

**MINUTES  
MONTEAGLE CITY COUNCIL  
SEPTEMBER 26, 2022  
6:00 PM**

**PRESENT:                   MAYOR, MARILYN RODMAN  
                                  JESSICA FAVALORO  
                                  NATE WILSON  
                                  ALVIN POWELL  
                                  DORRAINE PARMLEY**

**The Monteagle City Council meeting was called to order at 6:00 pm by Mayor Rodman. After the prayer and the pledge of allegiance Alderman Parmley made a motion to approve the minutes of the Public Hearing and City Council August 29, 2022. Alderman Favaloro seconded the motion and it passed 5/0.**

**POLICE DEPARTMENT**

**Chief Jared Nunley reported that the computers are being changed over at the police department. There is an open investigation and that other cities are being hit hard with theft.**

**FIRE DEPARTMENT**

**Chief Travis Lawyer reported they had 23 calls, used 15,000 gallons of water and had 2 insurance claims. The hose has been ordered for Engine 2. They are working on the hydrant painting.**

**MINUTES  
CITY COUNCIL  
SEPT. 26, 2022  
Page Two**

**CODES ENFORCEMENT**

**Mr. Lawyer reported 3 vehicle complaints resolved. Two follow-up visits from previous complaints, two residences served door hangers for trash on premises. Several signs were removed and he spoke to the owner of Rocky Top on code violations.**

**UTILITY**

**Mr. Travis Wilson gave a report on the water tank repair that needs to be done. This will have to be paid out of pocket as the grants will not cover the tank repairs. Mayor Rodman read a letter from TDEC about the tanks. He also discussed grants and the I&I problems with Tracy City.**

**CERTIFICATE OF DEPOSIT**

**There was discussion on changing the Certificate of Deposit at Mountain Valley Bank to 36 months at 3.50 interest rate. Alderman Parmley made a motion to change the CD to 36 months. Alderman Favaloro seconded the motion and it passed 5/0.**

**There was discussion to move an account at Citizens Tri-County bank into a CD. There will be a special meeting on October 18, 2022 to discuss this subject.**

**MINUTES  
CITY COUNCIL  
SEPT. 26, 2022  
Page Three**

**ORDINANCE 13-22**

**Members of the council and department heads met with TAUD on changing rates for service charges and tap fees. TAUD stated that the city is losing income from these charges. There was discussion and this will be discussed at the Special meeting on the 18<sup>th</sup>.**

**STREET DEPARTMENT**

**Mr. Keith Butner reported that the paving is finished on Laurel Lake Drive. The reflectors have been ordered. There was discussion on the size of culverts a residential lot would need.**

**BUILDING INSPECTOR**

**There was discussion on getting a new building inspector. We have one Business Permit application for Monteagle Cabin on Laurel Lake Drive. Mr. & Mrs. Staples own this rental property. Alderman Powell made a motion to approve this business permit. Alderman Wilson seconded the motion and it passed 5/0.**

**OLD BUSINESS**

**ORDINANCE 12-22 SECOND READING FOR TERMS OF OFFICE**

**MINUTES  
CITY COUNCIL  
SEPT. 26, 2022  
Page Four**

**Alderman Wilson made a motion to approve this ordinance on second reading. Alderman Parmley seconded the motion and it passed 5/0.**

**ORDINANCE 14-22 FIRST READING OF THE ADU ORDINANCE**

**There was discussion on this ordinance and this was tabled to the next meeting.**

**PARKS & REC**

**Alderman Favaloro gave a calendar of events.**

**CITIZENS HEARING**

**Mr. Tyson Terrill asked questions about city sewer and where it is available.**

**Ms. Sheila Huddleston asked questions about codes and that a city employee told her to remove here campaign sign from her yard.**


**There being no other business the meeting adjourned at 7:32 pm.**



**MINUTES  
CITY COUNCIL  
SEPT. 26, 2022  
Page Five**

**Respectfully Submitted,**

  
\_\_\_\_\_  
**Mayor, Marilyn Rodman**

  
\_\_\_\_\_  
**City Recorder, Debbie Taylor**

# Town of Monteagle

## Codes Enforcement

*Codes Enforcement Officer- Travis Lawyer*

**Post Office Box 127**

**Monteagle, TN 37356**

**Phone- 931-383-9205**

**Email- [fd.construction@yahoo.com](mailto:fd.construction@yahoo.com)**

Date: August 31, 2022

Re: Resolution on Complaints: 508 Foresite Ave. % Rodney Kilgore

### Phone conversation:

On August 30, 2022, around 09:00AM, I spoke to Mr. Kilgore on the phone regarding the 3 complaint issues being 1. Dead Shrubs / landscaping, 2. Screening / privacy fence being backwards and in wrong area of the screening trees, and 3. The junk / inoperable vehicles on the premises. I was unable to meet in person due to Mr. Kilgore being out of town in Ohio for a meeting on the adjacent property construction project.

Mr. Kilgore was aware of a few of these issues and had told me within 90 days that the property would be changing, and the vehicles would be taken care of, and the screening shrubs and fence was only a temporary solution until the anticipated Petro project began. Mr. Kilgore also stated that Earl had given him direction on the temporary solution for the screening fence and the shrubs and thought they were satisfactory. I explained the concern and he assured within 90 days; construction would begin with new Petro.

Based on the phone conversation with Mr. Kilgore and discussing the issues, I move to pursue the following resolution for these 3 said complaints.

1. The dead shrubs / screening bushes shall be removed/attended to within the new construction phase of the Petro project (or) the dead trees must be removed and replaced within 120 days of August 30, 2022.  
- *Reference- Chapter 7 Articles 703 / 714*
2. The wooden screening fence installed between the screening shrubs and backwards, according to the ordinance, shall be removed/attended to within the new construction phase of the Petro project (or) the said wooden screening fence must be removed and reinstalled according to the detail of the Chapter 7 ordinance within 120 days of August 30, 2022.  
- *Reference- Chapter 7 Article 715*
3. The junk / inoperable vehicles located on the property, which is prohibited per the ordinance, without proper screening, shall be attended within a reasonable timeframe, with visible noted progress within 30 days of August 30, 2022.  
- *Reference- Chapter 5 Article 508, Ordinance No. 17-06*

---

Rodney Kilgore, Property Owner

---

Travis Lawyer, Codes Enforcement Officer

# Monteagle Volunteer Fire Department

*Fire Chief Travis Lawyer*

Post Office Box 127

Monteagle, TN 37356

Phone- 931-383-9205

Email- [fd.construction@yahoo.com](mailto:fd.construction@yahoo.com)

Date: September 26, 2022

From: Travis Lawyer; Fire Chief

Re: Fire Department / Codes Monthly Report

## **Fire Department Report:**

- 23 Calls so far for month of September
  - 1 Structure Fire                      2 MVA
  - 1 Hazmat Incident                    1 Power Line/Animal Incident
  - 2 Landing Zone                        3 Grass/Brush Fires
  - 1 Lift Assist                            7 Tractor Trailer; I-24 Incidents
  - 2 Training Sessions                  1 Hydrant Maintenance Events
  - 2 Tracy City Mutual Aid Requests
  
- Estimated 15,000 Gals of water used
- 2 Insurance Recovery Claims Submitted
- Chief's Tahoe has major mechanical issues; front end, A/C, door locking system, tires
- Still currently waiting for a follow up with date for the ISO, nothing to report
- The hose has been ordered for Engine 2 and is awaiting delivery
- Members continue to work on hydrant painting
- We have hosted a hazmat training for commission and trained 11 of our members along with Sewanee and a few from Pelham

---

## **Codes Enforcement Report:**

- 3 vehicle complaints resolved; 1 removed, 1 tagged and current registration, 1 is for store use
- 2 follow-up visits from previous complaints
- 2 residences were served door hangers due to no contact regarding trash on premises, both have complied and attempted clean-up.
- Several vinyl signs were removed, and contact made to the owners and reviewed the ordinance
- Spoke to the business owner of Rocky Top on a few occasions and discussed 3 topics of violation and discussed resolutions for all within an allotted timeframe. (I will present and cover each topic separately)

Zimbra

rodmanmayor@benlomand.net

---

**Monteagle tanks**

**From :** Amy Francis <Amy.Francis@tn.gov>

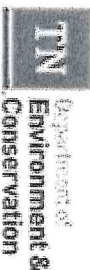
Mon, Sep 26, 2022 10:47 AM

**Subject :** Monteagle tanks

 1 attachment

**To :** rodmanmayor@blomand.net

I appreciate our conversation today to update our office on the repair projects for both of your drinking water storage tanks. We understand that tank 1 behind the fire hall will be repaired first. The TAS order to begin the bidding process for tank 1 will soon be underway. Both tanks have had deficiencies for many years and we are glad they are being addressed. The town will need to repair one tank at a time to have adequate supply for your customers. We understand that it may take some time for the second tank to be completed. Based on our conversation today, it may be Fall of 2025 before the second tank could be addressed. While it will remain a deficiency on your sanitary survey until it is complete, we understand that this is necessary to get both tanks in good working condition. As long as forward progress is happening, this issue alone would not justify any more serious action from our department. We look forward to updates and appreciate your work to bring the Town of Monteagle Water System into compliance. Please let me know if you have any questions or need any other information.



*Amy Pennington Francis*

State of Tennessee – Department of Environment and Conservation  
Division of Water Resources  
1301 Riverfront Parkway, Suite 206  
Chattanooga, Tennessee 37402  
**Direct - 423-839-6227 - NEW**  
Fax – 423-634-6389  
[amy.francis@tn.gov](mailto:amy.francis@tn.gov)

Town of Monteagle  
Water and Sewer Fund  
6 months of expense

As June 30, 2022

Total FY Expenses	\$ 1,893,798.66
Estimated monthly	157,816.56
6 month Estimate	946,899.33

The total expense for 2022 also include the two studies that did not meet the capitalize policy. Therefore, an estimated \$150,000 in expenses that are not a standard or recurring expense that would not be in the CY.

As June 30, 2021 Audited Balances

Total FY Expenses	\$ 1,700,631.41
Estimated monthly	141,719.28
6 month Estimate	850,315.71



From: Stephanie Brandon stephanie@mgroupinc.net  
Subject: Letter to board  
Date: Sep 26, 2022 at 10:31:17 AM  
To: monteagleinfo@benlomand.net, Marilyn Rodman  
rodmanmayor@benlomand.net

Attached is the requested letter to the board.

Sincerely,

**Stephanie Brandon, MPA**  
Audit Manager  
MG Group, PC  
CPA & Consultants  
515 NW Atlantic Street  
Tullahoma, TN 37388  
931-393-3307

Free & Approved  
Cash  
Reserved

*The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer.*

September 26, 2022

Monteagle Board Mayor and Alderman,

If the Town of Monteagle chooses to use the operating checking account (as of August 31, 2022 had a balance of \$2,198,599.67) for the repair of two water tanks estimating cost of \$1,200,000, the Town will still have a balance of around \$1,000,000 in the operating checking account. The cash balance from the operating account has not fluctuated over the last several years: June 30, 2019 - \$2,543,546, June 30, 2020 - \$ 2,589,725, June 30, 2021- \$ 2,108,464 (moved \$500,000 to a higher interest account) and June 30, 2022- 2,096,112. Therefore, looking at historical data as long as there is not a major compromise of the water system I would expect that cash balances would remain steady or slightly increase as it has in the past. I do not see a reason for Town of Monteagle to get in any trouble for noncompliance or any other issue due to use of the operating checking account for these repairs.

When looking at the Water and Sewer Financials it is important to note that the expense for depreciation is a noncash expense. Which means this expense has to be charged against your operating income even though you do use cash to create this expense.

Month  
to  
Month  
→ ←  
• Checking  
Unrestricted  
Restricted  
Capital

Sincerely,

*Stephanie Brandon, MPA*

MG Group, PC

CPA & Consultants

515 NW Atlantic Street

Tullahoma, TN 37388

Zimbra

rodmannmayor@benlomand.net

CD rate

---

**From :** Sandy Yokley <sandyokley@mtvalleybank.com>

Mon, Sep 26, 2022 09:36 AM

**Subject :** CD rate

 1 attachment

**To :** Mayor Rodman <RODMANMAYOR@BENLOMAND.NET>

Good morning Marilyn,

Mountain Valley Bank is happy to match the 3.50 rate for the 36 month Certificate of Deposit, we will also extend the rate for a 60 month Certificate of Deposit.

Current Maturity Date is 12-31-2023

New Maturity Date will be 08-23-2025.

Thank you for your business.

Sandy Yokley

CSR

25 Dixie Lee Ave

PO Box 1329

Monteagle, TN 37356

931-924-0070



Mountain Valley Bank

Member FDIC

This email, and any files transmitted with it, are property of Mountain Valley Bank and/or its affiliates. This information is confidential and intended solely for the use and the individual or entity to whom this email is addressed. If you are not one of the named recipient(s) or otherwise have reason to believe you have received this message in error, please notify the sender at (423) 949-2146 and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

Zimbra

rodmanmayor@benlomand.net

**Re: CD Rate**

---

**From :** John Barker <jbarker@ctcbonline.com>

Mon, Sep 26, 2022 10:28 AM

**Subject :** Re: CD Rate

**To :** rodmanmayor@benlomand.net

Good morning,

Good news is rates have changed and we can now offer 3.5% on anything \$250,000 and greater, 3.25% for anything less than \$250,000.

Thanks

**From:** "John Barker" <jbarker@ctcbonline.com>

**Date:** Tuesday, September 20, 2022 at 4:00:27 PM

**To:** <rodmanmayor@benlomand.net>

**Subject:** Fwd: CD Rate

**From:** "John Barker" <jbarker@ctcbonline.com>

**Date:** Wednesday, September 7, 2022 at 8:46:54 AM

**To:** <rodmanmayor@benlomand.net>

**Subject:** CD Rate

Good morning,

We would pay 3% on 36 months for at least \$250,000.

We appreciate the opportunity

TOWN OF MONTEAGLE TENNESSEE  
ORDINANCE NO. 13-22

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF  
THE WATER RATE CHANGES

BE IT ORDAINED by the Board of Mayor and Alderman of the Town of Monteagle, TN, that  
water rates schedule is hereby amended as follows:

NON-REFUNDABLE SERVICE CHARGE		\$ 200.00
RETURN CHECK FEE		\$ 30.00
SHUT OFF FEE – RECONNECT FEE		\$ 50.00
AFTER HOURS & WEEKEND SHUT OFF FEE – RECONNECT FEE		\$ 100.00
¾ " TAP FEES	Resd -	\$ 1700.00
1" TAP FEES	Resd -	\$ 2000.00
BORE		\$ 1000.00
IRRIGATION TAP		\$ 1000.00

~~COMMERCIAL TAP FEES WILL BE BASED ON COST AT THE TIME OF THE TAP~~

811 MUST BE CALLED AND WE HAVE AT LEAST 20 DAYS TO INSTALL A TAP

- ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO CURRENCY FLUCTUATION, FUEL PRICES AND UNFORESEEN ECONOMIC CIRCUSTANCES.

This Amendment shall take effect on Passage after the Second Reading.

TOWN OF MONTEAGLE, TN

\_\_\_\_\_  
Mayor, Marilyn Rodman

ATTESTED:

\_\_\_\_\_  
Debbie Taylor, City Recorder

Passed on First Reading: \_\_\_\_\_

Passed on Second Reading: \_\_\_\_\_



---

**Certificates of Deposit**

---

**From :** Sandy Yokley <sandyokley@mtnvalleybank.com> Fri, Aug 26, 2022 02:24 PM  
**Subject :** Certificates of Deposit 1 attachment  
**To :** RODMANMAYOR@BENLOMAND.NET

Re: New Cd rates

Cd # 406114— Balance \$1,075,456.42 34 month CD- , current rate .45% yearly earnings approx.. \$4,839.55

New term 36 months at 2.90% apy 2.94% yearly earnings approx.. \$31,188.22 totaling approx. \$93,564.66 for the 3 year term of the CD

There is not an early withdrawal penalty for changing this CD.

CD # 405447—Balance \$189,247.91 12 month CD—current rate 0.10% yearly earnings approx. \$187.24

New term 15 months at 1.50% apy 1.51% earnings for the term approx..\$3369.71

There is not an early withdrawal penalty for changing this CD.

Thnak you Marilyn.

Sandy Yokley  
CSR  
25 Dixie Lee Ave  
PO Box 1329  
Monteagle, TN 37356  
931-924-0070



From: **Stephanie Brandon** stephanie@mgggroupinc.net  
Subject: Letter to board  
Date: Sep 26, 2022 at 10:31:17 AM  
To: monteagleinfo@benlomand.net, Marilyn Rodman  
rodmanmayor@benlomand.net

---

Attached is the requested letter to the board.

Sincerely,

**Stephanie Brandon, MPA**

**Audit Manager  
MG Group, PC  
CPA & Consultants  
515 NW Atlantic Street  
Tullahoma, TN 37388  
[931-393-3307](tel:931-393-3307)**

*The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer.*

**September 26, 2022**

Monteagle Board Mayor and Alderman,

If the Town of Monteagle chooses to use the operating checking account (as of August 31, 2022 had a balance of \$2,198,599.67) for the repair of two water tanks estimating cost of \$1,200,000, the Town will still have a balance of around \$1,000,000 in the operating checking account. The cash balance from the operating account has not fluctuated over the last several years: June 30, 2019 - \$2,543,546, June 30, 2020 - \$ 2,589,725, June 30, 2021- \$ 2,108,464 (moved \$500,000 to a higher interest account) and June 30, 2022- 2,096,112. Therefore, looking at historical data as long as there is not a major compromise of the water system I would expect that cash balances would remain steady or slightly increase as it has in the past. I do not see a reason for Town of Monteagle to get in any trouble for noncompliance or any other issue due to use of the operating checking account for these repairs.

When looking at the Water and Sewer Financials it is important to note that the expense for depreciation is a noncash expense. Which means this expense has to be charged against your operating income even though you do use cash to create this expense.

Sincerely,

*Stephen Lunden, MPA*

MG Group, PC

CPA & Consultants

515 NW Atlantic Street

Tullahoma, TN 37388

**monteagleinfo@benlomand.net**

---

**From:** Stephanie Brandon <stephanie@mgroupinc.net>  
**Sent:** Monday, September 26, 2022 1:49 PM  
**To:** 'monteagleinfo@benlomand.net'; 'Marilyn Rodman'  
**Subject:** WS 6month Expense for FY 2022  
**Attachments:** 6 mos expense for WS.pdf

I did the estimate monthly expense based on the June 30 financials because this is the financial that will have all year-end adjustments and are the most accurate financials. The June 30 are the financials that the Auditor audits, it is the final numbers. The monthly financials that the board receives is an estimate, it does not take into account the capitalization policy, update accrue payroll, vacation, account payable, etc. these are items that are estimate throughout the year and adjusted at year-end to actual balance based on supporting documentation and policy. Therefore, the best way to determine the estimated expense per month is to take an average base on the June 30<sup>th</sup> financials.

In addition, I did an average based on 2021 and 2022 as the explanation on the spreadsheet states in 2022 the Water and Sewer fund did incurred expense of an estimated \$150,000 for two studies that had to recognized as an expense because it did not meet the requirements of the capitalization policy. Therefore, those expenses would be consider nonrecurring.

Sincerely,

***Stephanie Brandon, MPA***

**Audit Manager  
MG Group, PC  
CPA & Consultants  
515 NW Atlantic Street  
Tullahoma, TN 37388  
931-393-3307**

*The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer.*

Town of Monteagle  
Water and Sewer Fund  
6 months of expense

As June 30, 2022

Total FY Expenses	\$ 1,893,798.66
Estimated monthly	157,816.56
6 month Estimate	946,899.33

The total expense for 2022 also include the two studies that did not meet the capitalize policy. Therefore, an estimated \$150,000 in expenses that are not a standard or recurring expense that would not be in the CY.

As June 30, 2021 Audited Balances

Total FY Expenses	\$ 1,700,631.41
Estimated monthly	141,719.28
6 month Estimate	850,315.71



## Summary of Monteagle Regional Planning Commission meeting on Sept 15, 2022

1. There was a motion to recommend the ADU ordinance for approval to the Town Council
2. There was a motion to recommend to the Town Council the Parcel 022G A 015.00 be rezoned from R-1 to C-2
3. Joint IDA-IES Model Lighting Ordinance - further discussion will be on October 4, at the 5:30 workshop of the planning commission.
4. Mr. Wilson, an Alderman on the Town Council, made a recommendation to change an ordinance concerning building permits to add a sentence with a hard date to expire after 6 months if nothing has been done on the building site. Further discussion regarding this possible change will be held on October 4.
5. The next regular meeting of the Monteagle Regional Planning Commission will be held October 4<sup>th</sup>, 2022 at 6:00 P.M. Prior to the regular meeting there will be open workshop at 5:30 P.M. in the Town Hall.

## **MONTEAGLE CITY COUNCIL MEETING**

**September 26, 2022**

### **AGENDA**

- 1. Call to Order (Has the requirements of the Sunshine Law been followed)**
- 2. Prayer**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes (Public Hearing & City Council August 29, 2022)**
- 5. Reports of Committees and Members**
  - a. Police Department**
  - b. Fire Department**
  - c. Parks & Recreation**
  - d. Utility Manager**
  - e. Street Department**
  - f. Building Inspector**
  - g. Codes Enforcement**
  - h. Planning Commission**
  
- 6. OLD BUSINESS**
  - a. Second reading of Ordinance 12-22(Terms of Office)**
  - b.**
  
- 7. NEW BUSINESS**
  - a. First reading of Ordinance 13-22 (water charges)**
  - b. First reading of Ordinance 14-22 ( ADU )**
  - c. Business Permit**
  - d.**
  - e.**
  
- 8. Mayor**  
**Aldermen**
- 9. Citizens Comments**
- 10. Calendar of Events**
  
- 11. Adjournment**

SICK LEAVE AND VACATION HOURS

MONTH: JULY

2022

	ANNIV. DATE	S/L BEG	S/L EARNED	S/L TAKEN	S/L BAL	VAC BEG	VAC EARNED	VAC TAKEN	VAC BAL
WILLIAM RALINE	9/27/2021	12	4	0	16	0	0	0	0
NUNLEY, JARED	12/3/2017	190	6	0	196	160	0	32	128
CHAD LOCKE	1/15/2020	18	6	12	12	44	0	42	2
<del>BURNETT DONNIE</del>	<del>7/14/2022</del>	<del>89</del>	<del>6</del>	<del>0</del>	<del>86</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>
		0	0	0	0	0	0	0	0
MYERS, JUNIOR	5/17/2021	10	4	10	4	24	0	0	24
TAYLOR, DEBBIE	4/22/1985	480	8	0	480	160	0	0	160
TITTLE, KAREN	7/1/2004	65	8	14	59	40	120	0	160
					0				0
GRAVES, TONYA	8/10/2015	25.5	8	9	24.5	0	0	0	0
BLALOCK, J	10/5/2005	31.5	8	4	35.5	65	0	0	65
CONDRA, JOHN	6/6/1983	366.5	8	0	374.5	144	0	0	144
BUTNER, KEITH	6/4/2001	224	8	0	232	160	0	0	160
MILNER, JOHN	7/13/2020	12.5	6	24	0	40	0	6.5	33.5
STEWART, WAYLAN	3/27/2014	332	8	3	337	110	0	6	104
GOBLE, WAYLON	2/8/2016	203	8	0	211	90	0	0	90
ATTERBERRY, M	5/1/2017	12	8	8	12	34	0	0	34
JACKSON, JOEY	1/26/2015	84	8	5.5	86.5	128	0	0	128
NUNLEY JOE	8/11/2015	32	8	8	32	8	0	0	8
NUNLEY STEVEN	4/18/2016	42	8	0	50	0	0	0	0
LEBRON YOKLEY	6/22/2021	-4	4	0	0	32	0	0	32

#####  
#####  
0  
0

SICK LEAVE AND  
VACATION HOURS

MONTH: AUG

2022

	ANNIV. DATE	S/L BEG	S/L EARNED	S/L TAKEN	S/L BAL	VAC BEG	VAC EARNED	VAC TAKEN	VAC BAL
WILLIAM RALINE	9/27/2021	16	4	0	20	0	0	0	0
NUNLEY, JARED	12/3/2017	196	6	0	202	128	0	8	120
CHAD LOCKE	1/15/2020	12	6	24	-6	2	0	2	0
BURNETT DONNIE	7/14/2022	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0
MYERS, JUNIOR	5/17/2021	4	4	0	8	24	0	0	24
TAYLOR, DEBBIE	4/22/1985	480	8	0	480	160	0	40	120
TITTLE, KAREN	7/1/2004	59	8	16	51	160	0	0	160
					0				0
BLALOCK, J	10/5/2005	35.5	8	5.5	38	65	0	0	65
CONDRA, JOHN	6/6/1983	374.5	8	0	382.5	144	0	0	144
BUTNER, KEITH	6/4/2001	232	8	0	240	160	0	0	160
MILNER, JOHN	7/13/2020	0	6	0	0	0	0	0	0
STEWART, WAYLAN	3/27/2014	337	8	0	345	104	0	0	104
GOBLE, WAYLON	2/8/2016	211	8	30	189	90	0	50	40
JACKSON, JOEY	1/26/2015	86.5	8	3.5	91	128	0	0	128
NUNLEY JOE	8/11/2015	32	8	8	32	8	80	0	88
NUNLEY STEVEN	4/18/2016	50	8	0	50	0	0	0	0
LEBRON YOKLEY	6/22/2021	0	4	0	4	32	0	8	24

#####

#####

0

0

For Reporting Year 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Dispatch Calls	0	0	0	0	0	0	0	0	0	0	0	0	0
Incidents	10	9	13	6	7	14	8	9	0	0	0	0	76
Accidents	0	0	0	0	0	1	2	0	0	0	0	0	3
Arrests Cases Total	4	5	8	2	4	8	7	2	0	0	0	0	40
Arrests Male	2	4	5	3	3	6	5	2	0	0	0	0	30
Arrests Female	1	2	2	1	1	4	2	1	0	0	0	0	14
Arrests Juvenile	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	1	0	2	1	0	1	0	0	0	0	0	6
Juvenile Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Reports	6	3	2	6	4	3	3	3	0	0	0	0	30
Traffic Stops	0	0	0	0	0	0	0	0	0	0	0	0	0
Citations Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Warnings Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Protection Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrants Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Business Visits	0	0	0	0	0	0	0	0	0	0	0	0	0
Residential Visits	0	0	0	0	0	0	0	0	0	0	0	0	0
Street Talk	0	0	0	0	0	0	0	0	0	0	0	0	0
Reports Generated	17	13	15	14	12	18	14	12	0	0	0	0	115
Officer Miles Driven	0	0	0	0	0	0	0	0	0	0	0	0	0
Officer Admin Time													



# Monteagle Volunteer Fire Department

*Fire Chief Travis Lawyer*

Post Office Box 127

Monteagle, TN 37356

Phone- 931-383-9205

Email- [fd.construction@yahoo.com](mailto:fd.construction@yahoo.com)

Date: August 29, 2022

From: Travis Lawyer; Fire Chief

Re: Fire Department / Codes Monthly Report

## **Fire Department Report:**

- 11 Calls so far for month of August

1 Structure Fire	1 Trees Down
3 MVA	1 Power Line Down
1 Vehicle / Tractor	2 Tracy City Mutual Aid
1 Landing Zone	1 Pelham Mutual Aid
  
- Estimated 10,000 Gals of water used
- 3 Insurance Recovery Claims Submitted
- Brindlee Mountain has repaired Engine 2 and has the lighting installed and a battery charging issue repaired and ready to go.
- We hosted annual pump testing for Monteagle, Sewanee, Pelham, and Tracy City.
- Engine 1 and Engine 2 were tested. Eng. 1 failed the test about 15 minutes in due to an overheating problem. Engine 2 passed the test and was re-certified.
- Brindlee was called regarding the failed test on Engine 1 and came to service. The tech found a plugged / restricted crossover on the radiator and a bad valve, which he is replacing and then will repeat the pump test
- ISO Inspector has called and will be here within the next few weeks to do an ISO evaluation on the town.
- Engine 2 needs hose, and bids have been received for this project to ensure we are ISO ready. (See 3 attached hose bids)
- Members are working on the hydrant painting. So far, we have about 50 done and accounted for.
- Members have attended 6 separate trainings over the month. 9 members have achieved their state certification for Basic Auto Extrication.
- Firefighter / Paramedic Andrew White has achieved his CPR instructor certification and were working on a training program for the members to work toward certs and recertifications for them as well as community programs in the future.
- Morton Memorial UMC donated a cooking range to the fire department. Thank you for the generosity!

\* Codes Report on Reverse Side \*

---

**Codes Enforcement Report:**

- 3 complaints addressed, still working on 2 regarding abandoned vehicles
- 2 follow-up visits from previous complaints
- Several food truck permits issued
- Reviewed previous complaints and prepared follow-ups for conclusion (On File)

*Report of Planning Commission*  
8/29/22

Today, August 29, 2022 at 12:30 P.M., the Monteagle Regional Planning Commissioners, (Iva Michelle Russell, Richard Black, Janet Miller-Schmidt, Peter Beasley, Ed Provost and Dorraine Parmley) the Monteagle Town Council Alderman (Dorraine Parmley, Jessica Favaloro, Nate Wilson and Alvin Powell) and Mayor Rodman met for a workshop with Anya Shalun from Southeastern Tennessee Planning District to discuss the future of and ordinances regulating ADU's (Accessory Dwelling Units). The group went over a draft set of ordinances line-by-line to understand and determine what Criteria for an ADU in the Monteagle Town Limits would be, what would be determined by the Building Inspector and Monteagle Utility Board and the State. The completed document will be presented to the Planning Commission, which will then be advanced to the Town Council for approval. If approved by the Council, there will be an Accessory Dwelling Unit (ADU) Application on line at the Town website with information regarding ADU's.

Submitted by

*Janet Miller-Schmidt*

Janet Miller-Schmidt,

Secretary of the Town of Monteagle Regional Planning Commission

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO ADD SECTION SECTION 502 AS ACCESSORY DWELLING UNITS, ACCESSORY STRUCTURES, AND USES OF THE ZONING ORDINANCE OF THE TOWN OF MONTEAGLE, TENNESSEE**

**WHEREAS,** the authority granted in Tennessee Code Annotated (TCA), Section 13-7-201, allows for the zoning of territory within a municipality; and

**WHEREAS,** the Monteagle Board of Mayor & Aldermen has implemented zoning districts as provided for in TCA, Section 13-7-202; and

**WHEREAS,** TCA Section 13-7-204 enables a municipality with the authority to amend zoning ordinances and zoning maps; and

**WHEREAS,** in accordance with TCA, Section 13-7-203(A), an advertised public hearing was held prior to the adoption of this zoning ordinance amendment; and

**WHEREAS,** in accordance with TCA, Section 13-7-203(B), the Monteagle Municipal-Regional Planning Commission approved and recommended the zoning amendment herein described to the Monteagle Board of Mayor and Aldermen;

**WHEREAS,** pursuant to the requirements of TCA, Section 13-7-204, the planning commission has recommended amendments to the zoning ordinance, as herein described; and

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor & Aldermen of the Town of Monteagle, Tennessee that the Monteagle Zoning Ordinance be and hereby is amended as shown below:

**Section 1: Amend the language in Section 501 Schedule of Permitted Uses to read as follows:**

RESIDENTIAL USES	C-1	C-2	C-3	I-1	R-1	R-2	R-3	R-4	I-D	Additional Requirements
Apartments and condominiums							●	●	●	
Accessory Dwelling Units	●	●	●		●	●	●	●		
Customary home occupations					●	●	●	●	●	Section 518
Duplexes						●	●	●	●	
Group quarters, dormitories									●	
Mixed-use residential	●									Section 524
Mobile homes, double-wide					●	●	●	●	●	Section 525
Mobile homes, single-wide								●		Section 525
Mobile home parks								●		Section 526
Patio homes							●	●	●	Section 527
Single-family dwellings					●	●	●	●	●	
Temporary dwelling units					●	●	●	●		Section 536
Tiny houses								●		Section 538
Townhouses							●	●	●	Section 539

*Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.*



**Section 2: Add Section 502 and all subsequent sections will be renumbered:**

**502 Accessory Dwelling Units**

Accessory structures and uses shall comply with all applicable general provisions of this zoning ordinance and the requirements of this section. Where there is a conflict with another regulation or dimensional requirement, the standard specified in this section shall control.

The intent of this section is to provide regulations for development of Accessory Dwelling Units (ADUs) in a manner which provides for an efficient use of land and provides small-scale infill on lots with single-family dwellings. The intent is also to provide standards which will foster compatibility with surrounding development and reduce impacts of new ADUs on adjacent properties. ADUs are intended to provide for a larger range of housing options while maintaining residential character of neighborhoods.

- A. General Provisions for ADUs. Applications for an ADU must meet certain conditions. No variances or amendments to the following conditions shall be granted.
  1. The property owner must reside in either the principal structure or the ADU.
  2. Only one ADU is allowed per lot in conjunction with a single-family house. ADUs are not allowed in conjunction with a duplex, multi-family dwelling units, or single-wide mobile homes.
  3. An instrument shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
  4. Only one minor or major home-based business may be conducted as a customary home occupation on a lot that contains an ADU. The business may be located in either the principal structure or the ADU.
- B. Zones. Site Built Accessory Dwelling Units shall be permitted in any zone that allows residential uses on any parcel suitable for a single-family dwelling. ADUs may be permitted as a special exceptions use in commercial zones (C-1, C-2 and C-3) if there is a single-family home already located on property in these commercial districts. ADUs are not allowed in conjunction with duplexes or any other multi-family housing and can only be located on properties with an existing single-family home. Only one (1) ADU is permitted on a single lot in conjunction with one single-family home. Single-wide trailers, RVs, campers, tents, and travel trailers are not approved ADUs.
- C. Height and Area Regulations.
  1. Height: Detached ADUs cannot exceed twenty-four feet or two stories maximum. Attached ADUs must meet existing height restrictions by zone.
  2. Location: Attached ADUs must be incorporated into the main principal dwelling unit or an existing accessory use (such as garage or workshop) in the rear or side yard. Detached ADUs are permitted in the rear and side yards only. ADUs must be located on the same lot as the primary single-family structure.
  3. Size
    - i. Attached ADU: The maximum size of an ADU shall not exceed 30% of the Principal Dwelling Unit or 700 square feet, whichever is less.

- ii. Detached ADU: The maximum size of a detached ADU is 50% of the principal dwelling unit or 700 square feet, whichever is less. Non-enclosed breezeways connecting with the primary residence are considered detached ADUs.
- iii. The Board of Zoning Appeals can grant an exception to the above if an existing building or residence is being modified.

4. Setbacks:

- i. Front: Accessory Dwelling Units are not permitted in the front yard between the Principal Dwelling Unit and the front property line.
  - ii. Side and Rear setbacks must follow the setback requirements for accessory uses as required by zone.
  - iii. Detached ADUs must be a minimum of five (5) feet from the principal dwelling.
5. Lot Coverage: Total lot coverage for the entire lot including the Principal Dwelling Unit and the Accessory Dwelling Unit shall not exceed 30% of the total lot area. The building footprint shall be measured from the outer building wall.

D. Ownership.

1. No more than one Accessory Dwelling Unit shall be permitted on a single lot in conjunction with the Principal Dwelling Unit.
2. The Accessory Dwelling unit shall be owned by the same person as the Principal Dwelling Unit and cannot be subdivided or otherwise separated in ownership such that the ADU is located on a different lot than the principal Dwelling Unit. Under no circumstances shall the property be converted into a horizontal ownership regime (timeshare) or a fee simple condominium.
3. One of the two dwellings on the property shall be owner occupied. With respect to Accessory Dwelling Units, "owner occupancy" means a property owner, as reflected in real property records, who makes his or her legal residence at the site, as evidenced by voter registration, property deed, or similar means and resides at the site more than six months out of any given year. Owner occupancy may also include a named natural person with an ownership or benefit in a private trust. The Building Inspector may waive this requirement for temporary absences of greater than six months for military service, employment sabbatical, or family medical leave qualified absences.

E. Health and safety requirements.

1. Site-built and permanently installed ADUs must meet all standards of the Town of Monteagle including any applicable building codes. Manufactured homes must meet the Uniform Standards Code for Manufactured Homes and Recreational Vehicles Act, Tennessee Modular Building Act, Tennessee Manufactured Home Installation Act, and National Manufactured Housing Construction and Safety Standards Act of 1974, as may be applicable.
2. Plumbing must be connected to an approved subsurface sewage disposal system or public sewer system. Composting toilets, incinerating toilets, and other disposal methods are prohibited.



3. Site-installed features such as stairs, decks, handrails, and landings must meet all code requirements of Monteagle.
- F. Design.
1. Shipping containers, single-wide trailers, recreational vehicles, campers, and travel trailers shall not be permitted as an Accessory Dwelling Unit upon any lot where an Accessory Dwelling Unit is a permitted use. No structure still on wheels shall be a permitted ADU.
  2. The Accessory Dwelling Unit shall be of a similar architectural design, style, appearance and character of the Principal Dwelling Unit on the lot including but not limited to, matching façade color and building materials; roof form and pitch; and windows. Manufactured ADUs must also meet these requirements.
- G. Parking. A minimum of one parking space per dwelling unit must be provided. Any additional parking space(s) required for an accessory dwelling unit may be provided as tandem parking on an existing driveway. Off-street parking shall be permitted in setback areas consistent with the underlying zoning district requirements
- H. Permit Application. Property owners must apply for a permit to build and install an Accessory Dwelling Unit.
1. The application shall require architectural drawings and a dimensional floor plan showing cooking, bath and living areas. The drawings must show the inside and outside of the ADU.
  2. The ADU permit must be issued prior to applying for a building permit.
  3. A deed restriction shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
  4. Prior to the issuance of a permit, a floor plan and/or architectural renderings must be submitted to the building inspector showing the proposed interior and exterior of the ADU.
  5. Verification from the state of Tennessee Department of Environment/Division of Ground Water Protection that the individual on-site wastewater treatment or septic system has the capacity to serve the ADU. If served by sewer, the ADU must have approval from the Monteagle Sewer Department for connection onto the existing sewer tap serving the primary residence on the property. Also, verification that the ADU can adequately be served by water and electric service providers must be provided.
- I. Existing ADUs. Legally created accessory dwellings units established prior to the enactment of these regulations may continue to exist and will be regulated by the conditions under which it was approved.
- J. Abandonment of an ADU. A property owner may choose to abandon an ADU by meeting the following criteria:
1. If attached to the principal residence, then access must be established between the housekeeping units without going outdoors to make the ADU an extension of the existing primary residence.

2. The kitchen facility must be removed from the ADU so that it is no longer a self-sufficient unit.
3. Inspections by the Monteagle Building Inspector will be required to ensure that all regulations are followed.
4. An instrument is recorded in the register's office stating that the ADU no longer exists.

**Section 3: Amend Chapter 13 Definitions to include the following definitions for "Accessory Dwelling Unit, Attached" and "Accessory Dwelling Unit, Detached" in its proper alphabetical location:**

**Accessory Dwelling Unit, Attached.**

A secondary residential unit attached built as part of the principal structure or customary accessory structure such as a detached garage or workshop. Accessory Dwelling Units are 700 square feet or less.

**Accessory Dwelling Unit, Detached.**

A secondary, stand-alone residential unit built on the same lot as a single-family residence. Accessory Dwelling Units are 700 square feet or less.

**Section 4: Add Accessory Dwelling Unit Application to Appendix. See attached document.**

**Section 5: Any Ordinance, Resolution, Motion or parts thereof in conflict herewith are hereby repealed and superseded. If any sentence, clause, phrase or paragraph of this Ordinance is declared to be unconstitutional by any Court of competent jurisdiction; such holding will not affect any other portion of this Ordinance.**

**Section 6: Correct any grammatical or formatting errors as found.**

**NOW, THEREFORE, BE IT FURTHER ORDAINED THAT** this Ordinance shall become effective immediately from and after its date of final passage.

**First Reading:** \_\_\_\_\_

**Final Reading:** \_\_\_\_\_

**Date of Public Hearing:** \_\_\_\_\_

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

**ATTEST:** \_\_\_\_\_  
**Town Recorder**

*Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.*

# Town of Monteagle

P.O. Box 127, Monteagle, TN 37356  
PHONE (931) 924-2265

## ACCESSORY DWELLING UNIT (ADU) APPLICATION

Property Owner:

Property Address:

City

State

Zip

Tennessee

Mailing Address (if different)

City

State

Zip

Phone Number (day)

Phone Number (mobile)

Fax Number

Email:

NOTE: The development standards that must be met to establish an Accessory Dwelling Unit (ADU) are found in the Town of Monteagle Zoning Ordinance. Before completing this application, we recommend that you review these sections and discuss your proposal with the Regional Planner. This Application is intended to be submitted prior to the issuance of a building permit.

### PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

	Tax Map	Group	Parcel	Subdivision Name (if applicable)
1.	Lot Size:	Size of proposed ADU (square feet):	Size of principal residence (excluding garage and utility space) :	
Are there existing detached accessory structures on the property? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please indicate the total square footage of existing detached accessory structures:				
2.	Which method do you plan to use to create the ADU? <input type="checkbox"/> An internal conversion/remodel within an existing, detached single-family dwelling. <input type="checkbox"/> Add new square footage to an existing single-family dwelling. <input type="checkbox"/> Include an ADU within a single-family, detached dwelling at the time of its construction. <input type="checkbox"/> Convert an existing, detached accessory structure. <input type="checkbox"/> Construct a separate, detached ADU on the same lot as the primary dwelling unit.			
3.	Which of the two units will be the designated "owner occupied" unit? <input type="checkbox"/> Principal Dwelling <input type="checkbox"/> Accessory Dwelling Unit			
4.	If the ADU is a new addition or detached building, please provide elevations (drawings) of the ADU with the primary dwelling unit to demonstrate how the ADU matches the design of the existing/principal dwelling with regards to materials, colors, window styles, and roof styles.			

### ADDITIONAL REQUIRED INFORMATION:

5.	<input type="checkbox"/> A dimensioned site plan showing the following features must be provided: <ul style="list-style-type: none"><li>Lot lines</li><li>Building footprints of all existing and proposed structures</li><li>Distances of structures to lot lines</li><li>Driveways</li><li>Fields line and septic areas</li><li>Location of off-street parking in accordance with the Monteagle Zoning Ordinance</li><li>Proposed ADU entrance locations</li></ul>			
<input type="checkbox"/> A dimensioned floor plan showing cooking, bath and living areas.				

NOTE: Compliance with all applicable requirements must be accomplished and maintained in order to construct/establish and occupy an accessory dwelling unit. By pursuing the authorization for an accessory dwelling unit, you are committing to do such.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature

Applicant's Name (Printed)

Date

### STAFF USE ONLY

Approved By:

Date:



**Town of Monteagle**  
P.O. Box 127, Monteagle, TN 37356  
PHONE (931) 924-2265

## **ACCESSORY DWELLING UNITS (ADUs)**

### **INFORMATION AND APPLICATION**

Accessory Dwelling Units are habitable living units added to, created within, or detached from a single-family dwelling. These units contain facilities for living, sleeping, eating, cooking and sanitation.

Monteagle allows ADUs in its residential zones as long as they meet the criteria of the Monteagle Zoning Ordinance. A copy of these regulations are attached. Please refer carefully to the Monteagle ADU criteria and permitting requirements when planning your project.

If the proposed ADU fails to meet the criteria outlined in the Zoning Ordinance, the proposed ADU cannot be established unless approved by the Board of Zoning Appeals.

### **APPLICATION PROCESS**

ADU application is attached. We require that the applicant provide certain information to prove that the proposed ADU meets Monteagle's standards. This will include a notarized and recorded affidavit by which the property owner agrees to adhere to the ADU standards established in the Town of Monteagle Zoning Ordinance, including the requirement that one dwelling unit be owner occupied. The property owner must submit the signed and recorded *Declaration of Covenant for Accessory Dwelling Unit* to Town Hall prior to making application for a Building Permit for the ADU from the Building Inspector. Proof of the recorded Declaration of Covenant must be provided to the Town before the building inspector can issue a certificate of occupancy.

### **BUILDING PERMIT**

Once the ADU permit is approved, the applicant may then apply for a Building Permit. (For more information on the Building Permit process and fees please contact the the Building Inspector.)

**After Recording, Please Return To:**

Town of Monteagle Town Hall  
P.O. Box 127  
Monteagle, TN 37356

**DECLARATION OF COVENANT FOR ACCESSORY DWELLING UNIT**

We, the undersigned, hereby certify that we are the owners of real property located in Monteagle Tennessee, legally described as follows:

{INSERT LEGAL DESCRIPTION OF PROPERTY }

This existing residence on said property is identified by the following address:

{INSERT PROPERTY ADDRESS}

WHEREAS, the Owner(s) desire to construct and maintain an Accessory Dwelling Unit (ADU) on the subject property and the Town desires to ensure that the Accessory Dwelling Unit is built and maintained in accordance with the requirements of the Monteagle Zoning Ordinance;

WHEREAS, the Owner(s), have read and agree to abide by the Accessory Dwelling Unit standards and criteria set forth in the Monteagle Zoning Ordinance;

NOW, THEREFORE, the Owner(s) agree as follows:

In consideration of the issuance by the Town of Monteagle of an Accessory Dwelling Unit (ADU) permit for the creation or construction of one ADU, we, the Owner(s) do covenant and agree to and with Monteagle, pursuant to the Monteagle Zoning Ordinance requirements for ADUs that:

- 1) One of the two dwelling units (either the principal dwelling or ADU) shall be occupied by the owner of the property, as the property owner's principal and permanent residence, for at least six (6) months out of the year;
- 2) and, The accessory dwelling unit (ADU) shall maintain its architectural compatibility with the primary residence.

The Owner(s) further covenant and agree that in the event there is a violation of any of the above conditions, or the standards contained in the Monteagle Zoning Ordinance, the ADU approval shall be revoked, occupancy of the ADU shall immediately cease, and the Owner(s) shall provide for the removal or legal reuse of all improvements added to create the ADU.

In the event that the ownership of this property is to be transferred, the Owner(s) further agree to inform any prospective purchasers of the existence of this agreement and of the need to maintain compliance with the Town of Monteagle's ADU requirements.

This covenant and agreement shall run with the land and shall be binding upon the Owner(s), their successors, and assignees in interest, and shall continue in effect so long as said Accessory Dwelling Unit shall remain, unless otherwise released or revoked by authority of the Monteagle Municipal Planning Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner(s) Signature

Witness my hand and official seal at \_\_\_\_\_, Tennessee, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

Notary Public



August 11, 2022

CERTIFIED MAIL: 70221670000092863201  
RETURN RECEIPT REQUESTED  
And by FIRST CLASS MAIL

TOWN OF MONTEAGLE  
PO BOX 127  
MONTEAGLE, TN 37356-0127

SUBJECT: MONTEAGLE, TN MAIN OFFICE , 37356-9998  
Response Line Call # 2772305 / Problem # 3336386

**NOTIFICATION OF ENFORCEMENT**

Dear TOWN OF MONTEAGLE :

Our office was notified on 05/17/2022 that MONTEAGLE. TN MAIN OFFICE required Urgent repairs. On 05/18/2022 , you were contacted by telephone and informed of the requested maintenance. A notification letter was also forwarded to you on 05/18/2022 by Certified Return Receipt Requested Mail advising you of the needed repairs. The notice specified a completion date of 06/17/2022 . The letter advised you of the actions the Postal Service would take in the event that such repairs were not completed by 06/17/2022 , or you failed to make alternative arrangements with the Postal Service to complete such repairs.

3336386 Urgent New

Problem Description: The outside wall at the dock where the ceiling of the dock and the building meet has some structural damage and the brick and mortar are broken and cracked. The roof to the dock has some damage as well, not sure if there is any structural damage. It is believed to have been Amazon but no one was at the building when this occurred but they are the only truck we receive when no one is in the building. They arrived before the scheduled arrival time of 7:26 and the first employee was here at 6:30. Photos were taken of the outside area that was damaged. A police report has been filed and will be ready to be picked up tomorrow for our records. I called TORTS and they said to submit through this avenue. M-F 7-4, S 7-12

Insofar as you have failed to perform the required repairs by 05/18/2022 . , without making alternative arrangements with the Postal Service, in accordance with the Lease, the USPS will proceed to solicit proposals and award a contract to have the needed repairs completed by a third party. Upon completion of the work, the amount expended by USPS, including, without limitation, administrative costs incurred by the USPS, will be deducted from rents due you under the terms and conditions of the Lease. If you wish to avoid rental deduction, please contact this office to make payment





arrangements. To avoid such rental deduction, you will be required to reimburse the USPS with a lump sum payment for the amount expended by USPS, as referenced above, to complete the required repair.

**You are cautioned to take no action to make the repair at this time as such may result in charges being assessed to you for both your contractor and the contractor hired by the Postal Service.**

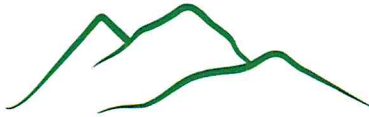
It is unfortunate this action must be taken; however, the USPS must ensure that the subject facility is safe for both customers and employees and remains in good repair and tenantable condition in accordance with the terms and conditions of the Lease.

If you have any questions, feel free to contact me at 602 536 7163 by email at [Tracie.A.Joyce@usps.gov](mailto:Tracie.A.Joyce@usps.gov).

Sincerely,

TRACIE JOYCE  
USPS Lessor Maintenance Division

cc: Mortgagee on file (if applicable)  
Permanent Lease File  
Postmaster/Installation Head



SOUTH CUMBERLAND  
CHAMBER OF COMMERCE

## South Cumberland Chamber of Commerce

16 Dixie Lee Avenue

P. O. Box 353

Monteagle, TN 37356

Phone: 931-924-5353 Fax: 931-924-5354

Web: [www.southcumberlandchamber.com](http://www.southcumberlandchamber.com)

E-Mail: [info@southcumberlandchamber.com](mailto:info@southcumberlandchamber.com)

August 16, 2022


Dear Mayor Rodman,

The Board of the South Cumberland Chamber of Commerce have asked me to send our appreciation to the Town of Monteagle for the assistance and tremendous help given by your employees for our annual Mountain Market for Arts and Crafts.

This year we had additional challenges due to the removal of trees in the park and our sold-out booth requests. It was the largest Mountain Market in several years and therefore we are doubly grateful to the Town. Please pass our thanks to John Condra, Junior, and the maintenance staff behind the scenes for going above and beyond for us this year.

Also noted your help with the Mountain Market dinner..... thanks.

Best wishes from your friends across the hall,



John Payne,  
Executive Director  
South Cumberland Chamber of Commerce.

**MONTEAGLE CITY COUNCIL MEETING**

**August 29, 2022**

**AGENDA**

- 1. Call to Order (Has the requirements of the Sunshine Law been followed)**
- 2. Prayer**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes (City Council July 25, 2022)**
- 5. Reports of Committees and Members**
  - a. Police Department**
  - b. Fire Department**
  - c. Parks & Recreation**
  - d. Utility Manager**
  - e. Street Department**
  - f. Building Inspector**
  - g. Codes Enforcement**
  - h. Planning Commission**
  
- 6. OLD BUSINESS**
  - a. Second reading of Ordinance 11-22 (apartments in C-2)**
  - b.**
  
- 7. NEW BUSINESS**
  - a. First reading of Ordinance 12-22 (Terms of Office)**
  - b. Resolution 04-22 (ARP Grant Program)**
  - c. Resolution 05-22 (ARP Engineering Services)**
  - d. Administrative Services Agreement**
  - e. Resolution 06-22 ( MGT)**
  
- 8. Mayor**  
**Aldermen**
- 9. Citizens Comments**
- 10. Calendar of Events**
  
- 11. Adjournment**

From: Melanie Sain [melaniesain@taud.org](mailto:melaniesain@taud.org)  
Subject: Monteagle - Rate Review  
Date: Aug 15, 2022 at 1:22:25 PM  
To: [monteagleinfo@benlomand.net](mailto:monteagleinfo@benlomand.net)

---

Hi Debbie-

Attached is a draft copy of the rate review for you all to look at. Here is a summary of each page –

1. Page 1-2 - Projected Statement of Revenues and Expenses for the next 3 years.
2. Page 3 – Option 1- rate increase and lower gallons included in minimum bills to 1,500
3. Page 4 – Option 2 – rate increase and KEEP gallons at 2,000 in minimum bills
4. Page 5 – Test Year – our predictions for FY 22-23
5. Page 6-7 – Capital asset plan and depreciation expenses

John Hall and I recommend option 2. While this does not generate as much of an increase in revenue as option 1, this will keep you minimum gallons at 2,000 which was important to you all.

Thanks,  
**Melanie Sain, CMFO**  
**Accounting Specialist**  
**Tennessee Association of Utility Districts (TAUD)**  
**840 Commercial Court**  
**Murfreesboro, Tennessee 37129**  
[melaniesain@taud.org](mailto:melaniesain@taud.org)  
**office: 615-896-9022**  
**mobile: 615-593-2697**



**Monteagle, Tennessee - Projected Statements of Revenues and Expenses and Changes in Net Position**

	Projected 6/30/2023	Projected 6/30/2024	Projected 6/30/2025
<b>Operating Revenues:</b>			
Water Revenue	1,011,623	1,031,855	1,052,493
Late Fees Water	14,810	14,810	14,810
Water Service Calls	8,041	8,041	8,041
Water Tap Fees	45,800	45,800	45,800
Sewer Revenue	665,866	679,183	692,767
Late Fees Sewer	6,295	6,295	6,295
<b>Total Operating Revenues</b>	<b>1,752,435</b>	<b>1,785,985</b>	<b>1,820,206</b>
<b>Operating Expenses:</b>			
Water Transmission & Treatment	250,903	257,176	262,319
Water Maintenance	88,757	90,976	92,795
Sewer Treatment & Disposal	303,561	311,150	317,373
Sewer Maintenance	63,698	65,290	66,596
Shop	106,013	108,663	110,837
Administration	521,579	534,618	545,311
Depreciation	426,627	461,211	474,543
<b>Total Operating Expenses</b>	<b>1,761,138</b>	<b>1,829,085</b>	<b>1,869,774</b>
<b>Operating Income (Loss)</b>	<b>(8,703)</b>	<b>(43,100)</b>	<b>(49,569)</b>
<b>Nonoperating Revenues (Expenses)</b>			
Other Revenue	17,458	17,458	17,458
Interest Income	5,749	5,749	5,749
Interest Expense	(35,846)	(32,498)	(29,088)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>(12,639)</b>	<b>(9,291)</b>	<b>(5,881)</b>
<b>Change in Net Position before Contributed Capital</b>	<b>(21,342)</b>	<b>(52,391)</b>	<b>(55,450)</b>
<b>Revenue Projected from Suggested Rate Increase</b>	<b>53,858</b>	<b>71,811</b>	<b>71,811</b>
<b>Change in Net Position</b>	<b>32,516</b>	<b>19,420</b>	<b>16,361</b>

under  
option #2

**DRAFT**



NOTE: For FY24, we increased expenses 2.5% for inflation, and FY25 2% for inflation. All expenses were increased by these percentages with the exception of depreciation expense and interest expense. Depreciation expense increased with new depreciation from 3-year capital plan. Interest expense is from the amortization schedule.

NOTE: Water revenue and sewer revenue were increased by 2% each year for growth.

**DRAFT**



**OPTION # 1 - TO START 10/1/22**

<b>Estimated Revenue with Rate Increase, drop minimum to 1,500 gallons</b>			
<b>Water - Inside</b>	<b>Rates</b>	<b>Gallons</b>	<b>Revenue</b>
<u>Residential - 599 customers</u>			
0 - 1,500 gallons	\$17.10	8,651,960	\$ 122,915
Over 1,500 gallons	\$9.75 / 1,000	11,789,620	\$ 114,949
		20,441,580	\$ 237,864
<u>Commercial - 146 customers</u>			
0 - 1,500 gallons	\$25.75	1,854,443	\$ 45,114
Over 1,500 gallons	\$12.36 / 1,000	32,195,698	\$ 397,939
		34,050,141	\$ 443,053
<u>Water - Outside</u>			
<u>Residential - 662 customers</u>			
0 - 1,500 gallons	\$22.76	9,100,368	\$ 180,805
Over 1,500 gallons	\$11.85 / 1,000	14,729,822	\$ 174,548
		23,830,190	\$ 355,354
<u>Commercial - 12 customers</u>			
0 - 1,500 gallons	\$34.25	165,426	\$ 4,932
Over 1,500 gallons	\$14.42 / 1,000	3,941,050	\$ 56,830
		4,106,476	\$ 61,762
		<b>TOTAL WATER</b>	<b>\$ 1,098,032</b>
<u>Sewer - Inside</u>			
<u>Residential - 182 customers</u>			
0 - 1,500 gallons	\$21.38	2,575,769	\$ 46,694
Over 1,500 gallons	\$12.25 / 1,000	3,002,652	\$ 36,782
		5,578,421	\$ 83,476
<u>Commercial - 101 customers</u>			
0 - 1,500 gallons	\$32.22	1,429,976	\$ 39,051
Over 1,500 gallons	\$15.45 / 1,000	30,622,381	\$ 473,116
		32,052,357	\$ 512,166
<u>Sewer - Outside</u>			
<u>Residential - 11 customers</u>			
0 - 1,500 gallons	\$33.99	82,640	\$ 4,487
Over 1,500 gallons	\$15.24 / 1,000	95,620	\$ 1,457
		178,260	\$ 5,944
<u>Commercial - 1 customer</u>			
0 - 1,500 gallons	\$51.38	30,400	\$ 618
Over 1,500 gallons	\$21.63 / 1,000	3,676,104	\$ 79,514
		3,706,504	\$ 80,132
Tracy City Sewer	\$1.45 / 1,000	10,125,980	\$ 14,683
		<b>TOTAL SEWER</b>	<b>\$ 696,401</b>
		<b>TOTAL WATER &amp; SEWER</b>	<b>\$ 1,794,433</b>

\$ 126,945  
increase  
\$ 95,209  
9 months

OPTION # 1

DRAFT

**OPTION # 2 - TO START 10/1/22**

**Estimated Revenue with Rate Increase**

<b>Water - Inside</b>	<b>Rates</b>	<b>Gallons</b>	<b>Revenue</b>
<b>Residential - 599 customers</b>			
0 - 2,000 gallons	\$17.10	10,814,950	\$ 122,915
Over 2,000 gallons	\$10.30 / 1,000	9,626,630	\$ 99,154
		20,441,580	\$ 222,069
<b>Commercial - 146 customers</b>			
0 - 2,000 gallons	\$25.75	2,318,054	\$ 45,114
Over 2,000 gallons	\$12.36 / 1,000	31,732,087	\$ 392,209
		34,050,141	\$ 437,323
<b>Water - Outside</b>			
<b>Residential - 662 customers</b>			
0 - 2,000 gallons	\$22.76	11,375,460	\$ 180,805
Over 2,000 gallons	\$12.36 / 1,000	12,454,730	\$ 153,940
		23,830,190	\$ 334,746
<b>Commercial - 12 customers</b>			
0 - 2,000 gallons	\$34.25	206,782	\$ 4,932
Over 2,000 gallons	\$14.42 / 1,000	3,899,694	\$ 56,234
		4,106,476	\$ 61,166
		<b>TOTAL WATER</b>	<b>\$ 1,055,303</b>
<b>Sewer - Inside</b>			
<b>Residential - 182 customers</b>			
0 - 2,000 gallons	\$21.38	3,219,710	\$ 46,694
Over 2,000 gallons	\$12.88 / 1,000	2,358,710	\$ 30,380
		5,578,420	\$ 77,074
<b>Commercial - 101 customers</b>			
0 - 2,000 gallons	\$32.22	1,787,470	\$ 39,051
Over 2,000 gallons	\$15.45 / 1,000	30,264,887	\$ 467,593
		32,052,357	\$ 506,643
<b>Sewer - Outside</b>			
<b>Residential - 11 customers</b>			
0 - 2,000 gallons	\$33.99	103,300	\$ 4,487
Over 2,000 gallons	\$15.24 / 1,000	74,960	\$ 1,142
		178,260	\$ 5,629
<b>Commercial - 1 customer</b>			
0 - 2,000 gallons	\$51.38	38,000	\$ 618
Over 2,000 gallons	\$21.63 / 1,000	3,668,504	\$ 79,350
		3,706,504	\$ 79,967
Tracy City Sewer	\$1.45 / 1,000	10,125,980	\$ 14,683
		<b>TOTAL SEWER</b>	<b>\$ 683,996</b>
		<b>TOTAL WATER &amp; SEWER</b>	<b>\$ 1,739,299</b>

\$ 71,811  
increase  
53,858  
9 months

OPTION #2

DRAFT

**Monteagle, Tennessee - Test Year**

**Water & Sewer Fund**

	District Budget 22-23	Actual		Estimated		Test Year for 22-23	Explanation
		July - Apr	May - June	Estimated FY 21-22	Estimated FY 21-22		
<b>Operating Revenues:</b>							
Water Revenue	992,346	799,280	195,992	995,272	1,011,623	From calculated revenue	
Late Fees Water	14,810	10,534	2,107	12,641	14,810	from budget	
Water Service Calls	8,041	7,050	1,410	8,460	8,041	from budget	
Water Tap Fees	45,800	44,900	8,980	53,880	45,800	from budget	
Sewer Revenue	680,364	568,362	117,370	685,732	665,866	From calculated revenue	
Late Fees Sewer	6,295	4,190	838	5,028	6,295	from budget	
<b>Total Operating Revenues</b>	<b>1,747,656</b>	<b>1,434,316</b>	<b>326,697</b>	<b>1,761,013</b>	<b>1,752,435</b>		
<b>Operating Expenses:</b>							
Water Transmission & Treatment	301,325	209,086	41,817	250,903	250,903	from estimated	
Water Maintenance	79,602	73,964	14,793	88,757	88,757	from estimated	
Sewer Treatment & Disposal	260,058	270,373	54,075	324,448	303,561	from 2021 audit	
Sewer Maintenance	47,811	53,080	10,616	63,696	63,698	from estimated	
Shop	97,195	88,344	17,669	106,013	106,013	from budget	
Administration	521,579	475,509	95,102	570,611	521,579	from budget	
Depreciation	429,700	328,163	65,633	393,796	407,044	from prior year plus new	
<b>Total Operating Expenses</b>	<b>1,737,270</b>	<b>1,498,519</b>	<b>299,704</b>	<b>1,798,223</b>	<b>1,741,555</b>		
<b>Operating Income (Loss)</b>	<b>10,386</b>	<b>(64,203)</b>	<b>26,993</b>	<b>(37,210)</b>	<b>10,880</b>		
<b>Nonoperating Revenues (Expenses)</b>							
Other Revenue	18,412	14,548	2,910	17,458	17,458	from estimated	
Interest Income	8,000	4,791	958	5,749	5,749	from estimated	
Interest Expense	(32,499)	(52,321)	(10,464)	(62,785)	(35,846)	from amortization schedules	
<b>Total Nonoperating Revenues (Expenses)</b>	<b>(6,087)</b>	<b>(32,982)</b>	<b>(6,596)</b>	<b>(39,578)</b>	<b>(12,639)</b>		
<b>Change in Net Position before Contributed Capital</b>	<b>4,299</b>	<b>(97,185)</b>	<b>20,397</b>	<b>(76,788)</b>	<b>(1,759)</b>		
<b>Capital Contributions &amp; Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Change in Net Position</b>	<b>4,299</b>	<b>(97,185)</b>	<b>20,397</b>	<b>(76,788)</b>	<b>(1,759)</b>		

**DRAFT**

**Monteagle, Tennessee**  
**Current Year plus 3 Year Capital Asset Plan**

	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025</u>
Water Tank	-	-	600,000	-
Lines	-	250,000	250,000	-
I & I	-	133,333	133,333	133,334
RW Contractors	61,185	-	-	-
Aqua Aerobic System	52,785	-	-	-
Mapping	50,289	-	-	-
<b>Total</b>	<b>164,259</b>	<b>383,333</b>	<b>983,333</b>	<b>133,334</b>
Cumulative Depreciation	9,595	19,583	54,167	67,500
<b>Total Capital Outlay &amp; Depreciation</b>	<b>173,854</b>	<b>402,917</b>	<b>1,037,500</b>	<b>200,834</b>
<b>Source of Funds</b>				
Loans	-	-	-	-
Grants	-	383,333	983,333	133,334
Cash	164,259	-	-	-
<b>Total Funding Sources</b>	<b>164,259</b>	<b>383,333</b>	<b>983,333</b>	<b>133,334</b>

<b>Depreciation Expense 6/30/22</b>	Cost	Life	Dep Exp
RW Contractors	61,185	20	3,059
Aqua Aerobic System	52,785	10	5,279
Mapping	50,289	40	1,257
	<u>164,259</u>		<u>9,595</u>

<b>Depreciation Expense 6/30/23</b>	Cost	Life	Dep Exp
Lines	250,000	40	6,250
I & I	133,333	10	13,333
	<u>383,333</u>		<u>19,583</u>

DRAFT



<u>Depreciation Expense 6/30/24</u>	Cost	Life	Dep Exp
Water Tank	600,000	40	15,000
Lines	250,000	40	6,250
I & I	<u>133,333</u>	10	<u>13,333</u>
	<u>983,333</u>		<u>34,583</u>

54,167  
cumulative

<u>Depreciation Expense 6/30/25</u>	Cost	Life	Dep Exp
I & I	<u>133,334</u>	10	<u>13,333</u>
	<u>133,334</u>		<u>13,333</u>

67,500  
cumulative

**DRAFT**

<u>Depreciation Expense 6/30/24</u>	Cost	Life	Dep Exp
Water Tank	600,000	40	15,000
Lines	250,000	40	6,250
I & I	133,333	10	13,333
	<u>983,333</u>		<u>34,583</u>

54,167  
cumulative

<u>Depreciation Expense 6/30/25</u>	Cost	Life	Dep Exp
I & I	133,334	10	13,333
	<u>133,334</u>		<u>13,333</u>

67,500  
cumulative

**DRAFT**