

### KINGSTON CITY COUNCIL

Regular Meeting Tuesday, April 13, 2021 6:00 P.M.

### AGENDA

- 1. Call to Order
- 2. Invocation and Pledge
- 3. Roll Call
- 4. Approval of Previous Minutes
- 5. Citizens Comments/Persons to Appear/Proclamations
  - A. A proclamation honoring the State Champion Calvary Lady Crusaders Basketball Team
  - B. A proclamation honoring Hugh Johnson as a Hometown Hero and proclaiming April 25, 2021 to be Hugh Johnson Day

### 6. Reports

- A. Mayor and Council
- B. City Manager's Report
- 7. Addition of items to the meeting agenda received after close of agenda deadline (By unanimous consent of all members present)
- 8. Unfinished Business
  - A. None

#### 9. New Business

- A. Consideration to authorize the purchase of a vehicle for the City Manager
- B. Consideration to allocate funding for the purchase of new Christmas lights for Kentucky Street
- C. Considerations of applicants to fill a vacancy on the Library Board with an unexpired term ending December 21, 2021
- D. Considerations of applicants to fill five vacancies on the Beautification Committee with four year terms ending April 30, 2025
- E. Consideration to authorize the City Manager to apply for the Tennessee Department of Economic and Community Development Infrastructure Planning Grant with a local match not to exceed \$2,500
- F. Consideration of the first reading of Ordinance 21-04-13-01, an ordinance amending the zoning map of the City of Kingston, Tennessee by rezoning property located at 1112 Circle Drive, 1110 Circle Drive and 1106 Sevier Ferry Road as shown on Tax Map 047P, Group A, Parcels 027.00, 028.00 and 029.00 together with adjacent road rights of way from C-2 Highway Business to R-1 Residential District
- G. Consideration of the first reading of Ordinance 21-04-13-02, an ordinance to adopt a Fat-Oil-Grease (FOG) Reduction and Removal Policy for the Water Department

#### REGULAR MEETING KINGSTON CITY COUNCIL

TUESDAY, MARCH 9, 2021 – 6:00 P.M. KINGSTON CITY HALL

IN AN EFFORT TO HELP REDUCE THE SPREAD OF COVID-19, THIS MEETING WAS CONDUCTED THROUGH ZOOM AND WAS LIVESTREAMED ON OUR WEBSITE, <u>WWW.KINGSTONTN.GOV</u> AND WAS POSTED TO OUR FACEBOOK PAGE.

The Kingston City Council met in regular session on Tuesday, March 9, 2021 at 6:00 p.m. Mayor Tim Neal called the meeting to order. City Attorney Jack McPherson gave the Invocation and Mayor Tim Neal led the pledge. Upon roll call the following members were present: Council Member Tony Brown, Council Member Randy Childs, Council Member Jeff Griffis, Vice-Mayor Becky Humphreys, Council Member Tara Stockton, Council Member Stephanie Wright and Mayor Tim Neal. Staff present: City Manager David Bolling, City Clerk Kelly Jackson, Finance Director Michelle Kelley and City Attorney Jack McPherson.

### **PREVIOUS MINUTES**

A motion was made by Vice-Mayor Humphreys, second by Member Griffis to waive the reading and approve as written the minutes of the regular meeting on February 9, 2021.

The motion passed with a unanimous roll call vote. 7 Ayes

### PERSONS TO APPEAR/CITIZEN COMMENTS:

Renee Crowe-342 Sunrise Drive- expressed concerns of the Installed speed humps on Sunrise
 Drive. She requested that they be removed or modified to reduce the height.

### REPORTS - MAYOR AND COUNCIL -

- Mayor Neal-Congratulated the Kingston Yellow Jackets Basketball Team, Announced the formation of an Ad-Hoc Committee of Vice-Mayor Humphreys, Member Wright, Member Childs, Paul Rogers, Jamie Davis, Parks/Recreation Director Chase Clem and City Manager David Bolling to study the possibility of a new Community Center.
- Vice-Mayor Humphreys-Updated on the continuing success of the July 4<sup>th</sup> event fundraising campaign; Baseball and Volleyball seasons are underway; Trusses installed on the Indoor Batting Facility; Brad Taylor completed installation of new cameras at Southwest Point Visitors Center; Staff currently doing a lakeshore clean-up. Initiated discussion of purchasing new Christmas Lights
- Member Stockton-Agreed with Vice-Mayor Humphreys in the need for additional Christmas Light
  and suggested to expand to the Gallaher Rd. area. She explained that the Christmas Light project
  initiated by the Beautification was just a small step in that direction. Member Stockton expressed
  gratitude to Public Works Director Tim Clark for completing the drainage project on Court Street.
  Announced the upcoming Help-Day at Bethel Cemetery.
- Member Brown-The 911 Board Minutes are included the City Manager's report. Announced that the Roane Co. Highway Department plans to place message boards in Kingston showing support for the Kingston Yellow Jackets Basketball Team
- Member Childs-REU report is included the City Manager's Report.

### <u>CITY MANAGER</u> – Mr. Bolling provided updates on the following topics:

- Tentative opening date for City Hall and Community Center is April 1<sup>st</sup> depending on the COVID numbers.
- Property Tax Collection to date is \$1,947,193 which is about 99%

- The Budget process is underway. Dept. meetings scheduled for next week. Preparing to have to Council by April 1st.
- Announced that the City unfortunately did not receive the TDOT Signal Modernization Grant that was applied for.
- Fundraising campaign for July 4<sup>th</sup> event is underway
- Sales Tax & Fuel Tax have increased

ADDITION OF ITEMS TO THE MEETING AGENDA RECEIVED AFTER CLOSE OF AGENDA DEADLINE (BY UNANIMOUS CONSENT OF ALL MEMBERS PRESENT). NONE

**UNFINISHED BUSINESS: NONE** 

### **NEW BUSINESS –**

A. Discussion and consideration to authorize the City Manager and City Attorney to proceed with the re-zoning of three parcels on Circle Drive to correct an apparent mapping error.

A motion was made by Member Brown, second by Member Stockton to refer the re-zoning of three parcels on Circle Drive to the Kingston Regional Planning Commission.

The motion passed with a unanimous roll call vote. 7 Ayes

B. Discussion and consideration of revisions to the speed hump policy.

After a lengthy discussion. A motion was made by Member Wright, second by Member Stockton to place a moratorium on speed hump installation until further discussion/action by Council. This to be placed on the April work session agenda.

Roll call vote

Council Member Brown – Yes Council Member Childs – Yes Council Member Griffis – Yes Vice-Mayor Humphreys – No Council Member Stockton – Yes Council Member Wright – Yes Mayor Neal –Yes

Motion passed with 6 Ayes and 1 Nay Vote

C.	Discussion and consideration of a request by Jason Taylor to close a portion of Cumberland
	Street for a car show on March 20 <sup>th</sup> .

A motion was made by Member Wright, second by Vice-Mayor Humphreys to approve the request by Jason Taylor to close a portion of Cumberland Street for a car show on March 20<sup>th</sup>.

The motion passed with a unanimous roll call vote. 7 Ayes

Mayor Neal adjourned the meeting at 6:52 pm
APPROVED
Tim Neal, Mayor
ATTEST:
City Clerk



### PROCLAMATION

WHEREAS, the participants—players, coaches and staff, of the Calvary Lady Crusaders Basketball Team demonstrated outstanding leadership; and

WHEREAS, these youth brought honor to Calvary Baptist School and to their leaders and the City of Kingston; and

WHEREAS, this outstanding team finished with an overall record of thirteen and three and a district record of seven and three and won The State Championships in the Tennessee Athletic Association of Christian Schools.; and

**WHEREAS**, the City of Kingston Mayor and City Council recognize and support the Lady Calvary Crusaders team members who participated in these competitions; and

WHEREAS, the members of the Lady Calvary Crusaders Team brought honor to Kingston during these competitions by winning the Tennessee Athletic Association of Christian Schools Championship, they are hereby recognized by the Kingston city officials.

Members of the Team Include: Senior Blaklee Turner; Juniors Gracie Hyde and Tia Vestal; Sophomore Victoria Brile; Freshman Maura Gallaher, Kinzee Lowery and Mikayla Poland; 7<sup>th</sup> Grader Grace Chandler; 6<sup>th</sup> Grader Taylor Lane; and 5<sup>th</sup> Grader Morgan Gallaher. Head Coach Chastity Brile and Assistant Coaches Jasmine Davis and Tony Clower.

**NOW, THEREFORE**, I Timothy F. Neal, Mayor of the City of Kingston, do hereby proclaim Tuesday, April 13, 2021, as Calvary Lady Crusaders Day in honor of the team members, the coaches and Calvary Baptist School.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Kingston, Tennessee to be affixed.

Timothy F. Neal, Mayor City of Kingston, Tennessee



Today we pause to honor HUGH JOHNSON for his lifelong contribution to his community. As an educator, coach, elected official, private citizen and father, he is a living example of a servant and leader for past and future generations.

He is first and foremost a Yellow Jacket. His love of sports began early, and he played on the 1956 undefeated Roane County High School football team. He coached middle school football from 1961 to 1979.

He was an integral part of Kingston baseball as the Roane County High School baseball coach from 1984 to 1995, winning 220 games and numerous district and regional championships. He coached in both Babe Ruth and Dixie Youth baseball programs.

He was a stalwart proponent of education. After graduating from Tennessee Technological University with a bachelor's degree in Education and a master's degree in Administration and Supervision he came back to Kingston to begin a teaching career. He was a positive influence upon countless students from 1961 until his retirement in 2001.

Hugh Johnson's involvement in the education of Roane County youth did not end with retirement. He was elected and served on the Roane County School Board for 12 years. He brought his wealth of practical experience to the board and was successful in helping to shape the course of public education in Roane County.

However, while engaging in a life of public service, Hugh Johnson did not ever neglect his family life. He met and married Peggy Sue Johnson over 57 years ago. They are the proud parents of 3 children, and 7 grandchildren, all of whom are graduates of Roane County High School. They have one great grandchild. The influence of the Johnson family in the community is unparalleled and worthy of recognition.

Now therefore, I Timothy F. Neal, Mayor of Kingston, Tennessee, on behalf of the City Council and the citizens of Kingston do hereby declare him to be a "Hometown Hero" and proclaim April 25, 2021 as

### "HUGH JOHNSON DAY"

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed on April 13, 2021.

Timothy F. Neal, Mayor City of Kingston, Tennessee

# PUBLIC NOTICE

### TO RESIDENTS OF KINGSTON

The City of Kingston is seeking applicants interested in serving on the

## **Library Board**

to fill an unexpired term ending December 21, 2021

Applications are available at the Kingston Library.

Applications must be submitted by noon on Tuesday, March 30, 2021

### **Kelly Jackson**

Phone: 917-863-6068

From: Sent:	Chris Deatherage <chris@cdeatherage.net> Monday, March 29, 2021 3:25 PM</chris@cdeatherage.net>
To:	David Bolling
Cc:	Kelly Jackson
Subject:	Re: Open Commission Positions
-	•
****EXTERNAL ****	
David,	
Thanks for reaching out. My time	table got slowed down by an ongoing project, and I appreciate the reminder.
budgets. At Core Energetics, which had to prepare and monitor budg a couple of Broadway cast albums	vacancy. FYI, the resume probably doesn't reflect my extensive background with h is one of the companies listed, I was an ad hoc member of the Finance Committee, ets with the Executive Director, in addition to collections and deposits. I also produced and principle photography shoots for a Sherwin Williams national advertising eveloping and administrating the budgets as well as hiring vendors.
The Planning Committee interests undertaking.	me also. Judging from the meeting I watched, it is quite an active and important
It would be an honor to give back	to the city. Let me know if any further information is needed.
Stay healthy! Chris	
On 3/29/2021 2:37 PM, David Bol > Good Afternoon Chris, >	ling wrote:
	you've given any thought to what you might be interested in pursuing? I ask because ry Board vacancy is tomorrow at noon.
> If you are interested in that, all I	would need would be for you to send Kelly an email expressing your interest in being we already have your resume so no need to resend that).
	ning Commission instead, those vacancies are appointed by the Mayor and open until
>	
> Regards,	
> David	
·	
Chris Deatherage	
CDeatherage.net: Elegant, user-Fri	iendly Web Design & Graphic Imaging

Skype: cdeatherage1

E-mail: chris@cdeatherage.net Web: www.cdeatherage.net

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### Kingston Library Board Trustee Application

From the By-Laws: The objective of the Kingston Library Board is to, but not limited to, foster and promote the library, to provide advice and direction to the Library Director, to initiate policies that govern the activities of the library, to assist the Library Director in setting goals and objectives, to submit an annual budget to the City of Kingston, and to assist the Kingston City Council in selecting Library Board Trustees. The term of a Library Board Trustee is three years.

Name: Kelli Smith
Address: 112 Bailey Rd., Kingston, TN.
Occupation: Stav-at-home grandmother currently
What is your area of expertise? I have worked with the public, and also During my career, I have worked with the public, and also independently, in office settings.
Do you have any supervisory or personnel experience? What type? Yes. I served as a supervisor in my work for a contractor to the Department of Energy.
Do you have any local, regional or state library experience? (If yes, please explain)  Not as an employee or board member, but definitely as a visitor.
Are you a patron of the Kingston Public Library? How often do you visit the library?  I have used the Library often over my 30 years in Kingston,  checking out books, doing research, and bringing my children & grand children  What do you think are the qualities of a "good" library? to Story Time.
A good library should have a wide variety of often changing materials that promote learning, reading, and growth. Ideally it would also work with the community to promote reading skills and fur what attributes do you feel you have that would assist the Kingston Library Board?
I have tound great joy in reading and in working with the
Young or older, as a way of opening doors to a better life. I would why are you interested in serving on the Kingston Library Board? Palso be glad to offer organization. I've been an avid reader most of my life. The Library Board position may be an opportunity to couple something I love with helping others.
Signed (211 5 1 1 Date 3 25 21

(If you would like to nominate someone else, please take a copy of this form to them to complete and submit.)

(865) 603 - 2489

### **Kingston Public Library Board Trustee Application**

Name: Jinx Watson

Address: 1220 Dogwood Drive, Kingston, TN 37763

Occupation: Retired educator

Supervisory experience: served as HR director of Oak Ridge Schools (ORS) for 5 years; served as Staff Development director for ORS for 16 years.

Library experience: I served on the KPL board as trustee previously for two terms; I taught at the University of TN School of Information and Library Services School for 11years – my specialty was management classes and youth services courses.

I am a patron of the KPL and read real books! I'm not using the e-book yet, but want to learn! I try to get to the library at least twice a month.

I think the qualities of a "good" library include:

- -Offering a balanced collection of books that will serve all tastes of genre (modern fiction, nonfiction, memoir, biography, history, science, mystery, etc.) as well as offering classics and new releases. I know that selection must be balanced in terms of political tastes as well, no matter the tastes of the library staff.
- -Sharing regular, high quality children's programming for the future users of the public library.
- -Welcoming ALL users. Library staff and volunteers are public servants and must abide by the highest standards of serving the greater good.

Which of my attributes might assist the KPL board? I feel I am a fair person with high standards for treating people equally as well as using the public's dollars judiciously.

Why am I interested in serving on the KPL Board?

As a child, moving around a lot, our family always used the local public library. That was always a familiar place in a new strange town. Librarians would remember my reading interests and help me find "just the right book." I want to pay back to the civic institutions that helped me out. As a retired person and a reader, this makes the most sense for volunteering. I have gotten to know the library staff from my visits. I also met the city manager and mayor when I served last time. I believe in a healthy relationship between the library and the city management.

## **PUBLIC NOTICE**

The City of Kingston is seeking applicants interested in serving on the

### **Kingston Beautification Committee**

There will be 5 seats available beginning May 1, 2021
Applicants must live within the City limits of
Kingston.

Positions are for a 4-year term

Those interested may submit a letter of interest, along with a resume, to City Manager David L. Bolling, 900 Waterford Place, Kingston, TN 37763 or email to <a href="mailto:humanresources@kingstontn.gov">humanresources@kingstontn.gov</a> no later than March 30, 2021



### **Kelly Jackson**

From: Sent: To: Subject:	suzieq2508 <suzieq2508@comcast.net> Wednesday, March 3, 2021 12:00 AM Kelly Jackson; suzieq2508@comcast.net RE: Expiring Terms for Beautification Committee</suzieq2508@comcast.net>				
****EXTERNAL ****					
KELLY, I WOULD BE PLEASED TO SUE COLLINS	SERVE ANOTHER TERM WITH KINGSTON BEAUTIFICATION PROGRAM THANKS.				
Sent from my U.S.Cellular® Smartpho	ne				
Original message From: Kelly Jackson <kelly.jackson@kingstontn.gov> Date: 3/1/21 9:45 AM (GMT-05:00) To: Teresa A Nichols <teresaannnichols@gmail.com>, yeagerjudy@yahoo.com, Glenda Johnson <glenda6900@bellsouth.net>, jason8942@bellsouth.net, suzieq2508@comcast.net Cc: Tara Stockton <tara.stockton@kingstontn.gov>, David Bolling <david.bolling@kingstontn.gov> Subject: Expiring Terms for Beautification Committee</david.bolling@kingstontn.gov></tara.stockton@kingstontn.gov></glenda6900@bellsouth.net></teresaannnichols@gmail.com></kelly.jackson@kingstontn.gov>					
All,					
Good Morning. I am showing your terms expiring on 05-01-2021 for the Beautification Committee. According to Code we have to advertise for any possible vacancies. If you are interested in serving another term on the beautification committee please send me a letter of interest no later than March 30 <sup>th</sup> .					
I am showing terms expiring on N	May 1, 2021 for the following Members:				
Teresa Nichols					
Judy Yeager					
Glenda Johnson					
Jason Brown					
Sue Collins					
Thank you for all you do					

### Cole Silvers, CPPA

### Oak Ridge National Laboratory

709 Montvue Ave. Kingston, TN 37763 Phone: (865) 803-1944 Email: silverssc@ornl.gov

### Logistical Services Division (ORNL)

### **January 2019 to Present**

### Property Disposal Manager

- Manage excess property disposal process and HFFP warehouse
- Supervise bargaining unit and non-exempt staff
- Oversee screening, reutilization, recycling, and disposal of property in accordance with 41CFR 102; 41CFR109; DOE Order 580.1A; DOE/UTB Prime Contract
- Collaborate with Subject Matter Experts within ORNL to create and manage sales contracts
- Collaborate with DOE/NNSA and other contractors in Oak Ridge to process excess property via work authorizations and MOUs.
- Generate annual reports for DOE and GSA
- Ensure that all work tasks are evaluated for safety and that staff training and qualifications are up to date and adequate

### **Logistical Services Division (ORNL)**

### **December 2014 to 2019**

### Excess Property Supervisor

- Supervised union labor, scheduled and oversaw pickup and delivery of excess property and moves at ORNL
- Developed safer processes and procedure for logistics move team
- Implemented metrics tracking system that resulted in the highest customer satisfaction increase plant wide
- Managed a 6-person staff with a \$250K overhead budget and \$600K of customer chargeback

Laboratory Waste Services Division (ORNL)

February 2012 to 2014

### Waste Technician & Hazmat Responder

- Inventory control of hazardous and radioactive waste facilities
- Waste removal to disposal/treatment facilities
- Task lead, charged with conducting pre-job safety evaluations and briefs
- Assessed and mitigated emergency situations

### **Logistical Services Division (ORNL)**

August 2008 to 2012

### Materials Clerk

- Accountable property receipt, identification and tagging Per 41CFR 109 DOE property management regulations
- Manage bench stock inventory and day to day operations
- Nuclear materials procurement, receiving, and inventory
- Use of the AVID Plus System and the SAP System in materials receipt, tracking, and delivery

### **High Flux Isotope Reactor (ORNL)**

**December 2005 to 2008** 

### Laborer

- Mowing, weed eating and landscaping
- Support carpenters, pipefitters and electricians
- Janitorial duties including sweeping, mopping and trash removal
- Moving office and lab equipment

### **Education / Clearance**

Tusculum College – B.S. Organizational Management, 2013; Cum Laude Roane State Community College - A.S. Biology, 2011; Cum Laude NPMA CPPA Certification
Department of Energy (DOE) Q Security Clearance.
References Available Upon Request

### **Kelly Jackson**

From: Tara Stockton <tararstockton@icloud.com>

Sent: Wednesday, March 3, 2021 12:08 PM

**To:** David Bolling; Kelly Jackson **Subject:** Fwd: Beautification committee

\*\*\*\*EXTERNAL \*\*\*\*

Thank you, Tara Stockton

### Begin forwarded message:

From: Judy Yeager <yeagerjudy@yahoo.com>
Date: March 3, 2021 at 11:56:34 AM EST
To: Tara Stockton <tararstockton@icloud.com>

Subject: Beautification committee

Reply-To: "yeagerjudy@yahoo.com" <yeagerjudy@yahoo.com>

### Tara,

I have been serving on the City of Kingston Beautification committee since our first meeting April 2017. Wow, hard to believe it's been 4 years and time to sign up for another term. I would be it honored to serve another term on this committee. I hope you will consider my offer.

Thank you, Judy Yeager

### Sent from Yahoo Mail on Android

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### **Kelly Jackson**

From:

David Bolling

Sent:

Tuesday, April 6, 2021 11:43 AM

To:

Kelly Jackson

**Subject:** 

FW: Kingston Beautification Committee

FYI

----Original Message----

From: Teresa Kirkham [mailto:tkirkham58@icloud.com]

Sent: Tuesday, April 6, 2021 11:36 AM

To: David Bolling < David.Bolling@kingstontn.gov> Subject: Kingston Beautification Committee

\*\*\*\*EXTERNAL \*\*\*\*

### City manager David Bolling

I am interested in serving on the City Beautification Committee. I have served on several boards in the county and President of most. I feel with my experience & love for this county I would be an asset to the Beautification Committee. Please submit my name for nomination.

Thank you

Teresa Kirkham

### Sent from my iPhone

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### Tennessee Department of Economic and Community Development Infrastructure Planning Grant

### General Information

In order to provide assistance to distressed communities and those with financially distressed utility systems, TNECD has developed a grant program to help communities understand their utility needs and plan for future work.

The Infrastructure Planning grant is open to utility systems that serve distressed counties and rural communities on the financially distressed utility system referral list provided by the Comptroller. These systems have been referred to the Utility Management Review Board or the Water and Wastewater Financing Board because of their net position, non-revenue water, or high levels of debt. The Boards have determined that these systems are not financially self-supporting; TNECD believes that studying the system can help the utility better serve their customers, develop capital improvement plans and develop better applications for funding to assist with improvements.

Funds can be used for water loss studies, sewer investigation studies, system mapping for water or wastewater systems and/or the development of an asset management plan. Grants are up to \$50,000 with a 5% match; up to 5% of the grant amount can be used for project administration. Guidelines for the asset management plans will be issued. The development of asset management plans is intended for communities with recent information on their water loss and/or I/I.

Applications are due April 23, 2021. Projects should be completed in less than 18 months. Procurement of professional services guidelines will be followed to determine who will conduct the studies and provide the reports. The information gathered as a result of this grant funding is intended to be used to help the utility plan for future improvements to their system and to develop CDBG, SRF and USDA applications for funding.

Questions about the grant program can be directed to Brooxie Carlton, <u>Brooxie.carlton@tn.gov</u>.

### **ORDINANCE NO. 21-04-13-01**

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF KINGSTON, TENNESSEE BY REZONING PROPERTY LOCATED AT 1112 CIRCLE DRIVE, 1110 CIRCLE DRIVE AND 1106 SEVIER FERRY ROAD AS SHOWN ON TAX MAP 047P, GROUP A, PARCELS 027.00, 028.00 AND 029.00 TOGETHER WITH ADJACENT ROAD RIGHTS OF WAY FROM C-2, HIGHWAY BUSINESS TO R-1, RESIDENTIAL DISTRICT

WHEREAS, the City Council of the City of Kingston, in accordance with Sections 13-7-203 and 13-7-204 of the Tennessee Code Annotated, may amend the zoning ordinance and zoning map; and,

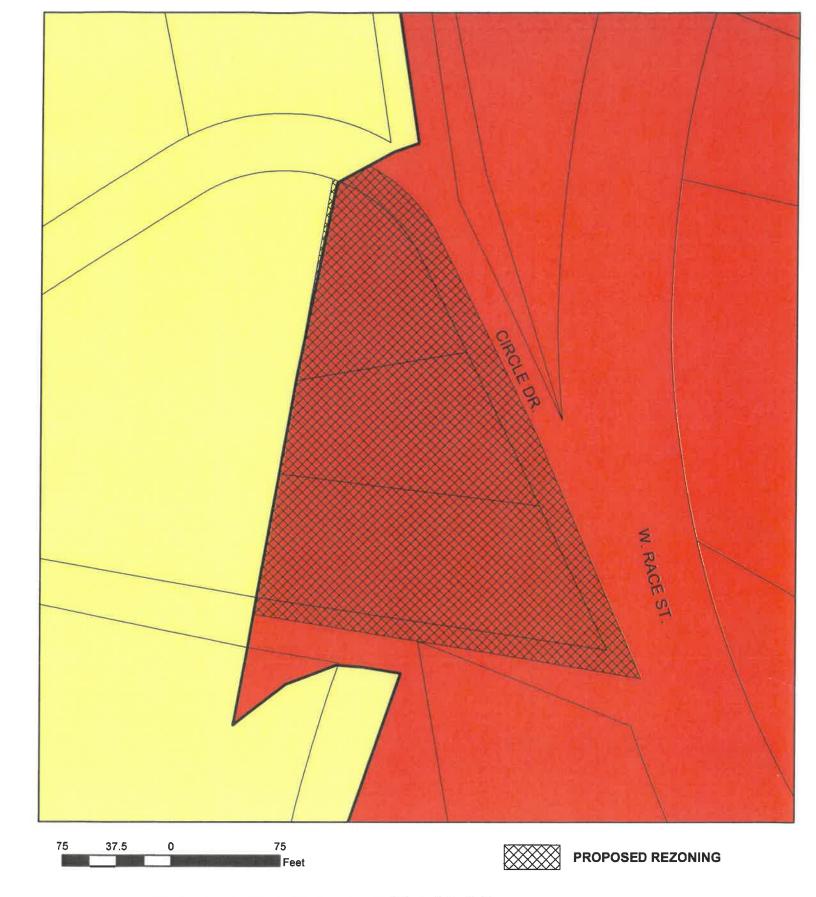
WHEREAS, on March 16, 2021, the Kingston Planning Commission recommended that the zoning map be amended by rezoning the property described below from C-2, Highway Business to R-1, Residential District.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF KINGSTON THAT:

Section 1. The Zoning Map of the City of Kingston is hereby amended to rezone the property located at 1112 Circle Drive, 1110 Circle Drive and 1106 Sevier Ferry Road as shown on Tax Map 047P, Group A, Parcels 027.00, 028.00 and 029.00, and a portion of adjacent road rights-of-way, as shown on the attached map, from C-2, Highway Business District to R-1, Residential District.

Section 2. This ordinance shall take effect upon final passage, the public welfare requiring it.

Passed on first reading:		
Passed on second reading:	, 2021.	
Public hearing held:	, 2021.	
ATTEST:	Mayor	
City Clerk	F	



### PROPOSED REZONING: C-2 to R-1

Map Prepared by:
East Tennessee Development District
Planning Advisory Service
Alcoa, TN
Geographic Information Systems
Map Printed: March 11, 2021
This is not an engineering map.

Kingston, Tennessee

Map Attachment For Ordinance # \_\_\_\_\_



### **ORDINANCE 21-04-13-02**

### AN ORDINANCE ADOPTING THE FAT-OIL-GREASE (FOG) REDUCTION AND REMOVAL POLICY

WHEREAS, the sanitary sewer collection system is not designed for, or effective in, the transport of fats, oils and grease; and

WHEREAS, fats, oils, and grease are major contributors of sanitary sewer collection system clogging, backups and overflows; and

WHEREAS, municipal sewer treatment plants are not designed for, or effective in, the treatment and removal of fats, oils and grease; and

WHEREAS, the discharge of fats, oils, and grease into the sanitary sewer system causes an unnecessary increase in the operating cost of the sanitary sewer system; and

WHEREAS, it is the desire of the Kingston Water Department to better control the discharge of fats, oils, and grease, reduce the potential for overflows and backups; and to reduce the risk and cost associated with the discharge of fats, oils and grease; and

**WHEREAS**, the regulation of wastewater by the city of Kingston is provided for in the City of Kingston Municipal Code Title 18, Chapter 2.

### NOW THEREFORE, BE IT ORDANIED BY THE CITY COUNCIL OF THE CITY OF KINGSTON THAT:

**Section 1**. <u>Board of Waterworks and Sewerage Policies and Procedure Manual Adopted</u>. The Waterworks and Sewerage policy and procedure manual attached hereto as Exhibit A is hereby adopted in its entirety.

**Section 2**. <u>Ordinances Repealed</u>. All ordinances inconsistent with this ordinance and the rules and regulations hereby adopted are repealed to the extent of any such conflict.

**Section 3**. <u>Severability Clause</u>. The invalidity of any section, subsection, paragraph, sentence or clause in the Waterworks and Sewerage policy and procedure manual of the City of Kingston shall not affect the validity of any other portion of said Rules and Regulations and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted therefrom.

Section 4. <u>Date of Effect</u>. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

Attest:	
City Clerk	
Passed on first reading:	, 2021
Public hearing held:	, 2021
Passed on second reading:	, 2021

Title of Policy:	Fat-Oil-Grease (FOG) Reduction and Removal Policy	Pg 1-9
Section #:	Section 29	
Approval Date:		
Revision Date:		Policy 29.1

WHEREAS: the sanitary sewer collection system is not designed for, or effective in, the transport of

fats, oils and grease; and

WHEREAS: fats, oils, and grease are major contributors of sanitary sewer collection system

clogging, backups and overflows; and

WHEREAS: municipal sewer treatment plants are not designed for, or effective in, the treatment

and removal of fats, oils and grease; and

WHEREAS: the discharge of fats, oils, and grease into the sanitary sewer system causes an

unnecessary increase in the operating cost of the sanitary sewer system; and

WHEREAS: it is the desire of the Kingston Water Department to better control the discharge of fats,

oils, and grease, reduce the potential for overflows and backups; and to reduce the risk

and cost associated with the discharge of fats, oils, and grease; and

WHEREAS: under the authority provided in the City of Kingston Municipal Code Title 18, Chapter 2;

now

THEREFORE: The City of Kingston, Tennessee adopts the following Fat-Oil-Grease Policy.

SECTION 1. Removal of fat, oil, and grease. The Kingston Water Department encourages all users of the sanitary sewer system to take voluntary steps to reduce the amount of fats, oils, and grease that is poured, drained or washed down drains into the sanitary sewer system.

<u>SECTION 2.</u> <u>Definitions.</u> In the interpretation and application of this Policy the following words and phrases shall have the indicated meanings:

(a) Best Management Practices (BMP's) means actions or schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the requirements of this Policy.

- (b) Fats, Oils, and Grease (FOG). Organic polar compounds derived from animal and/or plant sources. If lab testing is required to quantify the amount of FOG, the Hexane Extractable Material test is to be used or an equivalent 40 CFR 136 approved method.
- (c) Food Service Establishment (FSE). Any establishment, business or facility engaged in preparing, serving or making food available for consumption. Single family residences are not a FSE, however, multi-residential facilities may be considered a FSE at the discretion of the Superintendent. FSEs are classified as follows:
  - Class 1: Deli- engaged in the sale of cold-cut and microwaved sandwiches/subs with no frying or grilling on site, ice cream shops and beverage bars as defined by

North American Industrial Classification System (NAICS) 722515 or mobile food vendors as defined by NACIS 722330. Bed and breakfast establishments as defined by NACIS 72119.

- Class 2: Limited-service restaurants (a.k.a. fast-food facilities) as defined by NACIS 722513 except fast food with a food line that is heavily fried and a history of FOG discharges that interfere with the sanitary sewer system, and catering as defined by NACIS 722320.
  - Class 3: Full-service restaurants as defined by NACIS 722110.
  - Class 4: Buffet and cafeteria facilities as defined by NACIS 72212.
- **Class 5:** Institutions (schools, hospitals, prisons, etc.) as defined by NACIS 722310 but not to exclude self-run operations.
- (d) Grease, Brown. Fats, oils, and grease that are discharged to the grease control equipment.
- (e) Grease, Yellow. Fats, oils, and grease that have not been in contact with or contaminated from other sources such as water, wastewater, solid waste and can be readily recycled.
- (f) Grease Control Equipment (GCE). A device for separating and retaining wastewater FOG prior to the wastewater exiting the FSE property and entering into the sanitary sewer system. GCE includes grease traps and grease interceptors or other devices approved by the Superintendent.
- (g) Grease Interceptor. An interceptor whose rated flow exceeds 50 gallons per minute (g.p.m.) and is located outside the building.
- (h) Grease Trap. An interceptor whose rated flow is 50 g.p.m. or less and is typically located inside the building.
- (i) Grease Recycle Container. A container used for the storage of yellow grease for recycling.
- (j) Interceptor. A device designed and installed to separate and retain for removal, by automatic or manual means, deleterious, hazardous or undesirable matter from normal wastes, while permitting normal sewage or waste to discharge into the drainage system by gravity flow.
- (k) Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the sanitary sewer collection operation, the treatment processes

### KWD POLICY MANUAL

or operations, or the sludge processes, use or disposal, or exceeds the design capacity City of the treatment works or collection system.

- (I) Tee (influent & effluent). A T-shaped pipe attached to the horizontal influent and effluent pipes of a grease interceptor and extending downward into the trap to depths specified by design which on the influent side forces influent flow into the center of the trap and prevents floating FOG from escaping the effluent pipe.
- (m) Black water. Wastewater containing human waste from sanitary fixtures such as toilets and urinals.
  - (n) Gray water. Refers to all other wastewater other than black water.

### SECTION 3. Discharge of FOG. Kingston Municipal Code § 18-207,

"No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with the operation and performance of the POTW:". Prohibited discharges include: "Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities but not limited to: grease..." and "Any waters or wastes containing fats, wax, grease, or oil, whether emulsified or not".

SECTION 4. Interference with the sanitary sewer system operations. Any user who discharges animal and vegetable fat, oil, and grease in the volume or form which interferes with the operation of the sanitary sewer system may be subject to enforcement actions as specified in Section 13 of this Policy and may be billed for cleanup charges incurred by the City when that user's discharge causes operation and maintenance problems in the sanitary sewer system such as blockages, backups, overflows, interruption of service, excessive FOG accumulation in lift stations and pipes, and other FOG related problems that are tracked to that user's discharge.

### SECTION 5. Control of FOG.

- (a) All existing and new FSEs shall effectively control the discharge of FOG into the sanitary sewer system. A Class 1 FSE may do this through the use of Restaurant Industry best management practices such as those published by the National Restaurant Association. See: NRA Fats Oils Greases (restaurant.org). If best management practices fail to prevent sanitary sewer system interferences Class 1 FSEs shall install grease control equipment (GCE) as specified in Section 5, or by the superintendent.
- (b) All new Class 2-5 FSEs shall install grease control equipment in sizes specified in Section 5 or by the Superintendent and properly maintain that equipment in such a way to prevent interference with the sanitary sewer system.
- (c) Existing FSEs that do not meet these minimum sizes may continue to use existing GCE and/or best management practices if the discharge from the FSE is not interfering with the sanitary sewer system and the KWD gives written permission stating that that the current GCE and practices are preventing interference with the sanitary sewer system. Upon written notice from the superintendent that the existing GCE or BMP's are inadequate to protect the sanitary sewer system from interference,

the FSE shall have 60 days to install additional GCE to prevent FOG interference with the sanitary sewer system.

- (d) All FSEs with GCE shall maintain records of cleaning and maintenance of that equipment. Records include at a minimum the date of cleaning or maintenance, company or person conducting the cleaning or maintenance, and the amount of grease and water removed from the equipment. A grease waste hauler completed manifest will meet this requirement.
- (e) Yellow grease such as fryer oil, shall not be discharged into the GCE or into stormwater conveyances. The use of yellow grease recycling containers is encouraged.
- (f) Owners of commercial property will be held responsible for wastewater discharges from FSE leaseholders on their property.
- (g) All FSEs shall provide access to KWD personnel (after proper identification) for the purpose of inspection of GCE, kitchen equipment and practices, and any cleaning and drain remediation products which relate to the wastewater and FOG discharge.

### SECTION 6. Grease Control Equipment (GCE).

- (a) Minimum acceptable size of GCE is as follows. Larger sizes may be required by the Superintendent.
  - a. Class 1: 20 gpm/40 lbs. grease trap.
  - b. Class 2: 500-gallon grease interceptor.
  - c. Class 3 1,000-gallon grease interceptor.
  - d. Class 4: 1,500-gallon grease interceptor.
  - e. Class 5 2,000-gallon grease interceptor.
- (b) Any FSE either new or existing that is found by the superintendent to be interfering with the sanitary sewer system may be asked to install GCE that is larger than the minimum size and take other steps to stop that interference.
- (c) Existing FSEs that do not meet these minimum sizes may continue to use existing GCE and/or best management practices if the discharge from the FSE is not interfering with the sanitary sewer system and the Superintendent gives written permission stating that that the current GCE and practices are preventing interference with the sanitary sewer system. Upon written notice from the Superintendent that the existing GCE or BMP's are inadequate to protect the sanitary sewer system from interference, the FSE shall have 60 days to install additional GCE to prevent FOG interference with the sanitary sewer system.
- (d) Additionally, FSEs that discharge the water from dishwashing machines through a grease interceptor shall install a GCE which is larger than the minimum to allow for cooling of the discharge and thereby prevent discharge of FOG into the sanitary sewer system.
- (e) Grease Traps. These small, under-the-counter units shall be installed according to drawings provided by the superintendent and shall include vented flow restrictor prior to the trap. Dishwashing machines shall not be installed onto these units. Failure to follow this requirement will render the trap ineffective and the FSE shall be instructed to install a large external grease interceptor.

### SECTION 7. Installation of GCE.

- (a) Owners/users are responsible for installation of the GCE.
- (b) Grease traps shall be installed according to the requirements in Section 5.
- (c) Grease interceptors shall be substantially similar to sample drawings available from the Superintendent.

- (d) Tanks must be water-tight and protected from rainwater inflow and infiltration.
- (e) Two access manholes with a minimum of 24" diameter shall be provided, one directly over the influent pipe and Tee and one directly over the effluent pipe and Tee.
  - (f) Influent and effluent pipes shall be 4" or larger PVC Schedule 40 or stronger.
- (g) Influent and effluent pipes shall be equipped with Tee fittings properly positioned as follows. Influent flow shall be directed downward and the Tee shall terminate 24 inches below the water surface. Effluent Tee shall block all surface grease and terminate 12" above the bottom of the unit.
- (h) The tank shall be constructed to have two compartments. Two thirds of the volume shall be in the influent side and one third on the effluent side. A solid baffle wall shall extend from the bottom to within 6" of the top and shall be equipped with a 6" elbow installed in the baffle wall with drawing flow from the influent side of the unit at a depth of 12" from the bottom.
- (i) Manhole covers shall be of materials and strength to withstand expected surface loads, and secured to prevent accidental entry.
- (j) Interceptors shall be located for effective cleaning and not blocked by structures or landscaping.
- (k) Interceptor sizes greater than 2,500 gallons shall be served by two tanks installed in series.

### **SECTION 8.** Maintenance of GCE.

- (a) Owners/users are responsible for maintenance of the GCE.
- (b) Grease traps should be cleaned once every two weeks, or sometimes more often, if the combined depth of FOG and solids exceed 50% of the trap.
- (c) Grease Interceptors shall be pumped when the layer of FOG and settled solids combined reaches 25% of the tank depth.
- (d) When grease interceptors are pumped, the entire contents, FOG layer, settled solids and water shall be fully removed. No water may be returned to the tank.
  - (e) Interceptors shall be inspected for deterioration and damage by the waste grease hauler each time the unit is cleaned.
  - (f) Deteriorated or damaged tanks shall be repaired or replaced within 60 days of notice of such conditions.
  - (g) Kingston Water Department shall be notified at least 24 hours prior to trap or interceptor pumping event so the Department can provide each FSE no cost inspection service to assure proper pumping, cleaning, and inspection.

### SECTION 9. Additives.

- (a) Additives include but are not limited to products that contain solvents, emulsifiers, surfactants, caustics, acids, enzymes and bacteria. They may be inorganic or organic in origin.
  - (b) The use of additives is prohibited with the following exceptions:
    - i. Additives may be used to clean FSE drain lines but only in such quantities that will not cause FOG to be discharged from the GCE to the sanitary sewer or cause temporary breakdown of the FOG that will later re-congeal in the downstream sewer pipes.
    - ii. If a product used can be proven to contain 100% live bacteria, with no other

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additives, a request for permission to use the product shall be made to the superintendent. The request must be submitted in writing with a full disclosure Material Safety Data Sheet and a certified statement from the manufacture.

SECTION 11. Fees. This Policy empowers the KWD to establish fees (through a separate fee ordinance) to offset costs associated with the implementation of this Policy. Possible fees include: inspection fees, permitting fees, surcharge fees for high strength discharges, cleanup fees associated with FOG cleanup within the sanitary sewer system, and other fees necessary for implementation of this Policy.

<u>SECTION 12. Permitting.</u> The City may use FSE permits as a way of implementing this Policy, and may further require the permitting or certification of GCE service and pumping vendors.

### SECTION 13. Enforcement.

Violators of this Policy may be issued FSE permits, cited to City court, general sessions court, chancery court, or other court of competent jurisdiction. Violators may face fines, have water and/or sewer service terminated, and the City may seek further remedies as needed to protect the collection system, treatment plant, receiving stream and public health. Repeated or continuous violation of this Policy is declared to be a public nuisance and may result in legal action against the property owner and/or user, and the service line may be disconnected from sewer main. Upon notice by the superintendent that a violation has or is occurring, the user shall immediately take steps to stop or correct the violation. The City may take any or all of the following remedies:

- (a) Cite the user to City or general sessions court, where each day of violation shall constitute a separate offense.
- (b) In an emergency situation where the superintendent has determined that immediate action is needed to protect the public health, safety or welfare, a public water supply or the facilities of the sewerage system, the superintendent may discontinue water service or disconnect sewer service.
- (c) File a lawsuit in chancery court or any other court of competent jurisdiction seeking damages against the user, and further seeking an injunction prohibiting further violations by user.
- (d) Seek further remedies as needed to protect the public health, safety or welfare, the public water supply or the facilities of the sewerage system.

### **SAMPLE PERMIT**

### **Wastewater Discharge Permit**

### **Food Service Establishment**

In accordance with the Sewer Use Ordinances of the City of Kingston, Tennessee and the adopted Fat-Oil-Grease (FOG) Policies:

### **SAMPLE PERMIT**

### **Legal Authority**

Kingston Municipal Code § 18-207,

"No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with the operation and performance of the POTW:". Prohibited discharges include: "Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities but not limited to: grease..." and "Any waters or wastes containing fats, wax, grease, or oil, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperature between thirty-two (32) or one hundred fifty degrees (150°) F or (0 to 65° C).

### **Permit Requirements**

- A. Follow the City of Kingston FOG Policies
- B. Implement "Best Operational Practices" within the kitchen to reduce FOG discharge.
- C. Proper Operations and Maintenance

The permittee shall at all times properly operate and maintain all FOG control equipment. Proper operations and maintenance include proper installation, usage and cleaning of FOG control equipment or devices.

D. Contact the City whenever FOG traps or interceptors are cleaned to arrange for pumping inspections to assure complete and proper cleaning and inspection.

### **City Inspection and Sampling**

The City shall have the right to inspect the facilities at random to ascertain whether the purpose of this permit is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the City or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection and / or sampling in the performance of any of their duties. The City shall have the right to install on the user's property such devices as are necessary to conduct sampling or metering operation.

### **Special Conditions**

This permit may be reopened and modified to incorporate any new or revised state or federal requirements, to control an unforeseen impact upon the treatment facility, the receiving stream or the wastewater sludge generated at the treatment plant by the permittee's discharge, or to control an unforeseen impact due to the combination of the permittee's discharge with another discharge.

### SAMPLE PERMIT

### Acknowledgment

I acknowledge the receipt of the Food S facility effective on	Service Establishment Discharge Permit that applies to the noted and expiring
Establishment	
Permit No	_
Signed	<u>⇒</u>
Title	•
Date	±



### KINGSTON BEER BOARD REGULAR MEETING Tuesday, April 13, 2021

### AGENDA

- A. Call to Order
- B. Roll Call
- C. Previous Minutes
- D. New Business
  - 1. None

## REGULAR MEETING – KINGSTON BEER BOARD TUESDAY, MARCH 9, 2021 KINGSTON CITY HALL

IN AN EFFORT TO HELP REDUCE THE SPREAD OF COVID-19, THIS MEETING WAS CONDUCTED THROUGH ZOOM AND WAS LIVESTREAMED ON OUR WEBSITE, <u>WWW.KINGSTONTN.GOV</u> AND WAS POSTED TO OUR FACEBOOK PAGE.

The Regular Meeting of the Kingston Beer Board was held on Tuesday March 9, 2021. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Tony Brown, Member Randy Childs, Member Jeff Griffis, Vice-Chair Becky Humphreys, Member Tara Stockton, Member Stephanie Wright and Chairman Tim Neal.

### **PREVIOUS MINUTES**

A motion made by Vice-Mayor Humphreys, second by Member Childs to waive the reading and approve as written the minutes of the regular meeting on February 9, 2021.

The motion passed with a unanimous roll call vote.	7 Ayes
Citizens Comments: None	
New Business: None	
Chairman Neal adjourned the meeting. 6:54 pm	
APPROVED	
Timothy Neal, Chairman	
ATTEST:	
City Clerk	



### KINGSTON WATER BOARD REGULAR MEETING Tuesday, April 13, 2021

### AGENDA

- A. Call to Order
- B. Roll Call
- C. Previous Minutes
- D. Citizens' Comments
- E. Utility Director's Report
- F. New Business
- 1. None

## REGULAR MEETING – KINGSTON WATER BOARD TUESDAY MARCH 9, 2021 KINGSTON CITY HALL

IN AN EFFORT TO HELP REDUCE THE SPREAD OF COVID-19, THIS MEETING WAS CONDUCTED THROUGH ZOOM AND WAS LIVESTREAMED ON OUR WEBSITE, <u>WWW.KINGSTONTN.GOV</u> AND WAS POSTED TO OUR FACEBOOK PAGE.

The Regular Meeting of the Kingston Water Board was held on Tuesday, March 9, 2021. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Tony Brown, Member Randy Childs, Member Jeff Griffis, Vice-Chair Becky Humphreys, Member Tara Stockton, Member Stephanie Wright and Chairman Tim Neal.

### **PREVIOUS MINUTES**

A motion made by Vice-Chair Humphreys, second by Member Wright to waive the reading and approve the minutes as written the minutes of the regular meeting on February 9, 2021

The motion passed with a unanimous roll call vote. 7 Ayes

Citizen Comments – None

Board Comments – None

UTILITY DIRECTOR'S REPORT – Mr. Bolling gave updates on the following:

- Ongoing regular maintenance
- Budget process underway

#### **New Business:**

1. Discussion and consideration to offer Servline coverage for master meters, meters over 2" and irrigation systems.

Motion by Member Brown, second by Member Childs to approve and offer Servline coverage for master meters, meters over 2" and irrigation systems.

The motion passed with a unanimous roll call vote. 7 Ayes

Chairman Neal adjourned the meeting. 7:04 pm

APPROVED	
Timothy Neal, Chairman	
ATTEST:	
City Clerk	