

Minutes of the Regular Business Meeting of the  
Board of Mayor and Aldermen of the City of Kingsport, Tennessee  
Tuesday, March 24, 2020, 7:00 PM  
Large Court Room – City Hall

PRESENT: Board of Mayor and Aldermen  
Mayor Patrick W. Shull, Presiding  
Vice-Mayor Colette George (via zoom call)  
Alderman Jennifer Adler (via zoom call)  
Alderman Betsy Cooper (via zoom call)  
Alderman Darrell Duncan (via zoom call)  
Alderman Tommy Olterman  
Alderman James Phillips (via zoom call)

City Administration  
Chris McCartt, City Manager  
J Michael Billingsley, City Attorney  
Lisa Winkle, Deputy City Recorder/Treasurer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor Pat Shull.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Alderman Olterman
- II.B. **INVOCATION:** Mayor Shull
- III. **ROLL CALL:** By Deputy City Recorder Winkle. All Present.

**Mayor Shull made a declaration that a determination was made by the board that meeting electronically and prohibiting the physical presence of the public at the meeting is necessary to protect public health, safety, and welfare of all concerned in light of the COVID-19 virus and Executive Order 16 issued by Governor Lee. All votes will be taken by roll call. Each Alderman verbally affirmed this declaration.**

**IV.A. RECOGNITIONS AND PRESENTATIONS.** None.

At this time, Director Gary Mayes and Dr. Stephen May with the Sullivan County Regional Health Department provided an update to the board on the current local situation regarding the COVID-19 virus and also answered questions from each board member. Dr. May encouraged citizens to continue to be vigilant with hand washing and observing social distancing to help stop the spread of the virus and flatten the curve.

**IV.B. APPOINTMENTS/REAPPOINTMENTS.**

1. **Reappointments to the Tree Advisory Board (AF: 67-2020) (Mayor Shull).**

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Motion/Second: Olterman/Duncan, to approve:

REAPPOINTMENTS OF TIM MARTIN, DENISE ISAACS, DAN WERNICK AND DAVE WILLIAMS TO SERVE A SECOND TWO-YEAR TERM ON THE **TREE ADVISORY BOARD** EFFECTIVE JULY 31, 2020 AND EXPIRING ON JULY 31, 2022.

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**2. Reappointment to the Kingsport Housing and Redevelopment Authority (AF: 69-2020) (Mayor Shull).**

Motion/Second: Adler/Cooper, to approve:

REAPPOINTMENT OF MS. LINDA CALVERT TO SERVE A FIVE-YEAR TERM ON THE **KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY** EFFECTIVE IMMEDIATELY AND EXPIRING ON FEBRUARY 28, 2025.

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**V. APPROVAL OF MINUTES.**

Motion/Second: George/Phillips, to approve minutes for the following meetings:

- A. March 2, 2020 Regular Work Session
- B. March 3, 2020 Regular Business Meeting
- C. March 10, 2020 Joint Work Session

Approved in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**VI. COMMUNITY INTEREST ITEMS.**

- A. **PUBLIC HEARINGS.** None.

**PUBLIC COMMENT.** NONE

- B. **BUSINESS MATTERS REQUIRING FIRST READING.**

**1. Budget Adjustment for Water and Sewer Project Funds in FY20 (AF: 41-2020) (Chris McCartt).**

Motion/Second: George/Duncan, to pass:

AN ORDINANCE TO AMEND WATER PROJECT FUND AND THE SEWER PROJECT FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2020; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

**C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.**

**1. Budget Adjustment for Various Project Funds in FY20 (AF: 56-2020) (Chris McCartt).**

Motion/Second: Adler/Olterman, to pass:

**ORDINANCE NO. 6853**, AN ORDINANCE TO AMEND GENERAL PROJECT-SPECIAL REVENUE FUND AND WATER PROJECT FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2020; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**D. OTHER BUSINESS.**

**1. Agreement with CSX Transportation (CSXT) for Main Street Redevelopment Project (AF: 58-2020) (Ryan McReynolds).**

Motion/Second: Phillips/George, to pass:

**Resolution No. 2020-144**, A RESOLUTION APPROVING A PRELIMINARY ENGINEERING AGREEMENT WITH CSX TRANSPORTATION, INC. AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**2. Authorize Utilizing State Contract for Purchasing Mobile Services & Devices from Verizon Wireless (AF: 72-2020) (David Quillin).**

Motion/Second: Cooper/Duncan, to pass:

**Resolution No. 2020-145**, A RESOLUTION TO PURCHASE THE MOBILE SERVICES AND DEVICES FROM VERIZON WIRELESS, UTILIZING THE STATE OF TENNESSEE CONTRACT# 32110-32711 AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**3. Bid Award for Purchase of One (1) Track Excavator 10K (AF: 68-2020) (Ryan McReynolds, Steve Hightower).**

Motion/Second: George/Cooper, to pass:

**Resolution No. 2020-146**, A RESOLUTION AWARDDING THE BID FOR PURCHASE OF ONE TRACK EXCAVATOR 10K TO KUBOTA OF KINGSFORT AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**4. Amendment to Permanent Easement Agreement with Kingsport Hotel, LLC (AF: 78-2020) (Chris McCartt).**

Motion/Second: Adler/Duncan, to pass:

**Resolution No. 2020-147**, A RESOLUTION APPROVING AN AMENDMENT TO THE PERMANENT EASEMENT AGREEMENT WITH KINGSFORT HOTEL, LLC AND AUTHORIZING THE MAYOR TO EXECUTE THE SAME AND ALL DOCUMENT NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT TO THE AGREEMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**5. Purchase Additional School Bus from Mid-South Bus Center Based on Bids Previously Awarded by Board of Mayor and Aldermen (AF: 73-2020) (Steve Hightower).**

Motion/Second: Olterman/George, to pass:

**Resolution No. 2020-148**, A RESOLUTION FOR THE PURCHASE OF ONE ADDITIONAL SCHOOL BUS FROM MID-SOUTH BUS CENTER, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**6. Bid Award for Purchase of One (1) Track Equipped Skid Steer Loader (AF: 77-2020) (Ryan McReynolds, Steve Hightower).**

Motion/Second: Cooper/Phillips, to pass:

**Resolution No. 2020-149**, A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF ONE TRACK EQUIPPED SKID STEER LOADER FROM KUBOTA OF KINGSFORT AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**VII. CONSENT AGENDA. *(These items are considered under one motion.)***

Motion/Second: George/Olterman, to adopt:

**1. Law Enforcement Agency Highway Safety Grant from Tennessee Highway Safety Office (THSO) (AF: 65-2020) (David Quillin).**

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Pass:

**Resolution No. 2020-150**, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A HIGHWAY SAFETY GRANT FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**2. Approve Issuance of Certificate of Compliance for Business to Sell Retail Alcoholic Beverages (AF: 79-2020) (Sid Cox).**

Pass:

APPROVE THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE TO DISCOUNT PACKAGE STORE TO SELL RETAIL ALCOHOLIC BEVERAGES

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**3. Tennessee Highway Safety Office (THSO) Coordinator Grant for Participation in their Law Enforcement Liaison (LEL) Program (AF: 71-2020) (David Quillin).**

Pass:

**Resolution No. 2020-151**, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A LAW ENFORCEMENT LIAISON PROGRAM GRANT FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**4. Amended Inter-Local Agreement between KECD and City of Kingsport (AF: 40-2020) (David Quillin).**

Pass:

**Resolution No. 2020-152**, A RESOLUTION APPROVING THE SECOND AMENDED AGREEMENT TO THE INTERLOCAL AGREEMENT WITH THE EMERGENCY COMMUNICATIONS DISTRICT OF THE CITY OF KINGSPORT, TENNESSEE; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**5. Renew Bid Award for School Crossing Guard Services (AF: 75-2020) (David Quillin).**

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Pass:

**Resolution No. 2020-153**, A RESOLUTION AMENDING THE AGREEMENT FOR SCHOOL CROSSING GUARDS WITH CROSS SAFE AND AUTHORIZING THE MAYOR TO SIGN THE AMENDMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT  
Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**6. Contract Amendment with the Tennessee Department of Transportation on Behalf of the Kingsport MTPO for Federal Planning Fund Modifications (AF: 62-2020) (Bill Albright).**

Pass:

**Resolution No. 2020-154**, A RESOLUTION APPROVING AN AMENDMENT TO GRANT CONTRACT Z19MPO007 WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE CONTRACT  
Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**7. Renew Bid Award for Purchase of Copier Paper (AF: 76-2020) (Chris McCartt).**

Pass:

**Resolution No. 2020-155**, A RESOLUTION AUTHORIZING THE RENEWAL OF THE AWARD OF BID FOR THE PURCHASE OF COPIER PAPER FOR USE BY THE CITY AND KINGSPORT CITY SCHOOLS WITH AMERICAN PAPER AND TWINE COMPANY AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME  
Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**8. Approve Application and Contract with Virginia Department of Rail and Public Transportation for Federal Transit Administration Section 5303 Planning Funds (AF: 63-2020) (Leslie Phillips).**

Pass:

**Resolution No. 2020-156**, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE ELECTRONIC APPLICATION AND CONTRACT BETWEEN THE CITY OF KINGSPORT AND THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO RECEIVE FEDERAL HIGHWAY ADMINISTRATION PLANNING FUNDS FOR USE BY THE KINGSPORT AREA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE FISCAL YEAR 2021; AUTHORIZING THE MAYOR TO

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

EXECUTE THE FTA FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES, AND ANY OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE LETTER OF AUTHORIZATION

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**9. Agreement with Cintas for Uniform Rental Services for School Maintenance Department Utilizing Omnia Partners Cooperative (AF: 74-2020) (David Frye).**

Pass:

**Resolution No. 2020-157, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR UNIFORM RENTAL SERVICES FOR THE KINGSPORT SCHOOLS MAINTENANCE DEPARTMENT THROUGH THE OMNIA PARTNERS COOPERATIVE**

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**VIII. COMMUNICATIONS.**

- A. CITY MANAGER.** Mr. McCartt stated the safety of the citizens and the employees was the number one priority, noting essential services would still be in place and provided details on what services would be changing. He pointed out there be more information in the paper tomorrow on staying healthy and encouraged everyone to support local businesses. Lastly he thanked the BMA for their support as well as the city employees, noting the Kingsport spirit has been evident.
- B. MAYOR AND BOARD MEMBERS.** Alderman Duncan thanked the Mayor, pointing out the many inconveniences and demonstrating patience. He also expressed his appreciation for staff, the city manager and the leadership team. He recognized first responders as well as their families and encouraged everyone to support local businesses. Alderman Cooper commented on things often taken for granted that are more meaningful in times like these. Alderman Adler mentioned she was glad the board was able to communicate in this method. She stated the information at the beginning was sobering, commented on local child care services and thanked Mr. McCartt for his leadership. Alderman Phillips noted this was a fun way to meet and echoed all the previous comments commending city staff, supporting local businesses and continuing to social distance. He mentioned Meals on Wheels is in need of drivers and thanked Mr. McCartt, noting he has had a very notable first year as a city manager. Alderman Olterman promoted the Marsh blood drive and also thanked the city staff. He also commented on a recent broadcast from Steve Smith at Food City. Vice Mayor George mentioned there were older citizens and children in the community that needed to stay in and encouraged people

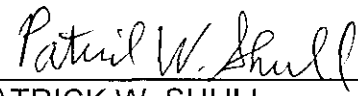
**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen  
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

to check on them and see if they needed anything. She also noted nursing homes and hospitals were not accepting visitors and isolated patients would appreciate receiving cards. Lastly she commended folks who had children at home. Mayor Shull thanked the police officers who did not have the luxury of social distancing. He asked citizens to support local businesses and noted the Chamber website was a resource. He stated the BMA was always available to citizens by phone and email. The mayor mentioned there would be a press conference tomorrow with the Sullivan County Health Department. In conclusion, Mayor Shull stated Tennessee is resilient and will get through this.

**C. VISITORS.** None.

**IX. ADJOURN.** Seeing no other business for consideration at this meeting, Mayor Shull adjourned the meeting at 8:17 p.m.

  
ANGELA MAYHEW  
Deputy City Recorder

  
PATRICK W. SHULL  
Mayor

