

FINANCE COMMITTEE

February 2, 2021

3:00 p.m.

Pre-Meeting WORK SESSION - Cancelled

February 2, 2021

4:00 p.m.

AGENDA

CITY OF MORRISTOWN, TENNESSEE

CITY COUNCIL MEETING

February 2, 2021

5:00 p.m.

1. CALL TO ORDER

Mayor Gary Chesney

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. APPROVAL OF MINUTES

1. January 19, 2021

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

1. Ordinance No. 3666

An Ordinance to Establish an Updated Occupational Safety and Health Program Plan, Devise Rules and Regulations, and to Provide for a Safety Director and the Implementation of such Program Plan.

9. NEW BUSINESS

9-a. Resolutions

9-b. Introduction and First Reading of Ordinances

9-c. Awarding of Bids/Contracts

1. Approval to purchase traffic counters from Jamar Tech in the amount of \$11,700.
2. Approval of best and lowest bid from Tri County Power for mowers for Parks and Recreation Department in the amount of \$14,571.68.
3. Approval to purchase Builders Risk Insurance Policy for the construction period of the Community Center from Zurich through Strate Insurance Group in the amount \$34,224.
4. Approval of Contract with Michael Baker International, Inc. to provide General Consulting Services specific to the Morristown Regional Airport (MOR) for a total not to exceed \$10,000.
5. Approval to purchase parts from Worldwide Equipment to make repairs to a Recycle Truck in the amount of \$12,446.58.
6. Approval to accept the best and lowest bid from Junior Hommel Excavating of Newport, Tennessee for the Wayne Hansard Park Drainage Improvements in the amount of \$88,147.60; the North Cumberland Street Improvements in the amount of \$157,667; and the West Main Drainage Improvements in the amount of \$198,450.
7. Approval to purchase parts from Municipal Equipment to make repairs to the New Way Sanitation Unit No. 562 in the amount of \$10,805.12.

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.

February 2, 2021	Tuesday	3:00 p.m.	Finance Committee Meeting
February 2, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
February 2, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
February 16, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
February 16, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
March 2, 2021	Tuesday	3:00 p.m..	Finance Committee Meeting
March 2, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
March 2, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
March 16, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
March 16, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
April 2, 2021	Friday		City Employee’s Holiday – Good Friday
April 6, 2021	Tuesday	3:00 p.m.	Finance Committee Meeting
April 6, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
April 6, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
April 20, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
April 20, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
May 4, 2021	Tuesday		Municipal Election Day
May 4, 2021	Tuesday	3:00 p.m.	Finance Committee Meeting
May 4, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
May 4, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
May 10, 2021	Monday	5:00 p.m.	Sine Die Council Meeting
May 18, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
May 18, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
May 31, 2021	Monday		City Employee’s Holiday – Memorial Day
June 1, 2021	Tuesday	3:00 p.m.	Finance Committee Meeting
June 1, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
June 1, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
June 15, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
June 15, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
July 5, 2021	Monday		City Employee’s Holiday – Observance of Independence Day
July 6, 2021	Tuesday	3:00 p.m.	Finance Committee Meeting
July 6, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
July 6, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
July 20, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
July 20, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
August 3, 2021	Tuesday	3:00 p.m.	Finance Committee Meeting
August 3, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
August 3, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session
August 17, 2021	Tuesday	4:00 p.m.	Work Session – Council Agenda Review
August 17, 2021	Tuesday	5:00 p.m.	Regular City Council Meeting with Work Session

WORK SESSION Post-Meeting Work Session February 2, 2021

1. Building Code and Fire Code Update

**STATE OF TENNESSEE
COUNTY OF HAMBLEN
CORPORATION OF MORRISTOWN
JANUARY 19, 2021**

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, January 19, 2021, with the Honorable Mayor Gary Chesney presiding and the following Councilmembers present: Al A'Hearn, Bob Garrett, Chris Bivens, Tommy Pedigo, Kay Senter and Ken Smith.

Councilmember Al A'Hearn led in a moment of silence in honor of the late Bob Moore, led in the invocation and "Pledge of Allegiance".

Councilmember A'Hearn made a motion to approve the January 5, 2021 minutes as circulated. Councilmember Senter seconded the motion and upon roll call; all voted "aye".

Mayor Chesney opened the floor for citizens comments related to Agenda items. No one spoke.

Councilmember Smith made a motion to approve Resolution 18-21. Councilmember A'Hearn seconded the motion and upon roll call; all voted "aye".

Resolution No. 18-21

A Resolution of the City Council of the City of Morristown, Tennessee Wishing to Pursue the Tennessee Department of Transportation (TDOT) Urban Transportation Planning Grant Program (UTPG).

Councilmember A'Hearn made a motion to approve Ordinance No. 3666 on first reading and schedule a public hearing relative to final passage of said ordinance for February 2, 2021. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

Ordinance No. 3666

An Ordinance to Establish an Updated Occupational Safety and Health Program Plan, Devise Rules and Regulations, and to Provide for a Safety Director and the Implementation of such Program Plan.

Councilmember Pedigo made a motion to approve the contract with CPS-HR Consulting for Civil Service Testing Materials. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Senter made a motion to approve to surplus properties that were acquired from the September Tax Sale with Redemption Period of 90 Days. Councilmember Pedigo seconded the motion and upon roll call; all voted "aye".

Councilmember A'Hearn made a motion to approve the purchase of one Mini-Excavator for Storm Water via State Contract #219, one Dodge 5500 Dump Truck for Storm Water via State Contract #209 and one Ford F550 Crew Cab for Public Works. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Councilmember Smith made a motion of approval to apply for the Firehouse Subs Public Safety Foundation Grant in the amount of \$20,060 for the purchase of sixty-eight (68) new helmets for the Fire Department; this is a 100% funded grant. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

Mayor Chesney appointed Preston Thompson to the Morristown-Hamblen Housing Authority for a five-year (5) term to expire on February 15, 2026.

Councilmember A'Hearn made a motion to hire Christian Farr as an entry level Firefighter for the Morristown Fire Department. Councilmember Bivens 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. No one spoke.

Mayor Gary Chesney adjourned the January 19, 2021 Morristown City Council meeting at 5:33 p.m.

Mayor

Attest:

City Administrator



Morristown City Council Agenda Item Summary

Date: 01-19-21

Agenda Item:

Prepared by: Larry Clark

Subject: TOSHA Safety Plan

Background / History: TOSHA requires an Employee Safety Plan to be on file for employers. These are to be updated every 7 years. Morristown Utilities is included so they will be classified as a government entity instead of private.

Findings / Current Activity: Our current plan needs to be updated for compliance.

Financial Impact: None

Action options / Recommendations: Approval of ordinance

Attachments: Employee Safety Plan

ORDINANCE NUMBER 3666

ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN.

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Morristown hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED BY THE City of Morristown, that there be and is hereby amended as follows:

TITLE:

This section shall be known as “The Occupational Safety and Health Program Plan” for the employees of City of Morristown.

PURPOSE:

The City of Morristown in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate,

regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of City of Morristown shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the City of Morristown are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this ordinance, Assistant City Administrator/Safety Director is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the City of Morristown.

SEVERABILITY:

SECTION 2. BE IT FURTHER ORDAINED that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER ORDAINED that this ordinance shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the City of Morristown requiring it.

Passed on first reading the 19th day of January 2021.

Mayor

ATTEST:

City Administrator

Passed on second and final reading the 2nd day of February 2021.

Mayor

ATTEST:

City Administrator

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM PLAN FOR THE EMPLOYEES OF (City/County/etc) _____

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of City of Morristown.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The City of Morristown in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the City of Morristown and includes each administrative department, board, commission, division, or other agency of the City of Morristown.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of City of Morristown.

- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as “volunteers” provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical

agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.

- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
 - 3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 - 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 - 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 - 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause

- to be made any inspections required by complaints submitted by employees or inspections requested by employees.
7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer:
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce

Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.

- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be

taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.

- iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 - 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 - 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.

5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the

- employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

Signature: Safety Director, Occupational Safety and Health and Date

APPENDIX - I WORK LOCATIONS

City of Morristown Work Locations

City of Morristown
City Center
100 West First North St.
Morristown, TN 37814
423-581-0100

7 employees

Morristown Police Department 94 employees
City Center
100 West First North St.
Morristown, TN 37814
423-585-4684

Morristown Fire Department
Administrative Offices 8 employees
625 S. Jackson St.
Morristown, TN 37813
423-585-4651

Fire Station #1
12 employees
625 S. Jackson St.
Morristown, TN 37813
423-585-4651

25 employees

Fire Station #2
1801 Buffalo Trail
Morristown, TN 37813
423-585-4652

Fire Station #3
employees
3205 E. Andrew Johnson Hwy.
Morristown, TN 37813
423-585-4653

10 employees

Fire Station #4 11
337 Central Church Rd.
Morristown, TN 37814
423-585-4654

Fire Station #5
9 employees
5700 Airpark Blvd.
Morristown, TN 37814
423-585-4655

11 employees

Fire Station #6
5020 S. Davy Crockett Pkwy.
Morristown, TN 37813
423-307-1886

Morristown Parks & Recreation Office
Parks & Recreation
General Maintenance
415 W. Louise Ave.
Morristown, TN 37813
423-586-0260

7 employees

5 employees

Frank Lorino Park 4 employees Wayne Hansard Park 1
employee
3100 Lorino Park Rd 5100 Dearing Rd

Public Works Office
Building B, C, D, & E
4360 Durham Landing
Morristown, TN 37813
PH (423) 585-4658

41 employees

Equipment Shop 22 employees
Building A
4360 Durham Landing
Morristown, TN 37813
PH (423) 585-4658

Total Number of Employees.....267

Morristown Utilities Commission – Departments & Locations

Morristown Utilities Commission
Main Office 58 employees
433 West 1st North St.
Morristown, TN 37814
423-586-4121

Electric Department 33 employees
Engineering
919 Jarnigan Avenue
Morristown, TN 37814
423-317-6250

Water Department 20 employees
Operations
919 Jarnigan Avenue
Morristown, TN 37813
423-317-6318

FiberNet Department 20 employees
919 Jarnigan Avenue
Morristown, TN 37814
423-317-8845

Filter Plant 11 employees
1833 Walters Drive
Morristown, TN 37813
423-317-6300

Warehouse 7 employees
915 Jarnigan Avenue
Morristown, TN
423-317-6282

Waste Water Plant 7 employees
1722 Tyler Road
Morristown, TN
423-317-6333

Total Number of Employees.....156

Grand Total423

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF CITY OF MORRISTOWN

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or City Administrator.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before Assistant City Administrator/Safety Director for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of City of Morristown is available for inspection by any employee at City Hall/Public Works during regular office hours.

Signature: (City/County) MAYOR AND DATE

APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 **or** fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,
ESTIMATE OF TOTAL BUDGET FOR:

OR Use This Statement:

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that City of Morristown has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the

accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

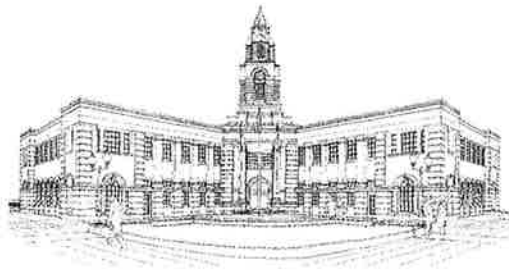
Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.



Morristown City Council Agenda Item Summary

Date: January 28, 2021

Agenda Item: Approval of Purchase – Law Enforcement Radar Kit

Prepared by: Joey Barnard, Assistant City Administrator

Subject: Law Enforcement Radar Kit

Background/History: The Morristown Police Department utilizes traffic counters to monitor speeding complaints and to collect accurate data on traffic flow. It has become necessary for the Police Department to purchase new traffic counters due to aging and maintenance issues with current devices. Also, the devices that are currently used do not operate properly during the winter months due to problems caused by cold weather.

Findings/Current Activity: Jamar Technologies is the sole source provider for the Law Enforcement Radar System. This specific software and equipment from Jamar Technologies will offer a complete speeding complaint management system. The radar system will allow for the collection of accurate data before and after enforcement efforts. The system can be used during cold weather. It will also provide reports to help determine when and where enforcement efforts are most needed.

Financial Impact: Funds were not appropriated in the 20-21 budget; however, funds have been identified and a budget amendment will be made to account for the purchase.

Action options/Recommendations: The City of Morristown is seeking approval for the sole source purchase of three (3) Law Enforcement Radar System traffic counters from Jamar Technologies in the amount of \$11,700.00.

Attachments: Purchase Order and Sole Source Letter.



CITY OF MORRISTOWN
PURCHASING DIRECTOR

P.O. Box 1499
Morristown, TN 37815-0647
Phone: (423) 585-4622 Fax: (423) 585-4687

Purchase Order

Fiscal Year 2021

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21001509-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

**V
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JAMAR TECHNOLOGIES INC
1500 INDUSTRY ROAD
SUITE C
HATFIELD, PA 19440

**S
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City of Morristown
100 W 1ST N STREET
aahl@mymorristown.com
MORRISTOWN, TN 37814

Vendor Phone Number 800.776.0940		Vendor Fax Number 215-361-2267		Requisition Number 21001800		Delivery Reference/Contact CHRIS WISECARVER			
Date Ordered 01/27/21		Vendor Number 008180		Date Required		Interoffice Delivery		Department/Location 41610	
Item#	Description/Part No.				Qty/Unit	Cost Each		Extended Price	
001	ORIGINAL				1.00	4300.00000		4,300.00	
					EACH				
	LAW ENFORCEMENT RADAR KIT (TRAFFIC COUNTER) AND SOFTWARE								
	42120-429				4,300.00				
002					2.00	3700.00000		7,400.00	
					EACH				
	LAW ENFORCEMENT RADAR KIT (TRAFFIC COUNTER)								
	PER QUOTE NO. 90425								
	42120-429				7,400.00				
						PO Total		11,700.00	

The City of Morristown is an equal
employment / affirmative action
employer EOE / AA

Authorized Signature

Date

VENDOR COPY

Authorized Signature

Return to Agenda
Date



JAMAR
Technologies, Inc.

Making Data Collection Easier

January 18th, 2021

Morristown Police Department, Tennessee

Cpl. Hinkle,

This letter is to inform you that **JAMAR Technologies, Inc.** is the United States sole source provider for the **Law Enforcement Radar Recorder** and the **STARnext Software** system.

No other company makes a system that works the same way or has the same features as the equipment referenced above. The proprietary hardware and software contain technology and algorithms that are not available in any other similar products.

Please contact me if you have any questions.

Thank you,

Jon Milanese

JAMAR Technologies, Inc.

800-776-0940

Jon@jamartech.com



Morristown City Council Agenda Item Summary

Date: January 28, 2021

Agenda Item: Approval of Bid – Mower Bid

Prepared by: Joey Barnard, Assistant City Administrator

Subject: Mower Bid

Background/History: Due to aging of the fleet and utilization of current equipment, it has become necessary for the Parks and Recreation Department to purchase two new diesel-powered, zero-turn, commercial grade mowers.

Findings/Current Activity: The bid was advertised in the *Citizen Tribune* on January 14, 2021, and on January 17, 2021. Additionally, the bid was posted to the City of Morristown's website and through Vendor Registry, an on-line bid facilitation website. The submission deadline was Thursday, January 28, 2021, at 2:00 PM. We received one (1) response.

Financial Impact: Funds have been appropriated in the 2020-21 budget.

Action options/Recommendations: It is staffs' recommendation to accept the best and lowest bid submitted by Tri-County Power Equipment, Inc.

Attachments: Copy of the Bid Tabulation

City of Morristown
Mower Bid Tabulation
Thursday, January 28, 2021; 2:00 PM

Bidder	Model	Unit Price
Tri-County Power Equipment, Inc.	Kubota ZD1211L-3-72	\$ 14,571.68

City of Morristown

Rec Center Builders Risk Quote Comparison

January 14, 2021

Strate Insurance Group, Inc.

	Travelers	Zurich	Cincinnati
Location	4355 Durham Landing, Morristown, TN	4355 Durham Landing, Morristown, TN	4355 Durham Landing, Morristown, TN
Project Completed Value	\$27,900,000	\$27,900,000	\$27,900,000
Projected Policy Period	1/15/2021 to 5/4/2022	1/15/2021 to 5/4/2022	1/15/2021 to 5/4/2022

Limits

Building Insurance Limit	\$27,900,000	\$27,900,000	\$27,900,000
Earthquake Limit	\$10,000,000	\$10,000,000 incl. broader definition of earth movement	\$10,000,000
Flood Limit	\$10,000,000	\$10,000,000	\$10,000,000
Soft Cost Limit (higher limit avail)	\$2,790,000	\$1,000,000	\$25,000
Soft cost definition			
Business Income/Extra Expense	No Coverage	No Coverage	No Coverage
Ordinance or Law - Increased Cost of Construction	\$250,000	\$1,000,000	\$50,000
Transit Limit	\$250,000	\$1,000,000	\$1,000,000
Temporary Storage Limit	\$250,000	\$1,000,000	\$1,000,000
Debris Removal	\$250,000	\$1,000,000	25% of loss + \$25,000
Fungus, Wet Rot & Dry Rot	\$50,000	\$15,000	No Coverage
Pollutant Cleanup & Removal	\$100,000	\$250,000	No Coverage
Co-Insurance Clause	None	None	None
Foundations, Excavations & Other Underground Property	Limited	Covered	TBD
Sinkhole	No	Yes, included in earth movement definition	No
All risk collapse	No	Yes, sinkhole is included	No
Permission to Occupy	Automatic	Automatic	Limited to 60 Days
Damage Resulting by a Covered Cause of Loss Caused by Faulty Design, Faulty Workmanship or Faulty Materials	Excluded	If caused by a covered cause of loss due to faulty design, faulty workmanship or faulty materials	TBD
Other		No glass limitation, No theft restriction, No mechanical or electrical breakdown exclusions, No back of sewer or drain exclusion or limitation	

Retentions

Flood	\$100,000	\$100,000	\$50,000
Earthquake	\$100,000	\$100,000	\$50,000
Soft Costs	5 or 10 days	5 days	\$25,000
All Other Perils	\$25,000	\$25,000	\$25,000

Premium for 1/15/2021 to 5/4/2022

Flood	\$1,000	\$2,257	\$9,416
Earthquake	\$1,000	\$1,504 (Earth Movement)	\$9,416
Soft Costs	\$5,580 or \$9,402	\$2,642	Included
Builders Risk	\$32,758	\$34,224	\$27,900



CITY OF MORRISTOWN
PURCHASING DIRECTOR

P.O. Box 1499
Morristown, TN 37815-0647
Phone: (423) 585-4622 Fax: (423) 585-4687

Purchase Order

Fiscal Year 2021

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21001512-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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STRATE INSURANCE GROUP INC
1750 WEST ANDREW JOHNSON HWY

MORRISTOWN, TN 37814

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City of Morristown
100 W 1ST N STREET
aahl@mymorristown.com
MORRISTOWN, TN 37814

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
423-587-2204		000-000-0000	21001816	JOEY BARNARD	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
01/28/21	015231				41610
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00	34224.00000	34,224.00
	BUILDERS RISK INSURANCE FOR THE CONSTRUCTION PERIOD OF THE MORRISTOWN COMMUNITY CENTER		EACH		
	91155-399-2105				34,224.00
				PO Total	34,224.00

The City of Morristown is an equal
employment / affirmative action
employer EOE / AA

VENDOR COPY

Authorized Signature

Date

[Return to Agenda](#)

Authorized Signature

Date

Work Authorization

Date: January 18, 2021

General Services
(Project Identification No.)

It is agreed to undertake the following work in accordance with the provisions of the Master Agreement between the City of Morristown (OWNER) and Michael Baker International, Inc. (ENGINEER) dated December 31, 2017.

Scope of Services:

Provide General Consulting services not part of a specific and separate Work Authorization. Services shall be limited to work items specific to Morristown Regional Airport (MOR). Work items include, but are not limited to:

- Preliminary/Schematic design and evaluation
- Airport Capital Improvements Program assistance
- Coordination with state funding agencies
- Attend airport related meetings as directed by OWNER
- Miscellaneous airport consulting needs requiring professional services as directed by OWNER.

ENGINEER shall not commence any work under this Work Authorization unless explicitly directed by an authorized OWNER representative in writing. ENGINEER billing under this Work Authorization shall provide work item descriptions with each invoice.

Time of Performance:

As agreed upon when necessary.

Compensation:

Hourly rates and overhead expenses shall be as listed within Attachment 'B' of the Professional Services Agreement.

- Basic Services – Hourly

TOTAL NOT TO EXCEED

\$10,000.00

Agreed as to Scope of Services, Time of Performance and Compensation:

OWNER:
CITY OF MORRISTOWN

ENGINEER:
MICHAEL BAKER INTERNATIONAL

Anthony Cox
Title: City Administrator

Quintin Watkins, PE
Title: Vice President

Date: _____

Date: _____



CITY OF MORRISTOWN
PURCHASING DIRECTOR

P.O. Box 1499
Morristown, TN 37815-0647
Phone: (423) 585-4622 Fax: (423) 585-4687

Purchase Order

Fiscal Year 2021

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21001510-00**

Retain this purchase order for proof of tax exemption.

Tax Exempt #62-6000369

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MICHAEL BAKER INTERNATIONAL INC
PO BOX 536408

PITTSBURGH, PA 15253-5906

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City of Morristown
100 W 1ST N STREET
aahl@mymorristown.com
MORRISTOWN, TN 37814

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
412-269-6425			21001813	ASHELY AHL	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
01/28/21	006412				41610
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00	10000.00000	10,000.00
			EACH		
	GENERAL CONSULTING SERVICES SPECIFIC TO THE MORRISTOWN REGIONAL AIRPORT TOTAL NOT TO EXCEED \$10,000.00 48100-999		10,000.00		
				PO Total	10,000.00

The City of Morristown is an equal
employment / affirmative action
employer EOE / AA

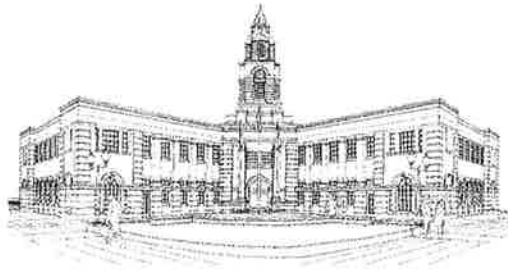
Authorized Signature

Date

VENDOR COPY

Authorized Signature

Return to Agency



Morristown City Council Agenda Item Summary

Date: January 28, 2021

Agenda Item: Recycle Truck Repair

Prepared by: Joey Barnard, Assistant City Administrator

Subject: Approval of Recycle Truck Repair

Background/History: The Public Works Department has a Freightliner Recycle Truck in need of repair. The first evaluation of the truck led the Fleet Department to find other issues and needed repairs. These additional problems could not have been identified without further inspection of the truck. These repairs are necessary to get the truck placed back in service. Quotes were obtained from three (3) separate vendors each time a problem was identified. Overall, Worldwide Equipment provided the best and lowest quote for the parts needed. It is possible that additional problems could be found once the truck is repaired. Time is of the essence, as this is the only recycle truck in service. The Sanitation Department is currently utilizing a garbage truck for the recycle route.

Financial Impact: Funds have been identified in the 2020-21 budget to cover this purchase.

Action options/Recommendations: The Public Works Department is seeking approval to purchase parts from Worldwide Equipment in the amount of \$12,446.58

Attachments: Purchase Order and Quote Tabulation.

City of Morristown
Recycle Truck Repair; Unit # 599

Repair	Premier/Freighliner of Knoxville	Cummins of Knoxville	Worldwide Equipment
Diesel Particulant Filter Repair	\$ 3,317.84	\$ 3,217.09	\$ 2,926.05
Diesel Oxidation Catalyst Repair	\$ 3,529.47	\$ 3,421.09	\$ 3,013.75
Outlet Module Repair	\$ 2,193.62	\$ 2,127.02	\$ 1,921.42
Selective Catalyst Reduction Repair	\$ 2,335.01	\$ 2,264.79	\$ 2,072.08
Sensor Repairs	\$ 2,179.30	\$ 2,550.47	\$ 2,513.28
Total	\$ 13,555.24	\$ 13,580.46	\$ 12,446.58

**CITY OF MORRISTOWN**

PURCHASING DIRECTOR

P.O. Box 1499

Morristown, TN 37815-0647

Phone: (423) 585-4622 Fax: (423) 585-4687

Purchase Order

Fiscal Year 2021

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
Order #**21001513-00***Retain this purchase order for proof of tax exemption.***Tax Exempt #62-6000369****V
e
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r**WORLDWIDE EQUIPMENT INC
6614 WILBANKS ROAD

KNOXVILLE, TN 37912**S
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o**City of Morristown
100 W 1ST N STREET
aahl@mymorristown.com
MORRISTOWN, TN 37814

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference/Contact	
865-688-4300		865-687-1003	21001824	DAVID MARSHALL	
Date Ordered	Vendor Number	Date Required	Interoffice Delivery		Department/Location
01/29/21	000932				41610
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price
001	ORIGINAL		1.00 EACH	2926.05000	2,926.05
002	REPAIRS TO RECYCLE TRUCK, UNIT # 599 DIESEL PARTICULANT FILTER REPAIR 44500-433		1.00 EACH	3013.75000	3,013.75
003	DIESEL OXIDATION CATALYST REPAIR 44500-433		1.00 EACH	1921.42000	1,921.42
004	OUTLET MODULE REPAIR 44500-433		1.00 EACH	2072.08000	2,072.08
005	SELETIVE CATALYST REDUCTION REPAIR 44500-433		1.00 EACH	2513.28000	2,513.28
	SENSOR REPAIRS 44500-433				
				PO Total	12,446.58

The City of Morristown is an equal
employment / affirmative action
employer EOE / AA

Authorized Signature

Date

VENDOR COPY

Authorized Signature

Return to Agency



LDA ENGINEERING

January 28, 2021

Mr. Anthony Cox
City Administrator
City of Morristown
P.O. Box 1499
Morristown, TN 37816-1499

Reference: Wayne Hansard Park Drainage Improvements

Dear Mr. Cox:

Bids for the referenced project were received and opened on January 28, 2021 at 10:00 a.m. in City Hall. All bids were received sealed and otherwise in proper order. The Bidders with their respective base bids are shown in the attached Certified Bid Tabulation.

Based on our review of the bids and related documentation, we recommend that the contract be awarded to Junior Hommel Excavating of Newport, Tennessee, in the amount of \$88,147.60.

A copy of original bids, bid bonds, and other documentation submitted are attached for your files, the originals will be forwarded to you. If you have questions or comments concerning this matter, please feel free to contact us.

Sincerely,

Steve Drummer, P.E.

Senior Civil Engineer

Enclosures

City of Morristown, Tennessee
Wayne Hansard Park Drainage Improvements
Certified Bid Tabulation

				Summers-Taylor, Inc.		King General Contractors, Inc		Junior Hummel Excavating		Brockwell Construction Company, Inc.	
Item	Description	Qty.	Unit	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Earthwork	1	LS	\$ 27,500.00	\$ 27,500.00	\$ 58,650.00	\$ 58,650.00	\$ 8,500.00	\$ 8,500.00	\$ 12,754.00	\$ 12,754.00
2	Asphalt Milling – (Depth 1")	720	SY	\$ 10.50	\$ 7,560.00	\$ 18.18	\$ 13,089.60	\$ 8.33	\$ 5,997.60	\$ 16.00	\$ 11,520.00
3	Asphalt Surface Overlay – TDOT Grading "CS" Surface	45	TN	\$ 285.00	\$ 12,825.00	\$ 222.87	\$ 10,029.15	\$ 325.00	\$ 14,625.00	\$ 310.00	\$ 13,950.00
4	Geofabric	20	SY	\$ 16.00	\$ 320.00	\$ 177.53	\$ 3,550.60	\$ 25.00	\$ 500.00	\$ 20.00	\$ 400.00
5	Rip-Rap (TDOT CLASS A-1)	3	TN	\$ 161.00	\$ 483.00	\$ 45.16	\$ 135.48	\$ 200.00	\$ 600.00	\$ 97.00	\$ 291.00
6	12" HDPE Pipe	675	LF	\$ 59.00	\$ 39,825.00	\$ 29.91	\$ 20,189.25	\$ 35.00	\$ 23,625.00	\$ 56.00	\$ 37,800.00
7	15"Ø NYLOPLAST Catch Basin	10	EA	\$ 4,400.00	\$ 44,000.00	\$ 3,008.75	\$ 30,087.50	\$ 1,400.00	\$ 14,000.00	\$ 3,593.00	\$ 35,930.00
8	TDOT No. 42S Catch Basin (STD. DWG D-CB-42S)	1	EA	\$ 5,400.00	\$ 5,400.00	\$ 3,258.59	\$ 3,258.59	\$ 1,400.00	\$ 1,400.00	\$ 3,020.00	\$ 3,020.00
9	CONCRETE HEADWALL, TYPE "AW"	1	EA	\$ 1,650.00	\$ 1,650.00	\$ 1,056.87	\$ 1,056.87	\$ 1,250.00	\$ 1,250.00	\$ 1,834.00	\$ 1,834.00
10	Traffic Control	1	LS	\$ 1,240.00	\$ 1,240.00	\$ 3,079.13	\$ 3,079.13	\$ 2,500.00	\$ 2,500.00	\$ 4,400.00	\$ 4,400.00
11	Construction Fence	300	LF	\$ 3.00	\$ 900.00	\$ 5.57	\$ 1,671.00	\$ 8.00	\$ 2,400.00	\$ 11.00	\$ 3,300.00
12	Erosion and Sediment Control	1	LS	\$ 11,100.00	\$ 11,100.00	\$ 6,158.25	\$ 6,158.25	\$ 3,000.00	\$ 3,000.00	\$ 23,714.00	\$ 23,714.00
13	Cleanup, Final Grading and Seeding	1	LS	\$ 11,300.00	\$ 11,300.00	\$ 6,891.38	\$ 6,891.38	\$ 6,500.00	\$ 6,500.00	\$ 12,298.00	\$ 12,298.00
14	Miscellaneous Concrete	10	CY	\$ 464.00	\$ 4,640.00	\$ 193.55	\$ 1,935.50	\$ 200.00	\$ 2,000.00	\$ 315.00	\$ 3,150.00
15	Miscellaneous Stone	50	TON	\$ 75.50	\$ 3,775.00	\$ 56.89	\$ 2,844.50	\$ 25.00	\$ 1,250.00	\$ 43.00	\$ 2,150.00
		Total		\$ 172,518.00		\$ 162,626.80		\$ 88,147.60		\$ 166,511.00	

I, the undersigned, do hereby certify that the foregoing bid tabulation is true and correct to the best of my knowledge, information, and belief:

John S. Drummer, P.E.





LDA ENGINEERING

January 28, 2021

Mr. Anthony Cox
City Administrator
City of Morristown
P.O. Box 1499
Morristown, TN 37816-1499

Reference: North Cumberland Street Improvements

Dear Mr. Cox:

Bids for the referenced project were received and opened on January 28, 2021 at 10:00 a.m. in City Hall. All bids were received sealed and otherwise in proper order. The Bidders with their respective base bids are shown in the attached Certified Bid Tabulation.

Based on our review of the bids and related documentation, we recommend that the contract be awarded to Junior Hommel Excavating of Newport, Tennessee, in the amount of \$157,667.00.

A copy of original bids, bid bonds, and other documentation submitted are attached for your files, the originals will be forwarded to you. If you have questions or comments concerning this matter, please feel free to contact us.

Sincerely,

Steve Drummer, P.E.

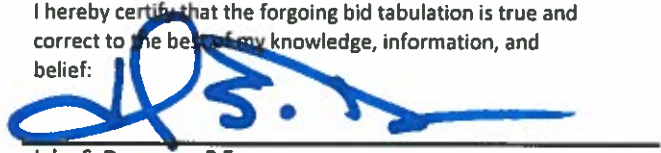
Senior Civil Engineer

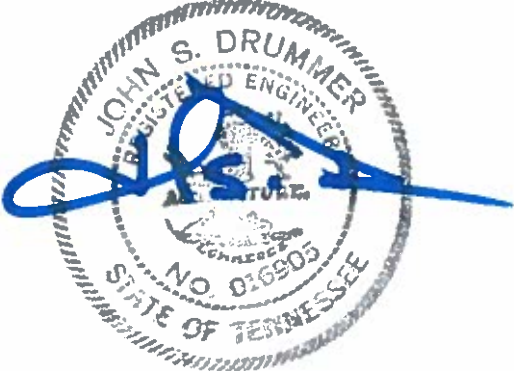
Enclosures

City of Morristown, Tennessee
North Cumberland Street Improvements
Certified Bid Tabulation

				Summers-Taylor, Inc.		King General Contractors, Inc		Junior Hummel Excavating		Brockwell Construction Company, Inc.		English Mountain Construction & Maintenance, LLC		Whaley Construction, LLC	
Item	Description	Qty.	Unit	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Removal of Structures	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 17,595.00	\$ 17,595.00	\$ 9,500.00	\$ 9,500.00	\$ 54,489.00	\$ 54,489.00	\$ 22,000.00	\$ 22,000.00	\$ 19,313.00	\$ 19,313.00
2	Clearing and Grubbing	1	LS	\$ 16,800.00	\$ 16,800.00	\$ 31,084.50	\$ 31,084.50	\$ 5,000.00	\$ 5,000.00	\$ 19,347.00	\$ 19,347.00	\$ 19,000.00	\$ 19,000.00	\$ 7,020.00	\$ 7,020.00
3	Earthwork	1	LS	\$ 57,000.00	\$ 57,000.00	\$ 58,650.00	\$ 58,650.00	\$ 75,000.00	\$ 75,000.00	\$ 64,359.00	\$ 64,359.00	\$ 36,000.00	\$ 36,000.00	\$ 90,100.00	\$ 90,100.00
4	Concrete Curb & Gutter	60	LF	\$ 75.00	\$ 4,500.00	\$ 46.33	\$ 2,779.80	\$ 30.00	\$ 1,800.00	\$ 124.00	\$ 7,440.00	\$ 50.00	\$ 3,000.00	\$ 54.00	\$ 3,240.00
5	Concrete Sidewalk	4700	SF	\$ 11.75	\$ 55,225.00	\$ 12.90	\$ 60,630.00	\$ 6.11	\$ 28,717.00	\$ 14.00	\$ 65,800.00	\$ 6.50	\$ 30,550.00	\$ 8.90	\$ 41,830.00
6	Concrete Sidewalk Ramp	1	EA	\$ 4,400.00	\$ 4,400.00	\$ 1,671.53	\$ 1,671.53	\$ 3,500.00	\$ 3,500.00	\$ 990.00	\$ 990.00	\$ 2,500.00	\$ 2,500.00	\$ 5,400.00	\$ 5,400.00
7	Adjustments to Existing Catch Basin	1	LS	\$ 687.00	\$ 687.00	\$ 1,466.25	\$ 1,466.25	\$ 1,200.00	\$ 1,200.00	\$ 1,100.00	\$ 1,100.00	\$ 6,750.00	\$ 6,750.00	\$ 1,500.00	\$ 1,500.00
8	Traffic Control	1	LS	\$ 22,000.00	\$ 22,000.00	\$ 7,184.63	\$ 7,184.63	\$ 12,500.00	\$ 12,500.00	\$ 24,808.00	\$ 24,808.00	\$ 7,500.00	\$ 7,500.00	\$ 17,750.00	\$ 17,750.00
9	Construction Fence	800	LF	\$ 2.90	\$ 2,320.00	\$ 4.99	\$ 3,992.00	\$ 4.00	\$ 3,200.00	\$ 7.00	\$ 5,600.00	\$ 6.50	\$ 5,200.00	\$ 5.00	\$ 4,000.00
10	Erosion and Sediment Control	1	LS	\$ 16,500.00	\$ 16,500.00	\$ 7,184.63	\$ 7,184.63	\$ 4,000.00	\$ 4,000.00	\$ 6,153.00	\$ 6,153.00	\$ 22,000.00	\$ 22,000.00	\$ 13,713.00	\$ 13,713.00
11	Cleanup, Final Grading and Seeding	1	LS	\$ 5,440.00	\$ 5,440.00	\$ 11,730.00	\$ 11,730.00	\$ 10,000.00	\$ 10,000.00	\$ 21,266.00	\$ 21,266.00	\$ 10,500.00	\$ 10,500.00	\$ 14,960.00	\$ 14,960.00
12	Miscellaneous Concrete	10	CY	\$ 540.00	\$ 5,400.00	\$ 190.61	\$ 1,906.10	\$ 200.00	\$ 2,000.00	\$ 393.00	\$ 3,930.00	\$ 350.00	\$ 3,500.00	\$ 550.00	\$ 5,500.00
13	Miscellaneous Stone	50	TON	\$ 74.00	\$ 3,700.00	\$ 39.30	\$ 1,965.00	\$ 25.00	\$ 1,250.00	\$ 47.00	\$ 2,350.00	\$ 35.50	\$ 1,775.00	\$ 42.00	\$ 2,100.00
		Total		\$ 223,972.00		\$ 207,839.44		\$ 157,667.00		\$ 277,632.00		\$ 170,275.00		\$ 226,426.00	

I hereby certify that the forgoing bid tabulation is true and correct to the best of my knowledge, information, and belief:


John S. Drummer, P.E.





LDA ENGINEERING

January 28, 2021

Mr. Anthony Cox
City Administrator
City of Morristown
P.O. Box 1499
Morristown, TN 37816-1499

Reference: West Main Street Drainage Street Improvements

Dear Mr. Cox:

Bids for the referenced project were received and opened on January 28, 2021 at 10:00 a.m. in City Hall. All bids were received sealed and otherwise in proper order. The Bidders with their respective base bids are shown in the attached Certified Bid Tabulation.

Based on our review of the bids and related documentation, we recommend that the contract be awarded to Junior Hommel Excavating of Newport, Tennessee, in the amount of \$198,450.00.

A copy of original bids, bid bonds, and other documentation submitted are attached for your files, the originals will be forwarded to you. If you have questions or comments concerning this matter, please feel free to contact us.

Sincerely,

Steve Drummer, P.E.

Senior Civil Engineer

Enclosures

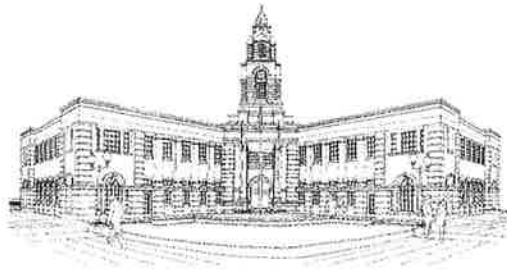
**City of Morristown
West Main Street
Certified Bid Tabulation**

				Summers-Taylor, Inc.		King General Contractors, Inc		Junior Hommel Excavating		Brockwell Construction Company, Inc	
Item	Description	Qty.	Unit	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Removal of Structures	1	LS	\$ 12,750.00	\$ 12,750.00	\$ 8,797.50	\$ 8,797.50	\$ 4,500.00	\$ 4,500.00	\$ 7,892.00	\$ 7,892.00
2	Earthwork	1	LS	\$ 99,500.00	\$ 99,500.00	\$ 87,975.00	\$ 87,975.00	\$ 20,000.00	\$ 20,000.00	\$ 26,439.00	\$ 26,439.00
3	Rip-Rap (TDOT CLASS A-1)	220	TN	\$ 80.00	\$ 17,600.00	\$ 45.16	\$ 9,935.20	\$ 35.00	\$ 7,700.00	\$ 57.00	\$ 12,540.00
4	Rip-Rap (TDOT Class B)	3,200	TN	\$ 61.00	\$ 195,200.00	\$ 45.16	\$ 144,512.00	\$ 37.00	\$ 118,400.00	\$ 55.00	\$ 176,000.00
5	Geofabric	3200	SY	\$ 6.00	\$ 19,200.00	\$ 3.23	\$ 10,336.00	\$ 3.50	\$ 11,200.00	\$ 9.00	\$ 28,800.00
6	Concrete Headwall, Type "AW"	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 1,466.25	\$ 1,466.25	\$ 1,500.00	\$ 1,500.00	\$ 1,623.00	\$ 1,623.00
7	Concrete Headwall, Type "BW"	2	EA	\$ 2,100.00	\$ 4,200.00	\$ 1,466.25	\$ 2,932.50	\$ 1,700.00	\$ 3,400.00	\$ 1,832.00	\$ 3,664.00
8	Concrete Headwall, Type "CW"	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 1,466.25	\$ 1,466.25	\$ 2,000.00	\$ 2,000.00	\$ 1,751.00	\$ 1,751.00
9	Traffic Control	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 4,398.75	\$ 4,398.75	\$ 7,500.00	\$ 7,500.00	\$ 10,429.00	\$ 10,429.00
10	Construction Fence	1000	LF	\$ 2.50	\$ 2,500.00	\$ 3.81	\$ 3,810.00	\$ 4.00	\$ 4,000.00	\$ 9.00	\$ 9,000.00
11	Erosion and Sediment Control	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 6,744.75	\$ 6,744.75	\$ 6,000.00	\$ 6,000.00	\$ 10,132.00	\$ 10,132.00
12	Cleanup, Final Grading and Seeding	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 8,797.50	\$ 8,797.50	\$ 9,000.00	\$ 9,000.00	\$ 20,893.00	\$ 20,893.00
13	Miscellaneous Concrete	10	CY	\$ 600.00	\$ 6,000.00	\$ 190.61	\$ 1,906.10	\$ 200.00	\$ 2,000.00	\$ 455.00	\$ 4,550.00
14	Miscellaneous Stone	50	TON	\$ 75.00	\$ 3,750.00	\$ 45.16	\$ 2,258.00	\$ 25.00	\$ 1,250.00	\$ 42.00	\$ 2,100.00
		Total		\$ 408,700.00		\$ 295,335.80		\$ 198,450.00		\$ 315,813.00	

I, the undersigned, do hereby certify that the foregoing bid tabulation is true and correct to the best of my knowledge, information, and belief:

John S. Drummer, P.E.





Morristown City Council Agenda Item Summary

Date: January 28, 2021

Agenda Item: Sanitation Truck Repair

Prepared by: Joey Barnard, Assistant City Administrator

Subject: Approval of Sanitation Truck Repair

Background/History: The need for repair has been identified for a New Way Sanitation truck, unit number 562. The Public Works Department uses this truck on the front-line in the Sanitation Department. The repairs are necessary to get this truck placed back in service. Municipal Equipment is the sole source provider for the New Way parts needed for repairs.

Financial Impact: Funds have been identified in the 2020-21 budget to cover this purchase.

Action options/Recommendations: The Public Works Department is seeking approval to purchase parts from Municipal Equipment that are necessary to make repairs to a Sanitation Truck in the amount of \$10,805.12.

Attachments: Purchase Order and Sole Source Letter.

**CITY OF MORRISTOWN****PURCHASING DIRECTOR**

P.O. Box 1499

Morristown, TN 37815-0647

Phone: (423) 585-4622 Fax: (423) 585-4687

Purchase Order

Fiscal Year 2021

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
Order #**21001507-00***Retain this purchase order for proof of tax exemption.***Tax Exempt #62-6000369****V
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r**MUNICIPAL EQUIPMENT INC
PO BOX 5951

KNOXVILLE, TN 37928

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T
o**CITY OF MORRISTOWN PUBLIC WORKS
619 HOWELL ROAD
purchasing@mymorristown.com
MORRISTOWN, TN 37813

Vendor Phone Number 865-387-2416		Vendor Fax Number 865-689-7079		Requisition Number 21001797		Delivery Reference/Contact DAVID MARSHALL			
Date Ordered 01/27/21		Vendor Number 011576		Date Required		Interoffice Delivery		Department/Location 41610	
Item#	Description/Part No.				Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL				1.00	10805.12000	10,805.12		
	REPAIRS TO UNIT 562 GARBAGE TRUCK (SOLE SOURCE PURCHASE)				EACH				
	43210-361				10,805.12				
						PO Total	10,805.12		

The City of Morristown is an equal
employment / affirmative action
employer EOE / AA_____
Authorized Signature_____
Date**VENDOR COPY**_____
Authorized Signature_____
Return to Agenda
Date



Driving The Difference.™

Toll Free: 844-652-3395

Parts Dept. Direct Line 712-652-3395

Parts Manager: Jason Rolfes; jrolfes@newwaytrucks.com

Sr. Parts Specialist: Keith Kult; kkult@newwaytrucks.com

01/22/2021

City of Morristown

Mr. Marshall,

I am writing to inform you that Municipal Equipment is our sole source distributor of New Way & Rotopac parts, for your area.

Our dealer territories are protected, and we do not allow other dealers to ship into areas that they do not service. If you have any questions on this matter, please feel free to call us.

Sincerely, Keith Kult
Senior Parts Specialist

