

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE  
COMMISSION MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN  
COLLEGEDALE, TENNESSEE, ON TUESDAY, JANUARY 19, 2021 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. January 04, 2021-Commission meeting minutes
- V. Comments from Citizens
- VI. Unfinished Business
  1. Second Reading and Public Hearing, Ordinance #1088, an ordinance to amend property on Main Street to MUTC
  2. Second Reading and Public Hearing, Ordinance #1089, an ordinance to amend property on Lee Highway from MUBC to AG
- VII. New Business
  1. Approval of First Amendment to 2020 McKee PILOT agreement
  2. Airport runway culvert grant amendment approval
  3. Bid approval for airport 24-hour fuel service kiosk
  4. Telecommuting Policy approval
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**THE MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGEDALE BOARD OF  
COMMISSIONERS MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE  
ON MONDAY, JANUARY 04, 2021 AT 6:00 P.M.**

**INVOCATION:** Commissioner Phil Garver

**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:** Assistant City Manager & CFO Michelle Toro, Building & Codes Director Andrew Morkert, Director of Public Works Eric Sines, Planning & Economic Development Director Kelly Martin, Parks and Recreation Director Traci Bennett-Hobek, City Recorder Kristi Wheeler, City Engineer Wayon Hines

**ABSENT:** Chief of Police Brian Hickman, Airport & Safety Director Chris Swain

**GUESTS:** Andrew Arnold, Johnnie Hoskins, Sam Shorrosh

**1-04-2021 (1134) COMMISSION MINUTES-- December 07, 2020**

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to accept the minutes of the commission meeting on December 07, 2020.

**ROLL CALL:**

<b>COMMISSIONER BAKER</b>	<b>YEA</b>
<b>COMMISSIONER GARVER</b>	<b>YEA</b>
<b>COMMISSIONER WHITE</b>	<b>YEA</b>
<b>VICE MAYOR JOHNSON</b>	<b>YEA</b>
<b>MAYOR LAMB</b>	<b>YEA</b>

Mayor Lamb opened the commission meeting for citizen comments at 6:01pm. No comments were made.

**1-04-2021 (1135) FIRST READING, ORDINANCE #1088, AN ORDINANCE TO AMEND OFFICIAL ZONING MAP FOR PROPERTY ON MAIN STREET**

It was moved by Commissioner Garver and seconded by Commissioner White to approve Ordinance #1088, an ordinance to amend the Official Zoning Map to include and zone property on Main Street MUTC (MIXED USE TOWN CENTER) further described as Hamilton County Tax Map 132P H 007, said area being located within the corporate limits of the City of Collegedale, Tennessee.

**ROLL CALL:**

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

**1-04-2021 (1136) FIRST READING, ORDINANCE #1089, AN ORDINANCE TO AMEND OFFICIAL ZONING MAP FOR PROPERTY ON LEE HIGHWAY**

It was moved by Commissioner White and seconded by Commissioner Baker to approve Ordinance #1089, an ordinance to amend the Official Zoning Map to rezone property on Lee Highway from MUBC (MIXED USE BUSINESS CENTER) to AG (Agricultural District), further described as Hamilton County Tax Map 133 002, said area being located within the corporate limits of the City of Collegedale, Tennessee.

**ROLL CALL:**

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

**1-04-2021 (1137) FIRST AND FINAL READING, RESOLUTION #521, A RESOLUTION ADOPTING GROUP INSURANCE BENEFITS ON A CAFETERIA PLAN BASIS**

It was moved by Commissioner Garver and seconded by Commissioner White to approve Resolution #521, a resolution adopting group insurance benefits on a cafeteria plan basis.

**ROLL CALL:**

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<b>COMMISSIONER BAKER</b>	<b>YEA</b>
<b>COMMISSIONER GARVER</b>	<b>YEA</b>
<b>COMMISSIONER WHITE</b>	<b>YEA</b>
<b>VICE MAYOR JOHNSON</b>	<b>ABSTAIN</b>
<b>MAYOR LAMB</b>	<b>YEA</b>

**1-04-2021 (1138) MOTION TO ADJOURN**

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

**The meeting was adjourned 6:22pm.**

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**Mayor, Katie Lamb**

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**City Recorder, Kristi Wheeler**

**ORDINANCE #1088**

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO INCLUDE AND ZONE PROPERTY ON MAIN STREET MUTC (MIXED USE TOWN CENTER) FURTHER DESCRIBED AS HAMILTON COUNTY TAX MAP 132P H 007, SAID AREA BEING LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF COLLEGEDALE, TENNESSEE**

- WHEREAS,** the authority Tennessee Code Annotated (TCA) Section 13-7-201 allows for the zoning of territory within a municipality; and
- WHEREAS,** the owner of the subject property requested annexation into the corporate limits of the City of Collegedale; and
- WHEREAS,** following due process, the Collegedale Board of Commissioners approved said request to annex property by passage of Resolution #519; and
- WHEREAS,** said property being duly included within the City of Collegedale corporate boundary now requires permanent zoning; and
- WHEREAS,** the Collegedale Municipal Planning Commission has certified zoning districts as provided for in TCA Section 13-7-202; and
- WHEREAS,** TCA Section 13-7-204 authorizes amendments to a zoning map; and
- WHEREAS,** in accordance with TCA Section 13-7-203 subsection (b), the Collegedale Municipal Planning Commission made a recommendation during its regularly scheduled meeting on December 14, 2020 to approve the zoning amendment as case ZON 2020-03; and
- WHEREAS,** in accordance with TCA Section 13-7-203, subsection (a) a public hearing was held with at least fifteen (15) days notice being given prior to final reading of this ordinance;

**NOW THEREFORE, BE IT ORDAINED** by the City of Collegedale, Tennessee that the Official Zoning Map referenced in Section 3.02 of the Collegedale Zoning Ordinance be amended as described more accurately within the body of this ordinance:

**Section 1:** The following described property shall be zoned MUTC Mixed Use Town Center on the Official Collegedale Zoning Map and shown on the attached map:

**Boundary Description for Area to be Zoned MUTC**

This change in zoning will affect Hamilton County Tax Map Parcel 132P H 007 described as:

Located in the Second Civil District of Hamilton County, Tennessee:

BEING a part of the property conveyed by Luke Lea, et al, to Donnell Ballew and wife Minnie Ballew by deed recorded in Deed Book 904, Page 618, in the Register's Office of Hamilton County, Tennessee and being more particularly described as follows: BEGINNING at a point in the Western line of Main Street in Ooltewah, Tennessee, said point being the Southeastern corner of the property conveyed by Lena Ballou Meredith, et al, to Samuel Ballou by Deed dated October 17, 1961; thence Southwardly along the Western line of said Main Street, to appoint in the Northern line of the Southern Railroad right-of-way; thence Northwestwardly, along the right-of-way to a point, said point being the Southwestern corner of Samuel Ballou property heretofore mentioned; thence Eastwardly along the Southern line of said Ballou property, 115 feet to the point of beginning.

For prior title see deed recorded in Deed Book 11601, Page 285, in the Register's Office of Hamilton County, Tennessee.  
Property known as 5503 Main Street, Ooltewah, TN 37363

Map # 132P-H-007

**NOW, LET IT BE FURTHER ORDAINED**, that this ordinance shall take effect fifteen (15) days following a public hearing and a final reading by the Collegedale Board of Mayor and Commissioners, the welfare of the City requiring it.

Passed first reading \_\_\_\_\_  
Votes for \_\_\_\_\_ Votes against \_\_\_\_\_

Passed second reading \_\_\_\_\_  
Votes for \_\_\_\_\_ Votes against \_\_\_\_\_

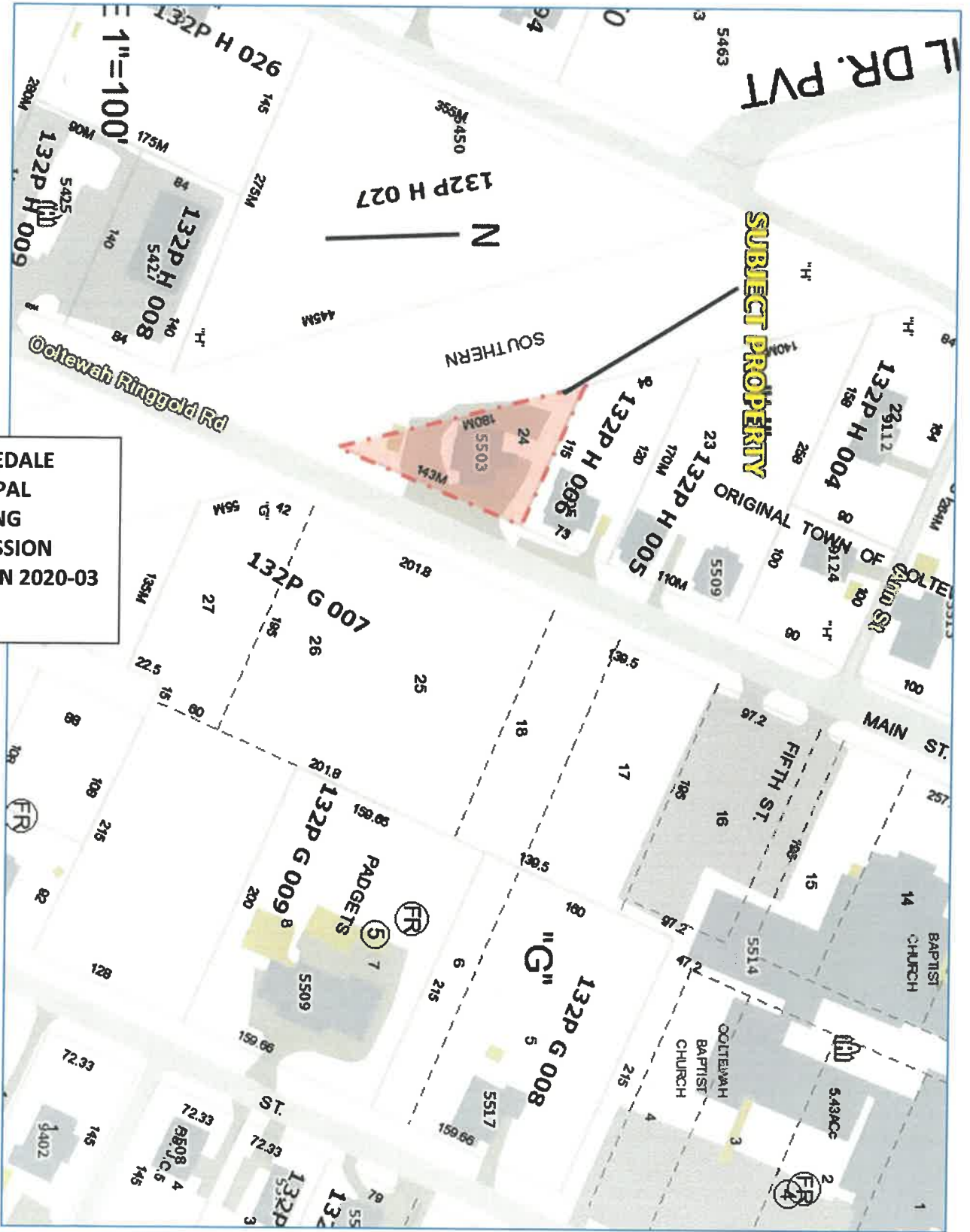
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: City Recorder

Approved as to form:

\_\_\_\_\_  
City Attorney

COLLEDALE  
MUNICIPAL  
PLANNING  
COMMISSION  
CASE ZON 2020-03



**ORDINANCE #1089**

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO REZONE PROPERTY ON LEE HIGHWAY FROM MUBC (MIXED USE BUSINESS CENTER) TO AG (AGRICULTURAL DISTRICT), FURTHER DESCRIBED AS HAMILTON COUNTY TAX MAP 133 002, SAID AREA BEING LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF COLLEGEDALE, TENNESSEE**

- WHEREAS,** the authority Tennessee Code Annotated (TCA) Section 13-7-201 allows for the zoning of territory within a municipality; and
- WHEREAS,** the Collegedale Municipal Planning Commission has certified zoning districts as provided for in TCA Section 13-7-202; and
- WHEREAS,** TCA Section 13-7-204 authorizes amendments to a zoning map; and
- WHEREAS,** in accordance with TCA Section 13-7-203 subsection (b), the Collegedale Municipal Planning Commission made a recommendation during its regularly scheduled meeting on December 14, 2020 to approve the zoning amendment as case ZON 2020-02; and
- WHEREAS,** in accordance with TCA Section 13-7-203, subsection (a) a public hearing was held with at least fifteen (15) days notice being given prior to final reading of this ordinance;

**NOW THEREFORE, BE IT ORDAINED** by the City of Collegedale, Tennessee that the Official Zoning Map referenced in Section 3.02 of the Collegedale Zoning Ordinance be amended as described more accurately within the body of this ordinance:

**Section 1:** The following described property shall be zoned AG Agricultural District on the Official Collegedale Zoning Map and shown on the attached illustration:

**Boundary Description for Area to be Zoned AG**

This change in zoning will affect Hamilton County Tax Map Parcel 133 002 described as:

**IN THE SECOND CIVIL DISTRICT OF HAMILTON COUNTY, TENNESSEE:**

BEGINNING at a point on the Northern right-of-way line of Lee Highway (SR 11/64) and also the Eastern right-of-way line of White Oak Valley Circle, being marked by an iron pin; thence North Sixty-six (66) degrees Eleven (11) minutes Forty-two (42) seconds East, Three Hundred Twenty-five and 6/10 (325.6) feet, more or less along the Northern right-of-way line of Lee Highway to an iron pin; thence North Sixty-five (65) degrees Thirty-one (31) minutes Fifty (50) seconds West Four Hundred Thirty-six and 3/10 (436.3) feet, more or less to a point in the Eastern right-of-way of a Fifty (50) foot right-of-way and also marked by an iron pin; thence South Twenty-nine (29) degrees Fifty-eight (58) minutes Forty-two (42) seconds West along the above Fifty (50) foot right-of-way, Two Hundred Six and 79/100 (206.79) feet to a point in the Eastern right-of-way line of White Oak Valley Circle; thence along the Eastern right-of-way line of White Oak Valley Circle in a Southeasterly direction to the point of beginning. Description taken from survey by Jack Reid, RLS No. 229, dated October 5, 1998.



**NOW, LET IT BE FURTHER ORDAINED**, that this ordinance shall take effect fifteen (15) days following a public hearing and a final reading by the Collegedale Board of Mayor and Commissioners, the welfare of the City requiring it.

Passed first reading \_\_\_\_\_  
Votes for \_\_\_\_\_ Votes against \_\_\_\_\_

Passed second reading \_\_\_\_\_  
Votes for \_\_\_\_\_ Votes against \_\_\_\_\_

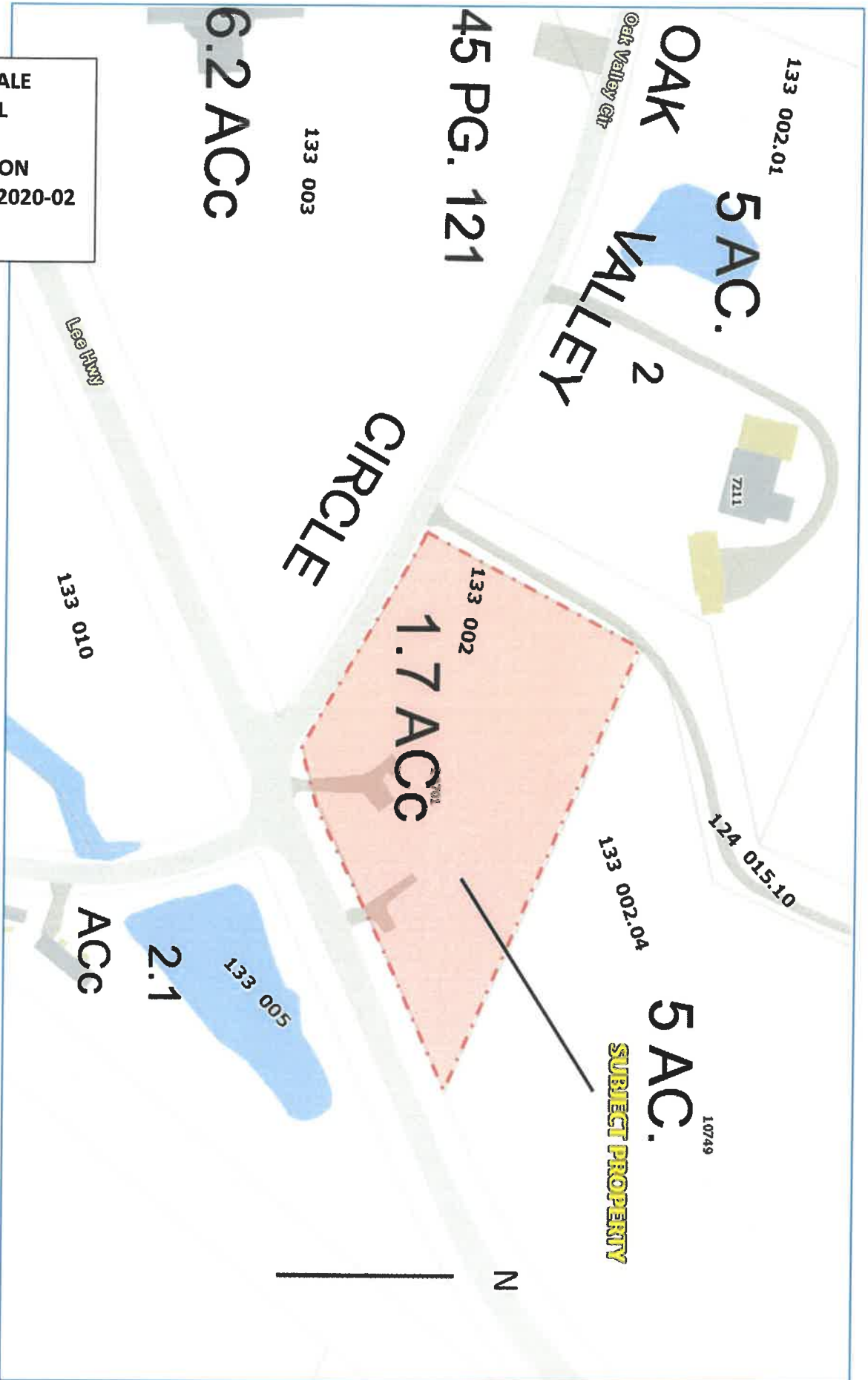
\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Attest: City Recorder**

Approved as to form:

\_\_\_\_\_  
**City Attorney**

COLLEGEDALE  
MUNICIPAL  
PLANNING  
COMMISSION  
CASE ZON 2020-02



**FIRST AMENDMENT TO  
2020 AGREEMENT FOR PAYMENTS IN LIEU  
OF AD VALOREM TAXES**

THIS FIRST AMENDMENT is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021 (the "Effective Date"), by and among THE INDUSTRIAL DEVELOPMENT BOARD OF THE COUNTY OF HAMILTON, TENNESSEE (the "Board"); the CITY OF COLLEGEDALE, TENNESSEE (the "City"); HAMILTON COUNTY (the "County"); and MCKEE FOODS CORPORATION, a Tennessee corporation (the "Company"); and is joined in, for the purpose of evidencing their acceptance of the agency relationship established herein, by BILL HULLANDER and his successors, acting in the capacity of Hamilton County Trustee ("Trustee"), and by MARTY HAYNES and his successors, acting in the capacity of Hamilton County Assessor of Property ("Assessor").

**WITNESSETH:**

WHEREAS, the Company has entered into an Agreement for Payments in Lieu of Ad Valorem Taxes with the County and the other parties listed above dated January 1, 2020 ("Agreement"); and

WHEREAS, the Company plans approximately a Five Hundred Five Million Dollar (\$505,000,000) expansion project (the "Project") with not fewer than four hundred eighty-two (482) new jobs with an average wage of Forty-Five Thousand Dollars (\$45,000); and

WHEREAS, the Project has expanded beyond the real property footprint originally contemplated to now include additional Company real property, all located within the City and the County (the "Additional Property"); and

WHEREAS, the Company desires to revise the real property referenced in the Agreement and related documents to accurately reflect the Additional Property.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements set forth herein, the parties hereto agree to amend the Agreement as follows:

1. First Recital is deleted in its entirety and replaced with the following:

**WHEREAS**, the Company is constructing additions and adding equipment to its manufacturing facilities located at 10260 McKee Drive in Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 2, at 10638 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 5, at 9104 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 6, at 10605 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly referred to as the Wastewater Treatment Plant, and possibly at up to approximately forty-four acres contiguous to Plant No. 6 (the "Project"), resulting in (a) an investment of approximately Ninety Million Dollars (\$90,000,000) in real property and Four Hundred Fifteen Million Dollars (\$415,000,000) in personal property over a fifteen-year period from January 1, 2020 – December 31, 2034 (the "Investment Projection"); and (b) an increase in employment of four hundred eighty two (482) new, full time jobs having average annual wages, excluding benefits, of Forty-Five Thousand Dollars (\$45,000)

over a fifteen-year period from January 1, 2020 – December 31, 2034 (the "Jobs Projection"), (collectively, the "Investment and Jobs Projection"), and has requested the Board's assistance in the financing of the Project; and

2. Exhibit A is deleted in its entirety and replaced with the following:

**EXHIBIT A**

**TO PILOT AGREEMENT FOR  
MCKEE FOODS CORPORATION**

**REAL PROPERTY**

The real property and improvements at the McKee Foods Corporation manufacturing plants located at 10260 McKee Drive, Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 2, at 10638 Apison Pike, Collegedale, Hamilton County, Tennessee, commonly referred to as the Apison Pike Plant No. 5, at 9104 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 6, at 10605 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly referred to as the Wastewater Treatment Plant, and possibly at up to approximately forty-four acres contiguous to Plant No. 6 constructed in connection with the Company's 2020-2035 Ninety Million Dollar (\$90,000,000) real property expansion.

**PERSONAL PROPERTY**

All newly-acquired personal property placed by the Company in its manufacturing plants located at 10260 McKee Drive, Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 2, at 10638 Apison Pike, Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 5, at 9104 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly referred to as Plant No. 6, at 10605 Apison Pike, in Collegedale, Hamilton County, Tennessee, commonly known as the Wastewater Treatment Plant, and possibly at up to approximately forty-four acres contiguous to Plant No. 6 in connection with its 2020-2034 Four Hundred Fifteen Million Dollar (\$415,000,000) manufacturing expansion.

3. The following documents related to the Agreement (Lease, Bill of Sale, Quitclaim Deed and Memorandum of Lease) are acknowledged to also include the Additional Property.

4. The Parties agree that the Agreement remains in full force and effect except to the extent that it is modified by this First Amendment. In the event of any conflict between the Agreement and this First Amendment, the terms and conditions of this First Amendment shall control.

(EXECUTION PAGE FOLLOWS)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and date first above written.

THE INDUSTRIAL DEVELOPMENT  
BOARD OF THE COUNTY OF HAMILTON,  
TENNESSEE

By: \_\_\_\_\_  
Chairman

MCKEE FOODS CORPORATION

By: \_\_\_\_\_  
M. Leisa Cagle, Vice President and  
Controller

CITY OF COLLEGEDALE, TENNESSEE

By: \_\_\_\_\_  
Katie Lamb, Mayor

HAMILTON COUNTY, TENNESSEE

By: \_\_\_\_\_  
Jim Coppinger, County Mayor

HAMILTON COUNTY TRUSTEE

By: \_\_\_\_\_  
Bill Hullander

HAMILTON COUNTY ASSESSOR OF  
PROPERTY

By: \_\_\_\_\_  
Marty Haynes



## GRANT AMENDMENT

<b>Agency Tracking #</b> 40100-14620	<b>Edison ID</b> 65890	<b>Contract #</b> AERO-21-103-00	<b>Amendment #</b> 1
<b>Contractor Legal Entity Name</b> City of Collegedale			<b>Edison Vendor ID</b> 2114

**Amendment Purpose & Effect(s)**  
Replace Culvert Under Runways – Increase Funds Only

**Amendment Changes Contract End Date:**  YES  NO **End Date:** 7/16/2021

**TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):** **\$ 21,900.00**

Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2021	\$287,565.00	\$0.00		\$15,135.00	\$302,700.00
2021	\$20,805.00	\$0.00		\$1,095.00	\$21,900.00
<b>TOTAL:</b>	<b>\$308,370.00</b>	<b>\$0.00</b>		<b>\$16,230.00</b>	<b>\$324,600.00</b>

**American Recovery and Reinvestment Act (ARRA) Funding:**  YES  NO

**Budget Officer Confirmation:** There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.

OCR USE

**Speed Chart (optional)**  
TX00278864

**Account Code (optional)**  
71302

**ADDRESS: 2**

**LOCATION CODE: COLLEG-001**

**AMENDMENT ONE  
OF GRANT CONTRACT  
AERO-21-103-00**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Transportation, hereinafter referred to as the "State" and City of Collegedale hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract section C.1. Maximum Liability is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed **Three Hundred Twenty-Four Thousand Six Hundred Dollars and Zero Cents (\$324,600.00)** ("Maximum Liability"). The Grant Budget, attached and incorporated as **Attachment Two** is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

2. Grant Contract Attachment One is deleted in its entirety and replaced with the new attachment **Attachment One** attached hereto.
3. Grant Contract Attachment Two is deleted in its entirety and replaced with the new attachment **Attachment Two** attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective once all required approvals are obtained. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

**IN WITNESS WHEREOF,**

**CITY OF COLLEGEDALE:**

33-555-0734-21

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**GRANTEE SIGNATURE**

**DATE**

**KATIE LAMB, CITY MAYOR**

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**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

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**GRANTEE LEGAL COUNSEL'S SIGNATURE**

**DATE**

**DEPARTMENT OF TRANSPORTATION:**

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**CLAY BRIGHT, COMMISSIONER**

**DATE**

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**JOHN H. REINBOLD, GENERAL COUNSEL  
APPROVED AS TO FORM AND LEGALITY**

**DATE**



# CITY OF COLLEGEDALE

4910 SWINYAR DRIVE  
POST OFFICE BOX 1880  
COLLEGEDALE, TENNESSEE 37315-1880  
TELEPHONE: 423-396-3135  
FAX: 423-396-3138

9/18/2020

Michelle Frazier, Director  
TDOT Aeronautics Division  
607 Hangar Lane, Bldg. 4219  
Nashville, TN 37217

Re: Funding Amendment for Storm water Drainage Rehabilitation

Dear Ms. Frazier,

Collegedale Municipal Airport hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$21,900.00 for improvements at the Collegedale Municipal Airport in Collegedale. The amount requested is rounded up from \$21,813.17 to \$21,900. The requested improvements include:

- **Storm water Drainage Construction** The scope of this project includes quantity changes related to replacement of a drainage culvert under Runway 3/21. This change was necessary to complete the project in a timely manner.

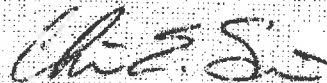
We have available the necessary funds for the additional local share of the proposed improvements.

Thank you for your consideration of this request. If you have questions, please contact Chris Swain at 423-468-1988.

Please find our application within Black Cat Grants system.

If you have questions or need additional information, please contact us at 423-468-1988/cswain@collegedaletn.gov

Sincerely,



Chris E. Swain  
Director of Airport Operations  
City of Collegedale

Cc: TAD Project Manager Michael Stultz



# CITY OF COLLEGEDALE

4910 SWINYAR DRIVE  
POST OFFICE BOX 1880  
COLLEGEDALE TENNESSEE 37315-1880  
TELEPHONE 423-396-3135  
FAX 423-396-3136

5/28/2020

Michelle Frazier, Director  
TDOT Aeronautics Division  
607 Hangar Lane, Bldg. 4219  
Nashville, TN 37217

Re: Funding Assistance for Storm water Drainage Rehabilitation

Dear Ms. Frazier,

Collegedale Municipal Airport hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$302,700.00 for improvements at the Collegedale Municipal Airport in Collegedale. The requested improvements include:

- **Design of Storm water Drainage Culvert** The scope of this project will include installation of a new drainage culvert under Runway 3/21. This project is determined necessary to mitigate excessive storm water by replacing an existing culvert system. The existing culvert is of insufficient size, and in danger of failure due to age and inadequacies of the original design.

We have available the necessary funds for the local share of the proposed improvements.

Thank you for your consideration of this request. If you have questions, please contact Chris Swain at 423-468-1988.

Please find our application within Black Cat Grants system.

If you have questions or need additional information, please contact us at 423-468-1988/cswain@collegedaletn.gov

Sincerely



Chris E. Swain  
Director of Airport Operations  
City of Collegedale

Cc: TAD Project Manager Michael Stultz

REQUEST FOR STATE FUNDING  
FOR AIRPORT IMPROVEMENT

Airport: Collegedale Municipal Airport  
Project Title: Replace culvert under runway  
Project Description: Replace culvert under runway

UPIN: BCG0000638  
Submitted By: Chris Swain  
Date Submitted: 5/14/2020 1:39:23PM  
Project Manager: Michael Stultz

Applicant: City of Collegedale  
Phone: (423) 236-5008

Project in CIP?: Not Proposed Date Entered in CIP:

Explanation of Need: This project is determined necessary to mitigate excessive storm water by replacing an existing culvert system. The existing culvert is of insufficient size, and in danger of failure due to age and inadequacies of the original design.

Estimated Cost:

Fiscal Year: 2,020  
Federal: \$0  
State: \$287,565  
Local: \$15,135  
Other:

Total: 100%

Matching Funds Available?: 15,135.00

Airport Sponsor Comments:

Design complete

TAD Comments:

**TDOT USE ONLY**  
**Staff Recommended:**

Approved:

Rejected:

Moved:

PSR Signature: 

Date: 6/17/2020

TAC Signature: 

Date: 6/17/2020

<b>GRANT BUDGET</b>				
<b>City of Collegedale: Replace Culvert Under Runways</b>			<b>AERO-21-103-01</b>	
<b>The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period: BEGIN: 07/17/2020</b>			<b>END: 07/16/2021</b>	
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH</b>	<b>TOTAL PROJECT</b>
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$308,370.00	\$16,230.00	\$324,600.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>\$308,370.00</b>	<b>\$16,230.00</b>	<b>\$324,600.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>.

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**ATTACHMENT  
TWO PAGE TWO**

**GRANT BUDGET LINE-ITEM DETAIL:**

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Replace Culvert Under Runways	\$324,600.00
<b>TOTAL</b>	<b>\$324,600.00</b>

Matched TAD Project # 33-555-0734-21

Project Breakdown:

TX00278864	\$287,565.00	95% State
	<u>\$ 15,135.00</u>	<u>5% Local</u>
	\$302,700.00	100%

Amendment 1:

TX00278864	\$ 20,805.00	95% State
	<u>\$ 1,095.00</u>	<u>5% Local</u>
	\$ 21,900.00	100%

Grant Total: \$324,600.00

## City of Collegedale Telecommuting Policy

### Definition

Telecommuting is an arrangement by which an employee works remotely on a temporary basis when offices are closed due to inclement weather, state of emergencies, disasters, etc.

### Purpose

This policy establishes guidelines for telecommuting for The City of Collegedale and their employees. It is used to select and manage employees approved to telecommute on a limited basis.

### Scope

This policy covers approved temporary remote working. Telecommuting is not suitable for all employees and/or positions at the City.

While telecommuting, employees are bound by all applicable City of Collegedale personnel rules and regulations, as well as applicable City and State laws and regulations. Only office duties should be performed and employees must refrain from conducting personal business.

Employees are required to report to work as usual via remotely. The employee's supervisor will act as the primary contact. Employees are responsible for maintaining regular contact with their supervisor, keeping each other informed of any developments that occur during the workday.

If you are unable to work, you must request and be approved for leave. If you become sick while teleworking and your illness prevents you from working, you may use sick leave. If you become sick but wish to work, you may continue to do so while teleworking to the extent you are able.

This Agreement requires you to:

1. Be accessible via telephone, teleconferencing, and/or e-mail.
2. Regularly check voicemail and timely respond to messages and e-mails while teleworking.
3. Maintain the security of confidential or sensitive information and protect department/office records from unauthorized disclosure.
4. Submit time spent teleworking at the end of each week.

The ability to work via telecommuting is a privilege, and the City reserves the right to deny, limit, or revoke this privilege at the City's discretion.

### Criteria for Eligibility

The City strives to provide equal opportunities for all employees and working situations.

The City Manager, Human Resources and the appropriate supervisor will review all employee requests to telecommute using the following criteria:

- Is the employee a good candidate for telecommuting? Does he/she possess the following characteristics?
  - Dependable
  - Trustworthy
  - Self-motivated
  - Proven performance
  - Proven need
- Can the duties of the position be successfully fulfilled through telecommuting? Does the position have:
  - Measurable work activities
  - Little need for face-to-face interaction with co-workers and/or the public
  - Duties can be performed alone and away from a worksite

- Equipment needed is limited and can be easily stored at the off-site location
- Are there extenuating circumstances for the request to telecommute? Examples would be:
  - Certain states of emergency (i.e. pandemic or other temporarily unsafe conditions)
  - Reasonable accommodations under the Americans with Disabilities Act (ADA)
  - Other valid personal needs that prevent in-person office attendance may be considered on a case-by-case basis
- Employees not considered eligible:
  - Employees not meeting performance standards
  - Any Position as determined by the City Manager

### **Off-site Work Areas**

The City has a legal responsibility to provide liability and workers' compensation coverage to its employees. The City is responsible only for injuries, illnesses and damages that result directly from official job duties. The City accepts no responsibility for employee personal property.

### **Off-site Security**

- Confidentiality and highly sensitive information may not disclose or share with anyone outside of the City government. Each employee is responsible to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of telecommuting privileges and could result in disciplinary action.
- Employees are not allowed to use off-site work areas, such as, restaurants, coffee shops, etc.
- Secure internet connections are required. All employees who work off-site are obligated to provide secure network connections and should not use unsecured Wi-Fi and hotspots.
- Data will be stored on the City user drive or server for back up purposes. Data should not be store on 'C' drive of employee laptop.
- Laptops should be secured nightly or anytime leaving the remote site.

### **Expenses**

- The City will provide a laptop to the approved telecommuting employees.
- The City may provide a locking laptop secure cable.
- The City will not provide or reimburse Wi-Fi charges to any employee for telecommuting.
- The City will not authorize additional expenses for telecommuting unless for ADA compliance.
- Any request for additional expenses would need to be submitted to supervisor to get approved by management.
- The City will evaluate individual requests as needed.

### **Equipment**

Employees approved for telecommuting will be provided a laptop required to perform their duties. The City may, in limited circumstances, authorize additional equipment in order to work remotely. It must be kept in mind that:

- All equipment purchased by the City remains the property of the City.
- All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by providers approved by the City.
- Software provided by the City is to be used only for its intended purpose and should not be duplicated.
- Any equipment provided by the City for off-site use is intended for legitimate City business only.
- All hardware and software should be secured against unauthorized access.



## Telecommuting Policy Agreement

I acknowledge that I have received, read, and understand the Telecommuting Policy of the City of Collegedale. I agree to follow the guidelines of the policy, to protect Collegedale's equipment and information, and to perform the responsibilities of my position, as determined by my supervisor. Revocation of telework privileges may occur at the sole discretion of the City Manager and/or supervisor if an employee fails to comply with the Telecommuting Policy or this Agreement. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

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Employee Signature

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Date

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Supervisor Signature

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Date