



KINGSTON CITY COUNCIL

Public Hearing on Ordinance 21-04-13-01

Tuesday, May 11, 2021

5:45 P.M.

Regular Meeting

Tuesday, May 11, 2021

6:00 P.M.

A G E N D A

- 1. Call to Order**
- 2. Invocation and Pledge**
- 3. Roll Call**
- 4. Approval of Previous Minutes**
- 5. Citizens Comments/Persons to Appear/Proclamations**
 - A. A proclamation honoring the 2021 Kingston Yellow Jackets Boys Basketball Team
- 6. Reports**
 - A. Mayor and Council
 - B. City Manager's Report
- 7. Addition of items to the meeting agenda received after close of agenda deadline (By unanimous consent of all members present)**
- 8. Unfinished Business**
 - A. Consideration of the second reading of Ordinance 21-04-13-01, an ordinance amending the zoning map of the City of Kingston, Tennessee by rezoning property located at 1112 Circle Drive, 1110 Circle Drive and 1106 Sevier Ferry Road as shown on Tax Map 047P, Group A, Parcels 027.00, 028.00 and 029.00 together with adjacent road rights of way from C-2 Highway Business to R-1 Residential District
 - B. Consideration of the second reading of Ordinance 21-04-13-02, an ordinance to adopt a Fat-Oil-Grease (FOG) Reduction and Removal Policy for the Water Department
- 9. New Business**
 - A. Consideration of the first reading of Ordinance 21-05-11-01, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2020-2021

**THE COUNCIL WILL MEET IN WORKSHOP AT THE CONCLUSION OF TUESDAYS
MEETINGS TO REVIEW THE PROPOSED FY 2021-2022 BUDGET**

**THIS MEETING WILL BE OPEN TO THE PUBLIC. IT WILL ALSO BE
LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV AND POSTED
TO OUR FACEBOOK PAGE.**

REGULAR MEETING KINGSTON CITY COUNCIL

TUESDAY, APRIL 13, 2021 – 6:00 P.M.

KINGSTON CITY HALL

The Kingston City Council met in regular session on Tuesday, April 13, 2021 at 6:00 p.m. Mayor Tim Neal called the meeting to order. Council Member Tony Brown gave the Invocation and Council Member Stephanie Wright led the pledge. Upon roll call the following members were present: Council Member Tony Brown, Council Member Randy Childs, Council Member Jeff Griffis, Vice-Mayor Becky Humphreys, Council Member Tara Stockton, Council Member Stephanie Wright and Mayor Tim Neal. Staff present: City Manager David Bolling, City Clerk Kelly Jackson, Finance Director Michelle Kelley and City Attorney Jack McPherson.

PREVIOUS MINUTES

A motion was made by Member Childs, second by Member Stockton to waive the reading and approve as written the minutes of the regular meeting on March 9, 2021.

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

PERSONS TO APPEAR/CITIZEN COMMENTS:

- A proclamation honoring the State Champion Calvary Lady Crusaders Basketball Team
- A proclamation honoring Hugh Johnson as a Hometown Hero and proclaiming April 25, 2021 to be Hugh Johnson Day.

REPORTS – MAYOR AND COUNCIL –

- Vice-Mayor Humphreys-Updated on the continuing success of the July 4th event fundraising campaign and thanked the Roane County News for providing an Ad thanking the donors.
- Member Stockton-Updated on the new “Honoring our Heroes” banners. 22 new banners are being displayed and 20 more have been ordered.
- Member Brown-The 911 Board Minutes are included the City Manager’s report. The Solid Waste Committee is scheduled to meet on the 22nd. The Dixie Youth Baseball Tournament changed venue to Harriman City due to the lighting situation at Southwest Point ballfields.
- Member Childs-REU report is included the City Manager’s Report.
- Member Griffis- Library in process of updating LED lighting and Windows.

CITY MANAGER – Mr. Bolling provided updates on the following topics:

- Bonding Committee met regarding the Surety Bond for Center Farms Expansion
- City was notified this week that First Horizon Bank will be closing their Kingston branch in July. We will reopen the RFPs for banking services for the City.
- Plans to add the Ladd Landing resurfacing project to the May work session agenda.
- Kingston will be the custodian for 12 new kayaks and a trailer for the Riverline
- Current year tax collections is \$1,999,000 which is above what was projected for this time of year.

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

UNFINISHED BUSINESS: NONE

NEW BUSINESS –

A. Consideration to authorize the purchase of a vehicle for the City Manager.

A motion was made by Member Brown, second by Member Wright to authorize the City Manager to purchase a vehicle not to exceed \$33,500.00 on the state bid list.

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

B. Consideration to allocate funding for the purchase of new Christmas lights for Kentucky Street.

A motion was made by Vice-Mayor Humphreys, second by Member Griffis to allocate up to \$50,000 from the 300 Capital fund for the purchase of new lights for Kentucky Street with details and pricing to be approved by Council next month prior to ordering. Further discussion resulted in Council agreeing to authorize the City Manager to purchase without further Council review and/or approval.

Further discussion to clarify about shipping, Money allocated will come from the Cares Act, Possibility of utilizing existing bids if available.

Roll call vote

Council Member Brown – Yes
Council Member Childs – Yes
Council Member Griffis – Yes
Vice-Mayor Humphreys – Yes

Council Member Stockton – Yes
Council Member Wright – No
Mayor Neal – Yes

Motion passed with 6 Ayes and 1 Nay Vote

C. Consideration of applicants to fill a vacancy on the Library Board with an unexpired term ending December 21, 2021

After review of applicants, Member Brown nominated Chris Deatherage, Member Wright nominated Jinx Watson and Member Childs nominated Kelli Smith.

Member Griffis, Council Representative for the Library Board, stated that the Library Board recommended Jinx Watson to fill the position.

Roll call vote

Council Member Brown – Chris Deatherage
Council Member Childs – Kelli Smith
Council Member Griffis – Kelli Smith
Vice-Mayor Humphreys – Kelli Smith

Council Member Stockton – Kelli Smith
Council Member Wright – Jinx Watson
Mayor Neal – Kelli Smith

Kelli Smith was duly appointed to fill the unexpired term ending December 21, 2021.

D. Considerations of applicants to fill five vacancies on the Beautification Committee with four-year terms ending April 30, 2025.

Motion by Member Stockton, second by Member Childs to accept the five applicants submitted to include: Glenda Johnson, Judy Yeager, Teresa Kirkham, Sue Collins and Cole Silvers.

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

E. Consideration to authorize the City Manager to apply for the Tennessee Department of Economic and Community Development Infrastructure Planning Grant with a local match not to exceed \$2,500

Motion by Member Stockton, second by Member Childs to authorize the City Manager to apply for the Tennessee Department of Economic and Community Development Infrastructure Planning Grant with a local match not to exceed \$2,500.

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

F. Consideration of the first reading of Ordinance 21-04-13-01, an ordinance amending the zoning map of the City of Kingston, Tennessee by rezoning property located at 1112 Circle Drive, 1110 Circle Drive and 1106 Sevier Ferry Road as shown on Tax Map 047P, Group A, Parcels 027.00, 028.00 and 029.00 together with adjacent road rights of way from C-2 Highway Business to R-1 Residential District

Motion by Member Wright, second by Member Stockton to approve the first reading of Ordinance 21-04-13-01, an ordinance amending the zoning map of the City of Kingston, Tennessee by rezoning property located at 1112 Circle Drive, 1110 Circle Drive and 1106 Sevier Ferry Road as shown on Tax Map 047P, Group A, Parcels 027.00, 028.00 and 029.00 together with adjacent road rights of way from C-2 Highway Business to R-1 Residential District

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

G. Consideration of the first reading of Ordinance 21-04-13-02, an ordinance to adopt a Fat-Oil-Grease (FOG) Reduction and Removal Policy for the Water Department

Motion by Vice-Mayor Humphreys, second by Member Griffis to approve the first reading of Ordinance 21-04-13-02, an ordinance to adopt a Fat-Oil-Grease (FOG) Reduction and Removal Policy for the Water Department.

Roll call vote

Council Member Brown – Yes
Council Member Childs – Yes
Council Member Griffis – Yes
Vice-Mayor Humphreys – Yes

Council Member Stockton – Yes
Council Member Wright – No
Mayor Neal – Yes

Motion passed with 6 Ayes and 1 Nay Vote

Mayor Neal adjourned the meeting at 6:27 pm

APPROVED _____

Tim Neal, Mayor

ATTEST:

City Clerk



PROCLAMATION

WHEREAS, the City of Kingston is the County seat of Roane County, Tennessee; and,

WHEREAS, the City of Kingston wishes to honor the Kingston Yellow Jackets Boys' Basketball Team; and,

WHEREAS, the Kingston City Council and Mayor Tim Neal hereby set aside May 11, 2021, in honor of the Kingston Yellow Jackets Boys' Basketball Team and in recognition of their accomplishments as follows:

- 27-6 Final Record
- District 4 Champions
- Region Champions
- Sub State Championship
- First appearance in the State Tournament since 1991
- First Victory at the State Tournament since 1979

Members of the team include: Seniors Wyatt Heidle, Nathan McNelley, Brady Luttrell, Will Moore, Harper Neal, Landon Diggs, Bryson Boles, Zane Ryans; Juniors Wesley Morgan, Colby Raymer, Carson Donathan; Sophomore Jayden Dryman; Head Coach Colt Narramore; Assistant Coaches Tyler Brown and Zack Eason

All District Players: Harper Neal, Colby Raymer, Brady Luttrell and Wyatt Heidle

All Region Team: Harper Neal, Colby Raymer, Brady Luttrell (Honorable Mention), and Wyatt Heidle (Honorable Mention)

All-State Tournament Team: Colby Raymer

WHEREAS, the City of Kingston wishes to thank the Kingston Yellow Jackets Boys' Basketball Team for their contribution to the city and for setting an example of excellence for the citizens of Kingston; and

THEREFORE, I, Timothy F. Neal, Honorable Mayor of the City of Kingston, Tennessee, do hereby proclaim the 11th day of the month of May 2021, Kingston Yellow Jackets Boys' Basketball Day; and I urge all citizens to acknowledge their contribution to our city.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed on May 11, 2021.

Timothy F. Neal, Mayor
City of Kingston, Tennessee

ORDINANCE NO. 21-04-13-01

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

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

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

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

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

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

Passed on first reading: April 13, 2021.

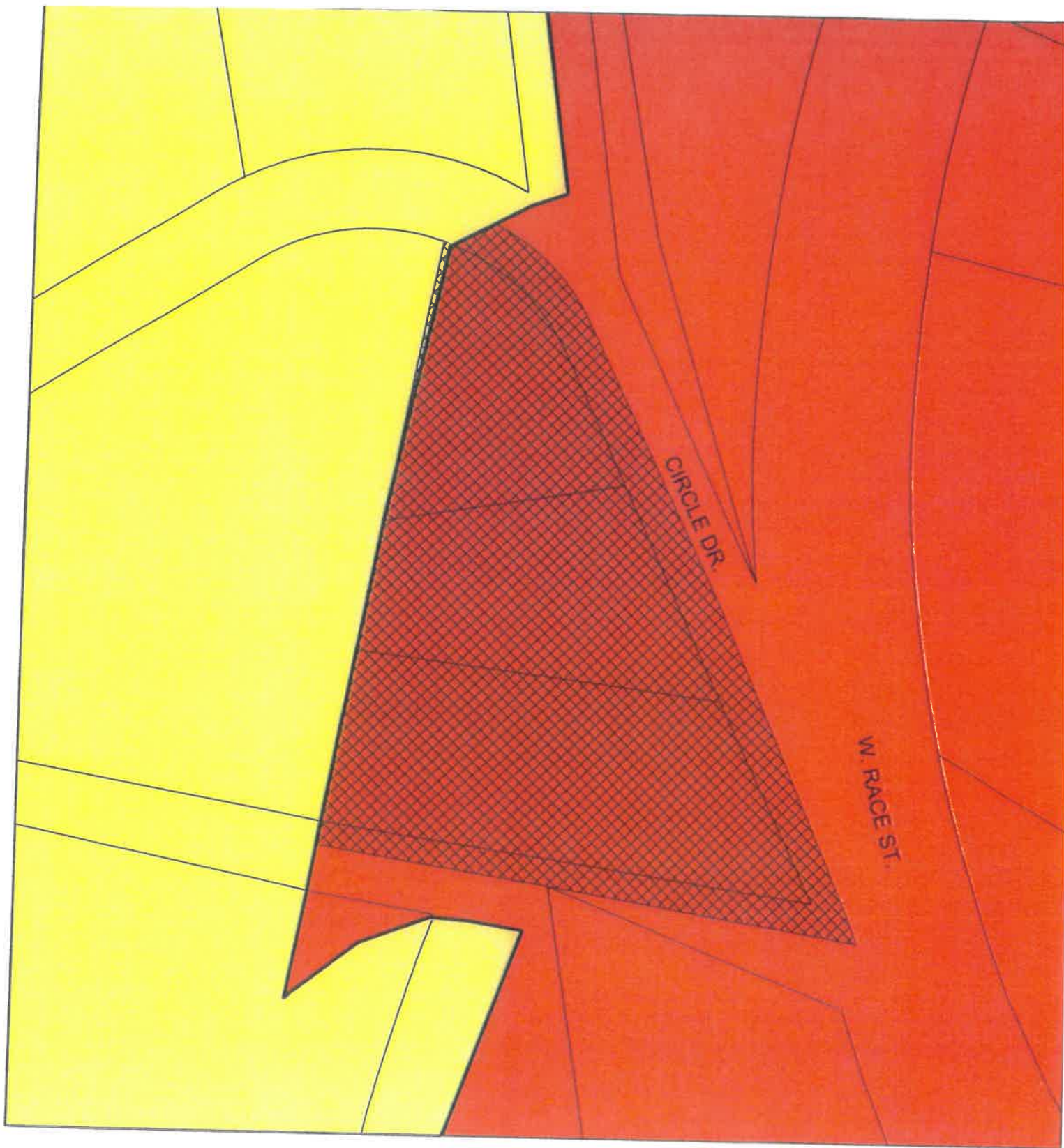
Passed on second reading: _____, 2021.

Public hearing held: _____, 2021.

ATTEST:

Mayor

City Clerk



PROPOSED REZONING

PROPOSED REZONING: C-2 to R-1

Kingston, Tennessee

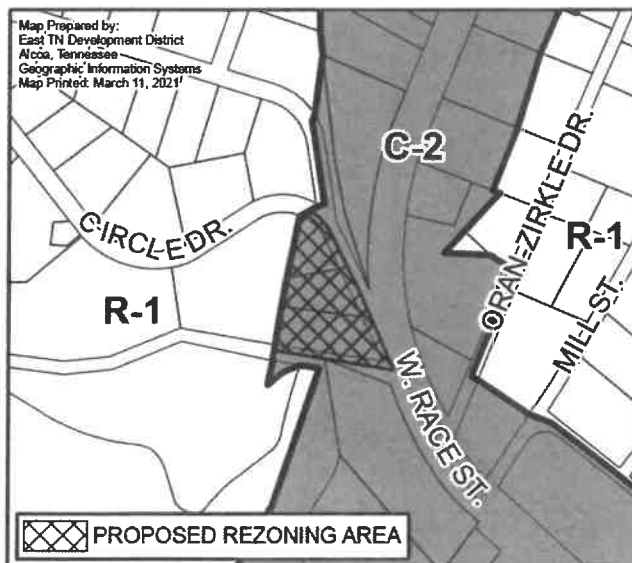
Map Prepared by:
East Tennessee Development District
Planning Advisory Service
Alcoa, TN
Geographic Information Systems
Map Printed: March 11, 2021
This is not an engineering map.

Map Attachment For Ordinance # _____



NOTICE OF PUBLIC HEARING CITY OF KINGSTON, TENNESSEE PROPOSED ORDINANCE TO REZONE THREE PROPERTIES

The Kingston City Council will hold a public hearing at 5:45 p.m. on Tuesday, May 11, 2021 at the second floor of the Kingston City Office Building, 900 Waterford Place. The purpose of the hearing will be to receive comments from the public regarding proposed Ordinance 21-04-13-01, which if adopted, will rezone three lots - 1110 and 1112 Circle Drive and 1106 Sevier Ferry Road - (parcels 027.00, 028.00, and 029.00, group A, tax map 047P) from C-2, Highway Business District to R-1, Residential District. Three copies of the proposed ordinance are available for public inspection at the office of the City Manager, second floor of the Kingston City Office Building.



PROPOSED REZONING: C-2 to R-1

ORDINANCE 21-04-13-02

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

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

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

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

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

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

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

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

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

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

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

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

Mayor

Attest:

City Clerk

Passed on first reading: April 13, 2021

Public hearing held: _____, 2021

Passed on second reading: _____, 2021

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

POLICY STATEMENT

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

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

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

(b) **Fats, Oils, and Grease (FOG).** Organic polar compounds derived from animal and/or plant sources. If lab testing is required to quantify the amount of FOG, the Hexane Extractable Material test is to be used or an equivalent 40 CFR 136 approved method.

(c) **Food Service Establishment (FSE).** Any establishment, business or facility engaged in preparing, serving or making food available for consumption. Single family residences are not a FSE, however, multi-residential facilities may be considered a FSE at the discretion of the Superintendent. FSEs are classified as follows:

Class 1: Deli- engaged in the sale of cold-cut and microwaved sandwiches/subs with no frying or grilling on site, ice cream shops and beverage bars as defined by

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

Class 2: Limited-service restaurants (a.k.a. fast-food facilities) as defined by NACIS 722513 except fast food with a food line that is heavily fried and a history of FOG discharges that interfere with the sanitary sewer system, and catering as defined by NACIS 722320.

Class 3: Full-service restaurants as defined by NACIS 722110.

Class 4: Buffet and cafeteria facilities as defined by NACIS 72212.

Class 5: Institutions (schools, hospitals, prisons, etc.) as defined by NACIS 722310 but not to exclude self-run operations.

- (d) Grease, Brown. Fats, oils, and grease that are discharged to the grease control equipment.
- (e) Grease, Yellow. Fats, oils, and grease that have not been in contact with or contaminated from other sources such as water, wastewater, solid waste and can be readily recycled.
- (f) Grease Control Equipment (GCE). A device for separating and retaining wastewater FOG prior to the wastewater exiting the FSE property and entering into the sanitary sewer system. GCE includes grease traps and grease interceptors or other devices approved by the Superintendent.
- (g) Grease Interceptor. An interceptor whose rated flow exceeds 50 gallons per minute (g.p.m.) and is located outside the building.
- (h) Grease Trap. An interceptor whose rated flow is 50 g.p.m. or less and is typically located inside the building.
- (i) Grease Recycle Container. A container used for the storage of yellow grease for recycling.
- (j) Interceptor. A device designed and installed to separate and retain for removal, by automatic or manual means, deleterious, hazardous or undesirable matter from normal wastes, while permitting normal sewage or waste to discharge into the drainage system by gravity flow.
- (k) Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the sanitary sewer collection operation, the treatment processes or operations, or the sludge processes, use or disposal, or exceeds the design capacity City of the treatment works or collection system.
- (l) Tee (influent & effluent). A T-shaped pipe attached to the horizontal influent and effluent pipes of a grease interceptor and extending downward into the trap to depths specified by design which on the influent side forces influent flow into the center of the trap and prevents floating FOG from escaping the effluent pipe.
- (m) Black water. Wastewater containing human waste from sanitary fixtures such as toilets and urinals.
- (n) Gray water. Refers to all other wastewater other than black water.

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

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

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

SECTION 5. Control of FOG.

(a) All existing and new FSEs shall effectively control the discharge of FOG into the sanitary sewer system. A Class 1 FSE may do this through the use of Restaurant Industry best management practices such as those published by the National Restaurant Association. See: [NRA - Fats Oils Greases \(restaurant.org\)](http://NRA-FatsOilsGreases.restaurant.org). If best management practices fail to prevent sanitary sewer system interferences Class 1 FSEs shall install grease control equipment (GCE) as specified in Section 5, or by the superintendent.

(b) All new Class 2-5 FSEs shall install grease control equipment in sizes specified in Section 5 or by the Superintendent and properly maintain that equipment in such a way to prevent interference with the sanitary sewer system.

(c) Existing FSEs that do not meet these minimum sizes may continue to use existing GCE and/or best management practices if the discharge from the FSE is not interfering with the sanitary sewer system and the KWD gives written permission stating that the current GCE and practices are preventing interference with the sanitary sewer system. Upon written notice from the superintendent that the existing GCE or BMP's are inadequate to protect the sanitary sewer system from interference, the FSE shall have 60 days to install additional GCE to prevent FOG interference with the sanitary sewer system.

(d) All FSEs with GCE shall maintain records of cleaning and maintenance of that equipment. Records include at a minimum the date of cleaning or maintenance, company or person conducting the cleaning or maintenance, and the amount of grease and water removed from the equipment. A grease waste hauler completed manifest will meet this requirement.

(e) Yellow grease such as fryer oil, shall not be discharged into the GCE or into stormwater conveyances. The use of yellow grease recycling containers is encouraged.

(f) Owners of commercial property will be held responsible for wastewater discharges from FSE leaseholders on their property.

(g) All FSEs shall provide access to KWD personnel (after proper identification) for the purpose of inspection of GCE, kitchen equipment and practices, and any cleaning and drain remediation products which relate to the wastewater and FOG discharge.

SECTION 6. Grease Control Equipment (GCE).

(a) Minimum acceptable size of GCE is as follows. Larger sizes may be required by the Superintendent.

- a. Class 1: 20 gpm/40 lbs. grease trap.
- b. Class 2: 500-gallon grease interceptor.
- c. Class 3 1,000-gallon grease interceptor.
- d. Class 4: 1,500-gallon grease interceptor.
- e. Class 5 2,000-gallon grease interceptor.

(b) Any FSE either new or existing that is found by the superintendent to be interfering with the sanitary sewer system may be asked to install GCE that is larger than the minimum size and take other steps to stop that interference.

(c) Existing FSEs that do not meet these minimum sizes may continue to use existing GCE and/or best management practices if the discharge from the FSE is not interfering with the sanitary sewer system and the Superintendent gives written permission stating that the current GCE and practices are preventing interference with the sanitary sewer system. Upon written notice from the Superintendent that the existing GCE or BMP's are inadequate to protect the sanitary sewer system from interference, the FSE shall have 60 days to install additional GCE to prevent FOG interference with the sanitary sewer system.

(d) Additionally, FSEs that discharge the water from dishwashing machines through a grease interceptor shall install a GCE which is larger than the minimum to allow for cooling of the discharge and thereby prevent discharge of FOG into the sanitary sewer system.

(e) Grease Traps. These small, under-the-counter units shall be installed according to drawings provided by the superintendent and shall include vented flow restrictor prior to the trap. Dishwashing machines shall not be installed onto these units. Failure to follow this requirement will render the trap ineffective and the FSE shall be instructed to install a large external grease interceptor.

SECTION 7. Installation of GCE.

- (a) Owners/users are responsible for installation of the GCE.
- (b) Grease traps shall be installed according to the requirements in Section 5.
- (c) Grease interceptors shall be substantially similar to sample drawings available from the Superintendent.
- (d) Tanks must be water-tight and protected from rainwater inflow and infiltration.
- (e) Two access manholes with a minimum of 24" diameter shall be provided, one directly over the influent pipe and Tee and one directly over the effluent pipe and Tee.
- (f) Influent and effluent pipes shall be 4" or larger PVC Schedule 40 or stronger.
- (g) Influent and effluent pipes shall be equipped with Tee fittings properly positioned as follows. Influent flow shall be directed downward and the Tee shall terminate 24 inches below the water surface. Effluent Tee shall block all surface grease and terminate 12" above the bottom of the unit.
- (h) The tank shall be constructed to have two compartments. Two thirds of the volume shall be in the influent side and one third on the effluent side. A solid baffle wall shall extend from the bottom to within 6" of the top and shall be equipped with a 6" elbow installed in the baffle wall with drawing flow from the influent side of the unit at a depth of 12" from the bottom.
- (i) Manhole covers shall be of materials and strength to withstand expected surface loads, and secured to prevent accidental entry.
- (j) Interceptors shall be located for effective cleaning and not blocked by structures or landscaping.
- (k) Interceptor sizes greater than 2,500 gallons shall be served by two tanks installed in series.

SECTION 8. Maintenance of GCE.

- (a) Owners/users are responsible for maintenance of the GCE.
- (b) Grease traps should be cleaned once every two weeks, or sometimes more often, if the

combined depth of FOG and solids exceed 50% of the trap.

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

SECTION 9. Additives.

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

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

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

SECTION 13. Enforcement.

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

superintendent that a violation has or is occurring, the user shall immediately take steps to stop or correct the violation. The City may take any or all of the following remedies:

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

SAMPLE PERMIT

Wastewater Discharge Permit

Food Service Establishment

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

Name:

Address:

Kingston, Tennessee 37763

is hereby granted permission to discharge kitchen wastewater from the above location into the sewer collection system of the City of Kingston in accordance with the conditions of this Permit.

Noncompliance with any term or condition of this permit shall constitute a violation of the sewer use ordinances of the City of Kingston.

This permit is granted in accordance with the Ordinances of the City of Kingston/KWD and is subject to the enclosed terms and conditions.

This permit is non-transferable.

KWD shall be notified sixty (60) days prior to any substantial change in volume or concentration of the discharge or FOG control equipment.

The permittee shall take all reasonable steps to minimize or correct any adverse impact to the public treatment plant or the environment resulting from noncompliance with this permit.

EFFECTIVE DATE:

EXPIRATION DATE:

Water/Sewer Distribution Manager or designee

Kingston Water Department

SAMPLE PERMIT

Legal Authority

Kingston Municipal Code § 18-207,

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

Permit Requirements

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

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

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

City Inspection and Sampling

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

Special Conditions

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

SAMPLE PERMIT

Acknowledgment

I acknowledge the receipt of the Food Service Establishment Discharge Permit that applies to the noted facility effective on _____ and expiring _____.

Establishment _____

Permit No. _____

Signed _____

Title _____

Date _____

ORDINANCE NO. 21-05-11-01
AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF KINGSTON, TENNESSEE FOR
FISCAL YEAR 2020-2021

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires funds first be appropriated before being expended and that no appropriations may exceed available funds;

WHEREAS, *Tennessee Code Annotated* Title 6 Chapter 56 Section 208 allows amendment of the budget ordinance in the same manner as any other ordinance may be amended;

WHEREAS, sufficient funds were not appropriated for the library, and new funds have been received for fire and park expenditures for the fiscal year as noted below;

NOW, THEREFORE BE IT ORDAINED by the City Council for the City of Kingston, Tennessee, that:

SECTION 1: Appropriations. The governing body appropriates the following increases:

General Fund:

Revenue:

110-31110	\$10258.30
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Transfer In from Capital Fund:

110-36961	\$32000.00
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Expenditures:

110-41810-260	\$8655.19
110-44200-266	\$7928.38
110-42100-255	\$ 547.07
110-44400-260	\$6629.40
110-49000-944	\$2258.30
110-41810-260	\$8000.00
110-41990-250	\$32000.00

Use of Reserved and Restricted Fund Balance	\$23760.04
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Capital Fund:

Transfer out to General Fund:

300-51610-761	\$32000.00
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Expenditures:

300-43750-944	\$32000.00
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Section 2 : Submission to the Director of Local Finance. This amendment will be submitted to the Director of the Office of State and Local Finance as required by state statute to show continued compliance with the requirements of *Tennessee Code Annotated* Title 9 Chapter 21 Section 403 to maintain a balanced budget.

Tim Neal
Mayor

Kelly Jackson
City Clerk

Passed 1st Reading

Passed 2nd Reading



**KINGSTON BEER BOARD
REGULAR MEETING
Tuesday, May 11, 2021**

A G E N D A

- A. Call to Order**
- B. Roll Call**
- C. Previous Minutes**

- D. New Business**
 - 1. None

**THIS MEETING WILL BE OPEN TO THE PUBLIC. IT WILL ALSO BE
LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV AND POSTED
TO OUR FACEBOOK PAGE.**

REGULAR MEETING – KINGSTON BEER BOARD
TUESDAY, APRIL 13, 2021
KINGSTON CITY HALL

The Regular Meeting of the Kingston Beer Board was held on Tuesday April 13, 2021. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Tony Brown, Member Randy Childs, Member Jeff Griffis, Vice-Chair Becky Humphreys, Member Tara Stockton, Member Stephanie Wright and Chairman Tim Neal.

PREVIOUS MINUTES

A motion made by Member Wright, second by Member Stockton to waive the reading and approve as written the minutes of the regular meeting on March 9, 2021.

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

Citizens Comments: None

New Business: None

Chairman Neal adjourned the meeting. 6:29 pm

APPROVED _____

Timothy Neal, Chairman

ATTEST:

City Clerk



**KINGSTON WATER BOARD
REGULAR MEETING
Tuesday, May 11, 2021**

A G E N D A

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

**THIS MEETING WILL BE OPEN TO THE PUBLIC. IT WILL ALSO BE
LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV AND POSTED
TO OUR FACEBOOK PAGE.**

**REGULAR MEETING – KINGSTON WATER BOARD
TUESDAY APRIL 13, 2021
KINGSTON CITY HALL**

The Regular Meeting of the Kingston Water Board was held on Tuesday, April 13, 2021. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Tony Brown, Member Randy Childs, Member Jeff Griffis, Vice-Chair Becky Humphreys, Member Tara Stockton, Member Stephanie Wright and Chairman Tim Neal.

PREVIOUS MINUTES

A motion made by Member Griffis, second by Member Wright to waive the reading and approve the minutes as written the minutes of the regular meeting on March 9, 2021

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

Citizen Comments – None

Board Comments – None

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

- Overview of the Tennessee Department of Economic and Community Development Infrastructure Planning Grant.
- Existing sewer tap located on the property of 615 N. Kentucky Street that can be utilized at no further cost to the customer or the Water Department.
- Since the approval of outside city sewer policy, we have already had one new customer connect.

New Business: None

Chairman Neal adjourned the meeting. 6:32 pm

APPROVED _____

Timothy Neal, Chairman

ATTEST:

City Clerk