



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

**Monday, January 22, 2018, 4:30 p.m.
City Hall, 225 W. Center St., Council Room, 2nd Floor**

Board of Mayor and Aldermen

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

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

Leadership Team

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

Scott Boyd, 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. FY17 Comprehensive Annual Financial Report (CAFR) Presentation and Explanation – Vice Mayor McIntire, Jim Demming & Lisa Winkle
4. Sales Tax, Wellness Clinic & Safety – Jeff Fleming
5. Review of Items on January 23, 2018 Business Meeting Agenda
6. Adjourn

Next Work Session, Feb. 5: Farmers Market

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.

BMA Report, January 22, 2018

Financial Comments, Judy Smith



Information to be added when available.

Kingsport Employee Wellness, Terri Evans

	01/01/2018 – 1/11/2018	12/01/2017 – 12/31/2017
Total Utilization	89.8%	81.2%
City – Active Employees	59.1%	55.6%
City – Dependents	34.8%	36.3%
City – Retirees	2.1%	2.3%
Extended-Patient Services/Other	0 %	0 %
Work Comp	.4%	.5%
No Show	3.6%	5.3%
	01/01/2017 – 12/31/2017	
Total Utilization	90.1%	
City – Active Employees	52.2%	
City – Dependents	31.1%	
City – Retirees	2.3%	
Extended-Patient Services/Other	2.9%	
Work Comp	.7%	
No Show	5.1%	
HRA	5.7%	

Worker's Compensation, Terri Evans

For the month of December 2017, the city had one (1) worker's compensation claim that involved lost time.

City of Kingsport

Project Status in Pictures



1 KATS Transit Center

The future KATS location is almost done being cleared and storm pipe installation is continuing.

2 Downtown Master Plan

Join us on January 25 at 6:00pm for a Downtown Master Plan presentation and share your input.

3 Dobyns-Bennett

Construction has started for the Dobyns-Bennett Regional Science & Technology Center,

4 Reedy Creek Sewer Trunk Line

Crews are working on both ends of Lomax Street and waiting for consistent 40 degree days for paving.

5 Buffalo Grasslands Boardwalk

The handrail is complete. Current project work includes placement of concrete on connector path.

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 was completed and 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	Crews working on both ends of Lomax. Waiting for consistent 40 deg weather to get paving crews back to W Center St.
\$6,600,000.00	Niki Ensor	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	WA1700/ SW1700/ SW1603	4/1/2019	Design Continues
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	Design underway
\$4,300,000.00	Chad Austin	Hank Clabaugh	Border Regions Utility Upgrades		2/17/2020	Design for Cox Hollow Road/Snapps Ferry Road waterline is about complete.
\$4,186,000.00	Chris McCartt	Melton, Dawn	New KATS Transit Center	GP1718	1/18/2019	Water Quality unit has been set and partially backfilled (8") until 24" pipe is in place
\$3,750,000.00	Niki Ensor	Niki Ensor	Chemical Feed Design	WA1403	4/1/2019	Design underway
\$3,740,000.00	Niki Ensor	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	SW1708	6/1/2019	BMA approved easement offers on 12/19/17.
\$3,300,000.00	Michael Thompson	Thompson, Michael	Indian Trail Drive Extension	GP1615	6/30/2019	Awaiting response from RPAI (East Stone Commons Owner) concerning their needs relative to Truck access.
\$1,700,000.00	Michael Thompson	Thompson, Michael	Main Street Rebuild [City & MTPO Funded]	GP1516	4/1/2021	Design continues. Several alternatives have been developed for the intersection of Sullivan / Main. Electrical transmission line relocation MOU submitted by AEP.
\$1,688,507.50	Chad Austin	Pamela Gilmer	Pendragon Sidewalk & Water Improvement	WA1803/G P1830	9/18/2018	Crews chlorinating Pendragon line and installing line on Silverdale Road.
\$1,250,000.00	Niki Ensor	Niki Ensor	Pipe Gallery Improvements	WA1505	3/31/2018	Opened bids 12/13/17. Frizzell was single bidder at \$1,367,700. Evaluating how to proceed.
\$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.
\$940,000.00	Kitty Frazier	Clabaugh, Hank	Kingsport Greenbelt - Eastern Extension - Phase 1 [Fed. Grant & City funded]	GP1529	11/1/2019	Additional Survey plats created and submitted to satisfy mortgage holder requirements to release liens.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$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.
\$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 Co. has set new poles and notified Power and Cable Companies to relocate. Expected start for contractor is beginning of February.
\$600,000.00	Kitty Frazier	Melton, Dawn	Riverbend Park	GP1512	2/28/2018	Public input meeting scheduled for 01-17-18
\$420,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation	GP1711		Contract being processed.
\$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		1/31/2018	Project is 95% complete. Concrete bypass remains.
\$350,000.00	Rob Cole	Austin, Chad	Bays Mountain Septic System Upgrades	GP1704	4/20/2018	Final review plans to be submitted to City by 2/2.
\$230,000.00	Helen Whitaker	Melton, Dawn	Library Colonnade Expansion	GP1807		Advertised on 1/3/18. Pre-Bid scheduled for 1/11/2018
\$221,800.00	Tim Elsea	Elsea, Tim	Lynn Garden Signal System [MTPO & City funded]	MPO15C	1/31/2018	Advertise for bids 1/21/18, prebid conference 1/31/18, open bids 2/14/18.
\$218,713.00	Chad Austin	Spud Myrick	Hunt Rd waterline extension	WA1805	2/16/2018	Waterline has been installed. Three more services to be installed when weather breaks.
\$187,500.00		Melton, Dawn	Lynn View Community Center Site Improvements	GP1714		Excavation for ramp and new stairs underway
\$117,889.67		Melton, Dawn	Borden Park Phase II - Playground	GP1700	3/15/2018	Playground equipment to be installed week of Januray 22nd. AEP re-routing OH week of January 29th.
\$79,583.00	Chad Austin	Dave Harris	Meade Tractor Sanitary Sewer Extension	SW1806	3/9/2018	Preconstruction meeting set for Wednesday, January 10th @ 10:00 a.m.
\$50,000.00	Steve Robbins	David Edwards	Main St. & Sullivan St. System Upgrades			Coordination underway with KATS site contractor
		Steve Robbins	Bloomington Culvert Replacement			Design underway by consultant (Mattern & Craig)
	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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AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

**Tuesday, January 23, 2018, 7:00 p.m.
City Hall, 225 W. Center St., Courtroom, 2nd Floor**

Board of Mayor and Aldermen

Mayor John Clark
Vice Mayor Mike McIntire, Presiding
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 Richard Dice, Christ Church

III. ROLL CALL

IV.A. RECOGNITIONS & PRESENTATIONS

- Added →
1. Kingsport Fire Dept., Technical Rescue Team - Ropes Certification
 2. Chad Arnold – TDEC Distribution Certification

IV.B. APPOINTMENTS

1. Appointment to the Kingsport Housing and Redevelopment Authority (AF: 10-2018) (Mayor Clark)
 - Appointment

V. APPROVAL OF MINUTES

1. Work Session – January 8, 2018
2. Business Meeting – January 9, 2018
3. Called Work Session – January 16, 2018

VI. COMMUNITY INTEREST ITEMS

A. PUBLIC HEARINGS

1. Public Hearing and Consideration of Resolution to Annex/Adopt Plan of Service for the Bays Mountain Park and Planetarium Addition Annexation and Consideration of an Ordinance to Amend Zoning (AF: 05-2018) (Nathan Woods)
 - Public Hearing
 - Resolution - Annexation
 - Ordinance – Zoning
 - Resolution – Plan of Services

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

None

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Approve Receiving a Grant from the East Tennessee Foundation to Support Kingsport Centennial Park Project Plaques and Appropriate Funds (AF: 02-2018) (Chris McCartt)
 - Ordinance – **Second Reading and Final Adoption**

D. OTHER BUSINESS

1. Authorizing the Industrial Development Board of the City of Kingsport, Tennessee to Execute a Payment in Lieu of Tax Provision (AF: 12-2018) (Staff)
 - Resolution
2. Apply and Receive the Assistance to Firefighters Grant (AFG) through the U.S. Fire Administration of the Federal Emergency Management Administration (FEMA) Division of the Department of Homeland Security (DHS) (AF: 07-2018) (Scott Boyd)
 - Resolution

Revised Resolution 1/23/18

3. Awarding the Bid for the Purchase of Three (3) Cutaway Cargo Vans to Ted Russell Ford (AF: 09-2018) (Steve Hightower)
 - Resolution

VII. CONSENT AGENDA

1. Apply for a Federal Historic Preservation Grant from the Tennessee Historical Commission (AF: 06-2018) (Nathan Woods)
 - Resolution
2. Submit a Grant Application for Greenbelt "Information and Rest Areas" (AF: 11-2018) (Kitty Frazier, Bill Albright)
 - Resolution

VIII. COMMUNICATIONS

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

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

IX. ADJOURN



AGENDA ACTION FORM

Appointment to the Kingsport Housing and Redevelopment Authority

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

Action Form No.: AF-10-2018
 Work Session: January 22, 2018
 First Reading: N/A

Final Adoption: January 23, 2018
 Staff Work By: Terry Cunningham
 Presentation By: Mayor Clark

Recommendation:

Approve appointment.

Executive Summary:

It is requested to reappoint Tony Jennings to the Kingsport Housing and Redevelopment Authority. He has a specific skill set relative to financial matters. During this transition time, his understanding of the financial transactions is very helpful as he is qualified to counsel as well as be in apposition to hold the Kingsport Housing and Redevelopment Authority accountable. In addition, three of the five-member-board are serving their first term.

If approved by the Board of Mayor and Aldermen, Mr. Jennings' term will continue for another five-year term that will expire February 28, 2023.

Attachments:

None

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

Minutes of the Regular Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Monday, January 8, 2018, 4:30 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor John Clark

Alderman Jennifer Adler

Alderman Joe Begley

Alderman Betsy Cooper

Alderman Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

Joseph E. May, Interim 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: Vice-Mayor Mike McIntire.
3. **FY19 CITY MANAGER'S BUDGET PREPARATION ASSUMPTIONS.** Mr. Fleming presented this item, describing the budget process and the many factors that affect the financial condition of the city. Such factors include the reduced taxes on groceries and the Hall Income Tax going away, causing the city to absorb significant losses

Mr. Fleming also asked Assistant City Manager for Operation Ryan McReynolds to talk about the city's policy on treating the roads in anticipation of bad weather. He provided details on the city's response and stated he would present this information again at the business meeting tomorrow night.

The City Manager also made comments on intuitive growth and repurposing the outside periphery of Kingsport to the downtown area.
4. **REVIEW OF AGENDA ITEMS ON THE JANUARY 9, 2018 REGULAR BUSINESS MEETING AGENDA.** There were no agenda items which received specific questions or discussion.
5. **ADJOURN.** Seeing no other matters presented for discussion at this work session, Mayor Clark adjourned the meeting at 5:30 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor

Minutes of the Regular Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, January 9, 2018, 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: Skip Norrell.

II.B. INVOCATION: Associate Minister Jack Weikel, First Broad Street United Methodist Church.

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

IV.A. RECOGNITIONS AND PRESENTATIONS.

1. 2017 THSO Awards (Chief Quillin)
 - Patrolman Blake Good
 - Patrolman Matt McGuire
 - Sergeant Steve Summey
 - Kingsport Police Department
2. Public Works - Anti-icing and Snow Removal (Ronnie Hammonds)

IV.B. APPOINTMENTS/REAPPOINTMENTS.

1. Appointment and Reappointments to the Bays Mountain Park Commission (AF: 03-2018) (Mayor Clark).

Motion/Second: George/Adler, to approve:

APPOINTMENT OF MR. DAVID FOX AND REAPPOINTMENTS OF MS. MARY STEADMAN AND MR. CHARLES BEGGEROW TO SERVE A THREE-YEAR TERM ON THE **BAYS MOUNTAIN PARK COMMISSION** EFFECTIVE IMMEDIATELY AND EXPIRING ON JANUARY 31, 2020.

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, January 9, 2018**

V. APPROVAL OF MINUTES.

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

- A. December 18, 2017 Regular Work Session
- B. December 19, 2017 Regular Business Meeting

Approved: All present voting "aye."

VI. COMMUNITY INTEREST ITEMS.

A. PUBLIC HEARINGS.

1. **Annexation Annual Plan of Services Report** (AF: 02-2018)
(Nathan Woods). City Planner Nathan Woods gave a brief presentation on this item.

PUBLIC COMMENT ON ITEM VI.A.1. None.

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

B. BUSINESS MATTERS REQUIRING FIRST READING.

1. **Approve Receiving a Grant from the East Tennessee Foundation to Support Kingsport Centennial Park Project Plaques and Appropriate Funds** (AF: 02-2018) (Chris McCartt).

Motion/Second: George/Begley, to pass:

Resolution No. 2018-088, A RESOLUTION ACCEPTING GRANT NO. 20171324 FROM THE KINGSFORT COMMUNITY FOUNDATION CENTENNIAL PARK PROJECT FUND THROUGH THE EAST TENNESSEE FOUNDATION; APPROVING A LETTER OF AWARD; AND AUTHORIZING THE MAYOR TO EXECUTE THE LETTER, AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE LETTER

Passed: All present voting "aye."

Motion/Second: George/Cooper, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT FUND BUDGET BY APPROPRIATING DONATED FUNDS RECEIVED FROM THE EAST TENNESSEE FOUNDATION FOR THE YEAR ENDING JUNE 30, 2018; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, January 9, 2018**

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.

1. Appropriate Donations Received for Owen's Train at Centennial Park, Rise Together Kingsport and Humanae: Work in Progress (AF: 306-2017)
(Chris McCartt).

Motion/Second: Cooper/Adler, to pass:

ORDINANCE NO. 6708, AN ORDINANCE TO AMEND THE GENERAL PROJECT SPECIAL REVENUE FUND BUDGET BY APPROPRIATING DONATIONS RECEIVED 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."

2. Amend the FY18 General Project Fund Budget (AF: 311-2017)
(David Frye).

Motion/Second: George/Cooper, to pass:

ORDINANCE NO. 6709, AN ORDINANCE TO AMEND THE GENERAL PROJECTS FUND BUDGETS FOR THE FISCAL 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."

3. Budget Adjustment Ordinance for FY18 (AF: 310-2017) (Jeff Fleming)

Motion/Second: McIntire/Adler, to pass:

ORDINANCE NO. 6710, AN ORDINANCE TO AMEND VARIOUS PROJECTS 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. Accept FY17 Comprehensive Annual Financial Report (AF: 04-2018) (Jim Demming, Vice Mayor McIntire).

Motion/Second: McIntire/Olterman, to pass:

APPROVE FY17 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Passed: All present voting "aye."

VII. CONSENT AGENDA. None.

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, January 9, 2018**

VIII. COMMUNICATIONS.

- A. CITY MANAGER.** Mr. Fleming thanked the BMA for their guidance on the budget at the work session yesterday and also Matthew Lane for his coverage in the newspaper, pointing out there would be in list of 2017 accomplishments in tomorrow's paper.
- B. MAYOR AND BOARD MEMBERS.** Alderman Adler commented on the MLK Day of Service and the Neighborhood Meeting at KCHA on January 25. She also invited everyone to download Walker Tracker and help Healthy Kingsport reach the 2018 goal of two million miles. Alderman Cooper commented on the cold weather ministries, noting there will be a Serving Matters workshop on January 24 from 10:00-2:00. Vice-Mayor McIntire stated he hoped the new year was happy, healthy, rewarding and prosperous. He also commented on the upcoming Chamber dinner as well as the special performance this weekend at the Renaissance Center celebrating Kingsport Theatre Guild's 70th anniversary. Lastly, he noted the Tennessee legislature convened today and wished the best. Alderman Begley wished everyone a happy new year thanked Public Works, noting driveable roads are sometimes taken for granted. Alderman Olterman stated basketball was in full swing and urged citizens to support their local high schools. Alderman George thanked the police and fire departments out working in the cold weather. She commented on the coat drive at her office, stating they have received plenty of coats, but could still use gloves and toboggans. Lastly she reminded everyone to remember their animals in the cold weather. Mayor Clark thanked the BMA, the city and all the partners for their hard work and service in 2017, noting an improved quality of life and encouraging everyone to keep the movement going in 2018. Lastly, he stated there was a called work session on January 16 at 2:00 to discuss ONEKingsport business plans.

- C. VISITORS.** None.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 7:52 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor

Minutes of the Called Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Tuesday, January 16, 2018, 2:00 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor John Clark

Vice-Mayor Mike McIntire

Alderman Jennifer Adler

Alderman Joe Begley

Alderman Betsy Cooper

Alderman Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

Joseph E. May, Interim City Attorney

James H. Demming, City Recorder/Chief Financial Officer

1. **CALL TO ORDER:** 2:00 p.m. by Mayor Clark.

1A. **PLEDGE OF ALLEGIANCE.**

1B. **INVOCATION.** Vice Mayor McIntire.

2. **ROLL CALL:** By Deputy City Recorder Marshall.

3. **ONEKINGSPORT BUSINESS PLANS.** Mayor Clark made opening remarks highlighting the two year ONEKingsport process that began with the Summit and thanked the volunteers who served on this committee. Jane Henry, Committee Chair, also gave a brief introduction. She pointed out the one project that has been consistently at the top of everyone's list was the downtown playground venue. The projects were presented by the following individuals.

Neighborhood Commission Update – Heather Cook

Bays Mountain Park Update – Chris McCartt

Downtown Playground Venue – Chris McCartt

(NOTE: A break was taken at this point from 4:15-4:25.)

Rediscover the Riverfront – Lynn Tully

The Inventor Center – Bill Sumner

Recommended Funding Implementation

The consensus of the board was since the neighborhood commission was already active, portions of the Bays Mountain project was included in the CIP, and the Downtown Outdoor Venue and Riverfront Park required bond money, they would like to see staff move forward with the Inventor Center. Alderman George pointed out the low risk and the money was already there. Vice-Mayor McIntire noted the creation of jobs is a top priority. Alderman Begley stated he would like more time for consideration and City Manager Fleming responded staff could start on some legwork without making commitments. The mayor also asked staff to work the numbers more on the projects requiring bond money and come back with a proposal. Mr. McIntire indicated the need for each project, but the pace to complete them had to be decided..

**Minutes of the Regular Work Session of the Board of Mayor and Aldermen of
Kingsport, Tennessee, Tuesday, January 16, 2018**

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

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor



AGENDA ACTION FORM

Public Hearing and Consideration of Resolution to Annex/Adopt Plan of Service for the Bays Mountain Park and Planetarium Addition Annexation and Consideration of an Ordinance to Amend Zoning

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

Action Form No.: AF-05-2018
 Work Session: January 22, 2018
 First Reading: January 23, 2018

Final Adoption: February 6, 2018
 Staff Work By: Woods
 Presentation By: Woods

Recommendation:

- Hold public hearing
- Approve resolution for the Bays Mountain Park & Planetarium Addition Annexation
- Approve ordinance amending the zoning ordinance for the Bays Mountain Park & Planetarium Addition Annexation
- Approve resolution adopting a plan of services for the annexation area

Executive Summary:

This is the owner-requested Bays Mountain Park & Planetarium Addition annexation of approximately 63.88 acres/8 parcels located off of Hood Road. The current county zoning of the property is County A-1 (Agricultural District). The proposed city zoning for the area is City A-1 (Agricultural District). The applicant is requesting a limited offering of City services and to allow the land to remain a nature preserve. During their December 2017 regular meeting, the Kingsport Regional Planning Commission voted unanimously to send a favorable recommendation for the annexation, zoning, and plan of services to the Board of Mayor and Aldermen for this annexation. The Notice of Public Hearing was published December 25, 2017.

Attachments:

1. Notice of Public Hearing
2. Annexation Resolution
3. Zoning Ordinance
4. POS Resolution
5. Staff Report
6. Maps

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that the City of Kingsport Board of Mayor and Aldermen will conduct a Public Hearing during its regular business meeting on Tuesday, January 23, 2018, to consider the annexation, zoning, and plan of services for the Bays Mountain Park and Planetarium Addition annexation. The regular business meeting will begin at 7:00 p.m. in the large courtroom located on the second floor of City Hall, at 225 W. Center Street, Kingsport, Tennessee.

The property proposed for annexation is generally described as follows:

BEGINNING at a point, said point being the Northeast corner of Tax Map 75, Parcel 31.08; thence in a southwesterly direction, approximately 982 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southeasterly direction, approximately 2,178 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southwesterly direction, approximately 512 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a northeasterly direction, approximately 460 feet to a point, said point lying on the parcel boundary of parcel 31.02; thence in a southwesterly direction, approximately 122 feet to a point, said lying on the parcel boundary of parcel 31.06; thence in a westerly direction, approximately 210 feet to a point, said point lying on the parcel boundary of parcel 31.06; thence in a northerly direction, approximately 2,793 feet to a point lying on the parcel boundary of parcel 31.07; thence in a northeasterly direction, approximately 1,672 feet to the point of the BEGINNING, and being a portion of Tax Map 75, parcel 31.08, 31.01, 31.02, 31.03, 31.04, 31.05, 31.06, 31.07 as shown on the December 2016 Sullivan County Tax Maps.

All interested persons are invited to attend this meeting and public hearing. A detailed map, description, and plan of services document is on file in the offices of the City Manager, Planning Manager, and Kingsport Library for inspection. Additional information concerning this proposal may be obtained by contacting the Kingsport Planning Division of the Development Services Department, telephone 423-229-9485.

CITY OF KINGSFORT

James H. Demming, City Recorder

P1T: 01/08/2018

RESOLUTION NO. _____

A RESOLUTION TO ANNEX THAT CERTAIN TERRITORY ADJOINING THE PRESENT CORPORATE BOUNDARIES OF THE CITY OF KINGSPORT, EMBRACING THAT CERTAIN PART OF THE 13th CIVIL DISTRICT OF SULLIVAN COUNTY, TENNESSEE, AND KNOWN AS THE BAYS MOUNTAIN PARK AND PLANETARIUM ADDITION ANNEXATION, AS HEREINAFTER DESCRIBED; TO INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF KINGSPORT, TENNESSEE; AND TO FIX THE EFFECTIVE DATE OF THIS RESOLUTION

WHEREAS, a public hearing before the board of mayor and aldermen of the City of Kingsport, Tennessee, was held on the 23th day of January 2018, and notice thereof published in the Kingsport Times-News on the 8th day of January 2018; and

WHEREAS, the Board of Mayor and Aldermen finds that the annexation will materially benefit the health, safety, and welfare of the citizens and property owners of the city and the territory annexed; and

WHEREAS, the annexation of such property is deemed necessary for the welfare of the residents and property owners thereof and the city as a whole; and

WHEREAS, pursuant to *Tenn. Code Ann. § 6-51-104(a)* the property owners of the affected territory have requested annexation of their property by the City of Kingsport by submitting written consent signed by the property owners to the city; and

WHEREAS, a plan of services for this area was adopted by resolution on the 23th day of January 2018, as required by *Tenn. Code Ann. § 6-51-102, et seq.*

BE IT ORDAINED BY THE CITY OF KINGSPORT, AS FOLLOWS:

SECTION I. Pursuant to the authority conferred by Tennessee Code Annotated §6-51-102 *et seq.* and upon written consent signed by the property owners in the affected territory submitted to the city there is here-by annexed to the City of Kingsport, Tennessee, and incorporated within the corporate boundaries thereof, the following described territory adjoining the present corporate boundaries: embracing that certain part of Civil District No. 13 of Sullivan County, Tennessee, and more fully described to-wit:

BEGINNING at a point, said point being the Northeast corner of Tax Map 75, Parcel 31.08; thence in a southwesterly direction, approximately 982 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southeasterly direction, approximately 2,178 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southwesterly direction, approximately 512 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a northeasterly direction, approximately 460 feet to a point, said point lying on the parcel boundary of parcel 31.02; thence in a southwesterly direction, approximately 122 feet to a point, said lying on the parcel boundary

of parcel 31.06; thence in a westerly direction, approximately 210 feet to a point, said point lying on the parcel boundary of parcel 31.06; thence in a northerly direction, approximately 2,793 feet to a point lying on the parcel boundary of parcel 31.07; thence in a northeasterly direction, approximately 1,672 feet to the point of the BEGINNING, and being a portion of Tax Map 75, parcel 31.08, 31.01, 31.02, 31.03, 31.04, 31.05, 31.06, 31.07 as shown on the December 2016 Sullivan County Tax Maps.

SECTION II. That this resolution shall take effect thirty (30) days from and after the date of its adoption, the public welfare of the citizens of Kingsport, Tennessee requiring it.

ADOPTED this the 23rd day of January 2018.

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

ORDINANCE NO. _____

AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY LOCATED ADJACENT TO BAYS MOUNTAIN PARK AND PLANETARIUM FROM COUNTY A-1, AGRICULTURAL DISTRICT TO CITY A-1, AGRICULTURAL DISTRICT IN THE 13TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, AS FOLLOWS:

SECTION I. That the zoning code, text, and map, be and the same is hereby further amended to rezone property adjacent to Bays Mountain Park and Planetarium from County A-1, Agricultural District to City A-1, Agricultural District in the 13th Civil District of Sullivan County; said area to be rezoned being further and more particularly described as follows:

BEGINNING at a point, said point being the Northeast corner of Tax Map 75, Parcel 31.08; thence in a southwesterly direction, approximately 982 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southeasterly direction, approximately 2,178 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southwesterly direction, approximately 512 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a northeasterly direction, approximately 460 feet to a point, said point lying on the parcel boundary of parcel 31.02; thence in a southwesterly direction, approximately 122 feet to a point, said lying on the parcel boundary of parcel 31.06; thence in a westerly direction, approximately 210 feet to a point, said point lying on the parcel boundary of parcel 31.06; thence in a northerly direction, approximately 2,793 feet to a point lying on the parcel boundary of parcel 31.07; thence in a northeasterly direction, approximately 1,672 feet to the point of the BEGINNING, and being a portion of Tax Map 75, parcel 31.08, 31.01, 31.02, 31.03, 31.04, 31.05, 31.06, 31.07 as shown on the December 2016 Sullivan County Tax Maps.

SECTION II. Any person violating any provisions of this ordinance shall be guilty of an offense and upon conviction shall pay a penalty of FIFTY DOLLARS (\$50.00) for each offense. Each occurrence shall constitute a separate offense.

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

JOHN CLARK
Mayor

ATTEST:

JAMES H. DEMMING
City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY
City Attorney

PASSED ON 1ST READING _____
PASSED ON 2ND READING _____

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A PLAN OF SERVICES FOR THE
BAYS MOUNTAIN PARK AND PLANETARIUM ADDITION
ANNEXATION OF THE CITY OF KINGSPORT, TENNESSEE**

WHEREAS, before any territories may be annexed under Tennessee Code Annotated §6-51-102, the governing body shall have previously adopted a plan of services setting forth the identification and timing of municipal services; and

WHEREAS, before any such plan of services shall have been adopted, it must have been submitted to the local planning commission for study and a written report; and

WHEREAS, a plan of services for the proposed Bays Mountain Park and Planetarium Addition annexation was submitted to the Kingsport Regional Planning Commission on December 21, 2017, for its consideration and a written report; and

WHEREAS, prior to the adoption of a plan of services, the City shall hold a public hearing; and

WHEREAS, a public hearing was held January 23, 2018; and

WHEREAS, notice of the time and place of the public hearing shall be published in a newspaper of general circulation in the municipality a minimum of seven (7) days prior to the hearing; and

WHEREAS, notice of the time and place of the public hearing was published in the Kingsport Times-News on January 8th 2017; and

WHEREAS, the City of Kingsport, pursuant to the provisions of Tennessee Code Annotated, §6-51-102 has endeavored to annex a portion of the 13th Civil District of Sullivan County, Tennessee, commonly known as the Bays Mountain Park and Planetarium Addition Annexation, said area being bounded and further described as follows:

BEGINNING at a point, said point being the Northeast corner of Tax Map 75, Parcel 31.08; thence in a southwesterly direction, approximately 982 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southeasterly direction, approximately 2,178 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a southwesterly direction, approximately 512 feet to a point, said point lying on the parcel boundary of parcel 31.01; thence in a northeasterly direction, approximately 460 feet to a point, said point lying on the parcel boundary of parcel 31.02; thence in a southwesterly direction, approximately 122 feet to a point, said lying on the parcel boundary of parcel 31.06; thence in a westerly direction, approximately 210 feet to a point, said point lying on the parcel boundary of parcel 31.06; thence in a northerly direction, approximately 2,793 feet to a point lying on the parcel boundary of parcel 31.07; thence in a northeasterly direction, approximately 1,672 feet to the point of the BEGINNING, and being a portion of Tax Map 75, parcel 31.08,

*31.01, 31.02, 31.03, 31.04, 31.05, 31.06, 31.07 as shown on the
December 2016 Sullivan County Tax Maps.*

AND WHEREAS, the City of Kingsport deems it advisable to adopt a Plan of Services for the proposed annexation area. Now, therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF KINGSFORT, TENNESSEE, AS FOLLOWS:

SECTION I. That a Plan of Services for the Bays Mountain Park and Planetarium Addition Annexation as bounded and described above is hereby adopted, subject to an enactment of an annexation resolution for the annexation area, the said Plan of Services to be as follows:

**Bays Mountain Park and Planetarium Addition
Plan of Services**

1. Police Protection

- A. On the date of annexation the Kingsport Police Department will respond to all calls for service for police protection, including criminal calls, traffic accidents and traffic related occurrences, and other prevention and interdiction calls for service.
- B. Effective with annexation, all resources currently available within the Kingsport Police Department will become available to the citizens of the area. The Kingsport Police Department has an authorized accredited force of 116 police officers and approximately 60 civilian personnel to provide services 24-hours per day, 365 days a year.
- C. The Kingsport Police Department is accredited with the Commission on Accreditation for Law Enforcement Agencies and has met 358 mandatory and 72 other-than mandatory standards in order to attain this status. Kingsport Police Department was only the third accredited department in the State of Tennessee and the first in northeast Tennessee.
- D. Upon annexation, existing police department personnel will be utilized to provide services by expanding the contiguous patrol sections to include the newly incorporated area. Existing police personnel and equipment will be shifted to provide needed coverage of the area. Each section will be patrolled by units of the Kingsport Police Department and will be augmented by other departments and units such as investigators, specialized assigned details etc.
- E. When needed, the Kingsport Police Department will hire additional police officers to provide more response to annexed areas. The officers will undergo 450 hours of basic recruit training before being certified as a police officer. Upon completion of the classroom training, the officers will undergo 480 hours of field officer training where they will work and be trained by designated training officers.
- F. The Kingsport Police Department will provide upon request crime prevention programs, traffic safety education programs, drug education/awareness programs including D.A.R.E. to the citizens of the area. Additional programs include

department personnel to address groups on law enforcement topics or concerns, home and business security checks and establishing and maintaining neighborhood watch programs.

- G. The Kingsport Police Department currently maintains an approximate 5 minute average response time to emergency and urgent calls within the corporate limits.

2. Fire Protection

- A. On the operative date of annexation, the City of Kingsport will answer all calls for service for fire, disaster, hazardous materials, special rescue and medical first responder. The Kingsport Fire Department goes beyond the basic fire services required of a City Government.
- B. The City of Kingsport Fire Department is an Internationally Accredited Agency, one of only four in the State of Tennessee. We operate 8 fire stations, housing fire suppression, hazardous materials, rescue and other emergency equipment. Staffed by 106 full-time professional firefighters, 24 hours a day, 365 days a year to provide service. The City of Kingsport maintains a Class 2 insurance rating saving its residents the most possible on their insurance rates. Our response time average is approximately 4 minutes, 53 seconds after we receive the call from our dispatch center.
- C. Free fire safety inspections will be available upon request on the effective date of annexation. Water lines will be upgraded within five (5) years after the effective date of annexation to provide needed fire flow to protect the properties.
- D. All structures must be brought into compliance with the City-wide smoke detector ordinance within thirty (30) days of the effective date of annexation. This is strictly to provide residents with the best fire protection service available.
- E. The City of Kingsport Fire Department has a Hazardous Materials Response Team, which has state-of-the-art equipment to handle all calls of an emergency nature dealing with incidents relating to hazardous chemicals. The department also has a Technical Rescue Team that has specialized rescue capabilities and equipment for all types of hazards.
- F. The City of Kingsport Fire Department provides First Responder emergency medical services to all life-threatening medical emergencies resulting from serious illness or injury. We provide advanced life support (paramedics) for victims until ambulance service arrives for transport.

3. Water

- A. No Plan of Services to be provided

4. Electricity

Electric service in this area is currently under the jurisdiction of American Electric Power

5. Sanitary Sewer

- A. No Plan of Services to be provided

6. Solid Waste Disposal

- A. No Plan of Services to be provided

7. Public Road/Street Construction & Repair

- A. No Plan of Services to be provided

8. Recreational Facilities

- A. Residents of the annexed area may use existing City recreational facilities, programs, parks, etc. on the effective date of annexation at City rates rather than out of City rates.
- B. Residents of the annexed area may use all existing library facilities and will be exempt from the non-residential fee on the effective date of annexation.
- C. Residents of the annexed area (50 years or older) will be eligible to use the Senior Citizens Center with no non-residential fees and with transportation provided on the effective date of annexation.
- D. The Department of Parks and Recreation has more than 4,800 acres of city-owned land to provide parks and recreation programs to all our citizens. The amenities and programs offered by many of the parks and recreation areas through the Leisure Services Department include playing fields for baseball and softball, basketball courts, play grounds, volley ball, tennis courts, a skate park and concession areas and restrooms to serve these facilities. Other amenities offered include General meeting areas, multi-function areas, Community Centers, senior programs, Theater and Cultural Arts programs. Many of the parks have walking and hiking trails and Bays Mountain, the City's largest park, includes animal habitats, a farm area, camping sites, and a Planetarium.

9. Street Lighting

- A. No Plan of Services to be provided

10. Zoning Services

- A. The area will be zoned A-1 (Agricultural)
- B. The Kingsport Regional Planning Commission is the comprehensive planning agency and administers zoning and land subdivision regulations for the City of Kingsport as provided in State law. The Kingsport Regional Planning Commission consists of nine (9) commissioners appointed by the Mayor of the City of Kingsport.
- C. The Kingsport Regional Planning Commission will exercise planning and zoning activities for the area being annexed upon the operative date of annexation.

- D. Appeals to the Zoning regulations are heard by the Board of Zoning Appeals and variances are granted if the request meets the criteria established for granting variances under Tennessee Code Annotated.

11. Schools

- A. Upon annexation, children currently attending County schools will be allowed to attend City of Kingsport schools or remain in County schools per the prevailing County policy at the time.
- B. Tuition paid by non-city residents now attending City schools will cease upon the effective date of annexation and those students may continue to attend City schools without charge until graduation.
- C. Children at all grade levels may attend City schools tuition-free. Transportation will be provided for students, whose homes are more than 1.5 miles from their designated school, beginning with the school year following annexation.

The previous sections are titled and listed in the order prescribed by Tennessee Code Annotated 6-51-102(b) (2). The following sections are provided by the City of Kingsport in addition to the minimum requirements.

12. Traffic Control

The City will verify all street name signs and traffic control devices in accordance with the Manual on Uniform Traffic Control Devices.

13. Inspection Services

All inspection services now provided by the City on a fee basis (building, electrical, plumbing, gas, housing, sanitation, etc.) will begin in the annexed area on the effective date of annexation. A free safety inspection of plumbing vents will be required at the time sewer connections are made to make sure that proper protection is available to prevent sewer gas from entering houses.

14. Animal Control

Animal control service equivalent to that presently provided within the City will be extended to the annexed area on the effective date of annexation.

15. Storm Sewers

The installation of any needed storm sewers will be accomplished in accordance with existing standards and engineering principles provided for by present City policies. Maintenance of existing storm sewer and drainage systems is also provided on an as

needed basis. Response to emergency storm drainage calls is also provided on a 24 hour call in basis.

16. Leaf Removal

The City will collect loose leaves with the vacuum truck between October 15 and January 15, and it will be provided to the annexation area on the same basis as it is currently provided to other City residents beginning on the effective date of annexation. Bagged leaves are collected year round. Leaves are transported to the City's Demolition Landfill where they are composted and used as an amendment to existing dirt stockpiles. This enhanced dirt is then used on City Projects for backfill and topsoil applications.

17. Litter Control

The City's litter control program will be extended to the area on the effective date of annexation. It is provided on a regular schedule along major routes and on an "as needed" basis throughout the City.

18. Graffiti Control

The City's graffiti control program, which is aimed at eliminating graffiti on public rights-of-way such as bridge abutments, street signs, railroad underpasses, and the like, will be extended to the area on the effective date of annexation. It is provided on an "as needed/on call" basis. Response time for "offensive" graffiti removal is generally within 48 hours.

19. Other Services

All other services not classified under the foregoing headings such as Executive, Judicial, Legal, Personnel, Risk Management, Fleet Maintenance, Finance and Administration and other support services will be available upon the effective date of annexation.

SECTION II. This Resolution shall be effective from and after its adoption, the public welfare requiring it.

ADOPTED this the 23th day of January 2018.

ATTEST:

John Clark, Mayor

JAMES H. DEMMING
City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

Kingsport Regional Planning Commission
Annexation Report

File Number 17-301-00002

Property Information	Bays Mountain Park & Planetarium Addition Annexation		
Address	n/a		
Tax Map, Group, Parcel	Tax Map 075, Parcels 031.01, 031.02, 031.03, 031.04, 031.05, 031.06, 031.07, and 031.08		
Civil District	13		
Overlay District	NA		
Land Use Plan Designation	Agricultural/Vacant		
Acres	63.88 +/-		
Existing Use	Vacant	Existing Zoning	County A-1
Proposed Use	Nature Preserve	Proposed Zoning	City A-1
Owner Information		Owner Information	
Name: City of Kingsport		Name:	
Address: 225 W. Center Street		Address:	
City: Kingsport		City:	
State: TN	Zip Code: 37660	State:	Zip Code:
Email: sidcox@kingsporttn.gov		Email:	
Phone Number: 423-224-2918		Phone Number:	
Planning Department Recommendation			
RECOMMENDATION: APPROVAL to recommend the Annexation, Zoning, and Plan of Services to the BMA			
The Kingsport Planning Division recommends approval for the following reasons:			
<ul style="list-style-type: none"> • The City of Kingsport should utilize annexation as urban development occurs and is necessary for present and future growth in an orderly manner. • It is reasonably necessary for the welfare of the residents and property owners of the affected territory. • The City of Kingsport will be required to provide a limited plan of services as the property owner has stated that all major services will be unnecessary because the land will remain part of a natural preserve. • Annexation of this property will allow the park to expand and prevent any obtrusive adjacent development in this area. • It is reasonably necessary for the welfare of the residents and property owners of the municipality as a whole. 			
Staff Field Notes and General Comments: This is a property owner-requested annexation submitted by the City of Kingsport/ Sid Cox. The City recently purchased the property for Bays Mountain Park and Planetarium. The property is adjacent to Bays Mountain Park. The property owner has not requested City Services for this development including: Water, Sewer, and Street Lighting. Currently, the property is zoned County A-1 and staff is proposing City A-1. This annexation meets the criteria set forth by the City Annexation Policy.			
Planner:	Nathan Woods	Date:	December 4, 2017
Planning Commission Action		Meeting Date:	December 21, 2017
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

File Number 17-301-00002

Current City Zoning Map



Future Land Use Map



Cost

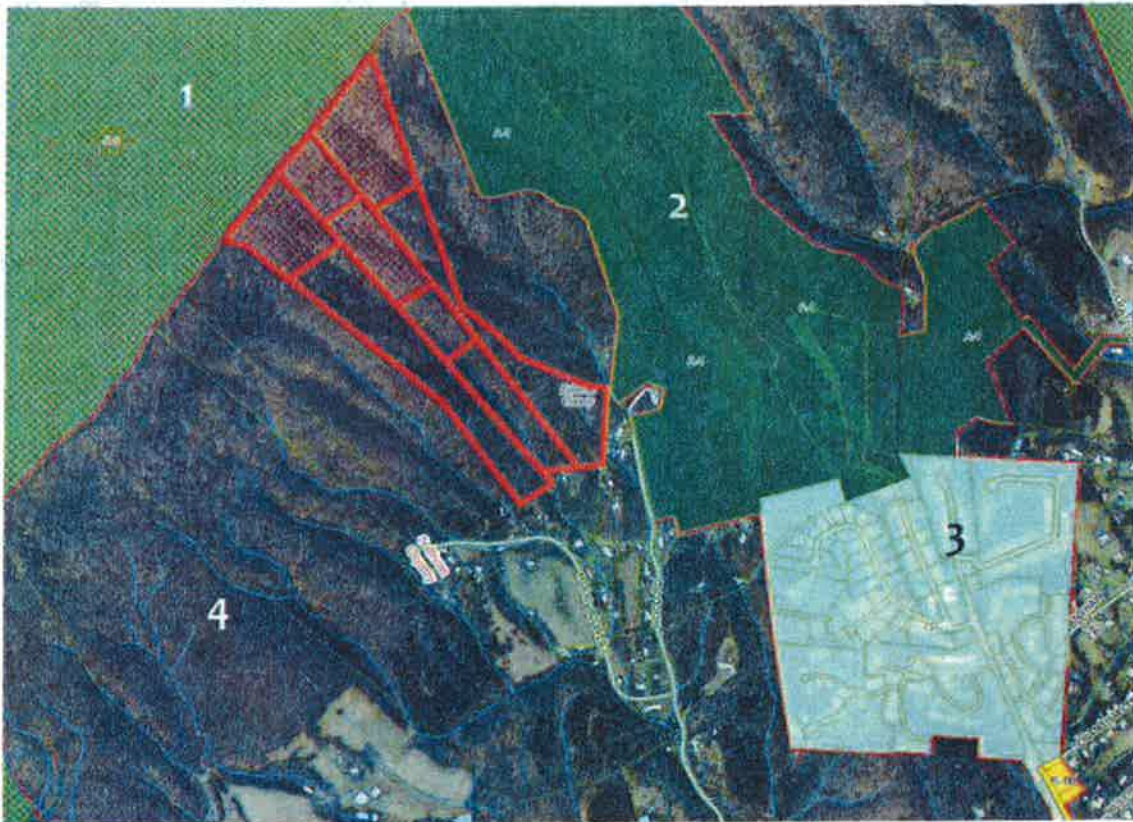
**Days Mountain/
Pierce Property**

Cost Estimate/ tax records as of December 2017

Revenues	One Time	Reoccurring (annual)
Property Taxes	X	X
State Shared	X	X
Sewer Tap/Water Meter	X	X
Water & Sewer Rev (loss) *	X	X
Total	X	X

Expenses	One Time	Reoccurring (annual)
Operating Budget		
Police & Fire Service	0.00	0.00
Transit Service	0.00	0.00
Street Lighting	0.00	0.00
Traffic Controls	0.00	0.00
Streets & Sanitation	0.00	0.00
Subtotal	0.00	0.00
Capital Budget		
Water	0.00	0.00
Sewer	0.00	0.00
Streets	0.00	0.00
Subtotal	0.00	0.00
Grand Total	0.00	0.00

Proximity Map



Existing Surrounding Land Uses

Location	Parcel / Zoning Petition	Zoning / Name
Northwest	1	<u>Zone: City A-1</u> Use: Park "Bays Mountain Park & Planetarium"
East	2	<u>Zone: City A-1</u> Use: Agricultural
Southeast	3	<u>Zone: City PD</u> Use: Single Family Residential "Willowbrook"
West	4	<u>Zone: County A-1</u> Use: Agricultural



CONCLUSION

The Kingsport Planning Division recommends sending a favorable recommendation to the Board of Mayor and Alderman for the annexation, zoning, and Plan of Services for the Bays Mountain Park and Planetarium Addition Annexation based on the following reasons:

- *The City of Kingsport should utilize annexation as urban development occurs and is necessary for present and future growth in an orderly manner.*
- *It is reasonably necessary for the welfare of the residents and property owners of the affected territory.*
- *The City of Kingsport will be required to provide a limited plan of services as the property owner has stated that all major services will be unnecessary because the land will remain part of a natural preserve.*
- *Annexation of this property will allow the park to expand and prevent any obtrusive adjacent development in this area.*
- *It is reasonably necessary for the welfare of the residents and property owners of the municipality as a whole.*



Prepared by the City of Kingsport
Geographic Information System (G.I.S.)

Date: 1-2-18
Map File Name: 18768wo11062

Feet
0 500 1,000 1,500 2,000 2,500





AGENDA ACTION FORM

Approve Receiving a Grant from the East Tennessee Foundation to Support Kingsport Centennial Park Project Plaques and Appropriate Funds

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

Action Form No.: AF-02-2018
 Work Session: January 8, 2018
 First Reading: January 9, 2018

Final Adoption: January 23, 2018
Staff Work By: Commission
Presentation By: Chris McCartt

Recommendation:

Approve the Resolution and Ordinance.

Executive Summary:

The East Tennessee Foundation has awarded Grant No. 20171324 in the amount of \$4,045.07 to the city for use in the Kingsport Centennial Park project. The award letter, a copy of which is contained in the resolution, must be executed to approve the receipt of the grant. The letter sets out the terms and conditions of the grant donation.

Attachments:

1. Resolution
2. Ordinance

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 DONATED FUNDS RECEIVED FROM THE EAST TENNESSEE FOUNDATION 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 donated funds in the amount of \$4,045 received from the East Tennessee Foundation to the Centennial Park/Downtown Parks project (GP1627).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 311: General Project Fund</u>			
<u>Centennial Park /Downtown Parks (GP1627)</u>			
<u>Revenues:</u>	\$	\$	\$
311-0000-364-1000 Contributions/Individual	650	0	650
311-0000-364-5621 East Tenn. Foundation	660,000	4,045	664,045
311-0000-368-1047 Series 2014A GO Bonds	126,266	0	126,266
311-0000-368-1054 Series 2016 GO (Nov 4)	26,643	0	26,643
311-0000-368-2101 Premium From Bond Sale	27,074	0	27,074
311-0000-391-0100 From General Fund	876,200	0	876,200
<u>Totals:</u>	1,716,833	4,045	1,720,878
<u>Expenditures:</u>			
311-0000-601-2022 Construction Contracts	227	0	227
311-0000-601-2023 Arch/Eng/ Landscaping	77,315	0	77,315
311-0000-601-2095 Public Art	25,000	0	25,000
311-0000-601-4041 Bond Sale Expense	3,717	0	3,717
311-0000-601-9001 Land	31,000	0	31,000
311-0000-601-9003 Improvements	1,550,574	4,045	1,554,619
311-0000-601-9006 Purchases Over \$5,000	29,000	0	29,000
<u>Totals:</u>	1,716,833	4,045	1,720,878

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

Approve Receiving a Grant from the East Tennessee Foundation to Support Kingsport Centennial Park Project Plaques and Appropriate Funds

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

Action Form No.: AF-02-2018
 Work Session: January 8, 2018
 First Reading: January 9, 2018

Final Adoption: January 23, 2018
 Staff Work By: Commission
 Presentation By: Chris McCartt

Recommendation:

Approve the Resolution and Ordinance.

Executive Summary:

The East Tennessee Foundation has awarded Grant No. 20171324 in the amount of \$4,045.07 to the city for use in the Kingsport Centennial Park project. The award letter, a copy of which is contained in the resolution, must be executed to approve the receipt of the grant. The letter sets out the terms and conditions of the grant donation.

Attachments:

1. Resolution
2. Ordinance

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

RESOLUTION NO. _____

A RESOLUTION ACCEPTING GRANT NO. 20171324 FROM THE KINGSFORT COMMUNITY FOUNDATION CENTENNIAL PARK PROJECT FUND THROUGH THE EAST TENNESSEE FOUNDATION; APPROVING A LETTER OF AWARD; AND AUTHORIZING THE MAYOR TO EXECUTE THE LETTER, AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE LETTER

WHEREAS, the Kingsport Community Foundation Centennial Park Project Fund has awarded Grant No. 20171324 in the amount of \$4,045.07 to the city for use in the Kingsport Centennial Park project plaques; and

WHEREAS, to complete acceptance of the grant funds the East Tennessee Foundation has requested the city execute the letter of award as set out in the resolution below; and

WHEREAS, the terms and conditions of the grant are set out below in the letter of award.

Now therefore,

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

SECTION I. That Grant No. 20171324 from the Kingsport Community Foundation Centennial Park Project Fund through the East Tennessee Foundation in the amount of \$4,045.07 for the Kingsport Centennial Park project plaques and the letter of award are 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 letter of award and all documents necessary and proper receive Grant No. 20171324 from the Kingsport Community Foundation Centennial Park Project Fund through the East Tennessee Foundation in the amount of \$4,045.07 for the Kingsport Centennial Park project plaques, said letter as set out below:

December 22, 2017

The Honorable John Clark Mayor
City of Kingsport
225 West Center Street Kingsport, TN 37660-4237

Dear Mayor Clark:

The Board of Directors of East Tennessee Foundation is pleased to inform you that the City of Kingsport has been approved to receive a grant in the amount of \$4,045.07 from the Kingsport Community Foundation of East Tennessee Foundation. This grant is intended to support the Kingsport Centennial Park Project plaques.

Please read your grant award letter carefully. If you have any questions about its terms or conditions or any other aspect of the Kingsport Community Foundation grant award, please contact Trudy Hughes, Director of Regional Advancement. Any change in the use of funds must be approved in advance.

The terms and conditions of this award are as follows:

1. Grant Number: Please refer to this grant as grant number **20171324** in all correspondence regarding this award.
2. Grant Term: The term of the award is January 1, 2018 to December 31, 2018.
3. General Terms and Conditions: Your organization agrees:

- To use the funds from this award only for the designated purposes and not for any other purpose without advance written approval from East Tennessee Foundation;
- To notify East Tennessee Foundation of any change in your organization's legal or tax status, any changes in executive staff or in key staff for this project, or any other change that impairs your organization's ability to utilize the grant as intended;
- To maintain books and records adequate to demonstrate that the funds were expended for the purpose intended;
- To give East Tennessee Foundation reasonable access to your organization's files and records for the purposes of making audits and verifications as it deems necessary concerning the grant; and
- To return to East Tennessee Foundation any unexpended funds or any portion of the grant that is not used for the purposes specified in this grant award letter.

4. Public Acknowledgment: Raising public awareness of the Kingsport Community Foundation, an affiliate fund of East Tennessee Foundation, is a grant requirement. In particular, East Tennessee Foundation:

- Requires your organization to acknowledge this grant and the support of the Kingsport Community Foundation, an affiliate fund of East Tennessee Foundation, on all listings of your annual funders.
- Requires your organization to acknowledge the Kingsport Community Foundation, an affiliate fund of East Tennessee Foundation, in all appropriate programs and publications, printed materials, press releases, or media coverage pertaining to this project.
- Requests that your organization display a link to East Tennessee Foundation's website (www.easttennesseefoundation.org) on its website.

5. Acceptance of Grant Award and Check: To acknowledge your acceptance of this grant award and check, please return the signed original of this letter to East Tennessee Foundation.

6. Grant Disbursement Schedule: Your Kingsport Community Foundation grant is disbursed with this letter. Please submit a Final Report letter documenting the entire grant amount was disbursed for the activities as defined in the first paragraph of this letter.

7. Equal Opportunity: By accepting this grant award, your organization certifies that it is an equal opportunity employer and provider of services.

Congratulations on the award and best wishes for your program's success!

[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 letter of award set out herein that do not substantially alter the provisions of the letter of award, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the mayor is authorized to execute any and all documents including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant or this resolution.

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

ADOPTED this the 9th day of January, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Authorizing the Industrial Development Board of the City of Kingsport, Tennessee to Execute a Payment in Lieu of Tax Provision

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

Action Form No.: AF-12-2018
 Work Session: January 22, 2018
 First Reading: N/A

Final Adoption: January 23, 2018
 Staff Work By: McCartt/Billingsley
 Presentation By: Staff

Recommendation:

Approve the Resolution.

Executive Summary:

NETWorks is seeking authorization from the City of Kingsport to allow the Industrial Development Board of the City of Kingsport (aka. KEDB) to negotiate a Payment in Lieu of Taxes (PILOT) agreement for "Project 1911". The proposed PILOT would be applied to the expansion of an existing Kingsport business by providing a tax abatement over a three year period. The personal property investment is valued at \$557,500 and upon approval of this PILOT the company would see a total savings of \$16,302 over the term of the PILOT. The attached spreadsheet provides detailed information pertaining to the terms of the PILOT.

Approval of this resolution will authorize KEDB to finalize a PILOT agreement for Project 1911 per the terms stated within this resolution.

Attachments:

1. Resolution
2. Supplemental Information

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

RESOLUTION NO. 2018-_____

A RESOLUTION CONSENTING TO THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF KINGSPORT, TENNESSEE (THE "BOARD") TO NEGOTIATE AND ACCEPT PAYMENTS IN LIEU OF AD VALOREM PERSONAL PROPERTY TAX WITH RESPECT TO A CERTAIN PROJECT IN THE CITY OF KINGSPORT, TENNESSEE, AND FINDING THAT SUCH PAYMENTS ARE DEEMED TO BE IN FURTHERANCE OF THE PUBLIC PURPOSES OF THE BOARD AS DEFINED IN TENNESSEE CODE ANNOTATED SECTION 7-53-305.

WHEREAS, the Board of Mayor and Aldermen (the "Governing Body") of the City of Kingsport, Tennessee (the "Municipality") has met pursuant to proper notice; and

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

WHEREAS, Project 1911 (the "Company") intends acquire certain equipment (the "Equipment") for it use at its location in the City (the "Project"); and

WHEREAS, the Company proposes to transfer ownership of the Equipment to the Board by bill of sale and the Board will own the Equipment and lease the same to the Company, which is a Project that is eligible to be owned by the Board under the Act and which is located in the City; and

WHEREAS, Tennessee Code Annotated Section 7-53-305(b) authorizes the Governing Body to delegate to the Board the authority to negotiate and accept from the lessees of the Board payments in lieu of ad valorem personal property taxes upon the finding that such payments are deemed to be in furtherance of the public purposes of the Board as defined in that Code Section; and

WHEREAS, the Project will enhance employment opportunities in the City and will generate additional tax revenues for the City.

Now therefore,

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

SECTION I. The Governing Body hereby finds that the negotiation and acceptance by the Board from the Company of payments in lieu of ad valorem personal property taxes consistent with this resolution are deemed to be in furtherance of the public purposes of the Board as defined in Tennessee Code Annotated Section 7-53-305, and the City hereby delegates to the Board the authority to negotiate and accept such payments in lieu of ad valorem personal property taxes from the Company or an affiliated entity.

SECTION II. The Board's agreement with the Company concerning payments in lieu of ad valorem personal property taxes may provide that any ad valorem personal property taxes paid by the Company to any taxing jurisdiction with respect to its leasehold interest in the Project

shall constitute a credit against the payments in lieu of ad valorem personal property taxes due such taxing jurisdiction.

SECTION III. The Board's agreement with the Company concerning payments in lieu of ad valorem personal property taxes may contain such administrative provisions not inconsistent with this resolution as the Board deems appropriate.

SECTION IV. The Board shall submit the final agreement to the Board of Mayor and Aldermen for approval.

SECTION V. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed and this resolution shall be in immediate effect from and after its adoption.

ADOPTED this the 23rd day of January, 2018.

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PROJECT 1911 PERSONAL PROPERTY TAX PILOT AGREEMENT

3-Year, Accelerated PILOT



OVERVIEW

Project 1911 is an existing Kingsport company with an upcoming expansion project. After consulting with existing and potential customers, the ownership has concluded that the demand for additional business opportunities is evident and the company could invest in equipment to expand the capabilities to meet this demand. This prompted the company to reach out to the Tennessee Department of Economic and Community Development along with the local economic development team to identify any available assistance regarding the potential expansion. Additionally, the company communicated to State ECD, City of Kingsport Development staff, and NETWORKS Sullivan Partnership that it will be growing the business by 25 jobs and investing \$557,500 in personal property over the next few years. State ECD officials have confirmed that it will provide financial incentives to the company. The proposed PILOT below is structured to provide incentives for the "new" personal property investment only, which is to say it will not remove any taxes currently being paid on existing equipment in the plant. The PILOT below would serve as a local incentive to support the expansion of this undisclosed company. The terms of the PILOT are summarized below:

<div>Project 1911</div> <div>Personal Property Tax PILOT AGREEMENT</div> <div>3-Year, Scaled</div>								
Personal Property Investment		\$557,500						
County & City Tax Rate (Per \$100)		\$4.5250						
Assessment Value		30%						
Year	Depreciation Schedule	Depreciated Value	Assessment Rate	Taxable Investment	Normal Tax Payment	% Abatement	Company PILOT Payment	Company Savings
1	100%	\$557,500	30%	\$167,250	\$7,568	100%	\$0	\$7,568
2	88%	\$490,600	30%	\$147,180	\$6,660	80%	\$1,332	\$5,328
3	75%	\$418,125	30%	\$125,438	\$5,676	60%	\$2,270	\$3,406
4	63%	\$351,225	30%	\$105,368	\$4,768	0%	\$0 (PILOT ended)	\$0
5	50%	\$278,750	30%	\$83,625	\$3,784	0%	\$0 (PILOT ended)	\$0
6	38%	\$211,850	30%	\$63,555	\$2,876	0%	\$0 (PILOT ended)	\$0
7	25%	\$139,375	30%	\$41,813	\$1,892	0%	\$0 (PILOT ended)	\$0
Totals				\$734,228	\$33,224		\$3,602	\$16,302
HIGHLIGHTED SECTION DENOTES PILOT EXPIRATION AND NORMAL TAX PAYMENT ON THE \$557,500 IN PERSONAL PROPERTY INVESTMENT RESUMES								

Company Expansion Highlights

- The expected timeframe of the personal property investment should be completed in the next 12-18 months.
- The company is continuing to expand as a supplier with additional technical expertise to provide products with lower tolerances of error for local industries including some of our newly announced companies to the region.
- The company has communicated that it will hire an additional 25 employees which will have an average wage of between \$22.13/hr.
- The new investment will further enhance the capabilities of the company to provide additional products which will supply industry across our region and beyond.
- The new ownership has already invested in equipment which occurred shortly after purchasing the business. The initial investment along with the newly proposed investment will provide additional opportunities for new business by expanding the capabilities of the facility.

Timetable

- The Tennessee Department of Economic & Community Development will do a formal announcement of the expansion once the local incentives have been approved.

Thank you for your consideration!

Sincerely,

A handwritten signature in dark ink, appearing to read "Clay Walker", with a stylized flourish at the end.

Clay Walker, CEcD

Chief Executive Officer

NETWORKS Sullivan Partnership



AGENDA ACTION FORM

Apply and Receive the Assistance to Firefighters Grant (AFG) through the U.S. Fire Administration of the Federal Emergency Management Administration (FEMA) Division of the Department of Homeland Security (DHS)

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

Action Form No.: AF-07-2018
 Work Session: January 22, 2018
 First Reading: N/A

Final Adoption: January 23, 2018
 Staff Work By: Asst. Chief Scott Boyd
 Presentation By: Asst. Chief Scott Boyd

Recommendation:

Approve the Resolution.

Executive Summary:

The Kingsport Fire Department (KFD) is eligible to apply for a FEMA for Assistance to Firefighters Grant (AFG). This program is designed to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical services organizations. The Grant Programs directorate of the Federal Emergency Management Agency administers the grants in cooperation with the U.S Fire Administration.

The grant will be for 45 Self Contained Breathing Apparatus (SCBA) that are NFPA compliant and 45 spare bottles for each unit. The cost for each SCBA is \$8,300.00. The cost for each spare cylinder is \$1,000.00. This shall be accomplished with a combination of a grant and funds from project account# GP1804 for equipment. The grant will be for a total of \$418,500.00 with the ten percent (10%) of the matching funds of \$41,850.00.

Attachments:

1. Resolution

Funding source appropriate and funds are available: *JE*

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE AN ASSISTANCE TO FIREFIGHTERS GRANT FROM THE UNITED STATES FIRE ADMINISTRATION OF THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION DIVISION OF THE DEPARTMENT OF HOMELAND SECURITY FOR THE KINGSFORT FIRE DEPARTMENT

WHEREAS, the Federal Emergency Management Administration (FEMA), a division of the U.S. Department of Homeland Security, has Assistance to Firefighters Grants available to the Kingsport Fire Department; and

WHEREAS, the grant is \$418,500.00 and would be used to purchase 45 Self Contained Breathing Appartus (SCBA) that are NFPA compliant, and 45 spare bottles for each unit; and

WHEREAS, the grant will require a local match of ten (10%) percent (\$41,850.00), which funds are available in the GP1804.

Now therefore,

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

SECTION I. 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 apply for and receive a grant from the United States Department of Homeland Security through the Federal Emergency Management Administration (FEMA) for an Assistance to Firefighter Grant to purchase 45 Self Contained Breathing Appartus (SCBA) that are NFPA compliant, and 45 spare bottles for each unit at an approximate cost of \$418,500.00, and with a required local match of ten (10%) percent, which funds are available in project account GP1804.

SECTION II. That the mayor is authorized and directed to execute any and all documents to obtain the grant including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant or this resolution.

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

ADOPTED this the 23rd day of January, 2018.

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 Three (3) Cutaway Cargo Vans to Ted Russell Ford

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

Action Form No.: AF-09-2018
Work Session: January 22, 2018
First Reading: N/A

Final Adoption: January 23, 2018
Staff Work By: Committee
Presentation By: Steve Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on December 19, 2017 for the purchase of Three (3) Full-Size Cutaway Cargo Vans, Gasoline Powered. The advertisement for the Invitation to Bid was published in the Kingsport Times News on December 3, 2017 and placed on our website for 16 calendar days. It is the recommendation of the committee to accept the compliant bid from Ted Russell Ford for Three (3) 2018 Ford T350 DRW Cutaway Cargo Vans. The committee also recommends the accepting the trade offerings for Units #1655 (\$16,500.00), Unit #1688 (\$6,500.00) and Unit #1741 (\$6,500.00).

	\$131,247.00	Unit Price (\$43,749.00 per Unit Price x Qty. 3)
less	\$16,500.00	Unit # 1655 Trade-in Offering
less	\$6,500.00	Unit # 1688 Trade-in Offering
less	<u>\$6,500.00</u>	Unit # 1741 Trade-in Offering
	\$101,747.00	Total Purchase Price

These units are Fleet Replacements.

Additional information is included in the recommendation memo.

Funding is identified in Project/Account # 511-5008-501-90-10

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
THREE CUTAWAY CARGO VANS TO TED RUSSELL FORD,
INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A
PURCHASE ORDER FOR THE SAME**

WHEREAS, bids were opened December 19, 2017 for the purchase of three (3) full sized gasoline powered cutaway cargo vans for the use at Kingsport City Schools; and

WHEREAS, the city will receive \$16,500.00 for a trade-in allowance for vehicle #1655, a trade-in allowance of \$6,500.00 for vehicle #1688 and a trade-in allowance of \$6,500.00 for vehicle #1741; and

WHEREAS, upon review of the bids, the board finds Ted Russell Ford 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 three (3) 2018 Ford T350 DRW cutaway cargo vans from Ted Russell Ford at a total purchase cost of \$101,747.00 which includes the deduction of the \$29,500.00 trade-in allowance; and

WHEREAS, funding is identified in account #51150085019010.

Now therefore,

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

SECTION I. That the bid for the purchase of three (3) 2018 Ford T350 DRW cutaway cargo vans at a total purchase cost of \$101,747.00, which includes the deduction of the \$29,500.00 trade-in allowance, is awarded to Ted Russell Ford, 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 23rd day of January, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
December 19, 2017
4:00 P.M.

Present: Sandy Crawford, Procurement Manager; Michelle Ramey, Assistant Procurement Manager, Schools

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

The Procurement Manager opened with the following bids:

CUTAWAY CARGO VANS						
Vendor:	Unit Price:	Make/Model:	Trade-In #1655:	Trade-In #1688:	Trade-In #1741:	Comments:
Ted Russell Parkside Ford	\$43,749.00	Ford Transit Cutaway 350	\$16,500.00	\$6,500.00	\$6,500.00	N/A
Ted Russell Parkside Ford	N/A	N/A	N/A	N/A	N/A	Iran Divestment & Bid Form not signed – Bid Not Accepted
Autoworld of Big Stone Gap, Inc.	\$41,997.77	RAM Pro-Master	\$ 7,007.00	\$3,507.00	\$3,500.00	N/A
Fairway Ford	\$43,586.00	2018 Ford Transit	\$14,000.00	\$6,500.00	\$6,500.00	N/A

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



FLEET MAINTENANCE DIVISION
City of Kingsport, Tennessee

To: Michele Ramey, Assistant Procurement Manager, Schools
From: Steve Hightower, Fleet Manager
William Shedden, Supervisor of Maintenance & Custodians
Kingsport City Schools
Date: January 8, 2018
Re: Cutaway Van Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor for use by the Schools Maintenance Department. It is further recommended to accept the trade in offerings for the units #1655 (\$16,500), #1688 (\$6,500), and #1741 (\$6,500).

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	3	2018 Ford T350 DRW Cutaway	Ted Russel Ford	12 City/ 16 Hwy

Low Compliant Bidder

The bidder was compliant in all major aspects of the minimum specification requirements for the Cutaway Cargo Vans specified.

These units will be Fleet Replacements

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery is after 112 days after notification with 15 days to correct inspection deficiencies and a \$50 dollar a day penalty assessed.

The bid offerings were reviewed with the Supervisor of Maintenance & Custodians, William Shedden, who is agreement with this recommendation. Confirming email of agreement is attached.

Fuel Economy Improvement

00%

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

Trade In(s)

1. Trade in(s): Recommendation is to accept the trade in offering
 - a. #1655 - 2005 Ford E450 Cutaway Van– Age: 13 Years – 6.8 MPG - Trade Offering: \$16,500
 - b. #1688 - 2006 Ford Cargo Van – Age: 12 Years – 10.7 MPG - Trade Offering: \$6,500
 - c. #1741 - 2006 Ford Cargo Van – Age: 12 Years – 11.6 MPG - Trade Offering: \$6,500

Origin Information

1. New Unit Origin of Manufacture:

- a. Cab/ Chassis Mfg.— Kansas City, MO
 - i. 95% Domestic/ 5% Foreign Materials
- b. Body Manufacture – Knapheide, Quincy, IL
 - i. 100% Domestic/ 0% Foreign Materials

2. New Unit Purchase Dealer:

- c. Cab/ Chassis/ Body – Ted Russel Ford – Knoxville, TN
- d. Body Dealership – Knapheide, Quincy, IL

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.

om: William Shedden [mailto:wshedden@k12k.com]

Sent: Monday, January 08, 2018 2:49 PM

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

Subject: Re: Van Bids

Steve,

Thanks for the information and I fully agree, so please proceed.

Thanks,

Bill



AGENDA ACTION FORM

Apply for a Federal Historic Preservation Grant from the Tennessee Historical Commission

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

Action Form No.: AF-06-2018
 Work Session: January 22, 2018
 First Reading: N/A

Final Adoption: January 23, 2018
 Staff Work By: Nathan Woods
 Presentation By: Lynn Tully

Recommendation:

Approve the Resolution.

Executive Summary:

The Tennessee Historical Commission annually calls for proposals for the Federal Historic Preservation Grant. This application is for FY18 funding and will be used to prepare a new set of design guidelines for Kingsport's designated historic districts by hiring a consultant to help identify opportunities for improvement within existing guidelines and establish a design framework for the City's Historic Zoning Commission. Many of the City's historic district guidelines have not been updated since the late 1980s and early 1990s. The Maximum award available is unknown until Congress passes the federal budget but is expected to be in the range of \$250,000. The City of Kingsport will ask for \$20,000. There is a 40% local match requirement and funds will be received when the match is appropriated.

Attachments:

1. Resolution

Funding source appropriate and funds are available: 

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL
DOCUMENTS NECESSARY AND PROPER TO APPLY FOR A
FEDERAL HISTORIC PRESERVATION GRANT FROM THE
TENNESSEE HISTORICAL COMMISSION

WHEREAS, the city would like to apply for a grant through the Tennessee Historical Commission, which will be used to prepare a new set of design guidelines for Kingsport's designated historic districts by hiring a consultant to help identify opportunities for improvement within existing guidelines and establish a design framework for the City's Historic Zoning Commission; and

WHEREAS, the maximum amount of the grant award is \$20,000.00, with a 40% local match requirement, which will be received when the match funds are appropriated.

Now therefore,

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

SECTION I. 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 apply for grant funds from the Tennessee Historical Commission in the amount of \$20,000.00 for the City's Historic Zoning Commission.

SECTION II. That the mayor is authorized to execute any and all documents including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant or this resolution.

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

ADOPTED this the 23rd day of January, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Submit a Grant Application for Greenbelt "Information and Rest Areas"

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

Action Form No.: AF-11-2018
 Work Session: January 22, 2018
 First Reading: N/A

Final Adoption: January 23, 2018
 Staff Work By: Bill Albright, Lesley Phillips
 Presentation By: Kitty Frazier, Bill Albright

Recommendation:

Approve the Resolution.

Executive Summary:

The Tennessee Department of Health is offering communities across the State of Tennessee an opportunity to apply for grant funds that will cover the cost of programs and/or structures that encourage healthy lifestyles and exercise. The program, entitled "Access to Health through Healthy Active Built Environments", promotes the development of outdoor facilities that will support health and fitness through the use of trails, parks, waterways, playgrounds, and related areas. City staff inquired with TDOH about the possibility of getting a grant to build one, possibly two (depending upon the amount awarded), open-air shelters and/or rest areas that would also house materials that promote and encourage healthy living, bicycling and walking, and other forms of outdoor exercise (jogging, kayaking, fishing, etcetera). At the same time the building would house information on, and showcase, all of the outdoor venues in the Kingsport area that citizens could take advantage of in order to improve their health while enjoying "outdoor" Kingsport, including (but not limited to) the Kingsport Greenbelt, Bays Mountain Park, Warriors Path State Park, Borden Park, J. Fred Johnson park, Domtar-Brickyard and Eastman Recreation areas, the Holston River, the proposed outdoor venue near Brickyard, and others. The open-air information center would include benches, water fountains, bike racks, and other amenities that would serve bicyclists, joggers, and other outdoor enthusiasts. A photo example of the type of facility being considered is attached. The cost estimate for this building is approximately \$30,000. Because the grant award could be up to \$85,000, if the City were to receive this much, mostly likely two would be built, one along the western and one along the eastern areas of the City (most likely Greenbelt). In addition, if the grant is awarded the Greenbelt Committee will be actively involved in decisions about construction, style, and location. This grant program does not require any local match (100% state funds).

Attachments:

1. Resolution
2. Example of Rest Area Building

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A STATE OF TENNESSEE DEPARTMENT OF HEALTH "ACCESS TO HEALTH THROUGH HEALTHY ACTIVE BUILT ENVIRONMENTS PROGRAM"

WHEREAS, the city would like to apply for a grant through the State of Tennessee Department of Health, "Access to Health through Healthy Active Built Environments"; and

WHEREAS, the grant encourages healthy lifestyles and exercise and will allow the city to build two Information Rest Areas along the Kingsport Greenbelt; and

WHEREAS, the amount of the grant award is \$85,000.00, and the grant requires no local match.

Now therefore,

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

SECTION I. 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 apply for and receive grant funds from the State of Tennessee Department of Health, "Access to Health through Healthy Active Built Environments," in the amount of \$85,000.00 for information rest areas along the Greenbelt, with no local match.

SECTION II. That the mayor is authorized to execute any and all documents including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant or this resolution.

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

ADOPTED this the 23rd day of January, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

