



# City Manager Report

September 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

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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: September 2021**

### **Legislative Accomplishments**

- A. Approval of the first reading of Ordinance 21-09-14-01, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2021-2022
- B. Approval of Resolution 21-09-14-01, a resolution authorizing the City of Kingston to participate in the James L. Richardson Driver Safety Matching Grant Program
- C. Approval of a request from Jason Taylor to close sections of Cumberland Street and Patton Ferry Road on November 6th for a car show

### **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 ARP funding
  - Meeting with the Tennessee Dept. of Tourism regarding improvements to Ladd Park
  - Tennessee Municipal League Annual 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

September 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	\$2,575.00									
State Tax Revenues	\$106,445.63	\$84,739.00	\$79,683.00									
County Trustee	\$130,398.33	\$130,364.00	\$130,674.59									

## Utility Billing Detail Summary

Accounts Billed	3870	3906	3901									
Billing Total	\$395,889.45	\$416,896.37	\$414,470.82									
New Service	42	68	50									
Finalled Accounts	40	61	38									
Past Due Accounts	105	94	105									
ACH Bank Drafts	884	897	896									
E-bill Accounts	417	417	415									
Online Payments	848	927	885									
Trash Pickup	2470	2498	2478									
Phone Tree Calls	203	162	261									
NHN per month	\$0.00	\$0.00	\$0.00									
NHN Balance	\$17,993.55	\$17,993.55	\$17,993.55									
NHN Disbursed	\$0.00	\$0.00	\$0.00									
Wtr/Swr Protection	2179	2211	2189									
Water Loss Protection	1198	1203	1223									
Water Line Protection	194	197	205									
Sewer Line Protection	55	57	65									
Commercial Single Protection	264	262	259									
Commercial Multi Protection	6	6	6									
Commercial Line Protection	2	2	2									
Master Meter Protection		53	53									
Combined Master Meter Multi		388	382									
Combined Water Sewer 4 inch	1	1	1									
Residential w/ Irrigation		42	42									
Residential Combined w/ Irrigation		2	2									

## Business License

Rocky Top Stump Grinding 504 Kings Close Kingston, TN 37763

## FINANCIAL SUMMARY SEPTEMBER 2021

[illegible]

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			25.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg	
Revenues										
31110		Property Taxes (Current)		2,010,000.00	(2,575.00)	0.13 %	167,500.00	(2,575.00)		1.54 %
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	(44,534.00)	68.51 %	5,416.67	(16,044.00)		296.20 %
31212		Property Tax Delinquent - 2nd Prior		25,000.00	(870.58)	3.48 %	2,083.33	0.00		0.00 %
31219		Property Tax Delinquent - Other Prior		15,000.00	(357.00)	2.38 %	1,250.00	0.00		0.00 %
31300		Interest And Court Cost On Prop Tax		25,000.00	(2,891.50)	11.57 %	2,083.33	(1,682.00)		80.74 %
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	(391,437.86)	28.68 %	113,750.00	(130,674.59)		114.88 %
31710		Wholesale Beer Tax		185,000.00	(56,007.93)	30.27 %	15,416.67	(17,408.92)		112.92 %
31720		Wholesale Liquor Tax		60,000.00	(16,292.47)	27.15 %	5,000.00	(4,930.79)		98.62 %
31800		Business Taxes		70,000.00	(3,143.37)	4.49 %	5,833.33	(1,055.88)		18.10 %
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	(17,431.37)	38.74 %	3,750.00	(7,353.15)		196.08 %
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	(100.00)	133.33 %	6.25	(50.00)		800.00 %
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	(1,500.00)	75.00 %	166.67	(1,500.00)		900.00 %
33479		State Grant		0.00	(80,579.00)	0.00 %	0.00	0.00		0.00 %
33500		Telecom Interstate Sales		5,000.00	(1,502.54)	30.05 %	416.67	(487.16)		116.92 %
33510		State Sales Tax		585,000.00	(171,687.52)	29.35 %	48,750.00	(55,477.55)		113.80 %
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	Month-To-Date	
33530		State Beer Tax		2,800.00	0.00	0.00 %	233.33	0.00	0.00 %	25.00%
33540		State Liquor Tax		6,000.00	(2,268.50)	37.81 %	500.00	(1,145.25)	229.05 %	
33551		State Gasoline Fuel Tax		212,000.00	(58,662.24)	27.67 %	17,666.67	(19,117.83)	108.21 %	
33552		State-City Streets And Transportation		11,800.00	(2,945.20)	24.96 %	983.33	(981.74)	99.84 %	
33555		State Street Contract Maintenance		45,000.00	0.00	0.00 %	3,750.00	0.00	0.00 %	
33580		Sportsbetin Revenue		1,000.00	(1,243.63)	124.36 %	83.33	0.00	0.00 %	
33590		Tva Solar Energy James Ferry		2,000.00	(815.21)	40.76 %	166.67	4,034.81	-2,420.89 %	
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	(149.66)	5.99 %	208.33	(134.65)	64.63 %	
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	(300.00)	60.00 %	41.67	(300.00)	720.00 %	
34420		Garbage Tip Fees		0.00	(85,505.46)	0.00 %	0.00	(28,441.48)	0.00 %	
34720		Swimming Pool Charges		10,000.00	(4,309.25)	43.09 %	833.33	(704.00)	84.48 %	
34730		Fort Charges & Donations		500.00	(380.00)	76.00 %	41.67	(50.00)	120.00 %	
34740		Park & Recreation Charges		12,000.00	(5,910.00)	49.25 %	1,000.00	(2,377.50)	237.75 %	
34741		Boat Slip Rental		25,000.00	(4,950.00)	19.80 %	2,083.33	(600.00)	28.80 %	
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	(5,740.00)	76.53 %	625.00	(1,470.00)	235.20 %	
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	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
35110		City Court Fines		22,000.00	(6,343.87)	28.84 %	1,833.33	(2,489.37)	135.78 %	25.00%
35140		Drug Related Fines		2,000.00	(159.06)	7.95 %	166.67	(11.86)	7.12 %	
35150		Traffic School Charges		2,000.00	(650.00)	32.50 %	166.67	(250.00)	150.00 %	
36100		Interest Earnings		5,000.00	93.07	-1.86 %	416.67	(34.03)	8.17 %	
36350		Insurance Recoveries		0.00	(4,000.00)	0.00 %	0.00	(4,000.00)	0.00 %	
36539		Sale Of Other Public Works Supps &		2,000.00	(610.20)	30.51 %	166.67	0.00	0.00 %	
36967		Contract Natural Gas		21,500.00	(5,375.01)	25.00 %	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 %	
<b>Total Revenues</b>				<b>6,053,343.00</b>	<b>(1,071,554.73)</b>	<b>17.70 %</b>	<b>504,445.25</b>	<b>(299,103.61)</b>	<b>59.29 %</b>	
<b>Expenditures</b>										
41100		Legislative		(77,335.00)	32,696.78	42.28 %	(6,444.58)	5,915.92	91.80 %	
41210		City Court		(27,105.00)	7,809.05	28.81 %	(2,258.75)	4,604.45	203.85 %	
41320		City Manager		(113,086.00)	26,857.03	23.75 %	(9,423.83)	9,090.55	96.46 %	
41500		Financial Administration		(397,625.00)	97,466.55	24.51 %	(33,135.42)	58,210.61	175.67 %	
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)	20,724.23	23.29 %	(7,416.67)	8,812.45	118.82 %	
41990		General Government		(242,600.00)	28,515.66	11.75 %	(20,216.67)	7,431.42	36.76 %	
42100		Police		(1,068,600.00)	270,918.36	25.35 %	(89,050.00)	88,503.79	99.39 %	
42152		Automotive Services		(90,000.00)	80,418.33	89.35 %	(7,500.00)	(4,009.16)	-53.46 %	
42200		Fire Protection		(1,112,900.00)	242,270.42	21.77 %	(92,741.67)	73,572.21	79.33 %	
43100		Public Works		(842,619.00)	202,893.18	24.08 %	(70,218.25)	48,030.21	68.40 %	
43190		State Street Aid		(161,500.00)	42,605.15	26.38 %	(13,458.33)	14,343.61	106.58 %	
43240		Waste Disposal		(350,000.00)	81,329.04	23.24 %	(29,166.67)	27,077.89	92.84 %	
43750		Capital Improvements		0.00	825,858.20	0.00 %	0.00	450,858.20	0.00 %	

110 General Fund		Monthly Comparative:					25.00%	
Account	Description	Year-To-Date			Month-To-Date			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual		
44143	Animal Control/Codes Enforcement	(25,781.00)	5,558.63	21.56 %	(2,148.42)	1,484.96		69.12 %
44400	Parks & Recreation	(786,150.00)	210,227.72	26.74 %	(65,512.50)	56,722.84		86.58 %
44440	Swimming Pool	(40,450.00)	17,552.97	43.39 %	(3,370.83)	1,189.11		35.28 %
44800	Library	(208,294.00)	48,300.65	23.19 %	(17,357.83)	13,998.87		80.65 %
49000	Debt Service	(410,023.00)	3,390.31	0.83 %	(34,168.58)	486.58		1.42 %
<b>Total Expenditures</b>		<b>(6,053,343.00)</b>	<b>2,250,479.76</b>	<b>37.18 %</b>	<b>(504,445.25)</b>	<b>866,324.51</b>		<b>171.74 %</b>
<b>Total 110</b>	General Fund	<b>0.00</b>	<b>1,178,925.03</b>	<b>100.00 %</b>	<b>0.00</b>	<b>567,220.90</b>		<b>0.00 %</b>

122	Drug Fund	Account	Description	Year-To-Date			Monthly Comparative:			25.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg	
Revenues										
35140			Drug Fines	15,000.00	(159.07)	1.06 %	1,250.00	(11.88)		0.95 %
Total Revenues				15,000.00	(159.07)	1.06 %	1,250.00	(11.88)		0.95 %
Expenditures										
42122			Drug Fund	(15,000.00)	649.00	4.33 %	(1,250.00)	0.00		0.00 %
Total Expenditures				(15,000.00)	649.00	4.33 %	(1,250.00)	0.00		0.00 %
Total	122		Drug Fund	0.00	489.93	100.00 %	0.00	(11.88)		0.00 %

300Capital Fund		Monthly Comparative:					25.00%
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	(9.05)	0.00 %	0.00	(9.31)	0.00 %
TotalRevenues		0.00	(9.05)	100.00 %	0.00	(9.31)	0.00 %
Total300	Capital Fund	0.00	(9.05)	100.00 %	0.00	(9.31)	0.00 %

413	Water And Sewer	Monthly Comparative:							25.00%
		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	242.22	-4.84 %	416.67	(122.52)	29.40 %		
37110	Metered Water Sales	1,394,197.00	(403,585.89)	28.95 %	116,183.08	(130,608.65)	112.42 %		
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
37117	Outside Water Sales	691,652.00	(172,248.20)	24.90 %	57,637.67	(52,308.55)	90.75 %		
37191	Penalties	30,000.00	(8,102.44)	27.01 %	2,500.00	(2,522.96)	100.92 %		
37194	Sales Of Materials	25,000.00	(12,090.00)	48.36 %	2,083.33	(1,646.00)	79.01 %		
37195	Installation Charges	55,000.00	(26,602.37)	48.37 %	4,583.33	(8,342.00)	182.01 %		
37196	Water User Fees	33,000.00	(16,218.00)	49.15 %	2,750.00	(2,862.00)	104.07 %		
37199	Miscellaneous	5,000.00	(9,156.87)	183.14 %	416.67	50.00	-12.00 %		
37210	Sewer Service Charges	1,568,888.00	(428,810.14)	27.33 %	130,740.67	(142,072.15)	108.67 %		
37296	Sewer User Fees	15,000.00	(14,685.00)	97.90 %	1,250.00	(1,335.00)	106.80 %		
37299	Miscellaneous	1,000.00	(550.30)	55.03 %	83.33	(150.00)	180.00 %		
Total Revenues		3,823,737.00	(1,091,806.99)	28.55 %	318,644.75	(341,919.83)	107.30 %		
Expenditures									
41500	Financial Administration	(485,168.00)	0.00	0.00 %	(40,430.67)	0.00	0.00 %		
41990	General Government	(477,083.00)	63,769.74	13.37 %	(39,756.92)	22,132.05	55.67 %		
49000	Debt Service	(800,000.00)	195,534.69	24.44 %	(66,666.67)	65,153.67	97.73 %		
52113	Purification	(654,215.00)	192,652.05	29.45 %	(54,517.92)	39,922.10	73.23 %		
52114	Transmission And Distribution	(1,073,801.00)	253,418.35	23.60 %	(89,483.42)	62,419.10	69.75 %		
52117	Utility Director	(82,240.00)	18,067.17	21.97 %	(6,853.33)	5,665.72	82.67 %		
52213	Sewer Treatment And Disposal	(511,732.00)	201,299.55	39.34 %	(42,644.33)	29,926.15	70.18 %		
Total Expenditures		(4,084,239.00)	924,741.55	22.64 %	(340,353.25)	225,218.79	66.17 %		
Total	413 Water And Sewer	(260,502.00)	(167,065.44)	-64.13 %	(21,708.50)	(116,701.04)	-537.58		



## **HUMAN RESOURCES REPORT SEPTEMBER 2021**

- HIRED 1 FULL-TIME UTILITY BILLING CLERK
- HIRED 1 FULL-TIME FIREFIGHTER
- HIRED 1 FULL-TIME PUBLIC WORKS LABORER

**TOTAL FULL TIME EMPLOYEES 66 TOTAL PART TIME EMPLOYEES:21 TOTAL SEASONAL EMPLOYEES:3**

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

Monies outstanding from August 7, 2007 – September 30, 2021 \$ 68,351.63  
Monies collected from August 7, 2007 – September 30, 2021 \$ 516,886.65

JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 350.00	
Collected in court on fines and costs		\$ 0.00
Amount collected after September 2021 Court		\$ 100.00
Total collected for citations on September 2021		\$ 100.00
Amount outstanding for September 2021	\$ 250.00	
<u>3</u> Cash bond forfeitures		\$ 341.25
Total amount collected for September 2021 Citations		\$ 441.25
Amount collected from previous months/FTA etc.		\$ 0.00
Total collected in September 2021		<b>\$ 441.25</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 30th of September 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 9/1/2021 - 9/30/2021

KINGSTON POLICE DEPARTMENT	Count	Percent
911 HANG UP OR OPEN LINE	2	0.66%
ALARM	12	3.93%
ALARM - FIRE	7	2.30%
ALARM - MEDICAL	2	0.66%
ANIMAL PROBLEM	9	2.95%
ASSAULT SEXUAL /RAPE	1	0.33%
AUTO ACCIDENT NO INJURY	8	2.62%
AUTO ACCIDENT WITH INJURY	2	0.66%
AUTO VS ANIMAL	1	0.33%
B&E	2	0.66%
BOLO	3	0.98%
BREATHING PROBLEMS	5	1.64%
BUSY	7	2.30%
CALL THIS STATION	12	3.93%
CHECK REGISTRATION	1	0.33%
CHECK WANTED	2	0.66%
CHEST PAIN	4	1.31%
DELIVER MESSAGE	2	0.66%
DISORDERLY PERSON	2	0.66%
DISPUTE/NEIGHBOR/LAND	1	0.33%
DISTURBING THE PEACE	4	1.31%
DOMESTIC	3	0.98%
DRUNK DRIVER	1	0.33%
DRUNK PERSON	1	0.33%
ESCORT	8	2.62%
FALL	2	0.66%
FIGHT	1	0.33%
FIRE	2	0.66%
HARASSMENT/THREATS MADE	1	0.33%
HIT AND RUN	2	0.66%
INFORMATION	1	0.33%
JUVENILE PROBLEM	5	1.64%
LARCENY/THEFT	4	1.31%
LITTERING/DUMPING	1	0.33%
LOST/MISPLACED TAGS/PROPERTY	1	0.33%
MENTAL STATUS CHANGE	1	0.33%
MOTORIST ASSIST	11	3.61%
OVERDOSE	2	0.66%
POSSIBILITY OF DRUGS PRESENT	3	0.98%
PROPERTY/VEHICLE DAMAGE	5	1.64%
PROWLER	2	0.66%
PUBLIC ASSISTANCE	3	0.98%

<b>KINGSTON POLICE DEPARTMENT</b>	<b>Count</b>	<b>Percent</b>
RECKLESS DRIVER OR 4 WHEELER CALL	12	3.93%
RECOVERY/VEH/LIC PLATE/ARTICLE	1	0.33%
ROAD/TRAFFIC HAZARD	6	1.97%
SCAMS	1	0.33%
SHOTS HEARD	1	0.33%
SICK	2	0.66%
SPECIAL EVENT	1	0.33%
SPEEDERS	2	0.66%
STOLEN VEHICLE	2	0.66%
STROKE	1	0.33%
SUSPICIOUS ACTIVITY	8	2.62%
SUSPICIOUS PERSON	9	2.95%
SUSPICIOUS VEHICLE	5	1.64%
THEFT OF PROPERTY	1	0.33%
THREATENING SUICIDE	5	1.64%
TRAFFIC STOP	67	21.97%
TREE HAZARD	2	0.66%
UNCONSCIOUS	1	0.33%
UNWELCOME PERSON	4	1.31%
UTILITY PROBLEMS	1	0.33%
VEHICLE PROBLEMS	3	0.98%
WALK IN	1	0.33%
WELFARE CHECK	20	6.56%
<b>Total Records For KINGSTON POLICE DEPARTMENT</b>	<b>305</b>	<b>Dept Calls/Total Calls 100.00%</b>
<b>Total Records</b>	<b>305</b>	

# Activity Detail Summary (by Category)

Kingston Police Department

(09/01/2021 - 10/01/2021)

---

## Incident\Investigations

23D - Theft From Building	1
23F - Theft From Motor Vehicle	1
23H - All Other Larceny	1
240 - Motor Vehicle Theft	1
270 - Embezzlement	1
290 - Destruction/Damage/Vandalism of Property	3
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	3
90D - Driving Under the Influence	1
90Z - All Other Offenses	19
Total Offenses	33
Total Incidents	26

---

## Arrests

120 - Robbery	1
13B - Simple Assault	1
220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	1
26B - Credit Card/Automatic Teller Machine Fraud	1
290 - Destruction/Damage/Vandalism of Property	1
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	2
90D - Driving Under the Influence	1
90Z - All Other Offenses	6
Total Charges	17
Total Arrests	9

---

## Accidents

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

# Activity Detail Summary (by Category)

Kingston Police Department

(09/01/2021 - 10/01/2021)

---

## Citations

Total Violations 31

Total Citations 23

---

## Warning Tickets

1

Failure To Yield

1

Speeding

11

---

Total Charges 13

Total Warning Tickets 15

---

## Ordinance Tickets

Total Ordinance Tickets 0

---

## Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

---

## Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

---

## SEPTEMBER 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		Cleaned Up and Cleared




SEPTEMBER 2021 NEW CASES					
DATE	LOCATION	ISSUE	ACTION	STATUS	
9/3/2021	Gravel Lot Attached to Hardees Parking Lot, 935 N Kentucky Street	13-103 Stagnant Water 13-502 Duty of Maintenance of Private Property 16-108 Obstruction of Drainage Ditches	Letter Sent		
9/7/2021	816 Scenic Drive	13-501 Declaration of Nuisance 13-502 Duty of Maintenance of Private Property 13-106 Health and Sanitation Nuisance 13-302 Wrecked, Junked or Abandoned Vehicle 17-106 Pre-Collection Practices	Letter Sent		
9/15/2021	210 Kingwood Steet	13-104 High Grass or Weeds	Hanger Left	Closed as of 9/16/21	

9/16/2021	414 W Ridgecrest Drive	13-104 High Grass and Weeds 13-502 Duty of Maintenance of Private Property	Hanger Left	Closed as of 9/30/21
9/30/2021	817 W Ridgecrest Drive	13-501 Declaration of Nuisance 13-502 Duty of Maintenance of Private Property	Letter Sent	
9/30/2021	Car Wash at 519 E Race St	13-104 High Grass or Weeds 13-106 Health and Sanitation Nuisance 17-106 Pre-Collection Practices 13-501 Declaration of Nuisance 13-502 Duty of Maintenance of Private Property	Letter Sent	
	Lakewood Drive	Three Cats Collected		

Valley Road      One Opossum Collected



# KINGSTON POLICE MONTHLY RESERVE REPORT TO CITY COUNCIL

		TRAINING		RIDE TIME		EVENT		TOTAL
JAN	Hours							
	Number of Officers							
	Notes:							
FEB	Hours							
	Number of Officers							
	Notes:							
MAR	Hours							
	Number of Officers							
	Notes:							
APR	Hours							
	Number of Officers							
	Notes:							
MAY	Hours							
	Number of Officers							
	Notes:							
JUNE	Hours							
	Number of Officers							
	Notes:							
JULY	Hours							
	Number of Officers							
	Notes:							
AUG	Hours							
	Number of Officers							
	Notes:							
SEPT	Hours	4 hrs		108 hrs		6 hrs		118 hours
	Number of Officers	12		5		2		19 officers
	Notes:					football		
OCT	Hours							
	Number of Officers							
	Notes:							
NOV	Hours							
	Number of Officers							
	Notes:							
DEC	Hours							
	Number of Officers							
	Notes:							
APPROVED BY		<i>City R. M. King</i>						



# 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 September was over Off & On Duty Survival and Stop The Bleed. These courses are approved through the P.O.S.T. Commission and are 4 hours of training. The Off and On Duty Survival was taught Captain Roy Montgomery and the Stop The Bleed was taught by Captain Tony Guy.

All of the Kingston Police Department officers participated in this training.

Captain Roy Montgomery GDI/TO  
Sept 30, 2021

## Department Hours

09/20/21 to 10/03/21

Department	REG	OT	VAC	SIC	BER	CE	Totals
	956.75	40.30	44.00	118.50	24.00	2.95	1186.50
Police PT	35.28						35.28
Police	921.47	40.30	44.00	118.50	24.00	2.95	1151.22

## Kingston Fire Department September 2021

### Summary of Month's Activities

#### Fire Operations

The Department responded to 98 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	11	213

#### 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
- Several Members completing Hazmat training through TEMA
- FF Michael Adkins obtained Firefighter II

### **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
- Repair steering wheel on U4

### **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**

- Vehicle Fires

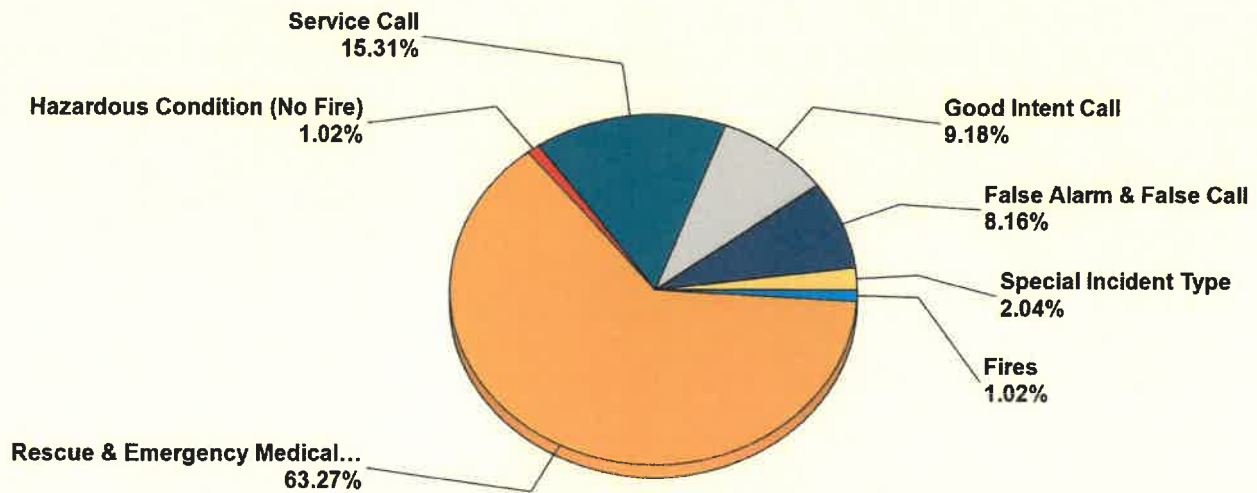
# Kingston Fire Department

Kingston, TN

This report was generated on 10/1/2021 3:43:08 PM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.02%
Rescue & Emergency Medical Service	62	63.27%
Hazardous Condition (No Fire)	1	1.02%
Service Call	15	15.31%
Good Intent Call	9	9.18%
False Alarm & False Call	8	8.16%
Special Incident Type	2	2.04%
<b>TOTAL</b>	<b>98</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.



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
132 - Road freight or transport vehicle fire	1	1.02%
311 - Medical assist, assist EMS crew	21	21.43%
321 - EMS call, excluding vehicle accident with injury	37	37.76%
322 - Motor vehicle accident with injuries	1	1.02%
324 - Motor vehicle accident with no injuries.	2	2.04%
381 - Rescue or EMS standby	1	1.02%
463 - Vehicle accident, general cleanup	1	1.02%
551 - Assist police or other governmental agency	1	1.02%
553 - Public service	2	2.04%
554 - Assist invalid	5	5.1%
571 - Cover assignment, standby, moveup	7	7.14%
600 - Good intent call, other	1	1.02%
611 - Dispatched & cancelled en route	5	5.1%
622 - No incident found on arrival at dispatch address	2	2.04%
631 - Authorized controlled burning	1	1.02%
700 - False alarm or false call, other	1	1.02%
735 - Alarm system sounded due to malfunction	4	4.08%
743 - Smoke detector activation, no fire - unintentional	2	2.04%
745 - Alarm system activation, no fire - unintentional	1	1.02%
900 - Special type of incident, other	2	2.04%
<b>TOTAL INCIDENTS:</b>	<b>98</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

Kingston, TN

This report was generated on 10/1/2021 3:41:10 PM

## Minor Incident Types by Month for Year

Year: 2021

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	SUM
Accident, potential accident	1			1		1	1	1	1		6
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				1		5
Cover assignment, standby at fire station, move-up	6	3	5	5	4	8	3	7	7		48
Dispatched and canceled en route	13	8	7	8	10	9	5	12	5		77
Electrical wiring/equipment problem	1					1		1			3
Emergency medical service (EMS) Incident	20	27	31	32	36	25	34	37	40		282
Explosion (no fire)							1				1
Extrication, rescue						1					1
False alarm and false call, other	1	2	2	1	3	2	5	2	1		19
Fire in mobile property used as a fixed structure			1								1
Fire, other					1						1
Good intent call, other	1		1					2	1		5
Medical assist	17	21	11	19	34	22	29	15	21		189
Mobile property (vehicle) fire	1	1		3		1	4	1	1		12
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	8	1	84
Rescue or EMS standby		1	1		1				1		4
Smoke, odor problem						1					1
Special type of incident, other									2		2
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	4		11
Unauthorized burning			1								1
Unintentional system/detector operation (no fire)	3	2		3	4	1	4	1	3		21
Wrong location, no emergency found	3	1		2	1	1	1		2		11
<b>Total</b>	<b>77</b>	<b>76</b>	<b>68</b>	<b>92</b>	<b>104</b>	<b>95</b>	<b>103</b>	<b>97</b>	<b>98</b>	<b>1</b>	<b>811</b>

Only REVIEWED incidents included



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# Kingston Fire Department



Kingston, TN

This report was generated on 10/1/2021 3:43:40 PM

## Occupancies Inspected for Date Range

Start Date: 09/01/2021 | End Date: 09/30/2021

OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
AutoZone Auto Parts		619 N Kentucky St ST	Kentucky Street	09/22/2021
Browders Ace Hardware		615 N Kentucky St ST N	Kentucky Street	09/22/2021
Classic Styles		511 N Kentucky ST	Kentucky Street	09/17/2021
COIN LAUNDRY		105 SPENCER ST	Kentucky Street	09/17/2021
Hands of Mercy		149 Court ST	Kentucky Street	09/17/2021
Kay Mart #3 Wine and Spirits		517 N Kentucky ST	Kentucky Street	09/17/2021
Recovered Relics	16	701 N Kentucky	Kentucky Street	09/17/2021
ROCKWOOD ELECTRIC UTILITY (REU)	11	525 N KENTUCKY ST	Kentucky Street	09/17/2021
Scandlyn Lumber Company		801 Larry Byrd RD	Kentucky Street	09/22/2021
Speech Pathology Associates		513.5 N Kentucky ST	Kentucky Street	09/17/2021
Three Rivers Insurance	18	513 N Kentucky ST	Kentucky Street	09/17/2021

# of Occupancies Inspected: 11

% Occupancies Inspected: 4.18

Included occupancies are those that have a LOCKED inspection on record for the date range provided.



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# Kingston Fire Department

## Vehicle Fires

### Class Information

<b>Date/Time</b>	09/20/2021 08:00 - 09/20/2021 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 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

This class discussed the safety concerns associated with vehicle fires and how to avoid injury. The class also discussed attack methods for different possible incid

### 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  
Woody, Josh D



# Kingston Fire Department

## Vehicle Fires

### Class Information

**Date/Time** 09/21/2021 13:00 - 09/21/2021 17:00

**Class Length** 4:00

**Category** Shift Training

**Station** 1 - Station 1

**Evaluation Method(s)** Subjective

**Location** Station 1  
Kingston Fire Dept. Station 1  
125 W. Cumberland St. Kingston, TN 37763

**Objective** Discuss safety concerns 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.

### Narrative

This class discussed the safety concerns associated with vehicle fires and how to avoid injury. The class also discussed attack methods for different possible incidents.

### Training Codes

**Category**

**Code**

**Description**

**Type**

ISO

ISO

ISO approved training

Agency

Shift Training

ST

daily shift training

Agency

### People

**Name**

Abbott, Reece M

Cloyd, Greg W

Logan, Jay

Williamson, Jordan



# Kingston Fire Department

## Vehicle Fires

### Class Information

<b>Date/Time</b>	09/22/2021 08:00 - 09/22/2021 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>			
<b>Objective</b>	Discuss safety concerns and attack methods		

### Instructors

Name	Instructor Type	Notes
Munguia, Michael (Lieutenant/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.

### 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
Munguia, Michael
Woody, Josh D

# City of Kingston

## Public Works

"Know ye not that ye are the temple of God,  
and that the Spirit of God dwelleth in you?"

(1 Corinthians 3:16 KJV)

September 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. 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				
• Arsenaault 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	

# Street

## Maintenance/Drainage

### Culverts/Storm Drains

3 Service Calls for a YTD total of 547  
Cleaned Catch Basins

Curb/Sidewalk Repair/Install/Remove  
YTD total of 1380 ft.

Excavation/Street Cut Permits Issued

### Graffiti Removal

### Signs Repaired/Installed

3 for a YTD total of 79

### Street Repair

1 YTD total of 168 (Ladd Blvd)

### Street Paving

### Streets Striped

### Street Sweeping

6 loads for a YTD total of 103

### Tennessee One-Call Locate Requests

YTD total of 52

### Traffic Signal Repair

YTD total of 24

### Tree Trimming Requests

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.

- 2017 Ford F150 (Jamie Melton) rear brakes replaced
- 2016 Ford Explorer (Brent Barger) Front/Rear Brakes replaced, New Tires

## Public Works

- Caterpillar D7 Bulldozer-Radiator removal/cleaning, thermostat and water pump replacement.
- Bobcat E55-Clean/Maintenance check.
- 2004 F-350-passenger side mirror replacement

## Wastewater

- 1993 Ford Bronco-Window motor, Heat/AC Cable, Upper Radiator Hose



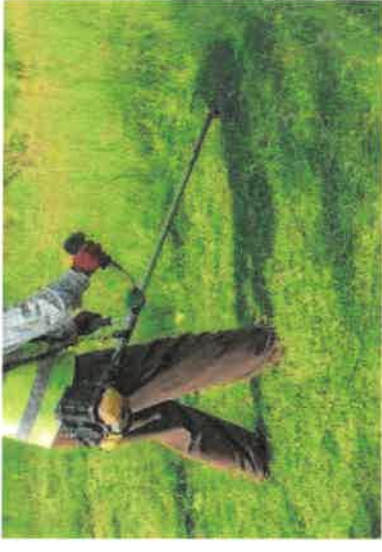
## Parks & Rec

- 2004 Chevy Silverado (Josh King) Replace battery, new starter
- 2002 Ford Ranger-A/C leak, front right tire patch

## Fire Dept.

- 2014 F-550-sent to Jerry Duncan Ford for recall work
- 2003 Chevy 3500-Steering Wheel replacement.

# Right of Way Maintenance



## Mow/Weedeat

Greenwood, Braxton Cemetery, I-40 Interchange, Bethel Cemetery, Ladd Landing Blvd, West Race along dyke, Poor Road ingress/egress, District Attorney and Public Defenders Office, Island at RCHS, Lawnville Road Triangle, Court Street, Corner of Race/Third, Morrison Hill, Gallaher Road, Bailey Road, Vancon Dr., Midtown area.

## Trim Trees/Bushes on Right of Ways

# Continued Projects

## Greenway Repair Project

Hauled approximately 25 loads of dirt to the Greenway Repair Site

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-September 30, 2021

Employee Hours 256.50=\$8833.85, Equipment Use \$11061.32

Current Total Employee Hours: \$26,451.30

Current Total Equipment Use: \$30,173.25

Thanks to Roane Co. Highway Dept. for use of Equipment while our  
Dozer was being repaired !!

# Special Projects/ Miscellaneous

- **Installation of Veteran Banners (DELAYED INSTALLATION DUE TO BUCKET TRUCK BEING IN NEED OF REPAIR)**

**COST TO REPAIR EXCEEDS \$3000 BUT EVEN IF REPAIRS ARE MADE THE TRUCK CAN NO LONGER BE CERTIFIED-ACCORDING TO PEP THE TRUCK DOES NOT NEED TO BE USED UNLESS IT IS CERTIFIED**

**Cost of new bucket truck through Altec is approximately \$130,000 and approx. 1 year out**

**Cost of new bucket truck through Custom Truck is \$109,400 and approx. 4 months out.**

**Rec'd one estimate for rental-approximately \$387/day (Other estimates pending)**

- **Received quote to replace High Mast Lighting at Gallaher Road to LED lights from Progression Electric. 36 Lights Installed = \$95,750**

- **Hauled 5 loads of old brick to the Heritage Commission for the Outdoor Kingston project.**

# October 2021 Goals

- Continue progress on Greenway
- Begin Fall Brush Collection(October 25-November 5)
- Schedule Leaf Collection (December 6-17<sup>th</sup>)
- Replace Drainage Tile on Spring Street @First Street.
- Fabricate brackets for 12 Days of Christmas Ornaments
- Investigate options for Bucket Truck (Purchase/Lease)





# Kingston Parks & Recreation September 2021

Kingston Parks & Recreation has been working hard with preparations for the Fall Street Fest. We currently have 44 vendors. Registration for flag football has ended with a final count of 113 participants, up from 83 last year. The flag football program is growing every year with this year being the best so far.

Hardship hill had a great turnout and everyone seemed to enjoy playing in the mud pit. Registration numbers seemed to be consistent with the last few years. B and B roofing is still working on the roof. They have ran into a small number of setbacks but, are still ahead of schedule.

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





# NFL FLAG FOOTBALL

*Designed for Boys & Girls Ages 4-14*

PLAY FLAG FOOTBALL THIS FALL!

- Develop football fundamentals without the contact
- Kids of all abilities can play - no experience or timetable
- Safety equipment is encouraged

SEASON BEGINS IN SEPTEMBER & PEE

Games and practices played on Sunday afternoons

Trained and screened volunteer coaches

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

The LARGEST league in the state  
allows to play this October!

**LOCATION!**  
SOUTH POINT COMPLEX  
KINGSTONE, TN

IN PARTNERSHIP WITH

**NATIONAL FLAG FOOTBALL**

GO TO [WWW.NFLFLAGFOOTBALL.COM](http://WWW.NFLFLAGFOOTBALL.COM)  
OR CALL 800-333-3333



# Kingston Parks & Recreation- September 2021

## Pavilion/Park Rentals

- City Park-5
- Gravel Pit-1
- Southwest Point Pavilion-2
- Amphitheater-0
- Fort SWP-1
- Ladd Park-2

## Community Center Rentals

- Banquet Room-34
- Room C-6
- Room B-1



**KINGSTON PARKS AND RECREATION  
BOARD MINUTES  
October 4, 2021**

**PRESENT:** Sue Collins, Eric Clark, JR Best, Debbie Russell, Becky Humphries

**ABSENT:** Paul Rodgers, Jamie Davis, Matt Melton, Ruth Thompson, Keenon Heathcoat

**GUESTS:** Sonny Hunter, Scott Stout

The meeting was called to order by Becky Humphries at 6:10 p.m.

**UNFINISHED/OLD BUSINESS:**

1. **Vote to Change meeting date:** Becky discussed the need to change the Parks & Rec. Board meeting night to the first Thursday of the month, however there hasn't been enough members show up to the last couple of meetings to be able to vote.
2. **Elect new chairman and vice chairman:** It was again stated that the board also needs to elect a new chairman and vice-chairmen when more members are in attendance.
3. **By-laws:** The board's by-laws were discussed in regards to the attendance policy stating "any member who is absent 3 regular meetings in succession, or 6 regular meetings during a fiscal year, must show cause to the commission why said member should be retained" or member will be asked to step down, should be enforced. It was also discussed that Article VII – "Financial" of the By-laws needs to be updated as the Parks & Recreation Board no longer submits a proposed budget to City Council.
4. **Flag Football:** Registration for 5<sup>th</sup> graders still open for the next two weeks. Games start on October 17<sup>th</sup>. 116 youth are registered, which is the highest number registered to date.
5. **Presentation of check for amphitheater restrooms** – Outdoor Kingston will present a check to the city on Tuesday, Oct 5<sup>th</sup> at 5 p.m. at the amphitheater for funding to build restrooms there. Parks and Recreation Board are invited to attend.

**NEW BUSINESS:**

1. **Parks & Recreation Board vacancies:** The board currently has two vacancies that need to be filled, Becky stated that the openings have been posted on the city's website.
2. **New Children's Dance and Tumbling Class:** There are new children's dance and tumbling classes now being taught at the Community Center on Wednesday afternoons by Sweet Southern Dance, owned by Shelly Hall with over 30 years' experience in dance instruction. Classes are in 6-week increments. Children receive a certificate after completion of the class, and put on a small performance.
3. **Fall Street Fest: Currently have 42 vendors signed up and only 4 vendor spots are available.** There will be 5 food vendors on hand serving BBQ, Mexican food, burgers, hot dogs wraps, Philly sandwiches and more. Currently working on where to put the electrical drop for the stage.



4. **Josh King's position:** Josh King resigned two weeks ago, and Parks & Rec. is taking applications in order to fill his position.
5. **Hardship Hill:** J.R. stated that Hardship Hill was this past weekend at Fort Southwest Point, and all went well, but participation was down.
6. **Trick-R- Treat at the Dog Park:** Outdoor Kingston will host "Pup-o-treat" on Thursday, Oct 28<sup>th</sup> from 6-7:30 p.m. at the Kingston Dog Park. Dog owners are encouraged to dress up their dog and come out.
7. **Christmas Lights** – Becky updated the board on the status of the snowflake lights, that outlets have been put in place on the light poles on Race Street so the Snowflake lights will be able to be used there this Christmas season. New lights in the shape of Christmas trees will be used on Kentucky Street.

The meeting was adjourned at 7:00 p.m.

**Dates to Remember:**

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

Thursday, Oct. 28<sup>th</sup>, Pup-O-Trick

## **COMMUNITY CENTER MONTHLY REPORT**

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

Anybody Can Exercise (ABC)  
Strong/Zumba Mash Up Classes  
Bounce Fitness Aerobic Class  
Pound Fitness Class  
Strong Fitness  
Line Dancing  
Sweet Southern Dance & Tumbling  
Senior Quilting  
T.O.P.S.  
Adult Table Tennis  
Kingston Beautification Committee  
Outdoor Kingston  
FCE  
Pinochle

Submitted By: Debbie Russell



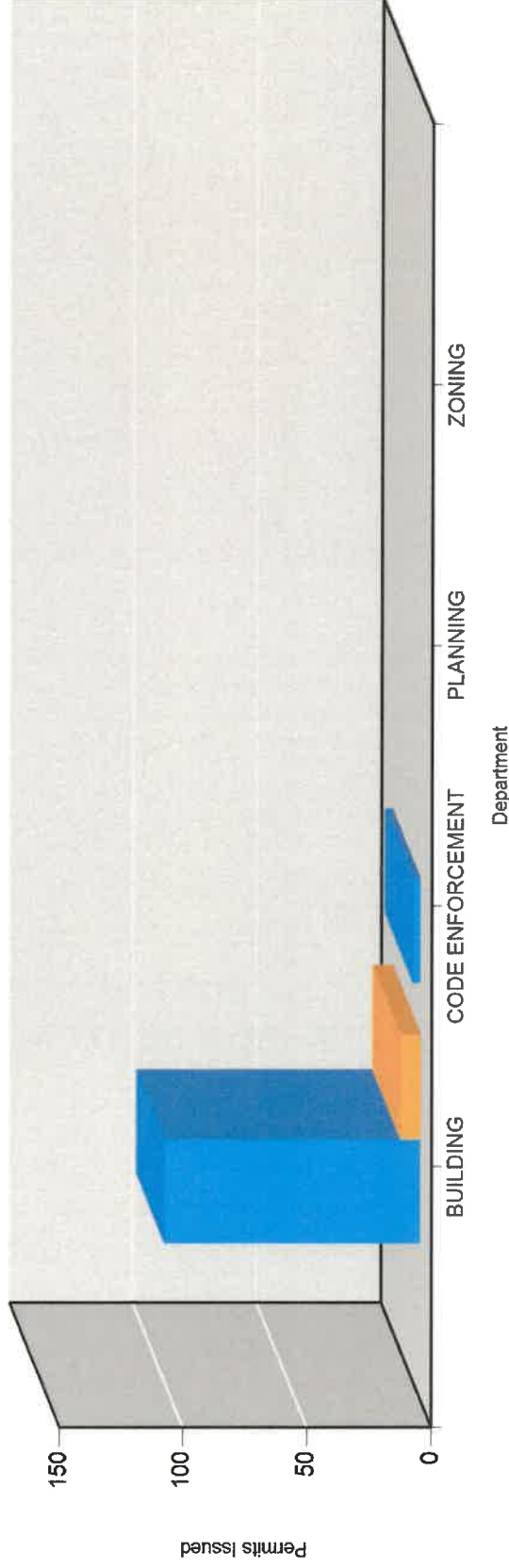
## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
09/01/2021 AND 09/30/2021

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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	86	78	Same Day	1.34 Days	1	71	7
	CM	Same Day	1	0	Same Day	0 Days	1	0	0
	PL	Same Day	24	24	Same Day	0 Days	1	24	0
	RM	Same Day	13	9	1 Day	2.33 Days	1	8	1



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CODE ENFORCEMENT	BK	Same Day	2	0	Same Day	0 Days	1	0	0
	EV	Same Day	3	3	Same Day	0 Days	1	3	0
PLANNING	PLT	Same Day	13	0	Same Day	0 Days	1	0	0
ZONING	REZ	Same Day	1	0	Same Day	0 Days	1	0	0
	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	BP2021-635 Remodel 171 Hamilton Road, Kingston, TN 37763	Submitted: 09/01/2021 Technically Complete: Approved: Ready to Issue: Issued: 09/01/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2021-636 Residential Home 135 Emerald Pointe Circle, Rockwood, TN 37854	Submitted: 09/01/2021 Technically Complete: Approved: Ready to Issue: Issued: 09/01/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2021-637 Commercial Remodel 408 N Roane St, Harriman, TN 37748	Submitted: 09/02/2021 Technically Complete: Approved: Ready to Issue: Issued: 09/02/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2021-638 Dock 632 De Armond Rd, Kingston, TN 37763	Submitted: 09/02/2021 Technically Complete: Approved: Ready to Issue: Issued: 09/03/2021	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		BP2021-639 Lean To 780 Winton Chapel Rd, Rockwood, TN 37854	Submitted: 09/03/2021 Technically Complete: Approved: Ready to Issue: Issued: 09/03/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: 09/03/2021	In Process: 0
		Closing carport /garage	Technically Complete:	Waiting: 0
		1102 New Midway Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/03/2021	
BP2021-641			Submitted: 09/03/2021	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		184 East Shore Drive, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 09/03/2021	
BP2021-642			Submitted: 09/07/2021	In Process: 0
		HC Sign	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1225 Roane St., Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2021	
BP2021-643			Submitted: 09/07/2021	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		274 Crystal Springs Rd, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2021	
BP2021-644			Submitted: 09/07/2021	In Process: 0
		PORCH ROOF ONLY	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		605 TENNESSEE CHAPEL CIRCLE, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2021	
BP2021-645			Submitted: 09/07/2021	In Process: 0
		KC Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		103 Cedar Greens Dr, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2021	
BP2021-646			Submitted: 09/07/2021	In Process: 0
		KC Porch	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		103 Cedar Greens Dr, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2021	
BP2021-647			Submitted: 09/07/2021	In Process: 7
		Window Replacement	Technically Complete:	Waiting: 0
			Approved:	Total Days: 7
		497 Woolsey Rd, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/14/2021	



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BUILDING	BP		Submitted: 09/07/2021	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 09/07/2021		
BP2021-648				
Dock				
197 E Shore Dr, Rockwood, TN 37854				
BP2021-649				
HC Residential Home				
177 Pine Ridge Road, Harriman, TN 37748				
BP2021-650				
Above ground pool				
979 POST OAK VALLEY, ROCKWOOD, TN 37854				
BP2021-651				
Porch				
817 Lawnville Rd, Kingston, TN 37763				
BP2021-652				
Garage				
357 Old Hen Valley Rd., Oliver Springs, TN 37840				
BP2021-653				
Storage Building				
384 Lancer Rd, Harriman, TN 37748				
BP2021-654				
esidential Home				
1652 Old Harriman Hwy, Oliver Springs, TN 37840				
BP2021-655				
Carport				
1648 Old Harriman Highway, Oliver Springs, TN 37840				



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BUILDING	BP		Submitted: 09/08/2021	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		360 DeArmond Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/08/2021	
		BP2021-657	Submitted: 09/08/2021	In Process: 0
		Residential Home (Guest)	Technically Complete:	Waiting: 0
		360 DeArmond Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/08/2021	
		BP2021-658	Submitted: 09/08/2021	In Process: 0
		Above Ground Pool and Deck	Technically Complete:	Waiting: 0
		316 Sunrise Dr., Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/08/2021	
		BP2021-659	Submitted: 09/10/2021	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		124 Hopewell, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	
		BP2021-660	Submitted: 09/10/2021	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		277 Serenity Drive, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	
		BP2021-661	Submitted: 09/10/2021	In Process: 0
		Deck	Technically Complete:	Waiting: 0
		736 Buck Creek Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	
		BP2021-662	Submitted: 09/10/2021	In Process: 0
		Commercial Remodel	Technically Complete:	Waiting: 0
		4327 Roane State Hwy, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	
		BP2021-663	Submitted: 09/10/2021	In Process: 0
		OS Remodel	Technically Complete:	Waiting: 0
		512 Henley Circle, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	



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BUILDING	BP		Submitted: 09/13/2021	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 09/13/2021		
BP2021-664				
Carport				
913 Bonnyview Ave, Kingston, TN 37763				
BP2021-665				
		Submitted: 09/13/2021	In Process: 25	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 25	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
198 Ross Estates Rd, Kingston, TN 37763				
BP2021-666				
Residential Home		Submitted: 09/13/2021	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued: 09/13/2021		
3687 Kingston Hwy, Kingston, TN 37763				
BP2021-667				
Metal garage		Submitted: 09/13/2021	In Process: 25	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 25	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
263 Poland Hollow Rd, Harriman, TN 37748				
BP2021-668				
Metal garage		Submitted: 09/13/2021	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued: 09/13/2021		
263 Poland Hollow Rd, Harriman, TN 37748				
BP2021-669				
Roof Repair on workshop		Submitted: 09/13/2021	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued: 09/13/2021		
1257 Joiner Hollow Road, Rockwood, TN 37854				
BP2021-670				
Garage remodel (window and door change out 12)		Submitted: 09/14/2021	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued: 09/14/2021		
311 Lee Village Dr, Harriman, TN 37748				
BP2021-671				
OS Attached Carport		Submitted: 09/14/2021	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued: 09/14/2021		
522 First Norway Drive, Oliver Springs, TN 37840				





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BUILDING	BP		Submitted: 09/14/2021	In Process: 0
BP2021-672			Technically Complete:	Waiting: 0
MOD			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
280 Cross Creek Lane, Kingston, TN 37763			Issued: 09/14/2021	
BP2021-673			Submitted: 09/14/2021	In Process: 0
Inground Pool			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
629 Paint Rock Ferry Road, Kingston, TN 37763			Issued: 09/14/2021	
BP2021-674			Submitted: 09/14/2021	In Process: 24
Garage with living space			Technically Complete:	Waiting: 0
			Approved:	Total Days: 24
			Ready to Issue:	Total Cycles: 1
294 Old Poplar Spring, Kingston, TN 37763			Issued:	
BP2021-675			Submitted: 09/14/2021	In Process: 0
Pool above ground and Deck			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
241 Indian Shores Dr, Ten Mile, TN37880			Issued: 09/14/2021	
BP2021-676			Submitted: 09/15/2021	In Process: 0
Garage Remodel			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
351 Loop Rd, Rockwood, TN 37854			Issued: 09/15/2021	
BP2021-677			Submitted: 09/15/2021	In Process: 0
Remodel Living Space			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
764 Joiner Hollow Road, Rockwood, TN 37854			Issued: 09/15/2021	
BP2021-678			Submitted: 09/16/2021	In Process: 0
Remodel			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
184 Island Road, Kingston, TN 37763			Issued: 09/16/2021	
BP2021-679			Submitted: 09/16/2021	In Process: 5
Door Replacement			Technically Complete:	Waiting: 0
			Approved:	Total Days: 5
			Ready to Issue:	Total Cycles: 1
672 Webster Road, Harriman, TN 37748			Issued: 09/21/2021	



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BUILDING	BP		Submitted: 09/16/2021	In Process: 0
BP2021-680		Technically Complete:		Waiting: 0
Shed		Approved:		Total Days: 0
708 Paint Rock Ferry Rd, Kingston, TN 37763		Ready to Issue:		Total Cycles: 1
		Issued: 09/16/2021		
BP2021-681		Submitted: 09/16/2021		In Process: 0
Remodel Living Space		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
583 Woody Lane, Kingston, TN 37763		Ready to Issue:		Total Cycles: 1
		Issued: 09/16/2021		
BP2021-682		Submitted: 09/17/2021		In Process: 6
HC Residential Home		Technically Complete:		Waiting: 0
		Approved:		Total Days: 6
123 Haggard Street, Harriman, TN 37748		Ready to Issue:		Total Cycles: 1
		Issued: 09/23/2021		
BP2021-683		Submitted: 09/17/2021		In Process: 0
Slab for future use		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
945 Buck Creek Road, Kingston, TN 37763		Ready to Issue:		Total Cycles: 1
		Issued: 09/17/2021		
BP2021-684		Submitted: 09/17/2021		In Process: 0
Garage		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
219 highpoint Orchard Rd, Kingston, TN 37763		Ready to Issue:		Total Cycles: 1
		Issued: 09/17/2021		
BP2021-685		Submitted: 09/17/2021		In Process: 0
Pole Barn		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
1671 Mountain View Rd, Rockwood, TN 37854		Ready to Issue:		Total Cycles: 1
		Issued: 09/17/2021		
BP2021-686		Submitted: 09/17/2021		In Process: 0
Cell Tower upgrades		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
370 Pin Ridge Road, Harriman, Tn 37748		Ready to Issue:		Total Cycles: 1
		Issued: 09/17/2021		
BP2021-687		Submitted: 09/20/2021		In Process: 0
Shed		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
3008 Meadowview Dr, Kingston, TN 37763		Ready to Issue:		Total Cycles: 1
		Issued: 09/20/2021		



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BUILDING	BP		Submitted: 09/20/2021	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 09/20/2021		
BP2021-688				
Sisson Garage				
105 Mossey Creek Drive, Kingston, TN 37763				
BP2021-689				
Residential Home				
193 Sam Rayburn Parkway, Lenoir City, TN 37771				
BP2021-690				
Remodel Living Space				
428 Queen Ave, Harriman, TN 37748				
BP2021-691				
Remodel Living Space				
306 Blue Spring Circle, Ten Mile, TN 37880				
BP2021-692				
Residential Home				
537 Pointe vista Dr, Rockwood, TN 37854				
BP2021-693				
Molde Modular				
402 LAKE VIEW COVE Dr., Loudon, TN 37774				
BP2021-694				
Residential Home				
847 Paint Rock Valley Rd, Philadelphia, TN 37846				
BP2021-695				
Garage				
111 Pine St, Rockwood, TN 37854				



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BUILDING	BP		Submitted: 09/21/2021	In Process: 0
BP2021-696	Residential Home	Technically Complete:	Waiting: 0	
	199 Wildwood Ln, Harriman, TN 37748	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/21/2021		
BP2021-697	Porch	Submitted: 09/21/2021	In Process: 0	
		Technically Complete: 0	Waiting: 0	
	162 Hawk Trail, Kingston, TN 37763	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/21/2021		
BP2021-698	Dock	Submitted: 09/22/2021	In Process: 0	
		Technically Complete: 0	Waiting: 0	
	195 E Shore Dr, Rockwood, TN 37854	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/22/2021		
BP2021-699	Residential Home	Submitted: 09/22/2021	In Process: 0	
		Technically Complete: 0	Waiting: 0	
	575 Waterfront Ridge, Harriman, TN 37748	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/22/2021		
BP2021-700	Residential Home	Submitted: 09/22/2021	In Process: 0	
		Technically Complete: 0	Waiting: 0	
	221 MONTGOMERY VIEW DR, Harriman, TN 37748	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/22/2021		
BP2021-701	Residential Home	Submitted: 09/22/2021	In Process: 0	
		Technically Complete: 0	Waiting: 0	
	4608 KINGSTON HWY, Lenoir City, TN 37771	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/22/2021		
BP2021-702	Garage	Submitted: 09/22/2021	In Process: 16	
		Technically Complete: 0	Waiting: 0	
	161 VALLEYVIEW DR., LOUDON, TN 37774	Approved: 0	Total Days: 16	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/22/2021		
BP2021-703	Residential Home	Submitted: 09/22/2021	In Process: 0	
		Technically Complete: 0	Waiting: 0	
	110 HELTON VOJTKOFSKY Lane, Ten Mile, TN 37880	Approved: 0	Total Days: 0	
		Ready to Issue: 1	Total Cycles: 1	
		Issued: 09/22/2021		



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BUILDING	BP		Submitted: 09/23/2021	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		163 CHERRY POINT, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/23/2021	
		BP2021-705	Submitted: 09/24/2021	In Process: 14
		Garage	Technically Complete:	Waiting: 0
		163 CHERRY POINT, Kingston, TN 37763	Approved:	Total Days: 14
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2021-706	Submitted: 09/24/2021	In Process: 0
		Closing carport /garage	Technically Complete:	Waiting: 0
		303 Eblen Dr., Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2021	
		BP2021-707	Submitted: 09/27/2021	In Process: 0
		Remodel Adding Drive Thru Window	Technically Complete:	Waiting: 0
		142 CUMBERLAND ST, KINGSTON, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2021	
		BP2021-708	Submitted: 09/27/2021	In Process: 3
		Commercial Cell Tower Remodel	Technically Complete:	Waiting: 0
		205 Ann St., Oliver Springs, TN 37840	Approved:	Total Days: 3
			Ready to Issue:	Total Cycles: 1
			Issued: 09/30/2021	
		BP2021-709	Submitted: 09/27/2021	In Process: 0
		Pole Barn	Technically Complete:	Waiting: 0
		599 Holderford Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2021	
		BP2021-710	Submitted: 09/27/2021	In Process: 0
		Remodel Living Space	Technically Complete:	Waiting: 0
		309 Roane St, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2021	
		BP2021-711	Submitted: 09/27/2021	In Process: 0
		Remodel Living Space with Addition	Technically Complete:	Waiting: 0
		1114 OLD KENTUCKY, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2021	



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BUILDING	BP		Submitted: 09/29/2021	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 09/29/2021		
BP2021-712				
KC Garage				
829 Rosedale Ave, Kingston, TN 37763				
BP2021-713				
HC Sign Replacement				
1608 Roane St S, Harriman, TN 37748				
BP2021-714				
Garage				
715 Old Johnston Valley Rd, Kingston, TN 37763				
BP2021-715				
Lean To				
127 Loudon Highway, Kingston, TN 37763				
BP2021-716				
Sign Replacement				
528 E Tri County Blvd, Oliver Springs, TN 37840				
BP2021-717				
GARAGE ADDITION				
99 PAINT ROCK FERRY RD, Kingston, TN 37763				
BP2021-718				
Residential Home				
481 HALF MOON SHORES DR, Ten Mile, TN 37880				
BP2021-719				
Garage				
196 Lakeview Cove Drive, Loudon, TN 37774				





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BUILDING	BP	BP2021-720	Storage Bldg	Submitted: 09/30/2021 Technically Complete: Approved: Ready to Issue: Issued: 09/30/2021	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	CM	CM2021-008	312 Blue Springs Circle, Ten Mile, TN 37880	Submitted: 09/29/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
	PL	1608 Roane St S, Harriman, TN 37748		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-584		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		116 Franklin Village Trace, Kingston, TN 37763		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-132		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-570		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		2001 Franklin Village Trace, Kingston, TN 37763		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-133		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-582		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		2005 Franklin Village Trace, Kingston, TN 37763		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-134		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-568		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		2017 Franklin Village Trace, Kingston, TN 37763		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-135		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-569		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		2013 Franklin Village Trace, Kingston, TN 37763		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2021-136		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2021-586		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		2009 Franklin Village Trace, Kingston, TN 37763		Submitted: 09/10/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	PL	PL2021-137	Submitted: 09/10/2021	In Process: 0
		PL for BP 2021-567	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		2023 Franklin Village Trace, Kingsohn, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	
		PL2021-138	Submitted: 09/10/2021	In Process: 0
		PL for BP 2021-564	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		2027 Franklin Village Trace, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2021	
		PL2021-139	Submitted: 09/13/2021	In Process: 0
		PL for BP2020-534	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1040 Loudon Hwy, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/13/2021	
		PL2021-140	Submitted: 09/14/2021	In Process: 0
		PL for BP2020-370	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		564 Old Johnson Valley Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/14/2021	
		PL2021-141	Submitted: 09/16/2021	In Process: 0
		PL for BP 2021-479	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		303 Ayers Drive, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/16/2021	
		PL2021-142	Submitted: 09/16/2021	In Process: 0
		PL for BP2021-512	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		497 Woolsey Rd, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/16/2021	
		PL2021-143	Submitted: 09/16/2021	In Process: 0
		PL for BP2021-610	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		106 Paint Rock Ferry Road, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/16/2021	
		PL2021-144	Submitted: 09/20/2021	In Process: 0
		PL for BP 2021-123	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		216 Crosswinds Rd, Ten Mile, TN 37880	Ready to Issue:	Total Cycles: 1
			Issued: 09/20/2021	





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BUILDING	PL	PL2021-145	Submitted: 09/20/2021	In Process: 0
		PL for BP 2021-413	Technically Complete:	Waiting: 0
		3480 River Rd., Ten Mile, TN 37880	Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-146	Issued: 09/20/2021	
		PL for BP 2021-690	Submitted: 09/20/2021	In Process: 0
		428 Queen Ave, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-147	Issued: 09/20/2021	
		PL FOR BP 2021-699	Submitted: 09/22/2021	In Process: 0
		575 Waterfront Ridge, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-148	Issued: 09/22/2021	
		PL FOR BP 2021-623	Submitted: 09/23/2021	In Process: 0
			Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-149	Issued: 09/23/2021	
		PL FOR BP 2021-496	Submitted: 09/23/2021	In Process: 0
		943 Swan Pond Cir, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-150	Issued: 09/23/2021	
		PL for BP 2021-710	Submitted: 09/27/2021	In Process: 0
		309 Roane St, Oliver Springs, TN 37840	Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-151	Issued: 09/27/2021	
		PL FOR BP 2018-392	Submitted: 09/29/2021	In Process: 0
		1634 Old Harriman Hwy, Oliver Springs, TN 37840	Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2021-152	Issued: 09/29/2021	
		PL FOR BP 2021-180	Submitted: 09/29/2021	In Process: 0
		167 Cunningham Blvd, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/29/2021	



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BUILDING	PL	PL2021-153	Submitted: 09/29/2021	In Process: 0
		PL for bp 2021-261	Technically Complete:	Waiting: 0
		105 Kirkham Drive, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/29/2021	
		PL2021-154	Submitted: 09/30/2021	In Process: 0
		PL for BP 2021-689	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		193 Sam Rayburn Pkwy, Lenoir City, Tn 37771	Ready to Issue:	Total Cycles: 1
			Issued: 09/30/2021	
RM		RM2021-084	Submitted: 09/01/2021	In Process: 0
		RM for BP2021-414	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		153 University Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/01/2021	
		RM2021-085	Submitted: 09/10/2021	In Process: 28
		Remodel	Technically Complete:	Waiting: 0
			Approved:	Total Days: 28
		4327 Roane State Hwy, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued:	
		RM2021-086	Submitted: 09/14/2021	In Process: 24
		Residential Home BP2021-191	Technically Complete:	Waiting: 0
			Approved:	Total Days: 24
		4553 Kingston Hwy, Lenoir City, TN37771	Ready to Issue:	Total Cycles: 1
			Issued:	
		RM2021-087	Submitted: 09/14/2021	In Process: 6
		RM for BP2021-191	Technically Complete:	Waiting: 0
			Approved:	Total Days: 6
		4553 Kingston Hwy, Lenoir City, TN37771	Ready to Issue:	Total Cycles: 1
			Issued: 09/20/2021	
		RM2021-088	Submitted: 09/17/2021	In Process: 0
		RM for BP2021-331	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		186 Galilean Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/17/2021	
		RM2021-089	Submitted: 09/21/2021	In Process: 17
		RM for BP2019-002	Technically Complete:	Waiting: 0
			Approved:	Total Days: 17
		205 Woodlawn Dr, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued:	



BUILDING	RM	RM2021-090		Submitted: 09/24/2021	In Process: 0
		GAS PIPING FOR BP 2021-014		Technically Complete:	Waiting: 0
		174 Barnard Narrows Rd., Ten Mile, TN 37880		Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 09/24/2021	
		RM2021-091		Submitted: 09/27/2021	In Process: 0
		RM FOR BP 2021 -710		Technically Complete:	Waiting: 0
		309 Roane St, Oliver Springs, TN 37840		Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 09/27/2021	
		RM2021-092		Submitted: 09/27/2021	In Process: 0
		RM FOR BP 2021 -499		Technically Complete:	Waiting: 0
		155 E Shore Dr, Rockwood, TN 37854		Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 09/27/2021	
		RM2021-093		Submitted: 09/27/2021	In Process: 0
		RM FOR BP 2021-254		Technically Complete:	Waiting: 0
		307 Homestead Ct, Kingston, Tn 37763		Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 09/27/2021	
		RM2021-094		Submitted: 09/27/2021	In Process: 0
		Rm for BP 2021-194		Technically Complete:	Waiting: 0
		2728 Roane State Hwy, Harriman, TN 37748		Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 09/27/2021	
		RM2021-095		Submitted: 09/29/2021	In Process: 5
		Rm for bp 2021-512		Technically Complete:	Waiting: 0
		497 Woolsey Rd, Harriman, TN 37748		Approved:	Total Days: 5
				Ready to Issue:	Total Cycles: 1
				Issued: 10/04/2021	
		RM2021-096		Submitted: 09/29/2021	In Process: 0
		RM FOR BP 2021-002		Technically Complete:	Waiting: 0
		205 Woodlawn Dr, Kingston, TN 37763		Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 09/29/2021	
CODE	BK	BK-21-0014		Submitted: 09/09/2021	In Process: 29
ENFORCEMENT		Code Book		Technically Complete:	Waiting: 0
		102 Bending Bow, Ten Mile, TN37880		Approved:	Total Days: 29
				Ready to Issue:	Total Cycles: 1
				Issued:	



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CODE ENFORCEMENT	BK	BK-21-0015		Submitted: 09/16/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		book			
		308 N. 3rd St., Kingston, TN 37763			
	EV	EV-21-0012		Submitted: 09/08/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Electrical Variance			
		2916 Lawnville Road, Kingston, TN 37763			
		EV-21-0013		Submitted: 09/09/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Electrical Variance			
		102 Bending Bow, Ten Mile, TN37880			
		EV-21-0014		Submitted: 09/28/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PLANNING		Electrical Variance/RV Hookup			
		745 Gallaher Rd, Kingston, TN 37763			
	PLT	PLT2021-079		Submitted: 09/02/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 36 Waiting: 0 Total Days: 36 Total Cycles: 1
		Plat Review/2 Lots-			
		137 Old James Ferry Road, Kingston, TN 37763			
		PLT2021-080		Submitted: 09/08/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1
		Plat Review/Easement			
		Old James Ferry Road, Kingston, TN 37763			
		PLT2021-081		Submitted: 09/08/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1
		Plat Review/Boundary Line			
		Bending Bow Drive, Ten Mile, TN37880			
		PLT2021-082		Submitted: 09/08/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 30 Waiting: 0 Total Days: 30 Total Cycles: 1
		Plat Review/5 Acres+			
		560 New Midway Road, Kingston, TN 37763			



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PLANNING	PLT		Submitted: 09/08/2021	In Process: 30
		Plat Review/Boundary Line	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 30 Total Cycles: 1
		152 & 282 Scenic View Lane, Lenoir City, TN 37771		
	PLT2021-084		Submitted: 09/13/2021	In Process: 25
		Plat Review/Boundary Line	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 25 Total Cycles: 1
		New Hope Road, Rockwood, TN 37854		
	PLT2021-085		Submitted: 09/14/2021	In Process: 24
		Plat Review/2 Lots-	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 24 Total Cycles: 1
		New Hope Road, Rockwood, TN 37854		
	PLT2021-086		Submitted: 09/14/2021	In Process: 24
		Plat Review/2 Lots-	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 24 Total Cycles: 1
		New Hope Road, Rockwood, TN 37854		
	PLT2021-087		Submitted: 09/14/2021	In Process: 24
		Plat Review/2 Lots-	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 24 Total Cycles: 1
		New Hope Road, Rockwood, TN 37854		
	PLT2021-088		Submitted: 09/16/2021	In Process: 22
		Plat Review/Boundary Line	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 22 Total Cycles: 1
		286 Dyllis Road, Harriman, TN 37748		
	PLT2021-089		Submitted: 09/27/2021	In Process: 11
		Plat Review/5 Acres+	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 11 Total Cycles: 1
		211 Fairview Circle, Oliver Springs, TN 37840		
	PLT2021-090		Submitted: 09/29/2021	In Process: 9
		Plat Review/Boundary Line	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 9 Total Cycles: 1
		100 Eblen Cave Road, Lenoir City, TN 37771		



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PLANNING	PLT	PLT2021-091	Submitted: 09/30/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
		Plat Review/Boundary Line			
		360 Mans Hollow Road, Kingston, TN 37763			
ZONING	REZ	REZ-21-0001	Submitted: 09/18/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 20 Waiting: 0 Total Days: 20 Total Cycles: 1
		Bunch			
		194 MAPLE Lane, KINGSTON, TN 37763			
	VAR	VAR2021-009	Submitted: 09/27/2021	Technically Complete: Approved: Ready to Issue: Issued:	In Process: 11 Waiting: 0 Total Days: 11 Total Cycles: 1
		15 ft front setback			
		199 Wildwood Ln, Harriman, TN 37748			

# KINGSTON WATER TREATMENT PLANT



## SEPTEMBER 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)	16,651,000	16,767,000	-0.70%	537,000	941,000	349,000
	Effluent (Finish)	15,667,000	15,794,000	-0.81%	505,000	929,000	284,000
	Spring Supply	13,954,000	13,887,000	0.48%	450,000	474,000	406,000
	Total Finish Prod.	29,621,000	29,681,000	-0.20%	Distribution & WTP Report: 2,580,000		
Plant Efficiency		99.90%	99.90%	0.00%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
G A L L O N S	Consumption	21,314,500	24,433,600	-14.63%	Fire Dept: No Report		
	Reported Usage	2,580,000	1,185,000	54.07%	Park & Rec: No Report		
	Water Loss	5,726,500	4,062,400	29.06%	WWTP: No Report		
	%	19.33%	13.69%	5.64%			

Note: The Water Production, Consumption and Loss data is for the August 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.
- \* Doing concrete repair and sealing in Pipe Gallery / Clearwell wall.
- \* Installing and rewiring equipment at the Spring Pump House to eliminate harmonics. Increasing grounding and shielding, etc. Installing some equipment (EMI Filters) to reduce harmonics and noise in online equipment.
- \* Laboratory PT Study Results were 100% proficiency.
- \* Had a main line break, Distribution Operators were able to isolate the System quickly resulting in minimal loss.
- \* Had a lot of connectivity issues, finally got AT&T to replace a router which kept dropping out requiring a manual reboot to get the system back online.
- \* Problem with a Spring Pump, not pumping to required flow. It is running at the correct Hz but not coming up to the correct amperage. The Motor and Variable frequency Drive were checked and ok. All power and current is correct indicating a pump issue. The pump representative has been called to come check it.



Kingston Water Department  
Schedule of Unaccounted For Water  
September

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	29,621,000
<b>C</b>	Water Purchased	0
<b>D</b>	<b>Total Water Treated and Purchased</b>	<b>29,621,000</b>
	<b>(Sum Lines B and C)</b>	
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	21,314,500
<b>G</b>	Metered for Consumption (in house usage)	1,080,000
<b>H</b>	Fire Department(s) Usage	0
<b>I</b>	Flushing	1,500,000
<b>J</b>	Tank Cleaning/Filling	0
<b>K</b>	Street Cleaning	0
<b>L</b>	Bulk Sales	0
<b>M</b>	Water Bill Adjustments (+/-)	0
<b>N</b>	<b>Total Accounted for Water</b>	<b>23,894,500</b>
	<b>(Sum Lines F thru M)</b>	
<b>O</b>	<b>Unaccounted for Water</b>	<b>5,726,500</b>
	<b>(Line D minus Line N)</b>	
<b>P</b>	<b>Percent Unaccounted for Water</b>	<b>19.333%</b>
	<b>(Line O divided by Line D times 100)</b>	

**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.





# KINGSTON WASTEWATER TREATMENT PLANT

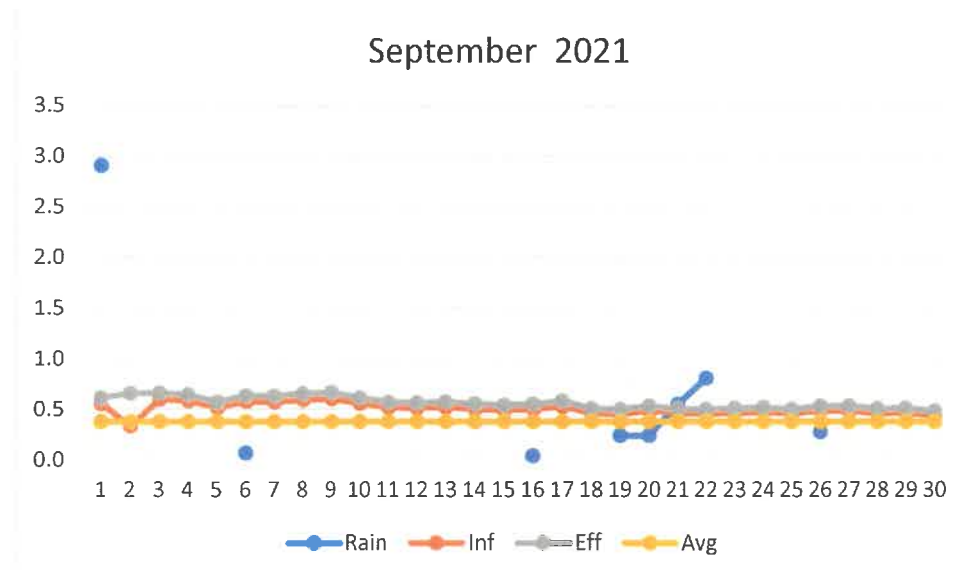
TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: September 2021 Monthly Report  
DATE: October 7, 2021

---

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT*	.4950	.5956	.3260	14,850,000
EFFLUENT**	.5597	.6622	.4792	16,792,400

2525 Sewer customers 11,897,000 gallons billed. Daily average .3697 mgd.

\*INF Flow numbers are best estimates due to flow recorders and SCADA system being damaged during a storm.

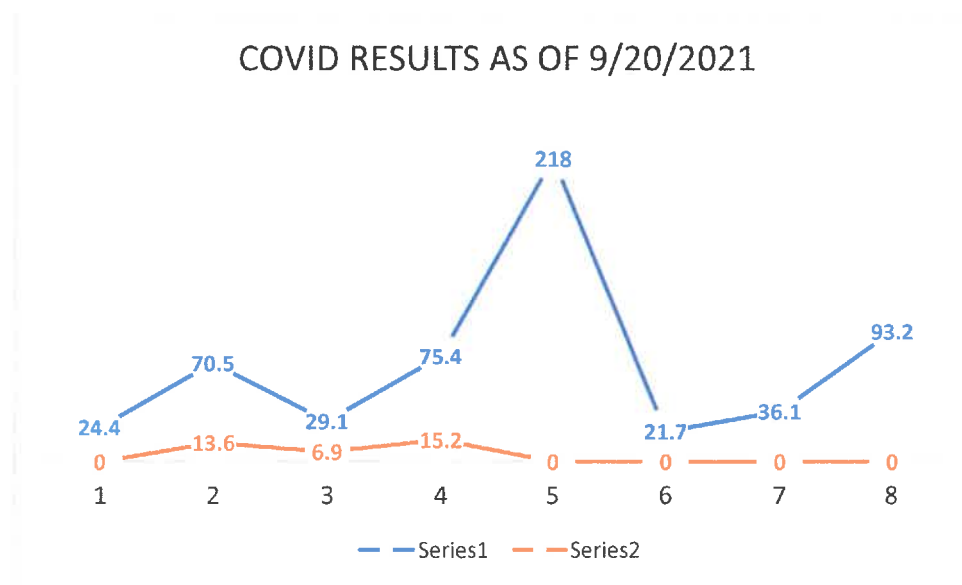


Total gallons of chlorine used was 334.13 @ \$2.09 gallon = \$698.33.

We had 5.07 inches of rain. There were no reported overflows.

The storm we had on August 15 has caused problems at the plant. Our SCADA System is back up and working. Steve Bennett from Wascon was able to get it operating again. There are other parts needed to get everything back online.

We successfully completed the DMRQA study for this year. All our tests results were acceptable.



### Safety Meetings:

#### September 21, 2021-

#### Infectious Disease Prevention- Common Signs of Symptoms of Infection

OSHA Training Toolbox Talk #125

#### Infectious Disease Prevention- Hidden Transmitters of Infection

OSHA Training Toolbox Talk #126



# Water Distribution/Collection

## September 2021

Services	Total
After Hours-Sewer	0
After Hours-Water	0
Door Hanger	27
Profile	5
Road Cut	0
Service Line Leak/Line Break	0
Sewer-Miscellaneous	3
Disconnect for Non-Payment	32
Water/Sewer Service Estimate	1
Water-Check for Leak	19
Water-Miscellaneous	77
Water-Hydrant	0
Water-Re-Read/Manual Read	32
Yard Work	9
Connect Order	49
Disconnect Order	52
Water Tap-New Account Number	2
Meter Change Order	0
811 Locates	86

**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 October 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 September 2021

**Summary**

Waiting on the Tech grant reply from the state. I am working on replacing some of our older public computers.

I attended our county board meeting at the Harriman Library.

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

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 with a fence. I have a fencing company coming in October to install the fence. 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.

Some of the staff and myself re-did the front garden area of the Library. We added a brick boarder, weeded, raked and added 30 bags of mulch. The area looks so much more inviting.

We are planning to have a Halloween truck or treat in our parking lot for the children October 29<sup>th</sup> from 4:00pm to 6:00pm. Please let friends and family know. The story time children are also picking up books and receiving fall crafts to take home.

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

I have completed the year end Tennessee Public Library Data survey at this time and submitted it to the state. These yearly data reports help with federal funding for Libraries.

The Library has been busy with new patrons coming in getting Library cards. There seems to be a lot of people moving here from all over the US. We are back to business as usual.

Enclosed is a report of stat activity for the library.

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

Respectfully submitted

Barbara T.

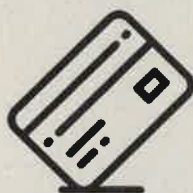


# KINGSTON PUBLIC LIBRARY

Annual  
Report  
2021



The library had **2,080**  
open hours in 2020!



**11,190** people have a  
card at our library



**2,679** people walked  
through our doors last year



In addition to -1 v  
visits



Print materials totaled



The collection contained  
**290,639** items



There were **30,507**  
downloads of e-Content



Contributing to a  
**43,410** checko



We lent our items to  
libraries outside of our  
system **109** times



**1,254** uses of public  
internet computers



**1,372** wireless sessions



And brought in **83** items  
upon patron request



**310** total programs  
offered



**310** people  
attended in total!



KINGSTONPUBLICLIBRAYTN.ORG  
1004 BRADFORD WAY  
KINGSTON, TN, 37763

<https://www.kingstonpubliclibrary.org/>

READ

## **Kingston Beautification Committee Meeting Minutes-Sept 13, 2021**

### **Call to order**

The meeting was called to order at 5:00pm by Tara Stockton

### **Roll call**

Tara Stockton, Sue Collins, Judy Yeager, Teresa Kirkham, Susan Whitlock, Robert Sparkes, Cole Silvers and Yvonne Yates,

### **Approval of Minutes**

Motion by Sue and seconded by Judy.

### **Ongoing Business**

Veteran's Mural Project- Yvonne contacting paint stores

Beautification Day- choose project w/choose the date works for u

Ideas as project- have list by next month

Road Block volunteers to help Outdoor Kingston

Local Business involvement for Veteran Project

### **Adjournment**

Motion Cole and second by Teresa.

AGENDA  
RCECD 911 MONTHLY BOARD MEETING  
SEPTEMBER 23, 2021 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF AUGUST 26, 2021  
APPROVAL OF AUGUST FINANCIAL REPORTS  
FIRST QUARTER 2021-2022 FY AMENDMENTS

PUBLIC COMMENT

COMPTROLLER

AUGUST FUND BALANCES

PERSONNEL COMMITTEE

HASN'T MET

BUDGET AND FINANCE COMMITTEE

HASN'T MET

BUILDING/ EQUIPMENT COMMITTEE

CHAIRMAN GENERAL REPORT

DIRECTOR'S REPORT

GENERAL REPORT  
CONTINUITY OF OPERATIONS PLAN  
BID PACKAGE UPDATE

CHAIRMAN

BOARD MEMBERS RENEW/APPOINT TERMS (KINGSTON-3YR, FIRE  
BOARD-3 YR, AMB. DIRECTOR-4YR) SEND TO COMMISSION

OLD BUSINESS

Griffin Insurance Deductible

NEW BUSINESS



MINUTES OF AUGUST 26, 2021  
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, August 26, 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, Baron Tapp, Marilyn Calfee-Remote

**MEMBERS ABSENT:** Jack Stockton, Randy Ellis, Jason Jolly, Keith Farmer

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

**OTHERS PRESENT:** none

**CALL TO ORDER:**

Chairman Tim Suter called the meeting to order at 1:02 pm with a quorum of 5 declared. Four members in person and one on remote access.

**APPROVAL OF MINUTES:**

Mr. Crowe made a motion to accept the minutes of July 22, 2021 Ms. Calfee (remote) second the motion. There was no discussion. All in person and on remote access voted Aye. Motion carried.

**FINANCIAL STATEMENT:**

Mr. Crowe made a motion to accept the July 2021 financial report. Ms. Calfee (Remote) second the motion. Mr. Crowe asked if revenue line item#5099 was for the full year, Comptroller explained that line is for 800 MHz revenues payments for the year and we still have outstanding payments due. All present and remote access voted Aye. Motion carried.

**PUBLIC COMMENT:** none

**FUND BALANCE:**

Report given. No questions.

**COMMITTEE REPORTS:**

**PERSONNEL/TRAINING COMMITTEE:**

Hasn't met.

**BUDGET /FINANCE COMMITTEE:**

Hasn't met.

**BUILDING/EQUIPMENT COMMITTEE:**

Mr. Brown Committee Chairman yielded his time to Director Anderson since the committee hasn't met.

**DIRECTORS REPORT:**

Director Anderson presented the board with an Invitation to Bid packet for Tree Removal and Property Clearing. It was recommended that there be a pre-bid group onsite visit with a time and date set. Comptroller has spoken to the accountants and there is a line we can use for capital funding payment. Director Anderson stated he will get everything together and get this ready to go out upon board approval. Mr. Brown made a motion to approve the bid packet be sent out as submitted. Mr. Crowe second the motion, all present and remote voted Aye. Motion carried.

Director Anderson mentioned that we have had two employees leave us, but has a new hire starting on Aug. 30 to start training and as soon as she seems to be catching on he will hire a second one to start their training.

The realtor has had some showings but no offers yet. There has been someone interested in leasing the garage until we are able to sell the property. There was discussion as to what would be stored in the building, liability, damages but we were not given that information by the realtor. Mr. Crowe made a motion to Not lease the garage to anyone. Mr. Tapp second the motion. All present and remote voted Aye. Motion carried.

The Air Conditioner that was charged by a third party has been working well. He didn't repair it due to the fact that he wasn't the installer and it might void the warranty. Upland Design has been informed of this issue. The monitoring system has been ordered for the mechanical and radio rooms to notify dispatch, Director and IT Director of any failures in the future.

The payment to Monolith for \$50,893.42 has cleared our bank account on August 11, 2021 for Certificate for Payment request #13. There has been no information on the paving received. The electricians have been working on digging the trench and running the wiring for the future use conduit. Director Anderson has been communicating with Upland Design on the progress and updates.

Emails and a letter from Monolith and Upland Design were presented to the board, Director Anderson stated he has a meeting scheduled with Attorney Greg Leffew next week to discuss the plan of action for these. Mr. Brown made a motion to not reconsider the liquidated damages amount that is being requested in these emails. Mr. Crowe second the motion. All present and remote voted Aye. Motion carried.

We had to call a plumber out last week for a clogged drain, so far it seems to only be due to a usage clog as the drains are working properly. The plumber ran a power snake down the drain to unclog the blockage.

Ms. Stacy Carter was asked to come in to join the meeting. Director Anderson presented her with a 20 year Service Award and certificate.

#### **CHAIRMAN REPORT**

Chairman Suter had nothing to add for a report.

#### **OLD BUSINESS:**

none

#### **NEW BUSINESS:**

Mr. Crowe asked about the terms the two employees left our employment, Director Anderson explained the reasons they had left. Mr. Tapp, Harriman Police Chief, mentioned they have gotten a 4 yr. employment contract together with the county attorney to offset some of their employment costs due to turnover. Mr. Crowe asked if we had heard anything back from VFIS on the deductible figures he was going to work up with Griffin Insurance. Director Anderson stated we had not and he would follow up on this.

#### **ADJOURNMENT:**

With no other business to address, Ms. Calfee (remote) made a motion to adjourn, Mr. Crowe second. All present and remote voted Aye. Meeting adjourned at 1:33 pm. Next regular board meeting will be September 23, 2021.

Regular July 22,2021 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : August 26, 2021.

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>AUGUST</b>		
3010 TCA Section 7-86-303 Receipts	640,518	106,753.00	106,753.00	0.00	106,753.00	(533,765.00)
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	65,394.93	7,511.26	115,767.52	(578,836.48)
3070 Contracted Services	48,809	4,067.42	4,067.42	0.00	8,134.84	(40,674.16)
3080 Sales & Fees	250	20.83	76.60	55.77	123.98	(126.02)
5002 Interest Income	515	42.92	19.86	(23.06)	37.44	(477.56)
5006 TECB Subsidies	250,122	41,687.00	41,687.00	0.00	41,687.00	(208,435.00)
5099 Other Non-Operating Revenue	38,785	3,232.08	3,799.90	567.82	37,167.30	(1,617.70)
<b>TOTAL ESTIMATED REVENUE</b>	<b>1,708,603</b>	<b>219,520.25</b>	<b>221,798.71</b>	<b>2,278.46</b>	<b>309,671.08</b>	<b>(1,398,931.92)</b>
=====						
<b>SALARIES AND WAGES</b>						
4001 Director	65,280	5,440.00	5,021.54	(418.46)	10,028.07	(55,251.93)
4002 Administrative Personnel	125,521	10,460.08	9,655.46	(804.62)	19,281.77	(106,239.23)
4004 Telecommunicators	364,704	30,392.00	22,907.79	(7,484.21)	46,677.98	(318,026.02)
4005 Dispatch Supervisor Personnel	123,630	10,302.50	6,253.13	(4,049.37)	12,995.63	(110,634.37)
4006 Mapping/Addressing Personnel	51,259	4,271.58	3,751.08	(520.50)	7,731.02	(43,527.98)
4007 Janitor	6,240	520.00	423.41	(96.59)	907.64	(5,332.36)
4012 I.T. Personnel	51,000	4,250.00	3,923.08	(326.92)	7,835.50	(43,164.50)
4013 Compensated Absences	19,856	1,654.67	0.00	(1,654.67)	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	3,207.21	(996.37)	6,585.72	(43,857.28)
4102 Medicare	11,797	983.08	750.07	(233.01)	1,540.22	(10,256.78)
4104 Medical Insurance	151,373	12,614.42	10,116.55	(2,497.87)	20,974.10	(130,398.90)
4106 Other Insurance	1,300	108.33	82.50	(25.83)	170.50	(1,129.50)
4107 Unemployment Compensation	1,596	133.00	0.00	(133.00)	51.52	(1,544.48)
4108 Pension Expense	44,770	3,730.83	2,814.54	(916.29)	5,678.67	(39,091.33)
4109 Other Postemployment Benefits	8,590	715.83	731.00	15.17	1,242.70	(7,347.30)
<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)	640.00	(3,296.00)
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	400.00	(1,500.00)
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	70.00	(55.00)	70.00	(1,430.00)
4237 Dues and Memberships - Admin.	5,150	429.17	0.00	(429.17)	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	36.00	(55.67)	76.00	(1,024.00)
4246 Supplies & Materials - Admin.	3,290	274.17	117.73	(156.44)	375.96	(2,914.04)
4247 Training Costs - Administrative	1,200	100.00	500.00	400.00	500.00	(700.00)
4248 Travel - Administrative	6,500	541.67	650.08	108.41	650.08	(5,849.92)
4250 Telephone Costs - Administrative	3,000	250.00	180.31	(69.69)	360.62	(2,639.38)
4251 Telecomm cell phones/pagers-Admin	660	55.00	37.97	(17.03)	75.94	(584.06)
4253 Vehicle Expenses - Administrative	3,000	250.00	0.00	(250.00)	12.00	(2,988.00)
4254 Vehicle Fuel - Administrative	2,500	208.33	115.59	(92.74)	232.44	(2,267.56)

[illegible]



# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## CONTINUITY OF OPERATIONS

REVISION 1

SEPTEMBER 10, 2021

APPROVED BY BOARD: -----

TCA 10-7-504(i) Confidential records

(1) Information that would allow a person to obtain unauthorized access to confidential information or to government property shall be maintained as confidential. For the purpose of this section, "government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter. For the purpose of this section, "governmental entity" means the state of Tennessee and any county, municipality, city or other political subdivision of the state of Tennessee. Such records include:

- (A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property;
- (B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and
- (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

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DRAFT

## **INTRODUCTION AND GENERAL INFORMATION**

This Continuity of Operations Plan (COOP) is designed to provide a process for the Roane County Emergency Communications District (RCECD) to continue with at least a basic level of service to the citizens, visitors, and emergency service personnel of Roane County during emergencies that disrupt normal operations of the Emergency Communications Center (ECC).

Staff is expected to familiarize themselves with this plan and understand its content. Any questions or clarifications should be directed to management for clarification.

It is understood that a plan cannot be created for every possible scenario. As such, staff may need to implement one or more sections of this plan. The executive director (or designee) may authorize deviations from this plan as needed based on the event or scenario at hand. The executive director is authorized to make minor changes to this plan as needed.

Staff are expected to work as a team to implement these plans in an expedient manner.

In any instance where there is not a supervisor on-duty at the Emergency Communications Center, the senior telecommunicator shall assume that position and responsibilities related to this plan.

Should any failure at a dispatch position (phones, radios, CAD, etc.) occur, the telecommunicator should first attempt to use a different dispatch position to determine if the problem is only affecting their current position. If the problem is affecting multiple positions, follow the appropriate plans contained within this document.

The on-duty supervisor shall assume command of the situation at hand and responsibility for implementing this plan, until relieved by one of the following:

1. The Executive Director
2. The Technical Director
3. A dispatch supervisor
4. Other as designated by Executive Director or member of the board of directors



## **POSSIBLE THREATS**

There are numerous possible threats that could impact 911 and/or dispatch operations within Roane County. The following addresses some of the possible threats faced by RCECD. It is not an exhaustive list.

- Flooding
- Ice / Winter Weather Damage
- Tornadoes / High Wind Damage
- Lightning Damage
- Fire
- Earthquake
- Network Disruption / Isolation
- Utility Disruption
- Pandemic / Illness
- Terrorist Attack / Threat
- Nuclear / Hazardous Materials / Other Accidents
- Criminal Activity
- Cybercrime

## **ADDITIONAL INFORMATION FOR SPECIFIC THREATS**

### **ICE / WINTER WEATHER DAMAGE**

Ice and/or winter weather accumulation on towers, antennas, and other radio equipment can cause temporary problems or damage to the equipment requiring repair. Follow the **RADIO SYSTEM FAILURE PLAN**.

Caution should be taken in icy or wintery conditions where accumulations may occur on the radio tower at the Emergency Communications Center. Accumulation may fall causing injury or property damage. Staff should not park in the rear parking lot when these conditions exist.

### **FIRE**

The building is constructed with fire rated walls in all corridors. If there is a fire in the building, the fire department should be immediately notified. All non-dispatch personnel shall evacuate the building. The on-duty supervisor will determine based on the current situation if dispatch should be evacuated. If a decision is made to evacuate, follow the **FACILITY EVACUATION PLAN**. From Dispatch Position #1, the front gate should be locked open, using the button on the "Supervisor" tab of the radio console.

A fire hydrant is located at the northwest corner of the parking lot, near the man-gate. It may be used by the fire department for any needs on or off of RCECD property. A key is maintained in the dispatch key box to unlock any gates as needed.

### **HAZARDOUS MATERIALS INCIDENTS**

If a hazardous materials incident occurs at/nearby the Emergency Communications Center, the on-duty supervisor should coordinate with the Incident Commander to determine if any action needs to be taken to protect the Emergency Communications Center. If any gases or other airborne material exists, heating and cooling systems should be turned off.

### **CRIMINAL ACTIVITY**

If a bomb threat directed at the Emergency Communications Center is received, the telecommunicator should complete the bomb threat sheet. It is the discretion of the on-duty supervisor if the building should be placed into lockdown (follow **SECURITY PLAN**) or if staff will evacuate (follow **FACILITY EVACUATION PLAN**). This decision should be based on information obtained when the bomb threat is received.

### **TORNADO WARNING**

At any time a tornado warning is issued which includes the Emergency Communications Center, all non-dispatch staff working in offices shall relocate to the training room and shelter in place there until the warning has expired. Dispatch staff shall remain in the dispatch room. No employee shall be near exterior windows of the building during a tornado warning.

## UTILITY FAILURE PLAN

Utility failure may be caused by a number of circumstances, both on and off of RCECD property.

### COMMERCIAL ELECTRIC

In the event that the commercial electric power at the Emergency Communications Center fails:

1. Notify Rockwood Electric Utility of the situation.
2. Notify Executive and/or Technical Director of situation if power has been or is expected to be off for greater than one (1) hour.
3. After five (5) minutes, and if commercial power has not been restored, check the generator remote panel located in dispatch to ensure "GENSET SUPPLYING LOAD" and "GENSET RUNNING" are indicated.
  - a. If both statuses are not indicated, follow **GENERATOR FAILURE TO START/TRANSFER LOAD**.

#### Additional information:

The Emergency Communications Center, Mt. Roosevelt repeater site, and Fire East repeater site are serviced by Rockwood Electric Utility. The Emergency Communications Center and Mt. Roosevelt repeater site are supported with Uninterruptable Power Supplies (UPS) and backup generator systems.

The UPS system is designed to keep critical equipment operational in the period between failure of commercial power and start-up and transferring the power load to the generator. The UPS system at the Emergency Communications Center is designed according to Tennessee Emergency Communications Board policy to provide battery power to all critical equipment for a minimum of one (1) hour. The UPS system is "always online" meaning there is no user intervention needed. The generator will automatically begin its start-up and transfer process. Under normal operating conditions, the generator should be able to start-up and transfer the power load within approximately one to two minutes.

The generator at the Emergency Communication Center has a remote panel located in the dispatch room which displays the status of the generator.

The generator located at the Emergency Communications Center is fueled by Natural Gas provided by Rockwood Water Sewer and Gas. The generator located at the Mt. Roosevelt repeater site is powered by propane stored in an on-site tank.

In the event the generator fails to start or transfer power load, follow the guidance listed in **GENERATOR FAILURE TO START/TRANSFER LOAD**.

## **GENERATOR FAILURE TO START/TRANSFER LOAD**

In the event that the generator at the Emergency Communications Center fails to start, fails to transfer power load, or had other technical or mechanical issue preventing the use of the generator:

1. Notify Executive and/or Technical Director of situation.
2. Notify Rockwood Electric Utility of the situation and request priority assistance in restoration of commercial power.
3. Notify supervisors for each department via phone of situation requesting emergency traffic only.
4. Open doors to radio, electrical, and server rooms to allow for airflow to equipment.

### Additional information:

The Mobile 911 unit may be brought online as a backup to the Emergency Communications Center using its onboard generator.

A portable generator is maintained at the Emergency Communications Center. This generator may be used to support power demand of the Emergency Communication Center. Roane County Office of Emergency Services (OES) also maintains generators which may be available for use. If portable generators are used, standard safety measures should be followed and a plan developed for refueling.

If commercial power is lost and the generator fails to start, the front gate to the Emergency Communications Center will become inoperable after its internal battery fails. Staff may need to retrieve the gate key located in dispatch to unlock the rear gate located on Brown West Drive.

## **NATURAL GAS FAILURE**

In the event that natural gas service to the Emergency Communications Center is interrupted:

1. Notify Rockwood Water Sewer and Gas of the situation. Request priority assistance in restoration of service due to the Emergency Communications Center generator being powered by natural gas.
2. Notify Executive and/or Technical Director of situation.

### Additional information:

The Emergency Communications Center uses natural gas to power the backup generator, HVAC systems for heating, and the water heater.

The Emergency Communications Center has two natural gas meters. One is located on the east side of the backup generator and is solely for the generator. The second is located on the west end of the building, near the HVAC units, and services all other uses of natural gas for the facility.

## **WATER FAILURE**

In the event of water failure to the Emergency Communications Center:

1. Notify Rockwood Water Sewer and Gas of the outage.
2. If water outage is for an extended period of time:
  - a. Notify Executive and/or Technical Director of the situation.

### Additional information:

Consider portable restroom facilities.

## CAD SYSTEM FAILURE PLAN

In the event of CAD system failure or partial failure:

1. If possible, print all active calls from CAD system.
2. Gather paper documentation sheets and distribute to telecommunicators. Begin processing calls for service using paper documentation sheets if CAD system has completely failed.
3. Notify Southern Software support of the situation and problems being experienced.
4. Notify Executive and/or Technical director of the situation.
5. Notify departmental supervisors.

### Additional information:

RCECD is contracted for 24/7 support of CAD and Mapping Systems. The Active911/paging interface is contracted for support only during business hours. In the event Active911/electronic paging fails, a ticket will need to be opened the next business day.

CAD failure may not result in the complete system being unusable. It is possible that individual modules (ALI import, RMS, JMS, etc.) may fail. In these situations, complete steps 1-4 above.

Secondary dispatch methods (Active911, etc.) may be unavailable in the event of partial or total CAD system failure.

# **RADIO SYSTEM FAILURE PLAN**

## **SINGLE FAILURE OF PRIMARY CHANNEL AT EMERGENCY COMMUNICATIONS CENTER**

1. In the event of failure of MAIN D, HR DSP, FD DSP, or EMS:
  - a. MAIN D or HR DSP – select the appropriate channel on the EVENT 1 radio.
  - b. FD DSP or EMS – select the appropriate channel on the EVENT 2 radio.
  - c. If unable to select needed channel, contact all affected departmental supervisors by phone, advise of the situation, and have all units move to ROANE NET as an alternative dispatch channel.
  - d. Perform radio check with at least one member of each affected department to ensure communications.
2. Notify Executive and/or Technical Director of the situation.
3. Notify Metro Communications of the situation.

## **FAILURE OF RADIO CONSOLE SYSTEM AT EMERGENCY COMMUNICATIONS CENTER**

1. Obtain two (2) handheld radios stored in dispatch.
  - a. Set one handheld radio to ROANE NET.
  - b. Use the other handheld radio to advise all units on MAIN D and HR DSP of the situation and advise all units to move to ROANE NET.
  - c. Notify any units active on FD DSP or EMS of the situation and advise all units to move to ROANE NET.
  - d. Notify any units known to be active on other channels of the situation and advise all units to move to ROANE NET.
2. Contact each fire department, rescue squad, and the EMS supervisor via phone to notify of the situation and advise that paging will be unavailable and request that a unit monitor ROANE NET for calls.
3. Request that all units restrict radio traffic over ROANE NET to emergency traffic only.
4. Notify Executive and/or Technical Director of the situation.
5. Notify Metro Communications of the situation.



## **FAILURE OF RADIO NETWORK/TRUNKING SYSTEM**

In the event of failure of the radio network, which may occur as SITE TRUNKING or the extended inability to transmit:

1. Select 8TAC92 channel on EVENT 3 radio.
2. Ensure that volumes for EVENT 3 radio and 8TAC91 radio are at a usable volume.
3. Contact departmental supervisors for all law enforcement, fire, rescue, and EMS to notify of radio system failure and request that all units use one of the following channels:
  - a. 8TAC91 – Repeater located around DOE reservation
  - b. 8TAC92 – Repeater located on Mt. Roosevelt
  - c. Units should be advised they will need to select the channel that works best for them based on their location. Channel use will not be divided based on public safety discipline.
4. Perform radio checks with at least one unit of each department to ensure communications.
5. Notify Executive and/or Technical Director of the situation.
6. Notify the City of Chattanooga Mobile Communication Services of the situation.

## **FAILURE OF FIRE PAGING SYSTEM (FIRE NORTH, FIRE SOUTH, AND/OR FIRE EAST)**

In the event of failure of a single repeater:

1. Notify all fire departments, rescue squad, and EMS on duty supervisor of specific repeater failure.
  - a. Notification may occur by creating an "Information" card in the CAD system and placing one unit from each department onto the call, as to trigger their Active911 (or other) notification system.
2. Notify Executive and/or Technical Director of the situation.
3. Notify Metro Communications of the situation.

In the event of failure of all repeaters/unable to page:

1. Notify all fire departments, rescue squad, and EMS on duty supervisor of repeater/paging failure. Request that each department monitor their primary dispatch channel.
  - a. Notification may occur by creating an "Information" card in the CAD system and placing one unit from each department onto the call, as to trigger their Active911 (or other) notification system. A response shall be requested from each department.
    - i. Any department who does not respond to this alert within five (5) minutes shall be called via phone.
  - b. Dispatching of calls for service will occur via the departments primary dispatch channel.
2. Notify Executive and/or Technical Director of the situation.
3. Notify Metro Communications of the situation.

### Additional information:

The Mobile 911 unit may be used as needed to support communications in the event of console failure at the Emergency Communications Center.

Alternative channels may not be encrypted.

8TAC91 and 8TAC92 channels are not exclusive to Roane County. As such, other counties or agencies may be using these channels as well. All use must be on a mutual shared basis. It may be necessary to restrict radio use to emergency traffic only.

The PSAP 2 Net channel and NAWAS are available and may be used to communicate with surrounding PSAPs in the event of failure of normal communication methods (phone lines, etc.).

# PHONE FAILURE PLAN

In the event of partial or complete phone failure within the PSAP:

1. Notify the AT&T 911 Resolution Center with specific details of the situation.
2. If complete failure of or no audio on incoming 911 calls has occurred:
  - a. Obtain two (2) laptops and equipment kits from dispatch storage room.
    - i. Follow instructions included in equipment kit to set up laptops for use.
    - ii. Perform test calls to verify laptops are working and receiving inbound 911 calls.
  - b. If laptops are not working correctly, contact Loudon County 911 to verify their ability to accept rerouted calls.
    - i. If Loudon County 911 is unable to accept rerouted calls, contact Anderson County 911 to verify their ability to accept rerouted calls.
    - ii. Request AT&T perform an emergency reroute to either Loudon or Anderson County.
3. If failure of incoming non-emergency (administrative) lines has occurred:
  - a. Obtain two (2) laptops and equipment kits from dispatch storage room.
    - i. Follow instructions included in equipment kit to set up laptops for use.
    - ii. Perform test calls to verify laptops are working and receiving inbound calls.
  - b. If laptops are not working correctly, obtain emergency cell phones.
    - i. Turn phones on.
    - ii. Follow guidance for use of each phone.
    - iii. Distribute phone numbers as appropriate.
4. If failure of outgoing non-emergency (administrative) lines has occurred:
  - a. Obtain two (2) laptops and equipment kits from dispatch storage room.
    - i. Follow instructions included in equipment kit to set up laptops for use.
    - ii. Perform test calls to verify laptops are working for placing outgoing calls.
  - b. If laptops are not working correctly, obtain emergency cell phones.
    - i. Turn phones on.
    - ii. Follow guidance for use of each phone.
5. If any combination of the situations described in #2, #3, and/or #4 occurs, follow each step as needed.
6. If failure to receive Automatic Number Identification (ANI) and/or Automatic Location Information (ALI) occurs:
  - a. Obtain two (2) laptops and equipment kits from dispatch storage room.
    - i. Follow instructions included in equipment kit to set up laptops for use.
    - ii. Perform test call to verify laptops are working and receiving ANI/ALI data.
  - b. Ensure that every incident location, including city, is verified with each caller.
7. Notify Executive and/or Technical Director.

## **SECURITY PLAN**

Due to the numerous potential scenarios that may pose a security threat to the Emergency Communications Center, it is impossible to cover all possibilities. This plan provides general guidance, as well as additional actions that should be considered on a case by case basis. Security incidents should be reassessed often for the addition or removal of each security measure.

### **LOCKDOWN OF THE EMERGENCY COMMUNICATION CENTER**

Lockdown procedures may be implemented at the direction of:

1. Executive director, or
2. Technical director or lead dispatch supervisor in the absence of the Executive director, or
3. Board member or other person designated by board member, or
4. On-duty supervisor of law enforcement agency in agreement with on-duty dispatch supervisor.

To initiate a lockdown of the facility:

1. Restrict access to the property to only employees, emergency services personnel on official business, and authorized vendors on official business.
2. Ensure that exterior doors of building, server room, radio room, electrical room, and dispatch doors are closed and locked.
  - a. At any time when a gate or door is opened, it should be monitored to ensure the gate/door closes and is secure.
3. Notify on-duty Roane County Sheriff's Office supervisor of lockdown and reason for such.
4. Notify Executive and/or Technical Director of situation (if not already aware).
5. Notify Roane County OES Director of situation.
6. Increase monitoring of surveillance camera system.

### **ADDITIONAL ACTIONS TO CONSIDER**

These are additional actions which should be considered on a case-by-case basis:

- Request extra patrol of the facility and/or officer stand-by from law enforcement agencies.
- Employees do not exit the building except in groups of two or more.
- Lock physical doorknobs to dispatch room using key kept in key box.
- Employees should remain away from windows. This may involve employees working in offices to be temporarily relocated to another area within the building.

# FACILITY EVACUATION PLAN

*Staff shall evacuate the building at any time they feel their safety is in imminent danger, regardless of progress through this list of steps.*

Staff should complete as many of the following steps prior to evacuating the ECC:

1. Obtain facility evacuation kit.
  - a. Place handheld radios into evacuation kit.
2. Obtain AT&T laptops and equipment cases.
3. Notify emergency services personnel of evacuation of the ECC.
  - a. Announcements shall be made over all law enforcement channels. All units shall be advised to monitor ROANE NET. Traffic will be limited to emergency traffic only.
  - b. A county wide page (including all volunteer and city fire departments, emergency management, EMS, and the rescue squad) shall be made.
    - i. "Attention all departments, dispatch is out of service for evacuation. All units monitor ROANE NET, again all units monitor ROANE NET. Please limit traffic to emergency traffic only."
  - c. Announcements shall be made to any departments, units, or personnel working an active incident.
4. Notify Loudon County 911 of situation and that the facility is being evacuated.
5. Print off all active CFS Records
6. All employees sign out of phone and CAD systems.
7. If possible, and employee feels comfortable doing so, remove Mobile 911 unit from garage and away from building. Follow procedures for driving vehicle outlined in **MOBILE 911 OPERATIONS GUIDE**.
8. Exit building. Secure doors as staff exits.

After evacuation of the Emergency Communications Center is complete:

1. VERIFY ALL PERSONNEL ACCOUNTED FOR. Do not allow staff to reenter building.
2. Complete any steps from above list not completed prior to evacuating.
3. Notify Executive and/or Technical Director of the situation (if not already aware).
4. Notify AT&T Resolution Center of the situation. Follow **PHONE FAILURE PLAN**.
5. Notify Roane County OES Director.

## **IMPORTANT CONTACT INFORMATION**

Anderson County 911  
865-457-2414

AT&T 911 Resolution Center  
1-800-553-2811

Chattanooga Mobile Communications Services  
423-643-5236

Cummins Generator Service  
865-523-0446 (Knoxville)  
1-800-286-6467 (Nationwide Call Center)

Loudon County 911  
865-458-9081

Metro Communications  
865-546-0311 (Office)  
865-228-0829 (On call cell phone)

Replay Systems  
1-800-722-3472  
954-267-9199

Rockwood Electric Utility  
865-354-0514

Rockwood Water Sewer and Gas  
865-354-0163

Southern Software  
1-800-842-8190

TEMA State EOC  
615-741-0001

## FACILITY EVACUATION KIT CONTENTS

- Continuity of Operations Plan
- RCECD Policies
- Pens / Pencils
- Phone number list
- Notepads
- Clipboards
- Flashlight and batteries
- Headlamps and batteries
- Ponchos
- Master keys/access control card
- Paper CFS Records
- Cell phones with chargers
- Handheld radios and chargers (AC and DC)
  - Quick reference guide

## CONTINUITY OF OPERATIONS PLAN LOG SHEET

DATE AND TIME PROBLEM FIRST NOTED: \_\_\_\_\_

BRIEF DESCRPTION OF PROBLEM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTIFY:**

☐

EXECUTIVE DIRECTOR

TIME: \_\_\_\_\_

☐

TECHNICAL DIRECTOR

TIME: \_\_\_\_\_

**NOTIFY SUPPORT AGENCY/COMPANY:**

☐

\_\_\_\_\_

TIME: \_\_\_\_\_

TKT #: \_\_\_\_\_

☐

\_\_\_\_\_

TIME: \_\_\_\_\_

TKT #: \_\_\_\_\_

☐

\_\_\_\_\_

TIME: \_\_\_\_\_

TKT #: \_\_\_\_\_

**NOTIFY SERVED AGENCIES:**

DEPARTMENT	TIME	WHO WAS NOTIFIED
ROANE COUNTY SO		
HARRIMAN POLICE		
KINGSTON POLICE		
ROCKWOOD POLICE		
HARRIMAN FIRE		
KINGSTON FIRE		
ROCKWOOD FIRE		
ROANE COUNTY EMS		
ROANE COUNTY OES		
RESCUE SQUAD		
BLAIR VOL FIRE		
EAST VOL FIRE		
MIDTOWN VOL FIRE		
SOUTH VOL FIRE		
WEST VOL FIRE		
HIGHWAY DEPT		



## CONTINUITY OF OPERATIONS PLAN LOG SHEET

ADDITIONAL NOTES:

TIME	NOTE

NOTE SHEET # \_\_\_\_\_

# **MOBILE 911 UNIT OPERATIONS GUIDE**

RCECD maintains a Mobile 911 unit equipped with radios, computers, generator, and other essentials allowing for remote operation of some or all PSAP functions.

To prepare the vehicle for use, follow:


1. PREPARING THE VEHICLE FOR TRAVEL
2. PARKING VEHICLE
3. PREPARING VEHICLE FOR OPERATIONS
4. TURNING ON EQUIPMENT
5. USING COMPUTERS AND CONNECTING TO VPN(s)

When operations are complete, follow:

1. SHUTTING DOWN COMPUTERS AND EQUIPMENT
2. PREPARING THE VEHICLE FOR TRAVEL
3. PARKING VEHICLE

## PREPARING THE VEHICLE FOR TRAVEL

The following steps must be completed prior to the vehicle being moved:

1. Perform complete walk around of the vehicle ensuring:
  - a. All doors and compartments are closed
  - b. Unplugged from shore power or any other connections
  - c. Side door step is in the up and locked position
  - d. Scene lights secured in holders on rear bumper
  - e. Wheel chocks removed and stowed away
  - f. Satellite is down
  - g. Tires are visually inspected for damage, low air, etc.
  - h. If in garage, garage door is fully open and not moving
  - i. Nothing is in the travel path of the vehicle
2. Inside the driver's door, on side of driver's seat: (PHOTO #1)
  - a. Set "Power Module Master Disconnect" switch to ON
  - b. Set red/white battery switch to "1+2"
3. Turn key to ON position (do NOT start vehicle at this time)
  - a. Wait until glow plug light is no longer illuminated (symbol below)  

  - b. Start vehicle using key
4. Turn headlights ON
5. On center console (PHOTO #12):
  - a. Turn MASTER switch ON
  - b. Turn AUTO THROTTLE switch ON
  - c. All other switches OFF
6. Fuel switch on REAR tank (PHOTO #10)
7. If vehicle is in garage:
  - a. Release parking brake
  - b. Place vehicle in DRIVE and pull vehicle out of garage.
  - c. Place vehicle in PARK and set parking brake. (note: engine RPM will increase)
8. On center console (PHOTO #12), turn all white switches to ON position
9. Turn on emergency flashers (switch located on steering column)
10. Perform complete walk around of the vehicle ensuring all lights are working correctly
11. On center console (PHOTO #12), turn off all switches except MASTER and AUTO THROTTLE
12. Turn off emergency flashers
13. Release parking brake
14. Vehicle is ready for travel

## **PARKING VEHICLE**

1. Attempt to select a level area, free from overhead obstructions and on a solid surface (asphalt, concrete, compacted gravel)
2. Place vehicle in PARK
3. Set parking brake
4. On center console (PHOTO #12), turn all switches OFF
5. Turn headlights OFF
6. Turn engine OFF
7. Inside the driver's door, on side of driver's seat: (PHOTO #1)
  - a. Set "Power Module Master Disconnect" switch to OFF
  - b. Set red/white battery switch to OFF
8. Place wheel chocks in front of and behind rear wheels
9. If in open area, place traffic cones around vehicle
10. If vehicle will be left unattended, lock all doors/compartments

## PREPARING VEHICLE FOR OPERATIONS

1. Inside the driver's door, on side of driver's seat: (PHOTO #1)
  - a. Set "Power Module Master Disconnect" switch to ON
  - b. Set red/white battery switch to "1+2"
2. Lower step on right side of vehicle box by turning small lever below step
3. IF VEHICLE IS TO BE POWERED BY ON BOARD GENERATOR:
  - a. Locate "ONAN DIESEL GENSET" panel on wall (PHOTO #2)
    - i. Press and hold switch to START position until generator has started
    - ii. Check OIL PRESSURE gauge
      1. If at or below first mark, turn generator off by pressing and holding switch to STOP position until generator stops running
  - b. On black breaker panel: (PHOTO #4)
    - i. Locate "GENERATOR" breaker, yellow light should be illuminated indicating generator is supplying power
    - ii. Slide safety switch up to "LANDLINE"
    - iii. Turn GENERATOR breaker to ON position (right)
4. IF VEHICLE IS TO BE POWERED BY SHORE POWER OR EXTERNAL GENERATOR:
  - a. Connect power cable to truck's SHORE POWER connection (on driver's side, PHOTO #11)
    - i. Ensure cable is fully inserted and twisted to secure cable to truck
  - b. Connect other end of power cable to commercial power outlet or running external generator
  - c. On black breaker panel: (PHOTO #4)
    - i. Locate "LANDLINE" breaker, yellow light should be illuminated indicating power is available
    - ii. Slide safety switch down to "GENERATOR"
    - iii. Turn LANDLINE breaker to ON position (right)
5. On black breaker panel (PHOTO #4), turn EQUINOX breaker to ON position (right)
6. Locate ONAN EQUINOX INVERTER/CHARGER panel (PHOTO #3)
  - a. Press INVERT ON/OFF button, turning unit ON and verify AC INPUT indicator light is green
7. VEHICLE IS SET UP AND HAS POWER AVAILABLE
8. If using on-board or external generator, develop refueling and fuel procurement plan.

## **TURNING ON EQUIPMENT**

1. On black breaker panel, turn on (right): (PHOTO #4)
  - a. ELECTRONICS RACK (x2)
  - b. INTERIOR RECEPTICLES (x3)
  - c. REFRIG (optional)
  - d. WORKSTATION RECEPTICLES
  - e. AIR CONDITIONER –or– HEATER
  - f. COFFEE MAKER
  - g. MICROWAVE (optional)
2. On silver switch panel (PHOTO #8), turn ON/OFF interior lights as needed
3. In black equipment rack (PHOTO #9), verify turned ON:
  - a. Astron RM-50A
  - b. Four (4) radios
  - c. Mid-Atlantic Power Products
4. In hot weather, lift and remove black equipment rack (PHOTO #9) door to allow air flow
5. Turn on two (2) computers at dispatch position
  - a. Connect mouse and keyboard to each computer (stored in keyboard tray)
6. In cabinet over seating bench on driver's side, turn on six (6) radios. (PHOTO #6)
  - a. Ensure radios are set to correct channel as labeled, unless operational needs differ
  - b. Adjust cabinet doors to align arrows for ventilation (PHOTO #5)
7. In cabinet to left of refrigerator, verify voice recorder is ON (PHOTO #7)
8. In cabinet over seating bench on passenger side, open right sliding door for ventilation to CradlePoint
9. EQUIPMENT IS NOW READY FOR USE

## **USING COMPUTERS AND CONNECTING TO VPN(s)**

1. **COMPLETE TURNING ON EQUIPMENT CHECKLIST FIRST**
2. Allow computer to fully start up
3. If MCC5500 radio console does not open automatically, double click icon on Desktop to open
4. If NCIC access is needed:
  - a. On Desktop, double click CISCO ANYCONNECT icon to launch program
  - b. Click CONNECT
  - c. Enter eAgent username and password, click OK
  - d. Click ACCEPT on agreement window
5. To remotely accesses CAD system:
  - a. Note – CAD system can only be remotely accessed if the Emergency Communications Center is online.
  - b. On Desktop, double click DELL SONICWALL NETEXTENDER icon to launch program
  - c. Username and password are saved to application
    - i. Username: truck1 (left computer) & truck2 (right computer)
    - ii. Password:
  - d. Click CONNECT
6. Open applications one at a time, allowing each to fully open before launching the next:
  - a. CAD
  - b. eAgent
  - c. MDS
7. **COMPUTERS ARE NOW READY FOR USE**

## SHUTTING DOWN COMPUTERS AND EQUIPMENT

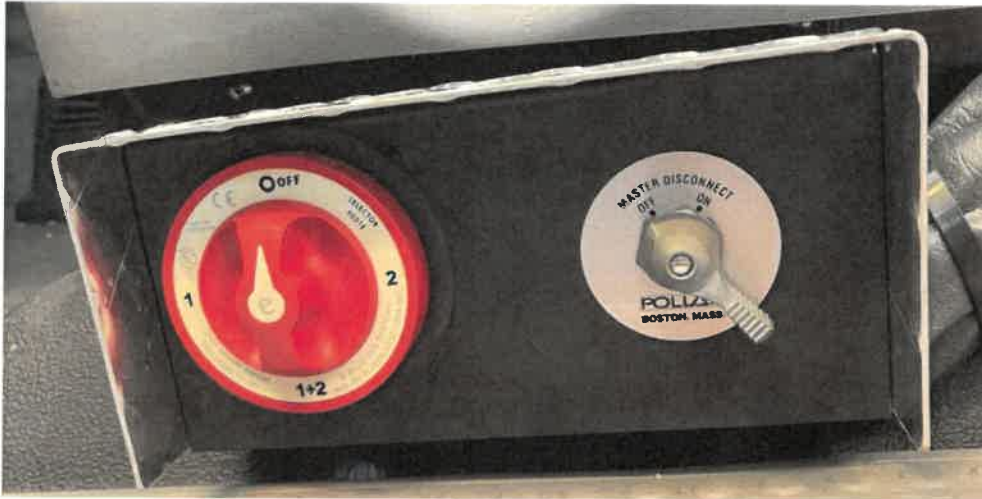
1. Shut down computers
  - a. Close applications
    - i. Close CAD
    - ii. Close eAgent
    - iii. Close MDS
    - iv. Close any other open applications
  - b. Disconnect from VPNs
    - i. From task bar, right click on CISCO ANYCONNECT, click DISCONNECT
    - ii. From task bar, right click on CISCO ANYCONNECT, click QUIT
    - iii. From task bar, right click on SONICWALL NETEXTENDER, click DISCONNECT
    - iv. From task bar, right click on SONICWALL NETEXTENDER, click EXIT
  - c. Double-click SHUTDOWN on Desktop
  - d. Stow keyboard, mouse, and any other equipment in keyboard tray
  - e. Secure chairs in place with bungee cords
2. In cabinet over seating bench on driver's side, turn OFF six (6) radios (PHOTO #6)
3. If Air Conditioner was used, turn thermostat to OFF position.
4. If Heater was used, turn switch off on silver switch panel (PHOTO #8)
5. On black breaker panel (PHOTO #4), turn OFF (left) all circuits, working from left side of panel to right side
6. If black equipment rack (PHOTO #9) door was removed, reinstall door
7. Close and lock door to black equipment rack
8. Ensure all interior cabinets are closed and secured
9. Place pin in refrigerator door
10. Raise all window blinds
11. If using on-board generator: on ONAN DIESEL GENSET panel (PHOTO #2), press and hold switch down to STOP to shut down
12. On silver switch panel, turn all switches OFF (PHOTO #8)



## PHOTOS RELATED TO MOBILE 911 SET UP

Photos are numbered for reference with other pages of this plan. Photos are not in order by step, as some photos may apply at multiple points in a checklist or on multiple checklists.

1. Master disconnect switch and battery switch located inside driver's door, on side of driver's seat



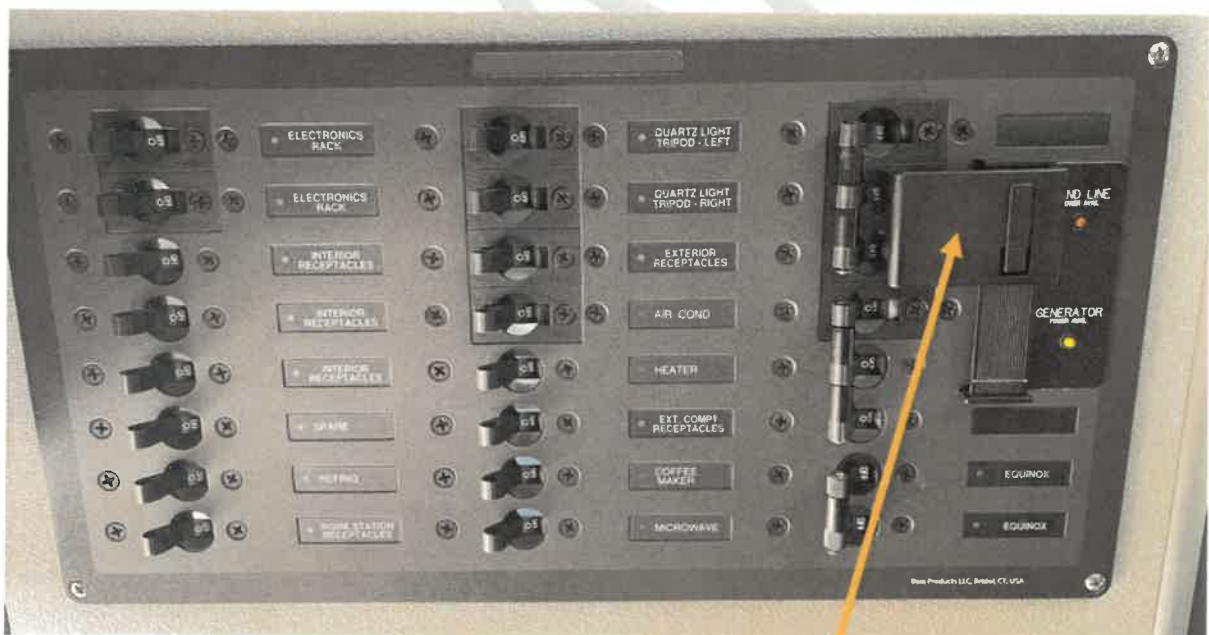
2. ONAN DIESEL GENSET control panel



### 3. ONAN EQUINOX control panel

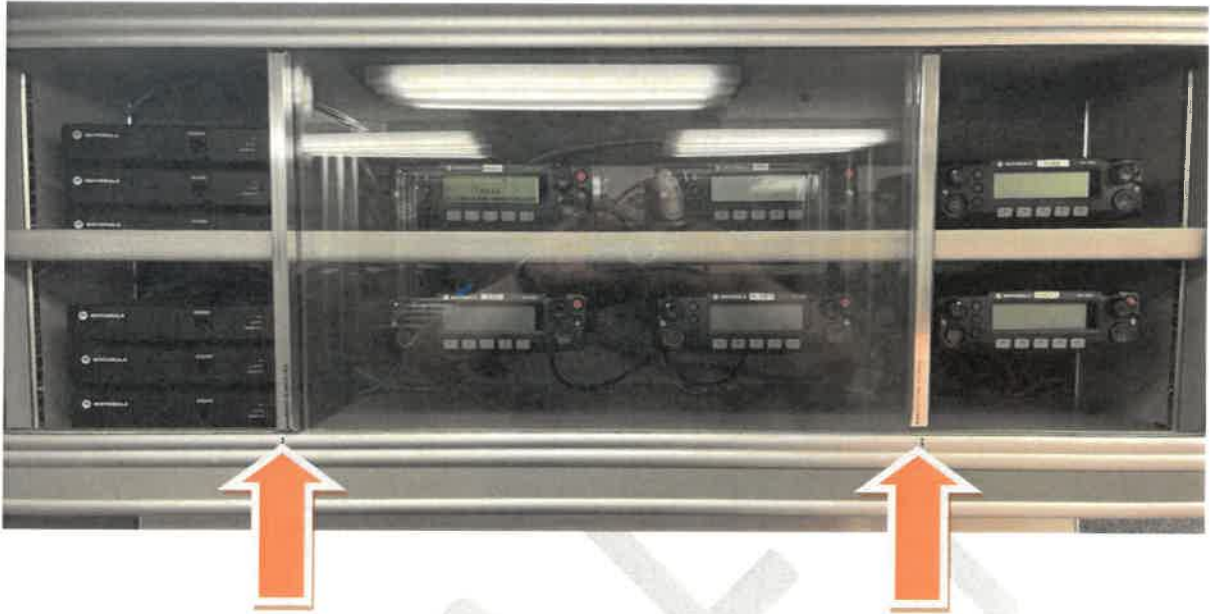


### 4. Circuit breaker panel



Safety switch

5. Alignment of cabinet doors to allow airflow



6. Power button located in blue circle, press and hold to turn on or off.

Ensure radio label (green box) matches indicated channel (purple box).



7. Cabinet to left of refrigerator where voice recorder is located. Verify voice recorder power button is lit (orange circle)



8. Lighting switch panel





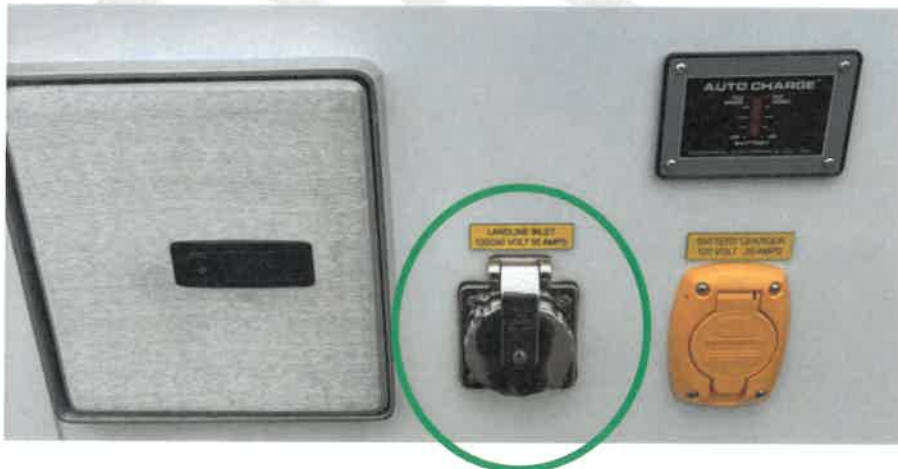
## 9. Equipment rack



10. Fuel tank selector switch



11. Shore power connection



## 12. Center console



Siren Switch – leave turned off

Approved E-911 Budget 2021-2022			
3% Revenue Increase			
Board Approved 4/22/20021	2021-2022	Ammend	Quarter 1
REVENUES	APPROVED		
3010 TCA Section 7-86-303 Receipts	640,518		
3020 TCA Section 7-86-130 Receipts	35,000		
3060 Local Government Contracts	694,604		
3070 Contracted Services	48,809		
3080 Sales & Fees	250		
5002 Interest Income	515		
5006 TECB Subsidies	250,122		
5099 Other Non-Operating Revenue	38,785		
<b><u>TOTAL ESTIMATED REVENUE</u></b>	<b>1,708,603</b>		
SALARIES AND WAGES	2% SALARY INCREASE + LONGEVITY		
4001 Director	65,280		
4002 Administrative Personnel (3)	125,521		
4004 Telecommunicators (9+OT)	364,704		
4005 Dispatch Supervisor Personnel (3+OT)	123,630		
4006 Mapping/Addressing Personnel (1.5)	51,259		
4007 Janitor	6,240		
4012 IT Personnel	51,000		
4013 Compensated Absences	19,856		
4099 Other Payroll Costs	2,100		
4101 Social Security	50,443		
4102 Medicare	11,797		
4104 Medical Insurance	151,373		
4106 Other Insurance	1,300		
4107 Unemployment Compensation	1,596		
4108 Pension Expense	44,770		
4109 Other Postemployment Benefits	8,590		
ADMINISTRATION			
4203 Audit Services	9,917		
4204 Accounting/Bookkeeping Services	3,936		
4208 Contracts with Vendors	500		
4217 Legal Services	10,000	9,400	600
4229 Lease/Rental-Admin Equip/furniture/fixt.	1,900	2,500	(600)
4232 Advertising	1,000		
4233 Awards to Employees and Others	1,500		
4237 Dues and Memberships - Administrative	5,150		
4238 Employee Test/Exams - Administrative	500		
4239 Equipment- General (non-capitalized)	2,500		
4240 Insurance - Liability	10,555		
4241 Insurance - Worker's Compensation	2,600		
4242 Maintenance and Repairs - Administrative	500		
4243 Prem. On Surety/Fidelity Bonds	369		
4245 Software & Licensing - Administration	1,100		
4246 Supplies & Materials-Administration	3,290		



4247 Training Costs - Administrative	1,200		
4248 Travel -Administrative	6,500		
4250 Telephone Costs - Administrative	3,000		
4251 Telecomm cell phones/pagers- Admin.	660		
4253 Vehicle Expenses - Administrative	3,000		
4254 Vehicle Fuel - Administrative	2,500		
4299 Misc. Admin Services and Expenses	750		
<b>BUILDING AND FACILITIES</b>			
4305 Equipment -Facilities (non capitalized)	7,000		
4307 Utilities	27,980		
4333 Maint. and Repairs-Buildings and Facilities	5,900		
4337 Building and Facilities Costs	500		
4338 Insurance - Buildings and Contents	13,627		
4339 Maintenance & Warranty Contracts	1,500		
4340 Supplies and Materials-Build. and Facilities	7,000		
4399 Misc. Building and Facilities Costs	750		
<b>COMMUNICATIONS - OPERATIONS</b>			
4406 Employee Testing and Exams - Operations	3,000		
4410 Insurance - Equipment (non-administrative)	334		
4413 Communications License and Fees	45,000		
4418 Training Expenses - Communicat. Operat.	1,500		
4419 Travel Expenses - Communicat. Operat.	2,100		
4423 Addressing/mapping/database supplies	800		
4424 Cable/Internet Charges - Communications	24,500	25,000	(500)
4427 Equipment - Communications (not capital)	7,000	6,500	500
4430 Language Interpreting	150		
4431 Maintenance & Warranty Contracts	26,700		
4432 Maintenance and Repairs - Communications	4,000		
4433 NCIC/TBI/TIES Expenses	6,352		
4435 Supplies, Materials, & Services - Comm.	2,000		
4437 Telephone Costs (Call Center Lines)	13,000		
4438 Telecom. Cell Phones & Pagers- Comm/OPS	1,200		
4439 Vehicle Expenses - Operations	4,000		
4440 Vehicle Fuel - Operations	1,000		
<b>NONOPERATING EXPENSE</b>			
5010 Interest Expense	104,500		
DEPRECIATION	174,195		
Building Payment Principal	29,500		
<b><u>TOTAL ESTIMATED EXPENSE</u></b>	<b>1,667,474</b>		
ESTIMATED RECEIPTS	1,708,603		
ESTIMATED EXPENDITURE	1,667,474		
OVER (UNDER)	41,129		

\* --Added (NCIC) printer to maintenance contract with Nucycle = 4

\*\* -- AT&T .. Taxes on Dispatch cell phones whether used or not.

September 20, 2021

Upland Design Group, Inc.  
P.O. Box 1026  
Crossville, Tennessee 38557  
Attention: Allen Hill

Monolith Construction, LLC  
210 Seven Oaks Drive  
Knoxville, Tennessee 37922  
Attention: Jake Pinkston

Re: August 18, 2021 Claim Letter of Monolith Construction, LLC

Greetings:

My client, Emergency Communications District of Roane County, Tennessee, has authorized me to provide the following response to the August 18, 2021 letter of Monolith Construction, LLC:

1. The time for raising the claims set forth in the August 18, 2021 letter of Monolith Construction, LLC, has expired. Section 15.1.3 of the General Conditions for Contract for Construction, concerning notice of claims, state that claims made by either party "shall be initiated within 21 days after the occurrence of the event giving rise to the claim or within 21 days after the claimant recognizes the condition giving rise to the claim, whichever is later." The letter of the Emergency Communication District of Roane County exercising its contractual right to pre-substantial completion liquidated damages was dated December 22, 2020 and post-substantial completion liquidated damages was dated March 15, 2021. The determination of the Upland Design Group regarding pre-substantial completion damages, post-substantial completion liquidated damages and offsets was dated June 23, 2021. The time for Monolith Construction, LLC to raise a claim regarding both contractual rights for liquidated damages and for offsets expired before August 18, 2021.

2. Although Section 15.1.1 of the General Conditions of the Contract for Construction states, in part "this Section 15.1.1 does not require the owner to file a claim in order to impose liquidated damages in accordance with the contract documents, should the letters of the Emergency Communications District of Roane County, Tennessee exercising its contractual rights for liquidated damages, dated, respectively, December 22, 2020 and March 15, 2021, be deemed claims, the initial

decision maker, Upland Design Group, rendered its decision on those claims on July 23, 2021. Section 15.2.6.1 of the General Conditions of the Contract for Construction states,

Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made in the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their right to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

Since neither party demanded review of the June 23, 2021 decision of Upland Design Group, said decision is final according to Section 15.2.6.1, and not subject to further review.

3. A significant portion of the August 18, 2021 claim of Monolith Construction, LLC, alleges delays because of the COVID-19 pandemic. While these alleged delays from the pandemic were, according to Monolith, in the process of occurring, Monolith Construction, LLC, failed to make a request for extension of the contract time as authorized by Section 10.4, Section 15.1.6 and Section 7.3 of the General Conditions of the Contract for Construction. Moreover, Section 15.1.6, of the General Conditions of Contract for Construction concerning claims for additional time, and Section 15.1.3 of said General Conditions of the Contract for Construction, require any such claim for additional time to be made within 21 days after the occurrence of the event giving rise to such claim. Again, the period for making any claim for additional time for completing the contract has long expired.

4. Likewise, any claim for additional time concerning the remaining matters set forth in the August 18, 2021 letter of Monolith Construction, to-wit: light gauge steel, electrical, aluminum openings, window delivery, vision light delivery and harness delivery, has expired because no claim for additional completion time was made within 21 days of the alleged delays.

5. Regarding the portion of the August 18, 2021 letter from Monolith Construction, LLC, regarding fence installation, the fence was completed at least a month before the date of substantial completion, and therefore, is irrelevant to the demand for pre-substantial completion liquidated damages.

6. Regarding the portion of the August 18, 2021 letter from Monolith Construction, LLC, concerning the late delivery of the UPS required for completion of electrical work, the UPS sat on the construction site for at least a month before the electrical work was completed. Moreover, the electrical work was completed before the date of substantial completion, and therefore, is irrelevant to the demand for pre-substantial completion liquidated damages.

7. Regarding the allegation in the August 18, 2021 letter from Monolith Construction, LLC, that a delay in aluminum openings from June 30 until September 2, 2020, impeded interior work because the building was not weathertight, the attached correspondences from Raad Al Meferge of Monolith Construction, LLC concerning work progress reports dated April 20, 2020 and April 24, 2020, indicate that as of April 20, 2020, gypsum for the ceiling and ceiling installation had begun as

September 20, 2021

Page 3

well as R-13 blown in insulation. According to the April 24, 2020 progress report, the electric works inspection inside the walls had been completed, and electric works above the ceiling tiles would begin the following week.

8. Regarding the portion of the August 18, 2021 letter objecting to \$10,000.00 held for paving, the area was actually paved by the Tennessee Department of Transportation when it widened the highway fronting the construction project, not by Monolith Construction, LLC. Therefore, paying said amount to Monolith Construction, LLC, would constitute unjust enrichment. Additionally, Monolith Construction, LLC was instructed to keep its employees and subcontractors off of the new pavement, but failed to do so, thereby causing damage to the new pavement, which Monolith Construction, LLC, has not repaired.

9. Regarding the portion of the August 18, 2021 letter from Monolith Construction objecting to \$1,500.00 being held for furniture moving completed by the Emergency Communications District of Roane County, Tennessee, not by Monolith Construction, LLC, its employees or subcontractors, paying said amount to Monolith Construction, LLC, would constitute unjust enrichment.

Sincerely,

Greg Leffew  
Attorney for Emergency Communications  
District of Roane County, Tennessee

GL:dmp

## FUND BALANCES

AS OF AUGUST 31, 2021 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT INCLUDING THE BUILDING PROJECT ACCOUNT

REVENUE FUND	\$2,146,051.02
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OPERATING ACCOUNT	\$ 140,359.50
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TOTAL FUNDS	\$2,286,410.52
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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)	\$- 9,327.45
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LESS 800 MHZ SYSTEM MAINTENANCE	\$- 48,121.30
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LESS METRO COMM. RADIO EQUIPMENT	\$- 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>\$- 777,739.63</u>
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TOTAL UN-DESIGNATED	\$1,508,670.89
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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	\$ 1,086.66
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### Information received from Griffin Insurance on our Insurance policies renewal prices

Below is a comparison chart with the current with \$1,000 deductible, the rate if this renews with the same deductible and the renewal rate if we increase the deductible to \$2,500. The overall increase with keeping the \$1,000 deductible is 9.5% due to a carrier rate increase and the inflation on the building values. If we choose to renew and increase the deductible we would be saving \$2,915 vs. renewing at the current deductible with an increase of \$2,960 from last year premiums.

Coverage Part	2020-2021 Adjusted Expiring Premium (1,000)	2021-2022 Renewal Quote Premium (1,000)	2,500 deductible premium 2021-2022
Property	19,378	21,335	18,420
Crime (Bonds)	351	351	351
Portable Equipment	318	318	318
Auto	3890	4207	4207
General Liability	2,043	2,225	2,225
Management Liability	3,455	3,809	3,809
Excess	1,539	1,689	1,689
	30,974	33,934	31,019

MINUTES  
KINGSTON PLANNING COMMISSION  
SEPTEMBER 21, 2021

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on September 21, 2021 at the Kingston city hall.

Members Present

Stephanie Wright, Chair  
Bo Pickel, Sec.  
Tim Neal, Mayor  
Sammy Frogg  
Lou Qualls  
Jim Owens  
Jody Tipton

Members Absent

Gary Botkin  
Kris Clifton  
Wade Lovin

Others Present

David Bolling  
Kelly Jackson  
Mitch Lemons

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. Tipton and a second by Secretary Pickel, the minutes of the August 17, 2021 meeting were unanimously approved on a roll call vote.

REPORTS AND PUBLIC COMMENTS

Chairwoman Wright stated that Kingston has been awarded the Small City Progress Award by the Tennessee Municipal League. She also stated that the election of vice chairman will be added to the agenda.

There were no public comments.

SITE PLAN REVIEW – PARKING LOT FOR 104 SPENCER STREET – MITCH LEMONS

Staff introduced a site plan for a parking lot at 104 Spencer Street. The site plan showed fourteen parking spaces, a divided ingress/egress, and drainage facilities. The parking spaces were adequately sized at 9' by 18' with at least thirty feet of backup space. The property was gently sloped and was a mixture of asphalt, compacted soil, and gravel. The site plan included a drainage plan prepared by Mr. David Beverly. A 70' by 36" corrugated metal pipe was proposed to hold the stormwater until it was slowly released into the city's drainage facilities.

Staff Comments and Recommendations

Staff recommended that the site plan be approved.

Action Taken

On a motion by Mayor Neal and a second by Mr. Frogg, the commission unanimously voted to approve the site plan on a roll call vote.

DISCUSSION OF PERMANENT STRUCTURES IN RV PARKS OR CAMPGROUNDS

The commission briefly discussed permanent structures that might locate in RV parks or campgrounds. This was in conjunction with possible small businesses serving the residents, such as an ice cream or hot dog stand or a small store. Casitas or similar structures for residential uses were thought to be

contradictory of the intent of RV park regulations. The commission agreed that any permanent structures would have to be approved by the planning commission through the site plan review process. Also, Mayor Neal and Mr. Tipton agreed that the 29-day requirement would take care of most issues. No action was taken.

ELECTION OF VICE CHAIRMAN

On a motion by Mayor Neal and a second by Mr. Tipton, the commission unanimously voted to elect Mr. Wade Lovin as Vice Chairman.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.





**KINGSTON BOARD OF ZONING APPEALS  
CALLED MEETING  
Monday, September 13, 2021**

**MINUTES**

The City of Kingston Board of Zoning Appeals met in a Special Called Meeting on Monday, September 13, 2021 at 6:00 p.m. Chair Glenda Johnson called the meeting to order. Upon roll call the following members were present: Chair Glenda Johnson, Mayor Tim Neal and Member Tori May, Member Suter. Staff present: City Clerk Kelly Jackson and Building Official Glen Cofer.

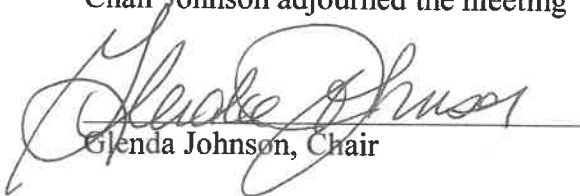
**A. New Business**

1. Request for Variance: Section 11-303, Item 2 of the Kingston City Zoning Ordinance. Owner requests to enlarge footprint of existing structure. Owner: Gerald Smith, Property Location: 621 North Third Street.

Motion made by Member Suter, Second by Member May to grant a Variance Request permitting applicant to enlarge footprint of the existing structure at 621 North Third Street

The motion passed with a unanimous roll call vote. 4 Ayes

Member Suter made a motion to adjourn, Second by Member Neal.  
Chair Johnson adjourned the meeting

  
Glenda Johnson, Chair

  
Kelly Jackson, City Clerk