



Agenda Amended  
5/20/25 1:30p.m.

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

**Tuesday, May 20, 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  
Dale Phipps, 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**

### **IV. ROLL CALL**

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

1. Keep Kingsport Beautiful Beautification Awards (Sharon Hayes)
- [2.](#) Amyotrophic Lateral Sclerosis (ALS) Awareness Month (Mayor Montgomery)
- [3.](#) National Public Works Week (Alderman George)

## 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

1. Consideration of Appointment to the Neighborhood Advisory Commission (AF-143-2025) (Mayor Montgomery)

## VIII. APPROVAL OF MINUTES

1. May 5, 2025 - Work Session
2. May 6, 2025 - Business Meeting
3. May 12, 2025 - Budget Work Session
4. May 15, 2025 - Budget Work Session

## 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.

- 5/19/25 1. ~~Conduct a Public Hearing and Consideration of an Ordinance to Amend Zoning of Tax Map 062, Parcels 03.00 and 03.50 Located along Cooks Valley Road from the R-1B, Residential District to PD, Planned Development District (AF-140-2025) (Jessica McMurray)~~
- Item Pulled by Owner
2. Consideration of an Ordinance to Amend the FY 2025 General Purpose School Fund and General Projects Fund Budgets (AF-129-2025) (David Frye)
  3. Consideration of an Ordinance to Amend the FY 2025 School Nutrition Services Fund Budget (AF130-2025) (David Frye)
  4. Consideration of an Ordinance to Amend the FY 2025 School Federal Projects Fund Budget (AF-131-2025) (David Frye)

5. Consideration of an Ordinance to Amend the FY 2025 School Special Projects Fund Budget (AF-132-2025) (David Frye)

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

## **XI. OTHER BUSINESS**

1. Consideration of a Resolution to Amend the TDOT Agreement for the West End Greenbelt Extension (AF-141-2025) (Ryan McReynolds)
2. Consideration of a Resolution Awarding an Agreement for Architectural and Engineering Services for the Washington Elementary School HVAC Replacement to Holston Engineering (AF-119-2025) (David Frye)
3. Consideration of a Resolution Authorizing the Purchase of Textbooks and Other Curriculum Materials by Kingsport City Schools and Authorizing the City Manager to Execute Purchase Orders for the Same (AF-135-2025) (David Frye)
4. Consideration of a Resolution Authorizing a Blanket Order for Copy Paper from Tennessee State Contract (AF-136-2025) (Chris McCartt)
5. Consideration of a Resolution Renewing the Award of the Bid for Unleaded Gasoline & Ultra-Low Sulfur Diesel (AF-137-2025) (Ryan McReynolds)
6. Consideration of a Resolution Renewing the Award of the Bid for Propane & Propane Conversion Kits (AF-138-2025) (Ryan McReynolds)
7. Consideration of a Resolution Awarding the Bids for Equipment & Light/Medium/Heavy Duty Automotive Repair Services (AF-139-2025) (Ryan McReynolds)
8. Consideration of a Resolution to Purchase One (1) 2025 F-550 4WD w/Dur-A-Lift Bucket Truck from TN State Contract # 84711 (AF-146-2025) (Ryan McReynolds)
9. Consideration of a Resolution to Authorize the Mayor to Execute Documents to Apply for and Receive a Clean Water Revolving Loan from the State of Tennessee for the Reedy Creek Trunkline Sanitary Sewer Improvement Project – Lovedale to Clinchfield (AF-145-2025) (Ryan McReynolds)
10. Consideration of a Resolution to Purchase Golf Equipment for Cattails from STI (AF-100-2025) (Michael T. Borders)

[11.](#) Consideration of a Resolution to Initiate a Recipient-to-Recipient Transfer of Former KATS Facilities (AF148-2025) (Chris McCartt)

[12.](#) Consideration of a Resolution Adopting the 2025 Strategic Plan (AF-144-2025) (Chris McCartt)

[13.](#) Consideration of a Resolution Accepting a Donation from the Friends of Allandale for Balustrade Replacement at Allandale Mansion (AF-147-2025) (Michael T. Borders)

## **XII. CONSENT AGENDA**

## **XIII. COMMUNICATIONS**

1. City Manager
2. Mayor and Board Members

## **XIV. ADJOURN**



# City of Kingsport

## Proclamation

**Whereas**, Amyotrophic Lateral Sclerosis, or ALS, is a progressive fatal neurodegenerative disease in which a person's brain loses connection with their muscles, slowly reducing a person's ability to walk, talk, eat, and eventually breathe; and,

**Whereas**, thousands of new ALS cases are reported every year, and estimates show that every 90 minutes, someone is diagnosed with ALS and someone passes away from ALS; and,

**Whereas**, on average, patients diagnosed with ALS survive only two to five years from the time of diagnosis; and,

**Whereas**, the exact causes of ALS are unknown and there is no known cure for ALS; and,

**Whereas**, people who have served in the military are more likely to develop ALS and die from the disease than those with no history of military service; and,

**Whereas**, securing access to new therapies, durable medical equipment, and communication technologies is of vital importance to people living with ALS; and,

**Whereas**, ALS Awareness Month provides an opportunity to increase public awareness of the dire circumstances of people living with ALS, acknowledge the terrible impact this disease has on those individuals and their families, and support research to eradicate this disease.

**Now, therefore**, I, Paul W. Montgomery, Mayor of the City of Kingsport, and on behalf of the Board of Mayor and Aldermen of the City of Kingsport, do hereby proclaim May 2025 as

## ALS Awareness Month

in the City of Kingsport and encourage the Kingsport community to join in supporting ALS research, advocating for increased funding, and standing in solidarity with those affected by this relentless disease.

**In Witness Whereof**, I have hereunto set my hand and caused the Seal of the City of Kingsport, Tennessee, to be affixed this 20<sup>th</sup> day of May, in the year of our Lord two thousand twenty-five.

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Paul W. Montgomery, Mayor

# City of Kingsport

## Proclamation

**Whereas**, public works infrastructure, facilities and services are of vital importance to the health, safety, economy and overall well-being of our community; and,

**Whereas**, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, and administrators, representing all levels of government, who are responsible for and must plan, design, construct, operate and maintain the public works facilities essential to serve our citizens; and,

**Whereas**, the efficiency of the qualified and dedicated personnel who staff public works functions is materially influenced by the people's attitude and understanding of the importance of the work they perform; and,

**Whereas**, it is in the public interest for the citizens, civic leaders and children in Kingsport to learn and understand the importance of vital public works programs such as drinking water, sanitary and storm sewers, streets and highways, public buildings, and solid waste collection and disposal; and,

**Whereas**, the year 2025 marks the 65<sup>th</sup> annual National Public Works week sponsored by the American Public Works Association.

**Now, Therefore**, I, Paul W. Montgomery, Mayor of the City of Kingsport, and on behalf of the Board of Mayor and Aldermen of the City of Kingsport, do hereby proclaim May 18<sup>th</sup> through 24<sup>th</sup> as

## Public Works Week

in the City of Kingsport, Tennessee, and I call upon all citizens and civic leaders in this community to gain knowledge of, and maintain a progressive interest in, the public works needs and programs vital to our everyday lives; and to recognize the daily contributions which public works officials make to ensure our health, safety, comfort, and quality of life.

**In Witness Whereof**, I have hereunto set my hand and caused the Seal of the City of Kingsport, Tennessee, to be affixed this 20<sup>th</sup> day of May in the year of our Lord two thousand twenty five.

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Paul W. Montgomery, Mayor



## AGENDA ACTION FORM

### **Consideration of Appointment to the Neighborhood Advisory Commission**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-143-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Adrienne Batara

Presentation By: Mayor Montgomery

**Recommendation:** Approve the appointment.

#### **Executive Summary:**

It is recommended to appoint Theresa Ann Fanning to the Neighborhood Advisory Commission fulfilling an unexpired term.

If approved by the Board of Mayor and Aldermen, the recommended table reflects term dates. The commission is comprised of 12 members, all residents of the City of Kingsport. Terms are three years, with members serving no more than two consecutive terms.

Current Commission:			
Member	Term Expires	No. of Terms	Eligibility
Anitra Little	4/30/27	2	KPT Resident
Alanna Leonberg	4/30/27	2	KPT Resident
Laurie Christopher	4/30/26	1	KPT Resident
Morgan Hogate	4/30/26	Fulfilling unexpired term	KPT Resident
Amy Provance	4/30/26	1	KPT Resident
Ryan Shipley	4/30/26	1	KPT Resident
Brad Ollis	4/30/27	1	KPT Resident
Eddie Grills	4/30/27	1	KPT Resident
Christie Gott	4/30/25	1	KPT Resident
Tiffany Hickman	4/30/25	1	KPT Resident
Theresa Ann Fanning	4/30/25	1	KPT Resident
Josh Coffey	4/30/25	Fulfilling unexpired term	KPT Resident

Recommended Commission:			
Member	Term Expires	No. of Terms	Eligibility
Anitra Little	4/30/27	2	KPT Resident
Alanna Leonberg	4/30/27	2	KPT Resident
Laurie Christopher	4/30/26	1	KPT Resident
Morgan Hogate	4/30/26	Fulfilling unexpired term	KPT Resident
Amy Provance	4/30/26	1	KPT Resident
Theresa Ann Fanning	4/30/26	Fulfilling unexpired term	KPT Resident
Brad Ollis	4/30/27	1	KPT Resident
Eddie Grills	4/30/27	1	KPT Resident
Caitlin Barton	4/30/28	1	KPT Resident
Kathy Dockery	4/30/28	1	KPT Resident
Thaddeus Noto	4/30/28	1	KPT Resident
Heather Halsey	4/30/28	1	KPT Resident

#### **Attachments:**

1. Theresa Ann Fanning - Bio

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

**Theresa Ann Fanning**

**Kingsport, TN 37664**

**Cell Phone:** [REDACTED]

**Email address:** [REDACTED]

My name is Theresa Fanning, and I currently work at Dobyys Bennett High School as a special education instructional assistant. For the last 17 years, Kingsport, TN has been home. I am proud to call "The Model City" home. I have two children, Abigail, and Michael.

I am a graduate of King University, Bristol, TN where I earned a Master's in Business Administration with a minor in Finance and a graduate of Wheeling Jesuit University, Wheeling, WV earning a Bachelor's Degree in Human Resource Management.

Volunteer opportunities provide a way to give back to our community. I have an extensive volunteer history with the Kingsport City Schools, social groups, and several local area churches.

In my free time, I cherish spending time with my family and friends, traveling, and loving life. One of our favorite family activities is enjoying daily walks on the Kingsport Greenbelt.



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

**Monday, May 05, 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. Sullivan County Property Appraisal - Donna Whitaker**

Ms. Whitaker was unable to attend and will attempt to reschedule.

**2. Kingsport City Schools Capital and MOE - Dr. Hampton**

Dr. Hampton presented this item, highlighting many current academic achievements and opportunities for the school system. He also listed the projects completed over the past three years at several facilities as well as upcoming potential projects. Dr. Hampton discussed salary rankings for educators and mentioned the county tax decision in 2023 cost the schools 3.8 million dollars and severely impacted the schools budget and their ability to pay teachers. He provided a trend for the budget over the previous ten years. There was some discussion throughout the presentation as Dr. Hampton answered questions from the board.

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

City staff gave a summary for each item on the May 6, 2025 proposed agenda. No items were discussed at greater length or received specific questions or concerns.

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

**Monday, May 5, 2025, at 4:30 PM**

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

**V. ITEMS OF INTEREST**

- 1. Sales Tax Report**
- 2. Projects Status Report**

**VI. ADJOURN**

Seeing no other business for consideration, Mayor Montgomery adjourned the meeting at 5:29 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, May 06, 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

### **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**

**III. INVOCATION** led by Rev. Jack Edwards, United Methodist Churches (Retired).

**IV. ROLL CALL** by City Recorder Travis Bishop. Absent: Alderman Phillips.

**V. RECOGNITIONS AND PRESENTATIONS**

- 1. Employee Dependent Scholarship Recipients** (Tyra Copas)
- 2. National Small Business Week** (Vice Mayor Duncan)
- 3. National Drinking Water Week** (Alderman Mayes)
- 4. Building Safety Month** (Mayor Montgomery)

**VI. COMMENT**

Mayor Montgomery invited citizens in attendance to speak. There being no one coming forward, the mayor closed the public comment section.

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

**Tuesday, May 6, 2025 at 7:00 PM**

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

**VII. APPOINTMENTS** None.

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

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

Passed: All present voting "aye."

- 1. April 14, 2025 - Work Session**
- 2. April 15, 2025 - Business Meeting**

**IX. BUSINESS MATTERS REQUIRING FIRST READING AND/ OR PUBLIC HEARINGS** None.

**X. BUSINESS MATTERS REQUIRING FINAL ADOPTION**

- 1. Consideration of a Budget Ordinance for Various Funds FY25 (AF-95-2025) (Chris McCartt)**

Motion made by Alderman George, Seconded by Alderman Cooper.

**ORDINANCE NO. 7202** AN ORDINANCE TO AMEND VARIOUS FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2025; 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, Mayor Montgomery

**XI. OTHER BUSINESS**

- 1. Consideration of a Resolution to Rename the Private Street "Jonathan Way" to "Black Olive Drive (AF-115-2025) (Jessica Harmon)**

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

**RESOLUTION NO. 2025-214** A RESOLUTION APPROVING THE RENAMING OF THE PRIVATE STREET KNOWN AS JONATHAN WAY TO BLACK OLIVE DRIVE

Passed: All present voting "aye."

- 2. Consideration of a Resolution Awarding the Bid for the Purchase of Asphalt for FY26 (AF-107-2025) (Ryan McReynolds)**

Motion made by Alderman Baker, Seconded by Alderman George.

**RESOLUTION NO. 2025-215** A RESOLUTION AWARDING THE BIDS FOR THE PURCHASE OF ASPHALT TO U.S. HOME SOLUTIONS, FULLER ASPHALT MATERIALS, W-L CONSTRUCTION AND PAVING CO., INC. AND SUMMERS-TAYLOR, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed: All present voting "aye."



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

**Tuesday, May 6, 2025 at 7:00 PM**

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- 3. Consideration of a Resolution Awarding the Bid for the Purchase of Concrete for FY26**  
(AF-108-2025) (Ryan McReynolds)

Motion made by Alderman Mayes, Seconded by Alderman Cooper.

**RESOLUTION NO. 2025-216** A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF CONCRETE TO SRM CONCRETE, READY MIX USA, AND SUMMERS TAYLOR, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed: All present voting "aye."

- 4. Consideration of a Resolution Awarding the Bid for the Purchase of Crushed Stone for FY26** (AF-109-2025) (Ryan McReynolds)

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

**RESOLUTION NO. 2025-217** A RESOLUTION AWARDING THE BID FOR THE PURCHASE OF CRUSHED STONE TO VULCAN CONSTRUCTION MATERIALS, ICON ENVIRONMENTAL, GLASS MACHINERY AND EXCAVATION, INC., AND U.S. HOME SOLUTIONS; AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed: All present voting "aye."

- 5. Consideration of a Resolution Extending the Bid Award for Tire Recapping Services for FY26** (AF-120-2025) (Ryan McReynolds)

Motion made by Alderman George, Seconded by Alderman Cooper.

**RESOLUTION NO. 2025-218** A RESOLUTION AWARDING THE BID FOR TIRE RECAPPING SERVICES TO BEST ONE TIRE CO.; AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed: All present voting "aye."

- 6. Consideration of a Resolution to Purchase One (1) 2025 F-350 2WD Flat Bed w/Post Puller from TN State Contract # 84711** (AF-110-2025) (Ryan McReynolds)

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

**RESOLUTION NO. 2025-219** A RESOLUTION AUTHORIZING THE PURCHASE OF ONE FORD F-350 FLAT BED TRUCK UTILIZING TENNESSEE STATE CONTRACT NO.: 84711; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting "aye."

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

**Tuesday, May 6, 2025 at 7:00 PM**

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

- 7. Consideration of a Resolution to Purchase Two (2) 2025 Ford F-350 4WD Flat Bed W/Plow from TN State Contract # 84711 (AF-112-2025) (Ryan McReynolds)**

Motion made by Alderman George, Seconded by Alderman Baker.

**RESOLUTION NO. 2025-220** A RESOLUTION AUTHORIZING THE PURCHASE OF TWO FORD F-350 FLAT BED FOUR-WHEEL DRIVE TRUCKS UTILIZING TENNESSEE STATE CONTRACT NO.: 84711; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting "aye."

- 8. Consideration of a Resolution to Purchase Thirteen (13) 2025 Police Interceptor Utility AWD from TN State Contract # 84711 (AF-113-2025) (Ryan McReynolds)**

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

**RESOLUTION NO. 2025-221** A RESOLUTION AUTHORIZING THE PURCHASE OF THIRTEEN POLICE INTERCEPTOR ALL WHEEL DRIVE VEHICLES UTILIZING TENNESSEE STATE CONTRACT NO.: 84711; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed: All present voting "aye."

- 9. Consideration of a Resolution Awarding the Bid for Contracted Truck Hauling for FY26 (AF-111-2025) (Ryan McReynolds)**

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

**RESOLUTION NO. 2025-222** A RESOLUTION AWARDDING THE BID FOR CONTRACTED TRUCK HAULING FOR FISCAL YEAR 2026 TO AMERICAN ENVIRONMENTAL, LLC, GLASS MACHINERY AND EXCAVATION, INC., JTB CONSTRUCTION, ICON ENVIRONMENTAL, LLC, SITEWORK SERVICES, INC., AND CONTAINER MAN, LLC, AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed: All present voting "aye."

- 10. Consideration of a Resolution Authorizing the Mayor to Execute Two Contracts Between the City of Kingsport and the Tennessee Department of Transportation for Maintenance Activities Performed on Designated State Highways and for Mowing and Litter on John B. Dennis and I-26 (AF-103-2025) (Ryan McReynolds)**

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

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

Motion made by Alderman Cooper, Seconded by Alderman George.

**RESOLUTION NO. 2025-223** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR FISCAL YEAR 2026 WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR REIMBURSEMENT OF MAINTENANCE ACTIVITIES PERFORMED ON DESIGNATED STATE HIGHWAY ROUTES LOCATED WITHIN THE KINGSFORT CITY LIMITS; EXECUTE A CONTRACT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR MOWING AND LITTER CONTROL ON JOHN B. DENNIS HIGHWAY AND INTERSTATE 26; AND EXECUTE ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENTS

Passed: All present voting "aye."

**11. Consideration of a Resolution to Lease Property at Bays Mountain Park to Eastman Chemical Company (AF-98-2025) (Michael T. Borders)**

Motion made by Alderman George, Seconded by Alderman Baker.

**RESOLUTION NO. 2025-224** A RESOLUTION APPROVING A LEASE AGREEMENT WITH EASTMAN CHEMICAL COMPANY FOR A TOWER SITE ON BAYS MOUNTAIN; AUTHORIZING THE MAYOR TO EXECUTE THE LEASE AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

**12. Consideration of a Resolution Authorizing an Agreement with Government Finance Officers Association (GFOA) for Consulting Services (AF-123-2025) (Travis Bishop)**

Motion made by Alderman Baker, Seconded by Alderman George.

**RESOLUTION NO. 2025-225** A RESOLUTION AWARDING THE PROPOSAL FROM THE GOVERNMENT FINANCE OFFICERS ASSOCIATION FOR CONSULTING SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE SAME AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed: All present voting "aye."

**13. Consideration of a Resolution Authorizing the Mayor to Execute the Annual Renewal of the Public Library Service Agreement with the Tennessee State Library and Archives (AF-116-2025) (Michael Borders)**

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

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

**RESOLUTION NO. 2025-226** A RESOLUTION APPROVING THE PUBLIC LIBRARY SERVICE AGREEMENT WITH THE TENNESSEE STATE LIBRARY AND ARCHIVES AND AUTHORIZING THE MAYOR TO EXECUTE THE ANNUAL RENEWAL OF THE SAME TO RECEIVE FUNDING FOR BOOKS, TRAINING, AND SERVICES THROUGH THE HOLSTON RIVER REGIONAL LIBRARY SYSTEM FOR FISCAL YEAR 2026

Passed: All present voting "aye."

- 14. Consideration of a Resolution Renewing the Contract for Concession Food Service Distributor for the Kingsport Aquatic Center to The H.T. Hackney Company (AF-121-2025)**  
(Michael Borders)

Motion made by Alderman George, Seconded by Alderman Cooper.

**RESOLUTION NO. 2025-227** A RESOLUTION AUTHORIZING THE RENEWAL OF THE KINGSPORT AQUATIC CENTER CONCESSION FOOD SERVICE DISTRIBUTOR PROPOSAL WITH H.T. HACKNEY COMPANY AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed: All present voting "aye."

- 15. Consideration of a Resolution Approving the Acceptance of a Sculpture from the Kiwanis Club of Kingsport and Approving the Sculpture as Public Art (AF-127-2025)** (Michael T. Borders)

Motion made by Alderman George (Rotarian), Seconded by Alderman Mayes.

**RESOLUTION NO. 2025-228** A RESOLUTION ACCEPTING A DONATION OF A SCULPTURE COMMISSIONED BY THE KIWANIS CLUB OF KINGSFORT AND APPROVING THE SCULPTURE AS PUBLIC ART

Passed: All present voting "aye," except Vice Mayor Duncan abstained.

- 16. Consideration of a Resolution to Condemn for the Fieldcrest Annexation Sanitary Sewer Project (AF-114-2025)** (Bart Rowlett)

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

**RESOLUTION NO. 2025-229** A RESOLUTION TO AUTHORIZE CONDEMNATION PROCEEDINGS FOR THE FIELDCREST ANNEXATION SANITARY SEWER PROJECT

Passed: All present voting "aye."

8:02pm

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

**Tuesday, May 6, 2025 at 7:00 PM**

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

- 17. Consideration of a Resolution to Condemn for the Reedy Creek Trunk Line Project (AF-134-2025) (Bart Rowlett)**

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

**RESOLUTION NO. 2025-230** A RESOLUTION TO AUTHORIZE CONDEMNATION PROCEEDINGS FOR THE REEDY CREEK TRUNK LINE IMPROVEMENT PROJECT

Passed: All present voting "aye."

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

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

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

- 1. Consideration of a Resolution Authorizing the Mayor to Sign Agreements with Tri-Cities United Soccer Club (AF-124-2025) (Michael T. Borders)**

**RESOLUTION NO. 2025-231** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS WITH TRI-CITIES SOCCER CLUB RELATED TO THE USE OF THE ATHLETIC FIELDS AND CONCESSION STAND OPERATIONS AT EASTMAN PARK AT HORSE CREEK

- 2. Consideration of a Resolution Authorizing the Mayor to Sign Agreements with Lynn View Pee Wee Football League for the Use of the Lynn View Sports Facilities and Concession Lease (AF-118-2025) (Michael T. Borders)**

**RESOLUTION NO. 2025-232** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS WITH THE LYNN VIEW PEE WEE FOOTBALL LEAGUE RELATED TO THE USE OF THE ATHLETIC FIELDS AND CONCESSION STAND OPERATIONS AT THE LYNN VIEW COMMUNITY CENTER

- 3. Consideration of a Resolution Authorizing the Mayor to Sign an Agreement with the Tribe Baseball Club of Kingsport for the Use of Athletics Facilities (AF-126-2025) (Michael T. Borders)**

**RESOLUTION NO. 2025-233** A RESOLUTION APPROVING A FACILITIES USE AGREEMENT WITH KINGSPOINT TRIBE BASEBALL CLUB AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

## BOARD OF MAYOR AND ALDERMEN BUSINESS MEETING MINUTES

Tuesday, May 6, 2025 at 7:00 PM

Kingsport City Hall, 415 Broad Street, Boardroom

4. **Consideration of a Resolution Authorizing the Mayor to Sign an Agreement with Kingsport Tribe Youth Football and Cheer** (AF-125-2025) (Michael T. Borders)

**RESOLUTION NO. 2025-234** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH KINGSFORT TRIBE YOUTH FOOTBALL AND CHEER RELATED TO THE USE OF THE ATHLETIC FIELDS AT THE TRIBE ATHLETIC COMPLEX AND J. FRED JOHNSON STADIUM

5. **Consideration of a Resolution Recommending the Rejection of All Proposals for Sports Photography for Kingsport City Schools** (AF-106-2025) (David Frye)

**RESOLUTION NO. 2025-235** A RESOLUTION REJECTING ALL PROPOSALS FOR SPORTS PHOTOGRAPHY FOR KINGSFORT CITY SCHOOLS

6. **Consideration of a Resolution to Authorize the Mayor to Sign the National Register Nomination for the Site Formerly Known as Earles Drug Store** (AF-94-2025) (Jessica Harmon)

**RESOLUTION NO. 2025-236** A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPROVE THE NATIONAL REGISTER OF HISTORIC PLACES NOMINATION SUBMITTAL FOR THE SITE FORMALLY KNOWN AS EARLES DRUG STORE

7. **Consideration to Approve Issuance of a Certificate of Compliance for a Business to Sell Retail Alcoholic Beverages** (AF-117-2025) (Travis Bishop)

### XIII. COMMUNICATIONS

1. **City Manager**

Mr. McCartt recognized Municipal Clerk Week and thanked Angie Marshall and Charlotte Light. He also recognized the new fire chief and welcomed him. He thanked all the city employees at the meeting tonight. Mr. McCartt mentioned schools' presentation at the work session yesterday regarding the upcoming budget, noting the work sessions next week. He expressed appreciation for the BMA's time commitment this month.

2. **Mayor and Board Members**

Alderman Mayes commented on the proclamation for the safe and clean drinking water, pointing out the quarterly report is on the website and stating he is grateful for the facility and the employees. Alderman Cooper noted the month of May is the most stressful for the BMA, stating the budget affects many and the decisions are made on the information presented to them. She

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

**Tuesday, May 6, 2025 at 7:00 PM**

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

mentioned there are many events coming up downtown with spring approaching, including the downtown concerts and shows at Lamplight theatre. Alderman George noted many people take water for granted and compared our resources to other regions. She also commented on the budget stating there are tough decisions and hard conversations ahead. She explained it was national travel and tourism week and the benefits this industry provides for Kingsport. Alderman Baker also commented on Dr. Hampton's presentation at the work session yesterday and thanked the mayor for continuing the mayor's prayer breakfast tradition. He mentioned the previous recognitions in the meeting and welcomed the fire chief. Vice-Mayor Duncan also welcomed the fire chief. He commented on a new laser light show at Bays Mountain and mentioned there are six new carousel horses displayed throughout downtown to celebrate the tenth anniversary of the carousel. Lastly, the Mr. Duncan thanked the small business representatives that attended the meeting. Mayor Montgomery welcomed the fire chief. He stated if you missed the mayor's prayer breakfast there is regional one at Meadowview on Monday. He also thanked Vice-Mayor Duncan for the scholarships they provide to the DB band.

**XIV.ADJOURN**

Seeing no other business for consideration, Mayor Montgomery adjourned the meeting at 8:21 p.m.

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ANGELA MARSHALL

Deputy City Recorder

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PAUL W. MONTGOMERY

Mayor



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

**Monday, May 12, 2025 at 2:00 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

**I. CALL TO ORDER** 2:00 p.m. by Mayor Paul Montgomery.

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

### **III. DISCUSSION ITEMS**

#### **1. FY26 Budget**

City Manager McCartt gave a presentation on this item highlighting the process and priorities. He explained why this has been the most challenging one to date. Assistant City Manager Michael Borders provided the regional sales tax update, noting it is down significantly and the effect it has on the budget.

City Recorder Travis Bishop presented information regarding the financial health of the city. He discussed current economic indicators, including the consumer price index and the Federal Reserve personal consumption expenditures price index and their trends. He also provided details on the general fund balance.

*NOTE: There was a brief recess from 3:20 p.m. to 3:30 p.m.*

The City Recorder continued his presentation giving a summary of historical and projected revenues and expenditures. He talked about budget pressures, pointing out current funding levels do not support FY 26 additional needs.



## BOARD OF MAYOR AND ALDERMEN WORK SESSION MINUTES

Monday, May 12, 2025, at 2:00 PM

Kingsport City Hall, 415 Broad Street, Boardroom

Mr. McCartt presented the required balanced budget pointing out significant cuts to operations, no adjustments to the schools and no adjustments to employee pay with the biggest contributing factor being the loss of revenue in personal property. He stated without new revenue there will be a significant reduction in services provided.

The City Manager then presented the recommended budget, noting the need for 11.5 million dollars of revenue for operations and personnel costs and how to generate these funds. Human Resources Manager Tyra Copas provided details on the funding needed to keep employee pay competitive.

There was some discussion throughout the meeting.

### IV. ADJOURN

Seeing no other matters presented for discussion, Mayor Montgomery adjourned the meeting at 5:30 p.m.

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ANGELA MARSHALL  
Deputy City Recorder

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PAUL W. MONTGOMERY  
Mayor



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

**Thursday, May 15, 2025 at 10:00 AM**

**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** 10:00 am by Mayor Paul Montgomery.

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

### **III. DISCUSSION ITEMS**

#### **1. FY26 Budget**

##### **A. Utilities**

Deputy City Manager Ryan McReynolds gave a presentation on utilities, discussing the pressure on utilities in regard to revenue, regulatory risks and aging infrastructure. There was some discussion throughout as he answered questions. Mr. McReynolds also provided details on the master plans for water, wastewater and stormwater and how they prioritize capital improvement projects. He provided information on financial planning, including operation costs, debt service and required rate increases. Niki Ensor and Travis Bishop provided further details when answering questions.

*NOTE: There was a brief recess from 11:10 a.m. to 11:15 a.m.*

## BOARD OF MAYOR AND ALDERMEN WORK SESSION MINUTES

Monday, May 12, 2025, at 2:00 PM

Kingsport City Hall, 415 Broad Street, Boardroom

### B. Schools

CFO David Frye presented the budget for the schools, noting the Board of Education approved it earlier this week. He explained the state revenue funding and where that money goes. Mr. Frye also provided a summary of the fund balance highlighting expenditures for personnel and capital improvements. He commented on the what the requested one-million-dollar increase will cover and summarized the nutrition, federal and special projects funds. Dr. Chris Hampton provided further details and also answered questions.

There was further discussion on the June 30 budget deadline and the pending tax rate. City Recorder Travis Bishop explained the process and what is required by the state. Alderman Baker expressed concerns and hesitations to pass the budget as it stands now. City Manager McCartt also provided further information regarding rates and previous commitments noting the need to recognize customer needs. Mayor Montgomery stated the board is in support of the schools and all they do, affirming the BMA would do their best to meet their needs.

### IV. ADJOURN

Seeing no other matters presented for discussion, Mayor Montgomery adjourned the meeting at 12:53 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 062, Parcels 03.00 and 03.50 Located along Cooks Valley Road from the R-1B, Residential District to PD, Planned Development District.**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-140-2025

Work Session: May 19, 2025

First Reading: May 20, 2025

Final Adoption: June 3, 2025

Staff Work By: J. McMurray

Presentation By: J. McMurray

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#### **Recommendation:**

- Hold public hearing
- Reject ordinance amending the zoning ordinance to rezone Tax Map 062, Parcels 03.00 and 03.50 located along Cooks Valley from the R-1B, Residential District to PD, Planned Development District.

#### **Executive Summary:**

This is an owner-requested rezoning of approximately 94 acres located along Cooks Valley Road from the R-1B zone to the PD zone. The purpose of the rezoning is to facilitate development of a new residential community that would include both single-family and multifamily housing.

Public comments were received during the Planning Commission meeting, with nearby residents expressing concerns about the multifamily component being out of scale with the area, increased traffic, inconsistency with existing housing patterns, strain on infrastructure, stormwater management, and potential wildlife displacement. A representative for the project indicated that a traffic impact study and detailed stormwater plans would be submitted during the design phase. Any requirements of the Traffic Impact Study, and Stormwater Plans, would be required to be implemented by the developer.

During their April 2025 regular meeting, the Kingsport Regional Planning Commission voted 5-1-1 to send a negative recommendation to the Board of Mayor and Aldermen. Commissioner Sam Booher voting against the motion and Commissioner Jason Snapp abstained.

The basis for the Commission's decision was that the proposed rezoning does not align with the Future Land Use Plan, which designates the entire rezoning site for single-family residential use only.

The notice of public hearing was published on April 30, 2025.

#### **Attachments:**

1. Notice of Public Hearing
2. Zoning Ordinance
3. 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 May 20, 2025 to consider the rezoning of Tax Map 062, Parcels 03.00 and 03.50 located along Cooks Valley Road from the R-1B, Residential District to PD, Planned Development 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:

### Tract 1

Located in the 7th Civil District of Sullivan County, Tennessee and being more particularly described as follows:

Beginning on a 5/8" rebar found in the southern and eastern right of way line of Lakota Place, corner to Lot 12, A.V. Cole Subdivision (PB 4 – PG 169); thence with the eastern right of way line of Lakota Place, N 52°00'34" W 199.43' to a 1" pipe, corner to City View Addition (PB 6 – PB 153B); thence with the line of said City View Addition three calls, (1) N 43°55'37" E 174.80' to a rebar found @ base of wood post, (2) N 48°33'45" E 301.32' to a rebar found, (3) N 42°51'58" E 798.31' to a point; thence continuing with said City View Addition and then with Linda Bushong (DB 3140 – PG 634), N 39°36'35" E 550.53' to a 1/2" rebar found, corner to Lot 9 of Longview Estates (PB 12 – PG 53); thence with said Lot 9, S 49°11'04" E 348.12' to a 1" pipe found 25.7' from the center of Triangle Circle; thence with the northern right of way line of Triangle Circle, S 24°42'37" W 175.45' to a 3/4" pipe found, corner to Steve Mahaffey (DB 3571 – PG 1027); thence four calls with said Mahaffey, (1) S 47°33'41" W 277.92' to a rebar found, (2) S 15°16'33" E 152.23' to a rebar found, (3) S 31°05'45" W 236.43' to 3/4" pipe found, (4) S 39°06'46" E 308.82' to a 1" pipe found; thence S 39°48'28" W 742.59' to a rebar set; thence S 48°21'34" E 197.92' to a rebar found, corner to Kingsport Power Company (DB 284A – PG 426); thence with said Power Company, S 9°49'31" E 81.96' to a rebar found, corner to Kingsport Power Company (DB 3509 – PG 2037); thence with last said Power Company property three calls, (1) S 41°38'49" W 250.19' to a rebar found, (2) S 48°00'57" E 126.95' to a rebar found, (3) S 49°23'51" E 447.72' to a rebar found in the northwestern right of way line of Cooks Valley Road being 30' from the center of the road; thence with the northwestern right of way line of Cooks Valley Road being 30' from the center of the road six calls, (1) S 40°14'55" W 106.22' to a point, (2) S 39°44'46" W 90.58' to a point, (3) S 38°05'31" W 50.12' to a point, (4) S 33°20'46" W 47.87' to a point, (5) S 24°12'32" W 61.03' to a point, (6) S 14°58'41" W 11.74' to a rebar found 30' from the center of the road; thence with the line of Joel D. Gonce (DB 1819C – PG 626) three calls, (1) S 40°08'05" W 488.62' to a 1/2" rebar found, (2) S 41°09'51" W 319.31' to a 1.5 pipe found, (3) S 39°14'22" W, passing a rebar found at base of gum at 102.21, a total distance of 104.33' to a double gum tree; thence with the line of Martin Bagwell ET. UX. (DB 3475 – PG 1300), N 45°23'16" W, passing a rebar found at base of gum at 2.25', a total distance of 1364.93' to a rebar found, corner to Lot 1 of said A.V. Cole Subdivision; thence with said A.V. Cole Subdivision two calls, (1) N 37°22'35" E 1243.86' to a 5/8" rebar found, (2) N 50°19'42" W 151.81' to the Beginning, containing ±69.54 acres.

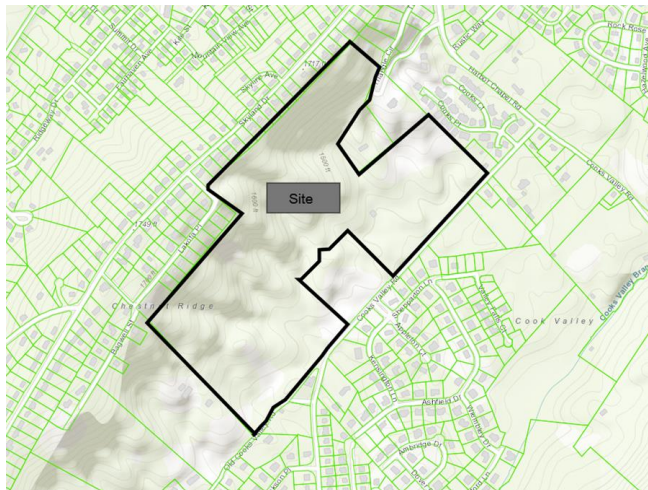
### Tract 2

Located in the 7th Civil District of Sullivan County, Tennessee and being more particularly described as follows:

Beginning on a rebar found in the line of Brandon D. Willingham (DB 3274 – PG 1137) and in the northwestern right of way line of Cooks Valley Road, being 30' from the center of the road; thence with said right of way line lying 30' northwesterly from the center of the road five calls, (1) S 41°06'53" W 115.42' to a point, (2) S 40°41'12" W 280.66' to a point, (3) S 40°33'41" W 245.44' to a point, (4) S 40°42'33" W 337.73' to a point, (5) S 40°54'17" W 253.23' to a rebar found, corner to Kingsport Power Company (DB 3509 – PG 2037); thence with said Power Company two calls, (1) N 48°09'58" W 568.07' to a rebar found, (2) S 41°38'49" W 219.33' to a rebar found, corner to Kingsport Power Company (DB 284A – PG 426); thence with last said Power Company property, S 80°10'29" W 102.94' to a rebar found; thence N 48°21'34" W 197.92' to a rebar set; thence N 39°48'28" E 742.59' to a 1" pipe found, corner to Steve Mahaffey (DB 3571 – PG 1027); thence with said Mahaffey, N 48°00'58" E 424.65' to a 1" pipe found, corner to Patricia Cole & Justin Cole (DB 3136 – PG 923); thence with said Cole, N 47°48'13" E 394.90' to a 1" pipe found in the line of Cooks Point (PB 51 – PG 988, PB 52 – PP 30, 80, 87 & 474); thence with the line of said Cooks Point, S 46°12'37" E 443.28' to a rebar found; thence with said Cooks Point and then with said Willingham, S 46°28'14" E 302.44' to the Beginning, containing ±25.00 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: 4/30/2025

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

AN ORDINANCE TO FURTHER AMEND THE ZONING CODE, TEXT AND MAP, TO REZONE PROPERTY LOCATED ALONG COOKS VALLEY ROAD FROM THE R-1B, RESIDENTIAL DISTRICT TO PD, PLANNED DEVELOPMENT DISTRICT IN THE 7TH 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 Cooks Valley Road from the R-1, Residential District to PD, Planned Development District in the 7th Civil District of Sullivan County; said area to be rezoned being further and more particularly described as follows:

**Tract 1**

Located in the 7th Civil District of Sullivan County, Tennessee and being more particularly described as follows:

BEGINNING on a 5/8" rebar found in the southern and eastern right of way line of Lakota Place, corner to Lot 12, A.V. Cole Subdivision (PB 4 – PG 169); thence with the eastern right of way line of Lakota Place, N 52°00'34" W 199.43' to a 1" pipe, corner to City View Addition (PB 6 – PB 153B); thence with the line of said City View Addition three calls, (1) N 43°55'37" E 174.80' to a rebar found @ base of wood post, (2) N 48°33'45" E 301.32' to a rebar found, (3) N 42°51'58" E 798.31' to a point; thence continuing with said City View Addition and then with Linda Bushong (DB 3140 – PG 634), N 39°36'35" E 550.53' to a 1/2" rebar found, corner to Lot 9 of Longview Estates (PB 12 – PG 53); thence with said Lot 9, S 49°11'04" E 348.12' to a 1" pipe found 25.7' from the center of Triangle Circle; thence with the northern right of way line of Triangle Circle, S 24°42'37" W 175.45' to a 3/4" pipe found, corner to Steve Mahaffey (DB 3571 – PG 1027); thence four calls with said Mahaffey, (1) S 47°33'41" W 277.92' to a rebar found, (2) S 15°16'33" E 152.23' to a rebar found, (3) S 31°05'45" W 236.43' to 3/4" pipe found, (4) S 39°06'46" E 308.82' to a 1" pipe found; thence S 39°48'28" W 742.59' to a rebar set; thence S 48°21'34" E 197.92' to a rebar found, corner to Kingsport Power Company (DB 284A – PG 426); thence with said Power Company, S 9°49'31" E 81.96' to a rebar found, corner to Kingsport Power Company (DB 3509 – PG 2037); thence with last said Power Company property three calls, (1) S 41°38'49" W 250.19' to a rebar found, (2) S 48°00'57" E 126.95' to a rebar found, (3) S 49°23'51" E 447.72' to a rebar found in the northwestern right of way line of Cooks Valley Road being 30' from the center of the road; thence with the northwestern right of way line of Cooks Valley Road being 30' from the center of the road six calls, (1) S 40°14'55" W 106.22' to a point, (2) S 39°44'46" W 90.58' to a point, (3) S 38°05'31" W 50.12' to a point, (4) S 33°20'46" W 47.87' to a point, (5) S

24°12'32" W 61.03' to a point, (6) S 14°58'41" W 11.74' to a rebar found 30' from the center of the road; thence with the line of Joel D. Gonce (DB 1819C – PG 626) three calls, (1) S 40°08'05" W 488.62' to a ½" rebar found, (2) S 41°09'51" W 319.31' to a 1.5 pipe found, (3) S 39°14'22" W, passing a rebar found at base of gum at 102.21, a total distance of 104.33' to a double gum tree; thence with the line of Martin Bagwell ET. UX. (DB 3475 – PG 1300), N 45°23'16" W, passing a rebar found at base of gum at 2.25', a total distance of 1364.93' to a rebar found, corner to Lot 1 of said A.V. Cole Subdivision; thence with said A.V. Cole Subdivision two calls, (1) N 37°22'35" E 1243.86' to a 5/8" rebar found, (2) N 50°19'42" W 151.81' to the Beginning, containing ±69.54 acres.

## **Tract 2**

Located in the 7th Civil District of Sullivan County, Tennessee and being more particularly described as follows:

BEGINNING on a rebar found in the line of Brandon D. Willingham (DB 3274 – PG 1137) and in the northwestern right of way line of Cooks Valley Road, being 30' from the center of the road; thence with said right of way line lying 30' northwesterly from the center of the road five calls, (1) S 41°06'53" W 115.42' to a point, (2) S 40°41'12" W 280.66' to a point, (3) S 40°33'41" W 245.44' to a point, (4) S 40°42'33" W 337.73' to a point, (5) S 40°54'17" W 253.23' to a rebar found, corner to Kingsport Power Company (DB 3509 – PG 2037); thence with said Power Company two calls, (1) N 48°09'58" W 568.07' to a rebar found, (2) S 41°38'49" W 219.33' to a rebar found, corner to Kingsport Power Company (DB 284A – PG 426); thence with last said Power Company property, S 80°10'29" W 102.94' to a rebar found; thence N 48°21'34" W 197.92' to a rebar set; thence N 39°48'28" E 742.59' to a 1" pipe found, corner to Steve Mahaffey (DB 3571 – PG 1027); thence with said Mahaffey, N 48°00'58" E 424.65' to a 1" pipe found, corner to Patricia Cole & Justin Cole (DB 3136 – PG 923); thence with said Cole, N 47°48'13" E 394.90' to a 1" pipe found in the line of Cooks Point (PB 51 – PG 988, PB 52 – PP 30, 80, 87 & 474); thence with the line of said Cooks Point, S 46°12'37" E 443.28' to a rebar found; thence with said Cooks Point and then with said Willingham, S 46°28'14" E 302.44' to the Beginning, containing ±25.00 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 \_\_\_\_\_

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

**File Number REZONE25-0064**

**Cooks Valley Road Rezoning**

<b>Property Information</b>			
<b>Address</b>		Cooks Valley Road	
<b>Tax Map, Group, Parcel</b>		Tax Map 062 Parcel 003.00 & Parcel 003.50	
<b>Civil District</b>		07	
<b>Overlay District</b>		n/a	
<b>Land Use Designation</b>		Single-Family	
<b>Acres</b>		Rezone Site 94.54 acres +/-	
<b>Existing Use</b>	Vacant land	<b>Existing Zoning</b>	R-1B
<b>Proposed Use</b>	single-family & multi-family development	<b>Proposed Zoning</b>	PD
<b>Owner /Applicant Information</b>			
<b>Name:</b> Daniel Stacy <b>Address:</b> 271 Old Cooks Valley Road <b>City:</b> Kingsport <b>State:</b> TN <b>Zip Code:</b> 37664 <b>Email:</b> daniel.stacy@ymail.com <b>Phone Number:</b> (423)817-8868		<b>Intent:</b> <i>To rezone from R-1B (Residential District) to PD (Planned Development District) to accommodate new single-family and multi-family development.</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 zoning change is compatible with neighboring residential and PD zoning districts.</i></li> <li><i>The zoning change will appropriately match the proposed use.</i></li> </ul> <p><b>Staff Field Notes and General Comments:</b></p> <ul style="list-style-type: none"> <li><i>This proposal preserves single-family development exclusively along Cooks Valley Road, Lakota Place, and behind the existing homes on Skyland Drive. The central portion of the site will be designated for multifamily use and will adjoin a section of the Cooks Point development, which includes approximately 12 duplexes.</i></li> <li><i>Water and sewer are available. Sewer will need to be extended by developer.</i></li> <li><i>Staff supports the rezoning from R-1B to Planned Development (PD) to allow for a mix of new single-family and multifamily residential uses in the central portion of the site, promoting compatibility and cohesion with the surrounding residential areas.</i></li> <li><i>A Traffic Impact Study is triggered when a development is expected to generate over 750 daily vehicle trips, based on rates of 10 trips per single-family unit and 7 per multi-family unit. The developer must submit the TIS with the development plans, and any required improvements are the developer's responsibility.</i></li> </ul>			
<b>Planner:</b>	Jessica McMurray	<b>Date:</b>	April 7, 2025
<b>Planning Commission Action</b>		<b>Meeting Date:</b>	April 17, 2025
<b>Approval:</b>			
<b>Denial:</b>		<b>Reason for Denial:</b>	
<b>Deferred:</b>		<b>Reason for Deferral:</b>	

**PROPERTY INFORMATION**

**Kingsport Regional Planning Commission**

**Rezoning Report**

**File Number REZONE25-0064**

<b>ADDRESS</b>	Tax Map 062 Parcel 003.00 & Parcel 003.50
<b>DISTRICT</b>	07
<b>OVERLAY DISTRICT</b>	n/a
<b>EXISTING ZONING</b>	R-1B (Residential District)
<b>PROPOSED ZONING</b>	PD (Planned Development District)
<b>ACRES</b>	Rezone Site 94.54 acres +/-
<b>EXISTING USE</b>	vacant land
<b>PROPOSED USE</b>	New single-family & multi-family development

**PETITIONER**

**ADDRESS**                    **271 Old Cooks Valley Road, Kingsport, TN 37660**

**REPRESENTATIVE**

**PHONE**                    **(423) 817-8868**

**INTENT**

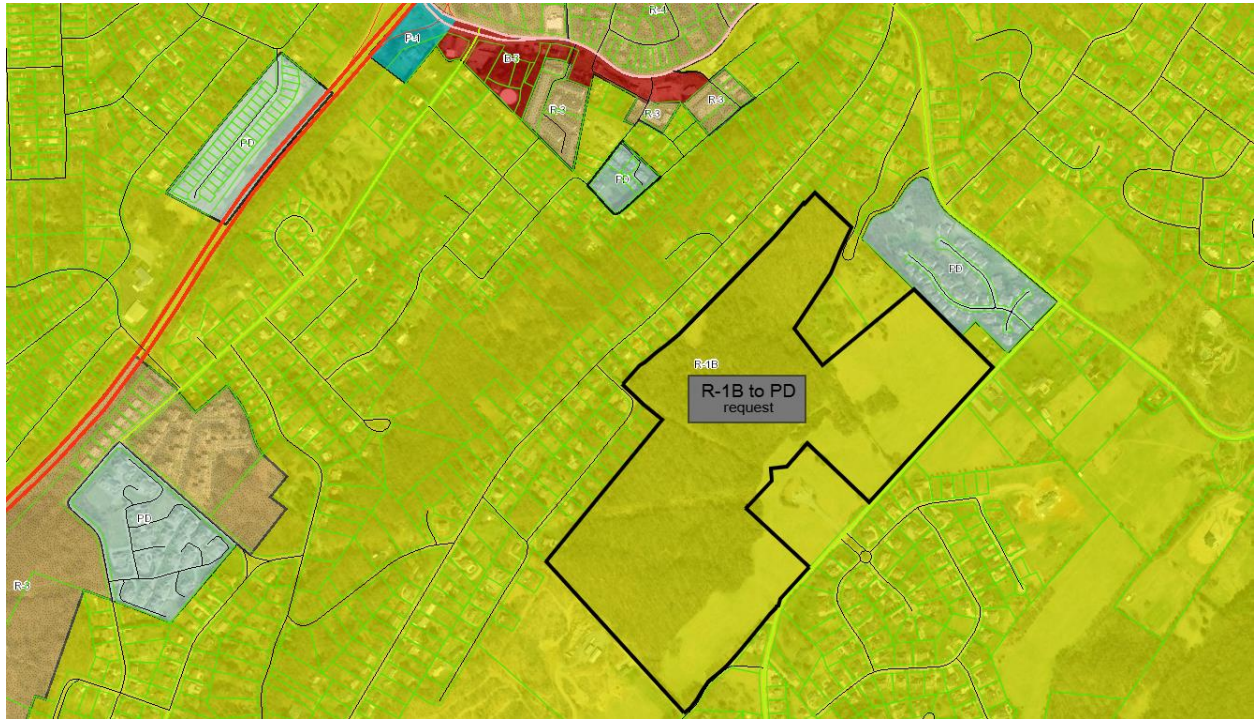
*To rezone from R-1B (Residential District) to PD (Planned Development District) to accommodate new single-family and multi-family development.*

Vicinity Map



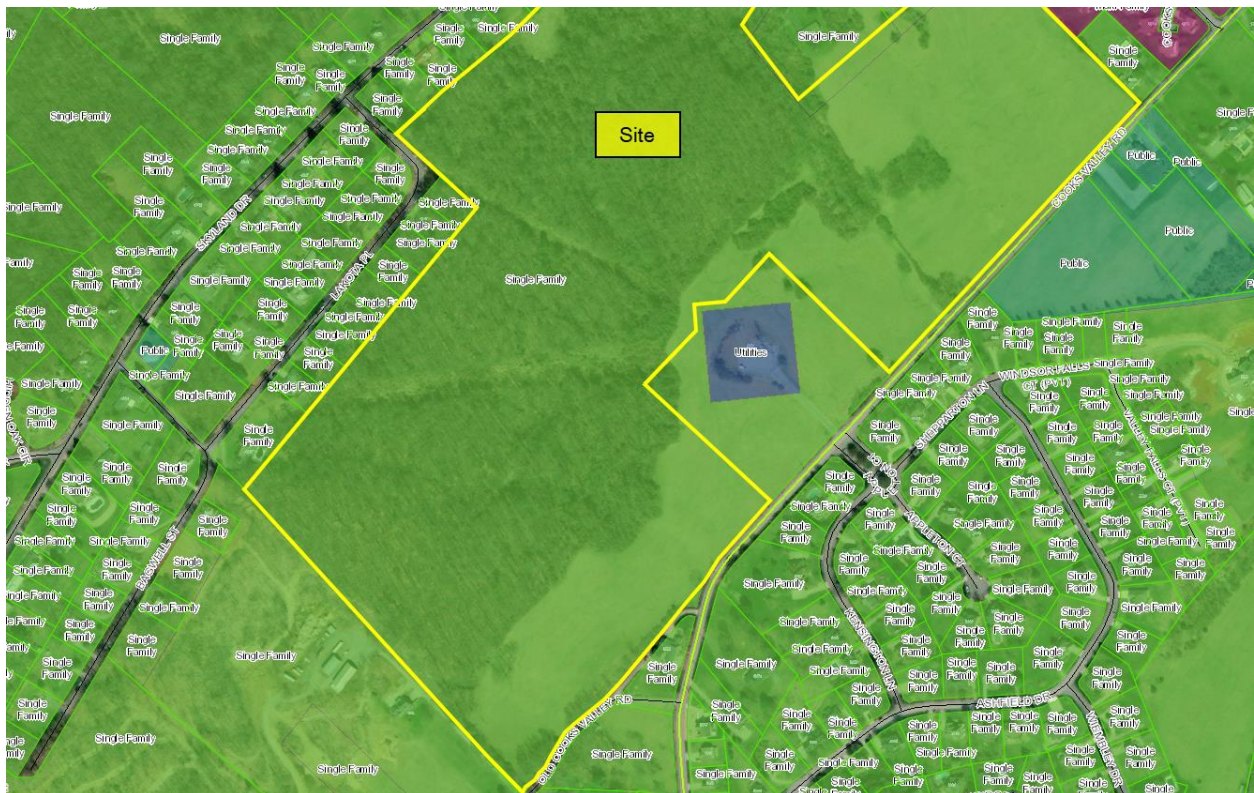
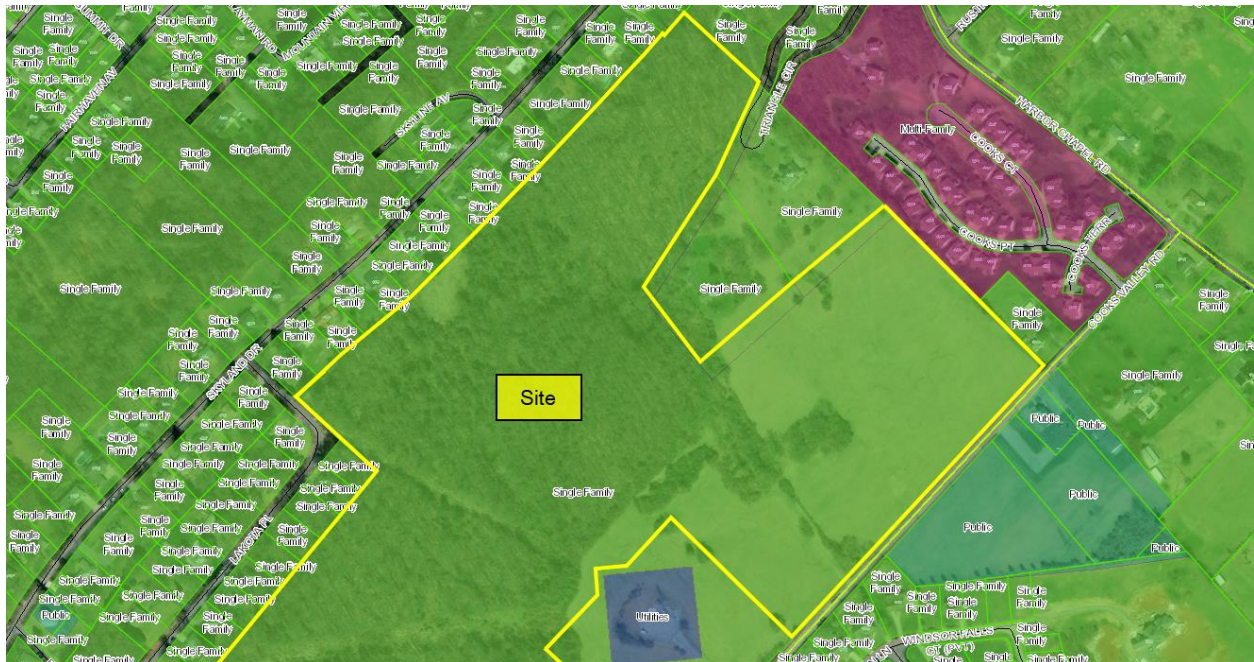


### Surrounding City Zoning Map



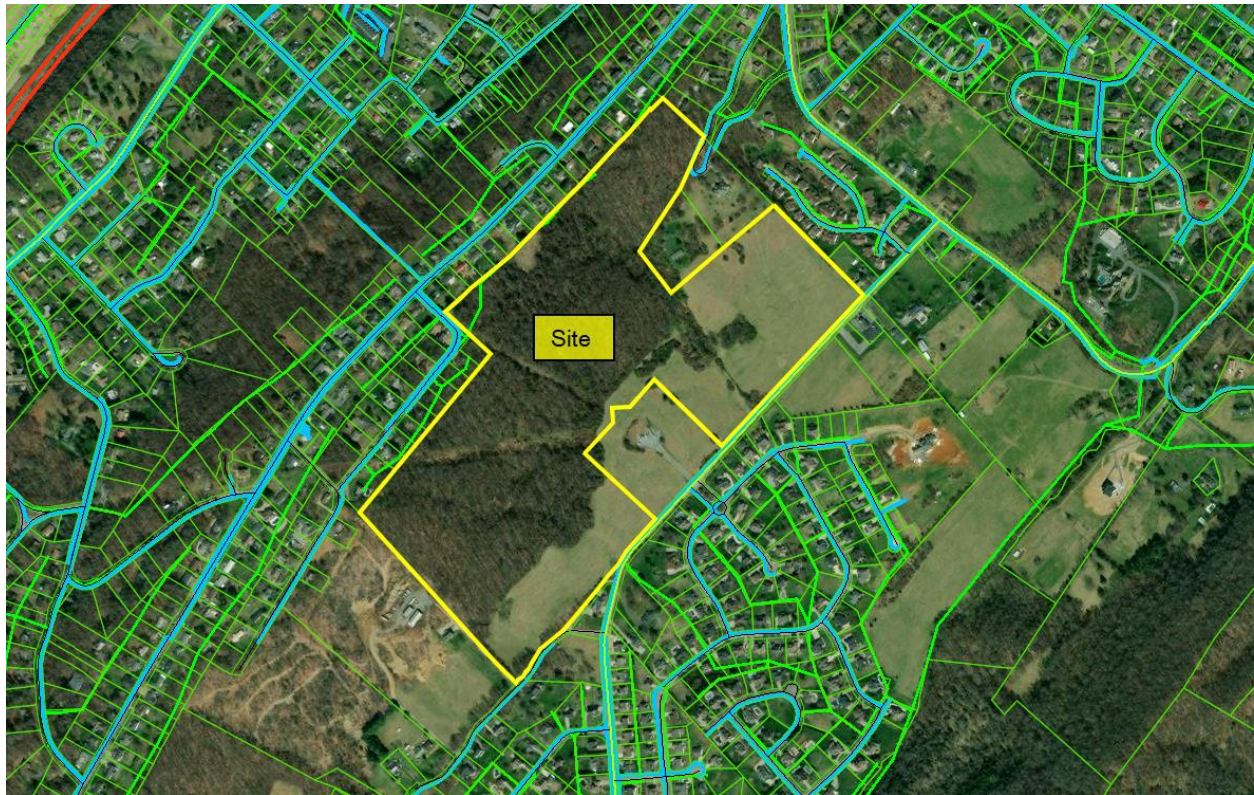


Future Land Use Plan 2030





Aerial



**View from Cooks Valley Road Facing North (right side of substation)**





**View from Cooks Valley Road Facing West (right side of substation)**



**View from Cooks Valley Road Facing South (right side of substation) Toward Cooks Crossing**





**View from Cooks Valley Road Facing North (left side of substation)**



**View from Cooks Valley Road Facing Northeast (left side of substation)**





**View from Cooks Valley Road Facing Northwest (left side of substation)**



EXISTING USES LOCATION MAP



**Rezoning Report**

**Kingsport Regional Planning Commission**

**File Number REZONE25-0064**

**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: City R-1B</u> Use: single family	
Northeast	<b>2</b>	<u>Zone: City PD</u> Use: single family	
East	<b>3</b>	<u>Zone: City PD</u> Use: single family/duplexes	
South	<b>4</b>	<u>Zone: City R-1B</u> Use: single family	
West	<b>5</b>	<u>Zone: City R-1B</u> Use: single family	
Northwest	<b>6</b>	<u>Zone: City R-1B</u> Use: single family	

**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?** The proposal allows for a use that aligns with the surrounding residential zoning districts, though a minor adjustment to the future landuse plan will be required to accommodate the proposed PD zone with single and multi-family development (located in middle of single family development).
2. **Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?** The adjacent and nearby property will not be adversely affected by the proposal.
3. **Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?** The property has a viable economic use under its current zoning and it would also have a reasonable economic use under the proposed zoning.
4. **Whether the proposal is in conformity with the policies and intent of the land use plan?** The proposed PD rezoning aligns with the 2030 Land Use Plan, as single-family development is permitted under both PD and the current R-1B zoning. While the future land use designation will need a minor adjustment to accommodate planned development, the site is well-suited for both single-family and multi-family developments.

**Proposed use:** New single-family & multi-family development

**The Future Land Use Plan Map recommends** single-family.

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?** The current conditions strongly support the approval of the proposed rezoning. The location of the parcels in question exhibits a harmonious compatibility with adjacent residential zoning districts.
6. **Whether there are other existing or changed conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal?** The rezoning site borders existing residential districts, and the vacant land is adequately sized for a new development that will comply with PD zoning requirements.



**CONCLUSION**

Staff recommends sending a positive recommendation to rezone from R-1B to PD, citing the site's compatibility with neighboring residential and Planned Development zoning districts.



## AGENDA ACTION FORM

### **Consideration of an Ordinance to Amend the FY 2025 the General Purpose School Fund and General Projects Fund Budgets.**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-129-2025

Work Session: May 19, 2025

First Reading: May 20, 2025

Final Adoption: June 3, 2025

Staff Work By: David Frye

Presentation By: David Frye

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#### **Recommendation:**

Approve the ordinance.

#### **Executive Summary:**

The Board of Education approved fiscal year 2025 budget amendment number five at their meeting on May 13, 2025. This amendment increases the General Purpose School Fund budget by \$1,030,971. The estimated revenue for Other Local Revenue will be increased by \$133,831 for funds received from the Adams PTA (\$20,086), Washington PTA and Elementary School (\$69,100) and the Niswonger Foundation (\$44,645). The estimated revenue for Other Federal Revenue and Other State Funds will be increased \$895,140 to fund the summer learning program. The estimated revenue for Other State Grants will be increased by \$2,000 for a grant received from the TN Arts Commission. The appropriations for various salary, benefit, and supply accounts will be increased by \$44,645 for the Niswonger Project on Track grant and by \$895,140 for the summer learning program. The appropriation for Washington Capital Outlay will be increased by \$69,100 to fund playground improvements. The appropriation for Roosevelt Principals Office Other Charges will be increased by \$2,000. The appropriation for Fund Transfers will be increased by \$20,086 and these funds will be transferred to the General Project Fund to fund improvements to the John Adams playground. There are also various increases and decreases in the appropriations for various school allocations being recommended for approval.

#### **Attachments:**

1. Ordinance
2. BOE Budget Amendment Number Five – FY 2025

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

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

AN ORDINANCE TO AMEND THE GENERAL PURPOSE  
SCHOOL FUND BUDGET AND THE GENERAL PROJECTS  
FUND BUDGET FOR THE FISCAL YEAR ENDING JUNE 30,  
2025; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. The General Purpose School Fund will be amended by increasing the estimated revenue for Other Federal revenue by \$138,510; the estimated revenue for Other State Education Revenue by \$756,630; the estimated revenue for Other State Grants by \$2,000 and the estimated revenue for Other Local Revenue by \$133,831. The expenditure budget will be amended by increasing the appropriations for (Project on Track) Adams, Kennedy, Lincoln, Roosevelt and Sevier Teacher Salary and Benefits and Instructional Supplies and Materials account by \$44,645; by increasing the appropriation for Roosevelt Principals Office-Other Charges by \$2,000; by increasing the appropriations for (Summer Learning) various salary, benefits, and supply accounts by \$895,140; by increasing the appropriation for Fund Transfers by \$20,086; by increasing the appropriation for Washington Capital Outlay by \$69,100 and by increasing and decreasing various school allocation, to cover miscellaneous transfers. The General Project Fund budget will be amended by increasing estimated revenue for Transfers from the School Fund and by increasing the appropriations John Adams Playground Improvements by \$20,086.

**Fund 141: General Purpose School Fund**

<b><u>Revenues:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
141-0000-337-7590 Other Federal Revenue	0	138,510	138,510
141-0000-338-6590 Other State Ed Revenue	575,000	756,630	1,331,630
141-0000-338-6980 Other State Grants	0	2,000	2,000
141-0000-369-4990 Other Local Revenue	1,072,680	133,831	1,206,511
<b><i>Totals</i></b>	<b>1,647,680</b>	<b>1,030,971</b>	<b>2,678,651</b>

<b><u>Expenditures:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
141-7110-711-0116 Sevier-Teacher Salaries	3,361,454	8,006	3,369,460
141-7110-711-0201 Sevier-Social Security	199,690	496	200,186
141-7110-711-0204 Sevier-St Retirement	240,714	721	241,435
141-7110-711-0212 Sevier-Medicare	46,782	117	46,899
141-7110-711-0429 Sevier-Inst Supplies	42,000	2,090	44,090
141-7112-711-0116 Adams-Teacher Salaries	1,966,747	8,913	1,975,660
141-7112-711-0201 Adams-Social Security	125,021	554	125,575
141-7112-711-0204 Adams-St Retirement	138,253	803	139,056
141-7112-711-0212 Adams-Medicare	29,279	130	29,409
141-7112-711-0429 Adams-Inst Supplies	28,626	2,090	30,716
141-7116-711-0116 Roosevelt-Teacher Salaries	1,324,831	3,749	1,328,580
141-7116-711-0201 Roosevelt-Social Security	84,605	233	84,838
141-7116-711-0204 Roosevelt-St Retirement	97,905	338	98,243
141-7116-711-0212 Roosevelt-Medicare	19,759	54	19,813
141-7116-711-0429 Roosevelt-Inst Supplies	13,817	2,090	15,907
141-7130-711-0116 Kennedy-Teacher Salaries	1,230,518	5,222	1,235,740
141-7130-711-0201 Kennedy-Social Security	76,694	325	77,019

141-7130-711-0204 Kennedy-St Retirement	94,515	470	94,985
141-7130-711-0212 Kennedy-Medicare	17,873	76	17,949
141-7130-711-0429 Kennedy-Inst Supplies	14,095	2,090	16,185
141-7135-711-0116 Lincoln-Teacher Salaries	1,655,319	3,417	1,658,736
141-7135-711-0201 Lincoln-Social Security	104,575	212	104,787
141-7135-711-0204 Lincoln-St Retirement	123,915	308	124,223
141-7135-711-0212 Lincoln-Medicare	24,427	51	24,478
141-7135-711-0429 Lincoln-Inst Supplies	27,656	2,090	29,746
141-7216-801-0599 Roosevelt-Prin Other Charges	0	2,000	2,000
141-7150-711-0116 Reg Inst-Teacher Salaries	1,236,250	359,584	1,595,834
141-7150-711-0163 Reg Inst-Inst Assts	39,800	93,600	133,400
141-7150-711-0201 Reg Inst-Social Security	90,700	28,097	118,797
141-7150-711-0204 Reg Inst-State Retirement	109,000	36,254	145,254
141-7150-711-0212 Reg Inst-Medicare	21,300	6,671	27,971
141-7150-711-0217 Reg Inst-SRT	2,000	3,764	5,764
141-7150-711-0429 Reg Inst-Inst Supplies	0	10,000	10,000
141-7150-711-0499 Reg Inst-Other Supplies	0	10,000	10,000
141-7150-721-0116 Sped Inst-Teacher Salaries	69,700	56,700	126,400
141-7150-721-0163 Sped Inst-Inst Assts	18,700	10,400	29,100
141-7150-721-0201 Sped Inst-Social Security	13,350	4,160	17,510
141-7150-721-0204 Sped Inst-State Retirement	17,450	5,160	22,610
141-7150-721-0212 Sped Inst-Medicare	3,050	1,073	4,123
141-7150-721-0217 Sped Inst-SRT	2,300	685	2,985
141-7250-772-0131 Hlth Ser-Medical Personnel	188,000	24,255	212,255
141-7250-772-0201 Hlth Ser-Social Security	14,500	1,504	16,004
141-7250-772-0204 Hlth Ser-State Retirement	18,000	1,940	19,940
141-7250-772-0212 Hlth Ser-Medicare	3,300	352	3,652
141-7250-772-0217 Hlth Ser – SRT	1,500	243	1,743
141-7250-773-0123 Oth Std Sup-Guidance Per	0	23,625	23,625
141-7250-773-0201 Oth Std Sup-Social Security	22,400	1,465	23,865
141-7250-773-0204 Oth Std Sup-State Retirement	58,400	1,890	60,290
141-7250-773-0212 Oth Std Sup-Medicare	5,300	342	5,642
141-7250-773-0217 Oth Std Sup-SRT	1,900	236	2,136
141-7250-781-0105 Reg Inst Sup-Supervisor	417,100	52,850	469,950
141-7250-781-0201 Reg Inst Sup-Social Security	41,700	3,277	44,977
141-7250-781-0204 Reg Inst Sup-State Retire	72,000	4,228	76,228
141-7250-781-0212 Reg Inst Sup-Medicare	9,800	767	10,567
141-7250-781-0217 Reg Ed Sup-SRT	1,500	529	2,029
141-7250-801-0162 Prin Office-Clerical	0	12,000	12,000
141-7250-801-0201 Prin Office-Social Security	0	744	744
141-7250-801-0204 Prin Office-State Retirement	0	960	960
141-7250-801-0212 Prin Office-Medicare	0	174	174
141-7250-801-0217 Prin Office-SRT	0	182	182
141-7250-831-0105 Transportation-Supervisor	80,600	4,000	84,600
141-7250-831-0146 Transportation-Bus Drivers	720,400	95,000	815,400
141-7250-831-0162 Transportation-Clerical	51,500	5,000	56,500
141-7250-831-0201 Transportation-Social Sec	49,200	6,448	55,648
141-7250-831-0204 Transportation-St Retirement	93,100	8,320	101,420
141-7250-831-0212 Transportation-Medicare	11,400	1,508	12,908
141-7250-831-0217 Transportation-SRT	3,600	1,581	5,181
141-7250-831-0338 Transportation-Maint of Veh	931,500	15,572	947,072

141-7950-881-0590 Fund Transfers	1,854,400	20,086	1,874,486
141-7640-871-0790 Washington-Non-Inst Equip	10,312	69,100	79,412
141-7100-711-0429 D-B-Inst Supplies	128,453	(9,600)	118,853
141-7200-781-0432 D-B-Library Books	3,302	(10,200)	(6,898)
141-7600-871-0790 D-B-Non-Inst Equipment	64,671	19,800	84,471
141-7210-773-0599 Sevier-Student Travel	7,100	(7,100)	0
141-7210-773-0498 Sevier-Fine Arts	12,681	(2,500)	10,181
141-7210-781-0595 Sevier-Printing	2,997	(2,000)	997
141-7110-711-0429 Sevier-Inst Supplies-	44,090	5,600	49,690
141-7610-871-0790 Sevier-Non-Inst Equipment	14,954	6,000	20,954
141-7620-871-0790 Jefferson-Non-Inst Equipment	59,846	(2,345)	57,501
141-7120-711-0722 Jefferson-Inst Equipment	12,235	2,345	14,580
141-7130-711-0722 Kennedy-Inst Equipment	5,214	(4,860)	354
141-7230-781-0431 Kennedy-Repair of Books	1,301	(944)	357
141-7630-871-0790 Kennedy-Non-Inst Equipment	5,214	5,804	11,018
141-7635-871-0790 Lincoln-Non-Inst Equipment	7,951	(6,863)	1,088
141-7235-781-0457 Lincoln-Staff Development	5,617	2,816	8,433
141-7135-711-0429 Lincoln-Inst Supplies	29,746	4,047	33,793
141-7116-711-0722 Roosevelt-Inst Equipment	5,106	(3,721)	1,385
141-7616-871-0790 Roosevelt-Non-Inst Equip	5,885	3,721	9,606
141-7140-711-0722 Washington-Inst Equipment	26,688	(1,000)	25,688
141-7640-871-0790 Washington-Non-Inst Equip	10,312	1,000	11,312
<b>Totals</b>	<b>17,827,445</b>	<b>1,030,971</b>	<b>18,858,416</b>

#### **John Adams Playground (GP2404)**

##### **Revenues:**

311-0000-391-2100 Transfer from School Fund	\$ 120,000	\$ 20,086	\$ 140,086
<b>Total:</b>	<b>120,000</b>	<b>20,086</b>	<b>140,086</b>

##### **Expenditures:**

311-0000-601-2022 Construction Contracts	\$ 12,000	\$ 96,086	\$ 108,086
311-0000-601-2023 Architect/Engineering Serv	108,000	(101,000)	7,000
311-0000-601-9004 Equipment	0	25,000	25,000
<b>Total:</b>	<b>120,000</b>	<b>20,086</b>	<b>140,086</b>

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

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

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

May 13, 2025

KINGSPORT CITY SCHOOLS  
FISCAL YEAR 2024-2025  
BUDGET AMENDMENT NUMBER FIVE

**GENERAL PURPOSE SCHOOL FUNDS**

**ITEM ONE: NISWONGER FOUNDATION-PROJECT ON TRACK GRANT**

Budget amendment number two added \$149,476 to the budget for the Project on Track grant funded by the Niswonger Foundation. Since that time there has been an additional allocation of \$10,450. It has also been clarified that the original allocation did not include training time or benefits. This added \$34,195 to the original amount. This brings the total budget to \$194,121, which is a total increase of \$44,645.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Sevier, Adams, Kennedy, Lincoln, and Roosevelt teacher salaries, benefits, and Instructional Supplies be increased by \$44,645.

**ITEM TWO: TENNESSEE ARTS COMMISSION GRANT**

Roosevelt Elementary School has received a grant from the Tennessee Arts Commission. This grant funded a field trip to the Barter Theatre.

It is recommended that the estimated revenue for Other State Grants and the appropriations for Roosevelt Principals Office – Other Charges be increased by \$2,000.

**ITEM THREE: SUMMER LEARNING GRANT**

The State has allocated \$895,140 for Summer Learning Camps. This consist of sub-grants for Summer Learning - \$757,712 and Summer Learning Transportation - \$137,428. These funds are to be spent on personnel, supplies and materials, and transportation costs for our summer learning program.

It is recommended that the estimated revenues for Federal Though State Funds be increase by \$138,510 and Other State Education Funds be increased by \$756,630 and the appropriations for various salary and benefit, supplies and materials, and transportation accounts in increased by \$895,140.

**ITEM FOUR: ADAMS PLAYGROUND**

John Adams Elementary School and their PTO continue to raise funds for playground upgrades. The PTO has donated \$20,086 to fund additional improvements to the playground.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Fund Transfers be increased by \$20,086. These funds will be transferred to an existing project for the Adams playground improvements.

## **ITEM FIVE: WASHINGTON PLAYGROUND**

George Washington Elementary School and their PTA have been raising funds for improvements to the Washington playground. These funds will be combined with funds existing in the Washington internal accounts and will be donated to Kingsport City Schools. The school has raised \$18,100, The PTA is donating \$31,000, and there is \$20,000 coming from the Washington internal. These funds will be combined with \$20,000 that has been allocated from the School Fund CIP account and \$19,000 budgeted for the Washington SACC and ECLC programs to fund a total expenditure of \$108,028.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Washington Capital Outlay account be increased by \$69,100.

## **ITEM SIX: MISCELLANEOUS TRANSFERS**

Dobyns-Bennett High School – Dobyns-Bennett has requested to transfer \$9,600 from their Instructional Supply account and \$10,200 from their Library Book account to their Non-Instructional Equipment account (\$19,800). This will fund cafeteria speakers and new theatre lighting.

Sevier Middle – Sevier Middle School has requested to transfer funds from their Student Travel account (\$7,100), their Fine Arts Account (\$2,500), and their Printing account (\$2,000) to their Instructional Supply account (\$5,600) and to their Non-Instructional Equipment account (\$6,000). This will fund the purchase of additional classroom supplies and classroom furniture.

Jefferson Elementary – Jefferson Elementary School has requested to transfer \$2,345 from their Non-Instructional Equipment account to their Instructional Equipment account. This will provide funds to purchase Boxlights.

Kennedy Elementary – Kennedy Elementary School has requested to transfer \$4,860 from their Instructional Equipment account and \$944 from their Repair of Library Books account to their Non-Instructional Equipment account (\$5,804). This will provide funds for classroom and library furniture.

Lincoln Elementary – Lincoln Elementary School has requested to transfer \$6,863 from their Non-Instructional Equipment account to their Staff Development account (\$2,816) and to their Instructional Supply account (\$4,047). This will assist in funding additional teacher professional development and instructional supplies.

Roosevelt Elementary – Roosevelt Elementary School has requested to transfer \$3,721 from their Instructional Equipment account to their Non-Instructional Equipment account. This will provide funds for cabinets and exterior tables.

Washington Elementary – Washington Elementary School has requested to transfer \$1,000 from their Instructional Equipment account to their Non-Instructional Equipment account. This help fund security door hardware.

## SCHOOL NUTRITION SERVICES

The current approved budget for the School Nutrition Services Fund is \$5,111,783. With the adoption of the system-wide CEP program the revenue estimates for Federal Reimbursements and Meal Sales need to be adjusted and the Fund Balance Appropriation needs to be increased. On the expenditure side the budget for salaries and benefits need to be increased to adjusted for the additional 4% cost of living increase and the budget for food supplies needs to be increased. It is projected that the final expenses for FY 2024-25 will be \$5,600,000. Below is a summary of the current budget, with recommended changes and the final revised budget.

Revenues	Current	Change	Revised
Federal Reimbursements	3,310,000	870,000	4,180,000
State Matching	35,000	(2,400)	32,600
Meal Sales	890,000	(591,100)	298,900
Commodity Revenue	250,000	(75,000)	175,000
Other Revenue	15,000	17,500	32,500
Fund Balance Appropriations	611,783	269,217	881,000
Total Revenue	5,111,783	488,217	5,600,000
Expenditures			
Salaries	1,602,100	224,110	1,826,210
Benefits	497,900	(1,590)	496,310
Food Supplies	2,000,000	473,600	2,473,600
Non-Food Supplies	200,000	7,600	207,600
Other Expenses	190,000	44,980	234,980
Equipment	621,783	(260,483)	361,300
Total Expenditures	5,111,783	488,217	5,600,000

## FEDERAL PROJECTS FUND

(See Attached Schedule of Federal Projects)

The Federal Projects Fund budget was previously approved for a total of \$5,998,591.

There have been two additional grants received. The total of these new grants is \$11,380. These grants are:

1. IDEA, Systematic Change Preschool – \$10,000
2. Secondary Transition Indicator – \$1,380

The majority of the grants accounted for in this fund have also experienced changes in the amount of funding. Some of these changes are the normal adjustment of estimated grant amounts to the actual amounts. The net result of all of these changes is an increase of \$43,030.

It is recommended that the estimated revenue for Federal Revenues and the appropriations for the Federal Programs budget be increased by a net amount of \$54,410. The revised Federal Projects budget will be \$6,053,001.



## **SCHOOL SPEICAL PROJECTS FUND**

(See Attached Schedule of School Special Projects)

The School Special Projects Fund budget was previously approved for a total of \$908,720.

One new grant has been received. The State Special Education Pre-School grant is for \$233,097.

The State Pre-School grant has been decreased by \$1,150.

It is recommended that the estimated revenue for and the appropriations for School Special Projects Fund be increased by the net amount of \$231,947. The revised School Special Projects budget will be \$1,140,667

## **GENERAL PROJECT FUND**

### **JOHN ADAMS PLAYGROUND**

This project was established in FY 24 to fund improvements to the John Adams playground. The Johns Adams PTA has made an additional donation for additional improvements. This donation will add \$20,086 to this project.

It is recommended that the estimated revenue for Transfers from the General Purpose School Fund and the appropriation Equipment be increased by \$20,086.

KINGSPORT CITY SCHOOLS  
SCHEDULE OF FEDERAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	ORIGINAL BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Title I, Part A: Improving Academic Achievement/Disadvantaged	\$ 2,472,171	7,920		\$ 2,480,091
Title I, Part A: Neglected	16,195		7,989	8,206
Consolidated Administration	206,157			206,157
Title II, Part A: Teacher and Principal Training and Recruiting	581,622	3,004		584,626
Title III, Part A: English Language Acquisition	16,767	303		17,070
Title IV	188,614			188,614
Title IX McKinney-Vento	55,000	11,529		66,529
IDEA, Part-B: Special Education	1,958,241		33,111	1,925,130
IDEA, Pre-School: Special Education	61,336		485	60,851
IDEA Systemic Change Preschool	0	10,000		10,000
Secondary Transition Indicator	0	1,380		1,380
Transition School To Work	263,031	65,000		328,031
Carl Perkins: Vocational	179,457		3,141	176,316
Total Federal Projects	\$ 5,998,591	\$ 99,136	\$ 44,726	\$ 6,053,001

KINGSPORT CITY SCHOOLS  
SCHEDULE OF SCHOOL SPECIAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Melissa's Hope Grant	\$ 85,000			\$ 85,000
Family Resource Center	10,000			10,000
Homeless Education Program	10,000			10,000
State - Pre-School Grant	750,000		1,150	748,850
State - SPED Preschool Grant	0	233,097		233,097
Truancy Intervention Grant	53,720			53,720
Total School Special Projects	\$ 908,720	\$ 233,097	\$ 1,150	\$ 1,140,667



## AGENDA ACTION FORM

### **Consideration of an Ordinance to Amend the FY 2025 School Nutrition Services Fund Budget**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-130-2025  
Work Session: May 19 2025  
First Reading: May 20, 2024

Final Adoption: June 3, 2025  
Staff Work By: David Frye  
Presentation By: David Frye

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#### **Recommendation:**

Approve the Ordinance

#### **Executive Summary:**

On May 13, 2025, the Board of Education approved an amendment to the FY 2024-2025 School Nutrition Services Fund budget. The estimated revenues and appropriations are being increased by the net amount of \$488,217.

#### **Attachments:**

1. Ordinance
2. BOE Budget Amendment Number Five – FY 2025

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

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

AN ORDINANCE TO AMEND THE SCHOOL NUTRITION SERVICES FUND BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025; AND TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the School Nutrition Services Fund Budget be amended by increasing and decreasing the estimated revenues and appropriations for various revenue and expenditure accounts for a net increase of \$488,217.

**Fund 147: School Nutrition Services Fund**

<b><u>Revenues:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
147-00**-349-3521 Student Lunches	450,000	(423,500)	26,500
147-00**-349-3522 Adult Lunches	25,000	4,600	29,600
147-00**-349-3523 Student Breakfast	75,000	(64,100)	10,900
147-00**-349-3524 Adult Breakfast	5,000	(3,100)	1,900
147-00**-349-3525 A La Carte Lunch	300,000	(95,200)	204,800
147-00**-349-3526 A La Carte Breakfast	35,000	(9,800)	25,200
147-00**-337-7112 USDA Lunch	2,500,000	619,600	3,119,600
147-00**-337-7113 USDA Breakfast	800,000	252,200	1,052,200
147-00**-337-7115 USDA Snacks	10,000	(1,800)	8,200
147-00**-338-6520 State Matching	35,000	(2,400)	32,600
147-00**-349-4992 Commodities	250,000	(75,000)	175,000
147-00**-369-4110 Interest Earnings	5,000	(3,200)	1,800
147-00**-369-4190 Other Revenue	10,000	20,700	30,700
147-00**-392-0100 Fund Balance Appropriations	611,783	269,217	881,000
<b><i>Totals</i></b>	<b>5,111,783</b>	<b>488,217</b>	<b>5,600,000</b>

<b><u>Expenditures:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
147-73**-851-0165 Salaries and Wages	1,602,100	224,110	1,826,210
147-73**-851-0201 Social Security	82,300	7,500	89,800
147-73**-851-0204 State Retirement	139,900	10,100	150,000
147-73**-851-0206 Life Insurance	2,400	(460)	1,940
147-73**-851-0207 Medical Insurance	239,200	(17,150)	222,050
147-73**-851-0209 Long-Term Disability	2,200	(560)	1,640
147-73**-851-0210 Unemployment Insurance	3,800	(150)	3,650
147-73**-851-0212 Medicare	21,500	(140)	21,360
147-73**-851-0355 Travel-Out of Town	10,000	10,000	20,000
147-73**-851-0356 Travel- In City	5,000	700	5,700
147-73**-851-0399 Other Contracted Services	0	17,000	17,000
147-73**-851-0424 Food Usage	2,000,000	473,600	2,473,600
147-73**-851-0426 Non-Food Supplies	200,000	7,600	207,600
147-73**-851-0451 Uniform Allowance	25,000	(5,100)	19,900
147-73**-851-0499 Other Supplies	150,000	22,380	172,380

147-73**-851-0513 Workers Compensation	6,600	(730)	5,870
147-7350-851-0710 Non-Inst. – Food Serv. Equip.	621,783	(260,483)	361,300
<b><i>Totals</i></b>	<b><u>5,111,783</u></b>	<b><u>488,217</u></b>	<b><u>5,600,000</u></b>

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

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
ANGELA MARSHAL, Deputy City Recorder

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

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

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

May 13, 2025

KINGSPORT CITY SCHOOLS  
FISCAL YEAR 2024-2025  
BUDGET AMENDMENT NUMBER FIVE

**GENERAL PURPOSE SCHOOL FUNDS**

**ITEM ONE: NISWONGER FOUNDATION-PROJECT ON TRACK GRANT**

Budget amendment number two added \$149,476 to the budget for the Project on Track grant funded buy the Niswonger Foundation. Since that time there has been an additional allocation of \$10,450. It has also been clarified that the original allocation did not include training time or benefits. This added \$34,195 to the original amount. This brings the total budget to \$194,121, which is a total increase of \$44,645.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Sevier, Adams, Kennedy, Lincoln, and Roosevelt teacher salaries, benefits, and Instructional Supplies be increased by \$44,645.

**ITEM TWO: TENNESSEE ARTS COMMISION GRANT**

Roosevelt Elementary School has received a grant from the Tennessee Arts Commission. This grant funded a field trip to the Barter Theatre.

It is recommended that the estimated revenue for Other State Grants and the appropriations for Roosevelt Principals Office – Other Charges be increased by \$2,000.

**ITEM THREE: SUMMER LEARNING GRANT**

The State has allocated \$895,140 for Summer Learning Camps. This consist of sub-grants for Summer Learning - \$757,712 and Summer Learning Transportation - \$137,428. These funds are to be spent on personnel, supplies and materials, and transportation costs for our summer learning program.

It is recommended that the estimated revenues for Federal Though State Funds be increase by \$138,510 and Other State Education Funds be increased by \$756,630 and the appropriations for various salary and benefit, supplies and materials, and transportation accounts in increased by \$895,140.

**ITEM FOUR: ADAMS PLAYGROUND**

John Adams Elementary School and their PTO continue to raise funds for playground upgrades. The PTO has donated \$20,086 to fund additional improvements to the playground.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Fund Transfers be increased by \$20,086. These funds will be transferred to an existing project for the Adams playground improvements.

## **ITEM FIVE: WASHINGTON PLAYGROUND**

George Washington Elementary School and their PTA have been raising funds for improvements to the Washington playground. These funds will be combined with funds existing in the Washington internal accounts and will be donated to Kingsport City Schools. The school has raised \$18,100, The PTA is donating \$31,000, and there is \$20,000 coming from the Washington internal. These funds will be combined with \$20,000 that has been allocated from the School Fund CIP account and \$19,000 budgeted for the Washington SACC and ECLC programs to fund a total expenditure of \$108,028.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Washington Capital Outlay account be increased by \$69,100.

## **ITEM SIX: MISCELLANEOUS TRANSFERS**

Dobyns-Bennett High School – Dobyns-Bennett has requested to transfer \$9,600 from their Instructional Supply account and \$10,200 from their Library Book account to their Non-Instructional Equipment account (\$19,800). This will fund cafeteria speakers and new theatre lighting.

Sevier Middle – Sevier Middle School has requested to transfer funds from their Student Travel account (\$7,100), their Fine Arts Account (\$2,500), and their Printing account (\$2,000) to their Instructional Supply account (\$5,600) and to their Non-Instructional Equipment account (\$6,000). This will fund the purchase of additional classroom supplies and classroom furniture.

Jefferson Elementary – Jefferson Elementary School has requested to transfer \$2,345 from their Non-Instructional Equipment account to their Instructional Equipment account. This will provide funds to purchase Boxlights.

Kennedy Elementary – Kennedy Elementary School has requested to transfer \$4,860 from their Instructional Equipment account to their Non-Instructional Equipment account. This will provide funds for classroom furniture.

Lincoln Elementary – Lincoln Elementary School has requested to transfer \$6,863 from their Non-Instructional Equipment account to their Staff Development account (\$2,816) and to their Instructional Supply account (\$4,047). This will assist in funding additional teacher professional development and instructional supplies.

Roosevelt Elementary – Roosevelt Elementary School has requested to transfer \$3,721 from their Instructional Equipment account to their Non-Instructional Equipment account. This will provide funds for cabinets and exterior tables.

Washington Elementary – Washington Elementary School has requested to transfer \$1,000 from their Instructional Equipment account to their Non-Instructional Equipment account. This help fund security door hardware.



## SCHOOL NUTRITION SERVICES

The current approved budget for the School Nutrition Services Fund is \$5,111,783. With the adoption of the system-wide CEP program the revenue estimates for Federal Reimbursements and Meal Sales need to be adjusted and the Fund Balance Appropriation needs to be increased. On the expenditure side the budget for salaries and benefits need to be increased to adjusted for the additional 4% cost of living increase and the budget for food supplies needs to be increased. It is projected that the final expenses for FY 2024-25 will be \$5,600,000. Below is a summary of the current budget, with recommended changes and the final revised budget.

Revenues	Current	Change	Revised
Federal Reimbursements	3,310,000	870,000	4,180,000
State Matching	35,000	(2,400)	32,600
Meal Sales	890,000	(591,100)	298,900
Commodity Revenue	250,000	(75,000)	175,000
Other Revenue	15,000	17,500	32,500
Fund Balance Appropriations	611,783	269,217	881,000
Total Revenue	5,111,783	488,217	5,600,000
Expenditures			
Salaries	1,602,100	224,110	1,826,210
Benefits	497,900	(1,590)	496,310
Food Supplies	2,000,000	473,600	2,473,600
Non-Food Supplies	200,000	7,600	207,600
Other Expenses	190,000	44,980	234,980
Equipment	621,783	(260,483)	361,300
Total Expenditures	5,111,783	488,217	5,600,000

## FEDERAL PROJECTS FUND

(See Attached Schedule of Federal Projects)

The Federal Projects Fund budget was previously approved for a total of \$5,998,591.

There have been two additional grants received. The total of these new grants is \$11,380. These grants are:

1. IDEA, Systematic Change Preschool – \$10,000
2. Secondary Transition Indicator – \$1,380

The majority of the grants accounted for in this fund have also experienced changes in the amount of funding. Some of these changes are the normal adjustment of estimated grant amounts to the actual amounts. The net result of all of these changes is an increase of \$43,030.

It is recommended that the estimated revenue for Federal Revenues and the appropriations for the Federal Programs budget be increased by a net amount of \$54,410. The revised Federal Projects budget will be \$6,053,001.

## **SCHOOL SPEICAL PROJECTS FUND**

(See Attached Schedule of School Special Projects)

The School Special Projects Fund budget was previously approved for a total of \$908,720.

One new grant has been received. The State Special Education Pre-School grant is for \$233,097.

The State Pre-School grant has been decreased by \$1,150.

It is recommended that the estimated revenue for and the appropriations for School Special Projects Fund be increased by the net amount of \$231,947. The revised School Special Projects budget will be \$1,140,667

## **GENERAL PROJECT FUND**

### **JOHN ADAMS PLAYGROUND**

This project was established in FY 24 to fund improvements to the John Adams playground. The Johns Adams PTA has made an additional donation for additional improvements. This donation will add \$20,086 to this project.

It is recommended that the estimated revenue for Transfers from the General Purpose School Fund and the appropriation Equipment be increased by \$20,086.

KINGSPORT CITY SCHOOLS  
SCHEDULE OF FEDERAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	ORIGINAL BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Title I, Part A: Improving Academic Achievement/Disadvantaged	\$ 2,472,171	7,920		\$ 2,480,091
Title I, Part A: Neglected	16,195		7,989	8,206
Consolidated Administration	206,157			206,157
Title II, Part A: Teacher and Principal Training and Recruiting	581,622	3,004		584,626
Title III, Part A: English Language Acquisition	16,767	303		17,070
Title IV	188,614			188,614
Title IX McKinney-Vento	55,000	11,529		66,529
IDEA, Part-B: Special Education	1,958,241		33,111	1,925,130
IDEA, Pre-School: Special Education	61,336		485	60,851
IDEA Systemic Change Preschool	0	10,000		10,000
Secondary Transition Indicator	0	1,380		1,380
Transition School To Work	263,031	65,000		328,031
Carl Perkins: Vocational	179,457		3,141	176,316
Total Federal Projects	\$ 5,998,591	\$ 99,136	\$ 44,726	\$ 6,053,001

KINGSPORT CITY SCHOOLS  
SCHEDULE OF SCHOOL SPECIAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Melissa's Hope Grant	\$ 85,000			\$ 85,000
Family Resource Center	10,000			10,000
Homeless Education Program	10,000			10,000
State - Pre-School Grant	750,000		1,150	748,850
State - SPED Preschool Grant	0	233,097		233,097
Truancy Intervention Grant	53,720			53,720
Total School Special Projects	\$ 908,720	\$ 233,097	\$ 1,150	\$ 1,140,667



## AGENDA ACTION FORM

### **Consideration of an Ordinance to Amend the FY 2025 School Federal Projects Fund Budget**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-131-2025

Work Session: May 19, 2025

First Reading: May 20, 2025

Final Adoption: June 3, 2025

Staff Work By: David Frye

Presentation By: David Frye

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#### **Recommendation:**

Approve the Ordinance

#### **Executive Summary:**

On May 13, 2025, the Board of Education approved an amendment to the FY 2024-2025 Schools' Federal Project Fund budget. This fund accounts for entitlement grants received from the federal government. The current budget is \$5,998,591, based on estimated amounts. There are two new grants and the estimates are being adjusted to actual amounts. There is a net increase for this budget of \$54,410. This makes the amended total \$6,053,001.

#### **Attachments:**

1. Ordinance
2. BOE Budget Amendment Number Five – FY 2025

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

ORDINANCE NO. \*\*\*\*

AN ORDINANCE TO AMEND THE FY 2025 SCHOOL  
FEDERAL GRANT PROJECTS FUND BUDGET; AND, TO  
FIX THE EFFECTIVE DATE OF THIS ORDINANCE

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

SECTION I. That the FY 2025 School Federal Grant Projects Fund budget be amended by increasing/(decreasing) appropriations for Grant funds to the following Grant projects.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/(Decr)</u>	<u>New Budget</u>
<b><u>Revenues:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
ADMN25 Consolidated Administration	206,157	0	206,157
CPG025 Carl Perkins Grant	179,457	(3,141)	176,316
HAG025 Homeless Assistance Program	55,000	11,529	66,529
IPRE25 IDEA Systemic Change Preschool	0	10,000	10,000
PS2501 IDEA Pre-School	61,336	(485)	60,851
STI141 Secondary Transition Indicator	0	1,380	1,380
TSTW25 Transition School to Work Grant	263,031	65,000	328,031
T12501 Title I	2,472,171	7,920	2,480,091
T154N1 Title I Neglected	16,195	(7,989)	8,206
T22501 Title II	581,622	3,004	584,626
T32501 Title III	16,767	303	17,070
T42501 Title IV	188,614	0	188,614
T62501 IDEA Part-B	1,958,241	(33,111)	1,925,130
<b><i>Totals:</i></b>	<b><u>5,998,591</u></b>	<b><u>54,410</u></b>	<b><u>6,053,001</u></b>
<b><u>Expenditures:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Instruction	2,268,718	206,920	2,475,638
Support Services	3,228,738	(154,356)	3,074,382
Non-Instructional Services	0	0	0
Capital Outlay	0	0	0
Other Charges (Fund Transfers)	501,135	1,846	502,981
<b><i>Totals:</i></b>	<b><u>5,998,591</u></b>	<b><u>54,410</u></b>	<b><u>6,053,001</u></b>

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

ATTEST:

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

APPROVED AS TO FORM:

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

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

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



May 13, 2025

KINGSPORT CITY SCHOOLS  
FISCAL YEAR 2024-2025  
BUDGET AMENDMENT NUMBER FIVE

**GENERAL PURPOSE SCHOOL FUNDS**

**ITEM ONE: NISWONGER FOUNDATION-PROJECT ON TRACK GRANT**

Budget amendment number two added \$149,476 to the budget for the Project on Track grant funded buy the Niswonger Foundation. Since that time there has been an additional allocation of \$10,450. It has also been clarified that the original allocation did not include training time or benefits. This added \$34,195 to the original amount. This brings the total budget to \$194,121, which is a total increase of \$44,645.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Sevier, Adams, Kennedy, Lincoln, and Roosevelt teacher salaries, benefits, and Instructional Supplies be increased by \$44,645.

**ITEM TWO: TENNESSEE ARTS COMMISION GRANT**

Roosevelt Elementary School has received a grant from the Tennessee Arts Commission. This grant funded a field trip to the Barter Theatre.

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The State has allocated \$895,140 for Summer Learning Camps. This consist of sub-grants for Summer Learning - \$757,712 and Summer Learning Transportation - \$137,428. These funds are to be spent on personnel, supplies and materials, and transportation costs for our summer learning program.

It is recommended that the estimated revenues for Federal Though State Funds be increase by \$138,510 and Other State Education Funds be increased by \$756,630 and the appropriations for various salary and benefit, supplies and materials, and transportation accounts in increased by \$895,140.

**ITEM FOUR: ADAMS PLAYGROUND**

John Adams Elementary School and their PTO continue to raise funds for playground upgrades. The PTO has donated \$20,086 to fund additional improvements to the playground.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Fund Transfers be increased by \$20,086. These funds will be transferred to an existing project for the Adams playground improvements.

## **ITEM FIVE: WASHINGTON PLAYGROUND**

George Washington Elementary School and their PTA have been raising funds for improvements to the Washington playground. These funds will be combined with funds existing in the Washington internal accounts and will be donated to Kingsport City Schools. The school has raised \$18,100, The PTA is donating \$31,000, and there is \$20,000 coming from the Washington internal. These funds will be combined with \$20,000 that has been allocated from the School Fund CIP account and \$19,000 budgeted for the Washington SACC and ECLC programs to fund a total expenditure of \$108,028.

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Roosevelt Elementary – Roosevelt Elementary School has requested to transfer \$3,721 from their Instructional Equipment account to their Non-Instructional Equipment account. This will provide funds for cabinets and exterior tables.

Washington Elementary – Washington Elementary School has requested to transfer \$1,000 from their Instructional Equipment account to their Non-Instructional Equipment account. This help fund security door hardware.

## SCHOOL NUTRITION SERVICES

The current approved budget for the School Nutrition Services Fund is \$5,111,783. With the adoption of the system-wide CEP program the revenue estimates for Federal Reimbursements and Meal Sales need to be adjusted and the Fund Balance Appropriation needs to be increased. On the expenditure side the budget for salaries and benefits need to be increased to adjusted for the additional 4% cost of living increase and the budget for food supplies needs to be increased. It is projected that the final expenses for FY 2024-25 will be \$5,600,000. Below is a summary of the current budget, with recommended changes and the final revised budget.

Revenues	Current	Change	Revised
Federal Reimbursements	3,310,000	870,000	4,180,000
State Matching	35,000	(2,400)	32,600
Meal Sales	890,000	(591,100)	298,900
Commodity Revenue	250,000	(75,000)	175,000
Other Revenue	15,000	17,500	32,500
Fund Balance Appropriations	611,783	269,217	881,000
Total Revenue	5,111,783	488,217	5,600,000
Expenditures			
Salaries	1,602,100	224,110	1,826,210
Benefits	497,900	(1,590)	496,310
Food Supplies	2,000,000	473,600	2,473,600
Non-Food Supplies	200,000	7,600	207,600
Other Expenses	190,000	44,980	234,980
Equipment	621,783	(260,483)	361,300
Total Expenditures	5,111,783	488,217	5,600,000

## FEDERAL PROJECTS FUND

(See Attached Schedule of Federal Projects)

The Federal Projects Fund budget was previously approved for a total of \$5,998,591.

There have been two additional grants received. The total of these new grants is \$11,380. These grants are:

1. IDEA, Systematic Change Preschool – \$10,000
2. Secondary Transition Indicator – \$1,380

The majority of the grants accounted for in this fund have also experienced changes in the amount of funding. Some of these changes are the normal adjustment of estimated grant amounts to the actual amounts. The net result of all of these changes is an increase of \$43,030.

It is recommended that the estimated revenue for Federal Revenues and the appropriations for the Federal Programs budget be increased by a net amount of \$54,410. The revised Federal Projects budget will be \$6,053,001.

## **SCHOOL SPEICAL PROJECTS FUND**

(See Attached Schedule of School Special Projects)

The School Special Projects Fund budget was previously approved for a total of \$908,720.

One new grant has been received. The State Special Education Pre-School grant is for \$233,097.

The State Pre-School grant has been decreased by \$1,150.

It is recommended that the estimated revenue for and the appropriations for School Special Projects Fund be increased by the net amount of \$231,947. The revised School Special Projects budget will be \$1,140,667

## **GENERAL PROJECT FUND**

### **JOHN ADAMS PLAYGROUND**

This project was established in FY 24 to fund improvements to the John Adams playground. The Johns Adams PTA has made an additional donation for additional improvements. This donation will add \$20,086 to this project.

It is recommended that the estimated revenue for Transfers from the General Purpose School Fund and the appropriation Equipment be increased by \$20,086.

KINGSPORT CITY SCHOOLS  
SCHEDULE OF FEDERAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	ORIGINAL BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Title I, Part A: Improving Academic Achievement/Disadvantaged	\$ 2,472,171	7,920		\$ 2,480,091
Title I, Part A: Neglected	16,195		7,989	8,206
Consolidated Administration	206,157			206,157
Title II, Part A: Teacher and Principal Training and Recruiting	581,622	3,004		584,626
Title III, Part A: English Language Acquisition	16,767	303		17,070
Title IV	188,614			188,614
Title IX McKinney-Vento	55,000	11,529		66,529
IDEA, Part-B: Special Education	1,958,241		33,111	1,925,130
IDEA, Pre-School: Special Education	61,336		485	60,851
IDEA Systemic Change Preschool	0	10,000		10,000
Secondary Transition Indicator	0	1,380		1,380
Transition School To Work	263,031	65,000		328,031
Carl Perkins: Vocational	179,457		3,141	176,316
Total Federal Projects	\$ 5,998,591	\$ 99,136	\$ 44,726	\$ 6,053,001

KINGSPORT CITY SCHOOLS  
SCHEDULE OF SCHOOL SPECIAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Melissa's Hope Grant	\$ 85,000			\$ 85,000
Family Resource Center	10,000			10,000
Homeless Education Program	10,000			10,000
State - Pre-School Grant	750,000		1,150	748,850
State - SPED Preschool Grant	0	233,097		233,097
Truancy Intervention Grant	53,720			53,720
Total School Special Projects	\$ 908,720	\$ 233,097	\$ 1,150	\$ 1,140,667



## AGENDA ACTION FORM

### **Consideration of an Ordinance to Amend the FY 2025 School Special Projects Fund Budget**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-132-2025  
Work Session: May 19, 2025  
First Reading: May 20, 2025

Final Adoption: June 3, 2025  
Staff Work By: David Frye  
Presentation By: David Frye

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#### **Recommendation:**

Approve the Ordinance

#### **Executive Summary:**

The Board of Education approved fiscal year 2025 budget amendment number five at their meeting on May 13, 2025. This amendment increases the School Special Projects Fund budget by \$231,947, for a revised total of \$1,140,667. The estimated revenue for Other State Revenue is being increased by \$231,947 and the appropriations are being increased by \$233,097 for the State-Special Education Pre-School grant and the State Pre-School grant is being decreased by \$1,150.

#### **Attachments:**

1. Ordinance
2. BOE Budget Amendment Number Five – FY 2025

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

# ORDINANCE NO. \*\*\*\*

**PRE-FILED  
CITY RECORDER**

AN ORDINANCE TO AMEND THE FY 2025 SCHOOL SPECIAL  
PROJECTS FUND BUDGET; AND, TO FIX THE EFFECTIVE  
DATE OF THIS ORDINANCE

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

SECTION I. That the FY 2025 School Special Projects Fund budget be amended by increasing/(decreasing) appropriations for Grant funds to the following Grant projects.

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/(Decr)</u>	<u>New Budget</u>
<b><u>Revenues:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
FRC025 Family Resource Center	10,000	0	10,000
HAG025 Homeless Assistance	10,000	0	10,000
KTIP25 Kingsport Truancy Intervention	53,720	0	53,720
PK5125 Pre-K Expansion Grant System-Wide	685,000	(1,150)	683,850
State – Sp Ed Pre-School Grant	0	233,097	233,097
HOPE25 Melisa’s Hope Grant	85,000	0	85,000
Transfer from General School Fund	65,000	0	65,000
<b><u>Totals:</u></b>	<b><u>908,720</u></b>	<b><u>231,947</u></b>	<b><u>1,140,667</u></b>

<b><u>Expenditures:</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Instruction	777,632	218,538	996,170
Support Services	121,088	13,409	134,497
Non-Instructional Services	0	0	0
Capital Outlay	10,000	0	10,000
Other	0	0	0
<b><u>Totals:</u></b>	<b><u>908,720</u></b>	<b><u>231,947</u></b>	<b><u>1,140,667</u></b>

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

ATTEST:

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

APPROVED AS TO FORM:

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

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

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

City of Kingsport, Tennessee

*Item IX5.*



May 13, 2025

KINGSPORT CITY SCHOOLS  
FISCAL YEAR 2024-2025  
BUDGET AMENDMENT NUMBER FIVE

**GENERAL PURPOSE SCHOOL FUNDS**

**ITEM ONE: NISWONGER FOUNDATION-PROJECT ON TRACK GRANT**

Budget amendment number two added \$149,476 to the budget for the Project on Track grant funded buy the Niswonger Foundation. Since that time there has been an additional allocation of \$10,450. It has also been clarified that the original allocation did not include training time or benefits. This added \$34,195 to the original amount. This brings the total budget to \$194,121, which is a total increase of \$44,645.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Sevier, Adams, Kennedy, Lincoln, and Roosevelt teacher salaries, benefits, and Instructional Supplies be increased by \$44,645.

**ITEM TWO: TENNESSEE ARTS COMMISION GRANT**

Roosevelt Elementary School has received a grant from the Tennessee Arts Commission. This grant funded a field trip to the Barter Theatre.

It is recommended that the estimated revenue for Other State Grants and the appropriations for Roosevelt Principals Office – Other Charges be increased by \$2,000.

**ITEM THREE: SUMMER LEARNING GRANT**

The State has allocated \$895,140 for Summer Learning Camps. This consist of sub-grants for Summer Learning - \$757,712 and Summer Learning Transportation - \$137,428. These funds are to be spent on personnel, supplies and materials, and transportation costs for our summer learning program.

It is recommended that the estimated revenues for Federal Though State Funds be increase by \$138,510 and Other State Education Funds be increased by \$756,630 and the appropriations for various salary and benefit, supplies and materials, and transportation accounts in increased by \$895,140.

**ITEM FOUR: ADAMS PLAYGROUND**

John Adams Elementary School and their PTO continue to raise funds for playground upgrades. The PTO has donated \$20,086 to fund additional improvements to the playground.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Fund Transfers be increased by \$20,086. These funds will be transferred to an existing project for the Adams playground improvements.

## **ITEM FIVE: WASHINGTON PLAYGROUND**

George Washington Elementary School and their PTA have been raising funds for improvements to the Washington playground. These funds will be combined with funds existing in the Washington internal accounts and will be donated to Kingsport City Schools. The school has raised \$18,100, The PTA is donating \$31,000, and there is \$20,000 coming from the Washington internal. These funds will be combined with \$20,000 that has been allocated from the School Fund CIP account and \$19,000 budgeted for the Washington SACC and ECLC programs to fund a total expenditure of \$108,028.

It is recommended that the estimated revenue for Other Local Revenue and the appropriation for Washington Capital Outlay account be increased by \$69,100.

## **ITEM SIX: MISCELLANEOUS TRANSFERS**

Dobyns-Bennett High School – Dobyns-Bennett has requested to transfer \$9,600 from their Instructional Supply account and \$10,200 from their Library Book account to their Non-Instructional Equipment account (\$19,800). This will fund cafeteria speakers and new theatre lighting.

Sevier Middle – Sevier Middle School has requested to transfer funds from their Student Travel account (\$7,100), their Fine Arts Account (\$2,500), and their Printing account (\$2,000) to their Instructional Supply account (\$5,600) and to their Non-Instructional Equipment account (\$6,000). This will fund the purchase of additional classroom supplies and classroom furniture.

Jefferson Elementary – Jefferson Elementary School has requested to transfer \$2,345 from their Non-Instructional Equipment account to their Instructional Equipment account. This will provide funds to purchase Boxlights.

Kennedy Elementary – Kennedy Elementary School has requested to transfer \$4,860 from their Instructional Equipment account to their Non-Instructional Equipment account. This will provide funds for classroom furniture.

Lincoln Elementary – Lincoln Elementary School has requested to transfer \$6,863 from their Non-Instructional Equipment account to their Staff Development account (\$2,816) and to their Instructional Supply account (\$4,047). This will assist in funding additional teacher professional development and instructional supplies.

Roosevelt Elementary – Roosevelt Elementary School has requested to transfer \$3,721 from their Instructional Equipment account to their Non-Instructional Equipment account. This will provide funds for cabinets and exterior tables.

Washington Elementary – Washington Elementary School has requested to transfer \$1,000 from their Instructional Equipment account to their Non-Instructional Equipment account. This help fund security door hardware.

## SCHOOL NUTRITION SERVICES

The current approved budget for the School Nutrition Services Fund is \$5,111,783. With the adoption of the system-wide CEP program the revenue estimates for Federal Reimbursements and Meal Sales need to be adjusted and the Fund Balance Appropriation needs to be increased. On the expenditure side the budget for salaries and benefits need to be increased to adjusted for the additional 4% cost of living increase and the budget for food supplies needs to be increased. It is projected that the final expenses for FY 2024-25 will be \$5,600,000. Below is a summary of the current budget, with recommended changes and the final revised budget.

Revenues	Current	Change	Revised
Federal Reimbursements	3,310,000	870,000	4,180,000
State Matching	35,000	(2,400)	32,600
Meal Sales	890,000	(591,100)	298,900
Commodity Revenue	250,000	(75,000)	175,000
Other Revenue	15,000	17,500	32,500
Fund Balance Appropriations	611,783	269,217	881,000
Total Revenue	5,111,783	488,217	5,600,000
Expenditures			
Salaries	1,602,100	224,110	1,826,210
Benefits	497,900	(1,590)	496,310
Food Supplies	2,000,000	473,600	2,473,600
Non-Food Supplies	200,000	7,600	207,600
Other Expenses	190,000	44,980	234,980
Equipment	621,783	(260,483)	361,300
Total Expenditures	5,111,783	488,217	5,600,000

## FEDERAL PROJECTS FUND

(See Attached Schedule of Federal Projects)

The Federal Projects Fund budget was previously approved for a total of \$5,998,591.

There have been two additional grants received. The total of these new grants is \$11,380. These grants are:

1. IDEA, Systematic Change Preschool – \$10,000
2. Secondary Transition Indicator – \$1,380

The majority of the grants accounted for in this fund have also experienced changes in the amount of funding. Some of these changes are the normal adjustment of estimated grant amounts to the actual amounts. The net result of all of these changes is an increase of \$43,030.

It is recommended that the estimated revenue for Federal Revenues and the appropriations for the Federal Programs budget be increased by a net amount of \$54,410. The revised Federal Projects budget will be \$6,053,001.

## **SCHOOL SPEICAL PROJECTS FUND**

(See Attached Schedule of School Special Projects)

The School Special Projects Fund budget was previously approved for a total of \$908,720.

One new grant has been received. The State Special Education Pre-School grant is for \$233,097.

The State Pre-School grant has been decreased by \$1,150.

It is recommended that the estimated revenue for and the appropriations for School Special Projects Fund be increased by the net amount of \$231,947. The revised School Special Projects budget will be \$1,140,667

## **GENERAL PROJECT FUND**

### **JOHN ADAMS PLAYGROUND**

This project was established in FY 24 to fund improvements to the John Adams playground. The Johns Adams PTA has made an additional donation for additional improvements. This donation will add \$20,086 to this project.

It is recommended that the estimated revenue for Transfers from the General Purpose School Fund and the appropriation Equipment be increased by \$20,086.

KINGSPORT CITY SCHOOLS  
SCHEDULE OF FEDERAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	ORIGINAL BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Title I, Part A: Improving Academic Achievement/Disadvantaged	\$ 2,472,171	7,920		\$ 2,480,091
Title I, Part A: Neglected	16,195		7,989	8,206
Consolidated Administration	206,157			206,157
Title II, Part A: Teacher and Principal Training and Recruiting	581,622	3,004		584,626
Title III, Part A: English Language Acquisition	16,767	303		17,070
Title IV	188,614			188,614
Title IX McKinney-Vento	55,000	11,529		66,529
IDEA, Part-B: Special Education	1,958,241		33,111	1,925,130
IDEA, Pre-School: Special Education	61,336		485	60,851
IDEA Systemic Change Preschool	0	10,000		10,000
Secondary Transition Indicator	0	1,380		1,380
Transition School To Work	263,031	65,000		328,031
Carl Perkins: Vocational	179,457		3,141	176,316
Total Federal Projects	\$ 5,998,591	\$ 99,136	\$ 44,726	\$ 6,053,001

KINGSPORT CITY SCHOOLS  
SCHEDULE OF SCHOOL SPECIAL PROJECTS  
FISCAL YEAR 2024-2025

PROGRAM	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
Melissa's Hope Grant	\$ 85,000			\$ 85,000
Family Resource Center	10,000			10,000
Homeless Education Program	10,000			10,000
State - Pre-School Grant	750,000		1,150	748,850
State - SPED Preschool Grant	0	233,097		233,097
Truancy Intervention Grant	53,720			53,720
Total School Special Projects	\$ 908,720	\$ 233,097	\$ 1,150	\$ 1,140,667



## AGENDA ACTION FORM

### **Consideration of a Resolution to Amend the TDOT Agreement for the West End Greenbelt Extension**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-141-2025  
Work Session: May 19, 2025  
First Reading: NA

Final Adoption: May 20, 2025  
Staff Work By: Michael Thompson  
Presentation By: Ryan McReynolds

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#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

On June 27, 2019, the city entered into an agreement with TDOT for the West End Greenbelt Extension. This project consists of building an extension of the Greenbelt walking and biking path west from the end of the current Greenbelt at Rotherwood Drive to Lewis Lane on West Stone Drive.

During this project we encountered a few items prompting the need to extend the completion date –

- NEPA documentation took longer than anticipated (primarily due to COVID);
- Coordination with the development of the commercial development that includes Lewis Lane and Port Drive impacted the desired alignment for the proposed greenbelt extension;
- Additional survey was required for Port Drive; and
- Reworking of the Greenway alignment was needed due to the larger power poles.

It is requested to amend the agreement with TDOT extending the completion date to December 31, 2027. By extending the completion date this allows the time needed to submit plans for ROW approval, acquire ROW, utility coordination, obtain ROW/Utility certification from TDOT, construction plans approval, advertise for bids and project construction.

Project Data: TDOT Agreement #: 190096; PIN: 128784.00; Federal Project #: STP-M-9108(50); State Project #: 82LPLM-F3-092.

#### **Attachments:**

1. Resolution
2. Amendment Number 1

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



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

A RESOLUTION APPROVING AN AMENDMENT TO AGREEMENT No. 190096 WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO EXTEND THE PROJECT DEADLINE FOR THE WEST END GREENBELT EXTENSION PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, on June 27, 2019, the board entered into a Local Agency Project Agreement with the Tennessee Department of Transportation (TDOT)for the West End Greenbelt Extension Project; and

WHEREAS, since execution of the agreement the National Environmental Policy Act documentation has been completed, realignment of the proposed extension was designed to accommodate commercial development in the Lewis Lane and Port Drive area as well as for larger power poles, and additional survey work completed for the Port Drive area; and

WHEREAS, despite completion of these tasks additional time is needed to submit plans for right of way approval and acquisition, utility coordination, obtain TDOT approval of construction plans, and to let the contract for and complete construction; and

WHEREAS, it is in City's best interest to enter into an amend to the agreement with TDOT which will extend the completion date to December 31, 2027.

Now therefore,

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

SECTION I. That an amendment to the agreement with the Tennessee Department of Transportation (TDOT)for the West End Greenbelt Extension Project, is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an amendment to the agreement with the Tennessee Department of Transportation (TDOT)for the West End Greenbelt Extension 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: 190096
Project Identification	Number:128784.00
Federal Project Number:	STP-M-9108(50)
State Project	Number:82LPLM-F3-092

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 among the parties of their respective obligations related to the

management of the project described as:

Kingsport Greenbelt Extension, SR-1 (West Stone Dr), from Lewis Ln through the Exit Ramp to Netherland Inn Road; Netherland Inn Rd, from the SR-1 Exit Ramp to Rotherwood Dr

1. The language of Agreement # 190096 dated June 27, 2019 Section B.2 a) is hereby deleted in its entirety.

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

B.2 a) The Agency agrees to complete the herein assigned phases of the Project on or before **December 31, 2027**. If the Agency does not complete the herein described phases of the Project within this time period, this Agreement will expire on the last day of scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of the Agreement. An extension of the term of this Agreement will be effected through an amendment to the Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of the Agreement will not be reimbursed by the Department.

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 20th day of May, 2025.

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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

**Amendment Number: 1**

**Agreement Number: 190096**

**Project Identification Number: 128784.00**

**Federal Project Number: STP-M-9108(50)**

**State Project Number: 82LPLM-F3-092**

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 among the parties of their respective obligations related to the management of the project described as:

Kingsport Greenbelt Extension, SR-1(West Stone Dr), from Lewis Ln through the Exit Ramp to Netherland Inn Road; Netherland Inn Rd, from the SR-1 Exit Ramp to Rotherwood Dr

1. The language of Agreement # 190096 dated June 27, 2019 Section B.2 a) is hereby deleted in its entirety.
2. The following is added as B.2 a) .

B.2 a) The Agency agrees to complete the herein assigned phases of the Project on or before **December 31, 2027**. If the Agency does not complete the herein described phases of the Project within this time period, this Agreement will expire on the last day of scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of the Agreement. An extension of the term of this Agreement will be effected through an amendment to the Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of the Agreement will not be reimbursed by the Department.

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





## AGENDA ACTION FORM

### **Consideration of a Resolution Authorizing an Agreement for Architectural and Engineering Services for the Washington Elementary School HVAC Replacement with Holston Engineering**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-119-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: David Frye

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#### **Recommendation:**

Approve the Resolution.

#### **Executive Summary:**

Expressions of Interest/Requests for Qualifications from Architectural and Engineering firms for the Washington Elementary School HVAC Replacement were requested March 1, 2025. Sealed requests were opened on April 3, 2025. At that time, four responses were received. An evaluation team consisting of Kingsport City Schools employees was formed.

At this time, the administration recommends entering into an agreement with Holston Engineering for architectural and engineering services for the Washington Elementary School HVAC Replacement. Holston Engineering will provide design services, bid administration, construction administration and close-out services. The proposed fee is 6% of the total construction cost not to exceed \$240,000.00.

The Board of Education approved this recommendation on May 13, 2025.

Funding is identified in the Washington HVAC Replacement Project GP2512.

#### **Attachments:**

Resolution  
Bid Minutes

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

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

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE WASHINGTON ELEMENTARY SCHOOL HVAC REPLACEMENT PROJECT WITH HOLSTON ENGINEERING AND ANY AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION

WHEREAS, Sealed responses from architectural and engineering firms interested in the Washington Elementary School HVAC Replacement Project were opened on April 3, 2025, and four responses were received; and

WHEREAS, an evaluation team made up of Kingsport City Schools employees was formed to evaluate the responses; and

WHEREAS, upon review of the responses, the board finds Holston Engineering's response to be compliant and meets the specifications for the particular work or service desires and is in the best interest and advantage to the city; and

WHEREAS, the City of Kingsport desires to enter into an agreement with Holston Engineering, for architectural and engineering services for the Washington Elementary School HVAC Replacement for a total cost not to exceed \$240,000.00; and

WHEREAS, the Board of Education approved this action on May 13, 2025; and

WHEREAS, funding is identified in the Washington HVAC Replacement Project (GP2512).

Now therefore,

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

SECTION I. That an agreement for architectural and engineering services for the Washington Elementary School HVAC Replacement is awarded to Holston Engineering.

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, an agreement with Holston Engineering and to deliver the agreements 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 agreements and this resolution.

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 20th day of May 2025.

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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





**HOLSTON ENGINEERING, INC.**

301 Montgomery Street, Suite #4  
Johnson City, TN 37604  
(423) 926-5991  
e-mail: [Holston.Engineering@holsteng.com](mailto:Holston.Engineering@holsteng.com)  
April 17, 2025

Ms. Sandra Sloan  
Kingsport City Schools  
400 Clinchfield Street, Ste. 200  
Kingsport, TN 37660

SUBJECT: HVAC Replacement  
Washington Elementary School

Dear Sandra:

Holston Engineering, Inc. is pleased to provide pricing for the design and project management for the HVAC replacement at Washington Elementary School based on 6% of Total Installed Cost not to exceed \$240,000 (two hundred and forty thousand dollars). The state review fee will be billed as a separate direct pass through to the school system. We quickly evaluated the HVAC replacement and believe that there is roughly 250 tons of cooling for this school. Also, with our quick evaluation we believe that the overall power supply in the school is adequate but believe at this time the breakers and wire to each unit will need to be replaced. All these items will need to be confirmed through design efforts. To replace HVAC systems (including new electrical wire and breakers for all units), evaluate the cooling tower, and add return ductwork (including ceiling tile replacements) we estimate the total installed cost would be roughly \$4,000,000 plus engineering fees and contingency. Please understand with market volatility and unknowns currently the cost estimate is preliminary. Our scope will include the following items:

**Design Services**

1. Meet with Owner to establish project schedule, define objectives, and develop project plan. The Project Plan/Schedule will include the bid process, pre-bid meeting, deadline for questions, bid opening, award, pre-construction meeting, project start date, and completion date.
2. Develop design drawings and specifications which include any mechanical, electrical, and piping as needed.
3. Provide a schematic cost estimate and conceptual project schedule.
4. Facilitate meetings as needed.

**Bid Administration**

1. Develop and provide bid drawings and specifications for review.
2. Assist with the development of final bid package.
3. Issue design documents for review as appropriate prior to bidding process.

4. Reproduce and issue the final bid package documents to potential bidders during the bid process.
5. Assist with the bid process including attending pre-bid meetings, issuance of addenda, assisting in receipt of bids, investigate and recommend award of contracts to the lowest responsive bidder for the project and provide recommendation letter.
6. Design team may be asked to assist with design review for value engineering if bid is over budget.

#### **Construction Administration Phase**

1. Facilitate Pre-Construction meeting and conduct regular construction progress meetings.
2. Provide Construction Administration.
3. Review, log, and approve submittals, shop drawings, Request for Information, etc.
4. Review construction reports.
5. Attend project progress meetings.
6. Review and approve applications for payment and make sure all required forms(three originals of the Application and Certificate of Payment and Certificate of the Contractor) are submitted.
7. Coordinate with designated Project Manager on all Change Orders, etc., including maintaining a log of all such documents.
8. Provide direction for questions and concerns from the contractor and Project Manager in resolution of problems.
9. Provide Field Services for entire construction period.
10. Conduct site visits as appropriate for the project.
11. Conduct Substantial Completion Inspection, coordinate with Project Manager to create punch list, substantiate those items noted are completed, and issue Substantial Completion Certificate.

#### **Project Close Out**

1. Provide support services as needed during the project close out process.
2. Issue Final Completion and Acceptance letter recommending acceptance.
3. Coordinate with all contractors, consultants, to develop a project O&M Manual to be submitted with final project as built drawings. (One hard copy of the O&M Manual and project as built documents will be submitted along with an electronic copy on a USB Drive)

Our billing would be 70% of total due based on the acceptable low bid which will be invoiced when the bids are received and the final 30% +/- adjusted for the final total installed cost which will be invoiced on owner's acceptance.

If you have any questions, please feel free to contact me. Thank you for allowing us the opportunity to provide pricing for this project.

Sincerely,  
HOLSTON ENGINEERING, INC.



Derwin E. Cartmel, PE  
President

BID OPENING  
MINUTES  
April 3, 2025  
4:00 P.M.

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager;  
David Frye, Chief Financial Officer, Schools

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

The Procurement Manager opened with the following bids:

RFQ for Architectural/Engineering Firm for Washington Elementary School HVAC Project
Vendor:
Thompson & Litton
Holston Engineering
Cain Rash West Architects Bedinger Consulting Engineers
Barber McMurry

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



## AGENDA ACTION FORM

### **Consideration of a Resolution Approving the Purchase Textbooks and Other Curriculum Materials by Kingsport City Schools and Authorizing the City Manager to Execute Purchase and Blanket Orders for the Same**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-135-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Staff

Presentation By: David Frye

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#### **Recommendation:**

Approve the resolution.

#### **Executive Summary:**

The Board of Education has adopted and authorized the purchase of the state approved science textbooks for grades K-5 of the same in an amount not to exceed \$390,000.00. Additionally, consumable materials such as workbooks will need to be acquired as well as licenses for an online music curriculum, and there are freight costs incurred for the order. These additional charges will be in an amount not to exceed \$80,000.

A portion of the costs for the textbooks is currently available in the FY25 School General Purpose budget (\$195,000). Purchase orders will be issued in the current fiscal year to acquire some of the needed materials. A blanket order will be issued for FY26 to acquire the remaining materials which shall not exceed \$275,000.

In order to receive the necessary materials in time for the start of the 2025 – 2026 academic year Tennessee Book Company requires submission of the order information by May 30, 2025. Thus, the urgency to obtain approval to issue purchase orders in FY25 in an amount not to exceed \$195,000 and a blanket order for FY26 in an amount not to exceed \$275,000 to guarantee delivery of the textbooks and other materials in time for the upcoming academic year.

Please refer to the accompanying supplemental information for further details on the materials being acquired and funding for the same.

The Board of Education approved this motion on May 13, 2025.

#### Attachments:

1. Resolution
2. Supplemental Information
3. Quote 003197
4. Quote 003211

Item XI3.

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

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

A RESOLUTION AUTHORIZING THE PURCHASE OF  
TEXTBOOKS AND OTHER CURRICULUM MATERIALS  
BY KINGSPORT CITY SCHOOLS AND AUTHORIZING  
THE CITY MANAGER TO EXECUTE PURCHASE  
ORDERS AND A BLANKET ORDER FOR THE SAME

WHEREAS, the Tennessee State Board of Education through the Tennessee Textbook and Instructional Materials Quality Commission has recommended new science textbooks for adoption by local school districts; and

WHEREAS, the Board of Education has adopted the approved science textbooks for grades K-5; and

WHEREAS, these textbooks will be acquired from the Tennessee Book Company which is the official State of Tennessee school book depository/distributor; and

WHEREAS, the anticipated acquisition cost of the adopted textbook is \$390,000; and

WHEREAS, additionally, it is recommended to acquire workbooks which accompany the adopted textbook, and renew licenses for an online K-8 music curriculum (Quavers) from the Tennessee Book Company; and

WHEREAS, Tennessee Book Company requires orders to be submitted by May 30, 2025 for materials needed by the start of the 2025 - 2026 academic year; and

WHEREAS, in order to encumber remaining funds for textbooks in the FY2025 School General Purpose fund, it is recommended that purchase orders in an amount not to exceed \$195,000.00 be issued to Tennessee Book Company in FY2025 for a portion of the needed materials; and

WHEREAS, it is further recommended the city manager be authorized to issue a blanket order for FY2026 in an amount not to exceed \$275,000 for the remainder of the adopted textbooks, workbooks, Quavers license renewal, and freight costs; and

WHEREAS, the Board of Education approved these actions on May 13, 2025.

Now therefore,

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

SECTION I. That the city manager is authorized to issue a purchase orders for FY2025 to Tennessee Book Company for the purchase of science textbooks for grades K-5 as designated by the State Board of Education in an amount not to exceed \$195,000.

SECTION II. That the city manager is authorized to issue a blanket order for FY2026 to Tennessee Book Company for the purchase of science textbooks, workbooks, Quavers music license renewals, and freight costs in an amount not to exceed \$275,000.00.

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

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

ADOPTED this the 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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



## SUPPLEMENTAL INFORMATION

### FOR TEXTBOOK PURCHASE – ACTION FORM 135 – 2025

It is the responsibility of the Tennessee Textbook and Instructional Materials Quality Commission to recommend textbooks and instructional materials to the Tennessee State Board of Education (SBE) for approval. Once the SBE has approved a list of textbooks and instructional materials, it is the responsibility of local boards of education to decide which textbooks and instructional materials to use in their districts. The process is structured to ensure textbooks for all subjects are reviewed once every six years. Subjects are grouped into six groupings so that only one subject or group of subjects is reviewed every year.

To cover the costs for the adoption of K-5 science textbooks, funding will need to come from both FY25 School General Purpose funds and FY26 School General Purpose funds. Purchase orders will need to be issued in an amount not to exceed \$195,000.00 to use the remaining funds from the FY25 School General Purpose fund. A blanket order will need to be in FY26 School General Purpose fund in an amount not to exceed \$275,000.

Each year the school system orders recurring consumable materials (workbooks) from Tennessee Book Company. The book publishers can choose to cover the freight costs for these materials or pass the costs onto the school system. The freight costs for the orders normally do not exceed \$20,000.00.

The school system has been utilizing an online music curriculum, Quavers, for grades K-8. The licenses for this software need to be renewed in FY26 for a total that will not exceed \$60,000.00.

In order to receive the textbook and other materials in time for the start of the 2025 – 2026 academic year the Tennessee Book Company requires order information be submitted by May 30, 2025. A portion of the order can be acquired under a purchase order in an amount not to exceed \$195,000 utilizing available funds in the FY25 School General Purpose fund. The remainder of order will be acquired pursuant to a blanket order to be issued in FY26 in an amount not to exceed \$275,000 with funds from the FY26 School General Purpose fund.



# TENNESSEE BOOK COMPANY

1550 HEIL QUAKER BLVD. STE 100  
P.O. BOX 3009  
LA VERGNE, TN 37086  
615-793-5040

# QUOTE

Number	003211
Date	05/02/2025
Page	1

Ship-to: 000  
KINGSPORT CITY SCHOOLS  
CHERYL TURNER  
400 CLINCHFIELD ST. STE-200  
KINGSPORT TN 37660

Bill-to: 134  
KINGSPORT CITY SCHOOLS  
ACCOUNTS PAYABLE OFFICE  
415 BROAD ST  
KINGSPORT TN 37660

Po #	Slsp	Terms	Whse	Freight	Ship Via
Quote	134	NET 30 DAYS	01	PREPAID	ID/LG AVERITT
Quoted By: WEB	Quoted To: Cheryl Turner - cturner@k	Effective: 05/02/2025	Expires: 08/30/2025		

Item	Description	ISBN	Ordered	UM	Price	UM	Extension
T65286941	MHE TN SCIENCE G/K COMPREHENS	9781265286941	540	EA	93.78	EA	50641.20
T65289140	MHE TN SCIENCE G/1 COMPREHENS	9781265289140	552	EA	93.78	EA	51766.56
T65294908	MHE TN SCIENCE G/2 COMPREHENS	9781265294908	555	EA	93.78	EA	52047.90
T65298685	MHE TN SCIENCE G/3 COMPREHENS	9781265298685	193	EA	116.67	EA	22517.31
Entered by: <-> 05/02/25							
GRATIS MATERIALS WILL BE SHIPPED FROM THE PUBLISHER							

Kellie Dumas	Merchandise	Misc	Tax	Freight	Total
	176972.97	.00	.00	8848.00	185820.97

Do not write below this line

Customer Copy

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SOQ



01-003211



Item XI3.



# TENNESSEE BOOK COMPANY

1550 HEIL QUAKER BLVD. STE 100  
P.O. BOX 3009  
LA VERGNE, TN 37086  
615-793-5040

**QUOTE**

Number	003197
Date	05/02/2025
Page	1

Ship-to: 000  
KINGSPORT CITY SCHOOLS  
CHERYL TURNER  
400 CLINCHFIELD ST. STE-200  
KINGSPORT TN 37660

Bill-to: 134  
KINGSPORT CITY SCHOOLS  
ACCOUNTS PAYABLE OFFICE  
415 BROAD ST  
KINGSPORT TN 37660

Po #	Slsp	Terms	Whse	Freight	Ship Via
Quote	134	NET 30 DAYS	01	PREPAID	ID/LG AVERITT
Quoted By: WEB	Quoted To: Cheryl Turner - cturner@k	Effective: 05/02/2025	Expires: 08/30/2025		

Item	Description	ISBN	Ordered	UM	Price	UM	Extension
T65298685	MHE TN SCIENCE G/3 COMPREHENSIVE	9781265298685	332	EA	116.67	EA	38734.44
T65303150	MHE TN SCIENCE G/4 COMPREHENSIVE	9781265303150	581	EA	116.67	EA	67785.27
T65305499	MHE TN SCIENCE G/5 COMPREHENSIVE	9781265305499	594	EA	116.67	EA	69301.98
Entered by: <-> 05/02/25							
GRATIS MATERIALS WILL BE SHIPPED FROM THE PUBLISHER							
QUOTE							

Kellie Dumas	Merchandise	Misc	Tax	Freight	Total
	175821.69	.00	.00	8792.00	184613.69

Do not write below this line

Customer Copy

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SOQ



01-003197



Item XI3.





## AGENDA ACTION FORM

### **Consideration of a Resolution Authorizing a Blanket Order for Copy Paper from Tennessee State Contract**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-136-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: C. McCartt

---

#### **Recommendation:**

Approve the resolution

#### **Executive Summary:**

It is recommended to purchase copy paper from American Paper & Twine utilizing the Tennessee State Contract # 77326 for use in City and Schools locations. The Tennessee State Contract for copy paper is available for local government agencies to use. The contract has been renewed through July 31, 2026 with a one-year renewal option left. The current pricing is as follows: \$41.40 per case for 8.5" x11", \$59.90 per case for 8.5"x14" & \$47.00 per case for 11"x17". The estimated annual cost for copier paper is \$90,000.00.

Funding is identified in various City and Schools accounts.

#### **Attachments:**

1. Resolution
2. TN State Contract

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

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

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A BLANKET ORDER FOR THE PURCHASE OF COPY PAPER TO AMERICAN PAPER AND TWINE UTILIZING TENNESSEE STATE CONTRACT NO. 77326 FOR USE BY VARIOUS CITY AND SCHOOL DEPARTMENTS

WHEREAS, staff recommends the purchase of copy paper utilizing Tennessee State Contract #77326, for use by various city and school departments; and

WHEREAS, Tennessee Code Annotated section 12-3-1201 permits city to purchase goods under the same terms and conditions as the Central Procurement Office of the State of Tennessee; and

WHEREAS, in order to purchase the paper, a blanket order needs to be issued to American Paper and Twine in the annual estimated cost not to exceed \$90,000.00; and

WHEREAS, funding for this is identified in various city and schools accounts.

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 blanket order for the purchase of copy paper to American Paper and Twine utilizing Tennessee State Contract #77326, for use by various city and school departments in the annual estimated amount not to exceed \$90,000.00.

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 20<sup>th</sup> day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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



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

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

American Paper & Twine Co  
7400 Cockrill Bend Blvd  
Nashville, TN 37209

**Contract Number: 0000000000000000000077326**

Title: SWC317 Copy Paper

Start Date: February 01, 2023

End Date: July 31, 2026

Renewals: One (1) optional one-year renewal remaining.

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: Kristine Mitchell  
3rd Floor, William R Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue  
Nashville, TN 37243-1102  
Phone: 615-770-1015  
Fax: 615-741-0684  
Email: Kristine.mitchell@tn.gov

Line Information

**Line 1**

Item ID: 1000154407  
*8.5x11 Copy Paper, White, Letter, 20# Virgin, 92 Brightness, 3-Hole Punch, 10RM/CA*  
Unit of Measure: CA  
Vendor Item/Part #: 561788  
Manufacturer Item #: 999813  
Unit Price: \$ 46.9

**Line 2**

Item ID: 1000154408  
*8.5 X 11 Copy Paper, White, Letter, 20# Virgin, 92 Brightness, 10RM/CA*  
Unit of Measure: CA  
Vendor Item/Part #: 561650  
Manufacturer Item #: 999705  
Unit Price: \$ 41.4

**Line 3**

Item ID: 1000154409  
*8.5x14 Copy Paper, White, Legal, 20# Virgin, 92 Brightness, 10RM/CA*  
Unit of Measure: RM  
Vendor Item/Part #: 561703  
Manufacturer Item #: 999706  
Unit Price: \$ 59.9

**Line 4**

Item ID: 1000154410  
*11x17 Copy Paper, White, Tabloid, 20# Virgin, 92 Brightness, 10RM/CA*  
Unit of Measure: RM  
Vendor Item/Part #: 561533  
Manufacturer Item #: 999812  
Unit Price: \$ 47

**Line 5**

Item ID: 1000154411  
*8.5x11 Canary Yellow Copy Paper, 20 pound*  
Unit of Measure: RM  
Vendor Item/Part #: 558403  
Manufacturer Item #: MP-2201-CY  
Unit Price: \$ 5.9

**Line 6**

Item ID: 1000154412

*8.5x11 Green Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 558601

Manufacturer Item #: MP-2201-GN

Unit Price: \$ 5.9

**Line 7**

Item ID: 1000154413

*8.5x11 Blue Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 558809

Manufacturer Item #: MP-2201-BE

Unit Price: \$ 5.9

**Line 8**

Item ID: 1000154414

*8.5x11 Pink Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 559005

Manufacturer Item #: MP-2201-PK

Unit Price: \$ 5.9

**Line 9**

Item ID: 1000154416

*8.5x11 Gold Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 559401

Manufacturer Item #: MP-2201-GRP

Unit Price: \$ 5.9

**Line 10**

Item ID: 1000154404

*8.5x11 Salmon Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 559416

Manufacturer Item #: MP-2201-SN

Unit Price: \$ 5.9

**Line 11**

Item ID: 1000154405

*8.5x11 Ivory Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 559431

Manufacturer Item #: MP-2201-IY

Unit Price: \$ 5.9

**Line 12**

Item ID: 1000154417

*8.5x11 Gray Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 559443

Manufacturer Item #: MP-2201-GY

Unit Price: \$ 5.9

**Line 13**

Item ID: 1000154418

*8.5x11 Lavender Copy Paper, 20 pound*

Unit of Measure: RM

Vendor Item/Part #: 559454

Manufacturer Item #: MP-2201-LV

Unit Price: \$ 5.9

**Line 14**

Item ID: 1000154419

*8.5x11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Lime Green, 500 Sheets/RM*

Unit of Measure: RM

Vendor Item/Part #: 559529

Manufacturer Item #: MP-2241-LE

Unit Price: \$ 19.5

**Line 15**

Item ID: 1000154423

*8.5x11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Orange, 500 Sheets/RM*

Unit of Measure: RM

Vendor Item/Part #: 559537

Manufacturer Item #: MP-2241-TE

Unit Price: \$ 19.5

**Line 16**

Item ID:

*Colored Copy Paper Additional Offerings Catalog. Historical Purchases include Lemon Yellow, Hot Pink, Bright Green, Bright Red, Lavender Purple, Teal, Fuchsia, Buff, and Cherry*

Unit of Measure: CA

Vendor Item/Part #: 559431

Manufacturer Item #: MP-2201-IY

Unit Price: \$ 5.12

**Line 17**

Item ID: 1000141547

*8.5x11 Copy Paper, White, Letter, 20# Recycled, 92 Brightness, 3-Hole Punch, 10RM/CA*

Unit of Measure: CA

Vendor Item/Part #: 561680

Manufacturer Item #: 999917

Unit Price: \$ 56

**Line 18**

Item ID: 1000013793

*8.5x14 Copy Paper, White, Legals, 20# Recycled, 92 Brightness, 10RM/CA*

Unit of Measure: CA

Vendor Item/Part #: 561690

Manufacturer Item #: GEP999918

Unit Price: \$ 68

**Line 19**

Item ID: 1000012001

*11x17 Copy Paper, White, Tabloid, 20# Recycled, 92 Brightness, 5RM/CA*

Unit of Measure: CA

Vendor Item/Part #: 561695

Manufacturer Item #: 999919

Unit Price: \$ 60

**Line 20**

Item ID: 1000164833

*8.5x11 Copy Paper, White, Letter, 20# Recycled, 92 Brightness, 10RM/CA*

Unit of Measure: CA

Vendor Item/Part #: 561685

Manufacturer Item #: 999916

Unit Price: \$ 49.5



**Line 21**

Item ID: 1000154422

*8.5x11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, 30% Recycled Content, Aqua Blue, 500 Sheets/RM*

Unit of Measure: RM

Vendor Item/Part #: 559535

Manufacturer Item #: MP-2241-AA

Unit Price: \$ 19.5

**Line 22**

Item ID: 1000153266

*Paper, Sheetfed, Bond, 20#, 8.5x11, Dual Purpose, White*

Unit of Measure: TH

Vendor Item/Part #: B724

Manufacturer Item #:

Unit Price: \$ 70

**Line 23**

Item ID: 1000153382

*Paper, Sheetfed, Offset, 70#, 8.5x11, White, Smooth*

Unit of Measure: TH

Vendor Item/Part #: 05335

Manufacturer Item #:

Unit Price: \$ 26

**Line 24**

Item ID: 1000153446

*Paper, Sheetfed, Offset, 70#, 11x17, White, Smooth*

Unit of Measure: TH

Vendor Item/Part #: 05337

Manufacturer Item #:

Unit Price: \$ 59

**Line 25**

Item ID: 1000206208

*Paper, Card Stock, Ary, 65lb, Wt, 8.5 x 11, Ast, 250/Pack*

Unit of Measure: PK

Vendor Item/Part #: 1040956

Manufacturer Item #:

Unit Price: \$ 46.83

APPROVED: Michael F. Perry by KGC  
CHIEF PROCUREMENT OFFICER

Digitally signed by Michael  
F. Perry by KGC  
Date: 2025.04.11 16:12:28  
-05'00'

BY:

Kristine Mitchell  
PURCHASING AGENT

Digitally signed by  
Kristine Mitchell  
Date: 2025.03.28  
15:18:22 -05'00'

\_\_\_\_\_  
DATE



## AGENDA ACTION FORM

### **Consideration of a Resolution renewing the Award of the Bid for Unleaded Gasoline & Ultra-Low Sulfur Diesel**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-137-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: R. McReynolds

---

#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

Bids were opened on April 14, 2022 for the purchase of Unleaded Gasoline and Ultra-Low Sulfur Diesel for use by the City. The City's Invitation to Bid included a renewal option clause which allows the City to renew the award for an additional 12 month period if costs are acceptable to both parties with BMA approval. It is the recommendation of the Fleet Maintenance Manager and the Procurement Manager to extend the following fuel purchases with Petroleum Traders Corp. for an additional 12 month period with no increase as follows:

Unleaded Gasoline – markup margin of .0265 above the daily average rack price per OPIS rack price the day of delivery

Ultra-Low Sulfur Diesel – markup margin of .0522 above the daily average rack price per OPIS rack price the day of delivery

The time frame for this award is July 1, 2025 through June 30, 2026.

Please see the attached documents for more information.

Funding is identified in various City and Schools accounts.

#### **Attachments:**

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo & Renewal Letter

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

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

A RESOLUTION RENEWING THE AWARD OF BID FOR PURCHASE OF ULTRA LOW SULFUR DIESEL FUEL AND RENEWING THE AWARD OF BID FOR PURCHASE OF UNLEADED GASOLINE FOR USE IN CITY EQUIPMENT AND VEHICLES TO PETROLEUM TRADERS CORPORATION AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, bids were opened April 14, 2022, for the purchase of ultra-low sulfur diesel fuel and unleaded gasoline for use in city equipment and vehicles; and

WHEREAS, the specifications contained in the invitation to bid included a renewal option clause which enables the city to award the purchase, on an annual basis, in one-year up to three-years increments, provided all terms, conditions, and costs are acceptable to both parties; and

WHEREAS, on May 3, 2022, the board adopted Resolution No. 2022-226 which awarded the bid for the purchase of unleaded gasoline to Petroleum Traders Corporation based on the invitation to bid and response opened on April 14, 2022; and

WHEREAS on May 3, 2022, the board adopted Resolution No. 2022-227 which awarded the bid for the purchase of ultra-low sulfur diesel fuel to Petroleum Traders Corporation based on the invitation to bid and response opened on April 14, 2022; and

WHEREAS, based on the terms of the invitation to bid and acceptable pricing having been submitted by Petroleum Traders Corporation the city would like to renew the award of bid for the period of July 1, 2025, through June 30, 2026; and

WHEREAS, funding is identified in various city and school accounts.

Now therefore,

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

SECTION I. That the renewal of the bid to purchase of ultra-low sulfur diesel fuel and unleaded gasoline for use in city equipment and vehicles; for ultra-low sulfur diesel fuel at cost plus \$0.0522 per gallon mark-up margin above the daily average rack price and for unleaded gasoline at cost plus \$0.0265 per gallon mark-up margin above the daily average rack price per OPIS the day of delivery by Petroleum Traders Corporation, is approved and the city manager is authorized to execute purchase orders for the same.

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

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

ADOPTED this the 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

MINUTES  
BID OPENING  
April 14, 2022  
4:00 P.M.

Present: Brent Morelock, Procurement Manager; and Nikisha Eichmann, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

UNLEADED GASOLINE	
Vendor:	Markup Margin:
Tri Star Energy, LLC	.0624
Gladieux Trading & Marketing Co.	.1206
Colonial Oil Industry	.0464
Mansfield Oil Co.	.0731
Petroleum Traders Corp.	.0265
Rogers Petroleum	.14

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

MINUTES  
BID OPENING  
April 14, 2022  
4:00 P.M.

Present: Brent Morelock, Procurement Manager; and Nikisha Eichmann, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

ULTRA LOW SULFUR DIESEL	
Vendor:	Markup Margin:
Tri Star Energy, LLC	.0645
Gladieux Trading & Marketing Co.	.1019
Colonial Oil Industry	.0796
Mansfield Oil Co.	.0734
Petroleum Traders Corp.	.0522
Rogers Petroleum	.15

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



## FLEET MAINTENANCE DEPARTMENT

### City of Kingsport, Tennessee

---

**To:** Nikisha Eichmann, Assistant Procurement Manager  
**From:** Steve Leonard, Fleet Manager  
**Date:** April 21, 2025  
**Re:** Diesel and Unleaded Gasoline Purchase Recommendation

---

This memo will confirm my review to renew the current contract for ultra-low sulfur diesel and unleaded gasoline for the FY26. It is my recommendation to extend the current purchasing contract to Petroleum Traders Corporation.

Petroleum Traders Corporation delivery times have met our expectations in the past and are expected to in the future.

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

Thank you.



**PETROLEUM TRADERS  
CORPORATION**

7120 Pointe Inverness Way  
PO BOX 2357  
Fort Wayne, IN 46801-2357  
(260) 432-6622

April 7, 2025

Kingsport, City of TN  
415 Broad Street  
Suite 436  
Kingsport, TN 37660

RE: Contract Renewal

To whom it may concern:

Petroleum Traders Corporation is agreeable to a contract extension for another year term from 7/1/2025 to 6/30/2026 at the current contracts pricing and terms. This is for both Ultra-Low Sulfur Diesel and Regular Unleaded Gasoline contracts.

Sincerely,

Joseph Vanderpool  
Contract Sales Manager  
Petroleum Traders Corporation  
Phone: 888-637-7661  
Fax: 260-203-3820  
JVanderpool@PetroleumTraders.com





## AGENDA ACTION FORM

### **Consideration of a Resolution renewing the Award of the Bid for Propane & Propane Conversion Kits**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-138-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: R. McReynolds

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#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

Bids were opened on May 23, 2018 for the purchase of Propane which includes propane conversion kits for use by the City. The City's Invitation to Bid included a renewal option clause which allows the City to renew the award for an additional 12 month period if costs are acceptable to both parties with BMA approval. It is the recommendation of the Fleet Maintenance Manager and the Procurement Manager to extend the propane & propane conversion kits with Blossman Gas with no increase at \$.325 per gallon mark-up margin above the daily laid-in propane price in Elizabethton, TN.

The time frame for this renewal is July 1, 2025 through June 30, 2026.

Please see the attached documents for more information.

Funding is identified in various City and Schools accounts.

#### **Attachments:**

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo & Renewal Letter

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

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

A RESOLUTION RENEWING THE AWARD OF BID FOR THE PURCHASE OF PROPANE AUTO GAS AND PROPANE CONVERSION KITS FOR USE IN CITY EQUIPMENT AND VEHICLES TO BLOSSMAN GAS AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, bids were opened May 23, 2018, for the purchase of propane auto gas and propane conversion kits on an as needed basis for use by all city departments and schools;

WHEREAS, the specifications contained in the invitation to bid included a renewal option clause which enables the city to award the purchase for an additional twelve months, provided all terms, conditions, and costs are acceptable to both parties; and

WHEREAS, the board adopted Resolution No. 2018-195 which awarded the bid for the purchase of propane auto gas to Blossman Gas, Inc.; and

WHEREAS, the board adopted Resolution No. 2019-100 which awarded the bid for the purchase of propane conversion kits to Blossman Gas, Inc.; and

WHEREAS, the city would like to renew the award of bid to Blossman Gas for the purchase of propane auto gas and propane conversion kits for the period of July 1, 2025, through June 30, 2026 at a rate of \$.325 per gallon mark-up margin above the daily laid-in propane price in Elizabethton, TN; and

WHEREAS, funding is identified in various city and school accounts.

Now therefore,

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

SECTION I. That the renewal of the bid to purchase of propane auto gas for use in city equipment and vehicles by Blossman Gas is approved and the city manager is authorized to execute purchase orders for the same.

SECTION II. That the renewal of the bid to purchase propane conversion kits on an as needed basis for use by Fleet Maintenance to Blossman Gas is approved, and the city manager is authorized to execute purchase orders for the same.

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 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

# MINUTES BID OPENING

May 23, 2018 - 4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager. The Bid Opening was held in the Council Room, City Hall. The Procurement Manager opened with the following bids:

PROPANE			
Items:	Marsh LP Gas	Blossman Gas	Heritage Propane
SOURCE OF FUEL SUPPLY	Lex. S.C.	Martin, TN per Lexington, SC	Apex North Carolina
MARK UP MARGIN FOR PROPANE	\$.25 per gallon	\$.28 per gallon	\$.495
AWARDED VENDOR MUST HAVE THE ABILITY TO SUPPLY EPA CERTIFIED PROPANE CONVERSION KITS FOR AUTOMOTIVE AND SMALL EQUIPMENT APPLICATIONS	Yes	Yes	No
IS THE PROPANE SUPPLIER WILLING TO ASSIST IN THE EXPANSION OF THE CITY OF KINGSPORT'S AUTO-GAS USAGE BY CONTRIBUTING \$_____ PER ADDITIONAL VEHICLE CONVERTED OR PURCHASED FOR AUTO GAS USE(LIMITED TO PREFERRED SUPPLIERS WHICH ARE PRINZ & ICOM):	\$0.00	Attachment "A" Blossman Gas and Alliance Autogas are strategic partners working together to provide a complete solution for your business needs. Alliance Autogas will provide an \$800.00 discount on the conversion system pricing listed above from July 1, 2018 – June 30, 2019 if you choose Blossman Gas as your sole propane provider during this timeframe. Note: If you were to purchase 25 systems during this fiscal year, then the \$800.00 savings per conversion kit would equate to a total savings of \$20,000.00 for the City of Kingsport. Yes	\$1,000.00          Yes
IS THE PROPANE SUPPLIER WILLING TO PROVIDE PREVENTIVE AND REACTIVE MAINTENANCE TO AUTO-GAS DISPENSING INFRASTRUCTURE?  IF SO, THERE WOULD BE A MINIMUM OF TWO (2) INSPECTIONS PER YEAR. PRICE PER INSPECTION FOR INFRASTRUCTURE SAFETY & PERFORMANCE INSPECTION  HOURLY LABOR CHARGE FOR ADDITIONAL REPAIRS PER HOUR  MARKUP % FOR NEEDED PARTS AND SUPPLIES FOR INFRASTRUCURE REPAIRS	No	Yes          Free       Free	Yes          \$0.00       \$90.00    \$20.00

Item X16.

Items:	Marsh LP Gas	Blossman Gas	Heritage Propane
IS THE PROPANE SUPPLIER ABLE TO SUPPLY & PROVIDE PRICING FOR THE FOLLOWING EPA CERTIFIED CONVERSION SYSTEMS TO BE USED IN THE CITY OF KINGSPORT'S AUTO GAS PROGRAM?	Yes	Yes *See Attachment "A" above.	No  We can assist with our contacts to get the best prices possible but would have to mark up if we are the middleman.
CONVERSION SYSTEM PRICING TO INCLUDE TANK:	Cost + Freight	Pricing below is with you all completing the installations.	
COST PER SYSTEM FOR HARD WIRED SYSTEMS (V-8 CHARGER) \$ _____ BRAND _____	Cost	\$4,900.00  Prins	
COST PER SYSTEM FOR PLUG AND PLAY V6/V8 (F-150, F-250, EXPLORER, ETC) \$ _____ BRAND _____	Cost	\$5,800.00  Prins	
COST PER SYSTEM FOR PLUG AND PLAY V10 (E-450/F4-750) \$ _____ BRAND _____	Cost	\$7,000.00  Prins	

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



## FLEET MAINTENANCE DEPARTMENT

### City of Kingsport, Tennessee

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**To:** Nikisha Eichmann, Assistant Procurement Manager  
**From:** Steve Leonard, Fleet Manager  
**Date:** May 2, 2025  
**Re:** Propane Purchase Recommendation

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This memo will confirm my review to renew the current contract for propane fuel & propane conversion kits for FY26. It is my recommendation to extend the current purchasing contract to Blossman Gas.

Blossman Gas service and fuel delivery times have met our expectations in the past and are expected to in the future. There are no changes in mark-up percentage or cost for propane conversion kits.

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

Thank you.

May 8, 2025

City of Kingsport  
Procurement Department  
225 W. Center Street  
Kingsport, TN

Re: Propane AutoGas Contract

We appreciate being a service provider for the City of Kingsport and your AutoGas Program. Thank you for your long-term operations of a Propane AutoGas Program.

We would like to accept the opportunity to renew the current Propane AutoGas Contract with the City of Kingsport as listed below.

- The current contract pricing for propane fuel and AutoGas Systems remains the same.
- The current mark-up margin is 0.325 per gallon.
- This will be based on the laid-in propane price to Blossman Gas, located at 1121 Highway 19E Bypass in Elizabethton, TN. 37644.
- We will provide the laid-in cost/price to this location on the day(s) that we deliver propane to the City of Kingsport. And we will provide this cost/price when requested.
- The Prins AutoGas Systems, services and support for the City of Kingsport and your Propane AutoGas Program would remain the same.
- With the dates of: July 1, 2025 – June 30, 2026

Thank you for being a customer. Also, for this opportunity to continue as a service provider to the City of Kingsport. Please contact us if you have any questions or need any additional information from us.

Best regards,  
Kory Ball  
Blossman Gas  
Happy Fox  
Alliance AutoGas



## AGENDA ACTION FORM

### **Consideration of a Resolution Awarding the Bids for Equipment & Light/Medium/Heavy Duty Automotive Repair Services**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-139-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: R. McReynolds

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#### **Recommendation:**

Approve the resolution

#### **Executive Summary:**

Bids were opened on April 23, 2025 for equipment & light/medium/heavy duty automotive repair services on City vehicles and equipment for the Fleet Maintenance Department. The advertisement for the Invitation to Bid was published in the Kingsport Times News on March, 29, 2025 and placed on our website for 25 calendar days.

Bids were received from 16 vendors for Equipment & Light/Medium/Heavy Duty Automotive Repair Services. The annual cost is expected to be in excess of \$50,000. All bidders are to be awarded blanket purchase orders as a result of their replies to these bids for 3 years.

The City is not required to purchase any of the services from this bid unless and until those services are needed as determined by the Fleet Manager.

Bid labor rates reflect increases between 6.5% and 37% and these labor rates will be held by the bidders for the next 3 years as shown on the bid minutes.

Funding is identified in Project/Account # 51150085012023

#### **Attachments:**

1. Resolution
2. Bid Minutes

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



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

A RESOLUTION AWARDDING THE BIDS FOR VARIOUS EQUIPMENT, MEDIUM AND HEAVY DUTY AUTOMOTIVE REPAIR SERVICES AS WELL AS LIGHT DUTY AUTOMOTIVE REPAIR SERVICES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, bids were opened April 23, 2025 for repair services for various equipment and automotive repairs on city vehicles and equipment for the Fleet Maintenance Department; and

WHEREAS, bids were received from vendors which offered specified repair services at established prices; and

WHEREAS, each bid sets a particular unit price however, the annual cost is expected to be in excess of \$50,000.00 and all bidders are to be awarded blanket purchase orders based on the terms of their bids; and

WHEREAS, the city is not required to purchase any of the services from these bids unless and until those services are needed as determined by the Fleet Manager; and

WHEREAS, funding is identified in account number # 51150085012023.

Now therefore,

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

SECTION I. That the bids for various equipment & light, medium and heavy duty automotive repair services on city vehicles and equipment as set out in the "Minutes Bid Opening Date April 23, 2025" attached hereto as Exhibit A and further detailed in the "Minutes Bid Opening Date April 25, 2025", available for review at <https://www.kingsporttn.gov/city-services/purchasing/>, for use by the for the Fleet Maintenance Department, are awarded, and the city manager is authorized and directed to execute a purchase orders for the same.

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

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

ADOPTED this the 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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RODNEY B. ROWLETT, III, CITY ATTORNEY

Minutes Bid Opening  
April 23, 2025  
4:00 P.M.

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

Equipment & Light/Medium/Heavy Duty Repair Services											
Item	Qty.	U/I	Description	Best One Tire of Tri-Cities	Almen Enterprises Towing LLC	Almen Enterprises, LLC	Kingsport Iron & Metal	Velocity Truck Center	Triad Towing & Hauling LLC	Kubota of Kingsport	Power Equipment Company
Vehicles Under 1 Ton				Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour
01	1	EA	BODY & PAINT:								
			YEAR 1				\$130.00	\$98.00	\$139.00	\$139.00	\$154.00
			YEAR 2				\$130.00	\$108.00	\$154.00	\$154.00	\$160.00
			YEAR 3				\$130.00	\$118.00	\$169.00	\$169.00	\$165.00
02	1	EA	UNIBODY & FRAME:								
			YEAR 1				\$130.00	\$165.00	\$139.00	\$139.00	\$154.00
			YEAR 2				\$130.00	\$175.00	\$154.00	\$154.00	\$160.00
			YEAR 3				\$130.00	\$185.00	\$169.00	\$169.00	\$165.00
03	1	EA	MECHANICAL:								
			YEAR 1	\$125.00		\$137.93	\$130.00	\$149.00	\$139.00	\$139.00	\$154.00
			YEAR 2	\$130.00		\$142.07	\$130.00	\$159.00	\$154.00	\$154.00	\$160.00
			YEAR 3	\$135.00		\$146.33	\$130.00	\$169.00	\$169.00	\$169.00	\$165.00
Vehicles & Equipment Over 1 Ton											
01	1	EA	BODY & PAINT:								
			YEAR 1				\$130.00	\$98.00	\$139.00	\$139.00	\$165.00
			YEAR 2				\$130.00	\$108.00	\$154.00	\$154.00	\$171.00
			YEAR 3				\$130.00	\$118.00	\$169.00	\$169.00	\$177.00
02	1	EA	UNIBODY & FRAME:								

Item	Qty.	U/I	Description	Best One Tire of Tri-Cities	Almen Enterprises Towing LLC	Almen Enterprises, LLC	Kingsport Iron & Metal	Velocity Truck Center	Triad Towing & Hauling LLC	Kubota of Kingsport	Power Equipment Company
Vehicles Under 1 Ton				Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour
			YEAR 1				\$130.00	\$165.00	\$139.00	\$139.00	\$165.00
			YEAR 2				\$130.00	\$175.00	\$154.00	\$154.00	\$171.00
			YEAR 3				\$130.00	\$185.00	\$169.00	\$169.00	\$177.00
03	1	EA	MECHANICAL:								
			YEAR 1			\$137.93	\$130.00	\$149.00	\$139.00	\$139.00	\$165.00
			YEAR 2			\$142.07	\$130.00	\$159.00	\$154.00	\$154.00	\$171.00
			YEAR 3			\$146.33	\$130.00	\$169.00	\$169.00	\$169.00	\$177.00
04	1	EA	MATERIAL COSTS (PAINT & PARTS) SHALL BE BASED ON COST + MARK-UP, SPECIFY PERCENTAGE MARK-UP:			25%	15% (variable) *	40%	40%	40%	25%
05	1	EA	USED PARTS MARK-UP:					25%	40%	40%	25%
ANY OTHER APPLICABLE FEES MUST BE SPECIFIED:				Passenger Tires 20%	Vehicle/Equipment Under 10,000 lbs. \$95/HR		*subject to change based on economy. Max of 25%	Velocity Truck Centers is an authorized dealer for Isuzu, Freightliner, Western Star, Detroit Diesel, Cummins Engines and Allison Transmissions. Parts specific to these authorized brands will be sold at or below wholesale pricing.			
				Light Truck Tires 20%	Heavy Duty Wrecker Rate (10,000-35,000 lb) \$200/HR						
				Heavy Truck Tires 15%	Heavy Duty Wrecker Rate (Over 35,000 lb) \$225/HR						
				Agriculture Tires 20%	Heavy Duty Winch Out Rate \$250/HR				Haz Mat/EPA fees \$15.00		
				OTR Tires 15%	Heavy Duty Equipment Hauling Rate \$175/HR			Shop supplies calculated as a % of labor, not to exceed \$350. 12%			
				Industrial Tires 20%	Fuel Surcharge determined by current market price 5% to 12%						

Item	Qty.	U/I	Description	Best One Tire of Tri-Cities	Almen Enterprises Towing LLC	Almen Enterprises, LLC	Kingsport Iron & Metal	Velocity Truck Center	Triad Towing & Hauling LLC	Kubota of Kingsport	Power Equipment Company
Vehicles Under 1 Ton				Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour
				Hourly tire work and/or tire service call \$100/hour							
The submittted bids will be evaluated and a recommendation made at a later date.											

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager

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

The Procurement Manager opened with the following bids:

Equipment & Light/Medium/Heavy Duty Repair Services											
Item	Qty.	U/I	Description	Tri-Cities Chrysler Dodge Jeep Ram	Southern Tire Mart	Central Hydraulics	Stowers Machinery	MHC Kenworth	CMI Equipment	Municipal Equipment	Wallace Ford of Kingsport
Vehicles Under 1 Ton				Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour
01	1	EA	BODY & PAINT:								
			YEAR 1								
			YEAR 2								
			YEAR 3								
02	1	EA	UNIBODY & FRAME:								
			YEAR 1								
			YEAR 2								
			YEAR 3								
03	1	EA	MECHANICAL:								
			YEAR 1	\$145.01	\$130.00	\$80.00			\$180.00	\$150.00	\$150.00
			YEAR 2	\$145.01	\$140.00	\$80.00			\$180.00		\$154.50
			YEAR 3	\$145.01	\$150.00	\$85.00			\$180.00		\$159.15
Vehicles & Equipment Over 1 Ton											
01	1	EA	BODY & PAINT:								
			YEAR 1								
			YEAR 2								
			YEAR 3								
02	1	EA	UNIBODY & FRAME:								

Item	Qty.	U/I	Description	Tri-Cities Chrysler Dodge Jeep Ram	Southern Tire Mart	Central Hydraulics	Stowers Machinery	MHC Kenworth	CMI Equipment	Municipal Equipment	Wallace Ford of Kingsport
Vehicles Under 1 Ton				Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour
			YEAR 1								
			YEAR 2								
			YEAR 3								
03	1	EA	MECHANICAL:								
			YEAR 1		\$130.00	\$80.00	\$160.00 Reg **	\$185.00	\$180.00	\$150.00	\$150.00
			YEAR 2		\$140.00	\$80.00	N/A	\$185.00	\$180.00		\$154.50
			YEAR 3		\$150.00	\$85.00	N/A	\$185.00	\$180.00		\$159.15
04	1	EA	MATERIAL COSTS (PAINT & PARTS) SHALL BE BASED ON COST + MARK-UP, SPECIFY PERCENTAGE MARK-UP:	25% off list	45%	20%		23%	25%	25%	
05	1	EA	USED PARTS MARK-UP:	25% off list	45%			23%	25%		
ANY OTHER APPLICABLE FEES MUST BE SPECIFIED:				Bronze Detail - hand wash & dry, tire shine, vacuum \$45 Buses extra	Alignment Passenger Units \$69.95 each		** \$217.00 OT \$255.00 Premium	Shop Supplies Up to 10%		Fuel surcharges on services \$0.75 per mile	Alignment \$129.95
					Alignment Light Truck Units \$84.95 each					For every \$100 of labor, 5% will be charges as service shop supplies.	Tire Patch \$25.95
				Gold Detail - hand wash, vacuum, interior cleaning, tire shine, clean windows \$200. Buses - \$250-\$275	Alignment Front End 1 Ton Unit \$150.00 each						
					Alignment 2 Axle Alignment 1 Ton \$250.00 each						
					Alignment 3 Axle Alignment 1 Ton \$350.00 each						
					Mount/Dismount Passenger/Light Truck \$25.00 each						

Item	Qty.	U/I	Description	Tri-Cities Chrysler Dodge Jeep Ram	Southern Tire Mart	Central Hydraulics	Stowers Machinery	MHC Kenworth	CMI Equipment	Municipal Equipment	Wallace Ford of Kingsport
Vehicles Under 1 Ton				Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour	Cost Per Hour
					Balance for P/LT \$15.00 each						
					P/LT Flat Repair \$35.00 each						
					P/LT Valve stem/ Flo Thru Caps \$4.95 / \$2.00 each						
					Mount/Dismount Medium Truck \$45.00 each						
					Balance Medium Truck \$35.00 each						
					Medium Truck Flat Repair \$55.00 each						
					Medium Truck Valve/Stem/ Flo Thru Caps \$7.95 / \$2.00 each						
					P/LT Scrap Fee / Medium Truck Scrap Fee \$6.00 / \$15.00 each						
					Wheel Refurbshing if needed \$35.00 each						
					Shop Supplies \$4.95 each						
					If additonal shims are needed for the alignments \$17.00 each						
The sumbitted bids will be evaluated and a recommendation made at a later date.											





## AGENDA ACTION FORM

### **Consideration of a Resolution to Purchase One (1) 2025 F-550 4WD w/Dur-A-Lift Bucket Truck from TN State Contract # 84711**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-146-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: R. McReynolds

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#### **Recommendation:**

Approve the resolution

#### **Executive Summary:**

It is the recommendation of the committee to purchase One (1) 2025 F-550 4WD w/Dur-A-Lift Bucket Truck from Lonnie Cobb Ford utilizing TN State Contract # 84711 for use by Transportation Department. The Tennessee State Contracts are available for local government agencies to use. The delivery from the dealership to the agency is included in the total price of \$206,711.00. The estimated delivery date is 12-16 months after purchase orders are received.

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

This unit is a fleet replacement of unit 2023 & reflects a 2.5% increase from June 2011. Unit 2023 is a 2012 Freightliner Bucket Truck and will be kept as a holdover to replace unit 1162. Unit 1162 is a 1993 International bucket truck with 82,998 miles. It is difficult finding parts for unit 1162 and it's having issues starting. Unit 2023 will remain with Facilities Maintenance Department to assist in operation as needed.

Funding is identified in Project/Account # 51150085019010

#### **Attachments:**

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

Item X18.

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

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

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE 2025 F-550 4WD WITH DUR-A-LIFT BUCKET TRUCK FROM LONNIE COBB FORD UTILIZING TENNESSEE STATE CONTRACT NO.: 84711; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, staff recommends the purchase of one (1) 2025 F-550 4WD w/Dur-A-Lift Bucket Truck from Lonnie Cobb Ford utilizing TN State Contract # 84711 for use by Transportation Department; 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, the one (1) 2025 F-550 4WD w/Dur-A-Lift Bucket Truck is available pursuant to Tennessee State Contract No.: 84711, the city will need to submit a purchase order to Lonnie Cobb Ford for \$206,711.00; 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 Ford for the purchase of one (1) 2025 F-550 4WD w/Dur-A-Lift Bucket Truck in the amount of \$206,711.00.

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 20th day of May, 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

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**To:** Nikisha Eichmann, Assistant Procurement Manager  
**From:** Steve Leonard, Fleet Manager  
**Date:** May 9, 2025  
**Re:** Fleet Replacement unit 2023 Purchase Recommendation

---

It is the recommendation of this office to purchase the Fleet Replacement for unit 2023 for the total purchase price of \$206,711.00. This unit meets the expectations of the Transportation Department and will fulfill the requirements of their operational needs. This unit will be purchased through the State Wide Contract # 84711. A copy of the State Wide Contract is attached. The estimated delivery is 12-16 months.

Item	Quantity	Description	Award to Vendor	Fuel Economy
1	1	2025 F-550 4wd Dur-A-Lift Bucket Truck	Lonnie Cobb	N/A City/N/A Hwy

#### **This unit will be a Fleet Replacement**

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

The State Wide offerings were reviewed by Jim Hensley and he is in agreement with this recommendation.

#### **Fuel Economy Improvement**

#### **State Wide Contract # 84711**

#### **Cost increase from previous purchase**

Unit # 2023 – 2012 Freightliner Hybrid Aerial Bucket Truck purchased on June 8<sup>th</sup> 2011 for \$201,775.00. This purchase cost is an increase of 2.5%

#### **Replacements**

2023	2012 Freightliner Hybrid Aerial Bucket Truck	Mileage 56,804	Hours 5,017
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Should you have any questions on this recommendation, please do not hesitate to contact me.

Thank you.





Prepared by: STEVEN BLACKSTOCK

05/09/2025

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

2025 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 525

Re: Vehicle Proposal 05/09/2025

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 # 84711



Prepared by: STEVEN BLACKSTOCK  
05/09/2025

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

2025 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 525

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



Prepared by: STEVEN BLACKSTOCK

05/09/2025

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

## 2025 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 525

### As Configured Vehicle

Code	Description	MSRP
F5H	Base Vehicle Price (F5H)	\$59,420.00
660A	Order Code 660A <i>Includes:</i> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - 190 Amp Alternator - Transmission: TorqShift 10-Speed Automatic <i>Includes SelectShift, selectable drive modes: normal, tow/haul, eco, slippery roads and off-road and transmission power take-off provision.</i> - Tires: 225/70Rx19.5G BSW A/P - Wheels: 19.5" x 6" Argent Painted Steel <i>Hub covers/center ornaments not included.</i> - HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i> - Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> - SYNC 4 Communication & Entertainment System <i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port.</i>	N/C
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas <i>Includes:</i> - 190 Amp Alternator	Included
44G	Transmission: TorqShift 10-Speed Automatic <i>Includes SelectShift, selectable drive modes: normal, tow/haul, eco, slippery roads and off-road and transmission power take-off provision.</i>	Included
X8L	Limited Slip w/4.88 Axle Ratio	\$395.00
68H	GVWR: 19,550 lb Payload Plus Upgrade Package 2 <i>Includes upgraded frame, upgraded rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706 lbs. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00
TGJ	Tires: 225/70Rx19.5G BSW A/P	Included
64Z	Wheels: 19.5" x 6" Argent Painted Steel <i>Hub covers/center ornaments not included.</i>	Included
512	Spare Tire & Wheel Required in Rhode Island. <i>Excludes carrier.</i> <i>Includes:</i> - 6-Ton Hydraulic Jack	\$350.00
A	HD Vinyl 40/20/40 Split Bench Seat	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 X18.





Prepared by: STEVEN BLACKSTOCK

05/09/2025

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

## 2025 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 525

### As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i>	
PAINT	Monotone Paint Application	STD
169WB	169" Wheelbase	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i>	Included
	<i>Includes:</i> - SYNC 4 Communication & Entertainment System <i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port.</i>	
67X	Extra Heavy-Service Suspension Package <i>Includes pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR). Note 1: May result in a deterioration of ride quality. Note 2: Vehicle ride height will increase with the addition of this package.</i>	\$125.00
86S	Low Deflection Spacer <i>Includes 2" spacer blocks. Recommended for rear-biased loading, such as wrecker/retriever applications.</i>	\$110.00
41P	Transfer Case Skid Plates	\$100.00
61J	6-Ton Hydraulic Jack	Included
18B	Platform Running Boards	\$320.00
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$515.00
52B	Trailer Brake Controller	\$300.00
WARANT	Fleet Customer Powertrain Limited Warranty  Requires valid FIN code.  <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C
AT_02	Yellow	\$660.00

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 X18.





Prepared by: STEVEN BLACKSTOCK  
05/09/2025

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

2025 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 525

As Configured Vehicle (cont'd)

Code	Description	MSRP
	Requires Valid FIN Code.	
425	50-State Emissions System	STD
bucket	bucket truck body and boom	\$145,861.00
SUBTOTAL		\$209,311.00
Destination Charge		\$2,095.00
TOTAL		\$211,406.00

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 X18.



Prepared by: STEVEN BLACKSTOCK  
05/09/2025

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

2025 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 525

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$59,420.00
Options		\$3,370.00
Colors		\$660.00
Upfitting		\$145,861.00
Fleet Discount		\$0.00
Fuel Charge		\$0.00
Destination Charge		\$2,095.00
<b>Subtotal</b>		\$211,406.00
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	<b>MSRP</b>
fleet discount	fleet discount	-\$4,695.00
<b>Total</b>		<b>\$206,711.00</b>

Customer Signature

Acceptance Date



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

**Statewide Contract Issued to:**

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

**Contract Number: 000000000000000000084711**

Title: SWC209 Vehicles

Start Date : October 16, 2024 End Date: December 31, 2025

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  
Fax: 615-741-0684

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**

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

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

CHIEF PROCUREMENT OFFICER



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: 2024.10.11 08:21:33 -05'00'

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

**Mike Neely**

PURCHASING AGENT

Digitally signed by Mike  
Neely  
Date: 2024.10.10  
16:05:40 -05'00'

DATE \_\_\_\_\_

*Item X18.*





## AGENDA ACTION FORM

**Consideration of a Resolution to Authorize the Mayor to Execute Letter of Consent and All Documents Necessary and Proper to Apply for a Clean Water Revolving Loan from the State of Tennessee for the Reedy Creek Trunkline Sanitary Sewer Improvement Project – Lovedale to Clinchfield.**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-145-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: W. Stallard/N. Ensor

Presentation By: R. McReynolds

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**Recommendation:**

Approve the Resolution.

**Executive Summary:**

The Reedy Creek Trunk Sewer Replacement project is a culmination of efforts to carry out key aspects of the Wastewater System Master Plan developed in 2009. The entire project includes approximately 21,000 linear feet of 36" sewer line replacement beginning at Lovedale Drive and ending near the west side of John B. Dennis Highway (SR 93). The overall project will increase capacity while reducing infiltration and inflow with new infrastructure and will be broken down into several phases.

The first phase of work will start at Lovedale Dr and continue past Clinchfield Dr near Cassell Dr. This phase includes approximately 2,400 linear feet of 36" sewer main and 2,100 linear ft of cast in place lining of an existing 18" sewer main.

The project has been included in the multi-year Capital Improvements Plan approved by the BMA. The City of Kingsport wishes to fund these improvements through the State of Tennessee Clean Water State Revolving Loan Fund (CWSRF). The City has submitted the project to be ranked on CWSRF's project priority list. The City is requesting a loan amount of \$6,000,000. To be considered for the loan, the City must submit a Letter of Request along with copies of the past three financial reports and project location map for review. If accepted for the loan, we will bring documents before the BMA with terms and conditions for approval prior to accepting the loan.

**Attachments:**

1. Resolution
2. Mayor's Letter of Request
3. Reedy Creek Phase 1 Location Map

Item X19.

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

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

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE  
LETTER OF CONSENT AND ALL DOCUMENTS NECESSARY  
AND PROPER TO APPLY FOR A CLEAN WATER REVOLVING  
LOAN FROM THE STATE OF TENNESSEE FOR THE REEDY  
CREEK TRUNKLINE SANITARY SEWER IMPROVEMENT  
PROJECT

WHEREAS, the Reedy Creek Trunk Sewer Replacement project (the "Project") is a culmination of efforts to carry out key aspects of the Wastewater System Master Plan developed in 2009 which has been included in the multi-year Capital Improvements Plan approved by the Board of Mayor and Aldermen, wherein approximately 21,000 linear feet of 36" sewer line is to be replaced beginning at Lovedale Drive and ending near the west side of John B. Dennis Highway (SR 93); and

WHEREAS, to fund the Project, the City is requesting a loan in the amount of \$6,000,000 from the Tennessee Department of Environment & Conservation Clean Water State Revolving Loan Fund (CWSRF); and

WHEREAS, CWSRF provides loans for planning, design, and construction phases of wastewater and stormwater systems; and

WHEREAS, to be considered for the loan, the City must submit a Letter of Request from the Mayor along with copies of the past three financial report and project location map for review.

NOW, THEREFORE, be it resolved as follows:

SECTION I. That the Letter of Request from the Mayor requesting funding for the Reedy Creek Trunk Sewer Replacement project from the Clean Water Revolving Loan through the Tennessee Department of Environment and Conservation 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, all documents necessary and proper to apply for a Clean Water Revolving Loan through the Tennessee Department of Environment and Conservation to deliver the 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 application and this resolution.

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

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

ADOPTED this the 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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





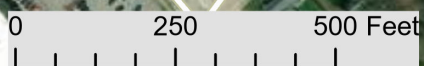


**~2100 LF 18" CIPP  
Sewer Rehab**

**~2400 LF 36" PVC Sewer**

**Legend**

-  ~2400 LF 36" PVC Sewer
-  ~2100 LF 18" CIPP Sewer Rehab



Item XI9.

**Project Location Map**  
Reedy Creek Trunk Sewer  
Replacement  
Lovedale To Clinchfield





April 25, 2025

Ms. Vena Jones, PG  
Manager, SRF & SWIG  
Tennessee Department of Environment & Conservation  
Division of Water Resources  
500 James Robertson Parkway, 5th Floor  
Nashville, TN 37243

Re: City of Kingsport  
Collection System Rehab – Reedy Creek Phase I  
SRF Tracking # CWPRL 2023 46

Dear Ms. Jones,

The City of Kingsport requests Clean Water State Revolving Funds for the above-referenced project. The estimated cost for the project is \$6,000,000 and consists of the following:

The entire project includes approximately 21,000 linear feet of 36" sewer line replacement beginning at Lovedale Drive and ending near the west side of John B. Dennis Highway (SR 93). The overall project will increase capacity while reducing infiltration and inflow with new infrastructure and will be broken down into several phases.

Phase 1 starts east of Sullivan Street and includes 2,400 LF of 36-inch PVC pipe installation and 3,000 LF of 18-inch sanitary sewer rehabilitation. The new trunk sewer will be connected to existing sewers at the upstream project limits. Within this phase, the proposed trunk line has two open cut crossings of Reedy Creek and one trenchless crossing of Clinchfield Street. The sections of pipe crossing under Reedy Creek will be concrete encased and trench check dams will be placed at the top of bank to avoid pipe floatation and permanent alteration of the Creek. The trenchless crossing of Clinchfield Street consists of 300 LF of 54-inch steel casing, installed utilizing jack-and-bore trenchless technology. Structural monitoring and settlement monitoring will be required to monitor the stability of Clinchfield Street during installation. Cured-in-place-pipe lining (CIPP) methodologies will be utilized to rehabilitate existing sewer pipes that serve residences on Lovedale Drive. There are 10 proposed manholes and 8 manholes to be rehabilitated in Phase 1.

Copies of the past three financial reports and project location map are included for your review. Please send the necessary loan application at your convenience.

Sincerely,

Paul W. Montgomery  
Mayor, City of Kingsport

cc: Niki Ensor, Utilities Director, City of Kingsport  
Chad Austin, P.E., Assistant Utility Director  
Andrew Clark, P.E., Project Manager - Barge Design

City Hall | Administration  
415 Broad Street | Kingsport, TN 37660-4265 | P: 423-229-9400

[www.kingsporttn.gov](http://www.kingsporttn.gov)

Item X19.



## AGENDA ACTION FORM

### **Consideration of a Resolution to Purchase Golf Equipment for Cattails from STI**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-100-2025  
Work Session: May 19, 2025  
First Reading: N/A

Final Adoption: May 20, 2025  
Staff Work By: Committee  
Presentation By: Michael T. Borders

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#### **Recommendation:**

Approval of the Resolution.

#### **Executive Summary:**

If approved, the City will purchase eleven pieces of Toro Golf Equipment from Smith Turf and Irrigation in the amount of \$461,338.82.

Historically, Marriott Golf has leased golf equipment for use at Cattails, which is then expensed through the profit and loss statement and paid by the City. Due to the Management Agreement for Marriott Golf expiring December of 2027, Marriott Golf cannot hold a lease.

In February, the City issued a Request for Proposals (RFP) for golf equipment, including lease options. Following a financial analysis—which considered the use of short-term debt to replenish cash flow—it was determined that purchasing the equipment using the Fund Balance of the Regional Sales Tax Fund is more financially advantageous than leasing. As a result, the Board of Mayor and Aldermen rejected the lease proposals at its May 6 meeting and the RFP was reissued with a purchase option. The financial analysis is provided as supplemental information.

Equipment is expected to arrive between summer 2025 and winter 2026 equipment dependent.

The current monthly lease cost is \$7,763 through Smith Turf and Irrigation on a month-to-month basis. A new lease agreement would increase the monthly cost to \$8,126.69. Alternatively, purchasing the equipment with a 4.69% interest rate at 60 months would result in monthly payments of \$8,641. Over a 60-month period, purchasing would be approximately \$30,000 more expensive than leasing. However, beyond month 63, purchasing becomes the more cost-effective option, excluding any consideration of residual value. These pieces of equipment are not fleet assets and are maintained by golf staff.

A proposal for short-term debt for the Regional Sales Tax Fund will be presented in the near future. Funding is available through Cattails Golf Budget

#### **Attachments:**

1. Proposal
2. Supplemental Information

Item XI10.

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

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

A RESOLUTION AWARDDING THE PROPOSAL OF SMITH TURF  
& IRRIGATION, LLC FOR MAINTENANCE EQUIPMENT FOR  
CATTAILS GOLF COURSE, AND AUTHORIZING THE CITY  
MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, following a re-solicitation, proposals were opened on April 29<sup>th</sup>, 2025 for maintenance equipment needed for the course and grounds of Cattails golf course, for which Smith Turf & Irrigation, LLC was the only offeror; and

WHEREAS, upon review of proposals, the board finds Smith Turf & Irrigation, LLC to be the responsible compliant offeror whose proposal is determined to be the most advantageous to the city taking into consideration price and the evaluation factors set forth in the published solicitation and it is in the best interest and advantage of the city and the City of Kingsport desires to purchase maintenance equipment from Smith Turf & Irrigation, LLC, in an amount not to exceed \$500,000.00; and

WHEREAS, funding is available within the Cattails accounts.

Now therefore,

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

SECTION I. That the proposal for maintenance is equipment is awarded to Smith Turf & Irrigation, LLC, and the city manager is authorized to execute purchase orders for the same.

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

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

ADOPTED this the 20th day of May, 2025.

---

PAUL W. MONTGOMERY, MAYOR

ATTEST:

ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

RODNEY B. ROWLETT, III, CITY ATTORNEY



*Figure 1: Greensmaster TriFlex Hybrid 3320*

Description: This piece of equipment is used to maintain greens height. The blades of the reel are able to cut at a lower height to maintain green speed, smoothness, and consistency.



*Figure 2: Workman GTX*

Description: Is a light-duty cart primarily utilized for maintenance employees to traverse the course. It is capable of holding hand tools and light materials.



*Figure 3: Workman MDX*

Description: This is a medium duty cart that is utilized for course traversal and is able to haul more material and tow heavier loads than the GTX.





*Figure 4: Reelmaster 7000-D*

Description: This mower is utilized to mow the fairway and maintain the necessary height of cut.



*Figure 5: Pro Force Debris Blower*

Description: This is a pull behind blower used to blow grass clippings, leaves, or other debris off the course.



*Figure 6: Workman HDX – 4WD Diesel*

Description: Is a heavy duty cart made to carry large loads or tow heavy duty equipment.



*Figure 7: Ventrac*

Description: Is a small, versatile tractor that has excellent utility with a tremendous list of attachments from deck mowers, blowers, edgers, stump grinders, bush hog mowers, etc.



<u>Cattails Golf Equipment Analysis</u>	Lease	Purchase		
Greensmaster TriFlex Hybrid 3320 x2	\$ 2,022.09	\$ 120,722.06		
11 Blad Cutting Unit x3	\$ 351.97	\$ 21,013.39		
Thatching Reelt x3	\$ 177.17	\$ 10,577.58		
Greens Tri-Roller Kit x1	\$ 94.79	\$ 5,659.41		
Workam GTX EFI x1	\$ 226.71	\$ 13,534.93		
Workman GTX EFI x2	\$ 432.85	\$ 25,842.00		
Workman MDX, Gas Engine x1	\$ 259.81	\$ 15,500.40		
Reelmaster 7000-D	\$ 1,933.75	\$ 115,448.16		
Pro Force Debris Blower	\$ 203.73	\$ 10,315.63		
Workman HDX - 4WD Diesel	\$ 773.24	\$ 39,151.36		
Ventrax + Equipment	\$ 1,650.58	\$ 83,573.90		
Lease Monthly/Purchase Total	\$ 8,126.69	<u>\$461,338.82</u>		
Lease Total Term	<u>\$ 487,601.40</u>			
	Lease Price	5 Year	6 Year	Current Lease
		60	72	
		4.69%	4.69%	
Monthly Cost	\$ 8,127	\$ 8,641	\$ 7,364	\$ 7,763
Annual Cost	\$ 97,520.28	\$103,687.96	\$ 88,364.09	
Total Cost	<u>\$ 480,523.00</u>	<u>\$518,439.79</u>	<u>\$ 530,184.51</u>	
Residual Value @10%	0	\$ 46,133.88	\$ 46,133.88	
Actualized Cost:	<u>\$ 480,523.00</u>	<u>\$472,305.91</u>	<u>\$ 484,050.63</u>	

## REQUEST FOR PROPOSAL

Sealed Price Proposals for the following will be received by the Procurement Manager until 4:00 P.M., Eastern Time, April 29, 2025, and at that time publicly opened in Conference Room 436, City Hall located at 415 Broad Street., Kingsport, TN. All proposals will be considered for award or rejection at a later date.

PROJECT: Golf Course Maintenance Equipment – Re-Bid

Documents for the above referenced item are available online at [kingsporttn.gov/city-services/purchasing](http://kingsporttn.gov/city-services/purchasing). Interested parties may also contact the Procurement Department at (423) 229-9419.

By submission of a signed proposal bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

No submitted proposals may be withdrawn for a period of sixty (60) days after the scheduled closing time of the receipt of proposals. All proposals shall be signed, sealed and addressed to the Procurement Manager, City of Kingsport, 415 Broad Street., Kingsport, TN 37660 and marked "Golf Course Maintenance Equipment". The City by its governing regulations reserves the right to accept or reject any or all proposals received, to waive any informalities in bidding and to re-advertise.

PUB 1T: 04/16/25

Chris McCartt  
City Manager



## PROCUREMENT PROCESS

- A. Proposals will be received by the Procurement Manager until 4:00 P.M., Eastern Time on April 29, 2025 at which time it will be publicly opened in Conference Room 436, City Hall, 415 Broad Street, Kingsport, Tennessee.
- B. The Sealed Proposal shall be signed by an authorized representative and the sealed envelope addressed as follows:
  - Procurement Manager
  - City of Kingsport
  - 415 Broad Street
  - Kingsport, Tennessee 37660
  - Proposal for Golf Course Maintenance Equipment Re-Bid
- C. An original hard copy and three (3) additional hard copies of the Proposal are required.
- D. Proposals, modifications, or corrections received after the scheduled closing time of the receipt of Proposals will not be considered. The City of Kingsport is not responsible for delays in delivery by mail, courier, etc.
- E. No submitted Proposal may be withdrawn for a period of sixty (60) days after the scheduled closing time of the receipt of Proposals.
- F. No oral interpretation will be made to any Proposer as to the meaning of the Proposal Specifications or any part thereof. Each written request for clarification or interpretation shall be made in writing to the City.

NOTE – It is the intent of the City to issue one (1) addendum, if necessary. Written request for clarification and/or interpretation must be submitted via email to the Procurement Manager by the end of the business day, April 18, 2025 and addendum will be issued by 4:00 P.M., Eastern Time, on April 22, 2025 and will be available online at <https://www.kingsporttn.gov/city-services/purchasing/>. Written requests for clarification shall be submitted to the Procurement Manager by email to [brentmorelock@kingsporttn.gov](mailto:brentmorelock@kingsporttn.gov)

It shall be the Proposer's responsibility to make inquiry as to the addenda issued. Any and all addenda shall become part of the specifications and all Proposers shall be bound by such addenda, whether or not received by Proposer.

### General Terms and Conditions

- A. Taxes – The City is exempted from Federal Excise Taxes, State of Tennessee and local sales taxes and Proposer must quote prices which do not include such taxes, unless by law the taxes must be a part of the price. Exemption Certificates will be furnished upon request.
- B. Indemnification – The City of Kingsport, its officers, agents and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any service and/or materials furnished by the Proposer, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to use the materials in the manner outlined by the Proposer in descriptive literature or specifications submitted with the Proposal. The City will not indemnify the successful Proposer.
- C. Patent Liability – The successful Proposer, at his own expense, will defend any suit which may be brought against the City to the extent that it is based on a claim that the goods furnished through a contract/agreement infringes a United States patent, and in any such suit will pay those costs and damages which are attributable to such claims and finally awarded against the City.
- D. Limitation of Remedies – Any remedies in the Proposer's Proposal, to include Agreement, License Product Agreement, Terms and Conditions, Literature, etc., that may be considered in agreement to waive the legal rights of the citizens of the City of Kingsport may be considered cause for rejection.

E. All agreements related to the purchase and sale of any product pursuant to this bid document will include the following conditions: "Notwithstanding anything in this section to the contrary, any provision of provisions of this Section will not apply to the extent they are (it is) finally determined by a court of competent jurisdiction, including Appellate review if pursued, to violate the laws or Constitution of the State of Tennessee."

F. Insurance – During any work performed by the successful Proposer(s) on the premises of the City or otherwise, the successful Proposer(s) agrees to take such measures as to effectually prevent any accident to persons or property during or in connection with the work; and especially to indemnify and save harmless the City from all loss, costs, damages, expense and liability for property damage and for bodily injuries to, or death of, any persons, including without limitation, as to both property damage and bodily injury, and the Proposer and the City and their representative agents and employees, occasioned in any way by the acts or omissions of the Proposer, or the Proposer's agents, employees, during or in connection with said work, excepting only property damage, bodily injury or death caused by the sole negligence of the City, its agents or employees.

The successful Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation Acts and from any claims for bodily injuries, including death, either to its employees or others, and from all claims on account of property damage, which may arise in connection from said work.

All Certificates of insurance and policies shall contain the following clause: "The insurance covered by this Certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by the City."

Insurance required with a minimum of One Million Dollars (\$1,000,000.00) limits are Comprehensive General Public and Professional Liability, Comprehensive Automobile Liability and Owner's Liability.

This requirement will be effective for the life of any contract/agreement entered into by the Proposer and the City.

G. F.O.B. – All prices will be quoted F.O.B. Kingsport, Tennessee, delivery to City of Kingsport's location shall be without additional charge.

H. By submission of a signed Proposal, the Proposer certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

I. Contracts and purchases will be made or entered into with the lowest, responsible, compliant Proposer meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible Proposer is defined as a Proposer whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.

J. The City reserves the right to determine the low Proposer either on the basis of the individual items or on the basis of all items included in its Request for Proposal, unless otherwise expressly provided in the Request for Proposal. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its Request for Proposal. The City reserves the right to award to multiple vendors.

K. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee. Arbitration is not permitted and if a dispute arises between the parties concerning any aspect of the contract or purchase order and it cannot be resolved by mutual agreement, any party may resort to resolution of the dispute by litigation in the state or federal courts for Kingsport, Sullivan County, Tennessee. The parties waive their right to a jury trial. Mandatory and exclusive venue and jurisdiction for any disputes shall be in state or federal courts for Kingsport, Sullivan County, Tennessee.



- L. The City, in accordance with its governing directives, reserves the right to reject any and all Proposals, to waive any informality or irregularities in Proposals and unless otherwise specified by the Proposer, to accept any item.
- M. All contracts, purchase orders, and any documents or material obtained by the City may be subject to disclosure in whole or in part pursuant to the Tennessee Open Records Act set out in T.C.A. 10-7-503 et seq. without regard to any provision contained in the document declaring information confidential.
- N. All contracts or purchase orders will include a provision that is not assignable by the Proposer without the written consent of the City.
- O. CONFLICT OF INTEREST:

1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education?        Yes   ✓   No  
If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member  

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5. Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education?        Yes   ✓   No  
If you answered yes please state the name of the employee or board member  

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6. By submission of this form, the vendor is certifying that no conflicts of interest exist.

P. DRUG FREE WORKPLACE REQUIREMENTS:

1. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

Q. ELIGIBILITY:

1. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

R. GENERAL:

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
2. Such offer is genuine and is not a collusive or sham offer.

S. IRAN DIVESTMENT ACT:

1. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

T. NON-COLLUSION:

1. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
2. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

U. BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

1. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

V. NON-BOYCOTT OF ISRAEL AFFIDAVIT

1. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

## RFP FOR GOLF COURSE MAINTENANCE EQUIPMENT

### OVERVIEW

The City of Kingsport is seeking proposals for the purchase/lease of the following equipment.

### REQUIREMENTS

Equipment offered under this specification shall be provided with all equipment furnished as standard by the manufacturer, even if not stated in the below written specifications, with **no fleet deletes**. All values specified below are considered minimums, unless otherwise stated. All options shall be factory installed. **Any deviations from the required specifications must be listed on this form or on a separate sheet and enclosed as part of the proposal package.**

Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved functional equivalent/equal, shall be furnished. The City of Kingsport will determine equivalent/equal.

- Proposal to be for a five year operating lease
- The lease terms will begin at delivery
- Proposal shall also include pricing for purchasing equipment outright instead of leasing.

### Selection Criteria

Cost effectiveness & value – 75%

Acceptance of the terms of the RFP – 25%

## Cattails At MeadowView Golf Course Purchase/Lease Package 2025

### Gas Hybrid Greens Mower with Floating Heads (Qty 2)

- 14 Blade cutting reel
- Electric cutting reel motors
- Front narrow wiehle rollers
- Front wiehle roller scraper
- Bi-directional universal grooming Set kit
- Grooming blades assembly
- Grooming brush (soft)
- Arm rest
- Powered rear roller cleaning brush kit
- Canopy
- ROPS LED Light kit
- Dew whip holder

### Cutting Reels for Greens Mower (Qty 3)

- 11 Blade cutting reel
- Front narrow wiehle rollers
- Front wiehle roller scraper
- Bi-directional universal grooming Set kit
- Grooming Blades assembly
- Powered rear roller cleaning brush kit

### Vertial Cutting Reels for Greens Mower (Qty 3)

- Solid Rollers

### Smooth Tri-roller Kit for Greens Mower (Qty 3)

### Large Heavy Duty Diesel Utility Cart (Qty 1) (\$1 buy out at the end of lease)

- 4WD
- Canopy
- Hydraulic lift bed
- High flow hydraulic kit

- Folding Windshield

#### **Utility Carts (Qty 3)**

- Electric bed lift kit
- Fold down windshield
- Roof
- Brush Guard
- Plastic Cargo bed
- Rear attachment receiver
- Trash can mount (1only)

#### **Medium Duty Diesel Utility Carts (Qty 1)**

- Electric lift kit
- Fold down windshield
- Roof
- Rear attachment receiver
- Brush Guard

#### **Fairway Mower (Qty 1)**

- 32 inch 8 blade reels
- 7 inch reels
- Front wiehle rollers
- Front wiehle roller scrapers
- Powered rear roller cleaning brush kit
- Powered groomer kit
- Air ride seat
- LED Light kit
- Canopy
- Fan for Canopy
- Operator golf ball guard

#### **Turbine Cart pulled blower (Qty 1) (\$1 buy out at the end of lease)**

- Wireless remote

#### **Ventrac Tractor 4520P (Qty 1) (\$1 buy out at the end of lease)**

- Dual Wheel Kit
- Digital Slop Gauge

- Canopy
- Fan for Canopy
- LED light kit
- EA600 Aera-vator
- 12V switch and plug front
- Additional wights 42lbs with box
- HQ682 Tough Cut deck
- HQ682 Hydraulic Flip Up
- Hydraulic flip up HQ682 kit
- MJ840 Contour deck
- MJ840 Mulching Kit
- ET 202 Turbine blower
- KC220 Stump grinder
- ES220 Broadcast Spreader
- 12-volt rear plug
- KY400 Trencher

# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



**Quoted From:**  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
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**Purchase Price**

2	04530	<b>Greensmaster TriFlex Hybrid 3320</b>	\$60,361.03	<b>\$120,722.06</b>
6	04655	14 Blade Cutting Unit		
6	04255	Narrow Wiehle Roller (One roller)		
6	125-3503	Narrow Wiehle Scraper Assembly		
6	04648	Universal Groomer Drive		
6	04270	Soft QC Grooming Brush (21 Inch)		
6	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
6	04650	Universal Rear Rotating Brush		
2	119-7138	Dew Whip Holder		
2	138-8579	Bimini Shade Kit		
2	04554	Light Kit - LED		
2	131-2048	Rear Light Kit		
2	121-3660	Left Hand Armrest Kit (Standard Seat)		

**60 month CSC lease @ \$2,384.26 per month**

3	04653	<b>11 Blade Cutting Unit</b>	\$7,004.46	<b>\$21,013.39</b>
3	04255	Narrow Wiehle Roller (One roller)		
3	125-3503	Narrow Wiehle Scraper Assembly		
3	04648	Universal Groomer Drive		
3	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
3	04650	Universal Rear Rotating Brush		

**60 month CSC lease @ \$415.01 per month**

3	04720	<b>Thatching Reel (Set of 1)</b>	\$3,525.86	<b>\$10,577.58</b>
3	04257	Full Roller (One Roller)		

**60 month CSC lease @ \$208.91 per month**

1	04722	<b>Greens Tri-Roller Kit</b>		<b>\$5,659.41</b>
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**60 month CSC lease @ \$111.77 per month**

**The Above Prices and Terms Are Subject To Change At Any Time. Due to Worldwide Supply Chain Volatility, Some Orders May Experience Price Increases Beyond the Control of STI and Our Vendors. Price Adjustments May Be Required Between the Time of Order and Delivery. STI will Communicate any Changes to Customers as They Occur**

Quote Prepared By:

Date: 4/21/2025

Quote Accepted By:

\_\_\_\_\_

Date:

\_\_\_\_\_

Item X110.

# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



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Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Purchase Price

1	07409	Workman GTX EFI		\$13,534.93
1	07048	Bucket Seat Kit		
1	07046	Plastic Cargo Bed		
1	07144	12v Electric Lift Kit		
1	07921	2-Person Canopy		
1	07923	Fold-Down Windshield		
1	07028	Trash Can Mount		
1	07145	Brush Guard		
1	07285	Rear Attachment Receiver - Plastic Cargo Bed		

60 month CSC lease @ \$267.31 per month

2	07409	Workman GTX EFI	\$12,921.00	\$25,842.00
2	07048	Bucket Seat Kit		
2	07046	Plastic Cargo Bed		
2	07144	12v Electric Lift Kit		
2	07921	2-Person Canopy		
2	07923	Fold-Down Windshield		
2	07145	Brush Guard		

60 month CSC lease @ \$510.38 per month

1	07235	Workman MDX, Gas Engine		\$15,500.40
1	07324	Canopy		
1	07326	Folding Windshield		
1	133-0630	Spring Upgrade Kit		
1	07145	Brush Guard		
1	07389	Electric Lift Kit		
1	07278	Receiver Hitch		

60 month CSC lease @ \$306.13 per month

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Quote Prepared By:

Date: 4/21/2025

Quote Accepted By:

Date:

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.



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Attn:  
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Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
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## Purchase Price

1	03780	Reelmaster 7000-D		\$115,448.16
5	03727	32 Inch 8 Blade (RR) Radial Reel EdgeSeries		
5	117-0990	32 Inch DPA Wiehle Front Roller		
5	114-9373-03	32 Inch DPA Wiehle Roller Scraper		
5	03246	32 Inch Powered Rear Roller Brush (Kit Of 1)		
1	30669	Universal Sunshade, White		
1	03247	Operator Cooling Fan		
1	03248	Universal Sunshade Switch Panel		
1	138-2995	Power Harness Kit		
1	140-1554	Sun Shade Light Kit		
1	03614	Operator Golf Ball Guard		
5	137-6120	Long Rear Roller Assembly (3in Diameter)		

60 month CSC lease @ \$2,280.10 per month

1	44552	Pro Force Debris Blower		\$10,315.63
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60 month CSC lease @ \$203.73 per month

1	07387	Workman HDX - 4WD Diesel (Kubota)		\$39,151.36
1	07372	Canopy		
1	07373	Folding Windshield		
1	07316	High Flow Hydraulics Kit		

60 month CSC lease @ \$773.24 per month

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Quote Prepared By:

A handwritten signature in blue ink, likely belonging to G. Timothy Long, is written over a horizontal line.

Date: 4/21/2025

Quote Accepted By:

Date:

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

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**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
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## Equipment Deviations

### Medium Duty Diesel Cart

Diesel not available, substitute with gas engine.

### Fairway Mower

Powered groomer kit not available with the larger sized reels.

**\*Sales Tax Not Included**

**Payment Terms:** Net 10th Prox (Upon Credit Approval)

Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

Prices and terms shown will be valid for 30 days from the quoted date.

**Sub Total**

**Est. Sales Tax**

**Total**

**Quote Prepared By:**

A handwritten signature in blue ink, appearing to read "S. P. A. J.", is written over a horizontal line.

**Date:** 4/21/2025

**Quote Accepted By:**

**Date:**

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.



## Pricing Quote

Quote #: 97673-1007  
Contract #: 112624-TTC

Date Quoted: April 21, 2025  
Quote Expires: May 21, 2025

### Prepared For:

Daniel Palin  
Cattails GC

### Prepared By:

Smith Turf & Irrigation - Nashville  
Timothy Long  
525 Fairground Court  
Nashville, TN 37211  
Phone: 704-512-9119

Customer's Sourcewell Membership ID: 29779

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	1,559.40	1,559.40
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	423.20	423.20
1	70.4169	Accessory: CANOPY Kit, Canopy	1,044.20	1,044.20
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	418.60	418.60
1	EA600 (39.55460)	Attachment: AERA-VATOR EA, EA600 Aera-vator	7,672.80	7,672.80
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	372.60	372.60
8	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	115.00	920.00
1	HQ682 (39.55118)	Attachment: MOWERS - TOUGH CUT HQ, HQ682 Mower, Tough Cut	4,903.60	4,903.60
1	70.8226	Accessory: Kit, Hydraulic Flip Up HQ682	533.60	533.60
1	MJ840 (39.55160)	Attachment: MOWERS - CONTOUR DECK MJ, MJ840 Contour Mower	9,273.60	9,273.60
1	ET202 (39.55341)	Attachment: TURBINE BLOWER ET, ET202 Turbine Blower	6,775.80	6,775.80
1	KC220 (39.55301)	Attachment: STUMP GRINDER KC, KC220 Stump Grinder	5,092.20	5,092.20
1	ES220 (39.55500)	Accessory: BROADCAST SPREADER ES220 ES, ES220 Spreader Spyker	2,893.40	2,893.40
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	174.80	174.80
1	KY400 (39.55455)	Attachment: TRENCHER KY, KY400 Trencher	7,323.20	7,323.20
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	32,554.20	32,554.20

Subtotal	81,935.20
	<b>CHARGES</b>
Setup Charges (2%)	+1,638.70
<b>TOTAL USD \$</b>	<b>83,573.90</b>

**Notes:**

60 month CSC lease @ \$1,650.58 per month.



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Attn:  
Chris McCartt

Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
				Purchase Price
2	04530	Greensmaster TriFlex Hybrid 3320	\$60,361.03	\$120,722.06
6	04655	14 Blade Cutting Unit		
6	04255	Narrow Wiehle Roller (One roller)		
6	125-3503	Narrow Wiehle Scraper Assembly		
6	04648	Universal Groomer Drive		
6	04270	Soft QC Grooming Brush (21 Inch)		
6	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
6	04650	Universal Rear Rotating Brush		
2	119-7138	Dew Whip Holder		
2	138-8579	Bimini Shade Kit		
2	04554	Light Kit - LED		
2	131-2048	Rear Light Kit		
2	121-3660	Left Hand Armrest Kit (Standard Seat)		
60 month CSC lease @ \$2,384.26 per month				
3	04653	11 Blade Cutting Unit	\$7,004.46	\$21,013.39
3	04255	Narrow Wiehle Roller (One roller)		
3	125-3503	Narrow Wiehle Scraper Assembly		
3	04648	Universal Groomer Drive		
3	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
3	04650	Universal Rear Rotating Brush		
60 month CSC lease @ \$415.01 per month				
3	04720	Thatching Reel (Set of 1)	\$3,525.86	\$10,577.58
3	04257	Full Roller (One Roller)		
60 month CSC lease @ \$208.91 per month				
1	04722	Greens Tri-Roller Kit		\$5,659.41
60 month CSC lease @ \$111.77 per month				

The Above Prices and Terms Are Subject To Change At Any Time. Due to Worldwide Supply Chain Volatility, Some Orders May Experience Price Increases Beyond the Control of STI and Our Vendors. Price Adjustments May Be Required Between the Time of Order and Delivery. STI will Communicate any Changes to Customers as They Occur.

Quote Prepared By:

A blue ink signature, likely of G. Timothy Long, is written over a horizontal line.

Date: 4/21/2025

Quote Accepted By:

A blue ink signature, likely of Chris McCartt, is written over a horizontal line.

Date:

\_\_\_\_\_

Item X110.

# SMITH TURF & IRRIGATION

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**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
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## Purchase Price

1	07409	Workman GTX EFI		\$13,534.93
1	07048	Bucket Seat Kit		
1	07046	Plastic Cargo Bed		
1	07144	12v Electric Lift Kit		
1	07921	2-Person Canopy		
1	07923	Fold-Down Windshield		
1	07028	Trash Can Mount		
1	07145	Brush Guard		
1	07285	Rear Attachment Receiver - Plastic Cargo Bed		

60 month CSC lease @ \$267.31 per month

2	07409	Workman GTX EFI	\$12,921.00	\$25,842.00
2	07048	Bucket Seat Kit		
2	07046	Plastic Cargo Bed		
2	07144	12v Electric Lift Kit		
2	07921	2-Person Canopy		
2	07923	Fold-Down Windshield		
2	07145	Brush Guard		

60 month CSC lease @ \$510.38 per month

1	07235	Workman MDX, Gas Engine		\$15,500.40
1	07324	Canopy		
1	07326	Folding Windshield		
1	133-0630	Spring Upgrade Kit		
1	07145	Brush Guard		
1	07389	Electric Lift Kit		
1	07278	Receiver Hitch		

60 month CSC lease @ \$306.13 per month

The Above Prices and Terms Are Subject To Change At Any Time. Due to Worldwide Supply Chain Volatility, Some Orders May Experience Price Increases Beyond the Control of STI and Our Vendors. Price Adjustments May Be Required Between the Time of Order and Delivery. STI will Communicate any Changes to Customers as They Occur.

Quote Prepared By:

*[Signature]*

Date: 4/21/2025

Quote Accepted By:

Date:

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

Item XI10.



# SMITH TURF & IRRIGATION

DISTRIBUTORS

Quoted To:  
City of Kingsport



Quoted From:  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

Attn:  
Chris McCartt

Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
				Purchase Price
1	03780	Reelmaster 7000-D		\$115,448.16
5	03727	32 Inch 8 Blade (RR) Radial Reel EdgeSeries		
5	117-0990	32 Inch DPA Wiehle Front Roller		
5	114-9373-03	32 Inch DPA Wiehle Roller Scraper		
5	03246	32 Inch Powered Rear Roller Brush (Kit Of 1)		
1	30669	Universal Sunshade, White		
1	03247	Operator Cooling Fan		
1	03248	Universal Sunshade Switch Panel		
1	138-2995	Power Harness Kit		
1	140-1554	Sun Shade Light Kit		
1	03614	Operator Golf Ball Guard		
5	137-6120	Long Rear Roller Assembly (3in Diameter)		
60 month CSC lease @ \$2,280.10 per month				
1	44552	Pro Force Debris Blower		\$10,315.63
60 month CSC lease @ \$203.73 per month				
1	07387	Workman HDX - 4WD Diesel (Kubota)		\$39,151.36
1	07372	Canopy		
1	07373	Folding Windshield		
1	07316	High Flow Hydraulics Kit		
60 month CSC lease @ \$773.24 per month				

The Above Prices and Terms Are Subject To Change At Any Time. Due to Worldwide Supply Chain Volatility, Some Orders May Experience Price Increases Beyond the Control of STI and Our Vendors. Price Adjustments May Be Required Between the Time of Order and Delivery. STI will Communicate any Changes to Customers as They Occur.

Quote Prepared By:

A handwritten signature in blue ink, appearing to read "G. Timothy Long", is written over a horizontal line.

Date: 4/21/2025

Quote Accepted By:

Date:

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



**Quoted From:**  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Equipment Deviations

### Medium Duty Diesel Cart

Diesel not available, substitute with gas engine.

### Fairway Mower

Powered groomer kit not available with the larger sized reels.

**\*Sales Tax Not Included**

### Payment Terms: Net 10th Prox (Upon Credit Approval)

Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

Prices and terms shown will be valid for 30 days from the quoted date.

**Quote Prepared By:**

A handwritten signature in blue ink, appearing to read "G. Timothy Long", is written over a horizontal line.

**Quote Accepted By:**

**Sub Total**

**Est. Sales Tax**

**Total**

**Date:** 4/21/2025

**Date:**

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.





## Pricing Quote

Quote #: 97673-1007  
Contract #: 112624-TTC

Date Quoted: April 21, 2025  
Quote Expires: May 21, 2025

### Prepared For:

Daniel Palin  
Cattails GC

### Prepared By:

Smith Turf & Irrigation - Nashville  
Timothy Long  
525 Fairground Court  
Nashville, TN 37211  
Phone: 704-512-9119

Customer's Sourcewell Membership ID: 29779

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	1,559.40	1,559.40
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	423.20	423.20
1	70.4169	Accessory: CANOPY Kit, Canopy	1,044.20	1,044.20
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	418.60	418.60
1	EA600 (39.55460)	Attachment: AERA-VATOR EA, EA600 Aera-vator	7,672.80	7,672.80
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	372.60	372.60
8	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	115.00	920.00
1	HQ682 (39.55118)	Attachment: MOWERS - TOUGH CUT HQ, HQ682 Mower, Tough Cut	4,903.60	4,903.60
1	70.8226	Accessory: Kit, Hydraulic Flip Up HQ682	533.60	533.60
1	MJ840 (39.55160)	Attachment: MOWERS - CONTOUR DECK MJ, MJ840 Contour Mower	9,273.60	9,273.60
1	ET202 (39.55341)	Attachment: TURBINE BLOWER ET, ET202 Turbine Blower	6,775.80	6,775.80
1	KC220 (39.55301)	Attachment: STUMP GRINDER KC, KC220 Stump Grinder	5,092.20	5,092.20
1	ES220 (39.55500)	Accessory: BROADCAST SPREADER ES220 ES, ES220 Spreader Spyker	2,893.40	2,893.40
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	174.80	174.80
1	KY400 (39.55455)	Attachment: TRENCHER KY, KY400 Trencher	7,323.20	7,323.20
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	32,554.20	32,554.20

Subtotal	81,935.20
	<b>CHARGES</b>
Setup Charges (2%)	+1,638.70
<b>TOTAL USD \$</b>	<b>83,573.90</b>

**Notes:**

60 month CSC lease @ \$1,650.58 per month.



# SMITH TURF & IRRIGATION

DISTRIBUTORS

Quoted To:  
City of Kingsport



Quoted From:  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

Attn:  
Chris McCartt

Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
				Purchase Price
2	04530	Greensmaster TriFlex Hybrid 3320	\$60,361.03	\$120,722.06
6	04655	14 Blade Cutting Unit		
6	04255	Narrow Wiehle Roller (One roller)		
6	125-3503	Narrow Wiehle Scraper Assembly		
6	04648	Universal Groomer Drive		
6	04270	Soft QC Grooming Brush (21 Inch)		
6	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
6	04650	Universal Rear Rotating Brush		
2	119-7138	Dew Whip Holder		
2	138-8579	Bimini Shade Kit		
2	04554	Light Kit - LED		
2	131-2048	Rear Light Kit		
2	121-3660	Left Hand Armrest Kit (Standard Seat)		
60 month CSC lease @ \$2,384.26 per month				
3	04653	11 Blade Cutting Unit	\$7,004.46	\$21,013.39
3	04255	Narrow Wiehle Roller (One roller)		
3	125-3503	Narrow Wiehle Scraper Assembly		
3	04648	Universal Groomer Drive		
3	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
3	04650	Universal Rear Rotating Brush		
60 month CSC lease @ \$415.01 per month				
3	04720	Thatching Reel (Set of 1)	\$3,525.86	\$10,577.58
3	04257	Full Roller (One Roller)		
60 month CSC lease @ \$208.91 per month				
1	04722	Greens Tri-Roller Kit		\$5,659.41
60 month CSC lease @ \$111.77 per month				

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Quote Prepared By:

A handwritten signature in blue ink, appearing to read "G. Timothy Long", is written over a horizontal line.

Date: 4/21/2025

Quote Accepted By:

Date:

Item X110.

# SMITH TURF & IRRIGATION

DISTRIBUTORS

Quoted To:  
City of Kingsport



Quoted From:  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

Attn:  
Chris McCartt

Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
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## Purchase Price

1	07409	Workman GTX EFI		\$13,534.93
1	07048	Bucket Seat Kit		
1	07046	Plastic Cargo Bed		
1	07144	12v Electric Lift Kit		
1	07921	2-Person Canopy		
1	07923	Fold-Down Windshield		
1	07028	Trash Can Mount		
1	07145	Brush Guard		
1	07285	Rear Attachment Receiver - Plastic Cargo Bed		

60 month CSC lease @ \$267.31 per month

2	07409	Workman GTX EFI	\$12,921.00	\$25,842.00
2	07048	Bucket Seat Kit		
2	07046	Plastic Cargo Bed		
2	07144	12v Electric Lift Kit		
2	07921	2-Person Canopy		
2	07923	Fold-Down Windshield		
2	07145	Brush Guard		

60 month CSC lease @ \$510.38 per month

1	07235	Workman MDX, Gas Engine		\$15,500.40
1	07324	Canopy		
1	07326	Folding Windshield		
1	133-0630	Spring Upgrade Kit		
1	07145	Brush Guard		
1	07389	Electric Lift Kit		
1	07278	Receiver Hitch		

60 month CSC lease @ \$306.13 per month

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Quote Prepared By:

Date: 4/21/2025

Quote Accepted By:

Date:

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



**Quoted From:**  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
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**Purchase Price**

1	03780	<b>Reelmaster 7000-D</b>		<b>\$115,448.16</b>
5	03727	32 Inch 8 Blade (RR) Radial Reel EdgeSeries		
5	117-0990	32 Inch DPA Wiehle Front Roller		
5	114-9373-03	32 Inch DPA Wiehle Roller Scraper		
5	03246	32 Inch Powered Rear Roller Brush (Kit Of 1)		
1	30669	Universal Sunshade, White		
1	03247	Operator Cooling Fan		
1	03248	Universal Sunshade Switch Panel		
1	138-2995	Power Harness Kit		
1	140-1554	Sun Shade Light Kit		
1	03614	Operator Golf Ball Guard		
5	137-6120	Long Rear Roller Assembly (3in Diameter)		

60 month CSC lease @ \$2,280.10 per month

1	44552	<b>Pro Force Debris Blower</b>		<b>\$10,315.63</b>
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60 month CSC lease @ \$203.73 per month

1	07387	<b>Workman HDX - 4WD Diesel (Kubota)</b>		<b>\$39,151.36</b>
1	07372	Canopy		
1	07373	Folding Windshield		
1	07316	High Flow Hydraulics Kit		

60 month CSC lease @ \$773.24 per month

The Above Prices and Terms Are Subject To Change At Any Time. Due to Worldwide Supply Chain Volatility, Some Orders May Experience Price Increases Beyond the Control of STI and Our Vendors. Price Adjustments May Be Required Between the Time of Order and Delivery. STI will Communicate any Changes to Customers as They Occur.

Quote Prepared By:

Date: 4/21/2025

Quote Accepted By:

Date:

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# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



**Quoted From:**  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Equipment Deviations

### Medium Duty Diesel Cart

Diesel not available, substitute with gas engine.

### Fairway Mower

Powered groomer kit not available with the larger sized reels.

**\*Sales Tax Not Included**

**Payment Terms:** Net 10th Prox (Upon Credit Approval)

Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

Prices and terms shown will be valid for 30 days from the quoted date.

**Quote Prepared By:**

A blue ink signature of G. Timothy Long, written over a horizontal line.

**Quote Accepted By:**

**Sub Total**  
**Est. Sales Tax**  
**Total**

**Date:** 4/21/2025

**Date:**

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

Item X110.





## Pricing Quote

Quote #: 97673-1007  
Contract #: 112624-TTC

Date Quoted: April 21, 2025  
Quote Expires: May 21, 2025

### Prepared For:

Daniel Palin  
Cattails GC

### Prepared By:

Smith Turf & Irrigation - Nashville  
Timothy Long  
525 Fairground Court  
Nashville, TN 37211  
Phone: 704-512-9119

Customer's Sourcwell Membership ID: 29779

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcwell	Total
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	1,559.40	1,559.40
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	423.20	423.20
1	70.4169	Accessory: CANOPY Kit, Canopy	1,044.20	1,044.20
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	418.60	418.60
1	EA600 (39.55460)	Attachment: AERA-VATOR EA, EA600 Aera-vator	7,672.80	7,672.80
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	372.60	372.60
8	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	115.00	920.00
1	HQ682 (39.55118)	Attachment: MOWERS - TOUGH CUT HQ, HQ682 Mower, Tough Cut	4,903.60	4,903.60
1	70.8226	Accessory: Kit, Hydraulic Flip Up HQ682	533.60	533.60
1	MJ840 (39.55160)	Attachment: MOWERS - CONTOUR DECK MJ, MJ840 Contour Mower	9,273.60	9,273.60
1	ET202 (39.55341)	Attachment: TURBINE BLOWER ET, ET202 Turbine Blower	6,775.80	6,775.80
1	KC220 (39.55301)	Attachment: STUMP GRINDER KC, KC220 Stump Grinder	5,092.20	5,092.20
1	ES220 (39.55500)	Accessory: BROADCAST SPREADER ES220 ES, ES220 Spreader Spyker	2,893.40	2,893.40
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	174.80	174.80
1	KY400 (39.55455)	Attachment: TRENCHER KY, KY400 Trencher	7,323.20	7,323.20
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	32,554.20	32,554.20

Subtotal 81,935.20

**CHARGES**

Setup Charges (2%) +1,638.70

TOTAL USD \$ 83,573.90

**Notes:**

60 month CSC lease @ \$1,650.58 per month.

A handwritten signature in blue ink, appearing to be 'D. [unclear] [unclear]', is written across the page.



# SMITH TURF & IRRIGATION

DISTRIBUTORS

Quoted To:  
City of Kingsport



Quoted From:  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

Attn:  
Chris McCartt

Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Purchase Price

2	04530	Greensmaster TriFlex Hybrid 3320	\$60,361.03	\$120,722.06
6	04655	14 Blade Cutting Unit		
6	04255	Narrow Wiehle Roller (One roller)		
6	125-3503	Narrow Wiehle Scraper Assembly		
6	04648	Universal Groomer Drive		
6	04270	Soft QC Grooming Brush (21 Inch)		
6	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
6	04650	Universal Rear Rotating Brush		
2	119-7138	Dew Whip Holder		
2	138-8579	Bimini Shade Kit		
2	04554	Light Kit - LED		
2	131-2048	Rear Light Kit		
2	121-3660	Left Hand Armrest Kit (Standard Seat)		

60 month CSC lease @ \$2,384.26 per month

3	04653	11 Blade Cutting Unit	\$7,004.46	\$21,013.39
3	04255	Narrow Wiehle Roller (One roller)		
3	125-3503	Narrow Wiehle Scraper Assembly		
3	04648	Universal Groomer Drive		
3	04802	Twin Tip Groomer Blade Assembly (21 Inch)		
3	04650	Universal Rear Rotating Brush		

60 month CSC lease @ \$415.01 per month

3	04720	Thatching Reel (Set of 1)	\$3,525.86	\$10,577.58
3	04257	Full Roller (One Roller)		

60 month CSC lease @ \$208.91 per month

1	04722	Greens Tri-Roller Kit		\$5,659.41
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60 month CSC lease @ \$111.77 per month

The Above Prices and Terms Are Subject To Change At Any Time. Due to Worldwide Supply Chain Volatility, Some Orders May Experience Price Increases Beyond the Control of STI and Our Vendors. Price Adjustments May Be Required Between the Time of Order and Delivery. STI will Communicate any Changes to Customers as They Occur.

Quote Prepared By: 

Date: 4/21/2025

Quote Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



**Quoted From:**  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Purchase Price

1	07409	Workman GTX EFI		\$13,534.93
1	07048	Bucket Seat Kit		
1	07046	Plastic Cargo Bed		
1	07144	12v Electric Lift Kit		
1	07921	2-Person Canopy		
1	07923	Fold-Down Windshield		
1	07028	Trash Can Mount		
1	07145	Brush Guard		
1	07285	Rear Attachment Receiver - Plastic Cargo Bed		

60 month CSC lease @ \$267.31 per month

2	07409	Workman GTX EFI	\$12,921.00	\$25,842.00
2	07048	Bucket Seat Kit		
2	07046	Plastic Cargo Bed		
2	07144	12v Electric Lift Kit		
2	07921	2-Person Canopy		
2	07923	Fold-Down Windshield		
2	07145	Brush Guard		

60 month CSC lease @ \$510.38 per month

1	07235	Workman MDX, Gas Engine		\$15,500.40
1	07324	Canopy		
1	07326	Folding Windshield		
1	133-0630	Spring Upgrade Kit		
1	07145	Brush Guard		
1	07389	Electric Lift Kit		
1	07278	Receiver Hitch		

60 month CSC lease @ \$306.13 per month

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Quote Prepared By:

Date: 4/21/2025

Quote Accepted By:

Date:

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

# SMITH TURF & IRRIGATION

DISTRIBUTORS

Quoted To:  
City of Kingsport



Quoted From:  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

Attn:  
Chris McCartt

Territory Manager: G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Purchase Price

1	03780	Reelmaster 7000-D		\$115,448.16
5	03727	32 Inch 8 Blade (RR) Radial Reel EdgeSeries		
5	117-0990	32 Inch DPA Wiehle Front Roller		
5	114-9373-03	32 Inch DPA Wiehle Roller Scraper		
5	03246	32 Inch Powered Rear Roller Brush (Kit Of 1)		
1	30669	Universal Sunshade, White		
1	03247	Operator Cooling Fan		
1	03248	Universal Sunshade Switch Panel		
1	138-2995	Power Harness Kit		
1	140-1554	Sun Shade Light Kit		
1	03614	Operator Golf Ball Guard		
5	137-6120	Long Rear Roller Assembly (3in Diameter)		

60 month CSC lease @ \$2,280.10 per month

1	44552	Pro Force Debris Blower		\$10,315.63
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60 month CSC lease @ \$203.73 per month

1	07387	Workman HDX - 4WD Diesel (Kubota)		\$39,151.36
1	07372	Canopy		
1	07373	Folding Windshield		
1	07316	High Flow Hydraulics Kit		

60 month CSC lease @ \$773.24 per month

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Quote Prepared By:

Date: 4/21/2025

Quote Accepted By:

Date:

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# SMITH TURF & IRRIGATION

DISTRIBUTORS

**Quoted To:**  
City of Kingsport



**Quoted From:**  
Nashville Office  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

**Attn:**  
Chris McCartt

**Territory Manager:** G. Timothy Long, TSPC

Qty	Model	Description	Unit Price	Extended
-----	-------	-------------	------------	----------

## Equipment Deviations

### Medium Duty Diesel Cart

Diesel not available, substitute with gas engine.

### Fairway Mower

Powered groomer kit not available with the larger sized reels.

**\*Sales Tax Not Included**

### Payment Terms: Net 10th Prox (Upon Credit Approval)

Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.

Prices and terms shown will be valid for 30 days from the quoted date.

**Quote Prepared By:**

A blue ink signature of G. Timothy Long, written over a horizontal line.

**Quote Accepted By:**

**Sub Total**

**Est. Sales Tax**

**Total**

**Date:** 4/21/2025

**Date:**

\* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery.



## Pricing Quote

Quote #: 97673-1007  
Contract #: 112624-TTC

Date Quoted: April 21, 2025  
Quote Expires: May 21, 2025

### Prepared For:

Daniel Palin  
Cattails GC

### Prepared By:

Smith Turf & Irrigation - Nashville  
Timothy Long  
525 Fairground Court  
Nashville, TN 37211  
Phone: 704-512-9119

Customer's Sourcewell Membership ID: 29779

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	1,559.40	1,559.40
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	423.20	423.20
1	70.4169	Accessory: CANOPY Kit, Canopy	1,044.20	1,044.20
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	418.60	418.60
1	EA600 (39.55460)	Attachment: AERA-VATOR EA, EA600 Aera-vator	7,672.80	7,672.80
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	372.60	372.60
8	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	115.00	920.00
1	HQ682 (39.55118)	Attachment: MOWERS - TOUGH CUT HQ, HQ682 Mower, Tough Cut	4,903.60	4,903.60
1	70.8226	Accessory: Kit, Hydraulic Flip Up HQ682	533.60	533.60
1	MJ840 (39.55160)	Attachment: MOWERS - CONTOUR DECK MJ, MJ840 Contour Mower	9,273.60	9,273.60
1	ET202 (39.55341)	Attachment: TURBINE BLOWER ET, ET202 Turbine Blower	6,775.80	6,775.80
1	KC220 (39.55301)	Attachment: STUMP GRINDER KC, KC220 Stump Grinder	5,092.20	5,092.20
1	ES220 (39.55500)	Accessory: BROADCAST SPREADER ES220 ES, ES220 Spreader Spyker	2,893.40	2,893.40
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	174.80	174.80
1	KY400 (39.55455)	Attachment: TRENCHER KY, KY400 Trencher	7,323.20	7,323.20
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	32,554.20	32,554.20

Subtotal	81,935.20
	<b>CHARGES</b>
Setup Charges (2%)	+1,638.70
<b>TOTAL USD \$</b>	<b>83,573.90</b>

**Notes:**

60 month CSC lease @ \$1,650.58 per month.







## AGENDA ACTION FORM

### **Consideration of a Resolution to Initiate a Recipient-to-Recipient Asset Transfer for Former KATS Facilities**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-148-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: C. McCartt

#### **Recommendation:**

Approve Resolution.

#### **Executive Summary:**

If approved, this Resolution will initiate a process with FTA to begin the disposition of the former KATS Garage at 121 Clay Street and the former KATS Transit Facility at 109 Clay Street/222 W Main Street. In 2019, KATS cut the ribbon on a brand-new transit facility and in 2023, they opened the new transit garage. The former garage and facility have been used sparingly in the past few years while the transition to the new facilities was in process. It is now time to discuss the disposition of these facilities as transit no longer has use for the property.

Staff have been in contact with the Federal Transit Administration (FTA) and TN Department of Transportation (TDOT) regarding the disposition of these properties. FTA has provided guidance to the city on the appropriate disposition of the properties since there were federal and state funds involved in the acquisition. Before moving forward with a fair market sale of the subject properties, action needs to be taken by the City to acknowledge the federal funding and interest remaining in the property as well as provide assurance that the FTA and TDOT percentage of sale (when the time comes to sell) will be retained by the City to be used only for future transit capital projects.

Location	121 Clay Street	109 Clay Street & 222 W Main Street
Improvements/Cost Participation %	\$241,500 total purchase price. Agency Breakdown: FTA provided \$193,200 (80%); TDOT \$24,150 (10%); City \$24,150 (10%)	\$1,622,955 total investment. Agency Breakdown: FTA provided \$911,864 (56%); EDA \$236,500 (15%); ARC \$150,000 (9%); TDOT \$113,983 (7%); City \$210,608 (13%)
Original FTA Participation	80%	56%
Federal Interest Remaining	\$274,000	\$560,000

This action does not initiate the sale of the property but is the first step in the public process for disposition. Further action by the BMA will be needed as the process moves forward.

#### **Attachments:**

1. Resolution
2. Supplemental Information

Item XI11.

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

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

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER WITH THE FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO PERMIT DISPOSITION OF FORMER KINGSPORT AREA TRANSIT SERVICE FACILITIES; EXPRESSING THE INTENT OF THE BOARD OF MAYOR AND ALDERMEN TO ESTABLISH ONE OR MORE PROJECTS ACCOUNTS IN AN ORDINANCE RESTRICTING FUNDS TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION; AND TO FIX THE EFFECTIVE DATE OF THIS RESOLUTION

WHEREAS, previously the Kingsport Area Transit Service (KATS) operated out of facilities located at 121 Clay Street and 109 Clay Street (collectively "Clay Street properties"); and

WHEREAS, with the completion of the new comprehensive KATS facility at 900 East Main Street, the Clay Street properties no longer serve a purpose for city operations and are deemed suitable for surplus; and

WHEREAS, the Clay Street properties were acquired and/or improved with funds from both the Federal Transit Administration (FTA) and the Tennessee Department of Transportation (TDOT), which vested in them a financial interest in the Clay Street properties which must be released prior to disposition; and

WHEREAS, federal guidelines proscribe a formula to determine the dollar value of the federal and state financial interest in the Clay Street properties which factors the appraised value of the property, the participation interest of the respective agency relative to its percentage of funding, and total amount of federal and state funding; and

WHEREAS, based upon the prescribed formula, the dollar value of the federal interest is \$834,000 and state interest is \$25,793 for a total combined interest of \$859,793; and

WHEREAS, the federal guidelines require that for FTA and TDOT to release their respective interests this board must dedicate \$859,793 towards future transit capital projects.

Now therefore,

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

SECTION I. That the boards authorizes those actions necessary and proper to prosecute the process necessary to secure the release of the FTA and TDOT interests in the Clay Street Properties.

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 to effectuate the release of the FTA and TDOT interests in the Clay Street properties 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 this resolution.

SECTION III. That to secure the release of the FTA and TDOT interests the board will establish by Ordinance as needed one or more project accounts for the allocation of \$859,793, representative of the monetary value of the FTA and TDOT interests in the Clay Street properties, which shall be restricted funds to be applied towards future FTA approved KATS capital projects.

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

ADOPTED this the 20th day of May, 2025.

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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

**Kingsport Area Transit Service (KATS)  
Property Disposition Request**

<b>Recipient's Name</b>	Kingsport Area Transit Service (KATS)	Kingsport Area Transit Service (KATS)
<b>Facility</b>	121 Clay St Old KATS Garage (Previously Tri-Cities Linen)	109 Clay St & 222 W Main St Old KATS Transit Center & Regional Center for Applied Technology RCAT (One building located on a corner with two separate addresses)
<b>Description</b>	Enclosed vehicle storage garage. Consists of four connected buildings referred to locally as bay 1, bay 2, bay 3, and bay 4. The structure is under one roof. Entire building totals 13,700 sq ft. The facility is constructed of cinder block, concrete flooring, and rubber roof. The interior is industrial and consists of four linear garage bays. The interior contains exposed structure members, conduit, and basic utilities. The western alley has 14 parking spaces.	Entire facility consists of one building under one roof that totals 16,000 sq ft.: 109 Clay St - old transit center portion is approximately 4,000 sq ft. 222 W Main St is approximately 12,000 sq ft - this area was redeveloped in the early 2000s using an FTA Livability Grant for Northeast State Community College to operate workforce development programs. Parking for the entire building is available in a shared public lot and on street parking.
<b>FAIN</b>	TN-90-X218 TN-90-X235 TN-90-X250	TN-03-0034 TN-90-X177
<b>In-service Date</b>	2008	2003
<b>Useful Life of the Facility</b>	30 years	30 years
<b>Useful Life Remaining</b>	13 years	8 years
<b>Date Removed from Service</b>	Will be removed from service when sold; estimated May 2025	Will be removed from service when sold; estimated May 2025

<b>Improvements/Cost Participation %</b>	\$241,500 total was used to purchase the facility and the land it sits on in 2008. Amounts and total matching of each participating agency: FTA provided \$193,200 (80%); TDOT \$24,150 (10%); City \$24,150 (10%)	\$1,622,955 total was used to modernize and renovate the facility. Amounts and total matching of each participating agency: FTA provided \$911,864 (56%); EDA \$236,500 (15%); ARC \$150,000 (9%); TDOT \$113,983 (7%); City \$210,608 (13%)
<b>November 2024 Appraisal</b>	Land: \$278,350 Improvements: \$64,150 Total Appraised Value: \$342,500	Land: \$185,000 Improvements: \$815,000 Total Appraised Value: \$1,000,000
<b>Original FTA Participation</b>	80%	56%
<b>Federal Interest Remaining</b>	\$274,000	\$560,000
<b>Disposition Reason</b>	The facility was replaced when a new modern comprehensive transit center site was developed. The facility is no longer needed for public transit use.	The facility was replaced when a new modern comprehensive transit center site was developed. The facility is no longer needed for public transit use.



## AGENDA ACTION FORM

### **Consideration of a Resolution Adopting the 2025 Strategic Plan**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-144-2025  
Work Session: May 19, 2025  
First Reading: N/A

Final Adoption: May 20, 2025  
Staff Work By: Staff/BMA  
Presentation By: C. McCartt

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#### **Recommendation:**

Approve the Resolution.

#### **Executive Summary:**

In August 2024, the City of Kingsport began working towards the development of a new strategic plan (attached). The development of this document took place over the course of eight months involving the BMA, city staff, and input from more than 2000 citizens. Seven strategic focus areas, along with priorities for each, will serve as a guide for decisions made by the city across all aspects of our operations for the next 3-5 years.

#### **Attachments:**

1. Resolution
2. Strategic Plan

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

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

A RESOLUTION TO ADOPT THE STRATEGIC PLAN FOR THE  
CITY OF KINGSPORT

WHEREAS, beginning in fall 2024 the city engaged in a comprehensive plan of action to craft a strategic plan which will serve to define the city's vision and mission as well as to identify its goals and objectives for the future; and

WHEREAS, months of work by city leadership, including the board of mayor and aldermen, were devoted to the expression and purposeful articulation of vision and mission statements as well as the identification and definition of key focus areas and priorities for which feedback was sought through a community survey that resulted in input from more than 2,000 participants; and

WHEREAS, this strategic plan will guide the decisions of the city in all aspects of its operations for the next three to five years.

Now therefore,

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

SECTION I. the Board of Mayor and Aldermen hereby accepts and adopts the strategic plan for the City of Kingsport

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 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# CITY OF KINGSPORT **2025** **Strategic Plan**





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Government

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World-Class Education



# LETTER FROM THE MAYOR

## From the desk of Mayor Paul W. Montgomery:

For the past eight months, the City of Kingsport has undertaken a comprehensive plan of action to craft a strategic plan. One that will not only define the city's vision and mission but also identify our goals and objectives for the near future.

Today, the Kingsport Board of Mayor and Aldermen and the Leadership Team are proud to present to the community the City of Kingsport's Strategic Plan — our guiding document for operational and capital investments for the next three to five years.

Our strategic plan came about through months of work by a professional consulting service, the BMA and leadership team, city staff and the community at large. More than 2,000 people participated in a community survey this past winter, offering their opinion on the city's focus areas and priorities.

## The seven focus areas of the strategic plan include:

- + Efficient & Responsive Government
- + Sustainable Infrastructure
- + Exceptional Cultural & Recreational Opportunities
- + Safe & Welcoming Community
- + Thriving Local Economy
- + Strong & Vibrant Neighborhoods
- + World-Class Education

Some of the noteworthy priorities identified within the focus areas include downtown revitalization, healthcare, paving, diverse housing options and recreational opportunities for our residents and visitors.

On behalf of the BMA and Leadership Team, we would like to thank everyone who participated in this process. Your input, support and feedback goes a long way in helping determine the future of our city. We encourage everyone to read through our strategic plan and check the city website for updates on the plan's progress.

Kingsport prides itself on being a community with small town principles and big city opportunities. Our new strategic plan will help keep us on track to our ultimate goal of being the premier town in Northeast Tennessee to live, work and raise a family.

**Now, let our journey continue.**



**Paul W. Montgomery** | Mayor





# VISION, MISSION, VALUES

---

The City of Kingsport's vision, mission, and values guide everything that we do. In addition, our seven strategic focus areas provide clear direction for making decisions and turning our vision into reality.

## VISION

A vision statement is an articulation of an organization's aspirational future. Our vision statement is:

**Kingsport – a safe, thriving, and welcoming community that embraces small-town values while offering big-city opportunities, making it the perfect place to live, work, play and raise a family.**



Item XI12.

## MISSION

**Serving our community –  
Building the future**

---

## VALUES

At our best, we represent the **S.P.I.R.I.T** of Kingsport because we value:

### SAFETY

providing a safe community and working environment

---

### PEOPLE

in all we do - provide quality customer service to our community

---

### INTEGRITY

in all aspects of our operations

---

### RESPONSIBILITY

by being accountable stewards of the resources entrusted to us

---

### INNOVATION

by committing to continuous improvement

---

### TEAMWORK

by collaborating to serve our community

# STRATEGIC FOCUS AREAS

In order to achieve our vision, the City will concentrate its efforts in seven strategic focus areas. These will guide our decision-making and will ensure we are purposefully addressing the needs of our community identified during the development of the strategic plan while remaining responsive to emerging challenges and opportunities.

These strategic focus areas were developed by the Board of Mayor and Aldermen and shaped by community feedback in order to reflect priorities and needs of our residents and businesses. Each focus area contains a list of priorities that outline key actions and initiatives that will drive progress within the focus area and support the City's long-term goals.



**EFFICIENT &  
RESPONSIVE  
GOVERNMENT**



**THRIVING LOCAL  
ECONOMY**



**SUSTAINABLE  
INFRASTRUCTURE**



**STRONG & VIBRANT  
NEIGHBORHOODS**



**EXCEPTIONAL CULTURAL  
& RECREATIONAL  
OPPORTUNITIES**



**WORLD-CLASS  
EDUCATION**



**SAFE & WELCOMING  
COMMUNITY**

[Read more about our Strategic Focus Areas](#)



# Efficient & Responsive Government

Kingsport is committed to providing efficient, transparent, and responsive government through intentional leadership and sustainable financial practices. Our exemplary, proactive workforce ensures excellent customer service.

## Priorities

- + Being open to investment opportunities that may incubate or sustain private investment
- + Remaining competitive to attract personnel
- + Continuous training in customer service for our employees
- + Timely communication with citizen needs
- + Being open to new lines of communication with citizens
- + Exploring opportunities for using artificial intelligence (AI)
- + Being mindful of thresholds which may stifle the establishment of businesses





# Sustainable Infrastructure

Kingsport is dedicated to delivering reliable, resilient public infrastructure that adapts to the community's changing needs through continual reinvestments. We prioritize data-driven proactive maintenance, communication, and sustainable practices, using innovative technology to ensure safe, effective, and efficient public services.

## Priorities

- + Roadway maintenance
- + Enhancing the presentation of the City
- + Enhancing the downtown streetscapes
- + Replicating the sustainability found within our "Pave Kingsport" program to all assets
- + Communicating services to our customers



# Exceptional Cultural & Recreational Opportunities

Kingsport's quality of life is anchored in our historical assets and beautiful natural environment. The City provides and cultivates unique recreational and cultural assets, programs, and desirable amenities that enhance the vibrancy of community life, supports healthy lifestyles, and offers ample opportunity for enjoyment and play!

## Priorities

- + Music venue downtown
- + Funding to replace park features — “depreciation”
- + Focusing on the Holston River and the unique opportunities it provides
- + Robust recreational sports
- + Indoor Kingsport recreation/ community center
- + Creating safe environments — parks
- + Divestment of certain park assets
- + Brickyard development — park
- + Promoting our outdoor amenities

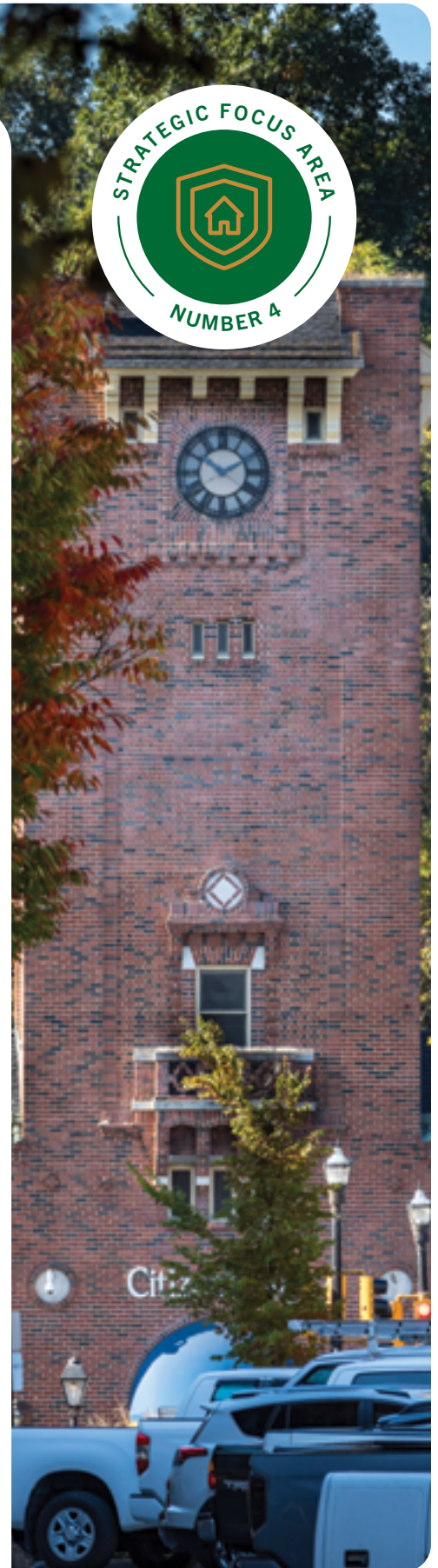


# Safe & Welcoming Community

Kingsport is a welcoming community where everyone values safety and engages in civic life. We take pride in exceeding high community expectations, preparing for emergencies, continuing to surpass national standards and achieve accreditation for City departments that serve as trusted service providers and community resources.

## Priorities

- + Continuing capital and operational investments
- + Recruiting and retaining public safety personnel through competitive pay and benefits
- + Increasing communication of community outreach
- + Fire Station 2 funding
- + Increasing citizen academies to better understand the legal process
- + Investing in technical equipment





# Thriving Local Economy

Kingsport supports a thriving economy built on quality employers who offer robust employment opportunities. The City seeks and encourages investment in a variety of businesses that provide options to enhance the overall quality of life for individuals. The community takes pride in supporting local businesses!

## Priorities

- + Aggressive restaurant and retail recruitment
- + Healthcare industry recruitment
- + Hosting economic summit
- + Developing target industries for recruitment
- + Increasing the awareness of the role of the Economic Development department
- + Increasing workforce development
- + Developing and adopt an economic development incentive plan





# Strong & Vibrant Neighborhoods

Kingsport strives to be a community of diverse neighborhoods with well-kept homes and active citizens. This is enhanced by the City's commitment to community engagement, neighborhood safety, code enforcement, and a variety of housing options.

## Priorities

- + Attracting residential developers
- + Promoting housing distribution
- + Developing a downtown vacant building and code enforcement plan
- + Conducting a sidewalk study in older neighborhoods
- + Beautification of gateways
- + Celebrating all communities
- + Code enforcement education
- + Strengthening community outreach
- + Increased public transportation routes
- + Engaging with nonprofits





# World-Class Education

Kingsport is committed to supporting and investing in world-class primary and secondary education while offering many options for innovative post-secondary, career, and technical education, and lifelong learning.

## Priorities

- + New elementary schools
- + Continuing to invest in dental school
- + Creating a police academy in Kingsport
- + New site for TCAT in Kingsport
- + Early childcare at North Campus (TAC)
- + Expanding course offerings in our Academic Village – healthcare, engineering, etc.
- + Through KCS, expand offerings for CTE
- + Benchmarking against the best in Tennessee
- + Continuing to explore partnerships with Tennessee State University, East Tennessee State University, University of Tennessee, etc.
- + Master of Public Administration at Kingsport Center for Higher Education with East Tennessee State University
- + Expanding adult education opportunities
- + Exploring opportunities to partner with University of Tennessee Veterinarian School





Item XI12.





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415 Broad Street  
Kingsport, TN 37660

[kingsporttn.gov](http://kingsporttn.gov)

*Item X112.*



## AGENDA ACTION FORM

### **Consideration of a Resolution Accepting a Donation from the Friends of Allandale For Balustrade Replacement at Allandale Mansion**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-147-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Friends of Allandale

Presentation By: Michael T. Borders

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#### **Recommendation:**

Approve the Resolution.

#### **Executive Summary:**

If approved, the City will accept a \$55,000 donation from the Friends of Allandale to support the replacement of deteriorating balustrades at Allandale Mansion.

The Friends of Allandale, a 501(c)(3) nonprofit organization established in 1989, exists to "Assist the City of Kingsport in Maintaining the property for a historical landmark..."

Allandale Mansion is currently in need of roof repairs and removal of deteriorating balustrade. The City solicited bids for the proposed restoration project, with bids opened on March 6. Comsa Construction submitted the lowest bid with a base bid of \$63,765, alternate #1 of \$97,970 and alternate #2 of \$83,470

Due to limited funding, the City was initially unable to fund the entirety of alternate #2, which includes replacement of the rear balustrade.

At its regularly scheduled meeting on May 13, the Friends of Allandale voted unanimously to contribute \$55,000 toward the project. This generous donation enables the City to award both alternates, ensuring full balustrade replacement throughout the mansion.

Work is anticipated to begin the first half of July and is estimated to be completed within 90 days.

City staff sincerely appreciate the ongoing partnership and generous support of the Friends of Allandale in preserving one of Kingsport's treasured landmarks.

#### **Attachments:**

1. Resolution
2. Bid Minutes
3. Supplemental Information

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

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

A RESOLUTION ACCEPTING A DONATION FROM THE  
FRIENDS OF ALLANDALE FOR BALUSTRADE  
REPLACEMENT AT ALLANDALE MANSION

WHEREAS, the Friends of Allandale would like to donate funds in the amount of \$55,000.00 to the city for the benefit of Allandale Mansion; and

WHEREAS, the funds will be used to support the replacement of deteriorating balustrades at Allandale Mansion.

Now therefore,

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

SECTION I. That the donation from the Friends of Allandale of funds in the amount of \$55,000.00 for the benefit of Allandale Mansion, is accepted.

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

ADOPTED this the 20th day of May, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## MINUTES BID OPENING

March 6, 2025

4:00 P.M.

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Asst. Procurement Manager; Katie Casebolt, Collective Architecture; Scott Compton, Collective Architecture; Mike Hickman, Engineering

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

The Procurement Manager opened with the following bids:

ALLANDALE MANSION EXTERIOR FAÇADE RENOVATIONS				
Vendor:	Base Bid:	Alternate #1	Alternate #2	Completion/ Delivery Time
Buckeye Construction & Restoration	\$131,546.00	\$142,822.00	\$118,582.00	30 Commence 90 Complete
Comsa Construction	\$63,765.00	\$97,970.00	\$83,470.00	10 Commence 91 Complete

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

# Comsa Construction

142 Elizabeth Avenue • Gray Tennessee • 37615 • (423)335-6094 • ccomsa@comsaconstruction.com

Kattie Casebolt  
Collective Architecture  
236 East Market Street  
Kingsport TN 37663

March 27, 2025

RE: Exterior Façade Renovations for Allandale Mansion

Ms. Casebolt,

Per your request, please find below the scope of work and related costs.

- 1) Cost to provide and install the two 14'+/- railing with balusters located between the two chimneys on either side of the building. This additional work would require an additional 3 calendar days.

Labor Cost .....	\$1,258.00
Material Cost .....	<u>\$7,552.00</u>
Subtotal .....	\$8,810.00
10% Overhead 10% Profit .....	<u>\$1,762.00</u>
Subtotal .....	\$10,572.00
Builders Risk & Bond .....	\$185.00

**TOTAL COST ..... \$10,757.00**

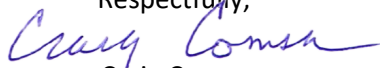
- 2) Cost to provide and install two pedestals, one at each of the rear corners of the building and two rails 6'-6" +/- one each from the corner pedestal to chimneys. This additional work would require an additional 5 calendar days.

Labor Cost .....	\$2,798.00
Material Cost .....	<u>\$11,591.00</u>
Subtotal .....	\$14,389.00
10% Overhead 10% Profit .....	<u>\$2,877.80</u>
Subtotal .....	\$17,266.80
Builders Risk & Bond .....	\$302.00

**TOTAL COST ..... \$17,568.80**

Sketch is attached showing locations, please contact me if you have any questions.

Respectfully,

  
Craig Comsa



