



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
November 05, 2019 6:00 PM
Minutes

ROLL CALL

Present: Mayor Steve Allen, Councilwoman Lisa Walker, Councilwoman Alwilda Binkley, Councilman Roger Jackson, Vice Mayor Daniel Anderson and Councilman Chris Kerrigan
Absent: Councilman Tim. Adkins

APPROVAL OF AGENDA

A motion made by Councilwoman Lisa Walker, seconded by Councilman Chris Kerrigan to approve the November agenda. Motion passed unanimously by voice vote.

APPROVAL OF MINUTES

1. 10-1-19 Workshop Meeting Minutes

A motion made by Councilwoman Lisa Walker, seconded by Councilman Roger Jackson to approve the October minutes as typed. Motion passed unanimously by voice vote.

REPORTS:

2. Fire and Codes Department

Chief Walker stated the Codes department completed two building inspections of framing, plumbing and rough-ins at the new apartment complex on Highway 12. He said issuing of permits has slowed down and there was no Planning Commission or Board of Zoning and Appeals Meetings last month. Chief Walker said that today, November 5th there were 150 children from Cheatham Middle School who attended a live fire demonstration at the training grounds and there will be 150 more children to attend November 6th. Chief Walker stated Ashland City Elementary will have Fire Safety training within the next few weeks at the school. He said there were a total of eighty-nine calls in the month of October and will have the report ready by next Tuesday.

3. Police Department

Deputy Chief Jason Matlock stated Chief Ray's surgery went well. He said his department participated in the drug take back program with the Cheatham County Coalition and Cheatham County Sheriff Department and they filled several barrels. He stated Chief Ray received a phone call and an email from a citizen who wished to praise Officer Aaron Scott for helping them in the Wal-Mart parking lot. He said Officer Brown gave the citizen a ride home and pushed their broken down car to the parking lot and out of the way. Deputy Chief Matlock read the letter out loud.

4. Court Department

Ms. Anita Justice stated on Friday November 1st they celebrated the Judges 90th birthday with a party in the court room and had a great turn-out.

5. Senior Center

Ms. Melissa Womack introduced her new hire for Assistant Director, Ms. Kelly Young. Ms. Young said she was glad to join the team and hopes to be an asset. Ms. Womack stated the Friends of the Center will be replacing all the tile at the center for their yearly donation project.

6. Parks and Recreation Department

Mr. Scott Sampson said the Cheatham County Soccer Association ended their season this past Saturday with over 200 kids in the league. He stated the Friends of the Trail picked up trash on the trail.

7. Public Works & Public Utilities Department

Mr. Clint Biggers stated things have been going well. He said they demolished the house and garage on city property where the new City Hall site will be. He stated his department has done four water taps and one eight-inch sewer tap for the twenty-one condos being built on Bell

Street. Mr. Biggers said a tree fell on a fence at the industrial park. He said they will begin interviews for the water plant in a couple of weeks.

8. City Recorder's Office

Ms. Kellie Reed stated 2019 property taxes were loaded into the Tyler software and the front office has started taking payments. She said last month the Tyler software made 309 calls for late payment reminders and the office cut off twenty-three customers. Further, the front office was understaffed in October as everyone took vacations. She said she had an unusually high volume of open record requests and she has also been busy working on the Christmas parade. She stated a Beer Board meeting will be held next week before the regularly scheduled council meeting for a permit for Family Dollar. Ms. Reed said they have been interviewing for the vacant position in the front office.

OLD BUSINESS:

9. A.O. Smith Berm Contracts

Ms. Reed stated Ms. Noe is reviewing the agreements and has made some changes that she proposed to A.O. Smith's attorney and we are waiting to get final approval hopefully by the end of this week.

10. TDOT Agreement: Tennessee Waltz Parkway

Ms. Reed stated this agreement goes hand in hand with the berm contract, as this agreement is for the City to take ownership of the road when the berm is built; the agreement should be ready next week. Councilman Jackson asked if we would be responsible for all of the bypass road. Chief Walker said no, just the AO Smith side, nothing past the red light and it is in the contract that AO Smith will assist when needed for paving after the first ten to twelve years. Chief Walker asked what the cost to pave something like that would be. Mr. Biggers stated he thinks around \$1000,000 dollars for one mile on a two lane road.

11. Ordinance: 19-20 Budget Amendment #1

Ms. Reed stated this is for second and final reading next week and will allocate the moneies not spent in last year's budget and will fund the engineering for the building City Hall and the Fire Department.

NEW BUSINESS:

12. Amendment to the ECD Accountability Agreement for the A.O. Smith Berm Project

Ms. Reed stated the ECD is changing dates and it has been sent to Ms. Noe for review. Vice Mayor Anderson asked if by next week everything will be in order and ready to give it back to A.O. Smith. Ms. Reed stated yes.

13. Mowing Agreement 2020

Mr. Sampson said the current contract expires in December of this year and he wants to extend the contract for two additional years with the current company because they do a good job. Ms. Reed said this can be done as long as both parties agree and sign a letter of agreement per the original contract.

14. Summerfest Fireworks Agreement 2020

Mr. Sampson said this is not an agreement or a current contract but just general prices and FYI for next year.

15. Bi-Centennial Trail Agreement Amendment: Section 8: Liability Insurance

Ms. Reed stated we currently have a \$300,000-dollar liability insurance provision in the contract and we are being asked to increase that amount to one million dollars. Further, Ms. Noe is reviewing the amendment and she is checking with the insurance provider to see what the increase would cost.

16. Tennessee Highway Patrol Memorandum of Understanding

Chief Walker stated he was approached by THP and they requested the use of an office at Fire Station II to work from while they are in the area. Chief Walker said they requested this so their officers do not have to drive to Dickson to drop off blood samples. Councilman Jackson asked if the city could charge them a fee. Chief Walker stated the office is small with one light, one bathroom and is on the same heating and air as the rest of the building and a fee would be up to

Council to decide. Councilwoman Binkley asked how secure the building would be. Chief Walker said it will be locked from the fire station side where THP cannot get into the station and the firefighters cannot get into the office. He said there is also a key pad electronic lock. He said the blood samples would be secured to the floor. Mayor Allen asked if THP would supply something to hold the samples. Deputy Chief Matlock stated it most likely it would be something similar to the drug take back box. Chief Walker stated Ms. Noe will draft an agreement.

17. US Geological Survey Agreement

Ms. Reed stated this is an annual agreement for river gauge to monitor the water levels. Chief Walker said it has been used since the flood in 2010. He said citizens can be alerted when levels get high near their property.

18. Resolution: Updating Personnel Manual

Ms. Reed stated there are proposed changes to the employee manual as to make verbiage clearer under Breaks, Nepotism, Sick Leave and Bereavement Leave. Councilman Jackson stated he wants Grandmother-In-Law and Grandfather-In-Law to be added to the employee's immediate family members. Ms. Reed stated she has proposed that. Mayor Allen said the way it is written is confusing. Councilman Jackson stated that he sees no issue in hiring relatives of members of council as council does not oversee city employees. Chief Walker asked about hiring under direct supervision. Ms. Reed said that is already policy. After much discussion it was determined the terminology needed to be simplified.

19. Resolution: Community Development Block Grant

Ms. Reed stated that she, Mr. Biggers and Mr. Brian Stinson meet with GNR last week for this grant. She said we missed the time line for 2019 but would be able to apply in 2020. She stated the grant is \$630,000 dollars at an 18% match and will help with projects that the city is already doing. She said this grant is a good way to fund these projects. Mr. Biggers stated the grant would take care of all the water and sewer upgrades at once.

20. Resolution: Traffic Signal Modernization Grant

Ms. Reed stated this grant is for crosswalks at Stratton Blvd and the Courthouse for pedestrians. She said it is at 100% match and is asking for authorization to apply.

21. Resolution: Adopt Community Mobility Plan

Ms. Reed stated this was to adopt the plan the engineers had written based off the complete streets plan grant.

22. Salary Study Proposal/ Agreement

Ms. Reed stated she spoke with the County Mayor and liked who they went with and this will be less than the last study that was conducted.

23. Ordinance: Amend Ordinance 359: Event Permits

Ms. Reed stated she and Mr. Sampson along with department heads reviewed the current ordinance and wording needs to be changed. Further this will be for first reading next week and will require two readings.

EXPENDITURE REQUESTS:

24. Permission to Bid: Bank Accounts

Ms. Reed said the banks we currently use are US Bank, Community Bank and Trust, and Pinnacle Bank. She stated the new legislation has made it mandatory for government bodies to bid their banks yearly and she is asking permission to accept proposals.

OTHER.

25. Proclamation for Girls Softball Team

Mr. Sampson stated there were two girls' softball teams to win the State tournament this year and he is proposing they be recognized. Mayor Allen suggested a proclamation.

26. Mayor Allen stated he met with a lighting group out of Utah who discussed street lights and found it very interesting and asked council if they would be willing to talk with them as well.

27. Councilman Jackson stated he would like to be told if the City Recorder's job duties change since the City Recorder answers to City Council.

28. Councilwoman Walker said she would like to see the IT reports added to the agenda. She also requested a change to the public forum to add which district the citizen lives in.
29. Mr. Gary Binkley stated there will be a jail workshop tomorrow, November 11 at 6 p.m. at the David McCullough room.
30. Councilwoman Binkley stated she will not be in her position much longer and she thanked everyone present and especially the council members

ADJOURNMENT

A motion made by Vice Mayor Anderson, seconded by Councilman Jackson to adjourn. Motion passed unanimously by voice vote. Meeting adjourned at 6:46 p.m.



MAYOR STEVE ALLEN



CITY RECORDER KELLIE REED, CMFO, CMC