



CITY OF SPARTA  
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# AGENDA

## BOARD OF MAYOR AND ALDERMEN

*Thursday, December 19, 2024 - 5:00 PM*  
*Sparta City Hall, 2<sup>nd</sup> Floor*

1. Invocation
2. Pledge of Alliance
3. Approval of the Minutes of the December 5, 2024 regular meeting.

### PURCHASING

4. Approve the quote from Patterson & Dewar Engineers for the engineering of the Electric Distribution System Study.

### PERSONNEL

5. Authorize the solicitation of applications for the position of Sewer Plant Operator.

### MISCELLANEOUS

6. Department head Reports.
7. Other NEW business.
8. UNFINISHED business
9. Citizens Comments from Sparta Citizens (3-minute limit).
10. Adjourn.

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

***January 2, 2025 meeting will be cancelled!***



# *MINUTES*

December 5, 2024

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 5th day of December 2024, with Mayor Jerry Lowery presiding.

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

Status of other city staff members were:

Tonya R. Tindle	City Administrator / City Recorder	Present
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. Mayor Lowery led a prayer and 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 21, 2024 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.

There was a motion by Alderman Floyd with a second by Alderman Payne to approve Ordinance No. 24-983 on second and final reading, an Ordinance to delete Title 16, Chapter 4, Section 403(d), and to add Section 405(5) to the Sparta Municipal Code pertaining to parade routes. The roll call was as follows:

Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman McBride.....	Absent
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 Young to approve the quote from Service Electric in the amount of \$24,950.00 for changing out three rotten electric poles to steel poles. The roll call was as follows:

Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman McBride.....	Absent
Vice-Mayor Officer.....	Yes

Alderman Payne.....Yes  
Alderman Young.....Yes  
Mayor Lowery.....Yes  
The motion passed.

There was a motion by Alderman Jones with a second by Alderman Payne to approve the Finance Director's financials. All voted "Aye" by voice vote. Motion passed.

There was a motion by Vice-Mayor Officer with a second by Alderman Payne to authorize the addition of Robert Bryant and Evan Meyers as Reserve Officers. All voted "Aye" by voice vote. Motion passed.

There was a motion by Alderman Young with a second by Alderman Payne to approve the solicitation of applications for the position of Trades Helper 1. All voted "Aye" by voice vote. Motion passed.

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

No citizens comments were heard.

Additional items were discussed:

- January 2, 2025 meeting cancelled
- Mayor's Christmas Party December 12, 2024.

There being no further business, there was a motion to adjourn by Alderman Payne with a second by Vice-Mayor Officer. All voted "Aye" by voice vote. Motion passed. The meeting was adjourned at 5:08P.M.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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

ATTEST

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

*AGENDA ITEM #4*

### System Study

Sparta would like P&D to perform a 15-year System Study. For the System Study, P&D will use the previously developed engineering model, grow the model, evaluate current system recommendations and propose adjustments based upon new growth trends, evaluate system contingency options. This process is detailed further in the below Scope of Services. The result of the study will provide Sparta with a revised full System Study with recommendations that span the next 15 years.

The resulting study will provide Sparta with a guiding document that outlines an efficient and effective program of system improvements to serve existing load, developing load, improve service reliability, as well as address other loading concerns that Sparta has. The analysis will focus on:

- Possible feeder additions
- System contingency and backfeeding capabilities
- Express feeds to industrial park

Major system improvement recommendations will be prioritized based on need.

### Map Development

This scope assumes that the maps will be formatted such that the entire system is shown on 1 map sheet. Breaking the system into multiple sheets will incur additional costs. Maps are assumed to include the following details (Additional information will incur further cost):

- Substation locations
- Primary line locations
- Substation boundaries
- System Study Recommended projects
- Open point locations
- Capacitor and Regulator locations.

### Project Schedule

Dates presented below are estimates on the anticipated progression of the project.

System Study Task	Approximate Completion
1 – System Study Kick-off Meeting	1/15/25
2 – System Study Model Growth & Analysis	2/31/25
3 – System Study Project Review Meeting	3/15/25
4 – Finalize System Study & Maps	4/15/25
5 – Project Deliverables	5/15/25

### Fee for Services

P&D’s services will be provided on a time and expense basis for the amount specified in the table below based on the scope of services outlined herein and the anticipated level of effort. This cost includes travel and other reimbursable expenses.

Task	Cost
System Study (Analysis and Report)	\$25,000
Map Development	\$5,000
<b>Not-to-Exceed Total:</b>	<b>\$30,000</b>

***AGENDA ITEM #5***

We need to solicitate applications for the hiring of Sewer Plant Operator, due to the resignation of Rhett Baker.



## *Miscellaneous Information*

## **Sparta Electric System**

**11/27/2024 TO 12/13/2024**

- Outages- Slash Ln- Squirrel, N Church St- customer, 574 W Charlene Dr- Bad wire, 137 N Church St- connection, N Spring St- fuse, 425 Love St- connection
- Disconnected service 440 Freedom Trail changing to 400 amp service
- Replaced wench line on Bucket Truck and reversed wench rope on line trucks
- Dropped service and reconnected – 79 Whispering Pines
- House Fire- 421 Love St- Disconnected service
- Set Primary Pole – Grissom St- new townhomes
- Trimmed service out- 470 W Charlene Dr
- Completed Power Quality study for Altium
- Sean Anderson completed three day final exam – Lineman Certification
- Daily switching at Sub-Station for Service Electric
- Checking Poles and tree clearance
- Repaired & Replaced Numerous Street Lights
- Underground Locates

## Kirk's Notes Dec 5<sup>th</sup> thru 19<sup>th</sup>

### **Calls:**

Dec 5 <sup>th</sup>	Medical	245 Oakwood St
Dec 7 <sup>th</sup>	Chimney Fire	141 East Bockman Way
Dec 7 <sup>th</sup>	Fire Alarm	267 Allen Dr
Dec 7 <sup>th</sup>	Structure Fire	421 Love St
Dec 8 <sup>th</sup>	Medical	325 West Turntable Dr
Dec 8 <sup>th</sup>	Medical	34 Gracey St
Dec 8 <sup>th</sup>	Fire Alarm	111 Depot St
Dec 8 <sup>th</sup>	Structure Fire	421 Love St
Dec 9 <sup>th</sup>	Fire Alarm	327 Turntable Rd
Dec 9 <sup>th</sup>	LZ Setup	401 Sewell Dr
Dec 9 <sup>th</sup>	Smell of Gas	182 Boswell Cir
Dec 9 <sup>th</sup>	Fire Alarm	208 Lee St
Dec 10 <sup>th</sup>	Fire Alarm	267 Allen Dr
Dec 10 <sup>th</sup>	Fire Alarm	267 Allen Dr
Dec 11 <sup>th</sup>	Structure Fire	227 Mayberry St
Dec 11 <sup>th</sup>	Fire Alarm	508 Mose Dr
Dec 12 <sup>th</sup>	Fire Alarm	401 Sewell Dr
Dec 12 <sup>th</sup>	LZ Setup	401 Sewell Dr
Dec 14 <sup>th</sup>	Fire Alarm	401 Sewell Dr
Dec 15 <sup>th</sup>	Fire Alarm	401 Sewell Dr

### **Totals:**

Medical – 3  
Chimney Fire – 1  
Fire Alarm – 10  
Structure Fire – 3  
LZ Setup – 2  
Smell of Gas – 1



**323 E. Bockman Way Sparta, TN**  
**Phone (931) 836-3734**  
**Fax (931) 836-3086**

Dec Calls	186
Dec Reports	18
Dec Arrests	8
Dec Citations	44
YTD Calls	6916
YTD Reports	568
YTD Arrests	266
YTD Citations	1108

Reserve Officer Evan Myers is completing his initial training.  
Reserve Officer Tyler Brandes is completing his FTO stage.  
Reserve Officer Robert Bryant is completing his FTO stage.

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

Nick Dunn  
Chief of Police

## Public Works

December 19, 2024

### WATER OPERATING

- Repaired 7 water line breaks.
- Repaired yards and roads due to water leaks.
- 30 line locates
- Replaced tracks on skid steer and mini excavator.
- Serviced equipment and trucks.
- Ongoing cross connection and testing.
- Ongoing flushing water lines for water quality.
- Meter maintenance/replacement ongoing.
- Met with engineers on ongoing projects coming up.

### WATER PLANT

- Met with engineers on flocculator design and upcoming sludge system.
- Painting pipe and floors at the plant.
- New employees scheduled for school and testing in the spring.

### SEWER OPERATING

- Locates for contractors.
- Checked pump stations daily.
- Maintenance on equipment.
- 8 sewer calls.

### SEWER PLANT

- Maintenance on equipment.
- Plant running as it should.
- Still contracting out sludge to be hauled to Red Boiling Springs.

### STREET DEPARTMENT

Removed playground equipment at S. Carter and Wallace-Smith. Contractors installing new equipment.

Worked on installing light poles and pulling wire for cemetery to S. Carter Park.

Worked on Christmas lights on square and decorated tree for tree lighting.

Worked parade.

Mulched playgrounds.

Maintenance on city buildings.

Maintenance on trucks and equipment.

Poured concrete sidewalks and pole bases for park.

Picked up any leaves as residents puts to curb.

## SANITATION

Maintenance on trucks.

Brush is picked up as calls come in.

Two road tractors are still hauling to Morrison.

Front load truck is down for new front end to be installed.

We have a Christmas week route for pick up. It was sent out in the mail and posted on FB

## Dog Pound

We have dogs for adoption.

Owner of dog we picked up come by and retrieved dog.

Another dog owner picked up two dogs we picked upo.

Advertising dogs on Facebook to adopt.

Picked up several dogs roaming around town.

# **City Administrator Report**

## **December 19, 2024**

## 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 5, 2024 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 July 15, 2024 meeting.
- Wisner Consultants have conducted the environmental survey.
- Design process in progress.
- Reimbursement #1 in process through egrants state portal.
- Design options submitted to Board for approval.
- Tech studies being finalized and awaiting NEPA approval from TDOT
- Meeting with Gresham in October regarding setting a date for a public meeting.
- Meeting with Gresham Smith November7, 2024 regarding public meeting.
- Public Meeting set for January 30, 2025 at civic center @ 6pm.
- Anticipated completion date is Spring 2026.



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

### **Communities Development Grant – Administered by UCDD**

**\*\*\* Status change since the December 5, 2024 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.
- Pipeworks, LLC have completed the camera work.
- CCTV camera bids approval requested at December 5, 2024 meeting.
- CCTV camera bids to be opened July 31, 2024.
- Board to award low bidder Video Industrial Services, LLC contract.
- Contracts out to Video Industrial Services, LLC for signatures.
- CCTV work underway on selected sewers.

## **2024 Historic Preservation Grant**

### **Historic Preservation Grant**

**\*\*\*No Status change since the December 5, 2024 meeting.**

- Project Description – Grant to help purchase property for a potential park expansion.
- Application completed.
- Awaiting invitation for interview.
- Interview was on April 9, 2024.
- Awarded \$650,000 grant for land preservation.
- Contract signed July 18, 2024

## **In-house Construction Projects**

### **Lights for Carter Street Walking Trail**

**\*\*\*Status change since the December 5, 2024 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)

- Completed on concrete light bases.
- Sidewalk formed and poured.
- Pole bases poured and ready for the wire to be pulled for lights.
- Electric Department pulled the wire and installed first set of lights.
- Second section of lights installation started.
- Tentative Completion Schedule – Winter 2024

### **Railroad Walking Bridge Rehab**

\*\*\* Status change since the December 5, 2024 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.
- In contact with structural engineer regarding stamped design
- Tentative Completion Schedule – Spring 2025
- Engineer quoted design for construction.
- Engineer started design.

### **YMCA Generator**

\*\*\* Status change since the December 5, 2024 meeting.

- We are asking the board for sealed bid proposals for installation.

### **YMCA Swimming Pool**

- Bids being prepared to be sent out for replastering of the pool.

### **Water System Hydraulic Study**

\*\*\* Status change since the December 5, 2024 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 5, 2024 board meeting.
- Gis and Electric gathering information needed for the study.
- Hethcoat & Davis completing study at this time.
- Study is approximately 80% complete at this time. Additional data collectors installed.

### **Water Plant Flocculators Upgrade**

**\*\*\* Status change since the December 5, 2024 meeting.**

- Contract with Hethcoat & Davis Engineers to design and bid the project was approved at the December 5, 2024 board meeting.
- Structural Engineers inspected water plant for design.
- Proposal has been submitted by Hethcoat & Davis.
- Process and Structural design completed.
- Electrical design in progress then will await TDEC design approval.
- Authorization of taking bids to Board for approval on December 5, 2024.
- Plans submitted to TDEC for approval, should be back by December 3, 2024.
- TDEC required an adjustment to the plans. Will resubmit when completed.

### **Water Plant Sludge Belt Press**

**\*\*\* No Status change since the December 5, 2024 meeting.**

- Contract with Hethcoat & Davis Engineers to design and bid the project was approved at the December 5, 2024 board meeting.
- Design process has started.

### **Water Story Mountain pumps**

**\*\*\* Status change since the December 5, 2024 meeting.**

- Getting data regarding pump from manufacturers and finish specifications and calculations for submittal to TDEC for approval.
- Board authorized bid approval at December 5, 2024 meeting.
- Bids advertised and bid opening set for October 28, 2024 @ 2:00.
- W & O Construction awarded low bid, to be approved at November 7, meeting.
- Pre-construction meeting will be set for first of December.
- Pre-construction meeting on 12/11/24, will start work when materials arrive.

### **Splash Pad Park**

**\*\*\* No Status change since the December 5, 2024 meeting.**

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

- Survey completed and meeting with Gresham Smith on Thursday 2/1/24 for design meeting.
- Demolition of old ball field completed.
- Gresham Smith contract approved by Board with amendments.
- Design team to set date for kick-off meeting.
- Had several meetings with Gresham Smith since August 30, 2024.
- Preliminary designs completed.

## Street Paving

\*\*\* Status change since the December 5, 2024 meeting.

- Milling and paving are complete.
- Need to get quotes for striping.
- Quotes are in and are in review.
- Striping completed!

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.

### **Skateboard Equipment**

- In process of relocating skateboard equipment. Sites being assessed.
- Applying for a BCBS Healthy Grant for new skateboard park.
- Grant will be awarded around November 2024.

### **Vacant Buildings**

- Bids sent out for demolition of the two vacant buildings located at 205 W. Bockman Way and 321 E. Bronson Street. Bid openings on January 7, 2025.

### **Weather Radios**

- TVA and Sparta to partner on getting weather radios to needed households.
- TVA and Sparta donated \$10,000 each to the Sparta Activities Center a 501© (3) to purchase the radios per TVA regulations.
- Contracted with Midland to buy 765 radios.

### **Legal and Contracts**

- Senior Citizens Building Lease agreement – Approved at February 15 meeting. Comments from Senior Board are needing review by Board.
- Subdivision Regulations updated from 1992 version. This is currently being reviewed by UCDD and going over monthly at Planning Commission Meetings.