

**WORK SESSION AGENDA
DECEMBER 19, 2017
4:15 p.m.**

1. Agenda Review

**AGENDA
CITY OF MORRISTOWN, TENNESSEE
CITY COUNCIL MEETING
DECEMBER 19, 2017 – 5:00 P.M.**

1. CALL TO ORDER

Mayor Gary Chesney

2. INVOCATION

Jonathon Bewley, Chaplain, Morristown Police Department

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. APPROVAL OF MINUTES

1. December 5, 2017

6. PROCLAMATIONS/PRESENTATIONS

**7. CITIZEN COMMENTS ABOUT AGENDA ITEMS ONLY
(Other than items scheduled for public hearing.)**

8. OLD BUSINESS

8-a. Public Hearings & Adoption of Ordinances/Resolutions

9. NEW BUSINESS

9-a. Resolutions

9-b. Introduction and First Reading of Ordinances

9-c. Awarding of Bids/Contracts

1. Approval of Memorandum of Understanding between the Tennessee Department of Transportation (TDOT) and the City of Morristown in consideration of the mutual covenants and agreements regarding constructing driveway entrances on State Highways.
2. Approval of Bid from Stringfellow, Inc. for a Public Works Leaf Truck in the amount of \$165,983.
3. Approval of Bid from Public Works Equipment and Supply, Inc. for the following Storm Water Equipment; Stainless Steel Root Cutter in the amount of \$3,600, APX377 Wireless Headset in the amount of \$7,530 and Video Inspection Equipment in the amount of \$16,700.
4. Consideration of catch-up provision for deferred compensation for the City Administrator not to exceed limits established by the Internal Revenue Service.

9-d. Board/Commission Appointments

9-e. New Issues

10. CITY ADMINISTRATOR'S REPORT

11. COMMUNICATIONS/PETITIONS

This is the portion of the meeting where members of the audience may speak subject to the guidelines provided.

12. COMMENTS FROM MAYOR/COUNCILMEMBERS/COMMITTEES

13. ADJOURN

City Council Meeting/Holiday Schedule:
Regular City Council Meeting with Work Session

Dec. 25-26, 2017	(Monday & Tuesday)	City Employee's Holiday Christmas
Jan. 1, 2018	(Monday)	City Employee's Holiday New Year's
Jan. 2, 2018	(Tues) 4:00 p.m.	Work Session – Council Agenda Review
Jan. 2, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Jan. 9, 2018	(Tues) 1:00 p.m.	Special Called City Council Work Session
		Design, Heritage Park Phase I and Public Works
Jan.15, 2018	(Monday)	City Employee's Holiday Martin Luther King Day
Jan. 16, 2018	(Tues) 3:45 p.m.	Finance Committee Meeting
Jan. 16, 2018	(Tues) 4:15 p.m.	Work Session – Council Agenda Review
Jan. 16, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Jan. 19, 2018	(Friday) 9 a.m. – 3 p.m.	Work Session – Mid-Year Council Planning
		Morristown Airport Conference Room
Feb. 6, 2018	(Tues) 4:00 p.m.	Work Session – Council Agenda Review
Feb. 6, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Feb. 20, 2018	(Tues) 3:45 p.m.	Finance Committee Meeting
Feb. 20, 2018	(Tues) 4:15 p.m.	Work Session – Council Agenda Review
Feb. 20, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Mar. 6, 2018	(Tues) 4:00 p.m.	Work Session – Council Agenda Review
Mar. 6, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Mar. 20, 2018	(Tues) 3:45 p.m.	Finance Committee Meeting
Mar. 20, 2018	(Tues) 4:15 p.m.	Work Session – Council Agenda Review
Mar. 20, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Mar. 30, 2018	(Friday)	City Employee's Holiday Good Friday
Apr. 3, 2018	(Tues) 4:00 p.m.	Work Session – Council Agenda Review
Apr. 3, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session
Apr. 17, 2018	(Tues) 3:45 p.m.	Finance Committee Meeting
Apr. 17, 2018	(Tues) 4:15 p.m.	Work Session – Council Agenda Review
Apr. 17, 2018	(Tues) 5:00 p.m.	Regular City Council Meeting with Work Session

**WORK SESSION AGENDA
DECEMBER 19, 2017**

1. Property Management

**STATE OF TENNESSEE
COUNTY OF HAMBLLEN
CORPORATION OF MORRISTOWN
DECEMBER 5, 2017**

The City Council for the City of Morristown, Hamblen County, Tennessee, met in regular session at the regular meeting place of the Council in the Morristown City Center at 5:00 p.m., Tuesday, December 5, 2017, with the Honorable Mayor Gary Chesney, presiding and the following Councilmembers present; Bob Garrett, Kay Senter, Dennis Alvis, Ken Smith, and Tommy Pedigo, absent; Chris Bivens.

Dr. Gary Brewster, Chaplain, Morristown Police Department, led in the invocation and Councilmember Alvis led in the "Pledge of Allegiance".

Councilmember Alvis made a motion to approve the November 21, 2017, minutes as circulated. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

Mayor Chesney acknowledged the Finance Departments receipt of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Year ending June 30, 2016; this is the fourth year that the department has received this award.

Councilmember Smith made a motion to approve Ordinance No. 3592 on second and final reading. Councilmember Senter seconded the motion and upon roll call; all voted "aye".

Ordinance No. 3592

**An Ordinance of the City Council of Morristown, Tennessee,
Amending Title 14 (Zoning and Land Use Control), Chapter
2(Definitions) and Chapter 19 (Administration and Enforcement).**

Councilmember Pedigo made a motion to approve Ordinance No. 3593 on second and final reading. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Ordinance No. 3593

**An Ordinance of the City Council of Morristown, Tennessee,
Amending Title 19 (Electricity & Gas) of the Morristown Municipal
Code.**

Councilmember Pedigo made a motion to approve Resolution No. 11-17. Councilmember Smith seconded the motion and upon roll call; all voted "aye".

RESOLUTION NO. 11-17

**A RESOLUTION AUTHORIZING THE CITY OF MORRISTOWN
TO PARTICIPATE IN THE POOL'S JAMES L. RICHARDSON
"DRIVER SAFETY" MATCHING GRANT PROGRAM.**

WHEREAS, the safety and well-being of the employees of the City of Morristown, is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace and to increase safe driving practices for the City of Morristown employees; and

WHEREAS, The Pool seeks to encourage the establishment of a safe workplace by offering a *"Driver Safety" Matching Grant Program*; and

WHEREAS, the City of Morristown now seeks to participate in this program.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE
CITY OF MORRISTOWN, TENNESSEE** the following:

SECTION 1. That the City of Morristown is hereby authorized to submit application for a *"Driver Safety" Matching Grant Program* through The Pool.

SECTION 2. That the City of Morristown is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this the 5th day of December 2017.

MAYOR

ATTEST:

CITY ADMINISTRATOR

Councilmember Alvis made a motion to approve the Contract with Michael Baker International, Inc., for consulting services related to airport matters. Councilmember Senter seconded the motion and upon roll call; all voted "aye".

Councilmember Senter made a motion to approve the Work Order Authorization No. 17-1 with Michael Baker International, Inc., in the not to exceed amount of \$10,000 for Morristown Regional Airport work items. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve the Change Order for additional Environmental Services with S&ME for the Old Morristown - Hamblen County Landfill in the not to exceed amount of \$10,000. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve the Police Departments promotion of John Fassler to Patrol Lieutenant. Councilmember Garrett seconded the motion and upon roll call; all voted "aye".

Councilmember Smith made a motion to approve the Police Departments promotion of Lloyd Crocker to Patrol Sergeant. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Alvis made a motion to approve the Police Departments promotion of Brad Rice to Patrol Corporal. Councilmember Smith seconded the motion and upon roll call; all voted "aye".

Mayor Chesney adjourned the December 5, 2017, City Council meeting at 5:20 p.m.

MAYOR

ATTEST:

CITY ADMINISTRATOR

MEMORANDUM OF UNDERSTANDING – HIGHWAY ENTRANCE PERMITS

This Memorandum of Understanding is made and entered into by and between the Tennessee Department of Transportation (“TDOT”) and the City of XXXXX, Tennessee (“City”).

WITNESSETH

That for and in consideration of the mutual covenants and agreements herein contained, and pursuant to Tenn. Code Ann. §§ 54-5-301 and 54-5-302 and Tenn. Comp. R. & Regs. 1680-10-01-.04 Manual for Constructing Driveway Entrances on State Highways (“Manual”) Section 2.3, TDOT hereby grants unto City permission to issue highway entrance permits on State highways, on the terms and conditions hereinafter set forth:

1. City hereby accepts sole authority for receiving applications, reviewing applications, and issuing or denying highway entrance permits on State highways within City limits. Any permits so issued shall meet or exceed the conditions set forth in Tenn. Comp. R. & Regs. Chapter 1680-10-01.
2. City shall follow the provisions of Manual Section 7.1 in reviewing and submitting to TDOT requests for exceptions that are recommended by City for approval. After review, TDOT will recommend approval or denial of City's proposed exception. Exception review dates will be posted on TDOT's Highway Entrance Permit website. TDOT retains sole authority for final approval of exceptions that do not meet the conditions set forth in Tenn. Comp. R. & Regs. Chapter 1680-10-01.
3. City shall follow the provisions of Manual Sections 2.4 and 2.5 regarding proof of liability insurance and bond requirements for applications other than residential driveways and field entrances.

4. All highway entrance permits issued by City shall include language to the following effect:
 - Permittee shall assume all liability for third-party claims for damages arising from Permittee's use of the State ROW.
 - Permittee shall be liable for any damage to State property resulting from the subject work, including but not limited to, the roadway, shoulders, guardrail, drainage, landscaping, signs and controlled-access fences, and all repair or replacement of such damage shall be made in accordance with the current TDOT Standard Specifications for Road and Bridge Construction, TDOT Standard Drawings and any other applicable design and/or construction standards or guidelines. Such damage also includes failure to properly complete the subject work.
 - Damage to State property must be repaired within thirty (30) days after Permittee receives notice.
5. A professional engineer who is licensed in the State of Tennessee and employed by City must provide review, oversight, and/or approval regarding all highway entrance permits issued by City.
6. City acknowledges that, due to the nature of the proposed work exceeding the scope of a highway entrance permit as set forth in Tenn. Comp. R. & Regs. Chapter 1680-10-01, some Permittees will require both a City highway entrance permit and additional TDOT permit(s). In such events, City shall refer Permittee to the appropriate TDOT Region Traffic Engineering Office for further instruction and shall notify the Permittee that work may not commence until all necessary permit(s) have been obtained.

7. City shall maintain records of all highway entrance permits issued by City in accordance with City's applicable recordkeeping laws and regulations and agrees to provide copies of such records to TDOT upon request.
8. City shall assume all liability for claims arising out of conduct on the part of the City for which it would be liable under the Tennessee Governmental Tort Liability Act, Tenn. Code Ann. § 29-20-101, et seq., up to the limits for which it can be held liable for such conduct under that act, arising from its exercise of any of the rights granted under this Memorandum of Understanding.
9. This Memorandum of Understanding shall take effect on the last date executed below and shall continue in full force for so long as both parties desire. This Memorandum of Understanding may be cancelled by either party with sixty (60) days advance written notice.

This Agreement shall be effective as of the date of the last signature hereto. In witness whereof, TDOT and City have executed this Memorandum of Understanding and agree to be bound by the terms herein.

Tennessee Department of Transportation

City of XXXXX, Tennessee

Signature: _____

Signature: _____

John C. Schroer

XXXXX

Commissioner

Mayor

Date: _____

Date: _____

Debra Stamey

From: Tennessee Municipal League <tmlmail@tml1.org>
Sent: Monday, December 4, 2017 3:19 PM
To: Debra Stamey
Subject: Reminder: TML District 2 Meeting Scheduled for Wednesday, December 13, 2017



Message From Your District Director



Reminder

TO: TML District 2 Municipal Officials
FROM: Dan Brown / Knoxville Councilmember / TML District 2 Director
SUBJECT: District Meeting in December

Information for our next District Meeting is as follows:

Date: Wednesday, December 13, 2017

Time: 10 a.m. – 12 noon

Location: Knoxville City-County Building, 400 Main SW, Knoxville, TN 37902
(Small Assembly Room)

Note: A light breakfast will be served.

When the second session of the 110th General Assembly convenes on January 9, 2018, state government leaders will address a number of complex issues of interest and concern to Tennessee's towns and cities.

It is imperative that our membership be aware of the potential impact these issues might have on municipalities before lawmakers begin their deliberations, so please do not miss the opportunity to attend this meeting.

Your TML staff will be on hand to present updates on the latest events and news affecting municipalities at the state and national levels, as well as the legislative agenda approved by the TML Board for the upcoming session.

For planning purposes, I ask that you RSVP to Denise Paige at dpaige@tml1.org. If you have any questions concerning the district meeting, please contact your TML staff at (615) 425-3905.

We look forward to seeing you.

Tennessee Municipal League, 226 Capitol Blvd. Suite 710, Nashville, TN 37219

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Morristown City Council Agenda Item Summary

Date: December 13, 2017

Agenda Item: Approval of Bid – Leaf Truck

Prepared by: Joey Barnard

Subject: Leaf Truck Bid

Background/History: Due to aging of the fleet and utilization of current equipment, it has become necessary for the Public Works Department to purchase a leaf truck.

Findings/Current Activity: The bid was advertised in the Citizen Tribune on November 27, 2017 and on November 29, 2017 and in the Knoxville News Sentinel on November 28, 2017. Additionally the bid was posted to the City of Morristown's website and on vendor registry, an on-line bid facilitation website. The submission deadline was Monday, December 11, 2017 at 10:00 A.M. We received one response.

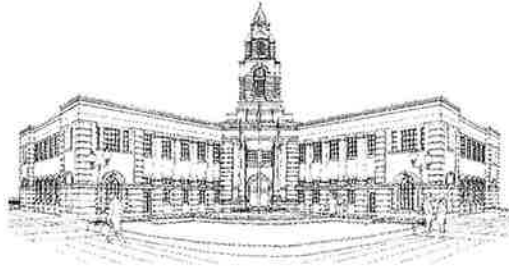
Financial Impact: Funds have been appropriated in the 17-18 budget.

Action options/Recommendations: It is staffs' recommendation to accept the bid submitted by Stringfellow, Inc.

Attachments: Copy of the Bid Tabulation

City of Morristown
Leaf Truck Bid
Monday, December 11, 2017; 10:00 A.M.

Bidder	Make and Model	Unit Price
Stringfellow, Inc.	Tarco Typhoon 4030	\$165,983.00



Morristown City Council Agenda Item Summary

Date: December 13, 2017

Agenda Item: Approval of Bid – Storm Water Equipment

Prepared by: Joey Barnard

Subject: Storm Water Equipment Bid

Background/History: The Public Works Department has found it necessary to purchase storm water equipment. Bids have been received for a root cutter, a wireless headset, and video inspection equipment. These items will work specifically with the City's vector truck and will increase the efficiency in storm water related work.

Findings/Current Activity: The bid was advertised in the Citizen Tribune on November 28, 2017 and on November 30, 2017 and in the Knoxville News Sentinel on November 28, 2017. Additionally the bid was posted to the City of Morristown's website and on vendor registry, an on-line bid facilitation website. The submission deadline was Tuesday, December 12, 2017 at 10:00 A.M. We received one response.

Financial Impact: Funds have been appropriated in the 17-18 budget.

Action options/Recommendations: It is staffs' recommendation to accept the bid submitted by Public Works Equipment and Supply, Inc.

Attachments: Copy of the Bid Tabulation

City of Morristown
Stormwater Equipment Bid
Tuesday, December 12, 2017; 10:00 A.M.

Bidder	Item	Unit Price
Public Works Equipment and Supply, Inc.	Stainless Steel Root Cutter	\$3,600.00
Public Works Equipment and Supply, Inc.	APX377 Wireless Headset	\$7,530.00
Public Works Equipment and Supply, Inc.	Video Inspection Equipment	\$16,700.00



Memo

To: Mayor and City Council

From: Finance Chair, Kay Senter

Date: December 15, 2017

Re: Deferred Compensation

At the December 5, 2017, Called Finance Committee meeting the Committee approved to bring the following item to the City Council for their consideration:

- Per City Administrator Cox's contract, and at Council's discretion, a catch-up provision for deferred compensation be considered by Council in the not to exceed limits established by the Internal Revenue Service.

This item will be on the December 19, 2017, meeting for Council's consideration.