



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

# AGENDA

## BOARD OF MAYOR AND ALDERMEN

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

1. Approval of the Minutes of the September 21, 2023 regular meeting.

### **ORDINANCES**

2. Public Hearing regarding Ordinance No. 23-965, an Ordinance authorizing the rezoning of a portion of N. Spring Street Map 40 Parcel 84 from Manufacturing Industrial (M-I) to Commercial "D" (C-D) to be added to Map 40P Group A Parcel 6.
3. Ordinance No. 23-965, an Ordinance authorizing the rezoning of a portion of N. Spring Street Map 40 Parcel 84 from Manufacturing Industrial (M-I) to Commercial "D" (C-D) to be added to Map 40P Group A Parcel 6, on second and final reading.
4. Public Hearing regarding Ordinance No. 23-966, an Ordinance authorizing the rezoning of a portion of N. Spring Street Map 40 Group "A" Parcel 07.01 from Commercial "D" (C-D) to Manufacturing Industrial (M-I) to be added to Map 40 Parcel 084.00.
5. Ordinance No. 23-966, an Ordinance authorizing the rezoning of a portion of N. Spring Street Map 40 Group "A" Parcel 07.01 from Commercial "D" (C-D) to Manufacturing Industrial (M-I) to be added to Map 40 Parcel 084.00, on second and final reading.
6. Ordinance No. 23-967, an Ordinance to amend the 23/24 Water Operating Budget, on second and final reading. (Amendment Required by Comptroller)

### **RESOLUTIONS**

7. Resolution No. 23-587, a Resolution authorizing the City of Sparta to participate in the property conservation matching grant program.

### **PURCHASING**

8. Approve the purchase of GIS equipment and software from the sole source of Duncan Parnell in the amount of \$20,428.99. Cost to be shared over departments. These are budgeted items.



9. Approve the bid for roof bids for the City Hall building to Foam-Crete in the amount of \$54,975.00.
10. Authorize solicitation of bids for the installation of the back-up generator at the YMCA.

**PERSONNEL**

11. Authorize the solicitation of employment applications for the position of Police Officer.

**MISCELLANEOUS**

12. White County High School Baseball Parade Permit October 28, 2023.
13. Department heads reports.
14. Other NEW business.
15. UNFINISHED business.
16. Citizen Comments from Sparta Citizens (3minute limit).
17. Adjourn.

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

# *MINUTES*

September 21, 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 21st day of September 2023, with Mayor Jerry Lowery presiding.

**Members Present**

Vice-Mayor Bobby Officer  
Alderman Jim Floyd  
Alderman Brian Jones  
Alderman Travis McBride  
Alderman Judy Payne

**Members Absent**

Alderman Brent Young

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	Absent
Tonia Wilson	Finance Director	Present
Belva Bess	Electric Manager	Absent

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 Floyd with a second by Alderman McBride to approve the minutes, with corrections, of the September 7, 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.23-964, an ordinance authorizing the rezoning of a portion of Millers Point Road from Residential "A" (R-A) to Commercial "D" (C-D). No comments were heard and the public hearing was declared closed.

There was a motion by Alderman Floyd with a second by Alderman Payne to approve Ordinance No.23-964 on second and final reading, an ordinance authorizing the rezoning of a portion of Millers Point Road from Residential "A" (R-A) to Commercial "D" (C-D). The roll call was as follows:

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

The motion passed.

There was a motion by Alderman Payne with a second by Alderman McBride to approve Ordinance No.23-965 on first reading, an ordinance authorizing the rezoning of a portion of N. Spring Street Map 40 Parcel 84 from Manufacturing Industrial (M-I) to Commercial "D" (C-D) to be added to Map 40P Group A Parcel 6. The roll call was as follows:

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

There was a motion by Alderman Floyd with a second by Alderman Payne to approve Ordinance No.23-966 on first reading, an ordinance authorizing the rezoning of a portion of N. Spring Street Map 40 Group "A" Parcel 7.01 from Commercial "D" (C-D) to Manufacturing Industrial (M-I) to be added to Map 40 Parcel 084.00. The roll call was as follows:

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

There was a motion by Alderman Payne with a second by Alderman McBride to approve Ordinance No.23-965 on first reading, an ordinance to amend the 23/24 Water Operating Budget. Amendment required by the Comptroller. The roll call was as follows:

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

There was a motion by Alderman Payne with a second by Alderman McBride to approve the contract with Hethcoat & Davis Engineers to update the 1992 Sparta Subdivision Regulations. The roll call was as follows:

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

There was a motion by Alderman Payne with a second by Vice-Mayor Officer to approve the purchase of two (2) 2024 4X4 1500 Chevrolet Silverado Crew Cab Pickup Trucks for the Police Department on State Contract in the amount of \$41,478.40 each. These are budgeted items. The roll call was as follows:

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

There was a motion by Alderman Floyd with a second by Alderman Payne to approve the purchase of three (3) 2024 4X4 1500 GMC Sierra Pro Crew Cab Pickup Trucks for the Public Works Department on State Contract in the amount of \$43,164.10 each. One each for the Street, Water & Sewer Departments. These are budgeted items. The roll call was as follows:

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

There was a motion by Alderman Floyd with a second by Vice-Mayor Officer to authorize the City Administrator to negotiate with Lee Company or Roto Rooter to get the best quote to fix the sewer at the Senior Citizens building. And to negotiate with the Senior Center and White County to help with their share of the expenses in an amount of up to \$33,000.00. The roll call was as follows:

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

There was a motion by Alderman Payne with a second by Alderman McBride to approve the solicitation of applications for the position of Street Laborer. 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 application for volunteer firefighter. All voted "Aye" by voice vote. Motion passed.

There was a motion by Vice-Mayor Officer with a second by Alderman Floyd to approve the re-appointments of David Vidrine and Karen Benningfield to the Planning Commission and Board of Zoning Appeals. 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 application for the WCHS Homecoming Parade Permit on September 28, 2023. All voted "Aye" by voice vote. Motion passed.

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

Additional citizens comments were heard:

- Erbie Price regarding his trash pickup.

No additional items were discussed.

There being no further business, there was a motion to adjourn by Alderman Payne with a second by Alderman Floyd. All voted "Aye" by voice vote. Motion passed. The meeting was adjourned at 5:25 P.M.

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

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

ATTEST

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

## *AGENDA ITEM #2*

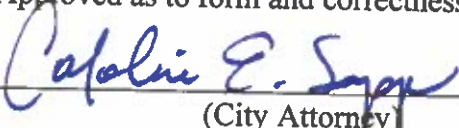


## **NOTICE OF PUBLIC HEARING**

The Sparta Board of Mayor and Aldermen will hold a public hearing on Thursday, October 5, 2023 at 5:00 p.m. at Sparta City Hall concerning an amendment to the Sparta Zoning Map. The proposed amendment is to change the zoning of property at N. Spring Street (parcel 06.00 on Tax Map 040P "A") from Manufacturing Industrial M-I to Commercial C-D. The request was submitted by Powers. The public is invited to attend.

## ***AGENDA ITEM #3***

## ORDINANCE

<b>AN ORDINANCE AUTHORIZING THE REZONING OF A PORTION OF N. SPRING STREET MAP 40 PARCEL 84 FROM MANUFACTURING INDUSTRIAL (M-I) TO COMMERCIAL "D" (C-D) TO BE ADDED TO MAP 40P A PARCEL 6</b>	ORDINANCE # 23-965
	Requested By: Sparta Municipal Planning Commission
	Prepared By: City Administrator
	Approved as to form and correctness:  (City Attorney)
	Passed 1 <sup>st</sup> Reading: September 21, 2023
	Passed 2 <sup>nd</sup> Reading:
Minute Book	Page

WHEREAS, the Sparta Board of Mayor and Aldermen, in accordance with Section 13-7-203 and 13-7-204 of the Tennessee Code Annotated, may from time to time, amend the zoning ordinance and related maps; and

WHEREAS, the Sparta, Tennessee Municipal Planning Commission met on September 5, 2023 and voted to recommend to the Board of Mayor and Aldermen that the Zoning Map of Sparta, Tennessee be changed from M-I to C-D for a certain parcel of property; and

WHEREAS, the Sparta, Tennessee Board of Mayor and Aldermen held a public hearing on October 5, 2023, after adequate public notice; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPARTA, TENNESSEE THAT:

Section 1. The Zoning Map, Sparta, Tennessee March 2012" is hereby amended by changing the zoning classification of property on N. Spring Street (parcel 84.00 on Tax Map 040) from Manufacturing M-I to Commercial C-D and;

Section 2. This ordinance shall take effect upon final passage, subsequent to a necessary public hearing, the public welfare requiring it.



Map/Data For Illustrative Purposes Only.

City of Sparta is not responsible for misuse, misinterpretation, or inaccuracy of data.

Not a substitute for OneCall.

## Powers Pizza Div - Current

1 in = 100 ft



8/1/2023


## ***AGENDA ITEM #4***

## **NOTICE OF PUBLIC HEARING**

The Sparta Board of Mayor and Aldermen will hold a public hearing on Thursday, October 5, 2023 at 5:00 p.m. at Sparta City Hall concerning an amendment to the Sparta Zoning Map. The proposed amendment is to change the zoning of property at N. Spring Street (parcel 07.01 on Tax Map 040P "A") from Commercial C-D to Manufacturing Industrial M-I. The request was submitted by Powers. The public is invited to attend.

## ***AGENDA ITEM #5***

## ORDINANCE

<b>AN ORDINANCE AUTHORIZING THE REZONING OF A PORTION OF N. SPRING STREET MAP 40P GROUP "A" PARCEL 07.01 FROM COMMERCIAL "D" (C-D) TO MANUFACTURING - INDUSTRIAL (M-I) BE ADDED TO MAP 40 PARCEL 084.00</b>	ORDINANCE # 23-966
	Requested By: Sparta Municipal Planning Commission
	Prepared By: City Administrator
	Approved as to form and correctness:  (City Attorney)
	Passed 1 <sup>st</sup> Reading: <u>September 21, 2023</u>
	Passed 2 <sup>nd</sup> Reading:
	Minute Book                      Page

WHEREAS, the Sparta Board of Mayor and Aldermen, in accordance with Section 13-7-203 and 13-7-204 of the Tennessee Code Annotated, may from time to time, amend the zoning ordinance and related maps; and

WHEREAS, the Sparta, Tennessee Municipal Planning Commission met on September 5, 2023 and voted to recommend to the Board of Mayor and Aldermen that the Zoning Map of Sparta, Tennessee be changed from C-D to M-I for a certain parcel of property; and

WHEREAS, the Sparta, Tennessee Board of Mayor and Aldermen held a public hearing on October 5, 2023, after adequate public notice; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPARTA, TENNESSEE THAT:

Section 1. The Zoning Map, Sparta, Tennessee March 2012" is hereby amended by changing the zoning classification of property on N. Spring Street (parcel 84.00 on Tax Map 040) from Manufacturing M-I to Commercial C-D and;

Section 2. This ordinance shall take effect upon final passage, subsequent to a necessary public hearing, the public welfare requiring it.





Map/Data For Illustrative Purposes Only.

City of Sparta is not responsible for misuse,  
misinterpretation, or inaccuracy of data.

Not a substitute for OneCall.

## Powers Pizza Div - Proposed

1 in = 100 ft



8/1/2023

## ***AGENDA ITEM #6***

## ORDINANCE

<b>AN ORDINANCE TO AMEND THE FISCAL YEAR 2023 / 2024 WATER OPERATING BUDGET THAT WAS ADOPTED BY ORDINANCE #22- 949</b>	ORDINANCE # 23-967
	Requested By: Comptroller of Treasury
	Prepared By: Tonya Tindle, City Recorder
	Approved as to form and correctness:
	_____ (City Attorney)
	Passed 1 <sup>st</sup> Reading <u>September 21, 2023</u>
	Passed 2 <sup>nd</sup> Reading: _____
Minute Book	Page

**Section 1.** The following Fiscal Year 2023/2024 budget fund and function amounts are hereby amended as follows:

		FY 2023/2024 Budget	FY 2023/2024 Amended Budget Amount
	<b>REVENUES:</b>		
<b>Fund 413</b>	<b>Water / Sewer Fund</b>	\$ 4,431,600	\$ 4,551,600

**Section 2.** The provisions of this ordinance shall become effective upon adoption, the public welfare requiring it.

Passed 1st reading September 21, 2023

Passed 2nd reading \_\_\_\_\_

Publication date October 5, 2023

**CITY OF SPARTA**

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

ATTEST:

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



JASON E. MUMPOWER  
*Comptroller*

July 13, 2023

Honorable Jerry Lowery, Mayor  
and Honorable Board of Aldermen  
City of Sparta  
P.O. Box 30  
Sparta, TN 38583

Dear Mayor Lowery and Board of Aldermen:

This letter acknowledges receipt of a certified copy of the fiscal year 2024 budget. Before we can continue our review of the budget, the governing body must take the following **required action(s) within 90 days of the date of this letter, or the budget will not be approved.**

**Approval Conditional on Budget Amendment**

Based upon our review, we are conditionally approving the budget as described below. Our review of the budget is based solely on the information we have received.

***Budget Amendment – Water Sewer Fund***

- Pursuant to Tenn. Code Ann. § 68-221-1010, your local government is currently not subject to the oversight of the Tennessee Board of Utility Regulation ("TBOUR"); however, based upon our review of the budget, the utility system projects a statutory decrease in net position. Should the utility system operate at a statutory decrease in net position for two consecutive years, your local government will be under the oversight of the TBOUR. Our approval of the budget is conditioned upon the City amending its budget for the Water Sewer Fund to project a statutory increase in net position. The City must consult with Ross Colona, Staff to the TBOUR, regarding steps you may take to bring the operations of the utility system into compliance with state law. Once we receive a budget amendment we will approve the budget. Please send the amendment to: [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov).



### ***Planned Spending Exceeds Appropriations – Water Sewer Fund***

- Planned spending in the detailed budget for the Water Sewer Fund exceeds the amount appropriated in the budget ordinance. Once the City amends the Water Sewer Fund to bring it to a positive change in net position, the City will also most likely need to amend the ordinance so the appropriated amounts match the detailed budget. Currently these amounts do not correspond. The governing body needs to either amend the budget ordinance to authorize the planned spending or reduce the amount in the detailed budget to match the amount appropriated. Please send the amendment or revised detailed budget to: [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov).

Once we receive a budget amendment as described above, we will continue our review of your budget. Please send the amendment to: [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov)

### **Tennessee Board of Utility Regulation**

As a local government you should already be aware that historically your utility has been regulated by either the Utility Management Review Board (“UMRB”) or the Water and Wastewater Financing Board (“WWFB”). Due to a recent change in legislation (see Public Chapter 463), on **July 1, 2023**, the WWFB and UMRB merged to create one board: the Tennessee Board of Utility Regulation (“TBOUR”). This board is charged with the responsibility of furthering the legislative objective of self-supporting utility systems for Tennessee’s public water, sewer, and natural gas utilities operated by counties, metro governments, incorporated towns or cities, treatment or energy authorities, and utility districts.

In addition to the newly created board, there are other specific changes resulting from this legislation that we would like to bring to your attention:

- **Expansion of Regulated Utility Systems:** The new legislation gives TBOUR jurisdiction over natural gas systems for all local governments. Formerly, only the UMRB has jurisdiction of natural gas systems.
- **Expansion of Customer Complaint Authority:** TBOUR has authority to hear customer complaints of any utility system under its jurisdiction as long as the customer first brings the matter to the local utility first for resolution by the local government. This bill also clarifies the language around the customer complaints the TBOUR can hear. Prior to the change in legislation, the WWFB did not have customer complaint jurisdiction.
- **Board Referral Jurisdiction:** The reasons your utility system will be referred to the TBOUR have been expanded to also include the following:
  - Delinquent audited financial statements for 2 consecutive years; or
  - Illegal payments or transfers of utility funds.

For more information or any questions pertaining to the bill please contact: [utilities@cot.tn.gov](mailto:utilities@cot.tn.gov)

If you should have questions or need assistance, please refer to our online resources or feel free to contact your financial analyst, Meghan Huffstutter, at 615.747.5379 or [Meghan.Huffstutter@cot.tn.gov](mailto:Meghan.Huffstutter@cot.tn.gov).

Sincerely,



Steve Osborne, Assistant Director  
Division of Local Government Finance



Meghan Huffstutter, Senior Analyst  
Division of Local Government Finance

cc: Ms. Tonya Tindle, City Recorder, Sparta  
Ms. Tonia Wilson, Finance Director, Sparta  
Mr. Ross Colona, Assistant Director, Local Government Finance, COT

SO:mh

## ***AGENDA ITEM #7***

## RESOLUTION

<b>A RESOLUTION AUTHORIZING THE CITY OF SPARTA TO PARTICIPATE IN THE PROPERTY CONSERVATION MATCHING GRANT PROGRAM</b>	RESOLUTION # 23-587
	Requested By:
	Prepared By:
	Approved: City Attorney
	Minute Book                      Page

WHEREAS, the citizens of the City of Sparta have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the City of Sparta; and

WHEREAS, Public Entity Partners seeks to encourage members with property coverage to develop and implement a property conservation program by offering the **PROPERTY CONSERVATION MATCHING GRANT PROGRAM**; and

WHEREAS, the City of Sparta now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SPARTA, TENNESSEE, the following:

SECTION 1. That the City of Sparta is hereby authorized to submit application for the **PROPERTY CONSERVATION MATCHING GRANT PROGRAM** through the Loss Control Department of Public Entity Partners.

SECTION 2. That the City of Sparta is further authorized to provide a matching sum for any monies provided by this grant.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CITY OF SPARTA**

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

ATTEST:

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



## ***AGENDA ITEM #8***

## Tonya Tindle

---

**From:** Daniel Marcum  
**Sent:** Friday, September 22, 2023 1:16 PM  
**To:** Tonya Tindle  
**Subject:** RE: GPS Sole Source  
**Attachments:** Qte22817-Trimble R12LT and TerraFlex system-City of Sparta.pdf

The quote is attached.

The breakdown is as follows:

Hardware: \$19,055.99  
Software: \$480.00  
Training/Setup: \$825.00  
Shipping: \$68.00

Total: \$20,428.99

Let me know if you have any questions or if you need anything else.

Best,

**Daniel Marcum**  
GIS Coordinator

City of Sparta, TN  
6 Liberty Square  
Sparta, TN 38583  
931-836-3248  
[d.marcum@spartatn.gov](mailto:d.marcum@spartatn.gov)



General Fund - \$ 10% - \$2,042.90  
Solid Waste - 15% - \$3,064.35  
Electric - 25% - \$5,107.25  
Water - 25% - \$5,107.25  
Sewer - 25% - \$5,107.25

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**From:** Tonya Tindle <t.tindle@spartatn.gov>  
**Sent:** Friday, September 22, 2023 12:41 PM  
**To:** Daniel Marcum <d.marcum@spartatn.gov>  
**Subject:** RE: GPS Sole Source

Daniel,

Yes, just get me the quote to go with it.  
Thanks.



Trimble, Inc.  
10368 Westmoor Drive  
Westminster, CO 80021  
United States

September 22, 2023

Attention: Daniel Marcum  
GIS Coordinator  
City of Sparta

Subject: Authorized Trimble Partner

Trimble, Inc. is the only manufacturer of Trimble Hardware and Software Solutions.

I am pleased to inform you that Duncan Parnell, Inc. is an Authorized Trimble Geospatial Partner for the State of Tennessee offering sales, service and support with an office location as follows:

1311 Elm Hill Pike  
Nashville, TN 37210  
Phone: (615) 748-1998  
Fax: (615) 748-1994  
[www.duncan-parnell.com](http://www.duncan-parnell.com)

Trimble has contractual agreements with all Geospatial Partners to sell in a specific geographic territory for the purpose of local support for customers. Trimble Geospatial Partners are strategically located throughout the United States and sell in designated territories in which they are responsible for the sale, service, support and training of Geospatial Solutions.

I hope this information assists you. Please do not hesitate to contact me if you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read "Sean K. Chard".

Sean K. Chard  
Geospatial Channel Manager – East Region  
Trimble, Inc.  
Phone: (408) 480-5483  
Email: [sean\\_chard@trimble.com](mailto:sean_chard@trimble.com)

Quote Number: Q-22817  
Quote Date: 9/19/2023  
Quote Expires: 10/13/2023

Bill To:  
**City of Sparta**  
Attn: Accounts Payable PO Box 30  
Sparta, TN 38583

Ship To:  
**City of Sparta**  
6 Liberty Square  
Sparta, TN 38583

Prepared By:  
**Duncan-Parnell, Inc.**  
305 Ashcake Rd, Suite K  
Ashland, VA 23005

Requested By: Daniel Marcum  
(931) 738-2281  
d.marcum@spartatn.gov

Customer P21 Account:  
DP:142655:142655

Sales Rep: Kennie Harris  
+1 8045882511  
kennie.harris@duncan-parnell.com

Line	Item ID	Item Description	Quantity	Optional	Unit Price	Extended Price
1	R12-101-60-01	Trimble R12 410-470 MHz Radio	1	No	\$7,275.00	\$7,275.00
Renewable HWFW support after 1st year available.						
2	101094-60-01	Trimble R12 Packout Kit Model 60	1	No	Included	\$0.00
3	101070-00-01	Dual Battery Charger w/Power Supply Cord	1	No	Included	\$0.00
4	R12-CFG-001-42	Trimble R12 LT Base & Rover Mode	1	No	\$19,835.00	\$19,835.00
5	89840-00	R10/R12 Rechargeable Battery	1	No	\$215.00	\$215.00
6	R12-OPT-001-51	Trimble R12 NMEA Output Option	1	No	\$280.00	\$280.00
7	SURVEY HARDWARE DISCOUNT	Survey Customer Discount	1	No	\$-10,930.00	\$-10,930.00
8	117057-20	Trimble TDC600_2 Worldwide	1	No	\$1,840.00	\$1,840.00
9	5125-20-YEL	2M GPS Rover Rod, AL, Snap-Loc	1	No	\$180.99	\$180.99
10	117057-GEO-BKT	Pole Bracket, Trimble TDC600 Worldwide	1	No	\$360.00	\$360.00
11	TF-ADV-YR-NR	TerraFlex Standard Yearly Subscription	1	No	\$480.00	\$480.00
Field data collection and inspection app for Windows, Windows Mobile, iOS, and Android. Data synchronization with web server. Internet connection in field not required. Allows for existing data and background upload.. Annual subscription, renewal required to continue use.						
12	34520	TerraFlex JumpStart 4Hr Virtual Training	1	No	\$825.00	\$825.00
Setup and implementation training of software application; instructor-led, up to 4 hours. Includes one year Priority Support.						
13	95690-20	Geospatial Continental CenterPoint RTX	1	No	\$1,995.00	\$1,995.00
1 year real-time corrections subscription. Works whether or not you have cellular service.						
14	SURVEY SOFTWARE DISCOUNT	Survey Customer Software Discount	1	No	\$-1,995.00	\$-1,995.00
Trimble and Duncan-Parnell are offering a "first year" free offer for a limited time. After the first year, the cost will be \$1995/year.						

Line	Item ID	Item Description	Quantity	Optional	Unit Price	Extended Price
15	UPSFEDUSPSFRT	UPS/FED-EX/POSTAGE/DHL/ FREIGHT	1	No	\$68.00	\$68.00
<b>Pre-Tax Total:</b>						<b>\$20,428.99</b>
<i>Tax not included Do not pay from quote</i>						

**Delivery Instructions:**

**TERMS AND CONDITIONS:**

- Optional Items are not included in Pre-Tax Total
- SALES TAX AND SHIPPING CHARGES ARE ESTIMATED. **DO NOT PAY FROM QUOTE.**

**ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PO:** \_\_\_\_\_

*Online payment options are available upon receipt of invoice or by making a down payment request.  
Avoid a credit card surcharge by making an ACH payment online.  
Ask your sales rep today about PayNOW with Duncan-Parnell.*

## ***AGENDA ITEM #9***

**City of Sparta**  
**Roof Replacement at City Hall**  
**2:00 p.m. September 28th, 2023**

Vendor	Davenport Const Opt#1	Davenport Const Opt#2	Porter Roofing	Turner Roofing	Foam-Crete	Boyd Roofing	Ross Service Corp
Warranty	5yr workmanship 20yr Manufacture Warranty	5yr workmanship 20yr Manufacture Warranty		20 yr warranty	20 yr Warranty	5yr workmanship 15yr Manufacture Warranty	1yr Workmanship Warranty 30yr Warranty
Total Bid	\$ 44,957.00	\$ 63,294.00	\$ 59,906.00	\$ 70,400.00	\$ 54,975.00	\$ 78,951.03	\$ 64,675.00
Notes		Same specs as Opt #1 just use R-25 ISO	No Specs Submitted	\$2.00/ sq ft to Replace damaged Insulation	Deduct \$4,300 if no insulation is needed, Plus \$5.50/ LF for Wood Blocking	Plus \$3,500 for 20 yr Warranty or Plus \$7,300 for 30 yr Warranty	
Meets Specs?	No	No	No	Yes	Yes	Yes	Yes

RFB's were sent to 10 vendors.  
6 Bids were received.  
Apparent Low bid was within  
specs.

## ***AGENDA ITEM #10***



The back-up generator that was purchased for the YMCA has arrived and needs to be installed. We need to take bids for the installation from a licensed electrician.

## *Miscellaneous Information*

# CITY OF SPARTA

## APPLICATION FOR PARADE PERMIT

**NOTE:** A bond in the amount of \$250 must be posted at City Hall before a parade permit will be issued.

White County High School Baseball (5K Run)  
Name of person or organization conducting parade.  
267 Allen Dr Sparta TN 38583 Telephone 931-836-3214  
Address / City, State, ZIP

Tyler Thompson  
Name of parade chairman or person responsible for parade conduct.  
128 East Lane Crossville TN 38555 Telephone 931-787-2543  
Address / City, State, ZIP

Requested parade date October 28 2023

Starting time 7:30 am Ending time 9:30 am

Description of route to be traveled including starting and termination points Start at football stadium  
up back lot, take right on Church Hill Dr. run to Senell dr. take right  
on North Spring Street, continue, take right on W. Turntable then left on Allen Dr.  
Follow until right on Polk St. then left at Hampton Dr. make a right on Ben Lane  
and a right on Terrace, then left on Cedar Ln, then take a right on Church Hill Dr  
run back to football stadium.

Approximate number of persons, vehicles, animals, etc. that will participate in the parade \_\_\_\_\_

~30-40

Number of lanes to be occupied in the streets proposed to be used by the parade \_\_\_\_\_

one



## Codes Department

October 5, 2023

### COMMERCIAL

- Burger King is getting ready for Health inspection and final from City
- Granny's Ice Cream doing last steps to get inspection

### RESIDENTIAL

- Remains Steady
- THDA homes are complete.

### MUNICIPAL

- State Compliance Audit Complete - Passed
- Trying to stay ahead of any problems



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
Division of Fire Prevention  
Contract Inspection Services Section  
500 James Robertson Parkway  
Nashville, TN 37243  
615-741-7140 | (Fax) 615-253-4895**

**AUDIT RESULTS MEMORANDUM**

**TO: Jerry Lowery, Mayor**  
**CC: Mike O'Neal, Codes Enforcement Officer**  
**FROM: Gary Farley, Assistant Commissioner**  
**DATE: September 29, 2023**  
**SUBJECT: Compliance Established for City of Sparta**

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Our office has completed the review of your exempt jurisdiction status to conduct residential building inspections. Based on the review, the adopted residential building construction and fire safety codes and standards are current as required by law. I am of the opinion that your office is **“adequately enforcing the adopted [residential building] codes and standards . . . [and] is properly performing inspections”** under Tenn. Comp. R. & Regs. Rule 0780-02-23-.12(3)(c)(1).

If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

**Gary Farley, Assistant Commissioner**  
Department of Commerce and Insurance  
Fire Prevention Division – TN State Fire Marshal’s Office

## **Kirk's Notes Sept 21<sup>st</sup> thru Oct 5<sup>th</sup>**

### **Calls:**

Sept 21 <sup>st</sup>	Medical	240 South Young St
Sept 22 <sup>nd</sup>	Fire Alarm	801 North Spring St
Sept 22 <sup>nd</sup>	Fire Alarm	427 West Bockman Way
Sept 22 <sup>nd</sup>	Medical	34 Gracey St
Sept 22 <sup>nd</sup>	LZ Setup	401 Sewell Dr
Sept 23 <sup>rd</sup>	Water Leak	215 Lee St
Sept 23 <sup>rd</sup>	Medical	508 Mose Dr
Sept 24 <sup>th</sup>	Carbon Monoxide Alarm	111 Depot St
Sept 24 <sup>th</sup>	Fire Alarm	508 Mose Dr
Sept 24 <sup>th</sup>	Structure Fire	218 West Bockman Way
Sept 26 <sup>th</sup>	MVA	Moore St & Breeding Dr
Sept 26 <sup>th</sup>	MVA	West Bockman Way @ North Spring St
Sept 26 <sup>th</sup>	LZ Setup	401 Sewell Dr
Sept 27 <sup>th</sup>	LZ Setup	401 Sewell Dr

### **Totals:**

Medical – 3  
Fire Alarms – 3  
LZ Setup – 3  
Water Leak – 1  
Carbon Monoxide Alarm – 1  
Structure Fire – 1  
MVA – 2

**Other: Fire Prevention is October 8<sup>th</sup>-13<sup>th</sup>. This year theme: **Fire want wait. Plan your escape.****

## **Sparta Electric System**

**9/15/2023 TO 9/29/2023**

- **Traffic Light loops repaired at Courthouse**
- **Andy Thomas and Joey Rasori attended Substation school**
- **Dropped lines and reconnected for installation of generator 576 W Bockman Way**
- **Completed installation of Pad Mount Transformer, ran underground service, completed installation of primary service to new Burger King**
- **Set primary pole and completed installation of new service – 110 Sugar Hill Dr.**
- **Installed anchors and straightened pole – 317 E Bronson St.**
- **Pulled old poles and removed old transformer bank from 488 W Bockman Way connected 498 W Bockman Way to new transformer bank**
- **Dropped lines – Cleaning out under bridge on Bockman Way**
- **Photo Cell Controller & 13 lights in front of Jason Lewis burned. Lights not on our poles installed several years ago. Jason Lewis reinstalling underground Security Light wire and running from building to be metered. Wanted to remove overhead lines over vehicles due to birds.**
- **Installed new Security Light- 311 N Spring St.**
- **Installed new Security Light – First Baptist Church over Crosswalk**
- **Installed 2 new poles for overhead service 167 E Bockman – Granny's Ice Cream**
- **Street and Security Light Maintenance**
- **Install new AMI Collectors**



## Public Works

October 5, 2023

### WATER

Repaired 13 water main leaks.

Installed new fire hydrant on McMinnville Hwy.

Painting fire hydrants and flushing hydrants per TDEC.

On going cross connection inspections and backflow devices.

Serviced equipment.

Meter change out program on going.

Installed 2 new water taps.

Meeting with H & D on Story Mountain pumps and new pump and motor for the water plant.

Major leak at Bockman way and North Spring. Clean up trucks and restocked trucks.

### WATER PLANT

Made temporary repairs to flocculator.

Met with engineers and discussed plans on items coming up for bid for plant and distribution system.

### SEWER OPERATING

Located for contractors and utilities.

Checked pump stations daily.

Sprayed and mowed right of ways, manholes and pump stations.

Serviced above ground pump stations.

4 work orders.

Installed clean outs at Katz St., Ellis Circle, Mountain view.

Cleaned up shop and restocked trucks.

### SEWER PLANT

Plant is operating at normal capacities.

Still looking for another contractor to supplement the sludge hauling. Hauler is having a hard time keeping up with the amount of sludge the plant is producing. Not having any luck finding a contractor to haul sludge.

## STREET DEPARMENT

Normal mowing of parks and square.

Bush hogging properties and roadways.

Started pressure washing square area for Liberty Square.

Sprayed for mosquitos.

Built catch basin on North and South Carter Parks.

Installed Bollards and set Generator at Senior Citizens.

Repaired street cuts on Allen dr. for paving at fall break.

Repaired door and stall door due to vandalism at park.

Cleaned up rock behind Oldhams in preparation to pour new wall to hold back rock and also just to make it look better.

Reinstalled several signs.

Serviced equipment.

## SANITATION

Has several issues with trash trucks. Didn't pick up trash half of Thursdays route or Fridays.

Still hauling our own trash to Southern Central. We are only taking brush to the landfill.

Brush pick has gone back to normal routes.

At one point, 5 of the 8 sanitation trucks were either down or in shop for repairs.

# **Sparta Police Department Board and Aldermen Meeting October 5<sup>th</sup>, 2023**

Total calls in September for the police dept. was ? .

VCIS grant came in and the items are being purchased now.

September 17th-21st, Asst. Chief Brent Copeland and Sgt. Andrew Corso attended EVO (Emergency Vehicle Operations) instructor training at TLETA (Tennessee Law Enforcement Academy) in Nashville. They will be able to host and perform training in-house now.

September 28<sup>th</sup>, we had the White County High School homecoming parade and it went great. (with the adjusted route).

October 1<sup>st</sup>, Austin McCoy 1<sup>st</sup> began his 12- week TLETA (Tennessee Law Enforcement Academy) training.

The THSO Grant is about to start in October.

Everything is lined up and ready to go for the Liberty Square Celebration from the police dept. side.

# **City Administrator Report**

## **October 5, 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 September 21, 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 September 21, 2023 meeting.
- Wiser Consultants have been conducting the survey for the last several weeks.
- Anticipated completion date is Fall 2025.

## **Tennessee Housing Development Agency Grant**

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

**\*\*\* Status change on this project since the September 21, 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.

## **United States Department of Agriculture (USDA) Grant**

### **Communities Facilities Grant**

\*\*\* Status change since the September 21, 2023 meeting.

- Project Description – Purchase of a 60kw Generator with Automatic Transfer Switch to be installed at the Senior Center.
- All site prep work to be done by the Sparta Public Works Department.
- Professional electrical installation will have to be used.
- Cost for generator (Total - \$31,079.00) (USDA portion - \$15,300.00) (City portion - \$15,779.00)
- Generator delivered December 2022
- Installation waiting on electrician, had a meeting August 2, 2023, awaiting quote.
- Generator pad poured and generator set in place and bollards installed.
- Electrician ready to install anytime.

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

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

\*\*\* Status change since the September 21, 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.

## **In-house Construction Projects**

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

\*\*\*No Status change since the September 21, 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 – Fall 2023

### **Railroad Walking Bridge Rehab**

\*\*\* No Status change since the September 21, 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

### **Caboose**

\*\*\* Status change since the September 21, 2023 meeting.

- Mid-TN Media Sandblasting was approved September 21, 2023 meeting.
- Tentative Completion Schedule –
- Caboose will be ready to paint after sandblasting and priming.
- Doors complete and installed.
- Painting will begin as soon as next week.

### **Water System Hydraulic Study**

\*\*\* No Status change since the September 21, 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 September 21, 2023 board meeting.
- Gis and Electric gathering information needed for the study.



### Water Plant Flocculators Upgrade

\*\*\* No Status change since the September 21, 2023 meeting.

- Contract with Hethcoat & Davis Engineers to design and bid the project was approved at the September 21, 2023 board meeting.

### Water Plant Sludge Belt Press

\*\*\* No Status change since the September 21, 2023 meeting.

- Contract with Hethcoat & Davis Engineers to design and bid the project was approved at the September 21, 2023 board meeting.

## Street Paving

\*\*\* Status change since the September 21, 2023 meeting.

- Additional roads are to be paved during Fall Break and then 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.