



City Manager Report

March 2021



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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

**This report is dedicated the 2021 TAACS Class A State Champion
Calvary Lady Crusaders**

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To: Kingston City Council
City Staff
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: March 2021

Legislative Accomplishments

- A. Authorization for the City Manager and City Attorney to proceed with the re-zoning of three parcels on Circle Drive to correct an apparent mapping error
- B. Approval of a request by Jason Taylor to close a portion of Cumberland Street for a car show on March 20th
- C. Authorization to offer Servline coverage for master meters, meters over 2" and irrigation systems

Other Items Considered by the Council

- None
- **External Meetings (all external meetings were held virtually)**
 - Meeting with Michael Brady Incorporated regarding the Community Center roof
 - Meeting with Community Development Partners regarding grant opportunities
 - Tennessee RiverLine Local Leadership Team meeting
 - Meeting with TWRA regarding the replacement of the Ladd Park boat ramp
 - Other miscellaneous meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Other miscellaneous staff meetings



City of Kingston

Project Status Update

March 2021

BUILD Grant – Bridge to Bridge Corridor Master Plan

Project Cost:	\$220,000	
Engineer/Architect/Consultant:	Community Development Partners	
Contractor:	N/A	
Status (Percent complete)	0%	
Estimated Completion Date	TBD	
Notable outstanding issues:	Awaiting grant agreement	

Notes:

1. We anticipate that the contract will be ready in early 2021.

FINANCE AND ADMINISTRATION REPORT 2020- 2021

Major City Revenue Streams	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Property Taxes	\$0.00	\$0.00	\$0.00	\$11,305.00	\$261,966.00	\$900,606.50	\$170,822.64	\$593,836.50	\$87,670.28			
State Tax Revenues	\$87,888.20	\$98,822.32	\$63,692.92	\$69,581.54	\$98,122.70	\$71,119.77	\$85,639.40	\$92,102.11	\$93,140.37			
County Trustee	\$111,627.96	\$115,172.31	\$111,137.56	\$104,086.25	\$103,709.80	\$117,527.40	\$115,668.36	\$136,237.57	\$112,336.36			

Utility Billing Detail Summary

Accounts Billed	3833	3846	3845	3847	3848	3852	3842	3836	3842			
Billing Total	\$378,039.21	\$314,080.42	\$359,006.76	\$431,969.07	\$320,052.76	\$338,492.47	\$367,518.46	\$335,357.46	\$333,503.33			
New Service	34	61	54	44	41	42	33	31	40			
Finalled Accounts	33	49	35	38	29	42	33	33	32			
Past Due Accounts	238	143	108	180	136	231	98	124	76			
ACH Bank Drafts	853	859	860	857	857	858	861	863	867			
E-bill Accounts	349	342	340	346	349	346	348	357	363			
Online Payments	807	746	735	757	761	766	762	757	884			
Trash Pickup	2450	2455	2457	2459	2460	2461	2457	2450	2457			
Phone Tree Calls	384	176	295	381	244	255	208	218	204			
NHN per month	\$3.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
NHN Balance	\$20,554.58	\$20,556.58	\$19,950.41	\$19,352.04	\$19,178.56	\$18,974.47	\$18,771.82	\$17,985.28	\$17,993.55			
NHN Disbursed	\$0.00	\$0.00	\$606.17	\$588.37	\$183.48	\$204.09	\$202.65	\$786.54	\$0.00			
Wtr/Swr Protection	2143	2150	2154	2167	2171	2169	2168	2160	2167			
Water Loss Protection	1178	1181	1184	1183	1184	1190	1188	1185	1178			
Water Line Protection	166	171	171	175	177	180	182	180	186			
Sewer Line Protection	38	42	43	43	42	42	44	45	49			
Commercial Single Protection	232	233	232	232	232	233	234	236	238			
Commercial Multi Protection	5	5	5	5	5	5	5	5	5			
Commercial Line Protection	2	2	2	2	2	2	2	2	2			

NEW BUSINESS LICENSES ISSUED FOR MARCH 2021

Jenny G's Cleaning Services, (Jennifer Givens) 115 Newport Way, Kingston TN 37763
Central City Heating & Air Conditioning, (Donna Kimble) 121 Oak Dr, Kingston TN 37763

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY MARCH 2021

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,616,773	\$1,140,300	\$1,125,330	\$1,123,382	\$1,234,550	\$1,577,076	\$2,167,032	\$2,565,590	\$2,868,445			
CAPITAL RESERVE GF	\$307,369	\$307,369	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595			
CAPITAL FUND LL	\$70,595	\$70,595	\$307,559	\$307,754	\$307,944	\$308,139	\$308,162	\$308,240	\$308,330			
Water/Sewer	\$974,090	\$1,048,174	\$1,085,575	\$856,737	\$890,756	\$675,943	\$842,214	\$1,451,605	\$1,248,952			
1999 Bond	\$713,723	\$236,037	\$259,599	\$283,026	\$306,545	\$330,087	\$353,535	\$377,248	\$400,835			
2004 Bond	\$146,731	\$150,769	\$154,893	\$159,031	\$163,176	\$167,389	\$171,427	\$175,651	\$179,791			
RDA Reserve Fund	\$713,723	\$763,723	\$814,241	\$864,543	\$915,100	\$965,703	\$1,016,038	\$516,088	\$516,236			
Drug Fund	\$9,694	\$10,395	\$10,715	\$11,131	\$10,276	\$10,282	\$10,303	\$10,309	\$10,564			
Total BALANCES	\$4,552,699	\$3,727,363	\$3,828,508	\$3,676,199	\$3,898,943	\$4,105,215	\$4,939,307	\$5,475,326	\$5,603,748	\$0	\$0	\$0

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF MARCH 2021

- * ATTENDED HUMAN RESOURCE WEBINAR.
- * ATTENDED CPR AND AED TRAINING.
- * HIRED FULL TIME FIREFIGHTER
- * WORKED IN WATER DEPARTMENT TO COVER A VACATION.
- * CROSS TRAINING IN DUTIES OF THE UTILITY BILLING CLERK.
- * TOTAL FULL-TIME EMPLOYEES: **62** TOTAL PART-TIME EMPLOYEES: **25** TOTAL SEASONAL EMPLOYEES: **7**

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues									
31110			Property Taxes (Current)	1,976,000.00	(1,993,769.92)	100.90 %	164,666.67	(55,633.28)	33.79 %
31120			Public Utilities Property Tax (Current)	30,000.00	(34,958.00)	116.53 %	2,500.00	0.00	0.00 %
31211			Property Tax Delinquent - 1st Prior	68,000.00	(72,744.00)	106.98 %	5,666.67	(30.00)	0.53 %
31212			Property Tax Delinquent - 2nd Prior	40,000.00	(28,831.00)	72.08 %	3,333.33	(1,114.00)	33.42 %
31219			Property Tax Delinquent - Other Prior	16,000.00	(23,851.83)	149.07 %	1,333.33	0.00	0.00 %
31300			Interest And Court Cost On Prop Tax	35,000.00	(28,065.40)	80.19 %	2,916.67	(1,028.75)	35.27 %
31511			In Lieu Tax, Rockwood Electric Utility	84,000.00	(76,851.95)	91.49 %	7,000.00	0.00	0.00 %
31610			Local Sales Tax - Co. Trustee	1,210,000.00	(1,027,503.57)	84.92 %	100,833.33	(112,336.36)	111.41 %
31710			Wholesale Beer Tax	198,000.00	(155,760.51)	78.67 %	16,500.00	(13,104.24)	79.42 %
31720			Wholesale Liquor Tax	54,000.00	(45,277.01)	83.85 %	4,500.00	(5,062.64)	112.50 %
31800			Business Taxes	70,000.00	(27,950.93)	39.93 %	5,833.33	(5,161.54)	88.48 %
31912			Comcast Cable TV Fees	75,000.00	(61,203.32)	81.60 %	6,250.00	0.00	0.00 %
31913			Bellsouth Cable Fees	10,000.00	(5,827.22)	58.27 %	833.33	0.00	0.00 %
31920			Hotel, Motel Tax	43,000.00	(29,179.83)	67.86 %	3,583.33	(2,575.88)	71.89 %
32210			Beer Permits	1,700.00	(1,808.33)	106.37 %	141.67	0.00	0.00 %
32220			Liquor Licenses	300.00	(528.33)	176.11 %	25.00	0.00	0.00 %
32600			Bza Hearing Fee	0.00	(100.00)	0.00 %	0.00	(100.00)	0.00 %
33202			FEMA Greenway Proceeds	64,947.00	0.00	0.00 %	5,412.25	0.00	0.00 %
33292			Library Grant Proceeds Rda	0.00	(3,040.00)	0.00 %	0.00	0.00	0.00 %
33430			Public Entity Partners Grant Proceeds	0.00	(1,798.68)	0.00 %	0.00	(1,798.68)	0.00 %
33479			State Grant	158,548.00	(245,923.00)	155.11 %	13,212.33	0.00	0.00 %
33490			Tema Grant	0.00	(76,751.53)	0.00 %	0.00	(76,751.53)	0.00 %
33500			Telecom Interstate Sales	5,000.00	(4,645.60)	92.91 %	416.67	(407.45)	97.79 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33510		State Sales Tax		535,478.00	(446,139.11)	83.32 %	44,623.17	(48,149.81)	107.90 %
33520		State Income Tax		25,000.00	(36,159.92)	144.64 %	2,083.33	0.00	0.00 %
33530		State Beer Tax		2,800.00	(1,463.41)	52.26 %	233.33	0.00	0.00 %
33540		State Liquor Tax		6,000.00	(4,605.24)	76.75 %	500.00	(490.75)	98.15 %
33551		State Gasoline Fuel Tax		210,000.00	(159,023.47)	75.73 %	17,500.00	(16,566.51)	94.67 %
33552		State-City Streets And Transportation		11,800.00	(8,835.58)	74.88 %	983.33	(981.73)	99.84 %
33555		State Street Contract Maintenance		45,000.00	(16,491.92)	36.65 %	3,750.00	0.00	0.00 %
33580		Sportsbetin Revenue		0.00	(764.88)	0.00 %	0.00	0.00	0.00 %
33590		Tva Solar Energy James Ferry		1,000.00	(2,469.40)	246.94 %	83.33	(202.40)	242.88 %
33591		Gross Receipts - Tva		75,800.00	(35,324.20)	46.60 %	6,316.67	0.00	0.00 %
33593		Corporate Excise Tax		10,000.00	(20,497.03)	204.97 %	833.33	(20,497.03)	2,459.64 %
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	(2,665.98)	106.64 %	208.33	(96.36)	46.25 %
34210		Police Service Supplements		9,600.00	(10,400.00)	108.33 %	800.00	(10,400.00)	1,300.00 %
34220		Special Fire Protection Fees		11,600.00	(8,800.00)	75.86 %	966.67	(8,800.00)	910.34 %
34230		Sex Offender Registry		500.00	(300.00)	60.00 %	41.67	0.00	0.00 %
34310		Highways And Streets Charges For		18,000.00	0.00	0.00 %	1,500.00	0.00	0.00 %
34420		Garbage Tip Fees		350,000.00	(253,359.19)	72.39 %	29,166.67	(28,162.39)	96.56 %
34720		Swimming Pool Charges		10,000.00	(2,707.51)	27.08 %	833.33	0.00	0.00 %
34730		Fort Charges & Donations		500.00	(860.00)	172.00 %	41.67	(600.00)	1,440.00 %
34740		Park & Recreation Charges		8,500.00	(9,605.00)	113.00 %	708.33	(510.00)	72.00 %
34741		Boat Slip Rental		25,000.00	(15,830.00)	63.32 %	2,083.33	(450.00)	21.60 %
34742		Fireworks Donations		20,000.00	(24,155.00)	120.78 %	1,666.67	(10,300.00)	618.00 %
34745		Softball Program		3,000.00	(3,150.00)	105.00 %	250.00	(1,120.00)	448.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
34746		Fire Dept Donations		4,000.00	(6,204.19)	155.10 %	333.33	0.00	0.00	0.00 %
34751		Volleyball Program		3,000.00	(1,959.37)	65.31 %	250.00	(759.37)		303.75 %
34760		Library- Fines and Penalties		3,500.00	(168.20)	4.81 %	291.67	0.00	0.00	0.00 %
34761		Library - Fines And Penalties		0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
35110		City Court Fines		22,000.00	(11,070.42)	50.32 %	1,833.33	(1,312.28)		71.58 %
35140		Drug Related Fines		2,500.00	(1,056.74)	42.27 %	208.33	(255.31)		122.55 %
35150		Traffic School Charges		2,000.00	(600.00)	30.00 %	166.67	0.00	0.00	0.00 %
36100		Interest Earnings		6,000.00	(3,950.85)	65.85 %	500.00	(695.94)		139.19 %
36350		Insurance Recoveries		0.00	(43,721.98)	0.00 %	0.00	0.00	0.00	0.00 %
36430		Pavilion Rental		2,000.00	0.00	0.00 %	166.67	0.00	0.00	0.00 %
36539		Sale Of Other Public Works Supps &		12,000.00	(5,674.25)	47.29 %	1,000.00	(3,536.00)		353.60 %
36967		Contract Natural Gas		21,500.00	(16,125.03)	75.00 %	1,791.67	(3,583.34)		200.00 %
36971		Contract Billing From Water Dept		485,168.00	(485,168.00)	100.00 %	40,430.67	(242,584.00)		600.00 %
Total Revenues				6,089,241.00	(5,589,675.83)	91.80 %	507,436.75	(675,157.57)		133.05 %
Expenditures										
41100		City Council		(75,005.00)	42,689.20	56.92 %	(6,250.42)	5,010.61		80.16 %
41210		City Court		(27,150.00)	14,412.17	53.08 %	(2,262.50)	1,317.78		58.24 %
41320		City Manager		(112,863.00)	80,787.41	71.58 %	(9,405.25)	8,855.66		94.16 %
41500		Financial Administration		(356,014.00)	196,050.42	55.07 %	(29,667.83)	23,363.72		78.75 %
41700		Planning And Zoning		(10,275.00)	10,212.60	99.39 %	(856.25)	37.60		4.39 %
41810		City Hall Buildings		(97,000.00)	72,820.02	75.07 %	(8,083.33)	21,531.92		266.37 %
41990		General Government		(228,778.00)	194,665.31	85.09 %	(19,064.83)	6,866.06		36.01 %
42100		Police		(1,045,176.00)	714,705.52	68.38 %	(87,098.00)	97,245.72		111.65 %
42152		Automotive Services		(95,000.00)	67,740.60	71.31 %	(7,916.67)	7,500.37		94.74 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			75.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
42200			Fire Protection	(1,081,527.00)	763,676.95	70.61 %	(90,127.25)	79,595.86		88.31 %
43100			Public Works	(886,482.00)	494,622.17	55.80 %	(73,873.50)	69,705.33		94.36 %
43190			State Street Aid	(161,500.00)	115,787.31	71.69 %	(13,458.33)	13,155.91		97.75 %
43240			Waste Disposal	(350,000.00)	237,699.48	67.91 %	(29,166.67)	26,790.98		91.85 %
44143			Animal Control/Codes Enforcement	(24,012.00)	10,492.08	43.70 %	(2,001.00)	1,110.00		55.47 %
44400			Parks & Recreation	(790,523.00)	532,370.18	67.34 %	(65,876.92)	59,193.83		89.86 %
44440			Swimming Pool	(40,450.00)	22,774.86	56.30 %	(3,370.83)	4,485.77		133.08 %
44800			Library	(208,294.00)	152,927.20	73.42 %	(17,357.83)	16,660.32		95.98 %
49000			Debt Service	(379,909.00)	106,434.22	28.02 %	(31,659.08)	605.97		1.91 %
51640			Operating Transfer To Capital Proj Fd	(158,548.00)	158,548.00	100.00 %	(13,212.33)	0.00		0.00 %
Total			Expenditures	(6,128,506.00)	3,989,415.70	65.10 %	(510,708.83)	443,033.41		86.75 %
110			General Fund	(39,265.00)	(1,600,260.13)	-4,075.54 %	(3,272.08)	(232,124.16)		-7,094.08

122		Drug Fund	Monthly Comparative:						75.00%
			Year-To-Date			Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg		
Revenues									
35140	Drug Fines	16,000.00	(1,056.81)	6.61 %	1,333.33	(255.31)	19.15 %		
Total Revenues		16,000.00	(1,056.81)	6.61 %	1,333.33	(255.31)	19.15 %		
Expenditures									
42122	Drug Fund	(16,000.00)	5,407.00	33.79 %	(1,333.33)	0.00	0.00 %		
Total Expenditures		(16,000.00)	5,407.00	33.79 %	(1,333.33)	0.00	0.00 %		
Total	122	Drug Fund	0.00	4,350.19	100.00 %	0.00	(255.31)	0.00 %	

413	Water And Sewer	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues									
36100			Interest Earnings	4,926.00	(6,061.20)	123.05 %	410.50	(323.84)	78.89 %
37110			Metered Water Sales	1,303,214.00	(947,692.85)	72.72 %	108,601.17	(98,089.09)	90.32 %
37114			Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37117			Outside Water Sales	829,695.00	(626,961.56)	75.57 %	69,141.25	(64,643.31)	93.49 %
37191			Penalties	35,000.00	(24,779.82)	70.80 %	2,916.67	(2,083.59)	71.44 %
37194			Sales Of Materials	37,000.00	(39,099.02)	105.67 %	3,083.33	(3,292.48)	106.78 %
37195			Installation Charges	74,000.00	(51,735.00)	69.91 %	6,166.67	(5,140.00)	83.35 %
37196			Water User Fees	42,127.00	(19,281.00)	45.77 %	3,510.58	0.00	0.00 %
37199			Miscellaneous	5,000.00	(5,881.51)	117.63 %	416.67	0.00	0.00 %
37210			Sewer Service Charges	1,433,641.00	(1,072,029.78)	74.78 %	119,470.08	(112,464.29)	94.14 %
37296			Sewer User Fees	22,128.00	(7,520.00)	33.98 %	1,844.00	(1,220.00)	66.16 %
37299			Miscellaneous	3,500.00	(1,217.80)	34.79 %	291.67	(90.00)	30.86 %
Total Revenues				3,790,231.00	(2,802,259.54)	73.93 %	315,852.58	(287,346.60)	90.97 %
Expenditures									
41500			Financial Administration	(485,168.00)	485,168.00	100.00 %	(40,430.67)	242,584.00	600.00 %
41990			General Government	(444,035.00)	322,096.27	72.54 %	(37,002.92)	22,249.94	60.13 %
43750			Capital Improvements	(40,000.00)	28,749.52	71.87 %	(3,333.33)	2,500.00	75.00 %
49000			Debt Service	(645,551.00)	532,499.72	82.49 %	(53,795.92)	65,255.65	121.30 %
52113			Purification	(640,580.00)	405,828.52	63.35 %	(53,381.67)	44,354.63	83.09 %
52114			Transmission And Distribution	(809,336.00)	535,473.89	66.16 %	(67,444.67)	58,687.13	87.02 %
52117			Utility Director	(74,360.00)	51,758.64	69.61 %	(6,196.67)	6,369.58	102.79 %
52213			Sewer Treatment And Disposal	(661,502.00)	443,002.42	66.97 %	(55,125.17)	76,100.63	138.05 %
Total Expenditures				(3,800,532.00)	2,804,576.98	73.79 %	(316,711.00)	518,101.56	163.59 %

		Monthly Comparative:					
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
413	Water And Sewer						75.00%
Total	413 Water And Sewer	(10,301.00)	2,317.44	22.50 %	(858.42)	230,754.96	26,881.46

Jay Settles came to our facility and hosted a CPR/AED training on March 25th 2021. The following were present, participated and became certified.

Michelle Kelly

Emilex Dege

Haley Brown

Kate Tond

Maisha Marshall

Report for the citations issued, the disposition date for which was on
March 2021

Monies outstanding from August 7, 2007 – March 31, 2021	\$ 65,513.16
Monies collected from August 7, 2007 – March 31, 2021	\$ 508,294.05

NO COURT IN MARCH 2021 BECAUSE OF COVID-19


JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$.00	
Collected in court on fines and costs	\$.00
Amount collected after March 2021 Court	\$.00
Total collected for citations on March 2021	\$.00
Amount outstanding for March 2021	\$.00	
<u>3</u> Cash bond forfeitures	\$	341.25
Total amount collected for March 2021 Citations	\$.00
Amount collected from previous months/FTA etc.	\$	1,057.50
Total collected in March 2021	\$	1,398.75

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

This the 31st of March 2021


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

MARCH 2021 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
3/9/2021	1100, 1101, 1102, 1103, 1104, 1105 Pineywood	13-103 Stagnant water, 13-106 Health and Sanitation, 13-302 Junked vehicle, 13-402 Dangerous Building, 13-501 Declaratio of nuisances, 13-502 Duty of Maintenance of property, 17-109 Abatement of nuisances, 17-106 Pre-Collocation Pracactices Section 2 par 3	letter send 3/9/2021	
3/23/2021	308 W. Race St	13-502 Duty of Maintenance of private property	letter send 3/23/2021	
	513 Highpoint Circle	13-104 Weeds 13-106 Health and Sanitation nuisance 13-302 abandoned vehicle 13- 501 Declation of nuisances 13- 502 Duty of maintenance of private property.	letter send 3/23/2021	
	118 Hillcrest Lane	13-106 Health and sanitation nuisances 13-501 Declaration of nuisances	letter send 3/23/2021	

MARCH 2021 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
2/28/2021	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		Owner still working on cleaning up the property has until July 1, 2021
3/31/2021	203 Ridge Trail Rd	13-302 Wrecked junked vehicles 13-502 Duty of maintenance of private property	send letter	still working on cleaning up
3/31/2021	816 Scenic Drive	13-501 Declaration of nuisance 13-502 Duty of maintenance of private property 13-106 Health & Sanitation nuisances	sent letter	owner has cleaned up some needs to do more

KINGSTON POLICE DEPARTMENT -MARCH 2021

TIBRS Group A Offenses

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

Subtotal 1

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	1
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	1
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	2

Subtotal 4

Crimes Against Society

Drug/Narcotics Violations	7
Drug Equipment Violations	3
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	1

Total 11

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	
All Other Offenses	

Total 1

Central Dispatch	
Crash Reports	21
Traffic Stops	90
Investigator Needed on Scene	
Domestic Complaints	8
Escorts Funeral/Other	9
Animal Calls	11
Vandalism	2
Fights	
Burglar Alarms/Fire Alarms	18
Child Sexual Assaults	
Forgery	
Theft	4
Vehicle Theft	
Public/Motorist Assist	3
Arson/Explosive Devices	
Other Calls	217
	166
	Subtotal
	Total Calls
	383
Municipal Codes	
Animal Control Calls to Office	1
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns/warning notices given	1
Codes Violations/Citations	27
Codes Letters Sent	7
Property Maintenance Leins	0
Temporary Signs Removed	20

Patrol Mileage	18,574
Hours Worked	4,377
Reserve Hours Worked	220
Total Overtime Hours	229
Total Amount of Overtime Wages	2,352
City Court Citations	35
Warning Citations	12
General Sessions Citations	2
Arrest	13
Juvenile Arrest	
Incident Reports	26



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

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

The Kingston Police Department fulltime officers received training for month of March. The training was on the Kingston Police Departments Record Management System, this our new reporting system for Offense, Arrest or Crash the officers work. The total amount of training was for 3days at 8 hours a day and was held in the training room. All Covid -19 measures was followed for this training.

Captain Roy Montgomery GDI/TO
March 31, 2021

**Kingston Fire Department
March 2021**

Summary of Month's Activities

Fire Operations

The Department responded to 67 calls for service during the month.

Fire Administration

- Weekly Conference Call
- Fire Dept is not currently running priority 3 medical calls
- Greater emphasis on responder safety during the pandemic

Monthly Overtime

OT Hours: 32

Cost:

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

- Shift Training

	This Month	YTD
Fire Inspections	171	171

Public Fire Education

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

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing
- Automatic Aid Training with Harriman Fire Department
- 2 Members obtain Firefighter 1 Live Burn

Implemented Performance Standards Plan

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

Fleet Maintenance

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

Safety

- Clandestine Drug Labs / Drug Recognition

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Mar-21

TOTAL CALLS

67

Category	Total		Total
Structure Fires		Hazardous Calls	
Vehicle Fires		Service Calls	11
Brush/Grass Fires		Good Intent Calls	9
Refuse/rubbish Fires		Unintentional False	4
Other Fires		Other False	
Total Fires	0	Total False: Total	24
Rescue and EMS	42	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received		Incidents with Exposures	0
Mutual Aid Given			
Fire Service Injuries		Fire Dollar Loss	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		Non-Fire Dollar Loss	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

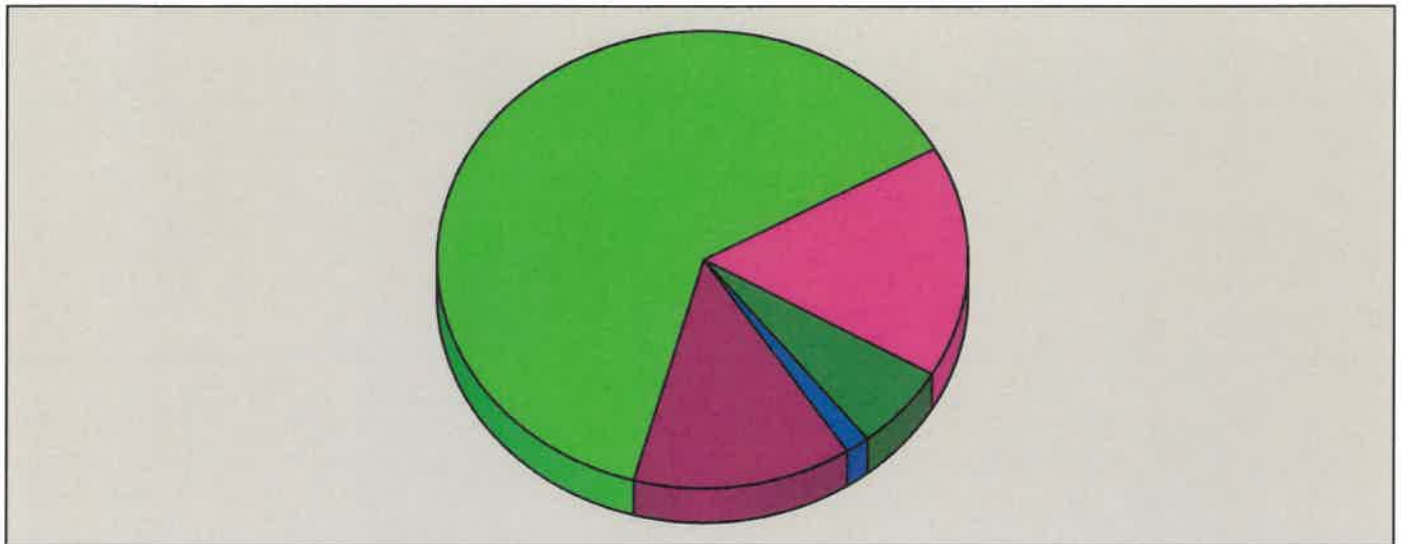
Kingston Fire Department

Kingston, TN

This report was generated on 4/1/2021 7:59:30 AM

Major Incident Types by Month for Date Range

Start Date: 03/01/2021 | End Date: 03/31/2021



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

INCIDENT TYPE	MAR	TOTAL
False Alarm & False Call	4	4
Fire	1	1
Good Intent Call	9	9
Rescue & Emergency Medical Service Incident	42	42
Service Call	11	11
Total	67	67

Only REVIEWED incidents included



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Page # 1 of 1

Kingston Fire Department



Kingston, TN

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Minor Incident Types by Month for Year

Year: 2021

INCIDENT TYPE	Jan	Feb	Mar	SUM
Accident, potential accident	1			1
Chemical release, reaction, or toxic condition		1		1
Controlled burning	1			1
Cover assignment, standby at fire station, move-up	6	3	5	14
Dispatched and canceled en route	13	8	7	28
Electrical wiring/equipment problem	1			1
Emergency medical service (EMS) Incident	20	27	30	77
False alarm and false call, other	1	2	2	5
Fire in mobile property used as a fixed structure			1	1
Good intent call, other	1		1	2
Medical assist	17	21	11	49
Mobile property (vehicle) fire	1	1		2
Person in distress	1	1	2	4
Public service assistance	6	7	3	16
Rescue or EMS standby		1	1	2
Steam, other gas mistaken for smoke	1		1	2
Structure Fire	1	1		2
System or detector malfunction			2	2
Unauthorized burning			1	1
Unintentional system/detector operation (no fire)	3	2		5
Wrong location, no emergency found	3	1		4
Total	77	76	67	220

Only REVIEWED incidents included



emergencyreporting.com

Doc Id: 294

Page # 1 of 1

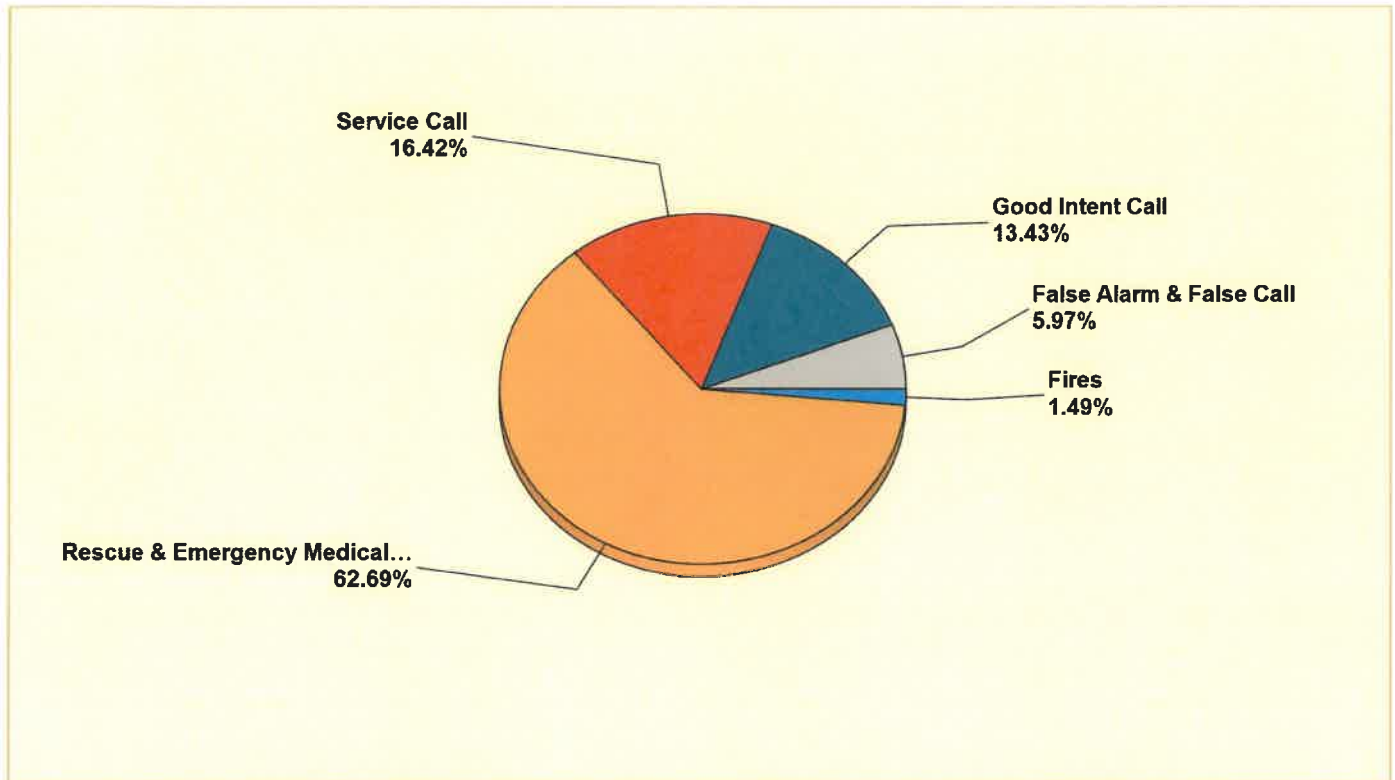
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2021 | End Date: 03/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.49%
Rescue & Emergency Medical Service	42	62.69%
Service Call	11	16.42%
Good Intent Call	9	13.43%
False Alarm & False Call	4	5.97%
TOTAL	67	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
121 - Fire in mobile home used as fixed residence	1	1.49%
311 - Medical assist, assist EMS crew	11	16.42%
320 - Emergency medical service, other	2	2.99%
321 - EMS call, excluding vehicle accident with injury	24	35.82%
322 - Motor vehicle accident with injuries	3	4.48%
324 - Motor vehicle accident with no injuries.	1	1.49%
381 - Rescue or EMS standby	1	1.49%
510 - Person in distress, other	2	2.99%
550 - Public service assistance, other	2	2.99%
554 - Assist invalid	1	1.49%
561 - Unauthorized burning	1	1.49%
571 - Cover assignment, standby, moveup	5	7.46%
600 - Good intent call, other	1	1.49%
611 - Dispatched & cancelled en route	7	10.45%
651 - Smoke scare, odor of smoke	1	1.49%
700 - False alarm or false call, other	2	2.99%
735 - Alarm system sounded due to malfunction	1	1.49%
736 - CO detector activation due to malfunction	1	1.49%
TOTAL INCIDENTS:	67	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Kingston Fire Department

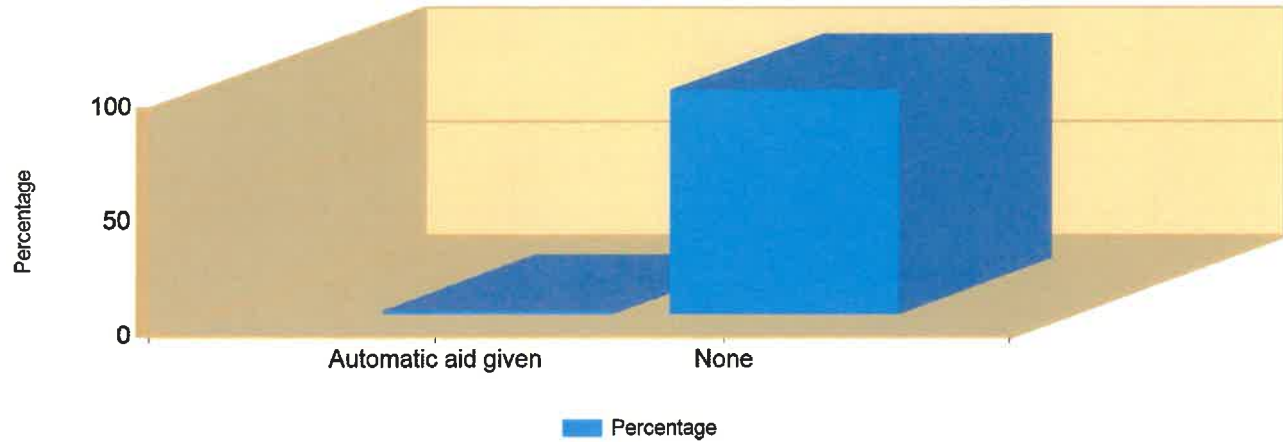
Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 03/01/2021 | End Date: 03/31/2021

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Automatic aid given	1	1.5%
None	66	98.5%

Only REVIEWED incidents included





Kingston Fire Department

Hazmat/ Clandestine Labs/ Drug recognition

Date & Time 03/15/2021 08:30 - 03/15/2021 16:30

Location ema

Objective This class covers the clandestine labs and other dangerous drugs that we can encounter in the first responder line of work.

Instructors Mayes, John (RCSO)

Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Williamson, Gary (FF/ Paramedic)	Kingston Fire Department	1813	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



Kingston Fire Department

Hazmat/ Clandestine Labs/ Drug recognition

Class Information

Date/Time	03/15/2021 08:30 - 03/15/2021 16:30		
Class Length	8:00	Category	inservice
Station	1 - Station 1	Evaluation Method(s)	Written
Location	ema Roane county EOC		
Objective	This class covers the clandestine labs and other dangerous drugs that we can encounter in the first responder line of work.		

Instructors

Name	Instructor Type	Notes
Mayes, John (RCSO)	Lead Instructor	

Resources

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

Narrative

This class covered a power point that talked about the difference in the drugs that we may see and how they are different from a pharmaceutical grade versus a clandestine grade. The instructor showed the class drugs that he had seized over the years that he uses for this presentation. After the class room setting the class set up a decon line.

Training Codes

Category	Code	Description	Type
hazmat	hazmat	Hazmat	Agency
inservice	inservice	state required inservice	Agency

People

Name
Edmonds, Clint
Munguia, Michael
Williamson, Gary
Woody, Josh D



Kingston Fire Department

Hazmat/ Clandestine Labs

Date & Time 03/16/2021 08:00 - 03/16/2021 16:00

Location ema

Objective

Instructors Mayes , John (Roane County Sherriff's Department)

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain)	Kingston Fire Department	1804	
Gonzalez-Zuniga, Rafael (FF/ EMT)	Kingston Fire Department	1812	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1810	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Settles, Jay (LT)	Kingston Fire Department	1805	



Kingston Fire Department

Hazmat/ Clandestine Labs

Class Information

Date/Time	03/16/2021 08:00 - 03/16/2021 16:00		
Class Length	8:00	Category	inservice
Station	1 - Station 1	Evaluation Method(s)	Manipulative
Location	ema Roane county EOC		
Objective			

Instructors

Name	Instructor Type	Notes
Mayes , John (Roane County Sherriff's Department)	Lead Instructor	

Resources

Name	Description
------	-------------

Narrative

Class taught by John Mayes with the Roane County Sherriff's Office

Training Codes

Category	Code	Description	Type
Safety	FFS	Firefighter Safety	Agency
hazmat	hazmat	Hazmat	Agency
inservice	inservice	state required inservice	Agency
Shift Training	ST	daily shift training	Agency

People

Name
Cloyd, Greg W
Gonzalez-Zuniga, Rafael
Logan, Jay
Murrell, Jacob
Settles, Jay



Kingston Fire Department

Hazmat/ Clandestine Labs/ Drug recognition

Date & Time 03/17/2021 08:30 - 03/17/2021 16:30	Location ema
Objective This class covers the clandestine labs and other dangerous drugs that we can encounter in the first responder line of work.	
Instructors Mayes, John	

Sign-In Sheet

Name	Agency	ID	Signature
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Milne, Ryan (FF)	Kingston Fire Department	1812	



Kingston Fire Department

Hazmat/ Clandestine Labs/ Drug recognition

Class Information

Date/Time	03/17/2021 08:30 - 03/17/2021 16:30		
Class Length	8:00	Category	inservice
Station	1 - Station 1	Evaluation Method(s)	Written
Location	ema Roane county EOC		
Objective	This class covers the clandestine labs and other dangerous drugs that we can encounter in the first responder line of work.		

Instructors

Name	Instructor Type	Notes
Mayes, John	Lead Instructor	

Resources

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Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
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This class covered a power point that talked about the difference in the drugs that we may see and how they are different from a pharmaceutical grade versus a clandestine grade. The instructor showed the class drugs that he had seized over the years that he uses for this presentation. After the class room setting the class set up a decon line.

Training Codes

Category	Code	Description	Type
hazmat	hazmat	Hazmat	Agency
inservice	inservice	state required inservice	Agency

People

Name

Gordon, Saul W
Goss, Bradley
Milne, Ryan

Public Works Report March 2021

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:	2 Loads 76
Recycled materials collected:	trailer

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	0 loads	241 Loads
Culverts/Storm Drains Cleaned	22	487
Curb/Sidewalk Repair/Install/Remove	0	835ft
Drainage Inspection Requests	0	1
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	26
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	6	71
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)	9	138
Streets Striped	0	3
Tennessee One Calls	2	40
Traffic Signal Repair	1	18
Tree Trimming Requests	0	13

Vehicle Maintenance – Routine	6	155
Vehicle Maintenance – Unscheduled	0	68
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects –
 Daily underground storage tank testing –N/A
 Monthly fuel pump inspection and cleaning- N/A
 Monthly safety meetings- 1
 Weekly departmental meetings and monthly staff safety meetings-3
 Sign repair, new sign installations- 4
 Signal inspection, repair and timing adjustments- 0
 Grant applications- 0
 Participated in various weather calls- Sat. Sun. 0
 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



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: March 2021

Completed Tasks:

- Continue mailing fundraising letters and contacting sponsors for Smokin the Water. Received over \$17,000.
- Multiple improvements ball fields at SWP for upcoming seasons.
- Begin hanging lights and pulling wire on indoor batting cages.
- Improvements inside the fort grounds to one of the buildings.
- Begin volleyball season.
- Remove driftwood from blocking boat slips at 58 Landing.
- Assist with promotion of Boys basketball team as they prepared for state tournament.

Ongoing Tasks

- Continue repairs on fields at SWP and other parks.
- Continue work on indoor training facility.
- Contact current and new July 4 donors by phone. We believe this will help our efforts.
- Choose softball teams and begin practice.

Tasks for April:

- Complete indoor batting cages.
- Begin softball season at Porter Field and Byrd Field.
- Continue to work on July 4th fundraising and planning.
- Host games at SWP for MS & HS softball and baseball.

Working Safely with Chainsaws

Chainsaws are efficient and productive portable power tools used in many industries. They are also potentially dangerous if not used correctly and carefully. Proper operation and maintenance greatly reduce the risk for injury when using chainsaws.

Work Area Safety

- Ensure the area is marked and that there are no people in the immediate area. Other workers should be twice as far as the height of the trees being felled.
- Identify and clear any obstacles that may interfere with stable footing, cutting, or impede retreat/movement paths.
- Identify electrical lines in and near the work area.
- Identify “hangers” and “widow-makers”—branches that may dislodge and fall into the work area from above.

Before Starting the Chainsaw

- Check controls, chain tension and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer's instructions.
- Ensure the chainsaw engine is the appropriate size for the project.
- Fuel the saw at least 10 feet away from ignition sources.
- Check the fuel container to ensure it:
 - Is metal or plastic.
 - Does not exceed 5 gallons in capacity.
 - Is approved by the Underwriters Laboratory, FM Approvals (FM), or the Department of Transportation (DOT).
- Ensure electric chainsaws are tested and certified by a Nationally Recognized Testing Laboratory (NRTL). Extension cords shall be sized according to the chainsaw manufacturer's instructions.
- Check that all safety devices are working properly.
- Do not operate a chainsaw that is damaged or has disengaged safety devices.
- Look for nails, spikes, or other metal objects prior to cutting.

- Clear away dirt, debris, small tree limbs, and rocks from the chainsaw's path.
- Never work alone.
- Use proper personal protective equipment (PPE).

Operating the Chainsaw

- Always follow the manufacturer's instructions for chainsaw operation and maintenance.
- Start the saw on the ground or another firm support with the brake engaged.
- Keep both hands on the handles and maintain secure footing.
- Plan where the object will fall; ensure that the fall area is free of hazards; and avoid felling an object into other objects.
- Plan the cut; watch for objects under tension; use extreme care to bring objects safely to the ground.
- Be prepared for kickback; avoid cutting in the kickback zone and use saws that reduce kickback danger (chain brakes, low kickback chains, guide bars, etc.).
- Do not cut directly overhead.
- Shut off or release throttle prior to retreating.
- Shut off or engage the chain brake whenever the saw is carried more than 50 feet or across hazardous terrain.
- Take breaks as needed as fatigue increases the risk for accident and injury.

Operate Within Your Skill Level

- Accidents can happen when chainsaw operators perform tasks that are beyond their capabilities or training level. Higher risk operations may include:
 - Trees on unstable ground or steep slopes.
 - Trees with a heavy lean.
 - Trees with stem or root rot.
 - Trees known to split.
 - Operating a chainsaw above shoulder height or above ground level, such as from a ladder or tree.

Personal Protective Equipment Requirements

Proper personal protective equipment (PPE) can prevent or lessen the severity of injuries to workers using chain saws. Employers must ensure that PPE is in good working condition prior to starting work.

- Employers must provide and ensure workers properly use PPE, including:
 - Head protection, such as a hard hat
 - Hearing protection sufficient to reduce noise exposure to 90 decibels or less
 - Eye/Face Protection such as safety glasses.
 - Appropriate protective footwear per OSHA standards.
 - Leg protection such as work pants or chaps.
 - Work gloves.
 - Fall protection as necessary.
- PPE should be used in conjunction with engineering and administrative controls whenever possible.

Training

Employers of workers using chainsaws must ensure that their employees are able to perform tasks safely. If using chainsaws, training and job hazard analyses should assist workers in anticipating and avoiding job-related injuries. Train workers about:

- Specific work procedures, practices and requirements, including general and specific safety and health hazard recognition, prevention, and control.
- How to safely perform assigned work tasks.
- The specific hazards and controls associated with each task.
- How to safely use, operate, and maintain tools, machines and vehicles which workers may use or encounter on the work site.
- Applicable OSHA standards, such as those for logging, PPE, bloodborne pathogens and medical services and first aid.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: 1-877-889-5627.

Workers' Rights

Workers have the right to:

- Working conditions that do not pose a risk of serious harm.
- Receive information and training (in a language and vocabulary the worker understands) about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace.
- Review records of work-related injuries and illnesses.
- File a complaint asking OSHA to inspect their workplace if they believe there is a serious hazard or that their employer is not following OSHA's rules. OSHA will keep all identities confidential.
- Exercise their rights under the law without retaliation, including reporting an injury or raising health and safety concerns with their employer or OSHA. If a worker has been retaliated against for using their rights, they must file a complaint with OSHA as soon as possible, but no later than 30 days.

For additional information, see OSHA's Workers page (www.osha.gov/workers).

How to Contact OSHA

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.



U.S. Department of Labor



**Occupational
Safety and Health
Administration**

DTSEM FS-3920 09/2018

Attendance Form **Safety Meeting Sign In Sheet**

Topic: Working Safely with Chainsaws Date: March 2021
 Trainer: _____ Location: _____

PRINT NAME	SIGNATURE
1 Chase Clem	Chase
2 [Signature]	Sonny Hunter
3 J. R. Best	J.R. Best
4 Chris Boswell	Chris Boswell
5	
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Please attach any supporting document/materials to this form.



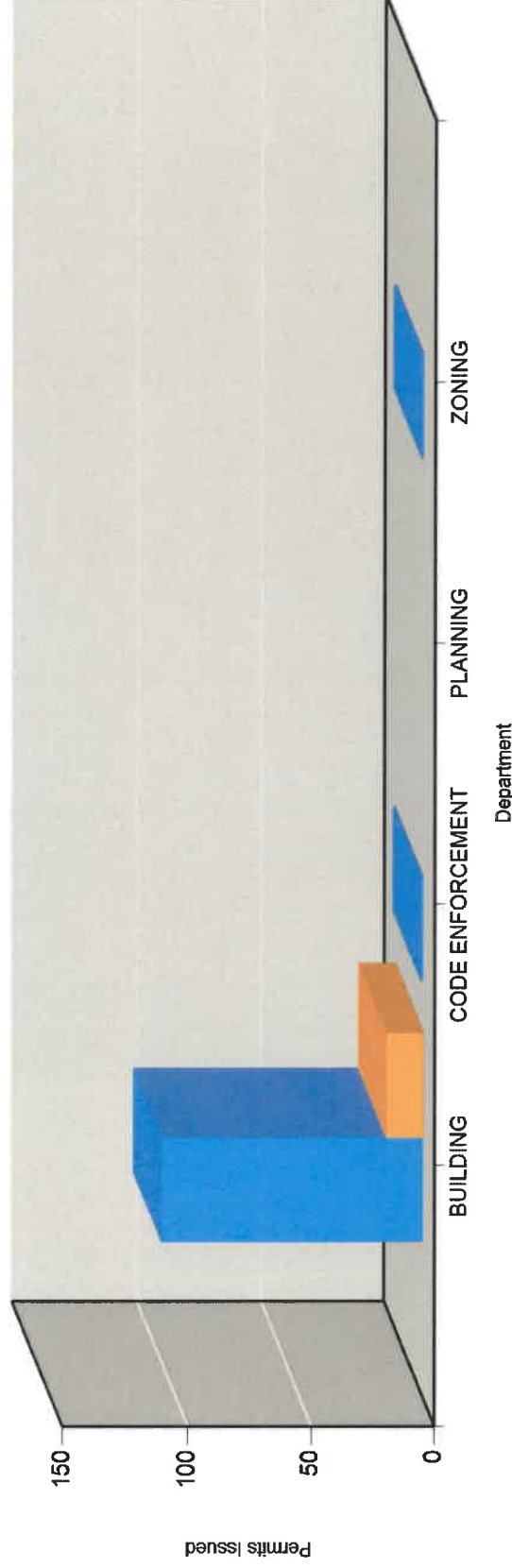
Issued Permits By Department

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Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	99	98	2 Days	16.91 Days	1	85	13
	CM	Same Day	2	1	Same Day	0 Days	1	1	0
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	15	14	Same Day	0.27 Days	1	13	1



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BUILDING	RM	Same Day	9	7	1 Day	3.78 Days	1	6	1
CODE ENFORCEMENT	JNK	Same Day	1	1	Same Day	0 Days	1	1	0
	BK	Same Day	1	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	9	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	4	1	Same Day	0 Days	1	1	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates		Number of Days
BUILDING	BP	BP2020-675	Submitted: 10/07/2020	In Process: 159	
		Residential Home	Technically Complete:	Waiting: 0	
		228 Sportsman Club Rd, Harriman, TN 37748	Approved: Ready to Issue:	Total Days: 159	
			Issued: 03/15/2021	Total Cycles: 1	
		BP2021-063	Submitted: 02/01/2021	In Process: 36	
		Baseball / Softball Complex at RSCC	Technically Complete:	Waiting: 0	
		276 Patton Lane, Harriman, TN 37748	Approved: Ready to Issue:	Total Days: 36	
			Issued: 03/09/2021	Total Cycles: 1	
		BP2021-080	Submitted: 02/09/2021	In Process: 41	
		KC Commercial Remodel / AutoZone	Technically Complete:	Waiting: 0	
		615 N Kentucky St, Kingston, Tn 37763	Approved: Ready to Issue:	Total Days: 41	
			Issued: 03/22/2021	Total Cycles: 1	
		BP2021-102	Submitted: 02/25/2021	In Process: 4	
		HC Sign	Technically Complete:	Waiting: 0	
		1715 Roane State Hwy, Harriman, TN 37748	Approved: Ready to Issue:	Total Days: 4	
			Issued: 03/01/2021	Total Cycles: 1	
		BP2021-108	Submitted: 02/26/2021	In Process: 4	
		KC Remodel	Technically Complete:	Waiting: 0	
		104 Spencer St, Kingston, TN 37763	Approved: Ready to Issue:	Total Days: 4	
			Issued: 03/02/2021	Total Cycles: 1	



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/01/2021	In Process: Waiting: Total Days: Total Cycles:
	BP2021-111				
	KC Deck Replacement				
	133 Clinchcrest Dr, Kingston, TN 37763				
	BP2021-112				
	Retaining Wall				
	130 Pinoak Dr, Rockwood, TN 37854				
	BP2021-113				
	OS Residential Home				
	110 Windrock Road, Oliver Springs, TN 37840				
	BP2021-114				
	OS Commercial Remodel & Addition				
	317 Roane St, Oliver Springs, TN 37840				
	BP2021-115				
	Residential Home				
	132 Woody Ln, Kingston, TN 37763				
	BP2021-116				
	HC Sign				
	1827 Griffith Dr, Harriman, TN 37748				
	BP2021-117				
	KC Sign Auto Zone				
	615 N Kentucky St, Kingston, Tn 37763				
	BP2021-118				
	Inground Pool				
	101 Harbour View Ln, Harriman, TN 37748				



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BUILDING	BP		Submitted: Technically Complete: Ready to Issue: Issued:	03/03/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-119	Inground Pool	117 Docks of the Bay Drive, Harriman, TN 37748	Submitted: Technically Complete: Ready to Issue: Issued:	03/03/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-120	Dock repair	194 Bayside Dr., Ten Mile, TN37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/03/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-121	Deck Replacement	656 BUCK CREEK Rd., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/03/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-122	DEMO	2728 Roane State Hwy, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/04/2021	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
BP2021-123	Addition	216 Crosswinds Rd, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/04/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-124	OS Remodel	410 Kingston Ave, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/05/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-125	DW	114 Shoreline Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/05/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-126	Addition	101 Longview Lane, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-127	Lean to	2232 Buttermilk Road W., Lenoir City, TN 37771	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-128	Garage	184 Grove Road, Loudon, TN 37774	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-129	Carport	914 Renfro Road, Harriman, TN 37748	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-130	Residential Home	3681 Buttermilk Road, Kingston, TN 37763	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-131	Garage	112 Collier Drive, Kingston, TN 37763	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-132	KC Commercial Roof Replacement	337 W Race St, Kingston, TN 37763	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-133	Residential Home	4551 Highway 70, Lenoir City, TN 37771	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-134	Shed	1084 Black Jack Road, Rockwood, TN 37854	Submitted: Technically Complete: Ready to Issue: Issued:	03/08/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



BUILDING	BP	BP2021-135	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued: 03/09/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		HC Above ground pool		
		108 South Highland Dr, Harriman, TN 37748		
		BP2021-136	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		219 Ferguson Ln, Kingston, Tn 37763		
		BP2021-137	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Addition		
		219 Ferguson Ln, Kingston, Tn 37763		
		BP2021-138	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home		
		132 Edmonds Ln, Kingston, TN 37763		
		BP2021-139	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Remodel		
		221 Elm Grove Street, Loudon, TN 37771		
		BP2021-140	Submitted: 03/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Decks		
		170 Collins Rd, Oliver Springs, TN 37840		
		BP2021-141	Submitted: 03/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Carport		
		170 Collins Road, Oliver Springs, TN 37840		
		BP2021-142	Submitted: 03/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Pool & Deck		
		124 Duke Ln, Loudon, TN 37774		



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/10/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-143	Inground Pool	129 Woody Meadow Dr, Kingston, TN 37763			
BP2021-144	Remodel	117 Lake Island Way, Rockwood, TN 37854			
BP2021-145	Residential Home	249 Marble View Dr, Kingston, TN 37763			
BP2021-146	DW	117 Holber Rd, Harriman, TN 37748			
BP2021-147	Windows Only	118 Woody Meadows Dr, Kingston, TN 37763			
BP2021-148	OS Remodel	210 Ann St, Oliver Springs, TN 37840			
BP2021-149	Residential Home	121 Channel Dr., Loudon, TN 37774			
BP2021-150	Steps and handrail	130 Pinoak Dr, Rockwood, TN 37854			



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/12/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-151					
Carpport					
789 Hilltop Dr, Harriman, TN 37748					
BP2021-152					
Retaining Wall					
222 WHEAT RIDGE TRACE, Oliver Springs, TN 37840					
BP2021-153					
Storage Building					
119 McKinney Rd, Harriman, TN 37748					
BP2021-154					
Garage					
127 Loudon Hwy, Kingsohn, TN 37763					
BP2021-155					
Pole Barn					
554 Old Johnson Valley Road, Kingston, TN 37763					
BP2021-156					
Deck					
646 Skyline Dr, Harriman, TN 37748					
BP2021-157					
Storge Building / TAX EXEMPTION CERTIFICATE					
112 Ponders Gap Rd., Ten Mile, TN 37880					
BP2021-158					
KC Commercial Remodel / Ace Hardware					
615 N Kentucky St, Kingston, Tn 37763					



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/15/2021	In Process: Waiting: Total Days: Total Cycles:
	BP2021-159				
	HC Roof Over Bleachers				
	1010 Carter Ave, Harriman, TN 37748			03/15/2021	
	BP2021-160		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/15/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	Remodel				
	1370 Mountain View Road, Rockwoods, TN 37854				
	BP2021-161		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/16/2021	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
	Retaining Wall				
	222 WHEAT RIDGE TRACE, Oliver Springs, TN 37840				
	BP2021-162		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/16/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	Addition				
	115 Hilltop Dr, Kingston, TN 37763			03/16/2021	
	BP2021-163		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/16/2021	In Process: 15 Waiting: 0 Total Days: 15 Total Cycles: 1
	107 Pine St, Rockwood, TN 37854				
	BP2021-164		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	HC Porch				
	112 Scenic Dr, Harriman, TN 37748			03/17/2021	
	BP2021-165		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	Remodel				
	110 Hillcrest Dr, Harriman, TN 37748				
	BP2021-166		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	HC Remodel				
	213 Georgia St, Harriman, TN 37748			03/17/2021	



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-167	Lean to	123 Lakeview Ln, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-168	Retaining Wall	110 Overlook Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-169	KC Deck Replacement	705 W Race St, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/17/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-170	DW	234 Blair Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-171	Dock	3450 River Road, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-172	Storage Building	213 Bay Shore Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-173	KC Commercial Sign / Ace Hardware	615 N Kentucky St, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2021	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
BP2021-174	Shed	222 Ferguson LN, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



BUILDING	BP		Submitted: 03/19/2021	In Process: 0
BP2021-175	Cencrete Patio with Roof		Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
711 Black Jack Rd, Rockwood, TN 37854			Issued: 03/19/2021	
BP2021-176	Carport		Submitted: 03/19/2021	In Process: 0
229 Rose Circle, Kingston, TN 37763			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-177	Storage Building		Submitted: 03/19/2021	In Process: 0
293 MEadow Lake Drive, Kingston, TN 37772			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-178	Storage Building		Submitted: 03/19/2021	In Process: 0
133 First Street, Rockwood, TN 37854			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-179	Porch Roof only		Submitted: 03/19/2021	In Process: 0
179 Poplar Creek Rd, Harriman, TN 37748			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-180	Residential Home		Submitted: 03/22/2021	In Process: 0
167 Cunningham Blvd, Harriman, TN 37748			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-181	Pole Barn with workshop and porch		Submitted: 03/22/2021	In Process: 0
169 MANLEY Dr., Kingston, TN 37763			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-182	Garage roof repair		Submitted: 03/22/2021	In Process: 0
159 Hilltop Loop, Kingston, TN 37763			Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/22/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-183	KC Remodel			
	209 Franklin Street, Kingston, TN 37763			
BP2021-184	Dock			
	304 Lakewood Dr, Kingston, Tn 37763			
BP2021-185	Metal Storage Building			
	2837 SUGAR GROVE VALLEY Rd., HARRIMAN, TN 37748			
BP2021-186	HC Carport			
	308 Morning Dr, Harriman, TN 37748			
BP2021-187	KC Addition			
	670 Gallaher Rd, Kingston, TN 37763			
BP2021-188	Foundation Repair			
	532 Edwards Ln, Rockwood, TN 37854			
BP2021-189	KC Dock			
	408 Lakewood Road, Kingston, TN 37763			
BP2021-190	Residential Home			
	3349 Sugar Grove Valley Road, Harriman, TN 37748			



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/24/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-191	Residential Home				
4553 Kingston Highway, Lenoir City, TN 37771					
BP2021-192	SW				
1415 Spring City Hwy., Rockwood, TN 37854					
BP2021-193	Porch / Deck				
819 Little Dogwood Rd, Kington, TN 37763					
BP2021-194	Commercial Sign / American Self Storage				
2728 Roane State Hwy, Harriman, TN 37748					
BP2021-195	Foundation Repair				
236 Cade Rd., Ten Mile, TN 37880					
BP2021-196	Garage				
300 Mans Hollow Rd, Kingston, TN 37763					
BP2021-197	Cell Tower Upgrades				
180 MARTIN Rd., Harriman, TN 37748					
BP2021-198	KC Commercial Repairs / Express Lube				
306 N Kentucky St, Kingston, TN 37763					



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BUILDING	BP	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/25/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-199	HC Porch Roof			0 0 0 1
	800 Virginia Street, Harriman, TN 37748		03/25/2021	
BP2021-200	KC Garage	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	0 0 0 1
	812 Brown Ave, Kingston, TN 37763		03/26/2021	
BP2021-201	Dock Roof Only	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	0 0 0 1
	2108 Sugar Grove Valley Rd, Harriman, TN 37748		03/26/2021	
BP2021-202	Carport	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	0 0 0 1
	1964 Ruritan Rd, Harriman, TN 37748		03/26/2021	
BP2021-203	Deck for Sawmill	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	0 0 0 1
	1960 Dry Hill Rd, Rockwood, TN 37854		03/26/2021	
BP2021-204	Pole Barn	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	0 0 0 1
	2022 Paint Rock Ferry Road, Kingston, TN 37763		03/26/2021	
BP2021-205	Inground Pool	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	0 0 0 1
	104 BROWNLOW Rd., ROCKWOOD, TN 37854		03/26/2021	
BP2021-206	Residential Home	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/29/2021	0 0 0 1
	127 Deer Ridge Road, Kingston, TN 37763		03/29/2021	



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BUILDING	BP		Submitted: 03/30/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP	BP2021-208	Carport		
	186 Scenic Hill Lane, Lenoir City, TN 37771			
	BP2021-209		Submitted: 03/31/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	HC Commercial Remodel			
	408 N Roane St, Harriman, TN 37748			
	BP2021-210		Submitted: 03/31/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
CM	KC Porch			
	2059 Cedar Ln, Kingston, TN 37763			
	CM2021-001		Submitted: 03/25/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
	CM for BP2021-080			
	615 N Kentucky St, Kingston, Tn 37763			
	CM2021-002		Submitted: 03/31/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
DEMO	CM for BP2021-209			
	408 N Roane St, Harriman, TN 37748			
	DM-2021-002		Submitted: 03/04/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	DEMO			
	2728 Roane State Hwy, Harriman, TN 37748			
	BP2021-207		Submitted: 03/30/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
PL	PL for BP2021-011			
	2526 Lawnville Rd, Kingston, Tn 37763			
	PL2021-026		Submitted: 03/03/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	PL for BP2020-833			
	601 The Battery, Kingston, TN 37763			



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BUILDING	PL	PL2021-027	Submitted: 03/05/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-100 383 Ellis Rd, Kingston, TN 37763		
		PL2021-028 PL for BP2021-138 132 Edmonds Ln, Kingston, TN 37763	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-029 PL for BP2021-137 219 Ferguson Ln, Kingston, Tn 37763	Submitted: 03/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-030 PL for BP2021-148 210 Ann St, Oliver Springs, TN 37840	Submitted: 03/11/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-031 PL for BP2021-183 209 Franklin Street, Kingston, TN 37763	Submitted: 03/22/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-032 PL for BP2021-013 159 Lakeshore Vista Drive, Kingston, TN 37763	Submitted: 03/24/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-033 PL for BP2021-002 110 Dogwood Ln, Kingston, TN 37763	Submitted: 03/24/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		PL2021-034 PL for BP2020-803 106 Race St, Kingston, TN 37763	Submitted: 03/29/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
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03/01/2021 AND 03/31/2021

Report run on: 03/31/2021 02:57 PM

BUILDING	PL	PL2021-035	Submitted: 03/29/2021	In Process: 0
		PL for BP2021-206	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		127 Deer Ridge Road, Kingston, TN 37763	Submitted: 03/29/2021	
		PL2021-036	Submitted: 03/30/2021	In Process: 0
		PL for BP2020-849	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		213 Shady Drive, Harriman, TN 37748	Submitted: 03/30/2021	
		PL2021-037	Submitted: 03/30/2021	In Process: 0
		PL for BP2021-011	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		2526 Lawnville Rd, Kingston, Tn 37763	Submitted: 03/30/2021	
		PL2021-038	Submitted: 03/31/2021	In Process: 0
		PL for BP2021-046	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		110 Windrock Road, Oliver Springs, TN 37840	Submitted: 03/31/2021	
		PL2021-039	Submitted: 03/31/2021	In Process: 0
		PL for BP2020-580	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		108 Indian Mound, Rockwood, TN 37854	Submitted: 03/31/2021	
RM		RM2021-022	Submitted: 02/19/2021	In Process: 10
		RM for BP2020-069	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 10 Total Cycles: 1
		146 Shoreline Dr, Rockwood, Tn 37854	Submitted: 03/01/2021	
		RM2021-027	Submitted: 03/02/2021	In Process: 0
		RM for BP2019-713	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		116 Lakeshore View Dr, Kingston, TN 37763	Submitted: 03/02/2021	
		RM2021-028	Submitted: 03/04/2021	In Process: 27
		RM for BP2021-110 / Change out Only	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 27 Total Cycles: 1
		1909 Lawnville Road, Kingston, TN 37763	Submitted: 03/04/2021	



BUILDING	RM		Submitted: 03/08/2021	In Process: 0
	RM2021-029	RM for BP2021-104	Technically Complete: Approved: Ready to Issue: Issued: 03/08/2021	Waiting: 0 Total Days: 0 Total Cycles: 1
	106 Woodlawn Drive, Kingston, TN 37763			
	RM2021-030		Submitted: 03/15/2021	In Process: 0
	RM for BP2021-137		Technically Complete: Approved: Ready to Issue: Issued: 03/15/2021	Waiting: 0 Total Days: 0 Total Cycles: 1
	219 Ferguson Ln, Kingston, Tn 37763			
	RM2021-031		Submitted: 03/17/2021	In Process: 0
	RM for BP2021-013		Technically Complete: Approved: Ready to Issue: Issued: 03/17/2021	Waiting: 0 Total Days: 0 Total Cycles: 1
	159 Lakeshore Vista Drive, Kingston, TN 37763			
	RM2021-032		Submitted: 03/17/2021	In Process: 0
	RM for BP2021-095		Technically Complete: Approved: Ready to Issue: Issued: 03/17/2021	Waiting: 0 Total Days: 0 Total Cycles: 1
	595 Dickey Valley Rd, Harriman, TN 37748			
	RM2021-033		Submitted: 03/25/2021	In Process: 0
	RM for BP2020-833		Technically Complete: Approved: Ready to Issue: Issued: 03/25/2021	Waiting: 0 Total Days: 0 Total Cycles: 1
	601 The Battery, Kingston, TN 37763			
	RM2021-034		Submitted: 03/25/2021	In Process: 6
	RM for BP2021-080		Technically Complete: Approved: Ready to Issue: Issued: 03/25/2021	Waiting: 0 Total Days: 6 Total Cycles: 1
	615 N Kentucky St, Kingston, Tn 37763			
	RM2021-035		Submitted: 03/31/2021	In Process: 0
	RM for BP2021-011		Technically Complete: Approved: Ready to Issue: Issued: 03/31/2021	Waiting: 0 Total Days: 0 Total Cycles: 1
	2526 Lawnville Rd, Kingston, Tn 37763			
	BK-21-0006		Submitted: 03/26/2021	In Process: 5
	Code Check Book		Technically Complete: Approved: Ready to Issue: Issued: 03/26/2021	Waiting: 0 Total Days: 5 Total Cycles: 1
	1960 Dry Hill Rd, Rockwood, TN 37854			



Issued Permits By Department

ALL DEPARTMENTS
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03/01/2021 AND 03/31/2021

Report run on: 03/31/2021 02:57 PM

CODE ENFORCEMENT	JNK	JNK2021-002	Submitted: 03/03/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Junk Yard Renewal		
		2228 Decatur Hwy, Kingston, TN 377763		
PLANNING	PLT	PLT2021-014	Submitted: 03/02/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 29 Waiting: 0 Total Days: 29 Total Cycles: 1
		Plat Review/Boundary Line		
		227 Williams Road, Kingston, TN 37763		
		PLT2021-015	Submitted: 03/03/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		Plat Review/5 Acres+		
		5353 Paw Paw Plains Road, Lenoir City, TN 37771		
		PLT2021-016	Submitted: 03/04/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		Plat Review/Boundary Line		
		235 Dyllis Road, Harriman, TN 37748		
		PLT2021-017	Submitted: 03/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		Plat Review/5+		
		354 Bradshaw Hollow Road, Rockwood, TN 37854		
		PLT2021-018	Submitted: 03/15/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 16 Waiting: 0 Total Days: 16 Total Cycles: 1
		Plat Review/5 Acres+		
		2533 River Road, Kingston, TN 37763		
		PLT2021-019	Submitted: 03/17/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		Plat Review/5 Acres+		
		900 Old Harriman Hwy, Oliver Springs, TN 37840		
		PLT2021-020	Submitted: 03/22/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		Plat Review/Boundary Line		
		901 Laurel Bluff Road, Kingston, TN 37763		



Issued Permits By Department

ALL DEPARTMENTS
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03/01/2021 AND 03/31/2021

Report run on: 03/31/2021 02:57 PM

PLANNING	PLT	PLT2021-021	Plat Review/2 Lots- 754 Old Johnston Valley Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/24/2021	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		PLT2021-022	Plat Review/Boundary Line 152 Scenic View Lane, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/26/2021	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
	ZONING	VAR2021-001	Setback Variance Front 9 ft. 203 Second Street, Rockwood, Tn 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/01/2021	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1
		VAR2021-002	Variance 12 ft front 371 Ellis Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/03/2021	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		VAR2021-003	1 foot front setback 646 Skyline Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/08/2021	In Process: 23 Waiting: 0 Total Days: 23 Total Cycles: 1
		VAR2021-004	Setback Variance 10 ft. Front 184 Grove Road, Loudon, TN 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/11/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



MARCH OPERATIONS REPORT

2021

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	14,811,000	14,899,000	-0.59%	529,000	824,000	341,000
	Effluent (Finish)	13,305,000	13,251,000	0.41%	475,000	622,000	334,000
	Spring Supply	12,748,000	14,043,000	-10.16%	455,000	475,000	392,000
	Total Finish Prod.	26,053,000	27,294,000	-4.76%	Distribution & WTP Report: 1,403,000		
Plant Efficiency		99.94%	99.15%	0.79%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	19,783,600	20,324,400	-2.73%	Fire Dept: No Report		
	Reported Usage	1,403,000	1,596,224	-13.77%	Park & Rec: No Report		
	Water Loss	5,373,376	5,373,376	0.00%	WWTP: No Report		
	%	18.68%	19.69%	-1.01%			

Note: The Water Production, Consumption and Loss data is for the February 2021 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.
- * Had regular Plant Safety Training.
- * Facilities received daily and regular cleaning and disinfection.
- * Scoured / flushed out Plant sampling and wash lines.
- * Painted and sealed the Raw Water Jib Crane support structure.
- * Regular Chemical Feed Maintenance was performed.
- * Had the Plant Roof inspected, 1 small hole was found and repaired.
- * Received Warranty Replacement Raw Water Motor. Landon Electric did the motor tear down and submittals.
- * Mowing, trimming and spraying of grounds has begun.
- * Began gathering materials for several up-coming projects.
- * Plant is dealing with higher than normal Raw Turbidity due to the increased amount of rainfall and several severe weather events.

Kingston Water Department
Schedule of Unaccounted For Water
March

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	26,053,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>26,053,000</u>
E Accounted for Water:		
F	Water Sold	19,783,600
G	Metered for Consumption (in house usage)	<u>1,103,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>300,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>21,186,600</u>
O	Unaccounted for Water (Line D minus Line N)	<u>4,866,400</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>18.679%</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.



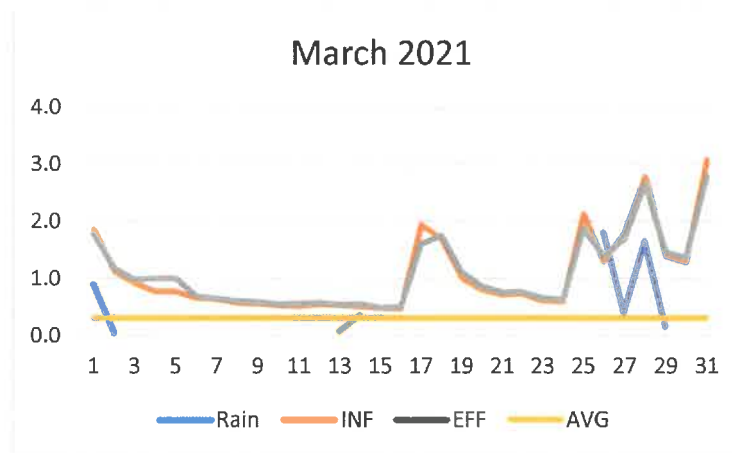
3/29/2021

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: March 2021 Monthly Report
DATE: April 7, 2021

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	1.0694	3.0830	.4650	33,151,000
EFFLUENT	1.0806	2.7890	.4890	33,499,000

2506 Sewer customers 9,505,700 gallons billed. Daily average .3066 mgd.



Total gallons of chlorine used was 390.83 @\$2.09 gallon = \$816.83.

We had 9.09 inches of rain. There were no reported overflows.

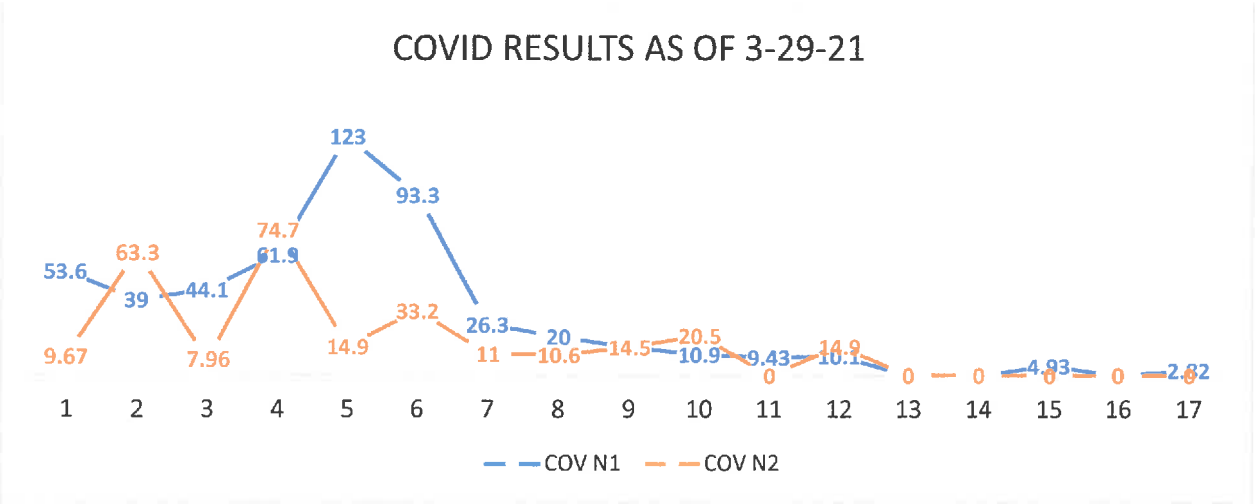
Shawn Clark had shoulder surgery and will be out of work for a few weeks. He is hoping to be back by the end of May.

Page and Associates will begin repairing the pump room when the materials they need arrive. I anticipate this being completed by the end of April.

A group of people visited the plant to look at the dewatering press to determine how it would work in their plant in Kentucky.

COVID 19 testing is show a decrease since December 28, 2020.

**0 indicates no detection.*



Safety Meetings:

No safety meeting this month.



Water Distribution/Collection

March 2021

Services	Total
After Hours-Sewer	0
After Hours-Water	1
Door Hanger	2
Profile	0
Road Cut	0
Service Line Leak/Line Break	0
Sewer-Miscellaneous	6
Disconnect for Non-Payment	54
Water/Sewer Service Estimate	6
Water-Check for Leak	12
Water-Miscellaneous	93
Water-Hydrant	0
Water-Re-Read/Manual Read	18
Yard Work	10
Connect Order	36
Disconnect Order	35
Water Tap-New Account Number	1
811 Locates	71



Kingston Water Department Distribution & Collection Monthly Safety Training

Date: 3/28/2021

Topic: HAZARD COMMUNICATION

Instructor:

Employees in Attendance:

Printed Name	Signature
James Evans	James Evans
David Loy	David Loy
Mike Soler	Mike Soler
Greg Sexton	Greg Sexton
Jim Tipp	Jim Tipp
Kevin Hamilton	Kevin Hamilton
DAVID Alford	David Alford

Kingston Public Library (KPL)

1004 Bradford Way

Kingston Tennessee 37763

865-376-9905

WWW.kingstonpubliclibrarytn.org

WWW.facebook.com/KingstonPublicLibrary

1 April 2021

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

**FR: Barbara Thorbjornsen
Library Director**

RE: Monthly Director's Report

The following sums up library activities for the month of March 2021

Summary

The Library is still on curbside service. My hope is to have a soft opening in April. Our regional Library will not attend any meetings at this time. They are all working from home.

We will allowed patrons to come in to use the computer or make copies and send faxes. Due to tax season we have had a lot of computer users doing taxes this last month.

We will bring books and other materials out to patron's cars. Our website is: www.kingstonpubliclibrarytn.org you can log on to see what is available to check out. The Wi-Fi is still on 24/7 in the parking area of the Library for patron's use. I am still dropping off overstock books to the assistant living facilities monthly. We will continue to ask our patrons to wear a mask as a courtesy to other patrons, as will the staff. The computers will be limited to an hour use, with only a few in operation to have space for social distancing. Inter library loans will be available starting in April.

I have had the trees trim and the building has been power washed. I also requested to have our parking lot lines repainted. I am also having our security system updated. The cameras will cover the parking area and the back patio. I will also be able to reset the system from an app.

The system we have now is so old, I have to physically go to the Library to reset the alarm whatever time of day or night it goes off. This way I can check to see if the Police need to be dispatched or not.

We are still doing a weekly craft for the children that can be picked up at the Library for them to complete at home. Some libraries are closed, working from home and having rotating shifts.

The staff will be starting to work on weeding older books from our shelves and we will be having a book sale soon.

We did have a week where we had to do half days. Half the employees were in quarantine due to Covid-19 exposure.

We have a new service at the Library called NEWSBANK. This service allows anyone who has a Library card to read local and different state newspapers. Just go to our website and click on resources and scroll down to News bank, enter your Library card number and enjoy daily newspapers at your leisure. Therefore if you do not have a Library card I invite you to stop by and get one.

I am planning my summer reading program for this summer as I do not want to cancel again this year. Since I usually have 80 to 100 children attend, I will conduct these events outside this year. I have sent an email to the Parks and Rec director asking for the use of the fort area. The Library backyard is not a sufficient in size or safety to accommodate the amount of children that attend.

One of our board members has resigned due to taking a second job. The board has reviewed the applications we received and voted on Jinx Watson to fill the position. Ms. Watson has been on our board in previous years and has a great deal of experience and knowledge on the workings of the Library, Regional and State policies and guide lines and will be a great asset to the board.

I received a chart from the REALM project /OCLCT. This chart explains how long items need to be quarantine before we can replace them back in circulation. Books and other items are still to be quarantined when returned for 3 days. Due to vaccine's becoming more available I am hoping we can start to have programs again at our Library in the near future.

Any questions can be emailed to me at: kpldirector@gmail.com

Stay Safe.

This is all subject to change as we go forward.

Respectfully submitted
Barbara T.

Kingston Public Library

Meeting Minutes

March 25, 2021

Present: Barbara Thorbjornsen– Director, Carolyn Brewer, Trudy Wideman, Savannah Washam, Larry Ridinger, Jeff Griffis, and Kerry Willett.

- 1) Carolyn called the meeting to order at 5:03 pm.
- 2) Larry moved to have the minutes of the January 2021 meeting approved; Trudy seconded the motion and the minutes were approved.
- 3) Treasurer's Report- Larry presented the treasurers report. As of January 31, 2021, we currently have a balance of \$10,801.23 in the bank. Trudy moved to approve the treasurers report, Kerry seconded.
- 4) Public Comments – no one from the public was present.
- 5) Regional Library – regional library was not present.

April 1, 2021, the regional library is hosting Session 4 of Disaster Preparedness. It is available online from 2:00-3:00 pm EST.

COVID-19 libguide page for helpful resources at <https://tsla.libguides.com/TNCOVID-19/home>.

Our READS number for the month of February was 2,474.

The Trustee Certification is always open for training as well. Now available through the Niche Academy platform.

The Executive Order by the Governor was also presented and each member received a copy.

6) Barbara presented the Director's Report:

Curbside service is being continued. Exceptions are made for patrons using printers, computers, copies/faxes, and taking boaters tests. The Wi-Fi is on 24/7 in the parking area for patrons to use. Our website also has instructions on how to download audiobooks, books, and magazines for anyone that does not have a current library card.

All surfaces and computers are being cleaned after each use. Computers are being used an hour at a time while maintaining social distancing.

Patrons are asked to wear masks inside the building at all times.

Children's crafts are being given out as well for them to take home and complete. Barbara is also dropping off books to the assisted living facilities monthly.

7) New Business-

Quotes for: New Cameras- \$2,120.28

Quotes for: outside trim painted- \$5,500

Quotes for: Building power washed/ sidewalks- \$700

Quotes for: new LED lights- \$3,107.16 plus labor

Sex Offender Policy- the board is looking into creating a sex offender policy per Jason Halcomb with the Roane County Sheriffs Department. We are looking at other libraries policies and will discuss putting one into place in the upcoming meetings.

The board also elected Jinx Watson to serve as the new board member, taking Emily Smith's position. Larry made the motion to elect Jinx, all were in favor.

8) Recommendations for Improvement- no recommendations were mentioned.

9) Chairman's comments-good meeting, lots of improvement.

10) Next meeting date is set for April 8, 2021 at 5 pm.

11) The meeting was adjourned at 5:30 pm.

Respectfully submitted,

Savannah Washam, Secretary

Kingston Beautification Committee

Meeting Minutes-March 1, 2021, 5:00pm

Call to order

The meeting was called to order by Tara Stockton

Roll Call

Tara Stockton, Teresa Nichols, Sue Collins, Judy Yeager, Robert Sparkes, Susan Whitlock, and guest Yvonne Yates.

Approval of Minutes

Review and Approval of minutes=All.

Ongoing (Unfinished) Business and Status Updates

- Bethel Cemetery cleanup planned for 3/12. RCSO inmates to work on fence, pouring concrete to set the poles. Volunteers can clean the tombstones. American Legion, VFW, DAR and Beautification are the organizations agreed to help on our 1st Bethel Cemetery help-day.
- DAR will help with interactive map—scan for the person's name & scan the walk path?
- Bethlehem Lights- letters were sent out to churches in the city limits to see if they were interested in sponsoring a light.
- Christmas Lighting Tour- Mentioned to involve communities/neighborhoods in having a Christmas lighting /Decorations theme so we could help by adding to a Christmas Lighting tour – We could try to add each year to help grow.
- Litter fines increased to \$500, New signs have been added.

Updates from Codes Enforcement

- Chief not present-will follow up next month.

Future Business

- Robert worked on cleaning the graffiti under the bridge. He was able to clean it up, but more was added. We will let City Manager and Police Dept. know our concerns.
- Next meeting April 5, 2021.

Adjournment

Motion by Teresa and seconded by Judy.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
MARCH 16, 2021
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

Notice: This meeting is open to the public. Social distancing guidelines must be adhered to and all attendees will be required to wear masks.

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on February 16, 2021	Approval
January 2021 Financial Statements	Approval
January 2021 Budget Report	Information
March 2021 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

Old:

- | | |
|---------------------------|-------------|
| 1. Cash Handling Services | Approval |
| 2. IVR Pilot Program | Information |

New:

- | | |
|--|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. USI Consulting - Retirement Plan Review
& Maintenance Fees | Approval |
| 4. Bad Debts | Approval |

Announcements

April 2021 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on February 16, 2021. Following a prayer and the Pledge of Allegiance, Chairman Holloway asked for a roll call. Board members present were Childs, Davis, Holloway, Layne and McCullough. The meeting was open to the public. Social distancing guidelines were required for all attendees.

A motion was made by Davis, seconded by Childs to approve the minutes as recorded for the Board meeting held on January 19, 2021. All voted yes.

As part of the financial report, Manager Bear noted that Tracey Hankins, Regulatory Analyst/TVA Regulatory Assurance, and other TVA personnel conducted a quarterly financial report review on February 3, 2021. In the report, comparisons are made to similar and neighboring distributors in the valley. Overall, TVA is very satisfied with our position and the paths we are trending toward. We remain a top performer in reporting our financial position each month and meeting our deadlines. Manager Bear commended all the accounting staff that prepare and submit required reports to TVA and other agencies. Marsha O'Keefe stated our net income and cash are improving mostly because of the TVA Partnership and Pandemic Relief Credits.

A motion was made by Davis, seconded by Childs to approve the December 2020 Financial Statements. All voted yes.

A motion was made by Layne, seconded by McCullough to approve the February 2021 Accounts Payable. All voted yes.

As part of the Manager's Report, Manager Bear updated the Board on TVA's Weather Storm alerts in our area and stated we should receive mostly rain. As part of an update Strategic Plan, Manager Bear has asked that all committees meet within the next month and submit any items that will need to be in the FY 2021-2022 Budget. TVPPA's 75th Annual Conference has been moved to August or September 2021. Upon request from REU, CSA has discontinued the internet account inquiry service for our customer to view their statements online. The Utility was paying over \$200.00 per month and only about 2400 customers had signed up for this. We suspect very few were actually using this tool. Our goal is for this service to be provided through a Customer Portal. Mr. Randy Childs informed the Board the City of Kingston was assessing the cost savings possible to have LED lights installed to replace the lighting they currently have. Rusty Bowlin and his crew including Lucas Jolley, Paul Hester, Roy Schrade, and Hunter Grant assisted Plateau Electric Cooperative on February 8-9, 2021 to restore power to customers in Morgan and Scott counties. A motion was made by McCullough, seconded by Childs to approve the Manager's Report. All voted yes.

There were no Visitor Comments.

Marsha O'Keefe gave an update on cash handling services. Currently, we use Loomis to pick up deposits at both offices five (5) times a week. The charge for Armored Car Service per office is \$663.27 with fuel fees of 8.50% and insurance fees of 7.0%. Our contract for the last three (3) years will expire April 2021. Loomis agreed to a discount rate of \$647.25 for both offices with

6.5% fuel cost fees and 7.0% insurance fees. Saving the utility an estimated \$1,600 per year. We are also looking into completely changing the banking process by utilizing a cash safe and a check scanner to make daily deposits. Loomis and Brinks are the only vendors in the area with this service. This would help with security, make balancing easier for customer service and accounting, and show real time deposits into the bank. Both Loomis and Brinks would only pick up once a week, decreasing the fuel cost fees. We are still waiting on their proposals. Member Childs suggested we defer action to next month's meeting with a full report.

A motion was made by McCullough, seconded by Davis to approve the expenditure between \$9,000 and \$10,000 for Personal Protective Equipment (PPE). Perfect Fit Image has been our supplier of PPE protective clothing for several years. This is done once a year. The expense is budgeted and last year the cost was \$9,300. All voted yes.

A motion was made by Layne, seconded by Childs to approve the contract services with X-treme Broadband. They are our preferred splicing vendor and have worked with REU for several years. We have several locations needing spliced to complete the alternate/redundant loops which have been installed in the past and recently to substations and equipment in Rockwood. We also need to repair broken fiber in Kingston and install termination panel(s) in a few locations. Should we decide to purchase a fiber splicing unit, we will integrate that into the budget process for FY 2022. The purchase order was \$11,427. All voted yes.

There were no new projects that would exceed the threshold of \$10,000.

A motion was made by McCullough, seconded by Davis to accept the recommendation from Manager Bear to sign the Power Supply Flexibility Agreement which is an amendment to the Long Term Partnership Agreement with TVA. By signing the agreement, REU is not obligated to invest in generation. All voted yes.

A motion was made by Davis, seconded by Layne to accept the recommendation from Manager Bear to sign the Green Connect Agreement with TVA. The program is a residential offering for customers considering solar photovoltaic (PV) systems. Participation in the program is at no cost to the Utility. All voted yes.

A motion was made by Layne, seconded by McCullough to approve the write-off of uncollectible debts for the period on November 2020 in the amount of \$1,022.12 and noted the bad debts collected for January 2021 were \$1,375.46. All voted yes.

Chairman Holloway made the recommendation to change all personal days to calendar year. A motion was made by Davis, seconded Childs to approve the recommendation. All voted yes.

Manager Bear was asked to email the Rest Policy in the Memorandum of Understanding to all Board members.

Manager Bear informed the Board that the Utility had only received one (1) customer interested in participating in the TVA's Home Uplift Program. The program is to help a customer living in a manufactured home with energy-efficiency upgrades.

Chairman Holloway announced the next Board meeting will be held March 16, 2021.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

OMB NO 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION			MONTHLY REPORT TO STATE			FOR MONTH AND YEAR			PAGE 1		
Rockwood Electric Utility						JANUARY 2021					
BALANCE SHEET											
ASSETS AND OTHER DEBITS			ITEM NO	AMOUNT		LIABILITIES AND OTHER CREDITS			ITEM NO	AMOUNT	
UTILITY PLANT											
Electric Plant			1	66,241,083.87		CAPITAL					
Less Depreciation			2	18,506,541.14		Membership certificates			30		
Total			3	47,734,542.73		EARNINGS REINVESTED IN SYSTEM ASSETS					
Unamortized acq. adj.			4			Beginning of year			33	44,773,353.52	
Other utility plant - net			5			Current year to date			34	1,507,068.30	
Total Plant - net			6	47,734,542.73		Total			35	46,280,421.82	
OTHER PROPERTY AND INVESTMENTS											
Nonutility property - net			7			LONG-TERM DEBT					
Other investments			8	39,135.29		RUS			36		
Sinking funds			9			CFC			37		
Depreciation funds			10			CoBank			38		
Other special funds			12	3,844,451.00		Bonds and other long-term debt			39.1	3,500,000.00	
Total			13	3,883,586.29		TVA			39.3		
CURRENT AND ACCRUED ASSETS											
General cash and temporary cash investments			14	5,334,762.40		Debt premium and discount			40	33,069.20	
Accounts receivable			15	2,281,946.46		Total			41	3,533,069.20	
Materials and supplies			16	421,504.13		OTHER NON-CURRENT LIABILITIES					
Prepayments			17	230,796.28		Postretirement Benefits			39.2	4,428,202.79	
Other current assets			18	1,148,656.61		Energy Service Loans - Advances			42	106,368.42	
Total			19	9,417,665.88		Energy Service Loans - Other			43		
DEFERRED DEBITS											
Debt expense			20			Total			44	4,534,571.21	
Preliminary survey			21			CURRENT AND ACCRUED LIABILITIES					
Clearing accounts			22	(4,152.59)		TVA notes payable			45.1		
Energy Service Loans receivables			24	109,211.68		Other notes payable			45.2		
Deferred costs on TVA Leases			25			Accounts payable			46	4,596,829.45	
Other deferred debits			26			Customer deposits			47	1,312,567.71	
Total			27	105,059.09		Taxes and equivalents accrued			48	695.49	
TOTAL ASSETS AND OTHER DEBITS											
			28	61,140,853.99		Interest accrued - RUS			49	5,468.75	
TOTAL LIABILITIES AND OTHER CREDITS											
			58	61,140,853.99		Interest accrued - CFC			50		
</											

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 2
Rockwood Electric Utility		JANUARY 2021		
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT	ITEM NO	THIS MONTH	YEAR TO DATE	
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	3,180,860.16	19,824,303.07	
Revenue from late payments	60	12,779.47	91,034.58	
Misc. service revenue	61	2,200.00	20,090.00	
Rent from electric property	62	49,517.76	348,424.32	
Other electric revenue	63	5.00	35.00	
Total operating revenue	64	3,245,362.39	20,283,886.97	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	2,115,146.53	13,621,416.65	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	109,666.15	719,204.37	
Customer accounts expense	68	45,542.84	587,946.60	
Customer service and informational expense	69	875.00	4,239.20	
Sales expense	70		12,488.00	
Administrative and general expense	71	206,675.09	1,424,454.34	
Operating expense	72	362,759.08	2,748,332.51	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	67,266.13	584,798.26	
Administrative and general expense	75	2,181.00	13,300.60	
Maintenance expense	76	69,447.13	598,098.86	
OTHER OPERATING EXPENSE				
Depreciation expense	77	136,356.48	948,710.31	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	115,809.16	826,723.98	
Other operating expense	80	252,165.64	1,775,434.29	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,799,518.38	18,743,282.31	
INCOME				
Operating income (item 64, less item 81)	82	445,844.01	1,540,604.66	
Other income	83		9,879.84	
Total income	84	445,844.01	1,550,484.50	
Miscellaneous income deductions	85	1,368.09	7,890.71	
Net income before debt expense	86	444,475.92	1,542,593.79	
DEBT EXPENSE				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	5,468.75	38,281.25	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(2,755.76)	
Total debt expense	95	5,075.07	35,525.49	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	439,400.85	1,507,068.30	
Extraordinary items	97			
Net income	98	439,400.85	1,507,068.30	

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

JANUARY 2021

PAGE 3

STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.	100	2,030,875.29	11,891,547.58	107	18,166,929	104,749,821
Gen. Power - 50 kW & under.	101	414,621.34	2,700,692.89	108	2,984,926	19,429,197
Gen. Power - Over 50 kW.	102	684,997.30	4,899,864.58	109	7,352,204	54,798,987
Street and athletic - Codes 72, 73 & 74.	103	16,802.93	114,678.44	110	120,140	799,521
Outdoor lighting - Codes 75, 77 & 78.	104	33,563.30	217,519.58	111	202,672	1,428,053
Subtotal.	330	3,180,860.16	19,824,303.07			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	3,180,860.16	19,824,303.07	335	28,826,871	181,205,579
Kilowatt-hours for own use.				113	47,099	264,738
Total kilowatt-hours sold and used.				114	28,873,970	181,470,317
Kilowatt-hours in unbilled revenue (items 331) above* . . .				336		

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 392.55	N/A
Gen Partners-GP<50kW	\$ 326.19	N/A
Gen Partners-GP>50kW	\$ 670.80	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	2,115,146.53	13,621,416.65	119	31,093,306	192,778,806
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	2,115,146.53	13,621,416.65	122	31,093,306	192,778,806
Other Purchased Power*.	218			222		
Subtotal.	340	2,115,146.53	13,621,416.65			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	2,115,146.53	13,621,416.65	345	31,093,306	192,778,806
Less kilowatt hours sold and used (item 114).				123	28,873,970	181,470,317
Line losses and kilowatt-hours unaccounted for.				124	2,219,336	11,308,489
Percent of losses to purchases (2 decimal places).				125	7.14	5.87
Cost per kilowatt-hour including facilities rental (cents).				127	6.803	7.066
Kilowatt-hours in unbilled purchases (Item 341) above* . . .				346		

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

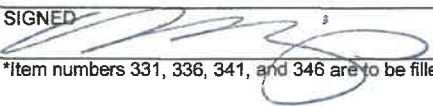
POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility		FOR MONTH AND YEAR JANUARY 2021		PAGE 3a
CUSTOMER DATA			LONG-TERM DEBT	
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT
Residential.	11,729	11,651	Long-term debt last report (item 41).	3,533,462.88
Gen. Power - 50 kW & under.	2,820	2,772	Add new long-term debt this month (page 3)	
Gen. Power - Over 50 kW.	122	128	Total.	3,533,462.88
Street and athletic - Codes 72, 73 & 74.	39	39	Less reductions this month (page 3).	393.68
Outdoor Lighting - Code 78.	135	134	Long-term debt this month (item 41).	3,533,069.20
Total.	14,845	14,724		
Special Outdoor Lighting - Code 75.				
Outdoor Lighting - Code 77.	2,149	2,136		
OPERATING RATIO			THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals			78.49%	83.65%
Footnotes:				
SIGNED 		TITLE <i>Manager of Accounting</i>		DATE PREPARED <i>2/24/21</i>
*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.				

ROANE COUNTY E-911

Feb. 2021 Statistics

	Feb. 2021	2021 YTD	2020
Calls for service entered into CAD system	3,375	3,919	48,696
Average call for service duration (minutes)	63.7	71.2	86.4
TELEPHONE			
911 calls received	1,971	3,955	25,032
Administrative calls inbound	4,000	8,285	53,186
Administrative calls outgoing	2,507	5,297	31,497
TOTAL:	8,592	13,790	109,715
Total phone duration (minutes)	13,733	27,996	165,731
RADIO AIRTIME (MINUTES)			
MAIN D	4,758	9,809	56,717
HR DSP	2,016	4,356	18,032
FD DSP	862	1,726	8,980
EMS	989	2,269	11,514
HWY OP	334	649	5,229
Ro NET	1	11	25
PSAP NET 2	28	43	186
TOTAL:	9,873	18,863	100,683

AGENDA
RCECD 911 MONTHLY BOARD MEETING
MARCH 25, 2021 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF FEBRUARY 25, 2021
APPROVAL OF FEBRUARY FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

FEBRUARY FUND BALANCES

PERSONNEL COMMITTEE

HASN'T MET

BUDGET AND FINANCE COMMITTEE

REPORT ON MEETING/MINUTES

BUILDING/ EQUIPMENT COMMITTEE

REPORT ON MEETING/MINUTES

DIRECTOR'S REPORT

GENERAL REPORT
FEBRUARY STATS

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

CERTIFICATE OF DEPOSIT

NEW BUSINESS

DOWN PAYMENT ON LOAN

MINUTES OF MARCH 17, 2021
ROANE COUNTY E-911 BUDGET COMMITTEE MEETING

The Roane County Emergency Communications District (E-911) Budget Committee met Wednesday, March 17, 2021 at 9:00 a.m. at the E-911 New Center Training Room, 4390 Roane State Highway.

COMMITTEE MEMBERS PRESENT: Marilyn Calfee, Randy Ellis, Jason Jolly, Cecil Crowe, Keith Farmer

COMMITTEE MEMBERS ABSENT: None

EMPLOYEES PRESENT: Cody Anderson, Kim Tharp

CALL TO ORDER:

The meeting was called to order at 9:00 a.m. by committee chairman, Ms. Marilyn Calfee with a full committee in attendance. Ms. Calfee turned the meeting over to Director Anderson for his presentations prepared for this meeting.

Director Anderson presented 4 proposed budget scenarios : 0% Revenue increase/0% Salaries-Wages+ Longevity, 0% Revenue increase/2% Salaries-Wages+ Longevity, 3% Revenue Increase/0% Salaries-Wages+ Longevity and 3% Revenue increase/2%Salaries-Wages+Longevity. Director Anderson mentioned that he would like to increase the dispatchers to 9 (increase of 1) for next year and would like to increase the part-time Janitor rate of pay to \$15 since we haven't had but one applicant and we will soon be moving into the new 911 center. After questions and suggestions were shared, Mr. Jolly made a motion to present to the full board a 3% Revenue increase with the 2% Salary-Wage +Longevity increase for budget year 2021-2022. Mr. Crowe second the motion. All voted Aye, Motion carried.

Director Anderson then presented to the committee a presentation that had been recommended by the Building/Equipment Committee regarding the addition of four additional dispatch positions with all capabilities but phones. This total will be \$139,226.64 with an additional annual cost of \$4,390. Director Anderson also presented a list that was also recommended by the Building/Equipment Committee for additional items needed for move in to the new 911 center totaling \$35,363. Mr. Jolly made a motion to recommend to the full board for approval to fund the addition of the 4 positions (\$139,226.64) and the two larger items that can be capitalized (additional cameras -\$16,000 and Addressing Computer - \$2,173) be paid for out of the Capital Fund with the balance on the additional items coming out of the regular operating budget. In addition to the original motion Mr. Jolly added to set up a scheduled plan, possibly 2 yr., to replace/update computers on a rotation. This would make a total from the Revenue Fund to be set aside of \$157,399.64. Mr. Farmer second the motion. All voted Aye, motion carried.

ADJOURNMENT:

With no further business for the committee, Mr. Jolly made a motion to dismiss, Ms. Calfee second. The meeting dismissed at 10:50 a.m.

MINUTES OF MARCH 15, 2021
ROANE COUNTY E-911 BUILDING-EQUIPMENT COMMITTEE MEETING

The Roane County Emergency Communications District (E-911) Building-Equipment Committee met Monday, March 15, 2021 at 10:00 a.m. at the E-911 New Center Training Room, 4390 Roane State Highway.

COMMITTEE MEMBERS PRESENT: Tony Brown, Tim Suter, Keith Farmer

COMMITTEE MEMBERS ABSENT: Jack Stockton

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by committee chairman, Mr. Tony Brown with a quorum of 3 in attendance. Mr. Brown turned the meeting over to Director Anderson for his presentations prepared for this meeting.

Director Anderson presented an email packet he had just received from Upland Design Group on the construction completion update of the new 911 center. Mr. Brown mentioned that in going over the packet presented, the item 6 on the punch list attachment offers a credit of \$900 for the omission of the future use conduit and he feels that this is nowhere near enough money to cover the work that will be necessary to complete this work. The lien release from Miller and Sons, Inc. (the asphalt company for the new 911 center paving) was presented. The Committee members reviewed the Roane 911 Outstanding Items list sent by Upland Design. There were a few items that have been completed but were not removed from their list and there were some that were on the substantial list that were not included on this list. Director Anderson was asked to contact Mr. Allen Hill with Upland Design to get clarification on an accurate list to present to the board and Mr. Leffew. It was suggested that Director Anderson only communicate with Upland Design as it is their responsibility to make sure the project is completed. Director Anderson will be submitting a report on what drywall issues will need to be repaired. No other discussion on this matter.

Director Anderson presented his proposal for the addition of four new dispatch positions with computers, monitors, software, radios and connections totaling \$139,226.64 with an additional annual cost of \$4,390. There was also a cost proposal of adding these new four phone positions which would cost \$230,400 plus an additional annual cost of \$32,000. Director mentioned that we could possibly move the two positions that we currently have in the Mobile Command Truck inside to use to increase the positions to 6. AT&T will provide us with one laptop to be used for the Mobile Command at no cost to us and an additional laptop for a possible addition fee of up to \$20,000 depending on how much credit they will give us for items we can return to them for their use. There was some discussion as to whether these additional positions could be staggered. A motion was made by Mr. Suter to present to the budget committee the recommended \$139,226.64 addition with repurposing the older dispatch computers after they had been wiped to be used for office computers and factoring in the possible additional \$20,000 cost for AT&T laptop for the Truck. Mr. Farmer second the motion. All members voted Aye. Motion Carried.

Director Anderson presented a proposed list of additional items needed to complete the move into the new center totaling \$51,363. After going over the itemized list, Mr. Suter mentioned that he may have some radios that we could use if they would work for us. Mr. Suter made a motion to accept the request and send it to the budget committee with the stipulation that radios be evaluated and that if we can use the radios he has, there would be a reduction of \$16,000 to the request. Making a combined total of around \$194,600 for the two proposals. Mr. Farmer second the motion. All voted Aye. Motion Carried.

It was mentioned that our 911 center needs to be the most technologically advanced facility in the county for the purpose we serve.

ADJOURNMENT:

With no further business for the committee, Mr. Suter made a motion to adjourn. Mr. Brown second the motion. Meeting dismissed at 11:15 a.m.

This price list includes adding 4 additional positions in dispatch will all capabilities EXCEPT PHONES. These positions without phones could be used for dispatching when needed, while allowing phone calls to be taken at the 4 positions with phones.

It would purchase 4 new computers for these new positions, as well as replacing the current 4 computers. Each position would be outfitted with 3x 24" monitors and 3x 27" monitors (6 total). The old computers and monitors would be reformatted with updated operating systems and then be used to replace outdated equipment in offices, which would provide enough for all offices where needed.

ITEM	COST	QTY	TOTAL
Computer	\$ 1,551.53	8	\$ 12,412.24
Computer Monitor 24"	\$ 131.99	24	\$ 3,167.76
Computer Monitor 27"	\$ 161.11	24	\$ 3,866.64
Miscellaneous (Cables, Keyboard, chairs, etc.)	\$ 2,500.00	8	\$ 20,000.00
NCIC Access (one time set up fee)	\$ 600.00	3	\$ 1,800.00
CAD Software	\$ 8,000.00	4	\$ 32,000.00
Mapping Software	\$ 1,995.00	4	\$ 7,980.00
Radio System	\$ 14,500.00	4	\$ 58,000.00
Total WITHOUT Phones at 4 New Positions			\$ 139,226.64
Additional Annual Cost			\$ 4,390.00

To add the ability to answer 911 or administrative calls, or to make administrative calls at the 4 new positions, add the following to the above totals.

ITEM	COST	QTY	TOTAL
911/Phone System	\$ 57,600.00	4	\$ 230,400.00
Additional total to add 911/phone system to each of the 4 new positions			\$ 230,400.00
Additional annual cost (\$8,000 per position)			\$ 32,000.00
Grand total capital expense			\$ 369,626.64
Grand total additional annual cost			\$ 36,390.00

This list includes additional items needed around the center

ITEM	COST	QTY	TOTAL
Addressing computer	\$ 2,173.00	1	\$ 2,173.00
Projectors (Training and Conference Rooms)	\$ 1,000.00	3	\$ 3,000.00
New Handheld Radios	\$ 8,000.00	2	\$ 16,000.00
New office and training/board room chairs*	\$ 250.00	17	\$ 4,250.00
Additional TV for dispatch (cameras, building monitoring)	\$ 700.00	3	\$ 2,100.00
Additional furniture around center**	\$ 5,000.00	1	\$ 5,000.00
Network Switches	\$ 2,500.00	1	\$ 2,500.00
Point-to-Point Wireless Link 911 Center to Roosevelt	\$ 170.00	2	\$ 340.00
Additional Cameras for center, Roosevelt, Fire East	\$ 16,000.00	1	\$ 16,000.00
Total			\$ 35,363.00

Notes:

* current board room chairs will be sorted through, repairs made if possible (possibly using some chairs for parts), and the best will be used in the smaller conference room

** conference room table, still evaluating other needs

BUDGET F/Y 2020-2021	APPROVED BY BOARD					
	2020-2021	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES				FEBRUARY		
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	106,753.00	53,376.50	427,012.00	(213,506.00)
3020 TCA Section 7-86-130 Receipts	35,000	2,916.67	0.00	(2,916.67)	75,136.00	40,136.00
3060 Local Government Contracts	674,373	56,197.75	56,197.75	0.00	442,289.58	(232,083.42)
3070 Contracted Services	47,387	3,948.92	0.00	(3,948.92)	27,642.44	(19,744.56)
3080 Sales & Fees	250	20.83	24.80	3.97	35.85	(214.15)
5002 Interest Income	950	79.17	15.47	(63.70)	325.11	(624.89)
5006 TECB Subsidies	125,061	10,421.75	41,687.00	31,265.25	166,748.00	41,687.00
5099 Other Non-Operating Revenue	37,303	3,108.58	85.20	(3,023.38)	68,945.50	31,642.50
TOTAL ESTIMATED REVENUE	1,560,842	130,070.17	204,763.22	74,693.05	1,208,134.48	(352,707.52)
=====						
SALARIES AND WAGES						
4001 Director	64,000	5,333.33	4,923.08	(410.25)	42,477.17	(21,522.83)
4002 Administrative Personnel	123,067	10,255.58	9,466.08	(789.50)	80,309.39	(42,757.61)
4004 Telecommunicators	304,762	25,396.83	27,917.38	2,520.55	235,523.41	(69,238.59)
4005 Dispatch Supervisor Personnel	117,728	9,810.67	3,081.60	(6,729.07)	25,888.52	(91,839.48)
4006 Mapping/Addressing Personnel	50,219	4,184.92	3,918.38	(266.54)	32,946.23	(17,272.77)
4007 Janitor	4,160	346.67	0.00	(346.67)	0.00	(4,160.00)
4012 I.T. Personnel	50,000	4,166.67	3,846.16	(320.51)	32,692.36	(17,307.64)
4099 Other Payroll Costs	31,759	2,646.58	553.45	(2,093.13)	21,952.28	(9,806.72)
4101 Social Security	46,295	3,857.92	3,313.03	(544.89)	29,117.08	(17,177.92)
4102 Medicare	10,827	902.25	774.82	(127.43)	6,809.63	(4,017.37)
4104 Medical Insurance	147,714	12,309.50	11,505.45	(804.05)	88,887.47	(58,826.53)
4106 Other Insurance	1,122	93.50	93.50	0.00	742.50	(379.50)
4107 Unemployment Compensation	560	46.67	0.00	(46.67)	111.29	(448.71)
4108 Pension Expense	41,133	3,427.75	2,977.82	(449.93)	25,628.16	(15,504.84)
4109 Other Postemployment Benefits	8,137	678.08	731.00	52.92	5,129.80	(3,007.20)
ADMINISTRATION						
4203 Audit Services	9,398	783.17	0.00	(783.17)	0.00	(9,398.00)
4204 Accounting/Bookkeeping Services	3,936	328.00	320.00	(8.00)	2,560.00	(1,376.00)
4208 Contracts with Vendors	1,252	104.33	21.00	(83.33)	178.50	(1,073.50)
4217 Legal Services	7,500	625.00	0.00	(625.00)	0.00	(7,500.00)
4218 Maintenance & Warranty Contracts	0	0.00	0.00	0.00	0.00	0.00
4229 Lease/Rental-Admin. Equip/furn/fixt	1,900	158.33	150.00	(8.33)	1,146.26	(753.74)
4232 Advertising	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4233 Awards to Employees and Others	1,500	125.00	0.00	(125.00)	521.25	(978.75)
4237 Dues and Memberships - Admin.	5,135	427.92	0.00	(427.92)	5,135.00	0.00
4239 Equipment - General (non-capitalized)	2,500	208.33	0.00	(208.33)	1,410.60	(1,089.40)
4240 Insurance - Liability	6,727	560.58	0.00	(560.58)	7,388.00	661.00
4241 Insurance - Worker's Compensation	1,300	108.33	0.00	(108.33)	946.00	(354.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4245 Software & Licensing - Admin.	1,098	91.50	36.00	(55.50)	974.00	(124.00)
4246 Supplies & Materials - Admin.	3,290	274.17	154.58	(119.59)	1,491.37	(1,798.63)
4247 Training Costs - Administrative	700	58.33	809.95	751.62	809.95	109.95
4248 Travel - Administrative	3,900	325.00	139.12	(185.88)	784.38	(3,115.62)
4250 Telephone Costs - Administrative	2,400	200.00	182.69	(17.31)	1,334.13	(1,065.87)
4251 Telecomm cell phones/pagers-Admin	650	54.17	52.10	(2.07)	419.28	(230.72)
4253 Vehicle Expenses - Administrative	4,390	365.83	0.00	(365.83)	1,463.12	(2,926.88)
4254 Vehicle Fuel - Administrative	1,600	133.33	113.22	(20.11)	690.68	(909.32)
4299 Misc. Admin Services and Expenses	750	62.50	0.00	(62.50)	0.00	(750.00)

BUILDING AND FACILITIES						
4305 Equipment-Facilities (non capitalized)	10,000	833.33	0.00	(833.33)	5,759.21	(4,240.79)
4307 Utilities	22,586	1,882.17	2,243.06	360.89	13,565.55	(9,020.45)
4333 Maint. And Repairs - Build/Facilities	1,000	83.33	0.00	(83.33)	351.55	(648.45)
4338 Insurance - Buildings and Contents	24,057	2,004.75	0.00	(2,004.75)	12,978.00	(11,079.00)
4339 Maintenance & Warranty Contracts	2,800	233.33	50.00	(183.33)	965.00	(1,835.00)
4340 Supplies and Materials-Build/Facilit.	10,000	833.33	61.83	(771.50)	1,956.61	(8,043.39)
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	35.15	(714.85)
COMMUNICATIONS - OPERATIONS						
4406 Employee Testing/ Exams- Operations	3,000	250.00	0.00	(250.00)	1,310.00	(1,690.00)
4410 Insurance - Equipment (non admin)	318	26.50	0.00	(26.50)	318.00	0.00
4413 Communications License and Fees	40,000	3,333.33	59.78	(3,273.55)	29,105.66	(10,894.34)
4418 Training Expenses - Commun. Oper.	1,500	125.00	0.00	(125.00)	1,074.85	(425.15)
4419 Travel Expenses - Commun. Operation	2,100	175.00	0.00	(175.00)	1,133.03	(966.97)
4423 Addressing/mapping/data supplies	100	8.33	0.00	(8.33)	0.00	(100.00)
4424 Cable/Internet Charges - Commun.	14,115	1,176.25	5,339.52	4,163.27	16,313.42	2,198.42
4427 Equipment - Commun.(not capitalized)	10,000	833.33	0.00	(833.33)	2,707.20	(7,292.80)
4430 Language Interpreting	150	12.50	0.00	(12.50)	34.25	(115.75)
4431 Maintenance & Warranty Contracts	29,220	2,435.00	0.00	(2,435.00)	8,093.05	(21,126.95)
4432 Maint. And Repairs - Communication	2,000	166.67	0.00	(166.67)	540.26	(1,459.74)
4433 NCIC/TBI/TIES Expenses	6,060	505.00	0.00	(505.00)	5,100.00	(960.00)
4434 Software & License - Communictions	750	62.50	0.00	(62.50)	0.00	(750.00)
4435 Supplies, Materials & Serv. - Comm.	1,300	108.33	0.00	(108.33)	331.37	(968.63)
4437 Telephone Costs (Call Center Lines)	18,264	1,522.00	827.00	(695.00)	10,750.85	(7,513.15)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	80.02	(19.98)	655.23	(544.77)
4439 Vehicle Expenses - Operations	700	58.33	0.00	(58.33)	2,502.00	1,802.00
4440 Vehicle Fuel - Operations	600	50.00	0.00	(50.00)	69.79	(530.21)
NONOPERATING EXPENSES						
5010 INTEREST EXPENSE	104,500	8,708.33	0.00	(8,708.33)	0.00	(104,500.00)
TOTAL ESTIMATED EXPENSE	1,369,979	114,164.92	83,741.62	(30,423.30)	771,117.84	(598,861.16)
ESTIMATED RECEIPTS						
ESTIMATED EXPENDITURE	1,369,979		204,763.22			
OVER (UNDER)	190,863		83,741.62			
DEPRECIATION	58,465					
OVER(UNDER)AFTER DEPRECIATION	132,398		121,021.60			
Less Building Payment Principal	28,824					
OVER (UNDER) AFTER PRINCIPAL	103,574					

FUND BALANCES

As of February 28, 2021 the following are the funds we have on hand not including the
Certificate of Deposit or Building Project Account

REVENUE FUND	\$	1,935,256.08
OPERATING ACCOUNT	\$	131,556.42
TOTAL CASH FUNDS	\$	2,066,812.50

DESIGNATED FUNDS:

CAPITAL EQUIPMENT (350,000 SET ASIDE 5/28/2020)	\$	61,386.11
800 MHZ SYSTEM MAINTENANCE (IN/OUT MONEY)	\$	30,336.06
METRO COMMUNICATIONS MOVE RADIOS TO NEW CENTER	\$	10,796.47
SET ASIDE FOR USDA RESERVE LOAN ACCOUNT	\$	173,771.56
ESTIMATED 3 MONTHS RESERVE	\$	350,000.00
TOTAL DESIGNATED FUNDS	\$	626,290.20
TOTAL UN-DESIGNATED FUNDS	\$	1,440,522.30

We are receiving ECB payments of \$106,753 every two months
We are receiving ECB subsidy of \$41,687 every two months
ECB Statute 130 Funds Distribution is once a year

Certificate of Deposit (Renews in November)	\$	63,687.48
Building Project /USDA Account	\$	1,086.32

MINUTES OF FEBRUARY 25, 2021
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, February 25, 2021 at 1:00 pm. at the New E-911 Center, 4390 Roane State Highway, Arvel McNelly Training Room.

MEMBERS PRESENT: Tim Suter, Tony Brown, Jason Jolly, Cecil Crowe, Marilyn Calfee, Randy Ellis -Remote

MEMBERS ABSENT: Jack Stockton, Brad Daniels, Keith Farmer

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

OTHERS PRESENT: None

CALL TO ORDER:

Vice Chairman Suter called the meeting to order at 1:00 pm with a quorum of 6 declared. Five members in person and one on remote access.

APPROVAL OF MINUTES:

Mr. Jolly made a motion to accept the minutes of January 28, 2021 Mr. Crowe second the motion. There was no discussion. All in person and on remote access voted Aye. Motion carried.

FINANCIAL STATEMENT:

Ms. Calfee made a motion to accept the January 2021 financial report. Mr. Jolly second the motion. Mr. Crowe had a few questions that were clarified and Mr. Brown asked when the Budget committee would be meeting since the cities will be needing figures by April. Ms. Calfee (Budget Committee chairperson) said we would schedule a meeting soon. All present and remote access voted Aye. Motion carried.

PUBLIC COMMENT: None

FUND BALANCE:

Report given, no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Hasn't met

BUDGET COMMITTEE:

Will be scheduling a meeting for March.

BUILDING/EQUIPMENT COMMITTEE:

Will be scheduling a meeting for March.

DIRECTORS REPORT:

Director Anderson presented the Cyber Security Assessment Report. We scored 54.2% overall which is on average with others that have been through the assessment. The goal is 85% of which nobody has scored. We are working to correct any security shortfalls that were noted on the report to strive to reach the higher goal. There is a possibility that we may need to do some software updates to be able to raise our security levels. We will be notified when a second assessment will be scheduled. These assessments are done at no cost to our local district, they are fully paid by the TNECB. The radios are complete in the New 911 Center until we are ready to move. AT&T has given us a new update which changes our move in date to May 17th. They have already been to the new center to assess the readiness and will get back with us as to what else we will need to have ready for them to move everything. Mr. Leffew is checking

on the additional liquidated damages. Monolith has been here a couple times but haven't completed much work. USDA has been updated on the progress toward the completion of the new project. Directors have been working to complete minor projects as they can. Director Anderson requested a building committee meeting soon. Update on the AT&T- Level 3 , the judge ruled that Level 3 didn't owe any money so the lawyers are looking at their options on this. On April 6, LEPC has requested to use the training room to meet. This was agreeable with the board since they deal with emergency services. Director Anderson presented a revised Visitors in the Dispatch Center Policy for approval. After a few questions and a short discussion, Mr. Brown made a motion to accept the Visitors in the Dispatch Center Policy as Amended. Mr. Jolly second the motion, all present and remote voted Aye. Motion carried. Director Anderson presented Computer Acceptable Use and Security Policy for approval. Mr. Crowe requested that a more definite date be stated for when the employee password would be changed and regarding locking computers when employee leaves their workstation. Mr. Crowe made a motion to accept this policy with the noted changes, Ms. Calfee second the motion. All present and remote voted Aye. Motion Carried. Mr. Brown made a motion to accept the Security Assessment Summary and strive to reach at least the 85%, Ms. Calfee second the motion. All present and remote voted Aye. Motion carried.

CHAIRMAN REPORT

Chairman Ellis had nothing else to add.

OLD BUSINESS:

Mr. Crowe asked about the progress on the paving, Director Anderson and Mr. Brown stated that this hasn't been resolved yet. Mr. Leffew is continuing to work on a resolution. Director Anderson will reach out to Mr. Leffew as to the status on this.

NEW BUSINESS:

Mr. Brown requests that we decide what we want to do with our CD when it comes up for renewal be placed on next month agenda.

ADJOURNMENT:

With no other business to address, Mr. Crowe made a motion to dismiss, Mr. Jolly second. All present and remote voted Aye. Meeting dismissed at 1:52 pm. March meeting will be held on Thursday, March 25, 2021 at 1:00 p.m. at 4390 Roane State Highway in the Arvel McNelly Training Room.

Regular January 28,2021 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : February 25, 2021.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

Subject: Fwd: Roane County E-911 Outstanding Items Update
From: Cody Anderson <canderson@roanecounty911.com>
Date: 3/15/2021, 9:10 AM
To: Eric Franks <efranks@roanecounty911.com>

Cody Anderson

Executive Director

Roane County Emergency Communications District (E-911)

canderson@roanecounty911.com

(865) 354-0704

----- Forwarded Message -----

Subject:Roane County E-911 Outstanding Items Update

Date:Mon, 15 Mar 2021 13:03:39 +0000

From:Aaron Grohol <agrohol@uplanddesigngroup.com>

To:Cody Anderson <canderson@roanecounty911.com>

CC:B. Allen Hill <bahill@uplanddesigngroup.com>

Cody,

Sorry for the delay but please see attached updated we received from Monolith this morning and PDF document od release of liens for paving contractor. We would like to try and get a meeting scheduled in the next week or two with the contractor and your office to discuss lawn areas. Unfortunately we did not get a chance to the contractor updated list until this morning. We will review and touch base soon.

Regards,

Aaron Grohol, ASSOCIATE

AIA, NCARB



OFFICE 931-484-7541

CELL 865-696-6246

WEB uplanddesigngroup.com

Virus-free. www.avg.com

— Attachments: —

1701 close out status list (002) 3-14-21.docx	791 KB
Roane County E-911 Update 3.14.21.pdf	495 KB
20210222 Recorded Full Release of Materialman's Lien.pdf	291 KB



Roane County Emergency Communications Center

Project Updated 3/14/2021

- 1) Full release of property lien from Miller and Sons Paving. See attached Copy
- 2) Additional paving work to be completed by alternate paving company.
- 3) Remaining punch list glazing work has been recently completed
 - a) Bullet resistance reception window has been replaced



- b) Scratched/damaged glazing has been replaced



- 4) Replacement vinyl tile material located in manufacturers warehouse. Discolored tile to be replaced.
- 5) Lawn area is currently under review for proper establishment. If grass does not stand is yard areas, reseeding will be required by contractor per project specifications.
- 6) Electrical Contractor offers updated credit amount of \$900 dollars for the omission of the future use conduit at back of property. Contractor does not offer a credit value for placement of generator annunciator panel.

BK/PG: 1785/32-32

21001581

1 PGS:AL-RELEASE OF LIEN	
ANG BATCH# 166189	02/22/2021 - 08:39 AM
VALUE	0.00
MORTGAGE TAX	0.00
TRANSFER TAX	0.00
RECORDING FEE	10.00
ARCHIVE FEE	0.00
DP FEE	2.00
REGISTER'S FEE	0.00
TOTAL AMOUNT	12.00

STATE OF TENNESSEE, ROANE COUNTY
SHARON BRACKETT
REGISTER OF DEEDS

Prepared By:
SEXTON, SEXTON & LEACH, P.C.
Attorneys at Law
425 Industrial Lane
Oneida, Tennessee 37841

FULL RELEASE

Comes Miller and Sons, Inc. of Oneida, Tennessee, by and through its authorized representative, and declares that the Materialman's Lien filed by it recorded in on the 10th day of December, 2020, of record in Record Book 1772, at Page 602, in the Register's in Office for Roane County, Tennessee, to which reference is hereby made, and hereby acknowledges payment in full of said indebtedness and satisfaction of said lien and hereby fully releases and discharges said lien, against Emergency Communication District of Roane County, TN and Monolith Construction, LLC.

IN WITNESS WHEREOF, this Release has been executed on this the 2nd day of February, 2021.

MILLER AND SONS, INC.

BY:

Kim Miller
Officer

STATE OF TENNESSEE
COUNTY OF SCOTT

Before me, Laurel C. Ward, a Notary Public in and for the State and County aforesaid personally appeared Kim Miller, with whom I am personally acquainted, and who, upon oath, acknowledged himself to be the authorized officer of Miller and Sons, Inc. of Oneida, Tennessee, the within named bargainor, a corporation, and that he as such official being authorized so to do, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation said officer.

Witness my hand and official seal at office this 2nd day of February, 2021.

Laurel C. Ward
NOTARY PUBLIC

My Commission Expires: 02/26/2024

Roane 911 – Outstanding Items

1. **Flooring Issue (Discolored floor tile)** Flooring Rep. said she spoke with Allen and this item has been resolved. Contractor ordered additional floor tile after original SVT tile delivery. Flooring color variation is within industry standards tolerances. – Update Contractor noted that additional flooring of same lot was located.
2/9/21 - Has this flooring been delivered / installed to the job site?

The design change decreasing the border area from a full tile to a half tile and resulted in more of the interior color tile to be needed. The tile had been ordered and stored after submittal approvals. This change came about during the installation, well after the VCT was produced and is the reason why there is an overabundance of border tile remaining. We have scoured every available outlet to find additional tiles of the same production line. It is recommended that a corridor to an exit door have the interior VCT changed to the border color and place the original VCT in the areas that have a different run as it is highly unlikely to find more tile of the same run (other than the amount discovered).

Another common solution used in this situation is to install contrasting tile in a footprint staggered order.

2. **Contractor's Affidavit of Payments of Debts and Claims – G706**
2/9/21 – not received
3. **Contractor's Affidavit of Release of Liens – G706A**
2/9/21 – not received
4. **Consent of Surety Company to Final Payment-G707**
2/9/21 – not received
5. **Certificate of Insurance per A201 9.10.2 (2)**
6. **Written Statement per A201 9.10.2 (3)**
Provide updated ACORD valid thru 1-year warranty period
7. **ESG -Mechanical Unit electrical wire cover (Engineer to Verify if available)**
2/9/21 - ESG checking with Trane
3/1/21 – ESG states Trane does not have a cover. Seal wiring to guard against water intrusion / corrosion.
8. **ADA switch for kitchen hood. (Awaiting pricing from Contractor)**
2/9/21 - Haven't received pricing from electrical subcontractor
9. **Asphalt work schedule – Existing drive and heating asphalt cold joint edge adjacent flag pole**
2/9/21 – status unknown

Miller and Sons has refused to return to the project. We are working with several subcontractors to find one available to finish the existing drive and heat cold joint adjacent to flag pole. Monolith proposes \$7,500 credit for asphalt work/repairs.

10. Owner will assess Liquidated damages. Project is 67 days late for a total of \$33,500.00
Change Order 08 prepared, sent for signature
2/9/21 – status?

Monolith Construction encountered many delays on this project due to the pandemic COVID 19. If one person on a crew (or one of the crewmember's immediate family) was infected the entire crew had to be quarantined per CDC guidelines. Manufacturing facilities were effectively shut down if one of the shift workers became infected. Shipping companies were not able to ship due to their drivers being infected or would have to quarantine their drivers after crossing out of or into state lines. These guidelines were obviously relaxed as the CDC gained knowledge on how to effectively manage the pandemic. The damage that the pandemic did to the timeline of this project is severe.

There were more delays than are listed however these delays had the greatest impact to the schedule in regards to substantial completion.

Fence Installation- delayed to owner request for site work pricing, then additionally delayed until owners' forces were able to grade area where fence was to be installed. The initial schedule put the start of fencing operations mid-October and was delayed until mid-April. This should not have been a critical path item however this put the fence install after the pandemic COVID 19 becoming part of the landscape. This further complicated the installation of the fence, manufacturing and delivery of materials with multiple infections of the fence crew, inability to ship materials without quarantine and made the normal process of getting everything correct (gate operators, etc..) delay substantial completion.

Light Gauge Steel – The trusses were delayed shipping due to the pandemic COVID 19 by 27 days, 1/21/20-2/17/20. This affected the overall timeline of interior and exterior finishes.

Electrical – The delivery of the UPS delayed the completion of electrical work in room #124 for 31 days 7/12/20-8/12/20. Panels could not be completed, breakers not installed, conduit finished, etc. This delayed permanent power, testing of electrical systems and completion of electrical system. Parts are still unavailable due to the lingering effects of COVID.

Aluminum Openings – delayed 65 days , 6/30/20-9/2/20 due to effects of COVID on manufacturing and shipping. This delayed drywall from being finished, painting and flooring. Without a weathertight building we were not able to condition the building in preparation for finish work.

We have all been affected by the pandemic and it appears we will continue to be for some time. These affects were caused by forces outside of Monolith's control. Monolith continued the project, kept crews on the project throughout the duration of the project and provided the Certificate of Occupancy on September 4, 2020. The resulting substantial completion is the result of many factors outside of Monolith's control. Monolith requests the owner to reconsider their assessment of liquidated damages.

11. **Miller & Sons Paving has not been paid by contractor and has placed a lien on the new E-911 center.**
2/9/21 – status?
2/22/21 – Monolith states lien removed, this subcontractor will no longer be associated with the project.
3/5/21 – Architect has not seen written confirmation lien is removed
Lien Release has been provided
12. **Item 223 red handle breaker currently not available per contractor. This shall be provided per the contract documents and is not contingent on reviewed submittal.**
2/9/21 – status of availability?
13. **Change order #7 not completed (Need contractor's signature)**
(addressed in other individual items)
14. **Substantial Completion certificate not completed (Need contractor's signature)**
3/5/21 – Verify lawn condition

There is language for Monolith to include additional warranty on the lawn areas due to areas not having seed and straw on the site. The areas that did not have seed and straw on the property are not located in the lawn area identified on the plan and are the result of hauling off existing materials (in an effort of good will) that were not indicated on the contract documents. The lawn area was installed per specification 32 90 00. Section 1.5 of 32 90 00 states that if the planting occurs after October 15 the operation may be installed without additional compensation to the contractor. It also ensures a one-year period of guarantee. There is not language to require additional warranty from the contractor nor does section 32 90 00 apply to the areas not identified on sheet L1.0. Punch list items on areas outside of the lawn areas should not create additional warranty to the lawn area.

Correction of punch list items do not extend the warranty of the items. If there were to be any items pursuant to the lawn areas that need to be addressed, Monolith Construction stance **will** be address and take care of per the obligations set in the contract documents.

15. **Contact TDEC for letter about Duplicate Drainage field non-requirement.**
3/5/21 - Status unknown
16. **Tower foundation Change order #6 not complete. says tower has been installed per stamped tower foundation drawing.**
Owner proposes amount of \$4,000, in part because of lack of documented experience by tower concrete subcontractor

The work was performed as specified per contract dated September 3, 2019 with Roane County E911 / Emergency Communications and Monolith Construction LLC as the Contractor. Monolith Construction's project team for this project has completed 68 self-supporting towers, guide towers and mono pole towers. This experience satisfies the requirement as noted previously

and per specification included in the working documents. See below notes from tower foundation drawings.

FOUNDATION INSTALLATION/DESIGN NOTES:

1. THIS FOUNDATION IS DESIGNED TO MEET ALL STANDARDS SET FORTH BY ACI 318: AMERICAN CONCRETE INSTITUTE, BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE, ANSI/TIA/EIA 222-H: STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWERS AND ANTENNA SUPPORTING STRUCTURES.
 2. THIS FOUNDATION IS DESIGNED UTILIZING THE GEOTECHNICAL REPORT PERFORMED BY ENGINEERING & TESTING SOLUTIONS, LLC, PROJECT NO. 17-67, DATED 5-18-2017. THE FOUNDATION CONTRACTOR SHALL INSTALL THE FOUNDATIONS IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
 3. ALL WORK PERFORMED FROM THESE DRAWINGS SHOULD BE BY QUALIFIED CONTRACTORS EXPERIENCED IN TOWER FOUNDATION CONSTRUCTION.
 4. ALL FOOTING EXCAVATIONS SHALL BE MANUALLY CLEANED PRIOR TO PLACING CONCRETE. COMPACT THE EXPOSED SOIL SURFACE AND ANY GRANULAR FILL UNDER THE FOUNDATION TO 90% OF THE MODIFIED PROCTOR DENSITY.
 5. ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 4000 PSI AFTER 28 DAYS. COPIES OF THE CONCRETE CYLINDER TEST REPORTS SHALL BE SENT TO THE RESIDENT ENGINEER / INSPECTOR.
 6. CONCRETE COVER FOR REINFORCING BARS SHALL BE 2" UNLESS OTHERWISE NOTED. ALL REINFORCING BARS SHALL BE GRADE 60 REBAR (MIN YIELD = 60KSI).
 7. FIELD BENDING OR WELDING OF REINFORCEMENT BARS IS NOT PERMITTED.
 8. PROVIDE CHAMFERS AT ALL EXPOSED CORNERS OF CONCRETE.
 9. BACKFILL NEAR AND AROUND THE FOUNDATIONS SHALL BE A WELL GRADED FILL MATERIAL PLACED IN 8" THICK LAYERS THAT HAS BEEN COMPACTED TO 90% OF THE MODIFIED PROCTOR DENSITY PER ASTM D1557.
 10. SOME DETAIL HAS BEEN PURPOSELY OMITTED TO CLARIFY ILLUSTRATION.
-
17. Closeout documents seem to be mostly complete. (As-Builts, warranties and product maintenance manuals)
3/5/21 - Affidavit of release of lien, etc. not included
 18. (Miscellaneous) Electrical issues needing the contractor's/subcontractor attention.
3/5/21 - Electrical repair / warranty item status?

To date Monolith is unaware of any further electrical issues. Please give notice if there are items currently needing repaired.
 19. Need revised Fire Alarm software support agreement.
3/5/21 – status?
 20. Install missing "I" light fixture below exterior building sign cast letters.
3/5/21 – status?

Installed 2/22/21
 21. Replace damaged blinds @ office 106
3/5/21 – replacement installed?

Owner opted to keep blind as an extra 1/11/21

22. Contractor to provide update credit for future use conduit and generator remote annunciator panel. If electrical contractor is not willing to provide updated credit then work shall be complete per plans.

2/22/21 – Contractor offering \$900 credit.

3/5/21 – proposed credit not acceptable to Owner, complete work or provide additional credit
Monolith has demanded additional credit from the electrical contractor and is awaiting response.

23. Replace damaged wood slab for opening 117. Expected delivery 1/22/2020.

3/5/21 – status?

Replacement door ordered and still waiting on delivery date

24. Replace ballistic resistant window unit "D" glazing is cracked.

3/5/21 – status?

Ballistic window installed 3/4/21

MINUTES
KINGSTON PLANNING COMMISSION
MARCH 16, 2021

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on March 16, 2021 via zoom.

Members Present

Stephanie Wright, Chair
Bo Pickel, Sec.
Tim Neal, Mayor
Kris Clifton
Lou Qualls
Wade Lovin

Members Absent

Gary Botkin
Jody Tipton
Vacancy
Vacancy

Others Present

David Bolling
Kelly Jackson
Matt Caldwell

Staff Representative: David K. Williams via Zoom

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mayor Neal and a second by Secretary Pickel, the minutes of the December 15, 2020 and the January and February, 2021 meetings were unanimously approved on a roll call vote.

REPORTS AND PUBLIC COMMENTS

Chairwoman Wright stated that she appreciated the contributions that John Byrkit and Gary Lay had made to the planning commission and city during their tenure as planning commissioners. Mayor Neal said he was seeking to replace them and hoped to do so soon. City Manager Bolling noted that the commission should elect a vice chairman.

There were no public comments.

PROPOSED SUBDIVISION OF 8.37 ACRES ALONG WILLOWBROOK DRIVE BY APRIL SHEPHERD (MAP 058, PARCEL 53.00)

Ms. April Shepherd addressed the planning commission about possibly subdividing 8.37 acres along Willowbrook Drive into six lots. Willowbrook Drive abutted the tract for a short distance so she was proposing extending the paved portion of Willowbrook Drive and constructing a cul-de-sac. A hand drawn concept plat showed each of the proposed lots having direct access from the extended road.

The commission discussed this and agreed that any extension would have to comply with the road design and construction standards of the subdivision regulations. The commission then questioned the ownership status of the property where the extension of Willowbrook Drive was proposed. It was not clear whether the property was existing right-of-way or another property. The commission agreed that the status of the property needed to be determined. No action was taken.

PRELIMINARY PLAT REVIEW – HIGHTOWER SUBDIVISION (TAX MAP 47, PART OF PARCEL 033.00)

Mr. Matt Caldwell, developer, resubmitted a preliminary plat of the proposed Hightower Subdivision. The planning commission originally the preliminary plat, along with several variances, at its May 21, 2019 meeting. The plat showed 39 lots proposed for 27.2 acres of property located at the southwest intersection of Hightower Road and Ladd Landing Lane. The property was zoned as C-4. The property was very steep and the plat showed extensive grading of the territory for new roads and building sites. The plat also showed a six-inch waterline, two fire hydrants, a sewer line,

a twenty-foot wide roadway with extruded curbs, underground drainage facilities, and a forty-foot right-of-way for both roads. Of note, Mr. Caldwell previously agreed to pave Hightower Road so it will be twenty feet wide to just beyond the entrance to the subdivision. It has not been determined whether the proposed roads will be public or private. If private, they will be maintained by the existing Ladd Landing Homeowners' Association.

Mr. Lovin stated that because of the extensive grading, the developer should have a geotechnical engineer examine the property and grading plan to ensure stability of the soil. Mr. Caldwell said that he will have an engineer look at the proposal. Chairwoman Wright mentioned that the roads need to be able to handle emergency services vehicles.

Action Taken

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

REZONING REQUEST – C-1 TO M-1 – PROPERTY AT 216 FRANKLIN STREET (MAP 058C, GROUP A, PARCEL 001.00)

There has been a request to use a building at 216 Franklin Street as a cabinet shop. The property is currently zoned C-1, General Commercial which does not allow such uses. The commission felt that the industrial building on the property was well suited for a light industrial use and rezoning the property to M-1 would make sense. The main concern was whether this would be spot zoning. Staff stated that rezoning a property simply for the benefit of the property owner could be considered as spot zoning by the courts. However, in certain cases, it may make sense to rezone a property based on its location and characteristics. The commission did not take action but agreed that an MTAS attorney opinion is needed to ensure that such a rezoning would be considered legal.

PROPOSED REZONING - C-2 TO R-1 – THREE LOTS ALONG WEST RACE STREET AND CIRCLE DRIVE (MAP 047P, GROUP A, PARCELS 027.00, 028.00, AND 029.00)

The City has discovered that three lots along Circle Drive, at its intersection with Race Street, were incorrectly zoned as C-2, Highway Commercial. The properties are used for single family residences. Neither Kingston nor ETDD's GIS official was able to find out when and why the properties were zoned as C-2.

Action Taken

On a motion by Mayor Neal and a second by Mr. Lovin, on a roll call vote, the commission unanimously voted to recommend that the three properties be rezoned from C-2 to R-1.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.