



WORK SESSION - KINGSTON CITY COUNCIL

Tuesday, April 4, 2023

6:00 P.M.

A G E N D A

1. Invocation and Pledge
2. Call to Order
3. Citizens Comments
4. Discussion of a request to close portions of Spring and 3rd Streets for a concert at the Jim Henry Event Center (Christina Branham – Coldwell Banker)
5. Continued discussion of Budget Amendment 23-03-14-01 (Finance Director Michelle Kelley)
6. Discussion of entering in to a contract with Roane County for planning services (Mayor Tim Neal)
7. Discussion of amending the subdivision regulations for the City of Kingston (Councilmember / Planning Commission Chair Stephanie Wright)
8. Discussion of proposed budget for gateway signage (Vice-Mayor Tara Stockton, City Manager David Bolling)
9. Discussion of an application of an off premise permit 798 Gallaher Road (City Clerk Kelly Jackson)

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.

David Bolling

From: Christina Branham <Christina@coldwellbankerjimhenry.com>
Sent: Wednesday, March 15, 2023 11:24 AM
To: David Bolling; Michelle Stewart
Subject: The Symphony at The Jim Henry Event Center

****EXTERNAL ****

Hello I wanted to follow up from our conversation from a few weeks ago. I am sorry I am just now getting back to you but I had a round of Covid and have been out. We need to update you on the road closure needed for the event if possible. We would like Spring St closed as well as N 3rd st from Spring St to Stinnette St. Is that possible or are we too late. Thank You for all of your help.

Best regards,



Christina Branham
REALTOR / Marketing Director, Coldwell Banker Jim Henry & Assoc.

865-376-2121 | 865-599-3228 | www.CBsellsit.com

info@cbsellsit.com | christina@coldwellbankerjimhenry.com

410 N. Kentucky St. Kingston, TN 37763



[Check out my website >](#)

"The greatest ability in business is to get along with others and to influence their actions." - John Hancock.

★ **Rate my services:** How was your overall experience with me?

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

Memorandum

To: Mayor and City Council

Cc: City Manager David Bolling

From: Finance Director Michelle Kelley

Date: 4/4/2023

Re: Budget Amendment Ordinance 23-03-14-01

The City of Kingston Finance Department would like to request that additional items be added to the amendment 23-03-14-01 which is to have a second reading on April 11th.

One of these items is a THSO grant reimbursement for \$126.68 to police public relations.

Other items that are added to this amendment are for the departments of Park and Rec for \$1268.66, Police for \$2380.44, Public Works for \$6836.07 and Finance for \$1392. Those departments had great success with the sale of old unused surplus items and can reallocate these funds and put them to use by appropriating money to new equipment needed.

Thank you for continued support with our monthly amendments to keep transparency in the accounting functions of the City of Kingston.

Michelle Kelley

Finance Director

ORDINANCE NO. 23-03-14-01

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF KINGSTON, TENNESSEE FOR FISCAL YEAR 2022-2023

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires funds first be appropriated before being expended and that no appropriations may exceed available funds;

WHEREAS, Tennessee Code Annotated Title 6 Chapter 56 Section 208 allows amendment of the budget ordinance in the same manner as any other ordinance may be amended;

WHEREAS, Allocations are made to cover American Rescue Plan purchase of new door locking system for City Hall and for the purchase of lawn mowers for Parks and Rec; Allocations are being made with various departments sales of surplus in order to appropriate to new updated equipment;

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

SECTION 1: Appropriations. The governing body appropriates the following increases:

General Fund:

Revenues:

110-33193	ARPA Revenue	\$36,022.79
110-34290	Public Safety Donations	\$126.68
110-38000	Donations	\$2,000.00
110-34750	Police Department Auction Sales	\$2,380.44
110-34100	General Government	\$1,392.00
110-36430	Sale of Surplus Park & Rec	\$1,268.66
110-36539	Sale of Public Works Supps & Mat	\$6,836.00

Expenditures:

110-52130-937	Park & Rec Mowers	\$25,198.00
110-52130-948	Access Control System- City Hall	\$10,824.79
110-44400-937	P&R Scoreboard Capital Equipment	\$2,000.00
110-42100-236	Police Public Relations	\$126.68
110-42100-320	Police Operating Supplies	\$2,380.44
110-41500-320	Finance Operating Supplies	\$1,392.00
110-44400-320	Park & Rec Sale of Surplus	\$1,268.66
110-43100-940	Public Works Capital Equipment	\$6,836.07

Section 2 : Submission to the Director of Local Finance. This amendment will be submitted to the Director of the Office of State and Local Finance as required by state statute to show continued compliance with the requirements of Tennessee Code Annotated Title 9 Chapter 21 Section 403 to maintain a balanced budget.

Tim Neal, Mayor

Kelly Jackson, City Clerk

Passed 1st Reading _____

Passed 2nd Reading _____



Office of the County Executive Roane County Courthouse

March 1, 2023

City of Kingston
Attn: David Bolling, City Manager
900 Waterford Place
Kingston, TN 37763

Dear David,

As we have discussed in our county-wide City Managers and Mayors meetings, there is mutual interest among our cities and county government to pursue the creation of a Planner position within County Government that would be dedicated to provided planning services to our cities and the county exclusively.

Therefore, I ask that you include \$15,000 in your FY2024 budgets as a contribution to Roane County Government to help fund a dedicated Planner position. This amount is intended to replace our contributions to the East Tennessee Development District for planning services. I will include \$20,000 in the county's FY2024 budget proposal for this position. This will create a fully burdened position funded with \$80,000 for wages and benefits if we all choose to participate. The new position would be supervised in the Building Inspection and Codes Enforcement Office.

Please let me know as soon as possible if you intend to include this in your budget proposals and provide written approval to my office by April 30. I'm hopeful this is a way that we can work together to provide greater service to our people. Please don't hesitate to reach out to me if you have any questions or concerns regarding this or any other topic.

Respectfully,

Wade Creswell
Roane County Executive



February 23, 2023

Honorable Tim Neal, Mayor
City of Kingston
900 Waterford Place
Kingston, TN 37763

Dear Mayor Neal,

The East Tennessee Development District (ETDD) has been pleased to provide local planning services at the same annual fee for the past eight years. Due to the increase in the cost of living and inflation, our costs have increased to the point that we cannot maintain our services at the current annual fee. The Executive Committee of ETDD has reviewed our situation, reviewed some other annual fee structures, and have adopted a new annual fee schedule based on population. If the community has zoning an additional \$750 will be added, and a 10% increase on the fee for your current population. This rate will be set for the next two years and there will be a two-year contract for our services at that rate.

Therefore, the next contract period will be for FY 2024 – FY 2025 and will begin on July 1, 2023, and continue through June 30, 2025. For budgetary purposes, the FY 2024 annual planning contract amount will be \$11,942.50 for the City of Kingston and the FY 2025 annual planning contract amount will be \$11,942.50 for the City of Kingston. Please find attached the contract that needs to be signed and sent back to the attention of Christie Burt, cburt@etdd.org or mail ETDD, P.O. Box 249, Alcoa, TN 37701-0249. An invoice for the first installment of the total annual contract amount will be mailed to you on July 1, 2023.

Thank you for the opportunity to serve your community in this regard. Please do not hesitate to contact me at ryakubic@etdd.org or (865) 273-6003x116 should you have any questions or concerns.

Sincerely,

Richard Yakubic
Executive Director

Enclosures

Changes to Subdivision Regulations

Changed references of the Kingston Regional Planning Commission/Region to the Kingston Municipal Planning Commission throughout the document.

Changed overall formatting to ensure everyone is working from the latest version of the document.

Moved the Preliminary Plat Checklist and the Final Plat Checklist to the Appendix section

Removed references to “sketch plat” to “plat” throughout the document.

Article II

- General
 - Last sentence of Paragraph 1-Changed ~~“This final plat becomes the instrument to be recorded in the office of the Register of the City of Kingston when duly signed by the secretary of the planning commission”~~ to “The final plat becomes the instrument to be recorded in the office of the Register of Deeds at the Roane County Courthouse when duly signed by the secretary of the planning commission”
- Classification of Subdivision
 - First paragraph-Changed ~~“For the purpose of these regulations, subdivisions shall be classified into three (3) types. The specific review procedure of the subdivision plat is as follows:”~~ to “For the purpose of these regulations, subdivisions shall be classified into three (3) types-major, minor, and administrative review subdivisions, as defined below.”
 - Major Subdivisions-Changed ~~“All subdivisions not classified as minor subdivision, included but not limited to subdivision of eight (8) or more lots, or any size subdivision requiring any new street or extension of the local governmental facilities, or the creating of any public improvements.”~~ To “All subdivisions not classified as minor subdivisions, included but not limited to subdivision of eight (8) or more lots, or any size subdivision requiring new street, utility construction, or other public improvements.”
- Procedure
 - Renamed this section “Plat Review Procedures”
 - Major Subdivisions-Changed ~~“The subdivider must submit both a preliminary sketch plat and a final plat to the planning commission as delineated in sections D and E as follows”~~ to “The subdivider must submit both a preliminary plat and a final plat to the planning commission as delineated in sections D and E, below.”

- Preliminary Sketch Plat (for major subdivisions only)
 - Renamed this section “Preliminary Plat (for major subdivisions only)”
 - Changed ~~“At least ten (10) days prior to the meeting at which it is to be considered, the subdivider shall submit to the planning commission a completed preliminary plat checklist and twelve (12) copies of the preliminary plat of the proposed subdivision drawn to a legible scale. (Copies of the plat should be conveyed to the “planning commission box” at the Kingston Municipal Building.”~~ to “At least ten (10) days prior to the meeting at which it is to be considered, the subdivider shall submit a completed preliminary plat checklist, twelve (12) paper copies, and an electronic copy of the proposed subdivision and accompanying road profiles, all drawn to scale of 1” =100’ or larger. The materials shall be submitted to the city manager’s office at the Kingston City Hall.
 - (a) Changed ~~“verbal description”~~ to written description”
 - (b) Changed ~~“The proposed subdivision’s name and location, the name(s) and address(es) of the owner or owners, and the name of the designer of the plat who shall be an engineer or registered surveyor.”~~ To “The proposed subdivision’s name and location, the name(s) and address(es) of the owner(s), and the name of the designer of the plat who shall be a registered surveyor.”
 - (b) Changed ~~“All public improvements as set forth in Article IV are already installed, or because of the nature of the development deemed not necessary by the planning commission.”~~To “All public improvements as set forth in Article IV are already installed, or constructed, or because of the nature of the development deemed not necessary by the planning commission.”

- Final Plat
 - 2. Changed ~~“To allow sufficient time for review and processing by the regional planning commission and staff, the subdivider shall submit a completed final plat checklist and twelve (12) copies of the final plat, together with street profiles or other plans required by the commission at least ten (10) days prior to the meeting at which it is to be considered. (Copies of the plat should be conveyed to the “planning commission box” at the Kingston Municipal Building). The plat shall be drawn to a legible scale on sheets no larger than 18” x 24” in size.”~~ To “To allow sufficient time for review and processing by the planning commission and staff, the subdivider shall submit a completed final plat checklist, twelve (12) paper copies, an electronic copy, together with road profiles or other plans required by the planning commission at least ten (10) days prior to the meeting at which it is to be considered (Copies of the plat should be conveyed to the Kingston City Manager’s Office at the Kingston Municipal Building). The plat shall be drawn with black ink at a scale of 1” =100’, on one of two sheet sizes- 18”x24” or 24”x36” in size.
 - 3. Changed ~~“Per Tennessee Code Annotated 13-4-304(a), the commission shall approve or disapprove a plat within thirty-five (35) days after the initial~~

~~consideration of the plat by the commission;~~” to “Per Tennessee Code Annotated 13-4-304(a), the commission shall approve or disapprove a plat within sixty (60) days after the initial consideration of the plat by the commission;”

- 5(a)-Changed ~~verbal description~~ to written description
- (i)-Changed “~~If any portion of the land being subdivided is subject to flood, as defined in Article III, Section E, the limit of such flood shall be shown.~~” To “All flood zones be shown, in accordance with Flood Insurance Maps as noted in Article III, Section E.”
- 6- Deleted (a) through (i) and replaced with “All final plats shall be submitted on the standard plat sheet as required by the planning commission and contain the following signed certificates.
 - CERTIFICATION OF OWNERSHIP AND DEDICATION
 - -Added “proposed”
 - CERTIFICATE OF ACCURACY
 - -Changed “~~...to the specifications of the planning commission~~” to “Tennessee Code Annotated”
 - CERTIFICATION OF THE APPROVAL OF UTILITIES
 - -Changed title to “CERTIFICATION OF THE APPROVAL OF PUBLIC WATER SYSTEM”
 - Changed “~~I certify that _____ improvements have been installed in an acceptable manner and according to the specifications of the Kingston Regional Subdivision Regulations in the subdivision entitled: _____~~” to “ I hereby certify that the proposed public water improvements have been installed in an acceptable manner and according to the specifications of the Subdivision Regulations of the City of Kingston, Tennessee or a surety () in the amount of \$___ has been provided to the Kingston Municipal Planning Commission to ensure completion in the case of default by the developer.”
 - Added a new CERTIFICATION OF THE APPROVAL OF PUBLIC SEWER UTILITIES
 - Moved “CERTIFICATION OF SUBSURFACE DISPOSAL” FROM #4 TO #5
 - -Changed “~~Subdivision is approved for subsurface sewage disposal. Owner/Developer shall obtain from the Commission/Health Authority or Representative a permit for each lot prior to any construction on the property. The permit shall establish the maximum size dwelling and the specific location of the primary and the secondary disposal areas. Owner/developer shall not do any construction or mutilation (cutting or filling) of the so designated primary and secondary disposal area without~~

~~prior approval of the Commissioner, Health Authority or Representative~~ to “The Tennessee Department of Environment and Conservation shall approve all lots for subsurface sewer disposal systems and place a signed certificate of approval for all lots on the plat.”

- Moved “CERTIFICATION OF STREETS” from # 5 to #6
 - -Changed ~~“I certify that streets and related appurtenances installed, or proposed for installation, fully meet the specifications and inspection requirements established by the Kingston Regional Planning Commission”~~ to “I hereby certify that the proposed public/private streets have been constructed in an acceptable manner and according to the specifications of the Subdivision Regulations of the City of Kingston, Tennessee or a surety (____) in the amount of \$ ____ has been provided to the Kingston Municipal Planning Commission to ensure completion in the case of default by the developer.”

- Moved “CERTIFICATION OF STREET NAMES” from #6 to #7
 - Changed signature line from ~~“E-911 Coordinator”~~ to “Authorized E-911 Official”
- Moved “CERTIFICATION OF ELECTRIC LINES” from #7 to #8
 - -Changed signature line from ~~“Electric Company Representative”~~ to “Authorized Utility Official”

- Moved “CERTIFICATE OF APPROVAL FOR RECORDING” from #8 to #9
- Moved “CERTIFICATE OF PRIVATE STREETS” from #9 to #10

ARTICLE III

- Streets
 - (5) Street Right-of-Way Widths
 - -Added definitions of each type of street
 - (6) Additional Width on Existing Streets
 - -Added “There is an essential nexus between the dedication and a legitimate local government interest and the dedication is roughly proportional both in nature and extent to the impact of the proposed use or

development of the property” This was added due to Senate Bill 2849 as advised by the city attorney.

- (8) Street Grades
 - -Added subsection (d) Intersections-Within fifty (50) feet of an intersection on a proposed street or road, the grade shall not exceed three (3) percent.

ARTICLE IV

- Monuments or Corner Markers
- -Deleted #1. ~~“Concrete monuments four (4) inches in diameter or four (4) inches square, three (3) feet long, with a flat top, shall be set at all street corners, at all points where the street lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street. The top of the monuments shall have an indented cross to identify properly the location and shall be set flush with the finished grade. #2 All other lot corners shall be marked with iron pipe not less than three fourths (3/4) inches in diameter and twenty four (24) inches long and driven so as to be flush with the finished grade. Replaced with “All corners shall be marked in accordance with Chapter 0820-03 of the “Standards of Practice of the Rules of Tennessee State Board of Examiners for Land Surveyors”.~~
- M. Guarantee in Lieu of completed Improvements
- -Combined (2) and (3) together

OPINION OF PROBABLE CONSTRUCTION COSTS

Project: City of Kingston Gateway Signage
 Client: City of Kingston
 Location: I-40 Exit 352 - Eastbound and Westbound
 Date: 2/6/2023



Item	Qty.	Unit	Unit Price	Total
EXECUTION				
Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
EARTHWORK				
Strip and Stockpile Topsoil	44	CY	\$ 4.00	\$ 176.00
Replacing & Spreading Topsoil	44	CY	\$ 4.00	\$ 176.00
Unclassified Excavation	12	CY	\$ 30.00	\$ 360.00
EROSION AND SEDIMENT CONTROLS				
Type A Silt Fence	100	LF	\$ 3.00	\$ 300.00
Construction Entrance	2	Ea.	\$ 3,000.00	\$ 6,000.00
Maintenance of Erosion Control	1	LS	\$ 1,000.00	\$ 1,000.00
SITE IMPROVEMENTS				
Site Sign				
Limestone Veneer	3	Ton	\$ 600.00	\$ 1,800.00
Brick Column, Base, and Caps	2	Ea.	\$ 9,500.00	\$ 19,000.00
Foundation	6	CY	\$ 750.00	\$ 4,500.00
Anodized Aluminum Seal	2	Ea.	\$ 800.00	\$ 1,600.00
Anodized Aluminum Letters	16	Ea.	\$ 600.00	\$ 9,600.00
River Rock	50	SY	\$ 30.00	\$ 1,500.00
Geotextile (Woven)	50	SY	\$ 4.00	\$ 200.00
Metal Edging	140	LF	\$ 7.50	\$ 1,050.00
TURF AND GRASSES				
Final Seeding & Mulching	3,300	SF	\$ 0.10	\$ 330.00
ELECTRICAL UTILITIES				
(1) 2" PVC Underground Power Conduit	275	LF	\$ 12.00	\$ 3,300.00
Uplighting	1	LS	\$ 2,000.00	\$ 2,000.00

Total of All Unit Prices =		\$ 57,892.00
Construction Contingency =	20%	\$ 11,578.40
TOTAL ESTIMATED PROJECT COST =		\$ 69,470.40

APPLICATION FOR A BEER PERMIT

STATE OF TENNESSEE

CITY OF KINGSTON

Application for (check one)

ON PREMISES PERMIT

OFF PREMISES PERMIT

I HEREBY MAKE APPLICATION FOR A PERMIT TO SELL BEER AUTHORIZED TO BE SOLD UNDER THE PROVISIONS OF TENNESSEE CODE ANNOTATED 57-5-101 ET SEQ AND BASE MY APPLICATION UPON THE ANSWERS TO THE FOLLOWING QUESTIONS:

1. Full name of applicant (owner) NANCY PATEL

Person Firm Corporation Joint-stock co syndicate Association

2. List all persons, firms, corporations, joint-stock companies, syndicates or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed)

NANCY PATEL 100%

3. What is your present home address? 1845- S. ROANE S.T.

HARRIMAN, T.N. 37748

4. Previous address (es) within 10 years) 320- DANDELION DR.

LEBANON, T.N. 37087

5. Date of Birth 04-29-2002 Home telephone 615-638-6339

6. Under what name will the business operate? LIQUOR & WINE

7. Location of business by street address or other geographical description and phone number of the business

798-GALLAHER RD.
KINGSTON, T.N. 37763

8. Specify the identity and address of the person to receive annual privilege tax notices and any other communication from the City 798-GALLAHER RD.
KINGSTON, T.N. 37763

9. Give name and address of property owner, if other than business owner
JONATHAN J. & VICKI LODEN
225-BEAVER TRL KINGSTON, T.N. 37763

10. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by Section 57-5-103 (a) (4) within the same building? Yes ___ No
If so, specify number ___. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

11. Give name, date of birth and address of any manager other than applicant
JITENDRAKUMAR. M. PATEL DOB - 04-29-1964
106-HARBOUR VIEW WAY
KINGSTON, T.N. 37763

12. Has any person having at least 5% ownership interest, any of the managers listed in question 11, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years? NO. If so, give particulars of each charge, court and date convicted.

13. Has this owner or the owner's organization had a permit revoked, suspended, or denied in the State of Tennessee?
Yes ___ No . If so, specify where, when and why.

14. Give the name, relationship to applicant (if applicable) and address of the former beer permittee at this location.

N/A

15. What is the name and address of the church (or other place of worship) nearest to your business?

GALLAHER RD CHURCH

104-OBERRY RD KINGSTON, T-N. 37763

(The City of Kingston has adopted a rule forbidding the sale of beer and like beverages within 250 feet of schools, churches and other places of public gathering)

16. What is the name and address of the school nearest to your business?

KINGSTON ELEMENTARY SCHOOL

2000-KINGSTON HWY - KINGSTON, T-N. 37763

17. What is the name and address of the owner of the nearest residential dwelling to your business?

MR. N. STEPHENS

110-GALLAHER VIEW RD. KINGSTON, T-N. 37763

I am knowledgeable of the laws prohibiting the sale of beer to minors. I hereby certify that neither person having a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer alcoholic beverage laws or any crime involving moral turpitude within the past ten (10) years. I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public gathering, or otherwise interferes with public health, safety and morals.

Nancy Pate

Signature of Applicant/Owner (or authorized Corporate Officer)

Sworn to and subscribed before me this 10 day of March 2023



Notary Public

My Commission Expires: My Commission Expires 10-31-2026



NOTICE: A non-refundable \$250.00 fee must accompany this application. If the applicant is approved you are required to provide documentation of sales tax registration to the City within ten (10) days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten (10) years.

A privilege tax of \$100.00 is imposed on the business of selling beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a prorate portion of this annual tax when the permit is issued.



Bill Lee
Governor

TENNESSEE BUREAU OF INVESTIGATION

ATTN: TORIS

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4057
Facsimile (615) 744-4289



David B. Rausch
Director

03/08/2023

KELLY JACKSON
900 WATERFORD PL
KINGSTON TN 37763

Tennessee Criminal History Records Request

NO TENNESSEE CRIMINAL HISTORY RECORD HAS BEEN FOUND FOR THE PERSON LISTED BELOW.

NOTE: All aliases submitted have been searched.

NANCY PATEL

Please be aware that, unless a fingerprint comparison is performed, it is impossible for the Tennessee Bureau of Investigation to be sure the record belongs to the individual you requested . A fingerprint comparison will only be performed in the event of a written appeal of criminal history results. The information you receive will be based on only those arrests which occurred within the state of Tennessee.

The Tennessee Bureau of Investigation found no Tennessee criminal history based on the information provided. No criminal record check was conducted for other states or for the Federal Bureau of Investigation.

Tennessee Open Records Information Services
Tennessee Bureau of Investigation
901 R.S. Gass Blvd.
Nashville, TN 37216



INTERNATIONALLY ACCREDITED SINCE 1994