



AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

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

Board of Mayor and Aldermen

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

Alderman Betsy Cooper
Alderman Colette George
Alderman Tommy Olterman

City Administration

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

I. CALL TO ORDER

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG – Girl Scout Troop 1021

II.B. INVOCATION – Pastor Sam Ward, Mountain View United Methodist Church

III. ROLL CALL

IV.A. RECOGNITIONS & PRESENTATIONS

1. Public Information Officer Barry Brickey – Educator of the Year (Chief Boyd)
2. Kingsport Police Department Traffic Safety (Chief Quillin)

IV.B. APPOINTMENTS

None

V. APPROVAL OF MINUTES

1. Work Session – September 17, 2018
2. Business Meeting – September 18, 2018

VI. COMMUNITY INTEREST ITEMS

A. PUBLIC HEARINGS

None

COMMENT

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

B. BUSINESS MATTERS REQUIRING FIRST READING

1. Appropriate Funds from the Tennessee Highway Safety Office (THSO) 2018-2019 Grant (AF: 228-2018) (David Quillin)
 - Ordinance – First Reading
2. Acceptance and Appropriation of Contura Energy Services Gift (AF: 232-2018) (Barry Brickey, Scott Boyd)
 - Resolution
 - Ordinance – First Reading

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Establish a Percentage Based Card Processing Fee for Accepting Credit or Debit Cards in Payment of Property Taxes and Amend Revenue and Expense Budgets of the General Fund to Reflect Collection and Appropriate Funds for the Payment of the Increased Merchant Fees (AF: 225-2018) (Jim Demming, Lisa Winkle)
 - Ordinance – **Second Reading & Final Adoption**
2. Enter into an Agreement with TDOT and Sign All Applicable Documents for the State Route 126 (Memorial Boulevard) Improvements (AF: 224-2018) (Ryan McReynolds, Chad Austin)
 - Ordinance – **Second Reading & Final Adoption**

D. OTHER BUSINESS

1. Authorizing the Mayor to Execute a Signature Authority Form Allowing the Chief of Police or His Designee to Complete Grant Reports for the Tennessee Highway Safety Office's 2018-2019 Grant (AF: 227-2018) (David Quillin)
 - Resolution
2. Amend the Grant Managed by the Tennessee Department of Environment & Conservation's Office of Energy Programs (TDEC OEP) – Tennessee Natural Gas and Propane Vehicle Grant Program (AF: 226-2018) (Ryan McReynolds, Steve Hightower)
 - Resolution

3. Professional Services Agreement with Cain Rash West Architects (CRW) for the Justice Center (AF: 230-2018) (Ryan McReynolds)
 - Resolution

VII. CONSENT AGENDA

None

VIII. COMMUNICATIONS

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

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

IX. ADJOURN

Minutes of the Regular Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Monday, September 17, 2018, 4:30 PM
Council Room – City Hall

PRESENT: Board of Mayor and Aldermen

Vice-Mayor Mike McIntire
Alderman Joe Begley
Alderman Betsy Cooper

Alderman Colette George
Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager
J. Michael Billingsley, City Attorney
James H. Demming, City Recorder

1. **CALL TO ORDER:** 4:30 p.m. by Vice-Mayor McIntire.
2. **ROLL CALL:** By Deputy City Recorder Angie Marshall. Absent: Mayor John Clark and Alderman Jennifer Adler.
3. **NEIGHBORHOOD COMMISSION QUARTERLY REPORT.** Ms. Margot Seay gave a presentation on this item.
4. **AEROSPACE PARK.** Mr. Mark Canty presented this item, noting the improvements being made to develop this site.
5. **REVIEW OF AGENDA ITEMS ON THE SEPTEMBER 18, 2018 REGULAR BUSINESS MEETING AGENDA.** City Manager Fleming and members of staff gave a summary or presentation for each item on the proposed agenda. The following items were discussed at greater length or received specific questions or concerns.

VI.B.1 Establish a Percentage-Based Card Processing Fee for Accepting Credit or Debit Cards in Payment of Property Taxes and Amend Revenue and Expense Budgets of the General Fund to Reflect Collection and Appropriate Funds for the Payment of Increased Merchant Fees (AF: 225-2018). Comptroller Lisa Winkle and City Recorder Demming provided information on this item and answered questions from the board..

VI.D.1 Agreement with Davis Vision for Employee Vision Insurance (AF: 217-2018). City Manager Fleming stated this was new benefit and has been offered to school employees.

VI.D.2 Agreement with Delta Dental of Tennessee for Employee Dental Insurance (AF: 215-2018). City Manager Fleming stated this is a recurring benefit for employees. Alderman George asked if aldermen could opt in. Alderman Olterman raised the question of alderman having health insurance also. City Attorney Bilingsley stated aldermen were officials and not considered employees. There was considerable discussion.

Minutes of the Regular Work Session of the Board of Mayor and Aldermen of Kingsport, Tennessee, Monday, September 17, 2018

VI.D.5 Authorize Application for TDOT “Transportation Alternative” Funds for Further Development of the Kingsport Greenbelt (AF: 216-2018). City Manager Fleming stated the city has been asked to reapply for this. Ronnie Hammonds provided further details.

VI.D.6 Authorize FY18 Community Development Partner Agreements (AF: 219-2018). Development Services Director Lynn Tully provided information on this item.

VI.D.7 Approve Project Development and Energy Services Agreement with Ameresco, Inc. for the City Schools (AF: 223-2018). City Manager Fleming stated additional debt was paid by the schools. Mr. David Frye provided further details on this item.

Alderman George commented on the workers comp claims.

6. ADJOURN. Seeing no other matters presented for discussion at this work session, Mayor Clark adjourned the meeting at 5:35 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, September 18, 2018, 7:00 PM
Large Court Room – City Hall

PRESENT:

Board of Mayor and Aldermen

Mayor John Clark, Presiding

Vice Mayor Mike McIntire

Alderman Joe Begley

Alderman Betsy Cooper

Alderman Colette George

Alderman Tommy Olterman

City Administration

Jeff Fleming, City Manager

J. Michael Billingsley, City Attorney

James Demming, City Recorder/Chief Financial Officer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor John Clark.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Led by New Vision Youth.
- II.B. **INVOCATION:** Mark Stayton, Associate Minister, Kingsport Community Church.
- III. **ROLL CALL:** By City Recorder Demming. Absent: Alderman Adler.
- IV.A. **RECOGNITIONS AND PRESENTATIONS.**
 1. Food City Centennial
 2. National Good Neighbors Week
 3. Keep Kingsport Beautiful Beautification Awards (Robin Cleary)

IV.B. APPOINTMENTS/REAPPOINTMENTS.

1. **Appointment to the Neighborhood Advisory Commission** (AF: 221-2018) (Mayor Clark).

Motion/Second: McIntire/George, to approve:

APPOINTMENT OF SHANNON MORELOCK TO FULFILL THE UNEXPIRED TERM OF THE LATE JENNIFER EGAN ON THE **NEIGHBORHOOD ADVISORY COMMISSION** EFFECTIVE IMMEDIATELY AND EXPIRING ON DECEMBER 31, 2020.

Passed: All present voting “aye.”

2. **Appointment to the Kingsport Higher Education Commission** (AF: 222-2018) (Mayor Clark).

Motion/Second: McIntire/George, to approve:

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, September 18, 2018**

APPOINTMENT OF DR. MARYLEE DAVIS TO SERVE AN UNFULFILLED TERM REPLACING MR. TIM ATTEBERY ON THE ***KINGSPORT HIGHER EDUCATION COMMISSION*** EFFECTIVE IMMEDIATELY AND EXPIRING ON MARCH 31, 2019.

Passed: All present voting “aye.”

V. APPROVAL OF MINUTES.

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

- A. September 4, 2018 Regular Work Session
- B. September 4, 2018 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.

1. Establish a Percentage-Based Card Processing Fee for Accepting Credit or Debit Cards in Payment of Property Taxes and Amend Revenue and Expense Budgets of the General Fund to Reflect Collection and Appropriate Funds for the Payment of Increased Merchant Fees (AF: 225-2018) (Jim Demming, Lisa Winkle).

Motion/Second: George/Olterman, to pass:

Resolution No. 2019-044, A RESOLUTION TO AMEND RESOLUTION NO. 2018-193 RATES, FEES AND CHARGES THEREIN ESTABLISHING FEES FOR USE OF CREDIT AND DEBIT CARDS FOR PAYMENT OF CONVENIENCE CHARGES FOR PROPOSED TAXES

Passed: All present voting “aye.”

Motion/Second: George/Olterman, to pass:

AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET BY APPROPRIATING CREDIT CARD PROCESSING FEES FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting “aye.”

2. Enter into an Agreement with TDOT and Sign All Applicable Documents for the State Route 126 (Memorial Boulevard) Improvements (AF: 224-2018) (Ryan McReynolds, Chad Austin).

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, September 18, 2018**

Motion/Second: McIntire/Cooper, to pass:

Resolution No. 2019-045, A RESOLUTION APPROVING AN AGREEMENT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE STATE ROUTE 126, MEMORIAL BOULEVARD IMPROVEMENTS, 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.”

Motion/Second: McIntire/Olterman, to pass:

AN ORDINANCE TO AMEND THE WATER AND SEWER PROJECT FUND BUDGETS BY APPROPRIATING TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FUNDS TO THE MEMORIAL BOULEVARD IMPROVEMENT PROJECTS (WA1908 AND SW1908); AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading: All present voting “aye.”

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.

1. Vacate a Portion of Cleek Road Right-of-Way (AF: 212-2018)
(Jessica Harmon).

Motion/Second: McIntire/George, to pass:

ORDINANCE NO. 6759, AN ORDINANCE TO VACATE A PORTION OF CLEEK ROAD RIGHT-OF-WAY SITUATED IN THE CITY, TENTH CIVIL DISTRICT OF SULLIVAN COUNTY; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

2. Appropriate Funding from the Criminal Forfeiture Fund (AF: 214-2018) (David Quillin).

Motion/Second: George/Begley, to pass:

ORDINANCE NO. 6760, AN ORDINANCE TO AMEND THE CRIMINAL FORFEITURE FUND BUDGET FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

D. OTHER BUSINESS.

1. Agreement with Davis Vision for Employee Vision Insurance
(AF: 217-2018) (George DeCroes).

Motion/Second: Cooper/ McIntire, to pass:

Resolution No. 2019-046, A RESOLUTION APPROVING AN AGREEMENT WITH DAVIS VISION FOR EMPLOYEE PAID VISION INSURANCE AND AUTHORIZING THE

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, September 18, 2018**

MAYOR TO EXECUTE THE AGREEMENT AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT OR THIS RESOLUTION

Passed: All present voting “aye.”

2. Agreement with Delta Dental of Tennessee for Employee Dental Insurance (AF: 215-2018) (George DeCroes)

Motion/Second: Olterman/Begley, to pass:

Resolution No. 2019-047, A RESOLUTION RENEWING THE AGREEMENT WITH DELTA DENTAL OF TENNESSEE FOR EMPLOYEE DENTAL INSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO RENEW THE EMPLOYEE PAID DENTAL INSURANCE AND ALL APPLICABLE DOCUMENTS TO EFFECTUATE THE PURPOSE OF THE AGREEMENT OR THIS RESOLUTION

Passed: All present voting “aye.”

3. Amend Contract between the City of Kingsport and Advanced Disposal Services (AF: 220-2018) (Ryan McReynolds).

Motion/Second: McIntire/George, to pass:

Resolution No. 2019-048, A RESOLUTION APPROVING A SECOND AMENDMENT TO THE AGREEMENT WITH ADVANCED DISPOSAL SERVICES; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

Passed: All present voting “aye.”

4. Purchase 1828 Ryder Drive from Kingsport Economic Development Board and Enter into Lease Agreement (AF: 210-2018) (Chris McCartt).

Motion/Second: George/McIntire, to pass:

Resolution No. 2019-049, A RESOLUTION APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT 1828 RYDER DRIVE FROM THE KINGSFORT ECONOMIC DEVELOPMENT BOARD; APPROVING A PURCHASE AGREEMENT FOR THE PROPERTY; APPROVING A LEASE AGREEMENT WITH THE KINGSFORT ECONOMIC DEVELOPMENT BOARD; AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENTS AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENTS

Passed: All present voting “aye.”

5. Authorize Application for TDOT “Transportation Alternative” Funds for Further Development of the Kingsport Greenbelt (AF: 216-2018) (Chris McCartt).

Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, September 18, 2018

Motion/Second: McIntire/Begley, to pass:

Resolution No. 2019-050, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR TRANSPORTATION ALTERNATIVE GRANT FUNDS FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR GREENBELT DEVELOPMENT

Passed: All present voting “aye.”

6. Authorize FY18 Community Development Partner Agreements
(AF: 219-2018) (Lynn Tully).

Motion/Second: Cooper/Olterman, to pass:

Resolution No. 2019-051, 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 2018-2019

Passed: All present voting “aye.”

7. Approve Project Development and Energy Services Agreement with Ameresco, Inc. for the City Schools (AF: 223-2018) (David Frye, Bill Shedden).

Motion/Second: McIntire/George, to pass:

Resolution No. 2019-052, A RESOLUTION APPROVING A PROJECT DEVELOPMENT AND ENERGY SERVICES AGREEMENT WITH AMERESCO, INC., 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.”

VII. CONSENT AGENDA. None.

VIII. COMMUNICATIONS.

A. CITY MANAGER. Mr. Fleming stated City Clerk Angie Marshall was headed to Franklin to be named President of the Tennessee Association of Municipal Clerks and Records. He also recognized Deputy Fire Chief David Chase who was attending the meeting for Chief Boyd.

B. MAYOR AND BOARD MEMBERS. Alderman Cooper commented on the two upcoming Kingsport Theatre Guild shows this weekend, one at the Renaissance Center and one downtown at Taylored Venue and Events. Vice-Mayor McIntire remembered all those impacted by the hurricane. He also thanked citizens and staff for welcoming evacuees to the area. The Vice-Mayor congratulated the thirteen northeast Tennessee national merit finalists, noting seven are from Doby's Bennett. Lastly, he stated fall leaf pick up would begin on October 15th. Alderman Begley commented on the improvements at Borden

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, September 18, 2018**

Park and recognized the local volunteers who went to the Carolinas to assist in the hurricane relief effort. Alderman Olterman encouraged everyone to support their local football teams and the band. Alderman George commented on good neighbors week, noting local hotels who normally don't allow pets have made exceptions this week for hurricane victims in the area. Mayor Clark congratulated the groups who received recognition earlier in the meeting.

C. VISITORS. A citizen commented they appreciated the city's continued support of organizations such as HOPE.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Clark adjourned the meeting at 7:47 p.m.

ANGELA MARSHALL
Deputy City Recorder

JOHN CLARK
Mayor



AGENDA ACTION FORM

Appropriate Funds from the Tennessee Highway Safety Office (THSO) 2018-2019 Grant

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

Action Form No.: AF-228-2018
 Work Session: October 1, 2018
 First Reading: October 2, 2018

Final Adoption: October 16, 2018
 Staff Work By: Capt. Randall Gore
 Presentation By: Chief David Quillin

Recommendation:
 Approve the Budget Ordinance.

Executive Summary:
 On March 20, 2018 via AF-29-2018, 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 \$20,000.00 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

Funding source appropriate and funds are available: 

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

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL PROJECT/SPECIAL REVENUE FUND BUDGET BY APPROPRIATING GRANT FUNDS RECEIVED FROM THE TENNESSEE HIGHWAY SAFETY OFFICE (THSO) FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Project/Special Revenue Fund budget be amended by appropriating funds received from the Tennessee Highway Safety Office in the amount of \$20,000 to the TN Highway Safety Office Grant project (NC1902) 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 (NC1902)</u>			
<u>Revenues:</u>	\$	\$	\$
111-0000-337-6010 Safety/Homeland Security	0	20,000	20,000
Totals:	0	20,000	20,000

<u>Expenditures:</u>	\$	\$	\$
111-0000-601-1011 Overtime	0	14,000	14,000
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	3,700	3,700
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
Totals:	0	20,000	20,000

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

JOHN CLARK, Mayor

ATTEST:

ANGIE MARSHALL
Deputy City Recorder



AGENDA ACTION FORM

Acceptance and Appropriation of Contura Energy Services Gift

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

Action Form No.: AF-232-2018
Work Session: October 1, 2018
First Reading: October 2, 2018

Final Adoption: October 16, 2018
Staff Work By: Barry Brickey
Presentation By: Barry Brickey/ Scott Boyd

Recommendation:

Approve the Resolution and Ordinance.

Executive Summary:

Contura Energy Services, LLC offers a matching gift program to participants of the company's political action committee, Contura PAC. A member of Contura PAC has designated the Kingsport Fire Department to receive a contribution from Contura Energy Services, LLC through this matching gift program. The proposed contribution from Contura Energy Services, LLC and the PAC totals \$787.50.

The Kingsport Fire Department will use to funds for needs designated by Chief Boyd.

Attachments:

- 1. Resolution
- 2. Ordinance

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

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A DONATION FROM CONTURA
ENERGY SERVICES, LLC FOR THE KINGSPORT FIRE
DEPARTMENT

WHEREAS, the city would like to accept the donation from Contura Energy Services, LLC in the amount of \$787.50 for the Kingsport Fire Department; and

WHEREAS, the funds will be used for needs designated by the fire chief; and

Now therefore,

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

SECTION I. That the donation to the Kingsport Fire Department from the Contura Energy Services, LLC in the amount of \$787.50 is accepted.

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 date, the public welfare requiring it.

ADOPTED this the 2nd day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL PROJECT-SPECIAL REVENUE FUND BUDGET BY APPROPRIATING DONATED FUNDS TO THE CONTURA ENERGY SERVICES PROJECT FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Project-Special Revenue Fund budget be amended by appropriating a donation in the amount of \$787 received from the Contura Energy Services, LLC Pac program to the Contura Energy Services project (NC1903).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 111: Gen Projects-Special Rev Fund			
Contura Energy Services (NC1903)			
Revenues:	\$	\$	\$
111-0000-364-3000 From Non-Profit Groups	0	787	787
Totals:	0	787	787
Expenditures:	\$	\$	\$
111-0000-601-3020 Operating Supplies & Tools	0	787	787
Totals:	0	787	787

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

Establish a Percentage Based Card Processing Fee for Accepting Credit or Debit Cards in Payment of Property Taxes and Amend Revenue and Expense Budgets of the General Fund to Reflect Collection and Appropriate Funds for the Payment of the Increased Merchant Fees

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

Action Form No.: AF-225-2018
Work Session: September 17, 2018
First Reading: September 18, 2018

Final Adoption: October 2, 2018
Staff Work By: Jim Demming / Lisa Winkle
Presentation By: Jim Demming / Lisa Winkle

Recommendation:

Approve the ~~Resolution and~~ Ordinance.

Executive Summary:

The BMA has previously approved acceptance of credit and debit cards for various charges ranging from utility bills to concession stands at DB. Payments made over the phone or on the internet are charged a flat \$3.00 convenience fee. Although credit card companies allow collection of a convenience fee for payments made over the phone or on the internet, they do not allow collection of convenience fees, processing fees or transaction fees for MOST face to face transactions.

To help governments remain whole, credit card companies do allow a charge for processing credit or debit cards when the payment is for taxes even if the payment is made in person.

Due to citizens requesting the option to pay property taxes by credit or debit cards, we are requesting the BMA to establish a Card Processing Fee of 2.75% to offset the merchant processing fees we will be charged for processing the credit or debit card transactions. This requested fee is in line with similar fees charged by the State of Tennessee and Sullivan County.

This Ordinance will allow the City to cover the costs of accepting credit or debit cards for property taxes and have that charge paid by the citizens using the service.

Attachments:

- 1. Resolution
- 2. Ordinance

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



AGENDA ACTION FORM

Establish a Percentage Based Card Processing Fee for Accepting Credit or Debit Cards in Payment of Property Taxes and Amend Revenue and Expense Budgets of the General Fund to Reflect Collection and Appropriate Funds for the Payment of the Increased Merchant Fees

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

Action Form No.: AF-225-2018
 Work Session: September 17, 2018
 First Reading: September 18, 2018

Final Adoption: October 2, 2018
 Staff Work By: Jim Demming / Lisa Winkle
 Presentation By: Jim Demming / Lisa Winkle

Recommendation:

Approve the Resolution and Ordinance.

Executive Summary:

The BMA has previously approved acceptance of credit and debit cards for various charges ranging from utility bills to concession stands at DB. Payments made over the phone or on the internet are charged a flat \$3.00 convenience fee. Although credit card companies allow collection of a convenience fee for payments made over the phone or on the internet, they do not allow collection of convenience fees, processing fees or transaction fees for MOST face to face transactions.

To help governments remain whole, credit card companies do allow a charge for processing credit or debit cards when the payment is for taxes even if the payment is made in person.

Due to citizens requesting the option to pay property taxes by credit or debit cards, we are requesting the BMA to establish a Card Processing Fee of 2.75% to offset the merchant processing fees we will be charged for processing the credit or debit card transactions. This requested fee is in line with similar fees charged by the State of Tennessee and Sullivan County.

This Ordinance will allow the City to cover the costs of accepting credit or debit cards for property taxes and have that charge paid by the citizens using the service.

Attachments:

1. Resolution
2. Ordinance

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

RESOLUTION NO. _____

A RESOLUTION TO AMEND RESOLUTION NO. 2018-193 RATES, FEES AND CHARGES THEREIN ESTABLISHING FEES FOR USE OF CREDIT AND DEBIT CARDS FOR PAYMENT OF CONVENIENCE CHARGES FOR UTILITY SERVICE

WHEREAS, by Resolution No. 2018-193, the Board of Mayor and Aldermen of the City of Kingsport, Tennessee set the rates, fees and charges as set by the Kingsport Code of Ordinances; and

WHEREAS, it is now deemed advisable to amend Resolution No. 2018-193 with a supplement to set fees under Chapter 2 – Administration; and

WHEREAS, various fees and charges provided for in the City's Code of Ordinances must be set and amended by resolution of the Board of Mayor and Aldermen.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Kingsport, Tennessee as follows:

SECTION I. That effective September 18, 2018, Resolution 2018-193 is amended as follows:

Chapter 2 - Administration

- A. Returned check handling charge \$30.00
- B. Kingsport City Flag Cost + \$5.00
- C. City Court costs (per case) \$60.00
 - (a) State Litigation fee \$13.75
 - (b) Local Litigation fee \$13.75
- D. Public Records
 - 1. Code of Ordinances
 - (a) 2012 Code of Ordinances (hard copy) \$188.00
 - (b) 2012 Code of Ordinances (hard copy in binder with tabs) \$293.00
 - (c) Each Supplement to the 2012 Code of Ordinances (hard copy) \$63.81
 - (d) Each Supplement to the 2012 Code of Ordinances (hard copy in binder with tabs) \$60.00
 - 2. Copy/Duplication
 - (a) Per page – black and white (more than 10 pages) \$0.15
 - (b) Per page – color (more than 10 pages) \$0.50
 - (c) Audiotape \$5.00
 - (d) Compact Disc \$5.00
 - (e) Digital Video Disc \$5.00
 - (f) Cost of labor, in excess of one hour, spent locating, retrieving, redacting and reproducing requested records.
- E. Credit and Debit Card Transactions and Convenience Fees
 - 1. Payment transactions made via Interactive Voice Response (IVR) systems, internet, kiosk, or other automated methods \$3.00
 - (a) Transaction Limit on Utility Payments made by Credit or Debit Cards utilizing one of the methods above \$500.00
 - 2. Payment transactions made "face-to-face" \$0.00

- (a) Transaction Limit on Utility Payments made by Credit or Debit Cards face-to-face".....\$2,500.00
 - 3. Payment transactions made via internet through Kingsport Public Library payment systems..... \$0.50
 - F. Property Taxes Paid with Credit and Debit Card Transactions, including real or personal
 - 1. Card Processing Fee for Property taxes paid with a Debit or Credit Card. 2.75%
 - G. Engineering
 - 1. Pick-up fee for project bid documents for City-associated projects (nonrefundable).
 - (a) Construction plans, specifications, bid form and associated documents \$50.00

SECTION II. That this resolution shall become effective September 18, 2018 and remain in force and effect until such time as it is revoked, further amended, or superseded.

Adopted this 18th day of September 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET BY APPROPRIATING CREDIT CARD PROCESSING FEES FOR THE YEAR ENDING JUNE 30, 2019; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the General Fund budget be amended by appropriating funds received from credit card processing in the amount of \$75,000.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Fund 110: General Fund			
Revenues:			
110-0000-368-7900 Card Processing Fee	\$ 0	\$ 75,000	\$ 75,000
Totals:	0	75,000	75,000
Expenditures:			
110-2001-421-4071 Merchant Account Fees	\$ 42,800	\$ 75,000	\$ 117,800
Totals:	42,800	75,000	117,800

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

Enter into an Agreement with TDOT and Sign All Applicable Documents for the State Route 126 (Memorial Boulevard) Improvements

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

Action Form No.: AF-224-2018
Work Session: September 17, 2018
First Reading: September 18, 2018

Final Adoption: October 2, 2018
Staff Work By: C. Alley
Presentation By: R. McReynolds/C. Austin

Recommendation: Approve the ~~Resolution and~~ Ordinance.

Executive Summary:

The Tennessee Department of Transportation (TDOT) is planning to realign approximately 4.1 miles of State Route 126 from the intersection of East Center Street to the intersection with Cooks Valley Road, as well as numerous side streets, to improve safety along the route. This project has been in the planning stages for several years with TDOT.

This project will impact approximately 38,000 linear feet of waterline and approximately 19,000 linear feet of sewer. TDOT's scheduled bid letting for this project is currently set for December 11, 2020. This project is eligible for Chapter 86 reimbursement from TDOT, with a reimbursement cap of \$1.75 million for each utility (Water and Sewer would each have their own individual cap). The total estimated cost for engineering and construction is \$4.25 million for Water and \$3.10 million for Sewer. The intent is for this work to be included in TDOT's construction project.

TDOT must approve our consultant since they have to provide plans per TDOT regulations. We have enlisted Barge Design Solutions to be our consultant on this project. TDOT requires the City to pay Barge Design Solutions for their services, and then they will reimburse the City. The engineering for the project will cost \$706,445 (\$412,744 Water and \$293,701 Sewer).

A budget ordinance is included to pay the engineering upfront costs.

Attachments:

- 1. Resolution
- 2. Budget Ordinance
- 3. TDOT Chapter 86 Certification Documents
- 4. Location Map

Funding source appropriate and funds are available. *JP*

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



AGENDA ACTION FORM

Enter into an Agreement with TDOT and Sign All Applicable Documents for the State Route 126 (Memorial Boulevard) Improvements

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

Action Form No.: AF-224-2018
 Work Session: September 17, 2018
 First Reading: September 18, 2018

Final Adoption: October 2, 2018
 Staff Work By: C. Alley
 Presentation By: R. McReynolds/C. Austin

Recommendation: Approve the Resolution and Ordinance.

Executive Summary:

The Tennessee Department of Transportation (TDOT) is planning to realign approximately 4.1 miles of State Route 126 from the intersection of East Center Street to the intersection with Cooks Valley Road, as well as numerous side streets, to improve safety along the route. This project has been in the planning stages for several years with TDOT.

This project will impact approximately 38,000 linear feet of waterline and approximately 19,000 linear feet of sewer. TDOT's scheduled bid letting for this project is currently set for December 11, 2020. This project is eligible for Chapter 86 reimbursement from TDOT, with a reimbursement cap of \$1.75 million for each utility (Water and Sewer would each have their own individual cap). The total estimated cost for engineering and construction is \$4.25 million for Water and \$3.10 million for Sewer. The intent is for this work to be included in TDOT's construction project.

TDOT must approve our consultant since they have to provide plans per TDOT regulations. We have enlisted Barge Design Solutions to be our consultant on this project. TDOT requires the City to pay Barge Design Solutions for their services, and then they will reimburse the City. The engineering for the project will cost \$706,445 (\$412,744 Water and \$293,701 Sewer).

A budget ordinance is included to pay the engineering upfront costs.

Attachments:

1. Resolution
2. Budget Ordinance
3. TDOT Chapter 86 Certification Documents
4. Location Map

Funding source appropriate and funds are available: *js* _____

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

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE STATE ROUTE 126, MEMORIAL BOULEVARD IMPROVEMENTS, AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS; the Tennessee Department of Transportation (TDOT) is planning to realign approximately 4.1 miles of State Route 126 (Memorial Boulevard) from the intersection of East Center Street to the intersection with Cooks Valley Road, as well as numerous side streets, to improve safety along the route; and

WHEREAS, TDOT's scheduled bid letting for this project is currently set for December 11, 2020; and

WHEREAS, this project will impact approximately 38,000 linear feet of city waterlines and approximately 19,000 linear feet of city sewer lines; and

WHEREAS, the total estimated cost for engineering and construction is \$4.25 million for water line relocation and \$3.10 million for sewer line relocation; and

WHEREAS, this project is eligible for Chapter 86 reimbursement from TDOT, with a reimbursement cap of \$1.75 million for each utility (water and sewer would each have their own individual cap); and

WHEREAS, TDOT must approve the city's consultant engineer since the plans must be provided pursuant to TDOT regulations, and the city has enlisted Barge Design Solutions to be the city's Consulting Engineer on this project; and

WHEREAS, the engineering cost by Barge Design Solutions is estimated to be \$412,744.00 for water relocations and \$293,701.00 for sewer relocations for a total estimated cost of \$706,445.00; and

WHEREAS, the city will be reimbursed the cost for the service provided by the firm of Barge Design Solutions by the state; and

WHEREAS, a Memorandum of Understanding for Consulting Engineering Services is required by TDOT; and

Now therefore,

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

SECTION I. That a Tennessee Department of Transportation's Memorandum of Understanding for Consulting Engineering Services with Barge Design Services for the State Route 126 (Memorial Drive) waterline and sewer line relocations is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, Tennessee Department of Transportation's Memorandum of Understanding for Consulting Engineering Services with Barge Design Services for the State Route 126 (Memorial Drive) waterline and sewer line relocations and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the memorandum or this resolution, said memorandum set out as follows:

**Memorandum of Understanding
(For Consultant Engineering Services)**

It is agreed hereto by and between the parties as follows:

The Utility and Consultant shall follow the procedures for the "Use of Consultant Engineers by Utilities" as outlined in the current issue of the Department's Standard "Utility Procedures Manual, Section 2.1 and 2.2.

All plans and adjustments, reallocations or locations of utilities within highway rights-of-way will conform to the current issue of the Department's "Rules and Regulations for Accommodating Utilities Within Highway Rights-of-way" and amendments thereto.

If the Engineer finds that it is necessary to increase the ceiling amount of the estimated engineering fee, or any part thereof, the Utility shall make a written request to the State setting forth the anticipated overrun by category of engineering services and the reasons for the overrun, subject to the approval of the State prior to incurring such costs. The profit figure as shown on the engineer's estimate will not be changed unless the scope of the work is changed. No increase shall be binding upon the State unless written prior approval is given by the State.

The plans and estimate shall be completed and submitted for review and approval in accordance with the State's project schedule. Failure of the Utility and/or the Consultant Engineer to meet the State's schedule shall result in damages assessed against the Utility in the amount of \$200.00 per working day.

The standard Certification of Consultant Form, the estimate of engineering fees and a statement of the scope of work involved are attached hereto and made a part of this memorandum
[Acknowledgements Deleted for Inclusion in this Resolution]

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

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

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

ADOPTED this the 18th day of September, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE WATER AND SEWER PROJECT FUND BUDGETS BY APPROPRIATING TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FUNDS TO THE MEMORIAL BOULEVARD IMPROVEMENT PROJECTS (WA1908 AND SW1908); AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the Water Fund project budget be amended by appropriating TDOT funds in the amount of \$412,744 to the Memorial Boulevard Improvements project (WA1908) and that the Sewer Fund project budget be amended by appropriating TDOT funds in the amount of \$293,701 to the Memorial Boulevard Improvements project (SW1908).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Water Project Fund:451			
Memorial Boulevard Improvements (WA1908)			
Revenues			
451-0000-332-9000 Dep.t of Transportation	0	412,744	412,744
Totals:	0	412,744	412,744
Expenditures:			
451-0000-605-2023 Arch/Eng/Landscaping	0	412,744	412,744
Totals:	0	412,744	412,744

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
Sewer Project Fund:452			
Memorial Boulevard Improvements (SW1908)			
Revenues			
452-0000-332-9000 Dept. of Transportation	0	293,701	293,701
Totals:	0	293,701	293,701
Expenditures:			
452-0000-605-2023 Arch/Eng/Landscaping	0	293,701	293,701
Totals:	0	293,701	293,701

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: _____



Exhibit A
Scope of Services
Memorial Boulevard (State Route 126)
Water and Sanitary Sewer Line Relocation Project
(TDOT Project STP-126(16))
for
The City of Kingsport

PROJECT DESCRIPTION

The Memorial Boulevard (State Route 126) Water and Sewer Line Relocation Project (Project) consists of engineering design for the relocation of the following infrastructure in support of the Tennessee Department of Transportation (TDOT) roadway project – STP-126 (16):

- 38,000-feet of 12-inch, 8-inch, and 2-inch waterlines
- 19,000-feet of 10-inch and 8-inch sanitary sewer lines

SCOPE OF SERVICES

SURVEYING AND ENGINEERING FOR TDOT A-DATE SUBMITTAL:

Field Survey

Barge Design Solutions (Barge) will provide field surveying of City of Kingsport's existing water and sewer infrastructure impacted by the TDOT project. The survey will provide Subsurface Utility Engineering (SUE) Level B standards and be tied to TDOT control. Sanitary sewer manhole elevations and inverts will be obtained, and routing will be confirmed. Waterlines will be surveyed based on utility locates provided by the City of Kingsport. Surface features (e.g. water meters, valves and hydrants) will be obtained for the water system.

A-Date Drawings

Barge will develop a conceptual layout for the relocated utilities and will submit to the City of Kingsport (Owner) for review. Barge will conduct two meetings with the Owner to review the draft schematic A-Date drawings. Barge will address comments from the Owner, finalize the schematic drawings and submit to the Owner. The Owner will submit the A-Date drawings to TDOT for review and approval. One meeting with TDOT will be held to discuss the A Date submittal. Any comments received from TDOT will be addressed during for the TDOT B-Date Submittal.

Deliverables: Draft and final schematic design drawings; Separate packages will be submitted for each TDOT utility contract (i.e. water and sanitary sewer)

Meeting: Two (2) meetings with the City of Kingsport and one (1) meeting with TDOT to review the draft schematic drawings

Utility Engineering and Relocation Estimate with Opinion of Probable Construction Cost

Barge will prepare an opinion of probable construction cost (OPCC) for both in-kind replacement and replacement including betterment. Barge will complete TDOT's Utility Engineering and Relocation Estimate (Form 2015-16XLS) to document the utility relocation estimate and submit it to the Owner. Form 2015-16XLS includes the Schedule of Calendar Days and Chapter 86 certification which must be executed by the City of Kingsport for reimbursement.

OPCC developed for this level of design are typically categorized as a Class IV Estimate by the American Association of Cost Engineers. These costs will be developed using information from previous projects of similar scope, equipment suppliers, Barge's records, and other similar sources. At this level, the cost estimate will be prepared without the benefit of detailed drawings and is normally expected to be accurate within a range of +40 percent to -20 percent. The final cost of the project will depend on actual labor and material costs, competitive market conditions, final project scope, implementation schedule, and other variable factors. Therefore, the construction costs may vary from the estimates developed as part of this task.

Deliverables: TDOT Utility Engineering and Relocation Estimate (Form 2015-16XLS) for each utility contract

ENGINEERING FOR TDOT B-DATE SUBMITTAL:

Detailed Design Services

Barge will prepare draft final plans for the Project. The Scope of Services assumes the Project will be included in the bid documents for the TDOT roadway project and will not be bid separately. Barge will submit draft final plans to the Owner. Barge will conduct four (4) meetings with the Owner to review the draft final plans. Upon addressing comments received from the Owner, Barge will prepare plans for the Owner to submit to TDOT. Barge will attend three (3) utility deconfliction meetings with the Owner and TDOT to review the plans. Barge will prepare final plans after addressing comments received from TDOT.

Deliverables: Draft and final drawings in PDF and DGN format; Separate packages will be submitted for each TDOT utility contract (i.e. water and sanitary sewer)

Meetings: Four (4) meetings to review the draft final drawings and specifications with the Owner, and three (3) utility deconfliction meetings to review the drawings and specifications with TDOT

Master Consultant Excel Spreadsheet and Updated Opinion of Probable Construction Costs

Barge will update the OPCC and complete TDOT's Master Consultant Excel Spreadsheet (MCES) to document the utility relocation estimate and submit it to the Owner.

OPCC developed for this level of design are typically categorized as a Class I Estimate by the American Association of Cost Engineers. These costs will be developed using information from previous projects of similar scope, equipment suppliers, Barge's records, and other similar sources. At this level, the cost estimate will be prepared with the benefit of detailed drawings and is normally expected to be accurate within a range of +10 percent to -5 percent. The final cost of the project will depend on actual labor and material costs, competitive market conditions, final project scope, implementation schedule, and other variable factors. Therefore, the construction costs may vary from the estimates developed as part of this task.

Deliverables: Master Consultant Excel Spreadsheet (MCES) for each utility contract

Constructability Reviews

Barge will support the Owner and TDOT prior to the bidding of the Project. Barge will attend three (3) TDOT Constructability Reviews. Barge's input will be required in response to requests for information and clarification. Advertising the project, sending the invitation to bid to prospective bidders, and making the plans and specifications available to bidders is not included in the Barge's Scope of Services and will be provided by TDOT.

Deliverables: MCES and sealed construction drawings in PDF and DGN format based on comments received during Constructability Reviews; Separate packages will be submitted for each TDOT utility contract (i.e. water and sanitary sewer)

Meetings: Three (3) Constructability Review meetings to review the draft final drawings with TDOT.

ASSUMPTIONS AND EXCLUSIONS

- Barge shall not be responsible for Value Engineering and by the contractor, nor shall the Barge be responsible for contractor phasing that is different from TDOT traffic phasing plans.
- Barge shall not be responsible for the acts or omissions of the contractor, or of any subcontractor or supplier, or any of the contractor's or subcontractor's or supplier's agents or employees or any other persons (except the Barge's employees or agents) at the site or otherwise furnishing or performing any of the contractor's work.
- The Project will be bid with the roadway project and not as a stand-alone project.
- It is assumed that all utility line relocations associated with this project will be located within TDOT rights of way.
- It is assumed that there will be no new water booster pumping station or sewer lift station will be required as a part of this utility relocation project or modifications to existing water booster stations or sewer lift stations.

The following services are not included in the Scope of Services but can be provided by Barge upon authorization of Owner and agreement on compensation to Barge.

- Preparation of Easements
- Preparation of specifications. City of Kingsport Standard Specifications and Details will be utilized and referenced on the plans.
- Preparation of Storm Water Pollution Prevention Plan (SWPPP) or Aquatic Resource Alteration Plan (ARAP). Waterlines and sanitary sewer lines will be included in the TDOT roadway project and fall within the limits of the TDOT roadway construction SWPPP and ARAP.
- Assistance responding to RFI's, addenda preparation, etc. during Bidding Phase for construction project.
- Construction Administration during construction phase:
 - Submittal and Shop Drawing Review

- Requests for Information, Change Order Preparation and Changes to the Contract
- Review of Payments to the Contractor
- Pre-Construction and Progress Meeting Attendance
- Site Visits for Engineering Interpretations, Clarifications, and Project Coordination
- Substantial and Final Completion Observation
- Resident Project Representation
- As-built field surveys of the contractor's finished work.
- Services related to development of Owner's project financing and/or budget.
- Services related to procurement or management of third party contractors
- Services necessary due to the default of the Contractor.
- Services related to damages caused by fire, flood, earthquake or other acts of God.
- Services related to Owner's operation and use of the completed project other than as specifically provided in the Scope of Services.
- Services related to warranty claims, enforcement and inspection.
- Services for the investigation and analysis of contractor claims; preparation of reports on contractor claims; provision of professional claims analysis services; participation in litigation or alternative dispute resolution of claims.
- Preparation for and serving as a witness in connection with any public or private hearing or other forum related to the project.
- Services supporting Owner in public relations activities.
- Site visits for functional testing.
- Services to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by Owner.
- Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Barge or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; design changes initiated by Owner after Owner's acceptance of milestone deliverables; and revising previously accepted Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Barge's control.

COMPENSATION

As compensation for providing the professional engineering and related services associated with the project, Owner shall compensate Barge in accordance with this Agreement and the Hourly Billing Rate Schedule (Exhibit B). The budget is broken down based on the scope of services for water and sewer separately to align with TDOT's reimbursement per utility. TDOT distinguishes the City of Kingsport's water and sewer separately for the purposes of reimbursement:

Engineering Services per Utility	Fee
Water Engineering Services	\$412,744
Sewer Engineering Services	\$293,701
Total Engineering Services	\$706,445

Barge will keep Owner informed of progress so that the budget and/or work effort can be adjusted if deemed necessary. Barge is not obligated to incur costs beyond the indicated budgets, as may be adjusted, nor is Owner obligated to pay Barge beyond these limits. When any budget has been increased, Barge's excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.



EXHIBIT B

SCHEDULE STANDARD CHARGES

COST MULTIPLIER BASIS

The method is consistent with the compensation in TDOT's Estimate of Engineering Cost Spreadsheet.

Personnel: The sum of the following in accordance with Tennessee Department of Transportation reimbursement practices for work on state highway related contracts:

- Base Charge including overhead: 2.9740 times the unburdened payroll cost of employees for time properly chargeable to the work.
- Profit Charge: 0.3055 (2.35 x 13%) times the unburdened payroll cost of employees for time properly chargeable to the work.

The total charges for personnel working on the project will equal a total of 3.2795 times the unburdened payroll cost of employees for time properly chargeable to the work.

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 10 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a. Travel by company or private vehicle at the TDOT approved standard mileage rate.
- b. In-house printing, reproduction, and photography charges at commercial rates.
- c. Travel and living expenses for all personnel when required to be away from headquarters in connection with the work at cost in accordance with the State of Tennessee Travel Regulations.

Invoices will be issued monthly.



UTILITY ENGINEERING AND RELOCATION ESTIMATE

UTILITY INFORMATION

Utility Name: City of Kingsport (WATER)
Utility Address: 1113 Konnarock Road
City, State: Kingsport, TN Zip Code: 37664
Phone: 423-224-2546
Contact Name: Chris Alley, PE
Email: ChrisAlley@KingsportTN.gov

CONSULTANT INFORMATION

Consultant Name: Barge Design Solutions, Inc.
Consultant Address: Four Sheridan Square, Suite 100
Kingsport, TN Zip Code: 37660
Phone: 865-637-2810
Contact Name: Andrew Clark, PE
Email: andrew.clark@bargedesign.com

TDOT PROJECT INFORMATION

Project Description: SR-126, From East Center Street in Kingsport to East of
Cooks Valley Road
Federal Project No.: STP-126(16)
State Project No.: 82085-2237-14
County(ies): Sullivan

Revision 07/03/2015



ESTIMATE OF ENGINEERING COST

TDOT Project Number(s): STP-126(16) 82085-2237-14
 Utility Name & Address:
City of Kingsport (SEWER)
1113 Konnarock Road
Kingsport, TN 37664

County(ies): Sullivan
 Consultant Name & Address:
Barge Design Solutions, Inc.
Four Sheridan Square, Suite 100
Kingsport, TN 37660

CONSULTANT ENGINEERING ESTIMATE

Place an "X" in the appropriate box: Standard Contract Continuing Contract (attach copy of Contract for TDOT verification)

I. ENGINEERING SERVICES	Classification	Rate/Hr	PRE-CONSTRUCTION		CONSTRUCTION		CONSTRUCTION INSPECTION	
			Hours	Total	Hours	Total	Hours	Total
Principal		\$ 61.80	100	\$ 6,180.00		\$ -		\$ -
Project Manager		\$ 67.47	160	\$ 10,795.20		\$ -		\$ -
Quality Control Manager				\$ -		\$ -		\$ -
Design Engineer		\$ 34.76	24	\$ 834.24		\$ -		\$ -
Designer / Senior Designer		\$ 47.00	1379	\$ 64,813.00		\$ -		\$ -
Estimator				\$ -		\$ -		\$ -
Technician		\$ 28.07	40	\$ 1,122.80		\$ -		\$ -
Draftsperson		\$ 34.25	0	\$ -		\$ -		\$ -
Draftsperson		\$ 29.00	1084	\$ 31,436.00		\$ -		\$ -
Administrative			0	\$ -		\$ -		\$ -
Licensed Surveyor		\$ 38.25	80	\$ 3,060.00		\$ -		\$ -
Field Surveyor		\$ 23.50	180	\$ 4,230.00		\$ -		\$ -
Rod Person		\$ 15.50	180	\$ 2,790.00		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -
Total Engineering Services			3227	\$ 125,261.24	0	\$ -	0	\$ -

II. REIMBURSABLE EXPENSES		Cost/Unit	Quantity	Total	Quantity	Total	Quantity	Total
Transportation / Mile:		\$ 0.47	X 4000	= \$ 1,800.00		\$ -		\$ -
Meals / Day:			X	= \$ -		\$ -		\$ -
Lodging / Day:			X	= \$ -		\$ -		\$ -
Printing / Shipping:				\$ 70.00		\$ -		\$ -
Other (Specify):						\$ -		\$ -
Other (Specify):						\$ -		\$ -
Total Reimbursable Expenses				\$ 1,950.00		\$ -		\$ -

III. INDIRECT / OVERHEAD EXPENSES		Rate	Total	Rate	Total	Rate	Total
Indirect/Overhead Rate (not to exceed 145%):	197.40%	\$ 247,265.69	125.00%	\$ -	125.00%	\$ -	

IV. PROFIT: (2.35x(1,2,3)x ALLOWABLE RATE)		Rate	Total	Rate	Total	Rate	Total
Allowable Rate (Maximum of 13%):	13.00%	\$ 38,287.31	10.00%	\$ -	10.00%	\$ -	

(Expenses for Sections III and IV only apply to Consultant Engineering Services without a Continuing Contract agreement with the Utility)

TOTAL ENGINEERING / SURVEY COST:		INSPECTION (Standard)	INSPECTION (Continuing)
Standard Consultant: (I+II+III+IV) =	\$ 412,744.24	Private: #DIV/0!	Private: #DIV/0!
Continuing Contract: (I-II) =	\$ -	Public: #DIV/0!	Public: #DIV/0!

TOTAL COST (Engineering and Inspection)	
Standard Consultant:	#DIV/0!
Continuing Contract:	#DIV/0!

IN-HOUSE ENGINEERING ESTIMATE

I. ENGINEERING SERVICES	Classification	Rate/Hr	PRE-CONSTRUCTION		CONSTRUCTION		CONSTRUCTION INSPECTION	
			Hours	Total	Hours	Total	Hours	Total
Project Manager				\$ -		\$ -		\$ -
Engineer				\$ -		\$ -		\$ -
Draftsperson				\$ -		\$ -		\$ -
Administrative				\$ -		\$ -		\$ -
Field Inspector				\$ -		\$ -		\$ -
Licensed Surveyor				\$ -		\$ -		\$ -
Rod Person				\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -
Total Engineering Services			0	\$ -	0	\$ -	0	\$ -

II. REIMBURSABLE EXPENSES		Cost/Unit	Quantity	Total	Quantity	Total	Quantity	Total
Transportation / Mile:			X	= \$ -		\$ -		\$ -
Meals / Day:			X	= \$ -		\$ -		\$ -
Lodging / Day:			1 X	= \$ -		\$ -		\$ -
Printing / Shipping:						\$ -		\$ -
Other (Specify):						\$ -		\$ -
Other (Specify):						\$ -		\$ -
Total Reimbursable Expenses				\$ -		\$ -		\$ -

III. INDIRECT / OVERHEAD EXPENSES		Rate	Total	Rate	Total	Rate	Total
Indirect/Overhead Rate (not to exceed 145%):	125.00%	\$ -	125.00%	\$ -	125.00%	\$ -	

TOTAL ENGINEERING COST:		TOTAL INSPECTION COST:	
	\$ -	Private:	#DIV/0!
		Public:	#DIV/0!



UTILITY ENGINEERING AND RELOCATION ESTIMATE

UTILITY INFORMATION

Utility Name: City of Kingsport (SEWER)
Utility Address: 1113 Konnarock Road
City, State: Kingsport, TN Zip Code: 37664
Phone: 423-224-2546
Contact Name: Chris Alley, PE
Email: ChrisAlley@KingsportTN.gov

CONSULTANT INFORMATION

Consultant Name: Barge Design Solutions, Inc.
Consultant Address: Four Sheridan Square, Suite 100
Kingsport, TN Zip Code: 37660
Phone: 865-637-2810
Contact Name: Andrew Clark, PE
Email: andrew.clark@bargedesign.com

TDOT PROJECT INFORMATION

Project Description: SR-126, From East Center Street in Kingsport to East of
Cooks Valley Road
Federal Project No.: STP-126(16)
State Project No.: 82085-2237-14
County(ies): Sullivan

Revision 07/03/2015



ESTIMATE OF ENGINEERING COST

TDOT Project Number(s): STP-126(16) 82085-2237-14
 Utility Name & Address:
 City of Kingsport (SEWER)
 1113 Konnarock Road
 Kingsport, TN 37664

County(ies): Sullivan
 Consultant Name & Address:
 Barge Design Solutions, Inc
 Four Sheridan Square, Suite 100
 Kingsport, TN 37660

CONSULTANT ENGINEERING ESTIMATE

Place an "X" in the appropriate box: Standard Contract Continuing Contract (attach copy of Contract for TDOT verification)

I. ENGINEERING SERVICES	Classification	Rate/Hr	PRE-CONSTRUCTION		CONSTRUCTION		CONSTRUCTION INSPECTION	
			Hours	Total	Hours	Total	Hours	Total
Principal		\$ 76.22	48	\$ 3,658.56		\$ -		\$ -
Project Manager		\$ 67.47	263	\$ 17,744.61		\$ -		\$ -
Quality Control Manager		\$ 77.51	64	\$ 4,960.64		\$ -		\$ -
Design Engineer		\$ 34.76	570	\$ 19,813.20		\$ -		\$ -
Designer / Senior Designer		\$ 47.00	69	\$ 3,243.00		\$ -		\$ -
Estimator		\$ 40.69	20	\$ 813.80		\$ -		\$ -
Technician		\$ 28.07	175	\$ 4,912.25		\$ -		\$ -
Draftsperson		\$ 34.25	646	\$ 22,125.50		\$ -		\$ -
Draftsperson		\$ 29.00	2	\$ 58.00		\$ -		\$ -
Administrative		\$ 33.22	46	\$ 1,528.12		\$ -		\$ -
Licensed Surveyor		\$ 38.25	83	\$ 3,174.75		\$ -		\$ -
Field Surveyor		\$ 23.50	181	\$ 4,253.50		\$ -		\$ -
Rod Person		\$ 15.50	181	\$ 2,805.50		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -
Total Engineering Services			2348	\$ 89,091.43	0	\$ -	0	\$ -

II. REIMBURSABLE EXPENSES	Cost/Unit	Quantity	Total	Quantity	Total	Quantity	Total
Transportation / Mile:	\$ 0.47	X 3085	= \$ 1,449.95		\$ -		\$ -
Meals / Day:		X	= \$ -		\$ -		\$ -
Lodging / Day:		X	= \$ -		\$ -		\$ -
Printing / Shipping:			\$ 75.05		\$ -		\$ -
Other (Specify):							
Other (Specify):							
Total Reimbursable Expenses			\$ 1,525.00		\$ -		\$ -

III. INDIRECT / OVERHEAD EXPENSES	Indirect/Overhead Rate (not to exceed 145%):	Total	Indirect/Overhead Rate (not to exceed 145%):	Total	Indirect/Overhead Rate (not to exceed 145%):	Total
	197.40%	\$ 175,866.48	125.00%	\$ -	125.00%	\$ -

IV. PROFIT: (2.35x(1,2,3)x ALLOWABLE RATE)	Allowable Rate (Maximum of 13%):	Total	Allowable Rate (Maximum of 13%):	Total	Allowable Rate (Maximum of 13%):	Total
	13.00%	\$ 27,217.43	10.00%	\$ -	10.00%	\$ -

(Expenses for Sections III and IV only apply to Consultant Engineering Services without a Continuing Contract agreement with the Utility)

TOTAL ENGINEERING / SURVEY COST:	INSPECTION (Standard)	INSPECTION (Continuing)
Standard Consultant: (I+II+III+IV) =	Private: #DIV/0!	Private: #DIV/0!
Continuing Contract: (I+II) =	Public: #DIV/0!	Public: #DIV/0!

TOTAL COST (Engineering and Inspection)
Standard Consultant: #DIV/0!
Continuing Contract: #DIV/0!

IN-HOUSE ENGINEERING ESTIMATE

I. ENGINEERING SERVICES	Classification	Rate/Hr	PRE-CONSTRUCTION		CONSTRUCTION		CONSTRUCTION INSPECTION	
			Hours	Total	Hours	Total	Hours	Total
Project Manager				\$ -		\$ -		\$ -
Engineer				\$ -		\$ -		\$ -
Draftsperson				\$ -		\$ -		\$ -
Administrative				\$ -		\$ -		\$ -
Field Inspector				\$ -		\$ -		\$ -
Licensed Surveyor				\$ -		\$ -		\$ -
Rod Person				\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -

Total Engineering Services			0	\$ -	0	\$ -	0	\$ -
-----------------------------------	--	--	----------	-------------	----------	-------------	----------	-------------

II. REIMBURSABLE EXPENSES	Cost/Unit	Quantity	Total	Quantity	Total	Quantity	Total
Transportation / Mile:		X	= \$ -		\$ -		\$ -
Meals / Day:		X	= \$ -		\$ -		\$ -
Lodging / Day:		1 X	= \$ -		\$ -		\$ -
Printing / Shipping:							
Other (Specify):							
Other (Specify):							
Total Reimbursable Expenses			\$ -		\$ -		\$ -

III. INDIRECT / OVERHEAD EXPENSES	Indirect/Overhead Rate (not to exceed 145%):	Total	Indirect/Overhead Rate (not to exceed 145%):	Total	Indirect/Overhead Rate (not to exceed 145%):	Total
	125.00%	\$ -	125.00%	\$ -	125.00%	\$ -

TOTAL ENGINEERING COST:	TOTAL INSPECTION COST:
\$ -	Private: #DIV/0!
	Public: #DIV/0!



Certification of Consultant

I hereby certify that I am the Vice President and duly authorized
 representative of the firm of Barge Design Solutions, Inc.,
 whose address is 520 West Summit Hill Drive, Suite 1202 Knoxville, TN 37902,
 and

That, except as expressly stated and described herein, neither I nor the firm of
Barge Design Solutions, Inc. has, in connection with its contract with
City of Kingsport, entered
 into pursuant to provisions of an agreement between the aforementioned utility and the
 State of Tennessee, as a part of Federal-aid project STP-126(16).

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm, company, or person, other than a bona fide employee working solely for me or the aforementioned firm, to solicit or secure the contract, or

(b) agreed, as an expense or implied condition for obtaining the award of the contract, to employ or retain the services of any firm, company, or person in connection with the carrying out of the contract, or

(c) paid, or agreed to pay, to any firm, company, or organization, or person, other than a bona fide employee working solely for me or the aforementioned firm, any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

(Statement and explanation of exception, if any):

None

I acknowledge that this certificate is to be furnished to the State highway Department and the Federal Highway Administration, U.S. Department of Transportation, in connection with the aforementioned project involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

09/06/18
 (Date)

Andrew Clark
 (Signature)



Memorandum of Understanding (For Consultant Engineering Services)

It is agreed hereto by and between the parties as follows:

The Utility and Consultant shall follow the procedures for the "Use of Consultant Engineers by Utilities" as outlined in the current issue of the Department's Standard "Utility Procedures Manual, Section 2.1 and 2.2.

All plans and adjustments, reallocations or locations of utilities within highway rights-of-way will conform to the current issue of the Department's "Rules and Regulations for Accommodating Utilities Within Highway Rights-of-way" and amendments thereto.

If the Engineer finds that it is necessary to increase the ceiling amount of the estimated engineering fee, or any part thereof, the Utility shall make a written request to the State setting forth the anticipated overrun by category of engineering services and the reasons for the overrun, subject to the approval of the State prior to incurring such costs. The profit figure as shown on the engineer's estimate will not be changed unless the scope of the work is changed. No increase shall be binding upon the State unless written prior approval is given by the State.

The plans and estimate shall be completed and submitted for review and approval in accordance with the State's project schedule. Failure of the Utility and/or the Consultant Engineer to meet the State's schedule shall result in damages assessed against the Utility in the amount of \$200.00 per working day.

The standard Certification of Consultant Form, the estimate of engineering fees and a statement of the scope of work involved are attached hereto and made a part of this memorandum.

City of Kingsport

Utility

By: _____ Date: _____

Utility Signature

Barge Design Solutions, Inc.

Consultant Engineer

By: **Andrew Clark** _____ Date: **09/06/18**

Digitally signed by Andrew Clark
DN: G=US, E=andrew.clark@twisc.net, O=Barge Waggoner Sumner and
Cannon, Inc., OU=Water Services, CN=Andrew Clark
Date: 2018.09.07 12:02:25-0400

Consultant Signature

Approved: _____ Date: _____

State Utilities Office



CAD Plan files Disclaimer and Limitation of Liability Agreement

The Tennessee Department of Transportation (TDOT) is committed to providing electronic access to files. TDOT does not possess a staff that is available to provide technical support to outside parties who receive CAD files. It is important, therefore, that all potential users of these files read the following disclaimer and accept its terms as prerequisite to the use of the files.

1. TDOT makes no warranty of any kind, express or implied, with respect to the file(s) subject to this agreement, and specifically makes no warranty that said file(s) shall be fit for any particular purpose. Furthermore, any description of said file(s) shall not be deemed to create an express warranty that such file(s) shall conform to said description.
2. Receiver assumes all risk and liability for any losses, damages, claims or expenses resulting from the use or possession of any file(s) furnished by TDOT pursuant to this agreement.
3. Receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages and costs, including reasonable attorney's fees, arising from or by reason of receiver's use or possession with respect to any of the file(s) furnished by TDOT pursuant to this agreement, and such indemnification shall survive acceptance of said file(s) by receiver.
4. All design files are MicroStation™ drawing files (*.dgn). Receiver agrees that TDOT cannot provide the files in other file formats, and agrees to accept the file(s) in the format provided. Receiver agrees that TDOT cannot be held responsible for problems arising from files which have been converted for use in non-native applications (e.g. MicroStation design files to Autocad).
5. Since revisions or additions to the design file(s) may occur at any time, the receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees, arising from the use of outdated design files, and such indemnification shall survive acceptance of said file(s) by receiver.
6. The design files are copyrighted by the Tennessee Department of Transportation and may not be resold.
7. Receiver agrees to provide TDOT with electronic files for utility relocation plans concerning the subject project.
8. These terms and conditions constitute the complete and final agreement of the parties hereto.
9. The undersigned is authorized by Barge Design Solutions, Inc. to execute this agreement on its behalf. (Firm/Agency)

I accept the aforementioned terms and conditions.

Project: SR-126, From East Center Street in Kingsport to East of Cooks Valley Road – TDOT Project Number – 82085-2237-14

File (s): All pertinent project related files

Andrew Clark
Digitaly signed by Andrew Clark
CN: C=US, E=andrew.clark@bdsinc.com, O=Barge Design Solutions, Inc., OU=Water Services, CN=Andrew Clark
Date: 2018.09.07 12:02:18-0400'

Signature (Receiver)

Barge Design Solutions, Inc.

Firm /Agency

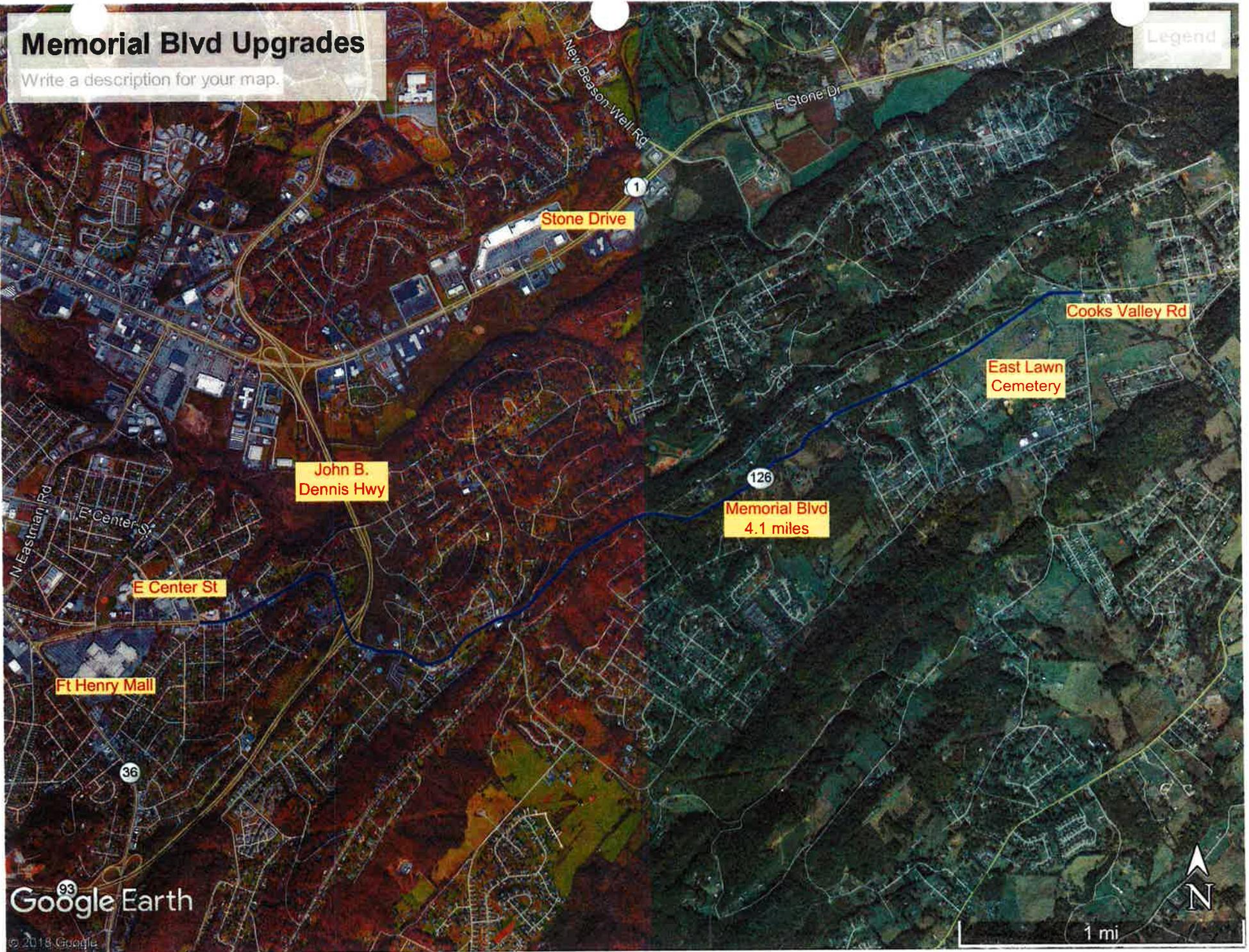
09/06/18

Date

Memorial Blvd Upgrades

Write a description for your map.

Legend





AGENDA ACTION FORM

Authorizing the Mayor to Execute a Signature Authority Form Allowing the Chief of Police or His Designee to Complete Grant Reports for the Tennessee Highway Safety Office's 2018-2019 Grant

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

Action Form No.: AF-227-2018
Work Session: October 1, 2018
First Reading: N/A

Final Adoption: October 2, 2018
Staff Work By: Capt. Gore
Presentation By: Chief Quillin

Recommendation:
Approve the Resolution.

Executive Summary:
The Tennessee Highway Safety Office (THSO) requires quarterly reports as well as other grant related documents be signed by a representative of the agency (City of Kingsport) receiving grant funds. To that effect, the THSO has included a Signature Authority Consent Form in the paperwork for the grant acceptance, which allows the Mayor to grant signatory authority to sign all grant related documents on behalf of the organization for the 2018-2019 THSO grant.

Attachments:
1. Resolution

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SIGNATURE AUTHORITY CONSENT FORM AND OTHER DOCUMENTS NECESSARY AND PROPER TO THE TENNESSEE HIGHWAY SAFETY OFFICE DESIGNATING THE CHIEF OF POLICE AS THE MAYOR'S DESIGNEE TO EXECUTE GRANT REPORTS AND OTHER DOCUMENTS REQUIRED BY GRANTS FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

WHEREAS, the Tennessee Highway Safety Office grant, through the Tennessee Department of Safety and Homeland Security, require a new Signature Authority Consent Form for contracts, invoices, and other documents involved with the grants; and

WHEREAS, the Signature Authority Consent Form authorizes the mayor to execute formal documents, and to designate an individual as signatory authority "to sign grant documents required for reporting as contracted on behalf" of the city for a specific grant;

Now therefore,

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

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an Signature Authority Consent Form for contracts, invoices, and other documents with the Tennessee Highway Safety Office, said Signatory Authority Consent Form being generally as follows:

SIGNATURE AUTHORITY CONSENT FORM

I _____ as the _____ of
Name of Person Granting Signature Authority (Printed) Title of Person Granting Authority

_____ hereby grant the person(s) identified below signatory authority
Name of Organization Receiving Grant

for the 2018-2019 grant awarded by the Tennessee Highway Safety Office.

The following individual or individuals are entitled to sign all grant related documents on behalf of my organization.

Name and Title (Printed)	Signature
Name and Title (Printed)	Signature
Name and Title (Printed)	Signature

The above signatory authority granted to the above individual(s) may be revoked by me or by my organization at any time by written notice to the Tennessee Highway Safety Office.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION II. That the mayor is authorized to designate the chief of police as his designee to complete and execute grant reports and other reporting documents, as required by the grant from the Tennessee Highway Safety Office.

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 2nd day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

J. MIKE BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Amend the Grant Managed by the Tennessee Department of Environment & Conservation’s Office of Energy Programs (TDEC OEP) – Tennessee Natural Gas and Propane Vehicle Grant Program

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

Action Form No.: AF-226-2018
 Work Session: October 1, 2018
 First Reading: N/A
 Final Adoption: October 2, 2018
 Staff Work By: Steve Hightower
 Presentation By: R. McReynolds/S. Hightower

Recommendation: Approve the Resolution.

Executive Summary:

On March 20, 2018 the Board of Mayor and Aldermen approved a grant managed by the Tennessee Department of Environment & Conservation’s Office of Energy Programs (TDEC OEP) to convert eligible vehicles to propane (AF-48-2018). The purpose of the Tennessee Natural Gas and Propane Vehicle Grant Program is to incentivize the investment in and purchase of natural gas or propane-powered vehicles. This grant allowed the conversion of nine (9) police cruisers.

We request increasing the grant project for the conversion of eleven (11) additional police cruisers for a total of twenty (20) cruisers. The option to be powered by either gasoline or propane is still available for the cruisers.

Grant Project	Original Grant 9 Police Cruisers	Requested Increase 11 Police Cruisers	Final Grant Total 20 Police Cruisers
Grant 52.5%	\$30,712.50	\$37,537.50	\$68,250.00
Grantee 47.5%	\$27,787.50	\$33,962.50	\$61,750.00
Total	\$58,500.00	\$71,500.00	\$130,000.00

This funding opportunity will aid the city to continue our path to “Greening” the fleet while providing annual fuel savings as referenced in the Fiscal Calculations document.

Attachments:

1. Resolution
2. Memo of Accurate Information
3. Letter of Request to TDOT
4. Fiscal Calculations

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

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE NATURAL GAS AND PROPANE VEHICLE GRANT MANAGED BY THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION'S OFFICE OF ENERGY TENNESSEE BY ADDING ADDITIONAL VEHICLES AND AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND PROPER TO RECEIVE THE GRANT

WHEREAS, in March, 2018, the board approved a grant managed by the Tennessee Department of Environment & Conservation's Office of Energy Programs (TDEC OEP) to convert eligible police cruisers to propane; and

WHEREAS, the grant allowed for the conversion/up fit of up to nine (9) police cruisers and was in the amount of \$30,712.50, with the match of \$27,787.50 required for the labor of the conversion; and

WHEREAS, the city would like to amend the current grant agreement to add an additional eleven (11) police cruisers for a total of twenty (20) cruisers converted, and increasing the TDEC OEP grant to a total of \$68,250.00; and

WHEREAS, with the additional eleven (11) cruisers, the total cost of the conversion will be \$130,000.00, with the additional \$33,962.50 grantee match for labor of the conversion, which is available in account number 511-5008-501-3023 Commodities/Motor Vehicle Parts.

Now therefore,

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

SECTION I. That the amendment to the Tennessee Natural Gas and Propane Vehicle Grant from the Tennessee Department of Environment and Conservation's Office of Energy Programs, increasing the grant to a total of twenty (20) police cruisers and to a total of \$68,250.00.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, all documents necessary and proper to amend the Tennessee Natural Gas and Propane Vehicle Grant from the Tennessee Department of Environment & Conservation's Office of Energy Program in the amount not to exceed \$68,250.00 to convert an additional eleven (11) eligible police cruisers to propane.

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

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

ADOPTED this the 2nd of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

JAMES H. DEMMING, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



FLEET MAINTENANCE DEPARTMENT
City of Kingsport, Tennessee

To: John Clark, Mayor
CC: Mike Billingsley, City Attorney
James Demming, Chief Financial Officer
From: Steve Hightower, Fleet Manager
Date: September 19, 2018
Re: 2018 Tennessee Natural Gas & Propane Vehicle Grant Program

I am requesting your authorization to allow the City of Kingsport to participate in the Tennessee Natural Gas and Propane Vehicle Grant program. The Grant Application, Project Description, and Fiscal Calculations documents attached were completed and compiled by Jonathan Overly, Executive Director of The East Tennessee Clean Fuel Coalition, of which Kingsport is a member. All data used in the completion of the documents was provided by the City Fleet Maintenance Department. I have reviewed the aforementioned documents and find the information to be complete and accurate. Upon your approval, Kingsport will submit the documents to the Tennessee Department of Environment and Conservation. This funding opportunity will aid Kingsport to continue her path to "Greening" the fleet while providing a fuel savings.



CITY OF KINGSPORT, TENNESSEE

Tennessee Department of Energy and Conservation
The Office of Energy Programs
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

RE: Tennessee Natural Gas and Propane Vehicle Grant Program – Kingsport Submission

Dear TDEC,

The City of Kingsport is respectfully requesting to increase the grant project amount due to the increased number of potential propane conversions we would be able to perform. We are currently awaiting delivery of eleven (11) 2018 5.7L Dodge Charger Police Cruisers, which we would be able to convert to Bi-Fuel units, in addition to the previous nine (9) units submitted in our original grant application. The 2018 Chargers are estimated to cost the same \$6,500 per vehicle amount as the 2017 Chargers for conversion. If approved, this would increase the total project amount to \$130,000. I have attached an updated Fiscal Calculations sheet to illustrate the cost share breakdown between the State and City portions. Kingsport has identified the funding needed for converting an additional eleven (11) Police Cruisers and is committed to fulfilling all the requirements of this grant opportunity. I have also included a copy of our Purchase Order for the eleven 2018 Police Units we have on order for your review.

Thank you for your consideration of our request. Please contact me if I may be of further assistance or if you need additional information.

Regards,

Ryan McReynolds
Assistant City Manager
City of Kingsport

Tri-Cities
TN/VA Kingsport, TN 37660
Phone: 423-229-9471



City Hall 225 West Center Street Kingsport, TN 37660-4237 (423) 229-9400
Kingsport — The Best Place To Be



Simple Budget & Fiscal Calculations 2018 City of Kingsport Application -- V2

For the 2018 Tennessee Natural Gas & Propane Vehicle Grant Program

19% is the increase in use of fuel rate that is used here moving from gasoline to propane. That is the rate we have seen for fuel economy decrease in our own vehicles.

	Vehicle	Conv. System & Installation	Fuel Use GGEs	LPG gallons
1.	2017 Dodge Charger - RWD	\$6,500.00	1,500	1,785
2.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
3.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
4.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
5.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
6.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
7.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
8.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
9.	2017 Dodge Charger - AWD	\$6,500.00	1,500	1,785
10.	2018 Dodge Charger - RWD	\$6,500.00	1,500	1,785
11.	2018 Dodge Charger - RWD	\$6,500.00	1,500	1,785
12.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
13.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
14.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
15.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
16.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
17.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
18.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
19.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
20.	2018 Dodge Charger - AWD	\$6,500.00	1,500	1,785
TOTALS		\$130,000.00	30,000	35,700

Request in Grant Funding:	\$68,250.00	52.5%
Amount covered by CoK:	\$61,750.00	47.5%
Checksum =	\$130,000.00	100.0%
Per vehicle grant request =	\$3,412.50	
Per vehicle CoK cost share =	\$3,087.50	
Checksum =	\$6,500.00	

Pricing	
Gasoline =	\$2.00
Propane =	\$1.30

Annual Cost Savings	
Ann. fuel cost if 100% that fuel:	
Gasoline	Propane
\$60,000	\$46,410

If all vehicles use propane 75% of the time, these are the annual fuel cost and ultimate cost savings:		
	(gallons)	(cost)
Gasoline gallons (25%) + cost per year =	7,500	\$15,000.00
Propane gallons (75%) + cost per year =	26,775	\$34,807.50
Total annual fuel cost if 75% propane is used =		\$49,807.50
Cost Savings =		\$10,192.50

Payback Calculation - All Vehicles		
CoK Cost, with Grant	=	\$61,750.00
Cost Savings / Year	=	\$10,192.50
		6.1

The projected Payback Period based on above costs and cost savings is **6.1 years**.



AGENDA ACTION FORM

Professional Services Agreement with Cain Rash West Architects (CRW) for the Justice Center

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

Action Form No.: AF-230-2018
Work Session: October 1, 2018
First Reading: N/A

Final Adoption: October 2, 2018
Staff Work By: Tim Elsea
Presentation By: Ryan McReynolds

Recommendation:
Approve the Resolution.

Executive Summary:

The city's Strategic Facilities Plan includes consolidation of courtrooms in the Justice Center. This plan supports "moving towards better" by providing improved security and modernization for the courtrooms, and their support offices. The scope of work for renovations and additions to the Justice Center will include, but is not limited to, an expanded and redesigned secure entrance, additional space for Clerks and file storage, juried and non-juried courtrooms, deliberation areas, Judges Offices, and redesign of the Police department and sheriff offices. Site work for this project includes redesign of parking and sidewalks.

It is recommended to enter into a Professional Services Agreement with CRW for the Justice Center in the amount of \$182,192.00. Architectural services for this project includes the completion of construction drawings, bidding and construction administration.

Funding is available and identified in GP1820.

Attachments:

- 1. Resolution
- 2. CRW's Proposal

Funding source appropriate and funds are available:

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

RESOLUTION NO. _____

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CAIN RASH WEST ARCHITECTS FOR THE JUSTICE CENTER AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, the city has a Strategic Facilities Plan, which includes consolidation of courtrooms in the Justice Center; and

WHEREAS, the scope of work for renovations and additions to the Justice Center will include, but is not limited to, an expanded and redesigned secure entrance, additional space for clerks and file storage, juried and non-juried courtrooms, deliberation areas, judges offices, redesign of the police department and sheriff offices, and the site work for this project which includes redesign of parking and sidewalks; and

WHEREAS, the city would like to enter into a Professional Services Agreement with Cain Rash West Architects (CRW) for the Justice Center in the amount of \$182,192.00, and the architectural services for this project includes the completion of construction drawings, bidding and construction administration; and

WHEREAS, funding is available and identified in GP1820.

Now therefore,

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

SECTION I. That a Professional Services Agreement with Cain Rash West Architects (CRW) for the Justice Center is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, Professional Services Agreement with Cain Rash West Architects (CRW) for the Justice Center and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution.

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

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

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

ADOPTED this the 2nd day of October, 2018.

JOHN CLARK, MAYOR

ATTEST:

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

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



Architectural
Services

Architects

City of Kingsport
Justice Center Addition and Renovations
Kingsport, Tennessee

July 26, 2018 REVISED

Mr. Ryan McReynolds
Assistant City Manager, Operations
225 West Center Street
Kingsport, TN 37660

RE: Request for Proposal for:

Architectural Services for Justice Center, 200 Shelby Street, Kingsport, TN

Dear Ryan,

Thank you for the opportunity to work with you on the Renovations and Addition to the Justice Center at 200 Shelby St., Kingsport, TN.

We propose to work on a lump sum basis for the completion of construction drawings, bidding and construction administration.

We understand the scope of the work to include approximately 9,722 SF based on 4,861 SF per floor and approximately 5,110 SF of existing interior space to be renovated:

- Develop working drawings including Architectural, Civil, Structural, Mechanical, Electrical, Plumbing and Fire Protection.
- Scope is based on schematic drawings by the Owner received 7-18-18 and previous schematics from ADG.
- The scope of work shall include, but is not limited to, an expanded and redesigned secure entrance, additional employee space on the first floor to include locations for Clerks and files storage. Second floor improvements include new juried and non-juried court rooms, new chancery clerks and deliberation areas, new court clerks offices with additional file storage, modified court administrative space and Judges Offices. New toilets will also be included. (Tags & Taxes has been moved to the Regions Bank Building)
- Interior renovated space will be modified to provide greater security through access restricted areas.



Architectural
Services

- Site work includes redesign of parking and sidewalks.
- New egress stair.
- Exclusions:
 - City shall have contractor work areas free of furniture and any other Owner items.
 - City shall be responsible for all Information Technology (IT), Cameras and Security scope.
 - City shall furnish keyways in new contractor provided hardware.
 - Window furnishings are not part of this scope.
 - Assume no lead based paint, asbestos or hazardous materials.

Architect's Design Group (ADG) Design Development Fee = \$22,500.00.

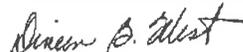
Total CRW, engineering and ADG Fee for complete set of working drawings and construction administration = \$141,192.00. (ADG fee included in this total)

Fee Based on schematic budget of 9,722 new SF x \$200 SF = \$1,944,400 plus 5,110 renovated SF x \$80 SF = \$408,800, total construction budget \$2,353,200 x 6% = \$141,192.00.

If additional master planning and schematic design is desired of the Police department and sheriff offices ADG will provide that service for an additional \$41,000.00.

Please let us know if you wish to proceed.

Sincerely,
CainRashWest Architects


Dineen B. West, AIA

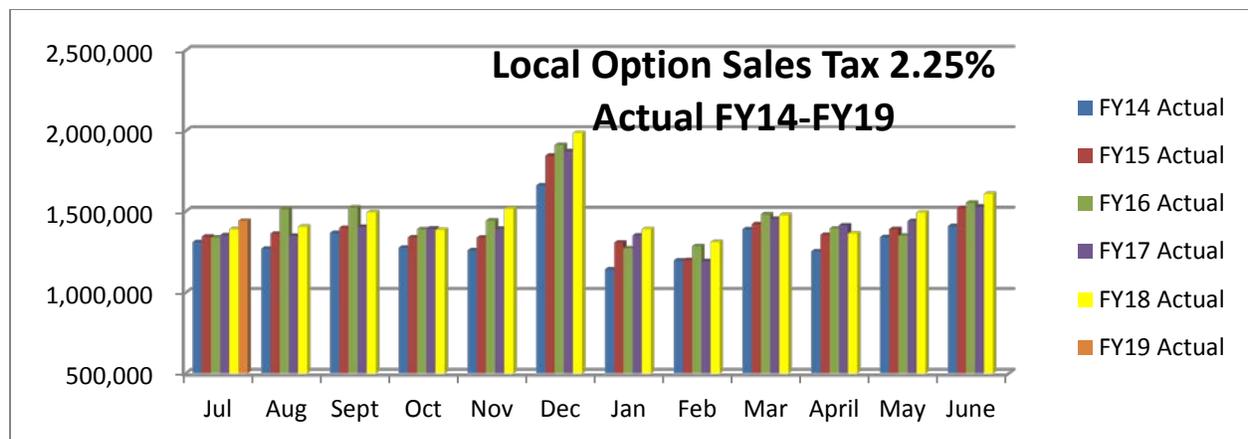
BMA Report, October 1, 2018



Financial Comments – Judy Smith

Local Option Sales Tax 2.25% - Five Year History

	FY14	FY15	FY16	FY17	FY18	FY19	Adopted	Variance		% of Growth	
	Actual	Actual	Actual	Actual	Actual	Actual	FY19 Budget	FY19 Over/Under Budget	FY19 Over/Under Prev. Year Actual	FY19 Over/Under Prev. Year Actual	FY19 Over/Under Budget
Jul	\$ 1,312,286	\$ 1,346,896	\$ 1,341,027	\$ 1,354,948	\$ 1,392,147	\$ 1,444,727	\$ 1,432,701	\$ 12,026	\$ 52,580	3.78%	0.84%
Aug	\$ 1,271,614	\$ 1,365,262	\$ 1,513,366	\$ 1,351,703	\$ 1,408,119		\$ 1,488,256				
Sept	\$ 1,369,878	\$ 1,401,017	\$ 1,523,474	\$ 1,407,707	\$ 1,493,952		\$ 1,517,534				
Oct	\$ 1,278,027	\$ 1,342,308	\$ 1,392,699	\$ 1,397,511	\$ 1,389,451		\$ 1,449,212				
Nov	\$ 1,261,963	\$ 1,340,457	\$ 1,446,687	\$ 1,396,643	\$ 1,515,210		\$ 1,495,411				
Dec	\$ 1,661,378	\$ 1,845,794	\$ 1,911,650	\$ 1,873,531	\$ 1,985,601		\$ 1,991,377				
Jan	\$ 1,143,685	\$ 1,309,305	\$ 1,274,292	\$ 1,353,575	\$ 1,392,917		\$ 1,377,116				
Feb	\$ 1,198,993	\$ 1,201,182	\$ 1,287,536	\$ 1,194,890	\$ 1,312,713		\$ 1,325,780				
Mar	\$ 1,392,759	\$ 1,424,090	\$ 1,481,645	\$ 1,457,518	\$ 1,477,699		\$ 1,535,585				
April	\$ 1,255,243	\$ 1,357,635	\$ 1,396,651	\$ 1,416,452	\$ 1,366,099		\$ 1,457,999				
May	\$ 1,343,786	\$ 1,393,582	\$ 1,353,162	\$ 1,442,890	\$ 1,492,028		\$ 1,496,047				
June	\$ 1,411,977	\$ 1,520,599	\$ 1,552,713	\$ 1,529,681	\$ 1,608,149		\$ 1,567,722				
Total	\$ 15,901,589	\$ 16,848,127	\$ 17,474,902	\$ 17,177,049	\$ 17,834,085	\$ 1,444,727	\$ 18,134,740	\$ 12,026	\$ 52,580	3.78%	0.84%



City of Kingsport

Project Status in Pictures



1 Bays Mountain Dam Repair

Grouting and butress repair work continues, with the work estimated to be complete by the end of December.

2 Storm Drain Art

All 5 storm drains have been started and look fantastic! Pictured is the Suzanne Barrett Justis Studio drain.

3 Kingsport Public Library

The wall came down in preparation for final trimwork. Shelving is going to be installed this week.

4 MeadowView Roadway Extension

Current roadway construction includes the installation of stormwater collection infrastructure.

5 State of the City

Join us on October 12 at the Kingsport Chamber in the Tennessee Room at 7:30 am. Breakfast will be served.

Status Updates on Active Projects sorted by Cost

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$7,500,000.00	Ryan McReynolds	Thompson, Michael	SR 347 (Rock Springs Road) [State & MTPO funded]	No City Funds	12/31/2020	Preliminary design plans are near completion. A public design meeting is being planned for Fall 2018.
\$6,600,000.00	Niki Ensor	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	WA1700/ SW1700/ SW1603	4/1/2019	8/16/18 - Held 60% plans review for WTP and SLS. Continue to work on radio pathway study for remote water sites.
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	Expect 90% plans for staff review October 12th, 90% plans review meeting October 22nd and 100% plans on November 14th.
\$4,186,000.00	Chris McCartt	Melton, Dawn	New KATS Transit Center	GP1718	1/18/2019	Plumbing rough-in's complete; electrical rough-in's started.
\$3,867,000.00	Chad Austin	Hank Clabaugh	Border Regions Sewer Extensions		2/17/2020	Ongoing field survey.
\$3,750,000.00	Niki Ensor	Niki Ensor	Chemical Feed Design	WA1403	4/1/2019	90% design complete. Project is on hold until funding becomes available.
\$3,740,000.00	Niki Ensor	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	SW1708	6/1/2019	Continue to work on two easements. Meeting with property owner on 8/22/18.
\$3,300,000.00	Michael Thompson	Thompson, Michael	Indian Trail Drive Extension	GP1615	6/30/2021	Still awaiting RPAI (East Stone Commons Owner) coordination with designer on access needs.
\$1,700,000.00	Michael Thompson	Thompson, Michael	Main Street Rebuild [City & MTPO Funded]	GP1516	4/1/2020	Preliminary plans comments returned from TDOT and addressed. Work continues towards Right of Way Plans submission (70%).
\$1,405,205.65	Public Works	Clabaugh, Hank	2018 Contracted Paving - Area 10: West Lynn Garden		11/16/2018	Current paving is focused on the side streets adjacent to May Avenue.
\$1,300,000.00	Chad Austin	Pamela Gilmer	Phase 4 Water Improvements		8/19/2019	Plans submitted to water department for review. SCHD to review before TDEC submittal.
\$961,140.00	Michael Thompson	Elsa, Tim	Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to Lynn Garden Drive [95% State Funded 5% City]	GP1725	8/31/2020	Under TDOT design review.
\$940,000.00	Kitty Frazier	Clabaugh, Hank	Kingsport Greenbelt - Eastern Extension - Phase 1 [Fed. Grant & City funded]	GP1529	11/1/2019	ROW certification approved 8/10/2018. Specification updates approved. Awaiting TIP Adjustment approval and then Notice to Proceed for Construction phase.
\$697,475.00	Michael Thompson	Thompson, Michael	Stone Drive - Phase 1 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to American Way [95% State Funded 5% City]	GP1623	12/7/2019	Conference call with TDOT on 9/21 to discuss additional funding needed to meet ADA requirements on all the driveways. Meeting also scheduled with Pratt's on 10/4.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$668,835.40	Public Works	Clabaugh, Hank	2018 Contracted Paving - Main Roads: Ridgefields, Ft Robinson, Rivermont		11/16/2018	Contract has been executed. Awaiting contractor's availability for Preconstruction Conference.
\$619,720.46	Michael Thompson	Thompson, Michael	Signalization of the SR 126 (Memorial Blvd. at Island Road Intersection [State & MTPO Funded])	MPO15A	11/12/2018	Road widening and paving work complete. Contractor is anticipating setting signal poles the week of 9/24/18 and begin wiring the intersection.
\$577,000.00	Niki Ensor	Sam Chase	Tri-County Tank Replacement Project	WA1705	2/22/2019	E Luke Green still on site doing tank demo work.
\$420,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation (2017-C28)	GP1711	12/22/2018	Scaffolding installed for Spillway rehabilitation.
\$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
\$365,167.20	Chad Austin	Hank Clabaugh	Border Regions Area 3 Water Upgrades	WA1806	11/25/2018	The majority of the work on Fordtown Road is complete. Ongoing work on Cox Hollow/Tri Cities crossing area.
\$352,000.00	Chad Austin	Chris Alley	SR 93- Horse Creek/Derby Drive Section (TDOT)		12/31/2021	Project moved to 2020; "B Date" package due 9/25/2019; TDOT Letting Date: December 2019
\$350,000.00	Rob Cole	Austin, Chad	Bays Mountain Septic System Upgrades	GP1704	4/26/2019	Working with consultant on alternatives to upgrade sewer system.
\$288,000.00	Chris McCartt	Hickman, Mike	Carousel Park		11/30/2018	Ready for equipment delivery.
\$278,000.00	David Edwards	David Edwards	Bloomington Culvert Replacement		4/1/2019	Awaiting ARAP approval from TDEC
\$246,225.00	Tim Elsea	Elsea, Tim	Lynn Garden Signal System [MTPO & City funded]	MPO15C	9/25/2018	Work is complete. Contractor has some cleanup of project site and removal of traffic control devices remaining. Working to schedule walk thru with TDOT.
\$230,000.00	Chris McCart	Hickman, Mike	Library Colonnade Expansion	GP1807	10/31/2018	Shelving and furniture being installed.
\$208,682.50	Tim Elsea	Gilmer, Pamela	Indian Trail Drive at Stone Drive Intersection Improvements	2017-C14	12/24/2018	Construction Start scheduled for 9/24/2018.
\$50,000.00	David Edwards	David Edwards	Main St. & Sullivan St. System Upgrades		9/28/2018	Project substantially complete. Work continues on final concrete and asphalt patching.
\$20,970.00	David Edwards	David Edwards	Millye St. Drainage Improvements		10/19/2018	Construction underway
	Niki Ensor	Niki Ensor	SLS Rehab and Replacement	SW1702	3/31/2019	6/15/18 - Entered into an agreement with LDA Engineers for design.

Status Updates on Active Projects sorted by Completion Date

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$246,225.00	Tim Elsea	Elsea, Tim	Lynn Garden Signal System [MTPO & City funded]	MPO15C	9/25/2018	Work is complete. Contractor has some cleanup of project site and removal of traffic control devices remaining. Working to schedule walk thru with TDOT.
\$50,000.00	David Edwards	David Edwards	Main St. & Sullivan St. System Upgrades		9/28/2018	Project substantially complete. Work continues on final concrete and asphalt patching.
\$20,970.00	David Edwards	David Edwards	Millye St. Drainage Improvements		10/19/2018	Construction underway
\$230,000.00	Chris McCart	Hickman, Mike	Library Colonnade Expansion	GP1807	10/31/2018	Shelving and furniture being installed.
\$619,720.46	Michael Thompson	Thompson, Michael	Signalization of the SR 126 (Memorial Blvd. at Island Road Intersection [State & MTPO Funded])	MPO15A	11/12/2018	Road widening and paving work complete. Contractor is anticipating setting signal poles the week of 9/24/18 and begin wiring the intersection.
\$1,405,205.65	Public Works	Clabaugh, Hank	2018 Contracted Paving - Area 10: West Lynn Garden		11/16/2018	Current paving is focused on the side streets adjacent to May Avenue.
\$668,835.40	Public Works	Clabaugh, Hank	2018 Contracted Paving - Main Roads: Ridgefields, Ft Robinson, Rivermont		11/16/2018	Contract has been executed. Awaiting contractor's availability for Preconstruction Conference.
\$365,167.20	Chad Austin	Hank Clabaugh	Border Regions Area 3 Water Upgrades	WA1806	11/25/2018	The majority of the work on Fordtown Road is complete. Ongoing work on Cox Hollow/Tri Cities crossing area.
\$288,000.00	Chris McCartt	Hickman, Mike	Carousel Park		11/30/2018	Ready for equipment delivery.
\$420,000.00	Rob Cole	Harris, David	Bays Mountain Dam Rehabilitation (2017-C28)	GP1711	12/22/2018	Scaffolding installed for Spillway rehabilitation.
\$208,682.50	Tim Elsea	Gilmer, Pamela	Indian Trail Drive at Stone Drive Intersection Improvements	2017-C14	12/24/2018	Construction Start scheduled for 9/24/2018.
\$4,186,000.00	Chris McCartt	Melton, Dawn	New KATS Transit Center	GP1718	1/18/2019	Plumbing rough-in's complete; electrical rough-in's started.
\$577,000.00	Niki Ensor	Sam Chase	Tri-County Tank Replacement Project	WA1705	2/22/2019	E Luke Green still on site doing tank demo work.
	Niki Ensor	Niki Ensor	SLS Rehab and Replacement	SW1702	3/31/2019	6/15/18 - Entered into an agreement with LDA Engineers for design.
\$278,000.00	David Edwards	David Edwards	Bloomington Culvert Replacement		4/1/2019	Awaiting ARAP approval from TDEC
\$3,750,000.00	Niki Ensor	Niki Ensor	Chemical Feed Design	WA1403	4/1/2019	90% design complete. Project is on hold until funding becomes available.
\$6,600,000.00	Niki Ensor	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	WA1700/ SW1700/ SW1603	4/1/2019	8/16/18 - Held 60% plans review for WTP and SLS. Continue to work on radio pathway study for remote water sites.

Estimated Cost	Project Owner	Project Manager	Project Name	Project #	Completion Date	CurrentStatus
\$350,000.00	Rob Cole	Austin, Chad	Bays Mountain Septic System Upgrades	GP1704	4/26/2019	Working with consultant on alternatives to upgrade sewer system.
\$3,740,000.00	Niki Ensor	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	SW1708	6/1/2019	Continue to work on two easements. Meeting with property owner on 8/22/18.
\$1,300,000.00	Chad Austin	Pamela Gilmer	Phase 4 Water Improvements		8/19/2019	Plans submitted to water department for review. SCHD to review before TDEC submittal.
\$4,400,000.00	Niki Ensor	Niki Ensor	WWTP Electrical Improvements	SW1800	9/1/2019	Expect 90% plans for staff review October 12th, 90% plans review meeting October 22nd and 100% plans on November 14th.
\$940,000.00	Kitty Frazier	Clabaugh, Hank	Kingsport Greenbelt - Eastern Extension - Phase 1 [Fed. Grant & City funded]	GP1529	11/1/2019	ROW certification approved 8/10/2018. Specification updates approved. Awaiting TIP Adjustment approval and then Notice to Proceed for Construction phase.
\$697,475.00	Michael Thompson	Thompson, Michael	Stone Drive - Phase 1 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to American Way [95% State Funded 5% City]	GP1623	12/7/2019	Conference call with TDOT on 9/21 to discuss additional funding needed to meet ADA requirements on all the driveways. Meeting also scheduled with Pratt's on 10/4.
\$3,867,000.00	Chad Austin	Hank Clabaugh	Border Regions Sewer Extensions		2/17/2020	Ongoing field survey.
\$1,700,000.00	Michael Thompson	Thompson, Michael	Main Street Rebuild [City & MTPO Funded]	GP1516	4/1/2020	Preliminary plans comments returned from TDOT and addressed. Work continues towards Right of Way Plans submission (70%).
\$961,140.00	Michael Thompson	Elsea, Tim	Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements from Stonebrook Place Pvt. Dr. to Lynn Garden Drive [95% State Funded 5% City]	GP1725	8/31/2020	Under TDOT design review.
\$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
\$7,500,000.00	Ryan McReynolds	Thompson, Michael	SR 347 (Rock Springs Road) [State & MTPO funded]	No City Funds	12/31/2020	Preliminary design plans are near completion. A public design meeting is being planned for Fall 2018.
\$3,300,000.00	Michael Thompson	Thompson, Michael	Indian Trail Drive Extension	GP1615	6/30/2021	Still awaiting RPAI (East Stone Commons Owner) coordination with designer on access needs.
\$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