

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION
MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, AUGUST 7, 2017 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. July 17-Commission meeting minutes
 2. July 24-Commission workshop minutes
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 1. First Reading, Ordinance #1038, confirming the property tax rate at the certified tax rate
 2. First Reading, Ordinance #1039, adopting standards facilitating multi-modal transportation
 3. McKee sewer agreement
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGEDALE BOARD OF COMMISSIONERS
MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, JULY 17, 2017 AT 6:00 P.M.**

INVOCATION: Vice Mayor Tim Johnson

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

KEY MANAGERS: Assistant City Manager & CFO Michelle Toro, Director of Airport Operations Chris Swain, Director of Public Works Eric Sines, Police Chief Brian Hickman, Planning & Economic Development Director Kelly Martin, City Engineer Wayon Hines

ABSENT: Building and Codes Director Andrew Morkert, Commissioner Debbie Baker, Commissioner Ethan White

GUESTS: Andrew P. Arnold, Gail MacLafferty, Merritt MacLafferty

7-17-2017 (655) REGULAR MEETING MINUTES – June 19, 2017

It was moved by Vice Mayor Johnson and seconded by Commissioner Garver to accept the minutes of the regular commission meeting on June 19, 2017.

ROLL CALL:

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

7-17-2017 (656) COMMISSION WORKSHOP MINUTES – June 26, 2017

It was moved by Vice Mayor Johnson and seconded by Commissioner Garver to accept the minutes of the commission workshop meeting on June 26, 2017.

ROLL CALL:

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

7-17-2017 (657) FIRST AND FINAL READING, RESOLUTION #488, ADOPTING A CREDIT CARD POLICY

It was moved by Commissioner Garver and seconded by Vice Mayor Johnson to accept Resolution #488, a resolution of the City of Collegedale, Tennessee, adopting a policy for the appropriate use of city credit cards.

ROLL CALL:

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

7-17-2017 (658) FIRST AND FINAL READING, RESOLUTION #489, ADOPTING AN EMERGENCY RESPONSE PLAN FOR THE AED

It was moved by Commissioner Garver and seconded by Vice Mayor Johnson to approve Resolution #489, a resolution of the City of Collegedale, Tennessee, adopting an emergency response plan for the automated external defibrillator in compliance with TCA §§68-140-403 and 68-104-404.

ROLL CALL:

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

7-17-2017 (659) FY '18 AIRPORT MAINTENANCE GRANT APPROVAL

It was moved by Vice Mayor Johnson and seconded by Commissioner Garver to allow the mayor to sign the FY '18 airport maintenance grant.

ROLL CALL:

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

7-17-2017 (660) AIRPORT GROUND LEASE APPROVAL

It was moved by Commissioner Garver and seconded by Mayor Lamb to approve the airport ground lease as presented.

ROLL CALL:

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

7-17-2017 (661) MOTION TO ADJOURN

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

The meeting was adjourned at 6:17 PM.

Mayor, Katie Lamb

City Recorder, Michelle Toro

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, JULY 24, 2017
BEGINNING AT 4:30 P.M.**

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Debbie Baker, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, Assistant City Manager & CFO Michelle Toro, Strategic Planning & Economic Development Director Kelly Martin, Director of Public Works Eric Sines, Building Codes & Safety Director Andrew Morkert, Director of Airport Operations Chris Swain, Chief of Police Brian Hickman, City Engineer Wayon Hines

ABSENT:

GUESTS:

2018 FREEDOM CELEBRATION

Plans for the 2018 Freedom Celebration were discussed. The city plans to hire Chris Thomas as organizer for the event.

ROUNDAABOUTS

The future roundabouts at Edgmon Road and Tucker Road and at Edgmon Road and Tallant Road were discussed. Commission and staff agree that the roundabouts are needed. Vice Mayor Johnson wondered if a roundabout be a safer option for Lee Highway and Edgmon Road than the planned traffic light. Director of Public Works Sines assured Vice Mayor Johnson that efforts are being made to ensure the location and timing of the traffic light will move traffic safely.

Commissioner Garver voiced his concerns with Ooltewah-Ringgold Road being made into a five lane. City Engineer Hines stated that it makes sense because the traffic count for Apison Pike (currently a five lane) is 11,000 vehicles and the traffic count for Ooltewah-Ringgold Road is 10,000 vehicles.

Commissioner Baker updated the commission on the latest library board meeting. She stated that the library is doing so well that they may need to extend their hours.

Mayor Lamb reminded everyone of the ROW meeting for the next phase of Apison Pike. The meeting will be held on July 25 from 5-7 PM.

Director of Airport Operations Swain let everyone know that he plans to meet on Thursday with TDOT regarding the 95/5 grant the airport hopes to receive.

Director of Public Works Sines lead a discussion regarding a fall festival for this year.

City Manager Rogers lead a discussion regarding Pierson Drive and Central Avenue. The fact that they don't join has caused problems with emergency services. Plans to remedy the problem were discussed.

Meeting was adjourned at 5:56 PM.

Katie Lamb, Mayor

Michelle Toro, City Recorder

ORDINANCE #1038

AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE CONFIRMING THE PROPERTY TAX RATE AT THE CERTIFIED TAX RATE

WHEREAS, every four or six years, cities and counties undergo property reappraisals pursuant to state statutes found in *Tennessee Code Annotated* § 67-5-1601 et seq.; and

WHEREAS, the process of reappraisal is intended to keep property tax assessments stable even though property values may change; and

WHEREAS, this year was a reappraisal year for the City of Collegedale; and

WHEREAS, by means of Ordinance #1035, the City set a tax rate for fiscal year 2018 of \$1.3713 with the express provision that the rate would be subject to adjustment per the new certified tax rate set by the State of Tennessee.

WHEREAS, the State subsequently determined that the new certified tax rate based on the tax rate for 2017 was \$1.2594; and

WHEREAS, taking into account the tax rate set for fiscal year 2018 by Ordinance #1035, the City, and in order to achieve the same ad valorem revenue for the City which would have been achieved by the \$1.2594 rate prior to the certification of the new rate, the adjusted rate should be \$1.2594. Now therefore,

BE IT ORDAINED BY THE CITY OF COLLEGEDALE, TENNESSEE as follows:

SECTION 1. That the adjusted tax rate of \$1.2594 be confirmed as the tax rate for fiscal year 2018.

SECTION 2. This ordinance shall become effective upon final passage, the public welfare requiring it.

Passed on First Reading: _____

Passed on Second Reading: _____

Mayor

Recorder

Approved:

City Attorney

ORDINANCE #1039

AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE ADOPTING STANDARDS FACILITATING MULTI-MODAL TRANSPORTATION

WHEREAS, T. C. A. §6-19-101 enumerates the general powers of the City, including those relating to transportation within the City limits;

WHEREAS, multi-modal transportation is defined as the ability to choose the most efficient form of transportation whether it be private vehicular usage, ride-sharing, public transit, bussing, light rail, biking, bicycle sharing, or walking;

WHEREAS, the City Commission desires to account for future City growth and ensure usage of City right-of-ways (ROW) to allow for safe access, multi-modal transportation and utility utilization.

NOW THEREFORE BE IT ORDAINED by the City of Collegedale, Tennessee as follows:

SECTION 1: That a new Chapter 8 be added to Title 14 of the Municipal Code as follows:

Chapter 8 Multi-modal Transportation Standards

14-101. Adoption of Standards. All new construction shall be completed in accordance with the attached details based upon the Tennessee Department of Transportation Classification of each road unless specified otherwise in Section 14-102 below. All development or redevelopment along an existing roadway shall be responsible for improving the existing roadway from the centerline toward the site in accordance with the standard specified in Section 14-103 for the length of the property. These typical sections will be applied to all public right-of-ways within the City of Collegedale.

14-102. Exceptions. Notwithstanding the standards specified in Section 14-103 or otherwise in this ordinance, the following streets shall be constructed to the Collector standard:

- a) Old Lee Hwy
- b) Standifer Gap
- c) University Drive
- d) Tucker Road
- e) Little Debbie Parkway will be initially constructed to the Collector standard. Upon the recommendation of the City Manager, the Commission may consider a transition to the Arterial standard in the medium term or as usage warrants.

14-103. Typical Sections. The following typical sections will be applied to all public right-of-ways within the City of Collegedale.

SECTION 2: This ordinance shall become effective upon final passage, the public welfare requiring it.

Passed on First Reading: _____

Passed on Second Reading: _____

Mayor

Approved: Recorder

_____ City Attorney

CITY OF COLLEGEDALE
OPERATING UNDER STATE OPERATING PERMIT No. SOP-89136
WITH THE STATE OF TENNESSEE
FOR THE OPERATION OF WASTEWATER TREATMENT FACILITIES

In accordance with the requirements of SOP-98136:

PERMISSION IS HEREBY GRANTED TO

McKee Foods Corporation

PO Box 750

Collegedale, Tennessee 37315

TO DISCHARGE SANITARY AND TREATED WASTEWATER

Into the City of Collegedale Sewer Collection System

In accordance with the attached requirements (Pages 1 to 8).

This Agreement shall remain in effect until the City of Collegedale's State Operating Permit is renewed by the Tennessee Department of Environment and Conservation.

City of Collegedale

McKee Foods Corporation

BY _____

BY  _____

Date

Date

6/29/17

The City of Collegedale is authorized to collect and transport untreated municipal wastewater to the Chattanooga collection system under the Tennessee Department of Environment and Conservation State Operating Permit SOP-89136. The operation of any contributing Collection System will be governed by the following requirements: McKee Foods Corporation ("McKee") discharges sanitary wastewater to the Collegedale Sewer Collection System (the "Collegedale System") from each of its facilities ("Sanitary Discharges").

Pursuant to a Wastewater Discharge Permit issued by the City of Chattanooga, McKee discharges process wastewater to the Collegedale System at two points: From Plant 6 at a connection between manholes 454 and 455 and from McKee's pre-treatment plant at manhole 171 (the "Process Discharges").

McKee also maintains connections to the Collegedale System from Plant 2 at manhole 140; from Plant 5 at manhole 590; from the O. D. McKee Research Center complex at manhole 649; from McKee's parts receiving facility through Southern Adventist University's sewer collection system under an agreement with the University; and, for sanitary discharges from Plant 6, at a connection in the proximity of manhole 465.

The system by which McKee collects process wastewater for treatment at McKee's pre-treatment plant prior to discharge at manhole 171 is the portion of the Collection System that is referred to as the ("McKee Process Collection System").

McKee's system operator has filed an application and will complete training necessary to receive a Grade I license. Upon receipt by McKee's system operator of his Grade I license, the Collection System shall be operated under the supervision of a Grade I collection system operator in accordance with the public Water Environmental Health Act of 1984 and the rules promulgated thereunder.

Daily flow data collected at the tie-in/discharge points for Process Discharges shall be reported quarterly to the Director of Public Works, PO Box 1880, Collegedale, TN 37315. Submittals shall be postmarked no later than 15 days after the completion of the reporting period.

This Agreement does not relieve the user from any requirements of the municipality or utility where the sewage is ultimately disposed. The user must obtain approval for the connection from that municipality or utility and must comply with all their requirements including pretreatment regulations, the exclusion of storm and other extraneous water, etc.

A. GENERAL PROVISIONS

1. Consent to Entry

McKee will allow the Collegedale Director of Public Works (Director), or authorized representatives, access to areas of McKee's premises described herein for the specified purposes related to this Agreement. If immediate or expedited access is not required, Collegedale will provide reasonable advance notice of required access. To facilitate access to areas where McKee has security measures in force which would require proper identification and clearance before entry onto their premises, McKee shall make the necessary arrangements with their security personnel such that upon presentation of suitable identification, the designated representatives(s) of Collegedale will be permitted to enter, without delay, for the purposes of performing inspection and sampling responsibilities.

- a. To inspect points at which McKee makes Sanitary Discharges or Process Discharges into the Collegedale System.
- b. To inspect records required to be kept under the terms and conditions of this Agreement, and at reasonable times to copy these records;
- c. To inspect at reasonable times any monitoring equipment or method or any collection, transport, treatment, pollution management, or discharge facilities required under this Agreement; and
- d. To sample at reasonable times any discharge of pollutants into the Collegedale System.

Collegedale's designated representative(s) shall have the right to set up at the points at which McKee makes Sanitary Discharges or Process Discharges into the Collegedale System such devices as are reasonably necessary to monitor compliance with this Agreement.

2. Proper Operation and Maintenance

The user shall at all times properly operate and maintain all facilities and systems (and related appurtenances) for collection and treatment which are installed or used by the user to achieve compliance with the terms and conditions of this Agreement. This provision requires the operation of backup or auxiliary facilities or similar systems which are installed by a user only when the operation is necessary to achieve compliance with the conditions of the Agreement.

3. Other Information

If McKee become aware that information provided to the City is incomplete or incorrect, McKee will promptly supplement or correct the same.

B. CHANGES AFFECTING THE AGREEMENT

1. Agreement Modification, Revocation, or Termination of Collegedale System Permit
 - a. If due to changes to or revocation, reissuance, or termination of SOP-89136, any change in applicable law or regulations or their interpretation by any court of law or other governing body having jurisdiction subsequent to the date of this Agreement, any material change to Collegedale's or McKee's operations which are either not contemplated by this Agreement or which require changing a material term to this Agreement, or by any non-compliance by McKee with any material term of this Agreement or that affects Collegedale's compliance with SOP-89136 or any other law or regulation, the parties hereto shall use their best efforts to find and employ an alternative means to achieve the same or substantially the same result as that contemplated by any provisions affected by the same, and McKee shall not unreasonably withhold its approval of amendments to this Agreement to address such issues.
 - b. McKee will provide to Collegedale within a reasonable time information that is requested bearing upon the matters set forth in subparagraph a above; provided, however, that McKee shall not be required to disclose (i) confidential information relating to its business or production operations, processes, or plans; or (ii) information that is privileged or otherwise protected from disclosure by applicable law. McKee shall also furnish to Collegedale, upon request, copies of records required to be kept by this Agreement.

C. NONCOMPLIANCE

1. Effect of Noncompliance

All discharges shall be consistent with the terms and conditions of this Agreement, Permit SOP-89136, and all applicable local, state and federal law.

2. Reporting of Noncompliance

a. Notification

Any discharge, as defined by Tenn. Code Ann. § 69-3-103(10), from McKee's Collection System ("Discharge") shall be reported by telephone immediately after discovery to the City sewer personnel in the following order

Sewer Foreman - Robbie Derrick, 423-355-8090

Director of Public Works - Eric Sines, 423-598-8007

b. Reporting

In the case of any Discharge which would cause a threat to public drinking supplies, or any other Discharge which could constitute a threat to human health or the environment, a written submission must be provided to Collegedale within three days of the time the user notifies the Director of the circumstances. McKee shall provide Collegedale with the following information:

- i. A description of the Discharge or other noncompliance and the cause of the Discharge or other noncompliance, if known;
- ii. The period of time during which the Discharge or other noncompliance occurred, including exact dates and times, the amount of the Discharge, if applicable, or, if not corrected, the anticipated time the Discharge or other noncompliance is expected to continue; and
- iii. The steps being taken to reduce, eliminate, and prevent recurrence of the Discharge or other noncompliance.

This Discharge or other noncompliance shall also be reported on the Quarterly Report. The details may be incorporated by referenced to the written three-day notification.

3. Overflow

- a. Overflows, as defined in Permit SOP-89136, are prohibited.

- b. The user shall operate the McKee Collection System so as to avoid overflows. Any overflow shall be reported as specified in Section C.2.

4. Steps to Minimize Adverse Impact

The user shall take all reasonable steps to minimize any adverse impact to the waters of Tennessee resulting from noncompliance with this Agreement, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge. It shall not be a defense for McKee that it would have been necessary to halt or reduce the agreed upon activity in order to maintain compliance with the conditions of this Agreement.

D. LIABILITIES

Notwithstanding this Agreement, to the extent provided by applicable law, McKee shall remain liable for any damages sustained by the State of Tennessee, including but not limited to fish kills and losses of aquatic life and/or wildlife, as a result of the discharge from the McKee Collection System to any surface or subsurface waters. Additionally, notwithstanding this Agreement, it shall be the responsibility of McKee to conduct its wastewater treatment and/or discharge activities in a manner such that public or private nuisances or health hazards will not be created.

E. PROHIBITIVE DISCHARGE STANDARDS

1. Under no circumstances shall the user allow the introduction of the following wastes into the Collegedale System, unless permitted by McKee's permit with the POTW that is receiving McKee's Process Wastewater:

- a. Pollutants which create a fire or explosion hazard in the Publicly Owned Treatment Works (POTW) or the Collegedale Sewer Collection System (CSCS).
- b. Pollutants which will cause corrosive structural damage to the POTW or the CSCS, but in no case discharges with pH lower than 5.0 unless the works is specifically designed to accommodate such discharges.
- c. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW or the CSCS system resulting in inference.
- d. Any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
- e. Heat in amounts which will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities that user's discharge causes the temperature at the POTW Treatment Plant to exceed 40° C (104° F).
- f. Any priority pollutant in amounts that will contaminate the treatment works sludge.

- g. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through.
 - h. Pollutants which results in the presence of toxic gases, vapors, or fumes within the POTW or the CSCS in a quantity that may cause acute worker health and safety problems.
 - i. Any trucked or hauled pollutants except at discharge points designated by the POTW.
2. The user shall notify the Director of any of the following changes in user discharge to the system no later than 30 days prior to change of discharge:
- a. New introductions into such works of pollutants from any source which would be a new source as defined in Section 306 of the Act if such source were discharging pollutants.
 - b. New introductions of pollutants into such works from a source which would be subject to Section 301 of the "Federal Water Pollution Control Act as Amended" if it were discharging such pollutants.
 - c. A substantial change in volume or character of pollutants being introduced into such works by a source already discharging pollutants into such works at the time the Agreement is entered.

This notice will include information on the quantity and quality of the wastewater introduced by the new source into the publicly owned treatment works, and on any anticipated impact on the effluent discharged from such works.

F. PLACEMENT OF SIGNS

The user shall place and maintain a sign at each bypass/overflow point in the McKee Collection System. For the purposes of this requirement, any bypass/overflow point that has discharged five (5) or more times in the last year must be so posted. The sign(s) should be clearly visible to the public. The minimum sign size should be two feet by two feet (2' x 2') with one inch (1") letters. The sign should be made of durable material and have a white background with black letters.

Un-permitted bypass/overflow point:

MUNICIPAL WASTEWATER DISCHARGE POINT
Collegedale Collection System
(423) 598-8007 SOP Agreement NO. SOP-89136
TENNESSEE DIVISION OF WATER RESOURCES
1-888-891-8332 ENVIRONMENTAL FIELD OFFICE - Chattanooga

No later than sixty (60) days from Agreement issuance, the user shall have the above sign(s) on display in the location(s) specified.

G. DEFINITIONS

A "dry weather overflow" (other than for wet weather) is defined as one day or any portion of a day in which discharge of wastewater from the collection or treatment system other than through the permitted outfall occurs. Discharge from more than one point within any 24-hour period shall be counted as separate events.

A "rainfall event" is defined as any occurrence of rain, preceded by 10 hours without precipitation, that results in an accumulation of 0.01 inches or more. Instances of rainfall occurring within 10 hours of each other will be considered a single rainfall event.

A "sanitary sewer overflow event" (SSO) is defined as an unpermitted discharge of wastewater from the collection or treatment system other than through the permitted outfall that is directly related to a specific rainfall event. Multiple discharge occurrences within a single rainfall event are considered a single sanitary sewer overflow event.

A "Collection System" for the purposes of this Agreement includes all sewer lines not owned by the City of Collegedale, including but not limited to service connections, collection lines, pump stations and treatment facilities.

An "Overflow" (SSO) means the discharge of wastes from any portion of the collection or treatment system other than through permitted outfalls.

"Severe property damage" means substantial physical damage to property, damage to the treatment facilities which would cause them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of an overflow. Severe property damage does not mean economic loss caused by delays in production.

For the purpose of this Agreement, a "quarter" is defined as any one of the following three-month periods: January 1 through March 31, April 1 through June 30, July 1 through September 30, and/or October 1 through December 31.

END OF AGREEMENT