

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION
MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, MAY 20, 2019 AT 6:00 P.M.**

- I. Call to Order by the Mayor
- II. Invocation
- III. Roll Call by City Recorder
- IV. Approval of previous meeting minutes
 1. April 15, 2019-Commission meeting minutes
 2. April 22, 2019-Workshop meeting minutes
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 1. First and Final Reading, Resolution #506, to authorize the revision of Resolution #505 declaring the extent of right of way on Layton Lane
 2. First and Final Reading, Resolution #507 to authorize the extent of right of way on Tucker Road
 3. Approval of updated City of Collegedale rezoning map
 4. Approval of Amendment 4 to Cannon & Cannon contract, Utility Easement Acquisition
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGEDALE BOARD OF COMMISSIONERS
MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE
ON MONDAY, APRIL 15, 2019 AT 6:00 P.M.**

INVOCATION: Vice Mayor Tim Johnson

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

KEY MANAGERS: Chief of Police Brian Hickman, Building, Codes & Safety Director Andrew Morkert, Director of Airport Operations Chris Swain, Parks and Recreation Director Traci Hobek-Bennett, City Recorder Kristi Wheeler, City Engineer Wayon Hines

ABSENT: Assistant City Manager & CFO Michelle Toro, Planning & Economic Development Director Kelly Martin, Director of Public Works Eric Sines

GUESTS: Tonya Sadler, Matthew Sadler

4-15-2019 (893) REGULAR MEETING MINUTES – April 01, 2019

It was moved by Vice Mayor Johnson and seconded by Commissioner White to accept the minutes of the regular commission meeting on April 01, 2019.

ROLL CALL:

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

At 6:00PM the board entered into a public hearing to gain input on Ordinance #1067. There were no comments and the meeting reconvened at 6:01PM

4-15-2019 (894) SECOND READING AND PUBLIC HEARING, ORDINANCE #1067, AN ORDINANCE TO RENEW A CITATION FEE

It was moved by Commissioner White and seconded by Vice Mayor Johnson to approve ordinance #1067, an ordinance of the City of Collegedale renewing a citation fee of five dollars upon a plea of guilty or nolo contendere or a judgement of guilty on traffic citations to fund an electronic citation program.

ROLL CALL:

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

4-15-2019 (895) MOTION TO ADJOURN

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

The meeting was adjourned at 6:04 PM.

Mayor, Katie Lamb

City Recorder, Kristi Wheeler

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, APRIL 22, 2019
BEGINNING AT 4:30 P.M.**

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

ABSENT: Court Clerk Tonya Sadler

GUESTS: Alexander Brown, Todd Beals

LANDFILL AND WASTE HAULING SERVICES

Eric Sines, Public Works Director, proposed a change from current waste services provider Santek to Priority Waste and informed the commission that the City will save \$7,000 a year by making this change and that the contract will include the service of hauling waste out of the City, thus saving man power time, fuel and wear on vehicles. He also stated that there will be a guaranteed 3% rate increase each year when the five-year contract has been approved and signed. The commission decided to move forward with this change.

OC SPRAY UPDATE/TRAINING

Building, Codes & Safety Director Andrew Morkert informed the commission that the Building, Codes & Safety Department employees have been properly trained by the Police Department to use OC Spray to defend themselves as needed.

PARKS & RECREATION PUBLIC INPUT MEETING

Parks & Recreation Director Traci Bennett-Hobek reminded the commission and staff about the Public Input Meeting that will be held on April 23, 2019 from 6-8pm in the FCC West Room. She explained that there will be nine special interest tables set up with information for the community and encouraged the commission and staff to tell citizens about the event and to attend.

COMMISSIONER'S REPORT

Commissioner Garver commented on an issue concerning a section of pavement that has a significant drop off that is located at approximately 4400 Ooltewah-Ringgold. Public Works Director Eric Sines stated that TDOT has been informed of the issue.

Commissioner White informed the commission and staff that Governor Lee has approved full funding for Phase III of the Apison Pike road project and that there have been complaints about cars parking on the street at Sunny Lane.

Commissioner Baker suggested that a fence be put up at the Imagination Station along the creek area where there is a danger of sliding down a steep embankment. Public Works Director Eric Sines informed the commission that this issue is already in the process of being resolved.

Vice Mayor Johnson suggested that more river rock be added to the ditch at the Collegedale Airport to prevent land erosion and expressed concern about the Public Works mowers having to mow certain ditches in the City. Public Works Director Eric Sines stated that the airport ditch is scheduled to be fixed.

Mayor Katie Lamb complimented the Public Works Department on the landscaping that was done at Brookside Plaza.

KEY MANAGER/STAFF REPORTS

City Recorder Kristi Wheeler reminded the commission about the free community shred event that will be held in the City Hall parking lot on April 23, 2019, 3-6pm.

Communications Strategist Bridgett Raper stated that the Tennessee General Assembly will be wrapping up their session in the next week and that most bills have been moved to the 2020 session.

Airport Director Chris Swain stated that the airport is being required to update the runway lights and are testing two solar LED runway lights at this time. He also stated that the purchase and installation of LED runway lights would be lower than electric.

Strategic Planning & Economic Development Director Kelly Martin informed the commission and staff that he attended the National Planning Conference and that the City has been proactive dealing with situations that most cities in the country are also dealing with, such as signage and short-term rental properties.

City Engineer Wayon Hines informed the commission that the Little Debbie Parkway intersection project should begin within the month of May and that TDOT's project to improve the Edgmon Road/Lee Highway intersection has been delayed due to Norfolk Southern Railroad.

Public Works Director Eric Sines updated the commission and staff about several projects that will be started in the next fiscal year such as the Prospect Church Road project and the Veteran's Park parking area.

Meeting was adjourned at 5:35 PM

Katie Lamb, Mayor

Kristi Wheeler, City Recorder

RESOLUTION # 506

A RESOLUTION OF THE CITY OF COLLEGEDALE, TENNESSEE REVISING RESOLUTION 505 DECLARING THE EXTENT OF RIGHT OF WAY ON LAYTON LANE TO COMPORT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION

WHEREAS from time to time the City cooperates with the Tennessee Department of Transportation (TDOT) to construct, enhance and improve road and other public works projects within the City, and

WHEREAS, in order to recognize the changes in the public right of way effected by recent work completed by TDOT, it is necessary to record the same in this resolution; and

WHEREAS, this Resolution is passed to clarify the provisions of Resolution 505, passed on April 1, 2019.

NOW, therefore, BE IT RESOLVED by the Board of Commissioners of the City of Collegedale that the property owned by the City of Collegedale along Layton Lane described in the attached legal description and depicted in the attached drawing of tract 64 is hereby dedicated as a public right-of-way.

This the ____ day of May, 2019.

MAYOR OF COLLEGEDALE, TENNESSEE: _____

ATTEST: _____ CITY RECORDER

APPROVED AS TO FORM: _____ CITY ATTORNEY

RESOLUTION # 507

**A RESOLUTION OF THE CITY OF COLLEGEDALE, TENNESSEE DECLARING THE
EXTENT OF RIGHT OF WAY ON TUCKER ROAD TO COMPORT WITH THE TENNESSEE
DEPARTMENT OF TRANSPORTATION.**

WHEREAS, from time to time the City (City of Collegedale) cooperation with the Tennessee Department of Transportation (TDOT) to construct, enhance and improve roads and other public works projects with the City.

WHEREAS, in order to recognize that certain property owned by the City is to be used exclusively as Greenway, it is necessary to record the same in this resolution.

NOW, therefore, **BE IT RESOLVED** by the Board of Commissioners of the City of Collegedale that the property owned by the City of Collegedale described in the attached legal description and depicted in the attached drawing is hereby dedicated as a Greenway.

THIS THE _____ DAY OF _____, 2019

MAYOR OF COLLEGEDALE, TENNESSEE: _____

ATTEST: _____ **CITY RECORDER**

APPROVED AS TO FORM: _____ **CITY ATTORNEY**

TRACT-17 greenway

LAS/las
Federal Project No. STP-317(17)
State Project No. 33070-2233-14
Hamilton County, Tract No. 17
Owner: City Of Collegedale
Grantee: State Of Tennessee
Date: 5/6/2019 acm

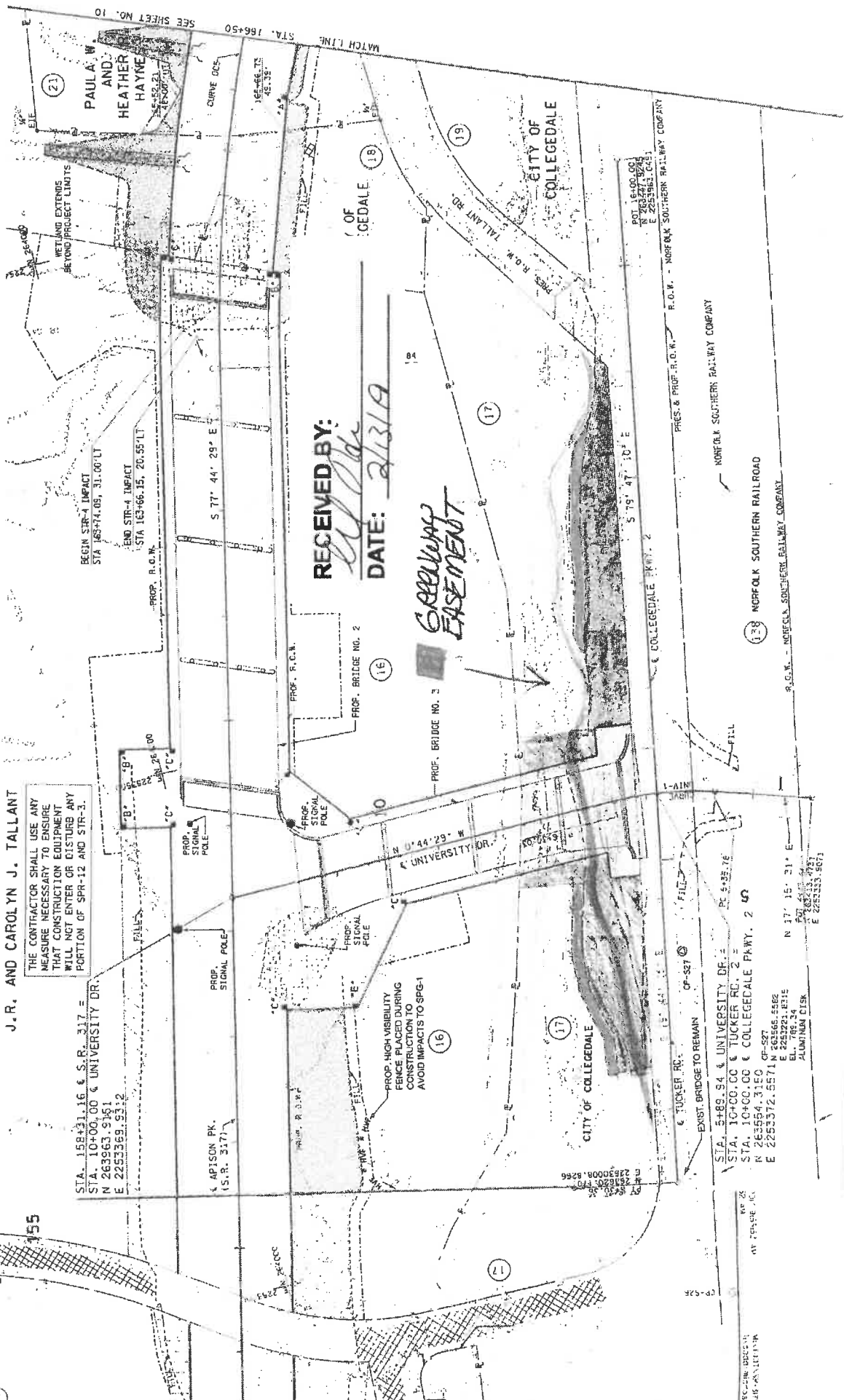
LEGAL DESCRIPTION

EXHIBIT "A"

Parcel No. 1:

Being a greenway easement on Highway Project No. STP-317(17) and lying north of and adjacent to the present right-of-way line of Tucker Rd. and being more particularly described as follows: Beginning at a point of intersection between the present right of way line of Tucker Rd. and the greenway easement line, 17.74 feet left of Tucker Rd. centerline station 7+36.79; Thence along the greenway easement line as follows: north 02 degrees 29 minutes 32 seconds east 19.15 feet to a point, 36.72 feet left of Tucker Rd. centerline station 7+34.20, south 86 degrees 59 minutes 27 seconds east 27.72 feet to a point, 40.22 feet left of Tucker Rd. centerline station 7+61.70, north 75 degrees 50 minutes 30 seconds east 52.09 feet to a point, 61.76 feet left of Tucker Rd. centerline station 8+09.13, thence curving to the right in a northeasterly direction an arc length of 67.21 feet along a tangential curve concave southerly having a radius of 151.00 feet and a chord bearing of north 88 degrees 35 minutes 33 seconds east 66.66 feet to a point, 75.24 feet left of Tucker Rd. centerline station 8+74.41; south 78 degrees 38 minutes 46 seconds east 46.72 feet to a point, 74.36 feet left of Tucker Rd. centerline station 9+21.12, thence along said greenway easement line south 07 degrees 38 minutes 34 seconds west 55.45 feet to a point of intersection with the north present right of way line of Tucker Rd., 18.96 feet left of Tucker Rd. centerline station 9+23.65; thence along said present right of way line north 80 degrees 06 minutes 33 seconds west 186.86 feet to the point of beginning, containing 0.189 acres more or less.

The above described parcel of land is hereby conveyed in fee simple.



J. R. AND CAROLYN J. TALLANT

THE CONTRACTOR SHALL USE ANY MEASURE NECESSARY TO ENSURE THAT CONSTRUCTION EQUIPMENT WILL NOT ENTER OR DISTURB ANY PORTION OF SPR-12 AND STR-3.

STA. 158+31.16 & S.R. 317 =
 STA. 10+00.00 & UNIVERSITY DR.
 N 263963.9161
 E 2253369.9312

BEGIN STR-4 IMPACT
 STA 163+74.05, 31.00' LT
 END STR-4 IMPACT
 STA 163+66.35, 20.85' LT
 -PROP. R.O.W.

RECEIVED BY:
[Signature]
 DATE: 2/3/19

GREENWAY EASEMENT

EXIST. BRIDGE TO REMAIN CP-527
 STA. 5189.54 & UNIVERSITY DR. =
 STA. 10+00.00 & TUCKER RD. =
 STA. 10+00.00 & COLLEGE DALE HWY. 2
 N 263554.3160 CP-527
 E 2253372.5571 N 263566.5562
 E 2253221.8315
 EL. 786.34
 ALUMINUM DISK
 POT 16+00.00
 N 263477.9243
 E 2253381.1743
 PRES. & PROP. R.O.W. R.O.W. - NORFOLK SOUTHERN RAILWAY COMPANY

CP-526
 AT 754-981-1511
 N 17° 15' 21" E
 POT 16+00.00
 N 263477.9243
 E 2253381.1743

NORFOLK SOUTHERN RAILWAY COMPANY

NORFOLK SOUTHERN RAILROAD

NORFOLK SOUTHERN RAILWAY COMPANY

155

SEE SHEET NO. 10

MATCH LINE

STA. 166+50

CITY OF COLLEGE DALE

CITY OF COLLEGE DALE

CITY OF COLLEGE DALE

TUCKER RD.

UNIVERSITY DR.

COLLEGE DALE HWY. 2

ALUMINUM DISK

POT 16+00.00

N 263477.9243

E 2253381.1743

PRES. & PROP. R.O.W. R.O.W. - NORFOLK SOUTHERN RAILWAY COMPANY

**CITY OF COLLEGEDALE
AMENDMENT No. 4
TO
WORK AUTHORIZATION No. 1
TO
CANNON & CANNON, INC.
KNOXVILLE, TN**

FOR

PROFESSIONAL ENGINEERING SERVICES

ASSOCIATED WITH

**APISON PIKE PHASE 3 SEWER RELOCATION
Project No. 33070-2233-14 Pin 112524.01**

THIS IS AN AMENDMENT TO AN EXISTING AGREEMENT MADE BETWEEN CITY OF COLLEGEDALE ("CLIENT") and CANNON & CANNON, INC., ("CONSULTANT"), dated February 6, 2018.

CONSULTANT is working for the CLIENT to provide survey, construction documents, easement documents, permits, construction administration and construction inspection to replace approximately 7,400 feet of gravity sewer lines and 5,600 feet of sewer force main in conjunction with a Tennessee Department of Transportation (TDOT) roadway improvement project (hereinafter called the Project).

CLIENT and CONSULTANT, in consideration of their mutual covenants herein, agree as follows:

SECTION 1 – PROJECT SCOPE

CCI's original Work Authorization (WA) scope included survey, engineering design, easement documents, and permits as needed to design the relocation of CLIENT sewer lines in preparation for a TDOT roadway improvement. The original WA included 5,000 Linear Feet (LF) of gravity sewer relocation. Amendment 3 expanded the scope to include approximately 7,400 LF of gravity sewer and 5,600 LF of sewer force main, 20 easement documents total and to include Construction Administration and Inspection services. For this Amendment 4, CLIENT has asked CONSULTANT to provide Easement Acquisition and Negotiation services and easement appraisal services. The additional work items are listed in Section 1.0 of this Amendment.

SECTION 2 – BASIC SERVICES

- A. TASK 1 CONSULTANT PACKAGE AND A-DATE PACKAGE
(AS IN ORIGINAL AGREEMENT)

- B. TASK 2 PRELIMINARY DESIGN AND SURVEY
(AS IN ORIGINAL AGREEMENT)

- C. TASK 3 B-DATE PACKAGE AND FINAL DESIGN
(AS IN AMENDMENT 3)
- D. TASK 4 PERMITTING AND POST DESIGN COORDINATION
(AS IN ORIGINAL AGREEMENT)
- E. BIDDING AND NEGOTIATION PHASE
(AS IN ORIGINAL AGREEMENT)
- F. TASK 5 CONSTRUCTION ADMINISTRATION PHASE
(AS IN AMENDMENT 3)
- G. TASK 6 RESIDENT PROJECT REPRESENTATION (RPR) PHASE
(AS IN AMENDMENT 3)
- H. TASK 7 EASEMENT ACQUISITION AND APPRAISALS
 - 1. Negotiation and Acquisition services to purchase permanent utility easements on approximately 14 parcels (excluding City and McKee parcels)
 - a. Review Hamilton County property records to establish Fair Market Value of easements to be acquired. Present findings to CLIENT for discussion and approval.
 - b. Negotiate with owners or representatives to obtain signed easement agreements on each Parcel. Includes two in-person contacts per each property
 - c. Coordinate with and make recommendations of settlement or condemnation with CLIENT.
 - d. Provide Notary Service for signatures on easement documents to insure documents can be recorded.
 - e. Record documents with Hamilton County Register of Deeds. Then provide CLIENT with original recorded copies of easements.
 - 2. Easement Appraisal Services on approximately five (5) parcels
 - a. Conduct Easement Appraisals on a representative sample of properties as needed to conduct a market study and determine Fair Market Value
 - b. Conduct Easement Appraisals on individual properties if required during the easement negotiation and acquisition process to reach a settlement.

SECTION 3 - ADDITIONAL SERVICES

(AS IN ORIGINAL AGREEMENT)

SECTION 4 - CLIENT'S RESPONSIBILITIES

(AS IN ORIGINAL AGREEMENT)

SECTION 5 - TIME OF SERVICE

The CONSULTANT will proceed with providing services set forth herein immediately upon execution of this AMENDMENT by CLIENT and CONSULTANT. Easement Negotiation services will begin upon completion of TDOT’s utility coordination efforts, once sewer locations and easement locations are finalized. Every Effort will be made to complete Easement Negotiation within 60 days of completion of utility coordination by TDOT or by TDOT’s letting date, whichever is earlier. The effective completion date of the Work Authorization will coincide with the completion of sewer line construction within the TDOT construction contract. TDOT’s Letting Date for the project is estimated to be July 2019. Construction of the sewer relocation is estimated to be complete by July 2020.

SECTION 6 - COMPENSATION

For Basic Services Listed in this Amendment. Owner will pay CCI for Basic Services under Section 2 on a per parcel basis. The budget of the original contract and amendment three is \$276,775 and the budget for Amendment Four is estimated to be \$23,100. Per each costs for easement acquisition and appraisal are based on the approximate numbers of parcels listed below. CCI reserves the right to revise per each parcel costs if number of parcels is reduced by 40% or more. Payment for additional services, reimbursable expenses, times of payments, and other provisions concerning payments shall be as in original agreement. The Amendment Four budget has been broken out below:

	Amendment 4
Task 7 – Easement Acquisition and Appraisals	
Easement Acquisition (\$900 per parcel x 14 parcels)	\$12,600
Easement Appraisal (\$2,100 per parcel x 5 parcels)	\$10,500
<hr/>	
Estimated Total Cost -	\$23,100

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of _____, 2019.

CITY OF COLLEGEDALE

By: _____

Title: _____

CANNON & CANNON, INC.

By: Seth A. Fischer
Seth A. Fischer, PE

Title: Vice President

Address for giving Notices:

9751 Sanborn Drive
Collegedale, TN 37315

Address for giving Notices:

8550 Kingston Pike
Knoxville, TN 37919