

TOWN OF ASHLAND WORKSHOP MEETING MINUTES
May 1, 2018
6:00 PM at Ashland City Municipal Building
101 Court Street, Ashland City, Tennessee

CALL TO ORDER at 6:02 PM by Mayor Johnson.

ROLL CALL

Present: Mayor Richard Johnson, Ms. Lisa Walker, Mr. Tim Adkins and Vice Mayor Steve Allen.

ABSENT

Mr. Roger Jackson and Mr. Daniel Anderson.

CONSIDERATION OF AGENDA

A motion made by Mr. Adkins, seconded by Vice Mayor Allen to approve the agenda. Motion passed unanimously by voice vote.

CONSIDERATION OF MINUTES

A motion made by Vice Mayor Allen, seconded by Ms. Walker to approve the April meeting minutes. Motion passed unanimously by voice vote.

MOMENT OF SILENCE

A moment of silence requested to reflect on the loss of a former city employee, Diane Thornton and a planning committee member David Coode.

REPORTS

A. Department Heads.

- a. **Fire, Codes and Life Safety Department.** Chief Walker reported a record breaking month with the 113th call received at 11:15 pm on April 30, 2018. Mayor Johnson asked for a comparison with the other cities. Chief Walker stated Pegram has about 300 calls per year and Pleasant View has about the same as Ashland City.
- b. **Police Department.** Chief Coulon reported being busy yesterday with a wreck that closed a main road during heavy rush hour. He further stated they were working closely with the Fire Department yesterday and being lucky to have a great working relationship with them. Chief Walker stated the first 5 minutes were critical, and praised the first 2 firemen on the scene and how they could not have completed their job without the help of the police.
- c. **Parks Department.** Mr. Young reported being busy with Summerfest, Farmers Market calls, youth sports, and pavilion rentals. He further stated he is currently working 7 days a week. Mayor Johnson stated he would like Ms. Cannon, Mr. Young, and the market manager to coordinate opening day and the dedication for Chris LaCrosse Pavilion.
- d. **Senior Center.** Ms. Womack reported the current member count is 1,181. She stated seniors had a great trip to Arkansas on Sunday and Monday. She further stated next Monday a group will travel to Biloxi.
- e. **Water and Streets Department.** Mr. Biggers reported being busy working repairs on Spring Street where Habitat of Humanity had dug in the wrong spot. He stated it happened once last week and again this week.
- f. **Mayor's Assistant.** Ms. Cannon reported all items are on the agenda.
- g. **Recorder Office.** Ms. Kellie reported all items are on the agenda.
- h. **City Attorney.** Ms. Noe requested an attorney/client meeting next week. She also informed council that the Legislator passed the charter amendments.

OLD BUSINESS

- A. **Strategy Session Update.** Ms. Reed stated Chief Walker, Mr. Young and I met on a grant for parks to extend the trail. She also stated in August they would start looking at engineering. Mayor Johnson stated the group would get together before next month.
- B. **Comcast Franchise Agreement.** Ms. Jennifer Noe stated the email address on file was not valid, but she

was able to contact someone and hopes to have something next week.

- C. **Ordinance: Budget Amendment.** Mayor Johnson stated this was 2nd reading, and asked if anyone had any questions.
- D. **Ordinance: Rezone Arbor Loop of 9 lots.** Chief Walker stated this was discussed last month and will be the 2nd reading.
- E. **Ordinance: Rezone Orchard Street R-2 to R-3.** Chief Walker stated this is a 2nd reading on an existing attached duplex where R-2 was issued instead of R-3.
- F. **Ordinance: Amend Ordinance 295 regulating automatic sprinkler systems.** Chief Walker stated 2nd reading to revamp remodels. He stated 25% remodel will no longer be required to add sprinkler and it will be updated to 50% more floor space must add sprinklers.
- G. **Ordinance: Amend Title 20 Sign Ordinance.** Ms. Noe stated page 21, 20.107.2, Section A percentage state law continuously changes, propose eliminate Section A completely and add refer to state using same number.

NEW BUSINESS

- A. **Certificate of Compliance for Wine – Ashland City Liquor and Wine.** Ms. Reed stated this is the required 2-year compliance certification. In addition, the background check and paperwork would be ready next week.
- B. **Trail Grant Contract.** Ms. Reed stated this is to update the numbers, but which were presented when Mr. Lee Davidson was here last month. Mayor Johnson stated that we already agreed on the numbers and once passed this will not put us behind. Ms. Reed stated she will send it in next Wednesday after it is passed.
- C. **E-Agent Contract.** Chief Coulon stated officers will have access to Driver's License, tags and all other information with a mobile laptop in their car, currently this search is handled in the office and there is so much traffic on the radio that it slows down the process. Ms. Noe stated there would be a few changes such as no auto renewal. Vice Mayor Allen questioned if they need a license to do this in the car when they pull someone over. Chief Coulon stated yes the license would allow an officer to access information from any phone, laptop or tablet with a user-id and password. Vice Mayor Allen questioned if this would be one license per car. Chief responded one license per officer.
- D. **Verizon Connect Agreement.** Mayor Johnson stated this is for GPS on the city cars, \$30 harness fee, \$18 per month for the system and would let the city know where an employee is working. Mr. Biggers commented this will give us a discount on liability insurance.
- E. **Carfax Agreement.** Chief Coulon stated there is no cost to access the software and it will help search for a partial license and/or description of car. Also, this will allow people to get an accident report from their site instead of going through the Police Department.
- F. **ADA Transition Plan Letter.** Ms. Reed stated this is to be in compliance with TDOT requirements and Mr. Brian Stinson will be here next week to explain further.
- G. **Resolution: Update Employee Manual.** Ms. Noe stated Ms. Cannon, Ms. Reed and I have worked on the updates and she will go over the changes which are highlighted in the handbook.
 - Page 5 information Ms. Cannon took from City of Goodlettsville
 - Page 7 pay plan documented
 - Page 8 emergency pay where FEMA reimburses for emergency of natural disaster, employee will keep up with how to be reimbursed, where as Vice Mayor Allen questioned how much would they be paid. Chief Walker stated it would be straight time.
 - Page 9 emergency overtime pay
 - Page 9 a resigning employee will be paid on the next regular pay date
 - Page 10 when an employee exhausts all leave the employee is responsible to pay all extra policies while out for non-pay
 - Page 11 all applications will be turned into Workforce Essentials
 - Page 12 applicants will be notified by email or mail
 - Page 14 possible examinations
 - Page 14 regular part time employees are eligible for some city benefits
 - Page 15 former employees who are rehired, the Mayor will decide to reinstate and give back all vacation and sick on 1st day of employment
 - Page 16 yearly evaluations are required with training and reviews
 - Page 17 new employee orientation will include tour of city, important numbers within the city and knowledge of the city
 - Page 17 outside additional employment must be approved. Ms. Walker questioned how many

work another job outside of the city. Chief Walker stated almost all part time firemen and the ones who work 24 on and 24 off. Chief Coulon added there is an application process for the officers to be able to work outside of current job.

- Page 18 son-in-law and daughter-in-law have been added
- Page 19 legal holiday will not be counted as vacation if falling in between an employees scheduled vacation
- Page 19 vacation leave. Ms. Noe stated she needs guidance from council, currently an employee receives all vacation on January 1, new employees receive vacation on day 31 of employment, when an employee leaves the job, all vacation time remaining must be paid to the employee, even though the employee has not earned all of the time, if council choses to give vacation as it is accrued throughout the year, it could save the city a possible loss. She further stated she asked Ms. Reed to give examples. Ms. Reed stated currently the liability of the loss to the city of \$28,365.43 at a rate of 11% turnover rate. Ms. Walker questioned how to change it to accrue throughout year and Ms. Noe stated the city cannot take vacation away. Ms. Reed stated any changes would take effect on January 1, 2019. After much discussion on vacation, Mayor Johnson instructed it did not need to be solved tonight.
- Page 20 New Hire vacation time will be pro-rated
- Page 20 suggested comp time used before vacation leave, must use paid time before allowing time without pay
- Page 23 FMLA information added
- Page 28 TN Maternity Leave Act added
- Page 29 Civil Leave, jury duty release expected to return to work, subpoena will receive full pay
- Page 32 retirees suggested city pay some of the coverage for benefits. Ms. Cannon proposed if an employee has worked 25 years for the city and is age 59 ½, the city would pay 25% of their insurance until age 65. She referred to spreadsheet Ms. Reed had figured for possible current employees. Ms. Noe stated some cities do it and some do not, it is something to contemplate.
- Page 33 benefits added to handbook, life insurance has been the same quite a while
- Page 35 long term disability with a 6 month exclusionary
- Page 59 harassment policy consistent with today's work place violence
- Page 66 dress code, jeans without holes are added as acceptable, as allowed by department heads
- Page 67 protective footwear furnished by the city, in past it has only been uniforms, footwear will only be if work place requires it
- Page 70 cars fitted with location devices and employee can receive discipline actions if found in wrong place. Ms. Walker suggested to add no smoking in city cars and must wear seat belts.
- Page 71 no personal email accessed on city devices, city items cannot be on personal items, and change passwords every 6 months. Mrs. Cannon stated she had Mr. Cannon looked over this and added items to the employee manual.
- Page 74 rules for social media pages. Ms. Walker questioned a checklist of items to remove access of a terminated employee. Chief Walker stated Mr. Cannon and I look at emails and remove the person, Mr. Brian Biggs cuts access to the card.

- H. Resolution: Employee Insurance.** Ms. Reed stated changes to employee insurance will need a resolution, she also informed council that Ms. Cannon has slides to explain. Ms. Cannon stated employees have requested better insurance, currently they have a \$6,600 deductible, the city currently has 17 employees who pay out of pocket \$7,568 for the family coverage per year and then \$6,600 deductible. She suggested the city would pay 10% towards family plan, the employees would receive a better plan with \$4,000 max out of pocket. Example of current employee: Police officer salary \$37,584 – family plan \$7,568 – deductible \$6,600 = salary after health insurance cost \$23,416. Ms. Noe stated the city pays for employee only but not the family, Chief Walker informed family coverage stopped in 1994. Ms. Reed stated the need for a resolution to pass in order to pay the 10% towards family coverage and increase could be done after budget is passed.
- I. Ordinance: 18-19 Budget.** Ms. Reed directed council to refer to breakdown sheet that shows an increase in property taxes from .4365 cents to .59 cents. Mayor Johnson inquired as to if there is an increase will the city still have 6 months of reserve. Ms. Reed referred back to the spreadsheet, bottom line still shows city in the black and stated she will plug the .59 cents in to the budget after the meeting. Mayor Johnson reminded council that Ashland City is the only city with full time police and fire. In addition, Kingston Springs' tax rate is .82 cents and Pegram's tax rate is .88 cents. Ms. Reed stated there have been no changes after meeting last week, any questions between now and next week call or stop by the office. Ms. Noe stated the need to discuss the County's proposal about sales tax. Mr. Gary Binkley informed of

special called meeting on May 10th to talk about the proposal at 6 pm, he stated the city attorney stated if passed on ballot the county would guarantee the city the same percentage as they have been receiving. Mayor Johnson stated if there are questions between now and ext week to contact Ms. Reed.

- J. **Ordinance: Food Trucks.** Ms. Reed stated this has been modeled after City of Murfreesboro. Ms. Reed stated they would need a business license with the City. The council discussed new code, state regulated, state health license, parking on private property versus public property, set hours, parking in front of signage and preparation the food. Vice Mayor Allen questioned if vendors would be here every day and Ms. Walker questioned if Codes would have to enforce it. Mayor stated this is something to look at between now and next week.
- K. **Permission to bid roof at Fire Station II.** Chief Walker stated money from last year moved to this year budget, it is a budgeted item which we received insurance money for last fiscal year.

SURPLUS PROPERTY NOMINATIONS

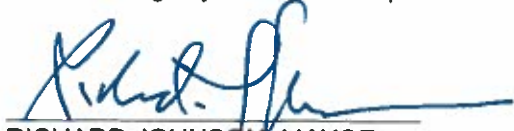
None

OTHER BUSINESS

Mr. Gary Binkley invited everyone to the Business Development Meeting at the EOC at 4:30 p.m. Ms. Walker suggested Ms. Cannon do some public relations about the census, since we made a big deal out of it, need to let people know the number and what the city will receive for meeting the number. Ms. Cannon stated she would do a story after the number has been confirmed and verified: GNRC verified and now it is at UT Boyd Center.

ADJOURNMENT

A motion made by Vice Mayor Allen, seconded by Ms. Walker to adjourn. Motion passed unanimously by voice vote. Meeting adjourned at 7:42 p.m.



RICHARD JOHNSON, MAYOR



KELLIE REED, CITY RECORDER