



WORK SESSION - KINGSTON CITY COUNCIL

Tuesday, December 7, 2021

6:00 P.M.

A G E N D A

1. Invocation and Pledge
2. Call to Order
3. Citizens Comments
4. Continued discussion of the purchase of a bucket truck for Public Works (tabled at the November Council meeting)
5. Discussion of the Parks and Recreation Commission recommendation for the filling of the pending vacancy and recommended changes to Title 2 Chapter 1 of the City of Kingston Municipal Code (Parks and Recreation Commission Representative / Vice Mayor Becky Humphreys)
6. Discussion of Roane County's solicitation for cities interested in taking over the operation of the Swan Pond Recreational Complex (Councilmember Tara Stockton)
7. Discussion of the Planning Commission's recommendation of an ordinance amending the Zoning Ordinance of the City of Kingston, Tennessee by establishing regulations for campgrounds, travel trailers and recreational vehicles within Kingston, Tennessee (Planning Commission Chair / Councilmember Stephanie Wright)
8. Discussion of appointment to fill three expiring terms on the Library Board (Library Board Representative / Councilmember Jeff Griffis)
9. Discussion of appointment to fill an expiring term on the Historic Zoning Commission (City Manager David Bolling)
10. Discussion of authorization for the City Manager to solicit RFQs for engineering and administrative service for future ARP projects (City Manager David Bolling)
11. Discussion of items requested to be surplus (City Manager David Bolling)

THIS WORKSHOP IS OPEN TO THE PUBLIC AND WILL BE HELD IN THE CITY COUNCIL ROOM, ON THE 2nd FLOOR OF CITY HALL, AT 900 WATERFORD PLACE IN KINGSTON. IN ADDITION, ALL MEETINGS ARE LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV, AND WILL BE POSTED TO YOUTUBE. A LINK TO THE VIDEO WILL BE POSTED TO OUR FACEBOOK PAGE.

PUBLIC NOTICE TO
RESIDENTS OF
KINGSTON

The City of Kingston is seeking applicants interested in
serving on the

PARKS AND RECREATION COMMISSION

One seat will be available on 07/01/2021

Applicants must live within the City limits of Kingston

Position is for a 4-year term.

Those interested may submit a letter of interest, along
with a resume, to City Manager David L. Bolling, 900
Waterford Place, Suite 200, Kingston, TN 37763, or email
to humanresources@kingstontn.gov

Kelly Jackson

From: Michael Greenwell <mdgreenwell69@gmail.com>
Sent: Wednesday, October 6, 2021 8:44 PM
To: Human Resources
Subject: Parks and Rec Commission
Attachments: Greenwell, Michael Letter of Interest.docx; Greenwell, Michael Resume.docx

****EXTERNAL****

Mr. Bolling,
Attached is my letter of interest and resume for the position on the parks and recreation commission.
Thank you for your consideration,
Michael Greenwell
423-596-4033

****This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.****

423-596-4033

Mdgreenwell69@gmail.com

1105 Lakeshore Drive

Kingston, TN 37763

MICHAEL D. GREENWELL

CITY OF KINGSTON

DEAR MR. BOWLING,

5/10/2021

David Bolling

City Manager

Kingston, TN 37763

As a Roane County native, resident of Kingston, and father to a growing athlete, the opportunity for this position ignites a spark of excitement in me. In my resume, attached with this cover letter, you will find that I not only have the qualifications to succeed in this position, but that my heart for this community, its growth, and wellbeing will help me grow for the betterment of the City of Kingston and its residents. I simply ask for you to consider me for this position

The ability to ensure that our citizens, young and old, have the opportunity exercise, play, and enjoy community events in comfort is a calling that has been on my heart since watching my cousins play softball on Byrd Field over a decade ago. Now, as I am raising my own son here in Kingston, the calling continues, and I hope to follow through with this calling by serving on the Parks and Recreation Commission and helping our small town thrive while leaving it better for our future generations.

Sincerely,

Michael Greenwell

MICHAEL D. GREENWELL

P 423-596-4033

E Mdgreenwell69@gmail.com

A 1105 Lakeshore Drive
Kingston, TN 37763

OBJECTIVE

To provide positive leadership and outstanding organization to the city of Kingston serving on the Kingston Parks and Recreation Commission. The objective will be attained using well-rounded, relevant skills and experiences, as well as drive/heart for this community and the betterment of its future.

EXPERIENCE

January 2007 - Current
Store Manager, Hobby Lobby
11040 Parkside Drive
Knoxville, TN 37934

After repairing problems such as store planning, budgeting, employment, profit margins, and inventory in all Chattanooga area stores the transfer to Knoxville was made. While managing in Knoxville the store has **increased 15 million dollars in sales, has seen a 20% reduction in expenses, turnover rate has fallen from 125%-10%, and gross margin has increased from 47% to 62%**. Company goals have been met and exceeded in all areas, including but not limited to, payroll, growth, and inventory.

Key Relevant Experience

- Hiring, Training, Managing, Motivating, and Leading Staff
- Planning and Organizing Workloads
- Creating, Implementing, and Maintaining Budgets
- Development and Evaluation of Timely and Effective Strategies
- Problem Solving and Analyzing
- Ability to Oversee a Team of Managers
- Daily Customer Service
- Profound Knowledge of Bookkeeping and Computer Applications
- Coordinating and Directing District and Regional Meetings and Events
- Multitasking and Self-Motivation
- Hands on Work with Advertisement and Promotion

EDUCATION

Roane State Community College
Hamman, TN
Associate Degree in Science (In Progress)

United States Navy
ASVAB Score: 98

KEY SKILLS

- PROJECT MANAGEMENT
- BUDGETING
- PLANNING
- EVENT COORDINATION
- YOUTH SPORTS
- COMMISIONING/PLANNING
- COMMUNITY ORIENTED

August 1994-September 2006

Walmart, Store Manager and TLE District Manager

COMMUNICATION

- Excellent Written and Verbal Communication Skills
- Confident, Articulate, and Professional Speaking Abilities
- Empathic Listener and Persuasive Speaker
- Speaking in Public, to Groups, or via Electronic Media
- Excellent Presentation and Negotiation Skills

DATA MANAGEMENT/OFFICE ORGANIZATION SKILLS

- Calculating Numbers
- Compiling Data or Facts
- Record Keeping and Updating
- Well-versed in all Aspects of Conversion and Accounting with the General Public
- Computer Skills

MANAGEMENT SKILLS

- Able to Lead Others in High Demand Situations
- Group Facilitating
- Planning, Budgeting, Goal Setting, and Scheduling
- Proven Leadership and Organizational Abilities
- A Genuine Desire to Achieve and Evolve
- Ability to Grasp New Ideas and Integrate them into Desired Results
- Able to Coordinate Several Tasks Simultaneously
- Able to Handle Challenges, with Proven History of Increased Productivity
- Commended for Reliability and Trustworthiness
- Committed to Implementing Quality Improvement Techniques
- Coordinating and Scheduling Activities and Events
- Deciding Alternatives, Resources, and Promotion Material
- Excellent Common Sense, Judgment, and Decision-Making Abilities
- Observing Physical Phenomena, Human Behavior, or Changing Situations
- Proven Ability to Maintain Cost Effective Operations
- Proven History of Improving Operations and Increasing Profitability
- Remains Calm in Stressful Situations

-
- People Oriented; Enjoys Working Directly the General Public

LEADERSHIP

- Event, People, and Business Management
- Collaboration
- Decision Making
- Problem Solving
- Communication
- Project Management

REFERENCES

Eric Clark
Kingston Parks and Rec
Kingston, TN
865-414-2102

Phillip Martin
Pastor, The Grove Baptist Church
Kingston, TN
865-235-2480

Tommy Spakes
Kingston, TN
865-617-0707

Chris Lee
Harriman Police Department



To whom it may concern,

My name is Denise Headrick, and I have been a resident of Kingston for over 48 years. I graduated from Roane County High and raised both my children here. I have worked for businesses in Kingston for most of my life and enjoy our town and community. I have been on the KOC board as my son played baseball and football for the Optimist club growing up. During that time, I was over all the fundraising that we did to support the club. Have recently started sitting in with Outdoor Kingston meetings and was just involved in their Pup-O-Treat last week.

I am very interested in serving a seat on the Parks and Recreation Commission. I truly believe that our town is great and can even be greater. If given the chance I will do all that I can to help, educate, and make our community the best that it can be.

Thank you for allowing me to have this chance.

Denise Headrick

Denise Headrick
235 S Kentucky St Apt 8
Kingston TN 37763
(865)603-1939 ddheadrick72@gmail.com

Executive Assistant to Corporate Director of Purchasing

HT Hackney Corporation

11/06- Present

Duties:

- Include screening and prioritizing mail and phone calls, researching and writing memos.
- Maintain executive calendar and meeting agendas, prepare materials used in executive presentations and make travel arrangements.
- Organize and maintain files and office libraries of books, papers and digital media.
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheets, and database software
- Negotiate with suppliers, purchasing supplies, maintaining leased equipment and managing stockrooms.
- Responsible for Corporate Pricing upkeep and maintenance for 28 warehouses.
- Assist in training of new staff members.
- Office coordinator.
- Responsible for safeguarding confidential information.

Skills:

- Organization and flexibility.
- Multi-task, meet deadlines and work as part of a team.
- Familiarity with computers and common business applications are necessary in the modern business office.
- Well-developed communications and reading skills and knowledge of grammar, spelling and punctuation.

Buyer

- Planned, evaluated, and purchased items from National vendors for Distribution Centers in 22 States.
- Checked invoices to compare billing issues.
- Worked one on one with Sales Associates to set up new items.

Receptionist

- Answering multi-line phone, greeting vendors and sales reps, taking applications.

Assisant Manager

Piggly Wiggly

7/18-10/19

- Stocking store, running register, balancing safe, closing store.

HR Assistant

Lowes

5/04-11/06

- Spring hire program, take all paper applications, do interviews, sort departments needed, do oral drug screen.

Head Cashier

- Responsible for Cashier Tills, set up and broke down, cash drops.
- Customer Service Desk.
- Breaks, schedules, vacations.

Front End Manager

Piggly Wiggly

4/01-5/04

- Responsible for ordering cigarettes, cashier schedules, cash tills, weekly sale ads into system, hanging all sale signage, price changing
- Worked in deli during holiday seasons; prepared hot and cold food, decorated cakes and cookies

Education

South College, Knoxville TN

Additional Skills:

- Word, Excel, PowerPoint, AS400

References Available Upon Request

References:

Angie Terrell Broker/ConAgra Foods 865-774-7385 or 865-384-5567 known 13years

John Mayton Farm Bureau Agent 865-803-8006 or 865-354-1512 known 26 years

Tim Neal Mayor/Kingston City 865-599-9459 known 30 years

Kelly Jackson

From: Morgan, Donald <Donald.Morgan@autozone.com>
Sent: Friday, October 29, 2021 9:08 AM
Cc: Morgan, Donald
Subject: Fwd: Kingston Park & Rec Board seat

****EXTERNAL****

Get [Outlook for IOS](#)

From: Morgan, Donald <Donald.Morgan@autozone.com>
Sent: Monday, October 25, 2021 9:23:37 PM
To: kelly.jackson@kingston.gov <kelly.jackson@kingston.gov>
Cc: Morgan, Donald <Donald.Morgan@autozone.com>
Subject: Kingston Park & Rec Board seat

To whom it may concern,

I'm very interested in the open Kingston Park and Rec Board seat if it hasn't already been filled. I enjoy giving my time to the Kingston community and would love the opportunity to serve the City of Kingston.

If you have any questions, please contact me. I appreciate your consideration.

Sincerely,
Donnie Morgan
865-804-1073

****This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.****

Kelly Jackson

From: Linda <lctdot@bellsouth.net>
Sent: Sunday, October 31, 2021 7:58 PM
To: Human Resources
Subject: Board position Parks & Recreation
Attachments: LINDA CT RESUME FOR Kingston.docx

****EXTERNAL****

ATTENTION: Mr. David Bolling

Mr. Bolling:

After seeing a position opening on Parks & Recreation I wanted to put my name in for consideration.

I am a life long resident of Roane County. After I became a widow I purchased a home on Arsenault Crossing which put me in the city limits. I have no plans on moving.

I'm familiar with the City of Kingston and its facilities, parks and events.

I remember when the Community Center was built along with many other structures and parks. When I worked with Roane County Highway Department Mr. Bob Collier Road Superintendent provided the manpower, equipment and labor to excavated the land and hauled in dirt a big contribution to establish the Southwest Point Baseball field.

Many years ago I worked on the 1st referendum to pass a tax for the Walkway. The first vote failed. The next referendum, the Jaycettes & Jaycees teamed up with Mayor Jim Henry and others to pass the Waterfront Tax and we had a plan for the walkway and the Amphitheater. Its only taken 40 + years for the Amphitheater but its now there. I spent 20 years every July 4th at the Kingston City Park, providing Carnival Games and activities for the community and many from the counties to come. Everything from a duck pond, bingo, balloon darts, musical entertainment. Topped off with Fireworks. Our days there averaged from 3 to 7. The longer times involved when we hosted the Boat Races which we did. We also provided food which included a hamburgers, hot dogs, chili, chicken dinner to BBQ. The boat racers loved coming here for our food. At the end of the day/week whatever money we raised at the City Park went to pay for the Fireworks and was paid for by the Jaycees. We always got \$ 500.00 from the City and Police for traffic control & any other events. Our Jaycees My late husband Shot the Fireworks but many others were involved. I believe Councilman Tony Brown participated a few times. If not shooting fireworks I know he helped on many other projects & programs.

I could go on & on.

I will attached a list of the many organizations I was involved in or began.

I am retired I have the time to participate and I feel I still can look forward & plan for the future.

I'm leaving my information on the top of the attachment.

Thank you for your consideration.

With best regards, I am

Linda C. Townsend

ATTACHMENT:

******This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.******

**LINDA C. TOWNSEND
116 Arsenault Crossing
Kingston, TN 37763
865-603-6192**

LCTDOT@BELLSOUTH.NET

Native Roane Countian

Resident City of Kingston since 2016

Former Member of the Following:

Kingston Jaycettes

Kingston Jaycees

Kingston Business & Professional Women's Club

Member of Roane County Executive Women first organized

Founding Member Green & White Club served as President 6 years

Served as Officers in all the other organizations listed and ran many projects and programs.

One of Four Founding Members of Operation REACH –still serve as an Officer.

Recognized as Outstanding Young Woman of Roane County 1982 top 20 in state of Tenn.

Kingston Order of Eastern Star # 405

Member Courts of Praise Church

Served 2 years as Statewide TN Jaycees Vice President & other offices & Positions & Chairmanships. Recognized as Outstanding State Officer twice.

My Employment History:

**Roane County Government (Co.Hwy. Dept. 1974-1988) Human Resources/
Business Manger**

Roane Clean Community Systems 1988-1991 Executive Director.

TN Employment Security 1982—1994 Claims

Accepted a position in Accounting with TN Dept. of Corrections 1994---1998

Accepted a position in Accounting with TN Dept. of Transportation 1988—2013

RETIRED June 30, 2013 With 37 Full years

CHAPTER 1

PARKS AND RECREATION COMMISSION

SECTION

- 2-101. Membership, tenure, compensation and vacancies.
- 2-102. Attendance and participation
- 2-103. Organization and general powers and duties
- 2-104. Meetings
- 2-105. Reports to Council

2-101. Membership, tenure, compensation and vacancies. There is hereby created a Parks and Recreation Commission which shall consist of nine (9) persons, to be appointed by the City Council, to serve for terms of four (4) years (one (1) member must be a member of the City Council who will serve during his or her term of office as Councilman) or until their successors are appointed, except that all members serving at the time the ordinance comprising this section reducing the membership from twelve (12) to nine (9) becomes effective shall continue to serve until the expiration of their term. The members of such commission shall serve without pay. Vacancies in such commission occurring other than by expiration of term shall be filled only for the unexpired term, and such appointments shall be made by the Mayor. Members shall live within the City limits.

2-102. Attendance and participation. Members are expected to be actively involved in the work of the Commission. Any member who is absent for three (3) regular meetings in succession, or six (6) regular meetings during a calendar year or does not participate in a minimum of two (2) Parks and Recreation events per calendar year will automatically be dropped from the Commission and the seat shall be considered vacant and filled accordingly.

2-103. Organization and general powers and duties. Immediately after the appointment of the members and annually thereafter, the Parks and Recreation Commission shall organize by electing from its membership a Chairman and Vice-Chairman whose duties are as follows:

- (1.) Chairman: The Chairman shall preside over all Commission meetings, shall set the agenda for said meetings and shall supervise and direct all efforts of the Commission. He or she shall also appoint any necessary committees.
- (2.) Vice-Chairman: The Vice-Chairman shall serve in the absence of the Chairman.

The Commission may make recommendations to the City Council and City Manager regarding the rules and regulations for the proper conduct of public recreation for the City, and regarding the conduct of any form of recreation or cultural activity sanctioned by the City of Kingston. Any actions taken by the Board will be advisory in nature only, and the implementation of all facets of parks and recreation shall be the responsibility of the City Manager.

2-104. Meetings. All meetings of the Parks and Recreation Commission shall be conducted in accordance to "Robert's Rules of Order". Meetings will be held monthly, with the date, time and place to be set by the Commission at the beginning of each calendar year. At the discretion of the Chairman, additional meetings may be called as necessary. A yearly notice of meetings shall be published in a local newspaper of record and a public notice will be published for any special

called meetings in accordance with State law. A quorum of members shall be required to call any meeting of the Commission.

2-105. Reports to Council. The Parks and Recreation Commission shall make such reports of the Commissions activities to the City Council as Council may require. All minutes of the Commission shall be submitted by Secretary upon adoption to the City Manager.

ORDINANCE: 21-12-14-01

AN ORDINANCE AMENDING THE “ZONING ORDINANCE OF THE CITY OF KINGSTON, TENNESSEE” BY ESTABLISHING REGULATIONS FOR CAMPGROUNDS, TRAVEL TRAILERS, AND RECREATIONAL VEHICLES WITHIN KINGSTON, TENNESSEE

WHEREAS, the City Council of Kingston, Tennessee, in accordance with Section 13-7-105 of the Tennessee Code Annotated, may amend the zoning “Zoning Ordinance of Kingston, Tennessee”; and

WHEREAS, the Kingston Municipal Planning Commission has reviewed and made recommendations regarding the proposed amendment of the “Zoning Ordinance of the City of Kingston, Tennessee.”

NOW, THEREFORE, BE IT RESOLVED by the City Council of Kingston, Tennessee:

Section 1. Chapter 2, Section 11-203 is hereby amended by deleting definitions: Recreational Vehicle, Travel Trailer and Travel Trailer Park.

Section 2. Chapter 2, Section 204 is hereby amended by adding the following definitions:

Recreational Vehicle (RV) aka Travel Trailer, Camper. A trailer that is towed behind a motor vehicle or a vehicle that is driven and designed and constructed for temporary human occupancy. RVs typically have a built-in kitchen, restroom, sleeping area, and lounging area.

Recreational Vehicle (RV) Park aka Travel Trailer (TT) Park. A Recreational Vehicle Park is a tract of property containing two (2) or more RV sites and/or tent camping sites for lease.

Section 3. Chapter 6 is hereby amended by adding the following:

11-615. Recreational Vehicle Parks. The following regulations pertain to recreational vehicle parks, as defined in Chapter 2, Section 204.

1. **General Requirements.** The following standards shall apply to all proposed RV Parks:
 - a. **Minimum Size.** The minimum size tract for any RV Park is two (2) acres.
 - b. The maximum contracted length of a term of stay is twenty-nine (29) consecutive days. The maximum length that a tenant can stay on site is ninety (90) consecutive nights.

- c. **Site Plan Requirement.** A site plan is required in accordance with Chapter 6, Section 11-613. The site plan shall also include: The sizes and locations of all tent camping areas, all RV sites/pads, recreation areas, open space, and areas devoted to buffer zones.
- d. **Restroom/Shower Facilities.** Restroom/shower facilities are required for all RV parks.
- e. **RV Park Management.** Twenty-four hour on-site or phone access to an RV park manager is required.
- f. **Utilities.** The restroom/shower/clubhouse facilities and all RV sites shall be provided with water, sewer, and electric services. Utilities shall be provided by the RV Park and shall be underground. Dump stations may be allowed instead of public sewer for sites committed to short-term rental periods. As built plans shall be provided to the zoning office when all utilities are completed.
- g. **Fire Protection.** A minimum six (6) inch water line and fire hydrants shall be installed along drives so that all buildings and RVs are within five hundred (500) feet of a hydrant. Service lines may be smaller than six (6) inches in diameter.
- h. **Garbage Collection.** A garbage collection container to serve all RV Park occupants is required and must be emptied once each week.
- i. **Buffering.** A minimum twenty (20) feet wide natural or planted buffer is required along all side and rear property lines. The buffer shall consist of existing trees and other vegetation or planted cedar and/or other evergreen trees.
- j. **State License Compliance.** All RV Parks shall comply with licensing requirements of the State of Tennessee.
- k. **Drives.**
 - 1. Drives accessing an RV Park shall intersect with a city or county street.
 - 2. Drives within RV parks shall be constructed in accordance with the subdivision regulations except that:
 - a) Two-way drives within the RV Park shall be a minimum of twenty (20) feet wide.
 - b) One-way drives shall be a minimum of twelve (12) feet in width.

1. Parking.
 1. Visitor parking spaces are to be separate from RV sites and may be provided at or near clubhouse and/or in the interior of the park.
 2. Parking shall be designed in accordance with Sections 11-309.
 - m. Tent camping is allowed in open space areas designated for that purpose.
 - n. On-Site Storage is not allowed.
 - o. Commercial activities by RV Park tenants are not allowed.
 - p. Commercial activities that cater to RV park tenants' immediate needs (low order goods) which are owned, operated, or leased by the RV Park owners are permitted provided they cumulatively are no more than five (5.0) percent of the total area. A site plan is required for any proposed permanent buildings and parking facilities.
2. **RV Site Requirements.**
 - a. RV sites shall be set back fifty (50) feet from outer property lines.
 - b. RV sites shall be sized to accommodate the type and size of the RV they will serve. No RV site shall be smaller than thirty-five (35) feet wide and sixty (60) feet deep.
 - c. Concrete, asphalt, or gravel RV pads, located within the RV site, shall be appropriately sized to accommodate RVs.
 - d. Permanent structures that are not a part of an approved site plan, including roofs, decks, steps, storage facilities, and similar structures, are not allowed on any RV site.
3. **Administration.** Permits and a Certificate of Occupancy are required in accordance with Chapter 7, Sections 11-701 – 11-706 of this zoning ordinance. A certificate of occupancy shall not be issued by the zoning official until all required improvements have been constructed and/or installed. A certificate of occupancy is required prior to the RV Park opening for business. A certificate of occupancy may be revoked for noncompliance of the zoning ordinance and/or building codes.

Section 4. This ordinance shall become effective from and after its passage, the public welfare requiring it.

Approved by the Kingston Municipal Planning Commission: November 16, 2021.

Passed on first reading: _____.

Passed on second reading: _____.

Public hearing held: _____.

Date of Adoption by Kingston City Council: _____.

Approved: _____ **Date:** _____.
Mayor

Attest: _____ **Date:** _____
City Clerk

PUBLIC NOTICE

TO RESIDENTS OF KINGSTON

The City of Kingston is seeking applicants interested in serving on the

Library Board

to fill three expiring terms

The term is for 3 years

(December 31, 2021-December 31, 2024)

Applications are available at the Kingston Library.

Applications must be submitted by noon on
Tuesday, December 2, 2021

Kelly Jackson

From: CAROLYN BREWER <cbrewer0823@gmail.com>
Sent: Monday, October 18, 2021 10:31 AM
To: Kelly Jackson
Subject: Renewal for Library Board

****EXTERNAL ****

To: Kingston City Council

Please accept this notice that I would be willing to serve on the Kingston Library Board for another term.
Thanks for your consideration.

Carolyn Brewer

Sent from [Mail](#) for Windows

****This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.****

Kelly Jackson

From: Savannah Washam <savannahwasham@yahoo.com>
Sent: Thursday, November 11, 2021 1:59 PM
To: Kelly Jackson
Subject: Library Board

****EXTERNAL ****

Barbara wanted me to email you to let you know that I will stay another term on the Library Board.

****This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.****

Kelly Jackson

From: Kelli Smith <smithkd54@gmail.com>
Sent: Sunday, November 28, 2021 6:46 PM
To: Kelly Jackson
Cc: Barbara Thorbjornsen
Subject: Library Board Position

****EXTERNAL ****

Kelly,

Per our phone conversation last week, I am available to continue in the Kingston Library Board position to which the City Council appointed me several months ago. If the Council should choose to extend my term, I will serve to the best of my ability.

Respectfully,

Kelli Smith
112 Bailey Road
Kingston, TN
(865) 603-2489

Sent from my iPhone

****This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.****

Public Notice

The City of Kingston is seeking applicants interested in serving on the

Historic Zoning Commission

To fill an expiring term.

One seat is available.

The term is for 5 years

(December 31, 2021-December 31, 2026)

Those interested may submit a letter of interest, along with a resume, to City Manager David L. Bolling, 900 Waterford Place, Kingston, TN 37763 or email to humanresources@kingstontn.gov, no later than Noon on Tuesday, December 2, 2021.

Kelly Jackson

From: B C <collins.bc2@gmail.com>
Sent: Thursday, December 2, 2021 8:25 PM
To: Kelly Jackson
Subject: Historic Zoning Commission

****EXTERNAL****

Kelly,

I would like to serve another term on the Historic Zoning Commission. If you need anything else from me please let me know.

Talk to you soon,
Brian Collins

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CITY OF KINGSTON

CITY COUNCIL

AGENDA INFORMATION SHEET

AGENDA DATE: 12/07/21

DEPARTMENT: General Government

AGENDA CAPTION: Discussion of authorization for the City Manager to solicit RFQs for engineering and administrative services for future ARP projects

SUBMITTOR: City Manager David Bolling

SUMMARY: With the final rules forthcoming, and us soon continuing our discussions of possible ARP projects, we need to engage with a firm to assist us with the administration of these projects, and an engineering firm so we'll have someone in place for anything that requires engineering. Because of the unprecedented demand that there will be for these types of services, I worry that we'll wait too long and not be able to get someone good. I also think having firms in place will help in our preliminary discussions as we start looking at things like cost estimates and navigating the very complex process for properly utilizing these funds.

OPTIONS: Authorize the City Manager to put out a RFQ for engineering and administrative services for future ARP projects or deny.

CITY MANAGER'S RECOMMENDATION: Authorization

IMPLEMENTATION PROCESS: If authorized, I will put out RFQs out immediately and bring this back to you hopefully by January.

FISCAL NOTE / FUNDING SOURCE: TBD

ATTACHMENT(S): None



December 2021 Surplus Items

Parks & Recreation

- Two Motorola XTS 1500 Portable Radios (SN: 687CMF1736; 687CMF1735) with charging stands and one compatible Motorola shoulder mic.
- Ivers & Pond Upright Piano (not used any longer)
- Motorized Cart (not in working condition)
- 2005 Ford F-150 8ft bed cover