

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION
MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, FEBRUARY 17, 2020 AT 6:00 P.M.**

- I. Call to Order by the Mayor
- II. Invocation
- III. Roll Call by City Recorder
- IV. Approval of previous meeting minutes
 1. February 03, 2020- Commission meeting minutes
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 1. Runway Culvert Design-Grant Amendment
 2. 10749 Lee Highway borrow pit update
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGE DALE BOARD OF COMMISSIONERS
MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGE DALE, TENNESSEE
ON MONDAY, FEBRUARY 03, 2020 AT 6:00 P.M.**

INVOCATION: Commissioner Debbie Baker

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Debbie Baker, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, City Attorney Sam Elliott

KEY MANAGERS: Assistant City Manager & CFO Michelle Toro, Chief of Police Brian Hickman, Planning & Economic Development Director Kelly Martin, Director of Public Works Eric Sines, Building & Codes Director Andrew Morkert, Airport & Safety Director Chris Swain, Parks and Recreation Director Traci Hobek-Bennett, City Recorder Kristi Wheeler, City Engineer Wayon Hines

ABSENT:

GUESTS: Andrew Arnold, Merritt MacLafferty, Kevin Hicks, Patti Wallace, Larry Wallace, Tonya Sadler, Matthew Sadler, Joanie Robinson, Gail Perry, Rita Vital, Bonnie Hoffer, Johnnie Hoskins

2-03-2020 (1000) COMMISSION MINUTES– January 21, 2020

It was moved by Commissioner Baker and seconded by Commissioner Garver to accept the minutes of the commission meeting on January 21, 2020.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

2-03-2020 (1001) COMMISSION WORKSHOP MINUTES– January 27, 2020

It was moved by Commissioner Baker and seconded by Commissioner Garver to accept the minutes of the commission workshop on January 27, 2020.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

Mayor Lamb opened the commission meeting for citizen comments at 6:07pm. Larry Wallace, who resides at 7235 White Oak Valley Circle, and Johnny Jones, who resides at 7211 White Oak valley Circle, both spoke about the ongoing issue with an adjoining property located at 10749 Lee Highway. Building & Codes Director Andrew Morkert addressed the issue. The commission meeting reconvened at 6:29pm.

2-03-2020 (1002) FIRST AND FINAL READING, RESOLUTION #512, A RESOLUTION UPDATING THE OCCUPATIONAL SAFETY & HEALTH PROGRAM PLAN

It was moved by Commissioner Baker and seconded by Commissioner White to approve Resolution #512, a resolution of the City of Collegedale, Tennessee, to update the Occupational Safety and Health Program Plan, devise rules and regulations, and to provide for a safety director and the implementation of such program plan.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA


2-03-2020 (1003) MOTION TO ADJOURN

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to adjourn the meeting. No roll call was taken.

The meeting was adjourned at 6:53pm.

Mayor, Katie Lamb

City Recorder, Kristi Wheeler

 <h2 style="margin: 0;">GRANT AMENDMENT</h2>					
Agency Tracking # 40100-00420		Edison ID 61679		Contract # AERO-20-183-00	
Contractor Legal Entity Name City of Collegedale					Amendment # 1
Edison Vendor ID 2114					
Amendment Purpose & Effect(s) Additional funds and time					
Amendment Changes Contract End Date: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				End Date: 8/11/2021	
TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):					\$ 49,641.00
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2020	\$20,073.00			\$1,057.00	\$21,130.00
2020	\$47,158.00			\$2,483.00	\$49,641.00
TOTAL:	\$67,231.00			\$3,540.00	\$70,771.00
American Recovery and Reinvestment Act (ARRA) Funding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				OCR USE	
Speed Chart (optional) TX00268582 TX00273642		Account Code (optional) 71302			

ADDRESS: 2 LOCATION CODE: COLLEG-001

**AMENDMENT ONE
OF GRANT CONTRACT
AERO-20-183-00**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Transportation, hereinafter referred to as the "State" and City of Collegedale, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract Section B. Contract Period is deleted in its entirety and replaced with the following:

B.1. This Grant Contract shall be effective on **August 12, 2019** ("Effective Date") and extend for a period of **twenty-four (24) months** after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

2. Grant Contract section C.1. Maximum Liability is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed **Seventy Thousand Seven Hundred Seventy-One Dollars and Zero Cents (\$70,771.00)** ("Maximum Liability"). The Grant Budget, attached and incorporated as **Attachment Two**, is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

3. Grant Contract Attachment One is deleted in its entirety and replaced with the new attachment **Attachment One** attached hereto.
4. Grant Contract Attachment Two is deleted in its entirety and replaced with the new attachment **Attachment Two** attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective **March 6, 2020**. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

CITY OF COLLEGEDALE:

33-0732-20

GRANTEE SIGNATURE

DATE

KATIE LAMB, CITY MAYOR

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

GRANTEE LEGAL COUNSEL'S SIGNATURE

DATE

DEPARTMENT OF TRANSPORTATION:

CLAY BRIGHT, COMMISSIONER

DATE

**JOHN H. REINBOLD, GENERAL COUNSEL
APPROVED AS TO FORM AND LEGALITY**

DATE

CITY OF COLLEGEDALE

ATTACHMENT ONE

4910 SWINYAR DRIVE
POST OFFICE BOX 1880
COLLEGEDALE, TENNESSEE 37315-1880
TELEPHONE: 423-396-3135
FAX: 423-396-3138

PAGE ONE

6/20/2019

Michelle Frazier, Director
TDOT Aeronautics Division
607 Hangar Lane, Bldg. 4219
Nashville, TN 37217

Re: Funding Assistance for Storm water Drainage Rehabilitation

Dear Ms. Frazier,

Collegedale Municipal Airport hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$21,130.00 for improvements at the Collegedale Municipal Airport in Collegedale. The requested improvements include:

- **Design of Storm water Drainage Culvert** The scope of this project will include topographic survey and design of a new drainage culvert under Runway 3/21. This project is determined necessary to mitigate excessive storm water by replacing an existing culvert system. The existing culvert is of insufficient size, and in danger of failure due to age and inadequacies of the original design.

We have available the necessary funds for the local share of the proposed improvements.

Thank you for your consideration of this request. If you have questions, please contact Chris Swain at 423-468-1988.

Please find our application within Black Cat Grants system.

If you have questions or need additional information, please contact us at 423-468-1988/cswain@collegedaletn.gov

Sincerely



Chris E. Swain
Director of Airport Operations
City of Collegedale

Cc: TAD Project Manager Michael Stultz
TAD Program Monitor Ryan Traversa

REQUEST FOR STATE FUNDING
FOR AIRPORT IMPROVEMENT

ATTACHMENT ONE
PAGE TWO

Airport: Collegedale Municipal Airport
Project Title: Design Culvert under runway
Project Description: Design Culvert under runway

UPIN: BCG0003569
Submitted By: Chris Swain
Date Submitted: 6/21/2019 11:45:45AM
Project Manager: Michael Stultz

Applicant: City of Collegedale
Phone: (423) 236-5008

Project in CIP?: Not Proposed Date Entered in CIP:

Explanation of Need: This project is determined necessary to mitigate excessive storm water by replacing an existing culvert system. The existing culvert is of insufficient size, and in danger of failure due to age and inadequacies of the original design.

Estimated Cost:

Fiscal Year: 2,020
Federal: \$0
State: \$20,073
Local: \$1,057
Other:

Total: 100%

Matching Funds Available?: 1,057.00

Airport Sponsor Comments:

Culvert located under Runway 3/21

TAD Comments:

TDOT USE ONLY

Staff Recommended:

Approved:

Rejected:

Moved:

PSR Signature: _____

Date: 7/12/2019

TAC Signature: _____

Date: _____

CITY OF COLLEGEDALE

4910 SWINYAR DRIVE
POST OFFICE BOX 1880
COLLEGEDALE TENNESSEE 37315-1880
TELEPHONE: 423-396-3135
FAX: 423-396-3138

1/16/2020

Michelle Frazier, Director
TDOT Aeronautics Division
607 Hangar Lane, Bldg. 4219
Nashville, TN 37217

Re: Funding Assistance for Storm water Drainage Rehabilitation

Dear Ms. Frazier,

Collegedale Municipal Airport hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$49,641.00 for improvements at the Collegedale Municipal Airport in Collegedale. The requested improvements include:

- **Final Design/bidding of Storm water Drainage Culvert** The scope of this project will include final design of a new drainage culvert under Runway 3/2, as well as bidding for services. This project is determined necessary to mitigate excessive storm water by replacing an existing culvert system. The existing culvert is of insufficient size, and in danger of failure.

We have available the necessary funds for the local share of the proposed improvements.

Thank you for your consideration of this request. If you have questions, please contact Chris Swain at 423-468-1988.

Please find our application within Black Cat Grants system.

If you have questions or need additional information, please contact us at 423-468-1988/cswain@collegedaletn.gov

Sincerely,



Chris E. Swain
Director of Airport Operations
City of Collegedale

Cc: TAD Project Manager Michael Stultz
TAD Program Monitor Ryan Traversa

ATTACHMENT TWO

PAGE ONE

GRANT BUDGET				
City of Collegedale: Design Culvert Under Runway			AERO-20-183-01	
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: 08/12/2019			END: 08/11/2021	
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4. 15	Professional Fee, Grant & Award ²	\$67,231.00	\$3,540.00	\$70,771.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	\$67,231.00	\$3,540.00	\$70,771.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

ATTACHMENT TWO

PAGE TWO

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Design Culvert Under Runway	\$70,771.00
TOTAL	\$70,771.00

Matched TAD Project # 33-555-0732-20

Project Breakdown: \$21,130.00 95% State 5% Local
TX00268582

Amendment 1:
TX00273642 \$47,158.00 95% State
 \$ 2,483.00 5% Local
 \$49,641.00 100%

Grant Total: \$70,771.00

ATTACHMENT THREE**PAGE ONE****Parent Child Information**

The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is **Grantee Legal Entity Name** a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is **Grantee Legal Entity Name** a child? Yes No

If yes, complete the fields below.

Parent entity's name: City of Collegedale

Parent entity's tax identification number: 62-0806474

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: Chris Swain

Address: P.O. Box 1980 Collegedale TN 37365

Phone number: 423-468-1988

Email address: cswain@collegedaletn.gov

Parent entity's Edison Vendor ID number, if applicable: _____