

TOWN OF ASHLAND WORKSHOP MEETING MINUTES

August 1, 2017

6:00 PM at Ashland City Municipal Building
101 Court Street, Ashland City, Tennessee

CALL TO ORDER at 6:00 PM by Mayor Johnson.

ROLL CALL

Present: Mayor Richard Johnson, Ms. Lisa Walker, Mr. Jimmy Gill, Mr. Gary Norwood, and Mr. Roger Jackson.
Absent: Vice Mayor Steve Allen and Ms. Alwilda Binkley

REPORTS

- A. Fire, Codes and Life Safety Department.** Chief Walker reported the new software for Codes is now up and running. He further reported the new fire recruit class has a final exam scheduled.
- B. Police Department.** Chief Coulon stated he has given a contract to Jennifer for review and Kellie to add to the agenda for the military surplus.
- C. Court Department.** Ms. Justice stated everything is business as usual and doesn't have anything to report.
- D. Parks Department.** Mr. Young reported the County Mayor's Back to School Bash has been scheduled for Saturday and was moved to Riverbluff Park and the Triathlon is scheduled for Sunday.
- E. Senior Center.** Ms. Womack reminded the council of "Dark in the Park" for the upcoming eclipse. She stated the event committee will be giving away 800 glasses for viewing the eclipse and moon pies with stickers that will show the dates for Music on Main and the Christmas Parade. She also stated there will be six food vendors set up.
- F. Recorder's Office.** Ms. Reed reported Yeary, Howell and Associates will be in the office at the end of the month to work on the annual audit.

OLD BUSINESS

- A. Salary Study.** Ms. Reed presented the council with a spreadsheet showing the increase for each department with a 2, 2.5, and 3% raise for employees. Mr. Norwood asked if this reflects the changes from the salary study and the breakdown for each employee. Ms. Reed then went over her spreadsheet showing the breakdown for each employee and how she obtained her figures. Mr. Norwood requested this be emailed to council and to add this to the Budget agenda for further discussion and review. Mr. Jackson requested figures for revenues received at the end of the fiscal year in order to compare to the budget figures.

NEW BUSINESS

- A. Mid-Cumberland Agreement.** Ms. Womack stated this is the agreement to provide transportation to senior citizens which are unable to drive. Further, Ms. Noe has received a copy of the agreement and is reviewing it for council. Mr. Norwood questioned the city paying for the service. Ms. Womack explained GNRC reimburses the city through their contract. Mr. Norwood asked what the cost is per year approximately. Ms. Womack stated around \$1,400. Mr. Norwood asked Ms. Womack to make sure Ms. Noe pays close attention to number 23 in the contract discussing acts of God.
- B. Twin Simmons Contract for Fire Department.** Chief Walker stated this is for a commercial for advertisement. He further stated he has found there is a better response to advertisements on social media. This is a professional service and will be reimbursed through a 100% grant. Further utilizing this service will allow them to document and reuse.
- C. Cleaning Contract.** Ms. Womack stated originally she had planned to utilize Ms. Tonya Vansel, who currently cleans the Public Works Building, and unfortunately she is not able to continue to do so. Ms. Reed stated Ms. Vansel will be able to continue to clean the Public Works Building and City Hall.
- D. Job Descriptions.** Ms. Reed stated there are 3 job descriptions for approval. Further, the Fire Marshal position will be changing to a salaried position and this is one that was under the minimum pay for the salary study. Mayor added the Public Works Director position changes have been highlighted in yellow. Mr. Norwood suggested changing the five years' experience to a Grade III certification or better and taking out the Bachelor Degree requirement.

- E. **Chemical Bid Renewal.** Mr. Brandon Nicholson stated the chemical bids can be renewed for one year. In addition, next year we have the option to renew again if we are still pleased based on the contract signed with the last bid process. Mayor requested copies be given out at the council meeting.
- F. **Tank Inspection Bid Request.** Mr. Nicholson stated the tanks at Caldwell and Lennox need inspection as per the 5-year requirement.
- G. **Surplus Listing.** Mr. Gill asked if anyone can bid on these items. Mayor stated that would be a question for Ms. Noe. Chief Walker stated the Fire Department has several old coats, pants and boots that are outdated and not allowed for use; however, a department in Arkansas that is in need and does not care they are outdated would love to receive these items. Mr. Norwood asked about the liability of the city with this donation. Chief Walker stated he would get them to sign a letter releasing the city from liability.
- H. **Ordinance 475: Updating Title 10 Code.** Ms. Reed stated this ordinance is to update title 10 on animal regulations. She further explained this is updating the section with the urban chicken regulations.

OTHER BUSINESS

- A. **GNRC Home Grant.** Mayor stated he received an updated contract from Ms. Cindy Raymond for the Home Grant and Chief Coulon had submitted a contract for military surplus items. In addition, Ms. Noe will be reviewing it for approval by council.
- B. **TML Safety Grant.** Chief Walker explained there is a 50/50 match grant we will be applying for in order to improve security after the updates to the building.

ADJOURNMENT

A motion made by Gill, seconded by Jackson to adjourn. Motion passed unanimously by voice vote. Meeting adjourned at 7:00 p.m.


RICHARD JOHNSON, MAYOR


KELLIE REED, CITY RECORDER