



## **BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING AGENDA**

**Tuesday, December 02, 2025 at 7:00 PM**

**City Hall, 415 Broad Street, Montgomery-Watterson Boardroom**

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### **Board of Mayor and Aldermen**

Mayor Paul W. Montgomery, Presiding  
Vice Mayor Darrell Duncan  
Alderman Morris Baker  
Alderman Betsy Cooper

Alderman Colette George  
Alderman Gary Mayes  
Alderman James Phillips

### **Leadership Team**

Chris McCartt, City Manager  
Michael Borders, Assistant City Manager  
Bart Rowlett, City Attorney  
Travis Bishop, City Recorder  
John Morris, Budget Director  
Jerry DeBerry, Fire Chief

Ryan McReynolds, Deputy City Manager  
Jessica Harmon, Assistant City Manager  
Tyra Copas, Human Resources Director  
Jason Bellamy, Police Chief  
Adrienne Batara, Public Relations Director  
Floyd Bailey, Chief Information Officer

### **I. CALL TO ORDER**

### **II. PLEDGE OF ALLEGIANCE TO THE FLAG**

### **III. INVOCATION**

1. Chief Jason Bellamy, Kingsport Police Dept.

### **IV. ROLL CALL**

### **V. RECOGNITIONS AND PRESENTATIONS**

### **VI. COMMENT**

Citizens may speak on agenda items and 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. A total of thirty minutes is allocated for public comment.

## **VII. APPOINTMENTS**

## **VIII. APPROVAL OF MINUTES**

- [1.](#) November 17, 2025 - Work Session
- [2.](#) November 18, 2025 - Business Meeting

## **IX. BUSINESS MATTERS REQUIRING FIRST READING AND/ OR PUBLIC HEARINGS**

For items requiring a public hearing: When you come to the podium, please state your name and address, and sign the register that is provided. Comments of speaker must pertain to the item which is the subject of the public hearing. You are encouraged to keep your comments non-personal in nature, and they should be limited to five minutes.

- [1.](#) Conduct a Public Hearing and Consideration of an Ordinance to Amend Zoning of Tax Map 032, a Portion of Parcel 112.20, Located Along E. Stone Drive from the A-1, Agricultural District to B-3, Highway-Oriented Business District (AF-327-2025) (Jessica McMurray)

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

- [1.](#) Consideration of a Budget Adjustment Ordinance for Various Funds in FY2026 (AF-316-2025) (Chris McCartt)

## **XI. OTHER BUSINESS**

- [1.](#) Consideration of a Resolution to Purchase Two (2) 2026 Ford Maverick AWD Utilizing TN State Contract (AF-328-2025) (Ryan McReynolds)
- [2.](#) Consideration of a Resolution to Extend the Agreement with Raftelis for Customer Information Software Implementation Consulting and Support (AF-321-2025) (Floyd Bailey)
- [3.](#) Consideration of a Resolution Awarding the Bid to GRC Civil Services, Inc. for the Cattails at MeadowView Golf Course Irrigation Pump System Replacement Re-Bid (AF-323-2025) (Michael T. Borders)

## **XII. CONSENT AGENDA**

All matters listed under the Consent Agenda are considered in the ordinary course of business by the Board of Mayor and Aldermen and will be enacted on by one motion by a roll call vote. However, if discussion of an item is desired by any member of the board, the item will be removed from the Consent Agenda and considered separately.

- [1.](#) Consideration of Resolution Amending the Contract with the Tennessee Department of Transportation (TDOT) for the Brickyard Park Bicycle-Pedestrian Bridge Project (AF-329-2025) (Ryan McReynolds)
- [2.](#) Consideration of a Resolution to Renew Voya Stop Loss Contract for 2026 (AF-245-2025) (Tyra Copas)

### **XIII. COMMUNICATIONS**

1. City Manager
2. Mayor and Board Members

### **XIV. ADJOURN**



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

**Monday, November 17, 2025 at 4:30 PM**

**City Hall, 415 Broad Street, Montgomery - Watterson Boardroom**

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### **Board of Mayor and Aldermen**

Mayor Paul W. Montgomery, Presiding

Vice Mayor Darrell Duncan

Alderman Morris Baker

Alderman Betsy Cooper

Alderman Colette George

Alderman Gary Mayes

Alderman James Phillips

**I. CALL TO ORDER** 4:30 pm by Mayor Montgomery.

**II. ROLL CALL** by City Recorder Travis Bishop.

### **III. DISCUSSION ITEMS**

**1. Paving & Roads Update** - Michael Thompson

Public Works Director Thompson gave a presentation on the current and upcoming paving projects within the city, noting this did not include state highways. There was some discussion as he answered questions from the board. Assistant Public Works Director Tim Elsea provided further details and also answered questions.

### **IV. REVIEW OF BUSINESS MEETING AGENDA**

City staff gave a summary for each item on the November 18, 2025 proposed agenda. The following items were discussed at greater length or received specific questions or concerns.

**XI.5. Consideration of a Resolution Approving a Financial Contribution if Needed to the Industrial Development Board of the City of Kingsport Relative to the Dobyns-Taylor Warehouse Redevelopment and Improvements (AF-295-2025)**

**XI.6 Consideration of a Resolution to Amend the Downtown Kingsport Redevelopment District and Approve Tax Increment Financing for the Dobyns-Taylor Redevelopment Project (AF-296-2025)**



## BOARD OF MAYOR AND ALDERMEN WORK SESSION MINUTES

Monday, November 17, 2025, at 4:30 PM

Kingsport City Hall, 415 Broad Street, Boardroom

The City Manager recognized those present who have contributed to this project: Craig Dennison and Elain Bodenweiser with KEDB, Attorney Joel Conkin, Assistant City Manager Jessica Harmon, Economic Development Director Steven Bower, Economic Development Specialist Mason Bryant and Clint Roberts who has been working with the developer.

Steven Bower gave a presentation on this item, providing a background on the property and including current rent, insurance and taxes. The proposed project is 60-room boutique hotel. He gave details on the financials, noting KEDB has unanimously approved the loans and contracts to move the project forward. Mr. Bower also provided information on KEDB and their role and responsibilities within the city, listing past projects. He highlighted the economic impact for this project, noting the 10-million-dollar investment and emphasizing the new jobs as well as property, occupancy and sales tax revenue. Mr. Bower also gave information on the tax increment financing over a 25-year period which has been approved by the Kingsport Housing and Redevelopment Authority. The Sullivan County Commission will vote later this week.

City Manager McCartt added further details, noting this venue will cater to a different crowd than Meadowview or the Farmers Market. There was considerable discussion.

### V. ITEMS OF INTEREST

#### 1. Sales Tax Report

#### 2. Projects Status Report

Mayor Montgomery asked to establish a task force to work alongside city staff to establish a vision and ensure the long-term success of Meadowview. He suggested groups to pull potential members from and asked the other board members to submit names. The BMA expressed their support.

Alderman George expressed concern at the number of worker's compensation cases. Alderman Cooper asked if there were more incidents or just more reporting. City Attorney Rowlett stated this was all state reported injuries, even if no lost time or compensation was provided.

### VI. ADJOURN

Seeing no other business for consideration, Mayor Montgomery adjourned the meeting at 5:59 p.m.

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ANGELA MARSHALL  
Deputy City Recorder

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PAUL W. MONTGOMERY  
Mayor



## BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES

Tuesday, November 18, 2025 at 7:00 PM

City Hall, 415 Broad Street, Montgomery-Watterson Boardroom

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### **Board of Mayor and Aldermen**

Mayor Paul W. Montgomery, Presiding  
Vice Mayor Darrell Duncan  
Alderman Morris Baker  
Alderman Betsy Cooper

Alderman Colette George  
Alderman Gary Mayes  
Alderman James Phillips

### **City Administration**

Chris McCartt, City Manager  
Bart Rowlett, City Attorney

Travis Bishop, City Recorder  
Angie Marshall, City Clerk/Deputy City Recorder

**I. CALL TO ORDER** 7:00 pm by Mayor Montgomery.

**II. PLEDGE OF ALLEGIANCE TO THE FLAG** led by Alderman George.

**III. INVOCATION** led by Chaplain Barry L. Carr, Kingsport Fire Department.

**IV. ROLL CALL** by City Recorder Travis Bishop.

**V. RECOGNITIONS AND PRESENTATIONS** None.

### **VI. COMMENT**

Mayor Montgomery invited citizens in attendance to speak. Tim Sanders commented and the mayor then closed the public comment section.

**VII. APPOINTMENTS** None.

**VIII. APPROVAL OF MINUTES** *(These items are considered under one motion.)*

Motion made by Alderman Cooper, Seconded by Alderman Phillips.

Passed: All present voting "aye."

- 1. November 3, 2025 - Work Session**
- 2. November 4, 2025 - Business Meeting**

**BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES**

**Tuesday, November 18, 2025 at 7:00 PM**

**Kingsport City Hall, 415 Broad Street, Boardroom**

**IX. BUSINESS MATTERS REQUIRING FIRST READING AND/ OR PUBLIC HEARINGS**

- 1. Consideration of a Budget Adjustment Ordinance for Various Funds in FY26** (AF-316-2025) (Chris McCartt)

Motion made by Alderman George, Seconded by Alderman Mayes.

AN ORDINANCE TO AMEND THE VARIOUS FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2026; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed: All present voting "aye."

**X. BUSINESS MATTERS REQUIRING FINAL ADOPTION**

- 1. Consideration of an Ordinance to Annex, Adopt a Plan of Services, and Assign Zoning for the Landfill Access Annexation** (AF-279-2025) (Sam Cooper)

Motion made by Vice Mayor Duncan, Seconded by Alderman Baker.

**ORDINANCE NO. 7234** AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY LOCATED LANDFILL ACCESS ROAD FROM COUNTY R-1, LOW DENSITY/SINGLEFAMILY RESIDENTIAL DISTRICT, AND COUNTY M-1, LIGHT MANUFACTURING DISTRICT, TO M-2, GENERAL MANUFACTURING DISTRICT, IN THE 11 TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading with a roll call vote: Alderman Baker, Alderman Cooper, Vice Mayor Duncan, Alderman George, Alderman Mayes, Alderman Phillips, Mayor Montgomery

- 2. Consideration of a Budget Adjustment Ordinance for Various Funds in FY2026** (AF-307-2025) (Chris McCartt)

Motion made by Alderman George, Seconded by Alderman Cooper.

**ORDINANCE NO. 7235** AN ORDINANCE TO AMEND THE VARIOUS FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2026; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading with a roll call vote: Alderman Baker, Alderman Cooper, Vice Mayor Duncan, Alderman George, Alderman Mayes, Alderman Phillips, Mayor Montgomery

**BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES**

**Tuesday, November 18, 2025 at 7:00 PM**

**Kingsport City Hall, 415 Broad Street, Boardroom**

**XI. OTHER BUSINESS**

- 1. Consideration of a Resolution Authorizing the Purchase of Window Security Film for Portions of the Civic Auditorium and Dobyns-Bennett Science & Technology Center (AF-300-2025) (David Frye)**

Motion made by Alderman Baker, Seconded by Alderman Phillips.

**RESOLUTION NO. 2026-108** A RESOLUTION AUTHORIZING THE PURCHASE OF WINDOW SECURITY FILM FOR PORTIONS OF THE CIVIC AUDITORIUM AND DOBYNS-BENNETT SCIENCE & TECHNOLOGY CENTER FROM TENNESSEE WINDOW FILMS UTILIZING TIPS CONTRACT 23010401

Passed: All present voting "aye."

- 2. Consideration of a Resolution Authorizing the Purchase of a 2026 Ford F350 Flatbed Pickup Truck for the Dobyns-Bennett Fire Management Services Program from Alan Jay Fleet Sales Utilizing a Tennessee Central Procurement Contract (AF-310-2025) (David Frye)**

Motion made by Vice Mayor Duncan, Seconded by Alderman Phillips.

**RESOLUTION NO. 2026-109** A RESOLUTION AUTHORIZING THE PURCHASE OF ONE 2026 FORD F350 CREW CAB FLATBED PICKUP TRUCK FOR USE BY THE DOBYNS-BENNETT HIGH SCHOOL FIRE MANAGEMENT SERVICES PROGRAM FROM ALAN JAY FLEET SALES UTILIZING TENNESSEE STATEWIDE CONTRACT 88753

Passed: All present voting "aye."

- 3. Consideration of a Resolution to Authorize the Mayor to Sign All Documents Necessary to Enter into a Materials Agreement with Landstar LLC Related to the Airport Parkway Residential Development (AF-317-2025) (Ryan McReynolds)**

Motion made by Alderman Phillips, Seconded by Vice Mayor Duncan.

**RESOLUTION NO. 2026-110** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A MATERIALS AGREEMENT WITH LAND STAR LLC RELATED TO THE AIRPORT PARKWAY RESIDENTIAL DEVELOPMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye" except Alderman Cooper who abstained.

- 4. Consideration of a Resolution to Award the Bays Mountain Otter Habitat Project to BurWil Construction Company (AF-322-2025) (Michael T. Borders)**

**BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES**

**Tuesday, November 18, 2025 at 7:00 PM**

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Motion made by Alderman George, Seconded by Alderman Cooper.

**RESOLUTION NO. 2026-111** A RESOLUTION AWARDING THE BID FOR THE BAYS MOUNTAIN OTTER HABITAT PROJECT TO BURWILL CONSTRUCTION COMPANY AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

- 5. Consideration of a Resolution Approving a Financial Contribution if Needed to the Industrial Development Board of the City of Kingsport Relative to the Dobyys-Taylor Warehouse Redevelopment and Improvements (AF-295-2025) (Jessica Harmon)**

Motion made by Alderman George, Seconded by Alderman Phillips.

**RESOLUTION NO. 2026-112** A RESOLUTION APPROVING A FINANCIAL CONTRIBUTION, IF NEEDED, TO THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF KINGSPORT, TENNESSEE RELATIVE TO AN ECONOMIC DEVELOPMENT PROJECT AT 435 PRESS STREET; AUTHORIZING SUCH AGREEMENTS AS MAY BE NEEDED TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION; EXPRESSING THE INTENT OF THE BOARD OF MAYOR AND ALDERMEN TO ESTABLISH ONE OR MORE PROJECT ACCOUNTS IN AN ORDINANCE APPROPRIATING FUNDS TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION, IF NEEDED; AND TO FIX THE EFFECTIVE DATE OF THIS RESOLUTION

Passed: All present voting "aye."

- 6. Consideration of a Resolution to Amend the Downtown Kingsport Redevelopment District and Approve Tax Increment Financing for the Dobyys-Taylor Redevelopment Project (AF-296-2025) (Jessica Harmon)**

Motion made by Vice Mayor Duncan, Seconded by Alderman George.

**RESOLUTION NO. 2026-113** A RESOLUTION APPROVING A TAX INCREMENT FINANCING AMENDMENT FOR THE DOWNTOWN KINGSPORT REDEVELOPMENT DISTRICT – DOBYNS-TAYLOR WAREHOUSE PROJECT

Passed: All present voting "aye."

- 7. Consideration of a Resolution Authorizing the Mayor to Execute All Documents Necessary to Apply for and Accept a Section 5307 Operations and Capital Grant from the Federal Transit Administration and United States Department of Transportation for FY 2025-2026 (AF-320-2025) (Candace Sherer)**

**BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES**

**Tuesday, November 18, 2025 at 7:00 PM**

**Kingsport City Hall, 415 Broad Street, Boardroom**

Motion made by Alderman Cooper, Seconded by Alderman Phillips.

**RESOLUTION NO. 2026-114** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A SECTION 5307 CAPITAL GRANT FOR TRANSIT VEHICLES FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION FEDERAL TRANSIT ADMINISTRATION

Passed: All present voting "aye."

- 8. Consideration of a Resolution Approving the Renewal of Excess Workers' Compensation Insurance Policies from The Gray Insurance Company and Midwest Employers Casualty (AF-318-2025) (Hodgson/Rowlett)**

Motion made by Vice Mayor Duncan, Seconded by Alderman Mayes.

**RESOLUTION NO. 2026-115** A RESOLUTION APPROVING THE RENEWAL OF AN AGREEMENT WITH THE GRAY INSURANCE COMPANY AND MIDWEST EMPLOYERS CASUALTY COMPANY THROUGH ASSURED PARTNERS FOR EXCESS WORKERS' COMPENSATION INSURANCE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

Passed: All present voting "aye."

- 9. Consideration of a Resolution to Enter into an Agreement with Thompson & Litton for Professional Services for Renovations at the Kingsport Aquatic Center (AF-324-2025) (Michael T. Borders)**

Motion made by Alderman Baker, Seconded by Alderman George.

**RESOLUTION NO. 2026-116** A RESOLUTION APPROVING AN AGREEMENT FOR ARCHITECTURAL SERVICES WITH THOMPSON & LITTON, INC., FOR REFURBISHMENT OF VARIOUS POOLS AT THE KINGSFORT AQUATIC CENTER AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ANY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

Passed: All present voting "aye."

- 10. Consideration of a Resolution Approving an Agreement and Execution of All Necessary Documents with the Tennessee Department of Transportation for Reimbursement of Annual Operation Expenses for FY 25-26 (AF-247-2025) (Candace Sherer)**

**BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES**

**Tuesday, November 18, 2025 at 7:00 PM**

**Kingsport City Hall, 415 Broad Street, Boardroom**

Motion made by Alderman George, Seconded by Alderman Cooper.

**RESOLUTION NO. 2026-117** A RESOLUTION APPROVING A REIMBURSEMENT CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE CITY'S TRANSIT SYSTEM OPERATING EXPENDITURES FOR FISCAL YEAR 2025-2026; AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE CONTRACT

Passed: All present voting "aye."

**XII. CONSENT AGENDA** *(These items are considered under one motion.)*

Motion made by Vice Mayor Duncan, Seconded by Alderman Cooper.

Passed as presented with a roll call vote: Alderman Baker, Alderman Cooper, Vice Mayor Duncan, Alderman George, Alderman Mayes, Alderman Phillips, Mayor Montgomery

1. **Consideration of a Resolution Ratifying the Mayor's Signature and Accepting Funding from the Tennessee's America 250 Community Support Grant (AF-315-2025)** (Michael Price)

**RESOLUTION NO. 2026-118** A RESOLUTION RATIFYING THE MAYOR'S SIGNATURE ON THE APPLICATION FOR AND AUTHORIZING THE RECEIPT OF COMMUNITY SUPPORT GRANT FUNDS FROM THE TENNESSEE COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

2. **Consideration of a Resolution Authorizing the Renewal of EMS LINQ Software for School Nutrition Services and Authorizing the Mayor to Execute All Agreements Pertaining to the Renewal** (AF-312-2025) (David Frye)

**RESOLUTION NO. 2026-119** A RESOLUTION AUTHORIZING THE RENEWAL OF EMS LINQ SOFTWARE FOR SCHOOL NUTRITION SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

3. **Consideration of a Resolution Changing Certain Meeting Dates for Work Sessions and Business Meetings of the Board of Mayor and Aldermen** (AF-313-2025) (Rowlett)

**BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES**

**Tuesday, November 18, 2025 at 7:00 PM**

**Kingsport City Hall, 415 Broad Street, Boardroom**

**RESOLUTION NO. 2026-120** A RESOLUTION CHANGING CERTAIN WORK SESSIONS AND BUSINESS MEETINGS OF THE BOARD OF MAYOR AND ALDERMEN IN JANUARY, MARCH, JULY AND OCTOBER 2026 IN ACCORDANCE WITH ARTICLE III, SECTION 7 OF THE CHARTER OF THE CITY OF KINGSFORT, TENNESSEE

4. **Consideration of a Resolution for Amendment Number 2 with the Tennessee Department of Transportation for Resurfacing Various Roadways Project Pin 129800.00 Authorizing the Mayor to Sign All Applicable Documents (AF-314-2025) (Ryan McReynolds)**

**RESOLUTION NO. 2026-121** A RESOLUTION APPROVING AN AMENDMENT TO AGREEMENT NUMBER 190342 WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR RESURFACING VARIOUS ROADS; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

5. **Consideration of a Resolution Approving Payment to Phil Hoskins for Replacement of a Brick Column and Authorizing Execution of a Release of All Claims (AF-319-2025) (Rowlett)**

**RESOLUTION NO. 2026-122** A RESOLUTION APPROVING PAYMENT TO PHIL HOSKINS FOR THE REPLACEMENT OF A BRICK COLUMN UPON EXECUTION OF A RELEASE OF ALL CLAIMS ACCEPTABLE TO THE CITY

6. **Consideration of a Resolution to Approve Right-of-Way Easement with Kingsport Power Company (AF-325-2025) (Ryan McReynolds)**

**RESOLUTION NO. 2026-123** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RIGHT-OF-WAY EASEMENT WITH KINGSFORT POWER COMPANY

**XIII. COMMUNICATIONS**

1. **City Manager**

Mr. McCartt expressed his gratitude for the support of the BMA regarding the Dobyys Taylor warehouse project, noting staff has been working on it for nearly a year. He pointed out the facilitation of a tremendous amount of Economic Development and that he appreciated the board having confidence in city staff. He further stated this was a great example of a public-private partnership and was anticipating the work to begin next month. Lastly, Mr. McCartt wished everyone a Happy Thanksgiving.



## BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES

Tuesday, November 18, 2025 at 7:00 PM

Kingsport City Hall, 415 Broad Street, Boardroom

### 2. Mayor and Board Members

Alderman Mayes echoed the city manager's comments, stating he appreciated KEDB for making this deal happen. He remarked the board has made significant investments with many projects. Alderman Cooper stated that the Christmas season in downtown kicks off Saturday with the Santa Train and listed several upcoming events over the next few weeks. She mentioned citizens could look on the DKA or Visit Kingsport website for more details. She also pointed out that last year more than 75,000 people attended Lamplight Theatre and encouraged citizens to check out the Christmas shows as well as their Festival of Trees fundraiser. Alderman George stated the Chamber holiday breakfast is Friday morning. She wished a Happy Thanksgiving and to enjoy family, noting Kingsport is blessed. Alderman Baker echoed sentiments to KEDB and stated he appreciated them answering his questions, noting he was excited about this investment in Kingsport. He also talked about recently riding along with the police, the fire department and even a trash truck, stating it was a great experience and commending Kingsport's top-notch employees. Alderman Phillips mentioned the paving presentation at the work session yesterday, noting all the schedules and updates were available online. He also wished everyone a Happy Thanksgiving. Vice Mayor Duncan pointed out it was only 37 days until Christmas and offered a Happy Thanksgiving as well. Mayor Montgomery congratulated the DB band and the football team. He also commented on the United Way celebration Thursday at Farmers Market, noting the goal of 2.5 million was within striking distance and there was still time to donate. He mentioned the Fox Den ribbon cutting coming up Friday at Bays Mountain. Lastly, he stated his appreciation to the KEDB team and wished a Happy Thanksgiving to all.

### XIV.ADJOURN

Seeing no other business for consideration, Mayor Montgomery adjourned the meeting at 7:58 p.m.

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ANGELA MARSHALL

Deputy City Recorder

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PAUL W. MONTGOMERY

Mayor



## AGENDA ACTION FORM

### **Consideration of an Ordinance to Amend Zoning of Tax Map 032, a Portion of Parcel 112.20, Located along E. Stone Drive from the A-1, Agricultural District to B-3, Highway-Oriented Business District.**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-327-2025

Work Session: December 1, 2025

First Reading: December 2, 2025

Final Adoption: December 16, 2025

Staff Work By: J. McMurray

Presentation By: Jessica McMurray

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#### **Strategic Focus Area: 5. Thriving Local Economy**

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#### **Recommendation:**

- Hold Public Hearing
- Approve Ordinance

#### **Executive Summary:**

If approved, this owner-initiated request would **rezone approximately 2.61 acres along E. Stone Drive from the A-1, Agricultural District to the B-3, Highway-Oriented Business District.**

During their November 2025 regular meeting, the Kingsport Regional Planning Commission **voted to send a positive recommendation** to the Board of Mayor and Aldermen by a vote of 9-0.

The proposed rezoning to B-3 for parking use is appropriate given the adjoining and nearby commercial development and the sites consistency with the 2030 Future Land Use Plan. It provides a practical and economically viable use for the site and aligns with existing development patterns.

Supporting documentation, including standards of review and potential uses within the B-3 zone, is provided in the supplementary information.

Comment was received from two citizens expressing concern about heavy truck traffic entering the site from Bloomingdale Road and Ollis Bowers Hill Road. The property owner acknowledged these concerns and noted that his preference is to access the property from E. Stone Drive, consistent with the site plan.

The notice of public hearing was published on November 10, 2025.

#### **Attachments:**

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

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—

## NOTICE OF PUBLIC HEARING

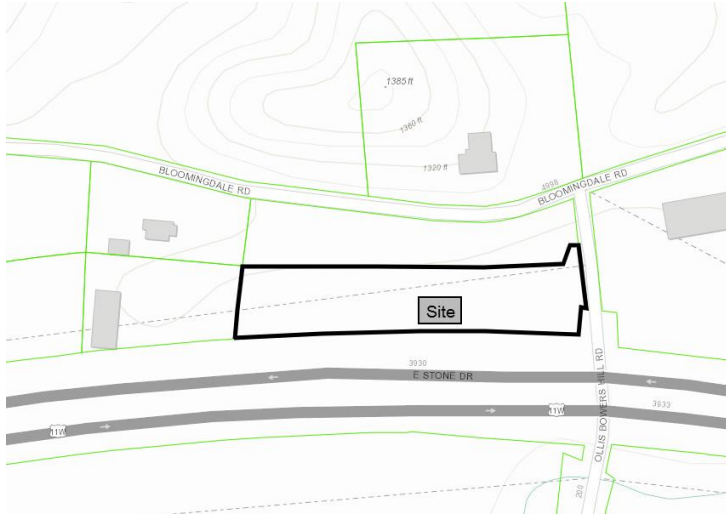
NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that the City of Kingsport Board of Mayor and Aldermen will conduct a Public Hearing during its regular business meeting on December 2, 2025 to consider the rezoning of Tax Map 032, a Portion of Parcel 112.20 located along E. Stone Drive from the A-1, Agricultural District to B-3, Highway Oriented District. The regular business meeting will begin at 7:00 p.m. in the Montgomery-Watterson Boardroom located on the third floor of City Hall, 415 Broad Street, Kingsport, Tennessee.

The property proposed for rezoning is generally described as follows:

BEGINNING AT AN IRON ROD (OLD) ON THE NORTHERLY RIGHT-OF-WAY OF HIGHWAY 11-W, EAST STONE DRIVE, SAID IRON ROD (OLD) BEING ON THE WESTERLY RIGHT-OF-WAY OF OLLIS BOWERS HILL ROAD; THENCE DEPARTING OLLIS BOWERS HILL ROAD AND WITH THE NORTHERLY RIGHT-OF-WAY OF HIGHWAY 11-W WITH A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 652.24', A RADIUS OF 5,814.60', A CHORD BEARING OF S 87°34'08" W, A CHORD LENGTH OF 651.90' AND A DELTA ANGLE OF 06°25'37" TO A 1/2" IRON ROD (OLD) AT THE SOUTHEASTERLY CORNER OF THE PROPERTY OF RONALD JAYSON MITCHEM AND MARY NEVILLE MITCHEM (D.B. 3579, PG. 1513); THENCE DEPARTING HIGHWAY 11-W AND WITH THE EASTERLY LINE OF MITCHEM N 05°01'47" E A DISTANCE OF 115.59' TO A 1/2" IRON ROD (OLD) AND N 05°03'50" E A DISTANCE OF 65.46' TO A POINT APPROXIMATING THE SULLIVAN COUNTY AND CITY OF KINGSFORT BOUNDARY; THENCE DEPARTING MITCHEM AND WITH SAID COUNTY-CITY BOUNDARY LINE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 620.87', A RADIUS OF 5,992.60', A CHORD BEARING OF N 87°38'40" E, A CHORD LENGTH OF 620.59', A DELTA ANGLE OF 05°56'10" TO A POINT ON THE WESTERN RIGHT-OF-WAY OF OLLIS BOWERS HILL ROAD; THENCE DEPARTING SULLIVAN COUNTY WITH THE WESTERN RIGHT-OF-WAY OF OLLIS BOWERS HILL ROAD S 07°10'27" E A DISTANCE OF 118.28' TO A 1/2" IRON ROD (NEW), S 83°08'17" W A DISTANCE OF 6.71' TO A 1/2" IRON ROD (NEW) AND S 06°51'43" E A DISTANCE OF 60.48' TO THE POINT OF BEGINNING, HAVING AN AREA OF 2.61± ACRES

All interested persons are invited to attend this meeting and public hearing. Additional information concerning this proposal may be obtained by contacting the Kingsport Planning Division, telephone 423-229-9485.

All City of Kingsport public meetings are conducted in accessible locations. If you require accommodations to participate in this meeting, these may be requested by calling (423) 229-9401, ext. 5 or by emailing [ADAContact@KingsportTN.gov](mailto:ADAContact@KingsportTN.gov) at least 72 hours in advance. Copies of any documents used are available in accessible formats upon request.



CITY OF KINGSPORT  
Angie Marshall, City Clerk  
PIT: 11/10/2025

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

AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY LOCATED ALONG EAST STONE DRIVE FROM THE A-1, AGRICULTURAL DISTRICT TO B-3, HIGHWAY-ORIENTED BUSINESS DISTRICT IN THE 10TH CIVIL DISTRICT OF SULLIVAN COUNTY; TO FIX A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the zoning code, text, and map, be and the same is hereby further amended to rezone property located along East Stone Drive from the A-1, Agricultural District to B-3, Highway-Oriented Business District in the 10th Civil District of Sullivan County; said area to be rezoned being further and more particularly described as follows:

BEGINNING AT AN IRON ROD (OLD) ON THE NORTHERLY RIGHT-OF-WAY OF HIGHWAY 11-W, EAST STONE DRIVE, SAID IRON ROD (OLD) BEING ON THE WESTERLY RIGHT-OF-WAY OF OLLIS BOWERS HILL ROAD; THENCE DEPARTING OLLIS BOWERS HILL ROAD AND WITH THE NORTHERLY RIGHT-OF-WAY OF HIGHWAY 11-W WITH A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 652.24', A RADIUS OF 5,814.60', A CHORD BEARING OF S 87°34'08" W, A CHORD LENGTH OF 651.90' AND A DELTA ANGLE OF 06°25'37" TO A 1/2" IRON ROD (OLD) AT THE SOUTHEASTERLY CORNER OF THE PROPERTY OF RONALD JAYSON MITCHEM AND MARY NEVILLE MITCHEM (D.B. 3579, PG. 1513); THENCE DEPARTING HIGHWAY 11-W AND WITH THE EASTERLY LINE OF MITCHEM N 05°01'47" E A DISTANCE OF 115.59' TO A 1/2" IRON ROD (OLD) AND N 05°03'50" E A DISTANCE OF 65.46' TO A POINT APPROXIMATING THE SULLIVAN COUNTY AND CITY OF KINGSPORT BOUNDARY; THENCE DEPARTING MITCHEM AND WITH SAID COUNTY-CITY BOUNDARY LINE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 620.87', A RADIUS OF 5,992.60', A CHORD BEARING OF N 87°38'40" E, A CHORD LENGTH OF 620.59', A DELTA ANGLE OF 05°56'10" TO A POINT ON THE WESTERN RIGHT-OF-WAY OF OLLIS BOWERS HILL ROAD; THENCE DEPARTING SULLIVAN COUNTY WITH THE WESTERN RIGHT-OF-WAY OF OLLIS BOWERS HILL ROAD S 07°10'27" E A DISTANCE OF 118.28' TO A 1/2" IRON ROD (NEW), S 83°08'17" W A DISTANCE OF 6.71' TO A 1/2" IRON ROD (NEW) AND S 06°51'43" E A DISTANCE OF 60.48' TO THE POINT OF BEGINNING, HAVING AN AREA OF 2.61± ACRES.

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

it.

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PAUL W. MONTGOMERY  
Mayor

ATTEST:

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ANGELA MARSHALL  
Deputy City Recorder

APPROVED AS TO FORM:

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RODNEY B. ROWLETT, III  
City Attorney

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

## **Supplementary Information – 3938 E. Stone Drive Rezoning Request**

### **Principal uses permitted in the B-3, Highway-Oriented Business District are as follows:**

Ambulance services; animal hospitals; antennas; antique shops; artist studios; automobile sales and services; automobile service stations; bakeries, retail and wholesale; boat sales; brewpubs; building materials and services; business services and supplies; catering services; climate controlled indoor storage facilities; convenience stores; craft breweries; distilleries; eating and drinking establishments; equipment sales, service and rentals; financial institutions; fitness centers; food and beverage sales; funeral and internment services; hotels and motels; laboratories; maintenance and repair services; major and minor motor vehicle repair; manufactured and mobile home sales; off-premises and on-premises alcohol sales; plant nurseries; offices; open air uses; pawn shops; personal improvement services; printing and publishing; recreation vehicle sales; research and development; residential use on the 2nd floor or higher floor of a building; restaurants; retail sales; shopping centers; wineries; Clubs and lodges; cultural institutions; community centers; institutions for human care; day care centers; parking lots and structures; public facilities; meeting centers, Commercial recreation and entertainment; park and recreation facilities; public and private campgrounds; RV parks; golf courses; theaters and auditoriums, Government uses; religious assembly; schools, public, private, trade, Communication facilities; Adult oriented establishments.

### **Special exceptions uses are permitted only with the approval of the BZA and are allowed in the B-3 district as follows:**

Automobile storage; automobile impoundment yards, Lumberyards.

### **Standards of Review:**

- 1. Whether or not the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby Property?** Yes. The proposed B-3 zoning and parking use are appropriate given the surrounding commercial and highway-oriented development. The site adjoins existing commercial properties within both city and county jurisdictions, making the rezoning a logical extension of the established development pattern.
- 2. Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?** No. The proposed parking lot will serve the adjoining commercial business and is compatible with surrounding uses.
- 3. Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?** While the property has limited agricultural use under its current A-1 zoning, its location along a commercial corridor makes such use less practical. Rezoning to B-3 provides a more reasonable and economically viable use consistent with surrounding development.

4. **Whether the proposal is in conformity with the policies and intent of the land use plan?** Yes. The 2030 Future Land Use Plan designates the property for retail/commercial use. The proposed B-3 zoning aligns with this designation and supports the Plan's intent to focus commercial development along major transportation corridors.

**Proposed use:** Parking

**The Future Land Use Plan Map recommends** retail/commercial.

5. **Whether there are other existing or changed conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the proposal?** Yes. Adjacent city and county commercial zoning, along with the applicant's existing business, support the proposed rezoning and reflect the area's ongoing development pattern.



**Kingsport Regional Planning Commission**  
**Rezoning Report**

**File Number REZONE25-0267**

**3938 E. Stone Drive Rezoning**

<b>Property Information</b>			
<b>Address</b>	3938 E. Stone Drive		
<b>Tax Map, Group, Parcel</b>	Tax Map 032 Group D Portion of Parcel 112.20		
<b>Civil District</b>	10		
<b>Overlay District</b>	N/A		
<b>Land Use Designation</b>	Retail/Commercial		
<b>Acres</b>	Rezone Site 2.61 acres +/-		
<b>Existing Use</b>	Vacant	<b>Existing Zoning</b>	A-1
<b>Proposed Use</b>	Parking	<b>Proposed Zoning</b>	B-3
<b>Owner /Applicant Information</b>			
<b>Name:</b> Jayson Mitchem <b>Address:</b> 408 Fairway Estates Dr. <b>City:</b> Blountville <b>State:</b> TN <b>Zip Code:</b> 37617		<b>Intent:</b> <i>To rezone from A-1 (Agricultural District) to B-3 (Highway-Oriented Business District) to facilitate construction of a parking lot.</i>	
<b>Planning Department Recommendation</b>			
<p><b>The Kingsport Planning Division recommends sending a POSITIVE recommendation to the Kingsport Board of Mayor and Alderman for the following reasons:</b></p> <ul style="list-style-type: none"> <li><i>The proposal conforms to the Future Land Use Plan as a commercial use.</i></li> <li><i>The zoning change to B-3 is compatible with abutting city and county commercial zones along E. Stone Drive.</i></li> </ul> <p><b>Staff Field Notes and General Comments:</b></p> <ul style="list-style-type: none"> <li><i>The rezoning site is currently vacant.</i></li> <li><i>Applicant owns the neighboring commercial business and intends to use this site for parking heavy equipment.</i></li> <li><i>Water (Bloomingdale Utility) and sewer available to the rezoning site.</i></li> <li><i>The development review team is supportive of the rezoning request.</i></li> </ul>			
<b>Planner:</b>	Jessica McMurray	<b>Date:</b>	October 28, 2025
<b>Planning Commission Action</b>		<b>Meeting Date:</b>	<b>November 20, 2025</b>
<b>Approval:</b>			
<b>Denial:</b>		<b>Reason for Denial:</b>	
<b>Deferred:</b>		<b>Reason for Deferral:</b>	

PROPERTY INFORMATION

ADDRESS	A Portion of Parcel 112.20
DISTRICT	10
OVERLAY DISTRICT	N/A
EXISTING ZONING	A-1 (Agricultural District)
PROPOSED ZONING	B-3 (Highway-Oriented Business District)
ACRES	Rezone Site 2.61 acres +/-
EXISTING USE	Vacant
PROPOSED USE	Parking

PETITIONER

ADDRESS                    408 Fairway Estates Drive, Blountville, TN 37617

INTENT

*To rezone from A-1 (Agricultural District) to B-3 (Highway-Oriented Business District) to facilitate construction of a parking lot.*

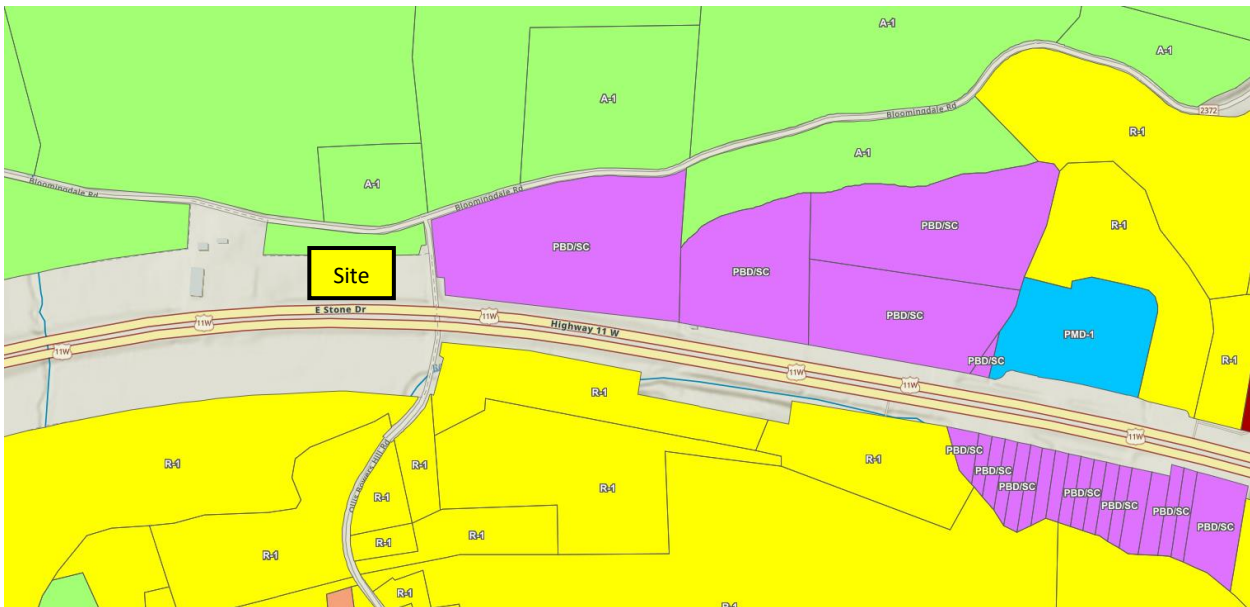
Vicinity Map



Surrounding City Zoning Map



Surrounding County Zoning Map





Future Land Use Plan 2030



Aerial





**View from Old Ollis Bowers Hill Rd Facing Site & E. Stone Dr (West)**





**View of Site Facing Bloomingdale Rd (North)**





**View from Site Facing Old Ollis Bowers Hill Rd (East)**





**View from Site Facing E. Stone Dr & Old Ollis Bowers Hill Rd Intersection (South)**





**View from Site Facing Old Ollis Bowers Hill Rd & Bloomingdale Rd Intersection (North)**



EXISTING USES LOCATION MAP



**Rezoning Report**

**Kingsport Regional Planning Commission**

**File Number REZONE25-0267**

**Existing Zoning/ Land Use Table**

<b>Location</b>	<b>Parcel / Zoning Petition</b>	<b>Zoning / Name</b>	<b>History Zoning Action Variance Action</b>
North	<b>1</b>	<u>Zone: County A-1</u> Use: single-family	
Northeast	<b>2</b>	<u>Zone: County PBD/SC</u> Use: commercial	
Southeast	<b>3</b>	<u>Zone: County R-1</u> Use: vacant	
South	<b>4</b>	<u>Zone: City A-1</u> Use: vacant	
Southwest	<b>5</b>	<u>Zone: City B-4P</u> Use: commercial	
Northwest	<b>6</b>	<u>Zone: County A-1</u> Use: vacant	



**Standards of Review**

Planning Staff shall, with respect to each zoning application, investigate and make a recommendation with respect to factors 1 through 6, below, as well as any other factors it may find relevant.

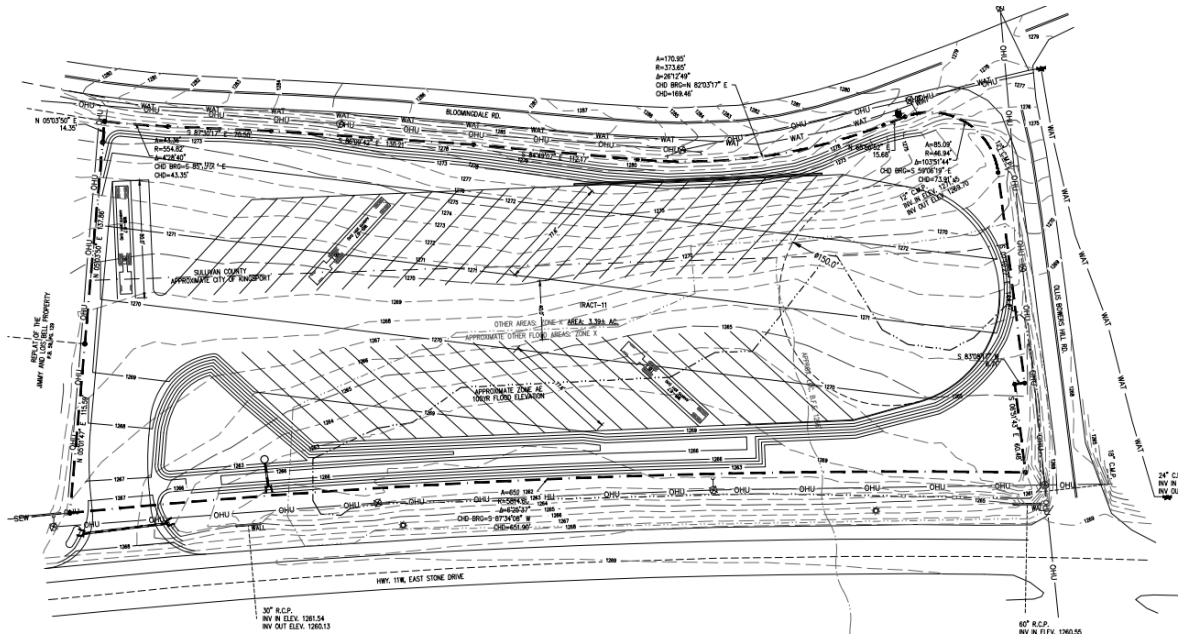
- 1. Whether or not the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby Property?** Yes. The proposed B-3 zoning and parking use are appropriate given the surrounding commercial and highway-oriented development. The site adjoins existing commercial properties within both city and county jurisdictions, making the rezoning a logical extension of the established development pattern.
- 2. Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?** No. The proposed parking lot will serve the adjoining commercial business and is compatible with surrounding uses.
- 3. Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?** While the property has limited agricultural use under its current A-1 zoning, its location along a commercial corridor makes such use less practical. Rezoning to B-3 provides a more reasonable and economically viable use consistent with surrounding development.
- 4. Whether the proposal is in conformity with the policies and intent of the land use plan?** Yes. The 2030 Future Land Use Plan designates the property for retail/commercial use. The proposed B-3 zoning aligns with this designation and supports the Plan's intent to focus commercial development along major transportation corridors.

**Proposed use:** Parking

**The Future Land Use Plan Map recommends** retail/commercial.

- 5. Whether there are other existing or changed conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the proposal?** Yes. Adjacent city and county commercial zoning, along with the applicant's existing business, support the proposed rezoning and reflect the area's ongoing development pattern.

Zoning Development Plan (A Full Size Copy Available for Meeting)



CONCLUSION

Staff recommends sending a positive recommendation to rezone from the A-1 zone to the B-3 zone based upon conformance with the future land use plan.



## AGENDA ACTION FORM

### **Consideration of a Budget Adjustment Ordinance for Various Funds in FY2026**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-316-2025

Work Session: November 17, 2025

First Reading: November 18, 2025

**Final Adoption: December 2, 2025**

Staff Work By: Morris

Presentation By: McCartt

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#### **Strategic Focus Area: 1. Efficient & Responsive Government**

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#### **Recommendation:**

Approve the Budget Ordinance

#### **Executive Summary:**

If approved, the General Fund will be reduced and the General Projects-Special Revenue Fund will be increased by transferring \$200,000 to set up a for Window Caulking at the Dental Clinic and City Hall.

The General Projects-Special Revenue Fund is being amended by transferring \$80,855 from a finished project to the FY 2026 AEP - Street & Landscape project, and by accepting \$25,000 from the Tennessee State Museum for the Semiquincentennial to create the Kingsport 250 project, and by allocating a donation from the Friends of Allandale in the amount of \$55,000 to the Allandale Improvements project.

The Urban Mass Transit Fund is being increased by accepting the FY 2026 Urban Operating Assistance (UROP) grant in the amount of \$794,375. The City's match has already been budgeted.

The Community Development Block Grant Fund is being amended by reducing the federal funds in the amount of \$25,000 for the Emergency Solutions.

The Aquatics Center Project fund is being amended by appropriating \$139,529 from the Visitor's Enhancement Fund to set up the KAC Pool Replaster project.

The General Project Fund is being increased by allocating \$1,000,000 of the \$2,900,000 Local Parks and Recreation Fund (LPRF) grant awarded in 2024 to the BMP Otter Habitat project.

#### **Attachments:**

1. Budget Ordinance
2. Ordinance Summary

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—



ORDINANCE NO.

AN ORDINANCE TO AMEND THE VARIOUS FUND BUDGETS  
FOR THE YEAR ENDING JUNE 30, 2026; 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 be amended by transferring \$200,000 from the Future Appropriations line (110-4890-901.60-01) to the To Gen Proj-Spec Rev Fund line (110-4804-481.70-35) to be used in the Facility Improvements project (NC2609) for the recaulking of windows at the Dental Clinic and City Hall.

SECTION II. That the General Projects-Special Revenue Fund be amended by accepting \$200,000 from the General Fund to the Facility Improvements project (NC2609) for the recaulking of windows at the Dental Clinic and City Hall, by transferring \$80,855 from the Street Resurfacing project (NC2503) to the AEP – Street & Landscape project (NC2600), by accepting \$25,000 from the Tennessee State Museum for the Tennessee America 250 project to the Kingsport 250 project (NC2610), and by accepting a donation in the amount of \$55,000 from the Friends of Allandale to the Allandale Improvements project (NC2217). Close NC2503.

SECTION III. That the Urban Mass Transit Fund be amended by accepting the FY 2026 Urban Operating Assistance (UROP) grant from the State of Tennessee in the amount of \$635,000, by appropriating matching funds from the General Fund in the amount of \$158,875 from the To UMTA line (110-4804-481.70-13), and by budgeting various other revenues in the amount of \$265,000 to the 5307 Operations/Capital project (FTA038).

SECTION IV. That the Community Development Block Grant Fund be amended by reducing the Community Development line (124-0000-331.10-00) by \$25,000 in the Emergency Solutions Grant project (CD2617).

SECTION V. That the Visitor's Enhancement Fund be amended by transferring \$139,529 from the Improvements line (135-1015-405.90-03) to the To Aquatic Center Fund line (135-4804-481.70-39) to be transferred to the Aquatic Center Project Fund to fund the design work for the Pool Replastering project

SECTION VI. That the General Projects Fund be amended by accepting \$1,000,000 of the \$2,900,000 Local Parks and Recreation Fund (LPRF) grant awarded in 2024 to the BMP Otter Exhibit project (GP2305).

SECTION VII. That the Aquatic Center Fund be amended by accepting \$135,529 from the Visitor's Enhancement Fund to the Visitors Enhancement Fund line (419-0000-391.69-00) and transferring the \$135,529 to the To Aquatics Project Fund line (419-6996-696.76-09).

SECTION VIII. That the Aquatic Center Project Fund be amended by accepting \$135,529 from the Aquatic Center Fund to the KAC Pool Replaster project (AQ2600).

**Fund 110: General Fund****Account Number/Description:****Expenditures:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
110-4804-481.70-35 To Gen Proj-Spec Rev Fund	6,055,911	200,000	6,255,911
110-4890-901.60-01 Future Appropriations	332,841	(200,000)	132,841
<b>Total:</b>	<b>6,388,752</b>	<b>0</b>	<b>6,388,752</b>

**Fund 111: Gen Project-Special Revenue Fund****Facilities Improvements (NC2609)****Account Number/Description:****Revenues:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-391.01-00 From General Fund	0	200,000	200,000
<b>Total:</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>

**Expenditures:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-601.90-03 Improvements	0	200,000	200,000
<b>Total:</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>

**Streets Resurfacing (NC2503)****Account Number/Description:****Revenues:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-391.01-00 From General Fund	1,818,345	(80,855)	1,737,490
<b>Total:</b>	<b>1,818,345</b>	<b>(80,855)</b>	<b>1,737,490</b>

**Expenditures:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-601.20-22 Construction Contracts	1,780,674	(92,462)	1,688,212
111-0000-601.20-23 Arch/Eng/Landscaping Serv	37,671	11,607	49,278
<b>Total:</b>	<b>1,818,345</b>	<b>(80,855)</b>	<b>1,737,490</b>

**AEP-Streets & Landscape (NC2600)****Account Number/Description:****Revenues:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-391.01-00 From General Fund	4,996,000	80,855	5,076,855
<b>Total:</b>	<b>4,996,000</b>	<b>80,855</b>	<b>5,076,855</b>

**Expenditures:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-601.20-22 Construction Contracts	4,500,000	80,855	4,580,855
111-0000-601.20-23 Arch/Eng/Landscaping Serv	496,000	0	496,000
<b>Total:</b>	<b>4,996,000</b>	<b>80,855</b>	<b>5,076,855</b>

**Kingsport 250 (NC2610)****Account Number/Description:****Revenues:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-332.69-00 Miscellaneous Other State	0	25,000	25,000
<b>Total:</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>

**Expenditures:**

	\$	\$	\$
111-0000-601.20-20 Operating Supplies & Tool	0	25,000	25,000
<b>Total:</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>

**Allandale Improvements (NC2217)****Account Number/Description:****Revenues:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
111-0000-331.95-00 American Rescue Plan Act	321,686	0	321,686
111-0000-364.30-00 From Non-Profit Groups	0	55,000	55,000
111-0000-391.01-00 From General Fund	398,480	0	398,480
111-0000-391.69-00 Visitors Enhancement Fund	50,000	0	50,000
<b>Total:</b>	<b>770,166</b>	<b>55,000</b>	<b>825,166</b>

**Expenditures:**

	\$	\$	\$
111-0000-601.20-22 Construction Contracts	677,115	49,856	726,971
111-0000-601.20-23 Arch/Eng/Landscaping Serv	84,045	5,144	89,189
111-0000-601.90-04 Equipment	9,006	0	9,006
<b>Total:</b>	<b>770,166</b>	<b>55,000</b>	<b>825,166</b>

**Fund 123: Urban Mass Transit Fund****5307 Operations/Capital (FTA038)****Account Number/Description:****Revenues:**

	<b><u>Budget</u></b>	<b><u>Incr/(Decr)</u></b>	<b><u>New Budget</u></b>
	\$	\$	\$
123-0000-331.20-00 UMTA Section 9	1,140,700	0	1,140,700
123-0000-332.90-00 Department of Transportation	1,219,149	635,500	1,854,649
123-0000-365.20-09 Bus Fares TN-90-X150	0	80,000	80,000
123-0000-365.21-00 ADA Paratransit	0	100,000	100,000
123-0000-368.15-00 Rental of Land & Building	0	85,000	85,000
123-0000-368.99-00 Miscellaneous	22,357	0	22,357
123-0000-391.01-00 From General Fund	496,639	158,875	655,514
<b>Total:</b>	<b>2,878,845</b>	<b>1,059,375</b>	<b>3,938,220</b>

**Expenditures:**

	\$	\$	\$
123-5901-602.10-10 Salaries & Wages	1,460,600	617,775	2,078,375
123-5901-602.10-11 Overtime	73,600	10,000	83,600
123-5901-602.10-20 Social Security	99,800	34,070	133,870
123-5901-602.10-30 Group Health Insurance	241,600	53,800	295,400
123-5901-602.10-41 TCRS Retirement	120,100	32,510	152,610
123-5901-602.10-42 TCRS Hybrid Retirement	4,500	10,120	14,620

123-5901-602.10-43 ICMA Retirement	49,100	5,430	54,530
123-5901-602.10-44 TCRS Stabilization %	200	3,200	3,400
123-5901-602.10-50 Life Insurance	2,400	1,410	3,810
123-5901-602.10-52 Long Term Disability Ins	2,100	960	3,060
123-5901-602.10-60 Workmen's Compensation	1,500	570	2,070
123-5901-602.10-61 Unemployment Insurance	3,000	880	3,880
123-5901-602.20-10 Advertising & Publication	1,400	1,000	2,400
123-5901-602.20-11 Printing & Binding	8,500	2,250	10,750
123-5901-602.20-20 Professional/Consultant	700	10,000	10,700
123-5901-602.20-30 Electric Service	30,000	15,000	45,000
123-5901-602.20-33 Water & Sewer	7,300	5,200	12,500
123-5901-602.20-34 Telephone	4,500	15,800	20,300
123-5901-602.20-36 Natural Gas	5,400	5,200	10,600
123-5901-602.20-40 Travel Expense	25,900	0	25,900
123-5901-602.20-41 Registration Fees/Tuition	7,100	0	7,100
123-5901-602.20-42 Personal Vehicle Reimburse	100	0	100
123-5901-602.20-43 Dues & Memberships	9,300	8,000	17,300
123-5901-602.20-44 Literature/Subscriptions	1,400	200	1,600
123-5901-602.20-45 Training	4,000	30,000	34,000
123-5901-602.20-52 Medical Services	1,100	0	1,100
123-5901-602.20-54 Equipment Rental	8,100	0	8,100
123-5901-602.20-55 Repairs & Maintenance	9,600	70,000	79,600
123-5901-602.20-56 Repairs & Maint-Vehicles	506,588	0	506,588
123-5901-602.20-57 Computer Repairs/Mainten	2,700	0	2,700
123-5901-602.20-68 Covid-19	6,900	0	6,900
123-5901-602.20-69 Stormwater Fee Expense	2,100	0	2,100
123-5901-602.20-75 Temporary Employees	12,400	0	12,400
123-5901-602.20-99 Miscellaneous	93,257	120,000	213,257
123-5901-602.30-10 Office Supplies	8,200	0	8,200
123-5901-602.30-11 Postage	700	0	700
123-5901-602.30-12 Food	4,200	0	4,200
123-5901-602.30-20 Operating Supplies & Tool	11,400	0	11,400
123-5901-602.30-22 Maintenance Supplies	26,900	400	27,300
123-5901-602.30-26 Sign Parts & Supplies	500	5,000	5,500
123-5901-602.30-29 Clothing & Uniforms	7,500	600	8,100
123-5901-602.30-68 Covid-19	3,200	0	3,200
123-5901-602.50-26 Vehicle Ins Chgd by FLM	9,400	0	9,400
<b>Total:</b>	<b>2,878,845</b>	<b>1,059,375</b>	<b>3,938,220</b>

**CDBG Project Fund: 124****Emergency Solutions Grant (CD2617)****Account Number/Description:****Revenues:**

	<b>Budget</b>	<b>Incr/(Decr)</b>	<b>New Budget</b>
	\$	\$	\$
124-0000-337.49-00 Housing & Urban Dev	151,613	(25,000)	126,613
124-0000-391.01-00 From General Fund	92,780	0	92,780
<b>Total:</b>	<b>244,393</b>	<b>(25,000)</b>	<b>219,393</b>

**Expenditures:**

	\$	\$	\$
124-0000-603.10-10 Salaries & Wages	142,150	0	142,150
124-0000-603.10-11 Overtime	20,000	0	20,000
124-0000-603.10-20 Social Security	10,875	0	10,875
124-0000-603.10-30 Group Health Insurance	17,354	0	17,354
124-0000-603.10-42 TCRS Hybrid Retirement	3,526	0	3,526
124-0000-603.10-43 ICMA Retirement	7,108	0	7,108
124-0000-603.10-44 TCRS Stabilization Rate	2,161	0	2,161
124-0000-603.10-50 Life Insurance	285	0	285
124-0000-603.10-60 Workers Compensation	2,118	0	2,118
124-0000-603.10-61 Unemployment Insurance	80	0	80
124-0000-603.20-34 Telephone	1,000	0	1,000
124-0000-603.20-40 Travel	5,000	(3,000)	2,000
124-0000-603.20-99 Miscellaneous	24,736	(20,000)	4,736
124-0000-603.30-10 Office Supplies	5,000	(2,000)	3,000
124-0000-603.40-23 Grants	3,000	0	3,000
<b>Total:</b>	<b>244,393</b>	<b>(25,000)</b>	<b>219,393</b>

**Fund 135: Visitors Enhancement Fund****Account Number/Description:****Expenditures:**

	<b>Budget</b>	<b>Incr/(Decr)</b>	<b>New Budget</b>
	\$	\$	\$
135-1015-405.90-03 Improvements	255,000	(139,529)	115,471
135-4804-481.70-39 Aquatic Center Fund	0	139,529	139,529
<b>Total:</b>	<b>255,000</b>	<b>0</b>	<b>255,000</b>

**General Project Fund: 311****BMP Otter Exhibit (GP2305)****Account Number/Description:****Revenues:**

	<b>Budget</b>	<b>Incr/(Decr)</b>	<b>New Budget</b>
	\$	\$	\$
311-0000-332.49-00 TN State Parks Grant	0	1,000,000	1,000,000
311-0000-368.10-66 Series 2019 Improvement	53,693	0	53,693
311-0000-368.10-69 GO Bond Series 2021	865,043	0	865,043
311-0000-368.21-01 Premium From Bond Sale	84,957	0	84,957
311-0000-391.01-00 From General Fund	500,000	0	500,000
311-0000-391.62-00 Bays Mtn Park Comm	381,382	0	381,382
<b>Total:</b>	<b>1,885,075</b>	<b>1,000,000</b>	<b>2,885,075</b>

**Expenditures:**

	\$	\$	\$
311-0000-601.20-23 Arch/Eng/Landscaping Serv	198,890	2,407	201,297
311-0000-601.90-03 Improvements	1,686,185	997,593	2,683,778
<b>Total:</b>	<b>1,885,075</b>	<b>1,000,000</b>	<b>2,885,075</b>

**Account Number/Description:****Aquatic Center Fund: 419****Revenues:**

	<b>Budget</b>	<b>Incr/(Decr)</b>	<b>New Budget</b>
	\$	\$	\$
419-0000-391.69-00 Visitors Enhancement Fund	0	135,529	135,529
<b>Total:</b>	<b>0</b>	<b>135,529</b>	<b>135,529</b>

**Expenditures:**

	\$	\$	\$
419-6996-696.76-09 Aquatics Project Fund	0	135,529	135,529
<b>Total:</b>	<b>0</b>	<b>135,529</b>	<b>135,529</b>

**Account Number/Description:****Aquatics Project Fund: 459****KAC Pool Replaster (AQ2600)****Revenues:**

	<b>Budget</b>	<b>Incr/(Decr)</b>	<b>New Budget</b>
	\$	\$	\$
459-0000-391.37-00 From Aquatic Center	0	135,529	135,529
<b>Total:</b>	<b>0</b>	<b>135,529</b>	<b>135,529</b>

**Expenditures:**

	\$	\$	\$
459-0000-629.20-23 Arch/Eng/Landscaping Serv	0	135,529	135,529
<b>Total:</b>	<b>0</b>	<b>135,529</b>	<b>135,529</b>

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

\_\_\_\_\_  
PAUL W. MONTGOMERY, Mayor

ATTEST:

\_\_\_\_\_  
ANGELA MARSHALL, Deputy City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
RODNEY B. ROWLETT III, City Attorney

PASSED ON 1ST READING:

PASSED ON 2ND READING:

CITY OF KINGSPORT  
FISCAL YEAR 2025-2026  
BUDGET AMENDMENT NUMBER 7

**ITEM ONE: Transfers \$200,000 for Window Caulking at the Dental Clinic and City Hall**

The Facilities Maintenance Department has identified the need to replace the caulking at the Dental Clinic and City Hall. This ordinance moves \$200,000 of reserves set aside in the General Fund for future appropriation to fund this need.

**ITEM TWO: Transfers \$80,855 from FY 2025 Street Resurfacing project to FY 2026 project**

The FY 2025 Street Resurfacing project is being closed and the remaining \$80,855 is being moved to the FY 2026 project to be used for upcoming street resurfacing.

**ITEM THREE: Accepts \$25,000 Grant from the Tennessee State Museum to the Kingsport 250 project**

Accepts a \$25,000 from the Tennessee Museum for the United States Semiquincentennial to the Kingsport \$25,000 project.

**ITEM FOUR: Accepts \$55,000 Donation from the Friends of Allandale to the Allandale Improvements project**

Accepts a \$55,000 donation from the Friends of Allandale to help cover the cost of improvements to the soffit at Allandale Mansion.

**ITEM FIVE: Accepts the FY 2026 Transit UROP grant for FY 2026 Operations**

The Urban Mass Transit division has received its FY 2026 Urban Operating Assistance (UROP) grant in the amount of \$794,375. The City's match has already been budgeted in the General Fund and this ordinance sets up the FY 2026 Operating funds and various local revenues into the current operating project.

**ITEM SIX: Reduces the CDBG Admin Project by \$25,000 to match Homeless Outreach Grant**

The matching federal funds in the amount of \$25,000 for the Emergency Solutions Grant was supposed to come from the existing federal allotment to the CDBG Fund. Since the \$25,000 was not new funding, this ordinance reduces the project by \$25,000.

**ITEM SEVEN: Allocates \$1,000,000 of \$2,900,000 the Local Parks and Recreation Fund Grant awarded in 2024 to BMP Otter Exhibit**

The General Projects Fund is being amended by allocating \$1,000,000 of the LPRF Grant for Bays Mountain Park and Brickyard Park to the Bays Mountain Park Otter Exhibit. The remaining \$1,900,000 will be allocated as soon as projects are identified for the funds.

**ITEM EIGHT: Transfers \$135,529 from the Visitors Enhancement Fund for design work at the Aquatic Center**

The Aquatic Center Project Fund is receiving \$135,529 from the Visitors Enhancement Fund for design work for pool replastering at the Kingsport Aquatic Center.





## AGENDA ACTION FORM

### **Consideration of a Resolution to Purchase Two (2) 2026 Ford Maverick AWD Utilizing TN State Contract**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-328-2025

Work Session: December 1, 2025

First Reading: N/A

Final Adoption: December 2, 2025

Staff Work By: Committee

Presentation By: R. McReynolds

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#### **Strategic Focus Area: Sustainable Infrastructure**

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#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

If approved, this resolution authorizes the purchase of Two (2) 2026 Ford Maverick AWD from Lonnie Cobb utilizing TN State Contract #88764 in the total amount of \$60,460.00 (\$30,230.00 each).

The Tennessee State Contracts are available for local government agencies to use. The estimated delivery for these units is 6 months after PO is received. This purchase is for the fleet replacement of units 2115 (2014 Dodge Journey AWD 111,346 miles) & 2048 (2012 Chevrolet Silverado 4WD 63,250 miles) for use by Street Maintenance and Wastewater Plant.

The replacement cost for unit 2115 reflects a 33% increase. The cost for unit 2048 reflects a 3% decrease from the original PO ordered in Spring 2025 and recently cancelled.

Unit 2115 will be kept as a holdover and unit 1649 a 2005 Ford E-350 Van with 202,560 will be sold on Gov Deals. Unit 2048 will be kept as a holdover and put in place of Unit 1882 which is a 2009 Ford F-150 2wd with 101,183. This unit was recently parked due to the cost of repairing transmission issues and air conditioning. If approved, Unit 1882 will be placed on the FY26-27 replacement list.

Please see the attached recommendation memo for additional information & TN State Contract.

Funding is identified in Project/Account # 51150085019010

#### **Attachments:**

1. Resolution
2. Recommendation Memo
3. Quote
4. TN State Contract

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—

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

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO 2026 FORD MAVERICKS AWD FROM LONNIE COBB UTILIZING TENNESSEE STATE CONTRACT NO.: 88764; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, staff recommends the purchase of two 2026 Ford Maverick AWD from Lonnie Cobb utilizing TN State Contract #88764, for use by Street Maintenance and the Wastewater Plant; and

WHEREAS, local governments are allowed to use state contracts to purchase goods and services directly from holders of contracts with the state, as authorized by Tenn. Code Ann. §12-3-1201; and

WHEREAS, to purchase the two 2026 Ford Maverick AWD from Lonnie Cobb utilizing TN State Contract #88764, the city will need to submit purchase orders to Lonnie Cobb in the amount of \$60,460.00 (\$30,230.00 each): and

WHEREAS, the funding is available in project/account no.: 51150085019010.

Now therefore,

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

SECTION I. That the city manager is authorized to execute a purchase order to Lonnie Cobb for the purchase of two 2026 Ford Maverick AWD in the amount of \$60,460.00.

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

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

ADOPTED this the 2nd day of December, 2025.

\_\_\_\_\_  
PAUL W. MONTGOMERY, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
RODNEY B. ROWLETT, III, CITY ATTORNEY



## FLEET MAINTENANCE DEPARTMENT

### City of Kingsport

**To:** Nikisha Eichmann, Assistant Procurement Manager  
**From:** Steve Leonard, Fleet Manager  
**Date:** November 13, 2025  
**Re:** Fleet Replacement units 2115, 2048 Purchase Recommendation

It is the recommendation of this office to purchase the Fleet Replacement for units 2115, 2048 for the total purchase price of \$60,460.00.00 (\$30,230.00 each). These units meet the expectations of the Streets/Waste Water Plant and will fulfill the requirements of their operational needs. These units will be purchased through the State Contract # 88764. A copy of the State Contract is attached. The estimated delivery is 6 months.

Item	Quantity	Description	Award to Vendor	Fuel Economy
1	2	2026 Ford Maverick AWD	Lonnie Cobb	40 City/34 Hwy

#### **These unit will be a Fleet Replacements**

The units listed below will be replaced and disposed of utilizing the current approved City process.

The State offerings were reviewed by Greg Willis and Tom Hensley and are in agreement with this recommendation.

#### **Fuel Economy Improvement**

85%

**State Contract # 88764**

#### **Replacements**

2115	2014 Dodge Journey Awd	Mileage	111,346
2048	2012 Chevrolet Silverado 4WD	Mileage	63,250

2115 will be kept as a holdover and unit 1649 a 2005 Ford E-350 Van with 202,560 will be sold on Gov Deals The replacement for 2115 will be a 33% increase

2048 replacement PO was cancelled in Spring 2025. This is a reorder for that unit. The replacement for 2048 is an 3% decrease. 2048 will be kept as a holdover and put in place of 1882. 1882, a 2009 Ford F-150 2wd with 101,183, was recently parked due to the cost of repairing transmission issues and air conditioning. 1882, if approved, will be placed on the FY 26-27 fleet replacement list.

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

Thank you.



Prepared by: STEVEN BLACKSTOCK

11/03/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2026 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 615

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Re: Vehicle Proposal 11/03/2025

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To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**STEVEN BLACKSTOCK**

SWC 209

Lonnie Cobb Ford contract # 88764



2026 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 615

Warranty

Standard Warranty

Basic Warranty

Basic warranty ..... 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty ..... 60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty ..... 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty ..... 60 months/60,000 miles

Hybrid/Electric Components Warranty

Hybrid/electric components warranty ..... 96 months/100,000 miles



Prepared by: STEVEN BLACKSTOCK

11/03/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

**2026 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)**

Price Level: 615

**As Configured Vehicle**

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
W8B	Base Vehicle Price (W8B)	\$28,145.00
101A	<b>Equipment Group 101A</b> <i>Includes:</i> - Engine: 2.5L Hybrid - Transmission: Power-Split Electric CVT - 2.91 Axle Ratio - GVWR: 5,320 lbs - Tires: P225/65R17 A/S BSW - Front Cloth Bucket Seats <i>Includes 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.</i> - Radio: AM/FM Stereo w/6 Speakers <i>Includes 2 front USB ports and 1 rear USB port.</i> - Ford Connectivity Package (1-Year Included) <i>Features may vary by make and model. Includes unlimited Wi-Fi hotspot, audio and video streaming, voice assistant and entertainment. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50G within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i> - SYNC 4 w/Enhanced Voice Recognition <i>Includes 13.2" center display, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition. A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles.</i> - SiriusXM w/360L <i>A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles. Service will automatically stop at the end of your trial subscription period unless you decide to continue service. Trial is non-transferrable. If you do not wish to enjoy your trial, you can cancel by calling the number below. All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period. Service subject to the SiriusXM customer agreement and privacy policy, visit <a href="http://siriusxm.com">siriusxm.com</a> for complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services and features are subject to device capabilities and location availability. Satellite service not available in Alaska and Hawaii. Certain features and/or content may not be available in vehicles with SiriusXM with 360L unless an active data connection is enabled in the vehicle. Content varies by SiriusXM subscription plan. All fees, content and features are subject to change. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.</i>	\$2,220.00
993	Engine: 2.5L Hybrid	Included
44E	Transmission: Power-Split Electric CVT	Included
STDAX	2.91 Axle Ratio	Included
STDGV	GVWR: 5,320 lbs	Included
STDTR	Tires: P225/65R17 A/S BSW	Included
64Z	Wheels: 17" Steel w/Sparkle Silver Painted Cover	STD
9	<b>Front Cloth Bucket Seats</b> <i>Includes 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.</i>	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability of equipment and other factors. Adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Item X11.



Prepared by: STEVEN BLACKSTOCK

11/03/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

## 2026 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 615

### As Configured Vehicle (cont'd)

Code	Description	MSRP
121WB	121" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/6 Speakers <i>Includes 2 front USB ports and 1 rear USB port.</i>  <i>Includes:</i> - Ford Connectivity Package (1-Year Included) <i>Features may vary by make and model. Includes unlimited Wi-Fi hotspot, audio and video streaming, voice assistant and entertainment. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50G within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i> - SYNC 4 w/Enhanced Voice Recognition <i>Includes 13.2" center display, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition. A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles.</i> - SiriusXM w/360L <i>A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles. Service will automatically stop at the end of your trial subscription period unless you decide to continue service. Trial is non-transferrable. If you do not wish to enjoy your trial, you can cancel by calling the number below. All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period. Service subject to the SiriusXM customer agreement and privacy policy, visit siriusxm.com for complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services and features are subject to device capabilities and location availability. Satellite service not available in Alaska and Hawaii. Certain features and/or content may not be available in vehicles with SiriusXM with 360L unless an active data connection is enabled in the vehicle. Content varies by SiriusXM subscription plan. All fees, content and features are subject to change. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.</i>	Included
153	Front License Plate Bracket <i>Standard in states where required by law, optional to all others.</i>	N/C
YZ_01	Oxford White	N/C
9W_03	Black Onyx/Dark Slate w/Front Cloth Bucket Seats	N/C
spray in bedlin	spray in bedliner	\$595.00
SUBTOTAL		\$30,960.00
Destination Charge		\$1,695.00
TOTAL		\$32,655.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability of equipment and other factors. Adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Item X11.



Prepared by: STEVEN BLACKSTOCK  
11/03/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2026 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 615

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$28,145.00
Options		\$2,220.00
Colors		\$0.00
Upfitting		\$595.00
Fleet Discount		\$0.00
Fuel Charge		\$0.00
Destination Charge		\$1,695.00
<b>Subtotal</b>		\$32,655.00
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	<b>MSRP</b>
fleet discount	fleet discount	-\$2,425.00
<b>Total</b>		<b>\$30,230.00</b>

Customer Signature

Acceptance Date





**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES  
CENTRAL PROCUREMENT OFFICE**

**Statewide Multi-Year Contract Issued to:**

Lonnie Cobb Ford LLC  
1618 Highway 45 N  
Henderson, TN 38340

**Contract Number: 0000000000000000000088764**

Title: SWC209

Start Date : October 24, 2025

End Date: June 30, 2028

Renewals: 0

Is this contract available to local government agencies in addition to State agencies?: Yes

**Authorized Users.** This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a. all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b. Tennessee local governmental agencies;
- c. members of the University of Tennessee or Tennessee Board of Regents systems;
- d. any private nonprofit institution of higher education chartered in Tennessee; and,
- e. any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

**Contract Contact Information:**

State of Tennessee  
Department of General Services, Central Procurement Office  
Contract Administrator: Michael Neely  
3rd Floor, William R Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue  
Nashville, TN 37243-1102  
Phone: 615/741-5971  
Email: michael.t.neely@tn.gov

Line Information

**Line 1**

Item ID: 1000179934  
*Police, Vehicles, Ford, Generic SWC209 Asset*  
Unit of Measure: EA  
Vendor Item/Part #: SWC209-COBB-001

**Line 2**

Item ID: 1000179936  
*Minivan and Full-size Vans, Ford (Passenger, Cargo, Cut-Away), Generic SWC209 Asset*  
Unit of Measure: EA  
Vendor Item/Part #: SWC209-COBB-003

**Line 3**

Item ID: 1000179937  
*Sport Utility Vehicles, Ford (SUVs), Generic SWC209 Asset*  
Unit of Measure: EA  
Vendor Item/Part #: SWC209-COBB-004

**Line 4**

Item ID: 1000179938  
*Light Trucks, Ford (Class 1,2,3,4,5) Pickup or Chassis Cab, Generic SWC209 Asset*  
Unit of Measure: EA  
Vendor Item/Part #: SWC209-COBB-005

**Line 5**

Item ID: 1000179941  
*Optional Equipment, Generic SWC209 Asset*  
Unit of Measure: EA  
Vendor Item/Part #: SWC209-COBB-008

APPROVED: \_\_\_\_\_

  
Digitally signed by Michael F. Perry  
DN: cn=Michael F. Perry, o=State of TN  
CPO, ou=Department of General Services,  
email=mike.perry@tn.gov, c=US  
Date: 2025.10.14 14:06:42 -05'00'  
CHIEF PROCUREMENT OFFICER

BY: \_\_\_\_\_

**Mike Neely**

\_\_\_\_\_  
PURCHASING AGENT

Digitally signed by  
Mike Neely  
Date: 2025.10.14  
13:50:34 -05'00'

\_\_\_\_\_  
DATE



## AGENDA ACTION FORM

### **Consideration of a Resolution to Extend the Agreement with Raftelis for Customer Information Software Implementation Consulting and Support**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-321-2025

Work Session: December 1, 2025

First Reading: N/A

Final Adoption: December 2, 2025

Staff Work By: Floyd Bailey

Presentation By: Floyd Bailey

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#### **Strategic Focus Area: 1. Efficient & Responsive Government**

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#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

In October 2024, the Board of Mayor and Aldermen authorized a contract (AF-276-2024) with Raftelis Financial Consultants, LLC (Raftelis) for the implementation and management support of the City's Customer Information System (CIS). The original agreement was valued at \$399,300 for an estimated 1,320 hours of services. This is a request to extend the agreement with Raftelis Financial Consultants, to increase the total hours by 584 (from 1,320 to 1,904 hours) and the total contract value by \$136,900 (from \$399,300 to \$536,200). Also, this will provide for extension of the expected Go-Live date from February 2026 to the current Go-Live date of April 2026.

Over the past year, Raftelis has provided invaluable expertise and support to the city, enabling steady progress on the CIS implementation. Key contributions include:

- Detailed project planning and coordination.
- Development of comprehensive test scripts for each implementation phase; and
- Proactive management of implementation, testing efforts, risks, and timelines to maintain momentum and meet project objectives.

These efforts have been instrumental in anticipating challenges, mitigating risks, and ensuring alignment with the City's desired timelines and goals.

Funding for this project is available and identified in GP2502.

#### **Attachments:**

1. Resolution
2. Raftelis Agreement

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—

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

A RESOLUTION APPROVING AN EXTENSION TO THE AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, LLC FOR CUSTOMER INFORMATION SOFTWARE IMPLEMENTATION MANAGEMENT SUPPORT CONTRACT AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, on May 16, 2023, the board approved an agreement with Raftelis Financial Consultant for the development of a request for proposals for a customer information system vendor and vendor evaluation (Resolution No. 2023-242); and

WHEREAS, on October 1, 2024, the board approved the customer information system (CIS) and Raftelis software implementation management support (Res. No. 2025-071); and

WHEREAS, staff recommends extending the agreement by increasing the total number of hours from 1320 to 1904, with an estimated cost of an additional \$136,900, for a total cost of \$536,200; and

WHEREAS, this extension will also extend the Go-Live date to April, 2026; and

WHEREAS, the funding for the project is available in GP2502.

Now therefore,

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

SECTION I. That the extension of the CIS Implementation Management Support Scope of Work Agreement with Raftelis Financial Services for the implementation of management support of the CIS system, is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, the extension of the Agreement for the CIS Implementation Management Support Scope of Work Agreement with Raftelis Financial Services for the implementation of management support of the CIS system, to deliver the agreement and take any and all action as may be required on the part of the city to carry out, give effect to, and consummate the transactions contemplated by the agreement and 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 2<sup>nd</sup> December, 2025.

\_\_\_\_\_  
PAUL W. MONTGOMERY, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA MARSHALL, DEPUTY CITY RECORDER

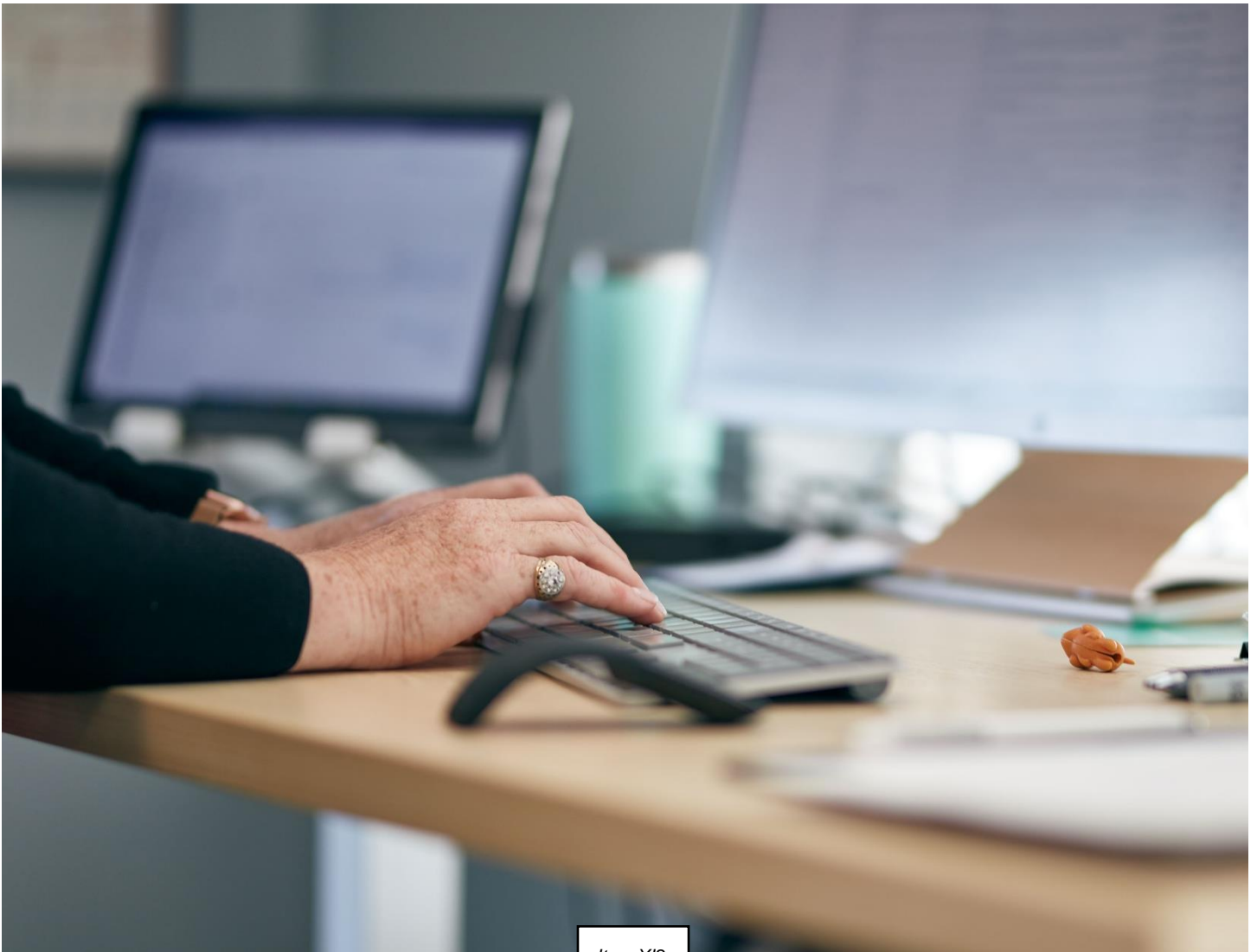
APPROVED AS TO FORM:

\_\_\_\_\_  
RODNEY B. ROWLETT, III, CITY ATTORNEY

# City of Kingsport

## Proposal for Extension of CIS Implementation Management Support

November 5, 2025





## SCOPE OF WORK

The City of Kingsport (“City”) has contracted with Raftelis to help manage a new customer information system (“CIS”) and a customer self-service (“CSS”) solution. In this scope of work (“SOW”), Raftelis proposed to provide additional project management, risk management, and ongoing consulting assistance to the City to support its successful CIS and CSS implementation.

Raftelis has supported the City from the kickoff, increasing the City’s ability to execute months worth of complex and detailed project planning tasks. We have worked with the City’s team on developing hundreds of test scripts and a methodology for data validation for each of the test phases, providing detailed management of testing efforts, issues, and making adjustments to our strategies to keep the CIS project on track. Raftelis has also provided additional conversion assistance, helping to bring the City’s legacy data into the new CIS System. We have spent many weeks on site to try and help the team to maintain momentum, anticipate and manage risk very closely, and put in risk mitigation plans to keep the project as close to our original on-time goal as possible.

This scope of work is designed to provide continuing support through our go-live process. This will involve additional project management support to the City’s implementation team during the final two testing phases, end-user training, and go-live. The proposed tasks listed are in alignment with Hansen’s Scope of Work for ease of associating Raftelis’ proposed tasks and responsibilities to the overall scope and milestones of Hansen’s work effort.

### 1. CIS Implementation Project Oversight

Raftelis will work collaboratively with the City’s Project Manager and Hansen’s team to provide several important implementation support services on behalf of the City. Raftelis’ proposed implementation support effort includes the following tasks:

- Hansen vendor management
- Advisor on industry best practices based on American Water Works Association (AWWA) standards
- Risk and decision management
- Project scheduling and planning coordination
- Project management support for the City’s implementation requirements and processes
- Project management support for the system set-up and configuration

In addition, Raftelis will assist the City’s Project Manager with project planning logistics and advise on key decisions. Raftelis will facilitate communication and project activities with the City’s Steering Committee, Core Team, and Hansen’s Project Manager in performing the following project tasks.

- Evaluate Hansen’s deliverables and recommend acceptance by the City. If the deliverable is not deemed satisfactory, recommend corrective action to Hansen’s Project Manager
- Conduct and/or attend regular Project Status Meetings with the CIS project team during which scope, schedule, cost, and progress are compared to plans
- Review project communications
- Support the City’s management of the overall project scope, identify out of scope tasks, and initiate a change control process to generate change orders when needed

- Develop, document, track, and assist in driving the resolution of project risks and issues throughout the project, including assisting in escalation, when necessary, with the City and Hansen's management team
- Review Hansen's submittals including requirements and configuration documents for quality, provide constructive feedback, and make recommendations on disposition
- Help the City coordinate and manage Hansen's activities, contract management and control, budget monitoring, invoice processing, schedule tracking, requests for information, change orders, and other tasks associated with project administration supporting the City's Project Manager
- Guide the City's project team during ongoing business process development, data mapping, interface development, and module workshops
- Review project documentation and deliverables in a timely manner and allow the City's project team reasonable time for the review of documents
- Advise the City on key project activities including design, configuration, data migration, conversion, test plan development and test execution, report development, training materials development, go-live and post-live stabilization
- Develop an Organizational Readiness Plan to provide guidance and contingency plans to better manage the continuity of operations at Go-Live

### ***Project Oversight Deliverables***

- ✓ Attendance and participation in weekly and monthly Project Status meetings
- ✓ Review and provide feedback on Hansen's deliverables throughout the project
- ✓ Monthly Project Status Report of the project's progress
- ✓ Organizational Readiness Plan

## **2. Legacy Data Conversion Management**

Raftelis will continue to work closely with Hansen to refine their delivery of an accurate and balanced legacy data conversion. We have completed several conversion runs and still have 4-5 conversions remaining at a minimum. During each of these conversions our teams compare the two sets of validation points between the legacy Naviline data and the new Hansen system. This has been and will continue to be an interactive process, with data cleansing on the part of the City and conversion scripting on the part of Hansen to attain a clean conversion before going into final test phases. As we move forward, we will also work closely with Hansen to further refine their Cutover Plan, which details the steps to be followed with each conversion. This requires several hours of workshops and meetings per week to result in balanced and accurate data within the new system.

### ***Legacy Data Conversion Management Deliverables***

- ✓ Review and provide feedback on each Data Conversion (balancing, issue resolution)
- ✓ Assist the City and Hansen in refining the cutover plan and ongoing conversion plans

## Integration Testing and UAT Testing

This CIS implementation includes building new interfaces with other City and third-party systems. Hansen, the City, and Raftelis have worked together to determine the requirements for each interface. Hansen has built the interfaces and is now in the process of rolling those out to the City for their testing on site. Raftelis is helping to manage all integration aspects so that the desired integrations are established, tested, and ready for system go-live.

### ***Integration Workshops & Development Deliverables***

- ✓ Attendance at Interface Status Workshops
- ✓ Integration Test Planning Development and Management
- ✓ Work collaboratively with Hansen, City staff, and third-party vendors to help manage and execute the integrations to the various third-party systems

## Reporting

Reporting is a critical need in any CIS implementation and Raftelis will help the City assess and develop approaches for achieving its reporting needs. Specifically, the City's reports are currently being developed by Hansen, and a test plan to test and validate those reports will need to be executed over the next two to three months.

### ***Reporting Deliverables***

- ✓ Assist in Report test planning
- ✓ Review report testing effort and manage issues and risks in a timely manner

## End User Training

Effective end-user training is critical to the overall success of the project. Often, the requisite training sessions get delayed or accelerated resulting in lower user acceptance. It is expected that all end user training will be provided by Hansen for all users. In our experience, it is much more effective to have a collaborative training effort led by the vendor and with the assistance of key core team project members who have tested the system and know the business processes. Raftelis will work with the City and Hansen so that all users get the proper training before CIS go-live.

Raftelis will work with the City to coordinate the training schedule, resources, and facilities to conduct the various CIS vendor training sessions. This will be a complex effort across multiple departments and several levels of end users. Raftelis will assist in creating and filling in a training matrix to organize and manage this effort. Raftelis will assist the City's Project Manager in monitoring the progress of the training and design appropriate corrective actions as necessary.

### ***End User Training Deliverables***

- ✓ Assist the City in planning and coordinating the agendas and schedules so that all end users receive adequate training
- ✓ Assist the City in monitoring the progress of training and design appropriate corrective actions as necessary
- ✓ Check that all users are properly trained before Go-Live by reviewing attendance sheets and test results

## Mock Go-Lives & Go-Live Cutover

Once UAT is complete, there are two Mock Go Lives, which are practice conversions in preparation of our final go-live weekend. Raftelis will participate in two mock go-lives to simulate the tasks and timeline of the actual go-live. These will be conducted over a weekend and run in a 24/7 timeframe. We will also be onsite for the go-live transition to assist the City in a smooth cut-over.

### ***Mock Go-Lives & Go-Live Cutover Deliverables***

- ✓ Manage the adherence to the Cutover Strategy during two mock go-lives
- ✓ Manage the adherence to the Cutover Strategy during go-live
- ✓ Onsite management and support of go-live
- ✓ Issue escalation and contingency plan activation

## PROJECT SCHEDULE

Raftelis' schedule of providing services to the City is dependent on Hansen's project schedule. As stated above, Raftelis will provide consulting services to the City to assist with the implementation of the Hansen CIS and CSS solution. Raftelis does not make any representations or warranties with respect to the operation or effectiveness of Hansen's software solution. Raftelis is not responsible for impacts and/or delays to Hansen's project schedule due to circumstances or actions by others outside of our control.

## PROJECT FEES

The total estimated fees to provide the above scope of services within this proposal is \$149,340 and includes all professional fees and anticipated project expenses. Raftelis' services will be billed to the City monthly on a time and materials basis up to the not-to-exceed contract limit.

The table below provides an estimate of the allocation of resources amongst the tasks outlined above. However, since there is uncertainty as to the actual level of support required within each task, Raftelis reserves the right to shift hours between tasks, phases, or projects.

It has been our pleasure working with Kingsport on the CIS implementation project, and we look forward to the opportunity to support the City further in this engagement. If the terms of this engagement are acceptable, please sign in the space below and return a copy of the letter for our files. Should you have any questions or concerns regarding the contents of this Scope of Services, please do not hesitate to contact me at 803-413-1455 or [saukamp@raftelis.com](mailto:saukamp@raftelis.com).

Kingsport, TN  
2025 Proposed Scope of Services for CIS Implementation Management Support

Tasks	Hours			Total Fees & Expenses
	SA	LA	Total	
1. Project Oversight	34	130	164	\$42,040
2. Legacy Data Conversion Management	16	44	60	\$15,500
3. Integration Testing and UAT Testing	16	80	96	\$23,960
4. Reporting	4	60	64	\$15,840
5. End User Training	8	60	68	\$17,580
6. Mock Go Live and Go Live Cutover	32	100	132	\$34,420
Total Estimated Meetings / Hours	110	474	584	
Hourly Billing Rate	\$275	\$225		
Total Professional Fees	\$30,250	\$106,650	\$136,900	
			Total Fees	\$136,900
			Total Expenses*	\$12,440
			Total Fees & Expenses	\$149,340

SA - Stacey Aukamp - Vice President  
LA - Laurie Abrams - Project Manager

We, at Raftelis, offer the terms of this Scope of Services:

Signature	Date
Title	Name of authorized agent

We accept the terms of this Scope of Services:

Signature	Date
Title	Name of authorized agent







## AGENDA ACTION FORM

### **Consideration of a Resolution Awarding the bid to GRC Civil Services, Inc. for the Cattails at MeadowView Golf Course Irrigation Pump System Replacement Re-Bid**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-323-2025

Work Session: December 1<sup>st</sup>, 2025

First Reading: N/A

Final Adoption: December 2<sup>nd</sup>, 2025

Staff Work By: Michael T. Borders

Presentation By: Michael T. Borders

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### **Strategic Focus Area: 3. Exceptional Cultural & Recreational Opportunities**

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#### **Recommendation:**

Adopt the Resolution

#### **Executive Summary:**

If approved, the City will award the base bid and Alternate #1 to GRC Civil Services, Inc. for the Irrigation Pump System Replacement for Cattails at MeadowView in the amount of \$918,888.

Cattails at MeadowView is utilizing the original irrigation pump system from 1998, which is becoming less reliable and is past its life expectancy of approximately 20 years. The system uses a pressurized tank (old technology) which makes it difficult to find contractors willing to repair the system. The system pumps water from Horse Creek to a holding pond, which is then irrigated throughout the course. The City, working with Marriott Golf, engaged Holston Engineering to develop a scope of work for the upgrades of the system.

Upgrades include demolition of the original pump building and system, replacing the system with a modular cover (prefabricated) for a new pump system, replacement of the booster and transfer pump (to service the back nine holes and alleviating the water pressure issue on holes 11,12, and 13) and related infrastructure, a new control system, and an alternate to repair the golf cart path's disturbed activities.

This project originally had bids open on July 31<sup>st</sup> with ProPump and Controls being the sole bidder with a base bid cost of \$1,020,591. The bids were rejected on August 19<sup>th</sup>. The project was rebid and opened on October 16<sup>th</sup>. The rebid saw three responses with GRC Civil Services having a base bid of \$888,888 with an Alternate #1 price of \$30,000. With Contingency (\$55,133) and Engineering (\$27,566) the Total Project cost of the project is \$1,001,588.

The irrigation system is critical to maintaining Cattails course conditions. With the decreasing reliability of the current system, lack of willing contractors to repair the system, and difficulty in finding parts, the system necessitates replacement.

The project will be funded through future bond or debt issuance. Work is not anticipated to begin until the fall of 2026. It is necessary to award the contract to ensure personnel and equipment are available to perform the work within the allotted time window. With the increase in cash owed to the General Fund from the Regional Sales Tax Fund in FY25, we anticipate a transfer from the General Fund in the future as debt payments are realized.

#### **Attachments:**

1. Resolution
2. Bid Tabulations
3. Photographs

Item XI3.

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—

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

A RESOLUTION AWARDDING THE BID FOR THE CATTAILS AT MEADOWVIEW GOLF COURSE IRRIGATION PUMP SYSTEM REPLACEMENT PROJECT TO GRC SERVICES, INC. AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, bids were opened October 16, 2025, for the Irrigation Pump System Replacement Project for Cattails at MeadowView; and

WHEREAS, upon review of the bids, the board finds GRC Civil Services, Inc. is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to enter into a contract with GRC Civil Services, Inc. in the amount of \$918,888.00 for the base bid and alternate #1, which consists of demolition of the original pump building and system, installation of a new pump system including booster and transfer pumps, as well as repair the golf cart path' disturbed during construction; and

WHEREAS, funding is identified in various accounts.

Now therefore,

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

SECTION I. That the base bid and alternate #1 for the Irrigation Pump System Replacement Project for Cattails at MeadowView, in the amount of \$918,888.00, is awarded to GRC Civil Services, Inc., and the mayor is authorized to execute an agreement for same and all documents necessary and proper to effectuate the purpose of the agreement.

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

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

ADOPTED this the 2nd day of December, 2025.

\_\_\_\_\_  
PAUL W. MONTGOMERY, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
RODNEY B. ROWLETT, III, CITY ATTORNEY

BID OPENING MINUTES

October 16, 2025

4:00 P.M.

Nilikisha Eichmann, Assistant Procurement Manager; Olivia Nickens, Procurement Specialist; Derwin Cartmel, Holston Engineering

The Bid Opening was held in the Conference Room 436, 4th Floor, City Hall.

The Procurement Manager opened with the following bids:

Cattails at Meadowview Golf Course Irrigation Pump System Replacement Re-Bid			
Vendor:	Base Bid:	Alternate 1:	Comments:
Comfort Systems USA Shoffner Inc.	\$1,075,000.00	\$20,000.00	Mark up on completion year.
GRC Civil Services Inc.	\$888,888.00	\$30,000.00	
ProPump and Controls	\$1,018,497.00	\$47,907.00	Completion Date April 30, 2026

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



**HOLSTON ENGINEERING, INC.**

301 Montgomery Street, Suite #4  
Johnson City, TN 37604  
(423) 926-5991 Voice; (423) 926-9119 Fax  
e-mail: holsteng@usit.net  
November 6, 2025

Procurement Manager  
City of Kingsport  
415 Broad Street  
Kingsport, TN 37660

Re: Cattails at Meadowview Golf Course Irrigation Pump System Replacement  
– Bid Award Recommendation

To Whom it may concern:

As per the Bid Tabulation for the above referenced project, the apparent low bidder is GRC Civil Services Inc. with a bid of \$888,888.00 (eight hundred eighty eight thousand eight hundred and eighty eight dollars) for the base bid. No alternates will be added to the scope. It is our recommendation that the City of Kingsport award the bid contract to GRC Civil Services Inc. as they are qualified to perform the work requested and have submitted no substitutions for equipment or methods during the bid process.

If you have any questions, please feel free to contact me.

Sincerely,  
HOLSTON ENGINEERING, INC.

Derwin Cartmel, PE  
President  
Holston Engineering, Inc.



**AF-323-2025 Photographs**



Booster Pump Exterior



Booster Pump Interior



Pump House Exterior



Pump System



Pump System



Pump House & Water Retention Pond





## AGENDA ACTION FORM

### **Consideration of Resolution Amending the Contract with the Tennessee Department of Transportation (TDOT) for the Brickyard Park Bicycle-Pedestrian Bridge Project**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-329-2025

Work Session: December 1, 2025

First Reading: NA

Final Adoption: December 2, 2025

Staff Work By: M. Thompson / S. Catron

Presentation By: Ryan McReynolds

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#### **Strategic Focus Area: 2. Sustainable Infrastructure**

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#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

If approved the contract with TDOT for the Brickyard Park Bicycle-Pedestrian Bridge Project will be amended to extend the completion date to January 31, 2028.

The requested time extension is needed to continue the design and right-of-way phases of the project. There have been delays associated with historical property during the NEPA phase; for project coordination with CSX; and the delay of proceeding from an approved NEPA document to the consultant's notice to proceed was significant. The expected timeline for construction of this project is 2027.

Agreement Number: 200308; Federal Project Number: STP-M-9108(52); State Project Number: 82LPLM-F3-100; Project Identification Number: 131049.00.

#### **Attachments:**

1. Resolution
2. Amendment

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—

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

A RESOLUTION APPROVING AMENDMENT 1 TO THE AGREEMENT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE BRICKYARD PARK BICYCLE PEDESTRIAN BRIDGE PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, on December 15, 2020, the board approved Resolution No.: 2021-107 authorizing the mayor to sign an agreement with the Tennessee Department of Transportation for the Brickyard Park Bicycle-Pedestrian Bridge Project; and

WHEREAS, the agreement has a completion date of December 31, 2025; and

WHEREAS, since that time, a time extension is needed to continue the design and right-of-way phases of the project; and

WHEREAS, the expected timeline for the construction of this project is now January 31, 2028.

Now therefore,

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

SECTION I. That Amendment 1 to the agreement with the Tennessee Department of Transportation for the Brickyard Park Bicycle-Pedestrian Bridge Project is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an Amendment 1 to the agreement with the Tennessee Department of Transportation for the Brickyard Park Bicycle-Pedestrian Bridge Project, to deliver the agreement and take any and all action as may be required on the part of the city to carry out, give effect to, and consummate the transactions contemplated by the agreement and this resolution, said amendment being generally as follows:

Amendment Number:	1
Agreement Number:	200308
Project Identification Number:	131049.00
Federal Project Number:	STP-M-9108(52)
State Project Number:	82LPLM-F3-100

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

Brickyard Park Bicycle-Pedestrian Bridge

1. The language of Agreement # 200308 dated February 9, 2021, termini is deleted in its entirety and replaced with the following:

Brickyard Park Bicycle-Pedestrian Bridge, Cherokee Street at CSX Railroad

2. Exhibit A for Agreement # 200308 dated February 9, 2021, is hereby deleted in its entirety and replaced with the attached Exhibit A for Amendment 1.

3. The language of Agreement # 200308 dated February 9, 2021 Section B.2a is hereby deleted in its entirety.

4. The following is added as B.2a.

a) The Agency shall complete the herein assigned phases of the Project on or before **January 31, 2028**. The Department shall have no obligation to reimburse the Agency for expenditures after the aforesaid completion date. An extension of the aforesaid completion date of this Agreement may on be effected by a written amendment to the Agreement, which has been executed and approved by the appropriate parties as indicated on the signature page of this Agreement. Otherwise, without an extension of the aforesaid completion date of this Agreement, the Department shall have no obligation to reimburse the Agency for expenditures after the aforesaid completion date.

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

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

[Acknowledgements Deleted for Inclusion in this Resolution]

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

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

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

ADOPTED this the 2<sup>nd</sup> day of December, 2025.

\_\_\_\_\_  
PAUL W. MONTGOMERY, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
RODNEY B. ROWLETT, III, CITY ATTORNEY

**Amendment Number:** 1  
**Agreement Number:** 200308  
**Project Identification Number:** 131049.00  
**Federal Project Number:** STP-M-9108(52)  
**State Project Number:** 82LPLM-F3-100

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

**Brickyard Park Bicycle-Pedestrian Bridge**

1. The language of Agreement # 200308 dated February 9, 2021, termini is deleted in its entirety and replaced with the following:

Brickyard Park Bicycle-Pedestrian Bridge, Cherokee Street at CSX Railroad

2. Exhibit A for Agreement # 200308 dated February 9, 2021, is hereby deleted in its entirety and replaced with the attached Exhibit A for Amendment 1.
3. The language of Agreement # 200308 dated February 9, 2021 Section B.2a is hereby deleted in its entirety.
4. The following is added as B.2a.

a) The Agency shall complete the herein assigned phases of the Project on or before **January 31, 2028**. The Department shall have no obligation to reimburse the Agency for expenditures after the aforesaid completion date. An extension of the aforesaid completion date of this Agreement may on be effected by a written amendment to the Agreement, which has been executed and approved by the appropriate parties as indicated on the signature page of this Agreement. Otherwise, without an extension of the aforesaid completion date of this Agreement, the Department shall have no obligation to reimburse the Agency for expenditures after the aforesaid completion date.

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

**STATE OF TENNESSEE**  
**DEPARTMENT OF TRANSPORTATION**

**Will Reid**  
**Commissioner**

---

**Date**

**APPROVED AS TO  
FORM AND LEGALITY**

**Leslie South**  
**General Counsel**

Date \_\_\_\_\_

By:

**Steve Allen**  
**Director, Local Programs**  
**& Community Investments**  
**Division**

Date \_\_\_\_\_

**Angie Marshall**  
**Deputy City Recorder**

Date \_\_\_\_\_

## EXHIBIT "A" for AMENDMENT 1

Agreement #: 200308

Project Identification #: 131049.00

Federal Project #: STP-M-9108(52)

State Project #: 82LPLM-F3-100

**Project Description:** Brickyard Park Bicycle-Pedestrian Bridge, Cherokee Street at CSX Railroad. This project will construct a pedestrian bridge over the CSX Railroad at Centennial Park connecting downtown Kingsport to the Brickyard Park development. Railroad tracks separate downtown Kingsport from the Brickyard Park area and Riverview neighborhood. The new pedestrian bridge will provide a much safer route of travel between downtown Kingsport and the Brickyard Park and Riverview neighborhood by eliminating the current at-grade crossing.

**Change in Cost:** Cost hereunder is controlled by the figures shown in the TIP and any amendments, adjustments or changes thereto.

Type of Work: Bicyclesand Pedestrian Facility

Phase	Funding Source	Fed %	State %	Local %	Estimated Cost
PE-NEPA	STBG-L	80	0	20	\$82,121.00
PE-DESIGN	STBG-L	80	0	20	\$415,000.00
RIGHT-OF-WAY	STBG-L	80	0	20	\$125,000.00
CONSTRUCTION	TAP-S	75	0	25	\$3,115,000.00
CEI	TAP-S	75	0	25	\$350,000.00
TDOT ES	TAP-S	75	0	25	\$35,000.00

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

**Legislative Authority:** STBG: 23 U.S.C.A., Section 133, Surface Transportation Block Grant Program funds allocated or subject to allocation to the Agency; TAP: FAST Act § 1109; 23 U.S.C. 133(h)

**TDOT Engineering Services (TDOT ES):** In order to comply with all federal and state laws, rules, and regulations, the TDOT Engineering Services line item in Exhibit A is placed there to ensure that TDOT's expenses associated with the project during construction are covered.

For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.



## AGENDA ACTION FORM

### **Consideration of a Resolution to Renew Voya Stop Loss Contract for 2026**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-245-2025

Work Session: December 1, 2025

First Reading: N/A

Final Adoption: December 2, 2025

Staff Work By: Michael Wessely

Presentation By: Tyra Copas

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#### **Strategic Focus Area: 1. Efficient & Responsive Government**

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#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

If approved, the Insurance Fund would receive reimbursement for individual medical and prescription claims exceeding \$200,000.

The City of Kingsport currently uses **Voya** as its **Stop Loss provider**, which reimburses the City for combined medical and prescription claims exceeding \$200,000. In calendar **year 2024, the City received \$1.385M in claims reimbursements**, and annualizing current claims we are projected to **receive around \$1.2M in calendar year 2025.**

Mark III Benefits, the City's benefits broker, solicited quotes from 17 Stop Loss providers. Fourteen declined, citing either an inability to offer competitive rates or concerns related to our ongoing large claims. Of the four vendors that did submit proposals, a total of seven plan options were provided. Although six of the seven options included a lower premium increase, each required trade-offs—such as higher deductibles or lasers on high-cost claimants—that would ultimately increase the City's overall spend.

After a thorough review of all proposals, Benefits Administration recommends **renewing with Voya. Although the renewal represents a 48.56% premium increase** (from \$945,164 to \$1,404,113 annually – a \$458,948 difference), it is still the lowest overall cost option and provides the strongest protection against high-dollar claims. Stop Loss premiums are paid out of the Insurance Fund, and the 2026 employee and retiree premium increases will help absorb this increase. Despite the rate increase for Stop Loss, remaining self-funded continues to offer the City greater flexibility and cost control than a fully insured model.

#### **Attachments:**

Resolution  
Renewal Rate Proposals  
Renewal Marketing Results

	<u>Y</u>	<u>N</u>	<u>O</u>
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—



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

A RESOLUTION AUTHORIZING THE RENEWAL OF A POLICY FOR STOP LOSS INSURANCE COVERAGE WITH VOYA RELIASTAR LIFE INSURANCE COMPANY AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

WHEREAS, in 2020, the city entered into an agreement for stop loss excess risk insurance for its self-funded health insurance plan with Voya's ReliaStar Life Insurance Company (Res. No. 2021-098); and

WHEREAS, the policy covered the period from January 1, 2021 through December 31, 2021 with an option to renew; and

WHEREAS, the city's benefits broker, Mark III, obtained seven options from four Stop Loss Providers, including Voya ReliaStar Life Insurance Company, for renewal of the city's stop loss excess risk insurance, and based upon current data, claims, and the options provided the board finds it is in the best interest and advantage to the city to retain stop loss excess risk insurance with Voya's ReliaStar Life Insurance Company with the individual deductible amount of \$200,000.00.

Now therefore,

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

SECTION I. That the board approves and authorizes the renewal of the city's stop loss excess risk insurance with Voya's ReliaStar Life Insurance Company with an individual deductible in the amount of \$200,000.00.

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, all documents necessary and proper for the renewal of the stop loss insurance coverage for the city's self-funded health insurance plan effective January 1, 2026, through December 31, 2026 with the individual deductible of \$200,000.00, to deliver the necessary documents and take any and all action as may be required on the part of the city to carry out, give effect to, and consummate the transactions contemplated by the agreement and this resolution.

SECTION III. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the 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 December, 2025.

\_\_\_\_\_  
PAUL W. MONTGOMERY, Mayor

ATTEST:

ANGELA MARSHALL, Deputy City Recorder

APPROVED AS TO FORM:

RODNEY B. ROWLETT, III, City Attorney

City of Kingsport									
Stop Loss Renewal 2026									
Coverage	Average Number of Members	Current Voya \$200,000/125% Agg/Spec \$175,000	Renewal Voya \$200,000/125% Agg/Spec \$260,000	Voya \$225,000/125% Agg/Spec \$260,000	Voya \$250,000/125% Agg/Spec \$260,000	Blue Re \$200,000/125% Agg/Spec \$175,000	Blue Re \$225,000/125% Agg/Spec \$175,000	Blue Re \$250,000/125% Agg/Spec \$175,000	Sun Life \$200,000/125% Agg/Spec \$175,000
Specific Stop Loss Rate	726	\$104.68	\$157.02	\$147.87	\$140.36	\$94.68	\$84.09	\$75.69	\$130.57
Aggregate Stop Loss		\$3.81	\$4.15	\$4.47	\$4.79	\$4.86	\$4.86	\$4.86	\$3.19
Gene Therapy									
Total Monthly Premium		\$78,763.74	\$117,009.42	\$110,598.84	\$105,378.90	\$72,266.04	\$64,577.70	\$58,479.30	\$97,109.76
Total Annual Premium		\$945,164.88	\$1,404,113.04	\$1,327,186.08	\$1,264,546.80	\$867,192.48	\$774,932.40	\$701,751.60	\$1,165,317.12
Difference			\$458,948.16	\$382,021.20	\$319,381.92	-\$77,972.40	-\$170,232.48	-\$243,413.28	\$220,152.24
Percent Chagne			48.56%	40.42%	33.79%	-8.25%	-18.01%	-25.75%	23.29%
ASL Attachment Rate		\$1,481.66	\$1,523.29	\$1,523.29	\$1,530.99	\$1,545.23	\$1,554.28	\$1,554.28	\$1,571.59
ASL Attachment Point		\$12,908,221.92	\$13,270,902.48	\$13,270,902.48	\$13,337,984.88	\$13,462,043.76	\$13,540,887.36	\$13,540,887.36	\$13,691,692.08
*Includes Gene Therapy		Lasers	Lasers	Lasers	Lasers	Lasers	Lasers	Lasers	Lasers
		None	None	None	None	Person 1 - \$715k	Person 1 - \$715k	Person 1 - \$715k	Person 1 - \$600k
						Person 2 - \$740k	Person 2 - \$740k	Person 2 - \$740k	Person 2 - \$500k
		50% Rate Cap	50% Rate Cap	50% Rate Cap	50% Rate Cap	Person 3 - \$695k	Person 3 - \$695k	Person 3 - \$695k	Peson 3 - \$350k
						\$2,150,000	\$2,150,000	\$2,150,000	\$1,450,000

Stealth Partner Group  
18700 North Hayden Road  
Suite 405  
Scottsdale, AZ 85255



An Amwins Company

Jason Williams  
Phone: 480.397.5809  
Email: jason.r.williams@amwins.com

Prepared For: City of Kingsport  
Effective Date: 1/1/2026

Approached: 17  
Quoted: 4  
Declined: 13  
Pending: 0

#### STEALTH MARKETING SUMMARY

Carrier	Rating	Response	Comments
Berkley	A+	Quoted	
Berkshire Hathaway	A++	Declined	Ongoing Large Claims
Crum & Forster	A	Declined	Uncompetitive Rates
Evo Risk	A+	Quoted	
HCC	A++	Declined	Uncompetitive Rates
IISI	A+	Declined	Uncompetitive Rates
IOA Re	A+	Declined	Uncompetitive Rates - poor loss history
ISU	A+	Declined	Uncompetitive Rates
Optum	A+	Declined	Uncompetitive Rates
PACE	A+	Declined	Ongoing Large Claims
PartnerRe	A+	Declined	Ongoing Large Claims
QBE	A	Declined	Ongoing Large Claims
SL Management Partners, LLC	A+	Declined	Uncompetitive Rates
Sun Life	A+	Quoted	
Symetra	A	Declined	Uncompetitive Rates
Voya	A	Quoted	
Wellpoint	A	Declined	Uncompetitive Rates