

**WORK SESSION AGENDA**  
**May 21, 2024**  
**4:00 p.m.**

1. Agenda Review and Citizen Forum

**AGENDA**  
**CITY OF MORRISTOWN, TENNESSEE**  
**CITY COUNCIL MEETING**  
**May 21, 2024**  
**5:00 p.m.**

1. **CALL TO ORDER**

Mayor Gary Chesney

2. **INVOCATION**

Reverend Mark Campbell, Morristown Police Dept. Master Chaplain

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

5. **ADOPTION OF AGENDA**

6. **PROCLAMATIONS/PRESENTATIONS**

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

8. **APPROVAL OF MINUTES**

1. May 7, 2024

9. **OLD BUSINESS**

- 9-a. **Public Hearings & Adoption of Ordinances/Resolutions**

1. Ordinance No. 4752.02

To amend ordinance number 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds in relation to the MAID Ditch project - transfer of funds from the ARPA Fund to the Stormwater Fund.

2. Ordinance No. 4752.03

To amend ordinance number 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds for twelve Police vehicles and associated upfitting, various operational needs, grant funded Police & Fire items and re-allocate funding for asset management software; and to appropriate and establish the funding source for each appropriation.

**10. NEW BUSINESS**

**10-a. Resolutions**

**10-b. Introduction and First Reading of Ordinances**

**10-c. Awarding of Bids/Contracts**

1. Acknowledge receipt of bids for a Fire Panel at Public Works, accept the bid from CES Corporation as the best bid, and authorize the purchase of one (1) Fire Panel for \$41,555.67.
2. Acknowledge receipt of bids for a Split System at Fire Station #1, accept the bid from Renner Electric Heating & Cooling, Inc. as the best bid, and authorize the purchase of two (2) Split Systems for \$15,589.
3. Approval of Agreement with LDA Engineering to provide Professional Services as related to the Professional Services for the Snyder Road Connection to Frank Lorino Park in an amount of \$17,500.
4. Approve Change Order No. 1 to the contract with McSpadden, Inc. for the construction of Fire Station Three, being a cumulative credit of \$3,817.00, and authorize the City Administrator to execute the same.

**10-d. Board/Commission Appointments**

1. City Council appointment to fill a vacancy on the Library Board for the remainder of the term to expire June 30, 2026.
2. City Council appointment to the Library Board for a three (3) year term to expire June 30, 2027; term expiring Terri Tilson.

**10-e. New Issues**

1. Executive Session

**11. CITY ADMINISTRATOR'S REPORT**

**12. COMMENTS FROM MAYOR/COUNCILMEMBERS/COMMITTEES**

## 13. ADJOURN

### WORK SESSION May 21, 2024

#### 1. Policy Updates

#### Upcoming City Council Meeting/Holiday Schedule.

May 21, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
May 21, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
May 27, 2024	Monday		City Center Closed – Observance of Memorial Day
June 4, 2024	Tuesday	3:30 p.m.	Finance Committee Meeting
June 4, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
June 4, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
June 18, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
June 18, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
June 19, 2024	Wednesday		City Center Closed – Observance of Juneteenth
July 2, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
July 2, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
July 4, 2024	Thursday		City Center Closed – Observance of Independence Day
July 16, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
July 16, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
August 6, 2024	Tuesday	3:30 p.m.	Finance Committee Meeting
August 6, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
August 6, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
August 20, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
August 20, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
September 2, 2024	Monday		City Center Closed – Observance of Labor Day
September 3, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
September 3, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
September 17, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
September 17, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
October 1, 2024	Tuesday	3:30 p.m.	Finance Committee Meeting
October 1, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
October 1, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
October 15, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
October 15, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
November 5, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
November 5, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
November 11, 2024	Monday		City Center Closed – Observance of Veterans Day
November 19, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
November 19, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
November 28-29, 2024	Thurs/Fri		City Center Closed – Observance of Thanksgiving Holiday
December 3, 2024	Tuesday	3:30 p.m.	Finance Committee Meeting
December 3, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
December 3, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
December 17, 2024	Tuesday	4:00 p.m.	Council Agenda Review & Citizen Forum
December 17, 2024	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
December 24-25, 2024	Tues/Wed		City Center Closed – Observance of Christmas Holiday

STATE OF TENNESSEE  
COUNTY OF HAMBLLEN  
CORPORATION OF MORRISTOWN  
MAY 7, 2024

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, May 7, 2024, with the Honorable Mayor Gary Chesney presiding and the following Councilmembers present: Al A'Hearn, Chris Bivens, Bob Garrett, Tommy Pedigo, Joseph Senter and Kay Senter.

Dr. Chris Dotson, Morristown Police Department Master Chaplain, led in the invocation. Councilmember A'Hearn led the "Pledge of Allegiance".

Councilmember A'Hearn made a motion remove from the agenda Item 10b2 "An Ordinance to amend Ordinance No. 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds in relation to the Morristown Landing operations" and adopt the May 7, 2024. Councilmember K. Senter seconded the motion and upon roll call; all voted "aye".

Mayor Chesney opened the floor for members of the audience to speak subject to the guidelines provided. Louis Chan spoke.

Councilmember A'Hearn made a motion to approve the minutes of the April 16, 2024 meeting as circulated. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

A Public Hearing was held relating to Ordinance No. 4776. No one spoke.

Councilmember Pedigo made a motion to approve Ordinance No. 4776 on second and final reading. Councilmember Bivens seconded the motion and upon roll call; Mayor Chesney and Councilmembers A'Hearn, Bivens, Garrett, Pedigo, and J. Senter voted "aye". Councilmember K. Senter "abstained".

**Ordinance No. 4776**

**An Ordinance to amend the municipal code of the City of Morristown, Tennessee, Appendix B. Rezoning of Lot 9B of the Preliminary & Final Plat of Masengill Spring Development Phase II – Division of Tract 9 as recorded in Plat Book O Page#157 in the Hamblen County Register of Deeds Office from RP1 (Planned Residential District) to PCB (Planned Commercial District), the general location being shown on the attached exhibit A.**

A Public Hearing was held relating to Ordinance No. 4777. No one spoke.

Councilmember Bivens made a motion to approve Ordinance No. 4777 on second and final reading. Councilmember Garrett seconded the motion and upon roll call; all voted “aye”.

**Ordinance No. 4777**

**An Ordinance to amend the municipal code of the City of Morristown, Tennessee, Appendix B. Rezoning of Lot 1 of the Final Plat of Elliot Property as recorded in Plat Book P Page #3 in the Hamblen County Register of Deeds Office from OMP (Office Medical and Professional District) and LI (Light Industrial District) to IB (Intermediate Business District), the general location being shown on the attached exhibit A.**

Councilmember Pedigo made a motion to approve Resolution No. 2024-11. Councilmember J. Senter seconded the motion and upon roll call; all voted “aye”.

**Resolution No. 2024-11**

**A Resolution authorizing the City Attorney to begin legal proceedings to obtain construction easements for the East Morris Blvd. Road Project.**

Councilmember A'Hearn made a motion to approve Ordinance No. 4752.02 on its first reading and schedule a Public Hearing relative to the final passage of said Ordinance on May 21, 2024. Councilmember K. Senter seconded the motion and upon roll call; all voted “aye”.

**Ordinance No. 4752.02**

**An Ordinance to amend Ordinance No. 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds in relation to the MAID Ditch project – transfer of funds from the ARPA Fund to the Stormwater Fund.**

Councilmember Bivens made a motion to approve Ordinance No. 4752.03 on its first reading and schedule a Public Hearing relative to the final passage of said Ordinance on May 21, 2024. Councilmember Garrett seconded the motion and upon roll call; all voted “aye”.

**Ordinance No. 4752.03**

**An Ordinance to amend Ordinance No. 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds for twelve Police vehicles and associated upfitting, various operational needs, grant funded Police**



**& Fire items and re-allocate funding for asset management software; and to appropriate and establish the funding source for each appropriation.**

Councilmember A'Hearn made a motion to acknowledge receipt of bids for upfitting of police vehicles, accept the bid from Dana Safety Supply as the best and most qualified bid and authorize the City Administrator to enter into an agreement with Dana Safety Supply to upfit all twelve (12) police vehicles totaling \$39,600.00. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

Councilmember K. Senter made a motion to acknowledge receipt of bids for in-car camera systems, accept the bid from Truckers Lighthouse as the best and most qualified bid and authorize a one-time purchase of twelve (12) 10-8 Arsenal In-Car camera systems with the necessary AV cables totaling \$27,004.56. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Pedigo made a motion to acknowledge receipt of bids for the Ballistic Helmets, accept the bid from Dana Safety Supply as the best bid, and authorize a purchase quantity of 72 helmets and 20 covers totaling \$57,525.04. Councilmember A'Hearn seconded the motion and upon roll call; all voted "aye".

Councilmember Bivens made a motion to declare surplus eleven (11) vehicles and sixty-four (64) gun holsters that have been removed from service and are no longer being utilized. Councilmember A'Hearn seconded the motion and upon roll call; all voted "aye".

<u>Vehicle</u>	<u>Description</u>	<u>VIN Number</u>
342	2014 Dodge Charger	2C3CDXAG7EH349220
344	2009 Ford Crown Vic	2FAHP71V39X121353
345	2014 Dodge Charger	2C3CDXAG9EH132932
360	2014 Dodge Charger	2C3CDXAG5EH132930
371	2013 Dodge Charger	2C3CDXAG9DH568694
376	2014 Dodge Charger	2C3CDXAG6DH568698
378	2013 Dodge Charger	2C3CDXAGXEH132930
379	2011 Ford Crown Vic	2FABP7BV3BX183491
397	2014 Dodge Charger	2C3CDXAG6EH132936
403	2013 Dodge Charger	2C3CDXAG4DH568697
417	2008 Ford Crown Vic	2FAFP71V18X139453
N/A	Gun Holsters	Quantity 64

Councilmember Bivens made a motion to acknowledge receipt of bids for replacing a portion of the Airport Fence, accept the bid from Lakeway Fence & Supply as the best bid, and authorize the purchase of the fence for \$12,038.21. Councilmember J. Senter seconded the motion and upon roll call; all voted "aye".

Councilmember K. Senter made a motion to approve the sale of property to Ed Hale to purchase Parcel 019 087.13 consisting of approximately 6.41 acres in the

East Tennessee Valley Industrial District (ETVID) for the purchase price of \$25,000.00. Councilmember A'Hearn seconded the motion and upon roll call; all voted "aye".

Councilmember A'Hearn made a motion to approve the Interlocal Agreement for non-disaster related and/or recurring sharing of law enforcement resources between Morristown Police Department and the Hancock County Sheriff's Department. Councilmember J. Senter seconded the motion and upon roll call; all voted "aye".

Councilmember K. Senter made a motion to approve the changes to the City of Morristown Emergency Home Repair Program Policy-Procedures Manual. Councilmember A'Hearn seconded the motion and upon roll call; all voted "aye".

Councilmember Pedigo made a motion to reappoint Dr. Alpha Alexander, Jennifer Laster and Hank Smith to the Parks and Recreation Advisory Board for a three (3) year term to expire June 1, 2027. Councilmember A'Hearn seconded the motion and upon roll call; all voted "aye".

Councilmember A'Hearn made a motion to reappoint William T. Hale and Hugh Clement to the Property Maintenance Appeals Board for a three (3) year term to expire June 1, 2027. Councilmember K. Senter seconded the motion and upon roll call; all voted "aye".

Councilmember Bivens made a motion to confirm the employee disciplinary action for the Morristown Police Department. Councilmember Garrett seconded the motion and upon roll call; all voted "aye".

Mayor Gary Chesney adjourned the May 7, 2024, Morristown City Council meeting at 5:47 p.m.

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Mayor

Attest:

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City Administrator

# APPROPRIATION ORDINANCE

Ordinance Number:

4752.02

To amend ordinance number 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds in relation to the MAID Ditch project. Due to ARPA related project savings, remaining funds were identified from the ARPA direct appropriation grant that will used to cover the overages of the MAID Ditch project. This amendment allows for the transfer of funds from the ARPA Fund to the Stormwater Fund.

Be it ordained by the Council of the City of Morristown Tennessee that Ordinance Number 4752 identifying the revenue and expenditure accounts of the City of Morristown contained in the annual budget for the fiscal year 2023-2024 is hereby amended and funds are herewith appropriated or adjusted as presented.

FUND	DEPARTMENT	CODE	ACCOUNT DESCRIPTION	FUND BALANCE/REVENUE		EXPENDITURES	
				Increase	Decrease	Increase	Decrease
ARPA Fund (122)	Other General Government Projects	99200-590	Transfers Out to Stormwater Fund			\$ 457,450	
ARPA Fund (122)	Fund Balance	122-27100	Restricted Fund Balance		\$ 457,450		
Stormwater Fund (440)	Revenue	440-38150	Transfers in from ARPA Fund	\$457,450			
Stormwater Fund (440)	Drainway Management	43293-999	Other Capital Outlay			\$ 457,450	
			Totals	\$ 457,450	\$ 457,450	\$ 914,900	\$ -

PASSED ON FIRST READING THIS 7th DAY OF MAY 2024

\_\_\_\_\_  
Mayor Signature

ATTEST:

\_\_\_\_\_  
City Administrator Signature

PASSED ON SECOND READING THIS 21st DAY OF MAY 2024

\_\_\_\_\_  
Mayor Signature

ATTEST:

\_\_\_\_\_  
City Administrator Signature



## APPROPRIATION ORDINANCE

**4752.03**

To amend ordinance number 4752, The City of Morristown, Tennessee annual budget for fiscal year 2023-2024 necessary to appropriate additional funds for twelve Police vehicles and associated upfitting, various operational needs, grant funded Police & Fire items and re-allocate funding for asset management software; and to appropriate and establish the funding source for each appropriation.

Be it ordained by the Council of the City of Morristown Tennessee that Ordinance Number 4752 identifying the revenue and expenditure accounts of the City of Morristown contained in the annual budget for the fiscal year 2023-2024 is hereby amended and funds are herewith appropriated or adjusted as presented:

FUND	DEPARTMENT	CODE	ACCOUNT DESCRIPTION	FUND BALANCE/REVENUE		EXPENDITURES	
				Increase	Decrease	Increase	Decrease
General Fund (110)	Finance	41530-355	Computer/Data Processing			\$ 82,816	
General Fund (110)	Police - Administration	42110-801	Grants			\$ 18,819	
General Fund (110)	Police - Patrol	42120-355	Computer/Data Processing			\$ 65,000	
General Fund (110)	Police - Patrol	42120-971	Motor Vehicles			\$ 710,388	
General Fund (110)	Fire - Firefighting	42240-362	Repair/Maintenance Operations Equipment			\$ 27,182	
General Fund (110)	Fire - Firefighting	42240-433	Vehicle Parts/Oil/Fluid/Tires			\$ 20,000	
General Fund (110)	Fire - Firefighting	42240-818	Federal Grants			\$ 14,497	
General Fund (110)	Fleet Maintenance	43130-362	Repair/Maintenance Operations Equipment			\$ 17,000	
General Fund (110)	Street Repairs & Maintenance	43140-433	Vehicle Parts/Oil/Fluid/Tires			\$ 52,000	
General Fund (110)	Revenue	110-33605	Fire Department Grants	\$14,497			
General Fund (110)	Revenue	110-33605	Police Department Grants	\$18,819			
General Fund (110)	Revenue	110-31600	Local Option Sales Tax	\$150,000			
General Fund (110)	Revenue	110-31800	Business & Gross Receipts Tax	\$300,000			
General Fund (110)	Revenue	110-36120	Interest on Investments	\$524,386			
			Totals	\$ 1,007,702	\$ -	\$ 1,007,702	\$ -

PASSED ON FIRST READING THIS 7th DAY OF MAY 2024

\_\_\_\_\_  
Mayor Signature

ATTEST:

\_\_\_\_\_  
City Administrator Signature

PASSED ON SECOND READING THIS 21st DAY OF MAY 2024

\_\_\_\_\_  
Mayor Signature

ATTEST:

\_\_\_\_\_  
City Administrator Signature



## Morristown City Council Agenda Item Summary

**Date:** May 21, 2024

**Agenda Item:** Acknowledge receipt of bids for a Fire Panel at Public Works, accept the bid from CES Corporation as the best bid, and authorize the purchase of one (1) Fire Panel for \$41,555.67.

**Prepared By:** Jeanna Vanek

**Subject:** Fire Panel at Public Works

**Background:** The current fire panel which runs the fire alarms was struck by lightning. That has caused the panel not to work properly, for Building B the alarm will sound but it will not call 911. We have asked the current vendor Johnson Controls to repair the panel since October 2023. Johnson Controls has not repaired the panel. It is Public Works recommendation to replace the panel with Siemens controls and use CES Corporation.

**Findings/Current Activity:**

An invitation to bid was advertised twice in the Citizen Tribune, on the city's website and on Vendor Registry. We received one (1) total response to the fire panel bid.

**Financial Impact:**

The Council will see an upcoming budget amendment for the Fire Panel.

Total Cost: \$41,555.67

**Action options/Recommendations:**

Acknowledge bids, accept the bid from CES Corporation, and authorize one (1) Fire Panel purchase.

**Attachment:** Bid tabulation

**Fire Panel  
BID TAB  
May 21, 2024**

<b>Vendor</b>	<b>Fire Panel</b>	<b>Optional Fire Alarm Monitoring 1 Year</b>
CES	\$41,555.67	\$600



## Morristown City Council Agenda Item Summary

**Date:** May 21, 2024

**Agenda Item:** Acknowledge receipt of bids for a Split System at Fire Station #1, accept the bid from Renner Electric Heating & Cooling, Inc. as the best bid, and authorize the purchase of two (2) Split Systems for \$15,589

**Prepared By:** Jeanna Vanek

**Subject:** Fire Station #1 Split System

**Background:** The City of Morristown Fire Department currently has two split systems for heat and A/C at Fire Station #1 that are original to the 1996 building and are increasing in the number of repairs.

**Findings/Current Activity:**

An invitation to bid was advertised twice in the Citizen Tribune, on the city's website and on Vendor Registry. We received three (3) total responses to the split system bid.

**Financial Impact:**

FY 24 budget provides for the purchase of the Split System.

Total Cost: \$15,589

**Action options/Recommendations:**

Acknowledge bids, accept the bid from Renner Electric Heating and Cooling, Inc., and authorize the two (2) Split System purchase.

Doyle Whitmill is the owner of Renner Electric Heating and Cooling and also a City employee. Mr. Whitmill was not in a decision-making capacity in any way for the bid of the split system. Administration and City Attorney have determined that there is no conflict of interest.

**Attachment:** Bid tabulation

**Fire Station #1 Split System  
BID TAB  
May 7, 2024**

<b>Vendor</b>	<b>Split System</b>
Cook's Air Conditioning & Heating	\$22,840
Tennessee Home Solutions	\$21,535
Renner Electric	\$15,589





LDA ENGINEERING

March 25, 2024

Mr. Larry Clark  
Assistant City Administrator  
City of Morristown  
Post Office Box 1499  
Morristown, TN 37816-1499

Reference: Proposal for Professional Services  
Snyder Road Connection to Frank Lorino Park

Dear Mr. Clark,

We appreciate the opportunity to work with the City of Morristown on this project. Below is our proposal to provide professional services related to the design and bidding of the project.

### PROJECT DESCRIPTION

The intent of this project is to add a driveway connection from Snyder Road to the main parking lot at Frank Lorino Park. The design of the connection will be based on the conceptual plan that was completed in 2023 as part of the study for an additional park access route.

This is a locally funded project. TDOT Standard Drawings and Specifications will be the governing guidelines for engineering and design. Other standards may include ADA, MUTCD, AASHTO, and FHWA publications.

### SCOPE OF SERVICES

#### Task 1 – Survey and Base Mapping

- Conduct a topographic survey at the intersection, approaches, and existing driveway.
- Research right-of-way and property records to establish existing right-of-way, property lines, and property owner data.

#### Task 2 – Engineering and Design

- Prepare construction plans, specifications, and cost estimates (PS&E) for the project as described above.
- Submit PS&E for review and comment at 60% and 90% levels of completion. Incorporate review comments into the final construction documents.
- Continuously coordinate with City staff to ensure all expectations and project needs are being met.
- Prepare a legal description and exhibit for acquisition of right-of-way and easements on the Hamblen County Schools property.

### Task 3 – Bidding

Provide services to assist in obtaining construction bids, to include the following:

- Prepare bid documents and technical specifications
- Attend a pre-bid meeting and respond to bidders' questions
- Prepare addenda to original bid documents
- Attend the bid opening
- Prepare a bid tabulation and recommendation for award of contract

### **EXCLUDED SERVICES**

Although not a complete list of services to be excluded from this proposal, the following services are specifically excluded.

- NEPA documentation
- Permitting (anticipate no permits required)
- Lighting design
- Landscape design
- Right-of-way acquisition, appraisals, and appraisal review
- Construction engineering and inspection

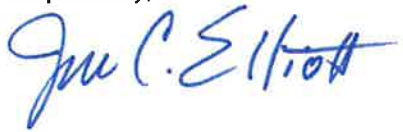
If any of the above excluded services are required, please contact us so that we can modify this proposal.

### **PROJECT FEES**

The total fee for the services described above is \$17,500.00 lump sum.

If all conditions of this proposal are acceptable, please sign below for authorization to proceed. Thank you again for this opportunity.

Respectfully,



Jason C. Elliott, P.E.  
Principal / Engineer

### ACCEPTANCE OF PROPOSAL AND AUTHORIZATION TO PROCEED

By: \_\_\_\_\_

Date: \_\_\_\_\_



## Morristown City Council Agenda Item Summary

**Date:** May 21, 2024

**Agenda Item:** Approve Change Order No. 1 to the contract with McSpadden, Inc. for the construction of Fire Station Three, being a cumulative credit of \$3,817.00, and authorize the City Administrator to execute the same.

**Prepared By:** Andrew Ellard

**Subject:** Fire Station No. 3, Change Order #1

**Background:** n/a

**Findings/Current Activity:**

Certain required electrical upgrades have warranted an increase in cost to accommodate. Additionally, revisions to required storm water materials have warranted a credit.

**Financial Impact:**

Two electrical revisions add \$2,651.00 and \$6,532.00, respectively, and the storm water revisions reduce cost by \$13,000. Cumulatively, there is a credit of \$3,817.00.

**Action options/Recommendations:**

Approve and authorize.

**Attachment:** Change Order #1

# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Fire Station Three  
347 Thompson Creek Road  
Morristown, Tennessee 37814

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: March 4, 2024

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: May 15, 2024

**OWNER:** *(Name and address)*  
City of Morristown  
100 W. First N. Street  
Morristown, Tennessee 37814

**ARCHITECT:** *(Name and address)*  
Sonja R. Shannon  
326-A W. First N. Street  
Morristown, Tennessee 37814

**CONTRACTOR:** *(Name and address)*  
McSpadden, Inc.  
P.O. Box 948  
Dandridge, Tennessee 37725

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*


1. Electrical Revisions (see Attachment One) \$ 2,651.00 (add)
2. Storm Pipe and Catch Basins (see Attachment Two) \$13,000.00 (credit)
3. Electrical Revisions (see Attachment Three) \$ 6,532.00 (add)

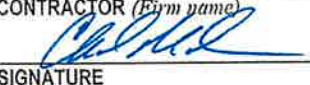
The original Contract Sum was	\$ 5,499,228.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 5,499,228.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 3,817.00
The new Contract Sum including this Change Order will be	\$ 5,495,411.00

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Sonja R. Shannon, Architect  
ARCHITECT *(Firm name)*  
  
SIGNATURE  
SONJA R. SHANNON, ARCHITECT  
PRINTED NAME AND TITLE  
5/15/2024  
DATE

McSpadden, Inc.  
CONTRACTOR *(Firm name)*  
  
SIGNATURE  
CHUCK McSPADDEN VP  
PRINTED NAME AND TITLE  
5/16/24  
DATE

City of Morristown  
OWNER *(Firm name)*  
  
SIGNATURE  
  
PRINTED NAME AND TITLE  
  
DATE

## ATTACHMENT ONE

**From:** Kevin Bryant kevin@mcspaddeninc.com  
**Subject:** Morristown Fire Station Three-  
**Date:** April 23, 2024 at 2:02 PM  
**To:** Sonja Shannon sonja.r.shannon@gmail.com



Sonja,

Please find this to be our Request for Change Order for the revisions resulting from the revised electrical drawings received April 3, 2024. The total additional cost for this work will be TWO THOUSAND, SIX HUNDRED FIFTY-ONE (\$2,651.00) DOLLARS. The following work is included in this request:

- One panel XD as per the riser diagram and panel legends
- Adjustments to panel X per the panel legends
- 60 amp panel feed to panel XD as shown the riser diagram
- Four (4) additional overhead door circuits revised from the original Two (2) overhead door circuits. All Six (6) overhead door circuits will be fed from panel XD

Please advise us at your earliest convenience as to the status of this change.

Thank you,  
**Kevin Bryant**  
**McSpadden Inc**  
**(865) 397-3822**



## ATTACHMENT TWO

**From:** Kevin Bryant kevin@mcspaddeninc.com  
**Subject:** Morristown Fire Station Three- Storm Pipe and Catch Basins  
**Date:** April 30, 2024 at 8:54 AM  
**To:** Sonja Shannon sonja.r.shannon@gmail.com



Sonja,

Please find this to be our request for change order for the following revisions to the storm sewer materials:

- Use of standard H20 traffic rated catch basins instead of TDOT specification- Credit of (\$8,000.00)
- Use of N12 HDPE pipe instead of RCP- Credit of (\$5,000.00)

Please include this total credit amount of THIRTEEN THOUSAND (\$13,000.00) DOLLARS in the next change order for this project.

Thank you,  
**Kevin Bryant**  
**McSpadden Inc**  
**(865) 397-3822**

### ATTACHMENT THREE

**From:** Kevin Bryant kevin@mcspaddeninc.com  
**Subject:** Morristown Fire Station Three- Electrical (Revision No. 5)  
**Date:** April 30, 2024 at 10:52 AM  
**To:** Sonja Shannon sonja.r.shannon@gmail.com



Sonja,

Please find this to be our Request for Change Order for the revisions resulting from the revised electrical drawings received dated April 25, 2024 noted as Revision No. 5. The total additional cost for this work will be SIX THOUSAND FIVE HUNDRED THIRTY-TWO (\$6,532.00) DOLLARS. The following work is included in this request:

- 300 amp breaker in lieu of the 250 amp breaker to DP
- 300 amp breaker in lieu of the 250 amp breaker to the Generator
- 3" conduit with (4) 350 and (1) #3 copper in the three conduits to the ATS

Attached are the revised submittals for the panelboards, generator, and ats.

Please advise us at your earliest convenience as to the status of this change.

Thank you,  
**Kevin Bryant**  
**McSpadden Inc**  
**(865) 397-3822**

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