



KINGSTON CITY COUNCIL

Regular Meeting
Tuesday, July 12 2022
6:00 P.M.

A G E N D A

- 1. Call to Order**
- 2. Invocation and Pledge**
- 3. Roll Call**
- 4. Approval of Previous Minutes**
- 5. Citizens Comments/Persons to Appear/Proclamations**
 - A. None
- 6. Reports**
 - A. Mayor and Council
 - B. City Manager's Report
- 7. Addition of items to the meeting agenda received after close of agenda deadline (By unanimous consent of all members present)**
- 8. Unfinished Business**
 - A. None
- 9. New Business**
 - A. Consideration to approve the first reading of Ordinance 22-07-12-01, an ordinance amending the zoning map of the City of Kingston, Tennessee by rezoning property from R-1, residential district to R-2, residential district
 - B. Consideration to approve Resolution 22-07-12-01, a resolution authorizing the City of Kingston to participate in the Public Entity Partners Safety Partners matching grant
 - C. Consideration to approve Resolution 22-07-12-02, a resolution authorizing the City of Kingston to participate in the Public Entity Partners James L. Richardson Driver Safety matching grant
 - D. Consideration to approve Resolution 22-07-12-03, a resolution authorizing the City of Kingston to participate in the Public Entity Partners Property Conservation matching grant
 - E. Consideration to authorize the City Manager to initiate professional services for the application of gateway signage, not to exceed \$20,000
 - F. Consideration of appointments to fill two expired terms on the Parks and Recreation Commission for terms beginning 7/01/22 and expiring 6/30/26
 - G. Consideration to approve the dispatch agreement with the Roane County Emergency Communications District for fiscal year 22-23

ALL CITY OF KINGSTON MEETINGS ARE OPEN TO THE PUBLIC. THIS MEETING WILL ALSO BE LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV AND POSTED TO YOUTUBE AND OUR FACEBOOK PAGE.

KINGSTON CITY COUNCIL PUBLIC HEARING
TUESDAY, JUNE 14, 2022 – 5:30 P.M.
KINGSTON CITY HALL

The Kingston City Council held two Public Hearings on Tuesday, June 14, 2022 at 5:30 p.m. Mayor Neal called the Hearing to Order. City Council Members present include Council Member Tony Brown, Council Member Randy Childs (5:35PM), Council Member Jeff Griffis (5:57PM), Vice-Mayor Becky Humphreys (5:34PM), Council Member Tara Stockton (5:55PM), Council Member Stephanie Wright. Staff present: City Manager David Bolling, City Clerk Kelly Jackson and City Attorney Jack McPherson. Others present include Scott Kellman, Nancy Hamilton and BBB Communications staff Dudley Evans (5:50pm)

The hearing was for the purpose of:

Consideration of Resolution 22-06-14-01, a resolution of the City Council of the City of Kingston, Tennessee approving, solely for the purposes of section 147(f) of the Internal Revenue Service Code of 1986, as amended, the issuance by the Colorado Health Facilities Authority of its senior living revenue bonds (American Eagle Portfolio Project), series 2022, for the purpose of financing the senior living facilities herein described, one of which is located in the City, and providing an effective date.

Consideration of Ordinance 22-06-07-01, an ordinance of the City of Kingston, Tennessee adopting the annual general fund budget and setting the property tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Consideration of Ordinance 22-06-07-02, an ordinance of the City of Kingston, Tennessee adopting the annual water/sewer fund operating budget and setting the rates and fees for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Mayor Neal made two announcements inquiring if anyone wished to address Council regarding the above-listed Resolution and Ordinances. Scott Kellman with American Eagle Lifecare Corporation addressed Council and answered questions and concerns regarding Resolution 22-06-14-01. Mayor Neal adjourned the Public Hearings at 6:00 P.M. after seeing there was no one else present that wished to address Council.

Public Hearing

Tuesday, June 14, 2022

Resolution 22-06-14-01 (5:30pm-5:45pm)

Ordinance 22-06-07-01 (5:45pm-6:00pm)

Ordinance 22-06-07-02 (5:45pm-6:00pm)

SIGN IN SHEET

PLEASE PRINT NAME/ADDRESS

NAME:

ADDRESS

Scott Kellman

3819 Hawk Creek Rd
Ann Arbor, MI 48103

REGULAR MEETING KINGSTON CITY COUNCIL
TUESDAY, JUNE 14, 2022 – 6:00 P.M.
KINGSTON CITY HALL

The Kingston City Council met in regular session on Tuesday, June 14, 2022 at 6:00 P.M. immediately following a Public Hearing at 5:30 P.M. Mayor Tim Neal called the meeting to order. Council Member Tony Brown gave the Invocation and Council Member Stephanie Wright led the pledge. Upon roll call the following members were present: Council Member Tony Brown, Council Member Randy Childs, Council Member Jeff Griffis, Vice-Mayor Becky Humphreys, Council Member Tara Stockton, Council Member Stephanie Wright and Mayor Tim Neal. Staff present: City Manager David Bolling, City Clerk Kelly Jackson, Finance Director Michelle Kelley (via phone) and City Attorney Jack McPherson.

APPROVAL OF PREVIOUS MINUTES

A motion was made by Member Wright, second by Member Griffis to waive the reading and approve as written the minutes of the regular meeting on May 10, 2022 and the special called meeting on June 7, 2022

The motion passed with a unanimous roll call vote. 7 Ayes.

CITIZEN COMMENTS/PERSONS TO APPEAR/PROCLAMATIONS-NONE

REPORTS-MAYOR AND COUNCIL-

- Member Brown-The E-911 monthly call report is included in the City Manager's report.
- Member Childs-Nothing additional to report
- Member Griffis-The Library Board has two vacancies that need to be filled.
- Vice-Mayor Humphreys-Thanked everyone for their condolences, prayers and attendance during the memorial services for Sarah Humphreys. Reported that there was no quorum for the may meeting of the Parks & Rec Board.
- Mayor Neal-Announced the Mayoral appointment of Linda Townsend to fill the unexpired term on the Parks & Recreation Commission which was vacated by Matt Melton. Term to expire 6/30/2023.
- Member Stockton-Nothing additional to report
- Member Wright-Nothing additional to report.

REPORTS-CITY MANAGER'S REPORT

- Planning for the ORNL Concert on July 2nd at Southwest Point Amphitheater
- Public Works will continue the sidewalk project on Hwy 58 this week. We had to wait for approval from the Kingston United Methodist Church.
- Progression Electric hopes to have the rest of the equipment in to complete the radar traffic light project in the next few weeks
- Mentioned some additional items added to the ARPA-TDEC application submission which will be discussed later in the meeting.
- Mentioned that we currently have 24 banner brackets in stock but will need to order additional brackets to fulfill the existing order of 41 banners. Council did not object.

ADDITION OF ITEMS TO THE MEETING AGENDA RECEIVED AFTER CLOSE OF AGENDA DEADLINE (BY UNANIMOUS CONSENT OF ALL MEMBERS PRESENT. - NONE

UNFINISHED BUSINESS:

- A. Consideration to approve the second reading of Ordinance 22-05-10-01, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2021-2022**

A motion was made by Member Wright, second by Member Griffis to approve the second reading of Ordinance 22-05-10-01, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2021-2022

The motion passed with a unanimous roll call vote. 7 Ayes

- B. Consideration to approve the second reading of Ordinance 22-05-10-02, an ordinance amending the annual budget for the City of Kingston, Tennessee water/sewer fund for fiscal year 2021-2022**

A motion was made by Member Wright, second by Member Childs to approve the second reading of Ordinance 22-05-10-02, an ordinance amending the annual budget for the City of Kingston, Tennessee water/sewer fund for fiscal year 2021-2022

The motion passed with a unanimous roll call vote. 7 Ayes

- C. Consideration to approve the second reading of Ordinance 22-06-07-01, an ordinance of the City of Kingston, Tennessee adopting the annual general fund budget and setting the property tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023.**

A motion was made by Member Wright, second by Member Griffis to approve the second reading of Ordinance 22-06-07-01, an ordinance of the City of Kingston, Tennessee adopting the annual general fund budget and setting the property tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

The motion passed with a unanimous roll call vote. 7 Ayes

- D. Consideration to approve the second reading of Ordinance 22-06-07-02, an ordinance of the City of Kingston, Tennessee adopting the annual water/sewer fund operating budget and setting the rates and fees for the fiscal year beginning July 1, 2022 and ending June 30, 2023**

A motion was made by Member Griffis, second by Member Childs to approve the second reading of Ordinance 22-06-07-02, an ordinance of the City of Kingston, Tennessee adopting the annual water/sewer fund operating budget and setting the rates and fees for the fiscal year beginning July 1, 2022 and ending June 30, 2023

The motion passed with a unanimous roll call vote. 7 Ayes

NEW BUSINESS –

- A. Consideration of Resolution 22-06-14-01, a resolution of the City Council of the City of Kingston, Tennessee approving, solely for the purposes of section 147(f) of the Internal Revenue Service Code of 1986, as amended, the issuance by the Colorado Health Facilities Authority of its senior living revenue bonds (American Eagle Portfolio Project), series 2022, for the purpose of financing the senior living facilities herein described, one of which is located in the City, and providing an effective date.**

A motion was made by Member Wright, second by Member Brown to approve Resolution 22-06-14-01, a resolution of the City Council of the City of Kingston, Tennessee approving, solely for the purposes of section 147(f) of the Internal Revenue Service Code of 1986, as amended, the issuance by the Colorado Health Facilities Authority of its senior living revenue bonds (American Eagle Portfolio Project), series 2022, for the purpose of financing the senior living facilities herein described, one of which is located in the City, and providing an effective date.

The motion passed with a unanimous roll call vote. 7 Ayes.

- B. Consideration to authorize the City Manager and Utility Director to proceed with the application process for TDEC funded American Rescue Plan Act projects.**

A motion was made by Member Wright, second by Member Brown to authorize the City Manager and Utility Director to proceed with the application process for TDEC funded American Rescue Plan Act projects.

The motion passed with a unanimous roll call vote. 7 Ayes

- C. Consideration to award a bid in the amount of \$152,550 from Competition Athletic Services for the resurfacing of the Southwest Point running track.**

A motion was made by Member Stockton, second by Member Brown to award a bid in the amount of \$152,550 from Competition Athletic Services for the resurfacing of the Southwest Point running track.

The motion passed with a unanimous roll call vote. 7 Ayes.

- D. Consideration to award a bid in the amount of \$122,158 from Garrett and Sons for the re-flooring of the Community Center.**

A motion was made by Member Stockton, second by Member Childs to award a bid in the amount of \$122,158 from Garrett and Sons for the re-flooring of the Community Center.

The motion passed with a unanimous roll call vote. 7 Ayes

E. Consideration to fill two unexpired term seats on the Library Board.

A motion was made by Member Griffis, second by Member Childs to appoint Jinx Watson and Beverly Zeilman to fill the two unexpired term seats on the Library Board. (Jinx Watson term to expire 12/31/2024 and Beverly Zeilman to expire 12/31/2022)

The motion passed with a unanimous roll call vote. 7 Ayes

Council advised to keep the application for William Douglas Wilson on file for consideration for future vacancies

F. Consideration to approve a request by the Fire Department to surplus equipment.

A motion was made by Member Stockton, second by Member Childs to approve a request by the Fire Department to surplus equipment.

The motion passed with a unanimous roll call vote. 6 Ayes

Mayor Neal adjourned the meeting at 6:22 pm

APPROVED _____

Tim Neal, Mayor

ATTEST:

City Clerk

ORDINANCE NO. 22-07-12-01

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF KINGSTON, TENNESSEE BY REZONING PROPERTY FROM R-1, RESIDENTIAL DISTRICT TO R-2, RESIDENTIAL DISTRICT

WHEREAS, the City Council of the City Kingston, in accordance with Sections 13-7-203 and 13-7-204 of the Tennessee Code Annotated, may amend the zoning ordinance and zoning map; and,

WHEREAS, on June 21, 2022, the Kingston Municipal Planning Commission recommended that the zoning map be amended by rezoning the property described below from R-1, Residential to R-2, Residential District.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Kingston, Tennessee that:

Section 1. The Zoning Map of the City of Kingston is hereby amended by rezoning Tax Map 058, Parcel 115.00, as shown on the attached map, from R-1 Residential to R-2, Residential District.

Section 2. This ordinance shall take effect upon final passage, the public welfare requiring it.

Passed on first reading: _____, 2022.

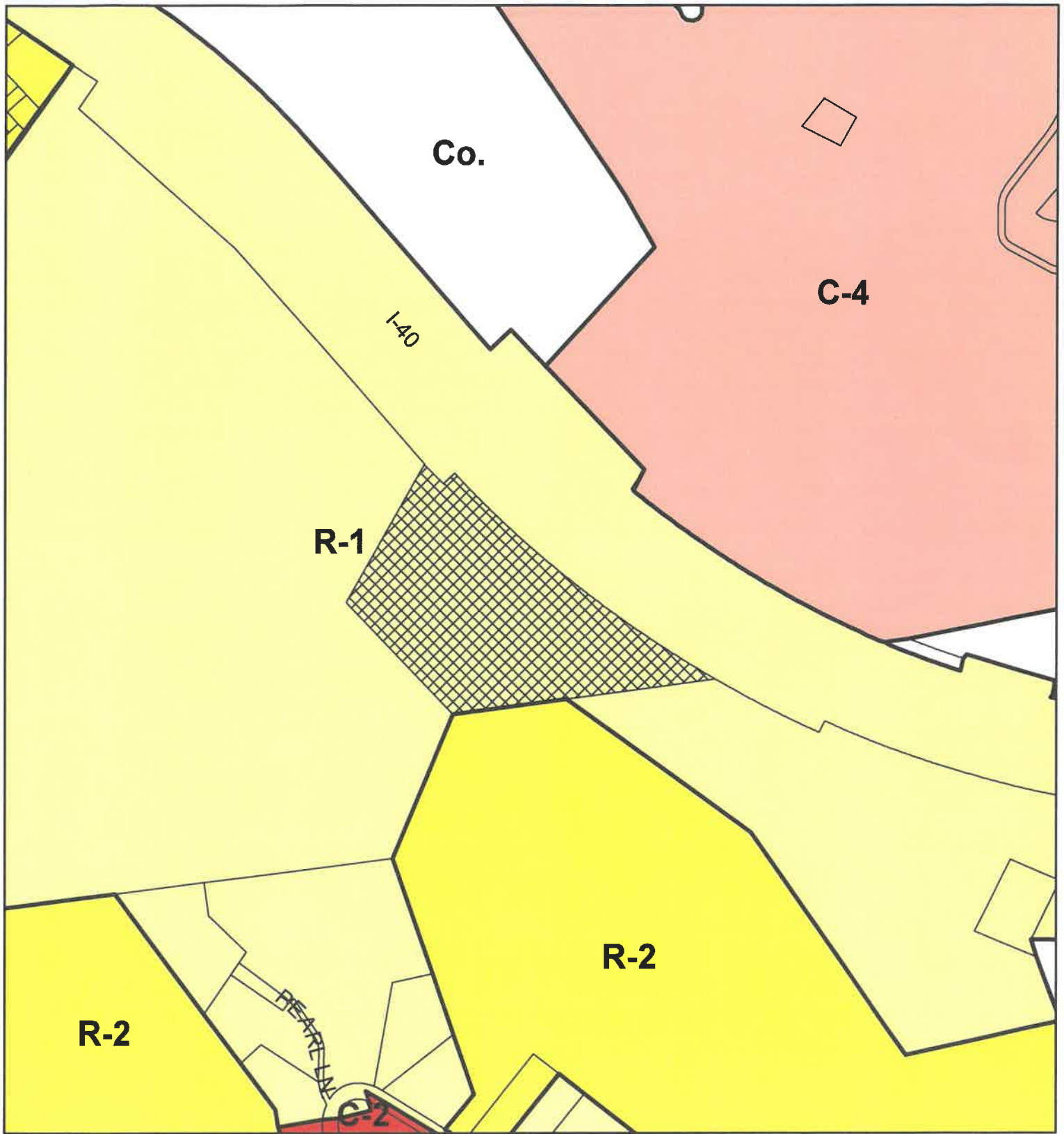
Passed on second reading: _____, 2022.

Public hearing held: _____, 2022.

ATTEST:

Mayor

City Clerk



PROPOSED REZONING: R-1 TO R-2

Kingston, Tennessee

Map Prepared by:
East Tennessee Development District
Planning Advisory Service
Alcoa, TN
Geographic Information Systems
Map Printed: June 30, 2022
This is not an engineering map.

Map Attachment For Ordinance # _____



Resolution: 22-07-12-01
A RESOLUTION AUTHORIZING
THE CITY OF KINGSTON
TO PARTICIPATE IN

“Safety Partners” Matching Grant Program

WHEREAS, the safety and well-being of the employees of the City of Kingston is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Kingston employees; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a *“Safety Partners” Matching Grant Program*; and

WHEREAS, the City of Kingston now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KINGSTON, TENNESSEE the following:

SECTION 1. That the City of Kingston is hereby authorized to submit application for a *“Safety Partners” Matching Grant Program* through Public Entity Partners.

SECTION 2. That the City of Kingston is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this _____ day of _____ in the year of _____.

Mayor

ATTEST:

City Clerk

Resolution: 22-07-12-02

A RESOLUTION AUTHORIZING

THE CITY OF KINGSTON

TO PARTICIPATE IN

James L. Richardson *"Driver Safety" Matching Grant Program*

WHEREAS, the safety and well-being of the employees of the City of Kingston is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Kingston employees; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a *"Driver Safety" Matching Grant Program*; and

WHEREAS, the City of Kingston now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KINGSTON, TENNESSEE the following:

SECTION 1. That the City of Kingston is hereby authorized to submit application for a *"Driver Safety" Matching Grant Program* through Public Entity Partners.

SECTION 2. That the City of Kingston is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this _____ day of _____ in the year of _____.

Mayor

ATTEST:

City Clerk

Resolution: 22-07-12-03

**A RESOLUTION AUTHORIZING
THE CITY OF KINGSTON
TO PARTICIPATE IN
Public Entity Partners'
Property Conservation Matching Grant Program**

WHEREAS, the citizens of the City of Kingston have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the City of Kingston; and

WHEREAS, Public Entity Partners seeks to encourage members with property coverage to develop and implement a property conservation program by offering the PROPERTY CONSERVATION MATCHING GRANT PROGRAM; and

WHEREAS, the City of Kingston now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KINGSTON, TENNESSEE the following:

SECTION 1. That the City of Kingston is hereby authorized to submit application for the PROPERTY CONSERVATION MATCHING GRANT PROGRAM through the Loss Control Department of Public Entity Partners.

SECTION 2. That the City of Kingston is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this _____ day of _____ in the year of _____.

Mayor

ATTEST:

City Clerk

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
4390 ROANE STATE HWY.
Rockwood, Tennessee 37854
865-354-0704 FAX 865-354-8041

July 1, 2022

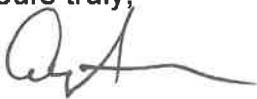
Mr. Tim Neal
Kingston City Mayor
900 Waterford PL
Kingston, TN 37763

Dear Mr. Neal:

Enclosed please find the Dispatch Agreement for the 2022/2023 fiscal year. The annual payment is \$83,983.00 making the monthly payment \$6,998.59.

Please sign and date the agreement and return the original to Central Dispatch Office for our audit files. When this is signed by our Board Chairman, a copy will be returned for your files. If you would like your returned copy emailed or faxed please let us know.

Yours truly,

A handwritten signature in black ink, appearing to read 'Cody Anderson', with a long horizontal flourish extending to the right.

Cody Anderson
RCECD/Director

DISPATCH AGREEMENT

Whereas, the Roane County Emergency Communications District, hereinafter referred to as District, and the City of Kingston, hereinafter referred to as Kingston, desire to enter into an agreement.

Whereas, the District was created pursuant to pertinent Tennessee statute by the people of Roane County in a referendum on August 2, 1990.

Whereas, the District was established for the purpose of providing a system of emergency communications and whereby the telephone user could, by dialing 9-1-1, be electronically connected to Public Safety Answering Point (PSAP) so that emergency services might be dispatched.

Whereas, the duly elected Board of Directors of the Roane County Emergency Communications District has determined that it is in the best interest of Roane County that one PSAP be located centrally in the County rather than providing PSAP's to each jurisdiction.

Whereas, control of the E-911 services is within the exclusive prerogative of the District.

Whereas, the District desires to contract with Kingston to provide dispatching services for Kingston.

WITNESSETH

The parties hereby covenant and agree, to-wit:

1. Kingston agrees to make annual payment to the District in the sum of Eighty-three Thousand Nine Hundred Eighty-three Dollars (\$83,983.00) for its share of the costs to dispatch E-911 calls. This sum shall be paid in equal monthly payments of \$6,998.59 on the first day of each month until paid in full.
2. The District agrees to provide twenty-four (24) hour dispatching with dispatchers trained according to national standards.
3. Both parties agree that the said dispatching will emanate from an Emergency Operations Center but nothing shall prevent Kingston from maintaining a separate non-emergency communications system, at its own expense.

4. All emergency 911 telephone calls originating from Kingston will be directed electronically to the Central Emergency Communications System.
5. The parties agree that the system will be governed by the rules and regulations promulgated by the Board of Directors of the District, pursuant to State law.
6. The parties further agree that Kingston shall have representation on said Board.
7. The parties agree that an advisory committee shall be appointed with one representative from the District and one representative from each user to make suggestions to the Board regarding the rules and regulations governing the operation of the Emergency Operations Center.
8. The parties agree that the District shall hold Kingston harmless from any injuries to person or property as a result of the negligence of the District or its employees or agents, except for any injuries to person or property caused by the negligence of Kingston.
9. The parties agree that no discrimination will be made, all laws will be observed, specifically including those relating to employment, so that no person, otherwise qualified, is denied an opportunity to be considered for employment on the basis of race, national origin, creed, age, sex or handicap.
10. This Agreement shall stay in full force and effect for a period of one (1) year, July 1, 2022 to June 30, 2023.
11. If any court of competent jurisdiction should declare any part of this Agreement void, illegal or otherwise ineffective, such provision shall be severed from the Agreement and the Agreement shall otherwise remain in effect according to its remaining terms and provisions, unless the severed portion is so material as to substantially alter the balance of interests expressed in the Agreement, in which event the Agreement shall fail and be of no effect, except the provisions hereof regarding liability and indemnification, supra, which shall not be effected unless specifically declared void by court order.
12. This contract may not be assigned. Any assignment of this contract without the written consent of the parties shall render the contract void.

13. This Agreement shall not be altered, revised, modified or amended unless in writing and approved by both parties.

The City of Kingston

Roane County Emergency
Communications District

Kingston City Mayor

Board Chairman

Attest:

Attest:

Date: _____

Date: _____



WEATHERED BRICK



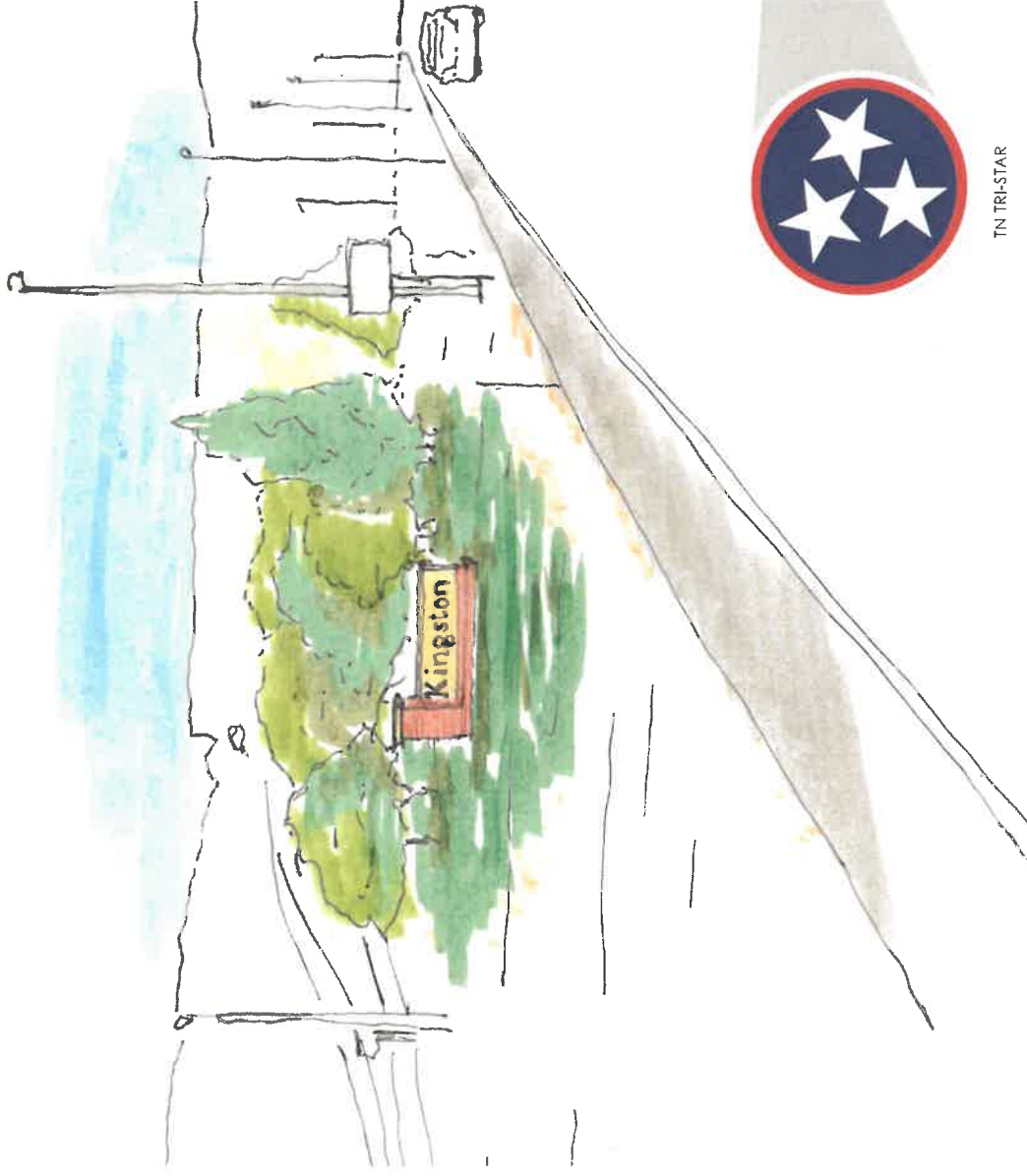
LIMESTONE



LIMESTONE FACADE



METAL SIGNAGE



OPTION 01





WEATHERED BRICK



LIMESTONE



LIMESTONE FACADE



METAL SIGNAGE



OPTION 02

TN TRI-STAR



WEATHERED BRICK



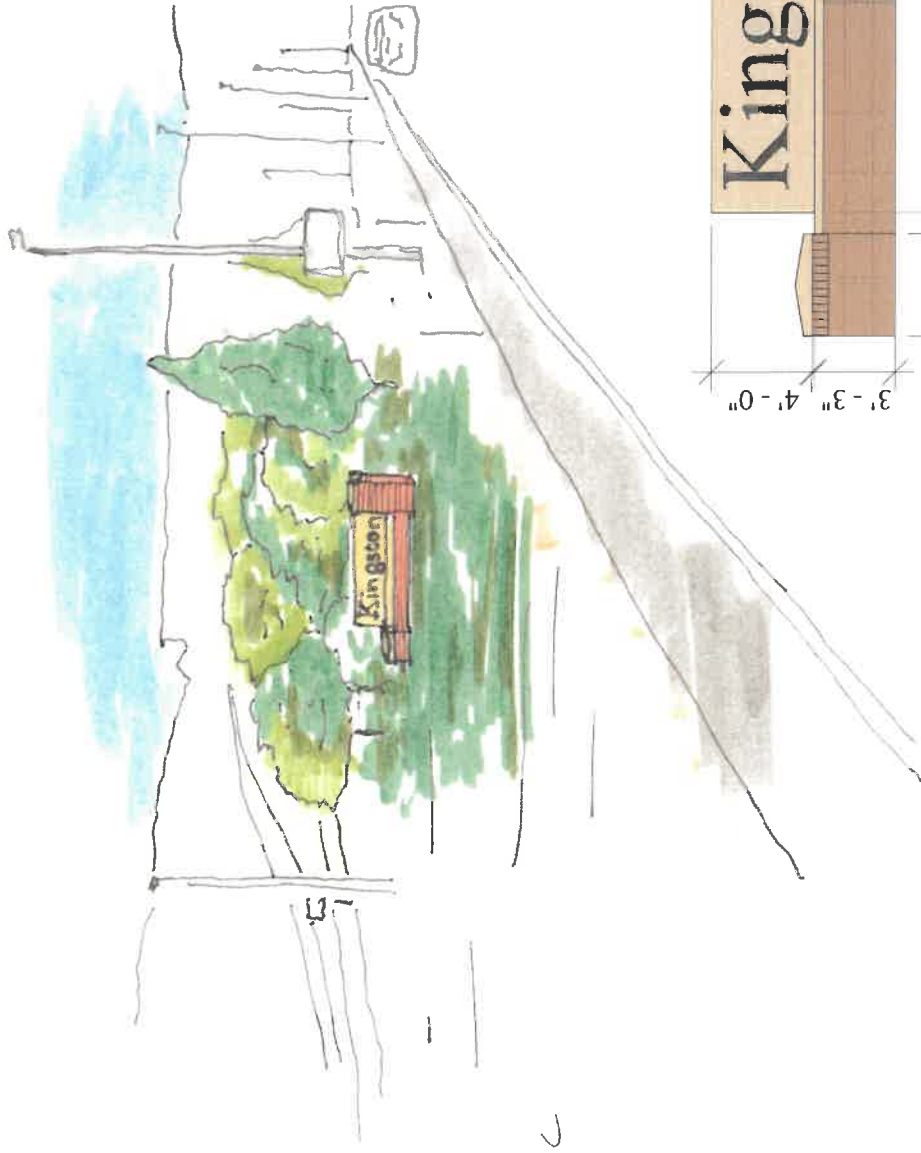
LIMESTONE



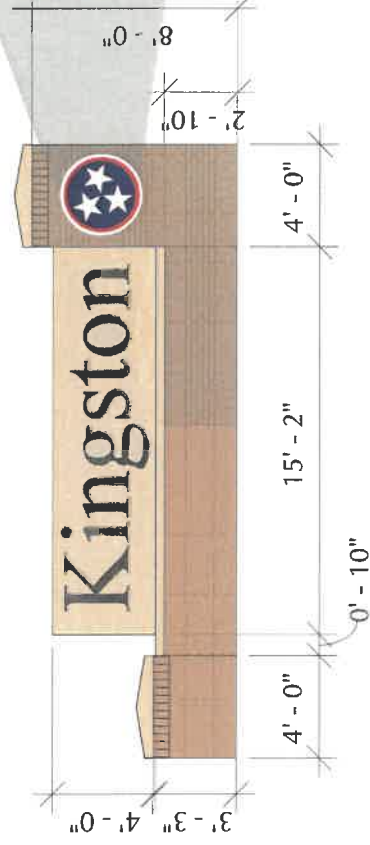
METAL SIGNAGE



LIMESTONE FACADE



TN TRI-STAR



OPTION 03



WEATHERED BRICK



LIMESTONE



METAL SIGNAGE



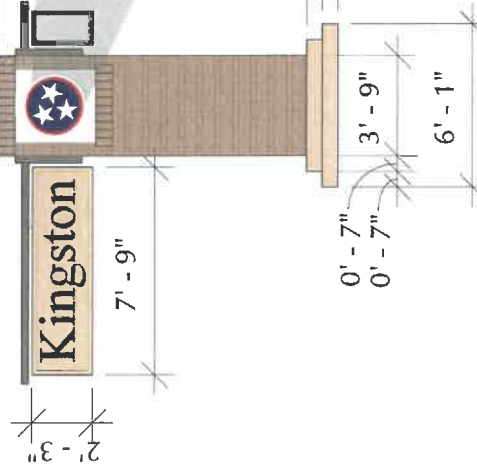
LIMESTONE FACADE



OPTION 04



TN TRI-STAR



Kelly Jackson

From: Hethcoat, Charles Keenon <ckhethcoat@tva.gov>
Sent: Thursday, March 24, 2022 1:55 PM
To: Kelly Jackson; David Bolling; Becky Humphreys; Tara Stockton
Subject: P & R Board

****EXTERNAL ****

Please consider this as an expression of interest in continuing to serve as a representative on Kingston Parks and Recreation Board.

Thank you,
Keenon Hethcoat

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

Alison Brown Ward
837 Nelson Dr. Kingston, TN 37763
alisonlinsey@gmail.com | 865-604-6979

May 4, 2022

David Boling, City Manager
City of Kingston
900 Waterford Place, Ste. 200
Kingston, TN 37763

Dear Mr. Boling,

Please accept this letter of interest and resume as an indication of my interest in the open position(s) on the City of Kingston's Parks and Recreation Commission. My background, education, and employment experiences illustrate my qualifications to be a member of the Commission.

I am a life-long resident of Kingston and while I lived in both Cookeville and Bowling Green for a brief time while attending college, I always thought of Kingston as my home. I spent much of my youth playing in the city softball league at Byrd Field, as well as many of other athletic pursuits run by the Optimist Club and school system. I followed my mother around the Old Courthouse while the Heritage Commission completed their annual Christmas greening of the courthouse, attended July 4th celebrations before they had a name and even took part in fundraisers at the city park for my high school athletics teams. These experiences lead me to feel that it is time to pay it forward to the next generation of Kingston residents.

My professional experiences would be an asset to the Commission as it fulfills its duties as outlined in the Municipal Code. Facility management, including the green spaces associated with the facility, and budgeting are integral aspects of my employment at the University of Tennessee and my knowledge of programming, both for recreation and cultural activities, would offer a new perspective to the Commission at large.

I welcome the opportunity to discuss my interest and qualifications for the Parks and Recreation Commission. You may reach me by phone (865-604-6979) or via email (alisonlinsey@gmail.com)

Respectfully,



Alison Brown Ward

Alison Brown Ward

837 Nelson Drive • Kingston, TN 37763 • 865-604-6979 • alisonlinsey@gmail.com

DIRECTING EXPERIENCE

Student Union

University of Tennessee, Knoxville

Assistant Director

February 2017-Present

- Oversee daily operation of a 395,088 ft² Student Union facility and responsibility for overall management of event services, facility, student employment, safety and security, and marketing
- Assist in the preparation and administration of the \$1.2 million departmental budget
- Contribute to the development, implementation, and evaluation of policies and procedures
- Supervise four exempt (salaried) and one nonexempt (hourly) staff and 80 student employees
- Collaborate with campus leaders from the Office of Emergency Management and Environmental Health & Safety to create and maintain the facility Emergency Operations Plan; serve as lead to train facility tenants
- Evaluate the complexity of logistics, determine technology needs, and ensure appropriate staffing for 5,000 meetings and events per year; identify areas of change and make recommendations to improve operations
- Manage department's annual report, strategic plan, and program goal efforts; created and annually reviewed departmental learning outcomes and student employee performance are assessed every semester
- Direct the development, implementation, and assessment of Student Building Manager and Student Assistant bi-annual trainings
- Develop and implement departmental marketing efforts via print and social media

MANAGEMENT AND COORDINATING EXPERIENCE

University Center

University of Tennessee, Knoxville

Evening Building Manager

January 2009- February 2017

Recreation Coordinator

July 2014-April 2015

Student Union (formerly the University Center); The University of Tennessee, Knoxville, TN

- Oversee all evening operations and weekend operations of 210,000 square foot university center prior to building closure, and six other campus facilities during construction of new Student Union
- Hire, train, supervise, and evaluate 5 Student Building Managers and Supervise over 25 student employees prior to building closure
- Created and annually reviewed departmental learning outcomes and comprehensive assessment

rubric to assess learning outcomes and employee performance concurrently

- Direct department's annual report, strategic plan, and program goals/efforts
- Develop, conduct, and assess Student Building Manager and Student Assistant bi-annual trainings
- Work collaboratively with student organization advisors, faculty, and staff to support successfulness of program implementation
- Ensure room and audio-visual set-ups are correct
- Review solicitation forms and contract riders to conduct efficient pre-event walkthroughs/meetings
- Oversaw all operations of the Down Under Recreation Center consisting of twelve bowling lanes, nine pool tables, three ping pong tables, nine X-boxes, and ten student staff during last ten months of operation prior to closure for construction project

EDUCATION

Master of Arts in Education, Counseling and Student Affairs

December 2005

Western Kentucky University, Bowling Green, Kentucky

Bachelor of Science, Political Science

August 2001

Tennessee Technological University, Cookeville, Tennessee

PRESENTATIONS (selected)

- *Hitting the Reset Button: Leveraging COVID-19 Restrictions to Reimagine the Facility*, Co-presented at the Association of College Unions International (ACUI) Virtual Annual Conference, March 2020
- *Student Centers / Unions- Concepts, Design and Construction*, Co-presented at the ACUI Region III Conference, November 2019
- *Form vs. Function: No plan Survives First Contact with the Community*, Co-presented at the ACUI Region III Conference, November 2019
- *Volunteer Interest Session*, Co-presented at the Association of College Unions International ACUI Annual Conference, March 2018
- *Overstaying Your Welcome*, Co - presented at the ACUI Annual Conference, March 2017 and the Essentials of Facilities Management Institute, May 2017
- *State Legislation and Higher Education* Co-presented at the ACUI Region III Annual Conference, October 2016 and October 2017
- *Overstaying Your Welcome*, Co-presented at the ACUI Region III Annual Conference, October 2016
- *Rediscovering Your Art Collection*, Co-presented at the ACUI Annual Conference, March 2016
- *Even Superman Needs the Justice League*, Co-presented at the ACUI Annual Conference, April 2015

Kelly Jackson

From: ddheadrick72 <ddheadrick72@gmail.com>
Sent: Wednesday, June 8, 2022 1:14 PM
To: Kelly Jackson
Subject: RE: Kingston Parks & Rec Commission vacancies

****EXTERNAL****

Kelly,
Yes I would be interested. Please let me know what I need to do.

Thanks.

Sent from Samsung Galaxy smartphone.

----- Original message -----

From: Kelly Jackson <Kelly.Jackson@kingstontn.gov>
Date: 6/8/22 9:45 AM (GMT-05:00)
To: ddheadrick72@gmail.com
Cc: David Bolling <David.Bolling@kingstontn.gov>
Subject: Kingston Parks & Rec Commission vacancies

Denise,

Good Morning. I just wanted to let you know we currently have two positions available on the Kingston Parks & Recreation Commission. You had previously sent a letter of interest for a previous position that was available. I was just curious if you still may be interested? If so, could you let me know by this Friday morning and I can add your name for consideration by City Council.

Have a great day

Regards,

Kelly Jackson

Kingston City Manager's Office

City of Kingston

900 Waterford Place

Kingston, TN 37763

(865) 376-6584 ext 1102

Kelly.Jackson@kingstontn.gov

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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.
- Multitask, 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



**KINGSTON BEER BOARD
REGULAR MEETING
Tuesday, July 12, 2022**

A G E N D A

- A. Call to Order**
- B. Roll Call**
- C. Previous Minutes**
- D. New Business**
 - 1. None

**ALL CITY OF KINGSTON MEETINGS ARE OPEN TO THE PUBLIC. THIS MEETING
WILL ALSO BE LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV AND
POSTED TO YOUTUBE AND OUR FACEBOOK PAGE.**

REGULAR MEETING – KINGSTON BEER BOARD
TUESDAY, JUNE 14, 2022
KINGSTON CITY HALL

The Regular Meeting of the Kingston Beer Board was held on Tuesday June 14 2022. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Tony Brown, Member Randy Childs, Member Jeff Griffis, Vice-Chair Becky Humphreys, Member Tara Stockton, Member Stephanie Wright and Chairman Tim Neal.

PREVIOUS MINUTES

A motion made by Member Childs, second by Member Wright to waive the reading and approve as written the minutes of the regular meeting on May 10, 2022.

The motion passed with a unanimous roll call vote. 7 Ayes

Citizens Comments: None

New Business: None

Chairman Neal adjourned the meeting at 6:23 pm

APPROVED _____

Timothy Neal, Chairman

ATTEST:

City Clerk



**KINGSTON WATER BOARD
REGULAR MEETING
Tuesday, July 12, 2022**

A G E N D A

A. Call to Order

B. Roll Call

C. Previous Minutes

D. Citizens' Comments

E. City Manager's Report

F. New Business

1. Consideration to approve an agreement between the City of Kingston and Watts Bar Utility District for the treatment of wastewater

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REGULAR MEETING – KINGSTON WATER BOARD
TUESDAY JUNE 14, 2022
KINGSTON CITY HALL

The Regular Meeting of the Kingston Water Board was held on Tuesday, June 14, 2022. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Tony Brown, Member Randy Childs, Member Jeff Griffis, Vice-Chair Becky Humphreys, Member Tara Stockton, Member Stephanie Wright and Chairman Tim Neal.

PREVIOUS MINUTES

A motion made by Member Wright, second by Member Griffis to waive the reading and approve the minutes as written the minutes of the regular meeting on May 10, 2022.

The motion passed with a unanimous roll call vote. 7 Ayes

Citizen Comments – None

Board Comments – None

CITY MANAGER’S REPORT

Plans to add the Watts Bar Utility District (WBUD) proposed sewer agreement to the July 2022 work session agenda.

New Business:

1. Consideration to approve the installation of sewer service on Shubert Street.

A motion was made by Member Brown, second by Member Wright to approve the installation of sewer service on Shubert Street not to exceed \$6,500 and the service extension to include Shubert Street in its entirety.

The motion passed with a unanimous roll call vote. 7 Ayes

Further discussion ensued and it was clarified that upon completion of the extension that customers on Shubert Street will be required to pay for sewer services as required by state law.

Chairman Neal acknowledged Caroline Bolling and Mackenzie Rickard’s presence at the meeting and congratulated them for their involvement in Roane County Youth Leadership.

Chairman Neal adjourned the meeting. 6:29 pm

APPROVED _____

Timothy Neal, Chairman

ATTEST:

City Clerk

AGREEMENT FOR THE TREATMENT OF WASTEWATER

THIS AGREEMENT made and entered into by and between the Board of Waterworks and Sewerage for the City of Kingston, Tennessee (hereinafter referred to as the "Board") and Watts Bar Utility District, a utility district with its office and principal place of business in Roane County, Tennessee, (hereinafter referred to as the "District").

W I T N E S S E T H:

WHEREAS, the Board, pursuant to the authority of T. C. A. 7-35-401 et seq., operates a sanitary sewer system including service lines and a sewer plant for the treatment of sewage; and,

WHEREAS, the District proposes to construct and maintain within its designated territory a network of sewer lines for the collection of sewage from customers within its territorial boundaries; and,

WHEREAS, the District has determined that it would be advantageous to contract with the Board for the reception and treatment of the sewage collected by the District.

NOW THEREFORE, in consideration of the foregoing and the mutual agreements to be kept and performed by the parties hereto, they do agree as follows:

1. The District will construct such lines as it considers necessary for the collection of sewage within its territorial boundaries. All such lines shall conform to the requirements and specifications of the Board before such lines are connected to the system of the Board.
2. For a period of ten (10) years from and after the execution of this Agreement, the Board will permit, upon inspection and approval of the sewer lines of the District by representatives of the Board, connection of those approved lines to the sewer system of the Board at such times and at such places as the Board shall direct.
3. The District shall be responsible for obtaining all rights-of-way and State permits necessary for construction and installation of the District's wastewater lines and pumps and shall be responsible for all costs in making a connection to the sewer system of the Board. The District shall be responsible for the installation of a meter vault at the point of connection. The District shall be responsible for the operation and maintenance of its lines and any and all force mains and pumps up to the meter. The Board shall be responsible for the maintenance of the meter and any force mains on the system and lines owned and operated by the Board beyond the meter installed by the District.
4. The Board shall not be required to receive more than a maximum of 250,000 gallons of filtered wastewater per day from the system of the District.
5. The District lines will consist of STEP systems and such other sewer systems as are approved by the Board in advance and which in turn will discharge filtered wastewater into the Board's wastewater system.

6. The sewage lines connected to the lines of the Board shall convey industrial or commercial sewage, including grease or other sludge, only upon the prior written approval of the Board.

7. The District shall pay the Board for sewer service provided under this Agreement at the same rate as that charged to other customers served by the Board for each one (1) thousand gallons, or portion thereof, of filtered wastewater delivered as measured by the meter. If, at any time, the Board authorizes either an increase or a decrease of the rate charged to all residential customers of the Board, the rate to be paid by the District under this Agreement shall be automatically increased or decreased to equally reflect any such change in rates to other customers.

8. The District will operate its sewer collection system in accordance with all state regulations and the sewer policies of the Board, a copy of which is attached as Exhibit A, which may be amended at the discretion of the Board.

IN WITNESS WHEREOF, this agreement has been executed by the duly authorized officers of both the Board of Waterworks and Sewerage of the City of Kingston and the Watts Bar Utility District in multiple originals on or as of the ____ day of July, 2022.

Board of Waterworks and Sewerage for the
City of Kingston, Tennessee

By: _____
Chairman

ATTEST: __

City Clerk

WATTS BAR UTILITY DISTRICT

By: _____
Chairman

ATTEST: __

Secretary