

TOWN OF ASHLAND CITY WORKSHOP MEETING MINUTES

October 2, 2018

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. Roger Jackson, Mr. Daniel Anderson, Mr. Tim Adkins and Mr. Chris Kerrigan

ABSENT

Vice Mayor Steve Allen

CONSIDERATION OF AGENDA

A motion made by Mr. Tim Adkins, seconded by Mr. Daniel Anderson to approve the October agenda with corrections of remove Comcast Franchise Agreement add County Water Tank Agreement to add TDOT Grant contract, Resolution: Vehicle Acquisition Grant, Tasers and Cameras and Metal Frame. Motion passed unanimously by voice vote.

CONSIDERATION OF MINUTES

A motion made by Ms. Lisa Walker, seconded by Mr. Tim Adkins to approve the September minutes as typed. Motion passed unanimously by voice vote.

REPORTS

A. Department Heads.

- a. **Fire, Codes and Life Safety Department.** Chief Walker stated they are currently short on personnel. He informed of scheduled training next week at the new training tower. He stated fire is good and codes is busy. Further, there are currently six on the agenda for the planning commission meeting next month, mostly commercial or retail. He informed council that he would be sending out a monthly report on codes as he does for fire.
- b. **Police Department.** Chief Coulon introduced two new officers, Paul Garrett and Ben Moore. He stated the two new officers were heading to Montgomery County to help with the manhunt. He stated he has items on the agenda.
- c. **Court Department.** Ms. Anita Justice stated business as usual.
- d. **Senior Center.** Ms. Melissa Womack stated busy with Music on Main. She informed that the event committee would meet on Thursday with Chief Coulon and Chief Walker to work out details and ensure safety of everyone. She stated currently there are 120 vendors. Further, they are assigning line up and dividing up like vendors. She stated she is hoping to see everyone at the event and currently it looks like the weather will be 72 degrees and sunny.
- e. **Parks.** Mr. Scott Sampson introduced himself to council and stated he has been on the job for about four weeks. He informed council that he is happy to be here and he sees a lot of work to do. Ms. Lisa Walker requested an update on the connector. Mr. Sampson stated concrete was poured on the bridge and they are working on scheduling the paving.
- f. **Water and Streets Department.** Mr. Clint Biggers informed council as to the changing season the Street Department has been hanging the fall banners. He stated the Chestnut Street bridge rebuild will be next week while school is on fall break. Mr. Roger Jackson questioned the shape of the water tank at the industrial park. Mr. Mayor stated it is in good shape. Mr. Biggers informed that it was recently inspected.
- g. **Mayor's Assistant.** Ms. Sandy Cannon stated she has been busy with Christmas parade details. Further, the employee Christmas dinner/meeting will be on December 13, 2018 at 6 pm. She informed of the Lion Clubs paper sales this Saturday, open positions with city, farmers market closing this Saturday, and flu shots scheduled for the employees tomorrow at the Senior Center. She further stated the TDOT grant is on the agenda.
- h. **Recorder.** Ms. Reed informed TML workers comp grant to purchase steel toe boots was approved; however, we were denied for the TN Prima Scholarship. She stated a worker's comp audit was just performed and it went well and the city may get a little money back. Mr. Roger Jackson inquired of an email sent from Kellie to pay invoice and do we have anyone looking into the email issues. Ms. Reed

instructed Mr. Jackson not to open that email or any email stating invoice due. Chief Walker stated the email system should be changed over in about 3 weeks.

OLD BUSINESS

- A. **Comcast Franchise Agreement-** Removed from agenda.

NEW BUSINESS

- A. **Tyler- IVR Agreement.** Ms. Reed stated Tyler now offer customers the ability to pay over the phone without speaking to a person. She informed the cost would be \$1.25 charged to the customer, no cost to city. She stated the contract has been sent to Ms. Jennifer Noe to review.
- B. **LB Technologies Agreement.** Ms. Reed stated this was suggested by IT to send to council for approval. Mr. Mayor questioned if amount was already in budget. He also stated this would help on insurance. Ms. Walker questioned number of vehicles. Mr. Biggers stated around 50. Ms. Reed stated it would be on all city vehicles.
- C. **A. O. Smith Contract.** Ms. Reed stated this is the Berm project and Ms. Noe hopes to have ready next week, if not defer it. Mr. Mayor stated there were changes made to our benefit.
- D. **Summerfest Carnival Contract.** Ms. Reed stated Ms. Noe asked to have this on the agenda to talk about next week, look at some other companies and have a preliminary discussion. Ms. Reed stated she would meet with Mr. Scott Sampson to search for other companies.
- E. **Public Library Maintenance of Effort Agreement.** Ms. Reed stated this is the agreement with the library. Mr. Mayor stated the budget does not increase.
- F. **Police Department Air Conditioning Discussion.** Chief Coulon stated the air quality test showed there is mold and mildew in the office and on the furniture due to humidity range of 70% to 80%, normal is 40% to 50%. He stated the recommendation is to replace the air conditioning unit. After much discussion, concerning the bid cost presented by Denny Mechanical, it was determined other companies should be offered the chance to bid and reduce the possible cost.
- G. **Ordinance: Amend Title 16 Chapter 1: 16-112.** Chief Walker stated they are still working to the sidewalk issue to see what other cities do and would like to defer until next month.
- H. **Ordinance: Budget Amendment.** Ms. Reed stated this budget amendment would cover funds for needed servers in police department, merge to Microsoft and the new phone system. She informed of funds to cover architecture project, TDOT planning grant and the E-ticket handheld devices, in which \$4 of every ticket has been earmarked for the replacement of these devices.
- I. **Chemical Bids.** Ms. Reed stated the bids are for three different chemicals and sealed bids will be opened on Friday at 10 am.
- J. **Property Bids.** Ms. Reed stated there were no bids received, council will decide next week how to move forward and how to advertise. Mr. Jackson suggested waiting to see what the architecture says.
- K. **County Water Tank Agreement.** Ms. Reed stated Ms. Noe requested this be added to the agenda and will get it ready by next week.
- L. **TDOT Grant Contract.** Ms. Cannon stated with this grant that assists with rural planning for engineering and will help acquire other grants for items. She informed of community meetings all year, long process to complete streets plan through TDOT.
- M. **Resolution: Vehicle Acquisition Grant.** Chief Walker stated this is three of the same grants applied for last year, \$800,000 with a 5% match. Mr. Anderson inquired as to plans with other truck. Chief Walker stated to get max credit with ISO it is time to replace.

SURPLUS PROPERTY NOMINATIONS

Ms. Kellie Reed stated Mr. Burt Adcock has a list of cars and miscellaneous attached in the packet. Chief Coulon stated all good to sell on gov deal except police tasers.

EXPENDITURE REQUESTS:

- A. **80- 1' Sensus Water Meters.** Mr. Biggers stated this is to order in bulk in order to save money and it is already allocated in the budget.

OTHER BUSINESS

- A. **Strategic Planning.** Ms. Walker questioned the quarterly reporting. Ms. Cannon stated she organized it, JT facilitated it, but she would try to get it back together again. Chief Walker stated a list of items remain on the dry erase board in the fire department and currently working on the walkway trash.

ADJOURNMENT

A motion made by Mr. Daniel Anderson, seconded by Mr. Roger Jackson to adjourn. Motion passed unanimously by voice vote. Meeting adjourned at 6:44 p.m.



RICHARD JOHNSON, MAYOR



KELLIE REED, CITY RECORDER