

AGENDA
JACKSON CITY COUNCIL MEETING
NOVEMBER 3, 2020 – 9:00 A.M.
GEORGE A. SMITH MEETING ROOM

I. CALL TO ORDER.

II. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG.

Councilmember Marda Wallace

III. ROLL CALL

IV. APPROVAL OF MINUTES OF THE OCTOBER 6, 2020 CITY COUNCIL MEETING AND THE OCTOBER 13, 2020 SPECIAL CALLED MEETING.

V. PROCLAMATIONS/RECOGNITIONS

VI. INVITATION FOR PUBLIC COMMENT

VII. FIRST READING

1. Consideration of an Ordinance to rezone property located at #420 Cheyenne Drive from SC-1 (Planned Commercial) District to RG-2 (General Residential) District, comprising 1.65 acres, more or less.
2. Consideration of Proposed Budget Amendments:
 - \$2,515.00 Jackson Police Department Bullet Proof Vest Grant
 - \$19,127.00 Boyd Foundation Dog Park Grant
 - \$25,000.00 City Start Grant

VIII. SECOND READING

1. Consideration of an Ordinance to close and abandon a portion of Lamar Circle

2. Consideration of an Ordinance to close and abandon a portion of Rock-a-Billy alley on North Church St., located in downtown Jackson
3. Consideration of Proposed Budget Amendments:
 - \$38,643.00 Jackson Police Department JAG Grant
 - \$100,000.00 Stormwater Operations North Parkway
 - \$33,970.00 Jackson Fire Department emergency generator

IX. NEW BUSINESS

1. Consideration of an interlocal agreement contract with Vertosoft for purchasing Open Gov Permitting, Licensing, and Code Enforcement Suite Software
2. Creation of Public Art Commission
3. Boards:
 - a. Public Art Commission: Appointment of Andrew Boks, Lauren Kirk, Blake Mascolo, Tommy Rhoads, Melinda Reid
 - b. Anti-Poverty Task Force: Appointment of Kane Reeves to replace Hope Vunk
4. Consideration of invoices over \$10,000.00

X. ADJOURN.

AGENDA
JACKSON CITY COUNCIL MEETING
OCTOBER 6, 2020 – 9:00 a.m.
GEORGE A. SMITH MEETING ROOM

Call to Order, Invocation, & Pledge and Roll Call:

The Council of the City of Jackson met in regular session on Tuesday, October 6, 2020, at 9:00 am. Mayor Scott Conger called the meeting to order and asked Councilmember Paul Taylor to lead us in the invocation and Allegiance Pledge. The Mayor then called the roll. Councilmembers Ernest Brooks II, Harvey Buchanan, David Cisco, Johnny Dodd, Russ McKelvey, Gary Pickens, Paul Taylor, and Marda Wallace were present. Ross Priddy was absent. For the City of Jackson, Mr. Bobby Arnold, Finance, Mr. Alex Reed, Mayor's Office, Mr. Stan Pilant, Planning, Ms. Susan White, Purchasing, Mr. Dusty Mays with Gresham – Smith and Mr. David Blackwood with WTRBA was present. And also present was Sandy Maxwell, recorder of the minutes. For the full details, listen to the October 6, 2020 video at <https://www.youtube.com/CityofJacksonTN731>.

Approval of Minutes:

The minutes for September 1, 2020, meeting were approved and signed.

Proclamations:

None

Invitation for Public Comment:

Mayor Scott Conger reminded the audience this is a public hearing. Anyone wishing to speak in favor of or opposition to any item on first reading, please raise your hand at the appropriate time.

First Readings:

1. **Consideration of an Ordinance to close and abandon a portion of Lamar Circle (1:30 – 3:02)**

Councilmember Cisco made a motion, seconded by Councilmember Pickens, to approve the agenda item as submitted. The Mayor asked if anyone received any communication or public comment; there was none. Upon a call for a vote, all voted aye, motion passed unanimously.

2. Consideration of an Ordinance to close and abandon a portion of Rock-a-Billy alley on North Church St., located in downtown Jackson (3:06 – 5:36)

Councilmember Wallace made a motion, seconded by Councilmember Taylor, to approve the agenda item as submitted. The Mayor asked if anyone received any communication or public comment; there was none. Upon a call for a vote, all voted aye, motion passed unanimously.

3. Consideration of an Ordinance of the City of Jackson, Tennessee, amending the FY 21 budget ordinance (5:39 – 8:35)

Councilmember Pickens made a motion, seconded by Councilmember Dodd, to approve the agenda item as submitted. The Mayor asked if anyone received any communication or public comment; there was none. Upon a call for a vote, all voted aye, motion passed unanimously.

4. Consideration of Proposed Budget Amendments:

- **\$38,643.00 Jackson Police Department JAG Grant (8:36 – 9:12)**

Councilmember Brooks made a motion, seconded by Councilmember Buchanan, to approve the agenda item as submitted. The Mayor asked if anyone received any communication or public comment; there was none. Upon a call for a vote, all voted aye, motion passed unanimously.

- **\$100,000.00 Stormwater Operations North Parkway (9:13 – 15:00)**

Councilmember Taylor made a motion, seconded by Councilmember Wallace, to approve the agenda item as submitted. The Mayor asked if anyone received any communication or public comment; there was none. Upon a call for a vote, all voted aye, motion passed unanimously.

- **\$33,970.00 Jackson Fire Department emergency generator (15:07 – 15:43)**

Councilmember Buchanan made a motion, seconded by Councilmember Dodd, to approve the agenda item as submitted. The Mayor asked if anyone received any communication or public comment; there was none. Upon a call for a vote, all voted aye, motion passed unanimously.

Second Readings:

1. Proposed Budget Amendments:

- **\$57,786.80 Jackson Police Department equipment for patrol cars (15:49 – 16:03)**

Councilmember Dodd made a motion, seconded by Councilmember Brooks, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

- **\$52,700.00 City Hall insurance recovery repairs (16:04 – 16:20)**

Councilmember Buchanan made a motion, seconded by Councilmember Brooks, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

- **\$35,500.00 Jackson Transit Authority AARP Grant (16:21 – 16:35)**

Councilmember Buchanan made a motion, seconded by Councilmember Dodd, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

New Business:

1. Consideration of approval of an Anti-Fraud Policy (16:38 – 18:06)

Councilmember Brooks made a motion, seconded by Councilmember Taylor, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

2. Consideration of a Financing Resolution: Jackson Fire Department proposed a lease-purchase agreement (18:08 – 39:55)

Councilmember Wallace made a motion, seconded by Councilmember Brooks, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

3. Consideration of approval of Sale Surplus Property (40:01 – 40:56)

Councilmember Brooks made a motion, seconded by Councilmember Taylor, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

~~4. Consideration of a Resolution on an Assignment of Option Agreement between IDB and the City of Jackson (2 – 3)~~

Item removed from the agenda

5. Boards:

- **Airport Authority Board (41:02 – 41:16)**

- **Reappointment of Bob Frankland**

Councilmember Picken made a motion, seconded by Councilmember Brooks, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

- **Budget Committee (41:17 – 41:36)**

- **Appointment of Councilmember Johnny Lee Dodd to replace Councilmember Ernest Brooks, II**

Councilmember Wallace made a motion, seconded by Councilmember Pickens, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, except Dodd, who abstained, motion passed.

6. Consideration of a report of Budget Amendments same fund \$10,000.00 or less (41:38 – 42:01)

The mayor explained that this item is for information only; no vote is required.

7. Consideration of invoices over \$10,000.00 (42:02 – 42:15)

Councilmember Buchanan made a motion, seconded by Councilmember Dodd, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

The Mayor set Tuesday, October 13, 2020, @ 9:00 am as a Special Call meeting for the second reading on the consideration of an Ordinance of the City of Jackson, Tennessee, amending the FY 21 budget ordinance. This meeting will be done through Go-To-Meeting.

X. ADJOURN (43:14).

SCOTT CONGER, MAYOR

MINUTES

JACKSON CITY COUNCIL SPECIAL CALL MEETING

OCTOBER 13, 2020 – 9:00 a.m.

GEORGE A. SMITH MEETING ROOM and Go-To-Meeting

Call to Order, Invocation, & Pledge and Roll Call:

The Council of the City of Jackson met in a special call session on Tuesday, October 13, 2020, at 9:00 am. Mayor Scott Conger called the meeting to order, lead the invocation, and Allegiance Pledge. The Mayor then called the roll. Councilmembers Ernest Brooks II, David Cisco, Johnny Dodd, Russ McKelvey, Gary Pickens, and Paul Taylor were present. Harvey Buchanan, Ross Priddy, and Marda Wallace were absent. For the City of Jackson, Mr. Bobby Arnold, Finance, Chief Samuels and Deputy Chief Don Friddle, Fire Department, Mr. Alex Reed, Mayor's Office, Ms. Susan White, Purchasing. And also present was Sandy Maxwell, recorder of the minutes. For the full details, listen to the October 13, 2020 video at

<https://www.youtube.com/CityofJacksonTN731>.

Second Readings:

- 1. Consideration of an Ordinance of the City of Jackson, Tennessee,
amending the FY 21 budget ordinance (2:57 – 5:07)**

Councilmember Dodd made a motion, seconded by Councilmember Taylor, to approve the agenda item as submitted. Upon a call for a vote, all voted aye, motion passed unanimously.

X. ADJOURN.

SCOTT CONGER, MAYOR

Stan Pilant
111 E. Main St.
Suite 201
Jackson, Tennessee 38301



Telephone: 731-425-8286
Fax: 731-425-8281
Email: spilant@cityofjackson.net

MEMORANDUM

TO: Mayor Scott Conger

FROM: Brittany Stewart, Planning Coordinator

SUBJECT: Planning Related Council Agenda Items for November 3, 2020

DATE: 10/21/2020

Please place the following planning related council agenda item under **First Reading** on the November, 2020 City Council Agenda:

1. Consideration of an Ordinance to rezone property located at #420 Cheyenne Drive from SC-1 (Planned Commercial) District to RG-2 (General Residential) District, comprising 1.65 acres, more or less.

Also, please place the following planning related council agenda items under **Second Reading** on the November, 2020 City Council Agenda:

1. Consideration of an Ordinance to close and abandon a portion of Lamar Circle.
2. Consideration of an Ordinance to close and abandon a portion of Rock-a-Billy alley, on the N. Church Street side, located in downtown Jackson.

Attached, for your review, is all the information relative to the **First Reading** agenda item.

Scott Conger, Mayor

MEMORANDUM

TO: Jackson City Council

FROM: Planning Staff

RE: Rezone #420 Cheyenne Drive – Regency Retirement Village

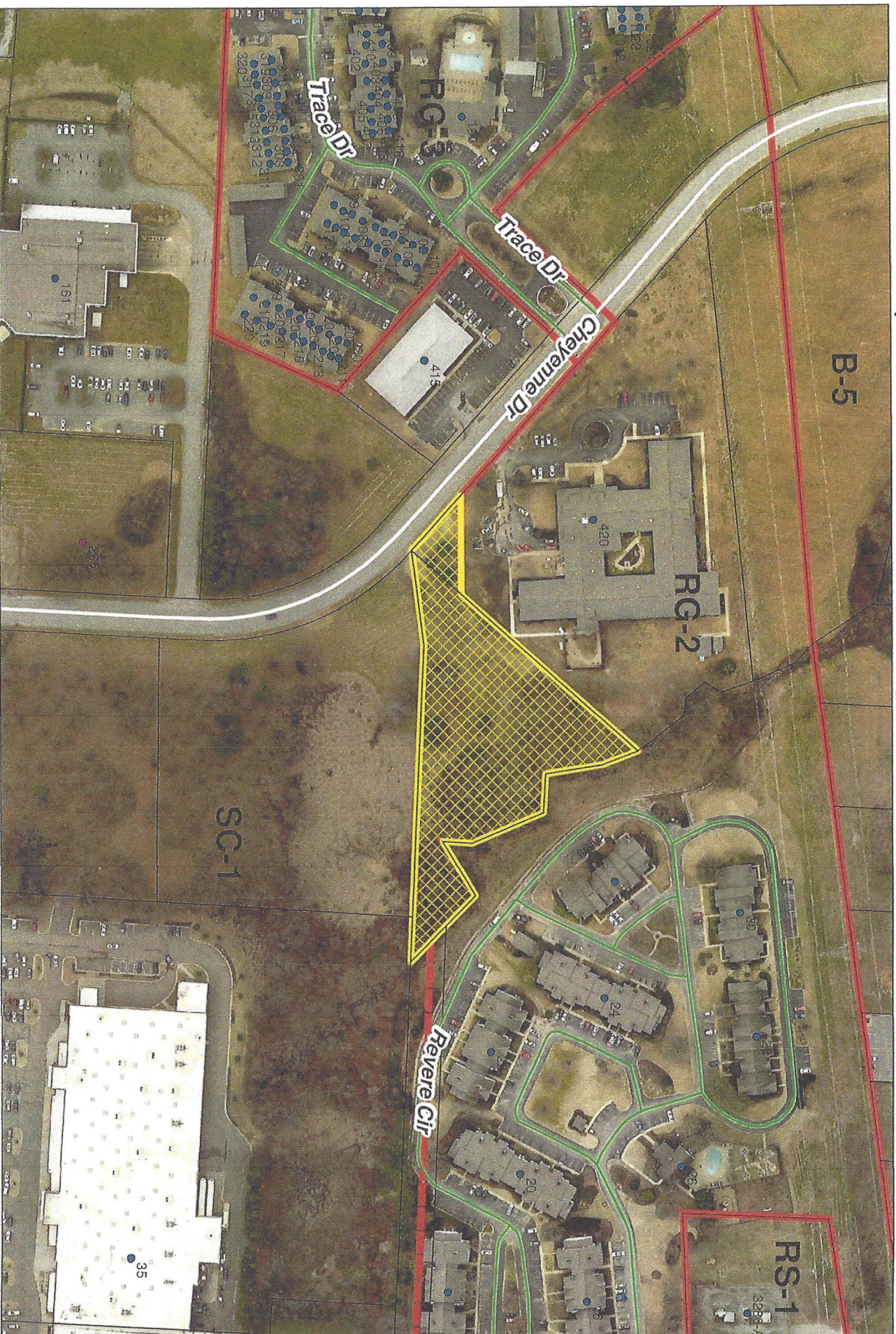
DATE: October 21, 2020

The Jackson Municipal Regional Planning Commission met, on Wednesday, October 7, 2020, and recommended approval of a request to rezone property located at 420 Cheyenne Drive, from SC-1 (Planned Unit Commercial Development) to RG-2 (General Residential) District to District, comprising 1.65 ± acres.

The Planning Staff recommended approval of the rezoning request since it represent a logical extension of an existing RG-2 (General Residential) District.

Attached for your consideration and review is all information relative to this request.

REZONING SITE LOCATION MAP
420 CHEYENNE DRIVE
FROM: SC-1 (PLANNED COMMERCIAL) TO: RG-2 (GENERAL RESIDENTIAL)



ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE OFFICIAL MAP OF THE
CITY OF JACKSON**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JACKSON:

SECTION 1. The Official Zoning Ordinance of the City of Jackson and the Zoning Map, which is a part thereof, is hereby amended by changing rezone property at the rezone property located at #420 Cheyenne Drive from SC-1 (Planned Commercial) District to RG-2 (General Residential) District, comprising 1.65 acres, more or less. more fully described as follows:

Beginning in the east margin of Cheyenne Drive, 30 feet from the centerline, at Parkway Partners' northwest corner as described in Deed Book 509, Page 594 in the Register's Office of Madison County, Tennessee; runs thence with the east margin of Cheyenne Drive, north 47 degrees 47 minutes 09 seconds west 80.30 feet; runs thence leaving said east margin, south 86 degrees 56 minutes 58 seconds east 103.57 feet; thence north 42 degrees 12 minutes 51 seconds east 385.65 feet to the center of a drainage ditch in the west line of the MIMG CXLII North Sub, LLC, MIMG TT North, LLC and MIMG CC North, LLC property (hereinafter referred to as the MIMG property) as described in Deed Book 750, page 1859; runs thence generally following said ditch along the west line of said MIMG property, south 20 degrees 51 minutes 43 seconds east 56.15 feet; thence south 08 degrees 50 minutes 47 seconds east 84.73 feet; thence south 86 degrees 44 minutes 05 seconds east 56.96 feet; thence south 22 degrees 44 minutes 51 seconds east 115.11 feet; thence south 03 degrees 45 minutes 16 seconds west 44.17 feet; thence north 58 degrees 45 minutes 55 seconds east 93.43 feet; thence south 45 degrees 32 minutes 38 seconds east 104.91 feet to the north line of the Kroger Limited Partnership I property as described in Deed Book 710, Page 282; runs thence with the north line of the Kroger Limited Partnership I property and the north line of the aforementioned Parkway Partners property, north 86 degrees 56 minutes 58 seconds west 468.17 feet; thence south 70 degrees 01 minutes 23 seconds west 129.65 feet to the point of beginning containing 1.65 acres of land as surveyed by Surveying Services, Inc., 41 Heritage Square, Jackson, Tennessee 38305 (731-664-0807).

SECTION 2. This Ordinance becomes effective from and after its adoption, the public welfare requiring it.

INTRODUCED 1st READING: _____

ADOPTED 2nd READING: _____

MAYOR



CITY OF JACKSON ZONING REPORT

APPLICANT

Agent: Surveying Services
41 Heritage Square
Jackson, TN 38305

OWNER

Owner: Jackson Invest II, LLC

ADDRESS

6711 Mountain View Road, #205
Ooltewah, TN 37363

Property: #420 Cheyenne Drive

ACERAGE

Requested: 1.65 +/- acres

TAX MAP REFERENCE

Map 33 Parcel 73.08

PRESENT USE

Vacant Open Land

PROPOSED USE

Single Family Attached

PRESENT ZONING

SC-1 (Planned Commercial) District

PROPOSED ZONING

RG-2 (General Residential) District

LOCATION

The property is located on the east side of Cheyenne Drive across from Camellia Trace Apartments and the Social Security Administration Building

CURRENT LAND USE

The property is located on the east side of Cheyenne Drive north of West University Parkway and south of Volunteer Boulevard, and is generally bounded on the north by multi-family residential; on the east by multi-family residential; on the south by vacant/open land; and on the west by professional office and multi-family residential uses.

UTILITIES

JEA water and gas can be made available to the site via JEA policies and procedures, Electric utility service can be made available through the SWEMC, and septic service can be reviewed by the Madison County Health Department.

PETITIONER'S JUSTIFICATION

See attached Statement of Justification.

REZONING STAFF RECOMMENDATION

The Planning Staff recommends approval of the rezoning request since it represents a logical extension of an existing RG-2 (General Residential) District.

SURVEYING SERVICES, INC.

R. BRUCE RICHARDSON
R.L.S. 1420

RYAN L. RICHARDSON
R.L.S. 3053

BRYAN J. BATTE
R.L.S. 2190

41 Heritage Square
Jackson, Tennessee 38305
731-664-0807 * FAX 668-3586

DAVID EVANS, P.E. 6244
R.L.S. 171

RICHARD N. BROWN
R.L.S. 1778

JUSTIN A. PARRISH
R.L.S. 3009

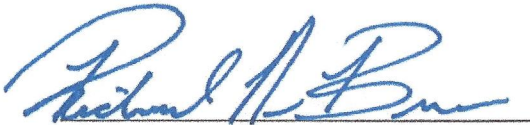
August 20, 2020

To Whom It May Concern:

We are requesting the 1.65 acre portion of the Jackson Investors Partnership property and the Jackson Invest II, LLC property located on Cheyenne Drive currently zoned "SC-1", which is more particularly described in the attached property description, be rezoned to "RG-2". The purpose of this request is to allow for the expansion of the existing Regency Retirement Village of Jackson facility, which is an assisted living facility.

If you have any questions concerning this information, please do not hesitate to call.

Sincerely,



Richard N. Brown, R.L.S. 1778
Surveying Services, Inc.
41 Heritage Square
Jackson, Tennessee 38305



CITY OF JACKSON
FY21 Budget Amendment
BUDGET ORDINANCE/AMENDMENTS

Amendment #: 19

MAYOR APPROVAL DATE: _____

COUNCIL APPROVAL DATE: _____

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
AMEND FOR GRANT				
Bullet Proof vest	315-36726	-	2,515.00	2,515.00
TOTAL GRANT REVENUE		-	2,515.00	2,515.00

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
EXPENDITURE				
AMEND FOR GRANT				
2020 BVP Grant	315-42101-900	-	2,515.00	2,515.00
TOTAL GRANT EXPENDITURE		-	2,515.00	2,515.00

NOTES

FY20 BVP grant to purchase Bullet Proof Vest.

AMENDMENTS ENTERED BY: _____

AMENDMENTS ENTERED DATE: _____

Created Date:

10/23/2020 By:

Cathy Keck

CITY OF JACKSON
FY21 Budget Amendment
BUDGET ORDINANCE/AMENDMENTS

Amendment #: 21

MAYOR APPROVAL DATE: _____

COUNCIL APPROVAL DATE: _____

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
AMEND FOR DOG PARK				
Foundation Dog Park	110-33472	-	19,127.00	19,127.00
TOTAL GRANT REVENUE		-	19,127.00	19,127.00

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
EXPENDITURE				
AMEND FOR DOG PARK				
Foundation Dog Park	110-41904-300	-	19,127.00	19,127.00
TOTAL GRANT EXPENDITURE		-	19,127.00	19,127.00

NOTES

Remainder Donation from Boyd Foundation for Dog Park

AMENDMENTS ENTERED BY: _____

AMENDMENTS ENTERED DATE: _____

Created Date: 10/22/2020 By: Cathy Keck

MAYOR APPROVAL DATE:
COUNCIL APPROVAL DATE:

CITY OF JACKSON
FY21 Budget Amendment
BUDGET ORDINANCE/AMENDMENTS

Amendment #: 22

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
AMEND FOR CITY START GRANT				
City Start Grant	110-33504	-	25,000.00	25,000.00
TOTAL GRANT REVENUE		-	25,000.00	25,000.00

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
EXPENDITURE				
AMEND FOR CITY START GRANT				
City Start Grant	110-41454-297	-	25,000.00	25,000.00
TOTAL GRANT EXPENDITURE		-	25,000.00	25,000.00

NOTES

City Start grant to help improve low to moderate income households through empowering local government infrastructure strategies.

AMENDMENTS ENTERED BY:

AMENDMENTS ENTERED DATE:

Created Date:

10/23/2020 By:

Cathy Keck

Stan Pilant
111 E. Main St.
Suite 201
Jackson, Tennessee 38301



Telephone: 731-425-8286
Fax: 731-425-8281
Email: spilant@cityofjackson.net

MEMORANDUM

TO: Mayor Scott Conger

FROM: Brittany Stewart, Planning Coordinator

SUBJECT: Planning Related Council Agenda Items for October 2020

DATE: September 24, 2020

Please place the following planning related council agenda items under **First Reading** on the October, 2020 City Council Agenda:

1. Consideration of an Ordinance to close and abandonment a portion of Lamar Circle.
2. Consideration of an Ordinance to close and abandon a portion of Rock-a-Billy alley, on the N. Church Street side, located in downtown Jackson.

Attached, for your review, is all the information relative to the **First Reading** agenda item.

Scott Conger, Mayor

ORDINANCE NO. _____

**AN ORDINANCE TO CLOSE AND ABANDON
A PORTION OF LAMAR CIRCLE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSON:

SECTION 1. That a portion of street #38 through #60 of Lamar Circle is hereby closed and abandoned, except and subject to easements being maintained for underground utilities, including the right of ingress and egress for maintenance and repair and/or replacement thereof by the City of Jackson and the Jackson Energy Authority, and being more particularly described as follows:

Beginning at a point on the east margin of Lamar Circle, said point being the northwest corner of the Abebreelis Bond tract as recorded in Deed Book 758, Page 55 in the Register's Office in Madison County, Tennessee and being Lot #8 (# 38 Lamar Circle) of the Fair Oaks Subdivision Section 1 as recorded in Plat Book 2, Page 154. Thence south following the east margin of Lamar Circle along a curve to the right with a 160' radius, a distance of 100 feet to the southwest corner of Lot #2; thence S 26° 40' W, 100.0 feet to a point; thence along a curve to the left with a 20 foot radius, a distance of 18 feet to a point; thence along a curve to the right with a 50 foot radius, a distance of 274.7 feet to a tangent point; thence along a curve to the left with a 20 foot radius, a distance of 18 feet to a point; thence along the west margin of Lamar Circle, N 26° 40' E, a distance of 188 feet to a point; thence along a curve to the left with a 50 foot radius, a distance of 25 feet to a tangent point; thence along a curve to the left with a radius of 20 feet, a distance of 30 feet to a tangent point with the south margin of Lamar Drive; thence S 77° 30' E, 65 feet to the point of beginning and containing 17,295 square feet more or less.

SECTION 2. That this Ordinance takes effect from and after its adoption, the public welfare requiring it.

INTRODUCED 1st READING: _____

ADOPTED 2ND READING: _____

MAYOR



**PETITION
FOR A REQUEST TO CLOSE/ABANDON
A STREET/ALLEY & STREET NAME CHANGE**

We, the property owners shown below, own property that adjoin the requested street/alley closure/abandonment or street name change request. We hereby formerly request that the City of Jackson change the name of or close and abandon the street/alley as described on the attached application.

Signature of Property Owner

Address





NOTE: Each property owner whose property adjoins the requested street/alley to be closed/abandoned or a street name to be changed, will be notified by mail of the date, time and place of the public hearing. Signatures must be legible.

NOTICE TO CLOSE & ABANDON PORTION OF STREET
#38 THRU #60 LAMAR CIRCLE



ORDINANCE NO. _____

**AN ORDINANCE TO CLOSE AND ABANDON
A PORTION OF ROCK-A-BILLY ALLEY
(Initiated by the City of Jackson)**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSON:

SECTION 1. That a portion of street eastern portion of Rock-a-Billy Alley is hereby closed and abandoned, except and subject to easements being maintained for underground utilities, including the right of ingress and egress for maintenance and repair and/or replacement thereof by the City of Jackson and the Jackson Energy Authority, and being more particularly described as follows:

Beginning at a point of intersection on the west margin of North Church Street and the south margin of Rock-A-Billy Alley, said point being the northeast corner of the International Rock-A-Billy hall of Fame, Inc. tract as recorded in Deed Book 684, Page 1230 in the Register's Office in Madison County, Tennessee, denoted as Parcel 1 – Map 78PB, Group C, Parcel 15.00; thence west along the south margin of Rock-A-Billy Alley, 68.0 feet to the northwest corner of said Parcel 15.00; thence north at a right angle, 15.0 feet to a point on the north margin of Rock-A-Billy Alley and the southwest corner of the denoted as Parcel 2 - Map 78PB, Group C, Parcel 16.00; thence east along the north margin of Rock-A-Billy Alley, 68.0 feet to a point of intersection with the west margin of North Church Street; thence south 15.0 feet to the point of beginning and containing 1,020 square feet more or less.

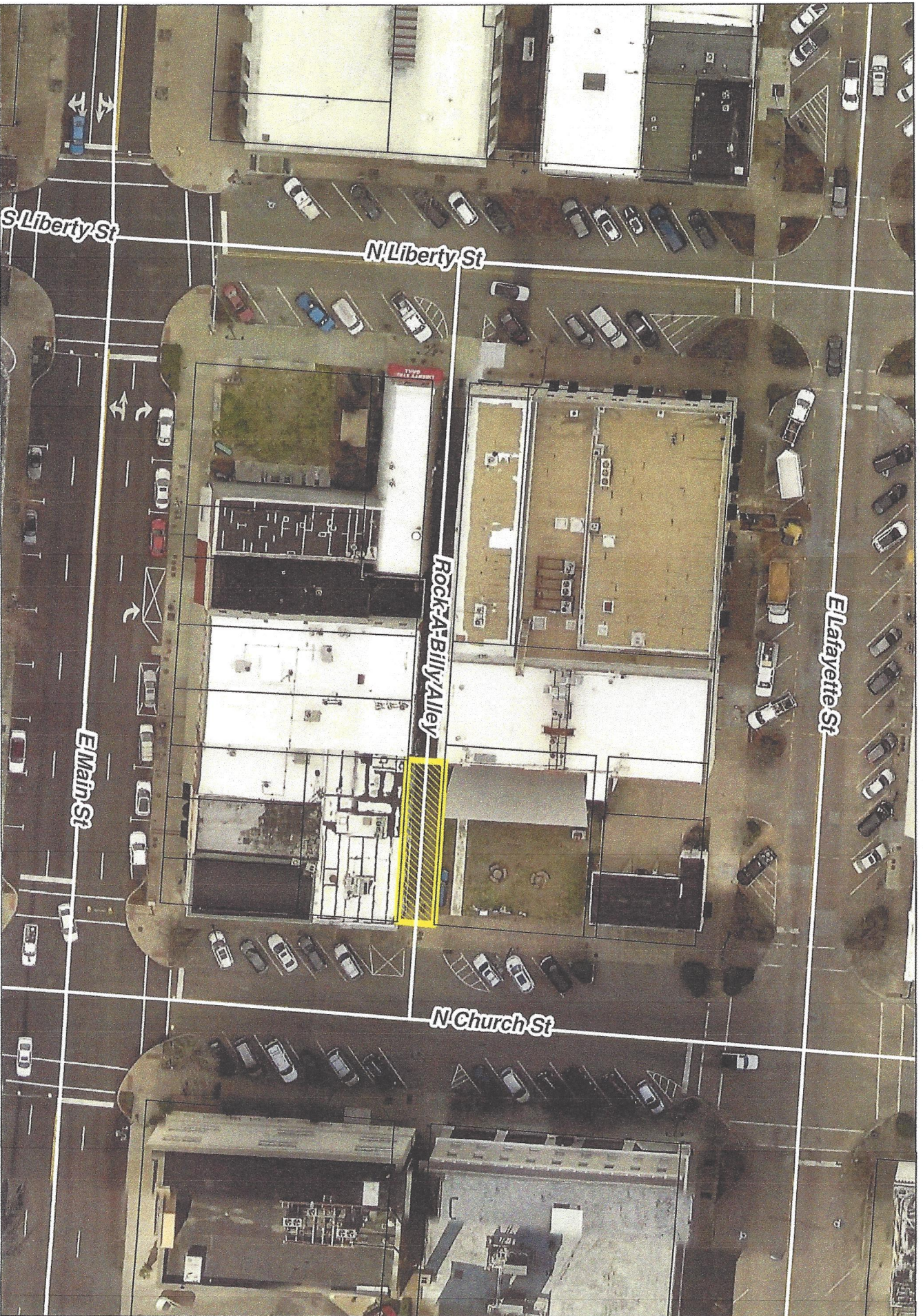
SECTION 2. That this Ordinance takes effect from and after its adoption, the public welfare requiring it.

INTRODUCED 1st READING: _____

ADOPTED 2ND READING: _____

MAYOR

**NOTICE TO CLOSE & ABANDON PORTION OF STREET
EASTERN PORTION OF ROCK-A-BILLY ALLEY**



CITY OF JACKSON
FY21 Budget Amendment
BUDGET ORDINANCE/AMENDMENTS

Amendment #: 14

MAYOR APPROVAL DATE: _____

COUNCIL APPROVAL DATE: _____

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
AMEND FOR GRANT				
JAG20 Revenue	110-33199	-	38,643.00	38,643.00
TOTAL GRANT REVENUE		-	38,643.00	38,643.00

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
EXPENDITURE				
AMEND FOR GRANT				
2020 Byrne Grant Sherriff	42191-290	-	19,321.50	19,321.50
2020 Byrne Grant City	42191-900	-	19,321.50	19,321.50
TOTAL GRANT EXPENDITURE		-	38,643.00	38,643.00

NOTES

JAG20 grant. Split 50/50 with Madison County Sheriff Department.

AMENDMENTS ENTERED BY: _____

AMENDMENTS ENTERED DATE: _____

Created Date:

9/24/2020 By:

Cathy Keck

CITY OF JACKSON
FY21 Budget Amendment
BUDGET ORDINANCE/AMENDMENTS

Amendment #: 17

MAYOR APPROVAL DATE: _____

COUNCIL APPROVAL DATE: _____

Account/Description	APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
CAPITAL REVENUE			
From Fund Balance	315-37900	-	100,000.00
TOTAL REVENUE		-	100,000.00

EXPENDITURE			
Account/Description	APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
WTRBA			
North Parking Stormwater Project	315-52600-900	-	100,000.00
TOTAL EXPENDITURE		-	100,000.00

NOTES

City contribution to West TN River Basin Authority project for stormwater improvements North Parkway.

AMENDMENTS ENTERED BY: _____

AMENDMENTS ENTERED DATE: _____

Created Date: 9/24/2020 By: Cathy Keck

CITY OF JACKSON
FY21 Budget Amendment
BUDGET ORDINANCE/AMENDMENTS

Amendment #: 18

MAYOR APPROVAL DATE: _____

COUNCIL APPROVAL DATE: _____

Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
CAPITAL REVENUE				
From Fund Balance	315-37900	-	33,970.00	33,970.00
TOTAL REVENUE		-	33,970.00	33,970.00
EXPENDITURE				
Account/Description		APPROVED FY21 BUDGET	BUDGET AMENDMENT	TOTAL AMENDED FY21 BUDGET
FIRE				
Fire Dept Building	315-42254-900	-	33,970.00	33,970.00
TOTAL EXPENDITURE		-	33,970.00	33,970.00

NOTES

Emergency replacement of generator at Fire Station #3.

AMENDMENTS ENTERED BY: _____

AMENDMENTS ENTERED DATE: _____

Created Date: 9/24/2020 By: Cathy Keck



FROM

Noah Konigsberg
Vertosoft LLC
1602 Village Market Blvd, Suite 215
Leesburg, VA 20175

DUNS# 080431574

Cage Code: 7QV38

Federal Tax ID: 81-3911287

Business Size: Small Business

sales@vertosoft.com

Fax: 571-291-4119

www.vertosoft.com

PHONE

703-568-4703

FOR

City of Jackson, TN

TO

Greg Rowland

EMAIL

growland@cityofjackson.net

ADDRESS

121 E Main St

Jackson

Tennessee 38301

QUOTE NUMBER

4881

DATE

October 20, 2020

VALID UNTIL

November 15, 2020 at 5:00PM

OpenGov TIPS Quote for the City of Jackson, TN

TIPS Contract # 200105

Payment Terms - Net 30

Delivery Type: Electronic

Government Customer Ship To: County of La Salle, TX

121 E Main St

Jackson, TN 38301

Greg Rowland

growland@cityofjackson.net

731-425-8255

Subscription Term - 5 Years

Start Date: 12/01/2020

End Date: 11/30/2025

Base Year

Permitting, Licensing and Code Enforcement — 3 Services Areas AutfoFill Intefaces, Esri ArcGIS, Flag Integration (per system), MAT / Assessor System & Flags, Premium Support — Platinum OG-SWCE-B100150M-AR-5Y OG-SWCT-B100150M-AR-5Y OG-SWCY-B100150M-AR-5Y OG-SWCR-B100150M-AR-5Y OG-SWCB-B100150M-AR-5Y OG-SWCV-B100150M-AR-5Y	53,400.00 x 1 53,400.00
OG-PSBG-B100150M-OT-0Y Professional Services Deployment - Prepaid Billed Upfront	193.00 x 282 54,426.00
Total	\$107,826.00

Year 2 to 5 - Annual Subscription - \$53,400
Billed Annually in advance

Customer Billing/Service Periods:

Period 1 — December 1, 2020 - November 30, 2021: \$107,826
(\$53,400 Software Services + \$54,426 Professional Services)
Period 2 — December 1, 2021 - November 30, 2022: \$53,400
Period 3 — December 1, 2022 - November 30, 2023: \$53,400
Period 4 — December 1, 2023 - November 30, 2024: \$53,400
Period 5 — December 1, 2024 - November 30, 2025: \$53,400

Opengov Terms of Service

Annual invoices will be delivered by the start of each consecutive annual period. Payment of invoices shall be annually in advance. Customer's use of the OpenGov Services is pursuant to the the Terms and Conditions - Software Service Agreement (Purchase through an OpenGov Authorized Reseller) set forth at <https://opengov.com/terms-of-service>.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number and Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.



Statement of Work

City of Jackson, TN

Permitting, Licensing & Code Enforcement
Suite Implementation of Customer's 3 Service
Areas (Planning, Business / Contractor
Licensing, Zoning)

Created By TJ Isselhard

SOW Creation Date 10/23/20

Version: 2

Document Number: DD-01327

1. Objective

1.1. Summary

OpenGov Inc. (“OpenGov”) will perform for City of Jackson, TN (“Customer”) pursuant to the order for Professional Services agreed to by the parties (“Order Form”) which references the Software Services Agreement or other applicable agreement entered into by the parties (the “Agreement”).

OpenGov will enable and support the Customer to deliver on the Scope of Work outlined below. The objective of this Statement of Work is to define the scope, activities, roles and responsibilities, and timeline necessary to successfully execute this deployment project.

1.2. Solution Overview

This SOW defines the scope and deliverables for a successful implementation of the Permitting, Licensing & Code Enforcement (“PLC”) suite of the OpenGov ERP Cloud. PLC is a suite within the OpenGov ERP Cloud for public-facing transactions and internal processing. The platform comprises four modules necessary to optimize the four key components of permitting, licensing, and code enforcement:

Customer Service

Offer a best-in-class business portal for community-wide citizen service. Let citizens determine the requirements they may need for their project, and let them apply, pay, track, and print permits online.

Processing

Standardize and automate permitting, licensing, and code enforcement workflows with advanced conditional logic. Enable a single source of truth for permitting and addressing data using a powerful reporting engine, and enable real-time collaboration and electronic review processes.

Inspections

Automate inspection scheduling using fine-tuned daily inspection availability settings, and monitor required inspections on the map. Conduct inspections electronically using a mobile device in the field, capturing comments, pictures, and violations. Minimize inspector travel time with automatic daily route optimization.

Renewals

Monitor renewal compliance during specified renewal periods, renew records in-office, export mailing lists, and leverage automatic just-in-time email notifications with delivery receipts. See the entire history of a renewed record over multiple years.

The four modules constitute a comprehensive, integrated system to manage permits, licenses, and cases in any department.

2. Scope

2.1. Project Scope

The project scope includes the following services and deliverables. Any items not specifically included in scope will be considered out of scope. Customer and OpenGov will jointly agree to additional limitations and exclusions during initial project management call(s).

OpenGov will provide Professional Services to implement PLC for Customer's 3 Service Areas (Planning, Business / Contractor Licensing, Zoning).

2.2. Deliverables

Deployment Services	Deliverables Description
OpenGov Platform	• Configure 1 OpenGov standard story • 3 Standard PLC reports (Daily/Weekly Cashout, Monthly Totals, and Annual Summary) • Configure up to 2 Economic Vitality Dashboards of Customer choosing
Information Gathering	OpenGov to collaborate with Customer to gather: • Existing forms • Understanding current workflows • Gathering all existing supporting documentation
Process Mapping	• OpenGov will analyze and map all Customer processes according to OpenGov modules and data models.
PLC System Configuration with Configuration Support Sessions	OpenGov will work with Customer to configure up to 6 record types in the PLC system for Customer's initial service area(s). • OpenGov and Customer's sessions will cover the configuration and testing of: ○ Forms ○ Workflows ○ Fee structures ○ Attachment requirements ○ Permit/license/letter templates ○ User access ○ Renewal processes ○ Inspection checklists ○ Public portal

	OpenGov will also provide 10, 90-minute configuration training sessions to enable Customer to own configuration of the remaining record types in Customer's initial services area. Once configuration training sessions have been completed, Customer will be responsible for maintenance and configuration of all record types.
PLC Administrator Training	During the PLC System Configuration, OpenGov will also provide Administrator Training, which will include: • How to create and customize the public portal in PLC • How to create and customize PLC record types (forms, document templates, fee schedules, workflows) • How to set up inspections in PLC • How to create datasets in PLC • The basic functions of any integrations or other customizations included in the SOW
Go-Live Support	• A mutually agreed upon go-live date is chosen for the Customer to begin using PLC. • OpenGov and Customer to develop a publicity plan including traditional and social channels.
Historical Data Migration	• OpenGov will scope, format, and script data from Customer's [LEGACY SYSTEM] export to the PLC suite. • Resulting migration script provides an initial load of data into the PLC suite. • Just prior to go-live, OpenGov will re-run the migration with the latest data. • Data migration includes: ○ Records (Permits, Licenses, etc.) ○ Applicant data ○ Location information (Records will only be linked to locations if an ID, MBL, or other logical link is provided to match up to the community's address integration) ○ Fees and Payments (will be migrated as form data) ○ Inspections (will be migrated as form data) ○ Contractors, Work Description and other Form Data ○ Other Multi-Entry form data • Data migration does not include: ○ Cleaning of any corrupted data ○ Creation and linking of applicant accounts ○ Integration of historical fees and payments into workflow or financial reports.

	○ Logs of permit changes ○ Migration of any data into the workflow (i.e. pending or completed sign-offs, fee steps, document issuance, inspections). ○ Permit Attachments ○ Import of contractor database ○ Creation of projects or other relationships between permits ● Data Migration and File Requirements: ○ OpenGov will accept: ■ Flat files (e.g., CSV, Excel) ○ OpenGov will not accept: ■ Oracle Databases ■ MySQL Databases
Document Migration	● OpenGov will import documents attached to either migrated permits or locations provided through an MAT integration. ● Requirement: ○ Customer must provide a single file (excel, csv, etc) with one row per document, with a unique identifier for the related permit or location, and the file's physical location (a file path or URL). ○ Customer will need to either provide a copy of the files or grant PLC access to the file locations in order to migrate them. ○ The folder structure of the documents provided must reflect the paths provided in the file. ○ Data cleanup/correction is not included
End User Education Course	● Up to 2 possible end-user training sessions of up to 15 participants per session. ● OpenGov will develop a user training plan in conjunction with Customer administrator. ● OpenGov will deliver formal and informal training via in-person and digital channels to familiarize administrators and users with system functions that apply to their responsibilities. ● Trainings conducted in single 2-hour end-user training sessions.. ● Recordings provided to Customer post training.
AutoFill Interfaces (Contractor Licence)	OpenGov will manage AutoFill PLC-managed with premium search and unlimited rows for up to 1 dataset (Contractor Licence dataset).

ESRI ArcGIS Server Integration	OpenGov will integrate the PLC suite with Customer ArcGIS Server. This will replace all Google Maps views with Customer's published ESRI map.
Master Address Table-Recurring Import	• OpenGov will import all of Customer location information from your Master Address Table into PLC. This will replace the automated Google Maps Address Search. • Customer will provide a clean master address table including all of the community's location information. It must contain the parcel properties latitude/longitude coordinates, and at least 1 unique ID field. OpenGov does not take responsibility for 'dirty' data.
Flag integration (MAT and ESRI ArcGIS)	OpenGov will enable 2 Flag Integrations: • To be used for geo-rule automation. • Import a list of flags into the PLC suite. Flags can be provided in separate files, or as additional columns on their MAT. • Number of datasets and systems to be completed in accordance with order form.

3. Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager (as identified below or such alternate designated by OpenGov, the "OpenGov Project Manager") will work with Customer to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or customer resources, and the timeliness of deliverables provided by Customer.

4. Project Organization

4.1. Project Team

OpenGov

OpenGov will assign a Project Manager (the "OpenGov Project Manager"), an Implementation Analyst ("OpenGov Implementation Analyst") and an Integration Engineer ("OpenGov Integration Engineer") upon execution of the SOW.

The OpenGov Project Manager shall fulfill schedule and manage all responsibilities outlined in the scope of work, and will serve as the point person for all project issues. . The OpenGov Implementation Analyst will conduct all configuration and training activities for the project, and will work with the OpenGov Project Manager to complete the implementation of the PLC suite, The OpenGov Integration Engineer will oversee and execute the migration of data to the PLC suite.

Customer

Customer will assign a project manager (the “Customer Project Manager”) and technical resource prior to project kick-off.

The Customer Project Manager will be the primary contact person at Customer and will coordinate all Customer resources needed to complete the project. This includes working with the OpenGov Project Manager to schedule resources for configuration, training and testing activities, verifying completion of Customer Implementation responsibilities, providing milestone sign-offs as required, and mitigating any issues or risks that arise through the course of the implementation.

4.2. Project Responsibilities

The project responsibilities for each organization are outlined below:

OpenGov

1. Provide relevant technical details and documentation for data requirements for Customer’s environment.
2. Complete deliverables as outlined by discovery, documentation and specifications.
3. Keep Customer Project Manager informed of project progress and communicate any issues relating to the project in a timely manner.
4. Establish documentation and procedural standards for the project.
5. Review and administer project change control, as described in Section 5, Change Control Procedures.
6. Ensure that all meetings and training sessions are attended by OpenGov personnel, as scheduled.
7. Manage delivery of in-scope items in coordination with Customer.
8. Make available deliverables to Customer project team for review and verification.

Customer

1. Designate a Customer Project Manager to serve as the primary contact for OpenGov Project Manager to coordinate project activities.
2. Make available appropriate representatives with the authority to review and approve deliverables produced during the project.
3. Make available the appropriate files and specifications necessary to complete configurations.

4. Make available appropriate Subject Matter Experts (SME) to support the project needs, test integrations, validate system configurations and data migrations and provide Customer environment specific technical details.
5. Communicate any issues relating to the project to OpenGov Project Manager in a timely manner.
6. Provide acceptance of deliverables and Project in a timely manner.
7. If Integration services are purchased, Customer will be responsible for making any configuration changes or modifications to System to support integration and make available access for integration to software. The Customer will be responsible for ensuring that the versions of System running on all environments remain the same across all environments.
8. Customer will be responsible for any infrastructure required to access OpenGov, and will maintain relevant non-OpenGov software licenses and infrastructure needed for this project i.e. system licenses.
9. The Customer will be responsible for ensuring that all meetings and training sessions are attended by personnel, as scheduled.

5. Change Control Procedures

No amendments, changes or other modifications to this SOW will be effective without a written project change order. The Project Change Order will describe the change, the rationale for the change, and specify any change in the charges, estimated schedule, or other terms. The terms of a mutually agreed upon Project Change Order will prevail over those of this SOW or any previous Project Change Orders. Such Project Change Order may require additional charges, which will be set forth in the Project Change Order.

6. Fees and Expenses

6.1. Fees and Payment Terms

All fees and expenses will be paid in accordance with the Order Form to which this SOW is attached. For any Project Change Orders or for any new Professional Services, fees will be mutually agreed upon by Customer and OpenGov.

6.2. Travel Expenses

OpenGov and Customer agree that no travel will be required for this project; all work will be performed remotely.

CITY OF JACKSON BOARD BIOGRAPHY

NAME Melinda Hearn Reid

PERSONAL

Residence: 64 Mossy Oak Trail, Jackson, TN 38305

Telephone: 731.394.1919

Email: jac@aeneas.net

EDUCATION

High School: Jackson Central Merry

College: Mississippi State University, BFA- Graphic Design

College:

EMPLOYMENT

Present employer: Jackson Arts Council

Title: Executive Director

Previous employer: American Cancer Society

Title: Senior Community Representative

COMMUNITY INVOLVEMENT

Community Boards: VP of Tennesseans of the Arts, Jackson Rotary Club, Zeta Tau Alpha Jackson TN alumnae chapter- executive council, Jackson Cotillion Club member, Sustainer of Jackson Service League, West TN Alumnae Chapter- Miss. State. Univ., Committee member- Mission of Mercy

Church: Englewood Baptist Church, serving on committees- children's and senior care

General Interests: Spending time with family- we have a busy toddler who keeps us hopping. Attending community events, anything art related, mobile paint parties, reading and podcasts.

Kane Reeves Bio

Dr. Kane Reeves is an Extension Agent and County Director for Tennessee State University in Madison County. In this role, he serves a staff of 13 individuals who are the University of Tennessee and Tennessee State University employees. As an Extension agent, Dr. Reeves gives leadership to 4-H youth development and community economic development. He received an A.S. from Jackson State Community College in education K-6 and a B.S. and M.S. from the University of Tennessee at Martin in Family and Consumer Sciences. He later received a doctorate from Union University in Educational Leadership with a concentration in Higher Education Administration.

As a native Jacksonian, Dr. Reeves has a passion for the community. His work has been focused on helping combat health concerns and accessibility in low-income and underserved areas of Jackson and Madison County. His research interested spans both 4-H youth development and leadership development among youth programs. Specifically, his work has been on improving the understanding of leadership 4-H provides to youth and the connect it has to adulthood. Dr. Reeves has been very active in many professional development associations. He currently serves as diversity and inclusion task force chair for the Tennessee Association of Extension 4-H Youth Development Professionals and most recently rotated off as the national chair. He has served on many committees for the Tennessee Extension Association of Family and Consumer Sciences and most recently became President-elect for the Tennessee Omega Chapter of Epsilon Sigma Phi, the Extension leadership association.

Dr. Reeves feels Extension is an important component of the fabric of Tennessee and Jackson-Madison County. As a product of the Tennessee Extension program, he sees the value of the programming and serves as a true advocate for all Extension work.

Kane Tyler Reeves, Ed.D.

20 Winding Wood Drive
Three Way, Tennessee 38343
Cell: 731-693-9118
KREEVES@TNSTATE.EDU

I. Education:

Union University, Jackson, Tennessee

Doctorate of Education: Educational Leadership

Specialization: Higher Education

Graduation: July 2018

Dissertation title: *The Impact of the 4-H Program on Leadership Development and Higher Education Attainment of 4-H Alumni*

The University of Tennessee at Martin, Martin, Tennessee

Masters of Science: Family and Consumer Sciences

Concentration: Child Development

Graduation: May 2, 2015

Thesis title: *An Assessment of the National 4-H Health Rocks! Program on Youth in Tennessee*

The University of Tennessee at Martin, Martin, Tennessee

Bachelor of Science: Family and Consumer Sciences

Concentration: Child and Family Studies

Graduation: December 10, 2011

Jackson State Community College, Jackson, Tennessee

Associate of Science: Education

Concentration: K-6 Integrated Studies

Graduation: May 05, 2010

Skills, Expertise:

Technical skills:

- Microsoft Windows® and DOS, WordPerfect, Lotus123, Microsoft Excel, Word, Outlook, Access, Publisher, Communicator, PageMaker, Corel
- Working knowledge of the Internet
- System installations and debugging; terminal/printer operations
- Wii Smoothboard

Teamwork:

- Accustomed to working in groups during projects, taskforces, and councils and range of club, professional, or society involvements.

- Work effectively as part of the Extension team at UT-TSU Extension and had to be adaptable to meet the needs of the team.
- Participates in all available program committees and effectively executes duties of each assignment while working with all appropriate partners and Extension professionals.

Communication:

- Confident verbal and written communication skills as demonstrated delivering presentations at association meetings, club meetings, and subject matter conferences. Audiences ranges from small to large groups of youth, parents, stakeholders, community members and Extension professionals.

Problem solving:

- Able to deal with problems calmly and efficiently as shown on a regular basis in my role as Extension agent and other jobs I have had. Careful to approach situation in a neutral non-personal manner, employ active listening skills and ask appropriate questions to get to the root of the problem. Proceeded to work with people to help identify options and agree to next course of action.

Management:

- Able to effectively coach paraprofessionals and professionals to accomplish program goals and implement educational materials to different audiences.
- Experience with managing time, budgets, and other day to day task as a supervisor on a non- profit and educational level.
- The ability to manage large groups of individuals in an effective manner, that will benefit the organization as a whole.

II. Employment History and Teaching/ Advising:

University of Tennessee Martin

Adjunct Instructor, August 1, 2019- current

Jackson Campus

I teach undergraduate level courses in-person and online in the areas of housing, child development and adult development.

Tennessee State University Cooperative Extension Program

Extension Agent II & County Director May 1, 2019- current

Madison County, TN

In addition to the 4-H youth development work, I serve as community economic development Extension agent. I am tasked to work with community members to provide opportunities and address needs to increase economic growth within Madison County. As the County Extension Director, I lead a staff of 13 UT & TSU employees in the areas of FCS, Ag & Natural Resources, SNAP-Ed., 4-H youth development, and EFNEP. I

oversee fiscal operations for the county office budget of \$302,000. Additionally, I manage the county Quicken accounts for all departments.

Extension Agent II, 4-H Youth Development April 16, 2012- Present
Madison County, TN

As the county Extension Agent, priorities include teaching life skills and leadership to underprivileged and unrepresented youth, strategic planning and implementation of educational programming throughout Madison County. As Extension Agent in Madison County I co-led 120 4-H in school, after school and summer clubs with an enrollment of 3,700 4-H members. I supervised 2 program assistants and 1 student assistant during my tenure. Program areas for this position include urban audiences, workforce preparation, citizenship and leadership development, teen programming, working with advisory groups and other organizations to include; county commissioners, chamber of commerce, the local school system and media and clientele. Additional duties require grant allocations, project implementation, providing expertise to materials submitted by the general public as well as organized programs.

University of Tennessee Extension

SMART Moves Coordinator, January 10, 2011 to December 31, 2011
Madison County, Tennessee

Coordinated the National Boy's and Girls Club of America's SMART Moves Curriculum at the Jackson Family YMCA of West Tennessee in conjunction with the 4-H Leaps and Bounds Grant. I coordinated a group of teens to help implement the program to youth ages 5-18 years old.

4-H Health Rocks! Student Assistant, August 1, 2010 to October 31, 2010
Obion County, Tennessee/ Gibson County, Tennessee

Coordinating the 4-H Health Rocks! Program in Gibson and Obion Counties through the Boys and Girls Club and Obion County School System. I

Professional Extension Internship, May 1, 2010 to July 31, 2010
Madison County, Tennessee

-Learned duties of an agent such as: SUPER, contacts, and trainings

Madison County Extension Services –Workforce Investment Act

Summer Student Assistant, July 1, 2010 - August 31, 2010
Madison, Tennessee

Summer Program Assistant May 01- August 31, 2007- 2009
Madison, Tennessee

Jackson Family YMCA of West Tennessee

Assistant to the Director, October 2008- May 2010
Jackson, Tennessee

Head After School Leader, October 2008- May 2010

Jackson, Tennessee

Related Experiences:

- Western Region Project Showcase Committee, 2013- current
- Volunteer Competencies Extension Specialist Hiring Committee, 2013-2014
- Extension Agent, 4-H youth development/ FCS Hiring Committee, 2014
- State Extension Conference Planning Committee Member, 2015
- Jr. High 4-H Camp Planning Committee, 2012-2014
- University of TN Institute of Ag. Priorities Committee, 2015-2016
- 4-H Camp co-director, 2015, 16, 17
- State Environmental Education Extension Assistant hiring committee, 2015
- Western Region FCS Share Day Planning Committee, 2013,14,15,16
- TN FCS Leadership Team Member, Human Development, 2015-current
- TN FCS/4-H Advisory Council, 2015-2016
- Western Region Outdoor Meat Cookery Committee, 2016- current

Related Volunteer Experience:

- 4-H Volunteer Leader, 4-H Camp (Summer 2007-2011)
Crossville, Tennessee
Regional Interfaith Association Backpack Project
- Senior Seminar Service Learning Project, Union City Boys and Girls Club
2011 - Union City, Tennessee
- YMCA After School Volunteer

III. Scholarly/ Creative Activities:

- Brookins, L., Conrad, K., Harris, B., Machara, M. Reeves, K & Fleming, R. 2020. Coping with COVID-19: Tips for Navigating Family Get-Togethers. Tennessee State University.
<http://www.tnstate.edu/extension/documents/Navigating%20Family%20Gatherings.pdf>
- Conrad, K., Harris, B., Machara, M. Reeves, K & Fleming, R. 2020. Coping with COVID-19: Supporting Children with Online Learning. Tennessee State University.
<http://www.tnstate.edu/extension/documents/Supporting%20Back-to-School.pdf>
- Fleming, R., Reeves, K., Harris, B. & Machara, M. 2020. Coping with COVID-10: Mental Health Issues with Older Adults. Tennessee State University.
<http://www.tnstate.edu/familyscience/Mental%20Health%20Issues%20for%20Older%20Adult%20Update.pdf>
- Fleming, R., Reeves, K., Harris, B. & Machara, M. 2020. Coping with COVID-10: Protecting Your Family's Mental Health During the COVID 19 Pandemic. Tennessee State University. <http://www.tnstate.edu/familyscience/Protect%20Your%20Family.pdf>
- Fleming, R., Reeves, K., Harris, B., Conrad, K. & Machara, M. 2020. Coping with COVID-10: How to Cope with Bereavement During the COVID 19 Pandemic. Tennessee State University.

- <http://www.tnstate.edu/extension/documents/Dealing%20with%20Grief%20during%20the%20COVID-19%20pandemic.pdf>
- Fleming, R., Reeves, K., Harris, B., Conrad, K. & Machara, M. 2020. Coping with COVID-10: How to Curb Emotional Eating During the COVID 19 Pandemic. Tennessee State University.
<http://www.tnstate.edu/extension/documents/How%20to%20Curb%20Emotional%20Eating%20During%20the%20COVID-19%20Pandemic.pdf>
 - Harris, B., Fleming, R., Reeves, K., & Machara, M. 2020. Coping with COVID-19: How to Handle Anxiety-Going Back to the Office. Tennessee State University.
<http://www.tnstate.edu/familyscience/Going%20Back%20to%20Work.pdf>
 - Harris, B., Fleming, R., Reeves, K., & Machara, M. 2020. Coping with COVID-19: Leaving Home for Essential Items. Tennessee State University.
<http://www.tnstate.edu/familyscience/Leaving%20the%20home%20for%20Essential%20Items.pdf>
 - Harris, B., Fleming, R., Reeves, K., Machara, M. & Conrad, K. 2020. Coping with COVID-19: Going Back to School. Tennessee State University.
<http://www.tnstate.edu/extension/documents/Going%20Back%20to%20School%201.pdf>
 - Harris, B., Fleming, R., Reeves, K., Machara, M., Conrad, K. & Brookins, L. 2020. Coping with COVID-19: Traveling. Tennessee State University.
<http://www.tnstate.edu/extension/documents/Traveling.pdf>
 - Frank, K. & Reeves, K. 2020. The Impact of COVID-19 on Family and Consumer Sciences Extension professionals. Journal of Family and Consumer Sciences. (pending publication)
 - Machara, M., Harris, B., Fleming, R., & Reeves, K. 2020. Coping with COVID-19: Being Social While Social Distancing. Tennessee State University.
<http://www.tnstate.edu/familyscience/Being%20Social%20While%20Social%20Distancing.pdf>
 - Machara, M., Harris, B., Fleming, R., & Reeves, K. 2020. Coping with COVID-19: Teaching Infants at Home. Tennessee State University.
<http://www.tnstate.edu/familyscience/Learning%20at%20Home.%20Infants.pdf>
 - Machara, M., Harris, B., Fleming, R., & Reeves, K. 2020. Coping with COVID-19: Teaching Preschoolers at Home. Tennessee State University.
<http://www.tnstate.edu/familyscience/Learning%20at%20Home.%20Preschool.pdf>
 - Machara, M., Harris, B., Fleming, R., & Reeves, K. 2020. Coping with COVID-19: Teaching School-Age Children at Home. Tennessee State University.
<http://www.tnstate.edu/familyscience/Learning%20at%20Home.%20schoolage.pdf>
 - Machara, M., Harris, B., Fleming, R., Reeves, K., & Conrad, K. 2020. Coping with COVID-19: Finding the Silver Linings. Tennessee State University.
<http://www.tnstate.edu/extension/documents/Finding%20the%20Silver%20Linings%201.pdf>

- Machara, M., Harris, B., Fleming, R., Reeves, K., Conrad, K., & Brookins, L. 2020. Coping with COVID-19: Fighting Pandemic Fatigue. Tennessee State University. <http://www.tnstate.edu/extension/documents/Fighting%20Pandemic%20Fatigue.pdf>
- Machara, M., Harris, B., Fleming, R., Reeves, K., Conrad, K., & Brookins, L. 2020. Coping with COVID-19: Helping Teens Cope. Tennessee State University. <http://www.tnstate.edu/extension/documents/Helping%20Teens%20Cope.pdf>
- Machara, M., Harris, B., Fleming, R., Reeves, K., & Conrad, K. 2020. Coping with COVID-19: Keeping the Romance Alive. Tennessee State University. <http://www.tnstate.edu/extension/documents/Keeping%20the%20Romance%20Alive%201.pdf>
- Reeves, K., Harris, B., Fleming, R., & Machara, M. 2020. Coping with COVID-19: Making Working From Home A Family Affair. Tennessee State University. <http://www.tnstate.edu/familyscience/Making%20working%20from%20home%20a%20family%20affair%20-final.pdf>
- Reeves, K., Fleming, R., Harris, B., & Machara, M. 2020. Coping with COVID-19: Bring the Family Closer. Tennessee State University. <http://www.tnstate.edu/familyscience/Bringing%20the%20Family%20Closer.pdf>
- Reeves, K., Harris, B., Fleming, R., Machara, M. & Conrad, K. 2020. Coping with COVID-19: Staying in Contact with Incarcerated Loved Ones. Tennessee State University. <http://www.tnstate.edu/extension/documents/Incarcerated%20Loved%20Ones.pdf>
- Reeves, K. T. & Tubbs, S. K. 2015. Teaching Youth Consumer Education Skills. TAE4-HW Conference.
- Reeves, K. T. 2013. Wii Smartboard: Effective Uses in Extension Programs. Southern Region Volunteer Leader Forum. GA.
- Reeves, K. T., Donaldson, J. L., Naylor, M., LeBleu, L. 2016. 4-H Health Rocks! Improves Youths' Perception of Knowledge, Skills and Assets for Substance Abuse Prevention. JOE. In Progress
- Reeves, K. T., Donaldson, J. L. Crowe, J. E., Naylor, M. Painter, W. 2016. Decisions for Healthy Futures. UT Extension.

IV. Service Activities While Employed:

Internal:

- 4-H Health Rocks! (2012-current) \$100,000.00
- 4-H Wal-Mart Youth Voice, Youth Choice (2015-current) \$46,000
- 4-H Military Program (2016-current) \$6,000.00
- Office of Juvenile Justice & Delinquency Prevention- 4-H Mentoring Program (2016- current) \$18,000.00
- Seasons of Service Grant (2013) \$ 5,000.00

External:

- Well Connected Communities- Robert Wood Johnson Foundation (National 4-H Council)- (2019-2021) \$65,000
- Junita Fasola Foundation (2013 & 2016) \$18,000.00
- NRA Foundation Grant (2013 & 2015) \$10,000.00
- Consumer Education Grant (2016) \$600.00
- 4-H Parent and Adult Leader Association (2012-current) \$ 100,000.00
- TN Farm Bureau- (2012-2017) \$10,000.00

V. Professional Memberships, Honors and Awards, and Other Relevant Activities:

- American Association of Family and Consumer Sciences (AAFCS)
- Tennessee Extension Association of Family and Consumer Sciences
 - Conference Planning Committee- 2015-16
 - State Vice President of Membership Resources -2015-17
- National/Tennessee Association of Extension 4-H Workers
 - Western Region Jr. Director 2014-15
 - National Diversity and Inclusion Task Force Member -2013
- National After School Association
- The Honor Society of Phi Kappa Phi

Honors:

- Epsilon Sigma Phi Early Career Award, 2017
- NEAFCS Tennessee Affiliation Past Presidents' New Professional Award- 2013
- TEAFCS Excellence in Research, 2016
- TEAFCS Community Partnership Award, 2016
- TEAFCS School Health Award, 2015
- George A. Foster Early Career Award, 2014
- Ben T. Powell Achievement in Service Award, 2015
- Employability and Work Readiness Training -12 Hours
- CPR and First Aid Certified
- Calvett FCS Scholar receipt, 2011
- NEAFCS Communication Awards- 2012-14
- Appointed by Governor Bill Haslam to the Commission on Volunteerism and Service Learning/ Volunteer Tennessee 2014-current
 - Foundations of Service Committee, Chair

Interests: playing musical instruments, working with at risk youth, cooking, active 4-H volunteer

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901046 CONAGRA FOODS 35108

Inv Date	PO Number	Check Num	Chk Date	Man	Description-----	Invoice Amt
9/10/2020		148459-C	9/30/2020		OVERFMT ON (3) GARBAG	10,853.64
131-37710				EX	10,853.64	
131-21121				AP	10,853.64	
110-11213				CA	10,853.64	

VENDOR TOTALS

10,853.64

19922 DEERE & COMPANY 116918769

6/26/2020		148753-C	10/15/2020		UTILITY TRACTOR & LO	29,411.97
315-44730-900				EX	29,411.97	
315-21121				AP	29,411.97	
110-11213				CA	29,411.97	

VENDOR TOTALS

29,411.97

11426 FORD CONSTRUCTION CO IN 30223-003

8/28/2020		148770-C	10/15/2020		JAX STREET RESURFACI	1,294,930.92
315-43190-931				EX	1,294,930.92	
315-21121				AP	1,294,930.92	
110-11213				CA	1,294,930.92	

11426 FORD CONSTRUCTION CO IN 30223-004

9/29/2020		148770-C	10/15/2020		JAX STREET RESURFACIN	402,833.31
315-43190-931				EX	402,833.31	
315-21121				AP	402,833.31	
110-11213				CA	402,833.31	

VENDOR TOTALS

1,697,764.23

23852 GRESHAM SMITH 0746106

9/08/2020		148496-C	9/30/2020		RE: U S 45 BYP SO EXT	77,379.08
315-43190-932				EX	77,379.08	
315-21121				AP	77,379.08	
110-11213				CA	77,379.08	

VENDOR TOTALS

77,379.08

25933 INSIGHT PUBLIC SECTOR I 1100767538

9/15/2020		148799-C	10/15/2020		LICENSE FEES/EXPS-JP	11,571.32
110-42100-250				EX	11,571.32	
110-21121				AP	11,571.32	
110-11213				CA	11,571.32	

VENDOR TOTALS

11,571.32

30510 INTRADO INTERACTIVE SER 125544

8/31/2020		148507-C	9/30/2020		CITIZENS REQ SYS SET	10,950.00
315-41310-900				EX	10,950.00	
315-21121				AP	10,950.00	
110-11213				CA	10,950.00	

VENDOR TOTALS

10,950.00

8779 JACKSON ARTS COUNCIL 12544

7/01/2020		148803-C	10/15/2020		DONATION-COJ	15,612.00
110-41900-720				EX	15,612.00	
110-21121				AP	15,612.00	

VENDOR TOTALS

15,612.00

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VENDOR TOTALS									
2540	JACKSON TRANSIT AUTHORI	03/24/20	3/24/2020		148513 C	9/30/2020		OPERATING ASSIST-COJ	83,500.50
			110-41900-762		EX			83,500.50	
			110-21121		AP			83,500.50	
			110-11213		CA			83,500.50	
2540	JACKSON TRANSIT AUTHORI	08/23/20	8/23/2020		148513-C	9/30/2020		OPERATING ASSIST-COJ	200,000.00
			110-41900-762		EX			200,000.00	
			110-21121		AP			200,000.00	
			110-11213		CA			200,000.00	
VENDOR TOTALS									
30664	KIMBERO OIL COMPANY	PS-INV128764	10/07/2020		148820-C	10/15/2020		GAS-GARAGE	12,501.97
			110-14111		EX			12,501.97	
			110-21121		AP			12,501.97	
			110-11213		CA			12,501.97	
VENDOR TOTALS									
1060	MADISON CO CHANCERY COU	27958	10/01/2020		14854-C	10/01/2020		PROP PURCH @ DELINQ	36,716.00
			110-41900-915		EX			36,716.00	
			110-21121		AP			36,716.00	
			110-11213		CA			36,716.00	
1060	MADISON CO CHANCERY COU	28127	9/25/2020		148319-C	9/28/2020		PROP PURCH @ DELINQ	14,953.30
			110-41900-915		EX			14,953.30	
			110-21121		AP			14,953.30	
			110-11213		CA			14,953.30	
VENDOR TOTALS									
1245	MADISON CO TRUSTEE	30656	9/23/2020		148543-C	9/30/2020		MIXED DRINK REV FROM	15,607.59
			110-31930		EX			15,607.59	
			110-21121		AP			15,607.59	
			110-11213		CA			15,607.59	
VENDOR TOTALS									
24223	MADISON COUNTY DEVELOPM	0000036989	9/30/2020		148834-C	10/15/2020		LANDFILL DUMPING-H&S	12,383.80
			131-43230-296		EX			12,383.80	
			131-21121		AP			12,383.80	
			110-11213		CA			12,383.80	
24223	MADISON COUNTY DEVELOPM	Sep-20	10/01/2020		148834-C	10/15/2020		LANDFILL DUMPING-H&S	265,292.98
			131-43230-242		EX			265,292.98	
			131-21121		AP			265,292.98	

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VENDOR TOTALS

27782 MOTOROLA SOLUTIONS INC 8230289296

9/02/2020	148556-C	9/30/2020	MAINT CONTRACTS-CENT	34,080.68
110-42600-262			EX	
110-21121			AP	34,080.68
110-11213			CA	34,080.68

VENDOR TOTALS

26011 MSB CONSTRUCTION 1632

9/24/2020	148847-C	10/15/2020	WK SHIRLINE MERCER P	25,400.00
315-44540-900			EX	
315-21121			AP	25,400.00
110-11213			CA	25,400.00

VENDOR TOTALS

30321 OLDCASTLE INFRASTRUCTUR 384134666

8/10/2020	148566-C	9/30/2020	PIPES-Stormwater	25,400.00
110-43911-265			CUS:384003331	
110-21121			EX	18,214.70
110-11213			AP	18,214.70
			CA	18,214.70

30321 OLDCASTLE INFRASTRUCTUR 384134733

8/12/2020	148566-C	9/30/2020	CUS:384003331	29,143.52
110-43911-265			EX	29,143.52
110-21121			AP	29,143.52
110-11213			CA	29,143.52

30321 OLDCASTLE INFRASTRUCTUR 384134769

8/13/2020	148566-C	9/30/2020	CUS:384003331	14,571.76
110-43911-265			EX	14,571.76
110-21121			AP	14,571.76
110-11213			CA	14,571.76

30321 OLDCASTLE INFRASTRUCTUR 384134830

8/14/2020	148566-C	9/30/2020	CUS:384003331	14,571.76
110-43911-265			EX	14,571.76
110-21121			AP	14,571.76
110-11213			CA	14,571.76

VENDOR TOTALS

27981 P & J PETROLEUM 5085

9/16/2020	148567-C	9/30/2020	GAS-GARAGE	76,501.74
110-14111			EX	
110-21121			AP	10,900.67
110-11213			CA	10,900.67

VENDOR TOTALS

29952 PARMAN ENERGY GROUP LLC 0901065-IN

9/05/2020	148568-C	9/30/2020	GAS-GARAGE-CUS:00803	11,224.80
110-14111			EX	11,224.80
110-21121			AP	11,224.80

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29952 PARKMAN ENERGY GROUP LLC 0905550-IN

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110-11213				CA	11,224.80	
9/25/2020		148861-C	10/15/2020		GAS GARAGE	10,347.33
110-14111				EX	10,347.33	
110-21121				AP	10,347.33	
110-11213				CA	10,347.33	

VENDOR TOTALS

21,572.13

25976 PAVEMENT RESTORATIONS I 14406

8/31/2020		148570-C	9/30/2020		PAVEMENT RESTORATION	15,823.64
110-43911-290				EX	15,823.64	
110-21121				AP	15,823.64	
110-11213				CA	15,823.64	

VENDOR TOTALS

15,823.64

30681 R PILLION MANUFACTURING 8603K

8/26/2020		148582-C	9/30/2020		POTHOLE PATCHING MAC	99,475.00
315-43190-900				EX	96,525.00	
110-43190-339				EX	2,950.00	
315-21121				AP	96,525.00	
110-21121				AP	2,950.00	
110-11213				CA	96,525.00	
110-11213				CA	2,950.00	

VENDOR TOTALS

99,475.00

7307 SPRAGINS BARNETT & COBB 27968-10/15/20

10/01/2020		148889-C	10/15/2020		LEGAL SERV-COJ	10,416.66
110-41300-250				EX	10,416.66	
110-21121				AP	10,416.66	
110-11213				CA	10,416.66	

VENDOR TOTALS

10,416.66

25623 THE DREAM CENTER OF JAC 10/02/20

10/02/2020		148909-C	10/15/2020		DONATION-COJ	23,358.13
110-41900-720				EX	23,358.13	
110-21121				AP	23,358.13	
110-11213				CA	23,358.13	

VENDOR TOTALS

23,358.13

7054 TLM ASSOCIATES INC J5402 - 70

8/14/2020		148617-C	9/30/2020		PROJ: F E WRIGHT DR-E	27,052.38
315-43190-936				EX	27,052.38	
315-21121				AP	27,052.38	
110-11213				CA	27,052.38	

VENDOR TOTALS

27,052.38

7054 TLM ASSOCIATES INC J5402 - 71

9/24/2020		148916-C	10/15/2020		PROJ: F E WRIGHT DR-E	10,630.00
315-43190-936				EX	10,630.00	
315-21121				AP	10,630.00	
110-11213				CA	10,630.00	

VENDOR TOTALS

10,630.00

7054 TLM ASSOCIATES INC J6374A - 1

7/27/2020		148618-C	9/30/2020		PROJ:EXIT 85 STORM D	20,950.00
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VENDOR TOTALS

20,950.00

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110-43911-265				EX	20,950.00	
110-21121				AP	20,950.00	
110-11213				CA	20,950.00	

VENDOR TOTALS

58,632.38

10091 TN DEPT OF ENV & CONSER 9/30/2020

9/30/2020		148917-C	10/15/2020	FY'20-'21 APPROPRIAT	27,270.00
110-41900-767				EX	27,270.00
110-21121				AP	27,270.00
110-11213				CA	27,270.00

VENDOR TOTALS

27,270.00

1365 TN DEPT OF LABOR/WORKFO 09-17-2020

9/17/2020		148620-C	9/30/2020	EMP#0650-078-UNEMP I	39,196.16
110-41900-147				EX	39,196.10
110-21121				AP	39,196.10
110-11213				CA	39,196.10

VENDOR TOTALS

39,196.10

18709 TOP DOGS POLICE K-9 ACA 08/11/20

8/11/2020		148624-C	9/30/2020	DUAL PURP DOG & 6WK	16,500.00
110-42180-321				EX	16,500.00
110-21121				AP	16,500.00
110-11213				CA	16,500.00

VENDOR TOTALS

16,500.00

30489 TOWNSEND SYSTEMS LLC 3909

8/31/2020		148625-C	9/30/2020	PROG BILL-MTRLS FOR	13,901.47
110-41815-290				EX	13,901.47
110-21121				AP	13,901.47
110-11213				CA	13,901.47

VENDOR TOTALS

13,901.47

28714 VIRTUAL ACADEMY VAS502

8/31/2020		148639-C	9/30/2020	TRAINING SERV RNWL-J	11,799.00
110-42100-289				EX	11,799.00
110-21121				AP	11,799.00
110-11213				CA	11,799.00

VENDOR TOTALS

11,799.00

3936 WASTE MANAGEMENT 09/01/20A

9/01/2020		148644-C	9/30/2020	COMM LOOSE/RES PU &	227,872.12
131-43230-297				EX	227,872.12
131-21121				AP	227,872.12
110-11213				CA	227,872.12

3936 WASTE MANAGEMENT 10/01/20A

10/01/2020		148943-C	10/15/2020	COMM LOOSE/RES PU &	155,517.08
131-43230-297				EX	155,517.08
131-21121				AP	155,517.08
110-11213				CA	155,517.08

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