



CITY OF SPARTA  
6 Liberty Square  
P.O. Box 30  
Sparta, Tennessee 38583  
931.836.3248  
931.836.3941 fax  
www.sparta-tn.com

# AGENDA

## BOARD OF MAYOR AND ALDERMEN

**Thursday, December 21, 2023 - 5:00 PM**  
**Sparta City Hall, 2<sup>nd</sup> Floor**

1. Approval of the Minutes of the December 7, 2023 regular meeting.

### GRANTS

2. Approve change order #1 for Pipeworks Plus, Inc. for additional work done for the CDBG Sewer Grant, in the amount of \$20,325.00.

### PURCHASING

3. Approve the usage contract with Samsara for GPS asset tracking.
4. Approve chemical bids.

### PERSONNEL

5. Authorize the hiring recommendation for Police Officer.
6. Authorize the solicitation of employment applications for the position of street laborer, due to the retirement of Jackie Brown.

### PROPERTY

7. Authorize the sale of an abandoned vehicle on GovDeals for Police Department.

### MISCELLANEOUS

8. Approve Certificate of Compliance for Retail Package Store for Mac's Convenience Stores, LLC D/B/A Circle K #4703904.
9. Appointment to Sparta Housing Board.
10. Appointment to the Park & Recreation Board
11. Appointments to the Senior Citizens Board.
12. Department heads reports.

### BEER BOARD

*Procedural Note: Suspend meeting of Board of Mayor and Aldermen  
Convene as Beer Board*

1. Application for Off-Premises beer permit. Punitubhai Patel D/B/A EZ Express Mart #2 located at 470 W. Bockman Way, Sparta, TN 38583



*Procedural Note: Declare business of Beer Board finished*  
*Reconvene as Board of Mayor and Aldermen*

13. Other NEW business.
14. UNFINISHED business.
15. Citizen Comments from Sparta Citizens (3minute limit).
16. Adjourn.

*The City of Sparta is an equal opportunity provider and employer.*

# *MINUTES*

December 7, 2023

The Board of Mayor and Aldermen of the City of Sparta, White County, Tennessee, met in a scheduled meeting at Sparta City Hall, at 5:00 PM on the 7th day of December 2023, with Mayor Jerry Lowery presiding.

<u>Members Present</u>	<u>Members Absent</u>
Vice-Mayor Bobby Officer	
Alderman Jim Floyd	
Alderman Brian Jones	
Alderman Travis McBride	
Alderman Judy Payne	
Alderman Brent Young	

Status of other city staff members were:

Tonya R. Tindle	City Administrator / City Recorder	Absent
Dillard Quick	Public Works Director	Present
Caroline Sapp	City Attorney	Present
Nick Dunn	Police Chief	Present
Kirk Young	Fire Chief	Present
Mike O'Neal	Codes Enforcement	Present
Tonia Wilson	Finance Director	Present
Belva Bess	Electric Manager	Present

A quorum was present and notice had been previously mailed to all members and the news media. Mayor Lowery called the meeting to order. Brian Jones opened with a prayer. Bobby Officer led the Pledge of Allegiance by request of the mayor.

There was a motion by Alderman Payne with a second by Alderman Floyd to approve the minutes of the November 16, 2023 regular called meeting which had been previously mailed to all board members and read by each member prior to the meeting. All voted "Aye" by voice vote. Motion passed.

Mayor Lowery opened the public hearing regarding Ordinance No.23-968, an ordinance to authorize the rezoning of 605 N. Spring Street Map 41E Group "A" Parcel 017.00 from Commercial "D" (C-D) to Residential "A" (R-A). This was approved by the Planning Commission on November 6, 2023. There were no comments and the public hearing was declared closed.

There was a motion by Alderman Payne with a second by Alderman Floyd to approve Ordinance No. 23-968 on second and final reading, an ordinance to authorize the rezoning of 605 N. Spring Street Map 41E Group "A" Parcel 017.00 from Commercial "D" (C-D) to Residential "A" (R-A). This was approved by the Planning Commission on November 6, 2023. The roll call was as follows:

Alderman Floyd.....Yes  
Alderman Jones.....Yes  
Alderman McBride.....Yes  
Vice-Mayor Officer.....Yes  
Alderman Payne.....Yes  
Alderman Young.....Yes  
Mayor Lowery.....Yes  
The motion passed.

There was a motion by Vice-Mayor Officer with a second by Alderman Payne to approve Resolution No.23-588, a resolution authorizing the city to participate in the James L. Richardson "Driver Training" matching grant program, with a \$4,500 grant match. The roll call was as follows:

Alderman Floyd.....Yes  
Alderman Jones.....Yes  
Alderman McBride.....Yes  
Vice-Mayor Officer.....Yes  
Alderman Payne.....Yes  
Alderman Young.....Yes  
Mayor Lowery.....Yes  
The motion passed.

There was a motion by Alderman Floyd with a second by Alderman Payne to authorize our electric engineers, Patterson & Dewar, to design the specs and to solicitate bids for an additional transformer at the substation to be used for the Industrial Circuit. All voted "Aye" by voice vote. Motion passed.

There was a motion by Vice-Mayor Officer with a second by Alderman Payne to approve the Finance Directors financials for the month of October 2023. All voted "Aye" by voice vote. Motion passed.

There was a motion by Vice-Mayor Officer with a second by Alderman Floyd to approve an employee appreciation bonus in the amount of \$350.00. The roll call was as follows:

Alderman Floyd.....Yes  
Alderman Jones.....Yes  
Alderman McBride.....Yes  
Vice-Mayor Officer.....Yes  
Alderman Payne.....Yes  
Alderman Young.....Yes  
Mayor Lowery.....Yes  
The motion passed.

The Mayor declared the Board in session as the Beer Board.

There was a motion by Alderman Payne with a second by Alderman McBride to approve the applications for Off-Premises Beer permits for Navarino Investments d/b/a Regas Exxon Food Mart located at 660 Roosevelt Drive and Regas Hwy 111 Shell located at 144 Taft Church Road. All voted "Aye" by voice vote. Motion passed.

There was a motion by Vice-Mayor Officer with a second by Alderman McBride to approve the applications for an Off-Premises Beer permit for Mac's Convenience Stores LLC d/b/a Circle K #4703904 located at 488 W. Bockman Way. All voted "Aye" by voice vote. Motion passed.

The Mayor declared the session of the Beer Board closed.

There was a motion by Alderman Panye with a second by Vice-Mayor Officer to re-appoint David Vidrine and Karen Benningfield to the Planning Commission. All voted "Aye" by voice vote. Motion passed.

Department heads placed their reports in the agenda and Aldermen asked questions.

There was a motion by Alderman Young with a second by Vice-Mayor Officer to approve the emergency repair to the Mayberry Street Pump Station to Wascon Sale and Service in an amount not to exceed \$35,000.00. The repairs will be for parts and labor to the Muffin Monster. The roll call was as follows:

Alderman Floyd.....Yes  
Alderman Jones.....Yes  
Alderman McBride.....Yes  
Vice-Mayor Officer.....Yes  
Alderman Payne.....Yes  
Alderman Young.....Yes  
Mayor Lowery.....Yes

The motion passed.

Mayor Lowery swore in Brandon Griffin as the new City Judge, due to the resignation of Macey Gurley.

No citizens comments were heard:

No additional items were discussed.

There being no further business, there was a motion to adjourn by Alderman Payne with a second by Alderman Young. All voted "Aye" by voice vote. Motion passed. The meeting was adjourned at 5:20 P.M.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Jerry Lowery, Mayor

ATTEST

\_\_\_\_\_  
Tonya R. Tindle, City Recorder

*AGENDA ITEM #2*

## Tonya Tindle

---

**From:** Hunter Hethcoat <hunter.hethcoat@hdengr.com>  
**Sent:** Thursday, December 7, 2023 10:45 AM  
**To:** Mike Davis  
**Cc:** Tonya Tindle; Dillard Quick; Alton Hethcoat; Pipe Innovations; Rachel Holloway; Megan Reagan  
**Subject:** Change Order #1 - 2022 Sparta CDBG Sanitary Sewer System Inspection  
**Attachments:** ENGR-CONTRACTOR Signed CO #1.pdf

**[EXTERNAL EMAIL]** CAUTION: This is an external email that originated from outside our email system. Do not click links or open attachments unless you recognize and trust the sender. If in doubt, call sender at a number you already know before clicking links or attachments.

Good Morning Ms. Tonya, Mike and Dillard,

Per my conversation with Mike on the Phone this morning, I am sending you all Change Order #1 for the CDBG Sanitary Sewer System Inspection project. The purpose of this Change Order is to increase the Contract Price to account for approximately 2,700 LF of 10" diameter sewer lines and approximately 2,400 LF of 12" diameter sewer lines that were inside of the project scope and were previously believed to be 8" diameter sewer lines based upon the information available during design phase. The Contractor's unit costs to clean and televise 10" and 12" diameter lines is different (slightly higher) than the unit cost to clean and televise 8" diameter lines. This Change Order also proposes to extend the original Final Completion Date by two (2) weeks to allow the Contractor the time required to complete the slightly increased scope of service. We have reviewed the Contractor's unit costs for the 10" and 12" lines in question and believe them to be fair and reasonable. We also recognize the importance of having these lines included in this scope, so that they may be evaluated for rehabilitative action during the next (Sanitary Sewer Rehab Construction) phase. Therefore, we recommend review and approval of the attached Change Order #1.

At your earliest convenience, please review the attached document and let me know if you have any questions or if you need any additional information. I spoke with Justin this morning, who indicated to me that they will be nearing completion of the CCTV activities by some time early next week. I have planned to meet with Justin on 12/18 to review his findings. After I have met with Justin, I will develop a summary of findings for you all and we can review them together. I will keep you all posted on this process as we move forward.

Thanks and have a great day,

**Hunter Hethcoat, EI**  
**Principal, Project Engineer**



278 Franklin Road, Building 4, Suite #200  
Brentwood, TN 37027  
P: 615-577-4300  
E: [hunter.hethcoat@hdengr.com](mailto:hunter.hethcoat@hdengr.com)





## Department of Economic and Community Development

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Stuart McWhorter  
Commissioner

Bill Lee  
Governor

December 7, 2023

The Honorable Jerry Lowery  
Mayor  
6 Liberty Square  
Sparta, Tennessee 38583

Re: 2022 Sparta CDBG – Sewer System Rehabilitation, PO 15141

Dear Mayor Lowery:

On December 7, 2023, this office received Change Order Number 1 for the above referenced project (CCTV work contract – Pipeworks Plus, Inc.) in the amount of \$20,325.00 (increase) and an addition of fourteen (14) days the contract completion date. ECD has completed its review of the request and has found it to be in conformance with our CDBG requirements. Technical aspects of the project were not reviewed.

A budget revision must now be submitted to ECD for review and approval. If further changes are made to the project, they must be submitted to our office for review and approval before the proposed work can begin.

If you have any questions, please call Allison Fox at (615) 306-0539.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Tutor".

Lynn Tutor  
CDBG Assistant Director

LT: af

cc: Megan Reagan  
Alton Hethcoat  
Hunter Hethcoat  
Allison Fox  
Jasmine Miller

Date of Issuance: November 27, 2023	Effective Date: November 27, 2023
Owner: City of Sparta	Owner's Contract No.:
Contractor: Pipeworks Plus, Inc.	Contractor's Project No.:
Engineer: Hethcoat & Davis, Inc.	Engineer's Project No.: 1005-38
Project: 2022 Sparta CDBG – Sanitary Sewer System Inspection	Contract Name: 2022 Sparta CDBG – Sanitary Sewer System Inspection

The Contract is modified as follows upon execution of this Change Order:

Description: Update Contract to include quantities and costs for cleaning and televising of 10" and 12" diameter gravity sewer pipes that were unanticipated before start of CCTV work. This Change Order also extends the Final Completion date by two (2) calendar weeks to allow additional time to complete the work.

Attachments: *Breakdown of Quantities*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price:  \$ <u>68,750.00</u>	Original Contract Times: Notice to Proceed: <u>October 9, 2023</u> Ready for Final Payment: <u>December 8, 2023</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>0</u> :  \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order:  \$ <u>68,750.00</u>	Contract Times prior to this Change Order: Notice to Proceed: <u>October 9, 2023</u> Ready for Final Payment: <u>December 8, 2023</u> days or dates
[Increase] [Decrease] of this Change Order:  \$ <u>20,325.00</u>	[Increase] [Decrease] of this Change Order: Notice to Proceed: <u>October 9, 2023</u> Ready for Final Payment: <u>December 22, 2023</u> days or dates
Contract Price incorporating this Change Order:  \$ <u>89,075.00</u>	Contract Times with all approved Change Orders: Notice to Proceed: <u>October 9, 2023</u> Ready for Final Payment: <u>December 22, 2023</u> days or dates

RECOMM ENDED:		ACCEPTED:	
By: <u>Hunts Hethcoat</u>	By: _____	By: <u>[Signature]</u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Title: <u>PROJECT ENGINEER</u>	Title: _____	Title: <u>Corporate Secretary</u>	Title: _____
Date: <u>11-27-2023</u>	Date: _____	Date: <u>11-27-2023</u>	Date: _____

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

*AGENDA ITEM #3*

Below is the quote from SamSara to place GPS trackers on City owned Vehicles and Equipment. Samsara has the State Contract on Vehicle Based trackers, so we do not have to put out bids.

GPS tracking systems are proven to enhance safety measures, reduce fuel expenses, reduce operation cost, boost efficiency and safeguard the assets.

The "Drivers Safety" grant we just received from PE Partners of \$4,500.00 will be used to offset the yearly cost of \$17,034.00, bringing the total cost to \$12,534.00. This cost will be spread over all departments.

Caroline has worked with their team on the contract.

Tonya

Please take a look at the attached quotation.

In the attached quote, 95 vehicles are outfitted with standard VG54 currently installed on trial vehicles, and 10 of the vehicles will be outfitted with our AG52 gateway. The AG52 vehicles compose of the construction equipment, side by side, speed trailer, etc. The AG52 is a ruggedized piece of hardware with less emphasis on engine diagnostics. The real-time GPS functionality is the same as the VG54. The correct wiring harnesses are included for each vehicle in the fleet.

Pricing is per TN State contract:

VG54 License - \$13.80/mo per vehicle - \$165.60/yr per vehicle @ 95 = \$15,732 annually

AG52 License - \$10.85/mo per vehicle - \$130.20/yr per vehicle = \$1,302 annually

Please let me know if you have any questions; I'm happy to hop on a call to review.

Thank you!

**Kendall Herring**

Senior Account Executive - TN, KY, & AL



**Desk** 415.489.9296

**Cell** 858.952.4031

[kendall.herring@samsara.com](mailto:kendall.herring@samsara.com)

[samsara.com](http://samsara.com) | [in](#) | [@](#)

REFERRALS | EVENTS | SUPPORT



Samsara Inc  
 1 De Haro Street  
 San Francisco, CA 94107  
 www.samsara.com

**QUOTE #Q-940008**

**Issued 10-26-2023**

**Expires 09-01-2023**

**Prepared For:**  
 City of Sparta, Tennessee  
 McMinnville, Tennessee

**Prepared By:**  
 Kendall Herring  
 kendall.herring@samsara.com

**Quote Summary**

**Subtotal**

Hardware and Accessories

\$0.00

**Licenses**

License Term – 36  
 Months

Shipping and Handling

\$120.00

Upfront Hardware Sales Tax

\$0.00

Annual License Sales Tax

\$0.00

**First Year Payment**

**\$17,154.00**

**Payments Beginning Year Two**

**\$17,034.00**

If shipping is "Pending" - Amount is pending due to size of order. Shipping and Handling subject to change  
 If Sales tax is "Pending" – Final amount will be provided prior to payment  
 \*3% fee charged on non-ACH charges (Canada Exempt)  
 \*Sales tax subject to change



Samsara Inc  
 1 De Haro Street  
 San Francisco, CA 94107  
 www.samsara.com

**SHIP TO Tonya Tindle**  
**6 Liberty Square**  
**Sparta, Tennessee, 38583**  
**United States**

Hardware and Accessories	Quantity	Net Unit Price	Total Price
Vehicle IoT Gateway, model VG54 HW-VG54-NA	67	\$0.00	\$0.00
Enhanced VG Series OBDII J1962 L-mount cable CBL-VG-COBDII-Y1	62	\$0.00	\$0.00
Vehicle IoT Gateway, model VG54, for Heavy Duty Vehicles HW-VG54-NAH	28	\$0.00	\$0.00
Enhanced VG Series J1939 or J1708 (9-pin) CBL-VG-CJ1939	25	\$0.00	\$0.00
VG54 Aux Cable CBL-VG-CAUX	25	\$0.00	\$0.00
AG52 Powered Asset Gateway HW-AG52	10	\$0.00	\$0.00
CBL-AG-BPWR CBL-AG-BPWR	10	\$0.00	\$0.00
Enhanced VG Series direct-wire non-diagnostic power cable CBL-VG-CPC	3	\$0.00	\$0.00
Enhanced VG Series J1708 (6-pin) CBL-VG-CJ1708	3	\$0.00	\$0.00
CBL-VG-CRP1226 CBL-VG-CRP1226	2	\$0.00	\$0.00
Hardware Due			\$0.00

Licenses	Quantity	Annual Unit Price	Total Annual Price
License for Basic Powered Asset Tracker LIC-AG-PWR-BASIC	10	\$130.20	\$1,302.00
Annual License Due			\$1,302.00



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San Francisco, CA 94107  
www.samsara.com

Bundles	Quantity	Annual Unit Price	Total Annual Price
License for Vehicle Gateways - Public Sector Only, No WiFi, No ELD LIC-VG-PS	95	\$165.60	\$15,732.00
		Annual License Due	\$15,732.00



Samsara Inc  
1 De Haro Street  
San Francisco, CA 94107  
www.samsara.com

## **Thank you for considering Samsara for your fleet.**

Samsara provides real-time visibility, business-relevant tools, and powerful analytics that enable customers to increase the productivity of their fleets and reduce operating costs. A solution for your fleet is proposed below.

### **What is included?**

Samsara's fleet tracking solution includes hardware accessories and a per-gateway license. Gateway licenses provide all ongoing elements of the service, including:

- Real-time location and vehicle telematics
- Dashboard access with unlimited administrator accounts
- Driver App for iOS and Android devices with unlimited driver accounts
- Over-the-air software feature upgrades
- API access as it relates to features for integration with 3rd party systems
- Maintenance and phone support

Samsara does not include hidden costs in its licenses. If you want access to Samsara's full set of fleet features--including but not limited to WiFi hotspot and ELD capabilities--you will need to upgrade your license. Samsara reserves the right to audit usage of features unrelated to the solution as well as remove them from the Samsara Dashboard.





Samsara Inc  
1 De Haro Street  
San Francisco, CA 94107  
[www.samsara.com](http://www.samsara.com)

## Payment Terms

This order form includes a license fee for the Samsara Software associated with the Hardware to be paid annually and, if applicable, a one-time Hardware cost to be paid upfront (Net-30). The annual fees are payable by recurring wire transfer. All transfers are subject to a 3% processing fee unless the wire transfer is initiated by Samsara via ACH, in which case the 3% processing fee will be waived. Late payments are subject to a 1.5% per month late fee. If license payments are delinquent by 60 days, Samsara may suspend the Service until late payments are remitted.

## License Term

The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date"). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license term shall be the day that Samsara extends your access to the Hosted Software for the renewal license term. Samsara Hardware requires a valid license to function.

Samsara may ship Hardware under this Order Form subject to a schedule as mutually agreed between the Parties or as determined by Samsara. To the extent such Hardware is associated with then-unactivated Samsara Software licenses, the Samsara Software license term for each such Hardware device will start on the day that device ships regardless of the shipment schedule for the other such Hardware devices. If all such Hardware is shipped in one shipment, the license term for all such Hardware will be the full license term under this Order Form. If such Hardware is shipped in multiple shipments, only the license term of such Hardware in the initial shipment will be such full license term. The license term of the remaining such Hardware shipped after the initial shipment will be set to match the then-remaining license term of the initial shipment, so that the license term for all such Hardware under this Order Form expires on the same date. The total cost of the licenses for such Hardware shipped after the initial shipment will be pro-rated based on their actual license term, rounded up to the nearest month, as compared to the full license term under this Order Form. Certain payment amounts under this Order Form assume that the entire order is fulfilled at the same time and are subject to potential reduction based on the actual schedule of order fulfillment.

## Support and Warranty

Samsara stands behind its Products. Hardware Products that require a valid license to function come with a warranty that lasts as long as you maintain a valid license for such Hardware. All other Hardware Products, such as accessories, come with a one-year warranty, unless otherwise specified on the relevant Samsara data sheet. During the warranty period, Hardware exhibiting material defects will be replaced pursuant to our Hardware Warranty & RMA policy at [www.samsara.com/support/hardware-warranty](http://www.samsara.com/support/hardware-warranty). Additional support information can be found at [www.samsara.com/support](http://www.samsara.com/support).

## Terms

Unless otherwise set forth herein, your use and access of the Hardware, Products, and Services specified herein are governed by Samsara's terms of service found at <https://www.samsara.com/terms-of-service>, unless the Parties have entered into a separate terms of service agreement and/or a separate terms of service agreement is attached to this Order Form, in which case such separate terms of service agreement shall govern (the "Terms of Service"). You agree to be bound by the Terms of Service, and any capitalized terms not defined



Samsara Inc  
1 De Haro Street  
San Francisco, CA 94107  
[www.samsara.com](http://www.samsara.com)

herein shall have the meaning set forth in the Terms of Service. You further agree that any other Order Forms you enter into for the purchase of Products shall also be governed by the Terms of Service unless otherwise set forth in the applicable Order Form. For clarity, unless otherwise agreed by the Parties or approved by Samsara, the pricing and payment terms under this Order Form shall not apply to any such other Order Forms.

The continuation of this Order Form one (1) year after the license start date and annually thereafter is contingent upon the appropriation of sufficient funds by Customer. If sufficient funds fail to be appropriated by Customer to provide for the continuation of the Order Form for Customer's then-subsequent fiscal year, Customer may terminate this Order Form with prior written notice effective as of the later of the date of the beginning of such subsequent fiscal year and the end of the then-current annual license period. If Customer so terminates this Order Form, Samsara shall be entitled to payment of and for: all amounts due as of the date of termination; deliverables in progress; liabilities, fees, or costs caused by such termination including for obligations that extend beyond the date of termination; and reasonable Order Form close-out costs.

Samsara will not use Customer's name, trademarks, or logos without Customer's prior consent.

Customer agrees to abide by the terms of Samsara's Marks Usage Agreement available at <https://www.samsara.com/resources/brand-assets/>.

***AGENDA ITEM #4***

**City of Sparta Chemical Bid Tab  
December 14th 2023  
for Jan 2024 - June 2024**

	A	B	C	D	E	F	G	H
1	<b>ITEM</b>	<b>AULICK</b>	<b>BRENNTAG</b>	<b>Univar Solutions</b>	<b>DYCHO</b>	<b>Citco Water</b>	<b>Polydyne</b>	
2	Chlorine 150 lb cylinders/lb.	No Bid	No Bid	No Bid	\$1.70/ lb 2 cyl Min	\$1.66 / lb \$249.00/cyl	No Bid	
3	Sulfer Dioxide 150 lb cylinders/lb.	No Bid	\$1.34/ lb	No Bid	\$1.70/ lb 2 cyl Min	\$1.55/ lb \$232.50/ cyl	No Bid	
4	Water Plant							
5	WasteWater Treatment Plant	*Appearant low bid did not meet specs						
6	YMCA	**Appearant low bid required too large of Minimum Order, no storage room						
7	<b>Bid packets were sent to 12 vendors. 3 Bids were received from vendors. Preliminary low bids are highlighted in yellow. Bids will be awarded after specs are approved by Plant operators.</b>							

*AGENDA ITEM #5*

Interviews will be conducted on Tuesday December 19, 2023. The hiring recommendation will be emailed to you before Thursday night.

*AGENDA ITEM #7*



CITY OF SPARTA  
**POLICE DEPARTMENT**



TENNESSEE

323 E. Bockman Way Sparta, TN 38583  
 P (931) 836-3734 F (931) 836-3086

**Abandoned Vehicle**

White 2000 Lexus RX300 VIN JT6GF10U7Y0065257

mileage 166889

Seized 10/16/2020 (Drug Seizure)

State Dismissed Seizure on Feb 3rd, 2021.

Held in impound as evidence.

Owner passed away April 27,2023

Vehicle became "abandoned" April 27,2023

Pursuant to TCA 55-16-105 notice was sent to the next of kin via certified mail (7/27/2023) with no response and a notice was posted in the newspaper (8/31/2023) with no response.

Nick Dunn

To be deposited into  
 the Drug Fund 126

Approved JJ



*AGENDA ITEM #8*



**CERTIFICATE OF COMPLIANCE - RETAIL PACKAGE STORE  
WITHIN THE CORPORATE LIMITS OF THE CITY OF SPARTA**

Pursuant to Tennessee Code Annotated, Title 57, §§ 57-3-208 and 57-3-213, this is to certify that:

Name of Applicant:

Home Address:

             
(City)                      (State)                      (Zip)

Date of Birth:  Social Security #:

has made application for a Certificate of Compliance to sell retail alcoholic beverages in the City of Sparta, County of White, State of Tennessee, at   
(Street Address of Liquor Store)

and that an investigation has been undertaken of the applicant's criminal record and of the compliance of said business with local law, ordinances or resolutions, and from said investigation the undersigned certifies:

1. That the applicant or applicants who are to be in actual charge of said business have not been convicted of a felony within a ten-year period, immediately preceding the date of the application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that it is the undersigned's opinion that the applicant will not violate any provisions of Tennessee Code Annotated, Title 57, Chapter 3;
2. That the applicant has secured a location which complies with all restrictions of the laws, ordinances and resolutions;
3. That the applicant or applicants have complied with the residency provisions;
4. That the issuance of this license will not exceed the numerical limit.

This 21st day of December 2023.

\_\_\_\_\_  
Jerry Lowery, Mayor, City of Sparta

**MAJORITY OF THE BOARD OF MAYOR AND ALDERMEN**

\_\_\_\_\_  
Alderman

\_\_\_\_\_  
Alderman

\_\_\_\_\_  
Alderman

\_\_\_\_\_  
Alderman

***AGENDA ITEM #9***

*AGENDA ITEM #10*

The Mayor wants to re-appoint Kyle Goff to the Sparta Park & Recreation Board.

*AGENDA ITEM #11*

The Senior Citizens Advisory Board made a motion to dissolve as a board and voted to authorize the City of Sparta Mayor to appoint five board members and the White County Mayor to appoint four board members, with each Mayor holding a board member position themselves coinciding with their terms of office.

There will be two board members voted in by a majority vote of active members of the senior citizens center.

The Senior Citizens Advisory Board will be made up of these thirteen positions and will be active starting January 1, 2024.

Mayor Lowery would like to appoint:

Connie Leftwich

James Douglas

Shelia Robinson

Jim Floyd

To be announced

<b>Name</b>	<b>Appointed by</b>	<b>Date Appointed</b>	<b>Term Ends</b>
Board Member 1	City of Sparta	TBD	July 2024
Board Member 2	WC Commission	TBD	July 2024
Board Member 3	City of Sparta	TBD	July 2024
Board Member 4	WC Commission	TBD	July 2025
Board Member 5	City of Sparta	TBD	July 2025
Board Member 6	WC Commission	TBD	July 2025
Board Member 7	City of Sparta	TBD	July 2026
Board Member 8	WC Commission	TBD	July 2026
Board Member 9	City of Sparta	TBD	July 2026
WC Excecutive	Voters	Term of Office	Term of Office
Sparta Mayor	Voters	Term of Office	Term of Office

The Advisory Board will consist of the above Eleven Members.



## *Miscellaneous Information*

## Kirk's Notes Dec 7<sup>th</sup> thru 21<sup>st</sup>

### Calls:

Dec 7 <sup>th</sup>	MVA	Bockman Way @ Church St
Dec 8 <sup>th</sup>	Fire Investigation	545 E Bockman Way
Dec 8 <sup>th</sup>	Smoke in Building	321 E Bronson St
Dec 8 <sup>th</sup>	Grass Fire	1595 Monterey Hwy
Dec 9 <sup>th</sup>	Fire Investigation	2112 Ridgewood Dr
Dec 10 <sup>th</sup>	Medical	1220 Old Smithville Hwy N
Dec 12 <sup>th</sup>	Fire Alarm	267 Allen Dr
Dec 12 <sup>th</sup>	MVA	Hwy 111 @ Walker Cove Rd

### Total:

MVA – 2  
Fire Investigation – 2  
Smoke in Building – 1  
Grass Fire – 1  
Medical – 1  
Fire Alarm – 1

### Other:

November, we had 40 calls. As of November 30<sup>th</sup>, we ran 508 calls this year  
We participated in the Christmas parade.



CITY OF SPARTA  
**POLICE DEPARTMENT**



TENNESSEE

323 E. Bockman Way Sparta, TN 38583  
P (931) 836-3734 F (931) 836-3086

**Board Meeting Notes**

Call totals – December                      244

Call totals 2023 -                              7372

Testing new body cameras

New body armor and uniforms are being issued.

Working on programming scanners for patrol vehicles

Request to hire officer.

Asst Chief Brent Copeland and Inv. Tony Copeland attended an evidence management class.

Working on destruction orders for old evidence.

## Public Works

December 21, 2023

### WATER OPERATING

- Repaired several main line leaks.
- Replaced two meter boxes.
- Repaired yards due to leaks.
- Maintenance on trucks and equipment.
- Meter change out program ingoing.
- Helped at water plant when power was off.
- Working with customers on new taps and services.
- Helped sewer with issues out in field.
- Nearing completion on system wide cross connection inspections.

### WATER PLANT

- Everything working at this time.

### SEWER OPERATING

- Located for contractors and utilities.
- Checked pump stations daily. Maintenance on above and underground stations as well.
- Uncovered manholes for camera contractors.
- Cleaned check valves at Turntable, Mayberry, and South Carter.
- Pumped debris off wet wells at South Carter and Walmart.
- Pulled pumps at Turntable and cleaned. Stopped up due to disposable wipes.
- Maintenance on vehicles.

### SEWER PLANT

- Plant is operating at normal capacities.
- Installed 6 inch gate valve at plant.
- Still contracting out sludge to be hauled to Red Boiling Springs.

## STREET DEPARTMENT

Leaf removal is on going and will finish December 22.

Repaired Christmas lights on square.

Installed new drain tile on West Everett.

Poured concrete at South Carter, Knob Hill, Gillan Dr., and Farmers Market.

Painted stop bars and Crosswalks.

Maintenance on equipment.

## SANITATION

All trash has been picked up on time.

Still having problems with rats chewing wires on trash trucks. Midstate Pest Control has installed traps. We also have more cats on the way.

All brush on call in list has been picked up. Customers need to call 738-2281 to make sure their brush is on the list to be picked up.

## **Sparta Electric System**

**12/1/2023 to 12/16/2023**

- **Outages- Turntable Rd, Valley View, Dibrell St- Squirrel, 201 N Camp Heights – Breaker, N. Main St- Bird, College St- fuse, Traffic Light Wilson St- Lightning, Hardees- fuse down on 3 pot bank- Lightning, Roberts St- Transformer lead burned up, 334 Gaines St – Bad Neutral**
- **Taking down lights, poles and wire – Old Little League Field**
- **Unhook & Re-Connect service- 113 Cedar Bend**
- **Pulled Poles**
- **Reworked transformer – 241 Gillen Dr.**
- **Replaced Primary Pole- 225 S Camp Heights and added new transformer – 218 S Camp Heights ( Working on replacing all rotten poles and resizing transformers on S Camp Heights)**
- **Run Underground Service- 118 N Main St.- New Construction**
- **Meeting with Patterson & Dewar and working on load charts to determine information needed for new Sub-Station Transformer**
- **Repaired numerous street lights**
- **Disconnect & Re-Connect service – 217 Gillen Dr.**
- **Sag Primary Line on Verna Qualls Rd.**
- **Reworked transformer – 400 Gaines St.**
- **Working with TVA and Tennessee Economic Development on Sparta Metal expansion- The project will be creating 50 new jobs and investing \$12 million in the Sparta site.**

## Tonya Tindle

---

**From:** Mike O'Neal  
**Sent:** Monday, December 18, 2023 9:07 AM  
**To:** Tonya Tindle  
**Subject:** 12/21/2023 Board Meeting

Commercial      Circle K on track to open 4:00PM Today  
Christy's Pub Grub Now Open ( 1 East Maple )  
Wal Mart 4,202 Sq. Ft. Expansion/Remodel

Residential      Remains Steady

Municipal Code   Several Property Maintenance Cases in process

**Mike O'Neal**  
*Codes Enforcement Officer*

City of Sparta  
Phone: 931-836-3248  
6 Liberty Square Sparta TN 38583  
Email: m.oneal@spartatn.gov



*THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION OF THE CITY OF SPARTA. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED.*

# **City Administrator Report**

## **December 21, 2023**



## TDOT GRANTS

### TDOT Multimodal Access Grant- Along the West side of North Spring Street from Bockman Way to Turntable Road

\*\*\* No Status change on this project since the December 7, 2023 meeting.

- Contract has been approved and signed by the City and TDOT.
- Working on NEPA and Section 106 Assessment
- Project Description – The proposed SR289/North Spring Street Sidewalk Enhancement Project will improve a 4,130-foot section of road between the intersection of SR289 and the intersection of SR1 and Turntable Road. This is Phase 1 of providing safe pedestrian travel from residential areas and businesses to medical facilities including dental offices, medical doctor's offices, and St. Thomas Highlands Hospital as well as White County High School, White County Middle School, Sparta YMCA/Recreational Complex, restaurants, convenient stores, and churches. Most of the proposed project section has no existing sidewalk. In the small portions of the sections that do, the sidewalks are deteriorating and are not ADA compliant. The proposal is to add curb, buffer, and sidewalk to this route, as well as ADA compliant ramps, crosswalks, and signalization to enhance pedestrian safety. Future Phase 2 of this project would extend the work of this phase north to St. Thomas Highlands hospital and doctor's offices at the intersection of SR 289 and Sewell Drive.
- Anticipated costs at this time ((TDOT - \$950,000.00 (95%)) ((City – at least \$50,000.00 (5%))
- \*\*\$1,000,000.00 is maximum amount of grant, meaning that if costs increase above \$1,000,000.00, the city will have to pay the initial \$50,000.00 plus any amount over \$1,000,000.00.
- Request for Qualifications approved by TDOT and was sent out on January 27, 2023.
- Gresham Smith & Partners Engineering firm has been selected per the procurement process and contracts were signed at the December 7, 2023 meeting.
- Wisner Consultants have conducted the survey.
- Anticipated completion date is Fall 2025.

## Tennessee Housing Development Agency Grant

### H.O.M.E. (Home Investment Partnerships Program) (HUD)

\*\*\* NO Status change on this project since the December 7, 2023 meeting.

- Project Description – To provide rehabilitation of existing single-family housing units within the boundaries of Sparta, TN. Each project selected will be rehabilitated to the international building code and laws and ordinances of Sparta, TN. If the project cannot be rehabilitated to code standards within the allowed funds per project, the home will be demolished and reconstructed. All projects will be for existing family homes which are the principal residences of low-income households. All homeowners will sign a forgivable loan (deed of trust).
- Grant Award Amount - \$375,000.00 (no city match)

- This project is to accomplish two demolitions: 346 Burley Street & 225 S. Camp Heights.
- Environmental Reviews for first two home grant applicants approved and scheduled the bid openings for 346 Burley Street and 225 S. Camp Heights Drive on April 18, 2023.
- Bids came in over budget and White County shared their THDA funds with City to complete the demo and rebuild of both houses.
- House at 346 Burley Street has been demolished.
- Houses at both addresses have been completed.
- Awaiting final Reimbursement from State.

## **2022 Community Development Block Grant (CDBG) Grant**

**Communities Development Grant** – Administered by UCDD

\*\*\* Status change since the December 7, 2023 meeting.

- Project Description – Perform smoke testing and closed-circuit television (CCTV) inspection of sewer lines and manholes, followed by rehab of identified sewer lines and manholes in three target areas, S. Carter Street, Highway 111 and Vista/ Drive Turntable Road.
- Budget (Total - \$884,000.00) (CDBG portion - \$600,000.00) (City portion - \$284,000.00)
- Smoke testing completed April 2023.
- CCTV camera bids opened August 10, 2023, to be approved at August 17 meeting.
- CCTV camera bid awarded to Pipeworks, LLC.
- Pre-construction meeting went well.
- Pipeworks, LLC has started camera work.
- Change order #1 to be approved for additional CCTV work.

## **In-house Construction Projects**

**Lights for Carter Street Walking Trail**

\*\*\*No Status change since the December 7, 2023 meeting.

- Project Description – Purchase of twenty-nine (29) Decorative Lights and electrical supplies for Walking Trail improvements beginning at the Pedestrian Walking Bridge at South Carter Park and extending all along North Carter Street. The Public Works Department will extend the sidewalk Street from its termination point up to meet the end of North Carter Street. The Public Works Department and Electric Department will work together to install the lights.
- Project Cost – ((\$106,640.00 – lights (already purchased and delivered)) (est. \$5,000 – concrete)
- Tentative Completion Schedule – Winter 2023

**Railroad Walking Bridge Rehab**

\*\*\* No Status change since the December 7, 2023 meeting.

- The railroad timbers on the Railroad Walking Bridge need to be replaced due to much needed repairs. The city will install them. Sealed bids were approved and sent out with no replies.
- Redesigning of timber system to a concrete walkway undergoing evaluation.
- Tentative Completion Schedule – Winter 23/24

### Water System Hydraulic Study

\*\*\* No Status change since the December 7, 2023 meeting.

- The current water study we have was completed by Hethcoat and Davis Engineers in approximately 2008. TDEC is now requiring more information to install and upgrade our water lines. This study is necessary to keep our water lines up to date.
- Contract with Hethcoat & Davis Engineers to conduct study was approved at the December 7, 2023 board meeting.
- Gis and Electric gathering information needed for the study.

### Taft Church Turn Signal

\*\*\* NO Status change since the December 7, 2023 meeting.

- There is discussion with TDOT regarding installing a second left turn signal. The needed upgrades to the light are being evaluated and a cost estimate was sent to the State. TDOT is willing to work with us on the design and possible cost sharing.

### Water Plant Flocculators Upgrade

\*\*\* NO Status change since the December 7, 2023 meeting.

- Contract with Hethcoat & Davis Engineers to design and bid the project was approved at the December 7, 2023 board meeting.
- Structural Engineers inspected water plant for design.

### Water Plant Sludge Belt Press

\*\*\* No Status change since the December 7, 2023 meeting.

- Contract with Hethcoat & Davis Engineers to design and bid the project was approved at the December 7, 2023 board meeting.

### Splash Pad Park

\*\*\* No Status change since the December 7, 2023 meeting.

- Gresham Smith & Partners engineers selected through RFQ process and their contract under evaluation.
- Allen Maples contracted to do the land survey required.

## Street Paving

\*\*\* NO Status change since the December 7, 2023 meeting.

- Additional roads were paved during Fall Break and then striped.
- Various parking lots have been sealed and re-striped.

Remaining roads will be evaluated for the next years paving schedule and an updated list will be made available as soon as it is completed.

## Sewer

### Consent Order

- September 17, 2022 - \$4,514.50 (25% of Up-front penalty) paid
- \*\*3 Manhole Rehab project on S.R. 111 (\$60,000 to Norris Brothers) should count as Supplemental Environmental Project (SEP) and if counted, the city will not have to pay any additional Up-front penalty. The city is to notify TDEC when (SEP) is complete.
- September 19 and September 21, 2022 – Hethcoat-Davis submitted Overflow Reports to TDEC outlining extenuating and mitigating circumstances for review to possibly gain minimization or outright relief from the sewer availability moratorium.
- October 14, 2022 – Sewer Overflow Response Plan (SORP) was submitted to TDEC by Hethcoat-Davis. If initially approved, must be implemented by December 12, 2022. If modified, then must be implemented within 60 days of state approval.
- eMor- electronic Monthly Operating Report starts this month. Per Dillard, Fred Currier (Sewer Plant Manager) is working on this.
- November 10, 2022 meeting with TDEC with Hethcoat & Davis to go over Overflow Reports and possibly gain minimization or relief from the moratorium. Waiting response from TDEC.
- Mid-December, 2022 - Sewer Overflow Response Plan to be implemented if initially approved.
- December 14, 2022 – Collection System Corrective Action Plan/Engineering Report completed. It is a description of completed projects and future plans to correct problems and establishes timelines for both interim and permanent plans. (Must implement within 120 days of approval, expect mid-late 2023). City to notify TDEC of implementation date in writing. The city has 5 years to complete the corrective action plan (mid-late 2028).
- Annual Report due March 31, 2023 and March 31 each year thereafter.
- Mid-April, 2023 – Corrective Action Plan implementation expected.
- April 13, 2023 – Summary of Capacity, Management, Operations, and Maintenance programs (CMOM) has been filed with TDEC.
- May 26, 2023 – SEP verification submitted
- August 29, 2023 – CAP/ER and SORP approved. CMOM still under review.
- DL Every 30 Days – submit a report of each overflow and release reported to TDEC
- DL Before 12/27/2023 – at the time of initiation of CAP/ER – notify TDEC in writing
- DL 12/27/2023 – initiate actions outlined in CAP/ER
- DL 06/20/2027 – Achieve substantial compliance with the Permit – Consent Order closed.
- DL 08/29/2028 – CAP/ER scheduled activities completed within 5 years – TDEC notified.
- DL 02/25/2029 – final report to TDEC on completion of CAP/ER.
- Letter received from TDEC granting the City sewer credits to allow connections at the City's discretion.

*BEER BOARD*

Applications for (Check One):

- On-Premises
- Off-Premises
- On and Off Premises
- Manufacturing/Retail



APPLICATION FOR BEER PERMIT  
 State of Tennessee  
 City of Sparta

PAID

DEC 13 2023

I hereby submit this application for a permit to sell, store, manufacture, or distribute beer or other beverages authorized to be sold, stored, manufactures or distributed under the provisions of Tennessee Code Annotated §57-5-101 et seq. and base my application upon the answers to the following questions:

1 Full name of applicant (owner): PIMVUBHAI PATIL

2 Applicant's Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

3 Present home address: 408 CHESTNUT RD SPARTA TN 38583

4 Previous address(es) (within last 10 yrs.): 408 CHESTNUT RD SPARTA TN 38583  
251 JOHNSON ST SPARTA TN 38583

5 Type of Ownership:

Person  Partnership  Corporation  Limited Liability Company

List all persons, partnerships, corporations, or limited liability companies having at least a 5% ownership interest in the business (attach additional sheet if needed)

PIMVUBHAI PATIL

6 Name the business will operate as: EE EXPRESS MARY ZINC

7 Location of business by street address or other geographical description:

470 WEST BOCKMAN WAY SPARTA TN 38583

Phone number of the business: 931-836-3616

8 Specify the identity and address of the person to receive annual privilege tax notices and any other communication from the City: 470 WEST BECKMAN WAY SPARTA TN 38583

9 Give name and address of property owner, if other than business owner: PINTUDHAI A SAHEL  
408 CHESTNUT EDGE SPARTA TN 38583

10 Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by TCA §57-5-103 (a) (4) within the same building? Yes (No)

11 Give name, date of birth, and address of any manager other than the applicant: N/A

12 Has any person having at least a 5% ownership interest, any of the managers listed in question 11, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years?  
Yes (No)

13 Has this owner of the owners' organization had a beer permit revoked, suspended, fined, or denied in the State of Tennessee? Yes (No)

If so, specify where, when, and why:  
\_\_\_\_\_  
\_\_\_\_\_

14 Give the name, relationship to applicant (if applicable) and address of the former beer permit holder at this location:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am knowledgeable of the laws prohibiting the sale of beer to minors. I hereby certify that no person having at least 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the last ten (10) years. I may also aware that I shall not be issued a permit or my permit shall be revokes if my business location causes traffic congestion or interferes with schools, churches, or other public health, safety and morals.

*[Signature]*  
Signature of Applicant/Owner (or Authorized Corporate Officer)

Sworn to and Subscribed before me this 13<sup>th</sup> day of December, 2023.

*[Signature]*  
Notary Public

April 22, 2026  
My Commission Expires







CITY OF SPARTA  
**POLICE DEPARTMENT**



TENNESSEE

323 E. Bockman Way Sparta, TN 38583  
P (931) 836-3734 F (931) 836-3086

**Beer Permit**

12/14/2023

Pintubhai Patel D.B.A. EZ Express Mart 2 Inc.

I have checked the National Instant Check System (NICS) on Mr. Patel and could not locate a criminal history.

A handwritten signature in black ink, appearing to read "Nick Dunn".

Nick Dunn

Chief of Police