



KINGSTON CITY COUNCIL

Regular Meeting

Tuesday April 9, 2024

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. Applicants for appointment to the City Council: Michael Greenwell, Levi Lankford, Phillip Martin (each will be given 3 minutes to speak)
- 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. Consideration to approve the second and final reading of Ordinance 24-03-12-01, an ordinance revising the comprehensive codification and revision of the 2023 personnel rules and regulations of the City of Kingston
 - B. Consideration to approve the second and final reading of Ordinance 23-03-12-02, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2023-2024
 - C. Consideration to approve the second and final reading of Ordinance 24-03-12-03, an ordinance amending the annual budget for the City of Kingston, Tennessee water / sewer fund for fiscal year 2023-2024
 - D. Consideration to approve the second and final reading of Ordinance 24-03-12-04, an ordinance to abolish Ordinance 4-10-12-2, an ordinance to establish a driver safety course, and cease offering in-person driving school through the Kingston Police Department
- 9. New Business**
 - A. Consideration of the first reading of Ordinance 24-04-09-01, an ordinance to amend Title 3, Chapter 2, Section 3-204 to establish reasonable court costs
 - B. Consideration to recommend the appointment of a city representative to fill a vacancy on the Rockwood Electric Utility Board
 - C. Consideration of an appointment to fill the unexpired term of former City Councilmember Randy Childs

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.

WORK SESSION KINGSTON CITY COUNCIL
TUESDAY MARCH 5, 2024 – 6:00 P.M.
KINGSTON CITY HALL

The Kingston City Council met in a regular work session on Tuesday, March 5, 2024. 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 Tommy Guinn, Council Member Lucy Johnson, Council Member Stephanie Wright, and Mayor Tim Neal. Staff present: City Manager David Bolling, City Clerk Kelly Jackson, Finance Director Michelle Kelley, Utility Director Kevin Hamilton, Public Works Director Tim Clark, Fire Chief Willie Gordon, and Police Chief Jim Washam. The Invocation was given by Member Tommy Guinn and Council Member Philip Bredwell led the pledge.

Citizen Comments:

William D. Wilson (Kingston Library Board Member) addressed council and explained the continued growth of patrons utilizing the Kingston Public Library. He addressed the need for increased budget and staff for the library from the city and county. Mayor Neal replied that this will be addressed and he plans to attend the Roane County Budget Committee Meeting on Thursday.

Discussion of appropriating funds from the undesignated fund balance for paving of streets.

City Manager David Bolling explained the need for additional funding for paving. He recommended using one million dollars from the fund balance. Public Works Director provided a brief list of proposed streets that could be done for one million dollars. Discussion ensued about starting the bid process and possibly utilizing the bid from Roane County. It was also requested to provide estimates for risers, cross tiles and striping that should be included in this project.

Further discussion ensued about the grading of each street. Director Tim Clark stated he is looking into a better system through MTAS. This will be added to the agenda for the regular meeting on March 12, 2024 if the information requested is received in time. If not, it will be added in April.

Discussion of appropriating funds from the undesignated fund balance for the purchase of a new rescue truck for the Fire Department.

City Manager David Bolling explained the need to replace the existing rescue truck. Fire Chief Willie Gordon stated that the existing truck has 208,000 miles. The replacement truck and equipment should not exceed \$80,000. KFD responds to approximately 11,000 medical calls per year. This will be added to the agenda for the regular meeting on March 12, 2024.

Discussion of adopting a new logo for the City of Kingston

City Manager David Bolling explained our plans for a new website and city limit signage and thought it may be the appropriate time to freshen up our city logo. This will be added to the agenda for the regular meeting on March 12, 2024.

Discussion of Ordinance 24-03-12-01, an ordinance revising the comprehensive codification and revision of the 2023 personnel rules and regulations of the City of Kingston.

City Manager David Bolling explained that our current policy does not allow employees who are out on Worker's Compensation to supplement their pay using accrued time. He explained that State Law allows but does not require the municipality to allow the supplemental pay. This will be added to the agenda for the regular meeting agenda on March 12, 2024.

Discussion of Ordinances 24-03-12-02 and 24-03-12-03, ordinances amending the annual budget for the City of Kingston.

Finance Director Michelle Kelley explained the amendments presented. These will be added to the agenda for the regular meeting on March 12, 2024

Discussion of Ordinance 24-03-12-04, an ordinance to abolish Ordinance 4-10-12-2, an ordinance to establish a driver safety course, and cease offering in-person driving school through the Kingston Police Department.

City Manager David Bolling and Police Chief Jim Washam addressed council explained the increased availability of online driver safety course which can be utilized by citizens at a cheaper cost for the student and the City of Kingston. Chief Washam explained that this would save the City training costs and overtime salary. This will be added to the agenda for the regular meeting on March 12, 2024

Discussion of a request by Jason Taylor to close West Cumberland Street from Johnson Street to Patton Ferry Road on April 27th from 1:00 pm to 6:00 pm for a car show.

Police Chief Washam explained this is the yearly request for the car show with the same layout. This will be added to the agenda for the regular meeting on March 12, 2024.

Council/Staff Comments:

- **Member Bredwell-** Stated that he hates to see Council Member Childs resign.
- **Vice-Mayor Brown-**Requested that Bryan Walker, E-911 Director, be added to next weeks agenda to present the new Text to 911 program.
- **Member Childs-** Announced that next Tuesday will be his last council meeting since he has moved outside the city limits. He stated that March 31st will be his last day as a Kingston City Council Member. He commented that it's been fun and they were able to get a lot accomplished during his tenure.
***Mayor Neal stated that they will add it to the agenda for the regular meeting on March 12, 2024 to accept his resignation.*
- **Member Guinn-** No additional comments
- **Member Johnson-** Advised of the library budget committee's plans to meet with the Finance Director. She also distributed past budget figures.
- **Mayor Neal-** Commented about a text message he received from a resident on Pineywood and the improvements that have already been made to the neighborhood. He mentioned a meeting that he attended yesterday with Congressman Fleishmann and Senator Yager. He will provide more information later.
- **Member Wright-** No additional comments

- **City Manager David Bolling**-Stated that budget preparation is ongoing with plans to submit a draft at the beginning of April; Updated council on the section of Lawnville Road near I-40 which needs repair. He has contacted TDOT since it falls in their ROW. They advised their budget for this FY is depleted but they could definitely work on it next FY unless we could convince our local legislators to approve moving some money into their budget before the next FY. He has contacted the offices of Senator Yager and Representative Fritts about the matter.
- **City Clerk Kelly Jackson**-No additional comments
- **City Attorney Andrew Thompson**-Absent
- **Utility Director Kevin Hamilton**-No additional comments
- **Finance Director Michelle Kelley**-Advised of the Local Government Investment Pool and the plans to invest to generate revenue from the interest.

Mayor Neal adjourned the meeting at 6:52 PM

APPROVED _____

Tim Neal, Mayor

ATTEST:

City Clerk

REGULAR MEETING KINGSTON CITY COUNCIL
TUESDAY, MARCH 12, 2024 – 6:00 P.M.
KINGSTON CITY HALL

The Kingston City Council met in regular session on Tuesday, March 12, 2024 at 6:00 P.M. Mayor Tim Neal called the meeting to order. Member Tommy Guinn gave the Invocation and 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 Tommy Guinn, Council Member Lucy Johnson, Council Member Stephanie Wright, 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.

APPROVAL OF PREVIOUS MINUTES

A motion was made by Member Guinn, second by Member Childs to waive the reading and approve as written the minutes of the Work Session on February 6, 2024 and the Regular Meeting on February 13, 2024.

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

CITIZEN COMMENTS/PERSONS TO APPEAR/PROCLAMATIONS

- Bryan Walker, Director of Roane County E-911, informed council of the new “Text to 911” capabilities.
- Felicia Jester, Roane Alliance, informed council of recent activities and upcoming events

REPORTS-MAYOR AND COUNCIL-

- Member Bredwell-No additional comments
- Member Brown-No additional comments
- Member Childs-Announced that this will be his last council meeting and March 31st will be his last day as a member of the council. He said it was a pleasure to serve.
- Member Guinn-No additional comments
- Member Johnson-No additional comments
- Member Wright-No additional comments
- Mayor Neal- No additional comments

REPORTS-CITY MANAGER'S REPORT

- Stated that it has been a pleasure working with Council Member Childs and thanked him for his service.
- Mentioned that his email regarding the STP project was effective and weekly meetings have been set.
- Reported that our property tax revenue projections have been met.
- Reported that the lawsuit has been filed regarding the property at 500 N. Kentucky Street (City Attorney reported that it is pending service by the Roane County Sheriff's Office and he will update when he confirms service)

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

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- A. Consideration of an appropriation not to exceed \$1,200,000 from the undesignated fund balance for paving and striping of streets, necessary manhole and valve risers and contingency.**

A motion was made by Member Childs, second by Member Guinn to approve an appropriation not to exceed \$1,200,000 from the undesignated fund balance for paving and striping of streets, necessary manhole and valve risers and contingency.

A motion was made by Member Bredwell, second by Member Guinn to amend the motion to appropriate an amount not to exceed \$33,000 from the undesignated fund balance for the replacement of the water line, installation of an irrigation meter and improvements to the kitchen at the Community Center.

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

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

- B. Consideration of an appropriation not to exceed \$80,000 from the undesignated fund balance for the purchase of a new rescue truck for the Fire Department.**

A motion was made by Member Guinn, second by Member Childs to approve an appropriation not to exceed \$80,000 from the undesignated fund balance for the purchase of a new rescue truck for the Fire Department.

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

C. Consideration to adopt a new logo for the City of Kingston

A motion was made by Member Wright, second by Member Bredwell to adopt a new logo for the City of Kingston

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

D. Consideration to approve the first reading of Ordinance 24-03-12-01, an ordinance revising the comprehensive codification and revision of the 2023 personnel rules and regulations of the City of Kingston.

A motion was made by Member Childs, second by Member Wright to approve the first reading of Ordinance 24-03-12-01, an ordinance revising the comprehensive codification and revision of the 2023 personnel rules and regulations of the City of Kingston.

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

E. Consideration to approve the first reading of Ordinance 24-03-12-02, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2023-2024.

A motion was made by Member Wright, second by Member Johnson to approve the first reading of Ordinance 24-03-12-02, 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. 7 Ayes.

F. Consideration to approve the first reading of Ordinance 24-03-12-03, an ordinance amending the annual budget for the City of Kingston, Tennessee water/sewer fund for fiscal year 2023-2024.

A motion was made by Member Guinn, second by Member Bredwell to approve the first reading of Ordinance 24-03-12-03, an ordinance amending the annual budget for the City of Kingston, Tennessee water/sewer fund for fiscal year 2023-2024.

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

G. Consideration to approve the first reading of Ordinance 24-03-12-04, an ordinance to abolish Ordinance 4-10-12-2, an ordinance to establish a driver safety course, and cease offering in-person driving school through the Kingston Police Department.

A motion was made by Member Childs, second by Member Wright to approve the first reading of Ordinance 24-03-12-04, an ordinance to abolish Ordinance 4-10-12-2, an ordinance to establish a driver safety course, and cease offering in-person driving school through the Kingston Police Department.

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

H. Consideration to approve a request by Jason Taylor to close West Cumberland Street from Johnson Street to Patton Ferry Road on April 27th from 1:00 pm to 6:00 pm for a car show.

A motion was made by Member Guinn, second by Member Bredwell to approve a request by Jason Taylor to close West Cumberland Street from Johnson Street to Patton Ferry Road on April 27th from 1:00 pm to 6:00 pm for a car show.

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

I. Consideration to accept the resignation of Councilmember Randy Childs.

A motion was made by Member Wright, second by Member Johnson to accept the resignation of Councilmember Randy Childs.

Roll call vote

Council Member Bredwell – Yes
Vice-Mayor Brown – Yes
Council Member Childs – Abstain
Council Member Guinn – Yes

Council Member Johnson – Yes
Council Member Wright – Yes
Mayor Neal – Yes

Motion passed with 6 Ayes with Council Member Childs Abstaining

Mayor Neal adjourned the meeting at 6:23 pm

APPROVED _____

Tim Neal, Mayor

ATTEST:

City Clerk

PUBLIC NOTICE TO:
RESIDENTS OF KINGSTON

The City of Kingston is seeking letters of interest from those wishing to fill the unexpired term created by the resignation of Council Member Randy Childs.

Per Article IV of the City Charter, any citizen who has resided in the City of Kingston for a minimum of one (1) year, is a registered voter, and is at least eighteen (18) years of age shall be eligible.

Those interested may submit a letter of interest, along with a resume, to City Manager David L. Bolling via email at Humanresources@kingstontn.gov no later than 4p.m. on March 29, 2024

Applicants will have the opportunity to speak at the beginning of the April 9, 2024 City Council Meeting and the vacancy will be filled that same evening.

Kelly Jackson

From: Levi Lankford <lvlank34@gmail.com>
Sent: Friday, March 15, 2024 3:40 PM
To: Human Resources
Subject: City Council Vacancy
Attachments: Albert_Lankford_Resume 2.pdf

****EXTERNAL ****

Mr. Bolling,


I'm writing in regards to the upcoming empty council seat in conjunction with the resignation of Mr. Childs'. I would like to throw my name in the hat please Sir. I have attached my most recent resume. Thank you for your time and consideration.

Thanks In Advance,
Albert L Lankford


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

Albert Lankford

Material Management Clerk

 (865) 466-2558

 mlank34@gmail.com

 Kingston, TN 37763

CAREER OBJECTIVE

Hardworking professional with experience in warehouse and freight shipping. Possesses vast knowledge of transportation regulations, customs clearance and shipping procedures. Proven ability to build strong relationships with customers, vendors and carriers.

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

EXPERIENCE

MATERIAL MANAGEMENT CLERK, Kingston, Tennessee

CNS Y-12, October 2019–Present

- Tracked shipments using various methods such as bar coding systems and RFID scanners.
- Examined shipment contents and compared with manifests, invoices, and orders to verify accuracy.
- Contacted carrier representatives to make arrangements for shipping and delivery of materials.
- Unloaded trucks using forklifts or pallet jacks when necessary.
- Corresponded with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Monitored warehouse activities to ensure proper storage conditions were maintained.
- Recorded shipment data for reporting, accounting, and recordkeeping purposes.
- Assisted in training new team members on proper procedures related to shipping and receiving.
- Inspected incoming shipments for accuracy against purchase orders.
- Delivered and route materials to departments used handtruck, conveyor, and sorting bins.
- Processed paperwork associated with receiving and shipping operations.

DELIVERY DRIVER, Harriman, Tennessee

Domino's Pizza, February 2019–October 2019

- Utilized relevant map programs and GPS systems to navigate routes.
- Adhered to delivery schedules and deadlines.
- Checked delivery addresses and verified correct package delivery.
- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Managed delivery pickups in-store using handheld device.
- Maintained set routes and schedules to meet customer expectations.
- Drove positive customer experience by building relationships and providing solutions to customer needs.
- Confirmed all packages were properly labeled.

- Observed and adhered to traffic laws and safety procedures, preserving accident-free driving record.
- Maintained assigned truck in neat and clean condition, optimizing operations.
- Considered traffic congestion and weather conditions to determine best routes.
- Obeyed traffic laws and followed established traffic and transportation procedures.
- Prepared and made deliveries to customer accounts on assigned routes using company vehicles.
- Drove company vehicle on assigned routes to make deliveries to customers.
- Inspected vehicle frequently to check fluid levels and tire pressure.

DRIVER, Kingston, Tennessee

Waste Connections Inc, September 2017–January 2019

- Maintained vehicle logs, records of cargo, and billing statements in accordance with regulations.
- Presented bills and receipts and collected payments for goods delivered or loaded.
- Adhered to all federal, state, and local regulations regarding vehicle operation while on the job.
- Read maps and followed written and verbal geographic directions.
- Inspected and maintained vehicle supplies, parts, and fluid levels.
- Reported delays, accidents, or other traffic, and transportation situations to bases or other vehicles using telephones or mobile two-way radios.
- Reported mechanical problems encountered with vehicles.
- Used and maintained tools or equipment found on commercial vehicles.
- Obeyed traffic laws and followed established traffic and transportation procedures.

CLASS B CDL TRUCK DRIVER, Kingston, Tennessee

Lowe's , July 2016–August 2017

- Obeyed traffic laws and followed established traffic and transportation procedures.
- Accurately estimated arrival times based upon traffic conditions, weather conditions, or other unexpected delays encountered along the way.
- Coordinated with other drivers on routes when multiple deliveries were needed at one location.
- Used and maintained tools or equipment found on commercial vehicles.
- Maintained vehicle logs, records of cargo, and billing statements in accordance with regulations.
- Reported mechanical problems encountered with vehicles.
- Adhered to all federal, state, and local regulations regarding vehicle operation while on the job.
- Verified contents of inventory loads against shipping papers.
- Delivered products to various locations throughout the city with accuracy and efficiency while adhering to all safety regulations.
- Unloaded trucks, vans, and automobiles.
- Read maps and followed written and verbal geographic directions.
- Loaded and unloaded cargo from the truck bed as well as secured the load properly for safe transport.
- Inspected and maintained vehicle supplies, parts, and fluid levels.
- Turned in receipts and money received from deliveries.
- Reported delays, accidents, or other traffic, and transportation situations to bases or other vehicles using telephones or mobile two-way radios.
- Utilized GPS systems efficiently when navigating through unfamiliar areas in order to deliver packages on schedule.

CLASS B CDL TRUCK DRIVER, Kingston, Tennessee

Waste Connections Inc

- Utilized GPS systems efficiently when navigating through unfamiliar areas in order to deliver packages on schedule.
- Read maps and followed written and verbal geographic directions.
- Reported mechanical problems encountered with vehicles.
- Used and maintained tools or equipment found on commercial vehicles.
- Inspected and maintained vehicle supplies, parts, and fluid levels.
- Adhered to all federal, state, and local regulations regarding vehicle operation while on the job.
- Obeyed traffic laws and followed established traffic and transportation procedures.
- Reported delays, accidents, or other traffic, and transportation situations to bases or other vehicles using telephones or mobile two-way radios.
- Maintained vehicle logs, records of cargo, and billing statements in accordance with regulations.

EDUCATION

HISTORY, Harriman, TENNESSEE

Roane State Community College , May 1997

HIGH SCHOOL DIPLOMA, Kingston , TENNESSEE

Roane County High School , May 1996

SKILLS

Precious Metals

Material Handling

Recordkeeping Accuracy

Loss Minimization

Hazardous Materials

Inventory Records

Bills Of Material Management

Corrective Actions

OSHA Standards

Safety Procedures

Storage And Supply Management

Environmental Impact Control

Bill Of Material (BOM)

CERTIFICATIONS

- CDL Class B
- Forklift
- HazMat

REFERENCES

JAMEY DAVIS Kingston Barber Shop
Barber Friend

☎ (865) 599-5355

✉ lvlank34@gmail.com

STEVEN DUKES Kingston City Police
Police Sergeant Friend

☎ (706) 495-9341

✉ lvlank34@gmail.com

Kelly Jackson

From: Phillip martin <malmasmav@yahoo.com>
Sent: Wednesday, March 20, 2024 2:22 PM
To: Human Resources
Subject: Letter and Resume to David Boiling for City Council Seat
Attachments: Phillip Resume.docx

****EXTERNAL ****

David,

Attached you will find my letter of interest and resume for consideration to the open City Council seat.

If you have any questions feel free to call me. 865-235-2480.

Thank you for your consideration.

Dr. Phillip Martin

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

David,

I am interested in being considered for the open City Council seat. As you know I have served Kingston City in various forms over the last 13 years. Whether it is coaching one of the many KOC sports teams, middle school sports teams, volunteering as a chaplain for the Kingston City Police Department, drug court coordinator for Roane County Courthouse, or pastoring a local church, like you, my heart is committed to serving our community. I would consider it an honor to now serve you, our city Mayor, and our community in this capacity.

Thank you for considering me for the City Council seat,

Dr. Phillip Martin

Phillip Martin

865-235-2480 malmasmav@yahoo.com 123 Bradford Village Way, Kingston TN, 37763

Profile

I am the senior Pastor of The Grove Church in Kingston Tennessee. I have over 27 years of ministry and community service experience. I have started, founded, and collaborated to launch multiple non-profit organizations. I provide counseling and coaching for those battling addictions, divorce, and mental health issues.

Experience

SENIOR PASTOR, THE GROVE CHURCH, KINGSTON TENNESSEE — 2010-PRESENT

As senior Pastor we have grown from an attendance of 40 each Sunday to over 800 weekly. Currently leading a multi-million-dollar expansion of the church facilities in order to provide greater resources to the community.

VOLUNTEER CHAPLAIN KINGSTON CITY POLICE, ROANE COUNTY TENNESSEE — 2023 - PRESENT

As a chaplain to the Police Department, I provide services for those who are experiencing life crisis. These services are provided to the police officers, their families, and the community at large.

FORMER DRUG COURT COORDINATOR, ROANE COUNTY TENNESSEE — 2018-2020

As the Drug Court Coordinator, I worked with the District Attorney's office, public defender's office, the Judge, and treatment providers to help people facing addiction find the treatment and resources they need to recover from addiction.

FOUNDING MEMBER ALIGN9 NON-PROFIT, ROANE COUNTY TENNESSEE - 2016-2020

Align9 exist to connect resources for those in need in the 9th judicial district of Tennessee. We are a non-profit that collaborates with Government Agencies, Non-Government Agencies, And Faith Based organizations to provide these services in Loudon, Morgan, Meigs, and Roane County Tennessee.

Education

Carson - Newman University, Jefferson City, TN — Bachelor of Arts, Religion, 2002

The Southern Baptist Theological Seminary, Louisville, KY - Master of Divinity, 2008

Liberty University, Lynchburg, VA – Doctorate in Ministry; Pastoral Counseling, 2023

Currently pursuing Licensed Alcohol and Drug Counselor Certificate

Hobbies and other Interests

I love to read and play golf. I have coached middle school baseball and football for Roane County and Lenoir City schools. Very invested in my community and trying to help people find their passions and go for their dreams.

REFERENCES UPON REQUEST.

423-596-4033

Mdgreenwell69@gmail.com

1105 Lakeshore Drive

Kingston, TN 37763

MICHAEL D. GREENWELL

CITY OF KINGSTON

3/25/2023

Mayor Tim Neal

Lyndsay Collins

Kingston City Council

Kingston, TN 37763

DEAR MAYOR NEAL AND KINGSTON CITY COUNCIL

With this letter, I am formally indicating my interest in being appointed to City Council to fill the unexpired term created by the resignation of Council Member Randy Childs.

As a Roane County native and resident of Kingston, the opportunity for this position ignites a spark of excitement in me. In my resume, attached with this letter of interest, you will find that I not only have the qualifications to succeed in this position, but that my heart is deeply embedded in this community, its growth, and its well-being. I hope to assist in furthering the growth and betterment of the City of Kingston and its residents. I simply ask for you to consider me for this position.

I have lived in Roane County for much of my life and in Kingston for nearly a decade. I can't imagine living anywhere else. My grandfather, Gene Burney, was president of the Chamber of Commerce and was a speaker for the Chamber of Commerce at the RSCC groundbreaking ceremony. Thanks to past members like him, my wife and I are now RSCC alumni. Now, as I am raising my son here in Kingston, the calling continues, and I hope to follow through with this calling by serving on the Kingston City Council and helping our small town thrive while leaving it better for our future generations.

As you know, I have been engaged in and with the city government. I currently serve as the chairman of the Kingston Board of Parks and Recreation, play an active role in Kingston youth sports, and am an active member of the Grove Baptist Church. My desire to serve the people of Kingston on the City Council comes from my love of this place and the deep connection I feel to people I have gotten to know in many different spheres: the members of my faith community, some local business owners, the parents of other children in the school system, and of course, my neighbors, close friends, and family. It seems high time for me to step up and play a more active and direct

role. I am a creative, collaborative, analytical person and bring a wide range of experience to a task. I believe that I have the background and skills that would be appropriate for a council seat and hope that I will have the opportunity to put those skills to use to strengthen our community.

Sincerely,

Michael Greenwell

MICHAEL D. GREENWELL

P 423-596-4033

E Mdgreenwell69@gmail.com

A 1105 Lakeshore Drive
Kingston, TN 37763

OBJECTIVE

To provide positive leadership for the City of Kingston as a Kingston City Council member. The objective will be attained using well-rounded, relevant skills and experiences, as well as drive/heart for the community and the betterment of its future.

EXPERIENCE

January 2007 - Current

Store Manager, Hobby Lobby

11040 Parkside Drive

Knoxville, TN 37934

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

Key Relevant Experience

- Hiring, Training, Managing, Motivating, and Leading Staff
- Planning and Organizing Workloads
- Deductible Reasoning
- Creating, Implementing, and Maintaining Budgets
- Development and Evaluation of Timely and Effective Strategies
- Problem-Solving and Analyzing
- Ability to Oversee a Team of Managers
- Maintaining Positive Public Relations in the Community in Which I Operate
- Profound Knowledge of Bookkeeping and Computer Applications
- Coordinating and Directing District and Regional Meetings and Events
- Multitasking and Self-Motivation
- Firsthand Work with Advertisement and Promotion

EDUCATION

Roane State Community College
Harriman, TN

KEY SKILLS

- PROJECT MANAGEMENT
- BUDGETING
- PLANNING
- EVENT COORDINATION
- YOUTH SPORTS
- COMMISSIONING/PLANNING
- COMMUNITY-ORIENTED
- COMMUNITY DEVELOPMENT
- CITIZEN ENGAGEMENT

August 1994-September 2006

Walmart, Store Manager, and TLE District Manager

COMMUNICATION

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

DATA MANAGEMENT/OFFICE ORGANIZATION SKILLS

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

MANAGEMENT SKILLS

- Able to Lead Others in High Demand Situations
- Group Facilitating
- Multi-Unit Management
- Planning, Budgeting, Goal Setting, and Scheduling
- Proven Leadership and Organizational Abilities
- Ability to Grasp New Ideas and Integrate them into Desired Results
- Able to Coordinate Several Tasks Simultaneously
- Able to Manage Challenges, with a Proven History of Increased Productivity
- Commended for Reliability and Trustworthiness
- Committed to Implementing Quality Improvement Techniques
- Coordinating and Scheduling Activities and Events
- Deciding Alternatives, Resources, and Promotion Material
- Excellent Common Sense, Judgment, and Decision-Making Abilities
- Observing Physical Phenomena, Human Behavior, or Changing Situations
- Proven Ability to Maintain Cost-Effective Operations
- Proven History of Improving Operations and Increasing Profitability
- People Oriented; Enjoys Working Directly with the General Public

LEADERSHIP

- Event, People, and Business Management
- Community Development
- Collaboration
- Decision Making
- Problem-Solving
- Communication
- Project Management
- Citizen Engagement

REFERENCES

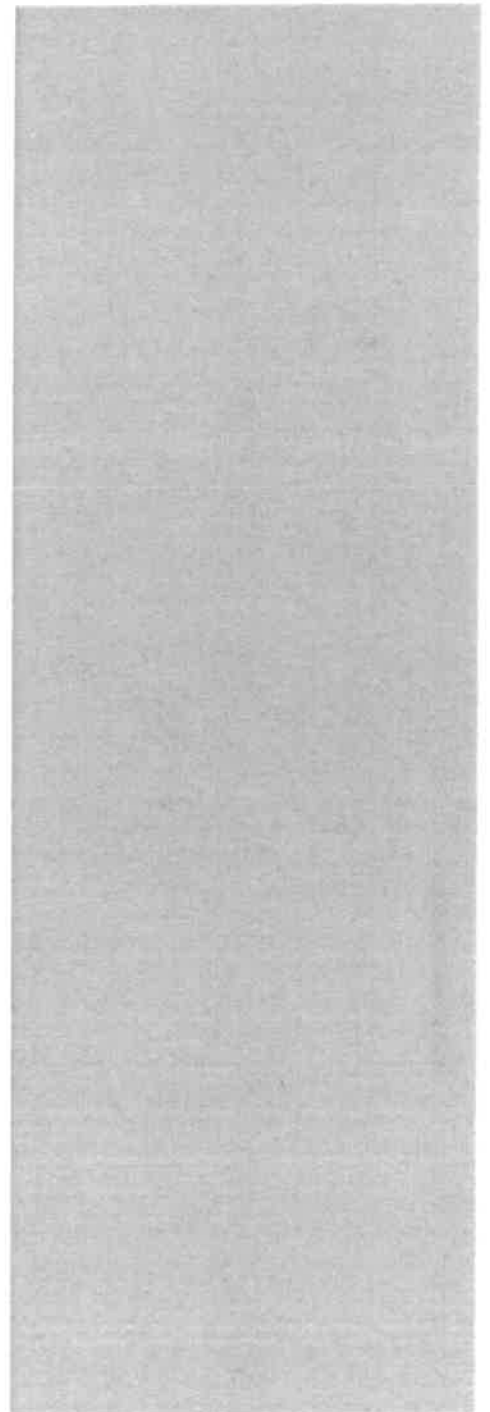
Kevin Hamilton
Water Department Director
Kingston, TN 37763
865-603-6373

Nancy Hamilton
School Board Member
Kingston, TN
615-406-1325

J.R. Best
Kingston Parks and Rec Department Director
Kingston, TN
865-776-7522

Gary Human
Kingston, TN
865-604-5242

Edmond Miles
District 225 Manager Hobby Lobby
Sevierville, TN
405-212-6617



ORDINANCE 24-03-12-01

AN ORDINANCE REVISING THE COMPREHENSIVE CODIFICATION AND REVISION OF THE 2023 PERSONNEL RULES AND REGULATIONS OF THE CITY OF KINGSTON.

WHEREAS, the City Council of the City of Kingston has heretofore adopted a personnel system pursuant to Article 6, Section 6.02 of the Kingston City Charter; and,

WHEREAS, the Personnel Rules and Regulations of the City of Kingston need revision; and,

WHEREAS, the City Council of the City of Kingston deems it to be in the best interest of the City to revise the Personnel Rules and Regulations.

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

Section 1. That the section of the 2023 City of Kingston Personnel Policy dealing with Workers Compensation is hereby deleted and the following is adopted in the place.

Section 8-Safety

9. Workers Compensation

An employee of the City who suffers injury or illness as a result of a work-related accident or condition shall receive compensation during the period of illness or injury by the State Compensation Fund in accordance with the Tennessee Workers' Compensation Act. Workers' Compensation pays an employee 66.67% of their weekly salary once the employee has been disabled for seven (7) days. Compensation will be made as of the eighth day of disability due to an occupational injury. If the employee is disabled for seven (7) days or more, workers' compensation will pay the employee retroactively from the first full day of absence from work up to the return date. Employees receiving workers' compensation payments may supplement their pay with accrued leave while receiving temporary disability insurance payments through worker compensation insurance.

Employees shall report any injury or illness incurred in the course of their employment, however minor, to their supervisor or Department Head. Failure to make such a report may disqualify the employee from receiving workers' compensation benefits and receiving any injury leave.

The employment of an injured employee, who is unable to return after a period of (3) three months, may be reassessed by the City Manager, at which time a determination regarding his/her employment status will be made.

Section 2. This ordinance shall take effect upon passage. Any ordinance in conflict with this ordinance is hereby repealed.

Mayor

ATTEST:

City Clerk

Passed First Reading: March 12, 2024

Passed Second Reading: _____

ORDINANCE NO. 23-03-12-02

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF KINGSTON, TENNESSEE FOR FISCAL YEAR 2023-2024

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;

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 for Reimbursing Grants and Programs, Donations to Park and Recreation, Expenditures being appropriated by Sales of old Surplus items for Public Works and Parks and Recreation, and items being appropriated by Fund Balance and American Rescue Plan Act Grant:

General Fund:

Fund Balance:

110-27100	Fund Balance	\$310,358.02
110-26450	Assigned Fund Balance Bucket Truck	\$101,790.00

Revenues:

110-38000	Donation	\$6,020.00
110-36539	Public Works Surplus	\$10,522.00
110-33193	ARPA Revenue	\$3,655.33
110-33479	TCAD State Grant	\$8,000.00
110-33430	Library Tech Grant	\$1,156.00
110-36430	Sale of Surplus P&R	\$7,980.67
110-36350	Insurance Recoveries	\$5,000.00

Expenditures:

110-44400-265	P&R Maintenance	\$1,500.00
110-42100-350	P&R Flag Football funds	\$4,520.00
110-52130-941	ARPA Police Car Equipment	\$1,155.33
110-52130-250	ARPA Professional Services	\$2,500.00
110-44400-325	P & R Recreation Supplies	\$8,000.00
110-43190-471	STP Paving Project	\$398.72
110-43750-933	I 40 Lighting Project	\$116,709.98
110-44400-266	Building Maintenance	\$55,980.67
110-43100-940	Public Works Capital	\$10,522.00
110-44800-255	Library Date Processing	\$1,156.00
110-43750-925	Fire Hall Roof	\$5,509.32
110-43750-946	Ladd Park Project	\$15,500.00
110-43750-942	Fire Vehicles/Equipment	\$80,000.00
110-42100-940	Police Capital	\$5,000.00
110-43750-922	Capital Improvements Bucket Truck	\$146,030.00

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 March 12, 2024

Passed 2nd Reading _____

ORDINANCE NO. 24-03-12-03
AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF KINGSTON, TN
WATER/SEWER FUND FOR FISCAL YEAR 2023-2024

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, Appropriations are being made to cover project management for Water department ARPA projects.

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 for the ARPA TDEC project:

Water/Sewer Fund:

Revenues:

413-33194	TDEC Reimbursement Grant	\$23,249.52
413-33193	ARPA Revenue	\$77,577.59

Expenditures:

413-52330-250	TDEC Funding	\$23,249.52
413-52130-250	ARPA Professional Services	\$77,577.59

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

March 12, 2024

Passed 2nd Reading _____

ORDINANCE: 24-03-12-04

AN ORDINANCE TO REPEAL ORDINANCE 4-10-12-2 AND TO ABOLISH THE DRIVER SAFETY COURSE PROVIDED BY THE CITY OF KINGSTON

WHEREAS, the City Council of the City of Kingston established the driver safety course offered by the City of Kingston by Ordinance 4-10-12-2 in 2004; and,

WHEREAS, over time, the existence of online classes is readily available and more convenient to attend and achieve the requirements from the courts; and,

WHEREAS, the City Council of the City of Kingston believes that it would be in the best interest of the City of Kingston to abolish this program offered by the City of Kingston.

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

Section 1. The enabling ordinance 4-10-12-2 establishing a Driver Safety Course 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: March 12, 2024

Passed on second reading: _____

Mayor

City Clerk

ORDINANCE 24-04-09-01

AN ORDINANCE TO AMEND TITLE 3, CHAPTER 2, SECTION 3-204 TO ESTABLISH REASONABLE COURT COSTS.

WHEREAS, Tennessee Code Annotated 16-18-304 allows cities to set and collect reasonable municipal court costs; and,

WHEREAS, the City of Kingston has determined that it is in the best interest of the City to amend Title 3, Chapter 2, Section 3-204 regarding court costs and set a revised court cost amount;

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

Section 1. Title 3, Chapter 2, Section 3-204 of the City of Kingston Municipal Code is amended by deleting the current language in its entirety and substituting instead the following:

3-204 Court Costs.

- (1) All fines, penalties and costs shall be imposed and recorded by the municipal court clerk on a municipal docket in open court.
- (2) In cases wherein the defendant admits guilt and waives the opportunity to appear in open court and in cases heard and determined by the municipal judge, the judge shall tax as court costs the amount of one hundred fifty dollars (\$150.00) per case, plus any litigation tax authorized by the laws of the State of Tennessee as well as the cost of any capias issued in the case.

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

Passed on first reading: _____, 2024

Passed on second reading: _____, 2024

Public hearing held: _____, 2024

Mayor

ATTEST:

City Clerk



KINGSTON BEER BOARD
Regular Meeting
Tuesday, April 9, 2024

A G E N D A

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

REGULAR MEETING – KINGSTON BEER BOARD
TUESDAY, MARCH 12, 2024
KINGSTON CITY HALL

The Regular Meeting of the Kingston Beer Board was held on Tuesday, March 12, 2024. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Philip Bredwell, Vice-Mayor Tony Brown, Member Randy Childs, Member Tommy Guinn, Member Lucy Johnson, Member Stephanie Wright, and Chairman Tim Neal.

PREVIOUS MINUTES

A motion made by Member Bredwell, second by Member Childs to waive the reading and approve as written the minutes of the regular meeting on February 13, 2024.

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

Citizens Comments: None

New Business: NONE

Chairman Neal adjourned the meeting at 6:24 pm

APPROVED _____

Timothy Neal, Chairman

ATTEST:

City Clerk



**KINGSTON WATER BOARD
Regular Meeting
Tuesday, April 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. None

REGULAR MEETING – KINGSTON WATER BOARD
TUESDAY, MARCH 12, 2024
KINGSTON CITY HALL

The Regular Meeting of the Kingston Water Board was held on Tuesday, March 12, 2024. 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 Tommy Guinn, Member Lucy Johnson, Member Stephanie Wright, and Chairman Tim Neal.

PREVIOUS MINUTES

A motion made by Member Guinn, second by Member Johnson to waive the reading and approve the minutes as written the minutes of the regular meeting on February 13, 2024.

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

Citizen Comments –NONE

UTILITY DIRECTOR’S REPORT

- Director Kevin Hamilton advised that they along with Public Works began patching today

CITY MANAGER’S REPORT

- Reported that some were concerned with last month’s line loss being reported at 31% but was happy to report that those numbers are back to normal at 14%.

New Business: NONE

Chairman Neal adjourned the meeting. 6:27 pm

APPROVED _____

Timothy Neal, Chairman

ATTEST:

City Clerk