



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

**Monday, November 6, 2017, 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

Craig Dye, 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. Chamber Programs Update
 - KOSBE – Aundrea Wilcox
 - KKB – Robin Cleary
4. Centennial Update – CeeGee McCord / Heather Cook
5. Review of Items on November 7, 2017 Business Meeting Agenda
6. Adjourn

Next Work Session, Nov. 20: AEP Presentation

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 'Spirit of Generosity'

Join us for the unveiling of the Spirit of Generosity sculpture at Centennial Park on November 17 at 3pm.

2 Church Circle Tree Installed

The new tree arrived and was planted last week with the projected completion date in mid-November.

3 Raw Water Project Complete

The project is complete with the end result being Kingsport can provide water for generations to come.

4 Wilcox Sidewalk

Concrete sidewalk installation on the sluice bridge is ongoing.

5 Pavilion at Lily Pad Cove

Framing is almost complete and electrical contractor is installing conduits in the structure.

6 Downtown Masterplan

Please visit www.kingsporttn.gov and take the survey to share your ideas about the future of our downtown.

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	TDOT plans to have a Preliminary ROW plans for review Fall 2017.
\$6,719,995.10	Chad Austin	Chad Austin	Reedy Creek Sewer Trunk Line	SW1706	3/21/2018	Contractor is working on Lomax and has started up Center St. Center St is two lane traffic for 6-8 weeks.
\$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.
\$4,300,000.00	Chad Austin	Hank Clabaugh	Border Regions Utility Upgrades		2/17/2020	Preliminary layout has started.
\$4,186,000.00	Chris McCartt	Mason, David	New KATS Transit Center	GP1718	11/15/2018	Pricing electrical revisions related to Main St. project. Anticipate underground utility work to begin around 2nd week of November.
\$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	Final bridge design underway. Utility coordination and ROW exhibit development continue.
\$2,291,714.00	Chad Austin	Mike Hickman	Colonial Heights Ph V Sewer & Water	SW1512/ WA1404	12/21/2017	Contractor working in Centerbrook Circle/Meadow Lane area.
\$1,926,364.00	Chad Austin	Mike Hickman	Colonial Heights Ph IV Sewer & Water	SW1511	11/30/2017	Crews working on cleanup and reseeding.
\$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	Contractor nearing Ridgefields Clubhouse with line installation.
\$1,500,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation	GP1707	12/31/2017	Rehabilitation Plans Submitted to TDEC on 10-01-2017 - Waiting TDEC Review Comments. Application to Alter the Dam has been submitted to TDEC on 10-19-2017.
\$1,250,000.00	Niki Ensor	Niki Ensor	Pipe Gallery Improvements	WA1505	3/31/2018	BWS&C proposal for inspection and engineering during construction to be approved by BMA second meeting in November.
\$977,566.00	Ronnie Hammonds	Clabaugh, Hank	Wilcox Sidewalk Phase 5 [State & MTPO funded]	MPO15D	11/17/2017	Concrete sidewalk on both bridges is complete. Ongoing work includes conduit installation and concrete sidewalk work on the existing asphalt.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$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	Consultant under contract.
\$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	11/30/2017	All piping and collection systems are complete for both lift station sites. Pumps are onsite and awaiting installation.
\$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	Plans and Design Certification have been submitted to TDOT for review.
\$638,357.70		Clabaugh, Hank	2017 Contracted Paving - Colonial Heights Area		12/1/2017	Contractor expects to resume paving in mid November.
\$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	Pre-Construction conference was held 10-31-17. Construction Notice to Proceed will be issued once
\$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		12/31/2017	The project is approximately 33% complete. Installation of the wooden foundation and framework is ongoing.
\$245,100.00	Rob Cole	Austin, Chad	Bays Mountain - Pavillion at Lily Pad Cove	GP1707	12/1/2017	Roofing is being installed, along with electrical.
\$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 to start by 11/5.
\$179,260.00	Tim Elsea	Elsea, Tim	Sullivan Street & Clay Street Signal	GP1740	11/30/2017	Owner supplied pole delivery has been delayed. Anticipated delivery week of 10/30. Stansell estimates 3 weeks of work once poles are delivered.
\$138,500.00	Kitty Frazier	Clabaugh, Hank	Reedy Creek Terrace Bridge	ST1503	12/31/2017	The footers/foundations for both sides of the bridge are complete. The wooden timbers have been delivered.
\$50,000.00		David Edwards	Main St. & Sullivan St. System Upgrades			Coordination underway with KATS site contractor

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
		Steve Robbins	Bloomington Culvert Replacement			Design underway by engineering (Dave Harris)
	Chad Austin	Pamela Gilmer	Meade Tractor Sanitary Sewer Extension		1/31/2018	Easement acquisition almost complete.
	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, November 7, 2017, 7:00 p.m.
City Hall, 225 W. Center St., Courtroom, 2nd Floor**

Board of Mayor and Aldermen

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

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager
Chris McCartt, Assistant City Manager for Administration
Ryan McReynolds, Assistant City Manager of Operations
J. Michael Billingsley, City Attorney
James Demming, City Recorder/Chief Financial Officer
David Quillin, Police Chief
Craig Dye, 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 – New Vision Youth

II.B. INVOCATION – Pastor Greg Burton, Colonial Heights Baptist Church

III. ROLL CALL

IV.A. RECOGNITIONS & PRESENTATIONS

1. Kingsport Police Dept. Citizens Academy Graduation – Chief Quillin
2. Recognition of Charlotte DeVault

IV.B. APPOINTMENTS

None

V. APPROVAL OF MINUTES

1. Work Session – October 16, 2017
2. Business Meeting – October 17, 2017

VI. COMMUNITY INTEREST ITEMS

A. PUBLIC HEARINGS

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)
 - Public Hearing
 - Ordinance – First Reading

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. Appropriate \$7,786.70 from the USDOJ/Office of Justice Programs, Bulletproof Vest Partnership Funding (AF: 278-2017) (David Quillin)
 - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Budget Ordinance to Appropriate \$20,800.00 from the Tennessee Highway Safety Office (THSO) 2017-2018 Grant (AF: 259-2017) (David Quillin)
 - Ordinance – **Second Reading and Final Adoption**
2. Budget Adjustment Ordinance for FY18 (AF: 262-2017) (Jeff Fleming)
 - Ordinance – **Second Reading and Final Adoption**

D. OTHER BUSINESS

1. Awarding the Bid for the Purchase of Two (2) Tandem Axle Dump Trucks (AF: 276-2017) (Ryan McReynolds, Steve Hightower)
 - Resolution
2. Approving an Agreement Renewing Property Insurance for City Owned Buildings (AF: 275-2017) (Terri Evans)
 - Resolution
3. Renew the Workers Compensation Excess Insurance Coverage through Safety National Insurance Company (AF: 273-2017) (Terri Evans)
 - Resolution
4. Amend Agreement with TDOT for Fort Robinson Drive Bridge (AF: 277-2017) (Ryan McReynolds)
 - Resolution

5. Apply For and Receive a Training Opportunities for the Public (TOP) Grant (AF: 279-2017) (Helen Whittaker)
 - Resolution

VII. CONSENT AGENDA

None

VIII. COMMUNICATIONS

- A. City Manager
- B. Mayor and Board Members
- C. Visitors
- D. GPNS Bid and One Source Solution - MeadowView

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, October 16, 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 Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

Lisa Winkle, Comptroller/Deputy City Recorder

1. **CALL TO ORDER:** 4:30 p.m. by Mayor Clark.
2. **ROLL CALL:** By Deputy City Recorder Marshall.
3. **REGIONS BANK/COURTROOMS - FACILITIES.** Assistant City Manager for Operations Ryan McReynolds presented the concept of relocating many city services to the Regions Bank building to the board and answered questions. He stated this strategic facilities plan address four major concerns regarding courtroom space (security, modernization, support offices), customers (accessibility, logical, service-oriented), collaboration (operational effectiveness) and consolidation (building efficiency and facilities assessment). He explained the action item was a non-binding letter of intent only that allowed staff to move forward and get better information. Discussion followed.
4. **PROJECT STATUS.** City Manager Fleming discussed this item.
5. **REVIEW OF AGENDA ITEMS ON THE OCTOBER 17, 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.

IV.D.3 Creating the Neighborhood Advisory Commission (AF: 265-2017). City Manager Fleming noted this was an outcome of the ONEKingsport Summit. Market and Public Relations Director Heather Cook provided further details, including the process and flow of appointments to the board.

VI.D.4 Authorize FY18 Community Development Partner Agreements (AF: 268-2017). Development Services Director Lynn Tully gave a presentation on this item, pointing out the significant decline in funding from the previous years. She pointed out there were four applications and to make the distribution more fair, salaries were pulled and the monies were then disbursed proportionately.

**Minutes of the Regular Work Session of the Board of Mayor and Aldermen of
Kingsport, Tennessee, Monday, October 16, 2017**

VI.D.8 Approve a Letter of Intent (AF: 269-2017)). City Manager Fleming noted in light of the discussion at the beginning of the meeting, the closing statement would be modified to reflect the spring of 2018.

VI.D.9. Accept a Private Donation of an Explosive Detection K-9 (AF: 271-2017). Chief Quillin provided details on this item, stating a police canine had retired and they were seeking a replacement. A citizen donated this dog that has already been approved through the required training, pointing out this would have cost the city \$8,000 to \$10,000.

VI.D.10. Approve the Americans with Disabilities Act (ADA) Compliance and Self-Certification Letter to the Tennessee Department of Transportation (TDOT) (AF: 261-2017). City Attorney Billingsley explained the process staff has undertaken to comply with the new law, noting it will take three to four years to put into place.

VI.D.11 Approve a Property Exchange Agreement with Eastern Eight Community Development Corporation Pertaining to City-Owned Property at 1325 Gibson Mill Road, Formerly 101 Lee Street and 232 Cherokee Village Drive Owned by Eastern Eight Community Development Corporation (AF: 247-2017). Development Services Director Lynn Tully presented this item, highlighting the benefits of the Youth Build program offered by Eastern Eight. Alderman George expressed concern over giving property back that the city originally bought with tax-payer money. Considerable discussion followed.

6. ADJOURN. Seeing no other matters presented for discussion at this work session, Vice-Mayor McIntire adjourned the meeting at 6:15 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, October 17, 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

Lisa Winkle, City Comptroller/Deputy City Recorder

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

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG: Alderman Olterman

II.B. INVOCATION: Carl Strickler, Serving Baptist Churches.

III. ROLL CALL: By City Comptroller/Deputy City Recorder Winkle. All Present.

IV.A. RECOGNITIONS AND PRESENTATIONS. Alderman Cooper recognized Ms. Jennifer Egan for exemplifying the integrity and the Kingsport Spirit.

IV.B. APPOINTMENTS/REAPPOINTMENTS. None.

V. APPROVAL OF MINUTES.

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

A. October 2, 2017 Regular Work Session

B. October 3, 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.

B. BUSINESS MATTERS REQUIRING FIRST READING.

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 17, 2017**

1. Budget Ordinance to Appropriate \$20,800.00 from the Tennessee Highway Safety Office (THSO) 2017-2018 Grant (AF: 259-2017) (David Quillin).

Motion/Second: George/Olterman, to pass:

AN ORDINANCE TO AMEND THE GENERAL PROJECT/SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE TENNESSEE HIGHWAY SAFETY OFFICE (THSO) 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 Adjustment Ordinance for FY18 (AF: 262-2017) (Jeff Fleming).

Motion/Second: McIntire/George, to pass:

AN ORDINANCE TO AMEND VARIOUS PROJECTS 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. Appropriate Funds to MPO15A; Award Contract to Summers-Taylor, Inc. for Signalization at the Intersection of SR-126 (Memorial Boulevard) at Island Road (AF: 256-2017) (Ryan McReynolds).

Motion/Second: McIntire/Olterman, to pass:

ORDINANCE NO. 6698, AN ORDINANCE TO AMEND THE MPO FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FOR SIGNALIZATION AT THE INTERSECTION OF SR-126; 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 FY18 General Project Fund Budget (AF: 254-2017) (David Frye).

Motion/Second: Adler/George, to pass:

ORDINANCE NO. 6699, 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."

D. OTHER BUSINESS.

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 17, 2017**

1. Execute a Signature Authority Form Allowing the Chief of Police or His Designee to Complete Grant Reports as Required by the Tennessee Highway Safety Office (THSO) for the Tennessee Highway Safety Office's 2017-2018 Grant (AF: 260-2017) (David Quillin).

Motion/Second: McIntire/Olterman, to pass:

Resolution No. 2018-053, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE SIGNATURE AUTHORITY CONSENT FORMS AND OTHER DOCUMENTS NECESSARY AND PROPER FOR SAFETY GRANTS FROM THE TENNESSEE HIGHWAY SAFETY OFFICE AND DESIGNATING THE CHIEF OF POLICE AS HIS DESIGNEE TO EXECUTE GRANT REPORTS AND OTHER DOCUMENTS REQUIRED BY THE GRANTS FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

Passed: All present voting "aye."

2. Enter into a Contractual Agreement, TDOT Project No. 825307-S3-021 with the Tennessee Department of Transportation for Reimbursement of Capital Expenses (AF: 263-2017) (Chris McCartt)

Motion/Second: McIntire/George, to pass:

Resolution No. 2018-054, A RESOLUTION APPROVING A GRANT CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR REIMBURSEMENT OF CAPITAL EXPENSES FOR THE CITY TRANSIT OPERATION 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."

3. Creating the Neighborhood Advisory Commission (AF: 265-2017) (Heather Cook).

Motion/Second: Adler/Cooper, to pass:

Resolution No. 2018-055, A RESOLUTION CREATING THE NEIGHBORHOOD ADVISORY COMMISSION, ESTABLISHING ITS PURPOSE, AUTHORITY, MEMBERSHIP, LENGTH OF TERMS, ORGANIZATION, MEETING REQUIREMENTS, APPOINTMENT OF SUBCOMMITTEES, AND OTHER MATTERS PERTAINING TO THE COMMISSION

Passed: All present voting "aye."

4. Authorize FY18 Community Development Partner Agreements (AF: 268-2017) (Lynn Tully).

Motion/Second: George/Olterman, to pass:

Resolution No. 2018-056, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS WITH VARIOUS AGENCIES AND ORGANIZATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT AND EMERGENCY SOLUTIONS GRANT FUNDING IN FISCAL YEAR 2017-2018

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 17, 2017**

Passed: All present voting “aye.”

5. Right-of-Way Easement with Kingsport Power Company
(AF: 266-2017) (Ryan McReynolds).

Motion/Second: McIntire/Adler, to pass:

Resolution No. 2018-057, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
A RIGHT-OF-WAY EASEMENT WITH KINGSFORT POWER COMPANY

Passed: All present voting “aye.”

**6. Execute a Memorandum of Understanding between the City of
Kingsport and Kingsport Public Library Commission** (AF: 270-2017) (Chris
McCartt).

Motion/Second: Cooper/Begley, to pass:

Resolution No. 2018-058, A RESOLUTION APPROVING A MEMORANDUM OF
UNDERSTANDING WITH THE PUBLIC LIBRARY COMMISSION AND AUTHORIZING
THE MAYOR TO EXECUTE THE MEMORANDUM AND ALL OTHER DOCUMENTS
NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE
MEMORANDUM

Passed: All present voting “aye.”

**7. Bid Award for the Dobyns-Bennett High School Addition Project
to Burwil Construction Company, Inc.** (AF: 267-2017) (David Frye).

Motion/Second: McIntire/Adler, to pass:

Resolution No. 2018-059, A RESOLUTION APPROVING A MEMORANDUM OF
UNDERSTANDING WITH THE PUBLIC LIBRARY COMMISSION AND AUTHORIZING
THE MAYOR TO EXECUTE THE MEMORANDUM AND ALL OTHER DOCUMENTS
NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE
MEMORANDUM

Passed: All present voting “aye.”

8. Approve a Letter of Intent (AF: 269-2017) (Ryan McReynolds).
Alderman George made a motion to amend the closing date to sometime during the first
quarter of 2018. Seconded by Vice-Mayor McIntire with all present voting “aye.”

Motion/Second: McIntire/Cooper, to pass (as amended):

Resolution No. 2018-060, A RESOLUTION APPROVING A NON-BINDING LETTER OF
INTENT TO PURCHASE THE REGIONS BANK BUILDING SUBJECT TO CERTAIN
TERMS AND CONDITIONS AND AUTHORIZING THE MAYOR TO EXECUTE THE
LETTER OF INTENT

Passed: All present voting “aye.”

9. Accept a Private Donation of an Explosive Detection K-9 (AF:
271-2017) (David Quillin).

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 17, 2017**

Motion/Second: George/Adler, to pass:

Resolution No. 2018-061, A RESOLUTION ACCEPTING A DONATION OF "CHARLEE", AN EXPLOSIVE DETECTIVE K-9 FOR THE KINGSPORT POLICE DEPARTMENT

Passed: All present voting "aye."

10. Approve the Americans with Disabilities Act (ADA) Compliance and Self-Certification Letter to the Tennessee Department of Transportation (TDOT) (AF: 261-2017) (Mike Billingsley).

Motion/Second: Olterman/Cooper, to pass:

Resolution No. 2018-062, A RESOLUTION APPROVING THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE AND SELF-CERTIFICATION LETTER TO THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) AND AUTHORIZING THE MAYOR TO EXECUTE THE SAME

Passed: All present voting "aye."

11. Approve a Property Exchange Agreement with Eastern Eight Community Development Corporation Pertaining to City-Owned Property at 1325 Gibson Mill Road, Formerly 101 Lee Street and 232 Cherokee Village Drive Owned by Eastern Eight Community Development Corporation (AF: 247-2017) (Mike Billingsley). Development Services Director Lynn Tully provided further information on this item and answered questions regarding the history of this property. Some discussion followed.

Motion/Second: McIntire/Adler, to pass:

Resolution No. 2018-063, A RESOLUTION AUTHORIZING A PROPERTY EXCHANGE AGREEMENT WITH EASTERN EIGHT COMMUNITY DEVELOPMENT CORPORATION 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" except George voting "nay."

VII. CONSENT AGENDA.

1. Approval of Easements and Rights-of-Way (AF: 264-2017) (Ryan McReynolds).

Motion/Second: McIntire/George, to adopt:

OFFERS FOR EASEMENTS AND RIGHTS-OF-WAY IN PRESTON WOODS AND PRESTON HILLS AREA

Passed: All present voting "aye."

VIII. COMMUNICATIONS.

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, October 17, 2017**

A. CITY MANAGER. Mr. Fleming asked Chief Quillin to provide some information on the explosion at Eastman a few weeks ago and how communications were handled since the day of the event and how they can be improved in the future. Mr. Fleming also reminded everyone of the upcoming first of several public meetings regarding the Downtown Master Plan will be this Thursday at 7:00pm at the Kingsport Center for Higher Education.

B. MAYOR AND BOARD MEMBERS. Alderman Adler commented on the letter of intent item regarding Regions Bank and encouraged citizens to become aware of how city staff is currently spread out across the city and review the presentation given by staff during the upcoming conversation period. She stated the Keep Kingsport Beautiful Halloween Bash is coming up this Saturday. Lastly she promoted the 2017 Walk for Wellness Expo. Alderman Cooper commended Chief Quillin on personally handling a situation at a local business. Vice-Mayor McIntire congratulated City Manager Fleming and Mayor Clark on a well-presented State of the City address last week. He also recognized Police Officer Will Mullins for receiving a domestic violence award. Lastly he commended Chief Quillin and the police department for providing security for Vice-President Pence's recent visit to the area. Alderman Olterman congratulated the football teams of Sullivan North, Sullivan South, and Dobyns Bennett for making it into the playoffs. Alderman George commented the DB band would be performing their full competition routine at the game this Friday. Mayor Clark commented on the expansion at the Regional Center for Advanced Manufacturing (RCAM) to increase work force development in the area. Secondly, the mayor commented on a new plant coming to Phipps Bend that manufactures ball bearings and will provide many new jobs.

C. VISITORS. A citizen commented on the neighborhood commission. Rob Ferguson thanked the police and fire department for what they do. He also gave an update and breakdown on the kids who played sports this past year in the Lynn Garden Community.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 8:30 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor



AGENDA ACTION FORM

Amend Zoning of a Portion of Parcel 23.10, Located Near the Intersection of New Beason Well Road and East Stone Drive

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

Action Form No.: AF-272-2017
 Work Session: November 6, 2017
 First Reading: November 7, 2017

Final Adoption: November 21, 2017
 Staff Work By: Ken Weems
 Presentation By: Ken Weems

Recommendation:

- Hold public hearing
- Approve ordinance amending the zoning ordinance to rezone a portion of parcel 23.10 from R-1B, Residential District to B-3, Highway Oriented Business District.

Executive Summary:

This is an owner-requested rezoning of approximately 2.06 acres located at the northeast corner of New Beason Well Road and East Stone Drive from R-1B to B-3. The purpose of the rezoning is to accommodate construction of a new convenience store with gas station. During their September 2017 regular meeting, the Kingsport Regional Planning Commission voted unanimously to send a favorable recommendation in support of the rezoning to the Board of Mayor and Aldermen. The notice of public hearing was published on October 23, 2017.

Attachments:

1. Notice of Public Hearing
2. Zoning Ordinance
3. Staff Report

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
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 November 7, 2017 to consider the rezoning for a portion of parcel 23.10 along East Stone Drive and New Beason Well Road from R-1B District to B-3 District. 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 rezoning is generally described as follows:

BEGINNING at a point, said point being the southern corner of Tax Map 47D, Parcel 23.10 in common with the intersection of the northern right-of-way of East Stone Drive and the eastern right-of-way of New Beason Well Road; thence in a northwesterly direction, following the eastern right-of-way of New Beason Well Road, approximately 320.5 feet to a point, said point lying on the parcel boundary of parcel 23.10 in common with the eastern right-of-way of New Beason Well Road; thence in a northeasterly direction, approximately 326 feet to a point, said point lying inside parcel 23.10; thence in a southeasterly direction, approximately 215 feet to a point, said point lying inside parcel 23.10; thence in a northeasterly direction, approximately 111 feet to a point, said point lying inside parcel 23.10; thence in a southeasterly direction, approximately 105 feet to a point, said point lying on the boundary of parcel 23.10 in common with the northern right-of-way of East Stone Drive; thence in a southwesterly direction, following the northern right-of-way of East Stone Drive, approximately 347 feet to the point of BEGINNING, and being a portion of Tax Map 47D, parcel 23.10, 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 and description is on file in the offices of the City Manager, Kingsport Library, and Planning Manager 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 KINGSPORT
Angie Marshall, Deputy City Clerk
PIT: 10/23/17

ORDINANCE NO. _____

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 10TH 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 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 10th 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 southern corner of Tax Map 47D, Parcel 23.10 in common with the intersection of the northern right-of-way of East Stone Drive and the eastern right-of-way of New Beason Well Road; thence in a northwesterly direction, following the eastern right-of-way of New Beason Well Road, approximately 320.5 feet to a point, said point lying on the parcel boundary of parcel 23.10 in common with the eastern right-of-way of New Beason Well Road; thence in a northeasterly direction, approximately 326 feet to a point, said point lying inside parcel 23.10; thence in a southeasterly direction, approximately 215 feet to a point, said point lying inside parcel 23.10; thence in a northeasterly direction, approximately 111 feet to a point, said point lying inside parcel 23.10; thence in a southeasterly direction, approximately 105 feet to a point, said point lying on the boundary of parcel 23.10 in common with the northern right-of-way of East Stone Drive; thence in a southwesterly direction, following the northern right-of-way of East Stone Drive, approximately 347 feet to the point of BEGINNING, and being a portion of Tax Map 47D, parcel 23.10, 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 _____

Kingsport Regional Planning Commission
Rezoning Report

File Number 17-101-00004

Property Information	The New Beason Well Road Rezoning		
Address	Northern corner of New Beason Well Rd. & East Stone Dr.		
Tax Map, Group, Parcel	A portion of Tax Map 47 Parcel 23.10		
Civil District	10		
Overlay District	Not applicable		
Land Use Designation	Retail		
Acres	2.06 acres +/-		
Existing Use	Agriculture (Pasture)	Existing Zoning	R-1B
Proposed Use	Convenience Store/Gas	Proposed Zoning	B-3
Owner /Applicant Information			
Name: CJM Cleek GP by Kay Vanover Address: 1101 New Beason Well Road City: Kingsport State: TN Zip Code: 37660 Email: rzvanover@charter.net Phone Number: (423) 288-7093		Intent: <i>To rezone from R-1B to B-3 to allow for the construction of a convenience store/gas station.</i>	
Planning Department Recommendation			
<p>The Kingsport Planning Division recommends sending a POSITIVE recommendation to the Kingsport Board of Mayor and Alderman for the following reasons:</p> <ul style="list-style-type: none"> • The rezoning site is designated as appropriate for "Retail" use on the Future Land Use Plan. • A convenience store with gas station is an appropriate commercial use for this intersection. <p>Staff Field Notes and General Comments:</p> <ul style="list-style-type: none"> • The parcel lies at the intersection of East Stone Drive and New Beason Well Road. • The rezoning site is currently used as cattle pasture. • A commercial rezoning for this site will not impact any existing residential uses. 			
Planner:	Ken Weems	Date:	September 11, 2017
Planning Commission Action		Meeting Date:	September 21, 2017
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

Kingsport Regional Planning Commission

Rezoning Report

File Number 17-101-00004

PROPERTY INFORMATION

ADDRESS	New Beason Well Rd.
DISTRICT	10
OVERLAY DISTRICT	Not Applicable
EXISTING ZONING	R-1B
PROPOSED ZONING	B-3
ACRES	2.06 +/-
EXISTING USE	Agriculture
PROPOSED USE	Convenience Store/Gas Station

PETITIONER

ADDRESS 1101 New Beason Well Rd. Kingsport, TN

REPRESENTATIVE

PHONE (423) 288-7093

INTENT

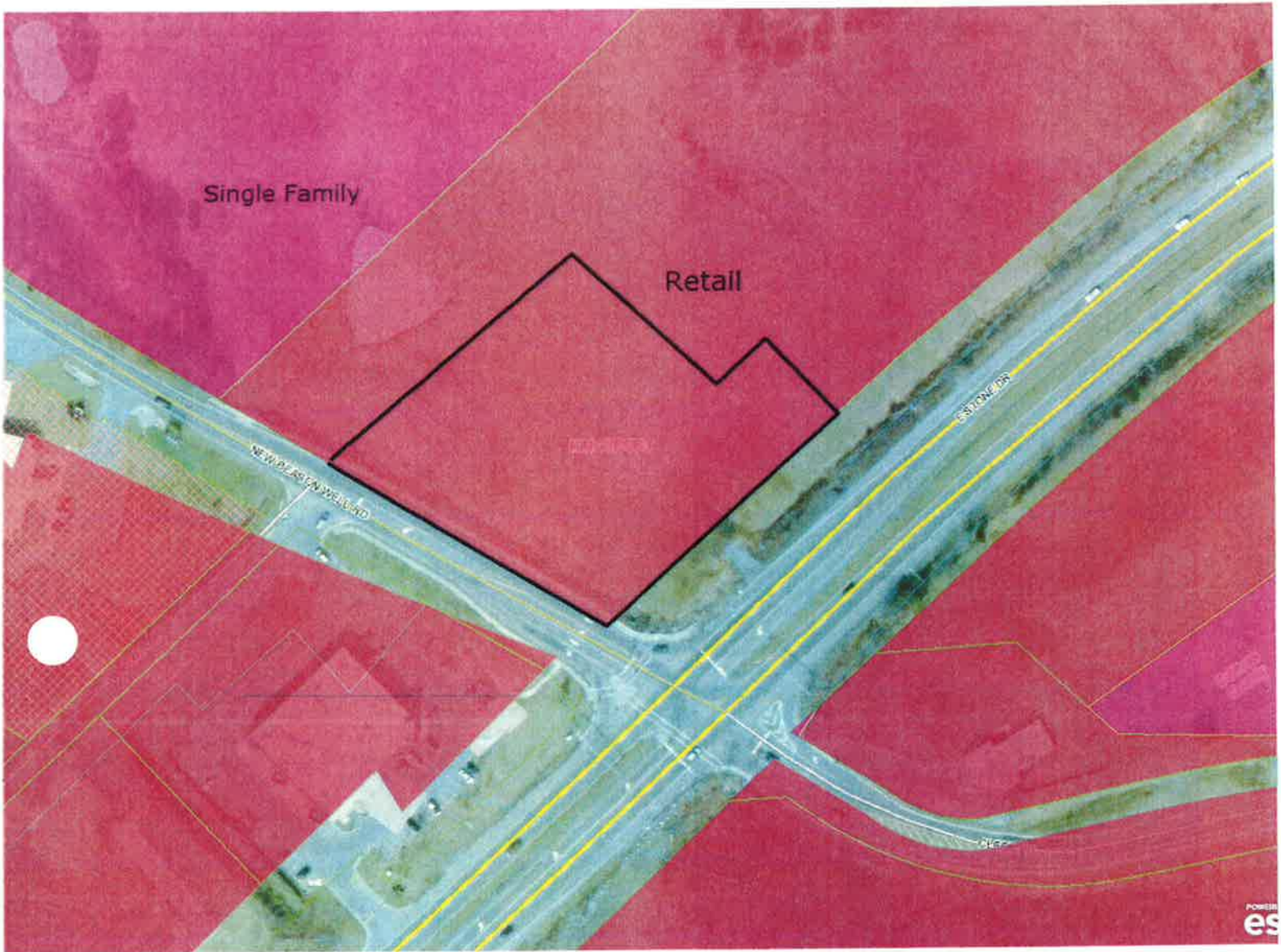
To rezone from R-1B to B-3 to allow for the construction of a convenience store/gas station.

File Number 17-101-00004

Surrounding City Zoning Map



Future Land Use Plan 2030



Aerial



View from across New Beason Well Road



View of East Stone / New Beason Well Intersection

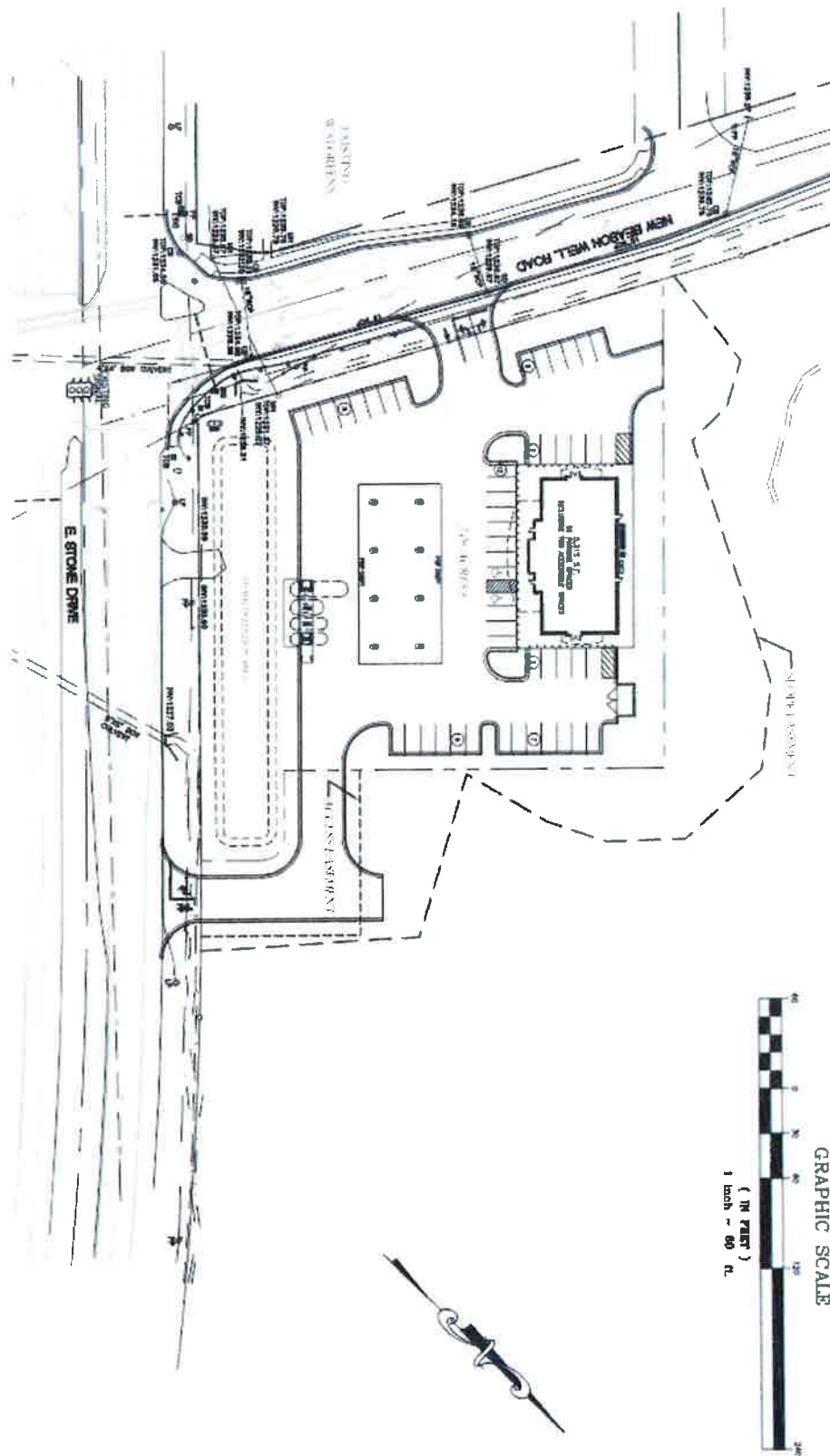


Rezoning Report

Kingsport Regional Planning Commission

File Number 17-101-00004

Zoning Development Plan



ZDP Summary: The proposed convenience store is located in an appropriate area for commercial use. Adequate parking is provided, along with the necessary landscape islands to provide sufficient interior parking lot landscaping. The stormwater detention area is located between the developed site and East Stone Drive. The City Traffic Dept is working with TDOT to approve the two separate driveway entrances, both of which meet appropriate standards for driveway permits in the vicinity of the intersection of New Beason Well Road and East Stone Drive. The interior drives allow access at two separate points that will facilitate vehicular circulation for future development, without the need for additional driveways along East Stone Drive.

Location	Identifier	Zoning / USE	History Zoning Action Variance Action
North	1	<u>Zone: A-1</u> Use: pasture	n/a
East	2	<u>Zone: B-1</u> Use: pasture (former drive-in theater)	n/a
Southeast	3	<u>Zone: R-1B</u> Use: single family + pasture	n/a
South	4	<u>Zone: M-1R</u> Use: vacant	n/a
Southwest	5	<u>Zone: M-1R</u> Use: auto sales	n/a
West	6	<u>Zone: B-3</u> Use: Walgreens	n/a
Northwest	7	<u>Zone: B-3</u> Use: Kingsport Fire Station #8	n/a

EXISTING USES LOCATION MAP**Standards of Review**

Planning Staff shall, with respect to each zoning application, investigate and make a recommendation with respect to factors 1 through 10, below, as well as any other factors it may find relevant.

1. **Whether or not the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby Property?** The proposal will permit the commercial type uses that front along E Stone Drive.
2. **Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?** The adjacent and nearby property will not be adversely affected by the proposal. Commercial use is adjacent to the property across New Beason Well and more vacant property is adjacent to the other side of the property.

3. **Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?** The property has a reasonable economic use as currently zoned. There is also a reasonable economic use for the proposed zone.
4. **Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?** The proposal will not cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools. The proposal has been reviewed by all City Departments and no adverse impacts have been determined.
5. **Whether the proposal is in conformity with the policies and intent of the land use plan?**

Proposed use: Commercial

The Future Land Use Plan Map recommends Retail

6. **Whether there are other existing or changed conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the proposal?** The existing conditions support approval of the proposed rezoning. The location of the parcel with frontage along E Stone Drive, a major commercial corridor, can support the rezoning and type of use.
7. **Whether the zoning proposal will permit a use which can be considered environmentally adverse to the natural resources, environment and citizens of the City of Kingsport?** There are no adverse uses proposed. The zoning will permit uses consistent with the surrounding properties.
8. **Whether the change will create an isolated district unrelated to similar districts:** The proposal will not create an isolated district as B-3 zoning is located across New Beason Well Road from the rezoning site.
9. **Whether the present district boundaries are illogically drawn in relation to existing conditions?** The present district boundaries are appropriately drawn as is. The proposed boundaries are logical too, in regards to future commercial development.

10. **Whether the change will constitute a grant of special privilege to an individual as contrasted to the general welfare?** The change will not allow a special privilege to an individual as contrasted to the general welfare.

CONCLUSION

Staff recommends sending a POSITIVE recommendation to rezone from R-1B to B-3 based upon conformance to the Future Land Use Plan as well as changing the frontage along East Stone Drive to the highest and best use of highway oriented business district.



AGENDA ACTION FORM

Appropriate \$7,786.70 from the USDOJ/Office of Justice Programs, Bulletproof Vest Partnership Funding

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

Action Form No.: AF-278-2017
 Work Session: November 6, 2017
 First Reading: November 7, 2017

Final Adoption: November 21, 2017
 Staff Work By: Capt. Randall Gore
 Presentation By: Chief David Quillin

Recommendation:

Approve the Budget Ordinance.

Executive Summary:

On June 6, 2017 via AF-137-2017, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a US Department of Justice Grant for funding of bulletproof vests. We have been notified that we were approved for \$7,786.70 in reimbursements for vest expenditures. A fifty percent match is required and the match is provided from the police department operating budget.

Attachments:

1. Ordinance

Funding source appropriate and funds are available: 

Y N O

Adler	—	—	—
Begley	—	—	—
Cooper	—	—	—
George	—	—	—
McIntire	—	—	—
Olterman	—	—	—
Clark	—	—	—

ORDINANCE NO. _____

PRE-FILED
CITY RECORDER

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

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

SECTION I. That the General Project-Special Revenue Fund budget be amended by appropriating grant funds received from the Department of Justice/Bureau of Justice Assistance Bulletproof Vest Partnership to the Bullet Proof Vest project (NC1703) in the amount of \$7,787 and requires a 50% local match of \$7,787 which is provided for in the operating budget.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 111: General Project-Special Revenue</u>			
<u>Bullet Proof Vest Project (NC1806)</u>			
<u>Revenues:</u>	\$	\$	\$
111-0000-331-3800 U.S. Dept. of Justice	0	7,787	7,787
111-0000-391-0100 From General Fund	0	7,787	7,787
<u>Totals:</u>	0	15,574	15,574

<u>Expenditures:</u>			
111-3020-442-3020 Operating Supplies & Tools	0	15,574	15,574
<u>Totals:</u>	0	15,574	15,574

<u>Fund 110: General Fund</u>			
<u>Expenditures:</u>			
110-3030-443-3025 Safety Supplies	10,000	(7,787)	2,213
110-4804-481-7035 General Proj-Spec Rev	1,644,746	7,787	1,652,533
<u>Totals:</u>	1,654,746	0	1,654,746

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 Appropriate \$20,800.00 from the Tennessee Highway Safety Office (THSO) 2017-2018 Grant

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

Action Form No.: AF-259-2017
 Work Session: October 16, 2017
 First Reading: October 17, 2017

Final Adoption: November 7, 2017
Staff Work By: Capt. Randall Gore
Presentation By: Chief David Quillin

Recommendation:

Approve the Budget Ordinance.

Executive Summary:

On March 21, 2017 via AF-60-2017, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a Tennessee Highway Safety Office (THSO) Grant. We have been notified that we were approved for \$20,800.00 in grant funds for the upcoming fiscal year. The grant will be utilized for traffic safety enforcement overtime.

There are no matching fund requirements.

Attachments:

1. Budget Ordinance

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

ORDINANCE NO. _____

PRE-FILED
CITY RECORDER

AN ORDINANCE TO AMEND THE GENERAL PROJECT/SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE TENNESSEE HIGHWAY SAFETY OFFICE (THSO) 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 the Tennessee Highway Safety Office in the amount of \$20,800 to the TN Highway Safety Office Grant project (NC1802) for traffic safety enforcement overtime. No matching funds are required.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 111: General Project/Special Rev Fund</u>			
<u>TN Highway Safety Office Grant (NC1802)</u>			
<u>Revenues:</u>	\$	\$	\$
111-0000-337-6010 Safety/Homeland Security	0	20,800	20,800
<i>Totals:</i>	0	20,800	20,800

<u>Expenditures:</u>	\$	\$	\$
111-0000-601-1011 Overtime	0	14,400	14,400
111-0000-601-1020 Social Security	0	1,600	1,600
111-0000-601-1030 Health Insurance	0	200	200
111-0000-601-1040 Retirement	0	4,100	4,100
111-0000-601-1050 Life Insurance	0	50	50
111-0000-601-1052 Long Term Disability	0	50	50
111-0000-601-1060 Workmen's Comp	0	300	300
111-0000-601-1061 Unemployment Ins.	0	100	100
<i>Totals:</i>	0	20,800	20,800

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

Budget Ordinance to Appropriate \$20,800.00 from the Tennessee Highway Safety Office (THSO) 2017-2018 Grant

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

Action Form No.: AF-259-2017
 Work Session: October 16, 2017
 First Reading: October 17, 2017

Final Adoption: November 7, 2017
 Staff Work By: Capt. Randall Gore
 Presentation By: Chief David Quillin

Recommendation:

Approve the Budget Ordinance.

Executive Summary:

On March 21, 2017 via AF-60-2017, the Board of Mayor and Aldermen approved the Mayor executing any and all documents necessary to apply for and receive a Tennessee Highway Safety Office (THSO) Grant. We have been notified that we were approved for \$20,800.00 in grant funds for the upcoming fiscal year. The grant will be utilized for traffic safety enforcement overtime.

There are no matching fund requirements.

Attachments:

1. Budget Ordinance

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



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY18

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

Action Form No.: AF-262-2017
 Work Session: October 16, 2017
 First Reading: October 17, 2017

Final Adoption: November 7, 2017
 Staff Work By: Judy Smith
 Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

The ordinance will transfer TIF funds in the amount of \$106,750 to the Downtown project and \$20,000 to the Riverwalk project. It will transfer \$100,000 from the Local Roads project to the Traffic Signal Infrastructure project for fiber and conduit installation on Eastman Road and portions of Stone Drive, \$47,500 from the Visitor Enhancement project to the operating budget and close projects GP1509, GP1708, GP1728 and GP1403.

The Sewer Project Fund will be amended by transferring \$127,971 to the Waste Water Treatment Plant Improvements project and close SW1507, SW1604, SW1605, and SW1607.

The Storm Water Project Fund will be amended by transferring \$27,884 to the Equipment Vehicle Purchase project and by transferring \$50,000 to the Storm Water Infrastructure project. ST1704 and ST1710 will be closed.

Attachments:

1. Budget 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 VARIOUS PROJECTS 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 budgets be amended by transferring \$126,750 from the General Projects (GP1750) to the Downtown Project (NC1803) in the amount of \$106,750 and to the Riverwalk project (NC1804) in the amount of \$20,000, by appropriating \$1,000 to the Bays Mountain Road Maintenance project (NC1805), by appropriating \$7,080 to the Sidewalk Improvements project (GP1520), by transferring \$100,000 from the Local Roads project (GP1836) to the Traffic Signal Infrastructure/Equipment project (GP1840), by transferring \$2,396 from Bays Mountain Land Acquisition project (GP1708) and \$1,338 from the Bays Mountain Park Improvements project (GP1707) to the Bays Mountain Improvements project (GP1509), by transferring \$47,500 from the Visitor Enhancement Improvement project (GP1728) to the Visitor Enhancement operating budget, by transferring \$13,568 from the Border Regions Road Improvements project (GP1228) to the Local Roads Sidewalks Improvement project (GP1403) and by appropriating \$4,187 to the Centennial Project (NC1613). Close projects GP1509, GP1708, GP1728 and GP1403.

SECTION II. That the Sewer Project Fund budgets be amended by transferring \$122,243 from the WWRP Blower project (SW1507), by transferring \$3,929 from the Combo SW Cleaning Vehicle project (SW1604), by transferring \$1,251 from the WWTP Centrifuge project (SW1605), by transferring \$548 from WWTP Storage Building project (SW1607) to the WWTP Improvements project (SW1700) in the amount of \$127,971. Close SW1507, SW1604, SW1605, and SW1607.

SECTION III. That the Storm Water Project Fund budgets be amended by transferring \$27,884 from the Equipment Vehicle Purchase project (ST1710) to the Equipment Vehicle Purchase project (ST1800) and by transferring \$50,000 from the Brookton Park Improvement project (ST1704) to the Storm Water Infrastructure project (ST1602). Close ST1704 and ST1710.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 311: General Project Fund</u>			
<u>General Projects (GP1750)</u>			
<u>Revenues:</u>	\$	\$	\$
311-0000-391-0100 From General Fund	1,023,623	(126,750)	896,873
<i>Totals:</i>	1,023,623	(126,750)	896,873
<u>Expenditures:</u>	\$	\$	\$
311-0000-601-9003 Improvements	1,023,623	(126,750)	896,873
<i>Totals:</i>	1,023,623	(126,750)	896,873

Fund 111: General Project/Special Rev. Fund
Downtown Project (NC1803)

<u>Revenues:</u>	\$	\$	\$
111-0000-391-0100 From General Fund	0	106,750	106,750
<i>Totals:</i>	0	106,750	106,750

<u>Expenditures:</u>	\$	\$	\$
111-0000-601-2022 Construction Contracts	0	106,750	106,750
<i>Totals:</i>	0	106,750	106,750

Fund 111: General Project/Special Rev. Fund
Riverwalk Project (NC1804)

<u>Revenues:</u>	\$	\$	\$
111-0000-391-0100 From General Fund	0	20,000	20,000
<i>Totals:</i>	0	20,000	20,000

<u>Expenditures:</u>	\$	\$	\$
111-0000-601-2022 Construction Contracts	0	20,000	20,000
<i>Totals:</i>	0	20,000	20,000

Fund 110: General Fund

<u>Revenues:</u>	\$	\$	\$
110-0000-368-1500 Rental of Land & Building	25,000	1,000	26,000
<i>Totals:</i>	25,000	1,000	26,000

<u>Expenditures:</u>	\$	\$	\$
110-0000-4804-481-7035 Gen Proj-Special Rev.	1,644,795	1,000	1,645,795
<i>Totals:</i>	1,644,795	1,000	1,645,795

Fund 111: General Project/Special Rev. Fund
Bays Mountain Road Maintenance (NC1805)

<u>Revenues:</u>	\$	\$	\$
111-0000-368-1500 Rental of Land & Building	0	1,000	1,000
<i>Totals:</i>	0	1,000	1,000

<u>Expenditures:</u>	\$	\$	\$
111-0000-601-9003 Improvements	0	1,000	1,000
<i>Totals:</i>	0	1,000	1,000

Fund 311: General Project Fund
Sidewalk Improvements (GP1520)

<u>Revenues:</u>	\$	\$	\$
311-0000-364-2000 From Corporations	24,713	7,080	31,793
311-0000-368-1047 Series 2014A GO Bonds	47,895	0	47,895

311-0000-368-2101 Premium From Bond Sale	19,149	0	19,149
Totals:	91,757	7,080	98,837
Expenditures:	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	6,279	0	6,279
311-0000-601-4041 Bond Sale Expense	4,119	0	4,119
311-0000-601-9001 Land	39,396	0	39,396
311-0000-601-9003 Improvements	41,963	7,080	49,043
Totals:	91,757	7,080	98,837

Fund 311: General Project Fund

Local Roads (GP1836)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	2,735,531	(100,000)	2,635,531
311-0000-368-2101 Premium From Bond Sale	125,022	0	125,022
Totals:	2,860,553	(100,000)	2,760,553

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	37,199	0	37,199
311-0000-601-9003 Improvements	2,823,354	(100,000)	2,723,354
Totals:	2,860,553	(100,000)	2,760,553

Fund 311: General Project Fund

Traffic Signal Infrastructure/Equip (GP1840)

Revenues:	\$	\$	\$
311-0000-368-1055 Series 2017A GO Bonds	0	100,000	100,000
Totals:	0	100,000	100,000

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

Fund 311: General Project Fund

Bays Mountain Improvements (GP1509)

Revenues:	\$	\$	\$
311-0000-368-1047 Series 2014A GO Bonds	50,299	1,338	51,637
311-0000-368-2101 Premium From Bond Sale	28,791	0	28,791
311-0000-391-6900 From VEP Fund	200,000	0	200,000
311-0000-391-9001 From General Fund	0	2,396	2,396
Totals:	279,090	3,734	282,824

Expenditures:	\$	\$	\$
311-0000-601-4041 Bond Sale Expense	3,742	0	3,742
311-0000-601-9003 Improvements	275,348	3,734	279,082

Totals:**279,090****3,734****282,824****Fund 311: General Project Fund****Bays Mtn. Land Acquisition (GP1708)****Revenues:**

	\$	\$	\$
311-0000-332-5300 TN Heritage Conservation	31,125	0	31,125
311-0000-364-2000 From Corporations	8,424	0	8,424
311-0000-368-1047 Series 2014A GO Bonds	23,576	0	23,576
311-0000-391-0100 From General Fund	19,000	(2,396)	16,604
311-0000-391-6200 From Bays Mtn. Com. Fund	10,875	0	10,875
Totals:	93,000	(2,396)	90,604

Expenditures:

	\$	\$	\$
311-0000-601-9001 Land	93,000	(2,396)	90,604
Totals:	93,000	(2,396)	90,604

Fund 311: General Project Fund**Bays Mtn. Park Improvements (GP1707)****Revenues:**

	\$	\$	\$
311-0000-368-1047 Series 2014A GO Bonds	350,777	(1,338)	349,439
Totals:	350,777	(1,338)	349,439

Expenditures:

	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	81,167	(1,338)	79,829
311-0000-601-9003 Improvements	269,610	0	269,610
Totals:	350,777	(1,338)	349,439

Fund 311: General Project Fund**Visitor Enhancement Improv. (GP1728)****Revenues:**

	\$	\$	\$
311-0000-391-6900 Visitors Enhancement Fund	132,500	(47,500)	85,000
Totals:	132,500	(47,500)	85,000

Expenditures:

	\$	\$	\$
311-0000-601-9003 Improvements	132,500	(47,500)	85,000
Totals:	132,500	(47,500)	85,000

Fund 135: Visitor Enhancement Fund**Expenditures:**

	\$	\$	\$
135-1015-405-3020 Operating Supplies & Tools	54,068	12,753	66,821
135-4804-481-7036 General Project Fund	50,000	(47,500)	2,500
135-4890-481-6087 Reserve VEP Project	28,900	34,747	63,647
Totals:	132,968	0	132,968

Fund 311: General Project Fund
Local Roads Sidewalks (GP1403)

Revenues:

	\$	\$	\$
311-0000-368-1047 Series 2014A GO Bonds	34,659	0	34,659
311-0000-368-1051 Series 2015A (Oct) GO PI	342,403	0	342,403
311-0000-368-1041 Series 2012C GO Pub Imp.	0	13,568	13,568
311-0000-368-2101 Premium From Bond Sale	24,408	0	24,408
Totals:	401,470	13,568	415,038

Expenditures:

	\$	\$	\$
311-0000-601-2023 Arch/Eng/Landscaping	42,952	(2,805)	40,147
311-0000-601-4041 Bond Sale Expense	16,642	0	16,642
311-0000-601-9001 Land	10,000	(7,363)	2,637
311-0000-601-9003 Improvements	331,876	23,736	355,612
Totals:	401,470	13,568	415,038

Fund 311: General Project Fund
Border Reg Rd Improvements (GP1228)

Revenues:

	\$	\$	\$
311-0000-332-1015 Border Regions Allocation	76,103	0	76,103
311-0000-368-1041 Series 2012 C Go Pub Imp	292,234	(13,568)	278,666
311-0000-368-2101 Premium From Bond Sale	19,633	0	19,633
Totals:	387,970	(13,568)	374,402

Expenditures:

	\$	\$	\$
311-0000-601-2020 Professional Consultant	70,258	0	70,258
311-0000-601-2023 Arch/Eng/Landscaping	104,066	0	104,066
311-0000-601-4041 Bond Sale Expense	11,867	0	11,867
311-0000-601-9001 Land	110,000	0	110,000
311-0000-601-9003 Improvements	91,779	(13,568)	78,211
Totals:	387,970	(13,568)	374,402

Fund 111: General Project /Special Rev Fund
Centennial Project (NC1613)

Revenues:

	\$	\$	\$
111-0000-341-1087 Merchandise Sales	1,463	73	1,536
111-0000-341-5010 Centennial Merchandise	5,343	4,115	9,458
111-0000-364-3000 From Non-Profit Groups	625	0	625
111-0000-368-9900 Miscellaneous	(5)	(1)	(6)
111-0000-391-9001 From General Fund	90,186	0	90,186
Totals:	97,612	4,187	101,799

Expenditures:

\$ \$ \$

111-0000-601-3020 Operating Supplies & Tools	92,212	1,000	93,212
111-0000-631-1010 Salaries & Wages	4,310	2,952	7,262
111-0000-631-1020 Social Security	1,000	225	1,225
111-0000-631-1060 Workmen's Comp	10	10	20
111-0000-631-1061 Unemployment	80	0	80
Totals:	97,612	4,187	101,799

Fund 452: Sewer Project Fund
WWTP Blower (SW1507)

<u>Revenues:</u>	\$	\$	\$
452-0000-332-7200 Clean TN Energy Grant	175,000	0	175,000
452-0000-391-4200 From Sewer Fund	320,000	(122,243)	197,757
Totals:	495,000	(122,243)	372,757

<u>Expenditures:</u>	\$	\$	\$
452-0000-606-2023 Arch/Eng/Landscaping	72,500	(50,000)	22,500
452-0000-606-9003 Improvements	422,500	(72,243)	350,257
Totals:	495,000	(122,243)	372,757

Fund 452: Sewer Project Fund
Combo SW Cleaning Vehicle (SW1604)

<u>Revenues:</u>	\$	\$	\$
452-0000-391-4200 From Sewer Fund	354,196	(3,929)	350,267
Totals:	354,196	(3,929)	350,267

<u>Expenditures:</u>	\$	\$	\$
452-0000-606-9006 Purchases \$5,000 & Over	354,196	(3,929)	350,267
Totals:	354,196	(3,929)	350,267

Fund 452: Sewer Project Fund
WWTP Centrifuge (SW1605)

<u>Revenues:</u>	\$	\$	\$
452-0000-391-4200 From Sewer Fund	54,000	(1,251)	52,749
Totals:	54,000	(1,251)	52,749

<u>Expenditures:</u>	\$	\$	\$
452-0000-606-9003 Improvements	29,000	23,749	52,749
452-0000-606-9006 Purchases \$5,000 & Over	25,000	(25,000)	0
Totals:	54,000	(1,251)	52,749

Fund 452: Sewer Project Fund
WWTP Storage Building (SW1607)

<u>Revenues:</u>	\$	\$	\$
452-00000391-0531 Series 2014B GO Bonds	29,000	0	29,000

452-0000-391-4200 From Sewer Fund	62,845	(548)	62,297
Totals:	91,845	(548)	91,297

Expenditures:	\$	\$	\$
452-0000-606-9006 Purchases \$5,000 & Over	91,845	(548)	91,297
Totals:	91,845	(548)	91,297

Fund 452: Sewer Project Fund
WWTP Improvements (SW1700)

Revenues:	\$	\$	\$
452-00000391-0531 Series 2014B GO Bonds	228,768	0	228,768
452-0000-391-4200 From Sewer Fund	250,000	127,971	377,971
Totals:	478,768	127,971	606,739

Expenditures:	\$	\$	\$
452-0000-606-2023 Arch/Eng/Landscaping	257,000	0	257,000
452-0000-606-9003 Improvements	221,768	127,971	349,739
Totals:	478,768	127,971	606,739

Fund 457: Storm Water Project Fund
Equipment Vehicle Purchase (ST1710)

Revenues:	\$	\$	\$
457-0000-391-9500 From Storm Water Fund	186,384	(27,884)	158,500
Totals:	186,384	(27,884)	158,500

Expenditures:	\$	\$	\$
457-0000-622-9006 Purchases \$5,000 & Over	186,384	(27,884)	158,500
Totals:	186,384	(27,884)	158,500

Fund 457: Storm Water Project Fund
Equipment Vehicle Purchase (ST1800)

Revenues:	\$	\$	\$
457-0000-391-9500 From Storm Water Fund	195,000	27,884	222,884
Totals:	195,000	27,884	222,884

Expenditures:	\$	\$	\$
457-0000-622-9006 Purchases \$5,000 & Over	195,000	27,884	222,884
Totals:	195,000	27,884	222,884

Fund 457: Storm Water Project Fund
Brookton Park Imp. (ST1704)

Revenues:	\$	\$	\$
457-0000-391-9500 From Storm Water Fund	50,000	(50,000)	0

Totals:	50,000	(50,000)	0
Expenditures:	\$	\$	\$
457-0000-622-2022 Construction Contracts	50,000	(50,000)	0
Totals:	50,000	(50,000)	0
Fund 457: Storm Water Project Fund			
Storm Water Infrastructure (ST1602)			
Revenues:	\$	\$	\$
457-0000-391-9500 From Storm Water Fund	128,355	50,000	178,355
Totals:	128,355	50,000	178,355
Expenditures:	\$	\$	\$
457-0000-622-2022 Construction Contracts	80,265	50,000	130,265
457-0000-622-2023 Arch/Eng/Landscaping	38,800	0	38,800
457-0000-622-9001 Land	1,000	0	1,000
457-0000-622-9004 Equipment	8,290	0	8,290
Totals:	128,355	50,000	178,355

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

JOHN CLARK, Mayor

ATTEST:

JAMES H. DEMMING, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

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



AGENDA ACTION FORM

Budget Adjustment Ordinance for FY18

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

Action Form No.: AF-262-2017
 Work Session: October 16, 2017
 First Reading: October 17, 2017

Final Adoption: November 7, 2017
 Staff Work By: Judy Smith
 Presentation By: Jeff Fleming

Recommendation:

Approve the Ordinance.

Executive Summary:

The ordinance will transfer TIF funds in the amount of \$106,750 to the Downtown project and \$20,000 to the Riverwalk project. It will transfer \$100,000 from the Local Roads project to the Traffic Signal Infrastructure project for fiber and conduit installation on Eastman Road and portions of Stone Drive, \$47,500 from the Visitor Enhancement project to the operating budget and close projects GP1509, GP1708, GP1728 and GP1403.

The Sewer Project Fund will be amended by transferring \$127,971 to the Waste Water Treatment Plant Improvements project and close SW1507, SW1604, SW1605, and SW1607.

The Storm Water Project Fund will be amended by transferring \$27,884 to the Equipment Vehicle Purchase project and by transferring \$50,000 to the Storm Water Infrastructure project. ST1704 and ST1710 will be closed.

Attachments:

1. Budget Ordinance

Funding source appropriate and funds are available: *df*

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



AGENDA ACTION FORM

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

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

Action Form No.: AF-276-2017
 Work Session: November 6, 2017
 First Reading: N/A

Final Adoption: November 7, 2017
 Staff Work By: Committee
 Presentation By: R. McReynolds, S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on September 28, 2017 for the purchase of two Tandem Axle Dump Trucks for use by the Wastewater Treatment Plant. The advertisement for the Invitation to Bid was published in the Kingsport Times News on September 17, 2017 and placed on our website for 12 calendar days. It is the recommendation of the committee to accept the low compliant bid from Goodpasture Motor Company, Inc. for two (2) 2018 International 7400 SBA 6X4 w/ Reynolds Dump Body as follows:


	\$199,900.00	Price for Two Units
	\$10,500.00	Option A (Aluminum Dump Body) for Two Units
Less	\$21,000.00	Trade-In Allowance Equipment # 1570
Less	\$21,000.00	Trade-In Allowance Equipment # 1571
	<u>\$7,600.00</u>	Trade-In Adjustment for DOT Compliance & Dump Body Cleaning
	\$176,000.00	Total Purchase Price

These are Fleet Replacements.

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 TWO TANDEM AXLE DUMP TRUCKS TO GOODPASTURE MOTOR COMPANY, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened September 28, 2017, for the purchase of two (2) tandem axle dump trucks for the use at the wastewater treatment plant; and

WHEREAS, the city will receive \$21,000.00 for a trade-in allowance for vehicle #1570 and a trade-in allowance of \$21,000.00 for vehicle #1571, as well as a \$7,600.00 trade-in adjustment for Department of Transportation compliance and dump body cleaning; and

WHEREAS, upon review of the bids, the board finds Goodpasture Motor Company, Inc. is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase two (2) 2018 International 7400 SBA 6X4 with Reynolds aluminum dump body tandem axle dump trucks from Goodpasture Motor Company, Inc., at a total purchase cost of \$176,000.00 which includes the deduction of the \$42,000.00 trade-in allowances, less the cost of \$7,600.00 for the cleaning required of the vehicles to comply with United States Department of Transportation requirements; 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 (2) 2018 International 7400 SBA 6X4 with Reynolds aluminum dump body tandem axle dump trucks at a total purchase cost of \$176,000.00 which includes the deduction of the \$42,000.00 trade-in allowances less the cost of the Department of Transportation compliance cleaning in the amount of \$7,600.00, is awarded to Goodpasture Motor Company, 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 7th day of November, 2017.

JOHN CLARK, MAYOR

ATTEST:

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

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
September 28, 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 TRUCKS								
Vendor:	Qty.:	Unit Cost:	Option A:	Trade-In #1570	Trade-In #1571	Delivery Time:	Make/Model:	Comments
Triad Freightliner of TN	2	\$101,732.00	\$5,250.00	\$12,000.00	\$12,000.00	120-150 Days	2018/19 Freightliner M2106 with Reynolds Body	N/A
Goodpasture Motor Co.	2	\$ 99,950.00	\$5,250.00	\$21,000.00	\$21,000.00	90-120 Days	International 7400 SBA 6X4 with Reynolds Body	N/A
Worldwide Equipment	2	\$103,544.00	\$5,250.00	\$15,000.00	\$15,000.00	75-90 Days	2018 Kenworth T370 with Reynolds Body	N/A
Worldwide Equipment	2	\$108,179.00	\$8,890.00	\$15,000.00	\$15,000.00	75-85 Days	2018 Kenworth T370 with Rogers Body	N/A
MHC Kenworth	2	\$ 83,715.00 \$ 19,885.00	\$8,890.00	\$17,000.00	\$17,000.00	180 Days	Kenworth T370 with Rogers Body	N/A
MHC Kenworth	2	\$ 83,715.00 \$ 16,185.00	\$26,628.00*	\$17,000.00	\$17,000.00	180 Days	Kenworth T370 with OX Body	*Will confirm price with Vendor
The Pete Store	2	\$112,602.00	\$8,890.00	\$14,000.00	\$14,000.00	100 Days	2018 Peterbilt Model 348 Tandem with Rogers Body	N/A

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



FLEET MAINTENANCE DIVISION

City of Kingsport, Tennessee

To: Brent Morelock, Assistant Procurement Manager
From: Niki Ensor, Water/Wastewater Plants Manager
Steve Hightower, Fleet Manager
Date: October 17, 2017
Re: Dump Truck – Tandem Axle - Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor for use by the Water/Wastewater Plant. The price will be \$99,950 each plus the DOT Terms of \$3,800 each as required by the vendor. We are also requesting Option A: Aluminum Body be accepted and included. We further recommend accepting the trade in offering of \$21,000 each for units 1570 and 1571.

Item	Quantity	Description	Award to Vendor	Fuel Economy
1	2	2018 International 7400	Goodpasture Motor Co.	7 City/ 8 Hwy

Low Compliant Bidder

The bidder was compliant in all major aspects of the minimum specification requirements for the Tandem Axle Dump Truck(s) specified, which includes a Reynolds dump body.

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 -130 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 Plant Manager, Niki Ensor, 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 units are similar to the current units being operated.

Trade In(s)

1. Trade in(s):

- 1570 - 2003 Freightliner Dump Truck – Age: 14 Years – 5.6 MPG - Trade Offering: \$21,000
- 1571 - 2003 Freightliner Dump Truck – Age: 14 Years – 5.5 MPG - Trade Offering: \$21,000

Origin/ Dealer Information

1. New Unit(s) Chassis Origin of Manufacture:
 - a. Chassis – Springfield, Ohio
 - i. 72.3 % Domestic/ 27.7 % Foreign Materials
2. Dump Body Manufacturer:
 - a. Body – Reynolds - Nashville, TN
 - i. 98 % Domestic/ 2 % Foreign Materials
3. New Unit(s) Chassis Dealer:
 - a. Chassis – Goodpasture Motors Co. – Bristol, VA.
4. New Unit(s) Body Dealer:
 - a. Body – Reynolds – Allen, Kentucky

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: Ensor, Niki
Sent: Monday, October 09, 2017 2:34 PM
To: Hightower, Steve <SteveHightower@KingsportTN.gov>
Cc: Hensley, Tom <TomHensley@KingsportTN.gov>
Subject: vehicle #1570 & #1571

Hi Steve,

We are in agreement with the purchase and trade-in offer of the tandem axel dump trucks from the apparent low bidder, Goodpasture Motor Company. These trucks will transport dewatered sludge from the wastewater treatment plant. Therefore, staff recommends the inclusion of the aluminum bed to minimize future bed repairs and downtime due to the corrosive nature of the haul material.

Thank you,

Niki Ensor
W/WW Facilities Manager
City of Kingsport
P: 423-224-2487
nikiensor@KingsportTN.gov



KINGSPORT
TENNESSEE
620 W. Industry Drive
Kingsport, TN 37660



AGENDA ACTION FORM

Approving an Agreement Renewing Property Insurance for City Owned Buildings

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

Action Form No.: AF-275-2017
 Work Session: November 6, 2017
 First Reading: N/A

Final Adoption: November 7, 2017
 Staff Work By: Evans
 Presentation By: Evans

Recommendation:

Approve the Resolution

Executive Summary:

The city's property insurance coverage is provided through Travelers and covers all buildings owned by the City of Kingsport and Kingsport City Schools. Travelers has agreed to renew the insurance at \$.0315 per \$100.00 of covered value, a reduction from \$.0316 last year. Quotes on similar coverage limits were received by our local insurance company, BB&T-KDC, from several other carriers, and none were lower than the rate by Travelers for equal coverage. The 2018 premium will be \$169,279.00. The increase in premium is due to increased properties and values.

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 RENEWAL OF THE AGREEMENT WITH TRAVELERS INSURANCE FOR CITY OF KINGSPORT PROPERTY INSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, the city would like to renew the agreement with Travelers Insurance to provide specific insurance coverage for the city's property effective January 1, 2018, through December 31, 2018; and

WHEREAS, there is a small decrease in the rate for the premium from last year, which is now \$.0315 per \$100.00 of covered value.

Now therefore,

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

SECTION I. That the renewal of the agreement with Travelers Insurance to provide specific insurance coverage for the city's property insurance, effective January 1, 2018, through December 31, 2018, at the rate of \$.0315 per \$100.00 is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized and directed to execute, in a form approved by the city attorney, an agreement with Travelers Insurance to provide property insurance coverage for the city's property effective January 1, 2018, through December 31, 2018, and all other documents necessary and proper to effectuate the purpose of the agreement.

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 citizens of the city.

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

ADOPTED this the 7th day of November, 2017.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Renew the Workers Compensation Excess Insurance Coverage through Safety National Insurance Company

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

Action Form No.: AF-273-2017
 Work Session: November 6, 2017
 First Reading: N/A

Final Adoption: November 7, 2017
 Staff Work By: Evans
 Presentation By: Evans

Recommendation:

Approve the Resolution.

Executive Summary:

The Excess Risk Workers Compensation insurance coverage for the city has been provided by Safety National Insurance Company for several years. Safety National has agreed to renew the insurance at the current statutory limits with a \$500,000 self-insured retention at the same rate as last year - \$.1835 per \$100 of covered payroll for 2018.

Quotes on equal coverage limits were received by the city's local third party administrator, Tri-State Claims Service, from several other carriers. The quote from Safety National was the lowest quote for the same level of coverage.

It is the recommendation to approve the renewal of the Excess Worker's Compensation Insurance with Safety National Insurance Company at a total premium of \$149,637.

Attachments:

1. Resolution
2. Summary of Quotes Received

Funding source appropriate and funds are available:

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

RESOLUTION NO. _____

A RESOLUTION APPROVING THE RENEWAL OF THE AGREEMENT WITH SAFETY NATIONAL INSURANCE CORPORATION FOR WORKERS' COMPENSATION REINSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE THE RENEWAL OF THE POLICY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE RENEWAL

WHEREAS, Safety National Insurance Corporation provides workers' compensation reinsurance for the city's self-insured worker's compensation program; and

WHEREAS, the agreement with Safety National Insurance Corporation provides for renewal; and

WHEREAS, upon review of the quotes, the board finds it is in the best interest and advantage to the city to renew the agreement with Safety National Insurance Corporation; and

WHEREAS, the city wants to renew the agreement with Safety National Insurance Corporation to provide workers' compensation reinsurance coverage for the city's self-funded workers' compensation insurance plan effective January 1, 2018, through December 31, 2018;

Now therefore,

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

SECTION I. That the renewal of the agreement with Safety National Insurance Corporation to provide workers' compensation reinsurance for the city's self-insured workers' compensation program, effective January 1, 2018, through December 31, 2018, 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, an agreement with Safety National Insurance Corporation to provide worker's compensation reinsurance for the city's self-insured worker's compensation program, effective January 1, 2018, through December 31, 2018, and all other documents necessary and proper to effectuate the purpose of the agreement.

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 citizens of the city.

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

ADOPTED this the 7th day of November, 2017.

JOHN CLARK, MAYOR

ATTEST:

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

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

City of Kingsport Excess Workers Compensation Renewal

1-1-2018 to 1-1-2019

Safety National

Workers Compensation Limit: Statutory

Employers Liability Limit: \$1,000,000

Self Insured Retention: \$500,000

Payroll: \$81,551,558

Rate: .1835

Premium: \$149,637

This is the same rate as last year. The only change in premium is from the payroll change.

Optional Quote:

SIR \$500,000 for all codes except Fire and Police.

SIR \$750,000 for Fire and Police

Rate: .1569

Premium: \$127,946

Arch Insurance

Workers Compensation Limit: Statutory

Employers Liability: \$1,000,000

SIR: \$500,000 for all codes except Fire and Police

\$750,000 for Fire and Police

Payroll: \$81,551,558

Rate: .1510

Premium: \$123,143

Midwest Employers: Declined to quote, not competitive

**New York Magic: Declined to quote, not competitive,
\$750,000 SIR.**

U. S. Specialty: Declined, will not underwrite Fire and Police.

AIG: Require a \$1,000,000 SIR, Min. Prem. \$250,000

ACE: Require a \$1,000,000 SIR, Min. Prem. \$250,000

**I have listed the current 7 companies that write Excess
Workers Compensation.**



AGENDA ACTION FORM

Amend Agreement with TDOT for Fort Robinson Drive Bridge

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

Action Form No.: AF-277-2017
 Work Session: November 6, 2017
 First Reading: NA

Final Adoption: November 7, 2017
 Staff Work By: Michael Thompson
 Presentation By: Ryan McReynolds

Recommendation:

Approve the Resolution.

Executive Summary:

On March 15, 2016 the BMA approved an agreement with TDOT for the Fort Robinson Drive Bridge Replacement project (AF-44-2016). This bridge was included in the Off-System Bridge Replacement Program, which is an 80% federally funded program with the local government responsible for the 20% matching share. The city's portion was a maximum amount of \$708,200.00 toward all phases of development.

However inclusion in the IMPROVE Act of 2017 and the High Priority Bridge Replacement Program for this project reduces the city's portion to an estimated \$48,400.00 as reflected in Exhibit "A" of Agreement Amendment Number 1. This amount was previously budgeted, and no additional city funding is anticipated.

We request amending the original agreement with revisions referencing the local match for the Fort Robinson Drive Bridge Replacement project. Fort Robinson Drive Bridge over Dry Hollow, LM 0.39; Agreement No. 160012; Federal Project No. BRZ-9108(47); State Project No. 82956-3590-94; PIN 122156.00.

Attachments:

1. Resolution
2. Agreement Amendment (3 pages)

Funding source appropriate and funds are available: js

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

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE FORT ROBINSON BRIDGE REPLACEMENT PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, in March, 2016, the board approved a resolution authorizing the mayor to sign an agreement with the Tennessee Department of Transportation for the Fort Robinson Bridge replacement project; and

WHEREAS, since that time, the state and federal transportation departments have implemented the IMPROVE Act of 2017, which, with the Highway Priority Bridge Replacement Program, will allow the 20% for the right of way and construction phases to be covered by the state; and

WHEREAS, the city would like to amend the agreement with the State of Tennessee for the Fort Robinson Bridge replacement project allowing for the decreased local match.

Now therefore,

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

SECTION I. That an amendment to the agreement with State of Tennessee for the Fort Robinson Bridge replacement project is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an amendment to the agreement of State of Tennessee for the Fort Robinson Bridge replacement project and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution, said amendment being generally as follows:

Amendment Number: 1
Agreement Number: 160012
Project Identification Number: 122156.00
Federal Project Number: BRZ-9108 (47)
State Project Number: 82956-3590-94

FOR IMPLEMENTATION OF SURFACE TRANSPORTATION PROGRAM ACTIVITY

THIS AGREEMENT AMENDMENT is made and entered into this _____ day of _____, 20____, by and between the STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION, an agency of the State of Tennessee (hereinafter called the "Department") and the City of Kingsport (hereinafter called the "Agency") for the purpose of providing an understanding between the parties of their respective obligations related to the management of the project described as:

"Fort Robinson Drive, Bridge over Dry Hollow, LM 0.39"

1. The language of AGREEMENT # 160012 dated April 20, 2016 Exhibit A is hereby deleted in its entirety and replaced with the attached Exhibit A for Amendment 1.
All provisions of the original contract not expressly amended hereby shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

[Acknowledgements Deleted for Inclusion in this Resolution]

EXHIBIT "A"
CONTRACT No.: 160012

PROJECT IDENTIFICATION No.: 122156.00

Federal Identification No.: BRZ-9108(47)

PROJECT DESCRIPTION: FORT ROBINSON DRIVE OVER DRY HOLLOW, LM 0.39 (IA)

Change in Cost: Cost hereunder is controlled by the availability of funding thru the Off-Systems Bridge Replacement Program, the 1990 Bridge Grant Program, the IMPROVE Act of 2017 and the High Priority Bridge Replacement Program (HPBRP).

PHASE	FUNDING SOURCE	FED%	STATE%	LOCAL%	ESTIMATED COST
PE-NEPA	BRR-L	80%	0%	20%	\$100,000.00
PE-DESIGN	BRR-L	80%	0%	20%	\$142,000.00
PHASE	FUNDING SOURCE	FED%	STATE%	LOCAL%	ESTIMATED COST
ROW	BRR-L	80%	20%	0%	\$123,600.00
PHASE	FUNDING SOURCE	FED%	STATE%	LOCAL%	ESTIMATED COST
CONST	BRR-L	80%	20%	0%	\$3,122,300.00

LIABILITY: The Agency understands the estimated cost of the Project is \$3,487,900.00. The Agency will pay for 20% of the actual cost for the developmental phases authorized prior to this amendment. Inclusion in the IMPROVE Act and the HPBRP allows the 20% match for the ROW and Construction Phases to be covered by the Department. Any additional costs for the project exceeding the maximum liability shall be the responsibility of the Department. The Agency shall be responsible for all cost associated with non-participating items as deemed by the Department.

INELIGIBLE COST: One hundred percent (100%) of the actual cost will be paid from Agency funds if the use of said state or federal funds is ruled ineligible at any time by the Federal Highway Administration.

LEGISLATIVE AUTHORITY: STP: 23 U.S.C.A, Section 144, Highway Bridge Replacement and Rehabilitation Program Funds (BRZ), TN Code Ann. § 67-3-912 (IMPROVE ACT of 2017), TN Code Ann. § 54-4-601 *et seq.* for HPBRP. For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.

Note: The Agency further understands that funding for all phases for the herein-described project is subject to the 80% Federal and 20% State funding split. The State Split for Construction will be HPBRP funding **455G/220SAH (20%)**.

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

SECTION 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 citizens of the city.

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

ADOPTED this the 7th day of November, 2017.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Amendment Deleting and Replacing Exhibit A and Specific Paragraph

Amendment Number: 1

Agreement Number: 160012

Project Identification Number: 122156.00

Federal Project Number: BRZ-9108 (47)

State Project Number: 82956-3590-94

**FOR IMPLEMENTATION OF SURFACE TRANSPORTATION
PROGRAM ACTIVITY**

THIS AGREEMENT AMENDMENT is made and entered into this _____ day of _____, 20__ by and between the STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION, an agency of the State of Tennessee (hereinafter called the "Department") and the City of Kingsport (hereinafter called the "Agency") for the purpose of providing an understanding between the parties of their respective obligations related to the management of the project described as:

“Fort Robinson Drive, Bridge over Dry Hollow, LM 0.39”

1. The language of AGREEMENT # 160012 dated April 20, 2016 Exhibit A is hereby deleted in its entirety and replaced with the attached Exhibit A for Amendment 1.

All provisions of the original contract not expressly amended hereby shall remain in full force and effect.

Amendment Deleting and Replacing Exhibit A and Specific Paragraph

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

CITY OF KINGSFORT

**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

By: _____ Date _____ By: _____ Date _____
John Clark **John C. Schroer**
Mayor **Commissioner**

**APPROVED AS TO
FORM AND LEGALITY**

**APPROVED AS TO
FORM AND LEGALITY**

By: _____ Date _____ By: _____ Date _____
Mike Billingsley **John Reinbold**
Attorney **General Counsel**

EXHIBIT "A"

CONTRACT No.: 160012

PROJECT IDENTIFICATION No.: 122156.00

Federal Identification No.: BRZ-9108(47)

PROJECT DESCRIPTION: FORT ROBINSON DRIVE OVER DRY HOLLOW, LM 0.39 (IA)

Change in Cost: Cost hereunder is controlled by the availability of funding thru the Off-Systems Bridge Replacement Program, the 1990 Bridge Grant Program, the IMPROVE Act of 2017 and the High Priority Bridge Replacement Program (HPBRP).

TYPE OF WORK: BRIDGE REPLACEMENT

PHASE	FUNDING SOURCE	FED %	STATE %	LOCAL %	ESTIMATED COST
PE-NEPA	BRR-L	80%	0%	20%	\$100,000.00
PE-DESIGN	BRR-L	80%	0%	20%	\$142,000.00
PHASE	FUNDING SOURCE	FED %	STATE %	LOCAL %	ESTIMATED COST
ROW	BRR-L	80%	20%	0%	\$123,600.00
PHASE	FUNDING SOURCE	FED %	STATE %	LOCAL %	ESTIMATED COST
CONST	BRR-L	80%	20%	0%	\$3,122,300.00

LIABILITY: The Agency understands the estimated cost of the Project is \$3,487,900.00. The Agency will pay for 20% of the actual cost for the developmental phases authorized prior to this amendment. Inclusion in the IMPROVE Act and the HPBRP allows the 20% match for the ROW and Construction Phases to be covered by the Department. Any additional costs for the project exceeding the maximum liability shall be the responsibility of the Department. The Agency shall be responsible for all cost associated with non-participating items as deemed by the Department.

INELIGIBLE COST: One hundred percent (100%) of the actual cost will be paid from Agency funds if the use of said state or federal funds is ruled ineligible at any time by the Federal Highway Administration.

LEGISLATIVE AUTHORITY: STP: 23 U.S.C.A, Section 144, Highway Bridge Replacement and Rehabilitation Program Funds (BRZ), TN Code Ann. § 67-3-912 (IMPROVE ACT of 2017), TN Code Ann. § 54-4-601 *et seq.* for HPBRP. For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.

Note: The Agency further understands that funding for all phases for the herein-described project is subject to the 80% Federal and 20% State funding split. The State Split for Construction will be HPBRP funding 455G/220SAH (20%).



AGENDA ACTION FORM

Apply For and Receive a Training Opportunities for the Public (TOP) Grant

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

Action Form No.: AF-279-2017
 Work Session: November 6, 2017
 First Reading: N/A

Final Adoption: November 7, 2017
 Staff Work By: Helen Whittaker, Eric Erwin,
 Karen Cassell
 Presentation By: Helen Whittaker

Recommendation:

Approve the Resolution.

Executive Summary:

The library is applying for a TOP Grant for hardware and software in the amount of \$1,737.88. This grant will be used to purchase software for their public training laptops and to hire a trainer to conduct free computer skills classes to the public. This is a grant available to the library through the Tennessee State Library and Archives. It requires a match, not to exceed \$780, which will be provided by the Friends of the Kingsport Public Library.

Attachments:

1. Resolution
2. Grant Application

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE AN TRAINING OPPORTUNITIES FOR THE PUBLIC (TOP) GRANT THROUGH THE TENNESSEE STATE LIBRARY AND ARCHIVES

WHEREAS, the city, through the Kingsport Public Library, would like to apply for a Training Opportunities for the Public (TOP) grant through the Tennessee State Library and Archives, which will provide funds to purchase software for public training laptops and to hire a trainer to conduct free computer skills classes for the public; and

WHEREAS, the maximum amount of the grant award is \$1,737.88, and the grant requires a match, not to exceed \$780.00, which will be provided by the Friends of the Kingsport Public Library.

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 Training Opportunities for the Public (TOP) grant through the Tennessee State Library and Archives in the amount of \$1,737.88 for the software and hardware for the Kingsport Public Library

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 7th day of November, 2017.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

TOP Grant



Tre Hargett
Secretary of State

Tennessee State Library and Archives
Department of State
State of Tennessee
403 7th Avenue North
Nashville, TN 37243
615-741-7996

The Tennessee State Library and Archives is pleased to partner with the Department of Economic and Community Development to provide a grant opportunity to public libraries in Tennessee for public computer training labs and classes for up to 12 months.

The Training Opportunities for the Public (TOP) Grant is available for public libraries to create or update training labs for the express purpose of providing free public training on computer skills. Grant funds are available for the following:

- To purchase the services of trainers for computer classes
- To purchase hardware and software for the express purpose of providing public training
- To provide supplemental funds for those in high poverty and low literacy areas

Training funds are not competitive. Each library who applies for training will receive training funds. The training funds require a match that is based on your library level.

Both funding for hardware/software and supplemental applications are competitive, which means that each application will be scored and grant awards will be based on the scores received. Hardware/software grants will require a match that is based on your library level. There is no match requirement for supplemental funding.

Each section (Instructor, Hardware/Software, and Supplemental) can be applied for without applying for the others as well as applying for multiple sections.

Library systems can request funds for the main library and additional funds from each category for each branch in their system.

The Grant will run from January 15, 2018 – January 14, 2019.

Note: As this is a contractual grant, all contracts will have to be signed and received by the Library and Archives by February 1, 2018 to continue with the grant.

Please note that paid instructors can only be paid \$50.00 per hour of instruction.

Applications can be sent via e-mail, fax, or mail, as we do not require original signatures to be submitted. Please send all applications to the following:

Jennifer Cowan-Henderson
Director of Planning and Development
Tennessee State Library and Archives
403 7th Avenue North
Nashville, TN 37243
ph: 615-741-1923
fax: 615-532-9904
jennifer.cowan-henderson@tn.gov

Deadline for applications is **December 1, 2017**

Training Opportunities for the Public (TOP) Grant



Tre Hargett
Secretary of State

Tennessee State Library and Archives
Department of State
State of Tennessee
403 7th Avenue North
Nashville, TN 37243
615-741-7996

Basic Information

Legal Grantee Name The Kingsport Public Library
Mailing Address 400 Broad St.
City Kingsport Zip 37660
Project Contact, and Title Karen Cassell
Telephone (423) 224-2539 e-mail karencassell@kingsporttn.gov
County(ies)/City to be Served City of Kingsport Region Holston River Regional
State House District to be Served 1,2 & 6 State Senate District to be Served 2,4

For this grant proposal to be considered for funding, the library must meet requirements for items in the certification table below. Only those libraries that are not in the regional system will mark N/A as not applicable.

	Yes	No	N/A
Maintenance of Effort (MoE) 2016/2017	X		
Library Service Agreement 2016/2017	X		
Title VI, Civil Rights Act of 1964 compliance	X		

Type of Library (please check one)

- ☒ Department of the County or City
☐ Joint Venture (a formal agreement between a city and county; between cities; between cities and counties, or between counties where funding for the library is split between the agreeing entities, and the facility and materials are equally owned by the funding bodies; the library is considered neither a city nor a county department, but is a separate entity and is audited independently)
☐ A documented 501-C-3 (the library has filed with the IRS as a 501-C-3 non-profit organization; having a tax exempt number or using one from a city or county does not qualify the library as a 501-C-3, just as tax exempt)
☐ Other, please specify _____

Signature of Authorizing Authority*

Date

Printed Name of Authorizing Authority

Title of Authorizing Authority



*authorizing authority can be the library director, board chair, or anyone with fiscal authority

TOP Grant

Grant Section Selection

There is a match requirement for both the Instruction and Hardware/Software sections of this grant based on library level. Please indicate below what your library's level is. Library Level is determined by the Official Service Area Population for each library.

Check One	Library Level (Service Population)	Match Percentage
<input type="checkbox"/>	I (up to 4,999)	10%
<input type="checkbox"/>	II (5,000 – 9,999)	10%
<input type="checkbox"/>	III (10,000 – 24,999)	20%
<input type="checkbox"/>	IV (25,000 – 49,999)	20%
<input checked="" type="checkbox"/>	V (50,000 – 300,000)	30%
<input type="checkbox"/>	Metro (over 300,000)	30%

Please indicate which sections of the grant you are applying for. There are a total of three possibilities, and more than one section can be chosen.

- ☒ **Instructor** This section allows for grants up to \$600 (including match), which is \$50 per instruction hour, to provide 12 training hours during the course of the grant.
- To apply for instruction funds only, please submit page 2 (Basic Information), Page 3 (Grant Section Selection), page 4 (Instructor Funds), and page 10 (Financial Certification). The other pages of the application are not necessary to submit.
- ☒ **Hardware/Software** This section allows for grants up to \$2,000.00 (not including match) in hardware and software purchases that are necessary to provide training.
- To apply for hardware/software funds only, please submit page 2 (Basic Information), Page 3 (Grant Section Selection), pages 6 – 8, and page 10 (Financial Certification).
- ☐ **Supplemental** This section allows for grants to assist libraries to purchase additional hardware/software, provide funds for staffing to keep the library open during training, or additional funding for instructor travel costs. The criteria for eligibility are below:
- Do not currently meet the standards for public literacy training (page 32 in Standards)
 - If Level I, please use public literacy training standard in Level II to determine if that standard is met or not.
 - Are in an area of low literacy
 - Are in an area of high poverty
- To apply for supplemental funds only, please submit page 2 (Basic Information), Page 3 (Grant Section Selection), page 9, and page 10 (Financial Certification)

TOP Grant

Instructor Funds

Library Name: Kingsport Public Library

Match is required for this section. Please fill out the below information about your plans for training. You must provide at least one class on the following six topics:

- Internet searching
- Office productivity skills
- Privacy and security
- Library resources
- Social media
- Multi-media

Other classes offered may be on topics of your choice. The Library and Archives reserves the right to deny funding for any topic, but will allow for substitutions to be made.

Please submit one copy of this page per library building if applying for funds as a library system.

Month	Class	Duration	Intended Audience	Trainer	Trainer Affiliation*
January	READS & other Library Online resources	2 classes – 1 hour each	General public	Charlene Creamer	Retired IT professional
January	Internet Searching	2 classes – 1 hour each	General public	Charlene Creamer	Retired IT professional
February	Securing your computer	2 classes – 1 hour each	General public	Charlene Creamer	Retired IT professional
February	Microsoft Word	2 classes – 1 hour each	General public	Charlene Creamer	Retired IT professional
February	Microsoft Excel	2 classes – 1 hour each	General public	Charlene Creamer	Retired IT professional
February	Using Facebook	1 hour	General public	Charlene Creamer	Retired IT professional
March	Android Basics	1 hour	General public	Charlene Creamer	Retired IT professional
March	I-Pad basics	1 hour	General public	Charlene Creamer	Retired IT professional
April	Microsoft power point using multi-media	1 hour	General public	Charlene Creamer	Retired IT professional
April	Job readiness workshop	1 hour	General public	Charlene Creamer	Retired IT professional

TOP Grant

**Trainers cannot be existing library staff. However, if you have a staff person that holds a position where a minimum of 20% of their job is technology instruction, you may apply for a waiver so that staff person can be paid through the grant for the training indicated above. Waivers will be reviewed on a case-by-case basis.*

TOP Grant

Instructor Waiver

Library Name not applicable

Staff Instructor Name _____

Instructor Job Title _____

What percent of staff work time does this person spend on technology instruction? _____

Why should this staff person be considered for a waiver?

What classes would this staff person conduct as part of this grant?

Signature of Authorizing Authority*

Date

Printed Name of Authorizing Authority

Title of Authorizing Authority

TOP Grant

Hardware/Software Request Summary

The requested information on the following pages will be taken into consideration during the review process of applicants requesting funding for Hardware/Software and Supplemental funding. This section has a total of 50 possible points. The total points for each section are noted in each subdivision of the proposal.

How will the funds requested for hardware/software be used during training? (15 points)

The projector, and accessories would be used in every session of training in our auditorium. We would use the Microsoft Office 2016 in training the public and staff on the newest version of Microsoft during the year. Resume Maker Pro will be installed on all of our lab computers for job searching and resume creation labs/workshops offered every week for most of the year. I-Pad and Android tablet would be used by the instructor(s) to teach usage of library resources and apps as well as classes on the devices themselves to both the general public as well as staff. This will alleviate staff having to use their personal devices for classes.

How will the hardware/software be used outside of the grant? (10 points)

The projector and accessories will be used for all programming in the library (adult, teen and children). Microsoft Office 2016 will be used to train staff on the newest version as well as the public. We will continue to use Resume Maker Pro into the next year as well as with individuals who are creating resumes. I-pad and Android tablet will be utilized in our Maker Space area as well as for future classes and/or individual instruction on the devices and library resources.

Why is the purchase of this hardware/software necessary to provide training? (25 points)

The projector the library is currently used for classes is over 7 years old and is overheating. It does not have a short throw so we are limited in the setup of the class. The presentation remote and wireless mouse will allow the speaker to move around to advance slides and or to use the mouse during classes/presentations. We do not have any computers in the library that have Microsoft Office 2016 and assume that both adults and students will be getting the new software on their computers at Christmas time

TOP Grant

and need to learn how to use it. We do not currently have an Android device and need one to teach classes on the device as well as how to use library apps on personal devices. We have a much older I-pad that we sometimes use but need a newer one to show the most up to date applications.

What is the total of your hardware/software request? *(this should match the total from page 7)*

\$1,737.88

Hardware/Software

Minimum Specifications for Windows Desktops and Laptops

Windows Desktop

Platform 3 on State contract

http://tn.gov/assets/entities/generalservices/cpo/attachments/SWCWeb_Lines6.html#SWC3005

Operating System:	Windows 10 Professional Edition 64-bit
Processor Speed:	3.3 GHz Intel 'I5-6600' processor
Memory:	8 GB
Hard Drive:	500 GB
Warranty:	3 year next day parts and labor on-site warranty

Windows Laptop

Platform 2 on State contract

http://tn.gov/assets/entities/generalservices/cpo/attachments/SWCWeb_Lines6.html#SWC3005

Operating System:	Windows 10- Professional Edition 64-bit
Processor Speed:	2.3 (up to 2.8) GHz Intel 'I5-6200M' processor
Memory:	8 GB
Hard Drive:	500 GB
Warranty:	4 year next business day parts and labor on-site warranty

TOP Grant

Ineligible Items

Items not eligible for direct purchase through this grant include (but may not be limited to):

- Furniture
- Salaries
- Construction
- Televisions (including smart tvs)
- Network Cabling
- Device stands
- Phones
- Internet access or phone charges
- Late fees
- Taxes
- Renewal charges
- Items costing \$5,000.00 or more
- Digital picture frames
- Give-Away or To-Sell items
- Microfilm readers or reader/printers
- Copiers
- 3D Printers
- Games/apps
- Robotic kits
- Copy paper
- Networking equipment
- Food or giveaway items

Note: if you are not sure if the item you are interested in is eligible, please feel free to ask.

Category	Description	Cost per Unit	# Requested	Total Cost
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Computers				
Windows Desktop <i>(must meet or exceed minimum specifications)</i>				
Windows Laptop <i>(must meet or exceed minimum specifications)</i>				
Additional Warranty				
Macintosh Desktop				
Macintosh Laptop				
Other Computers <i>(please specify)</i>				
Software (annual fees are not eligible)				
Productivity Software	Microsoft Office 2016	\$29.00	10	\$290.00
AntiVirus Software				
Security Software				
Other Software <i>(please specify)</i>	Resume Maker Professional Deluxe 20	\$29.99	10	\$299.99
Peripherals, Mobile Devices and other Small Items				
Monitors				
Tablet/iPad	Apple iPad with WiFi, 32GB, space Gray (2017 model)	\$329.99	1	\$329.99
	Lenova ZA1N0007US Yoga Tab 3 Plus QHD	\$299.99	1	\$299.99
	10.1 inch Android Tablet			
Other <i>(please specify)</i>				
Other Items Not in Another Category <i>(please specify)</i>				
Projector Remote for projector Wireless Mouse	Epson VS355 3300-Lumen WXGA 3LCD projector	\$459.99	1	\$459.99
	Logitech Wireless Presenter R400	\$37.95	1	\$37.95
	Logitech M510 wireless mouse	\$19.97	1	\$19.97

Category	Description	Cost per Unit	# Requested	Total Cost
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Total*				\$1,737.88

Library Name: Kingsport Public Library

(Please submit one copy of this page per library building if applying for funds as a library system.)

*Total should not exceed \$2,000.00

TOP Grant

Supplemental Funding

Only available to applicants who do not meet the Standards for public digital literacy training.

The “Standards for Services” section of the *Tennessee Standards for Non-Metropolitan Public Libraries* calls for quarterly or more frequent public digital literacy training in specified topic areas.

- ☒ My library met the digital literacy training standards for my level in FY 2016/2017
- ☐ My library did not meet the digital literacy training standards for my level in FY 2016/2017

Library Name: Kingsport Public Library
(Please submit one copy of this page per library building if applying for funds as a library system.)

Persons in households with income below poverty level (percentage) 17.4%

High school graduation rate (percentage) 83.5%
(Statistics can be found at: <http://www.tnecd.com/county-profiles/>)

Please provide information on what your barriers to providing public digital literacy training has been.

How would additional funding alleviate those barriers?

What supplemental funds are you requesting?

Check all that apply	Item requested	Amount Requested
<input type="checkbox"/>	Travel expenses for instructors	
<input type="checkbox"/>	Staff expenses to keep the library open during training	
<input type="checkbox"/>	Additional equipment	
Total Supplemental Funding Requested		

TOP Grant

Financial Certification

Grantee Name: City of Kingsport – Kingsport Public Library

Federal Employer Identification Number (FEIN) 62-6000323

Also referred to as a tax exempt number

Business Name or Name of the Holder of the FEIN City of Kingsport

☐ I prefer to have my grant funds directly deposited.

Please provide the last 4 digits of the account you will be using for this grant

☒ I prefer to receive a check for my grant funds.

Please provide a business name and address of where the check should be delivered

City of Kingsport

225 W. Center ST.

Kingsport, TN 37660

Attn.: Lisa Winkle

Note: if using a new account for direct deposit, please contact the grant manager for the documentation and instructions to add this account to your file.

Signature of Authorizing Authority

Date

Printed Name of Authorizing Authority

Title of Authorizing Authority

TOP Grant

Checklist for Application

- ☐ Application completed
- ☐ All certification pages completed and signed

Grant Questions?

Questions regarding the tech grant can be sent to Jennifer Cowan-Henderson

Phone 615-741-1923

E-Mail Jennifer.Cowan-Henderson@tn.gov

Submitting Applications

Applications will be accepted via fax, mail, or e-mail.

Applications can be sent to:

Postal mail: Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, TN 37243
Attn: Jennifer Cowan-Henderson

Fax: 615-532-9904

e-mail: Jennifer.Cowan-Henderson@tn.gov

Deadline for submitting applications:

December 1, 2017



TO: Jeff Fleming, City Manager
FROM: John Rothkopf
DATE: October 30, 2017
RE: GPNS bid and One Source Solution

We have an upcoming project at Meadowview to install a wired and wireless internet solution for the sleeping rooms and meeting space utilizing Marriott IT specifications. The project, when completed, will enable us to initiate the guest entertainment platform (utilizing a Smart TV in guest rooms, for example, which gives our guest's access to NetFlix and other entertainment offerings), and eliminate the dead spots currently in over 100 of our guest rooms. The meeting space solution will enable us to improve both bandwidth and coverage with additional access points, and begin charging for the usage of the internet in our Executive Conference Center.

The guest rooms portion of the desired bid is \$114,000 plus tax, and the meeting space is \$82,000 plus tax. To facilitate the most cost efficient and cohesive installation process, as well as accountability, we recommend a one source contract with Active Network.

I have forwarded to you the bids which we have received from the four Marriott approved vendors that have had site visits.

Dave Mason has referred to us the City Code Section 2-599 which permits the City manager to enter into a one source contract when it is determined that it would be in the best interest of the City of Kingsport. The Marriott Team feels, in this case, that it is in the best interest of both our Owners.

If you are in agreement with this recommendation I would ask that you sign below in order to have documentation in the file. Should you have any questions, please free to contact me.

Approved: _____

A handwritten signature in blue ink, appearing to read 'Jeff Fleming', is written over a horizontal line.

Date: _____

11/2/17