50 %	166.67	0.00	58.33%
36967			Contract Natural Gas	21,500.00	(12,541.69)	58.33 %	1,791.67	(1,791.67)	0.00 %
36971			Contract Billing From Water Dept	485,168.00	(485,168.00)	100.00 %	40,430.67	0.00	100.00 %
									0.00 %
			<b>Total Revenues</b>	<b>6,033,694.00</b>	<b>(3,777,177.46)</b>	<b>62.60 %</b>	<b>502,807.83</b>	<b>(432,274.17)</b>	<b>85.97 %</b>
			<b>Expenditures</b>						
41100			Legislative	(72,956.00)	31,034.50	42.54 %	(6,079.67)	2,989.35	49.17 %
41210			City Court	(26,565.00)	16,069.99	60.49 %	(2,213.75)	1,375.07	62.11 %
41320			City Manager	(112,373.00)	66,419.30	59.11 %	(9,364.42)	8,502.93	90.80 %
41500			Financial Administration	(441,741.00)	231,263.14	52.35 %	(36,811.75)	24,031.12	65.28 %
41700			Planning And Zoning	(10,275.00)	10,175.00	99.03 %	(856.25)	5,087.50	594.16 %
41810			City Hall Buildings	(134,600.00)	52,392.19	38.92 %	(11,216.67)	5,776.44	51.50 %
41990			General Government	(242,094.00)	162,585.63	67.16 %	(20,174.50)	(2,279.81)	-11.30 %
42100			Police	(1,058,357.00)	588,812.67	55.63 %	(88,196.42)	79,217.84	89.82 %
42152			Automotive Services	(113,000.00)	48,876.18	43.25 %	(9,416.67)	14,457.13	153.53 %
42200			Fire Protection	(1,054,944.00)	614,614.78	58.26 %	(87,912.00)	80,578.43	91.66 %
43100			Public Works	(821,151.00)	454,370.25	55.33 %	(68,429.25)	52,438.81	76.63 %
43190			State Street Aid	(161,500.00)	90,526.61	56.05 %	(13,458.33)	13,193.62	98.03 %
43240			Waste Disposal	(308,642.00)	182,573.27	59.15 %	(25,720.17)	26,152.30	101.68 %
43750			Capital Improvements	(268,279.00)	162,892.97	60.72 %	(22,356.58)	2,128.61	9.52 %
44143			Animal Control/Codes Enforcement	(30,220.00)	11,874.46	39.29 %	(2,518.33)	1,537.46	61.05 %
44400			Parks & Recreation	(721,191.00)	342,765.09	47.53 %	(60,099.25)	43,036.97	71.61 %
44440			Swimming Pool	(39,365.00)	12,756.91	32.41 %	(3,280.42)	224.99	6.86 %
44800			Library	(208,294.00)	106,355.77	51.06 %	(17,357.83)	14,082.09	81.13 %
49000			Debt Service	(401,923.00)	117,723.86	29.29 %	(33,493.58)	1,172.96	3.50 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			58.33%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
51640			Operating Transfer To Capital Proj Fd	(148,821.00)	148,821.00	100.00 %	(12,401.75)	0.00	0.00 %
			Total Expenditures	(6,376,291.00)	3,452,903.57	54.15 %	(531,357.58)	373,703.81	70.33 %
Total	110		General Fund	(342,597.00)	(324,273.89)	-94.65 %	(28,549.75)	(58,570.36)	-205.15

122 Drug Fund		Monthly Comparative:					
Account	Description	Budget Estimate	Year-To-Date		Month-To-Date		
			Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
35140	Drug Fines	16,000.00	(6,662.65)	41.64 %	1,333.33	(5,087.00)	381.53 %
36000	Fund Balance & Other Revenues	8,000.00	0.00	0.00 %	666.67	0.00	0.00 %
<b>Total</b>	<b>Revenues</b>	<b>24,000.00</b>	<b>(6,662.65)</b>	<b>27.76 %</b>	<b>2,000.00</b>	<b>(5,087.00)</b>	<b>254.35 %</b>
<b>Expenditures</b>							
42122	Drug Fund	(24,000.00)	4,268.73	17.79 %	(2,000.00)	0.00	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(24,000.00)</b>	<b>4,268.73</b>	<b>17.79 %</b>	<b>(2,000.00)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total 122</b>	<b>Drug Fund</b>	<b>0.00</b>	<b>(2,393.92)</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(5,087.00)</b>	<b>0.00 %</b>



413	Water And Sewer	Monthly Comparative:						
		Year-To-Date			Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues								
36100	Interest Earnings	8,000.00	(3,397.61)	42.47 %	666.67	(575.81)	86.37 %	
37110	Metered Water Sales	1,160,828.00	(698,013.51)	60.13 %	96,735.67	(94,117.73)	97.29 %	
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
37117	Outside Water Sales	914,658.00	(506,900.01)	55.42 %	76,221.50	(68,003.92)	89.22 %	
37191	Penalties	35,000.00	(19,543.35)	55.84 %	2,916.67	(3,627.46)	124.37 %	
37194	Sales Of Materials	30,000.00	(14,078.84)	46.93 %	2,500.00	(532.57)	21.30 %	
37195	Installation Charges	60,000.00	(36,115.00)	60.19 %	5,000.00	(5,230.00)	104.60 %	
37196	Water User Fees	50,000.00	(21,020.00)	42.04 %	4,166.67	(1,470.00)	35.28 %	
37199	Miscellaneous	5,000.00	(5,900.00)	118.00 %	416.67	0.00	0.00 %	
37210	Sewer Service Charges	1,285,270.00	(772,262.35)	60.09 %	107,105.83	(106,245.10)	99.20 %	
37296	Sewer User Fees	30,000.00	(9,450.00)	31.50 %	2,500.00	0.00	0.00 %	
37299	Miscellaneous	3,500.00	(946.94)	27.06 %	291.67	(170.65)	58.51 %	
37500	Bad Debt Recovery	0.00	(386.05)	0.00 %	0.00	0.00	0.00 %	
Total Revenues		3,582,256.00	(2,088,013.66)	58.29 %	298,521.33	(279,973.24)	93.79 %	
Expenditures								
41500	Financial Administration	(485,170.00)	485,168.00	100.00 %	(40,430.83)	0.00	0.00 %	
41990	General Government	(427,193.00)	287,448.48	67.29 %	(35,599.42)	17,900.28	50.28 %	
43750	Capital Improvements	(135,000.00)	6,888.82	5.10 %	(11,250.00)	0.00	0.00 %	
49000	Debt Service	(588,409.00)	90,104.69	15.31 %	(49,034.08)	10,501.85	21.42 %	
52113	Purification	(635,457.00)	370,591.11	58.32 %	(52,954.75)	50,118.47	94.64 %	
52114	Transmission And Distribution	(737,671.00)	412,938.00	55.98 %	(61,472.58)	56,285.19	91.56 %	
52117	Utility Director	(71,012.00)	39,068.53	55.02 %	(5,917.67)	4,854.15	82.03 %	
52213	Sewer Treatment And Disposal	(630,452.00)	304,935.47	48.37 %	(52,537.67)	49,109.89	93.48 %	



413	Water And Sewer	Account	Description	Year-To-Date			Monthly Comparative:			58.33%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
</										

Report for the citations issued, the disposition date for which was on  
January 2020

Monies outstanding from August 7, 2007 – Jan. 2020	\$ 66,275.55
Monies collected from August 7, 2007 – Jan. 2020	\$ 492,560.80


JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 650.00	
Collected in court on fines and costs		\$ 125.00
Amount collected after Jan. 2020 Court		\$ -0-
Total collected for citations on Jan 2020		\$ 125.00
Amount outstanding for Jan. 2020	\$ 525.00	
<u>2</u> Cash bond forfeitures		\$ 227.50
Total amount collected for Jan 2020 Citations		\$ 352.50
Amount collected from previous months/FTA etc.		\$ 138.75
Total collected in January 2020		<b>\$ 491.25</b>

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 31<sup>st</sup> January 2020.

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

# KINGSTON POLICE DEPARTMENT -JANUARY 2020

TIBRS Group A Offenses		
Crimes Against Persons		
Aggravated Assault		
Simple Assault	3	
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		3

TIBRS Group B Offenses		
Bad Checks		
Curfew/Loitering/Vagrancy Violations		
Disorderly Conduct		
Driving Under the Influence		
Drunkenness	1	
Family Offenses, Non-Violent		
Liquor Law Violations		
Peeping Tom		
Trespass of Real Property	1	
All Other Offenses	2	
Total		3

Crimes Against Property		
Arson		
Bribery		
Burglary/Breaking and Entering		
Counterfeiting/Forgery		
Embezzlement		
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		
Theft from Coin Operated Machine/Device		
Theft from Motor Vehicle		
Theft of Motor Vehicle Parts/Accessories		
All Other Larceny		
Motor Vehicle Theft		
Robbery		
Stolen Property Offenses		
Vandalism	1	
Subtotal		1

<b>Central Dispatch</b>	
Crash Reports	21
Traffic Stops	42
Investigator Needed on Scene	8
Domestic Complaints	2
Escorts Funeral/Other	9
Animal Calls	4
Vandalism	
Fights	
Burglar Alarms/Fire Alarms	14
Child Sexual Assaults	
Forgery	
Theft	3
Vehicle Theft	
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	109
	109
	<b>Subtotal</b>
	<b>Total Calls</b>
	<b>218</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	0
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns/warning notices given	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	40

Patrol Mileage	21,411
Hours Worked	2,612
Reserve Hours Worked	116
Total Overtime Hours	81
Total Amount of Overtime Wages	2,303
City Court Citations	14
Warning Citations	14
General Sessions Citations	1
Arrest	8
Juvenile Arrest	0
Incident Reports	21

## JANUARY 2020 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
1/31/2020	Harris Marine	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		New owner has remove more boats, and cleaned up more
		13-302. <u>Wrecked, junked or abandoned vehicles probited</u> 13-502- <u>Duty of maintenance of private property.</u> 13-501 Declaration of nuisances. 13-106 Health & sanitation nuisances 13-104 <u>Weeds.</u>		Still cleaning
1/31/2020	136 Cumberland St.	13-403 Dangerous building		still in process of cleaning - top part has been removed

# Kingston Police Department

## January 2020 Safety Training

Topic: Stop The Bleed

Instructors: Captain Tony Guy/ Captain Roy Montgomery

Topics Covered: Wound Identification and classification,  
Tourniquet Use, Wound Packing, Wound  
Compression, Basic First Aid

Roster: Tony Guy	Roy Montgomery	Tommy Snow
Adam Alkishawi	Keith Kile	Jamie Melton
Jamie Melton	Steven Dukes	Steven Dukes
Caleb Strayer	James Moseley	Garry Kerley
Tommy Guinn	David Choate	Jim Washam
Aaron Payne	Jonathan Sarten	Alex French
Brian Luttrell	Bradley Miller	Mark Warren



# 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](mailto:jim.washam@kingstontn.gov)

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

From: Captain Roy Montgomery Training Officer

Training for the month of January the Kingston Police Department officers was taught a new program for safety in the field. The program taught was STOP THE BLEED, this is a new program where officers are taught on how to apply a tourniquet on themselves or another officers in case of a major gunshot wound or a bad cut that happens in the field.

This class was taught by Captain Roy Montgomery and Captain Tony Guy, These officers became instructors on this program back in November 2019. All fulltime, part time and reserve officers was taught this 4 hour course.

Captain Roy Montgomery GDI/TO  
Feb 4/2020p

## Kingston Fire Department January 2020

### Summary of Month's Activities

#### Fire Operations

The Department responded to 85 calls for service during the month.

#### Fire Administration

- Department head meeting
- Chief Gordon received his new Dodge Durango
- East TN Regional Fire Chiefs was attended by A/C Goss
- Golf Tournament date and place has been set

#### Monthly Overtime

OT Hours: 151

Cost: 3,934.85

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

- Shift Training
- Defenders Meeting
- Inservice

	This Month	YTD
Fire Inspections	79	79

#### Public Fire Education

	This Month	YTD
Participants	0	
Education Hours	0	
Number of Occurrences	0	



### **Firefighter Training**

- KFD is continuing shift training
- Driver Training continuing for 2020
- Automatic Aid Training with Harriman Fire Department
- Inservice began January 7<sup>th</sup> and will continue until late March

### **Implemented Performance Standards Plan**

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered
- Physical Agility Test is being establish to meet J.P.R

### **Fleet Maintenance**

- E3 had warranty work completed at BST in Knoxville

### **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**

- Driving

**Kingston Fire Department**  
Incident Report  
Incident Totals

**Jurisdiction**

Jan-20

**TOTAL CALLS**

**85**

Category	Total		Total
Structure Fires	2	Hazardous Calls	
Vehicle Fires		Service Calls	16
Brush/Grass Fires		Good Intent Calls	5
Refuse/rubbish Fires		Unintentional False	3
Other Fires		Other False	
<b>Total Fires</b>	<b>2</b>	<b>Total False:</b>	<b>Total</b>
			24
Rescue and EMS	59	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	
Mutual Aid Given	2		
Fire Service Injuries		<b>Fire Dollar Loss</b>	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

# Kingston Fire Department



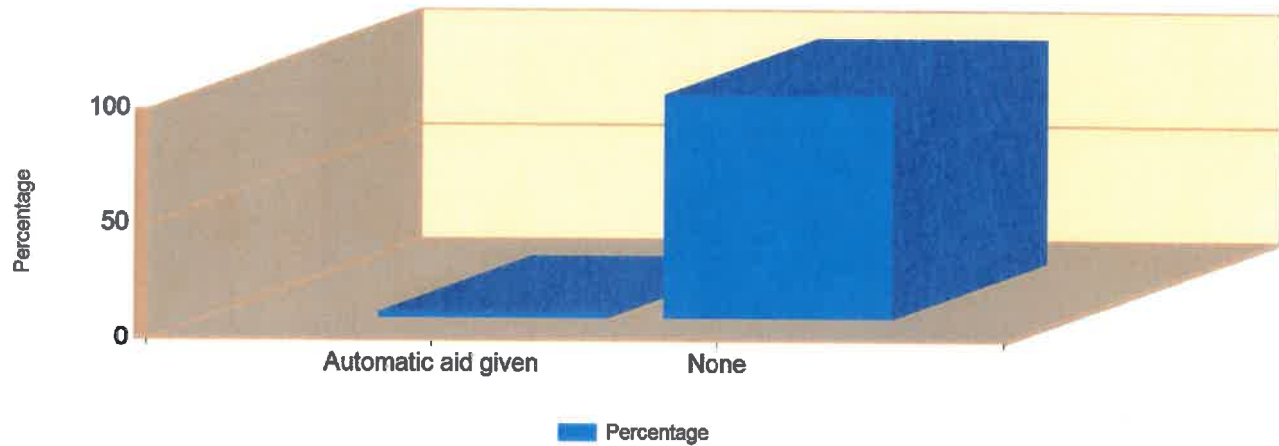
Kingston, TN

This report was generated on 2/4/2020 8:09:50 AM

## Count of Aid Given and Received for Incidents for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Automatic aid given	2	2.4%
None	83	97.6%

Only REVIEWED incidents included

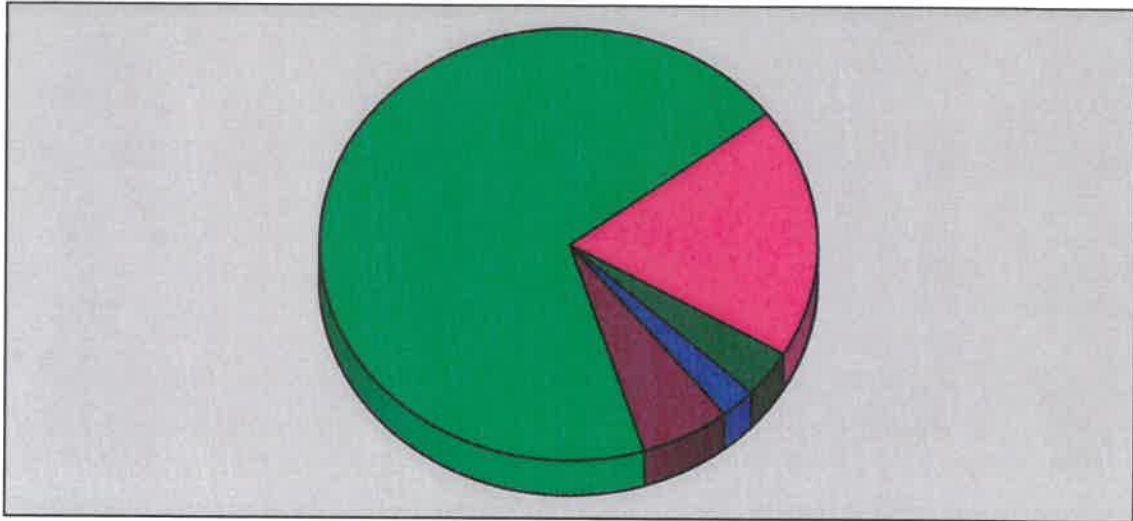
# Kingston Fire Department

Kingston, TN

This report was generated on 2/4/2020 8:10:24 AM

## Major Incident Types by Month for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020



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

INCIDENT TYPE	JAN	TOTAL
False Alarm & False Call	3	3
Fire	2	2
Good Intent Call	5	5
Rescue & Emergency Medical Service Incident	59	59
Service Call	16	16
Total	85	85

Only REVIEWED incidents included

# Kingston Fire Department



Kingston, TN

This report was generated on 2/4/2020 8:10:52 AM

## Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	SUM
Controlled burning	1		1
Dispatched and canceled en route	3		3
Emergency medical service (EMS) Incident	42	1	43
False alarm and false call, other	2		2
HazMat release investigation w/no HazMat	1		1
Medical assist	16	1	17
Person in distress	1		1
Public service assistance	15	1	16
Rescue or EMS standby	1		1
Structure Fire	2		2
Unintentional system/detector operation (no fire)	1		1
<b>Total</b>	<b>85</b>	<b>3</b>	<b>88</b>

Only REVIEWED incidents included



**EMERGENCY  
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Page # 1



# Kingston Fire Department

## Driver Training

<b>Date &amp; Time</b> 01/05/2020 08:00 - 01/05/2020 11:00	<b>Location</b>
<b>Objective</b> To become more familiar with operations of the trucks	
<b>Instructors</b> 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/ AEMT)	Kingston Fire Department	1813	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1812	



# Kingston Fire Department

## Driver Training

Class Information	
<b>Date/Time</b>	01/05/2020 08:00 - 01/05/2020 11:00
<b>Class Length</b>	3:00
<b>Station</b>	<b>Category</b> Driver Training
<b>Location</b>	<b>Evaluation Method(s)</b> None
<b>Objective</b>	To become more familiar with operations of the trucks

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

Resources	
Name	Description

Narrative
No narrative has been recorded.

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



# Kingston Fire Department

## Driver Training

**Date & Time** 01/06/2020 08:00 - 01/06/2020 11:00

**Location**

**Objective** To become more familiar with operations of the trucks

**Instructors** Cloyd, Greg W (LT)

### Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (LT)	Kingston Fire Department	1805	
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1811	
Thacker, Jim D (FF/EMR)	Kingston Fire Department	1809	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1807	





# Kingston Fire Department

## Driver Training

### Class Information

<b>Date/Time</b>	01/06/2020 08:00 - 01/06/2020 11:00		
<b>Class Length</b>	3:00	<b>Category</b>	Driver Training
<b>Station</b>		<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>	To become more familiar with operations of the trucks		

### Instructors

Name	Instructor Type	Notes
Cloyd, Greg W (LT)	Lead Instructor	

### Resources

Name	Description

### Narrative

No narrative has been recorded.

### 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
Cloyd, Greg W
Gordon, Saul W
Logan, Jay
Thacker, Jim D
Woody, Josh D



# Kingston Fire Department

## Driver Training

**Date & Time** 01/04/2020 08:00 - 01/04/2020 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	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

## Driver Training

### Class Information

<b>Date/Time</b>	01/04/2020 08:00 - 01/04/2020 11:00		
<b>Class Length</b>	3:00	<b>Category</b>	Driver Training
<b>Station</b>		<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>	To become more familiar with operations of the trucks		

### Instructors

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

### Resources

Name	Description
Ladder 1	Ferrara ladder 77 foot with waterous pump, 500 gallons of water, and fully equipped

### Narrative

KFD MEMBERS ON SHIFT ALL REVIEWED SAFETY OF DRIVING AN APPARATUS. KFD MEMBERS THEN DROVE KFD L1 THROUGH THE CITY IN A VARIATION OF LEFT AND RIGHT HAND TURNS. MEMBERS DROVE ON ROADS FROM ONE WAY, SMALL 2 LANE, 4 LANES, AND THE INTERSTATE.

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



# Kingston Fire Department

## Driver Training

**Date & Time** 01/04/2020 08:00 - 01/04/2020 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	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

## Driver Training

### Class Information

<b>Date/Time</b>	01/04/2020 08:00 - 01/04/2020 11:00		
<b>Class Length</b>	3:00	<b>Category</b>	Driver Training
<b>Station</b>		<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>	To become more familiar with operations of the trucks		

### Instructors

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

### Resources

Name	Description
Ladder 1	Ferrara ladder 77 foot with waterous pump, 500 gallons of water, and fully equipped

### Narrative

KFD MEMBERS ON SHIFT ALL REVIEWED SAFETY OF DRIVING AN APPARATUS. KFD MEMBERS THEN DROVE KFD L1 THROUGH THE CITY IN A VARIATION OF LEFT AND RIGHT HAND TURNS. MEMBERS DROVE ON ROADS FROM ONE WAY, SMALL 2 LANE, 4 LANES, AND THE INTERSTATE.

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

## Public Works Report JANUARY 2020

### 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:	1 Loads 24
Recycled materials collected:	trailer 1

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	7 loads	161 Loads
Culverts/Storm Drains Cleaned	9	89
Curb/Sidewalk Repair/Install/Remove	120 ft	670 ft
Drainage Inspection Requests	0	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)	3	34
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)	13	44
Streets Striped	0	5
Tennessee One Calls	1	16
Traffic Signal Repair	0	16
Tree Trimming Requests	0	5

Vehicle Maintenance – Routine	15	63
Vehicle Maintenance – Unscheduled	6	31
Water Quality – Related Outreach Events	NA	NA

#### **Public Works Facility, Outreach & Project Review:**

Residential meetings and work to assist with drainage-related projects –1  
 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-3  
 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- 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:** 1-7-19

**Topic:** Smoking / Vaping

**Instructor:** Logan Bell

**Employees in Attendance:**

Printed Name	Signature
Ricky Crawford	Ricky Crawford
Robert L. Miller Sr	Robert L. Miller Sr.
Devin White	Devin White
Doug Romines	Doug Romines
David Harrison	David Harrison
Allen K Rue	Allen K Rue
Gregory A. Leach SR	Gregory A. Leach Jr.
Jim Clark	Jim Clark





## **Parks and Recreation Monthly Report**

**CITY OF KINGSTON**

**DEPARTMENT: PARKS & RECREATION**

**MONTH: JANUARY 2019**

### **Completed Tasks:**

- Began burning years worth of driftwood behind the walking bridge. It is almost all gone.
- Reserved a date for Spring Street Fest and began mailing letters to previous vendors and booking talent.
- Finalized Parks and Recreation Master plan. We should be receiving hard copies along with digital files for all council members.
- Reinstall disc golf holes that needed removed during construction of amphitheater.
- Booked several events at the amphitheater (2 weddings)

### **Ongoing Tasks**

- We are continuing work on the batting cage at Southwest Point. Grade work was donated by Quest Restoration. We are almost ready to pour.
- We have obtained 3 pool cover quotes that I will present to Mr. Bolling.

### **Tasks for February:**

- Continue organizing Spring and Summer events such as Street Fest, Smokin' The Water, and Concerts at the amphitheater.
- Work with RCHS on making improvements to the ball fields and Southwest Point. Noticeable improvements have already been made.

**KINGSTON PARKS AND RECREATION  
BOARD MINUTES  
January 6, 2020**

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

**ABSENT:** Eric Clark, Matt Melton, Jody Tipton

**GUESTS:** Sonny Hunter

- The meeting called to order by Chairman Sammy Frogg at 6:05 p.m.
- Chase gave an invocation.
- Motion was made by Paul to approve November minutes. Keenon seconded it, and motion carried.

**UNFISHED/OLD BUSINESS:**

1. Christmas parade – Going back to the old parade route this year was a great success, businesses liked it better as did the Old Courthouse /Heritage Commission. Keenon mentioned that a lot of the floats were not yet assembled and that in the future a location like City Park or the Gravel Pit should be reserved for just that purpose. Chase agreed and added that that would be a good for all those people who are riding on the floats to meet.
2. Christmas Bazaar, Candy Cane Hunt and Tree Lighting went well. Vendors did well, and were happy. We had a large group of children for the hunt, more than in the past few years. Tree lighting ceremony went well. The Grove church assisted by providing a children's craft, and refreshments. The choir director and a few members played and sang some carols.
3. Batting Cage update - has to be poured in three sections. Total of 3500 sq. feet. Chase will get bids. Paul suggested Painter Construction.

**NEW BUSINESS:**

1. Fort Southwest Point Candlelight Tour postponed due to inclement weather, looking at Jan. 25<sup>th</sup> as the new date.
2. Volleyball sign ups are currently in progress, and will continue until Feb. 15<sup>th</sup>
3. Softball sign ups beginning in Feb.
4. The Spring Street Fest is tentatively scheduled for April 4<sup>th</sup>.
5. ORNL is donating \$40,000 to sponsor entertainment for the amphitheater for Friday night concerts May – August.
6. Coaches will have to fill out a new "Facility Use" form for 2020 to use the fields. Josh will notify all the coaches in regard to this.

Kennon made a motion to adjourn and Eric seconded it. Motion carried and meeting ended at 6:45 p.m.

**Dates to Remember:**

Saturday, January 25<sup>th</sup> Candlelight Tour

Saturday, April 4<sup>th</sup> Street Fest

## **Nov. & Dec. KINGSTON COMMUNITY CENTER MONTHLY REPORT**

**These are the regularly scheduled on-going meetings and events that were held at the Center during the months of Nov. & Dec.**

Senior Luncheon	Anybody Can Exercise
Senior Bridge	Zumba Classes
Senior Quilting	Roane County Retired Teaches
T.O.P.S.	Roane Country Sewing Club
Senior Executive Board	Senior Pinochle
Rural Mixers FCE	Krafty Korner - FCE
American Red Cross	Senior Bingo
Kingston Parks & Rec Committee	Roane Co. Autism Support Group
Adult Table Tennis	Three Rivers Antique Tractor Club
Kingston Beautification Committee	Girl Scouts Troops & Leaders
Outdoor Kingston	Knoxville TVA Retired Employees

**Groups and Events held in addition to the regularly scheduled ones at the Center during the month of Nov. & Dec.**

Swim Team Board	Walden Ridge Car Club	Class of 1980
Arp Driving Class	TVA Community Action Group	Mideast Breakfast
Christmas Ideas Fair	Roane Co. Lacrosse Christmas Party	

	<u>Nov.</u>	<u>Dec.</u>
Community Center Rentals -	\$2,223.50	\$420.00
Boat Slip Rentals -	\$770.00	\$1,240.00

Submitted by Debbie Russell

**Kingston Parks and Recreation**  
**COMMUNITY CENTER ACTIVITIES**  
**376-9476**

**kingstontn.gov**

The Kingston Community Center serves as a satellite location and co-sponsor with the **Mid-East Community Action Agency** for the following senior citizen activities. A senior executive board meets the Monday before the senior luncheon and coordinates with the Community Center office and Mid-East on activities.

**SENIOR CITIZEN ACTIVITIES**

ABC Exercise	9:30 a.m.	Mon & Thurs
Pinochle	12:00 p.m.	Mondays
Quilting	9:00 a.m.	Tues & Thurs
Bridge	1:00 p.m.	Tuesdays
Pinochle	12:00 p.m.	Wednesdays
Rook/Card Games	1:00 p.m.	Thursdays
Quilting	9:00 a.m.	Tues & Thurs.
Covered Dish Luncheon	11:30 a.m.	Every Third Thursday
Bingo	1:00 p.m.	Third Thursday

**ADDITIONAL ACTIVITIES, CLUBS and ORGANIZATIONS**

Kingston Parks and Recreation Committee	Roane County Foster Care
AARP Tax Assist (Feb, Mar, Apr)	T.O.P.S. Weight Loss Class
ZUMBA Classes	Roane County Girl Scout Service Unit
Roane County FCE Clubs and Board meetings	American Red Cross
Three River's Antiques & Collectibles	N.A.M.I. (Mental Illness Assoc.)
TVA Retiree's Luncheon Meeting	Annual FCE Christmas Ideas Fair
Roane County Retired Teachers	Adult Table Tennis
Salvation Army	AYSO Soccer Meetings/Sign-ups
Roane Sewing Club	Daisy Scout Troop Meetings
D.A.R. Chapter Meetings	Roane County Master Gardeners
Roane County Autism Support Group	

The Community Center has a central banquet room, kitchen and a number of large and small meeting/activity rooms for church dinners, banquets, wedding receptions, children's birthday parties and business meetings. They are available for use by responsible groups at a set fee schedule. Rooms are reserved in advance by contacting the office and completing a facility use form. The City pool opens to the public in May each year. Daily public swim, pool parties, swim lessons, water aerobics and lifeguard instruction are offered. Kingston has a swim team that practices daily during the summer season. For information, contact the Community Center at 376-9476. The City's website is [www.kingstontn.gov](http://www.kingstontn.gov). Visit Parks and Recreation Department on this site to access further information on our events/classes.

**OSHA Training Toolbox Talk: Basic Scaffold Safety – Protecting Workers from Falling Objects**

*(Reference 1910 Subpart D / 1926 Subpart L)*

**Heads Up!** That's what you might expect to hear shouted out if someone working on a scaffold accidentally drops, kicks, or bumps a tool, piece of equipment, or material, causing it to fall to a lower level or the ground. However, such a verbal warning might very well be too little and too late. That is because being struck by something as small as a bolt or a nut falling from above can cause a severe injury, or could even be deadly, due to the increased velocity and force the object develops as it is falling.

Therefore, Federal OSHA scaffold standards spells out several requirements for preventive measures to be taken, including but not limited to the following, when we work on or near scaffolding so as to help avoid injuries and fatalities associated with falling objects:

- Rule number one is to always wear an approved hard hat when working on or near scaffolding;
- In addition to wearing hardhats, each employee on a scaffold shall be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toe-boards, screens, or guardrail systems, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects;
- More specifically, where there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below, the following provisions apply:
  - The area below the scaffold to which objects can fall shall be barricaded, and employees shall not be permitted to enter the hazard area; or,
  - A toe-board shall be erected along the edge of platforms more than 10 feet above lower levels for a distance sufficient to protect employees below.
- Protection options where tools, materials, or equipment are piled to a height higher than the top edge of the toe-board include:
  - Installing paneling or screening that extends from the toe-board or platform to the top of the guardrail for a distance sufficient to protect employees below; or,
  - Installing a guardrail system with openings small enough to prevent passage of potential falling objects; or,
  - Installing a canopy structure, debris net, or catch platform that is strong enough to withstand the impact forces of the potential falling objects over the employees below.
- When the falling objects are too large, heavy or massive to be contained or deflected by any of the above-listed measures, employees must make sure to place such potential falling objects away from the edge of the surface from which they could fall, and shall secure those objects as necessary to prevent their falling (*discuss general measures such as chocking rolling objects, utilizing tethers, etc.*);

Making sure the protective systems selected are installed and meet additional specific strength and design criteria established by OSHA is the responsibility of the Competent Person. However, we want you to have a basic understanding of the general protective measures required so you will avoid removing or by-passing them when working on a scaffold. So if you are ever in doubt about the precautions being taken to prevent being struck by falling objects, check with the Competent Person for further guidance.

Does anyone have any questions about these basic OSHA requirements to protect workers from being struck by objects falling from scaffold platforms? Thank you for your participation. Please make sure to sign your name on the training certification form so you get credit for attending today's training session.

## OSHA SAFETY TRAINING CERTIFICATION FORM

**Toolbox Topic Covered:** Basic Scaffold Safety – Protecting Workers from Falling Objects

Company Name: Kingston Parks & Rec

Date: 1-28-2020

Training led by: Chase Clem

PRINT NAME

J. H. C. HUNTER

Chase Clem

J. K. King

Eddie King

Josh King

SIGNATURE

J. H. C. Hunter

Chase Clem

Josh King

Eddie King

Josh King

## OSHA Training Toolbox Talk: Seven Things You Should NEVER Do With A Portable Ladder

[Reference 1910 Subpart D / 1926 Subpart X]

We've held several toolbox talks about the proper selection and use of various types of portable ladders, and well as actions and conditions to avoid when using a ladder. But something we haven't talked about too much are some of the ways that people misuse a ladder in ways that it was not designed. So here is a quick list of seven things you should never do with your portable ladder.

- **Never use your portable ladder as a make-shift scaffold stand or scaffold board.** Setting up two step-ladders and placing a walk-board horizontally from one ladder to the other is an invitation to a fall. So is laying an extension ladder horizontally across two saw horses or other surfaces to use as a walking or working surface. One other thing to avoid? Setting your ladder up to serve as a ramp so you can walk up and down from one level to another.
- **Do not climb up the back side of a step ladder.** The cross braces on back of your portable step ladder are just that; braces. They are not designed to support your weight, the spacing between the braces is too far apart to climb safely, and they are not treated to prevent your foot from slipping off. *(You may wish to point out that this rule does not apply to specialty ladders designed by some manufacturers to be climbed on both sides, if applicable).*
- **Do not use your portable ladder as a tool or equipment rack.** Hanging or laying a tool or something similar on the side-rail or on a rung of your ladder is an invitation to an accident. Someone who does not know, or forgets, it is there might accidentally step on it as they climb up or down the ladder, or it may interfere with them grasping a side rail or rung.
- **Do not tie two ladders together to make a longer one.** I really don't need to list all of the things that could go wrong if we did this, do I??
- **Never set up your ladder in the back of a truck bed, on top of a trailer, or in the bucket of a front end loader or other vehicle.** Even though we would like to believe there is no way the vehicle could move and cause your ladder to fall, unintended things do happen on occasion.
- **Do not salvage and use unbroken sections of a broken ladder.** If one part of the ladder is damaged or broken, take the entire ladder out of service. Do not separate the "good" section to use for climbing or other purpose. It should also go without saying that making any kind of structural repairs or modifications to broken ladders in the field must not be done either.
- **Last but not least, do not allow two or more people to climb or work from a ladder at the same time.** This usually results in too much weight on the ladder, and also makes the ladder less stable than when used by only one person. In addition, this practice is typically prohibited by ladder manufacturers. Of course, this does not apply to specialty ladders designed to be used by two people at one time.

Does anyone have any additional examples of the misuse of a portable step ladder or extension ladder? Thank you for your participation, and please be sure to sign your name to the training certification form so you get credit for attending today's training session.

## OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: Seven Things You Should NEVER Do With A Portable Ladder

Company Name: Kingston Parks & Rec

Date: 1-29-2020

Training led by: Chase Clem

PRINT NAME

H.G. Hunter

Chase Clem

Josh

Eddie Lentz

Josh King

SIGNATURE

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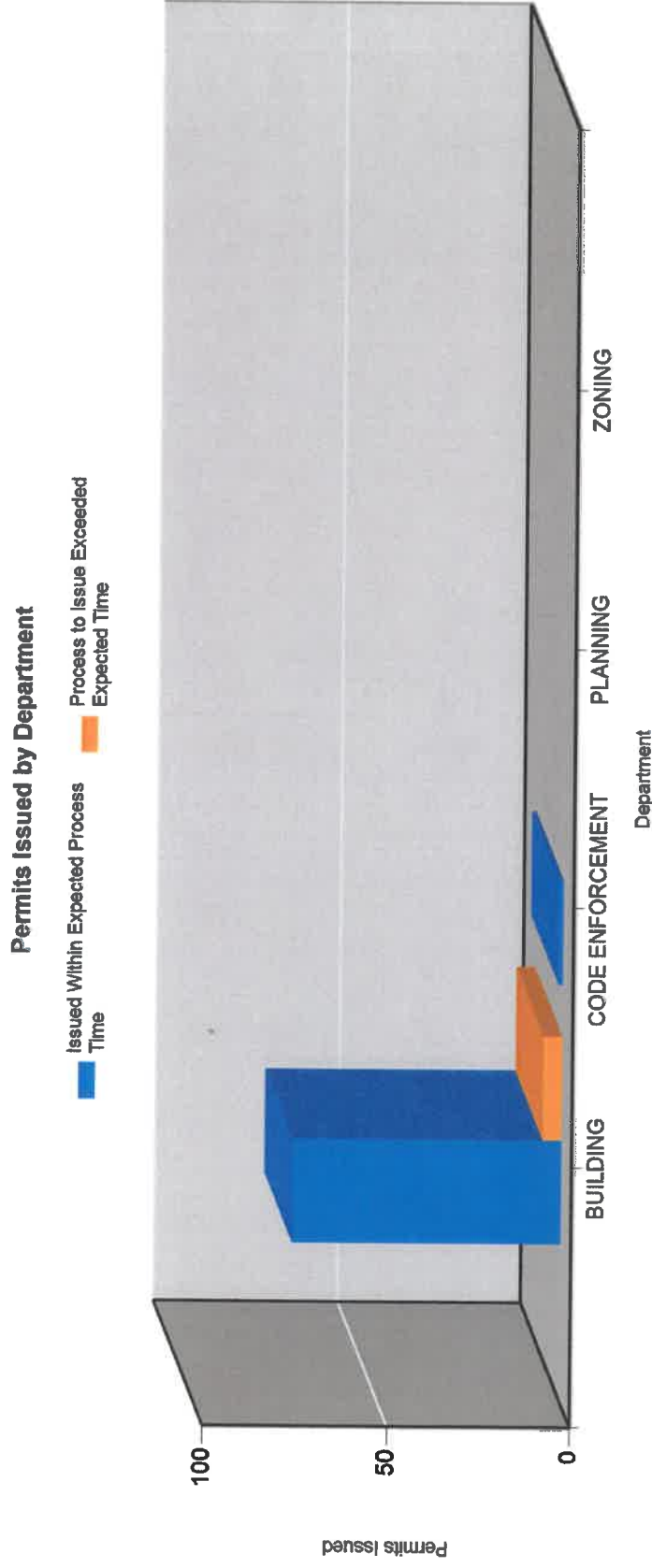
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## Issued Permits By Department

ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
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**Report run on: 02/03/2020 08:38 AM**



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	62	58	Same Day	1.22 Days	1	53	5
	PL	Same Day	10	10	Same Day	0 Days	1	10	0
	RM	Same Day	12	10	Same Day	0 Days	1	10	0
CODE ENFORCEMENT	BK	Same Day	2	0	Same Day	0 Days	1	0	0



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CODE ENFORCEMENT	JNK	Same Day	1	1	Same Day	0 Days	1	1	0
PLANNING	PLT	Same Day	4	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

### Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2020-001 KC Screened Porch 188 Hartford Village Way, Kingston, TN 37763	Submitted: 01/02/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/02/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-002 Residential Home 143 East Shore Dr, Rockwood, TN 37854	Submitted: 01/02/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/02/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-003 Garage 240 Fritts Rd, Oliver Springs, TN 37840	Submitted: 01/03/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/03/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-004 Residential Home 377 Walking Horse Trail, Rockwood, Tn 37854	Submitted: 01/03/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/03/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-005 KC Garage 724 Eblen Circle, Kingston, TN 37763	Submitted: 01/03/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/03/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2020-006	Residential Home	1981 Loudon Highway, Loudon, TN 37774	Submitted: 01/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-007	Dock	121 Centers Ferry Road, Harriman, TN 37748	Submitted: 01/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-008	HC Sign	1861 Griffiths DR, Harriman, TN 37748	Submitted: 01/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-009	Commercial Building	490 Sam Rayburn Pkwy, Lenoir City, TN 37771	Submitted: 01/07/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/14/2020	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		BP2020-010		233 Majestic View Drive, Rockwood, TN 37854	Submitted: 01/08/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
		BP2020-011	DW	127 Lakescene Rd, Kingston, TN 37763	Submitted: 01/08/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/08/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-012	Inground Pool	4055 Kingston Hwy., Kingston, TN 37763	Submitted: 01/08/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/08/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-013	KC DW	1444 Mobile Dr, Kingston, TN 37763	Submitted: 01/09/2020 Technically Complete: Approved: Ready to Issue: Issued: 01/09/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Technically Complete: Ready to Issue: Issued:	Submitted: 01/10/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-014	Deck	154 Bayside Dr, Ten Mille, TN 37880			
BP2020-015	Remodel	142 White Oak Dr, Harriman, TN 37748	Technically Complete: Ready to Issue: Issued:	Submitted: 01/10/2020	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
BP2020-016	Carport	192 Gallaher Road, Kingston, TN 37763	Technically Complete: Ready to Issue: Issued:	Submitted: 01/10/2020	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
BP2020-017	Remodel	109 Beechwood Ln, Kingston, TN 37763	Technically Complete: Ready to Issue: Issued:	Submitted: 01/10/2020	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
BP2020-018	Storage Building	280 Humphreys Road, Philadelphia, TN 37846	Technically Complete: Ready to Issue: Issued:	Submitted: 01/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-019	Residential Home	1560 River Road, Kingston, TN 37763	Technically Complete: Ready to Issue: Issued:	Submitted: 01/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-020	Garage	192 Gallaher Road, Kingston, TN 37763	Technically Complete: Ready to Issue: Issued:	Submitted: 01/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-021	Dock	115 Turkey Ridge Rd, Rockwood, TN 37854	Technically Complete: Ready to Issue: Issued:	Submitted: 01/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1





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BUILDING	BP	BP2020-022	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/15/2020	In Process: Waiting: Total Days: Total Cycles:
		HC Deck			0 0 0 1
		229 Hillside Dr, Hamman, TN 37743		01/15/2020	
		BP2020-023	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/15/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Porch & Deck			
		209 Old Johnston Valley Rd, Kingston, TN 37763			
		BP2020-024	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/15/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Pole Barn			
		371 PIN OAK Rd., Rockwood, TN 37854			
		BP2020-025	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/15/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Deck Addition			
		103 MOUNTAIN VIEW Lane, Oliver Springs, TN 37840			
		BP2020-026	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/17/2020	In Process: 17 Waiting: 0 Total Days: 17 Total Cycles: 1
		HC Bank Sign			
		1017 S Roane St, Hamman, TN 37748			
		BP2020-027	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/17/2020	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		HC Sign			
		1920 Roane State HWY, Hamman, TN 37748		01/21/2020	
		BP2020-028	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/17/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Remodel			
		165 Foremast Rd., KINGSTON, TN 37763			
		BP2020-029	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	01/17/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home			
		214 Dyllis Road, Hamman, TN 37748			



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BUILDING	BP		Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
BP2020-030	Garage	627 Duncan Hollow Rd, Harriman, TN 37748	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-031	OS #1-#3 Yurts	555 Windrock Park Lane Cabin 1, Oliver Springs, TN 37840	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-032	KC Porch	104 Hart Circle, Kingston, TN 37763	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-033	Dock	131 BASS Lane, KINGSTON, TN 37763	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-034	SW	271 Skyline Dr, Harriman, TN 37748	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-035	Deck	154 Lane Hedgecock Road, Kingston, TN 37763	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-036	RM for BP2019-618	120 Gallaher View Dr, Kingston, TN 37763	Submitted: 01/22/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
BP2020-037	KC Steps Only	705 W Race St, Kingston, Tn 37763	Submitted: 01/22/2020 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: 01/22/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-038	Insulation Only	314 New Midway Rd, Kingston, Tn 37763		
BP2020-039	Metal Garage/Carport	132 Burkett Rd, Rockwood, TN 37854	Submitted: 01/23/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-040	Inground Pool	1020 Riggs Chapel Rd, Harriman, TN 37748	Submitted: 01/23/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-041	KC Carport	120 Farmer Rd, Kingston, TN 37763	Submitted: 01/23/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-042	SW	858 Sweetwater Road, Philadelphia, TN 37846	Submitted: 01/23/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-043	DW	146 Holloway Road, Rockwood, TN 37854	Submitted: 01/23/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-044	Docks	1060 Paint Rock Ferry Road, Kingston, TN 37763	Submitted: 01/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-045	DW	209 Willow Drive, Kingston, TN 37763	Submitted: 01/24/2020 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: 01/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-046	Porch	535 Dogwood Valley Rd, Kingston, Tn 37763		
BP2020-047	KC Remodel	1384 Byrd Cir, Kingston, TN 37763	Submitted: 01/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-048	HC Repairs	406 Walden Ave, Harriman, TN 37748	Submitted: 01/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-049	HC SW	172 Moxnign Dr, Harriman, TN 37748	Submitted: 01/27/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
BP2020-050	Decks	246 Allison Dr, Harriman, Tn 37748	Submitted: 01/27/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-051	KC Deck Replacement	119 Greystone Way, Kingston, TN 37763	Submitted: 01/28/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-052	Deck	2181 Sugar Grove Valley Rd, Harriman, TN 37748	Submitted: 01/28/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-053	Addition	119 Mainsail Rd, Kingston, TN 37763	Submitted: 01/29/2020 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: 01/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
BP2020-054	Workshop			
148 Cunningham Blvd, Harriman, TN 37748				
BP2020-055	Garage/ Shop			
1168 Lawnville Rd, Kingston, TN 37763				
BP2020-056	Inground Pool			
2280 Buttermilk Rd West, Kingston, Tn 37763				
BP2020-057	Addition			
557 Windrock Lane, Oliver Springs, TN 37840				
BP2020-058	Porch			
129 Ladd Wright Rd, Kingston, Tn 37763				
BP2020-059	DW			
138 Gray Knob Rd, Kingston, TN 37763				
BP2020-060	Garage			
294 Charles Butler Road, Oliver Springs, TN 37840				
BP2020-061	Cell Tower Generator			
396 Ridgewood Road, Harriman, TN 37748				



BUILDING	BP	Submitted: 01/31/2020	In Process: 0
	BP2020-062	Technically Complete:	Waiting: 0
	Solar Panels	Approved:	Total Days: 0
	149 Vancon Drive, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
	PL2020-001	Issued: 01/31/2020	
	PL for BP2019-624	Submitted: 01/02/2020	In Process: 0
	105 Cena Lane, Harriman, Tn 37748	Technically Complete:	Waiting: 0
	PL2020-002	Approved:	Total Days: 0
	PL for BP2019-380	Ready to Issue:	Total Cycles: 1
	182 Ollis Road, Oliver Springs, TN 37840	Issued: 01/02/2020	
	PL2020-003	Submitted: 01/02/2020	In Process: 0
	PL for BP2019-611	Technically Complete:	Waiting: 0
	125 Barrie Lane, Kingston, TN 37763	Approved:	Total Days: 0
	PL2020-004	Ready to Issue:	Total Cycles: 1
	PL for BP2019-749	Issued: 01/07/2020	
	233 Majestic View Drive, Rockwood, TN 37854	Submitted: 01/08/2020	In Process: 0
	PL2020-005	Technically Complete:	Waiting: 0
	PL for BP2019-670	Approved:	Total Days: 0
	160 Woods Lane, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
	PL2020-006	Issued: 01/08/2020	
	PL for BP2019-733	Submitted: 01/08/2020	In Process: 0
	155 Old Johnson Valley Rd, Kingston, TN 37763	Technically Complete:	Waiting: 0
	PL2020-007	Approved:	Total Days: 0
	PL for BP2020-029	Ready to Issue:	Total Cycles: 1
	214 Dyllis Road, Harriman, TN 37748	Issued: 01/08/2020	
		Submitted: 01/17/2020	In Process: 0
		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
		Ready to Issue:	Total Cycles: 1
		Issued: 01/17/2020	



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BUILDING	PL	PL2020-008	Submitted: 01/23/2020	In Process: 0
		PL for BP2019-770	Technically Complete:	Waiting: 0
		155 FAWNREST Dr., HARRIMAN, TN 37748	Approved: 0	Total Days: 0
		PL2020-009	Ready to Issue: 01/23/2020	Total Cycles: 1
		PL for BP2019-499	Submitted: 01/28/2020	In Process: 0
		731 Bowman Bend Rd, Harriman, Tn 37748	Technically Complete:	Waiting: 0
		PL2020-010	Approved: 0	Total Days: 0
		PL for BP2019-622	Ready to Issue: 01/28/2020	Total Cycles: 1
		560 DeArmond Road, Kingston, TN 37763	Submitted: 01/28/2020	In Process: 0
		RM2020-001	Technically Complete:	Waiting: 0
		RM for BP2019-454	Approved: 0	Total Days: 0
		188 Chestnut Hill Road, Harriman, TN 37748	Ready to Issue: 01/02/2020	Total Cycles: 1
		RM2020-002	Submitted: 01/06/2020	In Process: 0
		RM for BP2019-574 change out	Technically Complete:	Waiting: 0
		140 Emerald Cove Ln, Rockwood, TN 37854	Approved: 0	Total Days: 0
		RM2020-003	Ready to Issue: 01/06/2020	Total Cycles: 1
		RM for BP2019-530	Submitted: 01/07/2020	In Process: 0
		134 Meadowlark Dr, Harriman, TN 37748	Technically Complete:	Waiting: 0
		RM2020-004	Approved: 0	Total Days: 0
		RM for BP2019-624	Ready to Issue: 01/07/2020	Total Cycles: 1
		105 Cena Lane, Harriman, Tn 37748	Submitted: 01/09/2020	In Process: 0
		RM2020-005	Technically Complete:	Waiting: 0
		RM for BP2019-380	Approved: 0	Total Days: 0
		182 Ollis Road, Oliver Springs, TN 37840	Ready to Issue: 01/09/2020	Total Cycles: 1
			Submitted: 01/17/2020	In Process: 0
			Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 01/17/2020	Total Cycles: 1





## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2020 AND 01/31/2020

Report run on: 02/03/2020 08:38 AM

BUILDING	RM	RM2020-006	Submitted: 01/21/2020	In Process: 0
		RM for BP2019-502	Technically Complete: 0	Waiting: 0
		500 Emory River Road, Harriman, TN 37748	Approved: 0	Total Days: 0
		RM2020-007	Ready to Issue: 1	Total Cycles: 1
		RM for BP2018-067	Submitted: 01/21/2020	In Process: 0
		177 Phillips Drive, Rockwood, TN 37854	Technically Complete: 0	Waiting: 0
		RM2020-008	Approved: 0	Total Days: 0
		RM for BP2019-618	Ready to Issue: 1	Total Cycles: 1
		120 Gallaher View Dr, Kingston, TN 37763	Submitted: 01/22/2020	In Process: 0
		RM2020-009	Technically Complete: 0	Waiting: 0
		RM for BP2018-164	Approved: 0	Total Days: 0
		121 Lake View Cove Drive, Loudon, TN 37774	Ready to Issue: 1	Total Cycles: 1
		RM2020-010	Submitted: 01/22/2020	In Process: 0
		RM for BP2019-770	Technically Complete: 0	Waiting: 0
		155 FAWNREST Dr., HARRIMAN, TN 37748	Approved: 5	Total Days: 5
		RM2020-011	Ready to Issue: 1	Total Cycles: 1
		RM for BP2019-770	Submitted: 01/28/2020	In Process: 0
		155 FAWNREST Dr., HARRIMAN, TN 37748	Technically Complete: 0	Waiting: 0
		RM2020-012	Approved: 0	Total Days: 0
		RM for BP2019-565	Ready to Issue: 1	Total Cycles: 1
		3826 Decatur Highway, Kingston, TN 37763	Submitted: 01/31/2020	In Process: 0
		BK-20-0001	Technically Complete: 0	Waiting: 0
		308 N. 3rd St., Kingston, TN 37763	Approved: 13	Total Days: 13
			Ready to Issue: 1	Total Cycles: 1
CODE ENFORCEMENT	BK			



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2020 AND 01/31/2020

Report run on: 02/03/2020 08:38 AM

CODE ENFORCEMENT	BK	BK-20-0002	Code Check Book	Submitted: 01/22/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
	JNK	308 N. 3rd St., Kingston, TN 37763	JNK2020-001	Submitted: 01/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Junkyard			
		132 Heron Drive, Kingston, TN 37763			
PLANNING	PLT	PLT2020-001	Plat Review/Boundary Line	Submitted: 01/21/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 13 Waiting: 0 Total Days: 13 Total Cycles: 1
		176 Loch Haven Drive, Rockwood, TN 37854			
		PLT2020-002	Plat Review/Boundary Line	Submitted: 01/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 10 Waiting: 0 Total Days: 10 Total Cycles: 1
		303 Dogwood Drive, Harriman, TN 37748			
		PLT2020-003	Plat Review/Boundary Line	Submitted: 01/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		325 Bradshaw Hollow Road, Rockwood, TN 37854			
		PLT2020-004	Plat Review/Boundary Line	Submitted: 01/31/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		Lynn Road, Philadelphia, TN 36846			
ZONING	VAR	VAR2020-001	3 ft left side setback variance	Submitted: 01/16/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 18 Waiting: 0 Total Days: 18 Total Cycles: 1
		313 Mays Valley Rd, Harriman, TN 37748			

# KINGSTON WATER TREATMENT PLANT



## JANUARY OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	9,114,000	10,379,000	-13.88%	294,000	511,000	0
	Effluent (Finish)	8,378,000	9,696,000	-15.73%	270,000	479,000	0
	Spring Supply	14,389,000	13,898,000	3.41%	464,000	478,000	450,000
	Total Finish Prod.	22,767,000	23,594,000	-3.63%	Distribution & WTP Report: 604,000		
Plant Efficiency		99.68%	99.09%	0.59%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	18,827,400	17,528,300	6.90%	Fire Dept: No Report		
	Reported Usage	604,000	1,852,000	-206.62%	Park & Rec: No Report		
	Water Loss	3,335,600	4,213,700	-26.33%	WWTP: No Report		
	%	14.65%	17.86%	-3.21%			

Note: The Water Production, Consumption and Loss data is for the December 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.
- \* Performing Chemical Feed Maintenance.
- \* Had 1 Safety Training Meeting on Housekeeping.
- \* Backwash Pump has been repaired, the pump is still within OEM Specs after 40 yrs. of use and operation. The complete Backwash System is back online.
- \* Had a problem with the #1 Raw Water Motor, it was checked and found to have a factory defect. We had to replace the motor to remain confidently operational. NIDEC is replacing the original defective motor, which will be saved as a back-up.
- \* Polymer / Flocculant feed filter and footvalve were cleaned and checked.
- \* Began Yearly and Quarterly Compliance Sampling.
- \* Completed Quarterly TOC's (Total Organic Carbon) Sampling, we are required to remove 25% but are actually achieving a 49.8% removal / reduction with our process.
- \* Scheduling Maintenance and Calibrations for the upcoming year.



Kingston Water Dept  
Schedule of Unaccounted For Water  
January

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	22,767,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	<u>22,767,000</u>
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	18,827,400
<b>G</b>	Metered for Consumption (in house usage)	<u>604,000</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>0</u>
<b>J</b>	Tank Cleaning/Filling	<u>0</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	<u>19,431,400</u>
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	<u>3,335,600</u>
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	<u>14.651%</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.



# SAFETY TRAINING

January

# 2020

Monthly Safety Training / Toolbox Talks are required. Please  
Sign the Sheet

## Housekeeping

## Housekeeping

**Hazards:** Slips, trips, falls and fires

**Safe Practices:**

- ☛ Keep trash and loose materials picked up and disposed of properly.
- ☛ Remove tripping hazards.
- ☛ Keep lines of traffic open.
- ☛ Do not place objects in ways of exits.
- ☛ Keep floors, ladder rungs and stairways dry and free from oil and grease.
- ☛ Ensure pile or stock is stable.
- ☛ Put tools and equipment in areas where they belong.
- ☛ Do not store loose materials on scaffolds.
- ☛ Do not store more than one shift of material (e.g. block or brick) on scaffolds.
- ☛ Store material for stable removal.
- ☛ Leave space for workers and equipment to load and unload stored materials.
- ☛ Ensure the platform, scaffold or support has adequate strength for the weight of material.
- ☛ Keep the height of stored material low for stability and line of sight.
- ☛ Store pipe and rods in building racks.
- ☛ Clear scrap lumber with protruding nails from work areas, passageways, and stairs, in and around buildings or other structures.
- ☛ Remove combustible scrap and debris regularly.
- ☛ Provide containers for the collection of waste, trash, oily and used rags, and other refuse.
- ☛ Ensure containers for oily, flammable, or hazardous wastes, such as caustics, acids, etc. are equipped with covers.
- ☛ Do not drop material outside the exterior walls of the building or structure.
- ☛ Enclose material chutes.
- ☛ Guard openings and discharge of material chutes.
- ☛ Ensure the site has good lighting. Replace lights immediately when they burn out.
- ☛ Remember if waste is allowed to accumulate for just a few days, the job becomes messy and unsafe.



## Kingston Water Treatment

*Monthly Safety Training*

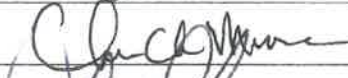
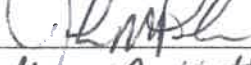


1/8/2020

1/20/2020

Date: January 2020

Topic: Housekeeping

Instructor: Chuck Moore

<i>Employees</i>	<i>Signature</i>
Chuck Moore	
John Poole	
Steve Mckeethan	
Dave Ott	

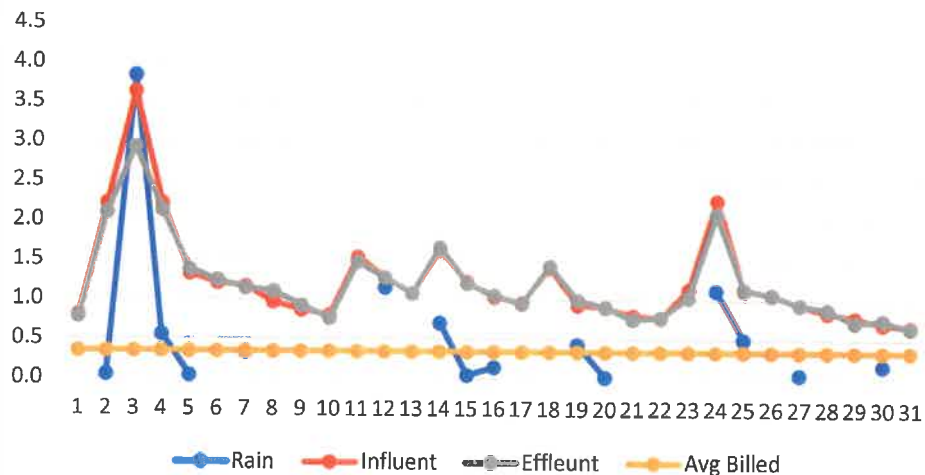
# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: January 2020 Monthly Report  
DATE: February 5, 2020

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	1.2337	3.6350	.6690	38,246,000
EFFLUENT	1.2031	2.9290	.6520	37,296,000

2489 Sewer Customers 10,526,400 gallons billed. Daily average .3396 mgd.

January 2020



Total gallons of chlorine used was 514.38 @\$2.09 gallon = \$1075.05.

9.11 inches of rain was recorded this month.

### **SAFETY MEETINGS THIS MONTH:**

January 7 - Basic Electrical Safety-

Avoid Overhead Power Lines (Toolbox Talk #83)

Responding to Electrical Emergencies (Toolbox Talk #84)

January 14- Fall Prevention- General Statistics about Slips, Trips, and Falls  
(Toolbox Talk #97)

January 24 – Harvard Campus Services Environmental Health & Safety

Winter Driving

Defensive Driving (Toolbox Talk #8)

January 28- SAFETYTALKIDEAS.Com

Distracted Driving (Cellphone use) Safety Talk

Backing up in a Motor Vehicle (or Heavy Equipment) Safety Talk

# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: JAN.2020

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1


TASK	RESOLVED	PENDING
INSTALL NEW METER	1	
Read-out	36	
RE- READS	46	
WATER TAP NEW ACCT.	1	
CLOSED ACCT WITH COMSUMPTION		
READ INS	27	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK AT METER	12	
METER LEAKS	6	
AFTER HOURS - WATER	10	
SERVICE LINE LEAK	7	
LINE LOCATES	158	
TURN OFF FOR NON PAYMENT	66	
TURN WATER BACK ON	50	
YARD WORK		
DOOR HANGERS	1	
MANUAL READ	46	
AFTER HOURS - SEWER	5	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	8	
CHECK TO SEE IF STILL OFF	12	
TAP ESTIMATES	4	
PROFILE REQUESTED	1	
WATER TAP ESTIMATE	2	
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	2	

# WATER DEPARTMENT MONTHLY REPORT

Month of: JAN.2020

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
WATER TAP	1	
CHECK FOR TAMPERED METER	2	
CHECK TO SEE IF CONNECTED TO SEWER		
CHECK MANHOLE COVER		
WATER TASTE BAD		
CHECK WATER PRESSURE	1	
REPLACE SEWER TAP		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	1	
VALVE BOX REPAIR		
RELOCATE WATER METER		
FLUSH LINES	2	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	2	
REPLACE CUT-OFF VALVE	3	
Install flotting meter		
LOCATE WATER METER	1	
Total		519
OVER-TIMES HOURS	42.5	
FIRE HYDRANTS REPLACED		
ROAD PATCHES	1	
PULL OR LOCK METER		

  
 WATER DISTRIBUTION & COLLECTION  
 MANAGER-JIM AGEE



<b>SAFETY MEETING SIGN-IN SHEET</b>		Company: <i>KWD DIST.</i>
Safety Topic: <i>Proper Lifting</i>		Date/Time: <i>1-13-20 8:00 AM</i>
Facilitator: <i>Jim AGEE</i>		Location: <i>Shop</i>

	Name	Signature	
1	<i>David Dafford</i>	<i>David Dafford</i>	<i>1-13-20</i>
2	<i>David Loy</i>	<i>David Loy</i>	<i>1-13-20</i>
3	<i>Greg Sexton</i>	<i>Greg Sexton</i>	<i>1-13-20</i>
4	<i>Kevin Hamilton</i>	<i>Kevin Hamilton</i>	<i>1-13-20</i>
5	<i>Daniel Bradwell</i>	<i>Daniel Bradwell</i>	<i>1/13/20</i>
6	<i>Jim AGEE</i>	<i>James A. Agee</i>	<i>1-13-20</i>
7			
8			
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20			



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

1 January 2020

**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 January 2020

**Programs:**

We had our weekly story time hour with 53 children this month.

Our annual monthly book club and quilters group.

We have a new group that attends weekly. They are a group of people from all other Roane county areas that do book reviews and the newspaper will be printing them.

**Upcoming programs:** In March we will be having a READ ACROSS AMERICA night

Which features DR Seuss's birthday. Barry Mitchell will perform on March 12<sup>th</sup> at 5:00pm.

There will also be goodie bags and treats for the children. All are welcome to join in the fun.

**Summary**

We are wrapping up the bathroom remodel. We have updated all the plumbing and all new fixtures, sinks, toilets, mirrors, baby changers, towel dispensers, and repaired walls. Basically they are being updated from top to bottom which was long overdue as the building is over 30 years old.

Our new Library signs are here and the one for the front of the Library has been installed.

This month has been a bit slow due to all the illnesses going around.

We had two computer training sessions this month for patrons.

Our new Windows 10 computers we received from the grant have been delivered. The techs from the state will be here Feb. 3<sup>rd</sup> and 4<sup>th</sup> to install them.

Patron count for the month was 1114.

Follow us on Facebook to see all the programs and photos.

Libraries are the core of a community. The doors are open to families from all cultures and backgrounds. These are meeting places for organizations and educational events and camaraderie.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
JANUARY 21, 2020  
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM  
4:30 – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on December 19, 2019	Approval
November 2019 Financial Statements	Approval
November 2019 Budget Report	Information
January 2020 Accounts Payable	Approval
Manager's Report	Approval
Visitor Comments	Information

Old:

- |   |          |
|---|----------|
| 1. GASB 45 Actuarial Valuation of Postretirement Welfare Benefits | Approval |
| 2. Committee Restructuring  | Approval |

New:

- |                                |          |
|--------------------------------|----------|
| 3. Comcast Agreement           | Approval |
| 4. Training Proposal           | Approval |
| 5. Camp Buck Toms Line Upgrade | Approval |
| 6. Bad Debts                   | Approval |

Announcements

February 18, 2020 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on December 19, 2019. Board members present were Childs, Davis, Holloway, and Layne. Mr. McCullough was absent.

A motion was made by Davis, seconded by Childs to approve all the minutes as written for the regular Board Meeting on November 19, 2019; the Board Workshop on November 19, 2019; and the Bid Opening and Board Meeting on November 26, 2019. All voted yes.

As part of the financial reports, Manager Bear spoke about October's net income being in good standing compared to the same period last year; however, Operation and Maintenance Expenses were higher. As of September 30, 2019 the OPEB Trust amount is \$3,733,363. There was significant growth in 2019. The Utility has budgeted to contribute the minimum amount of \$50,000 for the year ending 6/30/2020. The next actuarial valuation, per the GASB 75 standards, is due by 6/30/2020. The estimated cost is \$5,000. We are waiting on firm pricing from USI Consulting. Marsha O'Keefe continued with the financial reports, stating that the following corrections needed to be made to the financial statements: on the Financial Statement Summary, Maintenance Expenses were higher, not lower. On the "Bank Summary" sheet at the bottom of the page, the amount should read \$292,475. Corrections will be posted to the Boardbook.

There has been a decrease in cash from October to November due to several disbursements that came due which include: Payment to Parsons & Wright's for their annual audits - \$29,000; Truck #3's transmission was replaced at a cost of \$11,000; Six (6) new computers were purchased for \$14,000; Service Electric Support for Storm Work was \$7,000; Wire Stock - \$15,000; New Transformers - \$11,000; Seelbach Tree Trimming for Rockwood Primary Circuit #264 - \$102,000; and 6-month's interest on our long-term debt - \$35,000. The budget reports Operating Expense is 98%, Maintenance Expense is 100%, and a Net Income over the budgeted amount by \$328,000. The days of cash currently on hand is 78, which has improved. A motion was made by Layne, seconded by Childs to approve the Financial Reports. All voted yes

A motion was made by Davis, seconded by Childs to approve the Accounts Payable. All voted yes.

As part of the Manager's Report, Manager Bear informed the Board that Truck #7 is being repaired and Truck #12 has been returned and is in use. The cost to replace the transmission for Truck #7 is about \$10,000. He noted several items that are projected in the next few months have been updated, such as the Health Insurance binder for \$28,396, Property & Casualty Insurance with DIC for \$233,000, Material for the Buck Creek upgrades reduced to \$50,000, and clothing expense had been added for \$10,000. The \$15,000 spent on equipment for the first phase of the ACR Grant is for material for REU's own use with a lesser amount for Broadband. A travel report will be prepared for January's meeting to cover January 2020 to June 2020.

Manager Bear recommended to the Board that a position for a working foreman be posted and added to the organizational chart. For several months, a third crew has been formed to work on system upgrades. Larry Brackett noted that this has been working well which is why Manager Bear was asking to make it a permanent crew with an established working foreman. A motion was made by Davis, second by Childs to approve the position. All voted yes.

Manager Bear also recommended posting two positions for the Substation & Metering Department. These positions will need training over the next two years and responsibilities will include operating the SCADA system and dispatching. Marty Hill confirmed that we had been operating this way for a period of time now and it seemed to be working. A motion was made by Childs, seconded by Layne. All voted yes.

Mr. Layne gave an update on the Broadband Committee. The Appalachian Regional Commission awarded REU a Technical Assistance grant on September 20, 2019. Several pilot programs have been established for evaluation and feasibility testing. Working with Strata-G, REU has finalized the wireless designs and equipment needed for the pilot programs. Progress is on track and on budget. Chairman Holloway asked that a report be done each month on the progress and cost of each pilot program.

A motion was made by Davis, seconded by Layne to approve the Manager's Report. All voted yes.

There were no visitor's comments.

During the re-marking efforts to renew health care, all of the proposals included an option to renew dental insurance with Cigna and long-term disability (LTD) insurance for calendar year 2020. Although there would be a savings on dental and potentially more savings on health care, it was **not** the recommendation of Manager Bear to change dental insurance from Delta Dental. Under the Cigna plan it appeared that only one dentist in Rockwood and just a few more in Roane County would accept Cigna's plan as "in network" which could potentially impact several employees, retirees, and their families. The Utility had also looked into an option for long-term disability insurance to allow employees to "gross-up" which means this becomes a taxable benefit and will show up on earning statement and on W-2 forms. This option cannot be offered unless every employee agrees. The utility would see a savings in LTD premiums of approximately \$1,000 per year. A motion was made by Layne, seconded by Childs to keep dental insurance with Delta Dental. The utility will offer the LTD insurance with the "gross up" option if all employees agree. All voted yes.

A motion was made by Davis, seconded by Layne to accept the renewal premiums for workers' compensation, general liability, vehicle & property, electronic data processing equipment, cyber & privacy protection, and fiduciary liability with Distributor's Insurance Corporation. The renewal rate is \$232,915 for CY 2020. The increase is \$8,628 or 3.8%. All voted yes.

A motion was made by Layne, seconded by Childs to approve the renewal rates from Service Electric for the period 1/1/2020 through 12/31/2020. There is approximately a 6% labor rate increase and no increase in equipment. All voted yes.

The utility has not received any notices for an increase in rates from Loomis.

A motion was made by Layne, seconded by Childs to approve the CY 2020 salary structure. The increase in pay will be 3% for all employees. All voted yes.

A motion was made by Davis, seconded by Layne to enter into an agreement with Brad Taylor, Taylor Telecom Solutions. They will represent the utility as an agent while we are learning about potential purchases for certain products and services from AT&T. The option we are looking at is one of their basic packages of 250Mb for 2-years. The new agreement will eliminate the POTS lines used for the elevator call button and the fire alarm system at a savings of nearly \$500 per month. These will be replaced with equipment that will work on an IP-based system. We are waiting on final pricing. Our bandwidth will increase which will give us quite a bit of flexibility while we perform the technology analysis identified in the ARC POWER Grant. All voted yes.

A motion was made by Childs, seconded by Layne to approve the write-off of uncollectible debts for the period of September 2019 in the amount of \$2,257.07 and noted \$2,169.61 was collected in November 2019. All voted yes.

Manager Bear addressed the article in the Roane County News about REU not being in compliance with the Affordable Care Act (ACA). He explained the utility has not received notice from the IRS on whether or not the penalty will be applied. If notice is given by the IRS the utility will file an appeal. Parsons & Wright has agreed to help with the filing.

Chairman Holloway asked Manager Bear to check with the attorneys on the Comcast overdue billing and have a direction to follow after the first of year.

The January 2020 Board meeting will be held on January 21, 2020 at 4:30 p.m.

Chairman Holloway wished the employees a Merry Christmas & Happy New Year.

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

Chairman  
Harold Holloway

Secretary/Treasurer  
Wade McCullough

Recorded by M. O'Keefe

## POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 1

Rockwood Electric Utility

NOVEMBER 2019

## BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
<b>UTILITY PLANT</b>			<b>CAPITAL</b>		
Electric Plant .....	1	85,158,784.78	Membership certificates .....	30	
Less Depreciation .....	2	17,597,031.36	<b>EARNINGS REINVESTED IN SYSTEM ASSETS</b>		
Total .....	3	47,561,753.42	Beginning of year .....	33	43,832,126.99
Unamortized acq. adj. ....	4		Current year to date .....	34	498,753.78
Other utility plant - net .....	5		Total .....	35	44,330,880.77
Total Plant - net .....	6	47,561,753.42	<b>LONG-TERM DEBT</b>		
<b>OTHER PROPERTY AND INVESTMENTS</b>			RUS .....	36	
Nonutility property - net .....	7		CFC .....	37	
Other investments .....	8	33,765.14	CoBank .....	38	
Sinking funds .....	9		Bonds and other long-term debt .....	39.1	3,700,000.00
Depreciation funds .....	10		TVA .....	39.3	
Other special funds .....	12	3,455,554.00	Debt premium and discount .....	40	38,580.72
Total .....	13	3,489,319.14	Total .....	41	3,738,580.72
<b>CURRENT AND ACCRUED ASSETS</b>			<b>OTHER NON-CURRENT LIABILITIES</b>		
General cash and temporary cash investments ..	14	2,523,046.23	Postretirement Benefits .....	39.2	3,519,728.31
Accounts receivable .....	15	2,401,399.07	Energy Service Loans - Advances ..	42	177,582.55
Materials and supplies .....	16	473,232.59	Energy Service Loans - Other .....	43	
Prepayments .....	17	43,165.85	Total .....	44	3,697,310.86
Other current assets .....	18	1,083,822.78	<b>CURRENT AND ACCRUED LIABILITIES</b>		
Total .....	19	6,524,666.52	TVA notes payable .....	45.1	
<b>DEFERRED DEBITS</b>			Other notes payable .....	45.2	
Debt expense .....	20		Accounts payable .....	46	3,933,805.80
Preliminary survey .....	21		Customer deposits .....	47	1,177,017.71
Clearing accounts .....	22	(20,000.00)	Taxes and equivalents accrued .....	48	37,767.28
Energy Service Loans receivables ..	24	216,540.31	Interest accrued - RUS .....	49	(5,802.06)
Deferred costs on TVA Leases .....	25		Interest accrued - CFC .....	50	
Other deferred debits .....	26		Interest accrued - CoBank .....	51	
Total .....	27	196,540.31	Interest accrued - TVA .....	52.1	
<b>TOTAL ASSETS AND OTHER DEBITS .....</b>			Interest accrued - other .....	52.2	
	28	57,772,279.39	Other current liabilities .....	53	877,762.72
			Total .....	54	6,020,551.45
			<b>DEFERRED CREDITS</b>		
			Advances for construction - refundable ..	55	
			Other deferred credits .....	56	(15,044.41)
			Total .....	57	(15,044.41)
			<b>TOTAL LIABILITIES AND OTHER CREDITS .....</b>		
				58	57,772,279.39

() Indicates red figures

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

Construction work in progress included in Item No. 1 1,216,634.67

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

NOVEMBER 2019

PAGE 2

## REVENUE AND EXPENSE SHEET

REVENUE AND EXPENSE STATEMENT	ITEM NO	THIS MONTH	YEAR TO DATE
<b>OPERATING REVENUE</b>			
Electric sales revenue (page 7, item 332).....	59	2,476,014.94	14,437,226.40
Revenue from late payments.....	60	8,797.07	71,000.83
Misc. service revenue.....	61	4,195.00	23,310.00
Rent from electric property.....	62	48,183.09	243,915.45
Other electric revenue.....	63	5.00	25.00
<b>Total operating revenue.....</b>	<b>64</b>	<b>2,537,195.10</b>	<b>14,775,477.68</b>
<b>PURCHASED POWER</b>			
<b>Total power cost (page 7, item 342).....</b>	<b>65</b>	<b>1,963,170.26</b>	<b>10,714,736.37</b>
<b>OPERATING EXPENSE</b>			
Transmission expense.....	66		
Distribution expense.....	67	63,821.69	377,205.51
Customer accounts expense.....	68	51,072.19	280,648.74
Customer service and informational expense.....	69	858.33	4,291.65
Sales expense.....	70	120.00	12,433.00
Administrative and general expense.....	71	194,972.13	1,192,117.47
<b>Operating expense.....</b>	<b>72</b>	<b>310,844.34</b>	<b>1,866,696.37</b>
<b>MAINTENANCE EXPENSE</b>			
Transmission expense.....	73		
Distribution expense.....	74	78,752.45	440,846.87
Administrative and general expense.....	75		9,788.77
<b>Maintenance expense.....</b>	<b>76</b>	<b>78,752.45</b>	<b>450,635.64</b>
<b>OTHER OPERATING EXPENSE</b>			
Depreciation expense.....	77	130,278.20	631,250.70
Amortization of acquisition adjustment.....	78		
Taxes and tax equivalents.....	79	112,270.58	584,758.77
<b>Other operating expense.....</b>	<b>80</b>	<b>242,548.78</b>	<b>1,216,009.47</b>
<b>TOTAL OPERATING EXPENSE AND PURCHASE POWER.....</b>	<b>81</b>	<b>2,595,315.83</b>	<b>14,248,077.85</b>
<b>INCOME</b>			
Operating income (item 64, less item 81).....	82	(58,120.73)	527,399.83
Other income.....	83		
<b>Total income.....</b>	<b>84</b>	<b>(58,120.73)</b>	<b>527,399.83</b>
Miscellaneous income deductions.....	85	824.01	1,604.01
<b>Net income before debt expense.....</b>	<b>86</b>	<b>(58,944.74)</b>	<b>525,795.82</b>
<b>DEBT EXPENSE</b>			
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	29,010.44
Interest - TVA.....	90.2		
Other interest expense.....	92		
Amortization of debt discount and expense.....	93		
Amortization of premium on debt - credit.....	94	(393.68)	(1,968.40)
<b>Total debt expense.....</b>	<b>95</b>	<b>5,408.40</b>	<b>27,042.04</b>
<b>NET INCOME</b>			
Income before extraordinary items (item 86, less item 95).....	96	(64,353.14)	498,753.78
Extraordinary items.....	97		
<b>Net Income.....</b>	<b>98</b>	<b>(64,353.14)</b>	<b>498,753.78</b>

## 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	FOR MONTH AND YEAR	PAGE 3
Rockwood Electric Utility	NOVEMBER 2019	

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	1,407,215.54	8,291,096.34	107	12,263,344	73,285,490
Gen. Power - 50 kW & under. ....	101	325,030.49	1,943,109.23	108	2,312,711	14,343,905
Gen. Power - Over 50 kW. ....	102	696,880.75	3,966,347.64	109	7,667,743	44,151,741
Street and athletic - Codes 72, 73 & 74. ....	103	16,456.10	82,299.19	110	114,941	558,333
Outdoor lighting - Codes 75, 77 & 78. ....	104	30,432.06	154,374.00	111	211,358	1,059,759
<b>Subtotal. ....</b>	<b>330</b>	<b>2,476,014.94</b>	<b>14,437,226.40</b>			
Unbilled revenue*. ....	331					
<b>Total (page 2, item 59). ....</b>	<b>332</b>	<b>2,476,014.94</b>	<b>14,437,226.40</b>	<b>335</b>	<b>22,570,097</b>	<b>133,399,228</b>
				113	42,017	199,379
				114	22,612,114	133,598,607
				336		
Kilowatt-hours for own use. ....						
Total kilowatt-hours sold and used. ....						
Kilowatt-hours in unbilled revenue (items 331) above*. ....						

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	\$ 526.48	N/A
Gen Partners-GP<50kW	\$ 555.10	N/A
Gen Partners-GP>50kW	\$ 879.72	N/A
SMC	N/A	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	1,963,170.26	10,714,736.37	119	25,901,777	139,596,941
Facilities Rental. ....	116					
Other Charges/Credits. ....	117					
<b>Total from TVA. ....</b>	<b>118</b>	<b>1,963,170.26</b>	<b>10,714,736.37</b>	<b>122</b>	<b>25,901,777</b>	<b>139,596,941</b>
Other Purchased Power*. ....	218			222		
<b>Subtotal. ....</b>	<b>340</b>	<b>1,963,170.26</b>	<b>10,714,736.37</b>			
Unbilled Purchases*. ....	341					
<b>Total (page 2, item 65). ....</b>	<b>342</b>	<b>1,963,170.26</b>	<b>10,714,736.37</b>	<b>345</b>	<b>25,901,777</b>	<b>139,596,941</b>
				123	22,612,114	133,598,607
				124	3,289,663	5,998,334
				125	12.70	4.30
				127	7.579	7.675
				346		
Kilowatt-hours in unbilled purchases (item 341) above*. ....						

\*\*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

NOVEMBER 2019

PAGE 3a

## CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential. ....	11,644	11,592
Gen. Power - 50 kW & under. ....	2,747	2,761
Gen. Power - Over 50 kW. ....	129	133
Street and athletic - Codes 72, 73 & 74. ....	39	39
Outdoor Lighting - Code 78. ....	132	133
<b>Total. ....</b>	<b>14,691</b>	<b>14,658</b>
Special Outdoor Lighting - Code 75. ....		
Outdoor Lighting - Code 77. ....	2,141	2,151

## LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41). ....	3,738,974.40
Add new long-term debt this month (page 3). ....	
<b>Total. ....</b>	<b>3,738,974.40</b>
Less reductions this month (page 3). ....	393.68
Long-term debt this month (item 41). ....	3,738,580.72

## OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

92.73%

88.20%

Footnotes:

SIGNED

TITLE

Manager of Accounting

DATE PREPARED

1/13/2020

\*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 – January 6, 2020 Submitted by Susan Whitlock**

### **Call to Order**

The regular meeting of the Kingston Beautification Committee was called to order at 5:00 pm on January 6, 2020 by Teresa Nichols.

### **Roll Call**

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

### **Approval of Minutes**

The minutes from November meeting were approved. Motion to Approve: Tara Stockton, Seconded by Judy Yeager.

### **Ongoing Business**

1. Susan Whitlock's appointment to the Committee was approved by City Council, her term running March 2021. She was welcomed by Committee members.
2. Vacancy for Committee Secretary was handled. Judy Yeager nominated Susan Whitlock to the position. Motion made by Tara Stockton, seconded by Sue Collins, all approved.
3. Narrowing the Kingston Business Type listing for directional signage to be completed by Susan Whitlock and Judy Yeager this week.
4. Tara Stockton said the discussion will be on Tuesday's Council's work session re: the Exception for New Committee Members who do not live in the City limits but own and operate a business or own property within the city may serve on our Committee if interested.
5. Tara Stockton is working on applying for a Grant for the downtown Kingston murals. Also looking to the City for remaining line-item funding for signage. In addition, Committee needs examples of Interstate signage/monuments following state codes. Glenda Johnson has a connection for stone (large flat rock)—Flynn Sign Company, which she will contact for price ranges. After selection is made by the Committee, we will forward decision to City Council.
6. Glenda will investigate possibilities for other Grant options that may be available. She is also checking into commercial size flag poles that may be available to be placed near our planned monument section. She will also check into the possibility of ORUD supplying/donating gas lights for the amphitheater with the intent the City would pay for the gas.
7. RC News building is still being worked on. Slowed due to holidays, etc.

### **New Business**

- Spring Trash Bash will be discussed at next meeting.
- Next Meeting is scheduled on February 3, 2020.

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

MINUTES  
KINGSTON PLANNING COMMISSION  
JANUARY 21, 2020

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on January 21, 2020 at the Kingston City Hall.

Members Present

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

Members Absent

Tim Neal, Mayor  
Vacancy  
Vacancy

Others Present

David Bolling  
Kelly Jackson  
Matt Caldwell  
Hayden Horton

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 December 17, 2019 meetings were approved on a roll call vote. All voted aye except for Secretary Pickel who abstained.

REPORTS

Chairwoman Wright stated the planning commission needs to operate under Roberts Rules of Order. This means in part, that once a motion and second are made, the person making the motion would make the comments, followed by the person who made the second and then other members.

PUBLIC COMMENTS

There were no public comments.

PRELIMINARY PLAT REVIEW – THE VILLAGES AT CENTER FARMS

Mr. Hayden Horton, engineer, presented a plat of The Villages at Center Farms. This plat was a revised version of the plat that was addressed at the December 17, 2019 meeting. A proposed drainage easement was shown. The plat showed forty-nine lots for single family homes. Each of the lots were sixty or more feet in width and over 7,500 square feet in area. All proposed lots had road frontage on existing streets. Although not shown on the plat, there were several existing fire hydrants in the subdivision and it appeared that all lots were served by public water. Most of the property was very flat. No public infrastructure was proposed. An existing sewage system would serve the properties.

Discussion

There was some discussion about the status of the roads. City Manager Bolling said that Franklin Village Trace and Franklin Village Way were not part of the city's system. Mr. Matt Caldwell explained that when they were built in 1993 and 1994, there were some variances granted but they were built to the standards of the subdivision regulations in effect at that time. Mr. Lay noted that lot 44 was missing front lot dimensions and the water line needs to be in the legend.

Action Taken

On a motion by Mr. Lovin to approve the preliminary plat, and a second by Mr. Botkin, the issue was open for discussion (see above). After discussion, on a roll call vote, all voted aye to approve the plat except for Mr. Byrkit who voted nay because of potential traffic issues.

ANNEXATION RESOLUTION OF THE SOUTHWEST POINT AND TVA PROPERTY (MAP 057, PARCELS 110.00 AND 114.00)

The owners of the Southwest Point Golf Course property had requested by letter that their property be annexed into the city. This property, along with the adjacent TVA property, is proposed for a marina and related uses.

Action Taken

On a motion by Mr. Lay and a second by Secretary Pickel, on a roll call vote the commission unanimously voted to recommend the adoption of the annexation resolution by the city council.

PROPOSED PLAN OF SERVICES AND RESOLUTION KPC2020-01

The planning commission reviewed and discussed a proposed plan-of-services for the annexation resolution of the Southwest Point and TVA property. The commission discussed that sewer was not available and that it would be within Watts Bar Utility District's jurisdiction. The commission had a resolution serving as a written report to the city council on its positive findings of its review of the plan-of-services.

Action Taken

On a motion by Mr. Lay and a second by Vice Chairman Byrkit, on a roll call vote, the commission unanimously voted to adopt Resolution KPC2020-01, serving as a written report of the commission's findings of its review of the proposed plan-of-services.

ORDINANCE TO ZONE ANNEXATION PROPERTY AS C-4, CONTROLLED COMMERCIAL DISTRICT

The zoning ordinance specifies that property annexed into the city automatically comes into the city zoned as R-1, Residential District. The planning commission reviewed an ordinance that would zone the proposed annexation property as C-4, Controlled Commercial District.

Action Taken

On a motion by Mr. Lay and a second by Mr. Botkin, on a roll call vote, the planning commission unanimously voted to recommend the adoption of the ordinance that will zone the annexation property as C-4, Controlled Commercial District.

ADJOURNMENT

On a motion by Mr. Botkin, the commission adjourned at 6:30 p.m.