



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

**Monday, December 3, 2018, 4:30 p.m.
City Hall, 225 W. Center St., Courtroom, 2nd Floor**

Board of Mayor and Aldermen

Mayor John Clark, Presiding
Vice Mayor Mike McIntire
Alderman Jennifer Adler
Alderman Joe Begley

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

Leadership Team

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager for Operations
J. Michael Billingsley, City Attorney
Jim Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief

Scott Boyd, Fire Chief
Lynn Tully, Development Services Director
George DeCroes, Human Resources Director
Heather Cook, Marketing and Public Relations Director

1. Call to Order
2. Roll Call
3. Ballard Health Discussion
4. Review of Items on December 4, 2018 Business Meeting Agenda
5. Adjourn

Next Work Session, Dec. 17: Keep KPT Beautiful, KPT Theatre Guild, Neighborhood Commission, Inventor Center

Citizens wishing to comment on agenda items please come to the podium and state your name and address. Please limit your comments to five minutes. Thank you.

City of Kingsport

Project Status in Pictures



1 West Lynn Garden Paving

All paving in this area is complete, with the exception of laying permanent traffic markings on some roads.

2 Contracted Paving Project

Ridgefields section is nearly complete, with Fort Robinson and Rivermont sections left to finish.

3 KATS Transit Center

The parking lot has been laid with asphalt binder and work continues on the exterior masonry and roofing.

4 Indian Trail Drive

Installation of storm drain structure happens Thursday night, with paving and concrete work to follow.

5 Carousel Park

The project is 95% complete with only the irrigation system and sod installation remaining. All equipment has been installed.

Status Updates on Active Projects sorted by Cost

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$7,500,000.00	Ryan McReynolds	Thompson, Michael	SR 347 (Rock Springs Road) [State & MTPO funded]	No City Funds	12/31/2020	Preliminary design plans are near completion. A public design meeting is being planned for Fall 2018.
\$6,600,000.00	Niki Ensor	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	WA1700/ SW1700/ SW1603	4/1/2019	10/24/18 - Held 90% plans review. 11/14/18 - Integrator RFQ advertised.
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	10/25/18 - 90% design review meeting.
\$4,186,000.00	Chris McCartt	Melton, Dawn	New KATS Transit Center	GP1718	3/8/2019	Brickwork has started. Asphalt binder has been placed in new employee parking lot.
\$3,867,000.00	Chad Austin	Hank Clabaugh	Border Regions Sewer Extensions		2/17/2020	Ongoing field survey.
\$3,750,000.00	Niki Ensor	Niki Ensor	Chemical Feed Design	WA1403	4/1/2019	90% design complete. Project is on hold until funding becomes available.
\$3,740,000.00	Niki Ensor	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	SW1708	6/1/2019	All easements have been signed.
\$3,300,000.00	Michael Thompson	Thompson, Michael	Indian Trail Drive Extension	GP1615	6/30/2021	Still awaiting RPAI (East Stone Commons Owner) coordination with designer on access needs.
\$1,700,000.00	Michael Thompson	Thompson, Michael	Main Street Rebuild [City & MTPO Funded]	GP1516	4/1/2020	Preliminary plans comments returned from TDOT and addressed. Work continues towards Right of Way Plans submission (70%).
\$1,405,205.65	Public Works	Clabaugh, Hank	2018 Contracted Paving - Area 10: West Lynn Garden		12/8/2018	Asphalt portion of project is complete. Awaiting installation of speed tables and thermo asphalt markings (temperature dependant).
\$1,300,000.00	Chad Austin	Pamela Gilmer	Phase 4 Water Improvements		8/19/2019	Project has advertised. Pre-bid will be held December 4th at 11 A.M. Bid opening will be Dec. 11th at 4 P.M.
\$961,140.00	Michael Thompson	Elsea, Tim	Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to Lynn Garden Drive [95% State Funded 5% City]	GP1725	8/31/2020	Mattern & Craig has received design comments and are addressing/reviewing.
\$940,000.00	Kitty Frazier	Clabaugh, Hank	Kingsport Greenbelt - Eastern Extension - Phase 1 [Fed. Grant & City funded]	GP1529	11/1/2019	ROW certification approved 8/10/2018. Specification updates approved. Awaiting TIP Adjustment approval and then Notice to Proceed for Construction phase.
\$697,475.00	Michael Thompson	Thompson, Michael	Stone Drive - Phase 1 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to American Way [95% State Funded 5% City]	GP1623	12/7/2019	Finalizing design plans based on meeting with Pratts and discussions with TDOT.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$668,835.40	Public Works	Clabaugh, Hank	2018 Contracted Paving - Main Roads: Ridgefields, Ft Robinson, Rivermont		12/8/2018	Paving of Pendragon road and majority of Ridgefields Road is complete. Paving of Rivermont and Fort Robinson remains.
\$577,000.00	Niki Ensor	Sam Chase	Tri-County Tank Replacement Project	WA1705	2/22/2019	Contractor removed concrete forms 11/26. Begin placing stone inside foundation ring 11/27. Eastern Tank to mobilize 12/3.
\$420,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation (2017-C28)	GP1711	12/22/2018	Spillway rehab continues
\$415,000.00	Chad Austin	Chris Alley	SR 93- Fall Branch section (TDOT)		12/31/2020	Project moved to 2019; "B Date" package due 9/26/2018; TDOT Letting Date: December 2018
\$384,689.00		Elsea, Tim	Area 10 Concrete - Phase 1	GP1846/G P1914	2/18/2019	Contractor has been replacing sidewalk panels and working on ADA ramps on Camden Drive and Clearwood Ave.
\$365,167.20	Chad Austin	Hank Clabaugh	Border Regions Area 3 Water Upgrades	WA1806	12/14/2018	Installation of the waterline is nearly complete. Testing, cleanup, seeding, strawing and paving on Snapps Ferry Road remains.
\$352,000.00	Chad Austin	Chris Alley	SR 93- Horse Creek/Derby Drive Section (TDOT)		12/31/2021	Project moved to 2020; "B Date" package due 9/25/2019; TDOT Letting Date: December 2019
\$350,000.00	Rob Cole	Austin, Chad	Bays Mountain Septic System Upgrades	GP1704	4/26/2019	Working on estimate to do some work in-house.
\$288,000.00	Chris McCartt	Hickman, Mike	Carousel Park		12/15/2018	Final surface installation to be finished next week.
\$278,000.00	David Edwards	David Edwards	Bloomington Culvert Replacement		4/1/2019	ARAP received from TDEC. Mattern & Craig finalizing plans for bid.
\$262,770.00	Chris McCart	Melton, Dawn	Lynn View Community Center Site Improvements Phase 2	GP1802	1/7/2019	excavation for footing and slab on new electrical building underway.
\$208,682.50	Tim Elsea	Gilmer, Pamela	Indian Trail Drive at Stone Drive Intersection Improvements	2017-C14	1/18/2019	Contractor scheduled to set new junction box and tie in all storm lines on 11/29 after 9 p.m.
		Jason Starnes	Burwind Ct. Waterline Replacement Project			To TDEC for plan review.
	Niki Ensor	Niki Ensor	SLS Rehab and Replacement	SW1702	3/31/2019	Entered into an agreement with LDA Engineers for design.

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AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

Tuesday, December 4, 2018, 7:00 p.m.
City Hall, 225 W. Center St., Courtroom, 2nd Floor

Board of Mayor and Aldermen

Mayor John Clark, Presiding
Vice Mayor Mike McIntire
Alderman Jennifer Adler
Alderman Joe Begley

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager of Operations
J. Michael Billingsley, City Attorney
James Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief
Scott Boyd, Fire Chief
Lynn Tully, Development Services Director
George DeCroes, Human Resources Director
Heather Cook, Marketing and Public Relations Director

I. CALL TO ORDER

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG – ~~Led by New Vision Youth~~

They are unable to attend.

II.B. INVOCATION – Pastor Tim Owen, North Kingsport Church of God

III. ROLL CALL

IV.A. RECOGNITIONS & PRESENTATIONS

1. Proclamation presented to Dr. Ridgeway (Mayor Clark)
2. Proclamation presented to Dobyns-Bennett High School Competitive Band (Mayor Clark)
3. Certificate of Recognition presented to Kingsport Fire Dept. - Chief Bill Killen, Society for the Preservation & Appreciation of Antique Motor Apparatus in America (Chief Boyd and Steve Hightower)

Addition 12/4/18

IV.B. APPOINTMENTS

1. Appointments to Board of Zoning Appeals (AF: 256-2018) (Mayor Clark)
 - Appointments
2. Appointments to Kingsport Economic Development Board (AF: 262-2018) (Mayor Clark)
 - Appointments

V. APPROVAL OF MINUTES

1. Work Session – November 19, 2018
2. Business Meeting – November 20, 2018

VI. COMMUNITY INTEREST ITEMS

A. PUBLIC HEARINGS

None

COMMENT

Citizens may speak on agenda items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non-personal in nature, and they should be limited to five minutes. A total of thirty minutes is allocated for public comment during this part of the agenda.

B. BUSINESS MATTERS REQUIRING FIRST READING

1. Amend the Fiscal Year 2018-2019 Aquatic Fund Budget for the Addition of One (1) Position within the Aquatic Center Division of the Community Services Department (AF: 269-2018)
 - Ordinance – First Reading
2. Amend FY 2018-2019 General Projects Budget to Appropriate Grant Funds for Kingsport Farmers Market (AF: 270-2018) (Chris McCartt)
 - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Budget Adjustment Ordinance for FY19 (AF: 254-2018) (Jeff Fleming)
 - Ordinance – **Second Reading & Final Adoption**

D. OTHER BUSINESS

1. Approving the Americans with Disabilities Act (ADA) Compliance and Self-Certification Update Letter to the Tennessee Department of Transportation (TDOT) (AF: 261-2018) (George DeCroes)
 - Resolution
2. Enter Into an Agreement with Sterling Project Development for the Purpose of Conducting a Minor League Baseball Stadium Feasibility Study (AF: 264-2018) (Chris McCartt)
 - Resolution

3. Awarding the Bid for the Purchase of Five (5) High Top Passenger Vans (AF: 268-2018) (Ryan McReynolds, Steve Hightower)
 - Resolution
4. Consideration of a Resolution Awarding the Bid for the Purchase of Two (2) 1 Ton 4x4 Crew Cab Pickup Trucks (AF: 271-2018) (Scott Boyd, Steve Hightower)
 - Resolution
5. Amendment to the Agreement Between the City of Kingsport and First Tennessee Bank National Association (AF: 263-2018) (Jim Demming)
 - Resolution
6. Awarding the Bid for the Purchase of Two (2) Single Axle Dump Trucks (AF: 272-2018) (Ryan McReynolds, Steve Hightower)
 - Resolution
7. Consideration of a Resolution Approving, if Needed, an Economic Development Contribution to the Industrial Development Board of Kingsport and Authorizing One or More Agreements Pertaining to the Same (AF: 266-2018) (Chris McCartt)
 - Resolution
8. Enter Into an Agreement with Mattern & Craig Engineering (AF: 267-2018) (Chris McCartt)
 - Resolution
9. Awarding the Bid for the Purchase of Four (4) 19 Passenger Cut Away Style Mini-Buses (AF: 274-2018) (Chris McCartt, Steve Hightower)
 - Resolution
10. Amend a Contractual Agreement with WSP for Transit Center A&E Services (AF: 273-2018) (Chris McCartt)
 - Resolution

VII. CONSENT AGENDA

None

VIII. COMMUNICATIONS

- A. City Manager
- B. Mayor and Board Members
- C. Visitors

Citizens may speak on issue-oriented items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non-personal in nature, and they should be limited to five minutes.

IX. ADJOURN



AGENDA ACTION FORM

Appointments to Board of Zoning Appeals

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-256-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: Committee
Presentation By: Mayor Clark

Recommendation:

Approve appointments.

Executive Summary:

It is recommended to appoint Joe White to fulfill the unexpired term of Anita Campbell for the Board of Zoning Appeals. If approved by the Board of Mayor and Aldermen, Mr. White's term is effective immediately and will expire December 31, 2019.

It is also recommended to reappoint Bill Sumner. If approved by the Board of Mayor and Aldermen, Mr. Sumner's three-year term will expire December 31, 2021.

Attachments:

- 1. Joe White Bio

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Ottermann	—	—	—
Clark	—	—	—

Joseph C. "Joe" White

Joe White is a life-long resident of Northeast Tennessee. He is the son of the late J. Blaine and Mary C. White. Joe and his family, for two generations before him, have been active participants in the development and improvement of our City and the area. Educated in the Kingsport City Schools, he graduated from Dobyns-Bennett High School in 1977 and East Tennessee State University in 1981.

Prior to his Real Estate Career, Joe worked as a Field Representative for the U. S. House of Representatives in the offices of Congressman James H. Quillen for 22 years. "Helping people navigate through government red tape and bureaucracy has been very helpful to me in the Real Estate Industry."

Joe is a lifelong member of Mountain View United Methodist Church, a former long-time member and officer in the Kingsport Jaycees. He is an active worker at the polls as an election official assisting voters during early voting and on election day.

Joe has been active in the real estate industry since 1994. He is a REALTOR® with Town and Country Realty in Kingsport. He has earned the designation of Graduate, REALTOR® Institute (GRI), and the Certified Residential Specialist (CRS) designation from the Council of Residential Specialists.

Joe has consistently been a top producer and award winning agent during his tenure with Town and Country Realty, He is active in both Residential and Commercial real estate and is a member of the National Association of REALTORS® (NAR), the Tennessee Association of REALTORS® (TAR), and the Northeast Tennessee Association of REALTORS® (NETAR).

When taking a break from real estate, Joe enjoys boating, fishing, golf and UT and UNC football.

I am deeply appreciative for the opportunities I have had to promote Kingsport and the area and look forward to continued involvement in the ever evolving improvement of the City.



AGENDA ACTION FORM

Appointments to Kingsport Economic Development Board

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JA*

Action Form No.: AF-262-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: Committee
Presentation By: Mayor Clark

Recommendation:

Approve appointments.

Executive Summary:

It is recommended to appoint Samuel Booher and Stephen LaHair to a six-year term on the Kingsport Economic Development Board. Mr. Booher will be replacing Olan Jones and Mr. LaHair will fill Bill Dudley's vacancy.

It is also recommended to reappoint Julie Bennett and to reappoint Bill Dudley to fulfill the unexpired term of Ken Frolich.

If approved by the Board of Mayor and Aldermen, all appointments will expire December 31, 2023

Attachments:

- 1. Samuel Booher Bio
- 2. Stephen LaHair Bio

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Oltman	—	—	—
Clark	—	—	—

Bio – Sam Booher

Sam Booher is a native of Kingsport and is Associate Counsel for Eastman Credit Union. Sam is a graduate of Samford University and the University of Miami School of Law. He advises ECU on a myriad of legal matters such as real estate, commercial and general corporate law. He also worked in private practice for a number of years where he advised clients in similar matters and represented them before the state courts of Tennessee and the U.S. District Court for the Eastern District of Tennessee.

Outside of the law, Sam has personal experience restoring a number of historical homes and developing downtown commercial and residential properties.

Sam is the current chairman of the Kingsport Regional Planning Commission, outgoing chairman of KOSBE, and a board member of the Boys and Girls Club of Greater Kingsport. He has previously served as the President of the Kingsport Bar Association, Chairman of the Mountain Region Speech and Hearing Center, was a founding board member of PEAK, and continues to volunteer for the local Courts and bar association's pro bono programs.

Sam currently lives in Kingsport with his wife Maggie, daughter Elizabeth, and son Henry.

Stephen La Hair

Stephen LaHair was born in Worcester, MA. He and his wife, Trida, moved to Kingsport in 1993. They have 2 beautiful daughters, Katrina and Olivia. He is the owner of Chef's Pizzeria and KAOS Investments and is a member of First Baptist Church where he serves as a Deacon. Stephen is a charter member and past president of the Kingsport Sunrise Rotary Club; has served on several community boards and leadership roles including Kingsport Chamber of Commerce Executive Committee and Membership Chairman, Fun Fest Chairman, Kingsport Convention and Visitors Bureau Council, Eastman Community Advisory Panel, First Kingsport Credit Union Board, MSHA Sullivan County Board, Greater Kingsport YMCA Board, United Way of Greater Kingsport and the VEP Committee for the City of Kingsport. He is a Leadership Kingsport Class of 2010 alum and a Business Journal 40 under 40 award recipient. Stephen enjoys spending his free time with his family and traveling.

Minutes of the Regular Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Monday, November 19, 2018, 4:30 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor John Clark

Vice-Mayor Mike McIntire

Alderman Jennifer Adler

Alderman Joe Begley

Alderman Betsy Cooper

Alderman Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

James H. Demming, City Recorder

1. **CALL TO ORDER:** 4:30 p.m. by Mayor Clark.
2. **ROLL CALL:** By Deputy City Recorder Angie Marshall.
3. **CAREHERE.** Ben Baker gave a presentaton on the clinic, providing details on the financial savings to the city as well as other statistics that have improved the health of city employees. Vice-Mayor McInitre commented that he was on the board when the idea of the clinic was first presented and it has far exceeded any expectaions that board had.
4. **SYMPHONY OF THE MOUNTAINS.** Melissa Roberts, Executive Director, presented this item, noting the economic impact the symphony has on Kingsport as well as the other benefits it provides the region. She gave details on the financial return on investment to the city, in addition to other non-monetary benefits for the community.
5. **REVIEW OF AGENDA ITEMS ON THE NOVEMBER 20, 2018 REGULAR BUSINESS MEETING AGENDA.** City Manager Fleming and members of staff gave a summary or presentation for each item on the proposed agenda. The following items were discussed at greater length or received specific questions or concerns.

VI.D.1 Bid Award for J. Fred Johnson Stadium Artificial Grass Surface Field Replacement Project to Field Turf USA (AF: 257-2018). David Frye with Kingsport City Schools provided details on this item and answered questions. Alderman Olterman stated the field needed this improvement. Alderman Adler questioned the schools' policy for maintaining other facilities such as elementary school playgrounds. Discussion ensued.

VI.D.2 Approve a Policy Regarding the Disposal of Surplus Real Property (AF: 258-2018). Development Services Director Lynn Tully gave information on this item, pointing out there would be no designated alderman, but would rely on the input of each board member during the one on one meetings with the city manager. Alderman Olterman asked for an update on the Hog Wild property and the old Penney's building downtown. Considerable discussion followed on how to deal with properties that might pose a health hazard to the public.

Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Monday, November 19, 2018

At this time, Mayor Clark asked the board if they had received calls or other feedback from the public regarding the Ballard consolidation and what if any steps could be taken by the board.. Discussion followed.

6. ADJOURN. Seeing no other matters presented for discussion at this work session, Mayor Clark adjourned the meeting at 6:10 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor

Minutes of the Regular Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, November 20, 2018, 7:00 PM
Large Court Room – City Hall

PRESENT: Board of Mayor and Aldermen

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Vice Mayor Mike McIntire

Alderman Jennifer Adler

Alderman Joe Begley

Alderman Betsy Cooper

Alderman Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

James Demming, City Recorder/Chief Financial Officer

I. **CALL TO ORDER:** 7:00 p.m., by Mayor John Clark.

II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Lily Perdue, Dobyys-Bennett Band.

II.B. **INVOCATION:** Pastor Phil Whittemore, Bloomingdale Baptist Church.

III. **ROLL CALL:** By City Recorder Demming. All Present.

IV.A. **RECOGNITIONS AND PRESENTATIONS.**

1. ~~Proclamation Presented to Dobyys-Bennett High School Competitive Band (Mayor Clark).~~ This proclamation is rescheduled for December 4 regular BMA meeting.

IV.B. **APPOINTMENTS/REAPPOINTMENTS.**

1. **Appointments/Reappointment to PETWORKS Board** (AF: 255-2018) (Mayor Clark).

Motion/Second: McIntire/George, to approve:

APPOINTMENT OF MR. JOHN CAMPBELL AND MS. JUDY SMITH TO SERVE A TWO-YEAR TERM ON **PETWORKS BOARD** EFFECTIVE IMMEDIATELY AND EXPIRING ON NOVEMBER 30, 2020 AND REAPPOINTMENT OF MS. CAROL PERKINS TO A THREE-YEAR TERM EXPIRING ON NOVEMBER 30, 2021.

Passed: All present voting “aye.”

V. **APPROVAL OF MINUTES.**

Motion/Second: Cooper/Adler, to approve minutes for the following meetings:

A. November 5, 2018 Regular Work Session

B. November 6, 2018 Regular Business Meeting

Approved: All present voting “aye.”

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, November 20, 2018

VI. COMMUNITY INTEREST ITEMS.

A. PUBLIC HEARINGS. None.

PUBLIC COMMENT. Mayor Clark invited citizens in attendance to speak about any of the remaining agenda items. There being no one coming forward to speak, the Mayor closed the public comment segment.

B. BUSINESS MATTERS REQUIRING FIRST READING.

1. Budget Adjustment Ordinance FY19 (AF: 254-2018) (Jeff Fleming).

Motion/Second: McIntire/George, to pass:

AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting "aye."

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.

1. Budget Adjustment Ordinance FY19 (AF: 229-2018) (Jeff Fleming).

Motion/Second: McIntire/Adler, to pass:

ORDINANCE NO. 6770, AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Clark, Adler, Begley, Cooper, George, McIntire and Olterman voting "aye."

2. Amend the Fiscal Year Budget for the Addition of One (1) Position with the Senior Citizens Center Division of the Community Services Department (AF: 250-2018) (Chris McCartt).

Motion/Second: Olterman/Cooper, to pass:

ORDINANCE NO. 6771, AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET BY ADDING A SENIOR CITIZENS PROGRAM ASSISTANT POSITION FOR THE SENIOR CITIZENS CENTER DIVISION OF COMMUNITY SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Clark, Adler, Begley, Cooper, George, McIntire and Olterman voting "aye."

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, November 20, 2018**

D. OTHER BUSINESS.

1. Bid Award for J. Fred Johnson Stadium Artificial Grass Surface Field Replacement Project to Field Turf USA (AF: 257-2018) (David Frye).

Motion/Second: George/Cooper, to pass:

Resolution No. 2019-072, A RESOLUTION AWARDED THE BID FOR THE J. FRED JOHNSON STADIUM ARTIFICIAL GRASS SURFACE FIELD REPLACEMENT PROJECT TO FIELD TURF USA AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye" except Alderman Adler voting "nay."

2. Approve a Policy Regarding the Disposal of Surplus Real Property (AF: 258-2018) (Lynn Tully).

Motion/Second: Adler/McIntire, to pass:

APPROVE POLICY REGARDING THE DISPOSAL OF SURPLUS REAL PROPERTY

Passed: All present voting "aye."

3. Agreement Renewing Property Insurance for City-Owned Buildings (AF: 259-2018) (Terri Evans).

Motion/Second: McIntire/George, to pass:

Resolution No. 2019-073, A RESOLUTION AUTHORIZING THE RENEWAL OF THE AGREEMENT WITH TRAVELERS INSURANCE FOR CITY OF KINGSPORT PROPERTY INSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

4. Renew Workers Compensation Excess Insurance Coverage through Safety National Insurance Company (AF: 260-2018) (Terri Evans).

Motion/Second: Cooper/Olterman, to pass:

Resolution No. 2019-074, A RESOLUTION APPROVING THE RENEWAL OF THE AGREEMENT WITH SAFETY NATIONAL INSURANCE CORPORATION FOR WORKERS' COMPENSATION REINSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE THE RENEWAL OF THE POLICY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RENEWAL

Passed: All present voting "aye."

VII. CONSENT AGENDA. None.

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, November 20, 2018**

VIII. COMMUNICATIONS.

A. CITY MANAGER.

B. MAYOR AND BOARD MEMBERS. All of the aldermen wished everyone a Happy Thanksgiving. Alderman Adler encouraged everyone to enjoy their family. Vice-Mayor McIntire wished everyone safe travels and encouraged citizens to buy local during the shopping season. Alderman Olterman asked residents to support their local basketball teams. Alderman George promoted some upcoming events including the State of the Chamber breakfast, the Chamber after hours and night Christmas parade and tree lighting. Mayor Clark mentioned the upcoming loft tours. He also stated Kingsport has a lot to be grateful for, noting progress and improvements in the last year.

C. VISITORS. Several citizens made comments regarding the recent Ballad health trauma center and NICU move and asked the board if they could speak to a representative from the health system. These citizens include Dr. Patrick Spivey, Dani Cook, Tim Bradshaw, Tim Sanders and Dr. P.J. Powers. Mayor Clark stated he appreciated the information and input, noting the next step would talking with the city manager to see about moving forward.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 7:45 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor



AGENDA ACTION FORM

Amend the Fiscal Year 2018-2019 Aquatic Fund Budget for the Addition of One (1) Position within the Aquatic Center Division of the Community Services Department

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-269-2018
Work Session: December 3, 2018
First Reading: December 4, 2018

Final Adoption: December 18, 2018
Staff Work By: J. Smith/C. McCartt
Presentation By: Chris McCartt

Recommendation:

Approve the Ordinance.

Executive Summary:

Combining a two (2) part-time Aquatic Supervisor positions into one (1) full-time Aquatic Supervisor position, allows the Aquatic Center to provide:

- Longevity and stability of personnel in the position.
- More supervisory coverage on weekday evenings and weekends, through a full-time City staff member, when full-time management employees are not on site or unavailable.
- Improved Customer Service through increased presence of a full-time employee with the decision making authority.
- More efficiency through the re-assignment of certain tasks and responsibilities.
- Provide for the reduction in total number of positions by one (1).
- Budgetary cost savings of approximately \$ 8,463 annually.

Staff recommends eliminating two (2) part-time positions and adding one (1) full-time Aquatic Supervisor position at paygrade A-33.

Attachments:

1. Ordinance

Funding source appropriate and funds are available: *JF*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE AQUATIC CENTER FUND BUDGET BY ADDING AN AQUATIC SUPERVISOR POSITION FOR THE AQUATIC CENTER DIVISION OF THE COMMUNITY SERVICES DEPARTMENT FOR THE FISCAL YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That the Aquatic Center Fund budget be amended by amending the authorized positions in the Aquatic Center's budget 419-5019 by eliminating two part-time positions and adding a full time Aquatic Supervisor position at a pay grade A-33 for Fiscal Year 2018-2019.

SECTION II. That this ordinance shall take effect from and after the date of its passage, as the law directs, the public welfare of the City of Kingsport, Tennessee requiring it.

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

Passed on 1st reading: _____
Passed on 2nd reading: _____



AGENDA ACTION FORM

Amend FY 2018-2019 General Projects Budget to Appropriate Grant Funds for Kingsport Farmers Market

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-270-2018
Work Session: December 3, 2018
First Reading: December 4, 2018

Final Adoption: December 18, 2018
Staff Work By: Judy Smith / Sid Cox
Presentation By: Chris McCart

Recommendation:
Approve the Ordinance.

Executive Summary:
On October 16, 2018, the BMA approved Resolution# 2019-066, accepting \$1,000 in grant funds awarded to the Kingsport Farmers Market from the Tennessee Department of Agriculture, Farmers Market Promotion and Retail Grant Program. In order to expend these grant funds, it is necessary to formerly appropriate these funds in the General Projects Fund, Project# NC-1906.

Attachments:
1. Ordinance

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS TO THE FARMERS MARKET PROMOTION GRANT PROJECT FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That the General Project-Special Revenue Fund budget be amended by appropriating grant funds received from the Tennessee Department of Agriculture, Farmers Market Promotion and Retail Grant Program in the amount of \$1,000 to the Farmers Market Promotion Grant project (NC1906). The grant will fund radio advertising for the Farmer's Market.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 111: Gen Projects-Special Rev Fund</u>			
<u>Farmers Market Promotion Grant Project</u>			
<u>(NC1906)</u>			
<u>Revenues:</u>			
111-0000-332-6100 TN. Dept. of Agriculture	\$ 0	\$ 1,000	\$ 1,000
Totals:	0	1,000	1,000
<u>Expenditures:</u>			
111-0000-601-2010 Advertising & Publication	\$ 0	\$ 1,000	\$ 1,000
Totals:	0	1,000	1,000

SECTION II. That this Ordinance shall take effect from and after its date of passage, as the law direct, the welfare of the City of Kingsport, Tennessee requiring it.

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING:
PASSED ON 2ND READING:



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY19

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-254-2018
 Work Session: November 19, 2018
 First Reading: November 20, 2018

Final Adoption: December 4, 2018
 Staff Work By: Judy Smith
 Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

The budget adjustment ordinance will transfer funds from several Bays Mountain Projects to provide additional funding for the Sewer project in the amount of \$517,566, Road Improvements in the amount of \$35,167 and Parking Lot Improvements in the amount of \$131,400 for Bays Mountain.

The budget adjustment will also transfer \$100,000 from the Visitors Enhancement fund to the Greenbelt Wayfinding project. It will also transfer \$49,127 to the Signal Pole Upgrades project to complete the Stone Drive and Bloomingdale Roads Signal Pole Upgrade and appropriate \$962,519 received from the Department of Transportation for the Greenbelt East Extension Phase 1 project. The projects that will close are GP1707, GP1711, GP1749, GP1828, GP1837, GP1838, GP1841, GP1842, GP1843, GP1844, GP1910, GP1911, GP1740, GP1840 and GP1917.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Oltman	—	—	—
Clark	—	—	—



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY19

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager 

Action Form No.: AF-254-2018
Work Session: November 19, 2018
First Reading: November 20, 2018

Final Adoption: December 4, 2018
Staff Work By: Judy Smith
Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

The budget adjustment ordinance will transfer funds from several Bays Mountain Projects to provide additional funding for the Sewer project in the amount of \$517,566, Road Improvements in the amount of \$35,167 and Parking Lot Improvements in the amount of \$131,400 for Bays Mountain.

The budget adjustment will also transfer \$100,000 from the Visitors Enhancement fund to the Greenbelt Wayfinding project. It will also transfer \$49,127 to the Signal Pole Upgrades project to complete the Stone Drive and Bloomingdale Roads Signal Pole Upgrade and appropriate \$962,519 received from the Department of Transportation for the Greenbelt East Extension Phase 1 project. The projects that will close are GP1707, GP1711, GP1749, GP1828, GP1837, GP1838, GP1841, GP1842, GP1843, GP1844, GP1910, GP1911, GP1740, GP1840 and GP1917.

Attachments:

- 1. Ordinance

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TO AMEND VARIOUS PROJECTS FOR
THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE
EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That the General Project Fund budgets be amended by transferring \$16,050 from the Bays Mountain Park Improvements project (GP1707), \$73,734 from Bays Mountain Dam Repair (GP1711), \$1,743 from Bays Mountain Carpet (GP1749), \$1,333 from Bays Mountain Park Improvements (GP1828), \$30,311 from Bays Mountain Planetarium Upgrades (GP1837), \$3,508 from Bays Mountain Lower Level Bathroom (GP1838), \$67,511 from Bays Mountain Nature Center Exhibit (GP1839), \$67,100 from Bays Mountain Main Entry Gate (GP1841), \$75,592 from Bays Mountain Nature Center Gateway (GP1842), \$129,100 from Bays Mountain Picnic Shelters (GP1843), \$65,803 from Bays Mountain Wayfinding Signage (GP1844), \$559 from the Bays Mountain Improvement project (GP1906) and \$49,500 from Bays Mountain Nature Center Improvements (GP1845) to the Bays Mountain Septic System (GP1704) in the amount of \$347,767, to the Bays Mountain Road Improvements project (GP1832) in the amount of \$35,167 and to the Bays Mountain Parking Lot Improvements (GP1833) in the amount of \$131,038; and by transferring \$40,916 from Bays Mountain Watershed Deign (GP1910), \$61,374 from Bays Mountain Balcony Improvements (GP1911) to the Bays Mountain Greenbelt Septic System in the amount of \$169,801, by transferring \$100,000 from the Visitors Enhancement Fund to the Greenbelt Wayfinding project (GP1921), \$27,440 from the Sullivan & Clay project (GP1740), \$19,087 from the Traffic Signal Infra/Equip project (GP1840) and \$2,600 from the Signal Cabinet Replacement project (GP1917) and by appropriating grant funds in the amount of \$962,519 received from the Department of Transportation to the Greenbelt East Extension Phase I project (GP1529).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 311: General Project Fund			
Bays Mountain Septic System (GP1704)			
Revenues:	\$	\$	\$
311-0000-368-1054 Series 2016 GO (Nov 4)	191,550	0	191,550
311-0000-368-1055 Series 2017 A GO Pub Imp	53,289	0	53,289
311-0000-368-1056 Series 2018 A GO	0	163,919	163,919
311-0000-368-2101 Premium From Bond Sale	2,435	6,079	8,514
311-0000-391-0100 From General Fund	80,000	347,570	427,570
Totals:	327,274	517,568	844,842

Expenditures:	\$	\$	\$
311-0000-601-2022 Construction Contracts	286,550	503,767	790,317
311-0000-601-2023 Arch/Eng/Landscaping	40,000	10,000	50,000
311-0000-601-4041 Bond Sale Expense	724	3,801	4,525
Totals:	327,274	517,568	844,842

Fund 311: General Project Fund
Bays MTN Park Improvements (GP1707)

Revenues:	\$	\$	\$
311-0000-368-1047 Series 2014 A GO Bonds	273,705	(16,050)	257,655
Totals:	273,705	(16,050)	257,655

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	11,769	(4,416)	7,353
311-0000-601-9003 Improvements	258,836	(11,606)	247,230
311-0000-601-9004 Equipment	3,100	(28)	3,072
Totals:	273,705	(16,050)	257,655

Fund 135: Visitors Enhancement Fund

Expenditures:	\$	\$	\$
135-1015-405-3020 Operating Supplies & Tools	51,533	(50,000)	1,533
135-4890-481-6087 Visitor Enhancement Proj.	50,000	(50,000)	0
135-4804-481-7036 General Project Fund	29,654	100,000	129,654
Totals:	131,187	0	131,187

Fund 311: General Fund
Greenbelt Wayfinding (GP1921)

Revenues:	\$	\$	\$
311-0000-391-6900 From Visitors Enhancement Fund	0	100,000	100,000
Totals:	0	100,000	100,000

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	0	100,000	100,000
Totals:	0	100,000	100,000

Fund 311: General Fund
Bays MTN Dam Repair (GP1711)

Revenues:	\$	\$	\$
311-0000-368-1054 Series 2016 GO (Nov 4)	86,274	0	86,274
311-0000-368-1055 Series 2017 A GO Bonds	561,959	(73,734)	488,225
311-0000-368-2101 Premium From Bond Sale	44,248	0	44,248
Totals:	692,481	(73,734)	618,747

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	237,091	(73,735)	163,356
311-0000-601-4041 Bond Sale Expense	10,191	0	10,191
311-0000-601-3020 Operating Supplies & Tools	445,199	1	445,200
Totals:	692,481	(73,734)	618,747

Fund 311: General Fund
Bays Mountain Carpet (GP1749)

Revenues:	\$	\$	\$
311-0000-391-6900 From Visitors Enhanc. Fund	19,165	(1,743)	17,422
Totals:	19,165	(1,743)	17,422

Expenditures:	\$	\$	\$
311-0000-601-2022 Construction Contracts	19,165	(1,743)	17,422
Totals:	19,165	(1,743)	17,422

Fund 311: General Project Fund
Bays Mountain PK Improvements (GP1828)

Revenues:	\$	\$	\$
311-0000-391-0100 From General Fund	14,654	(1,333)	13,321
Totals:	14,654	(1,333)	13,321

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	14,654	(1,333)	13,321
Totals:	14,654	(1,333)	13,321

Fund 311: General Project Fund
Bays MTN Road Improvements (GP1832)

Revenues:	\$	\$	\$
311-0000-368-1047 Series 2014 A GO Bonds	55,000	0	55,000
311-0000-391-0100 From General Fund	275,000	35,167	310,167
Totals:	330,000	35,167	365,167

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	330,000	35,167	365,167
Totals:	330,000	35,167	365,167

Fund 311: General Project Fund
Bays MTN Parking Lot Imp. (GP1833)

Revenues:	\$	\$	\$
311-0000-368-1047 Series 2014 A GO Bonds	4,119	16,050	20,169
311-0000-368-1054 Series 2016 GO (Nov 4)	14,472	1	14,473
311-0000-368-1055 Series 2017 A GO Bonds	0	104,467	104,467
311-0000-368-1056 Series 2018A GO Bonds	0	362	362
311-0000-391-0100 From General Fund	311,409	8,636	320,045

311-0000-391-6900 From Visitors Enhan. Fund	0	1,884	1,884
Totals:	330,000	131,400	461,400

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	330,000	131,400	461,400
Totals:	330,000	131,400	461,400

Fund 311: General Project Fund
Bays MTN Planetarium Upgrades (GP1837)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017 A GO Bonds	61,040	(27,225)	33,815
311-0000-368-2101 Premium From Bonds Sale	2,790	0	2,790
311-0000-391-0100 From General Fund	2,945	(2,945)	0
311-0000-391-6900 From Visitors Enhanc. Fund	835	(141)	694
Totals:	67,610	(30,311)	37,299

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	830	0	830
311-0000-601-9003 Improvements	66,780	(30,311)	36,469
Totals:	67,610	(30,311)	37,299

Fund 311: General Project Fund
Bays MTN LWR LVL Bathroom (GP1838)

Revenues:	\$	\$	\$
311-0000-368-1047 Series 2014A BO Bonds	12,640	0	12,640
311-0000-368-1055 Series 2017A GO Bonds	68,791	(3,508)	65,283
311-0000-368-2101 Premium From Bond Sale	3,144	0	3,144
Totals:	84,575	(3,508)	81,067

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	4,215	(141)	4,074
311-0000-601-4041 Bond Sale Expense	935	0	935
311-0000-601-9003 Improvements	79,425	(3,367)	76,058
Totals:	84,575	(3,508)	81,067

Fund 311: General Project Fund
Bays MTN Nature CTR Exhibit (GP1839)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	84,294	0	84,294
311-0000-368-1056 Series 2018A GO Bonds	65,094	(65,094)	0
311-0000-368-2101 Premium From Bond Sale	6,269	(2,417)	3,852
311-0000-391-0100 From General Fund	8,700	0	8,700
Totals:	164,357	(67,511)	96,846

Expenditures:

311-0000-601-4041 Bond Sale Expense
311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	2,657	(1,511)	1,146
	161,700	(66,000)	95,700
	164,357	(67,511)	96,846

Fund 311: General Project Fund

Bays MTN Main Entry Gate (GP1841)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	67,100	(67,100)	0
	67,100	(67,100)	0

Expenditures:

311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	67,100	(67,100)	0
	67,100	(67,100)	0

Fund 311: General Project Fund

Bays MTN Nature CTR GTWAY (GP1842)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	75,592	(75,592)	0
	75,592	(75,592)	0

Expenditures:

311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	75,592	(75,592)	0
	75,592	(75,592)	0

Fund 311: General Project Fund

Bays MTN Picnic Shelters(GP1843)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	129,100	(129,100)	0
	129,100	(129,100)	0

Expenditures:

311-0000-601-9003 Improvements

Totals:

\$	\$	\$	
	129,100	(129,100)	0
	129,100	(129,100)	0

Fund 311: General Project Fund

Bays MTN Wayfinding Signage (GP1844)

Revenues:

311-0000-391-0100 From General Fund

Totals:

\$	\$	\$	
	66,000	(65,803)	197
	66,000	(65,803)	197

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	66,000	(65,803)	197
Totals:	66,000	(65,803)	197

Fund 311: General Project Fund
Bays MTN Nature CTR Improvement (GP1845)

Revenues:	\$	\$	\$
311-0000-368-1056 Series 2018A GO Bonds	295,883	0	295,883
311-0000-368-2101 Premium From Bond Sale	10,985	0	10,985
311-0000-391-0100 From General Fund	49,500	(49,500)	0
Totals:	356,368	(49,500)	306,868

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	6,868	0	6,868
311-0000-601-9003 Improvements	349,500	(49,500)	300,000
Totals:	356,368	(49,500)	306,868

Fund 311: General Project Fund
Bays MTN Watershed Design (GP1910)

Revenues:	\$	\$	\$
311-0000-368-1056 Series 2018A GO Bonds	39,451	(39,451)	0
311-0000-368-2101 Premium From Bond Sale	1,465	(1,465)	0
Totals:	40,916	(40,916)	0

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	916	(916)	0
311-0000-601-9003 Improvements	40,000	(40,000)	0
Totals:	40,916	(40,916)	0

Fund 311: General Project Fund
Bays Mountain Planetarium Improv. (GP1906)

Revenues:	\$	\$	\$
311-0000-368-1056 Series 2018A GO Bonds	261,363	(559)	260,804
311-0000-368-2101 Premium From Bond Sale	9,704	0	9,704
Totals:	271,067	(559)	270,508

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	6,067	0	6,067
311-0000-601-9003 Improvements	265,000	(559)	264,441
Totals:	271,067	(559)	270,508

Fund 311: General Project Fund
Bys MTN Balcony Improvement (GP1911)

Revenues:	\$	\$	\$
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311-0000-368-1056	Series 2018A GO Bonds	59,177	(59,177)	0
311-0000-368-2101	Premium From Bond Sale	2,197	(2,197)	0
Totals:		61,374	(61,374)	0

Expenditures:		\$	\$	\$
311-0000-601-4041	Bond Sale Expense	1,374	(1,374)	0
311-0000-601-9003	Improvements	60,000	(60,000)	0
Totals:		61,374	(61,374)	0

**Fund 311: General Project Fund
Greenbelt East Ext. PH. 1 (GP1529)**

Revenues:		\$	\$	\$
311-0000-331-3700	Federal Rev./Dept. of Transportation	0	962,519	962,519
311-0000-364-2000	From Corporations	20,000	0	20,000
311-0000-368-1047	Series 2014 A GO Bonds	10,000	0	10,000
311-0000-368-1051	Series 2015 A (Oct) GO PI	167,360	0	167,360
311-0000-368-1054	Series 2016 GO (Nov 4)	172,654	0	172,654
311-0000-368-2101	Premium From Bond Sale	20,138	0	20,138
311-0000-391-0100	From General Fund	150,000	0	150,000
Totals:		540,152	962,519	1,502,671

Expenditures:		\$	\$	\$
311-0000-601-2023	Arch/Eng/Landscaping	166,000	0	166,000
311-0000-601-4041	Bond Sale Expense	5,152	0	5,152
311-0000-601-9001	Land	150,000	0	150,000
311-0000-601-9003	Improvements	219,000	962,519	1,181,519
Totals:		540,152	962,519	1,502,671

**Fund 311: General Project Fund
Sullivan and Clay Signal (GP1740)**

Revenues:		\$	\$	\$
311-0000-368-1037	Series 2009D (BABS) GO	1,290	18	1,308
311-0000-368-1040	Series 2011 GO PUB IMP	93,845	0	93,845
311-0000-368-1046	Series 2013 B GO PUB IMP	93,757	0	93,757
311-0000-368-1051	Series 2015A (Oct) GO PI	50,000	(27,440)	22,560
311-0000-368-2101	Premium From Bond Sale	13,197	0	13,197
Totals:		252,089	(27,422)	224,667

Expenditures:		\$	\$	\$
311-0000-601-2023	Arch/Eng/Landscaping	12,000	(1,262)	10,738
311-0000-601-4041	Bond Sale Expense	2,089	0	2,089
311-0000-601-9001	Land	10,000	(9,785)	215
311-0000-601-9003	Improvements	228,000	(16,375)	211,625

Totals:	252,089	(27,422)	224,667
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Fund 311: General Project Fund
Traffic Sig Infra/Equip (GP1840)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	100,000	(19,087)	80,913
Totals:	100,000	(19,087)	80,913

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	100,000	(19,087)	80,913
Totals	100,000	(19,087)	80,913

Fund 311: General Project Fund
Signal Capinet Replacement (GP1917)

Revenues:	\$	\$	\$
311-0000-391-0100 From General Fund	70,000	(2,600)	67,400
Totals	70,000	(2,600)	67,400

Expenditures:	\$	\$	\$
311-0000-601-9003 Improvements	70,000	(2,600)	67,400
Totals	70,000	(2,600)	67,400

Fund 311: General Project Fund
Signal Pole Upgrades (GP1808)

Revenues:	\$	\$	\$
311-0000-368-1051 Series 2015A (Oct) GO PI	0	27,440	27,440
311-0000-368-1055 Series 2017A GO Bonds	164,712	19,087	183,799
311-0000-368-2101 Premium on Bond Sale	7,528	0	7,528
311-0000-391-0100 From General Fund	87,000	2,600	89,600
Totals	259,240	49,127	308,367

Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	40,000	0	40,000
311-0000-601-4041 Bond Sale Expense	2,240	0	2,240
311-0000-601-9003 Improvements	217,000	49,127	266,127
Totals	259,240	49,127	308,367

SECTION II. That this Ordinance shall take effect from and after its date of passage, as the law direct, the welfare of the City of Kingsport, Tennessee requiring it.

 JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING:

PASSED ON 2ND READING:



AGENDA ACTION FORM

Approving the Americans with Disabilities Act (ADA) Compliance and Self-Certification Update Letter to the Tennessee Department of Transportation (TDOT)

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-261-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: G. DeCroes/ M. Billingsley
Presentation By: George DeCroes

Recommendation:
Approve the Resolution.

Executive Summary:

On November 14, 2016, the city received a letter from Mr. Paul Degges, Deputy Commissioner of the Tennessee Department of Transportation (TDOT), regarding the obligation of every city and county with fifty or more employees to prepare or update an ADA Transition Plan. The city responded with a letter to Deputy Commissioner Degges on October 20, 2017, with that update. TDOT has requested that the city update them yearly on the status of the Plan. This current letter does that. As required by the November 14, 2016, letter, the city must submit a letter to him by December 2018, approved by the board of mayor and aldermen and signed by the mayor, outlining the development of the city's transition plan. The draft of the letter is set out in the attached resolution.

The transition plan must be fully completed by the end of 2019. The city is still on schedule to complete it by that time.

Attachments:
1. Resolution

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE AND SELF-CERTIFICATION UPDATE LETTER TO THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) AND AUTHORIZING THE MAYOR TO EXECUTE THE SAME

WHEREAS, on November 14, 2016, the city received a letter from Mr. Paul Degges, Deputy Commissioner of TDOT, regarding the obligation of every city and county with fifty or more employees to prepare or update an ADA Transition Plan; and

WHEREAS, the plan addresses city facilities, programs, and services to ensure accessibility to all citizens; and

WHEREAS, the letter requires compliance with interim steps and completion of the plan in a certain timeframe or the city will forfeit its TDOT funding; and

WHEREAS, the city must submit an update by December 2018, outlining the development of its transition plan, and the letter must be approved by the board of mayor and aldermen.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That a letter from the mayor to Mr. Paul Degges, Deputy Commissioner of TDOT, is approved, said letter being generally as follows:

Re: Americans with Disabilities Act Compliance and Self-Certification Update

Deputy Commissioner Degges:

This is in response to your letter of November 14, 2016, regarding the need for an updated Transition Plan. Please accept this as the City of Kingsport's update to its October 20, 2017, letter on the status of its ADA Self-Evaluation and Transition Plan (Plan). The current progress is as follows:

- On May 15, 2018, the Community Committee on Accessibility (CCOA) had their first meeting to review the city's goals and objectives as it pertains to the Plan and to advise how the Committee would be utilized. The CCOA has another meeting scheduled for December 3, 2018, to review the Plan as it is currently and to obtain input and comments.
- On July 23, 2018, Kingsport City Schools named Assistant Superintendent, Andy True as ADA Coordinator for the general public and students.
- In October 2018, the city changed the phone number for the ADA Coordinator to (423) 229-9401, ext. 5. The website and all corresponding documentation was updated with this new number.
- The city and its school system, have successfully evaluated its facilities, programs and policies and are currently finalizing its prioritization of facilities for inclusion in the Plan.
- The city currently has an ADA Public Access Survey available on its website until November 29, 2018, to collect data on its sidewalks, programs, and facilities, from the general public. The website for this survey is: <https://www.kingsporttn.gov/government/ada-compliance/ada-transition-plan-survey/>. As of November 19, 2018, the survey was extended until December 15, 2018, to allow for the meeting of the CCOA and for those members to be able to take the survey as well.
- The city's Plan is complete with the exception of two components – the Sidewalk Survey and the update on the prioritization of facility updates. The city expects these items to be completed in 2019.

Upon completion, the Plan will be publicized and community input will be sought.

In response to public input, the ADA Coordinator and team will finalize the Plan. The city has already implemented some updates to its facilities, including updates to its policies and procedures, as it writes the Plan. The final product will show these updates. The city takes this matter seriously and will continue to work to fulfill its obligation.
Thank you for your attention to this matter. Should you have any questions or need any clarification, please do not hesitate to contact me.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, the letter to Deputy Commissioner Degges and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of this resolution.

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the letter that do not substantially alter the material provisions of the letter, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Enter Into an Agreement with Sterling Project Development for the Purpose of Conducting a Minor League Baseball Stadium Feasibility Study

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-264-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: McCart/Billingsley
Presentation By: McCart

Recommendation:
Approve the Resolution.

Executive Summary:

Earlier this year the Board of Mayor and Aldermen requested staff identify and secure a consultant to conduct a feasibility study for the proposed construction of minor league stadium on the former General Shale site. Sterling Project Development is affiliated with the New York Mets and has a tremendous amount of experience working in various size cities on similar projects to what has been proposed, which is a multipurpose facility that would accommodate sports, concerts festivals, etc. The deliverables from this study would provide the BMA with the necessary information to formulate a decision regarding future phases.

Funding for this study, in the amount of \$95,000, would come from the One Kingsport project.

Attachments:

- 1. Resolution
- 2. Supplemental Information

Funding source appropriate and funds are available: *JF*

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT WITH STERLING PROJECT DEVELOPMENT AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, the city would like to conduct a feasibility study for the proposed construction of a minor league baseball stadium on the former General Shale property; and

WHEREAS, Sterling Project Development is affiliated with the New York Mets and has experience working in various size cities on similar projects, which is a multipurpose facility that would accommodate sports, concerts, festivals, and such; and

WHEREAS, the city would like to enter into an agreement with Sterling Project Development for a feasibility study for the proposed construction of a minor league baseball stadium on the former General Shale property in the amount of \$95,000.00; and

WHEREAS, the funding for this is available in GP1821.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That an agreement with Sterling Project Development for a feasibility study for the proposed construction of a minor league baseball stadium on the former General Shale property in the amount of \$95,000.00 is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, the agreement with Sterling Project Development for a feasibility study for the proposed construction of a minor league baseball stadium on the former General Shale property and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution.

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreement that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

STERLING PROJECT DEVELOPMENT



**PROPOSAL FOR THE PROVISION OF
ANALYTICAL / FEASIBILITY SERVICES**

FOR

THE CITY OF KINGSPORT

regarding

A PROPOSED APPALACHIAN LEAGUE BASEBALL STADIUM

November 26, 2018

STERLING PROJECT DEVELOPMENT



November 15, 2018

City of Kingsport
C/O Chris McCartt - Assistant City Manager
225 W Center Street
Kingsport TN 37660

Re: Feasibility Study Proposal - Potential Baseball Stadium - Kingsport, TN

Dear Mr. McCartt:

We would like to thank you for considering Sterling Project Development ("SPD") as The City of Kingsport's Consultant regarding the potential development of an Appalachian League baseball stadium at a client-designated site. We are keenly interested in assisting you on this exciting project and assure you that our uniquely qualified and experienced team is ready and able to help lead that effort.

Moreover, as an affiliated entity of a fully integrated family-owned real estate development firm (Sterling Equities), as well as the New York Mets Baseball Team, SPD is well positioned to provide trusted and proven counsel to its clients on sports development projects such as yours.

We fully understand the depth of the responsibility to be placed upon our shoulders as your project consultant. We stand ready to engender the same elements of leadership and cooperation on your behalf as we have for so many other valued clients.

Our detailed proposal, as well as team credentials and relevant project experience are attached. Should you require further information, please feel free to contact me or Michael Cantor. Thank you again for your consideration.

Very Truly Yours,

Richard Browne

Richard Browne - Partner

Cc: Michael Cantor



STERLING PROJECT DEVELOPMENT

November 15, 2018

City of Kingsport
C/O Assistant City Manager Chris McCartt
225 W Center Street
Kingsport TN 37660

Re: Feasibility Study Proposal - Potential Baseball Stadium - Kingsport, TN

Dear Mr. McCartt:

Per our recent conversation, Sterling Project Development Group, LLC (herein, "the Consultant" or "SPD") proposes to provide project consulting services in support of The City of Kingsport's (herein the "Client") potential development of a 2,500 seat Appalachian League baseball stadium (the "project"). At Client's sole option, the scope of our services shall include the following:

Scope of Work

Provide a comprehensive Feasibility Study addressing the entitlement, design, budget and schedule to construct a 2,500 seat (+/-) Appalachian League baseball stadium at a site to be designated by Client in the City of Kingsport. Elements to be addressed within the Feasibility Study shall include the following:

- Evaluation of Geotech characteristics of the land (City provided info as discussed, if additional study is warranted we can evaluate)
- Evaluation of Environmental characteristics of the land (City provided info as discussed, under the assumption Phase I and Phase II investigations have been completed)
- Entitlement and permitting process for the stadium in consultation with the City.
- Stadium Design Development - Site Analysis (report format with pictures)
- Recommendations for site orientation
- Preliminary concept plans and sketches
- Three high resolution images
- Preliminary project budget
- Preliminary project schedule

FEE PROPOSAL

Lump Sum Fee of \$95,000. Payment shall be made in two equal installments of \$47,500, with the first being payable within 30 days of the commencement of our assignment and the final payment due within 30 days after the issuance of the Feasibility Study.

The proposed Fee includes any and all reasonable and customary out of pocket expenses incurred by our office, including blueprinting (for our own internal use), telephone, messenger and overnight



STERLING PROJECT DEVELOPMENT

delivery services that we initiate, transportation, lodging and parking, etc. Costs for any third-party consultants or sub-consultants to be utilized on this Project are included in this proposal.

TERMINATION

Client may terminate this Agreement at any time upon ten (10) days prior written notice (effective at the end of any calendar month) and payment of any and all of the unpaid Fee due and owing through the effective date of termination. SPD may terminate this Agreement for cause upon 30 days prior written notice. With respect to SPD's right to terminate, "Cause" shall mean (i) Non-payment of the Fee for a period of sixty (60) days or more, (ii) a sale or transfer or change of control of Client as it relates to this Project, (iii) Client's abandonment of the Project, (iv) the repeated failure of Client to respond to SPD.

GOVERNING LAW

The internal laws of the State of New York shall govern this Agreement.

INDEMNITY AND INSURANCE

Client and Consultant hereby indemnify and hold each other harmless from and against any third-party claims caused by the acts or omissions of the other. Client and Consultant hereby expressly agree that the Consultant's liability to the Client for any and all claims, losses, injuries, costs, expenses (including attorney's fees) or damages arising out of, in connection with or related to the Consultant's work on the Project or performance of the services shall be limited to the greater of the amount of the Fee paid to Consultant or the amount of professional liability insurance proceeds paid in connection with such claim. Subject to the limitations set forth above, in the event legal action is brought by either party against the other, the prevailing party shall be reimbursed by the other for the prevailing party's legal expenses, in addition to any sum pursuant to a judgment or settlement. Such legal expenses shall include reasonable attorney's fees, court costs and expert witness fees.

Please confirm your understanding of the foregoing by signing below and returning a copy to our office. In the meantime, should you have any questions or wish to clarify any issues, please do not hesitate to call.

Sincerely,
Richard Browne
Richard Browne
Principal

approved:

Client



STAFFING / BIOS

Richard Browne (Partner) has enjoyed equally successful careers over the past 30 years as a builder, commercial building owner and project consultant. From 1983 to 2001, Mr. Browne primarily worked as an owner / operator of in excess of one million square feet of family-owned real estate properties in Chicago and New York. Mr. Browne was responsible for all aspects of leasing, financing, management, construction and operation at the properties. Mr. Browne then sold the properties to an outside investor in 2001.

In his role as a real estate development manager and advisor, Mr. Browne has been involved in over \$8 billion worth of construction and development projects throughout the United States and Europe. Notable clients include The New York Mets, The Minnesota Twins, Starwood Capital Group, Oak Tree Capital, The Green Bay Packers, Angelo Gordon and Company, The Brooklyn Navy Yard, and many others.

From 2005 through 2010, Mr. Browne served as Owner's Representative to Queens Ballpark Company, L.L.C, which spearheaded the financing, development and construction of Citi Field, the home of the New York Mets. This \$800 million ballpark, which was completed on schedule and under budget, is regarded as one of the premier sports and entertainment facilities in the country.

In 2010, Richard partnered with Sterling Equities to form Sterling Project Development Group, a national construction and development advisory firm that is currently providing project management and advisory services to over 100 clients in over 20 states, the Caribbean and Europe.

Michael Cantor (Project Executive) has a unique educational and professional background that makes him a very valuable member of a project team involved in sports projects located on municipal properties. Mr. Cantor has consulted for a number of professional sports franchises and municipalities with regards to sports facilities, economic and real estate development. Select clients / projects include:

- Detroit Red Wings and their recent \$650 million arena development in Downtown Detroit.
- Willets Point, \$3 billion mixed-use development surrounding Citi Field in Flushing, NY.
- Green Bay Packers regarding real estate development adjacent to Lambeau Field.
- The City of Hamilton (ON), regarding the development of a 30,000 seat (CFL) professional football stadium
- The University of Nevada – Las Vegas regarding the development of a 60,000 seat football and mega events stadium (and ancillary development)



STERLING PROJECT DEVELOPMENT

- **St. Lucie County (FL), and City of Edmonton (Canada) concerning planning, financing, and economic and real estate development around sports facilities.**

Mr. Cantor received his Ph.D. in Sport Management & Urban Planning at the University of Michigan. He holds a Master of Urban Planning in Economic Development from the Taubman College of Architecture & Urban Planning at the University of Michigan, and a Bachelor of Arts from the School of Kinesiology at the University of Michigan.



AGENDA ACTION FORM

Awarding the Bid for the Purchase of Five (5) High Top Passenger Vans

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager *CAF*

Action Form No.: AF-268-2018
 Work Session: December 3, 2018
 First Reading: N/A

Final Adoption: December 4, 2018
 Staff Work By: Committee
 Presentation By: C. McCart/S. Hightower

Recommendation:
 Approve the Resolution.

Executive Summary:

Bids were opened on November 6, 2018 for the purchase of 5 High Top Passenger Vans for use by KATS. The advertisement for the Invitation to Bid was published in the Kingsport Times News on September 30, 2018 and placed on our website for 37 calendar days. It is the recommendation of the committee to accept the apparent low compliant bid from Alliance Bus Group for five (5) Ford Transit X2X:

	\$64,933.00	Unit Cost
less	\$3,600.00	Trade-In Allowance Equipment # 1911
less	\$3,600.00	Trade-In Allowance Equipment # 1912
less	\$3,600.00	Trade-In Allowance Equipment # 1950
less	\$3,600.00	Trade-In Allowance Equipment # 1948
less	\$3,600.00	Trade-In Allowance Equipment # 1949
	<u>\$306,665.00</u>	Total Purchase Price

These units are fleet replacements.

Funding is identified in Project/Account # FTA-029 12359026029006 for 4 units and FTA-039 12359026029006 for 1 unit.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo w/ Photo

Funding source appropriate and funds are available: *CAF*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF FIVE HIGH TOP PASSENGER VANS TO ALLIANCE BUS GROUP AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened November 6, 2018, for the purchase of five (5) high top passenger vans for use by the Kingsport Area Transit Service (KATS); and

WHEREAS, the city will receive \$3,600.00 for a trade-in allowance for vehicle #1911, \$3,600.00 for a trade-in allowance for vehicle #1912, \$3,600.00 for a trade-in allowance for vehicle #1950, \$3,600.00 for a trade-in allowance for vehicle #1948 and a trade-in allowance of \$3,600.00 for vehicle #1949; and

WHEREAS, upon review of the bids, the board finds Alliance Bus Group is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase five (5) 2019 Ford Transit X2X high top passenger vans from Alliance Bus Group, at a total purchase cost of \$306,665.00, which includes the deduction of the \$18,000.00 trade-in allowances; and

WHEREAS, funding is identified in account # FTA-029 12359026029006 for 4 units and FTA-039 12359026029006 for 1 unit.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the purchase of five (5) 2019 Ford Transit X2X high top passenger vans at a total purchase cost of \$306,665.00, which includes the deduction of the \$18,000.00 trade-in allowance is awarded to Alliance Bus Group, and the city manager is authorized to execute a purchase order for same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
 BID OPENING
 November 6, 2018
 4:00 P.M.

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager; and Cindy Fleming, KATS Transit Forman

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

HIGHTOP PASSENGER VANS				
Vendor:	Mid-South Bus Center, Inc.	Alliance Bus Group	Prime Time Specialty Vehicles	Central States Bus Sales, Inc.
Quantity:	5	5	5	5
Base Bid:	N/A	\$64,933.00	\$69,618.58	\$69,096.00
Trade-In #1911:	N/A	\$ 3,600.00	\$ 5,500.00	\$ 2,000.00
Trade-In #1912:	N/A	\$ 3,600.00	\$ 5,500.00	\$ 2,000.00
Trade-In #1950:	N/A	\$ 3,600.00	\$ 6,500.00	\$ 3,000.00
Trade-In #1948:	N/A	\$ 3,600.00	\$ 6,500.00	\$ 3,000.00
Trade-In #1949:	N/A	\$ 3,600.00	\$ 6,500.00	\$ 3,000.00
Option to Purchase Future Mini-Buses within 24 Months:	N/A	\$65,833.00	\$69,618.58 (2019 MY)	Left Blank
Future Trade-In #1914:	N/A	\$ 3,600.00	\$ 6,000.00	Left Blank
Make/Model:	N/A	Ford Transit X2X	2019 Ford Transit T350 X2C Passenger Wagon Prime-Time SV Model Med-Transit Pro	Ford Transit 350 High Roof
Delivery Time:	N/A	180 Business Days	180 Business Days	120 Business Days
Comments:	No Bid. Unable to consider – forms not signed and required forms not included.	N/A	N/A	N/A

The submitted bids will be evaluated and a recommendation made at a later date.



FLEET MAINTENANCE DEPARTMENT

City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Chris Campbell, Transit Manager
 Steve Hightower, Fleet Manager
Date: November 26, 2018
Re: High Top Passenger Van - Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor for use by the Transit Department. It is further recommend to accept the trade in offering for units 1911,1912,1948,1949 and 1950. Accepting the trade offering will make a final price of \$61,333 per unit or 1.5% above vans purchased in 2016.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	5	Ford Transit X2X	Alliance Bus Group	14 City/ 19 Hwy

Low Compliant Bidder

Alliance Bus Group was compliant in all major aspects of the minimum specification requirements for the High Top Vans(s) specified.

These units will be Transit Department Replacements.

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery is approximately mid-May (180 days from award notification) with 15 days to correct inspection deficiencies and a \$50 dollar a day penalty assessed.

The bid offerings were reviewed with the Transit Department’s Manager, Chris Campbell, who is agreement with this recommendation. A confirming email of agreement is attached below.

Fuel Economy Improvement

55%

A 55% fuel economy improvement is expected to be realized with the newer van engine type.

Trade In(s)

1. Trade in(s):

- a. 1911 - 2009 Ford Braun Paratransit Van – Age: 9 Years – 8.6 MPG - Trade Offering: \$3,600
- b. 1912 - 2009 Ford Braun Paratransit Van – Age: 9 Years – 8.8 MPG - Trade Offering: \$3,600
- c. 1948 - 2010 New England High Van – Age: 8 Years – 8.3 MPG - Trade Offering: \$3,600
- d. 1949 - 2010 New England High Van – Age: 8 Years – 8.3 MPG - Trade Offering: \$3,600
- e. 1950 - 2010 New England High Van – Age: 8 Years – 7.9 MPG - Trade Offering: \$3,600

Origin/ Dealer Information

625 West Industry Drive

Kingsport, TN 37660

(423) 229-9446

Kingsport – The Best Place to Be

1. New Unit(s) Chassis Origin of Manufacture:

- a. Chassis – Kansas City, Missouri
 - i. 72.3 % Domestic/ 27.7 % Foreign Materials

2. Van Body Up-fitter:

- a. Mobility Transportation – Canton, MI.

3. New Unit(s) Dealer:

- a. Alliance Bus Group – College Park, GA.

Should you have any questions about this recommendation, please do not hesitate to contact us.

Thank you.



Picture is for demonstration purposes only and does not reflect the actual unit(s) being purchased.

From: Campbell, Chris
Sent: Friday, November 16, 2018 2:18 PM
To: Hightower, Steve <SteveHightower@KingsportTN.gov>
Subject: Van bid

Steve,

After meeting with you to discuss the van bids please move forward with accepting Alliance Bus Group's bid. If at all possible let's get this on the BMA's next meeting.

Thank you,

Chris Campbell, AICP
Public Transportation Manager
Kingsport Area Transit Service
[109 Clay Street Kingsport, TN 37660](mailto:ChrisCampbell@KingsportTn.gov)
[423.224.2857](tel:423.224.2857)
ChrisCampbell@KingsportTn.gov
www.KingsportTransit.org



AGENDA ACTION FORM

Consideration of a Resolution Awarding the Bid for the Purchase of Two (2) 1 Ton 4x4 Crew Cab Pickup Trucks

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-271-2018
 Work Session: December 3, 2018
 First Reading: N/A

Final Adoption: December 4, 2018
 Staff Work By: Committee
 Presentation By: S. Boyd/S. Hightower

Recommendation:
 Approve the Resolution.

Executive Summary:

Bids were opened on November 14, 2018 for the purchase of Two (2) 1 Ton 4x4 Crew Cab Pickup Trucks for use by the Fire Department. The advertisement for the Invitation to Bid was published in the Kingsport Times News on October 28, 2018 and placed on our website for 17 calendar days. It is the recommendation of the committee to accept the low compliant bid from Worldwide Ford Sales for two (2) 2019 F350 Crew Cab 4x4 Pickup Trucks:

	\$35,917.00	Unit Cost
less	\$3,800.00	Trade-In Allowance Equipment # 1536
less	<u>\$4,500.00</u>	Trade-In Allowance Equipment # 1869
	\$63,534.00	Total Purchase Price

These units are fleet replacements.

Funding is identified in Project/Account # 51150085019010.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo w/ Photo

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Oltzman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF TWO 4X4 CREW CAB ONE TON PICKUP TRUCKS TO WORLDWIDE FORD SALES. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened November 14, 2018, for the purchase of two 4x4 crew cab one ton pickup trucks for the use at the Kingsport Fire Department; and

WHEREAS, the city will receive \$3,800.00 for a trade-in allowance for vehicle #1536 and a trade-in allowance of \$4,500.00 for vehicle #1869; and

WHEREAS, upon review of the bids, the board finds Worldwide Ford Sales is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase two 2019 Ford F350 Crew Cab 4X4 one ton pickup trucks from Worldwide Ford Sales, at a total purchase cost of \$63,534.00, which includes the deduction of the \$8,300.00 trade-in allowance; and

WHEREAS, funding is identified in account #51150085019010.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the purchase of two 2019 Ford F350 crew cab 4x4 one ton pickup trucks at a total purchase cost of \$63,534.00, which includes the deduction of the \$8,300.00 trade-in allowance, is awarded to Worldwide Ford Sales, and the city manager is authorized to execute a purchase order for same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
November 14, 2018
4:00 P.M.

Present: Brent Morelock, Procurement Manager; and Nikisha Eichmann, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

1 TON 4X4 CREW CAB PICKUP TRUCK						
Vendor:	Qty.:	Unit Cost:	Trade-In #1536:	Trade-In #1869:	Delivery Time:	Make/Model:
Fairway Ford	2	\$35,800.00	\$3,800.00	\$3,250.00	N/A	2019 Ford F-350
Worldwide Ford Sales	2	\$35,917.00	\$3,800.00	\$4,500.00	100 Days	2019 F-350 Crew Cab 4x4
Ted Russell Ford	2	\$37,100.00	\$2,000.00	\$3,000.0	90 Days	Ford F-350 Crew Cab 4x4 SRW

The submitted bids will be evaluated and a recommendation made at a later date.



FLEET MAINTENANCE DIVISION

City of Kingsport, Tennessee

Memo

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
Date: April 12, 2017
Re: 1 Ton 4x4 Crew Cab Pickup Truck Purchase Recommendation

This will confirm our review and recommendation to purchase the low compliant bid of the following vendor and accept the trade in offering.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	2	2019 F350 Crew Cab 4x4	World Wide Ford	16 City/ 23 Highway

Low Compliant Bidder

The low compliant bidder recommended is compliant in all major aspects of the minimum specification requirements for the 4x4 Extended Cab Pickup Truck(s) specified.

This unit will be a Fleet Replacement

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery of these units is 100 days after notification with 15 days to correct inspection deficiencies after delivery inspection and a \$50 dollar a day penalty assessed for non-compliance.

Review of Specifications

The bid offerings were reviewed the Deputy Chief – David Chase, Fire Department, who is in agreement with this recommendation. Confirming email of agreement is attached below.

Fuel Economy Improvement

0.0%

There will be NO fuel economy improvements with the replacement units over the units being replaced.

Trade In Information

1. Trade in(s):

a. Unit Number: 1536 – 2002 FORD F150 4X4 1/2 TON – Age: 16 Years

- i. Fuel Economy – 12.02 MPG
- ii. Current Mileage – 125,377
- iii. Trade Offering \$3,800

b. Unit Number: 1869 – 2009 TOYOTA HYBRID ELECTRIC PRIUS – Age: 9 Years

- i. Fuel Economy – 36.24 MPG
- ii. Current Mileage – 76,163
- iii. Trade Offering \$4,500

Origin Information

1. New Unit Origin of Manufacture:

- a. 1 Ton 4x4 Pickup Truck – Louisville, Kentucky
 - i. Domestic 95%/ Import 5%

2. New Unit Purchase Dealer:

- a. Dealership – World Wide Ford
 - i. Marion, Virginia

Should you have any questions about this recommendation, please do not hesitate to contact us.

Thank you



Picture for demonstration purposes only and is not the exact product being purchased

From: Chase, David

Sent: Tuesday, November 20, 2018 1:00 PM

To: Hightower, Steve <SteveHightower@KingsportTN.gov>

Cc: Boyd, Scott <ScottBoyd@KingsportTN.gov>; Everhart, Jim <JimEverhart@KingsportTN.gov>; Reha, Trudy <TrudyReha@KingsportTN.gov>

Subject: new vehicle purchase spec approvals

The bid specifications from World Wide Ford Sales for the two 1 ton four wheel drive pickups meet our requests and are approved.



AGENDA ACTION FORM

Amendment to the Agreement Between the City of Kingsport and First Tennessee Bank National Association

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-263-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: Lisa Winkle/Jim Demming
Presentation By: Jim Demming

Recommendation:
Approve the Resolution.

Executive Summary:

As a result of a competitive RFP process conducted in the fall of 2013, the City entered into an agreement with First Tennessee Bank (FTB) for general banking and lock box services effective January 1, 2014. The initial agreement was for a five year term, allowing for two (2) optional three (3) year renewal periods. In discussions with FTB regarding the first, three (3) year renewal period, FTB has proposed to keep the pricing in place as approved in the original agreement, with a few enhancements that reduce the pricing in certain areas of their services. These reductions would amount to approximately \$2,000 annually. In addition, FTB has proposed to increase the minimum earnings credit rate from .39% to .55%. The increased earnings credit rate will reduce the required minimum balance maintained in our checking account which will free up money to be invested.

Staff has been very satisfied with the quality of the services provided by FTB during the initial five (5) years of the agreement, and recommend that the first, three (3) year renewal period be approved. This renewal period would be for the period beginning January 1, 2019 and ending January 1, 2022.

Attachments:

- 1. Resolution
- 2. FTB Renewal Proposal

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Oltman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH FIRST TENNESSEE BANK NATIONAL ASSOCIATION TO EXTEND THE TERM OF AGREEMENT; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, in January, 2014, the board approved a resolution authorizing the mayor to sign an agreement with First Tennessee Bank National Association for general banking and lock box services; and

WHEREAS, the initial term of the agreement was for five years, with two optional extensions of three years each; and

WHEREAS, the city would like to renew the agreement beginning January 1, 2019 through December 31, 2021.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That an amendment to the agreement with First Tennessee Bank National Association for general banking and lock box services for the period of beginning January 1, 2019 through December 31, 2021.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an amendment to the agreement with agreement with First Tennessee Bank National Association for general banking and lock box services for the period of beginning January 1, 2019 through December 31, 2021 and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution.

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the amendment/agreement set out herein that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 3rd day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



P. O. Box 239
Kingsport, TN 37662

October 26, 2018

Mr. James H. Demming
City of Kingsport
225 W. Center St.
Kingsport, TN 37660

Dear Jim:

First Tennessee Bank is honored to have been given the privilege to provide its banking services to the City of Kingsport for more than 40 years. We are grateful for the confidence you have placed in us and feel we have built a solid foundation together over the years.

In 2013, we were invited to provide a financial proposal that would offer economic benefit to the City of Kingsport while highlighting our capabilities that would add value to our relationship and provide solutions to your current financial needs. We were extremely pleased to have been formally chosen to be your financial partner for the past five years.

We believe that having a team of experienced, client-focused and local specialists is key to delivering a differentiated customer experience. As we approach the first three-year renewal term, we want you to know your relationship is very important to our bank. With that in mind, we would like to offer a number of additional benefits (detailed hereafter in subsequent pages) that will serve as our formal indication of our interest in inviting you to exercise the first of your two three-year renewal options.

Since our founding in 1864, First Tennessee Bank has been committed to the customers and communities we serve. The City of Kingsport demonstrates the importance and expectation of investing in our communities. Since 1993, our First Tennessee Foundation has granted more than \$70 million to meet the community's needs along with the time, energy & expertise from its employee volunteers. We are committed to ensuring our communities are great places to live and work. We look forward to continuing the great partnership that has been built from these commitments.

Should you have questions or wish to discuss additional details, please don't hesitate to give me a call at 423-378-7068 or by email to jgperdue@ftb.com.

Sincerely,

A handwritten signature in black ink that reads "Greg Perdue".

Greg Perdue
Vice President, Commercial Banking



Prepared For:

City of Kingsport

Submitted By:
Greg Perdue
Commercial Relationship Manager
(423) 378-7068



- **RATE IMPROVEMENTS**
- **PRICING IMPROVEMENTS**
- **ANNUAL REVIEW COMMITMENTS**

RATE IMPROVEMENTS



- **Earnings Credit Rate – Bump to 0.55%**
 - Previous Rate 0.39%
- **PCARD Rebate – Bump Base Rate to 1.25%**

Tier	Annual Net Purchase Volume		Monthly Cycle / Grace Period (30/25)	Bi-Monthly Cycle / Grace Period (14/13)	Weekly cycle / Grace Period (7/6)
			Standard Purchase Percentage*		
1	\$ -	\$ 499,999.99	0.00%	0.00%	0.00%
2	\$ 500,000.00	\$ 999,999.99	0.80%	0.82%	0.85%
3	\$ 1,000,000.00	\$ 1,999,999.99	1.00%	1.02%	1.05%
4	\$ 2,000,000.00	\$ 3,999,999.99	1.25%	1.27%	1.30%
5	\$ 4,000,000.00	\$ 6,999,999.99	1.35%	1.37%	1.40%
6	\$ 7,000,000.00	+	1.40%	1.42%	1.45%
	Reduced Interchange Volume		Reduced Interchange Percentage*		
	\$ 1.00	+	0.50%	0.50%	0.50%



- **Pricing Changes**
 - **Return Item Process – Reg - \$0.00**
 - **RLBX Maint - \$75.00**
 - **Wire Outgoing Web Template - \$12.00**
 - **WLBX Maintenance - \$75.00**
 - **WLBX Report Distribution \$75.00**
- **Consistent Account Charges**
 - **Made sure all accounts had same pricing**
- **Combined Impact**
 - **Lowered Fees Approx \$175 - \$200 / month**
 - **Greater Balance Flexibility with ECR bump**

PRICING MATRIX - COMPLETE



Item	Price	Item	Price
ACH ACTIV RPT ELECTRONIC RPT	\$25.00	ARP COURIER FEE	\$30.00
ACH ORIGINATED CREDIT	\$0.07	BBOL ACH MAINTENANCE	\$40.00
ACH ORIGINATED DEBIT	\$0.05	BBOL CASH MGT PREV DAY SUM	\$0.00
ACH ORIG SAME DAY DEBIT	\$1.00	BBOL MAINT	\$25.00
ACH POSITIVE PAY APPROVALS	\$5.00	BBOL STOP PAYMENT – 6 MO	\$31.00
ACH POS PAY AUTHORIZATION	\$0.00	BBOL STOP PAYMENT – 12 MO	\$55.00
ACH POS PAY EXCEPTION	\$0.00	BBOL STOP PAYMENT – 18 MO	\$80.00
ACH POS PAY MONTHLY MAINT	\$15.00	BBOL STOP PAYMENT – 24 MO	\$105.00
ACH RETURN ITEM-DEBIT/CREDIT	\$1.00	BBOL WIRE MAINTENANCE	\$40.00
ACH TRANSMISSION – BBOL	\$0.00	BRANCH COIN/CURRENCY ORDER	\$6.50
ACH TRANSMISSION – PER FILE	\$0.00	BRANCH DEPOSITED COIN/CURR	\$0.08

PRICING MATRIX - COMPLETE



Item	Price	Item	Price
BRANCH FURNISHED COIN	\$0.15	ELECTRONIC DEPOSIT	\$0.15
BRANCH STRAP CURRENCY	\$0.75	ELECTRONIC PAID ITEM	\$0.06
CHECK CASHING FEE	\$8.00	FILE HANDLING TRANS	\$10.00
CHECK ISSUED ITEMS	\$0.02	IMAGE VIEWER	\$10.00
CHECKS/ITEMS PAID	\$0.06	INTEG PAYABLES ACCT MAINT	\$0.00
CHK IMAGE – DEP ITEM CAPTURE	\$0.04	LOCKBOX DEPOSITS	\$0.20
DEMAND DEPOSIT ACCT MAINT	\$10.00	ON US	\$0.06
DEPOSIT ADJ PROCESSING	\$5.00	ONLINE BANKING	\$0.00
DEPOSITS	\$0.20	OVERDRAFT / NSF ITEMS	\$37.00
ELECTRONIC BILL PAYMENT	\$1.00	PAPER STATEMENT DELIVERY	\$0.00
ELECTRONIC BILL PYMT MAINT	\$25.00	POSITIVE PAY W/ RECON	\$0.01

PRICING MATRIX - COMPLETE



Item	Price	Item	Price
PPR DISB RCN FULL POSPAY MNT	\$25.00	RLBX ITEMS	\$0.18
PPR DISB RECON RPT PD/OUTSTD	\$0.03	RLBX MAINTENANCE	\$75.00
RETURN ITEM PROCESS-RECLEAR	\$0.00	RLBX MULTI CHECKS OR DOCS	\$0.0175
RETURN ITEM PROCESS-REG	\$0.00	RLBX OVER-THE-COUNTER ITEM	\$0.90
RETURN ITEM SPECIAL HAND	\$0.00	RLBX TRANSMISSION	\$125.00
RLBX CASH PYMT PROCESSING	\$2.00	RLBX UNPROCESSABLE REJECT	\$0.25
RLBX CD ROM WEEKLY/MO	\$35.00	SPECIAL STATEMETN	\$12.00
RLBX CORRESPONDENCE	\$0.15	STOP PAYMENT MANUAL	\$37.00
RLBX CREDIT CARD PAYMENT	\$0.164	STOP PAYMENTS PRIME	\$35.00
RLBX IMAGE ARCHIVE	\$75.00	TOKEN FEE	\$50.00
RLBX IMAGES	\$0.02	TOTAL INTEREST PAID	\$0.00

PRICING MATRIX - COMPLETE



Item	Price	Item	Price
TRANSIT	\$0.06	ZERO BALANCE ACCT MAINT	\$10.00
VIRTUAL IMAGE VIEWER	\$0.00		
WIRE INCOMING FED TRANSFER	\$15.00		
WIRE OUTGOING WEB FREEFRM	\$12.00		
WIRE OUTGOING WEB TEMPLATE	\$12.00		
WLBX DOCUMENT REASSOC	\$0.10		
WLBX IMAGE ARCHIVE	\$75.00		
WLBX IMAGES	\$0.07		
WLBX MAINT	\$75.00		
WLBX REMITTANCE PROCESSING	\$0.49		
WLBX REPORT DISTRIBUTION	\$75.00		



1. PRODUCTS AND SERVICES REVIEW

Each year (at a minimum), your First Tennessee team commits to reviewing the entire relationship to determine additional products and services that may be of benefit to the City of Kingsport, as well as to discussing pain points and areas of opportunity to improve the efficiency and efficacy of the financial relationship.

2. PRICING REVIEW

During the abovementioned review (or at another time if desired), your First Tennessee team will conduct a comprehensive pricing review to insure that the services are priced competitively with respect to the market. Indeed, your services were provided to you at no cost in the past year, and we intend to continue to position your pricing to maintain that level of expense. Additionally, we will review both the PCARD rebate rate and the Earnings Credit Rate in addition to the pricing review to ensure that these rates also remain competitively priced.



First Tennessee Relationship Team

Greg Perdue

Vice President | Commercial Banking
(423) 378-7068
jgperdue@ftb.com

Responsible for: Overall Relationship Management

Jennifer Buchanan

Vice President | Treasury Officer
(423) 461-4032
jlbuchanan@ftb.com

Responsible for: Treasury Management Solutions

Sherrie Rountree

Client Specialist
(423) 378-7002
ssroutree@ftb.com

Responsible for: Ongoing service for depository accounts and loans

Jennifer Taylor

Treasury Analyst
(865) 971-2135
jennifer.taylor@ftb.com

Responsible for: Ongoing support for Treasury products

Business Service Center

(888) 382-4968
BusinessServiceCenter@ftb.com

Responsible for: Product Implementation, Training and Ongoing Support of Treasury Management Services



AGENDA ACTION FORM

Awarding the Bid for the Purchase of Two (2) Single Axle Dump Trucks

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager 

Action Form No.: AF-272-2018
 Work Session: December 3, 2018
 First Reading: N/A

Final Adoption: December 4, 2018
 Staff Work By: Committee
 Presentation By: R. McReynolds/S. Hightower

Recommendation:
 Approve the Resolution.

Executive Summary:

Bids were opened on November 20, 2018 for the purchase of Two (2) Single Axle Dump Trucks with Snow Plows for use by Public Works. The advertisement for the Invitation to Bid was published in the Kingsport Times News on October 28, 2018 and placed on our website for 23 calendar days. It is the recommendation of the committee to accept the apparent low compliant bid from Worldwide Equipment, Inc. for two (2) 2020 Kenworth T370 with Reynolds Dump Body:

	\$97,602.00	Unit Cost
	\$7,480.00	Option A (Snow Plow)
less	\$3,500.00	Trade-In Allowance Equipment # 1445
less	<u>\$8,000.00</u>	Trade-In Allowance Equipment # 1534
	\$198,664.00	Total Purchase Price

These units are fleet replacements.

Funding is identified in Project/Account # 51150085019010.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo w/ Photo

Funding source appropriate and funds are available: 

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDED THE BID FOR THE PURCHASE OF TWO SINGLE AXLE DUMP TRUCKS WITH SNOW PLOWS TO WORLDWIDE EQUIPMENT, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened November 20, 2018, for the purchase of two (2) single axle dump trucks with snow plows for the use at by public works; and

WHEREAS, the city will receive \$3,500.00 for a trade-in allowance for vehicle #1445 and \$8,000.00 for a trade-in allowance for vehicle #1534; and

WHEREAS, upon review of the bids, the board finds Worldwide Equipment, Inc. is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase two (2) 2020 Kenworth T370 with Reynolds Dump Body single axle dump trucks with the optional snow plows from Worldwide Equipment, Inc., at a total purchase cost of \$198,664.00, which includes the deduction of the \$11,500.00 trade-in allowance; and

WHEREAS, funding is identified in account #51150085019010.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the purchase of two (2) 2020 Kenworth T370 with Reynolds Dump Body single axle dump trucks with the optional snow plows at a total purchase cost of \$198,664.00, which includes the deduction of the \$11,500.00 trade-in allowance, is awarded to Worldwide Equipment, Inc., and the city manager is authorized to execute a purchase order for same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
 BID OPENING
 November 20, 2018
 4:00 P.M.

Present: Nikisha Eichmann, Assistant Procurement Manager; and Michelle Ramey, Assistant Procurement Manager - Schools

The Bid Opening was held in the Council Room, City Hall.

The Assistant Procurement Manager opened with the following bids:

SINGLE AXLE DUMP TRUCK WITH SNOW PLOW								
Vendor:	Qty.:	Unit Price:	Trade-In #1445	Trade-In #1534	Option A:	Delivery Time:	Make/Model:	Comments:
Worldwide Equipment, Inc.	2	\$ 97,602.00	\$3,500.00	\$8,000.00	Meyers \$7,480.00 Ea.	205-230 Days	2020 Kenworth T370 W/Reynolds Dump Body	N/A
asture Motor Co., Inc.	2	\$113,100.00	\$2,000.00	\$8,000.00	Snowdog CM100 \$8,550.00 Meyers \$7,500.00	120-160 Days	2020 International MV W/Reynolds Body	N/A
Goodpasture Motor Co., Inc.	2	\$119,000.00	\$2,000.00	\$8,000.00	Western \$13,475.00 Myers \$7,500.00	120-180 Days	2020 International MV W/Rogers Body	N/A
Ted Russell Ford Isuzu	2	\$ 97,878.00	\$1,500.00	\$5,000.00	\$13,000.00 Ea.	145 Days	Ford F750 Regular Cab XL 4x2	N/A
Triad Freightliner of TN	2	N/A	N/A	N/A	N/A	N/A	N/A	Compliance Affidavit not signed. Cannot consider bid.
Triad Freightliner of TN	2	N/A	N/A	N/A	N/A	N/A	N/A	Compliance Affidavit not signed. Cannon consider bid

The submitted bids will be evaluated and a recommendation made at a later date.



FLEET MAINTENANCE DEPARTMENT

City of Kingsport, Tennessee

To: Brent Morelock, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
 Greg Willis, Streets Supervisor
 Rodney Deel, Household Refuse Supervisor
Date: November 27, 2018
Re: Dump Truck – Single Axle - Purchase Recommendation

This will confirm our review and recommendation to purchase the low compliant bid of the following vendor for use by the Public Works Streets Department. We are further recommending that the Trade In offerings for units #1445 and #1534 be accepted. We are additionally requesting that “Option A – Snow Plow” for the Meyers Snow Plow at \$7,480 each be added to both units.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	2	2020 Kenworth T370 w Reynolds Body	Worldwide Equipment	2-6 MPG

Low Compliant Bidder

The bidder was the low compliant bidder in all major aspects of the minimum specification requirements for the Single Axle Dump Truck specified, which includes a Reynolds dump body and Myers snow plow option.

These units will be Fleet Replacements.

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery is 205 - 230 days after notification with 15 days to correct inspection deficiencies after delivery inspection and a \$50 dollar a day penalty assessed for non-compliance.

The bid offerings were reviewed with the Streets and Sanitation Supervisor, Greg Willis, and Household Refuse Supervisor, Rodney Deel, who are agreement with this recommendation. A confirming email of agreement is attached.

Fuel Economy Improvement

00%

No fuel economy improvements would be realized since these replacement units are similar to the current units being operated.

Trade In(s)

1. Trade in(s):
 - a. 1445 - 2001 INTERNATIONAL CAB CHASSIS W/SNOWPLOW
 - b. Age: 17 Years – 98,572 Mileage – 7.19 MPG
 - c. Trade Offering: \$3,500
2. Trade in(s):
 - a. 1534 - 2002 GMC MODEL DUMP TRUCK W/SNOWPLOW
 - b. Age: 16 Years – 143,225 Mileage – 7.16 MPG
 - c. Trade Offering: \$8,000

Origin/ Dealer Information

1. New Unit(s) Chassis Origin of Manufacture:
 - a. Chassis – Montreal, Canada
 - i. 90 % Domestic/ 10 % Foreign Materials
2. Dump Body Manufacturer:
 - a. Body – Reynolds – Allen, KY.
 - i. 51 % Domestic/ 43 % Foreign Materials
3. Unit(s) Chassis Dealer:
 - a. Chassis – Worldwide Equipment – Abingdon, VA.
4. Unit(s) Body Dealer:
 - a. Body – Reynolds – Allen, KY.
5. Snowplow Dealer:
 - a. B&H Sales – Kingsport, TN

Should you have any questions on this recommendation, please do not hesitate to contact us.

Thank you.



Picture is for demonstration purposes only and does not reflect the actual unit(s) being purchased.

From: Willis, Greg

Sent: Tuesday, November 27, 2018 8:15 AM

To: Hightower, Steve <SteveHightower@KingsportTN.gov>; Deel, Rodney <RodneyDeel@KingsportTN.gov>

Cc: Willis, Greg <GregWillis@KingsportTN.gov>

Subject: Single axle Dumps

Steve after reviewing the bids I am recommending that we proceed with the purchase from lowest compliant bid from Worldwide Equipment, Inc.

Worldwide Equipment, Inc.

2020 Kenworth T370

2

\$ 97,602.00

\$3,500.00

\$8,000.00

Meyers \$7,480.00 Ea.

205-230 Days

N/A

W/Reynolds Dump Body





AGENDA ACTION FORM

Approving, if Needed, an Economic Development Contribution to the Industrial Development Board of Kingsport and Authorizing One or More Agreements Pertaining to the Same

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager 

Action Form No.: AF-266-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: Billingsley/McCartt
Presentation By: Chris McCartt

Recommendation:

Approve the Resolution.

Executive Summary:

The Industrial Development Board of Kingsport (KEDB) has been working with Anita's Foods to design and construct a 40,000 square foot warehouse adjacent to their production facility located in Gateway Commerce Park, which is owned by KEDB and leased to Anita's. The warehouse would allow for the expansion of additional production lines which in turn would significantly increase the number of employees at the Kingsport plant. KEDB has agreed to construct the warehouse, for an amount not to exceed \$1.9 million, and will enter into a new lease purchase agreement with Anita's to cover all costs associated with the refinancing the loan. The terms of the new lease purchase agreement is 10 years with two 5 year renewals, which aligns with the terms of the loan. At the end of the initial 10 year term of the new lease Anita's shall pay the annual real estate taxes assessed against the property by the City of Kingsport and Sullivan County. Finally, Anita's parent company, Anita's Mexican Foods Corporation, has provided a guarantee should Anita's not fulfill the terms of the lease.

In the event the lease payments are not made, the resolution provides that the city agrees to make a contribution to KEDB, if needed, for economic or industrial development. In such event the property would be available for economic and industrial development. At some point when the property is sold or leased the city would recoup some or all of the contribution from KEDB.

Attachments:

- 1. Resolution

Funding source appropriate and funds are available: 

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A CONTRIBUTION TO THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF KINGSPORT, TENNESSEE (KEDB) FOR ECONOMIC OR INDUSTRIAL DEVELOPMENT PURPOSES; AUTHORIZING SUCH AGREEMENTS AS MAY BE NEEDED TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION; EXPRESSING THE INTENT OF THE BOARD TO ESTABLISH ONE OR MORE PROJECT ACCOUNTS IN AN ORDINANCE APPROPRIATING FUNDS TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION, IF NEEDED; AND TO FIX THE EFFECTIVE DATE OF THIS RESOLUTION

WHEREAS, the board of mayor and aldermen ("board") has met pursuant to proper notice in a public meeting; and

WHEREAS, the board has previously authorized the incorporation of The Industrial Development Board of the City of Kingsport, Tennessee ("KEDB") as an industrial development board duly organized and existing under the provisions of Title 53, Chapter 7, Tennessee Code Annotated (the "Act"); and

WHEREAS, KEDB is planning to construct a warehouse at a cost of up to \$2,000,000.00 on its property to be used for economic or industrial development purposes in Kingsport, Sullivan County, Tennessee, thereby providing jobs and furthering economic development; and

WHEREAS, the use of the property will provide the city with increased tax receipts and will enhance the public welfare, health and safety of its citizens; and

WHEREAS, KEDB will likely obtain a loan to purchase the property and may need a contribution of up to two million and 00/100 dollars (\$2,000,000.00) for economic or industrial development; and

WHEREAS, pursuant to TCA § 6-54-118, the city has the authority to make a contribution to KEDB; and

WHEREAS, KEDB represents that it has the statutory authority to borrow funds and construct the warehouse; and

WHEREAS, certain agreements between the city and KEDB may be needed to effectuate the purpose of this resolution.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the board authorizes, if necessary, a contribution to the Industrial Development Board of the City of Kingsport, Tennessee (KEDB) for economic development or industrial development of up to two million and 00/100 dollars (\$2,000,000.00) for the construction of a warehouse on KEDB property.

SECTION II. That the board recognizes that one or more agreements may be needed to effectuate the purpose of this resolution and, accordingly, approves such agreements as needed to effectuate the purpose of this resolution, as determined by the mayor in consultation with the city attorney, and authorizes the mayor to execute such agreements.

SECTION III. That the board finds that the expenditure of any funds pursuant to this resolution is for the purpose of economic development or industrial development, is for a public purpose, is in the public interest and will promote the health, safety and prosperity of the citizens of the city.

SECTION IV. That to carry out the intent of this resolution the board will establish by ordinance, as needed, one or more project accounts and to fund such project account(s) in the upcoming budgets and the city manager is directed to authorize and establish such project account(s), when and as needed.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Enter Into an Agreement with Mattern & Craig Engineering

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-267-2018
Work Session: December 3, 2018
First Reading: NA

Final Adoption: December 4, 2018
Staff Work By: McCart/Billingsley
Presentation By: McCart

Recommendation:
Approve the Resolution.

Executive Summary:
The attached proposal from Mattern & Craig would evaluate and provide recommendations for the proposed pedestrian bridge connecting Centennial Park to the former General Shale site. Upon completion the deliverables from this study would provide the necessary information for staff to begin having conversations with CSX, pertaining to permitting, and with the Tennessee Department of Transportation regarding potential grant funds for construction.

Funding for this study, in the amount of \$37,810, would come from the One Kingsport project.

- Attachments:**
- 1. Resolution
 - 2. Supplemental Information

Funding source appropriate and funds are available: *JF*

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT WITH MATTERN & CRAIG ENGINEERS AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, One Kingsport has proposed a pedestrian bridge connecting Centennial Park to the former General Shale site; and

WHEREAS, the city would like to enter into an agreement with Mattern & Craig Engineers to evaluate and propose recommendations; and

WHEREAS, the funding for this study, in the amount of \$37,810.00 is available in One Kingsport project funds.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That an agreement with Mattern & Craig Engineers to evaluate and propose recommendations for a pedestrian bridge connecting Centennial Park to the former General Shale site is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, the agreement with Mattern & Craig Engineers and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution.

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreement that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER
APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Michael S. Ages
Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas



Edwin K. Mattern, Jr. (1949-1987)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (Retired)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)

August 3, 2018

Mr. Chris McCartt
Assistant City Manager
City of Kingsport
225 W. Center St.
Kingsport, TN 37660

**Re: Conceptual Engineering Services for the
Centennial Park Pedestrian Bridge Project
Comm. No. 7100-P**

Dear Chris:

It is Mattern & Craig's understanding that the City of Kingsport desires to construct a pedestrian bridge crossing over four (4) active CSX Railroad tracks near the intersection of East Main Street and Cherokee Street for the purpose of connecting Centennial Park to Brickyard Park. As you discussed with Calvin Clifton from our office, Mattern & Craig's scope of services for this project will be to provide bridge engineering services for the concept design of the proposed pedestrian bridge crossing including a comparison of bridge alternatives and cost estimates.

We further understand that the City is interested in constructing an aesthetic structure at this site utilizing a pre-engineered pedestrian truss bridge constructed of weathering steel with an anticipated span length between 125 and 150 feet. The proposed pedestrian bridge crossing will also include a stair and elevator tower on the north end, a ramp and stair tower on the south end and lighting as required. We have contacted Mrs. Jennifer Salyer at Barge Design Solution in Kingsport and they will provide the necessary architectural, mechanical and electrical components associated with the access towers at each end of the bridge, and site lighting, for this conceptual design phase.

Per your conversation with Calvin, the project will be performed in multiple design phases and based on the findings of the Concept Design Phase, the scope and fee for future stages will be negotiated with the City at a later date. For this project we envision three (3) phases to occur in three (3) fiscal years:

1. **Conceptual Engineering**
2. **Final Design**
3. **Construction Admin/ Inspection**

429 Clay Street • Kingsport, TN 37660
(423) 245-4970 • Fax (423) 245-5932
www.matternandcraig.com



We have detailed our Scope of Services along with Barge Design Solutions, the overall Fee, and Time of Completion for this conceptual phase below.

Scope:

Conceptual Design Phase – Mattern & Craig

1. Project Meetings

1.1 Attend a total of two (2) project meetings during the Concept Design Phase with the City of Kingsport, other stakeholders and the design team.

1.1.1 Kick-off meeting – develop a plan for the concept design of the proposed pedestrian bridge crossing and to clearly define goals, approach, schedule, communication channels and points of contact. In general, the meeting will be used by the design team to better understand the City’s vision for the project in order to utilize that information during the design.

1.1.2 Review Meeting – present the concept designs to the City and other stakeholders and discuss future phases.

2. Railroad Coordination

2.1 Meet with representatives of CSX Railroad at the site to discuss the project and determine potential issues that will affect the project.

2.2 Determine the required horizontal and vertical clearances required for the proposed pedestrian bridge crossing based on CSX Railroad requirements.

2.3 Determine the required excavation limits and shoring constraints based on CSX Railroad requirements.

2.4 Determine the optimum span length and vertical alignment of the proposed pedestrian bridge crossing based on this information.

2.5 Coordinate the layout and alignment of the proposed pedestrian bridge crossing with CSX Railroad representatives.

3. Bridge Design Services

3.1 The proposed pedestrian bridge crossing shall be designed in accordance with the AASHTO LRFD Bridge Design Specifications, 7th Edition and the AASHTO LRFD Guide Specifications for Design of Pedestrian Bridges, 2nd Edition. The bridge design portion of the work will generally conform to TDOT guidelines including applicable sections of the Standard Road and Bridge Specifications of the Tennessee Department of Transportation (January 1, 2015). The bridge structures will be designed for a standard pedestrian live load capacity.

- 3.2 Assist the design team in the development of three (3) conceptual design alternatives for the proposed pedestrian bridge crossing.
- 3.3 Coordinate the various conceptual design alternatives and their respective geometry, design parameters, loading and cost with a pre-engineered bridge manufacturer. Obtain the necessary bridge details from the pre-engineered bridge manufacturer in order to layout the various conceptual design alternatives.
- 3.4 Coordinate the aesthetics of the proposed pedestrian bridge and the end treatments with the City of Kingsport, other stakeholders and the design team.
- 3.5 Provide the design team with a layout and necessary details to develop renderings of each conceptual design alternative for submittal to the City of Kingsport and other stakeholders for review. The renderings will be prepared by Barge Design Solutions.
- 3.6 Provide a concise, letter report to summarize the conceptual design alternatives. The letter report will include the following:
 - 3.6.1 Description of each alternative
 - 3.6.2 Pros and cons of each alternative
 - 3.6.3 Preliminary construction cost estimates for each alternative
 - 3.6.4 Conclusions and recommendations
 - 3.6.5 Renderings of each alternative
- 3.7 Submit the letter report to the City for review and meet with the City to discuss (see Item 1.1.2 above).

Conceptual Design Phase – Barge Design Solutions

4. Conceptual Design Services

Barge proposes to provide professional architectural, mechanical and electrical design services illustrating two conceptual design alternatives for the proposed pedestrian bridge and access towers. This will include floor plans of the access towers and 3D renderings of the two concept alternatives. Details regarding the bridge, structural components, ramp access and site design elements will be provided by Mattern & Craig and incorporated into the model/rendering. The tower to be located within Centennial Park will include an elevator and associated mechanical/electrical room(s). Mechanical and electrical design services will include input on the sizing of these rooms and the associated costs of the equipment. In addition, input will be provided regarding interior and exterior lighting to provide cost information.

the two alternative concepts and confirm placement of the towers and bridge. Barge will also confirm the views to be provided in the 3D renderings (maximum of two views per concept).

- 4.2 Preliminary Concept Design – Barge and Mattern & Craig will prepare preliminary floor plans in coordination with Mattern & Craig’s structural engineer and provide CAD files for incorporation into the site plan. Once the site and bridge information are provided by the Client, Barge will prepare 3D model views for review and approval by the City. Barge will also provide preliminary cost information related to the towers and site lighting to the Client for inclusion in the overall estimated construction cost.
- 4.3 Final Concept Design - After the review meeting with the City, Barge will incorporate any comments and prepare the final floor plans, 3D renderings and estimated construction cost to Mattern & Craig to be included in the letter report.

Project Understandings, Assumptions, and Exclusions

5. The Design Team will provide the above-noted services based upon a given set of assumptions. These assumptions are as follows.
 - A. The Design Team will have access to the site and adjoining areas, as required.
 - B. Two meetings with the Client and City are included. Additional meetings can be provided on an hourly rate basis.
 - C. Appropriate sanitary sewer, water, gas, electric, and communication services are available to the site, as well as individual building sites; offsite utility design services can be provided as an additional service.
 - D. Construction budget for items listed in the scope of services is unknown at this time; The Design Team will strive to work with the Client in the establishment of this budget, but cannot be held responsible as to whether or not the yet-undefined budget is achieved.
 - E. In providing the estimated construction cost, the City of Kingsport must understand that the Design Team has no control over the cost or availability of labor, equipment materials, over-market conditions, or the Contractor’s method of pricing, and that the estimated cost is made on the basis of the Design Team’s professional judgment and experience. The Design Team makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Design Team arge’s OPCC.
 - F. There are no historical structures involved with the project.
 - G. The site is properly zoned, and rezoning or variance applications are not necessary.
 - H. Adequate water supply and pressure is available to achieve required fire protection flows and pressures.
 - I. Adequate sanitary sewer service is available such that no pretreatment or lift station design is required.
 - J. Conceptual Design fee is based upon the site location being beside the Centennial Park tying to the existing sidewalk. Modification or changing of the site plan may require additional services, depending upon the scope and timing of changes.

Fee:

The above described services will be billed at the following hourly rates, not to exceed **\$ 37,810** without written authorization: Principal - \$175, Professional Engineer - \$150, Project Engineer - \$90, CADD Technician - \$75, 3-Man Survey Crew - \$230, 2-Man Survey Crew - \$160, Administrative - \$55. Reimbursable expenses will be billed at actual cost times a factor of 1.1. All billings will be on a monthly basis.

Production Schedule:

The report will be completed within 60 days following the Notice to Proceed.

We appreciate the opportunity to work with you on this project, and look forward to starting work. Should the terms of this proposal be acceptable, please forward the City's standard Agreement to us for signature. Should you have any questions or comments regarding this proposal, please do not hesitate to contact me for clarification.

Sincerely,
MATTERN & CRAIG



Randy L. Dodson
Principal

RLD/nrv



AGENDA ACTION FORM

Awarding the Bid for the Purchase of Four (4) 19 Passenger Cut Away Style Mini-Buses

To: Board of Mayor and Aldermen
From: Jeff Fleming, City Manager

Action Form No.: AF-274-2018
Work Session: December 3, 2018
First Reading: N/A

Final Adoption: December 4, 2018
Staff Work By: Committee
Presentation By: C. McCart/S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on November 6, 2018 for the purchase of four (4) 19 Passenger Cut Away Style Mini-Buses for use by KATS. The advertisement for the Invitation to Bid was published in the Kingsport Times News on October 7, 2018 and placed on our website for 30 calendar days. It is the recommendation of the committee to accept the low compliant bid from Central States Bus Sales, Inc. for four (4) 2019 Ford/Champion Low Floor Buses:

	\$128,263.00	Unit Cost
less	\$1,500.00	Trade-In Allowance Equipment # 1854
less	\$1,500.00	Trade-In Allowance Equipment # 1855
less	\$2,750.00	Trade-In Allowance Equipment # 1937
less	<u>\$2,750.00</u>	Trade-In Allowance Equipment # 1939
	\$248,026.00	Total Purchase Price

These units are fleet replacements. A lower dollar amount bid was received but is not being recommended for reasons outlined in the recommendation memo.

Funding is identified in Project/Account # FTA-029 12359026029006 for 2 units and FTA-039 12359026029006 for 2 units.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo w/ Photo

Funding source appropriate and funds are available: 

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF FOUR 19 PASSENGER CUT AWAY STYLE MINI-BUSES TO CENTRAL STATES BUS SALES, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened November 6, 2018, for the purchase of four 19 passenger cut away style mini-buses for the use at by the Kingsport Area Transit Service (KATS); and

WHEREAS, the city will receive \$1,500.00 for a trade-in allowance for vehicle #1854, \$1,500.00 for a trade-in allowance for vehicle #1855, \$2,750.00 for a trade-in allowance for vehicle #1937 and \$2,750.00 for a trade-in allowance for vehicle #1939; and

WHEREAS, upon review of the bids, the board finds Central States Bus Sales, Inc. is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase four (4) 2019 Ford/Champion Low Floor 19 passenger cut away style mini-buses from Central States Bus Sales, Inc., at a total purchase cost of \$248,026.00, which includes the deduction of the \$8,500.00 trade-in allowance; and

WHEREAS, funding is identified in account FTA-029 12359026029006 for 2 units and FTA-039 12359026029006 for 2 units.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the purchase of four (4) 2019 Ford/Champion Low Floor 19 passenger cut away style mini-buses at a total purchase cost of \$248,026.00, which includes the deduction of the \$8,500.00 trade-in allowance, is awarded to Central States Bus Sales, Inc., and the city manager is authorized to execute a purchase order for same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
 BID OPENING
 November 6, 2018
 4:00 P.M.

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager; and
 Cindy Fleming, KATS Transit Forman

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

CUT AWAY STYLE MINI-BUS 19 PASSENGER		
Vendor:	Mid-South Bus Center, Inc.	Central States Bus Sales, Inc.
Quantity:	4	4
Base Bid:	\$126,755.00	\$128,263.00
Trade-In #1854:	\$ 500.00	\$ 1,500.00
Trade-In #1855:	\$ 500.00	\$ 1,500.00
Trade-In #1937:	\$ 3,500.00	\$ 2,750.00
Trade-In #1939:	\$ 3,500.00	\$ 2,750.00
Option to Purchase Future Mini-Buses within 24 Months:	\$126,755.00 – Plus year/model chassis price increase	Left Blank
Future Trade-In #1938:	\$ 3,000.00 – Deduct \$.08/mile over 176,000	\$ 2,000.00
Future Trade-In #1940:	\$ 3,000.00 – Deduct \$.08/mile over 179,000	\$ 2,000.00
Future Trade-In #2000:	\$ 3,500.00 – Deduct \$.08/mile over 135,000	\$ 2,750.00
Future Trade-In #2001:	\$ 3,500.00 – Deduct \$.08/mile over 146,000	\$ 2,750.00
Future Trade-In #2002:	\$ 3,500.00 – Deduct \$.08/mile over 155,000	\$ 2,750.00
Future Trade-In #2054:	\$ 4,000.00 – Deduct \$.08/mile over 125,000	\$ 2,750.00
Make/Model:	ARBOC Spirit of Freedom	Champion / Low Floor
Delivery Time:	210 Business Days	180-210 Business Days

The submitted bids will be evaluated and a recommendation made at a later date.



FLEET MAINTENANCE DIVISION

City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Chris Campbell, Transit Manager
 Steve Hightower, Fleet Manager
Date: November 27, 2018
Re: Transit Bus Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor and accept the trade in offerings.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	4	2019 Ford/ Champion LF	Central States Bus Sales	10 City/ 12 Hwy

Compliant Bidder

Central States Bus Sales was compliant in all major aspects of the minimum specification requirements for the Cutaway Mini Bus(s) specified with all clarifications provided. The lower bid offering of Mid States Bus was non-compliant to the Federally Required Altoona Testing specification of 7 years/ 200,000 miles and could only provide a unit that met the 5year/150,000 mile category and is therefore not recommended.

These units will be Transit Department Replacements.

The bid offerings were reviewed with the Transit Department's Manager, Chris Campbell, who is agreement with this recommendation. A confirming email of agreement is attached below.

Fuel Economy Improvement

0%

No fuel economy improvements noted because these are similar replacements.

Trade Ins:

1. 1854 - 2008 FORD/SUPREME UMT MINI BUS
 - a. Age: 10 Years – 145,860 Mileage – 9.22 MPG
 - b. Trade Offering: \$1,500
2. 1855 - 2008 FORD/SUPREME UMT MINI BUS
 - a. Age: 10 Years – 169,569 Mileage – 8.68 MPG
 - b. Trade Offering: \$1,500
3. 1937 - 2010 ARBOC 19 PASSENGER CHEVY EXPRESS MINIBUS
 - c. Age: 8 Years – 189,894 Mileage – 6.94 MPG
 - d. Trade Offering: \$2,750
4. 1939 - 2010 ARBOC 19 PASSENGER CHEVY EXPRESS MINIBUS
 - e. Age: 8 Years – 202,958 Mileage – 7.25
 - f. Trade Offering: \$2,750

Origin/ Dealer Information

2. New Unit(s) Origin of Manufacture:

- a. Bus – Imlay City, Michigan
- b. As per (49 U.S.C 5323(j)) and (49 CFR - Part 661) “Buy America” Federal Requirements, the unit is certified to contain a minimum of 60% domestic content

3. New Unit(s) Purchase Dealer:

- a. Bus – Central Stated Bus Sales – Lebanon, TN.

Should you have any questions on this recommendation, please do not hesitate to contact us.

Thank you.



Picture is for demonstration purposes only and does not reflect the actual unit(s) being purchased.

From: Campbell, Chris
Sent: Tuesday, November 27, 2018 4:07 PM
To: Hightower, Steve <SteveHightower@KingsportTN.gov>
Subject: Bus bid

Steve,

After meeting with you to discuss the bus bids, please move forward with accepting Central States Bus Sales. If at all possible let's get this on the BMA's next meeting.

Thank you,
Chris Campbell, AICP
Public Transportation Manager
Kingsport Area Transit Service
[109 Clay Street Kingsport, TN 37660](http://109ClayStreetKingsportTN37660)
[423.224.2857](tel:423.224.2857)
ChrisCampbell@KingsportTn.gov
www.KingsportTransit.org



AGENDA ACTION FORM

Amend a Contractual Agreement with WSP for Transit Center A&E Services

To: Board of Mayor and Aldermen
 From: Jeff Fleming, City Manager *JF*

Action Form No.: AF-273-2018
 Work Session: December 3, 2018
 First Reading: N/A

Final Adoption: December 4, 2018
 Staff Work By: Chris Campbell
 Presentation By: Chris McCart

Recommendation:
 Approve the Resolution.

Executive Summary:

In June of 2016, Staff presented a conservative contract to the Board for A&E services related to the Transit Center project. It included schematic design of the entire site, as well as interim design, final design, and construction oversight and management. In an effort to reduce cost, construction administration site visits by the Architect were held to a minimum. To date, the project is on time and on budget. As we enter the critical final months of construction, it is in the best interest of the project to add supplemental construction administration services in order for the Architect to field verify construction methods and construction progress. The intent of the proposed scope and fee is to define a cost not to exceed. Every effort will be made to minimize or reduce the activities associated with the supplemental work. The funding for this effort has already been identified in project FTA 019 – 123-5901-602-2099 and, at a maximum, would be broken down as follows:

Operational Assistance (50%) Federal; (25%) Local; (25%) State	Local	State	Federal	Total
Architecture and Engineering	\$7,308.65	\$7,308.65	\$14,617.30	\$29,234.60

Attachments:

1. Resolution
2. Contract Amendment

Funding source appropriate and funds are available: *JF*

	Y	N	O
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT THE AGREEMENT WITH WSP USA INC. (FORMERLY PARSONS BRINKERHOFF, INC.) FOR THE CONSTRUCTION OF THE NEW TRANSIT CENTER; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, on December 5, 2016, the city entered into an agreement with Parsons Brinkerhoff, Inc. for the design services for the proposed transit center site, including the schematic design of the entire site, interim design, final design, and construction oversight and management of the transit center, bus transfer island, and associated parking improvements; and

WHEREAS, since that time, Parsons Brinkerhoff has changed its name to WSP USA, Inc.; and

WHEREAS, currently, the project is on time and on budget; and

WHEREAS, the city would like to add supplemental construction administration services in order for the architect to field verify construction methods and construction progress; and

WHEREAS, the twenty-five percent operational assistance match required by the city in the amount of \$7,308.65 is available in FTA 019-123-5901-602-2099.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That an amendment to the agreement with Parsons Brinkerhoff, Inc., changing the name of the architect firm to WSP USA, Inc., and supplemental construction services in a cost not to exceed \$7,308.65, is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an amendment to the agreement with WSP USA, Inc.(formerly Parsons Brinkerhoff, Inc.) and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution.

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the amendment that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 4th day of December, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

PO T00447

SCOPE OF WORK

Addendum #1 Transit Center Design

WSP Project #: 188657

**Prepared for:
City of Kingsport, Tennessee**

**Prepared by:
WSP USA Inc.
(formerly Parsons Brinckerhoff, Inc.)**

November 2018

Basis of Addendum

On December 5, 2016, the City of Kingsport, Tennessee and WSP USA Inc. (formerly Parsons Brinckerhoff, Inc.) [Consultant] entered into a contract for phase one of a two phase project to design and construct a transit center that will house the Transit Administration and Operations functions of the Kingsport Area Transit Service (KATS). To date, the Consultant has completed the design of the transit center and has been performing construction administration services.

The Consultant has been requested by the City of Kingsport and KATS to provide supplemental construction administration services for the new construction of the transit center. In addition to the ongoing construction administration services provided by the Consultant, including review of shop drawings, RFI's, COR's, Applications for Payment and telephone participation in monthly construction progress meetings; the supplemental services requested, would provide up to two (2) additional field visits by the Consultant's architectural staff each month.

Scope of Work

Under this amendment, the Consultant's architectural staff will conduct up to two (2) additional field visits each month. These efforts would begin in December 2018 and are planned to conclude by the end of April 2019. The purpose of these field visits would be to coordinate with the City of Kingsport, KATS, and the contractor on the progress of the work. The current Consultant scope of services includes two (2) remaining site visits (*), which have been accounted for in this amendment.

The schedule for the field visits, subject to coordination/confirmation with the City of Kingsport, KATS, and the contractor, is as follows:

- December 4-5, 2018*
- December 18-19, 2018
- January 8-9, 2019
- January 22-23, 2019
- February 12-13, 2019
- February 26-27, 2019
- March 12-13, 2019
- March 26-27, 2019
- April 16-17, 2019*
- April 30-May 1, 2019

This amendment reflects a total of 16 hours and related travel expenses for each of the eight (8) supplemental field visits. The intent of this scope and fee definition is to define a level of effort up to the indicated costs. Every effort will be made to minimize or reduce the activities associated with this supplement, while still providing the requested additional level of participation on behalf of the City of Kingsport and KATS.



Contact Information

The following table identifies the contact information for the City of Kingsport and the Consultant.

City of Kingsport Point of Contact	Consultant Contact
Name: Chris Campbell	Name: Doug Delaney
Phone: 423.224.2857	Phone: 615-340-9193
Email: chriscampbell@kingsporttn.gov	Email: doug.delaney@wsp.com

Project Schedule

This assignment is expected to continue through **April 30, 2019**.

Staffing

The following table identifies the staff performing work under the task order, including their role, hourly rate, and anticipated hours.

Staff Person	Role	Rate*	Hours
Mark Campbell	Architect	\$64.36	128
Anastasia Ioannidis	Project Accounting	\$34.67	6
		Total:	134

**includes 3% escalation*

Fee and Expenses

Work will be on an actual costs plus fixed net fee as directed by the City of Kingsport POC. WSP USA will be compensated on actual costs plus fixed net fee using WSP USA's approved overhead rate. The direct labor rates for the WSP USA staff are shown above. The total budget for this scope of work is \$29,234.59 and will not be exceeded without prior authorization. The total budget includes \$6,540.00 for direct expenses (airfare, airport parking, car rental, hotel, and meals). The estimated budget is attached.



PO T00447

Cost Estimate

Amendment #1 for Transit Center Design
 City of Kingsport, Tennessee
 Submitted by WSP USA
 November 26, 2018

WSP Project #: 188657

Start:	12/01/18
Finish:	04/30/19
Duration:	5 months

Task	Task Name	Merk Campbell Architect	Anastasia Ioannidis Project Accountant					Totals
1.0	Construction Administration Site Visits	128	6					134
Total Hours		128	6					134
Total Person Days		16	1					16.75
Cost (Direct Labor Hours)		\$ 8,239.68	\$ 208.02					\$ 8,446.70
Hourly Labor Rates*		\$ 64.36	\$ 34.67					

*includes 3% escalation

Labor	\$ 8,446.70
Audited Overhead Rate (140.48%)	\$ 11,865.92
Fee (12% @ 135% overhead)	\$ 2,381.97
Total Labor, Overhead and Fee	\$ 22,694.59
Direct Costs	\$ 6,540.00
Total Estimate	\$ 29,234.59

Prepared by: **Doug Delaney**
doug.delaney@wsp.com
 (615) 340-9193

Direct Costs			
Items	Number	Cost	Total
Airfare	8	\$ 450.00	\$ 3,600.00
Airport Parking	8	\$ 50.00	\$ 400.00
Car Rental	8	\$ 100.00	\$ 800.00
Fuel	8	\$ 25.00	\$ 200.00
Hotel	8	\$ 110.00	\$ 880.00
Meals (2 days @ \$41.25)	8	\$ 82.50	\$ 660.00
		Total	\$ 6,540.00