



# City Manager Report

August 2021



## **Contents:**

Monthly reports of the City Manager and all departments as presented to the Kingston City Council and to the citizens of Kingston

## **Reporting Schedule:**

Published monthly on the City of Kingston website and distributed during the Kingston City Council meeting on the second Tuesday of each month

**This report is dedicated to Teresa Johnson, in recognition of her retirement after 14 years of service to the City of Kingston. Thank you Teresa!**

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To: Kingston City Council  
City Staff  
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: August 2021**

### **Legislative Accomplishments**

- A. Approval of Resolution 21-08-10-01, a resolution formalizing the details of the 2021 bond issue for the re-financing of existing debt and the funding of capital improvements
- B. Approval of Resolution 21-08-10-02, a resolution for the appointment of a property maintenance and codes enforcement Board of Appeals for the City of Kingston, Tennessee

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

- None
- **External Meetings**
  - Meetings with Cumberland Securities regarding debt refinancing and capital funding
  - Meeting with Community Development Partners regarding possible grant opportunities
  - Meetings with MBI and B&B Roofing regarding the Community Center roof replacement
  - American Rescue Plan funding meeting
  - Other miscellaneous meetings
- **Internal Meetings**
  - Weekly conference calls and misc. meetings with Department Heads and WD Managers
  - Storm the Fort re-cap meeting
  - Other miscellaneous staff meetings



**City of Kingston**  
Project Status Update  
August 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 execution of contract	

Notes:

1. Waiting on FHWA to approve and execute the contract

**TDEC Infrastructure Planning Grant – Water Dept. Mapping**

Project Cost:	\$50,000	
Engineer/Architect/Consultant:	Community Development Partners	
Contractor:	East TN GIS	
Status (Percent complete)	0%	
Estimated Completion Date	TBD	
Notable outstanding issues:	Application Pending	

Notes:

1. Application has been submitted

# FINANCE AND ADMINISTRATION REPORT 2021- 2022

Major City Revenue Streams	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Property Taxes	\$0.00	\$0.00										
State Tax Revenues	\$106,445.63	\$84,739.00										
County Trustee	\$130,398.33	\$130,364.00										

## Utility Billing Detail Summary

Accounts Billed	3870	3906										
Billing Total	\$395,889.45	\$416,896.37										
New Service	42	68										
Finalled Accounts	40	61										
Past Due Accounts	105	94										
ACH Bank Drafts	884	897										
E-bill Accounts	417	417										
Online Payments	848	927										
Trash Pickup	2470	2498										
Phone Tree Calls	203	162										
NHN per month	\$0.00	\$0.00										
NHN Balance	\$17,993.55	\$17,993.55										
NHN Disbursed	\$0.00											
Wtr/Swr Protection	2179	2211										
Water Loss Protection	1198	1203										
Water Line Protection	194	197										
Sewer Line Protection	55	57										
Commercial Single Protection	264	262										
Commercial Multi Protection	6	6										
Commercial Line Protection	2	2										
Master Meter Protection		53										
Combined Master Meter Multi		388										
Combined Water Sewer 4 inch	1	1										
Residential w/ Irrigation		42										
Residential Combined w/ Irrigation		2										

## Business License

GMW Contracting George Wheeler 616 Dogwood Valley Rd. Kingston, TN 37763

# FINANCIAL SUMMARY AUGUST 2021

## Total BALANCES

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
31110		Property Taxes (Current)		2,010,000.00	0.00	0.00 %	167,500.00	0.00	0.00 %
31120		Public Utilities Property Tax (Current)		30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
31211		Property Tax Delinquent - 1st Prior		65,000.00	(24,219.00)	37.26 %	5,416.67	(3,145.00)	58.06 %
31212		Property Tax Delinquent - 2nd Prior		25,000.00	(870.58)	3.48 %	2,083.33	(388.00)	18.62 %
31219		Property Tax Delinquent - Other Prior		15,000.00	(357.00)	2.38 %	1,250.00	(357.00)	28.56 %
31300		Interest And Court Cost On Prop Tax		25,000.00	(792.50)	3.17 %	2,083.33	(313.50)	15.05 %
31511		In Lieu Tax, Rockwood Electric Utility		76,500.00	(38,636.04)	50.50 %	6,375.00	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee		1,365,000.00	(294,726.27)	21.59 %	113,750.00	(164,327.94)	144.46 %
31710		Wholesale Beer Tax		185,000.00	(38,599.01)	20.86 %	15,416.67	(18,343.65)	118.99 %
31720		Wholesale Liquor Tax		60,000.00	(11,361.68)	18.94 %	5,000.00	(4,588.70)	91.77 %
31800		Business Taxes		70,000.00	(2,087.49)	2.98 %	5,833.33	(760.35)	13.03 %
31912		Comcast Cable Tv Fees		75,000.00	(21,200.83)	28.27 %	6,250.00	0.00	0.00 %
31913		Bellsouth Cable Fees		8,800.00	(1,696.33)	19.28 %	733.33	0.00	0.00 %
31920		Hotel, Motel Tax		45,000.00	(10,078.22)	22.40 %	3,750.00	(7,440.03)	198.40 %
32210		Beer Permits		1,700.00	0.00	0.00 %	141.67	0.00	0.00 %
32220		Liquor Licenses		500.00	0.00	0.00 %	41.67	0.00	0.00 %
32600		Bza Hearing Fee		75.00	(50.00)	66.67 %	6.25	0.00	0.00 %
33420		Home Grant Thda		350,000.00	0.00	0.00 %	29,166.67	0.00	0.00 %
33430		Public Entity Partners Grant Proceeds		2,000.00	0.00	0.00 %	166.67	0.00	0.00 %
33479		State Grant		0.00	(80,579.00)	0.00 %	0.00	(80,579.00)	0.00 %
33500		Telecom Interstate Sales		5,000.00	(1,015.38)	20.31 %	416.67	(545.15)	130.84 %
33510		State Sales Tax		585,000.00	(116,209.97)	19.86 %	48,750.00	(59,936.60)	122.95 %
33520		State Income Tax		0.00	(26,389.17)	0.00 %	0.00	0.00	0.00 %



110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual		
33530		State Beer Tax		2,800.00	0.00	0.00 %	233.33	0.00		0.00 %
33540		State Liquor Tax		6,000.00	(1,123.25)	18.72 %	500.00	(559.50)		111.90 %
33551		State Gasoline Fuel Tax		212,000.00	(39,544.41)	18.65 %	17,666.67	(20,049.04)		113.49 %
33552		State-City Streets And Transportation		11,800.00	(1,963.46)	16.64 %	983.33	(981.73)		99.84 %
33555		State Street Contract Maintenance		45,000.00	0.00	0.00 %	3,750.00	0.00		0.00 %
33580		Sportsbetlin Revenue		1,000.00	(1,243.63)	124.36 %	83.33	(1,243.63)		1,492.36 %
33590		Tva Solar Energy James Ferry		2,000.00	(4,850.02)	242.50 %	166.67	(4,483.09)		2,689.85 %
33591		Gross Receipts - Tva		75,000.00	0.00	0.00 %	6,250.00	0.00		0.00 %
33593		Corporate Excise Tax		20,000.00	0.00	0.00 %	1,666.67	0.00		0.00 %
33730		Tml Full Pkg Bonus		4,000.00	0.00	0.00 %	333.33	0.00		0.00 %
34100		General Government - Charges For		2,500.00	(14.01)	0.56 %	208.33	(14.01)		6.72 %
34210		Police Service Supplements		10,400.00	0.00	0.00 %	866.67	0.00		0.00 %
34220		Special Fire Protection Fees		11,600.00	0.00	0.00 %	966.67	0.00		0.00 %
34230		Sex Offender Registry		500.00	0.00	0.00 %	41.67	0.00		0.00 %
34420		Garbage Tip Fees		0.00	(57,063.98)	0.00 %	0.00	(28,720.30)		0.00 %
34720		Swimming Pool Charges		10,000.00	(3,605.25)	36.05 %	833.33	(482.25)		57.87 %
34730		Fort Charges & Donations		500.00	(330.00)	66.00 %	41.67	(250.00)		600.00 %
34740		Park & Recreation Charges		12,000.00	(3,382.50)	28.19 %	1,000.00	(2,035.00)		203.50 %
34741		Boat Slip Rental		25,000.00	(4,350.00)	17.40 %	2,083.33	(750.00)		36.00 %
34742		Fireworks Donations		45,000.00	(2,245.00)	4.99 %	3,750.00	0.00		0.00 %
34745		Softball Program		4,500.00	0.00	0.00 %	375.00	0.00		0.00 %
34746		Fire Dept Donations		7,500.00	(4,270.00)	56.93 %	625.00	(4,270.00)		683.20 %
34751		Volleyball Program		4,500.00	(253.00)	5.62 %	375.00	0.00		0.00 %
34760		Library- Fines and Penalties		500.00	0.00	0.00 %	41.67	0.00		0.00 %

110	General Fund	Monthly Comparative:						
		Year-To-Date			Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
35110	City Court Fines	22,000.00	(3,715.75)	16.89 %	1,833.33	(2,064.25)	112.60 %	
35140	Drug Related Fines	2,000.00	(147.20)	7.36 %	166.67	(28.51)	17.11 %	
35150	Traffic School Charges	2,000.00	(400.00)	20.00 %	166.67	0.00	0.00 %	
36100	Interest Earnings	5,000.00	117.84	-2.36 %	416.67	0.00	0.00 %	
36539	Sale Of Other Public Works Supps &	2,000.00	(610.20)	30.51 %	166.67	(610.20)	366.12 %	
36967	Contract Natural Gas	21,500.00	(3,583.34)	16.67 %	1,791.67	(1,791.67)	100.00 %	
36971	Contract Billing From Water Dept	485,168.00	0.00	0.00 %	40,430.67	0.00	0.00 %	
Total Revenues		6,053,343.00	(801,445.63)	13.24 %	504,445.25	(409,058.10)	81.09 %	
Expenditures								
41100	Legislative	(77,335.00)	26,780.86	34.63 %	(6,444.58)	7,615.35	118.17 %	
41210	City Court	(27,105.00)	3,031.67	11.18 %	(2,258.75)	1,317.80	58.34 %	
41320	City Manager	(113,086.00)	17,766.48	15.71 %	(9,423.83)	8,387.87	89.01 %	
41500	Financial Administration	(397,625.00)	39,255.94	9.87 %	(33,135.42)	21,757.54	65.66 %	
41700	Planning And Zoning	(10,275.00)	5,087.50	49.51 %	(856.25)	0.00	0.00 %	
41810	City Hall Buildings	(89,000.00)	11,911.78	13.38 %	(7,416.67)	4,705.42	63.44 %	
41990	General Government	(242,600.00)	21,084.24	8.69 %	(20,216.67)	10,441.42	51.65 %	
42100	Police	(1,068,600.00)	182,408.17	17.07 %	(89,050.00)	89,764.33	100.80 %	
42152	Automotive Services	(90,000.00)	84,427.49	93.81 %	(7,500.00)	3,530.23	47.07 %	
42200	Fire Protection	(1,112,900.00)	168,698.21	15.16 %	(92,741.67)	83,295.61	89.81 %	
43100	Public Works	(842,619.00)	154,862.97	18.38 %	(70,218.25)	53,576.74	76.30 %	
43190	State Street Aid	(161,500.00)	28,261.54	17.50 %	(13,458.33)	14,260.35	105.96 %	
43240	Waste Disposal	(350,000.00)	54,251.15	15.50 %	(29,166.67)	27,135.95	93.04 %	
43750	Capital Improvements	0.00	375,000.00	0.00 %	0.00	375,000.00	0.00 %	
44143	Animal Control/Codes Enforcement	(25,781.00)	4,073.67	15.80 %	(2,148.42)	2,735.68	127.33 %	



122	Drug Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues									
35140			Drug Fines	15,000.00	(147.19)	0.98 %	1,250.00	(28.50)	2.28 %
Total Revenues				15,000.00	(147.19)	0.98 %	1,250.00	(28.50)	2.28 %
Expenditures									
42122			Drug Fund	(15,000.00)	649.00	4.33 %	(1,250.00)	649.00	51.92 %
Total Expenditures				(15,000.00)	649.00	4.33 %	(1,250.00)	649.00	51.92 %
Total	122		Drug Fund	0.00	501.81	100.00 %	0.00	620.50	0.00 %

300 Capital Fund		Monthly Comparative:				16.67%	
Account	Description	Year-To-Date		Month-To-Date		% of Avg	
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
Revenues							
36100	Interest Earnings	0.00	9.88	0.00 %	0.00	0.00 %	
Total Revenues		0.00	9.88	100.00 %	0.00	0.00 %	
Total 300	Capital Fund	0.00	9.88	100.00 %	0.00	0.00 %	

413	Water And Sewer	Monthly Comparative:							16.67%
		Year-To-Date			Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg		
Revenues									
36100	Interest Earnings	5,000.00	328.70	-6.57 %	416.67	0.00	0.00 %		
37110	Metered Water Sales	1,394,197.00	(273,620.47)	19.63 %	116,183.08	(145,920.14)	125.59 %		
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	19,502.21	0.00 %		
37117	Outside Water Sales	691,652.00	(120,041.47)	17.36 %	57,637.67	(59,236.61)	102.77 %		
37191	Penalties	30,000.00	(5,579.48)	18.60 %	2,500.00	(2,858.73)	114.35 %		
37194	Sales Of Materials	25,000.00	(10,444.00)	41.78 %	2,083.33	(9,031.00)	433.49 %		
37195	Installation Charges	55,000.00	(18,260.37)	33.20 %	4,583.33	(9,009.00)	196.56 %		
37196	Water User Fees	33,000.00	(13,356.00)	40.47 %	2,750.00	(11,448.00)	416.29 %		
37199	Miscellaneous	5,000.00	(9,206.87)	184.14 %	416.67	(8,206.87)	1,969.65 %		
37210	Sewer Service Charges	1,568,888.00	(286,737.99)	18.28 %	130,740.67	(144,018.41)	110.16 %		
37296	Sewer User Fees	15,000.00	(13,350.00)	89.00 %	1,250.00	(13,350.00)	1,068.00 %		
37299	Miscellaneous	1,000.00	(365.40)	36.54 %	83.33	(270.00)	324.00 %		
Total Revenues		3,823,737.00	(750,633.35)	19.63 %	318,644.75	(383,846.55)	120.46 %		
Expenditures									
41500	Financial Administration	(485,168.00)	0.00	0.00 %	(40,430.67)	0.00	0.00 %		
41990	General Government	(477,083.00)	41,570.49	8.71 %	(39,756.92)	20,739.36	52.17 %		
49000	Debt Service	(800,000.00)	130,381.02	16.30 %	(66,666.67)	65,183.41	97.78 %		
52113	Purification	(654,215.00)	152,729.95	23.35 %	(54,517.92)	38,028.57	69.75 %		
52114	Transmission And Distribution	(1,073,801.00)	190,999.25	17.79 %	(89,483.42)	63,035.98	70.44 %		
52117	Utility Director	(82,240.00)	12,401.45	15.08 %	(6,853.33)	5,635.07	82.22 %		
52213	Sewer Treatment And Disposal	(511,732.00)	171,373.40	33.49 %	(42,644.33)	54,514.67	127.84 %		
Total Expenditures		(4,084,239.00)	699,455.56	17.13 %	(340,353.25)	247,137.06	72.61 %		
Total 413	Water And Sewer	(260,502.00)	(51,177.79)	-19.65 %	(21,708.50)	(136,709.49)	-629.75		



## **HUMAN RESOURCES REPORT AUGUST 2021**

- CONDUCTED 3 INTERVIEWS FOR UTILITY BILLING CLERK
- HIRED 3 PT PARK AND RECREATION EMPLOYEES

**TOTAL FULL TIME EMPLOYEES: 56 TOTAL PART TIME EMPLOYEES: 26 TOTAL SEASONAL EMPLOYEES: 15**

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

Monies outstanding from August 7, 2007 – August 31, 2021	\$ 65,823.45
Monies collected from August 7, 2007 – August 31, 2021	\$ 516,445.40

JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 338.75	
Collected in court on fines and costs		\$ 188.75
Amount collected after August 2021 Court		\$ 75.00
Total collected for citations on August 2021		\$ 263.75
Amount outstanding for August 2021	\$ 75.00	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for August 2021 Citations		\$ 832.50
Amount collected from previous months/FTA etc.		\$ 438.75
Total collected in August 2021		<b>\$ 1,271.25</b>

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

This the 31st of August 2021

\_\_\_\_\_  
Alex French  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge



**ROANE COUNTY E 9-1-1**  
**4390 ROANE STATE HWY ROCKWOOD , TN 37854**

CFS By Department - Select Department By Date  
For KINGSTON POLICE DEPARTMENT 8/1/2021 - 8/31/2021

KINGSTON POLICE DEPARTMENT	Count	Percent
ABANDONED VEHICLE	3	0.81%
ALARM	22	5.96%
ALARM - FIRE	3	0.81%
ALARM - MEDICAL	1	0.27%
ALLERGIC REACTION	1	0.27%
ANIMAL PROBLEM	16	4.34%
ATTEMPTED SUICIDE	1	0.27%
AUTO ACCIDENT NO INJURY	17	4.61%
AUTO ACCIDENT WITH INJURY	4	1.08%
B&E	2	0.54%
BOLO	2	0.54%
BREATHING PROBLEMS	4	1.08%
BUSY	6	1.63%
CALL THIS STATION	22	5.96%
CHECK WANTED	2	0.54%
CHEST PAIN	1	0.27%
CUSTODY DISPUTE/EXCHANGE	2	0.54%
DELIVER MESSAGE	1	0.27%
DIABETIC PROBLEM	1	0.27%
DISORDERLY PERSON	5	1.36%
DISPUTE/NEIGHBOR/LAND	1	0.27%
DISTURBING THE PEACE	2	0.54%
DOMESTIC	6	1.63%
DRUNK DRIVER	2	0.54%
DRUNK PERSON	2	0.54%
ESCORT	12	3.25%
FALL	6	1.63%
FIGHT	1	0.27%
FIRE	3	0.81%
FOLLOW UP	1	0.27%
HARASSMENT/THREATS MADE	6	1.63%
HEAT/COLD EXPOSURE	1	0.27%
HIT AND RUN	2	0.54%
INFORMATION	6	1.63%
JUVENILE PROBLEM	7	1.90%
LARCENY/THEFT	3	0.81%
LOST/MISPLACED TAGS/PROPERTY	1	0.27%
MISSING PERSON	2	0.54%
MOTORIST ASSIST	15	4.07%
POSSIBILITY OF DRUGS PRESENT	4	1.08%
PROPERTY/VEHICLE DAMAGE	1	0.27%
PROWLER	1	0.27%

<b>KINGSTON POLICE DEPARTMENT</b>	<b>Count</b>	<b>Percent</b>
PSYCHIATRIC	2	0.54%
PUBLIC ASSISTANCE	6	1.63%
RECKLESS DRIVER OR 4 WHEELER CALL	17	4.61%
RECOVERY/VEH/LIC PLATE/ARTICLE	1	0.27%
ROAD/TRAFFIC HAZARD	3	0.81%
SCAMS	1	0.27%
SHOPLIFTER	2	0.54%
SHOTS FIRED	1	0.27%
SHOTS HEARD	1	0.27%
SICK	2	0.54%
SPEEDERS	1	0.27%
STROKE	1	0.27%
SUSPICIOUS ACTIVITY	6	1.63%
SUSPICIOUS PERSON	9	2.44%
SUSPICIOUS VEHICLE	14	3.79%
THEFT OF PROPERTY	2	0.54%
THREATENING SUICIDE	2	0.54%
TRAFFIC STOP	54	14.63%
TREE HAZARD	6	1.63%
UNCONSCIOUS	3	0.81%
UNKNOWN MEDICAL	1	0.27%
UNWELCOME PERSON	1	0.27%
UTILITY PROBLEMS	2	0.54%
VANDELISM	1	0.27%
VEHICLE PROBLEMS	3	0.81%
WALK IN	3	0.81%
WELFARE CHECK	22	5.96%
X PATROL	1	0.27%
<b>Total Records For KINGSTON POLICE DEPARTMENT</b>	<b>369</b>	<b>Dept Calls/Total Calls 100.00%</b>
<b>Total Records</b>	<b>369</b>	

# Activity Detail Summary (by Category)

Kingston Police Department

(08/01/2021 - 08/31/2021)

## Incident/Investigations

100 - Kidnapping/Abduction	1
13A - Aggravated Assault	1
13B - Simple Assault	1
23D - Theft From Building	1
23H - All Other Larceny	2
26B - Credit Card/Automatic Teller Machine Fraud	1
290 - Destruction/Damage/Vandalism of Property	1
35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	2
90D - Driving Under the Influence	3
90E - Drunkenness	1
90G - Liquor Law Violations	1
90Z - All Other Offenses	23

Total Offenses 39

Total Incidents 28

## Arrests

100 - Kidnapping/Abduction	1
13A - Aggravated Assault	1
13B - Simple Assault	1
35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	2
90A - Bad Checks	1
90D - Driving Under the Influence	3
90E - Drunkenness	1
90G - Liquor Law Violations	3
90Z - All Other Offenses	7

Total Charges 21

Total Arrests 7

# Activity Detail Summary (by Category)

Kingston Police Department

(08/01/2021 - 08/31/2021)

---

## Accidents

Total Accidents	7
-----------------	---

---

## Citations

Total Violations	20
------------------	----

Total Citations	8
-----------------	---

---

## Warning Tickets

Registration Law	1
------------------	---

Speeding	7
----------	---

Total Charges	8
---------------	---

Total Warning Tickets	8
-----------------------	---

---

## Ordinance Tickets

Total Ordinance Tickets	0
-------------------------	---

---

## Criminal Papers

Total Criminal Papers Served	0
------------------------------	---

Total Criminal Papers	0
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---

## Civil Papers

Total Civil Papers Served	0
---------------------------	---

Total Civil Papers	0
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---

## JULY 2021 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
7/30/2021	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		Possible action taken with Sandy McPherson
	308 W. Race St	13-502 Duty of Maintenance of private property		As of July 1, 2021 windows and doors on back order
	731 Gallaher Rd	13-103 Stagnant water 13-106 Health and sanitation buisances 13-501 Declaration of nuisances 13-502 Duty of maintenance of property		new owners working on cleaning up



[illegible][illegible]

## Department Hours

08/01/21 to 08/31/21

Department	REG	OT	VAC	SIC	CPT	CE	CO	THS	Totals
	2320.42	118.73	71.00	88.00	7.95	3.45	3.00	16.00	2628.55
Police PT	79.93								79.93
Police	2240.48	118.73	71.00	88.00	7.95	3.45	3.00	16.00	2548.62





# Kingston Police Department

*Jim Washam, Chief*  
*Proverbs 20:7*



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

Fax: 865/376-8798  
E-Mail: [jim.washam@kingstontn.gov](mailto:jim.washam@kingstontn.gov)

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

The Kingston Police Department's training for the month of August was over domestic violence training. This was a course was taught by the Avalon Center for Domestic Violence Abuse and Sexual Assault programs of Tennessee. This training was approved by the P.O.S.T. Commission and was a 4 hour long block of training. The Avalon Center works with the Roane County Court system in providing help for persons who have been a victim of domestic violence abuse. All of the Kingston Police Department officers participated in this training.

Captain Roy Montgomery GDI/TO  
August 31, 2021

## Kingston Fire Department August 2021

### Summary of Month's Activities

#### **Fire Operations**

The Department responded to **97** 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

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

- Shift Training

	This Month	YTD
Fire Inspections		202

#### **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

### **Implemented Performance Standards Plan**

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

### **Fleet Maintenance**

- All apparatus oil changes
- Oil changes
- AC repair

### **Special Projects**

- 

### **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**

- Electric vehicle emergencies

# Kingston Fire Department

Kingston, TN

This report was generated on 9/2/2021 10:05:38 AM

## Minor Incident Types by Month for Year

Year: 2021

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	SUM
Accident, potential accident	1			1		1	1	1		5
Animal problem or rescue							1			1
Attempted burning, illegal action							1			1
Chemical release, reaction, or toxic condition		1								1
Combustible/flammable spills & leaks							1			1
Controlled burning	1			2	1					4
Cover assignment, standby at fire station, move-up	6	3	5	5	4	7	3	7		40
Dispatched and canceled en route	13	8	7	8	10	9	5	12	1	73
Electrical wiring/equipment problem	1					1		1		3
Emergency medical service (EMS) Incident	20	27	31	32	36	24	34	37	1	242
Explosion (no fire)							1			1
Extrication, rescue						1				1
False alarm and false call, other	1	2	2	1	3	2	5	2		18
Fire in mobile property used as a fixed structure			1							1
Fire, other					1					1
Good intent call, other	1		1					2		4
Medical assist	17	21	11	19	34	21	28	15		166
Mobile property (vehicle) fire	1	1		3		1	4	1		11
Natural vegetation fire					1					1
Outside rubbish fire				1	1					2
Person in distress	1	1	2			1				5
Public service assistance	6	7	3	12	6	17	9	15		75
Rescue or EMS standby		1	1		1					3
Smoke, odor problem						1				1
Steam, other gas mistaken for smoke	1		1	1		2	3	1		9
Structure Fire	1	1			1		1	1		5
System or detector malfunction			2	2		2		1		7
Unauthorized burning			1							1
Unintentional system/detector operation (no fire)	3	2		3	4	1	4	1		18
Wrong location, no emergency found	3	1		2	1	1	1			9
<b>Total</b>	<b>77</b>	<b>76</b>	<b>68</b>	<b>92</b>	<b>104</b>	<b>92</b>	<b>102</b>	<b>97</b>	<b>2</b>	<b>710</b>

Only REVIEWED incidents included



emergencyreporting.com  
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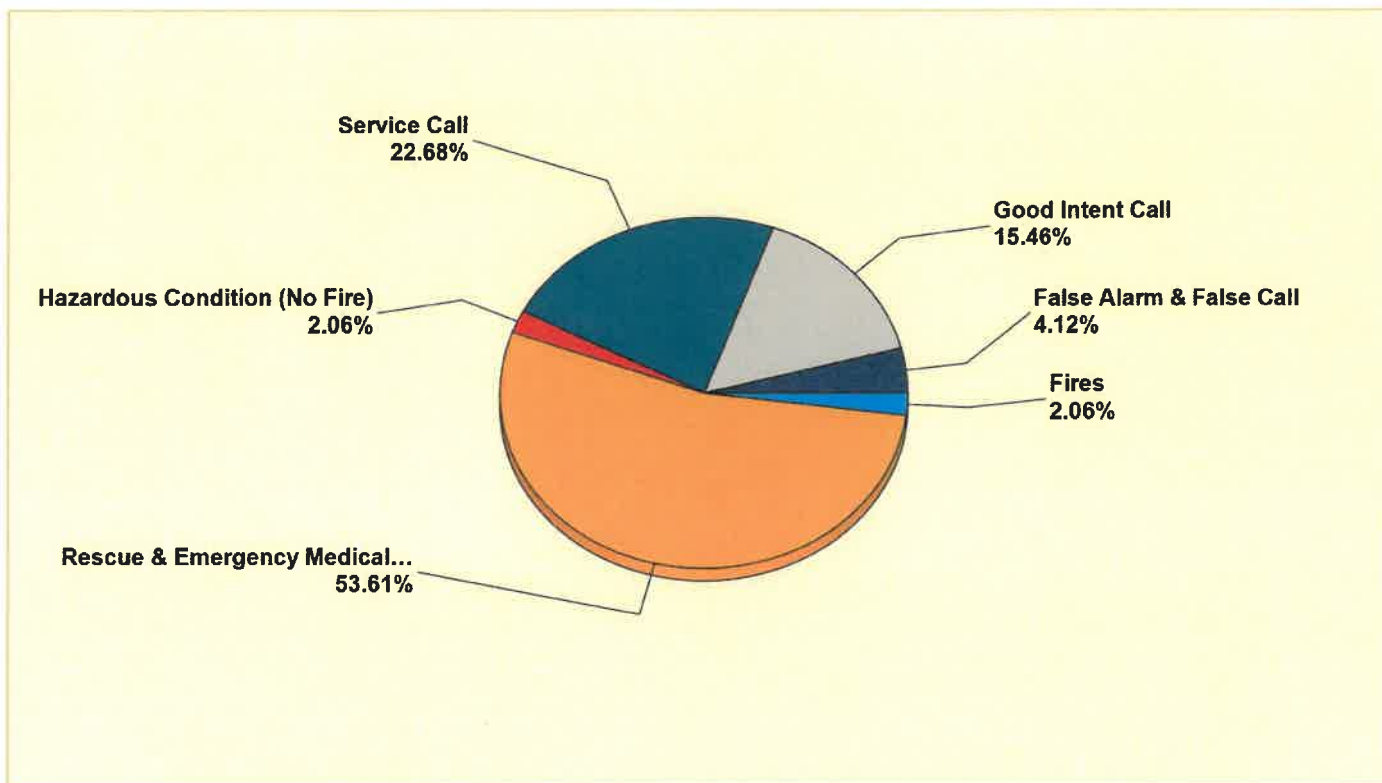
# Kingston Fire Department

Kingston, TN

This report was generated on 9/2/2021 10:05:57 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2021 | End Date: 08/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.06%
Rescue & Emergency Medical Service	52	53.61%
Hazardous Condition (No Fire)	2	2.06%
Service Call	22	22.68%
Good Intent Call	15	15.46%
False Alarm & False Call	4	4.12%
TOTAL	97	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.



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Doc Id: 553  
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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
112 - Fires in structure other than in a building	1	1.03%
132 - Road freight or transport vehicle fire	1	1.03%
311 - Medical assist, assist EMS crew	15	15.46%
321 - EMS call, excluding vehicle accident with injury	33	34.02%
322 - Motor vehicle accident with injuries	2	2.06%
324 - Motor vehicle accident with no injuries.	2	2.06%
444 - Power line down	1	1.03%
462 - Aircraft standby	1	1.03%
550 - Public service assistance, other	2	2.06%
553 - Public service	2	2.06%
554 - Assist invalid	11	11.34%
571 - Cover assignment, standby, moveup	7	7.22%
600 - Good intent call, other	2	2.06%
611 - Dispatched & cancelled en route	12	12.37%
651 - Smoke scare, odor of smoke	1	1.03%
700 - False alarm or false call, other	2	2.06%
735 - Alarm system sounded due to malfunction	1	1.03%
743 - Smoke detector activation, no fire - unintentional	1	1.03%
<b>TOTAL INCIDENTS:</b>	<b>97</b>	<b>100%</b>

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

## Electric Vehicle fires

**Date & Time** 08/21/2021 09:00 - 08/21/2021 13:00

**Location** Station 1

**Objective** Discuss safety concerns for electric vehicle fires and attack methods

**Instructors** Edmonds, Clint (Captain/ Training Officer)

### Sign-In Sheet

Name	Agency	ID	Signature
Adkins, Michael (Firefighter/AEMT)	Kingston Fire Department	1811	
Dergosits, Mathew S (Firefighter)	Kingston Fire Department	1810	
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	



# Kingston Fire Department

## Electric Vehicle fires

### Class Information

<b>Date/Time</b>	08/21/2021 09:00 - 08/21/2021 13:00		
<b>Class Length</b>	4:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>	Station 1 Kingston Fire Dept. Station 1 125 W. Cumberland St. Kingston, TN 37763		
<b>Objective</b>	Discuss safety concerns for electric vehicle fires and attack methods		

### Instructors

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

### Narrative

Watched different safety videos of these vehicles that have caught fire from being in a wreck or some other means of causing them to catch fire and discussed attack methods and safety concerns.

### Training Codes

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

### People

Name
Adkins, Michael
Dergosits, Mathew S
Edmonds, Clint
Goss, Bradley





# Kingston Fire Department

## Electric Vehicle fires

<b>Date &amp; Time</b> 08/22/2021 08:00 - 08/22/2021 12:00	<b>Location</b> Station 1
<b>Objective</b> Discuss safety concerns for electric vehicle fires and attack methods	
<b>Instructors</b> Cloyd, Greg W (Captain/EMR)	

## Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain/EMR)	Kingston Fire Department	1804	
Logan, Jay (Lieutenant/AEMT)	Kingston Fire Department	1807	
Munguia, Michael (Lieutenant/EMR)	Kingston Fire Department	1806	
Williamson, Jordan (Firefighter/EMR)	Kingston Fire Department	1809	



# Kingston Fire Department

## Electric Vehicle fires

### Class Information

<b>Date/Time</b>	08/22/2021 08:00 - 08/22/2021 12:00		
<b>Class Length</b>	4:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>	Station 1 Kingston Fire Dept. Station 1 125 W. Cumberland St. Kingston, TN 37763		
<b>Objective</b>	Discuss safety concerns for electric vehicle fires and attack methods		

### Instructors

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

### Narrative

Watched different safety videos of these vehicles that have caught fire from being in a wreck or some other means of causing them to catch fire and discussed attack methods and safety concerns. Class discussed the safety concerns with electric and hybrid vehicles along with alternative fuel vehicles.

### Training Codes

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

### People

Name
Cloyd, Greg W
Logan, Jay
Munguia, Michael
Williamson, Jordan



**Kingston Fire Department**  
**Electric Vehicle fires**

<b>Date &amp; Time</b> 08/23/2021 08:00 - 08/23/2021 12:00	<b>Location</b>
<b>Objective</b>	
<b>Instructors</b> Woody, Josh D (Captain/EMR)	

**Sign-In Sheet**

Name	Agency	ID	Signature
Abbott, Reece M (Firefighter/EMR)	Kingston Fire Department	1812	
Milne, Ryan (Firefighter/EMT)	Kingston Fire Department	1808	
Woody, Josh D (Captain/EMR)	Kingston Fire Department	1803	



# Kingston Fire Department

## Electric Vehicle fires

Class Information			
Date/Time	08/23/2021 08:00 - 08/23/2021 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors		
Name	Instructor Type	Notes
Woody, Josh D (Captain/EMR)	Lead Instructor	Went over modern vehicle fires. Went over how to approach such a fire safely and identified the new hazards associated with such vehicle. Went over proper extinguishing agent with that class of fire

Resources	
Name	Description

Narrative
No narrative has been recorded.

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

People	
Name	
Abbott, Reece M	
Milne, Ryan	
Woody, Josh D	

# City of Kingston Public Works

And whatsoever ye do, do it heartily, as to the Lord, and not unto men; (Colossians 3:23 KJV)

August 2021

Director Tim Clark

## Employees

Greg Leach

Randy Collins

Logan Bell

Kim Rue

David Harrison

Cody Brown

Robert Miller

Doug Romines (PT)

# Brush Collection

Kingston City Residents Fall Brush Collection scheduled for October 25-November 5, 2021 which will be advertised in the Roane County News, City website and social media outlets. Employees collected 8 loads in August (due to city tree trimming/storm damage) for a YTD total of 301 loads

## Monday, October 25

• Bettis Ln	• Lakewood Rd	• Peachtree Rd	• Timber Ln
• Cedar Plaza	• Oak Plaza	• Pineywood Rd	• Windswept Ln
• Circle Dr	• Patton Ferry Rd	• Robin Ln	• Zirkle Dr
• Davis Rd	• Peachtree Ln	• Terrace Dr	

## Tuesday, October 26

• Clinchcrest Dr	• Fisher St	• Larry Byrd Rd	• Palmer St
• Confluence Dr	• Greenwood Dr	• Loveliss St	• River Oaks Dr
• Cove Ln	• High St	• Lucky Lane	• Sturgess St
• Cumberland St	• Hill St	• Mid St	• Sunset Dr
• Dogwood Dr	• Hope Circle	• Mill St	• Valley Rd
• Dyer St	• Johnson St	• North Kentucky St	
• First St	• Lakeview Rd	• Oran Zirkle	

## Wednesday, October 27

• Brandau Rd	• Hartford Rd	• Martin St	• Scientist Rd
• Byrd Cir	• Highland St	• Mayflower Rd	• Spencer St
• Easton Rd	• Manchester	• Roane St	• Spring St (West)

## Thursday, October 28

• Armour Rd	• Kingwood	• Parks St.	• Sevier Ferry
• Blossom Ln	• Lakeshore Dr	• Race St (East/West)	• Spring St (East)
• Court St	• Lakewood Lndg	• Rosebud Ln	• Stinnett St
• Fairground Ct	• Liggett St	• Rosedale Ave	• Third St
• Fifth St	• Nelson Dr	• Sargent Dr	• Vancon Dr.
• Fourth St	• Old N. Kentucky St	• Scott Rd	
• Franklin St			

## Friday, October 29

• Claygate Court	• Kings Close	• Northbridge Close	• Catch Up Day
• Cottage Place	• Ladd Landing	• Sheenwater	

# Brush Collection

Kingston City Residents Fall Brush Collection scheduled for October 25-November 5, 2021 which will be advertised in the Roane County News, City website and social media outlets

Monday, November 1				
• Bailey Rd	• Kathy Circle	• Old Race St	• Sunrise Dr	
• Brummitt Ln	• Kingston Hwy.	• Orchard Rd	• Walden Ln	
• Cedar Ln	• Lawnville Rd	• Pearl Ln	• Ward Rd	
• High Point Orchard	• Lewis Dr	• Rose Rd		
	• Oak Hills Dr			
Tuesday, November 2				
• Arsenault Crossing	• Dogwood Ln	• Foxwood Dr	• Oak Ln	
• Autumn Ln	• Eblen Circle	• Gallaher Rd	• Paint Rock Ferry Rd	
• Boeing Dr	• Farmer Rd	• Hart Cir	• Raintree Ln	
• Calvin St	• Farmington Trace	• Kelsey Dr.	• Ridge Trail Rd	
• Cedar Greens	• Farmington Trail	• Lakeside Dr	• Shubert St	
• Country Kennell Dr	• Forrest Way	• Montvue Ave	• Tyler Place	
Wednesday, November 3				
• Alma Ln	• Harbour View Way	• Lookout St	• Village Trace	
• Bonneyview Ave	• Hartford Village Way	• Lynn St	• Village Way	
• Bradford Village	• High Point Circle	• Newport Point	• Virginia St	
• East Ridgecrest Dr	• High Point Village Way	• Newport Way	• West Ridgecrest Dr	
• Franklin Village Trace	• James Ferry Rd	• Ray St	• Windsor Pt	
• Grandview Ct	• Lake Pointe Dr	• Scenic Dr		
• Graystone Way		• Scott Ln		
		• Shannon Place		
		• Suzanne Place		
Thursday, November 4				
• Bowden Wyatt	• Church St	• King St	• South Kentucky St	
• Bradford Way	• Clark St	• Lori Ann Lane	• Sunny Springs	
• Brentwood Ct	• Elm St	• Meadowview Dr	• Vera St	
• Brentwood Pt.	• Euclid Ave	• Mobile Dr	• Willowbrook Dr	
• Brentwood Way	• Hillcrest Ln	• Neighborwood Dr	• Windwood Dr	



## Maintenance/Drainage

### Culverts/Storm Drains

18 Service Calls for a YTD total of 544

### Curb/Sidewalk Repair/Install/Remove

45 foot Removed/Re-Installed for a YTD total of 1380 ft.

### Excavation/Street Cut Permits Issued

### Graffiti Removal

### Signs Repaired/Installed

2 for a YTD total of 76

### Street Repair

8 Service Calls for a YTD total of 167

### Street Paving

### Streets Striped

### Street Sweeping

4 loads for a YTD total of 101

### Tennessee One-Call Locate Requests

2 for a YTD total of 52

### Traffic Signal Repair

1 for a YTD total of 24

### Tree Trimming Requests

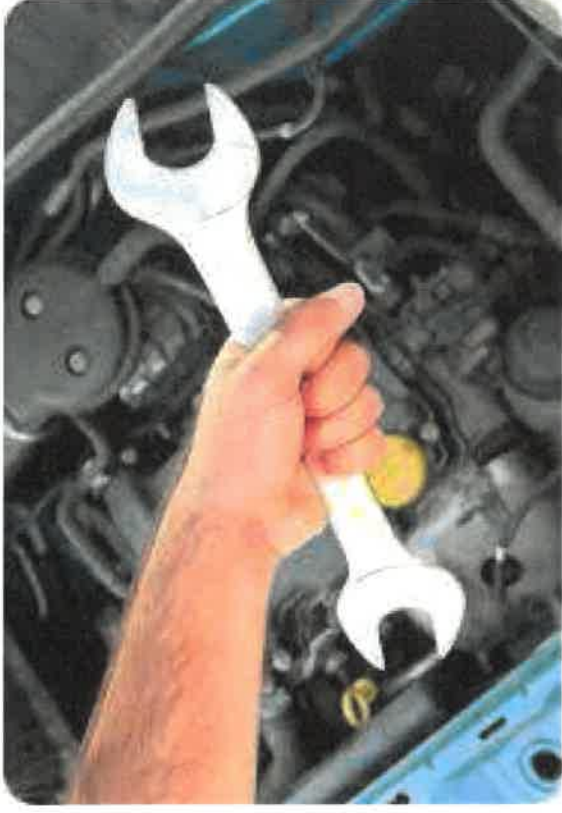
3 for a YTD total of 20



- Drainage Inspection Requests
- Land Disturbance Permits
- Storm Water Inspections
- Stream/Tributary Clean Up/Clean-Out



# Vehicle Fleet / Equipment Maintenance



## Police Dept.

- 2021 Chevy 1500 (Tony Guy) Oil change, Tire Rotation, Fluid top off
- 2016 Ford Explorer (Dustin Arnold) Oil change, Tire Rotation, Fluid top off.
- 2014 Ford Explorer (Caleb Strayer) Oil change, Tire rotation, A/C charge
- 2010 Ford Crown Vic (Alex French) Intake replacement

## Public Works

- 2009 Ford Crown Vic (Flag car) Oil change, tire rotation, wipers replaced
- Skid Steer-Bucket Tilt Cylinder rebuild
- Kubota Tractor (Robert Miller) Hydraulic Oil filter and fluid change

## Parks & Rec

- 2005 Ford Ranger-Air conditioning condenser replacement, rear right tire patch

## Fire Dept.

- Engine #1-Oil change, fuel filter, air filter, coolant filter

# Right of Way Maintenance

Mowing Season continues. We are trying to keep up between the weather and other projects.



# Continued Projects

## Greenway Repair Project

State of Tennessee hauled approximately 3500 Cubic Yards of Dirt for this project  
Acquisition of dirt from Paint Rock Ferry area at no cost to the City  
Current Cost Summary for FEMA Claim

### October 2020-December 2020

Employee Hours 249.5 hours =\$8460.68, Equipment Use \$8313.52

### January 2021-March 2021(Due to weather no work could be completed)

### April 2021-June 2021

Employee Hours 270.5 hours=\$9156.77, Equipment Use \$10,798.41

### July 2021-Current

Employee Hours 54=\$2225.38, Equipment Use \$2208.92

# Special Projects/ Miscellaneous

**Installation of Veteran Banners**

**Fabricate special brackets for 12 days of Christmas Ornaments**

**Repaired ceiling at Library due to AC condensation**

**Escorted PEP to Public Works facilities for valuation purposes**



# September 2021 Goals

- Continue progress on Greenway
- Start advertisement for Fall Brush Collection (October 25-November 5)
- Schedule Leaf Collection (December 6-17<sup>th</sup>)
- Replace Drainage Tile on Spring Street @First Street.
- Investigate changing I-40/Gallaher Lights to LED





# Kingston Parks & Recreation August 2021

Kingston Parks & Recreation Kingston Parks & Recreation has been working hard with preparations for the Fall Street Fest. We currently have 28 vendors and growing. We started registration for flag football. Storm the Fort had lower registration numbers (approx. 130 compared to 250 2 years ago) but was still a success. B and B roofing has started the roof at the Community Center. They have all of the metal structure removed and are starting back with the new red metal roofing skirts.



“ We are what we repeatedly do, excellence, therefore, is not an act but a habit” .  
Aristotle

## NFL FLAG FOOTBALL

*Designed for Boys & Girls Ages 9-14*



• **PLAY FLAG FOOTBALL THIS FALL!**  
• Develop football fundamentals, improve the confidence of all abilities, and play - no experience a needed!  
• Buddy requests are encouraged!  
• **SEASON BEGINS OCTOBER 12TH**  
• Set, it's a separate price & flag included  
• All equipment provided  
• Trained and screened volunteer coaches

**EARLY BIRD  
PRICING ENDS  
SEPT 11TH  
JOIN NOW**

The LARGEST league in the state returns to play this October!  
**LOCATION:  
SOUTHPOINT COMPLEX  
KINGSTON, TN**

SIGN UP TO PLAY!  
REGISTER ONLINE  
QUESTIONS GO TO 832-5988

**NATIONAL  
NFL FLAG**

IN PARTNERSHIP WITH  
**Amphibian**

# Kingston Parks & Recreation - August 2021

## Pavilion/Park Rentals

- City Park-14
- Gravel Pit-1
- Southwest Point Pavilion-3
- Amphibian-21
- Fort SWP-2
- Ladd Park-

## Community Center Rentals

- Banquet Room-26
- Room C-1
- Room B-1

## Pool Events/Rentals

- Private Parties-0
- Swim Classes-0





# Kingston Parks & Recreation- August 2021

August 14th

- Silver Trailer Band Performed at Amphitheater

August 16th

- Started Sign Ups For Flag Football

August 23rd

Hosted Girl Scouts At Southwest Point

August 25th

B and B Roofing Started Roof On Community Center

August 28th

Storm the Fort

August 30th

Submitted Blue Cross Blue Shield Grant for Playground

July 21st

Hosted 4-H Group at Fort Southwest Point

July 31st

Free Paddle Day at Gravel Pit Park





**KINGSTON PARKS AND RECREATION  
BOARD MINUTES  
August 2, 2021**

**PRESENT:** Ruth Thompson, Keenon Heathcoat, Sue Collins,  
JR Best, Debbie Russell, Becky Humphries

**ABSENT:** Eric Clark, Paul Rodgers, Jamie Davis, Matt Melton **GUESTS:** Sonny Hunter

The meeting was called to order by Becky Humphries at 6:05 p.m. and she made a motion to approve the May minutes and Keenon seconded. Motion carried.

**UNFINISHED/OLD BUSINESS:**

1. **Community Center Roof:** Work on the new roof is to begin in approximately two weeks and should be completed by mid-November, weather permitting.
2. **Batting Cage:** The garage and main doors have been put in. The nets are up, and the last thing to complete is to put up gables.
3. **Fit at the Fort:** There was a good turnout of fitness-minded participants, the event was a success.
4. **Roadblock:** There was not enough people to assist with the roadblock this year, and it was ended early. Approximately \$3000 was raised which was about \$2000 less than the two years prior. Another problem this year was that many people didn't have cash, as many people don't carry cash anymore but instead use a debit card. It has been suggested by the city manager that we probably shouldn't do one next year.
5. **July 3<sup>rd</sup> Concert:** Was at the amphitheater, and approximately two-hundred people were in attendance. We transported people from the parking lot down to the amphitheater in golf carts, which worked out well, attendees liked not having to walk all the way down to the Amphitheatre.
6. **July 4<sup>th</sup> Smokin' the Water:** The event was a great success, with more people attending than in previous years. No major problems this year. Everyone including vendors, city employees and attendees liked the shortened day, and we will most likely have the same schedule next year.
7. **Free Kayak Day:** Tennessee Riverline and Parks & Rec. teamed up and held a free Kayak Day on Saturday, July 31st. We had thirty participants and used nine kayaks; everyone had a great time.

**NEW BUSINESS:**

1. **July 4<sup>th</sup> 2022:** The cost of fireworks is going up by \$10,000, and the new price will be approximately \$37,000. There is about \$5,000 left in the fireworks account.
2. **Tennessee Riverline Excursion:** This event will be on September 11<sup>th</sup>. It will be a 6-mile course going from Loudon to Whitestone Country Inn. More details coming later at [www.tnriverline.org/events](http://www.tnriverline.org/events).
3. **Stormin' The Fort Triathlon:** Is on August 28<sup>th</sup> at Fort Southwest Point. Start times are at 7:25 a.m. for the Sprint Storm and 7:35 a.m. for the Half Storm.
4. **Hardship Hill Obstacle Course Race:** Is on October 2<sup>nd</sup>, at Fort Southwest Point. Sponsored by Dirtybird events to raises money for Operation Enduring Warrior. The kid's race starts at 9 a.m. and adult's race at 10 a.m. More information at [www.dirtybirdevents.com](http://www.dirtybirdevents.com)

5. **Fall Street Fest:** After having the Fall Street fest on the first Saturday in November for the last few years, we were forced to change the date to October 23<sup>rd</sup>, due to the Roane County Heritage Commission setting date for their Gala on Nov. 6<sup>th</sup>. After taking applications from vendors for only one week, there are fifteen vendors who have already signed up, with more coming in daily. C.J. Ausburn will be performing, and Debbie is working on getting Ethan Lively to perform also.
6. **Flag Pole & Lighting:** There will be a new flag pole put up at the Soccer field and JR has ordered new solar lighting for that flag and the ones at 58 Landing and City Park.
7. **Parks & Recreation By-laws:** Changes to the Municipal Code Governing Parks & Recreation Departments was brought up for discussion by Becky Humphries.
  - a. Paragraph 2-102 of the Parks & Recreation Commission concerning "Attendance and Participation" it was agreed upon that the policies mentioned in this section need to be enforced, because in the last few years the policy has not been in effect. Also discussed was that a new Chairman and Vice-Chairman need to be appointed by the board at the next meeting. It was decided that a Parks & Rec employee should serve as Secretary, and Debbie should continue in that position.
  - b. Paragraph 2-104 "Meetings", was also discussed, that all meetings shall be conducted in accordance to "Robert's Rules of Order" with the date, time and place set by the commission/board at the beginning of each calendar year. A yearly notice of meetings shall be published in a local newspaper of record and a public notice will be published for any special called meetings in accordance with State law.

Brought up by Keenon and was the policy concerning donations made to the Parks & Rec Board or Parks & Recreation Department. It was agreed by the board that it should be stated in the by-laws that how the donations are allocated should be the decision of the Parks & Recreation Director.

Becky said that would be something that she would discuss with the City Manager.
8. **Change of Meeting Date:** The board discussed that it would like to change the date of the meetings to the third Thursday of the month, and Becky commented that we probably should wait until the beginning of the next year because of the ad having already been put in the paper.

Keenon made a motion to adjourn Ruth seconded, meeting ended at 7:35 p.m.

**Dates to Remember:**

Saturday, August 28<sup>th</sup> Stormin' the Fort

Saturday, October 2<sup>nd</sup>, Hardship Hill

Saturday, October 23<sup>rd</sup>, Fall Steet Fest

## **JULY COMMUNITY CENTER MONTHLY REPORT**

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

Anybody Can Exercise (ABC)  
Senior Swim  
Zumba Classes  
Bounce Aerobic Class  
Pound Aerobic Class  
Senior Quilting Roane  
T.O.P.S.  
Roane Country Sewing Club  
Adult Table Tennis  
Kingston Beautification Committee  
Outdoor Kingston  
FCE

Submitted By: Debbie Russell



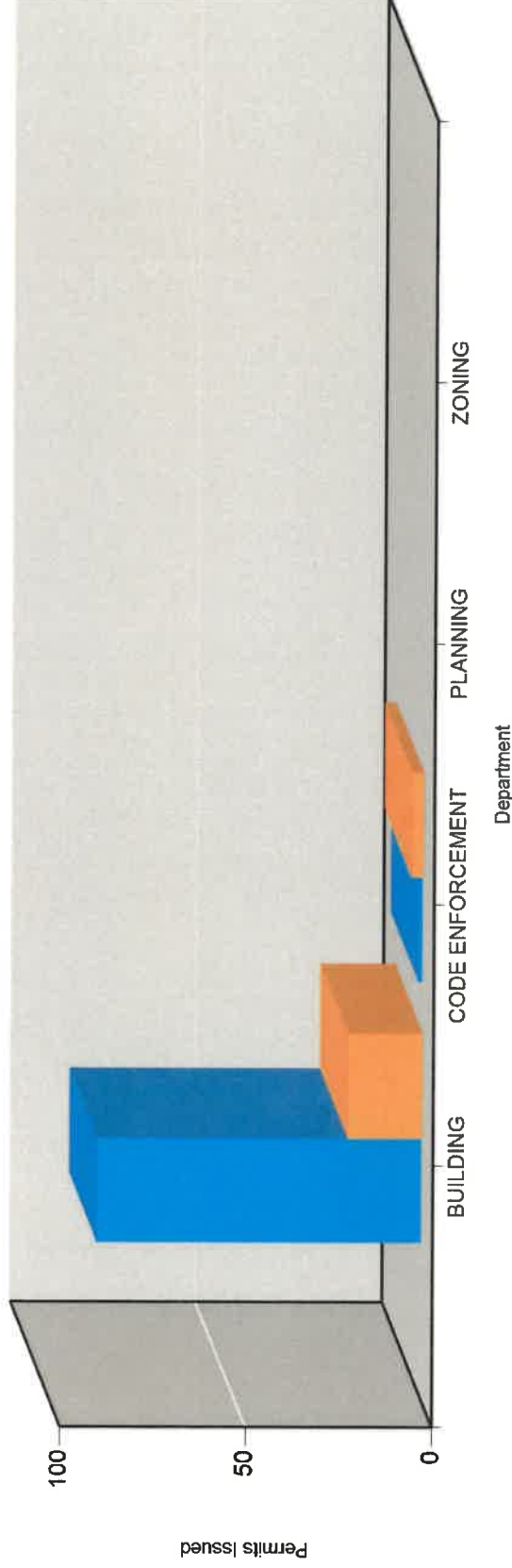
## Issued Permits By Department

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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	73	75	3 Days	7.97 Days	1	57	18
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	19	19	Same Day	0 Days	1	19	0
	RM	Same Day	13	12	Same Day	0.39 Days	1	10	2



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CODE ENFORCEMENT	BK	Same Day	3	0	Same Day	0 Days	1	0	0
	EV	Same Day	5	4	7 Days	6.99 Days	1	1	3
PLANNING	PLT	Same Day	13	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

### Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2021-412 Commercial Building / O'Reilly Auto Parts 2017 Roane State Highway, Harriman, TN 37748	Submitted: 06/09/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/04/2021	In Process: 56 Waiting: 0 Total Days: 56 Total Cycles: 1
		BP2021-551 Cell Tower Upgrades 222 PHILLIPS HOLLOW Rd., HARRIMAN, TN 37748	Submitted: 07/28/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/19/2021	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		BP2021-560 HC Commercial Sign / Burger King 1753 Roane State Hwy, Harriman, TN 37748	Submitted: 07/30/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/05/2021	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		BP2021-561 KC Commercial Remodel 1100 Ladd Landing Blvd, Kingston, TN 37763	Submitted: 07/30/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/04/2021	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		BP2021-562 Residential Home 126 Docks Of the Bay Drive, Harriman, TN 37748	Submitted: 08/02/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/02/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	Submitted: 08/02/2021	Submitted: 08/02/2021	In Process: 0
BP2021-563	Garage	Technically Complete:	Ready to Issue:	Waiting: 0
	145 Indian Shores Drive, Ten Mile, TN 37880	Approved: 0	Issued: 08/02/2021	Total Days: 0
				Total Cycles: 1
BP2021-564	KC Residential Home	Submitted: 08/02/2021	Technically Complete:	In Process: 7
	2027 Franklin Village Trace, Kingston, TN 37763	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/09/2021		Total Days: 7
				Total Cycles: 1
BP2021-565	DW	Submitted: 08/02/2021	Technically Complete:	In Process: 0
	168 Bridges Drive, Harriman, TN 37748	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/02/2021		Total Days: 0
				Total Cycles: 1
BP2021-566	KC Commercial Sign Replacement	Submitted: 08/02/2021	Technically Complete:	In Process: 17
	615 N Kentucky St, Kingston, Tn 37763	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/19/2021		Total Days: 17
				Total Cycles: 1
BP2021-567	KC Residential Home	Submitted: 08/02/2021	Technically Complete:	In Process: 7
	2023 Franklin Village Trace, Kingsoth, TN 37763	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/09/2021		Total Days: 7
				Total Cycles: 1
BP2021-568	KC Residential Home	Submitted: 08/02/2021	Technically Complete:	In Process: 7
	2017 Franklin Village Trace, Kingston, TN 37763	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/09/2021		Total Days: 7
				Total Cycles: 1
BP2021-569	KC Residential Home	Submitted: 08/02/2021	Technically Complete:	In Process: 7
	2013 Franklin Village Trace, Kingston, TN 37763	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/09/2021		Total Days: 7
				Total Cycles: 1
BP2021-570	KC Residential Home	Submitted: 08/02/2021	Technically Complete:	In Process: 7
	2001 Franklin Village Trace, Kingston, TN 37763	Approved: 0	Ready to Issue:	Waiting: 0
		Issued: 08/09/2021		Total Days: 7
				Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/02/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-571		Inground Pool			1 0 1 1
296 Orchard View Rd, Oliver Springs, TN 37840				08/03/2021	
BP2021-572		Remodel			2 0 2 1
233 Arrowhead Trail, Kingston, TN 37763				08/04/2021	
BP2021-573		KC Commercial Remodel / Front of building			0 0 0 1
421 E Race Street, Kingston, TN 37763				08/03/2021	
BP2021-574		Residential Home			0 0 0 1
111 Crane Point, Rockwood, TN 37854				08/03/2021	
BP2021-575		Garage			0 0 0 1
111 Crane Point, Rockwood, TN 37854				08/03/2021	
BP2021-576		Residential Home			0 0 0 1
121 Holly Lane, Kingston, TN 37763				08/03/2021	
BP2021-577		OS Garage			0 0 0 1
115 Midway Drive, Oliver Springs, TN 37840				08/03/2021	
BP2021-578		Garage			0 0 0 1
1424 River Rd, Kingston, TN 37763				08/04/2021	



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BUILDING	BP	Submitted: 08/04/2021	Technically Complete: 08/04/2021	In Process: 0
BP2021-579	Inground Pool	Submitted: 08/04/2021	Technically Complete: 08/04/2021	In Process: 0
205 Branham Ln, Ten Mile, TN 37880		Approved: 08/04/2021	Ready to Issue: 08/04/2021	Waiting: 0
		Issued: 08/04/2021		Total Days: 0
				Total Cycles: 1
BP2021-580	Remodel	Submitted: 08/04/2021	Technically Complete: 08/04/2021	In Process: 0
708 W. Tri County Blvd, Oliver Springs, TN 37840		Approved: 08/04/2021	Ready to Issue: 08/04/2021	Waiting: 0
		Issued: 08/04/2021		Total Days: 0
				Total Cycles: 1
BP2021-581	KC Commercial Condominium	Submitted: 08/04/2021	Technically Complete: 08/04/2021	In Process: 42
2400 Grand View Court, Kingston, TN 37763		Approved: 08/04/2021	Ready to Issue: 08/04/2021	Waiting: 0
		Issued: 08/04/2021		Total Days: 42
				Total Cycles: 1
BP2021-582	KC Residential Home	Submitted: 08/05/2021	Technically Complete: 08/05/2021	In Process: 15
2005 Franklin Village Trace, Kingston, TN 37763		Approved: 08/05/2021	Ready to Issue: 08/05/2021	Waiting: 0
		Issued: 08/05/2021		Total Days: 15
				Total Cycles: 1
BP2021-583	Residential Home	Submitted: 08/05/2021	Technically Complete: 08/05/2021	In Process: 0
107 Crane Pointe, Rockwood, TN 37854		Approved: 08/05/2021	Ready to Issue: 08/05/2021	Waiting: 0
		Issued: 08/05/2021		Total Days: 0
				Total Cycles: 1
BP2021-584	KC Residential Home	Submitted: 08/05/2021	Technically Complete: 08/05/2021	In Process: 15
116 Franklin Village Trace, Kingston, TN 37763		Approved: 08/05/2021	Ready to Issue: 08/05/2021	Waiting: 0
		Issued: 08/05/2021		Total Days: 15
				Total Cycles: 1
BP2021-585	KC Residential Home	Submitted: 08/05/2021	Technically Complete: 08/05/2021	In Process: 15
125 Franklin Village Trace, Kingston, TN 37763		Approved: 08/05/2021	Ready to Issue: 08/05/2021	Waiting: 0
		Issued: 08/05/2021		Total Days: 15
				Total Cycles: 1
BP2021-586	KC Residential Home	Submitted: 08/05/2021	Technically Complete: 08/05/2021	In Process: 15
2009 Franklin Village Trace, Kingston, TN 37763		Approved: 08/05/2021	Ready to Issue: 08/05/2021	Waiting: 0
		Issued: 08/05/2021		Total Days: 15
				Total Cycles: 1





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BUILDING	BP		Submitted: 08/06/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/17/2021	In Process: 11 Waiting: 0 Total Days: 11 Total Cycles: 1
BP2021-587				
HC Commercial Sprinkler / Lowe's				
1800 Roane State Hwy, Harriman, TN 37748				
BP2021-588				
SW				
295 ELM GROVE St., LOUDON, TN 37774				
BP2021-589				
HC Residential Home				
1071 W Carter Ave, Harriman, TN 37748				
BP2021-590				
Remodel Living Space				
128 Ward Rd, Kingston, TN 37763				
BP2021-591				
Airport hanger addition				
257 Meadowlake Drive, Kingston, TN 37763				
BP2021-592				
Inground Pool				
140 Winding Trail, Harriman, TN 37748				
BP2021-593				
OS Addition and remodel				
745 Sleepy Hollow Road, Oliver Springs, TN 37840				
BP2021-594				
Addition				
167 Old Hen Valley Road, Oliver Springs, TN 37840				



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/10/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-595		Residential Home			
3284 Sugar Grove Valley Road, Harriman, TN 37748					
BP2021-596		Porch Additions			
659 Little Dogwood Road, Kingston, TN 37763					
BP2021-597		Deck			
398 Lake Harbour Dr, Kingston, TN 37763					
BP2021-598		Sunroom			
207 Wolf Creek Rd, Kingston, TN 37763					
BP2021-599		Screened in Porches			
207 Wolf Creek Rd, Kingston, TN 37763					
BP2021-600		DW			
195 Kyle Road, Philadelphia, TN 37846					
BP2021-601		Garage			
216 Greenwood Drive, Harriman, TN 37748					
BP2021-602		Boat Dock			
242 Pinoak Road, Rockwood, TN 37854					



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BUILDING	BP		Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-603	Mobile Home	175 Upper Gallaher Ln, Kingston, TN 37763		
BP2021-604	Double Wide	1005 Margrave Drive, Harriman, TN 37748	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-605	Residential Home	127 Webster Drive, Rockwood, TN 37854	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-606	SW	401 Emory Road, Harriman, TN 37748	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-607	Pole Barn	595 Mans Hollow Rd., KINGSTON, TN 37763	Submitted: 08/17/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-608	Deck	310 Lawson Mill Road, Kingston, TN 37763	Submitted: 08/17/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-609	Residential Home	391 Ellis Rd, Kingston, TN 37763	Submitted: 08/17/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-610	Remodel Home	106 Paint Rock Ferry Road, Kingston, Tn 37763	Submitted: 08/17/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: 08/18/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-611				
Dock				
512 Pointe Vista Dr, Rockwood, TN 37854				
BP2021-612				
Deck				
394 Scenic Hill Lane, Lenoir City, TN 37771				
BP2021-613				
Storage Building				
135 Morris Lane, Kingston, TN 37763				
BP2021-614				
Cell Tower Upgrades				
3205 Harriman Hwy, Harriman, TN 37748				
BP2021-615				
Pole Barn				
141 Woods Lane, Kingston, TN 37763				
BP2021-616				
Cell Tower Upgrades				
844 OLD HARRIMAN Hwy., Oliver Springs, TN 37840				
BP2021-617				
Storage Building				
412 Lakecrest Dr, Harriman, TN 37748				
BP2021-618				
Remodel of Basement				
105 Mariners Cove, Rockwood, TN 37854				



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BUILDING	BP	Submitted: 08/20/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-619	Retaining Wall		
1215 Riverbend Drive, Kingston, TN 37763			
BP2021-620	Addition	Submitted: 08/23/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/23/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
397 Eblen Cave Road, Lenoir City, TN 37771			
BP2021-621	Residential Home	Submitted: 08/24/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/24/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
702 Reuben Ridge, Rockwood, TN 37854			
BP2021-622	Garage	Submitted: 08/24/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/24/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
702 Reuben Ridge, Rockwood, TN 37854			
BP2021-623	HC Basement Remodel	Submitted: 08/24/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/24/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2021-624	Residential Home	Submitted: 08/24/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/24/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
2690 Lawnville Road, Kingston, TN 37763			
BP2021-625	Dock	Submitted: 08/25/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/25/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
122 Harbor Point Lane, Kingston, TN 37763			
BP2021-626	Garage with attached lean to	Submitted: 08/25/2021 Technically Complete: Approved: Ready to Issue: Issued: 08/25/2021	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
424 Emory River Road, Harriman, TN 37748			



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BUILDING	BP		Submitted: 08/25/2021	In Process: 0
BP2021-627		Technically Complete:		Waiting: 0
HC Residential Home		Approved:		Total Days: 0
420 Morton Road, Harriman, TN 37748		Ready to Issue:		Total Cycles: 1
		Issued: 08/25/2021		
BP2021-628		Submitted: 08/30/2021		In Process: 0
Deck		Technically Complete:		Waiting: 0
1249 Dry Fork Valley Road, Ten Mile, TN37880		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/30/2021		
BP2021-629		Submitted: 08/30/2021		In Process: 0
Deck		Technically Complete:		Waiting: 0
172 Hawk Trail, Kingston, TN 37763		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/30/2021		
BP2021-630		Submitted: 08/30/2021		In Process: 0
Porch and Attached Carport		Technically Complete:		Waiting: 0
152 Clear Springs Road, Harriman, TN 37748		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/30/2021		
BP2021-631		Submitted: 08/31/2021		In Process: 0
KC Fence		Technically Complete:		Waiting: 0
206 Kingwood Street, Kingston, TN 37763		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/31/2021		
BP2021-632		Submitted: 08/31/2021		In Process: 0
Remodel/ Change of Occupancy		Technically Complete:		Waiting: 0
1315 Gallaher Rd, Kingston, TN 37763		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/31/2021		
BP2021-633		Submitted: 08/31/2021		In Process: 0
Carport		Technically Complete:		Waiting: 0
803 New Hope Road, Rockwood, TN 37854		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/31/2021		
BP2021-634		Submitted: 08/31/2021		In Process: 0
Carport/Shed		Technically Complete:		Waiting: 0
803 New Hope Road, Rockwood, TN 37854		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 08/31/2021		





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BUILDING	DEMO	DM-2021-003	Submitted: 08/06/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PL		HC Commercial Building Demo / Midtown Flats 1705 Roane State Hwy, Harriman, TN 37748			
		PL2021-112	Submitted: 08/02/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-562			
		126 Docks Of the Bay Drive, Harriman, TN 37748			
		PL2021-113	Submitted: 08/03/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-290			
		503 Cave Creek Rd, Loudon, TN 37774			
		PL2021-114	Submitted: 08/03/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-574			
		111 Crane Point, Rockwood, TN 37854			
		PL2021-115	Submitted: 08/09/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2020-639			
		373 CAMP BUCK TOM Rd., Rockwood, TN 37854			
		PL2021-116	Submitted: 08/09/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-590			
		128 Ward Rd, Kingston, TN 37763			
		PL2021-117	Submitted: 08/10/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-593			
		745 Sleepy Hollow Road, Oliver Springs, TN 37840			
		PL2021-118	Submitted: 08/16/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-605			
		127 Webster Drive, Rockwood, TN 37854			



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PL2021-119	PL for BP2020-810			
	145 E Shore Dr, Rockwood, TN 37854			
PL2021-120	PL for BP2021-279			
	650 Enclave Point, Kingston, TN 37763			
PL2021-121	PL for BP2021-376			
	151 Bowers Rd, Harriman, TN 37748			
PL2021-122	PL for BP2021-478			
	197 East Shore Dr, Rockwood, TN 37854			
PL2021-123	PL for BP2021-246			
	271 Serenity Dr, Harriman, TN 37748			
PL2021-124	PL for BP2021-546			
	231 Foremast Rd, Kingston, TN 37763			
PL2021-125	Plumbing Only			
	838 Ray DR, Oliver Springs, TN 37840			
PL2021-126	PL for BP2021-583			
	107 Crane Pointe, Rockwood, TN 37854			





# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
08/01/2021 AND 08/31/2021

Report run on: 09/15/2021 11:45 AM

BUILDING	PL	PL2021-127	Submitted: 08/25/2021	In Process: 0
	PL for BP2021-384	Technically Complete:	Waiting: 0	
	166 East Shore Dr, Rockwood, TN 37854	Approved: 0	Total Days: 0	
	PL2021-128	Ready to Issue: 08/25/2021	Total Cycles: 1	
	PL for BP2021-400	Submitted: 08/25/2021	In Process: 0	
	426 Pointe Vista Dr, Rockwood, TN 37854	Technically Complete:	Waiting: 0	
	PL2021-129	Approved: 0	Total Days: 0	
	PL for BP2021-518	Ready to Issue: 08/25/2021	Total Cycles: 1	
	304 W Shore Dr, Rockwood, TN 37854	Submitted: 08/25/2021	In Process: 0	
	PL2021-130	Technically Complete:	Waiting: 0	
	PL for BP2021-329	Approved: 0	Total Days: 0	
	260 Waldo Road, Rockwood, TN 37854	Ready to Issue: 08/25/2021	Total Cycles: 1	
RM	RM2021-071	Submitted: 08/30/2021	In Process: 0	
	RM for BP2021-422	Technically Complete:	Waiting: 0	
	394 Emory River Rd, Harriman, TN 37748	Approved: 0	Total Days: 0	
	RM2021-072	Ready to Issue: 08/30/2021	Total Cycles: 1	
	RM for BP2021-190	Submitted: 08/02/2021	In Process: 1	
	3349 Sugar Grove Valley Road, Harriman, TN 37748	Technically Complete:	Waiting: 0	
	RM2021-073	Approved: 0	Total Days: 0	
	Smith-RM change out only	Ready to Issue: 08/05/2021	Total Cycles: 1	
	136 Emory Heights Rd., Harriman, TN 37748	Submitted: 08/05/2021	In Process: 0	
	RM2021-074	Technically Complete:	Waiting: 0	
	Franklin-RM change out only	Approved: 0	Total Days: 0	
	125 Vista Dr., Rockwood, TN 37854	Ready to Issue: 08/11/2021	Total Cycles: 1	



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
08/01/2021 AND 08/31/2021

Report run on: 09/15/2021 11:45 AM

BUILDING	RM	RM2021-075	Technically Complete: Ready to Issue: Submitted: 08/16/2021 Approved: Issued: 08/16/2021	In Process: Waiting: Total Days: Total Cycles:
		Mechanical Permit 1452 Kingston Hwy, Kingston, TN 37763		0 0 0 1
		RM2021-076		
		RM for BP2021-80 615 N Kentucky St, Kingston, Tn 37763	Technically Complete: Ready to Issue: Submitted: 08/17/2021 Approved: Issued: 08/18/2021	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		RM2021-077		
		RM for BP2021-398 217 Joel Rd, Oliver Springs, TN 37840	Technically Complete: Ready to Issue: Submitted: 08/23/2021 Approved: Issued: 08/23/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-078		
		RM for BP2021-397 219 Joel Rd, Oliver Springs, TN 37840	Technically Complete: Ready to Issue: Submitted: 08/23/2021 Approved: Issued: 08/23/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-079		
		RM for BP2021-590 128 Ward Rd, Kingston, TN 37763	Technically Complete: Ready to Issue: Submitted: 08/25/2021 Approved: Issued: 08/25/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-080		
		Change out only 406 Lakewood RD, Kingston, TN 37763	Technically Complete: Ready to Issue: Submitted: 08/25/2021 Approved: Issued: 08/25/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-081		
		RM for BP2021-130 3681 Buttermilk Road, Kingston, TN 37763	Technically Complete: Ready to Issue: Submitted: 08/31/2021 Approved: Issued: 08/31/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-082		
		RM for BP2021-279 650 Enclave Point, Kingston, TN 37763	Technically Complete: Ready to Issue: Submitted: 08/31/2021 Approved: Issued: 08/31/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
08/01/2021 AND 08/31/2021

Report run on: 09/15/2021 11:45 AM

BUILDING	RM	RM2021-083	RM for BP2020-598 130 Gordon Drive, Ten Mile, TN 37780	Submitted: 08/31/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 15 Waiting: 0 Total Days: 15 Total Cycles: 1
CODE ENFORCEMENT	BK	BK-21-0011	Dewalt Code Book	Submitted: 08/13/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 33 Waiting: 0 Total Days: 33 Total Cycles: 1
		BK-21-0012	Code Check Book	Submitted: 08/27/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 19 Waiting: 0 Total Days: 19 Total Cycles: 1
		BK-21-0013	Code Book	Submitted: 08/27/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 19 Waiting: 0 Total Days: 19 Total Cycles: 1
	EV	EV-21-0005	Electrical Variance 618 Thomas Ln, Kingston, TN 37763	Submitted: 07/30/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		EV-21-0006	Electrical Variance 615 Thomas Ln, Kingston, TN 37763	Submitted: 07/30/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		EV-21-0007	Electrical Variance 141 Treasure Tree Rd, Ten Mile, TN37880	Submitted: 08/06/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 17 Waiting: 0 Total Days: 17 Total Cycles: 1
		EV-21-0008	Electrical Variance 126 Woody Lane, Kingston, TN 37763	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
08/01/2021 AND 08/31/2021

Report run on: 09/15/2021 11:45 AM

CODE ENFORCEMENT	EV	PLT	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
EV-21-0009	Electrical Variance	610 Thomas Lane, Kingston, TN 37763	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
EV-21-0010	Electrical Variance	251 Irwinton Drive, Ten Mile, TN 37880	Submitted: 08/20/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
EV-21-0011	Electrical Variance	813 Dogtown Road, Ten Mile, TN 37880	Submitted: 08/27/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 19 Waiting: 0 Total Days: 19 Total Cycles: 1
PLT2021-066	Plat Review/Boundary Line	563 Poland Hollow Road, Harriman, TN 37748	Submitted: 08/02/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 44 Waiting: 0 Total Days: 44 Total Cycles: 1
PLT2021-067	Plat Review/Boundary Line	140 Winding Trail, Harriman, TN 37748	Submitted: 08/04/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 42 Waiting: 0 Total Days: 42 Total Cycles: 1
PLT2021-068	Plat Review/2 Lots-	4630 Highway 70, Lenoir City, TN 37771	Submitted: 08/06/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 40 Waiting: 0 Total Days: 40 Total Cycles: 1
PLT2021-069	Plat Review/2 Lots-	581 Woody Lane, Kingston, TN 37763	Submitted: 08/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 36 Waiting: 0 Total Days: 36 Total Cycles: 1
PLT2021-070	Plat Review/5 Acres+	West Rockwood Ferry Road, Ten Mile, TN 37880	Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
08/01/2021 AND 08/31/2021

Report run on: 09/15/2021 11:45 AM

PLANNING	PLT		Submitted: 08/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1
	PLT2021-071	Plat Review/2 Lots- 107 Lake Island Way, Rockwood, TN 37854		
	PLT2021-072	Plat Review/ Boundary Line 240 New Midway Road, Kingston, TN 37763	Submitted: 08/20/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
	PLT2021-073	Plat Review/Boundary Line 105 Emory Point Lane, Harriman, TN 37748	Submitted: 08/23/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 23 Waiting: 0 Total Days: 23 Total Cycles: 1
	PLT2021-074	Plat Review/2 Lots- 120 Dogwood Valley Road, Kingaton, TN 37763	Submitted: 08/23/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 23 Waiting: 0 Total Days: 23 Total Cycles: 1
	PLT2021-075	Plat Review/Boundary Line 126 Woody Lane, Kingston, TN 37763	Submitted: 08/25/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
	PLT2021-076	Plat Review/2 Lots- 107 Lake Island Way, Rockwood, TN 37854	Submitted: 08/25/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
	PLT2021-077	Plat Review/Boundary Line 394 Emory River Road, Harriman, TN 37748	Submitted: 08/26/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 20 Waiting: 0 Total Days: 20 Total Cycles: 1
	PLT2021-078	Plat Review/Boundary Line East Shore Drive, Rockwood, TN 37854	Submitted: 08/30/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 16 Waiting: 0 Total Days: 16 Total Cycles: 1



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
08/01/2021 AND 08/31/2021

Report run on: 09/15/2021 11:45 AM

ZONING	VAR	VAR2021-008	Submitted: 08/23/2021	In Process: 23
		15 ft front setback	Technically Complete:	Waiting: 0
		102 Short Street, Kingston, TN 37763	Approved:	Total Days: 23
			Ready to Issue:	Total Cycles: 1
			Issued:	

# KINGSTON WATER TREATMENT PLANT



## AUGUST OPERATIONS REPORT

2021

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
G A L L O N S	Influent (Raw)	16,767,000	17,496,000	-4.35%	541,000	734,000	384,000
	Effluent (Finish)	15,794,000	16,161,000	-2.32%	509,000	693,000	379,000
	Spring Supply	13,887,000	13,532,000	2.56%	448,000	458,000	420,000
	Total Finish Prod.	29,681,000	29,199,000	1.62%	Distribution & WTP Report: 1,185,000		
Plant Efficiency		99.90%	99.43%	0.47%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
G A L L O N S	Consumption	24,433,600	24,727,100	-1.20%	Fire Dept: No Report		
	Reported Usage	1,185,000	834,000	29.62%	Park & Rec: No Report		
	Water Loss	4,062,400	4,131,900	-1.71%	WWTP: No Report		
	%	13.69%	13.92%	-0.23%			

Note: The Water Production, Consumption and Loss data is for the June 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.
- \* Mowing, trimming and spraying of grounds, Spring Pump House and Spring Site.
- \* Regular Chemical Feed Maintenance was performed.
- \* Had regular Plant Safety Training on Battling Complacency.
- \* Facilities received daily and regular cleaning and disinfection.
- \* Scoured / flushed out Plant sampling and wash lines.
- \* Doing rehab in Pipe Gallery, removing / stripping the paint from the piping and walls, etc.
- \* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- \* Sampled TTHM's & THAA5's (disinfection by-products) results were very good, will remain on reduced monitoring.
- \* Fabricated and installed a locking mount over Spring Well-Head Box.
- \* Doing concrete repair and sealing in Pipe Gallery / Clearwell wall.
- \* Performed the yearly PT Study for the Laboratory Certification and training.
- \* Rewired the Spring Pump House VFD's installing the control wiring in different conduits than the power to eliminate some of the harmonics that are interfering with the on-line equipment and trend charting.

Kingston Water Department  
Schedule of Unaccounted For Water  
August

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	29,681,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	<u>29,681,000</u>
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	24,433,600
<b>G</b>	Metered for Consumption (in house usage)	<u>985,000</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>200,000</u>
<b>J</b>	Tank Cleaning/Filling	<u>0</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	<u>25,618,600</u>
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	<u>4,062,400</u>
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	<u>13.687%</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.



9/1/2021



# KINGSTON WASTEWATER TREATMENT PLANT

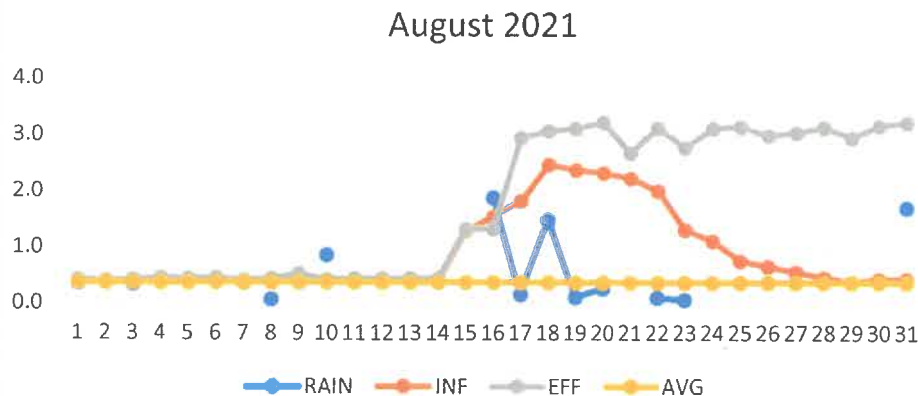
TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: August 2021 Monthly Report  
DATE: September 9, 2021

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT*	.8807	2.4670	.3500	27,302,400
EFFLUENT**	1.7547	3.2270	.3940	54,397,000

2550 Sewer customers 11,168,700 gallons billed. Daily average .3611 mgd.

\*INF Fflow numbers from August 16-31 are best estimates due to flow recorders and SCADA system being damaged during a storm.

\*\*Eff flows are recorded but are not accurate.



Total gallons of chlorine used was 172.13 @\$2.09 gallon = \$308.96.

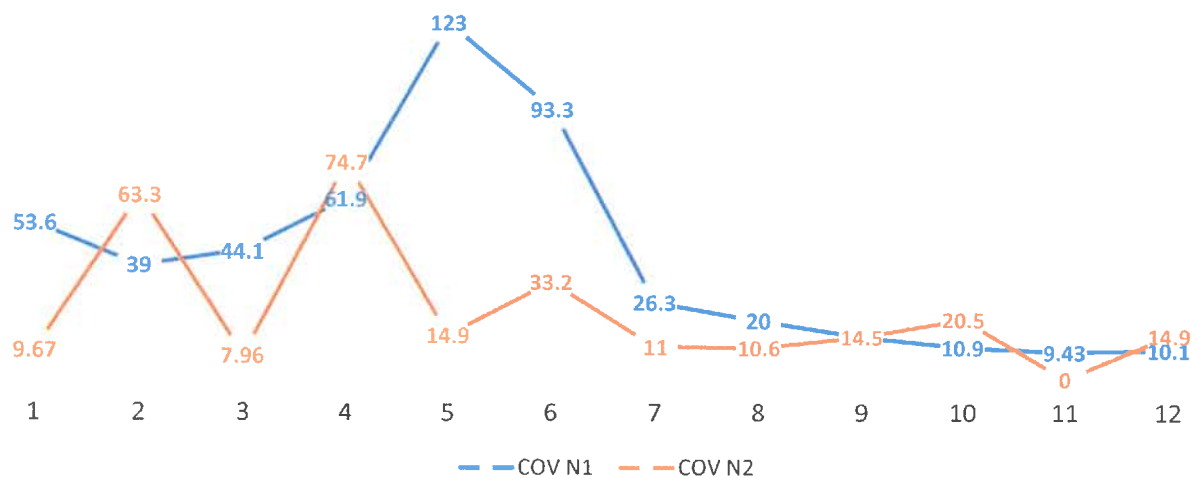
We had 7.29 inches of rain. There were no reported overflows.

The storm we had on August 15 has caused problems at the plant. We have had to replace our Influent sampler, ordered 2 flow chart recorders, and our SCADA system is down because of lightning/electrical issue.

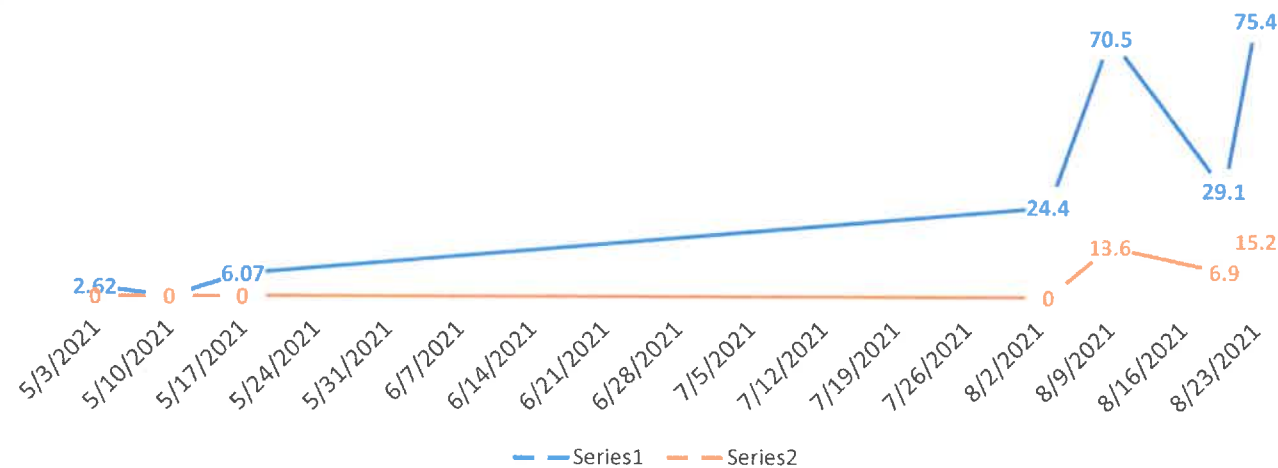
Tekwell came out to install and program the new soft starts for the Effluent pumps. All three are online and running.

We have resumed testing the wastewater for COVID-19. The results have showed a sharp increase in the results. The results have been the third and fourth highest since we have monitored the wastewater.

COVID RESULTS AS OF 2-15-21



COVID RESULTS 8-23-21





# Water Distribution/Collection

## August 2021

Services	Total
After Hours-Sewer	0
After Hours-Water	0
Door Hanger	2
Profile	2
Road Cut	0
Service Line Leak/Line Break	0
Sewer-Miscellaneous	1
Disconnect for Non-Payment	40
Water/Sewer Service Estimate	15
Water-Check for Leak	10
Water-Miscellaneous	52
Water-Hydrant	0
Water-Re-Read/Manual Read	17
Yard Work	4
Connect Order	54
Disconnect Order	50
Water Tap-New Account Number	14
Meter Change Order	1
811 Locates	77

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

1 September 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 August 2021

**Summary**

The Tech grant has opened and I have completed the paper work and submitted it to the State for review. I am working on replacing some of our older public computers.

The trim and doorways on the outside of the building have been painted.

I would like to have the parking lot lines redone, as they are very faded.

We are now accepting donations that are clean and in good condition only.

We received a generous donation from a past patron. One of the projects will be to replace the old shrubs along the back of the Library. I have a fencing company coming in October to install fencing. The fence will be similar to the fencing at the dog park. This will give us a beautiful view of the lake. This will also be a more secure area for patrons using the back Wi-Fi area and when children's events are held outside.

I have re-stains the benches and painted the existing fencing in the back area of the Library.

I do have some more ideas in mind for improvements, we will see how the rest of the year goes.

The staff will begin state mandated training webinars for the new year as required. We are required to do so many hours per year.

I am working on the year end Tennessee Public Library survey for the state at his time.

The Library has been busy with new patrons coming in getting Library cards. We are back to business as usual.

Any questions can be emailed to me at: [kpldirector@gmail.com](mailto:kpldirector@gmail.com)

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
AUGUST 19, 2021  
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM  
4:30 PM – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on July 20, 2021	Approval
June 2021 Financial Statements	Approval
August 2021 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

**Old:**

1. None

**New:**

- |   |             |
|---|-------------|
| 1. New Purchases                                  | Approval    |
| 2. New Projects                                   | Approval    |
| 3. Work Authorization for TDOT Relocation Project | Approval    |
| 4. New Vehicle Purchases                          | Approval    |
| 5. DRAFT License Agreement For Use of Poles       | Information |
| 6. Bad Debts                                      | Approval    |

Announcements

September 2021 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on July 20, 2021. Following a prayer and the Pledge of Allegiance, Chairman Holloway called the meeting to order. Board members present were Childs, Holloway, Layne, and McCullough. Davis was absent.

A motion was made by Layne, seconded by Childs to approve the minutes as recorded for the June 17, 2021 meeting. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the May 2021 Financial Statements. Manager Bear noted the financials continue on an upward trajectory and should remain stable through fiscal year end, June 30, 2021. Marsha O'Keefe estimated cash will increase \$3.5 million from last year end. Net income is estimated to be \$1.5 million more than last year. Year-end adjustments due to accruals and true-ups will still need to be accounted for and posted to the General Ledger. All voted yes.

The May 2021 Budget Report was provided to the Board for information. There were no questions.

A motion was made by Layne, seconded by Childs to accept the July 2021 Accounts Payable. All voted yes.

The Overtime Comparison Report was provided to the Board for information. This included the months of April, May, and June for years 2018-2021. There were not comments or questions.

As part of the Manager's report, Manager Bear informed the Board:

- Financial information from the meeting held on 07/13/2021 with Chris Mitchell of Chris Mitchell Management Consultants was included in the Boardbook.
- The RFP for a Renewable Generation Purchase Power Agreement was released on 06/29/2021. As of July 12, 2021 we have signed seven (7) mutual non-disclosure agreements. The deadline for giving us notice of intent to bid is 7/13/2021. RFP responses are due by 9/30/2021.
- Year-end inventory has been completed. Auditors from Parsons & Wright were on site to confirm the counts. The auditors did not indicate they had any concerns. The net adjustment was \$357.93, significantly less than last year.
- An update was provided from the TMEPA Annual Meeting:
  1. Broadband is a significant topic of discussion especially with the recent funding announcements at the state and federal level and it being considered a necessity and not a luxury. Water, wastewater, and broadband are among the approved uses of funding. Requests must go through the local governments (i.e., cities and counties). Funding must be applied for.
  2. TMEPA has appointed a committee to look at developing a mutual aid template for use among the state's municipal utilities and perhaps other entities to ensure fair and consistent compensation. REU has an old agreement which is on file with APPA but it lacks many of the terms and conditions.

3. We have a conference call scheduled on Friday with representatives from Charter Communications to see what they are looking for as it pertains to pole attachments in our territory.
4. Roane County News announced the winners of Roane County News' 2021 Reader's Choice Awards. Rockwood Electric was chosen as the Best Utility Company for 2021. We received this recognition in 2018 and 2020; having been beat out in 2019.

A motion was made by Childs, seconded by Layne to run an advertisement in the Roane County News thanking our customers and the communities we serve for selecting us as the "Best Utility Company". All voted yes.

Mr. McCullough asked if putting an electric vehicle charging station at the Kingston Office, since it is located off I-40, could generate revenue. Manager Bear stated he would research more and that if we chose to do that, Chris Mitchell has provided a rate to be submitted to TVA for approval.

Mr. McCullough also asked if any information about the project coming to the Plateau Partnership Park near the Westel exit in Cumberland County has been given to the utility. Manager Bear stated he only knew what was in the news release but he would reach out to the economic development representatives and see if they had more information.

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

There were no Visitor comments.

There were no new purchases to be approved that exceeded the Board's threshold.

There were no new projects being recommend which exceed the \$10,000 threshold. However, a pre-construction meeting is scheduled for July 27, 2021 for service to a new customer on N. Gateway Avenue in Rockwood.

A motion was made by McCullough, seconded by Childs to approve the Rockwood Electric Employee's Pension Plan Resolution that has been updated by USI, Inc. and reviewed by Wealth Plan Advisors. The updates are required to ensure the REU Money Purchase Plan is in compliance with IRS regulations. The Plan will be reviewed each year by USI, Inc. All voted yes. A copy of the signed resolution is attached at the end of minutes.

A motion was made by Layne, seconded by McCullough to approve the ACLARA Base Maintenance Agreement Renewal at a cost of \$23,868. The renewal covers the period July 1, 2021 through June 30, 2022. Per the agreement, the adjusted maintenance fee is \$17,868.00. In past years we have also elected to purchase the System Monitoring Service – Tier 3 for an additional \$6,000.00. System monitoring is based on the number of endpoints and is designed to monitor the health of the major system components and perform diagnostics, including



communications. Diagnostic reports are provided weekly. Aclara is the software provider for our Automated Metering Infrastructure system. All voted yes.

A motion was made by McCullough, seconded by Childs **NOT** to approve the Altec material surcharge of 5%, or \$3,499 that was presented to the Board. Altec was asking that the material surcharge be added to the vehicle previously ordered and tentatively scheduled for delivered by August 27, 2021. The surcharge is not included in the original cost of bid nor will it affect any changes to the truck. The vehicle will replace Truck #12. All voted yes, not to pay the additional cost.

A motion was made by Layne, seconded by Childs to approve the write-off of uncollectible debts for the period of April 2021 in the amount of \$3,246.14 and noted the bad debts collected for June 2021 were \$148.66. All voted yes.

Chairman Holloway asked about the changes in making the deposit with US Bank and using Brinks. Marsha O'Keefe informed the Board Brinks had started picking up the funds once a week at both offices. The cash vaults were in use for counting the money daily and deposited electronically each night. The check scanners were in use for scanning the customers' checks and being submitted each night for deposit.

Chairman Holloway announced the next regular Board meeting will be held August 19, 2021 at 4:30 p.m.

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

## ADOPTING RESOLUTION

The undersigned authorized representative of Rockwood Electric Utility (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on July 20, 2021, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Plan and Trust effective July 1, 2021, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto are true copies of Rockwood Electric Utility Employees' Pension Plan as amended and restated, and the Summary of Plan Provisions, which are hereby approved and adopted.

Date: July 20, 2021

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Harold L. Holloway", is written over a horizontal line.

Harold Holloway/Board Chairman

### UTILITY PLANT

Description		Item	June 2021	June 2020
Electric Plant		1	\$66,293,827.14	\$65,674,623.93
Less Depreciation		2	\$19,058,515.68	\$17,917,834.39
<b>TOTAL</b>		<b>3</b>	<b>\$47,235,311.46</b>	<b>\$47,756,789.54</b>
Unamortized Acquisition Adjustment		4	\$0.00	
Other Utility Plant - Net		5	\$0.00	
<b>TOTAL PLANT - NET</b>		<b>6</b>	<b>\$47,235,311.46</b>	<b>\$47,756,789.54</b>

### OTHER PROPERTY AND INVESTMENTS

Description		Item	June 2021	June 2020
Non-Utility Property - Net		7	\$0.00	
Other Investments		8	\$47,345.17	\$39,135.29
Sinking Funds		9	\$0.00	
Depreciation Funds		10	\$0.00	
Other Special Funds		12	\$3,944,451.00	\$3,844,451.00
<b>TOTAL</b>		<b>13</b>	<b>\$3,991,796.17</b>	<b>\$3,883,586.29</b>

### CURRENT AND ACCRUED ASSETS

Description		Item	June 2021	June 2020
General Cash and Temporary Cash Investments		14	\$6,722,308.85	\$3,128,454.84
Accounts Receivable		15	\$2,146,937.73	\$2,448,304.55
Materials and Supplies		16	\$454,224.58	\$436,309.81
Prepayments		17	\$125,887.88	\$136,279.80
Other Current Assets		18	\$996,854.77	\$848,701.85
<b>TOTAL</b>		<b>19</b>	<b>\$10,446,213.81</b>	<b>\$6,998,050.85</b>

### DEFERRED DEBITS

Description		Item	June 2021	June 2020
Debt Expense		20	\$0.00	
Preliminary Survey		21	\$0.00	
Clearing Accounts		22	\$0.00	
Energy Service Loans Receivables		24	\$93,357.78	\$162,857.31
Deferred Costs on TVA Leases		25	\$0.00	
Other Deferred Debits		26	\$0.00	
<b>TOTAL</b>		<b>27</b>	<b>\$93,357.78</b>	<b>\$162,857.31</b>

### TOTAL ASSETS AND OTHER DEBITS

Description		Item	June 2021	June 2020
<b>TOTAL ASSETS AND OTHER DEBITS</b>		<b>28</b>	<b>\$61,766,679.22</b>	<b>\$58,801,283.99</b>

### ADDITIONAL INFORMATION

Description	Amount
CFC or CoBank Investments Included in Item No. 8	\$47,345.17
Construction Work In-Progress Included in Item No. 1	\$243,743.49
Construction Fund Included in Item No. 12	\$0.00
Total Miles of Distribution Lines	0.00
Total Miles of Transmission Lines	0.00

### CAPITAL

Description	Item	June 2021	June 2020
Membership Certificates	30	\$0.00	

### EARNINGS REINVESTED IN SYSTEM ASSETS

Description	Item	June 2021	June 2020
End of Previous Year	--	\$44,773,353.52	\$43,832,126.99
Retained Earnings Adjustment	--		
Beginning of Year	33	\$44,773,353.52	\$43,832,126.99
Current Year	34	\$2,675,091.83	\$941,226.53
<b>TOTAL</b>	<b>35</b>	<b>\$47,448,445.35</b>	<b>\$44,773,353.52</b>

### LONG-TERM DEBT

Description	Item	June 2021	June 2020
RUS	36	\$0.00	
CFC	37	\$0.00	
CoBank	38	\$0.00	
Bonds and Other Long-Term Debt	39.1	\$3,000,000.00	\$3,857,638.70
TVA	39.3	\$0.00	
Debt Premium and Discount	40	\$31,100.80	\$35,824.96
<b>TOTAL</b>	<b>41</b>	<b>\$3,031,100.80</b>	<b>\$3,893,463.66</b>

### OTHER NON-CURRENT LIABILITIES

Description	Item	June 2021	June 2020
Postretirement Benefits	39.2	\$4,401,144.34	\$3,844,451.00
Energy Service Loans - Advances	42	\$90,514.52	\$148,082.76
Energy Service Loans - Other	43	\$0.00	
<b>TOTAL</b>	<b>44</b>	<b>\$4,491,658.86</b>	<b>\$3,992,533.76</b>

### CURRENT AND ACCRUED LIABILITIES

Description	Item	June 2021	June 2020
TVA Notes Payable	45.1	\$0.00	
Other Notes Payable	45.2	\$0.00	
Accounts Payable	46	\$4,294,813.08	\$3,810,245.82
Customer Deposits	47	\$1,362,667.71	\$1,269,117.71
Taxes and Equivalents Accrued	48	\$0.00	
Interest Accrued - RUS	49	\$0.00	
Interest Accrued - CFC	50	\$0.00	
Interest Accrued - CoBank	51	\$0.00	
Interest Accrued - TVA	52.1	\$0.00	
Interest Accrued - Other	52.2	\$0.00	
Other Current Liabilities	53	\$1,141,264.99	\$1,068,570.34
<b>TOTAL</b>	<b>54</b>	<b>\$6,798,745.78</b>	<b>\$6,147,933.87</b>

### DEFERRED CREDITS

Description	Item	June 2021	June 2020
Advances for Construction - Refundable	55	\$0.00	
Other Deferred Credits	56	(\$3,271.57)	(\$6,000.82)
<b>TOTAL</b>	<b>57</b>	<b>(\$3,271.57)</b>	<b>(\$6,000.82)</b>

### TOTAL LIABILITIES AND OTHER CREDITS

Description	Item	June 2021	June 2020
<b>TOTAL LIABILITIES AND OTHER CREDITS</b>	<b>58</b>	<b>\$61,766,679.22</b>	<b>\$58,801,283.99</b>

## OPERATING REVENUE

Description	Item	June 2021	Year to Date
Electric Sales Revenue (Page 7, Item 332)	59	\$2,805,556.28	\$33,409,717.35
Revenue From Late Payments	60	\$12,894.47	\$155,592.04
Miscellaneous Service Revenue	61	\$2,655.00	\$32,465.00
Rent From Electric Property	62	\$376,289.83	\$922,785.19
Other Electric Revenue	63	\$5.00	\$60.00
<b>TOTAL OPERATING REVENUE</b>	<b>64</b>	<b>\$3,197,400.58</b>	<b>\$34,520,619.58</b>

## PURCHASED POWER

Description	Item	June 2021	Year to Date
<b>TOTAL POWER COST (PAGE 7, ITEM 342)</b>	<b>65</b>	<b>\$2,147,520.64</b>	<b>\$22,761,680.05</b>

## OPERATING EXPENSE

Description	Item	June 2021	Year to Date
Transmission Expense	66	\$0.00	
Distribution Expense	67	\$272,001.25	\$1,405,135.06
Customer Accounts Expense	68	\$123,660.92	\$936,771.77
Customer Service and Informational Expense	69	\$875.00	\$8,614.20
Sales Expense	70	\$5.25	\$12,343.25
Administrative and General Expense	71	\$325,554.67	\$2,526,309.92
<b>OPERATING EXPENSE</b>	<b>72</b>	<b>\$722,097.09</b>	<b>\$4,889,174.20</b>

## MAINTENANCE EXPENSE

Description	Item	June 2021	Year to Date
Transmission Expense	73	\$0.00	
Distribution Expense	74	\$174,602.10	\$1,064,472.04
Administrative and General Expense	75	\$0.00	\$22,717.27
<b>MAINTENANCE EXPENSE</b>	<b>76</b>	<b>\$174,602.10</b>	<b>\$1,087,189.31</b>

## OTHER OPERATING EXPENSE

Description	Item	June 2021	Year to Date
Depreciation Expense	77	\$137,014.26	\$1,632,252.85
Amortization of Acquisition Adjustment	78	\$0.00	
Taxes and Tax Equivalents	79	\$117,592.60	\$1,415,365.88
<b>OTHER OPERATING EXPENSE</b>	<b>80</b>	<b>\$254,606.86</b>	<b>\$3,047,618.73</b>

## TOTAL OPERATING EXPENSE AND PURCHASED POWER

Description	Item	June 2021	Year to Date
<b>TOTAL OPERATING EXPENSE AND PURCHASED POWER</b>	<b>81</b>	<b>\$3,298,826.69</b>	<b>\$31,785,662.29</b>

## INCOME

Description	Item	June 2021	Year to Date
<b>Operating Income (Item 64, Less Item 81)</b>	<b>82</b>	<b>(\$101,426.11)</b>	<b>\$2,734,957.29</b>
Other Income	83	\$137.24	\$10,017.08
<b>TOTAL INCOME</b>	<b>84</b>	<b>(\$101,288.87)</b>	<b>\$2,744,974.37</b>
Miscellaneous Income Deductions	85	\$425.01	\$8,981.70
<b>NET INCOME BEFORE DEBT EXPENSE</b>	<b>86</b>	<b>(\$101,713.88)</b>	<b>\$2,735,992.67</b>

**DEBT EXPENSE**

Description		Item	June 2021	Year to Date
Interest on Long-Term Debt - RUS		87	\$0.00	
Interest on Long-Term Debt - CFC		88	\$0.00	
Interest on Long-Term Debt - CoBank		89	\$0.00	
Interest on Long-Term Debt - Other		90.1	\$5,468.75	\$65,625.00
Interest - TVA		90.2	\$0.00	
Other Interest Expense		92	\$0.00	
Amortization of Debt Discount and Expense		93	\$0.00	
Amortization of Premium on Debt - Credit		94	(\$393.68)	(\$4,724.16)
<b>TOTAL DEBT EXPENSE</b>		<b>95</b>	<b>\$5,075.07</b>	<b>\$60,900.84</b>

**NET INCOME**

Description		Item	June 2021	Year to Date
Net Income Before Extraordinary Items (Item 86, Less Item 95)		96	(\$106,788.95)	\$2,675,091.83
Extraordinary Items		97	\$0.00	
<b>NET INCOME</b>		<b>98</b>	<b>(\$106,788.95)</b>	<b>\$2,675,091.83</b>



**CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES**

Description	June 2021	June 2020
Net Income	\$2,675,091.83	\$941,226.53
<b>Adjustments to Reconcile Net Income to Net Cash:</b>		
Depreciation	\$1,632,252.85	\$1,578,060.21
<b>Amortization of:</b>		
Acquisition Adjustment		
Additions to TVA Leases		
Debt Premium or Discount	(\$4,724.16)	(\$4,724.16)
<b>Changes in Current and Deferred Items:</b>		
Accounts Receivable	\$301,366.82	\$265,230.85
Materials and Supplies	(\$17,914.77)	\$74,053.52
Prepayments and Other Current Assets	(\$137,761.00)	\$44,569.50
Deferred Debits	\$0.00	
Accounts Payable	\$484,567.26	(\$859,543.51)
Customer Deposits	\$93,550.00	\$112,800.00
Taxes and Interest Accrued		
Other Current Liabilities	\$72,694.65	(\$32,768.34)
Deferred Credits	\$2,729.25	(\$785.68)
Retained Earnings Adjustments	\$0.00	
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<b>\$5,101,852.73</b>	<b>\$2,118,118.92</b>

**CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES**

Description	June 2021	June 2020
Change in Net Plant	(\$1,110,774.77)	(\$1,643,383.35)
Net Change in Other Property and Investment	(\$108,209.88)	(\$394,267.15)
Energy Service Loans Receivable	\$69,499.53	\$94,507.77
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>	<b>(\$1,149,485.12)</b>	<b>(\$1,943,142.73)</b>

**CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES**

Description	June 2021	June 2020
Change in Long-Term Debt	(\$857,638.70)	\$157,638.70
Notes Payable		
Memberships		
Energy Service Loans Advances	(\$57,568.24)	(\$50,191.89)
Post Retirement Benefit Adjustments	\$556,693.34	\$388,897.00
<b>NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>	<b>(\$358,513.60)</b>	<b>\$496,343.81</b>

**NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS**

Description	June 2021	June 2020
<b>NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS</b>	<b>\$3,593,854.01</b>	<b>\$671,320.00</b>
CASH AND TEMPORARY INVESTMENTS BEGINNING OF YEAR	\$3,128,454.84	\$2,457,134.84
CASH AND TEMPORARY INVESTMENTS END OF YEAR	\$6,722,308.85	\$3,128,454.84

### STATISTICAL DATA - REVENUE

Class of Service	Item	June 2021	Year to Date
Residential	100	\$1,641,286.01	\$19,848,017.97
Gen. Power - 50 kW & Under	101	\$393,200.18	\$4,520,352.87
Gen. Power - Over 50 kW	102	\$820,693.01	\$8,548,682.01
Street and Athletic - Codes 72, 73 & 74	103	\$17,804.41	\$207,047.49
Outdoor Lighting - Codes 75, 77 & 78	104	\$34,811.59	\$387,855.93
<b>SUBTOTAL</b>	<b>330</b>	<b>\$2,907,795.20</b>	<b>\$33,511,956.27</b>
Unbilled Revenue	331	(\$102,238.92)	(\$102,238.92)
<b>TOTAL (PAGE 3, ITEM 59)</b>	<b>332</b>	<b>\$2,805,556.28</b>	<b>\$33,409,717.35</b>

### STATISTICAL DATA - KILOWATT-HOURS SOLD

Class of Service	Item	June 2021	Year to Date
Residential	107	13,418,589	172,022,477
Gen. Power - 50 kW & Under	108	2,688,944	32,022,932
Gen. Power - Over 50 kW	109	9,148,507	95,791,524
Street and Athletic - Codes 72, 73 & 74	110	110,939	1,459,420
Outdoor Lighting - Codes 75, 77 & 78	111	200,067	2,435,590
<b>TOTAL</b>	<b>335</b>	<b>25,567,046</b>	<b>303,731,943</b>
Kilowatt-hours for Own Use	113	36,102	450,430
<b>TOTAL KILOWATT-HOURS SOLD AND USED</b>	<b>114</b>	<b>25,603,148</b>	<b>304,182,373</b>
Kilowatt-hours in Unbilled Revenue (Items 331) Above	336	-1,178,509	-1,178,509

### STATE & LOCAL SALES TAX ON ABOVE REVENUE (OPTIONAL)

	State	Sales Tax
<b>Total</b>		

### AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

Description	Item	Credits	Green Power Revenue
Green Power-Res	807		\$0.00
Green Power-GP < 50kW	808		\$0.00
Green Power-GP > 50kW	809		\$0.00
Gen Partners-Res	800	\$981.45	
Gen Partners-GP < 50kW	801	\$1,052.05	
Gen Partners-GP > 50kW	802	\$2,071.33	
SMC/GMC	803	\$0.00	
EGC	804	\$0.00	
VCP	805	\$0.00	
VII/VIP (IC)	806	\$0.00	

### PURCHASED POWER - AMOUNT

Description	Item	June 2021	Year to Date
Purchased Power (TVA)	115	\$2,147,520.64	\$22,761,680.05
Facilities Rental (TVA)	116	\$0.00	
Other Charges/Credits (TVA)	117	\$0.00	
<b>TOTAL FROM TVA</b>	<b>118</b>	<b>\$2,147,520.64</b>	<b>\$22,761,680.05</b>
Other Purchased Power	218	\$0.00	
<b>SUBTOTAL</b>	<b>340</b>	<b>\$2,147,520.64</b>	<b>\$22,761,680.05</b>
Unbilled Purchases	341	\$0.00	
<b>TOTAL (PAGE 3, ITEM 65)</b>	<b>342</b>	<b>\$2,147,520.64</b>	<b>\$22,761,680.05</b>



**PURCHASED POWER - KILOWATT-HOURS PURCHASED**

Description	Item	June 2021	Year to Date
Purchased Power (TVA)	119	28,057,200	317,633,755
<b>TOTAL FROM TVA</b>	<b>122</b>	<b>28,057,200</b>	<b>317,633,755</b>
Other Purchased Power	222	0	
<b>TOTAL</b>	<b>345</b>	<b>28,057,200</b>	<b>317,633,755</b>
Less Kilowatt-hours Sold and Used (Item 114)	123	25,603,148	304,182,373
Line Losses and Kilowatt-hours Unaccounted for	124	2,454,052	13,451,382
Percent of Losses to Purchases (2 Decimal Places)	125	8.75%	4.23%
Cost per Kilowatt-hour Including Facilities Rental (cents)	127	7.65	7.17
Kilowatt-hours in Unbilled Purchases (Item 341) Above	346	0	

**OTHER PURCHASED POWER**

Purchased Power From	Contract No.	Dates

**NUMBER OF CUSTOMERS**

Class of Service	Item	June 2021	June 2020
Residential	675	11,809	11,734
Gen. Power - 50 kW & Under	680	2,793	2,763
Gen. Power - Over 50 kW	685	126	121
Street and Athletic - Codes 72, 73 & 74	690	38	39
Outdoor Lighting - Code 78	693	131	133
<b>TOTAL</b>	<b>694</b>	<b>14,897</b>	<b>14,790</b>
Special Outdoor Lighting - Code 75	696	0	
Outdoor Lighting - Code 77	697	2,161	2,155

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT  
4390 ROANE STATE HIGHWAY  
ROCKWOOD, TENNESSEE 37854  
865-354-0704 FAX 865-354-8481**

August 19, 2021

The regular monthly E-911 Board meeting will be Thursday, August 26, 2021 at 1:00 P.M., at 4390 Roane State Highway, Arvel McNelly Training Room.

Attached please find:

Agenda for the Board meeting  
July 22, 2021 Board Minutes  
July 2021 financial report  
Fund Balances as of July 31, 2021  
Bid Package

**"REMOTE ACCESS INFORMATION"**

**TO CALL IN TO CONFERENCE BRIDGE - PHONE #865-245-1033 PIN # 0911**

AGENDA  
RCECD 911 MONTHLY BOARD MEETING  
AUGUST 26, 2021 1:00 PM

CALL TO ORDER

EMPLOYEE RECOGNITION

APPROVAL OF MINUTES OF JULY 22, 2021

APPROVAL OF JULY FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

JULY FUND BALANCES

PERSONNEL COMMITTEE

HASN'T MET

BUDGET AND FINANCE COMMITTEE

HASN'T MET

BUILDING/ EQUIPMENT COMMITTEE

CHAIRMAN GENERAL REPORT

DIRECTOR'S REPORT

BID PACKAGE

GENERAL REPORT

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

MINUTES OF JULY 22, 2021  
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, July 22, 2021 at 1:00 pm. at the E-911 Center, 4390 Roane State Highway, Arvel McNelly Training Room.

**MEMBERS PRESENT:** Tim Suter, Cecil Crowe, Tony Brown-Remote, Jason Jolly-Remote, Keith Farmer-Remote

**MEMBERS ABSENT:** Jack Stockton, Randy Ellis, Marilyn Calfee, Brad Daniels

**EMPLOYEES PRESENT:** Eric Franks, Kim Tharp

**EMPLOYEES ABSENT:** Cody Anderson

**OTHERS PRESENT:** Mark Bowrey - VFIS Insurance

**CALL TO ORDER:**

Chairman Tim Suter called the meeting to order at 1:01 pm with a quorum of 5 declared. Two members in person and three on remote access.

**APPROVAL OF MINUTES:**

Mr. Crowe made a motion to accept the minutes of June 24, 2021 Mr. Farmer (remote) second the motion. There was no discussion. All in person and on remote access voted Aye. Motion carried.

**FINANCIAL STATEMENT:**

Mr. Jolly (remote) made a motion to accept the June 2021 financial report. Mr. Farmer (Remote) second the motion. There were no questions. All present and remote access voted Aye. Motion carried.

**PUBLIC COMMENT:** Mr. Mark Bowrey with VFIS Insurance with whom we have all of our Liability and Vehicle policies. Reviewed our current policies and the coverage. He stated that he will be looking over our policies with Griffin and making some recommendations to possibly lower our costs by raising some of our deductibles. Mr. Bowrey answered any questions/concerns that the board had.

**FUND BALANCE:**

Report given. Mr. Crowe asked if the remaining capital money that was set aside to move in to the center for expenses was still needed. Mr. Franks answered his question - stating that we are still not done setting up the old dispatch furniture, then the remaining equipment will have to be installed and there may be more costs associated. Mr. Brown(remote) asked if Mr. Kirk Morris (USDA) has been contacted on the status of releasing funds for Certificate for Payment #13? Our SAM account had expired and is in the process of being renewed by our Agent Allen Hawk at this time so no funds have been released. Mr. Brown said he had heard that Keith Powell HVAC was planning to put a lien on our property if he wasn't paid so he wanted someone to check at the Roane County Courthouse today to find out if it had been filed.

**COMMITTEE REPORTS:**

**PERSONNEL/TRAINING COMMITTEE:**

Hasn't met.

**BUDGET COMMITTEE:**

Hasn't met.

### **BUILDING/EQUIPMENT COMMITTEE:**

Mr. Brown(remote) Committee Chairman reported that he and Director Anderson had met with Mr. Leffew about the \$50,893.42. He asked if Eric could contact Upland Design about the approval and release of these funds by USDA. Kirk Morris was planning to contact Upland Design about the completion of the project and the release of funds. Eric tried to call Allen Hill and was sent to his voicemail in which the mailbox was full. No contact was made with him.

### **DIRECTORS REPORT:**

In Director Anderson's absence I.T. Director Eric Franks reported a communication conflict between Upland design and Monolith regarding the \$1,500 credit for moving furniture schedule coordination. Old dispatch furniture is now moved (Cody & Eric moved it) and installed in new center by Watson. There are a few minor adjustments still needing to be done next Thursday before the equipment can be set up.

Payment Certificate #13 was submitted to USDA the same day we received it. USDA had some questions and said they would contact Upland for the needed information. Our SAM account had also expired, as of this meeting it has been renewed and we are ready to receive funds when they are released.

There had been some issues with the A/C unit cooling the Radio room. Originally noticed on 6/18/21 that the temperature read 80 degrees, a warranty form was submitted to Upland and Monolith by Director Anderson. No resolution was reached with Upland as to when it would be fixed. Using portable fans in an attempt to cool the room, by 7/2/21, the temp was 85 degrees risking damage to our equipment. After still no coordination with Upland or Monolith by 2 P.M., Director Anderson contacted Chaffee Air out of Knoxville after no local companies were able to check the unit. The A/C was up and running shortly after they arrived after putting in some refrigerant. No repairs were made since this is a warranty item installed by Keith Powell HVAC. Keith Powell stated that he would not pay for the services because he had not been paid his money in full from Monolith. We are exploring monitoring systems that will allow temperature monitoring and alarming for these critical rooms.

A substantial completion on the lawn was presented to the board for approval. Mr. Brown(remote) recommended we go with the Architect's recommendations. Mr. Jolly (remote) made a motion to approve the certificate of substantial completion on the lawn, Mr. Crowe second. After some discussion, Mr. Brown (remote) brought attention to the board that this document had not been signed by Upland it could proceed no further. Mr. Jolly (remote) withdrew his motion as did Mr. Crowe.

There have been no dates scheduled on paving or conduit work to be completed, nor any word on a credit for damaged flooring. Director and I.T. Director have been working on taking down the antennas from the tower at the old center for future use, due to bad weather they still have some to remove. The property has been listed with Caldwell Banker and we have been working on final cleaning of the buildings.

Incoming Admin. Dispatch phone 2-way audio on 7/6 required rerouting to Loudon Co of the 911 calls from 11 a.m. to approximately 5:15 p.m., limited or no recordings will be accessible during this time. AT&T techs responded and reconnection was made. On Saturday, July 17, 2021 all administrative dispatch lines were down. We used dispatch cell phones until they were reconnected by AT&T. Eddie Burchell with the TNECB is helping look in to the cause of this problem.

Replay Systems took our recorder down for software updates on 7/13 from 9:49 to 9:53 a.m. (4 minutes) no recordings will be available for this timeframe as well.

Key Control and Electronic Access Control Policy updates were presented to the Board for approval. Mr. Farmer(remote) made a motion to accept these updates. Mr. Jolly(remote) second the motion. All present and remote voted Aye. Motion carried.

Security of the Emergency Communications Center Policy updates were presented to the Board for approval. Mr. Crowe made a motion to accept these updates. Mr. Jolly(remote) second the motion. Mr. Brown(remote) asked if these

updates included Dispatch room, Mr. Franks stated they only included the electronic rooms. All present and remote voted Aye. Motion carried.

Roane County Volunteer Fire Departments/OES submitted updated protocols to be approved by the Board. Mr. Brown(remote) made a motion to accept these updates. Mr. Farmer (remote) second the motion. Discussion- This is streamlining the VFD Protocols and clarifying them on paper. Roane County Rescue Squad still need to sign them. All present and remote voted Aye. Motion carried.

#### **CHAIRMAN REPORT**

Chairman Suter asked for suggestions on how to get a resolution on a way to get the building project completed so the Executive Director and I.T. Director can get back into the rolls they were hired for. After some discussion about whether we are at the point of going to Mr. Leffew and have we gotten to that point yet. No resolution was reached.

#### **OLD BUSINESS:**

We have received 2 quotes on tree removal on the property, one written for \$20,000 and the other verbal for \$15,000. Mr. Brown(remote) made a motion that Director Anderson write up the specifications of the work needed and send it out for bids requesting the company be licensed, bonded and insured. Mr. Jolly(remote) second the motion. All present and remote voted Aye. Motion carried.

The old center on Cardiff Valley Road is now listed with Caldwell Banker, they have a sign up and lock box on the door as well as listed on their website.

#### **NEW BUSINESS:**

Mr. Farmer(remote) asked if we had a cell phone policy for the dispatch center. Comptroller stated she would send him a copy of what we have in our handbook.

#### **ADJOURNMENT:**

With no other business to address, Mr. Crowe made a motion to adjourn, Mr. Farmer(remote) second. All present voted Aye. Meeting adjourned at 2:20 pm. Next regular board meeting will be August 26, 2021.

Regular June 24,2021 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : July 22, 2021.

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Tony Brown / Secretary-Treasurer

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Tim Suter/Chairman

## FUND BALANCES

AS OF JULY 31, 2021 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT INCLUDING THE CERTIFICATE OF DEPOSIT OR BUILDING PROJECT ACCOUNT

REVENUE FUND	\$2,024,364.10
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OPERATING ACCOUNT	\$ 119,912.37
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TOTAL FUNDS	\$2,144,276.47
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LESS CAPITAL EQUIPMENT (Set aside 5/28/2020)	\$- 48,289.41
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LESS CAPITAL ADD 4 DISPATCH POSITIONS (3/25/21)	\$- 73,565.96
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LESS CAPITAL NEW CENTER ITEMS (3/25/21)	\$- 9,854.45
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LESS 800 MHZ SYSTEM MAINTENANCE	\$- 44321.40
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LESS METRO COMM. MOVING RADIOS	\$- 10,796.47
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LESS USDA RESERVE ACCOUNT	\$- 173,771.56
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CD FOR LOAN DOWN PAYMENT	\$- 63,867.48
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<u>LESS EST. 3 MONTH RESERVE</u>	<u>\$- 350,000.00</u>
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TOTAL DESIGNATED	<u>\$- 774,466.73</u>
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TOTAL UN-DESIGNATED	\$1,369,809.74
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WE ARE RECEIVING ECB PAYMENT OF \$106,753 EVERY TWO MONTHS

WE ARE RECEIVING ECB SURCHARGE SUBSIDY OF \$41,687 EVERY TWO MONTHS

THE ECB STATUTE 130 FUNDS DISTRIBUTION IS ONCE A YEAR AMOUNT VARIES

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BUILDING PROJECT ACCOUNT	\$ 1,086.37
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BUDGET F/Y 2021-2022	APPROVED BY BOARD		4/22/2021			
	2021-2022	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
<b>REVENUES</b>				<b>JULY</b>		
3010 TCA Section 7-86-303 Receipts	640,518	106,753.00	0.00	(106,753.00)	0.00	(640,518.00)
3020 TCA Section 7-86-130 Receipts	35,000	5,833.33	0.00	(5,833.33)	0.00	(35,000.00)
3060 Local Government Contracts	694,604	57,883.67	50,372.59	(7,511.08)	50,372.59	(644,231.41)
3070 Contracted Services	48,809	4,067.42	4,067.42	0.00	4,067.42	(44,741.58)
3080 Sales & Fees	250	20.83	47.98	27.15	47.98	(202.02)
5002 Interest Income	515	42.92	17.58	(25.34)	17.58	(497.42)
5006 TECB Subsidies	250,122	41,687.00	0.00	(41,687.00)	0.00	(250,122.00)
5099 Other Non-Operating Revenue	38,785	3,232.08	33,368.30	30,136.22	33,368.30	(5,416.70)
<b>TOTAL ESTIMATED REVENUE</b>	<b>1,708,603</b>	<b>219,520.25</b>	<b>87,873.87</b>	<b>(131,646.38)</b>	<b>87,873.87</b>	<b>(1,620,729.13)</b>
=====						
<b>SALARIES AND WAGES</b>						
4001 Director	65,280	5,440.00	5,006.53	(433.47)	5,006.53	(60,273.47)
4002 Administrative Personnel	125,521	10,460.08	9,626.31	(833.77)	9,626.31	(115,894.69)
4004 Telecommunicators	364,704	30,392.00	23,770.19	(6,621.81)	23,770.19	(340,933.81)
4005 Dispatch Supervisor Personnel	123,630	10,302.50	6,742.50	(3,560.00)	6,742.50	(116,887.50)
4006 Mapping/Addressing Personnel	51,259	4,271.58	3,979.94	(291.64)	3,979.94	(47,279.06)
4007 Janitor	6,240	520.00	484.23	(35.77)	484.23	(5,755.77)
4012 I.T. Personnel	51,000	4,250.00	3,912.42	(337.58)	3,912.42	(47,087.58)
4013 Compensated Absences	19,856	1,654.67	1,175.92	(478.75)	1,175.92	(18,680.08)
4099 Other Payroll Costs	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
4101 Social Security	50,443	4,203.58	3,378.51	(825.07)	3,378.51	(47,064.49)
4102 Medicare	11,797	983.08	790.15	(192.93)	790.15	(11,006.85)
4104 Medical Insurance	151,373	12,614.42	10,857.55	(1,756.87)	10,857.55	(140,515.45)
4106 Other Insurance	1,300	108.33	88.00	(20.33)	88.00	(1,212.00)
4107 Unemployment Compensation	1,596	133.00	51.52	(81.48)	51.52	(1,544.48)
4108 Pension Expense	44,770	3,730.83	2,864.13	(866.70)	2,864.13	(41,905.87)
4109 Other Postemployment Benefits	8,590	715.83	731.00	15.17	511.70	(8,078.30)
<b>ADMINISTRATION</b>						
4203 Audit Services	9,917	826.42	0.00	(826.42)	0.00	(9,917.00)
4204 Accounting/Bookkeeping Services	3,936	328.00	320.00	(8.00)	320.00	(3,616.00)
4208 Contracts with Vendors	500	41.67	0.00	(41.67)	0.00	(500.00)
4217 Legal Services	10,000	833.33	0.00	(833.33)	0.00	(10,000.00)
4229 Lease/Rental-Admin. Equip/furn/fixt	1,900	158.33	200.00	41.67	200.00	(1,700.00)
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)	0.00	(1,500.00)
4237 Dues and Memberships - Admin.	5,150	429.17	5,135.00	4,705.83	5,135.00	(15.00)
4238 Employee Test/Exams - Admin	500	41.67	0.00	(41.67)	0.00	(500.00)
4239 Equipment - General (non-capitalized)	2,500	208.33	0.00	(208.33)	0.00	(2,500.00)
4240 Insurance - Liability	10,555	879.58	0.00	(879.58)	0.00	(10,555.00)
4241 Insurance - Worker's Compensation	2,600	216.67	0.00	(216.67)	0.00	(2,600.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4243 Prem. On Surety/Fidelity Bonds	369	30.75	0.00	(30.75)	0.00	(369.00)
4245 Software & Licensing - Admin.	1,100	91.67	40.00	(51.67)	40.00	(1,060.00)
4246 Supplies & Materials - Admin.	3,290	274.17	258.23	(15.94)	258.23	(3,031.77)
4247 Training Costs - Administrative	1,200	100.00	0.00	(100.00)	0.00	(1,200.00)
4248 Travel - Administrative	6,500	541.67	0.00	(541.67)	0.00	(6,500.00)
4250 Telephone Costs - Administrative	3,000	250.00	180.31	(69.69)	180.31	(2,819.69)
4251 Telecomm cell phones/pagers-Admin	660	55.00	37.97	(17.03)	37.97	(622.03)
4253 Vehicle Expenses - Administrative	3,000	250.00	12.00	(238.00)	12.00	(2,988.00)
4254 Vehicle Fuel - Administrative	2,500	208.33	116.85	(91.48)	116.85	(2,383.15)



[illegible]

The Roane County Emergency Communications District ("RCECD") is inviting sealed bids for the good(s) and/or service(s) listed below, subject to the terms and conditions of the Invitation to Bid (ITB), the accompanying specifications, and the Roane County Purchasing Manual.

At the appointed time bids will be publically opened at the meeting of the RCECD Board of Directors. Bids arriving to RCECD past the appointed date and time will be considered late and will not be opened.

**DELIVER BIDS TO:**  
**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**4390 ROANE STATE HWY. ROCKWOOD, TN 37854**

**BID NUMBER: 2021-001**  
**TREE REMOVAL AND PROPERTY CLEARING**

**BIDS MUST BE RECEIVED BY:**  
**NOVEMBER 18, 2021 AT 11:00AM (EASTERN)**

**OPEN DATE AND TIME:**  
**RCECD BOARD OF DIRECTORS MEETING**  
**4390 ROANE STATE HWY. ROCKWOOD, TN 37854**  
**NOVEMBER 18, 2021 AT 1:00PM (EASTERN)**

**PURCHASING CONTACT INFORMATION**

Cody Anderson  
Executive Director  
Phone: 865-354-0704  
Fax: 865-354-8481  
Email: canderson@roanecounty911.com

## **GENERAL TERMS AND CONDITIONS**

1. Attached are instructions and conditions for submitting a bid for RCECD. The objective of this bid is to select suppliers in such a manner as to provide for an open and free competition and comparability.
2. Vendors are to provide one original and one copy of the bid being submitted. Any costs associated with the preparation or delivery of the bid is at the Vendor's cost with no cost to RCECD.

## **BID PREPARATION & SUBMISSION**

1. Bidders are expected to examine any drawings, specifications, terms and conditions, general or special conditions, schedules and all instructions for the purpose of this bid. Failure to do so will be at the bidder's risk.
2. The total bottom-line cost will be determined by multiplying each item bid price times the quantity requested and adding the extended dollar figures.
3. All bids shall be in accordance with the instructions to bidders and specifications included in this ITB. Specifications are intended to be open and non-restrictive.
4. All columns of the bid document must be completed in ink or typewritten. The bottom line total (sum of extended prices) must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted. Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.
5. All bids must meet or exceed the enclosed specifications. Bidder must indicate the manufacturer's name and model number offered. If bidder fails to provide this information, and an award is made, then the bidder shall supply the item(s) as specified. All items supplied by the successful bidder shall be new and unused and meet all OSHA standards. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to RCECD. Any exceptions to the specifications must be clearly noted, documented and have prior approval to be submitted as an approved alternate.
6. The use of the name of a manufacturer, brand, model or make used in describing an item does not restrict the bidder to that manufacturer. Others will be considered if they meet or exceed the items specified. When an alternate manufacturer, brand, model or make will be bid, five (5) days prior to the bid the bidder must submit documents to the purchasing contact, for evaluation of the product. RCECD will determine if the item does meet or exceed the item as specified.
7. It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted to the RCECD as described below.
8. Delivery charges are to be prepaid and included in the bid pricing.
9. All original forms must be signed by a person with authority to bind the bid. The bid must be sealed in an envelope that is labeled according to the directors stated below.
10. On the outside of the envelope/package mark the bid as follows:
  - a. Vendor name and address
  - b. Bid number
  - c. Bid date and time
11. The bid must then be in a sealed envelope/package mailed to delivered to the following address:
  - a. Roane Co. Emergency Communications District, 4390 Roane State Hwy., Rockwood, TN 37854
  - b. Please note RCECD does not receive a guaranteed delivery time for express mail and/or packages. Please mail accordingly.
12. Sealed written bids will be received at the time and place specified on the ITB. Postmark on the bid by this date will not suffice. Bid must be received on or before the date and time stated. Faxed and/or emailed bid documents will not be accepted.

#### **LATE RECEIPT OF THE BID**

1. The bid and modifications or withdrawals thereof received after the time set for opening will not be considered.
2. Bids must be in the RCECD office prior to 11:00AM sharp on the appointed date. Not bids will be accepted past 11:00AM (11:00:01AM is considered late). Time will be determined by the official NIST US time.

#### **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS**

1. It is the responsibility of the bidder to review the entire Invitation to Bid document and notify the purchasing contact if the invitation to bid is formulated in a manner that would unnecessarily restrict competition or if it ambiguous in what is being requested.
2. Pursuant to TCA 12-4-126, questions regarding the specifications or bid procedures must be received by the purchasing contact and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda will be issued within less than forty-eight (48) hours of the bid opening day, excluding weekends and legal holidays designated in TCA 15-1-101 unless the bid opening is extended for a reasonable time as determined by the RCECD Board of Directors, which shall not be less than forty-eight (48) hours excluding weekends and legal holidays as designated in TCA 15-1-101, to allow for any necessary changes to the Invitation to Bid documents and allows responders to resubmit their responses accordingly.
3. Any questions concerning this Invitation to Bid are to be faxed to the RCECD administrative offices. Questions will be answered via addenda. Information obtained from any office or person other than the purchasing contact is not to be considered binding.

#### **BID OPENING AND AWARD**

1. Only the bottom-line figure will be read at the bid opening. Bids will also be examined for compliance with specification and conditions outlined in the bid document.
2. Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening may not be corrected, and the bidder may be bound to honor bid as submitted. After investigation of the nature of the mistake, the RCECD Board of Directors may allow the bid to be withdrawn.
3. The contract will be awarded in writing to the most responsive bidder whose bid conforms best to the ITB and will be most advantageous to RCECD. It is the intent of the RCECD to involve and utilize the best product/service at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with RCECD. However, currently there are not set asides for small or minority firms.
4. RCECD reserves the right to accept or reject any or all bids and to waive informalities and minor irregularities in the bids received.
5. RCECD reserves the right to award the bid in its entirety or to divide the award in any way that will be more advantageous to the RCECD.
6. Bid results will be posted on the RCECD website ([www.roanecounty911.com](http://www.roanecounty911.com)) along with the bid tabulation.

### **PROTEST PROCEDURE**

1. If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to the RCECD no later than seven (7) days from date of bid award. The steps for dispute resolution may include:
  - a. A meeting with the purchasing contact, the Property Committee of the RCECD Board of Directors, and representatives from the disputing party to discuss and resolve the complaint.
  - b. Information from the aforementioned meeting will be forwarded to the County Attorney for review.
  - c. A written decision letter stating the reasons for the decision will be prepared by the purchasing contact and submitted in writing to the protestor and all parties involved.
  - d. Purchases will not be allowed under this procurement until a final decision is rendered.
  - e. In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures will be used.

### **APPROPRIATION**

1. In the event no funds are appropriated by RCECD for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

### **VENDOR QUALIFICATION**

1. Potential bidders must meet the following criteria:
  - a. Be able to provide a quality product/service as specified
  - b. Offer reasonable pricing
  - c. Provide dependable delivery of items ordered
  - d. Meet specifications and bid conditions
  - e. Demonstrate successful past performance
2. A potential bidder may be rejected for one or more of the following reasons:
  - a. Inadequate or unacceptable product lines
  - b. Bidder remanufactured or reconditioned items
  - c. Bidding alternate to approved items without notice prior to bid opening
  - d. Documented unacceptable product/service

### **INSURANCE**

1. The contractor will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, from claims for damages resulting from bodily injuries and damage to their property, for Bodily Injur and Property Damage liability in the amount of no less than \$1,000,000.00, for products and completed operations liability of no less than \$1,000,000.00 and from claims for damage to any RCECD property or other property. Additional insurance requirements may be listed in Special Terms and Conditions or in the Bid Specifications. This insurance company shall have a Best's rating of A or better. Any deviations from the above requirements must be disclosed in the bid submission.
2. The successful bidder shall furnish a Certificate of Insurance issued by their insurance company showing RCECD as an additional insured. Carrier will assume full common liability of all shipments.

#### **COMPLIANCE WITH ALL LAWS**

1. Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

#### **GOVERNING LAW**

1. This contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Roane County, Tennessee. The Courts in Roane County shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

#### **BUSINESS LICENSES**

1. Bidders located in Tennessee are required to have a current business license issued by the State of Tennessee at the time the bids are submitted. Vendors located outside Tennessee are required to obtain a business license issued by the State of Tennessee in Roane County if the project is over \$50,000.

#### **INDEMNIFICATION/HOLD HARMLESS**

1. Contractor shall indemnify, defend, save and hold harmless the RCECD, its officers, agent and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, supplier, agents or employees or due to any negligent act or occurrence or any omission or commission of the contractor, its subcontractors, suppliers, agents or employees until the contract terminates.

#### **VENDOR PERFORMANCE**

1. If the contractors fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, RCECD may terminate this contract, in whole or in part, any may consider such failure or noncompliance a Breach of Contract. Contractors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any contractor with continued poor performance will be removed from the potential vendor list for one year.
2. RCECD expressly retains all its rights and remedies provided by law in case of such breach, and no action by RCECD shall constitute a waiver of any such rights or remedies. In the event of termination for default, RCECD reserves the right to purchase its requirements elsewhere, with or without competitive bid.
3. Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item immediately will constitute authority to purchase on the open market so as to replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse the RCECD for excess costs incurred by such a purchase.
4. Reasons for product rejection may be any one of the following:
  - a. Quality
  - b. Price
  - c. Serviceability of item (damage)
  - d. Product does not meet bid specifications

#### **BREACH OF CONTRACT**

1. A party shall be deemed to have breached the contract if any of the following occurs:
  - a. Failure to provide products or services that conform to contract requirements.
  - b. Failure to maintain/submit any report required hereunder.
  - c. Failure to perform in full or in part any of the other conditions of the contract.
  - d. Violation of any warranty.

#### **CONTRACT TERMINATION FOR CAUSE**

1. If the contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the RCECD shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
2. In the event the contract is terminated for due cause by the RCECD, the RCECD shall have the option of awarding the contract to the next lowest bidder or bidding again.

#### **CONTRACT TERMINATION FOR CONVENIENCE**

1. The RCECD may, by written notice to the contractor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the RCECD. The RCECD must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the RCECD be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

#### **BOOKS AND RECORDS**

1. The contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by RCECD or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall include those books, documents and accounting records that represent the vendor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

#### **DELIVERY**

1. All items included in this Invitation to Bid is to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to replace any damaged components or equipment at no charge.
2. RCECD shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense.

### **INSPECTION AND ACCEPTANCE**

1. Warranty periods shall not commence until RCECD inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by RCECD. RCECD reserves the right to reject any or all items or services not in conformance with applicable specifications, and contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

### **INVOICES AND PAYMENTS**

1. Payment will be made within 30 days after receipt of invoice and/or delivery of items included in this Invitation to Bid, whichever is later.
2. RCECD is not subject to taxation. A tax exemption certificate will be provided upon request.

### **NONDISCRIMINATION AND NON-CONFLICT STATEMENT**

1. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such nondiscrimination and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
2. Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest; that would conflict in any manner with the provision of its goods or performance of its services. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of RCECD as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
3. No employee or member of the RCECD governing bodies shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
4. Officers, employees or officials of the RCECD shall neither solicit nor accept gratuities, favors or anything of more than nominal monetary value from vendors or parties to subcontracts.

### **IRAN DIVESTMENT ACT**

1. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.



**BID NUMBER: 2021-001**  
**TREE REMOVAL AND PROPERTY CLEARING**

**SPECIFICATIONS**

Bidder is to remove all trees, bushes, ground brush, or similar located within the fenced property of the RCECD located at 4390 Roane State Hwy, Rockwood, TN. In addition, the bidder is to remove all trees, bushes, ground brush, or similar located outside the fenced property noted above up to five (5) feet away from the fence. The bidder is to grind all stumps and smooth, seed and straw any disturbed land at the completion of work such that disturbed land is smooth enough to be mowed with conventional lawn mowing equipment. The bidder is to remove all vegetative matter from the chain link fencing. The bidder is to chemically kill all grass or weeds growing within 6 inches of the chain-link fence, both inside and outside, for the entire length of the chain-link fence. All debris from completed work is to be removed from RCECD property by bidder. This includes the removal of any previously fallen trees or limbs.

Bidder is to supply all labor and materials, including all equipment and any other supplies/materials necessary for completion of this project.

Bidder is to commence work within thirty (30) days of bid award and complete work within sixty (60) days of bid award. Any delays must be promptly communicated to RCECD in writing. The RCECD Board of Directors may grant reasonable time extensions for unseen delays at their discretion.

**BID NUMBER: 2021-001**  
**TREE REMOVAL AND PROPERTY CLEARING**

VENDOR INFORMATION SHEET

(PLEASE FILL OUT COMPLETELY)

By completing and signing this form you certify that you are an authorized representative of the company for which you are submitting a bid/proposal and that you have the authority to legally bind your company. Further, by completing and signing this form you certify that you agree to all the terms and conditions of this bid/proposal.

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

VENDORS EMAIL ADDRESS: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE OF PERSON SIGNING BID: \_\_\_\_\_

IF ADDENDA WERE ISSUED, PLEASE ACKNOWLEDGE THE RECEIPT OF: (WRITE "YES" IF RECEIVED)

ADDENDUM 1 \_\_\_\_\_ ADDENDUM 2 \_\_\_\_\_ ADDENDUM 3 \_\_\_\_\_

**This form must be completely filled out, signed, and returned in your bid.**

**BID NUMBER: 2021-001**  
**TREE REMOVAL AND PROPERTY CLEARING**

**NON –COLLUSION, INDEPENDENT PRICE DETERMINATION,**

**NON-DISCRIMINATION, NON-DEBARMENT & LOBBYING AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project. I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. RCECD currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

\_\_\_\_\_ African-American owned  
\_\_\_\_\_ Caucasian owned  
\_\_\_\_\_ Native American owned  
\_\_\_\_\_ Other owned

\_\_\_\_\_ Asian owned  
\_\_\_\_\_ Hispanic owned  
\_\_\_\_\_ Woman owned

\_\_\_\_\_  
Vendor name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**This form must be completely filled out, signed, and returned in your bid.**

**BID NUMBER: 2021-001**  
**TREE REMOVAL AND PROPERTY CLEARING**

The Iran Divestment Act of 2016, effective on July 1, 2016, is codified in Tennessee Code Annotated §12-12-101 et seq. The Iran Divestment Act, with certain exceptions, prohibits local governments from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tennessee Code Annotated §12-12-105, a person engages in investment activities in the energy sector of Iran if:

1. The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
2. The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to §12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's website a list of persons it determines engaged in investments activities in Iran (the "Prohibited Entities List").

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with the RCECD. Pursuant to the Act, any BIDDER that attempts to contract with the RCECD must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made where the BIDDER fails to submit a signed and verified compliance certification form.

**CERTIFICATION OF COMPLIANCE**  
**IRAN DIVESTMENT ACT**

The undersigned states that he/she has legal authority to swear this on behalf of \_\_\_\_\_  
(Vendor); and that the Vendor is not in any manner in violation of Tennessee Code Annotated §12-12-101 to §12-12-106.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tennessee Code Annotated §12-12-106.

\_\_\_\_\_  
Vendor name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary \_\_\_\_\_

My commission expires \_\_\_\_\_

**This form must be completely filled out, signed, notarized, and returned in your bid.**

# ROANE COUNTY E-911

## August 2021 Statistics

	Aug. 2021	2021 YTD	2020
Calls for service entered into CAD system	4,582	35,383	48,696
Average call for service duration (minutes)	64.0	66.7	86.4
<b>TELEPHONE</b>			
911 calls received	2,456	19,248	25,032
Administrative calls inbound	4,897	38,965	53,186
Administrative calls outgoing	2,908	23,260	31,497
<b>TOTAL:</b>	<b>10,261</b>	<b>81,473</b>	<b>109,715</b>
Total phone duration (minutes)	16,572	128,586	165,731
<b>RADIO AIRTIME (MINUTES)</b>			
MAIN D	6,259	48,787	56,717
HR DSP	2,268	17,392	18,032
FD DSP	1,102	8,044	8,980
EMS	1,326	9,357	11,514
HWY OP	313	2,804	5,229
Ro NET	0	19	25
PSAP NET 2	45	190	186
<b>TOTAL:</b>	<b>11,313</b>	<b>86,593</b>	<b>100,683</b>

MINUTES  
KINGSTON PLANNING COMMISSION  
AUGUST 17, 2021

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on August 17, 2021 at the Kingston city hall.

Members Present

Stephanie Wright, Chair  
Bo Pickel, Sec.  
Gary Botkin  
Kris Clifton  
Sammy Frogg  
Lou Qualls  
Wade Lovin  
Jim Owens  
Jody Tipton (late)

Members Absent

Tim Neal, Mayor

Others Present

David Bolling  
Kelly Jackson  
Matt Varney  
Bart Jenkins

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mr. Owens and a second by Secretary Pickel, the minutes of the July 20, 2021 meeting were approved on a roll call vote. All voted aye except for Mr. Botkin who passed.

REPORTS AND PUBLIC COMMENTS

Chairwoman Wright stated that The Local Government Planning Advisory Committee had passed a resolution that officially transferred Kingston's planning region to Roane County and deleted the regional designation of the Kingston Planning Commission. The Kingston Planning Commission is now municipal only and operates solely within Kingston's corporate boundaries.

There were no public comments.

CONCEPT PLAN – KINGSTON POINT

Commissioner Tipton arrived at the meeting. Mr. Matt Varney, of Kingston Partners, addressed the planning commission about the proposed Kingston Point development. The plan that had been provided to planning commissioners showed the proposed project that includes a marina, a RV park, a public boat launch, a swimming area, a park, a large parking area, a fuel dock, an area for possibly future condominiums and single-family houses, and territory for future development. Because it was a multi-use project, Mr. Varney considered it a planned unit development. He explained that the public facilities such as the marina, boat launch, park, and swimming area will be open for use by the public. Some of the drives in the development will be public roads that will be dedicated to the city. Others, such as those within the RV park section, will be private.

Mr. Varney also explained that water and sewer were issues that need to be worked out. The Watts Bar Utility District does not have a sewer plant and sewer hopefully would be provided by Kingston. Otherwise, there would need to be an on-site system. Also, water provided by the Watts Bar Utility District would have to be piped under the riverbed to the site because the bridge is not designed and not allowed to have utility pipes attached to it.

Mr. Varney was questioned about the length of stays for RVs in the RV park section. Mr. Varney explained that the 172 RV spaces would be available for daily and weekly rental although there may be some for longer term rentals. Chair Wright stated that there is a shortage of lodging opportunities in the town as well as long term housing. When asked if the project would be able to meet RV Park regulations that many cities have, Mr. Varney explained that the company that would build the RV park had extensive experience building high quality facilities and that this facility would be the same.

Staff explained that this did not contain the detail required for a preliminary PUD site plan so he had placed it on the agenda as a concept plan. This would allow the planning commission to address any issues and provide guidance to the developers as they move forward. Mr. Varney explained that they would be further along in the process except their engineer had passed away and they were in the process of hiring another.

#### Action Taken

On a motion by Mr. Tipton and a second by Mr. Clifton, the commission unanimously voted to approve the concept plan on a roll call vote.

#### REZONING REQUEST – R-1 TO R-2 BY JIM MUNSEY

Mr. Jim Munsey addressed the planning commission about his desire to construct additional apartments and duplexes on his property at 626 Lawnville Road. He currently has four units on the property. The property was zoned as R-1 which does not allow apartments or duplexes as a multifamily development. Mr. Munsey then requested that his property be rezoned to R-2.

Secretary Pickel stated that the property should have probably been zoned as R-2 when it came into the city because the existing apartment building was there at that time. Staff and the commission then discussed whether it should take action on the request or put it on the agenda. Staff said it could be put on the agenda for the next meeting and the city council could first address it on first reading since state law simply requires that the planning commission make a recommendation on it.

#### Action Taken

After discussion, on a motion by Mr. Botkin and a second by Mr. Owns, the commission unanimously voted to recommend that the property be rezoned to R-2.

#### DISCUSSION OF POSSIBLE RV PARK REGULATIONS

At its July meeting, the planning commission discussed the need for RV park regulations. At that meeting, staff had provided commissioners with copies of a possible RV park ordinance for discussion purposes. For this meeting, commissioners had also been provided with ordinance examples from Meigs and Loudon Counties.

The commission discussed all aspects of zoning for RV parks. The commission discussed limiting stays to prevent the parks from becoming like mobile home parks. They also noted that long term location of RVs would be discouraged by not allowing the construction of porches, decks, roofs, and other permanent structures.

The commission also discussed whether a twenty-four hour on-site manager was necessary. It also discussed whether the minimum lot size should be two acres and whether restroom and shower facilities should be encouraged or required.

Commissioners discussed the enforcement section contained in Article 6 of the Meigs County ordinance. All agreed that enforcement is key to ensuring that RV parks are run properly.

Although no official action was taken, the commission agreed that the following additions or changes should be incorporated into an ordinance that can be reviewed at the next meeting. These changes include:

1. The minimum RV park site shall be two acres.
2. The maximum length of stays be twenty-nine days.
3. No permanent structures, such as roofs, decks, and steps, be allowed on the RV sites.
4. Restroom and shower facilities are required. Number per site or park to be determined.
5. Twenty-four hour access to a RV park manager by phone will be required.
6. No home occupations or commercial activities by RV tenants are allowed.
7. A vegetative buffer to be required.
8. No on-site storage allowed.
9. Enforcement regulations, similar to Meigs County's, to be in the ordinance.

#### ADJOURNMENT

On a motion by Commissioner Tipton and a second by Mr. Qualls, the meeting adjourned at 7:25 p.m.



KINGSTON COMMUNITY CENTER FEASIBILITY AD HOC COMMITTEE  
MONDAY, AUGUST 23, 2021  
KINGSTON CITY HALL

The Regular Meeting of the Kingston Community Center Feasibility Ad Hoc Committee was held on Monday August 23, 2021. Vice Mayor/Chair Becky Humphreys called the meeting to order with the following members present: Member J.R. Best (Parks & Rec Director), Member David Bolling (City Manager), Member Randy Childs (Council Member), Member Becky Humphreys (Vice-Mayor/Chair), Member Paul Rogers (Parks & Rec Board Member), Member Stephanie Wright (Council Member). Member Jamey Davis (Parks & Rec Member) was absent.  
Others in attendance: Kelly Jackson (City Clerk)

**Continued discussion of funding options (City Manager David Bolling)**

- Member Bolling began by introducing Parks and Recreation Director and new member J.R. Best.
- Member Bolling explained a scenario of funding a \$10 million project for 30 years with a 2.5% interest rate would result in an approximate 47 cent tax increase with the debt service at \$475,000/year and approximate \$265,000 annual expense totaling a payment of \$740,000/year payment. Other options to offset costs include a smaller scale project, land donations, grant opportunities. Another option would be to remodel our existing Community Center with the existing footprint.
- Member Rogers inquired of the possibility of a referendum
- Chair Humphreys mentioned the \$40,000 available for a pool
- Member Wright inquired about the results from the survey (will be presented at a future meeting)

**Discussion of topics for future meetings / solicitation of volunteers for research and presentation (Chairperson Humphreys)**

- Member Rogers will present on possible locations at the September 27<sup>th</sup> meeting
- Member Best & Member Bolling will present on Survey results at the October 25<sup>th</sup> meeting
- Member Childs will present on similar projects at the November 22<sup>nd</sup> meeting

Member Rogers mentioned prior conceptual drawings created from previous studies

Meeting Adjourned 6:26pm