



## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN WORK SESSION**

**Monday, December 4, 2017, 4:30 p.m.  
City Hall, 225 W. Center St., Council Room, 2<sup>nd</sup> 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, Assistant 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. Recognition of Frederick S. Baggett – Chief Quillin/Deputy Chief Phipps
4. Delinquent Tax Collection Process – Joe May
5. Mid-Year Roads Report – Ryan McReynolds
6. 2018 Jt. Legislative Policy – Jeff Fleming
7. Review of Items on December 5, 2017 Business Meeting Agenda
8. Adjourn
9. Utilities Training for Board of Mayor and Aldermen – Chad Austin

**Next Work Session, Dec. 18:** Kingsport Art Guild

***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 Wilcox Drive Sidewalks**

*The project is near completion with only a portion of the handrail installation remaining.*

### **2 Sullivan Street & Clay Street Signal**

*Poles were delivered and there is an estimated 3 weeks of work to complete this project.*

### **3 Pavilion at Lily Pad Cove**

*Lighting on order and will be installed the first week of December.*

### **4 Reedy Creek Bridge**

*The bridge project is complete. Residents are now able to get on the Greenbelt without traveling on Eastman Rd.*

### **5 Reedy Creek Sewer Trunk Line**

*Contractor is working on Lomax St and W Center Street.*



# 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	Per TDOT Field Survey is complete and will be turned over to Design week of 11/12/2017.
\$6,719,995.10	Chad Austin	Chad Austin	Reedy Creek Sewer Trunk Line	SW1706	3/21/2018	Contractor is 60% along Lomax St and is working along W Center St.
\$6,600,000.00	Niki Ensor	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	WA1700/ SW1700/ SW1603	4/1/2019	Compiling data on existing equipment for CDM. Design continues.
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	Kick of meeting 11/10/17
\$4,300,000.00	Chad Austin	Hank Clabaugh	Border Regions Utility Upgrades		2/17/2020	Waterline survey is underway.
\$4,186,000.00	Chris McCartt	Mason, David	New KATS Transit Center	GP1718	11/15/2018	Change order for AEP conduits for BMA approval 11/21.
\$3,750,000.00	Niki Ensor	Niki Ensor	Chemical Feed Design	WA1403	4/1/2019	Evaluating building layout options to avoid existing plant yard piping.
\$3,740,000.00	Niki Ensor	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	SW1708	6/1/2018	Surveyor is resubmitting property descriptions for easements.
\$3,300,000.00	Michael Thompson	Thompson, Michael	Indian Trail Drive Extension	GP1615	12/31/2017	Utilities met with Designer this week to finalize relocations plan.
\$2,291,714.00	Chad Austin	Mike Hickman	Colonial Heights Ph V Sewer & Water	SW1512/ WA1404	12/21/2017	Contractor working in Centerbrook Circle Area.
\$1,926,364.00	Chad Austin	Mike Hickman	Colonial Heights Ph IV Sewer & Water	SW1511	12/22/2017	Paving expected to begin during the week of December 4th.
\$1,700,000.00	Michael Thompson	Thompson, Michael	Main Street Rebuild [City & MTPO Funded]	GP1516	4/1/2021	The Environmental Document has been approved and schematic design is underway, based upon public comments.
\$1,688,507.50	Chad Austin	Pamela Gilmer	Pendragon Sidewalk & Water Improvement	WA1803/G P1830	9/18/2018	3750 L.F. of waterline installed on Pendragon Road. Contractor installing services.
\$1,500,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation	GP1707		Pre-Bid Conference held at Bays Mountain Nature Center / Planetarium 11-28-2017
\$1,250,000.00	Niki Ensor	Niki Ensor	Pipe Gallery Improvements	WA1505	3/31/2018	Advertisement for Bid -11/19/17; Pre-Bid Meeting - 11/29/17; Bid Opening - 12/13/17
\$977,566.00	Ronnie Hammonds	Clabaugh, Hank	Wilcox Sidewalk Phase 5 [State & MTPO funded]	MPO15D	11/22/2017	A handrail issue has delayed the completion date of the project. The new expected completion date is December 8th.
\$961,140.00	Michael Thompson	Thompson, Michael	Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to Lynn Garden Drive [95% State Funded 5% City]		8/31/2020	Design underway.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$940,000.00	Kitty Frazier	Clabaugh, Hank	Kingsport Greenbelt - Eastern Extension - Phase 1 [Fed. Grant & City funded]	GP1529	12/31/2018	Additional Survey plats being created to satisfy mortgage holder requirements to release liens.
\$831,797.00	Niki Ensor	Hank Clabaugh	Colonial Heights SLS	SW1511	12/22/2017	Final site work and electrical work is currently being completed.
\$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]	TBD	12/8/2018	Value Engineering underway to meet funding availability.
\$638,357.70		Clabaugh, Hank	2017 Contracted Paving - Colonial Heights Area		12/7/2017	Paving progressing. Current work includes the DeLee Drive area of Colonial Heights.
\$619,720.46	Michael Thompson	Thompson, Michael	Signalization of the SR 126 (Memorial Blvd. at Island Road Intersection [State & MTPO Funded])	MPO15A	6/30/2018	Telephone Utility relocation has begun. Expected start for contractor is Mid-December.
\$600,000.00	Kitty Frazier	Mason, David	Riverbend Park	GP1512	1/31/2018	Meeting to review concept alternatives on 11/3.
\$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
\$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	Kitty Frazier	Clabaugh, Hank	Buffalo Grasslands Boardwalk/Greenbelt Connector		1/19/2018	Project is 60% complete.
\$245,100.00	Rob Cole	Austin, Chad	Bays Mountain - Pavillion at Lily Pad Cove	GP1707	12/8/2017	Roofing, electrical, and handrails being completed. Lighting on order to be installed first week of December.
\$230,000.00	Helen Whitaker	Mason, David	Library Colonnade Expansion	GP1807		In design. Currently scheduled to advertise on 12/3 for early January 2018 bid opening.
\$221,800.00	Tim Elsea	Elsea, Tim	Lynn Garden Signal System [MTPO & City funded]	MPO15C	1/31/2018	Working thru comments from TDOT for approval of bid documents and plans.
\$218,713.00	Chad Austin	Spud Myrick	Hunt Rd waterline extension	WA1805	12/31/2017	Construction of 4" PVC is 35% complete.
\$209,106.00	Ronnie Hammonds	Clabaugh, Hank	Meadow Lane Paving - Colonial Heights		12/15/2017	Paving is expected to begin on Monday December 4th.
\$160,000.00		Mason, David	Lynn View Community Center Site Improvements	GP1714		Bid Opening November 21, 2017.
\$138,500.00	Kitty Frazier	Clabaugh, Hank	Reedy Creek Terrace Bridge	ST1503	12/31/2017	The project is complete.
\$50,000.00		David Edwards	Main St. & Sullivan St. System Upgrades			Coordination underway with KATS site contractor
\$11,800.00		Mason, David	Borden Park Phase II - Playground	GP1700		Presenting purchase order to BMA for approval 11/21. Utilizing U.S. Communities Purchasing Alliance to procure.
		Steve Robbins	Bloomington Culvert Replacement			Design underway by engineering (Dave Harris)

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
	Chad Austin	Dave Harris	Meade Tractor Sanitary Sewer Extension		2/1/2018	<a href="#">Pre-bid conference 11/29/17 at 11 a.m.</a>
	Chris McCartt	Clabaugh, Hank	Carousel Park		6/4/2018	BWSC is preparing the construction documents, using Little Tikes as the playground equipment provider.

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Friday, December 01, 2017

Text in blue denotes changes in the past two weeks. Red box denotes past due, yellow box denotes due within 30 days, green denotes due more than 30 days

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5:30 p.m. Reception for Centennial Commission and Legacy Sponsors, lobby



## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

#### **BUSINESS MEETING**

**Tuesday, December 5, 2017, 7:00 p.m.  
City Hall, 225 W. Center St., Courtroom, 2<sup>nd</sup> 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, Assistant 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**

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

#### **III. ROLL CALL**

#### **IV.A. RECOGNITIONS & PRESENTATIONS**

1. Centennial Commission, Jeff & CeeGee McCord (Mayor Clark)

#### **IV.B. APPOINTMENTS**

1. Appointment of Members of the Neighborhood Advisory Commission (AF: 296-2017) (Mayor Clark)
  - Appointments

#### **V. APPROVAL OF MINUTES**

1. Work Session – November 20, 2017
2. Business Meeting – November 21, 2017

#### **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. Accept a Private Monetary Donation for the Police K-9 Program and Appropriate the Funds (AF: 299-2017) (David Quillin)
  - Resolution
  - Ordinance – First Reading

##### **C. BUSINESS MATTERS REQUIRING FINAL ADOPTION**

1. Ratifying the Mayor's Signature and Executing All Documents Necessary and Proper to Receive a Grant from FiftyForward for the Kingsport Senior Center and Appropriating the Funds (AF: 284-2017) (Shirley Buchanan)
  - Ordinance – **Second Reading and Final Adoption**
2. Budget Authorization Ordinance – Downtown and Academic Master Plans (AF: 291-2017) (Lynn Tully)
  - Ordinance – **Second Reading and Final Adoption**
  - Resolution
3. Budget Ordinance to Move Funding from the Transit Garage Project into the Transit Center Project (AF: 290-2017) (Chris McCartt)
  - Ordinance – **Second Reading and Final Adoption**

Added resolution 12/4/17

##### **D. OTHER BUSINESS**

1. Awarding the Bid for the Purchase of One (1) Cab/Chassis with Man Lift Bucket and Body (AF: 300-2017) (Ryan McReynolds, Steve Hightower)
  - Resolution

2. Release of All Claims for Tennessee Farm Bureau Insurance and Its Insured Donna Goad for Damages to City Property from Vehicle Crash (AF: 297-2017) (Mike Billingsley)
  - Resolution
3. Approving Termination Agreement of Interlocal Agreement Pertaining to Animal Control (AF: 294-2017) (Jeff Fleming)
  - Resolution
4. Awarding the Bid for the Purchase of One (1) Tandem Axle Dump Truck (AF: 301-2017) (Ryan McReynolds, Steve Hightower)
  - Resolution
5. 2018 Joint Tri-Cities Joint Legislative Policy (AF: 303-2017) (Jeff Fleming)
  - Legislative Policy

**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**

Minutes of the Regular Work Session of the  
Board of Mayor and Aldermen, City of Kingsport, Tennessee  
Monday, November 20, 2017, 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 Tommy Olterman

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

James H. Demming, City Recorder/Chief Financial Officer

1. **CALL TO ORDER:** 4:30 p.m. by Mayor Clark.
2. **ROLL CALL:** By Deputy City Recorder Marshall. Absent: Alderman Colette George.
3. **AEP UPDATE.** Mr. Andy Shaffron gave a presentation on this item.
4. **REVIEW OF AGENDA ITEMS ON THE NOVEMBER 21, 2017 REGULAR BUSINESS MEETING AGENDA.** City Manager Fleming stated all of the agenda items had been covered in one on one meetings and unless there was something specific that needed to be addressed the board could move on for the sake of time.

**VI.B.3 Budget Ordinance to Move Funding from the Transit Garage Project into the Transit Center Project** (AF: 290-2017). Assistant City Manager for Administration Chris McCartt discussed this item, noting work is scheduled to begin on Monday. He stated this would amend the grant to put the money in place.

**VI.D.1 Agreement for Design and Construction Administration Services with Lose & Associates, Inc. for the Kingsport Aquatic Center Expansion and New Outdoor Pool Addition** (AF: 283-2017). Assistant City Manager for Administration Chris McCartt provided information on this item, pointing out the number one request received at the aquatic center is for an outdoor pool, as well as a large pavilion for outdoor parties. Other needs include additional outdoor restrooms, a walk in freezer, and a small office suite to consolidate employees. He stated the ideal time would be to start in early October of next year and work through the off-season to be going by the spring of 2019.

5. **ADJOURN.** Seeing no other matters presented for discussion at this work session, Mayor Clark adjourned the meeting at 5:24 p.m.

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ANGELA MARSHALL  
Deputy City Recorder

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JOHN CLARK  
Mayor

Minutes of the Regular Business Meeting of the  
Board of Mayor and Aldermen of the City of Kingsport, Tennessee  
Tuesday, November 21, 2017, 7:00 PM  
Large Court Room – City Hall

PRESENT:

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

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:** Gary Stidham.

**II.B. INVOCATION:** Mitch Whisnant, First Baptist Church.

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

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

1. Domtar - TOSHA Governor's Award of Excellence for Workplace Safety

**IV.B. APPOINTMENTS/REAPPOINTMENTS.** None.

**V. APPROVAL OF MINUTES.**

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

- A. November 6, 2017 Regular Work Session
- B. November 7, 2017 Regular Business Meeting

Approved: All present voting "aye."

**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.



**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, November 21, 2017**

**B. BUSINESS MATTERS REQUIRING FIRST READING.**

**1. Ratify the Mayor's Signature and Execute All Documents Necessary and Proper to Receive a Grant from FiftyForward for the Kingsport Senior Center and Appropriate the Funds (AF: 284-2017) (Shirley Buchanan).**

Motion/Second: George/Begley, to pass:

**Resolution No. 2018-069**, A RESOLUTION TO RATIFY THE MAYOR'S SIGNATURE ON ALL DOCUMENTS NECESSARY AND PROPER TO RECEIVE A FIFTYFORWARD GRANT FOR THE KINGSFORT SENIOR CENTER

Passed: All present voting "aye."

Motion/Second: George/Begley, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM FIFTYFORWARD FOR THE YEAR ENDING JUNE 30, 2018; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

**2. Budget Authorization Ordinance - Downtown and Academic Master Plans (AF: 291-2017) (Lynn Tully).**

Motion/Second: McIntire/Adler, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND FOR THE YEAR ENDING JUNE 30, 2018; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

**3. Budget Ordinance to Move Funding from the Transit Garage Project into the Transit Center Project (AF: 290-2017) (Chris McCartt).**

Motion/Second: McIntire/George, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND BUDGET BY APPROPRIATING GRANT FUNDS FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO THE TRANSIT CENTER PROJECT FOR THE YEAR ENDING JUNE 30, 2018; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

**C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.**

**1. Amend Zoning of a Portion of Parcel 23.10 Located Near the Intersection of New Beason Well Road and East Stone Drive (AF: 272-2017) (Ken Weems).**

Motion/Second: McIntire/George, to pass:

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, November 21, 2017**

**ORDINANCE NO. 6702**, AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY ADJACENT TO THE INTERSECTION OF EAST STONE DRIVE AND NEW BEASON WELL ROAD FROM R-1B, RESIDENTIAL DISTRICT TO B-3, HIGHWAY ORIENTED BUSINESS DISTRICT IN THE 10<sup>TH</sup> CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; 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. Appropriate \$7,786.70 from the USDOJ/Office of Justice Programs, Bulletproof Vest Partnership Funding (AF: 278-2017) (David Quillin).**

Motion/Second: Begley/Adler, to pass:

**ORDINANCE NO. 6703**, AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE DEPARTMENT OF JUSTICE FOR THE YEAR ENDING JUNE 30, 2018; 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.”

**D. OTHER BUSINESS.**

**1. Agreement for Design and Construction Administration Services with Lose & Associates, Inc. for the Kingsport Aquatic Center Expansion and New Outdoor Pool Addition (AF: 283-2017) (Chris McCartt).**

Motion/Second: George/McIntire, to pass:

**Resolution No. 2018-070**, A RESOLUTION APPROVING AN AGREEMENT WITH LOSE & ASSOCIATES, INC. FOR THE KINGSFORT AQUATIC CENTER EXPANSION AND NEW POOL ADDITION AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting “aye.”

**2. Bid Award for the Purchase of Three (3) Single Axle Dump Trucks (AF: 285-2017) (Ryan McReynolds, Steve Hightower)**

Motion/Second: Cooper/Begley, to pass:

**Resolution No. 2018-071**, A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF THREE SINGLE AXLE DUMP TRUCKS TO GOODPASTURE MOTOR COMPANY, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting “aye.”

**3. Bid Award for the Purchase of One (1) 4X2 Backhoe (AF: 286-2017) (Ryan McReynolds, Steve Hightower).**

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, November 21, 2017**

Motion/Second: McIntire/Olterman, to pass:

**Resolution No. 2018-072**, A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF ONE 4x2 BACKHOE TO MEADE EQUIPMENT, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting "aye."

**4. Amend the Barge Waggoner Sumner and Cannon Design Agreement for Water Treatment Plant Pipe Gallery Improvements to Include Resident Project Inspection and Engineering During Construction (AF: 280-2017) (Ryan McReynolds).**

Motion/Second: Adler/McIntire, to pass:

**Resolution No. 2018-073**, A RESOLUTION APPROVING ADDITIONAL SERVICES ADDENDUM NUMBER 01 TO THE AGREEMENT WITH BARGE WAGGONER SUMNER AND CANNON, INC. FOR THE WATER TREATMENT PLANT PIPE GALLERY IMPROVEMENT PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

Passed: All present voting "aye."

**5. Bid Award for the Purchase of Four (4) 4X4 Backhoes (AF: 287-2017) (Ryan McReynolds, Steve Hightower).**

Motion/Second: George/Olterman, to pass:

**Resolution No. 2018-074**, A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF FOUR 4x4 BACKHOES TO MEADE EQUIPMENT, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting "aye."

**6. Purchase Order to Procure a Playground Installation at Borden Park Using Project Diabetes Grant Funding (AF: 282-2017) (Chris McCartt).**

Motion/Second: George/Adler, to pass:

**Resolution No. 2018-075**, A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER A PURCHASE ORDER WITH GAMETIME TO PROVIDE AND INSTALL A NEW PLAYGROUND FOR BORDEN PARK

Passed: All present voting "aye."

**7. Change Order No. 1 for KATS Transit Center (AF: 289-2017) (Chris McCartt).**

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, November 21, 2017**

Motion/Second: McIntire/George, to pass:

**Resolution No. 2018-076**, A RESOLUTION APPROVING CHANGE ORDER #1 TO THE CONTRACT WITH ARMSTRONG CONSTRUCTION FOR CONSTRUCTION OF THE KINGSFORT TRANSIT CENTER AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE CHANGE ORDER  
Passed: All present voting “aye.”

**8. Renew Policy with HCC Life Insurance Company for Stop Loss Reinsurance Coverage** (AF: 292-2017) (Terri Evans).

Motion/Second: Olterman/Adler, to pass:

**Resolution No. 2018-077**, A RESOLUTION AUTHORIZING RENEWAL OF THE POLICY WITH HCC LIFE INSURANCE COMPANY FOR STOP LOSS REINSURANCE COVERAGE AND AUTHORIZING THE MAYOR TO EXECUTE THE RENEWAL OF THE POLICY AND ALL AGREEMENTS AND OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RENEWAL  
Passed: All present voting “aye.”

**9. Reimburse Materials Agreement Funds to Danny Karst Related to Edinburgh Phase 9 Development** (AF: 281-2017) (Ryan McReynolds).

Motion/Second: McIntire/Cooper, to pass:

**Resolution No. 2018-078**, A RESOLUTION AUTHORIZING REIMBURSEMENT OF MATERIALS AGREEMENT FUNDS TO DANNY KARST FOR EDINBURGH PHASE 9  
Passed: All present voting “aye.”

**10. Reimburse Materials Agreement Funds to Danny Karst Related to Edinburgh South Phase I Development** (AF: 274-2017) (Ryan McReynolds).

Motion/Second: Cooper/Begley, to pass:

**Resolution No. 2018-079**, A RESOLUTION AUTHORIZING REIMBURSEMENT OF MATERIALS AGREEMENT FUNDS TO DANNY KARST FOR EDINBURGH SOUTH PHASE I  
Passed: All present voting “aye.”

**11. Reimburse Materials Agreement Funds to Danny Karst Related to Edinburgh Phase 10 Development** (AF: 288-2017) (Ryan McReynolds).

Motion/Second: Cooper/McIntire, to pass:

**Resolution No. 2018-080**, A RESOLUTION AUTHORIZING REIMBURSEMENT OF MATERIALS AGREEMENT FUNDS TO DANNY KARST FOR EDINBURGH PHASE 10  
Passed: 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 21, 2017**

**12. Right-of-Way Easement with Kingsport Power Company** (AF: 293-2017) (Michael Thompson).

Motion/Second: McIntire/Olterman, to pass:

**Resolution No. 2018-081**, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A RIGHT-OF-WAY EASEMENT WITH KINGSFORT POWER COMPANY

Passed: All present voting “aye.”

**VII. CONSENT AGENDA.** None.

**VIII. COMMUNICATIONS.**

**A. CITY MANAGER.** Mr. Fleming wished everyone a Happy Thanksgiving and safe travels.

**B. MAYOR AND BOARD MEMBERS.** All of the aldermen wished everyone a Happy Thanksgiving. Alderman Adler invited citizens to the upcoming workshops on the downtown master plan at the Kingsport Center for Higher Education. Alderman Cooper encouraged everyone to shop local on small business Saturday. Vice-Mayor McIntire thanked the Centennial Committee for the recent unveiling of the Spirit of Generosity and Owen’s Train and pointed out the Christmas parade/tree lighting event would be held December 2. He also encouraged citizens to buy local as that money stays in the schools. Alderman Olterman congratulated the high school football teams on a successful year. Alderman George congratulated the Dobyns Bennett band and thanked the Chamber for the Santa’s Depot event. She asked citizens to reflect on what could be done for others this season. Mayor Clark commented on the Santa Train and the ribbon cutting at Berry Pharmacy, pointing out that downtown is becoming more livable every day.

**C. VISITORS.** None.

**IX. ADJOURN.** Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 7:36 p.m.

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ANGELA MARSHALL  
Deputy City Recorder

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JOHN CLARK  
Mayor





## AGENDA ACTION FORM

### Appointment of Members of the Neighborhood Advisory Commission

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

Action Form No.: AF-296-2017  
 Work Session: December 4, 2017  
 First Reading: N/A

Final Adoption: December 5, 2017  
 Staff Work By: Heather Cook  
 Presentation By: Mayor Clark

#### Recommendation:

Approve appointments.

#### Executive Summary:

The Neighborhood Advisory Commission will have three main responsibilities; advise on problem solving (neighborhood driven); steps to strengthen neighborhoods; and providing a strong communication channel between neighborhoods and the city.

It is requested to appoint the following twelve members to the commission. If approved by the Board of Mayor and Aldermen, appointments will be effective immediately and will expire December 31<sup>st</sup> in year listed.

#### **Member:**

Lora Barnett (Colonial Heights)  
 Angela Braan (Midtown)  
 Al Crymble (Holston Hills/Cliffside)  
 Jennifer Egan (Green Acres)  
 Ted Fields (Fall Creek)  
 Wallace Grills (Borden Village)  
 Janice Irvin (Lynn Garden, lives in Preston Forest)  
 Jamie Jackson (Edinburgh)  
 Deborah Mullins (Cooks Valley)  
 Margot Seay (Preston Woods)  
 Jessica Slaughter (Midtown)  
 Spencer Snook (Ridgefields)

#### **Term Expiration:**

2020  
 2020  
 2020  
 2020  
 2019  
 2019  
 2019  
 2019  
 2018  
 2018  
 2018  
 2018

#### Attachments:

1. Bios

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

## **Jessica Slaughter**

Jessica Slaughter lives in Kingsport with her husband, Matthew, and their three children. Jessica and Matthew were both born and raised in Kingsport, and both their families have been in Kingsport for generations. Before starting their own family, they made the decision to stay in Kingsport to work and raise their children. Their oldest, Emma Jayne (age 7), attends Abraham Lincoln Elementary and is in 2nd grade. Emma Jayne attends dance classes at The Centre for Performing Arts where she has involved her parents in several performances. Jessica, Matthew and Emma will dance in the Intercity Ballet's Nutcracker for the first time this year. Their middle child, Carter Ross (age 5,) attends Pre-K at First Baptist Church. Carter Ross enjoys playing t-ball and basketball through Kingsport Parks & Recreation. And, Matthew is often called on to coach the team. Their youngest, Haddie Beth (age 3) still enjoys her days at home with Jessica. Haddie Beth also attends classes at The Centre for Performing Arts.

Jessica and Matthew love Kingsport, and they believe it's important to give back to their community. Matthew works for the City of Kingsport and currently serves on the Kingsport Lions Club's Board of Directors in addition to coaching youth sports. Jessica presently serves as PTO President at Abraham Lincoln Elementary. In that role, she works with other Board members to support the staff and students where needed. She believes that by being engaged within the school, her children will see the importance she places on their education. Jessica also volunteers as a Girl Scout troop leader. She started this troop with the help of friends, and the troop now has 17 wonderful girls who are passionate about friendship, selling Girl Scout cookies, and learning new things as they earn all kinds of badges. Currently the troop is seeking ways to serve within the community. Through community service and other troop activities, each girl will have the chance to discover her own individual leadership abilities and to develop a strong positive self-image. Jessica also has a love for sewing and crafting. She has participated in several local craft fairs and has recently opened her own Etsy shop. The Slaughters attend Celebration Church, and Jessica and Matthew serve in the Nursery Ministry there.

On Friday nights in the fall, you can find the whole Slaughter family at J. Fred Johnson Stadium cheering for the Tribe. As graduates of Dobyns Bennett High School, Jessica and Matthew enjoy the longstanding tradition of supporting their hometown football team, cheerleaders, and band with their children. Throughout the year, they enjoy all kinds of other DB and community events. To Jessica, Kingsport is special. It offers a safe place to live and raise her children, an affordable lifestyle, events and activities for all ages, an exceptional public school system. Kingsport is HOME! Jessica is excited to serve on the new Neighborhood Commission and looks forward to the opportunity to help make Kingsport an even better place for everyone who lives here.

Spencer Snook

B.S. Chem. Engrg.-University of Tennessee

Eastman Chemical retiree

Active Blue Ridge Properties realtor

Married-Lynda(Interior Decorator)/2 Sons/4 Grandchildren

Church-Waverly Road Presbyterian/Choir/Past deacon/elder

Kiwanis Club of Kingsport-Membership,Literacy,and Program committee member/Past board member

Literacy Council of Kingsport-Past Fundraising Chair

Hobbies-Grandchildren/Swimming/Bicycling/Reading/Travelling

## Al Crymble BIO

Al Crymble was born in Kingsport. He attended Dobyns-Bennett High School and graduated from East Tennessee State University with a BS in English. During high school Al worked at the J. Fred Johnson department store. While in college he worked at Sobel's Men's Shop. During summers he worked for Tennessee Eastman.

After college graduation Al was hired by IBM in Kingsport as a Systems Engineer. He stayed with IBM many years as both a Systems Engineer and a Marketing Representative until retirement. Following retirement, Al started a small corporation, MidRange, Inc., which was focused on the marketing and installation of midrange IBM computers. MidRange, Inc. was recognized as an IBM Business Partner, providing excellent service and assistance for eleven years before Al retired again. For several years after that Al remained a computer consultant.

A member of the First Presbyterian Church in Kingsport, he has served as both a Deacon and an Elder. Community activities over the years include Volunteer Kingsport, Rotary Club of Kingsport, the Netherland Inn/Exchange Place Association, the Kingsport Board of Zoning Appeals and others.

Al and his wife Vivian have three sons and two grandchildren.

Margot Seay  
24 Pendleton Place  
Kingsport, TN 37664  
mseay@aarp.org

A native of the Washington, DC area, Margot Seay moved to Kingsport, TN in 1969 when her husband, Bunky, accepted a position with Tennessee Eastman Company. The family has resided in Kingsport with the exception of an employment-related move from 1985-1990 to Zug, Switzerland. She and her husband have two grown children: daughter, Kathleen Donnellan, a teacher at John Sevier Middle School, and her husband Don, and son, Bill and wife Karen, who reside in Knoxville, and four grandchildren.

On returning to Tennessee in 1990, Margot was employed by Legal Aid of East Tennessee as the Recruiter/Coordinator of Volunteers for the First Tennessee District Ombudsman Program from 1998-2003. It was through her work in the Ombudsman Program, plus caring for her aging mother, that Margot first became actively involved with issues concerning aging, particularly expanding long-term care choices for Tennesseans.

Recently completing her term as National Volunteer Director of AARP, Margot worked under the auspices of the Office of Volunteer Engagement to elevate the voice and work of AARP volunteers throughout the country. Through the AARP Enhanced Community Program and AARP Tennessee, she was able to coordinate the development of an AARP survey, *A Livable Community Survey of Greater Kingsport, TN Area: A Place to Live Work **and** Play for a Lifetime*, coauthored by Dr. Kathleen Beine. Through this survey, programs increasing the livability of our neighborhoods were developed including: AARP Cities of Service, The Blue Ribbon Livability Task Force, The Dan Burdin Walkability Survey and the Network of Age Friendly Communities. Working to form collaborations to develop and support sustainable programs including the Harvest of Hope Community Garden, SeniorConnectKpt.org, Feed Kingsport and the Hunger Task Force, Margot was able to increase community engagement.

Margot currently serves on the Tennessee Commission on Aging and Disability, the First Tennessee Area Agency on Aging and Disability, Healthy Kingsport Leadership Board, the Kingsport United Way Aging with Choices Vision Council, Second Harvest of NE Tennessee Board, and chairs the Kingsport Hunger Task Force.



# Lora Barnett

## Biography

260 Chesterfield Drive  
Kingsport, TN 37663  
423-646-6768  
[Lbarnett30.lb@gmail.com](mailto:Lbarnett30.lb@gmail.com)

Lora Barnett is a community volunteer and currently provides contract services to the Kingsport Chamber of Commerce working on fundraiser and the Chamber Dinner. Previously she was a paralegal and Court Administrator for several attorneys and a Judge in the Criminal and Chancery Court for 15 years.

Lora Barnett has served on several boards and been involved with several non-profit agencies throughout the years. She is currently serving as a member of the Leadership Team with United We Read under the umbrella of United Way of Greater Kingsport, member of Junior League of Kingsport, serving on the Leadership Team of Leadership Kingsport with the Kingsport Chamber of Commerce, serving on the boards of Ross N Robinson Middle School Band Parents Association as well as the Dobyns-Bennett Band Boosters.

Lora is married to Phillip and has two children, Nikolas, 14, and Mason, 12. Family is her most valuable asset.

## Ted Fields

Ted was born and raised in Grundy, VA. After graduating high school, he attended Southwest Virginia Community College where he obtained his Associates Degree in Business Administration. He then transferred to East Tennessee State University where he obtained his Bachelors of Business Administration degree with a concentration in Finance.

After graduating Ted began his banking career with First Virginia Bank in Falls Church, VA as a management trainee. Upon completion of the program Ted transferred back to the Tri-Cities area to continue his career with the bank. During his career, Ted held many positions, ultimately rising to the position of Vice President Regional Sales Manager, a position he held until the bank was purchased by BB&T in 2004.

With BB&T Ted took on the role of Regional Branch Operations Manager. In this position, He oversaw the operations functions of 32 offices and led a team of 24. His next role with BB&T was as a Sales and Service Leader responsible for 14 offices.

In 2007 Ted joined TriSummit Bank, which was a new start up bank located in the Tri-Cities area. His role with TriSummit was Senior Vice President and Market Manager for Kingsport, TN. In 2010 Ted was promoted to the position of Executive Vice President and became a member of the bank's executive management team. In 2015 Ted picked up the additional responsibilities of overseeing the Bristol, TN/VA market, head of Retail Banking, and head of Wealth Management. He continued his career with TriSummit Bank until December 2016 at which time the bank was purchased. In May 2017 Ted joined Pathway Lending as their Tennessee Regional Director of Lending.

Ted is a firm believer of giving back to the communities in which we live and work. During his career, he has served in the following roles:

- President and director of the Appalachian Division of the March of Dimes
- Director for the Washington County, TN Red Cross
- President and director for the United Way of Greater Kingsport
- Director for the Kingsport Chamber of Commerce
- Current Chairman for the Wellmont Foundation Board of Governors
- Board member of the United Way of Bristol TN/VA
- Chairman of Keep Kingsport Beautiful
- President and member of The Rotary Club of Kingsport
- Member of the class of 2004 Tri-Cities Business Journal's "40 under 40" class

Ted currently resides in Kingsport, TN with his wife Kathy and their children, Allison and Adam.

Angela L. Braan has been a resident of Kingsport since 2015. She and her family relocated from the DMV (DC/MD/VA) where she was born and raised. Angela joined the United States Army following graduating high school in 1996 and served our country four years.

Angela Braan has worked in the field of cosmetology for about 20 years and currently owns Cassia's Salon and Spa in Kingsport, TN. She also serves her community along side her husband as he pastors a local church, Greater Move of Faith. She founded a women's ministry in 2016 "Women Postured In Purpose" where she has the opportunity to mentor and share how to be successful in this journey called life. Angela is a wife, mother of four, community leader, business owner and friend. She is known for her saying "Do The Work" and throughly believes if we do the work we will see the promise.

Deborah Mullins grew up in Kingsport and received her Bachelor's in English from East Tennessee State University and her Master's in English Education from the University of Tennessee. Deborah spent her first three years of teaching in Blount County and moved back to Kingsport in 2008 to take care of her grandparents. When she moved back to Kingsport, her teaching career moved to Dobyons-Bennett where she represented D-B and Kingsport as a Fulbright Scholar in Tubingen, Germany in 2011. While she continued to care for her grandparents and teach, she met her husband, Sam, on a blind date, and they were married in December of 2011.

After teaching middle and high school English for 9 years, Deborah stepped away from her teaching career to care for her 98 year old grandfather and found a new passion in serving the elders of our community. She was asked to be the Activity Director at Preston Place, where her grandfather lived, and soon shifted to their Marketing Director while continuing to supervise activities. Deborah is now the Director of Sales and Admissions Coordinator for both Preston Place and The Village at Allandale while supervising activities at both locations. She enjoys serving as a Member of the Board for Rotary Club of Kingsport and she serves on United Way of Greater Kingsport's Supporting Aging with Choices Vision Council. She is excited for the opportunity to serve the City of Kingsport's newly formed Neighborhood Commission from her neighborhood, Cooks Crossing, and she welcomes your feedback!



Janice Irvin

Bio:

My name is Janice Irvin and I proudly serve as the Principal of John F. Kennedy Elementary School located in Lynn Garden. Lynn Garden has a long history of being a tightly knit community that values family and learning. I graduated from Milligan College with a degree in Early Childhood Education and Development, and from ETSU with a Masters and Doctoral degree in Educational Leadership and Policy Analysis. Within the Kingsport City Schools system I have been a Pre-K teacher at the V.O. Dobbins Center, a Kindergarten teacher at Jackson Elementary, a 2<sup>nd</sup>/3<sup>rd</sup> Grade multi-age teacher at Washington Elementary, and I spent 3 years as the Associate Principal at Jefferson Elementary. I am a person who values communication, and relationships and I am proud to represent lovely Lynn Garden.

Wallace Grills is a lifelong resident of Kingsport who desires for his community to grow and prosper. He proudly lives in the Borden Village area and is excited about the improvements occurring at Borden Park.

During his career he worked at Eastman and Tele-Optics serving in both capacities as an ISO and Safety Coordinator. He was very involved with workforce development and chaired the Workforce Investment Board for the State of Tennessee for a period of time.

His volunteer efforts are exemplary as he has been involved with the Boys and Girls Club, Girls, Inc, Kingsport Parks and Recreation, United way of Greater Kingsport and the Alliance for Business and Training.

Jamie Jackson

Growing up in Kingsport TN gave me a unique opportunity to see Kingsport through the eyes of a child. I loved the small town parades, the safety to play outside in my neighborhood and ride my bike to friends' houses. I still call Kingsport home and love it more everyday. My husband and I married in 1996 and he started a local construction company, Jackson Jones construction in 1998. I became a special education teacher in 2000 and worked several years for Sullivan Co schools. In 2003 I began working for our company as the part time bookkeeper. As our company grew we added an office staff and I moved to and currently work in HR and the special projects dept.

Weddings have been my passion since I was young and I have been directing weddings on the side for the past 20 years. 3 years ago I became the onsite wedding director for the Chateau Selah, a local wedding and event venue in Blountville TN.

I also serve as a member of the Chamber of Kingsport Foundation Board, former member of Keep Kingsport Beautiful, a team leader of a meal team for Kitchen of Hope in Kingsport, head of the HOA representative board for the Edinburgh neighborhood and board member of the PTA at John Adams Elementary.

I look forward to serving Kingsport in any way I can.

## Jennifer Egan

Jennifer Egan loves her neighborhood, Green Acres. Each day on her walk she picks up trash in an effort to beautify her city. She even put a sign in her yard that says "Help Keep Green Acres Beautiful". This is not her first project to clean up an area. She was one of the original Trashbusters at Fun Fest. She is a graduate of Leadership Kingsport and one of the people who helped found Rascals. Currently, she is working on starting a neighborhood association for Green Acres.





## AGENDA ACTION FORM

### **Accept a Private Monetary Donation for the Police K-9 Program and Appropriate the Funds**

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

Action Form No.: AF-299-2017  
 Work Session: December 4, 2017  
 First Reading: December 5, 2017

Final Adoption: December 19, 2017  
 Staff Work By: D/C Phipps  
 Presentation By: Chief Quillin

### **Recommendation:**

Approve the Resolution and Ordinance.

### **Executive Summary:**

Kingsport citizen, Fredrick S. Baggett, wishes to make a monetary contribution to the police department in the amount of \$2,000.00. The intended purpose of the contribution is "to support the care, maintenance and training of the K-9 animals of the police department." It is with this action that the police department respectfully requests the board to accept the contribution for the furtherance of the K-9 program.

### **Attachments:**

1. Resolution
2. Ordinance

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

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ACCEPTING A DONATION FOR THE  
KINGSPORT POLICE DEPARTMENT K-9 PROGRAM

WHEREAS, Fredrick S. Baggett, a Kingsport citizen, would like to make a monetary donation in the amount of \$2,000.00 to the Kingsport Police Department K-9 Program; and

WHEREAS, the funds will go to support the care maintenance and training of the K-9 animals of the police department.

Now therefore,

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

SECTION I. That the monetary donation to the city from Fredrick S. Baggett of \$2,000.00 for use in the Kingsport Police Department K-9 program, is accepted.

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

ADOPTED this the 5th day of December, 2017.

\_\_\_\_\_  
JOHN CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

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

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING DONATED FUNDS FOR THE YEAR ENDING JUNE 30, 2018; 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 funds received from Fredrick S. Baggett in the amount of \$2,000 for the K-9 program.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b>Fund 111: General Project-Special Revenue Fund</b>			
<b>K-9 Donation (NC1808)</b>			
<b>Revenues:</b>	\$	\$	\$
111-0000-364-1000 From Individuals	0	2,000	2,000
<b>Totals:</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>
<b>Expenditures:</b>			
111-0000-601-3012 Food	0	1,000	1,000
111-0000-601-3020 Operating Supplies & Tools	0	1,000	1,000
<b>Totals:</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>

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:

\_\_\_\_\_  
ANGIE MARSHALL  
Deputy City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: \_\_\_\_\_

PASSED ON 2ND READING: \_\_\_\_\_



## AGENDA ACTION FORM

### Ratifying the Mayor's Signature and Executing All Documents Necessary and Proper to Receive a Grant from FiftyForward for the Kingsport Senior Center and Appropriating the Funds

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

Action Form No.: AF-284-2017  
 Work Session: November 20, 2017  
 First Reading: November 21, 2017

Final Adoption: December 5, 2017  
 Staff Work By: S. Buchanan  
 Presentation By: S. Buchanan

### Recommendation:

Approve the ~~Resolution~~ and Ordinance.

### Executive Summary:

Funds were allocated by the State with the intention of \$50,000 being awarded to each of the seven accredited Senior Centers across the State of Tennessee. The Funds ended up all being received by FiftyForward an organization that has five of the accredited Centers. This grant award is a result of the initial request to the State.

### Attachments:

1. Resolution
2. Ordinance
3. Letter of Agreement dated August 18, 2017.

Funding source appropriate and funds are available: JP

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



## AGENDA ACTION FORM

### **Ratifying the Mayor's Signature and Executing All Documents Necessary and Proper to Receive a Grant from FiftyForward for the Kingsport Senior Center and Appropriating the Funds**

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

Action Form No.: AF-284-2017  
 Work Session: November 20, 2017  
 First Reading: November 21, 2017

Final Adoption: December 5, 2017  
 Staff Work By: S. Buchanan  
 Presentation By: S. Buchanan

### **Recommendation:**

Approve the Resolution and Ordinance.

### **Executive Summary:**

Funds were allocated by the State with the intention of \$50,000 being awarded to each of the seven accredited Senior Centers across the State of Tennessee. The Funds ended up all being received by FiftyForward an organization that has five of the accredited Centers. This grant award is a result of the initial request to the State.

### **Attachments:**

1. Resolution
2. Ordinance
3. Letter of Agreement dated August 18, 2017.

Funding source appropriate and funds are available: 

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

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION TO RATIFY THE MAYOR'S SIGNATURE ON ALL  
DOCUMENTS NECESSARY AND PROPER TO RECEIVE A  
FIFTYFORWARD GRANT FOR THE KINGSPORT SENIOR  
CENTER

WHEREAS, the city received notice that due to an allocation by the Tennessee General Assembly for the accredited Senior Center, FiftyForward would like to grant \$50,000.00 to the city for the Senior Center.

WHEREAS, a Letter of Agreement was executed acknowledging the city would like to accept these funds in September, 2017.

WHEREAS, the funds have been delivered and the city would like to accept the funds, to be used for the overall operations and programs of the main facility and the branch site, which offers programs in exercise, cultural, and educational opportunities for the members and the community; and

WHEREAS, the grant is in the amount of \$50,000.00, with no matching funds required;

Now therefore,

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

SECTION I. That the Letter of Agreement submitted in September 2017 to Fifty Forward accepting the grant funds for the Kingsport Senior Center, in an amount of \$50,000.00 is ratified, including the execution of the same by Mayor John Clark.

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, all documents necessary and proper to receive a grant from FiftyForward for the Kingsport Senior Center, in an amount of \$50,000.00.

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

ADOPTED this the 21st of November, 2017.

\_\_\_\_\_  
JOHN CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

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

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM FIFTYFORWARD FOR THE YEAR ENDING JUNE 30, 2018; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Projects-Special Revenue Fund budget be amended by appropriating grant funds received from FiftyForward in the amount of \$50,000 for operations and programs to the FiftyForward project (NC1807).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b><u>Fund 111: General Projects-Special Rev Fund</u></b>			
<b><u>FiftyForward Grant (NC1807)</u></b>			
<b><u>Revenues:</u></b>	\$	\$	\$
111-0000-332-4810 FiftyForward	0	50,000	50,000
<b><i>Totals:</i></b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>

<b><u>Expenditures:</u></b>	\$	\$	\$
111-0000-601-2020 Professional Consultant	0	20,000	20,000
111-0000-601-2040 Travel	0	5,500	5,500
111-0000-601-2041 Registration	0	1,500	1,500
111-0000-601-3012 Food	0	4,000	4,000
111-0000-601-3020 Operating Supplies & Tools	0	19,000	19,000
<b><i>Totals:</i></b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>

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:

\_\_\_\_\_  
ANGIE MARSHALL  
Deputy City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

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



174 Rains Avenue • Nashville, TN 37203-5319 • 615.743.3400 • [www.fiftyforward.org](http://www.fiftyforward.org)

## Letter of Agreement

### Grant from FiftyForward to Kingsport Senior Center

August 18, 2017

Ms. Shirley Buchanan  
Kingsport Senior Center  
1200 E. Center Street  
Kingsport, TN 37660

Dear Shirley,

As you are aware, the legislation that was passed by the state legislature this past spring allocated \$350,000 to FiftyForward for our seven regional centers. The educational work that we all did with our respective representatives and senators, however, had the intention and goal of obtaining \$50,000 for each of the seven accredited centers in Tennessee – five of which are operated by FiftyForward and the other two are Johnson City Senior Center and Kingsport Senior Center. We have met with our auditor in regard to the method of payment to Johnson City Senior Center and Kingsport Senior Center and have decided to make grants of \$50,000 to each center and the grants will be made from FiftyForward's earned income as these grants cannot be legally made from the state appropriation to FiftyForward.

Prior to disbursing the grants, if you choose to accept this award, we need you to sign this agreement (include your taxpayer identification number and a daytime phone number) in the space provided as your acceptance of the following terms and conditions:

1. Return to FiftyForward the following materials:
  - a. This signed Letter of Agreement;
  - b. Substitute W-9 Form; and
  - c. A plan specifying the proposed use of such funds and the benefits anticipated to be derived therefrom.
2. You agree to maintain records related to the performance of your obligations or to payments received under this agreement in a manner consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A. 4-3-304 and applicable rules and regulations thereunder.
3. You agree to provide a notarized statement and accounting report regarding actual expenditure of these funds to FiftyForward within 90 days of the close of the fiscal year ending June 30, 2018.





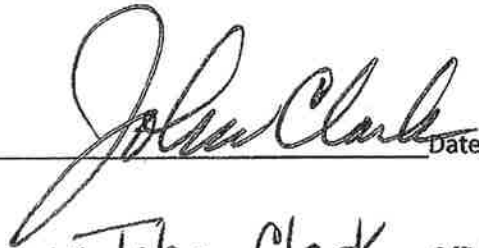
174 Rains Avenue • Nashville, TN 37203-5319 • 615.743.3400 • [www.fiftyforward.org](http://www.fiftyforward.org)

Sincerely,

  
Janet Jernigan  
Executive Director

On behalf of Kingsport Senior Center, I hereby agree to the aforementioned terms and conditions.

Official's Signature



Date

9/5/17

Official's name (please print)

John Clark

Official's Title

Mayor

Daytime Contact Phone Number

423-229-9412

Federal Taxpayer Identification Number

62-6000323

ATTEST:

  
DEPUTY CITY RECORDER

APPROVED AS TO FORM:

  
CITY ATTORNEY

## Kingsport Senior Center

### Direct Appropriation for FiftyForward Grant

The Kingsport Senior Center is a community resource dedicated to enriching the quality of life for area seniors. The Center values the advocacy of senior issues, promotes stimulating education and wellness opportunities, and encourages community involvement and volunteerism. The Kingsport Senior Center's roots go back to 1960 with 19 members in attendance at the first meeting, and has grown to a membership of 3,981 in 2016. The Kingsport Senior Center was accredited by the National Institute of Senior Center's in 2015 and is one of only seven nationally accredited centers across the state of Tennessee. The Daily average attendance at the Center is over 400. Our staff is both committed and passionate about providing the best possible programs and events for our area seniors.

The funding from this grant will provide support for the overall operations and programs of our main facility and our branch site. The Kingsport Senior Center offers over 120 programs, classes, or events each week. Classes include tai chi, pottery, wood working, line dancing, belly dancing, clogging, yoga, SilverSneakers boom, yoga, and classic exercise classes, aerobics, water aerobics, lap swimming, and a variety of others. Cultural classes include painting, knitting, quilting, wood carving, foreign language classes, cooking classes and demos, jewelry making, basket weaving, and various others. The Senior Center also facilitates its own Artisan Center in its branch site that allows seniors over the age of 50 a venue to sell their handiwork and subsidize their income.

The Kingsport Senior Center is excited for this opportunity to help fund many of its programs. Funds will be used for many of our programs including exercise, cultural, and educational opportunities for our members and seniors of the community at large.



## AGENDA ACTION FORM

### Budget Authorization Ordinance – Downtown and Academic Master Plans

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

Action Form No.: AF-291-2017  
 Work Session: November 20, 2017  
 First Reading: November 21, 2017

Final Adoption: December 5, 2017  
 Staff Work By: Nathan Woods  
 Presentation By: Lynn Tully

### Recommendation:

Approve the Ordinance and Resolution.

### Executive Summary:

The BMA at its October 2016 meeting authorized the Downtown and Academic Master Plans. Work on the plans is currently underway with an anticipated completion date of December 31<sup>st</sup> for the Academic Village Master Plan, and March 1<sup>st</sup> for the whole of downtown Kingsport. The next phase of the plan is an economic survey and market analysis that would inventory current downtown uses, vacant spaces, and existing spaces. In addition to the inventory, the analysis would: assess market opportunities by land use and product type, establish demand for residential, retail and office uses, summarize residential, retail and office rent/sales rates, determine the appropriate recommended mix of commercial, residential, and mixed-use development, and analyze potential job growth. As the total amount of phases 1 and 2 exceed procurement limits, an additional authorization is required. Funding is available in the OneKingsport budget for phase 2 at \$19,000.

The ordinance will also appropriate \$15,000 from the National Association of Realtors Smart Growth grant when received to the OneKingsport/Downtown Master Plan project.

### Attachments:

1. Ordinance
2. Resolution

Funding source appropriate and funds are available: js

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

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING AMENDMENT 01, TASK 5:  
MARKET ANALYSIS AS PART OF THE KINGSFORT  
DOWNTOWN AND ACADEMIC MASTER PLAN AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN  
AMENDMENT FOR THE SAME

WHEREAS, a professional services agreement was reached between the City of Kingsport ("CLIENT") and TSW ("CONSULTANT") on September 7, 2017 to provide services relating to a Downton Master Plan, and

WHEREAS, the agreement allowed for an amendment, Task 5: Market Analysis, and

WHEREAS, funding is identified in project # (GP1702)

Now therefore,

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

SECTION I. That authorization be granted to execute Amendment 01, Task 5: Market Analysis as part of the Kingsport Downtown and Academic Master Planning process, and the city manager is authorized to execute an amendment for the 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 5th day of December, 2017.

\_\_\_\_\_  
JOHN CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY



## AGENDA ACTION FORM

### Budget Authorization Ordinance – Downtown and Academic Master Plans

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

Action Form No.: AF-291-2017  
 Work Session: November 20, 2017  
 First Reading: November 21, 2017

Final Adoption: December 5, 2017  
 Staff Work By: Nathan Woods  
 Presentation By: Lynn Tully

### Recommendation:

Approve the Ordinance.

### Executive Summary:

The BMA at its October 2016 meeting authorized the Downtown and Academic Master Plans. Work on the plans is currently underway with an anticipated completion date of December 31<sup>st</sup> for the Academic Village Master Plan, and March 1<sup>st</sup> for the whole of downtown Kingsport. The next phase of the plan is an economic survey and market analysis that would inventory current downtown uses, vacant spaces, and existing spaces. In addition to the inventory, the analysis would: assess market opportunities by land use and product type, establish demand for residential, retail and office uses, summarize residential, retail and office rent/sales rates, determine the appropriate recommended mix of commercial, residential, and mixed-use development, and analyze potential job growth. As the total amount of phases 1 and 2 exceed procurement limits, an additional authorization is required. Funding is available in the OneKingsport budget for phase 2 at \$19,000.

The ordinance will also appropriate \$15,000 from the National Association of Realtors Smart Growth grant when received to the OneKingsport/Downtown Master Plan project.

### 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 THE GENERAL PROJECT  
FUND FOR THE YEAR ENDING JUNE 30, 2018; 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 budget be amended by appropriating grant funds in the amount of \$15,000 received from the National Association of Realtors Smart Growth to the One Kingsport project (GP1702).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b><u>Fund 311: General Project Fund</u></b>			
<b><u>One Kingsport (GP1702)</u></b>			
<b><u>Revenues:</u></b>	\$	\$	\$
311-0000-364-3000 From Non-Profit Groups	0	15,000	15,000
311-0000-391-0100 From General Fund	650,000	0	650,000
<b><i>Totals:</i></b>	<b>650,000</b>	<b>15,000</b>	<b>665,000</b>
<b><u>Expenditures:</u></b>	\$	\$	\$
311-0000-601-2020 Professional Consultant	50,000	171,500	221,500
311-0000-601-2022 Construction Contracts	374,700	(156,500)	218,200
311-0000-601-2023 Arch/Eng/Landscaping	100,000	0	100,000
311-0000-601-8050 Tap Fee Incentive	50,000	0	50,000
311-0000-601-9003 Improvements	75,300	0	75,300
<b><i>Totals:</i></b>	<b>650,000</b>	<b>15,000</b>	<b>665,000</b>

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 Ordinance to Move Funding from the Transit Garage Project into the Transit Center Project**

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

Action Form No.: AF-290-2017  
 Work Session: November 20, 2017  
 First Reading: November 21, 2017

**Final Adoption:** December 5, 2017  
**Staff Work By:** Chris Campbell  
**Presentation By:** Chris McCartt

#### **Recommendation:**

Approve the Budget Ordinance.

#### **Executive Summary:**

TDOT has reallocated Federal Section 5307 Capital funds for FFY 2014 and earlier to Kingsport to keep them from lapsing. When the bid for construction of the Transit Center was awarded the contingency, project management, and FF&E items were under funded. Based on the revised funding allocation and the need to add funding to the Transit Center project, this action adds the following funding to the project: \$400,000 Total, \$320,000 80% Federal, \$40,000 10% State, \$40,000 10% Local. The Local amount is currently available in the Transit Garage project and will be moved into the Transit Center project upon approval.

#### **Attachments:**

1. Budget Ordinance
2. TDOT Redistribution Letter

Funding source appropriate and funds are available:                     

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



## AGENDA ACTION FORM

### Budget Ordinance to Move Funding from the Transit Garage Project into the Transit Center Project

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

Action Form No.: AF-290-2017  
 Work Session: November 20, 2017  
 First Reading: November 21, 2017

Final Adoption: December 5, 2017  
 Staff Work By: Chris Campbell  
 Presentation By: Chris McCartt

#### Recommendation:

Approve the Budget Ordinance.

#### Executive Summary:

TDOT has reallocated Federal Section 5307 Capital funds for FFY 2014 and earlier to Kingsport to keep them from lapsing. When the bid for construction of the Transit Center was awarded the contingency, project management, and FF&E items were under funded. Based on the revised funding allocation and the need to add funding to the Transit Center project, this action adds the following funding to the project: \$400,000 Total, \$320,000 80% Federal, \$40,000 10% State, \$40,000 10% Local. The Local amount is currently available in the Transit Garage project and will be moved into the Transit Center project upon approval.

#### Attachments:

1. Budget Ordinance
2. TDOT Redistribution Letter

Funding source appropriate and funds are available: \_\_\_\_\_

	<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 FUND BUDGET BY APPROPRIATING GRANT FUNDS FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO THE TRANSIT CENTER PROJECT FOR THE YEAR ENDING JUNE 30, 2018; 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 budget be amended by appropriating grant funds received from the Tennessee Department of Transportation Section 5307 in the amount of \$360,000 to the Transit Center project (GP1718) and by transferring \$40,000 as the local match from the Transit Garage project (GP1727) to the Transit Center project (GP1718).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b><u>Fund 311: General Project Fund</u></b>			
<b><u>Transit Center (GP1718)</u></b>			
<b><u>Revenues:</u></b>	\$	\$	\$
311-0000-331-2000 Federal Rev/UMTA Section 9	4,124,000	320,000	4,444,000
311-0000-332-9000 Dept. of Transportation	515,500	40,000	555,500
311-0000-368-1054 Series 2016 GO (Nov 4)	351,188	40,000	391,188
311-0000-368-2101 Premium From Bond Sale	29,108	0	29,108
311-0000-391-0100 From General Fund	218,561	0	218,561
<b>Totals:</b>	<b>5,238,357</b>	<b>400,000</b>	<b>5,638,357</b>

<b><u>Expenditures:</u></b>	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	399,547	62,042	461,589
311-0000-601-4041 Bond Sale Expense	3,996	0	3,996
311-0000-601-9001 Land	1,016,500	(499,158)	517,342
311-0000-601-9003 Improvements	3,818,314	837,116	4,655,430
<b>Totals:</b>	<b>5,238,357</b>	<b>400,000</b>	<b>5,638,357</b>

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/&lt;Decr&gt;</u>	<u>New Budget</u>
<b><u>Fund 311: General Project Fund</u></b>			
<b><u>Transit Garage (GP1727)</u></b>			
<b><u>Revenues:</u></b>	\$	\$	\$
311-0000-368-1054 Series 2016 GO (Nov 4)	53,530	(40,000)	13,530
311-0000-368-1055 Series 2017A GO Bonds	145,237	0	145,237
311-0000-368-2101 Premium From Bond Sale	27,137	0	27,137
<b>Totals:</b>	<b>225,904</b>	<b>(40,000)</b>	<b>185,904</b>

<b><u>Expenditures:</u></b>	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	4,789	0	4,789
311-0000-601-9003 Improvements	221,115	(40,000)	181,115
<b><i>Totals:</i></b>	<b>225,904</b>	<b>(40,000)</b>	<b>185,904</b>

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:

\_\_\_\_\_  
ANGIE MARSHALL  
Deputy City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING: \_\_\_\_\_

PASSED ON 2ND READING: \_\_\_\_\_



**STATE OF TENNESSEE**  
**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF MULTIMODAL TRANSPORTATION RESOURCES  
SUITE 1800, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TN 37243-0349  
(615)741-2781

JOHN C. SCHROER  
COMMISSIONER

BILL HASLAM  
GOVERNOR

**October 5, 2017**

**RE: FTA Section 5307 FFY2014 & Earlier Redistribution**

Dear Small Urban Transit Agencies:

TDOT is pleased to announce the redistribution of FTA Section 5307 FFY2014 & earlier program funds with this split allocation letter in order to enable Tennessee's small urban agencies to apply directly to the FTA for the 5307 funds. The redistribution of the available \$5,868,469 is determined by formula using the same factors as 5307 annual allocations. Results are shown below.

**FTA Section 5307**  
**Redistributed FFY2014 & Earlier Allocation**

<b>Agency</b>	<b>FFY2014 &amp; Earlier Allocation</b>
Bristol-Bristol, TN-VA	\$229,808.00
Clarksville, TN-KY	\$1,511,878.00
Cleveland, TN	\$439,524.00
Jackson, TN	\$823,630.00
Johnson City, TN	\$1,058,103.00
Kingsport, TN-VA	\$598,966.00
Morristown, TN	\$397,978.00
Murfreesboro, TN	\$808,582.00
<b>TOTAL</b>	<b>\$5,868,469.00</b>

Please refer to this split allocation letter when applying for the redistributed funds. This letter supplants prior split allocation letters for Section 5307 FFY2014 and earlier allocated funds.

As identified in this Split Letter, the Designated Recipient authorizes the assignment/allocation of Section 5307 to the Direct Recipient(s) named herein. The undersigned agree to the Split Letter and the amounts allocated/assigned to each Direct Recipient. Each Direct Recipient is responsible for its application to the Federal Transit Administration to receive Section 5307 funds and assumes the responsibilities associated with any award for these funds.

All agencies are required to obligate their allocated 5307 redistributed funds in TrAMS by April 30, 2018. Unobligated funds will be redistributed based on Director's Discretion. TDOT Multimodal offers a state match on 5307 capital expenses only.

If you have any questions, please contact me at [matthew.long@tn.gov](mailto:matthew.long@tn.gov) or by phone at 615-770-1039.

Best regards,

A handwritten signature in blue ink, appearing to read 'Matthew Long', with a large, stylized flourish extending from the end.

Matthew Long  
Transit Manager

cc: Toks Omishakin, Deputy Commissioner/Chief  
Liza Joffrion, Multimodal Director  
Larry Sanborn, Multimodal Assistant Director  
Dr. Yvette Taylor, FTA Region IV Administrator  
Robert Buckley, FTA Region IV Director of Finance & Program Oversight  
Andres Ramirez, FTA Region IV Community Planner  
Jason Spain, TPTA Executive Director  
Arthur Bing, TPTA President



## AGENDA ACTION FORM

### Awarding the Bid for the Purchase of One (1) Cab/Chassis with Man Lift Bucket and Body

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

Action Form No.: AF-300-2017  
 Work Session: December 4, 2017  
 First Reading: N/A

Final Adoption: December 5, 2017  
 Staff Work By: Committee  
 Presentation By: R. McReynolds, S. Hightower

### Recommendation:

Approve the Resolution.

### Executive Summary:

Bids were opened on October 31, 2017 for the purchase of one Cab/Chassis with Man Lift Bucket and Body for use by the Traffic Department. The advertisement for the Invitation to Bid was published in the Kingsport Times News on October 11, 2017 and placed on our website for 21 calendar days. It is the recommendation of the committee to accept the compliant bid from Altec Industries, Inc. for one (1) AT37-G in the amount of \$108,229.00.

This is a Fleet addition.

Funding is identified in 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	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF ONE CAB/CHASSIS WITH MAN LIFT BUCKET AND BODY TO ALTEC INDUSTRIES, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened October 31, 2017 for the purchase of one (1) cab/chassis with man lift bucket and body for use by the traffic department; and

WHEREAS, upon review of the bids, the board finds Altec Industries, 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 one (1) AT37-G cab/chassis with man lift bucket and body from Altec Industries, Inc., at a total purchase cost of \$108,229.00; and

WHEREAS, funding is identified in account number 51150085019010.

Now therefore,

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

SECTION I. That the bid for the purchase of one (1) AT37-G cab/chassis with man lift bucket and body, at a total purchase cost of \$108,229.00, is awarded to Altec Industries, 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 public.

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

ADOPTED this the 5th day of December, 2017.

\_\_\_\_\_  
JOHN CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES  
BID OPENING  
October 31, 2017  
4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

CAB/CHASSIS WITH MAN-LIFT BUCKET AND BODY					
Vendor:	Qty.:	Unit Cost:	Option:	Delivery Time:	Make/Model:
Auto World of Big Stone Gap	1	\$111,202.77	N/A	330 Days	2018 Ram 5500 Regular Cab 4X4 60" C.A.
O.G. Hughes and Sons	1	\$103,480.00	Electroguard 42" - \$647.00 Ballast and Torsion - Delete \$1,400.00	180 Days	Ford F550 Knapheide Body with Versa Lift SST-37
Donnie Cobb Ford	1	\$106,704.00	N/A	180 Days	2018 Ford F-550
Ted Russell Ford	1	\$118,931.00	N/A	120 Days	Ford F-550 Regular Cab DRW 145" 4X4
Altec Industries	1	\$108,229.00	N/A	330 Days	AT37-G

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  
Tim Elsea, Traffic Department Engineer  
**Date:** November 20, 2017  
**Re:** Cab/Chassis with Man Lift Bucket and Body Purchase Recommendation

---

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

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	1	Ford F550 Altec w/ATG37-G	Altec Industries	14.5 MPH

**Compliant Bidder**

The bidder was compliant in all major aspects of the minimum specification requirements for the Cab/Chassis with Man Lift Bucket and Body specified.

The lower bid offerings of OG Hughes and Sons and Lonnie Cobb Ford were non-compliant in the minimum requirements of the Bucket Lift Capacity of 400 pounds. The lower bid offerings only provided a 350 pound lift capacity which cannot raise our workers, the equipment, and the tools they require to perform repairs or installations.

**The unit will be an addition to the Fleet.**

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 330 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 Traffic Department Engineer, Tim Elsea, who is agreement with this recommendation. The confirming email of agreement is below.

**Fuel Economy Improvement and Trade In Information**

N/A

**Origin Information**

1. New Unit Origin of Manufacture:

- a. Cab/Chassis Mfg.– Louisville, KY
  - i. 85% Domestic/ 15% Foreign Materials
- b. Chassis Dealership – Corydon, IN
- c. Body/ Man Lift Mfg. – Elizabethton, KY
  - i. 60% Domestic/ 40% Foreign Materials

2. New Unit Dealer:

- a. Total Unit – Altec Industries – Elizabethton, KY

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:** Elsea, Tim  
**Sent:** Tuesday, November 21, 2017 9:20 AM  
**To:** Hightower, Steve <SteveHightower@KingsportTN.gov>  
**Cc:** McReynolds, Ryan <RyanMcReynolds@KingsportTN.gov>  
**Subject:** Bucket Truck

Steve,

Per our review and discussion I recommend awarding the bid to Altec due to them being the lowest compliant bidder in regards to the bucket capacity specification.

Thanks,

**Tim Elsea**  
Traffic Engineering Manager  
City of Kingsport  
P: 423-224-2426  
[timelsea@kingsporttn.gov](mailto:timelsea@kingsporttn.gov)



**KINGSPORT**  
TENNESSEE  
1155 Konnarock Road  
Kingsport, TN 37664  
[www.kingsporttn.gov](http://www.kingsporttn.gov)



## AGENDA ACTION FORM

### **Release of All Claims for Tennessee Farm Bureau Insurance and Its Insured Donna Goad for Damages to City Property from Vehicle Crash**

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

Action Form No.: AF-297-2017  
 Work Session: December 4, 2017  
 First Reading: N/A

Final Adoption: December 5, 2017  
 Staff Work By: Tommy Hughes  
 Presentation By: Mike Billingsley

### **Recommendation:**

Approve the Resolution.

### **Executive Summary:**

On October 6, 2017, Ms. Donna Goad was operating a vehicle insured by Tennessee Farm Bureau Insurance on Riverport Road when she lost control of the vehicle, exited the roadway and struck a city wayfinding sign. The sign was a complete loss in the amount of \$3,851.50. The insurance company is agreeable to pay for the property loss in full and has asked the city to execute a release upon such payment. A copy of the release is set out in the resolution.

### **Attachments:**

1. Resolution

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

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING A RELEASE FOR PROPERTY DAMAGE FROM TENNESSEE FARM BUREAU INSURANCE COMPANY FOR PROPERTY DAMAGE TO A WAYFINDING SIGN LOCATED ON RIVERPORT ROAD AND AUTHORIZING THE MAYOR TO EXECUTE THE RELEASE AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RELEASE

WHEREAS, on October 6, 2017, Donna Goad struck and damaged a wayfinding sign owned by the city located next to Riverport Road when she lost control of her vehicle; and

WHEREAS, this caused damage to the city property in the amount of \$3,851.50; and

WHEREAS, Tennessee Farm Bureau Insurance Company, the insurer for Donna Goad, has agreed to pay for the damages provided the city executes a release; and

WHEREAS, the payment will reimburse the city for its expenses and damages caused to the property by the accident.

Now therefore,

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

SECTION I. That the Release for Property Damage from Tennessee Farm Bureau Insurance Company for property damage to wayfinding sign located on Riverport Road that occurred on October 6, 2017, 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, a Release for Property Damage from Tennessee Farm Bureau Insurance Company for property damage to wayfinding sign located on Riverport Road that occurred on October 6, 2017, and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution, said Release being as follows:

**RELEASE FOR PROPERTY DAMAGE ONLY**

I/We CITY OF KINGSFORT, TENNESSEE for myself/ourselves, my/our heirs, executors, administrators, successors and assigns in consideration of the payment of \$3,851.50 do hereby remise, release and forever discharge DONNA GOAD and his/her, their heirs, executors, administrators, successors and assigns from and against all claims, demands, actions and causes of actions for damages whensoever and howsoever arising on account of damage to property (including loss of use thereof) arising out of an accident which occurred on or about October 6, 2017 at or near KINGSFORT in the State of TENNESSEE. The above sum stated as a consideration of this Release is to be paid as follows:

**TO CITY OF KINGSFORT**

IT IS UNDERSTOOD AND AGREED that neither this Release nor any payment made pursuant hereto is to be taken as an admission of liability on the part of any person in whose favour this Release is given.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the release set out herein that do not substantially alter the material provisions of the release, 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 5th day of December, 2017.

\_\_\_\_\_  
JOHN CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY



## AGENDA ACTION FORM

### Approving Termination Agreement of Interlocal Agreement Pertaining to Animal Control

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

Action Form No.: AF-294-2017  
 Work Session: December 4, 2017  
 First Reading: N/A

Final Adoption: December 5, 2017  
 Staff Work By: Fleming, Billingsley  
 Presentation By: Jeff Fleming

#### **Recommendation:**

Approve the Resolution.

#### **Executive Summary:**

On January 31, 2011, Kingsport, Bluff City and Sullivan County entered into an Interlocal Agreement for the purpose of creating a not-for-profit corporation to provide animal control and operation of one or more animal shelters within Sullivan County, Bluff City, and Kingsport.

The not-for-profit corporation was created on February 8, 2011, and operates as the Sullivan County-Bluff City-Kingsport Animal Control Center, Inc. aka Petworks.

The termination agreement will terminate the interlocal agreement so that on the date of termination the shelter and animal control in the unincorporated area of the County and Bluff City will be by or through Sullivan County, and the shelter and animal control in Kingsport will be the city's responsibility, which can be fulfilled through the not-for-profit corporation. The corporation will be renamed and the selection of the board members will be the responsibility of the city.

While the termination will end this relationship, the parties remain very interested in a mutual long term solution to animal control.

The county has approved the termination agreement.

#### **Attachments:**

1. Resolution

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

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING A TERMINATION AGREEMENT WITH SULLIVAN COUNTY, TENNESSEE AND BLUFF CITY, TENNESSEE PERTAINING TO ANIMAL CONTROL AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT OR THIS RESOLUTION

WHEREAS, on January 31, 2011, Sullivan County, Bluff City, and Kingsport entered into an Interlocal Agreement for the purpose of creating a not-for-profit Corporation to provide animal control and operation of one or more animal shelters within Sullivan County, Bluff City, and Kingsport; and

WHEREAS, The not-for-profit Corporation was created on February 8, 2011, and operates as the Sullivan County-Bluff City-Kingsport Animal Control Center, Inc., aka Petworks; and  
WHEREAS, the parties desire to terminate the Interlocal Agreement; and

WHEREAS, the termination will be effective at midnight on December 31, 2017; and

WHEREAS, after that date the shelter and animal control in the unincorporated area of the County and Bluff City will be by or through Sullivan County, and the shelter and animal control in Kingsport will be by or through the city, which can be fulfilled through the not-for-profit corporation formed pursuant to the Interlocal Agreement.

Now therefore,

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

SECTION I. That a Termination agreement with Sullivan County, Tennessee and Bluff City, Tennessee terminating the Interlocal Agreement pertaining to animal control entered into on January 31, 2011, 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, the termination agreement with Sullivan County, Tennessee and Bluff City, Tennessee and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution, said agreement being as follows:

TERMINATION AGREEMENT

This Termination Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and among SULLIVAN COUNTY, TENNESSEE, hereinafter referred to as Sullivan County, the CITY OF BLUFF CITY, TENNESSEE, hereinafter referred to as Bluff City, and the CITY OF KINGSFORT, TENNESSEE, hereinafter referred to as Kingsport.

WITNESSETH:

WHEREAS, the parties entered into an Interlocal Agreement on January 31, 2011, for the purpose of creating a not-for-profit Corporation to operate exclusively for charitable and educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding

section of any future tax code, by providing animal control and operation of one or more animal shelters within Sullivan County, Bluff City, and Kingsport and to prevent cruelty to animals, together with the general powers set forth under T.C.A. § 48-53-102.

WHEREAS, said not-for-profit Corporation was created, with corporate charter filed with the State of Tennessee on February 8, 2011, and currently exists and operates as Sullivan County-Bluff City-Kingsport Animal Control Center, Inc. (herein referred to as Corporation).

WHEREAS, the parties now agree that the joint operation of animal control and animal shelters as currently done pursuant to the Interlocal Agreement should be modified so that the shelter and animal control in the unincorporated area of the County and Bluff City should be operated by Sullivan County, and the shelter and animal control in Kingsport should be operated by Kingsport which can be accomplished through the Corporation; and

WHEREAS, the parties remain very interested in a mutual long term solution to animal control, which could include a single shelter for all of Sullivan County; and

WHEREAS, this Agreement sets out the general terms of the termination of the Interlocal Agreement. NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

1. The Interlocal Agreement entered into by the parties on January 31, 2011, as referenced above, is hereby terminated effective midnight, December 31, 2017, subject to the provisions contained in this Agreement.
2. The parties agree that the Corporation created pursuant to the Interlocal Agreement shall continue in existence.
3. Sullivan County and Bluff City irrevocably assign to Kingsport the right to appoint board members they are entitled to appoint to the Corporation effective on the termination of the Interlocal Agreement, or earlier if so agreed by the parties, and the three board members appointed by Sullivan County will resign from the board effective on or before January 1, 2018, and the one board member appointed by Bluff City will resign from the board effective on or before January 1, 2018. This is intended to enable Kingsport to make appointments to the Corporation's board to enable the Corporation to continue in existence and to amend its charter, bylaws and name, as needed, due to the termination of the Interlocal Agreement.
4. The Sullivan County employees currently assigned to work with the Corporation will return to Sullivan County on January 1, 2018, and the two vehicles provided by Sullivan County for their employees use will return to Sullivan County at the same time.
5. All property donated to or given to the Corporation by Sullivan County, Bluff City, Kingsport, or any other person or entity for use for the operation of animal control and the animal shelter in Kingsport shall remain the sole property of the Corporation.
6. Beginning January 1, 2018, Sullivan County shall take over operation of the animal shelter in Blountville and animal control in the unincorporated part of the County and in Bluff City, and Kingsport and the Corporation shall be relieved from further responsibility to operate that shelter or provide animal control service in the unincorporated part of the County or in Bluff City.
7. Beginning January 1, 2018, Kingsport shall take over operation of the animal shelter and animal control in Kingsport, which may assign the continued operation of the animal shelter animal control in Kingsport to the Corporation, and Sullivan County and Bluff City shall be relieved from further responsibility to operate the shelter or provide animal control service in Kingsport.
8. Beginning on January 1, 2018, the animal control officers shall operate in their respective jurisdiction, or as otherwise provided by law, or in accordance with an Interlocal Agreement that may be entered into hereafter by the parties.
9. The parties agree that it is the intent of the parties that on the effective date of the termination that the Corporation continue to exist to operate exclusively for charitable and educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future tax code, by providing animal control and operation of one or more animal shelters, and to prevent cruelty to animals, together with the general powers set forth under T.C.A. § 48-53-102, and the parties will reasonably assist the Corporation in maintaining its tax exempt status with the Internal Revenue Service, provided no parties shall be required to expend any funds in fulfilling this provision.
10. The Corporation executes this Agreement for the purpose of recognizing its benefits and duties herein, and consents to all actions taken herein.

[Acknowledgements Deleted for Inclusion in 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 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 5th day of December, 2017.

\_\_\_\_\_  
JOHN CLARK, Mayor

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, City Attorney





## AGENDA ACTION FORM

### Awarding the Bid for the Purchase of One (1) Tandem Axle Dump Truck

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

Action Form No.: AF-301-2017  
 Work Session: December 4, 2017  
 First Reading: N/A

Final Adoption: December 5, 2017  
 Staff Work By: Committee  
 Presentation By: R. McReynolds, S. Hightower

### Recommendation:

Approve the Resolution.

### Executive Summary:

Bids were opened on November 7, 2017 for the purchase of one Tandem Axle Dump Truck for use by the Water Maintenance Department. The advertisement for the Invitation to Bid was published in the Kingsport Times News on October 8, 2017 and placed on our website for 31 calendar days. It is the recommendation of the committee to accept the low compliant bid from Worldwide Equipment for one (1) 2018 Kenworth T370 w/ Rogers Body as follows:

	\$112,305.00	Unit Price
	\$6,765.00	Option A (Snow Plow)
Less	<u>\$21,000.00</u>	Trade-In allowance for Equipment #1742
	\$98,070.00	Total Purchase Price

This is a Fleet Replacement.

Funding is identified in 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	—	—	—
Olterman	—	—	—
Clark	—	—	—

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF  
ONE TANDEM AXLE DUMP TRUCK TO WORLDWIDE  
EQUIPMENT INC. AND AUTHORIZING THE CITY MANAGER TO  
EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened November 7, 2017, for the purchase of one (1) tandem axle dump truck for use at the water maintenance department; and

WHEREAS, the city will receive \$21,000.00 for a trade-in allowance for vehicle #1742; 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 one (1) 2018 Kenworth T370 with Rogers Body tandem axle dump truck with optional snowplow from Worldwide Equipment, Inc., at a total purchase cost of \$98,070.00 which includes the deduction of the \$21,000.00 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 one (1) 2018 Kenworth T370 with Rogers Body tandem axle dump truck with optional snowplow at a total purchase cost of \$98,070.00, which includes the deduction of the \$21,000.00 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 5th day of December, 2017.

\_\_\_\_\_  
JOHN CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES  
 BID OPENING  
 November 7, 2017  
 4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

TANDEM AXLE DUMP TRUCK						
Vendor:	Qty.:	Unit Cost:	Option A:	Trade-In #1742:	Delivery Time:	Make/Model:
Triad Freightliner of TN	1	\$113,092.00	\$13,150.00	\$ 5,000.00	90-120 Days	2019 Freightliner 108SD W/Rogers Body
Triad Freightliner of TN	1	\$112,342.00	\$12,500.00	\$ 5,000.00	90-120 Days	2019 Freightliner 108SD W/Reynolds Body
Pete Store	1	\$111,973.00	\$15,650.00	\$ 5,000.00	120 Days	2018 Peterbilt 348 Model W/Rogers Dump Body
Worldwide Equipment	1	\$112,305.00	\$7,300.00 – Western Plow	\$21,000.00	90-110 Days	2018 Kenworth T370 W/Rogers Body
Worldwide Equipment	1	\$112,305.00	\$6,765.00 – Myers Plow	\$21,000.00	90-110 Days	2018 Kenworth T370 W/Rogers Body
Warren Truck & Trailer	1	\$110,840.40	\$12,792.00	N/A	60-75 Days	2017 International HX W/2017 Warren WXL-16 Dump Body
Goodpasture Motor Co.	1	\$106,400.00	\$12,850.00	\$15,500.00	90-160 Days	2019 International 7400 W/Reynolds Body
Goodpasture Motor Co.	1	\$107,550.00	\$13,500.00	\$15,500.00	90-160 Days	International 7400 W/Rogers Body

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



**FLEET MAINTENANCE DEPARTMENT**  
**City of Kingsport, Tennessee**

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**To:** Brent Morelock, Assistant Procurement Manager  
**From:** Chad Austin, Water/Wastewater Systems Manager  
Steve Hightower, Fleet Manager  
**Date:** November 27, 2017  
**Re:** Dump Truck – Tandem Axle - Purchase Recommendation

---

This will confirm our review and recommendation to purchase the low compliant bid of the following vendor for use by the Water/Wastewater Department. The price would be \$112,305 plus the Option A: Snow Plow (Myers Plow System at \$6,765) for a final price of \$98,070, when accepting the trade in offering of \$21,000 for unit #1742. We are recommending that the trade offering of \$21,000 be accepted for unit #1742.

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Award to Vendor</b>	<b>Fuel Economy</b>
1	1	2018 Kenworth T370 Rogers Body	Worldwide Equipment	2 City/ 6 Hwy

**Low Compliant Bidder**

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

**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 is 90 -110 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 Water/Wastewater Systems Manager, Chad Austin, who is agreement with this recommendation. A confirming email of agreement is attached.

**Fuel Economy Improvement**

00%

No fuel economy improvements would be realized since the replacement unit is similar to the current unit being operated.

**Trade In(s)**

1. Trade in(s):
  - a. 1742 - 2007 GMC Dump Truck – Age: 10 Years – 5.6 MPG - Trade Offering: \$21,000

## **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 – Rogers - Nashville, TN
    - i. 95 % Domestic/ 5 % Foreign Materials
3. Unit(s) Chassis Dealer:
  - a. Chassis –Worldwide Equipment – Abingdon, VA.
4. Unit(s) Body Dealer:
  - a. Body – Rogers - Nashville, TN
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:** Austin, Chad  
**Sent:** Monday, November 13, 2017 7:35 AM  
**To:** Hightower, Steve <SteveHightower@KingsportTN.gov>  
**Cc:** Myrick, Lawrence "Spud" <LawrenceMyrick@KingsportTN.gov>  
**Subject:** Tandem dump truck bids

Steve,  
After our review on Friday, I am in agreement that the low compliant bid from Worldwide Equipment for a Kenworth T370 meets our requirements and the specifications.

Thanks,

**Chad E. Austin, PE**  
Distribution & Collection Manager  
Water Services Division  
City of Kingsport  
P: 423-224-2509  
[ChadAustin@KingsportTN.gov](mailto:ChadAustin@KingsportTN.gov)



1113 Konnarock Rd  
Kingsport, TN 37664



## AGENDA ACTION FORM

### 2018 Joint Tri-Cities Joint Legislative Policy

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

Action Form No.: AF-303-2017  
 Work Session: December 4, 2017  
 First Reading: N/A

Final Adoption: December 5, 2017  
 Staff Work By: Jeff Fleming  
 Presentation By: Jeff Fleming

### Recommendation:

Adopt the 2017 Tri-Cities joint legislative policy.

### Executive Summary:

A copy of the proposed 2018 Tri-Cities Joint Legislative Policy is attached. As in years past, this is a cooperative effort of Kingsport, Bristol and Johnson City. Since this is the second year of the General Assembly session, the policy is similar to the policy last year.

The new areas include the maintenance of effort requirement as it pertains to funds received from the county, a provision about the impact of tax increment financing on the certified tax rate, and the ability to regulate smoking around city facilities.

The governing bodies for Bristol and Johnson City are also in the process of approving the policy.

### Attachments:

1. Proposed Joint Tri-Cities Joint Legislative Policy

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



# **2018 Tri-Cities Joint Legislative Policy**

**110<sup>th</sup> General Assembly  
Second Session**

**January 2018**



## **Foreword**

Without question Tennessee cities of all sizes provide the fuel that drives the economic engine of the state. Without them the engine would sputter and run rough. Cities attract industry necessary to employ Tennessee's citizens. Cities are commercial centers where citizens go to obtain their most basic needs, from medical care to groceries. Cities also serve as vibrant centers of culture and the arts, making life more enjoyable. Tennessee needs its cities to continue to grow and prosper, so the state will continue to grow and prosper.

Yet, cities continue to struggle to provide the fuel for the economic engine. Cities face a number of threats: erosion of revenue sources; changes in annexation and deannexation laws; and loss of control over municipal concerns. Cities need the help of our legislators to make Tennessee thrive.

City legislators have an obligation and commitment to their constituents to create an atmosphere of growth and stability. Their voices must be heard in the statewide debate of policies that will impact their ability to govern on a local level. We must work to understand how statewide legislative enactments – at least on major issues – are consistent with local public demands and local needs.

The following pages contain greater detail about the Tri-Cities' legislative priorities, but we can summarize what the Tri-Cities need with one short request. Let our city legislators do what they are elected to do – make policy and law in the best interests of the cities and citizens they serve.

## **Top Priorities**

### **Urban Growth & Planning**

#### **Deannexation**

Cities provide the fuel for the state's economic engine, so providing the resources the cities need to create the fuel is critically important to the interest of Tennessee. Since 1999, cities have followed prevailing law and allocated extensive capital to provide services to annexed areas through the required "plan of services" (waterline upgrades for fire flow, sewer, stormwater, street lights, paving, garbage/trash collection, schools, police, parks, etc.). Authorizing deannexation of taxable properties that were included in the repayment assumptions for this capital could have a very negative impact to municipal bond ratings. Deannexation should only be available if a city has failed to meet its plan of services (in other words, failed to allocate the capital necessary to extend services).

We oppose any deannexation unless the city involved is in default of its plan of services.

## **Annexation**

Annexation laws should be clarified so it can proceed in an orderly, predictable manner. For example, the legislature should define terms such as qualified voter to make it clear who is entitled to vote in an annexation referendum.

## **Planning**

We oppose any legislation that would reduce the authority of Regional Planning Commissions to regulate land use within cities' urban growth boundaries.

## **Education Funding**

### **Public Chapter 305**

With the passage of Public Chapter 305 of the Public Acts of 2013, codified at T.C.A. section 49-3-314(c)(3), state law allows local governments to appropriate funds for non-recurring educational expenditures without those funds being counted toward the local government's maintenance of efforts requirements. Unfortunately, it also provided that such one-time expenditures would be excluded from any apportionment requirement under the Education Finance Act. Excluding non-recurring educational expenditures from maintenance of efforts requirements gave local governments the flexibility to undertake one-time expenses while still controlling maintenance of efforts growth; however, excluding those expenditures from apportionment requirements had the unintended side effect of allowing counties to divert funds from the cities where those funds were collected. Counties can appropriate one-time expenditures to county schools without sharing those funds with the city schools within the county. City property owners pay both city and county property taxes, and this effectively deprives city property tax payers of the benefit of an expenditure that is funded in part by their property taxes.

### **The City of Athens Board of Education v. McMinn County case**

City schools suffered another blow in 2014 with the Tennessee Court of Appeals' decision in *City of Athens Board of Education v. McMinn County*. The Education Finance Act requires that when a county collects school funds for current operation and maintenance, the county must apportion those funds among the Local Education Agencies in the county. Between 1996 and 2011, McMinn County allocated funds to both a general purpose school fund and to an educational capital projects fund. While funds in the general purpose school fund were apportioned to all the school systems in McMinn County, funds in the educational capital projects fund were not – instead they were used for renovations and additions to county schools. When the Boards of Education of the cities of Athens and Etowah sued for their share of the funds in the educational capital projects fund, the Court of Appeals held that the plain language of the statute provided that only funds allocated for “operation and maintenance” of schools must be apportioned – funds

allocated for other purposes did not have to be apportioned to the cities' schools. The court's opinion blessed McMinn County's practice of diverting property taxes derived from residents of the cities into capital project funds that might never be used to benefit those same city taxpayers.

Because of this ruling, similar scenarios are playing out across Tennessee. For example, in Washington County, the county recently enacted a 40-cent county increase in the property tax rate, with 32 cents of that increase flowing into a county capital projects fund. Of the 32-cents, 26-cents is specifically dedicated for school capital projects and equipment. Under this plan, Johnson City residents will annually fund over \$2.2 million in educational capital projects outside the city limits, and the Johnson City school system will not receive any benefit. It is simply unfair for city property tax payers to fund over 60% of the capital improvements scheduled to be made in Washington County without the county being obligated to apportion any of those funds to city schools.

We ask the legislature to amend or repeal Public Chapter 305, codified at T.C.A. section 49-3-314(c)(3) so that one-time expenditures for non-recurring educational expenditures must be apportioned in the same manner as funds allocated for operation and maintenance, and to amend the Education Finance Act to overturn the Court of Appeals' decision in *City of Athens Board of Education v. McMinn County*. Basic fairness dictates that funds allocated by counties for educational purposes, whether one-time or recurring, and whether for operation and maintenance or capital improvements, should be apportioned both to the counties and to the cities and special school districts within those counties.

#### **PC 901 Mixed Drink Tax**

Litigation has been going on across the state pertaining to the allocation of liquor-by-the-drink taxes. It is entirely appropriate and reasonable for cities that have adopted liquor-by-the-drink by a public referendum and have a city school system to retain the revenue generated by the tax, rather than be required to share those revenues with the county for education. This is especially true in light of the fact that most counties have never passed a liquor-by-the-drink referendum. The Legislature has approved successive one-year extensions to TCA Section 57-4-306(a)(2)(A), and we would ask that these extensions continue until the court system finally disposes of this matter.

#### **Maintenance of Effort for Education**

Maintenance of Effort for education requires that local funding bodies allocate at least the same amount to school districts that they allocated in the previous funding year, with limited exceptions. Cities with city school systems are responsible for making up the shortfall when the county changes the way it funds the county school system, so that it does not have to allocate a portion of the funding to city school systems. This year, Sullivan County did just that, resulting in a reduction in funds from the county's required allocation to the Bristol and Kingsport city school systems. The county's decision to change the method it uses to fund the county school system was not made until August, well after the start of the fiscal year, well after the Bristol and

Kingsport school systems had established their budgets, and well after Bristol and Kingsport had appropriated funding to their respective school systems. The two school systems will most likely have a revenue shortfall because of the county's action.

Both cities have now been told that they may be expected to make up that revenue shortfall, even though neither city had any control over the county's funding decision. The Comptroller's office interprets maintenance of efforts provisions to mean that local revenues must be maintained from year to year, regardless of the source of that local revenue. This requirement has the potential to throw the budgets of cities that have school systems into turmoil, because of a decision by the county, over which the cities have no control.

Clear direction is needed from the legislature as to the requirements of maintenance of efforts for education in situations like this, including the timing of the budget decisions. Such legislation could provide that a funding body such as a city or a county could not cut revenues going to a school system, whether the county school system or a city, once the school system's budget has been approved. This would provide certainty to the county, the cities and their school systems.

## **Local Revenue**

With the reduction and eventual elimination of the Hall Income Tax, cities will need other options to raise local revenue. Otherwise, cities are faced with property tax increases to maintain services.

Cities need local funding options that will allow them to identify revenue sources that are tailored to individual cities and their residents. We ask our legislators to consider allowing cities the following local options:

- Raising or Eliminating the Single-Article Sales Tax Cap. The single-article sales tax cap further hinders the ability of cities to realize their economic success as commercial centers. Cities and counties in the Tri-Cities can only collect local option sales tax on the first \$1,600 of the sales price of single articles of personal property, such as motor vehicles, boats, televisions, large machinery or equipment. The local option sales tax on items such as this is no more than \$44 per item, regardless of the total sales price, meaning a buyer pays the same tax whether purchasing a new Lexus or a used Toyota. Giving cities and counties the opportunity to collect their local option sales taxes on a greater portion of the sales price would increase local revenues by up to \$27.50 per \$1,000 of sales price, depending on the applicable local option sales tax rate.
- Local Option Restaurant Privilege Tax. Similar to what Sevierville, Pigeon Forge, and Gatlinburg are now able to do, a local option restaurant privilege tax would allow cities to decide for themselves whether to levy a privilege tax of up to 2% on the amount charged

by restaurants, cafes and other such establishments. A substantial portion of the revenue generated from such a privilege tax would be dedicated to infrastructure and programs that support tourism, with the remainder going to the city's general fund.

- **Reducing or Eliminating Trustee Fees.** Currently, the State Department of Revenue collects local option taxes, and charges local governments a fee of 1.125% of the total amount for administrative costs. The taxes are then transferred to the county Trustee, whose office deducts another 1% before transferring the money to the city where the tax was generated. The county performs no calculations in order to make this transfer – it simply writes a check. In FY 2017, Kingsport (city only) lost approximately \$173,000 to county Trustee fees, Bristol (city and school system collectively) lost approximately \$133,000, and Johnson City (city only) lost approximately \$213,000. The impact is greater if the school systems are included. These amounts are disproportionate to the work performed by the county. In an automated era, these Trustee fees are unnecessary and serve to punish cities for generating sales taxes. We urge our legislators to make the Department of Revenue responsible for direct distribution of taxes, eliminating Trustee fees.

Permitting these alternative sources of revenue would help cities offset the loss of the Hall Income Tax revenue. We ask our delegation to consider pursuing all of these measures. This will give each of the Tri-Cities, and all Tennessee cities, the flexibility to pursue one, more, or none of these new sources of local revenue, depending on the needs of the citizens in each city.

#### **Certified Tax Rate and Tax Increment Financing.**

The reappraisal process and the setting of the certified tax rate, at times, works to the detriment of local government because the revenue generated from the certified rate is not really revenue neutral. In fact, the application of the certified tax rate can provide less money for a local government general fund than the previous year's tax collection. The process inadvertently hurts local governments who, under Tennessee law, use tax increment financing (TIF) to spur economic development. By law the certified tax rate process treats properties subject to TIFs as being ordinary taxable property. The calculation of the certified rate does not exclude or otherwise account for properties subject to TIFs; however, the property tax revenues generated by these TIF properties are earmarked for the TIF financing. These revenues do not add to the local government's general fund, and are not available for the local government to provide services to the community. As a result, instead of being revenue neutral, because these properties are included in the calculation of the certified tax rate, the result is less revenue for local government use.

The certified tax rate process should be amended so that local property tax assessors and the state board of equalization are directed to exclude the value of properties that are subject to valid TIF arrangements at the city or county level when calculating the certified tax rate.

### **Utilities**

It is imperative that municipal-owned utilities be allowed to recoup costs for water and sewer line extensions outside of the corporate boundaries. Failing to do so can jeopardize the finances of municipal-owned utilities, hindering economic expansion. It can also damage public health and welfare by obstructing the ability to provide safe drinking water and preventing the clean-up of public waters by eliminating older sanitary septic systems. The Tri-Cities oppose any effort to eliminate or reduce utility rate differentials for customers located outside of the corporate limits.

## **Public Safety**

### **Pain Clinics**

There are currently 35 medical professionals in Sullivan County and 20 in Washington County prescribing products containing Buprenorphine such as Subutex and Suboxone. Unlike Methadone clinics, these prescribers are not required to apply for and obtain a certificate of need to operate a clinic for opiate addiction. We ask for legislation to require Suboxone clinics to obtain a certificate of need like Methadone clinics are required to obtain. The failure to allow reasonable regulation of these prescribers has resulted in Sullivan County and Washington County becoming a destination for individuals seeking to obtain Buprenorphine for criminal purposes as opposed to legitimate treatment. Therefore, legislation is necessary to insure that Buprenorphine is being dispensed for legitimate medical purposes as opposed to a profit-driven enterprise operating under the guise of a medical practice devoted to opiate treatment.

### **Drug Trafficking and DUI Seizures**

The Tri-Cities oppose any legislation that would restrict local government's ability to seize assets related to drug trafficking and DUI arrests. In the event seizures are not allowed to occur until after the conviction, it will limit the intended impact of such seizures, especially since convictions in criminal cases can take months and sometimes years. Currently, seizures are subject to judicial review before a forfeiture warrant is issued.

Any change that impedes law enforcement's ability to seize assets from applicable DUI and drug cases in a timely manner causes us concern. It is important to have the ability to seize assets used in a criminal enterprise as the seizure impacts the ability of criminals to continue illegal activity in our communities. With vehicles seized in connection with a driving under the influence charge, there are parameters under which the vehicle may be seized, and for good reason, as prescribed in Tennessee Code Annotated § 55-10-414(c).

Although there may be a few isolated incidents, the current process is an effective system that over time has served our communities and law enforcement well and should not be discarded wholesale.

The Tri-Cities oppose any legislation that would impair the existing ability of local law enforcement agencies to pursue forfeiture of assets that relate to the commission of offenses related to drug trafficking or driving under the influence. The Tri-Cities also oppose any legislation that would divert funds away from local drug task forces, without providing for an alternate, equivalent source of funds.

### **Smoking**

Cities need the ability to control smoking around city facilities, to appropriately protect non-smoking citizens. Granting cities the ability to reasonably regulate smoking, say for instance, by allowing cities the authority to require smoking to take place away from facility entrances protects the public as a whole. Right now cities do not have the authority to prohibit smoking outside a building, even if the person smoking is standing next to the building entrance and smoke is entering the building.

## **PUBLIC TRANSPORTATION**

### **Passenger & Freight Rail Service**

We support rail service as an alternate mode of transportation that can improve safety and reduce traffic congestion, fuel consumption, and pollution. Given this premise, we support the establishment of direct intermodal rail service from Bristol to Memphis, including Knoxville and Chattanooga, to facilitate the movement of passengers and freight across the state, eliminating semi-trucks and vehicles that neither originate nor terminate within the State. We encourage TDOT to coordinate with Virginia Department of Rail and Public Transportation to incorporate the extension of rail service along the Interstate 81 and Interstate 75 corridors.