



## **KINGSTON CITY COUNCIL**

### **Regular Meeting**

**Tuesday January 9, 2024**

**6:00 P.M.**

## **A G E N D A**

- 1. Call to Order**
- 2. Invocation and Pledge**
- 3. Roll Call**
- 4. Executive session to discuss pending litigation**
- 5. Approval of Previous Minutes**
- 6. Citizens Comments/Persons to Appear/Proclamations**
  - A. None
- 7. Reports**
  - A. Mayor and Council
  - B. City Manager's Report
- 8. Addition of items to the meeting agenda received after close of agenda deadline (By unanimous consent of all members present)**
- 9. Unfinished Business**
  - A. None
- 10. New Business**
  - A. Consideration of the first reading of Ordinance 24-01-09-01, an ordinance to abolish the Beautification Committee
  - B. Consideration of a request by the Tennessee Municipal League to re-affirm support for the restoration of the historical state shared sales tax relationship and the increased single-article cap revenue-sharing relationship between the State of Tennessee and local governments
  - C. Consideration to approve the proposed logo for Kingston's 225<sup>th</sup> anniversary

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

**WORK SESSION KINGSTON CITY COUNCIL**  
**TUESDAY DECEMBER 5, 2023 – 6:00 P.M.**  
**KINGSTON CITY HALL**

The Kingston City Council met in a regular work session on Tuesday, December 5, 2023. Mayor Tim Neal called the work session to order. The following members were present: Council Member Philip Bredwell, Vice-Mayor Tony Brown, Council Member Randy Childs, Council Member Lucy Johnson, and Mayor Tim Neal. Staff present: City Manager David Bolling, City Clerk Kelly Jackson, City Attorney Andrew Thompson, Finance Director Michelle Kelley, and Utility Director Kevin Hamilton. Council Member Tommy Guinn and Council Member Stephanie Wright were absent. The Invocation was given by Vice-Mayor Tony Brown and Council Member Philip Bredwell led the pledge.

**Citizen Comments:** NONE

**Discussion to authorize the City Manager to begin the procurement process for garbage pick-up.**

City Manager Bolling explained that our current contract expires in July 2024 and he wants to start the process of developing bid documents to prepare for the bidding process by March 2024 tentatively. This will be added to the regular agenda on December 12, 2023.

**Continued discussion of Ordinance 23-11-14-03, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2023-2024.**

Finance Director Michelle Kelley explained the changes to the ordinance since the first reading. This will be added to the regular agenda on December 12, 2023.

*Vice-Mayor Brown mentioned the \$1,000 received from the Roane County High School softball fund for the scoreboard.*

**Discussion of appointments to fill three expiring terms vacancies on the Historic Zoning Commission**

City Clerk Kelly Jackson explained the three vacancies. We received three applicants for consideration. This will be added to the regular agenda on December 12, 2023

*Vice-Mayor Brown noted the expiration dates for the members of the Beautification Committee. City Clerk Jackson will check through previous minutes for clarification.*

**Discussion of an appointment to fill one expiring term vacancy on the Library Board.**

City Clerk Kelly Jackson explained the one vacancy. The current member in that position wishes to serve another term. No other applications were received. This will be added to the regular agenda on December 12, 2023

**Discussion to authorize the surplus of City property.**

City Manager David Bolling explained the items the city wants to surplus. This will be added to the regular agenda on December 12, 2023

**Council/Staff Comments:**

- **Member Bredwell-** No additional comments
- **Vice-Mayor Brown-** The 225<sup>th</sup> Celebration Ad-Hoc Committee meets the first Monday of each month. The January meeting will be rescheduled to January 2<sup>nd</sup> at 5PM due to the holiday and the committee will address council during the regular workshop at 6PM. If council has any input, please let them know.
- **Member Childs-** REU advised that they are approximately half way through with replacing the I-40 lights at 352MM. Hope to add power back soon and the job to be completed in January.
- **Member Guinn-**Absent
- **Member Johnson-**No additional comments.
- **Mayor Neal-** Appointed City Manager Bolling back to the Riverline Committee to replace J.R. Best.; Requested an update on the Safe Haven Box (City Manager explained there was a delay due to the alarm system installation and once completed a dedication will be organized)
- **Member Wright-**Absent.
- **City Manager David Bolling-**No additional comments
- **City Clerk Kelly Jackson-**No additional comments.
- **City Attorney Andrew Thompson-**No additional comments
- **Utility Director Kevin Hamilton-**No additional comments
- **Finance Director Michelle Kelley-**No additional comments.

Mayor Neal adjourned the meeting at 6:10 PM

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Tim Neal, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**KINGSTON CITY COUNCIL PUBLIC HEARING**  
**TUESDAY, DECEMBER 12, 2023 – 5:50 P.M.**  
**KINGSTON CITY HALL**

The Kingston City Council held a Public Hearing on Tuesday, December 12, 2023 at 5:50 p.m. Mayor Neal called the Hearing to Order. City Council Members present include Council Member Philip Bredwell, Vice-Mayor Tony Brown, Council Member Randy Childs, Council Member Stephanie Wright and Mayor Tim Neal. Staff present: City Manager David Bolling (5:57PM), City Clerk Kelly Jackson, Finance Director Michelle Kelley (5:56PM), City Attorney Andrew Thompson, and Utility Director Kevin Hamilton. Others present include Dudley Evans and Michael Stooksbury

The hearing was for the purpose of:

Consideration of Ordinance 23-11-14-01, an ordinance amending the zoning map of Kingston, Tennessee by zoning certain territory annexed by Resolution 23-11-14-01 as C-2, Highway Business District.

Mayor Neal made two announcements inquiring if anyone wished to address Council regarding the above-listed Ordinance. Mayor Neal adjourned the Public Hearing at 6:00 P.M. after seeing there was no one present that wished to address Council regarding this ordinance.

**REGULAR MEETING KINGSTON CITY COUNCIL**  
**TUESDAY, DECEMBER 12, 2023 – 6:00 P.M.**  
**KINGSTON CITY HALL**

The Kingston City Council met in regular session on Tuesday, December 12, 2023 at 6:00 P.M. Mayor Tim Neal called the meeting to order. Vice-Mayor Tony Brown gave the Invocation after a moment of silence was observed for the passing of Vice-Mayor Brown's father, Ralph Brown. Council Member Randy Childs led the pledge. Upon roll call the following members were present: Council Member Philip Bredwell, Vice Mayor Tony Brown, Council Member Randy Childs, Council Member Stephanie Wright, and Mayor Tim Neal. Staff present: City Manager David Bolling, City Clerk Kelly Jackson, Finance Director Michelle Kelley, City Attorney Andrew Thompson, and Utility Director Kevin Hamilton. Council Member Tommy Guinn and Council Member Lucy Johnson were absent.

**APPROVAL OF PREVIOUS MINUTES**

A motion was made by Member Childs, second by Member Bredwell to waive the reading and approve as written the minutes of the Work Session on November 7, 2023 and the Public Hearing/Regular Meeting on November 14, 2023.

The motion passed with a unanimous roll call vote. 5 Ayes.

## **CITIZEN COMMENTS/PERSONS TO APPEAR/PROCLAMATIONS-NONE**

### **REPORTS-MAYOR AND COUNCIL-**

- Member Bredwell-No additional comments
- Member Brown-Thanked the City of Kingston for everything during the passing of his father, Ralph Brown.
- Member Childs-No additional comments.
- Member Guinn-No additional comments.
- Member Johnson-No additional comments
- Member Wright-No additional comments.
- Mayor Neal- Complimented the city employees for all the Christmas decorations this year.

### **REPORTS-CITY MANAGER'S REPORT**

- Build Grant-First meeting scheduled for January 12, 2024 at 2PM
- Lights at 352-REU advised they have 45 completed and 15 more to install.
- We received a capital improvement grant for Southwest Point Fort to make much need repair/improvements to the Palisade wall. It is a 100% grant for \$33,250
- STP Project-sent an email regarding the lack of progress on this project and copied Senator Yager and Representative Fritts.

### **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 of the second reading of Ordinance 23-11-14-01, an ordinance amending the zoning map of Kingston, Tennessee by zoning certain territory annexed by Resolution 23-11-14-01 as C-2, Highway Business District.**

A motion was made by Member Wright, second by Member Childs to approve the second reading of Ordinance 23-11-14-01, an ordinance amending the zoning map of Kingston, Tennessee by zoning certain territory annexed by Resolution 23-11-14-01 as C-2, Highway Business District.

The motion passed with a unanimous roll call vote. 5 Ayes

- B. Consideration of the second reading of Ordinance 23-11-14-02, an ordinance adopting and enacting a comprehensive codification and revision of the personnel rules and regulations of the City of Kingston.**

A motion was made by Member Wright, second by Member Bredwell to approve the second reading of Ordinance 23-11-14-02, an ordinance adopting and enacting a comprehensive codification and revision of the personnel rules and regulations of the City of Kingston.

The motion passed with a unanimous roll call vote. 5 Ayes

**C. Consideration of the second reading of Ordinance 23-11-14-03, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2023-2024.**

A motion was made by Member Childs, second by Member Bredwell to approve the second reading of Ordinance 23-11-14-03, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2023-2024.

The motion passed with a unanimous roll call vote. 5 Ayes.

**NEW BUSINESS:**

**A. Consideration to authorize the City Manager to begin the procurement process for garbage pick-up.**

A motion was made by Member Childs, second by Member Wright to authorize the City Manager to begin the procurement process for garbage pick-up.

The motion passed with a unanimous roll call vote. 5 Ayes.

**B. Consideration to fill three expiring term vacancies on the Historic Zoning Commission.**

A motion was made by Member Wright, second by Member Childs to appoint the three applicants (Mary Pippin, Adam Gallaher, and Michael Stooksbury) to fill the vacancies on the Historic Zoning Commission. Terms to expire 12/31/2028

The motion passed with a unanimous roll call vote. 5 Ayes.

**C. Consideration to fill one expiring term vacancy on the Library Board.**

A motion was made by Member Bredwell, second by Member Wright to reappoint Kerry Willett to a second term on the Kingston Library Board. Term to expire 12/31/2026

The motion passed with a unanimous roll call vote. 5 Ayes.

**D. Consideration to authorize the surplus of City property.**

A motion was made by Member Childs, second by Member Wright to authorize the surplus of City property.

The motion passed with a unanimous roll call vote. 5 Ayes.

Mayor Neal adjourned the meeting at 6:12 pm

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Tim Neal, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**ORDINANCE: 24-01-09-01**

**AN ORDINANCE TO ABOLISH THE BEAUTIFICATION COMMITTEE**

**WHEREAS**, the City of Kingston has heretofore established a commission denominated as the Beautification Committee which was charged with the responsibilities set forth by ordinance in Title 2, Chapter 3, Section 2-302 of the Kingston Municipal Code; and,

**WHEREAS**, over time, the Parks and Recreation Department has assumed the duties and responsibilities which were delegated to the Beautification Committee and the existence of the Beautification Committee is now redundant; and,

**WHEREAS**, it appears to be in the best interest of the City and the citizens thereof to abolish the Beautification Committee by repealing the enacting ordinances,

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KINGSTON THAT:**

**Section 1.** The enabling ordinance codified at the Kingston City Code in Title 2, Chapter 3, Section 2-301 and 2-302 creating the Beatification Committee is hereby repealed and deleted in its entirety.

**Section 2.** This ordinance shall take effect from and after its final passage the public welfare requiring it.

Passed on first reading: \_\_\_\_\_

Passed on second reading: \_\_\_\_\_

\_\_\_\_\_

Mayor

\_\_\_\_\_

City Clerk



# RESTORE RETURN RELIEF

## RESTORE

TML's legislation fully **RESTORES** the historic revenue sharing relationship between the state and municipalities by allowing municipalities to once again share in 100% of the state sales tax revenues flowing to the state's general fund and by allowing local governments to realize 100 % of the local share of sales tax revenues generated by the 2002 increase in the single article cap.

### State-Shared Sales Tax

- First established in 1947 and maintained for 55 years, the revenue sharing relationship between the state and municipal governments was maintained through five subsequent increases in the state sales tax rate, with municipalities continuing to receive 4.6% of the total state sales tax, including those revenues associated with each new rate increase.
- To stave off a budget crisis in 2002, the state altered the historic sharing relationship with Tennessee's municipalities, when the state approved an increase in the state sales tax rate from 6% to 7 %, but the revenues associated with the 1% increase accrued entirely to the state's general fund and precluded sharing with cities.
- As a result of altering the historic sharing relationship in 2002, the state only returns 3.6% of total state sales tax revenues to municipalities.
- Last year, alone, this difference amounted to the state's general fund retaining \$78 million more had the 2002 change not been made.
- In the 20 years since that "temporary measure" was enacted, cities have been denied some \$933 million in additional sales tax revenues.

### Single Article Cap

- Also, in 2002, the state increased the amount of the purchase price on a large, single item like a car or piece of furniture that is subject to the combined state and local option sales tax (9.75%) from \$1,600 to \$3,200. But rather than sharing that increased amount with local governments, the state claimed all of the Local Option Sales Tax (2.75%) revenues on sale items that cost between \$1,600 and \$3,200.
- Last year, alone, the state received \$74 million in sales tax revenue that were generated by the additional 2.75% levy on items with a purchase price above \$1,600. As a result, nearly \$37 million in sales tax revenues were diverted from local school systems and another \$37 million was diverted from local governments.
- Since its adoption in 2002, the state has received \$1.02 billion in sales tax collections from the increase of single article cap – revenues that would have benefitted the municipality, county, and school system where these purchases occurred.

The combined effect of these two "temporary" measures has allowed nearly \$2 billion in sales taxes to accrue entirely to the benefit of the state's general fund and at the expense of municipalities and municipal taxpayers. The returned revenue would provide relief to local taxpayers, allow local governments to meet funding demands necessary to maintain vital infrastructure, provide essential services to our citizens, fuel economic expansion, and afford the quality of life that has allowed this state to prosper.

# RESTORE RETURN RELIEF

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## RETURN

TML's legislation **RETURNS** millions in locally-generated sales tax revenues to Tennessee towns and cities to assist with the ever-increasing costs of providing essential services that affords residents a high quality of life, and promotes an environment that has enabled existing businesses and industries to succeed and grow.

- The combined effect of the state's actions in 2002 has been to allow nearly \$2 billion in sales tax revenues to accrue entirely to the benefit of the state's general fund and at the expense of municipalities and municipal taxpayers.
- It has been 20 years since these two, "temporary" measures were adopted. In the two decades since these provisions took effect, the state of Tennessee's dynamic economic and fiscal policies has erased the conditions that led to these austerity measures.
- Tennessee state leaders have managed the budget with great care and a strong fiscally conservative approach to create a sustained period of economic vitality with eight consecutive years of surplus revenues and demonstrated fiscal performance.
- The state has amassed the healthiest of budget reserves, and the existence of recurring revenues allow for permanent restoration. Since the 2009 economic downturn, the governors and the General Assemblies have worked together to increase the State's rainy-day fund by \$1.1 billion and to bolster unrestricted budgetary reserves to \$9.3 billion. In addition, the State has an estimated \$2.75 to \$3.3 billion in unobligated recurring revenues.
- The state has never been in a better fiscal position to restore the historical relationship and return to the revenue-sharing practices that existed prior to 2002.
- Now is the time.

# RESTORE RETURN RELIEF

## RELIEF

TML's legislation brings tax **RELIEF** to our communities by returning more of the sales tax revenues already being collected locally.

- Cities are the economic engines of the state. On average, about 90% of sales tax revenues realized by the state, are generated within city limits. Or in other words, about \$9 out of every \$10 in state sales tax collections are generated within city limits.
- Economic growth is intentional and when it occurs, it is financed largely through city taxes paid by municipal residents and businesses.
- City tax collections pay for essential services such as police, fire, streets, water and sewers, schools, parks, libraries and other services and amenities that attract, nurture and support business and make our communities desirable places to live, work and raise our families.
- Each dollar of shared revenue returned to the community is a dollar less in local taxes that municipal taxpayers must provide to keep the State's economic engines producing.
- The restoration of these shared revenues would relieve the pressure on local property taxes that impact every citizen in our cities and towns. At a time of high inflation, the reallocation of 4 cents on every available dollar means budget flexibility and more resources for essential services.
- Our state is in a solid financial position. Our cities and towns should benefit through the reinstatement of state shared revenues that will mean tax relief for most Tennesseans.

## **RESOLUTION 22-2-08-01**

### **A RESOLUTION SUPPORTING THE RESTORATION OF THE HISTORICAL STATE SHARED SALES TAX RELATIONSHIP AND THE INCREASED SINGLE-ARTICLE CAP REVENUE-SHARING RELATIONSHIP BETWEEN THE STATE OF TENNESSEE AND LOCAL GOVERNMENTS**

**WHEREAS**, cities throughout the state of Tennessee are the economic engine of the state and today, 92% of the state's total sales tax collections are generated within city limits; and

**WHEREAS**, in 1947, the state began sharing 4.6% of each year's total state sales tax collections with cities for the purposes of recognizing the collective contribution of cities as the state's economic engine; thereby acknowledging that city residents incur a local tax burden that is directly attributable to financing, developing, and maintaining an economic environment that continues to generate a healthy portion of the sales tax revenue accruing to the state; and

**WHEREAS**, when confronting serious fiscal challenges in 2002, the state of Tennessee increased the state sales tax rate from 6% to 7%; however, cities were precluded from receiving their share of the 1% increase in sales tax revenue; and

**WHEREAS**, as a result of this change to the historical sharing relationship of state sales tax revenue, municipalities are only receiving a share of the state sales tax generated by 5.5% of the state sales tax rate rather than the full 7%; and

**WHEREAS**, because of this altered sharing relationship, the City of Kingston was denied an estimated \$93,805 in shared sales tax revenue in fiscal year 2021, and cities across Tennessee have been denied approximately \$835 million in shared sales tax revenues since its adoption; and

**WHEREAS**, at the same time in 2002, the state also doubled the amount of the purchase price of individual sale items (single-article cap items) subject to the combined state and local option sales tax of 9.75% from \$1,600.00 to \$3,200.00; and

**WHEREAS**, in addition to the state continuing to retain 100% of its 7% levy on the sale of single-article cap items, the state also captured, and continues to capture, 100% of the 2.75% portion of the sales tax levy that is customarily reserved for local government on the added sale of items with a purchase price above \$1,600.00; and

**WHEREAS**, since the adoption of the single-article cap increase in 2002, the state has received more than \$951 million in sales tax collections that would have benefitted cities, counties and school systems where these purchases occurred; and

**WHEREAS**, the returned revenue to cities, including Kingston, would (1) provide relief to local taxpayers and assist local governments in meeting the increasing demand for services, (2) provide an environment that has enabled existing businesses and industries to succeed, (3) promote further economic expansion, and (4) afford residents a high quality of life that has allowed the state of Tennessee to prosper.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Kingston, on behalf of its residents, formally supports the restoration of the historical revenue-sharing relationship of recurring state shared sales taxes in order for cities to once again receive 4.6% of all state general fund sales tax revenue. The Council also formally supports the allowance of local governments to receive sales tax revenues realized on items with a purchase price above \$1,600.00.

ADOPTED, this 8<sup>th</sup> day of February, 2022.

  
\_\_\_\_\_  
Mayor Timothy Neale

Attest:

  
\_\_\_\_\_  
City Clerk



**C. SANDERS**  
EMBLEMS

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**1-800-336-PINS (7467)**  
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**ARTWORK #23-1023**

**City of Kingston - 225th Anniversary**



All fine lines and small lettering  
must be in the metal finish of the pin.



To see image in actual size, print out at 100%.  
The above chart measures 2" x 2".

PIN SHOWN ACTUAL SIZE: 1-1/8"

**Enamel Colors:**

-  PANTONE RED #186 c
-  PANTONE BLUE #286 c
-  PANTONE BLUE #292 c
-  WHITE

Please refer to a Pantone® color chart for  
accurate color representation.

**Metal Finish:**

-  HIGH POLISH GOLD

★ PLACEMENT OF  
CLUTCH-BACK  
ATTACHMENT



BACK VIEW

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Colors may not be accurate on-screen depending on monitor and/ or printer setup. Artist conception not for use without authorization.

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**KINGSTON BEER BOARD**  
**Regular Meeting**  
**Tuesday, January 9, 2024**

**A G E N D A**

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

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BE LIVESTREAMED ON OUR WEBSITE, [WWW.KINGSTONTN.GOV](http://WWW.KINGSTONTN.GOV) AND POSTED TO YOUTUBE  
AND OUR FACEBOOK PAGE.**

REGULAR MEETING – KINGSTON BEER BOARD  
TUESDAY, DECEMBER 12, 2023  
KINGSTON CITY HALL

The Regular Meeting of the Kingston Beer Board was held on Tuesday, December 12, 2023. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Philip Bredwell, Vice-Chair Tony Brown, Member Randy Childs, Member Stephanie Wright, and Chairman Tim Neal. Member Tommy Guinn and Member Lucy Johnson were absent.

**PREVIOUS MINUTES**

A motion made by Member Wright, second by Member Childs to waive the reading and approve as written the minutes of the regular meeting on November 14, 2023.

The motion passed with a unanimous roll call vote. 5 Ayes

**Citizens Comments: None**

**New Business: NONE**

Chairman Neal adjourned the meeting at 6:13 pm

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Timothy Neal, Chairman

ATTEST:

\_\_\_\_\_  
City Clerk





**KINGSTON WATER BOARD  
Regular Meeting  
Tuesday, January 9, 2024**

**A G E N D A**

- 1. Call to Order**
- 2. Roll Call**
- 3. Previous Minutes**
- 4. Citizens' Comments**
- 5. Utility Director's Report**
- 6. New Business**
  - A. Consideration to award a contract to East Tennessee GIS and Design for GIS services funded through the American Rescue Plan Act

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REGULAR MEETING – KINGSTON WATER BOARD  
TUESDAY, DECEMBER 12, 2023  
KINGSTON CITY HALL

The Regular Meeting of the Kingston Water Board was held on Tuesday, December 12, 2023. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Philip Bredwell, Vice-Chair Tony Brown, Member Randy Childs, Member Stephanie Wright, and Chairman Tim Neal. Member Tommy Guinn and Member Lucy Johnson were absent.

**PREVIOUS MINUTES**

A motion made by Member Wright, second by Member Bredwell to waive the reading and approve the minutes as written the minutes of the regular meeting on November 14, 2023.

The motion passed with a unanimous roll call vote. 5 Ayes

**Citizen Comments –NONE**

**UTILITY DIRECTOR'S REPORT**

- Director Kevin Hamilton advised that they will begin the lead service line inventory which is due to be completed in October 2024. They will also begin camera/clean approximately 15,000 feet of sewer lines using ARPA funding. They will have the 500 block of North Third Street closed tomorrow for service line relocation.
- Member Brown asked for an update from Casey's. Director Hamilton advised that Casey's has put a hold on that project and they have been advised of the rising cost of materials associated with that project.

**CITY MANAGER'S REPORT**

- Advised the Board of the recent resignation of Water Plant Operator Dave Ott. We are in the process of filling that position now and wish Mr. Ott the best.

**New Business: NONE**

Chairman Neal adjourned the meeting. 6:17 pm

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Timothy Neal, Chairman

ATTEST:

\_\_\_\_\_  
City Clerk

# **CITY OF KINGSTON REQUEST FOR QUALIFICATIONS GIS SERVICES**

The City of Kingston will be accepting statements of qualifications from qualified firms for the following:

## **GIS Services in connection with the Tennessee Department of Environment and Conservation American Rescue Plan Act (TDEC ARPA)**

Proposals must be received by the City of Kingston by 2:00 p.m. EST on Thursday, October 12, 2023. Proposals should be submitted to David Bolling, City Manager, 900 Waterford Place, Kingston, TN 37763 no later than 2:00 p.m. EST on Thursday, October 12, 2023. Proposals received after 2:00 p.m. on October 12, 2023 will not be considered.

All proposals should be marked with the following language: **GIS SERVICES  
STATEMENT OF QUALIFICATIONS FOR THE CITY OF KINGSTON TDEC ARPA**

Anticipated scope of work:

- Implementation of ArcGIS Survey123 on the City of Kingston's existing server
- Creation of custom electronic forms through ArcGIS Survey123
- Development of custom mobile applications along with corresponding web maps
- Addition of asset layers to the City of Kingston's existing mapping
- Establishment of real-time, web-based dashboards for management to monitor and access data entered from the field

Qualifications will be evaluated on the following factors:

- Specified experience or technical expertise of the firm in connection with the type of services to be provided
- Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control.
- Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.

To be evaluated properly, the following must be addressed in detail:

- **Qualifications** – Availability of qualified personnel and capacity of the firm to carry-out professional GIS services
- **Experience** – Experience and technical expertise of the firm and its personnel as well as information regarding projects previously undertaken, including the types and cost of projects.
- **Scope of Services** – Summarize scope and type of services understanding of program and tasks.

The City of Kingston is an Equal Opportunity Provider and Employer. The City of Kingston encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit qualifications.

The City of Kingston will award a contract to the firm, or firms, deemed most qualified to provide services as requested. The contract(s) will include scope and extent of work and other essential requirements.

**The City of Kingston reserves the right to reject any and all proposals.**

September 22, 2023

**INSTRUCTIONS TO NEWSPAPER:**

VIA EMAIL:

[staylor@roanecounty.com](mailto:staylor@roanecounty.com)

Roane County News

The above Notice is to be published as a **2 Column x 4 Inch Display Ad in the Classified Section of the Wednesday, September 27, 2023** edition of your newspaper. An affidavit of publication and the invoice should be sent to the addresses below. If you have any questions, please do not hesitate to contact Heather Allen at (615) 386-0222.

Thanks for your assistance.

**Affidavit of Publication**

David Bolling, City Manager  
City of Kingston  
P.O. Box 407  
Kingston, TN 37763

**Invoice**

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



East TN GIS and Design  
129 Brenray Drive  
Harriman, TN 37748  
Phone: (865) 283-1952  
E-mail: mike@etngis.com

September 26, 2023

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

**RE: GIS SERVICES STATEMENT OF QUALIFICATIONS FOR THE CITY OF KINGSTON TDEC ARPA**

Since we commenced our collaboration with you in early 2021 to modernize existing maps of your water and sewer systems, you have expressed your aspiration to secure funding for the development of a modern GIS program. This program would leverage ESRI's ArcGIS for Utilities solutions, including mobile applications and digital forms, to enhance the precision of your digital mapping and provide your workforce with tailored tools for consistent asset data input and ongoing work tracking.

We welcome the opportunity to submit our qualifications and professional services to support the realization of these objectives. The proposed undertaking aims to modernize utility operations, enhance efficiency, and reduce operational expenses. The outcome of this project will be a contemporary GIS program that will serve generations of workers to come. It will serve as a lasting, indispensable resource for employee training and system diagnostics well into the future. Additionally, it will fortify Kingston against the impact of unforeseen employee turnover and furnish tools for ongoing operational efficiency improvements.

**Qualifications:**

With a team of three dedicated employees, East Tennessee GIS & Design is currently managing one active project and providing maintenance services to two existing partners. This demonstrates our capacity to efficiently carry out professional GIS services while ensuring ongoing support for our clients.

**Experience:**

East Tennessee GIS & Design is an accomplished agency in the GIS (Geographic Information Systems) field, boasting a decade of experience in utilizing ESRI products such as ArcGIS Enterprise, ArcGIS Online, Survey123, and Field Maps for ArcGIS. Our strength lies in facilitating the transformation of utility companies from paper-based processes to fully digital operations, harnessing the power of GIS technology to revolutionize how data is collected, managed, and utilized.

One notable milestone in our journey was our invitation to present at the ESRI User Conference in 2018, the largest GIS conference globally. During this prestigious event, we had the privilege of explaining the process of transitioning an 80-year-old utility company from reliance on paper maps and forms to a state-of-the-art digital ecosystem. Our efforts culminated in the migration of all utility assets into an online repository, creating an enterprise-level system. Furthermore, we recreated all paper-based forms within Survey123, seamlessly integrating GIS into the daily workflow of employees across various departments.

At East Tennessee GIS & Design, our mission extends beyond digitization. We fundamentally transform the way employees collect and share utility data. Through real-time dashboards, decision-makers gain the tools they need to answer critical questions promptly. These dashboards have not only empowered internal stakeholders but have also been instrumental in sharing data with state inspectors, ensuring compliance with regulatory standards.

Within the context of recent projects, our commitment to excellence shines through:

- **Etowah Utilities:** We undertook the digitization of Etowah Utilities, a project that involved the creation of an enterprise database with industry-standard fields for sewer data. This endeavor also encompassed the development of a mobile application for field data collection, complete ArcGIS Online account administration, and the incorporation of essential state data into a "base layer" feature. Remarkably, the initial phase of this four-part project was completed within just seven business days of receiving the required information from Etowah, all while adhering to the initial budget of \$2,000.
- **Benton Waterworks:** When Benton Waterworks required updated mapping and the collection of missing data points for their existing maps, we answered the call. Over two days, we gathered missing water asset data, created a map book for field employees, and converted the entire system into easily shareable shapefiles. This comprehensive project, which also facilitated data sharing with consulting engineers, was successfully completed for \$6,000 within fifteen business days.
- **Kingston Waterworks & Sewer System:** Our extensive work for Kingston Waterworks & Sewer System involved the digitization of paper maps, merging them with existing digital assets, and creating a comprehensive enterprise database. We fully administered an ArcGIS Online organization, including user setup, permissions, and data backups and successfully delivered these items for \$4,800.

These projects exemplify our unwavering commitment to delivering exceptional GIS services, streamlining utility operations, enhancing data management, and equipping our clients with cutting-edge solutions. We are eager to bring our expertise and dedication to your GIS needs, offering comprehensive support tailored to your specific requirements.

**Scope of Services:** We anticipate the following services to be included in this project:

- Implementation of ArcGIS Survey123 on your existing server.
- Creation of up to eight (8) custom electronic forms through ArcGIS Survey123.
- Development of up to two (2) custom mobile applications along with corresponding web maps.
- Addition of two (2) new asset layers to your existing mapping.
- Establishment of two (2) real-time, web-based dashboards for management to monitor and access data entered from the field. Please refer to the table of proposed deliverables on the next page for details.
- Purchase of three (3) Apple iPad Pro 11" Wi-Fi/Cellular 4<sup>th</sup> Generation Tablets.

We look forward to collaborating with you on this significant project and contributing to the advancement of your utility operations.

Sincerely,



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