

# TOWN OF ASHLAND CITY Regularly Scheduled Workshop MeetingNovember 12, 2024, 6:00 PM Minutes

### **CALL TO ORDER**

# **ROLL CALL**

Mayor Gerald Greer Councilman Tim Adkins Councilwoman Binkley Vice Mayor Chris Kerrigan Councilman Michael Smith Councilman Kevin Thompson Councilman Tony Young

### APPROVAL OF AGENDA

A motion was made by Vice Mayor Kerrigan, Seconded by Councilman Smith, to approve the agenda. All approved by voice vote.

# APPROVAL OF MINUTES

1. October 1, 2024, Minutes A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the October 1, 2024, minutes. All approved by voice vote.

# **PUBLIC FORUM**

Steve McBride - Resident of Ashland City that had a water leak in our water system, and everybody should have received a piece of paper with details of communications with the city. He wants some help in getting reimbursed for water that poured out on his property and did not go into the sewer system. He stated that his youngest daughter got married August 28 and when they found the water leak, they had family coming in from throughout the country. In the middle of August in Ashland City there was a water leak in their pool area around the pump, I didn't really know where the leak was coming from at the time. Because the family was coming in, some of them were not used to the humidity so he decided to continue to run the water, and he paid the water bill. He stated the water did not actually go through the treatment plant and just poured out on his property. The amount of that bill was \$ 2,670.27. He was given an ordinance by the city and the bills are attached to the packet he handed the Council members. The ordinance gives adjustments on the last page. It is section 3 and sub section 2; it states that adjustments for sewer will be considered when a leak occurs on the water system, but the customer and the leak does not enter the sewer system. The sewer bill will be adjusted to an average annual bill. He spoke to Gayle Bowman at the city because she is the one that actually provided me this information. She said an example of this is a pipe leak in the ground on the customer's property. Water leaks that enter the sewer system such as a faucet leak will be adjusted on the same basis as a water leak, sewer adjustments are limited to 2 consecutive billing periods per leak. Then, it states that adjustments for swimming pools, it says the pool area. We were running the pump and there was water going out onto our pool deck. They are not sure where the leak was coming from but it says it will be for sewers only 1 per calendar year. It doesn't really give a consecutive billing period. It just states 1 per year and he is not sure what that means. The adjustment will be made on the capacity of water in gallons held by the pool. We have a 40,000-gallon pool. It is 20ft by 40ft. What he is hoping for is to get reimbursed for the water that did not go into the treatment plant. He broke it down, he averaged 5 months from February until June and the bills were \$ 59.41 per month. If it was 2 consecutive billing cycles, that would equal \$ 118.82. He is asking to be reimbursed for \$ 2, 551.45. He stated that he reached out to some people to try to fix it. There was nobody locally could do it and he called some in Nashville and did not have any people that could

come out either. They were short on manpower and could not get anyone out until the end of August or beginning of September and that would not have done any good with the wedding being the 28<sup>th</sup> of August. He decided that he just had to run it and bite the bullet and paid the water bill. He stated that if you have ever had to pay for a wedding, it is expensive, and he felt like he had an added expense so he would like an adjustment and refund and hopes the Council will consider that.

### **REPORTS**

- 3. Attorney Jennifer Noe stated that she has a couple of things to go over. There will be on next week's agenda a resolution to approve the Cooperative Agreement with Omnia Partners. This was set up with the prior administration, but we never got approval to use this cooperative agreement with this company. We have been in touch with MTAS because we did not bid out the furniture and so we will be using this coop. Again, it was set up and for whatever reason this resolution did not get passed. It will be ready for you next week.

  Second, the supreme court of Tennessee came down and said that they would not re-hear Hidden Lakes and Hidden Lakes stands. In order for anyone to build there, Mr. Moore will have to post a bond for the roads and Mr. Moore has not been in contact with the city at all. She has had numerous calls, numerous drop-bys. NO Building permits until Mr. Moore posts a bond. Clint had previously worked on and gave him an amount. If we hear from him we will update that because that was done 2 years ago. It is a shame because Mr. Moore could have made money from this.
- 4. Project Update from Josh Wright He gave a quick recap and stated that he spoke to the civil engineer today and he stated that he will be sone with design drawings for the park in December. We have added a little bit more fill to the side over there, so he has gone back out and checked that. He just wanted to let the council know that is where we stood on the sports park and then at that point and time, AC and I have talked about applying for some grants and keeping the council updated on that. Do you have any questions on the sports park? He said no questions, so he is going to keep moving. He gave everyone handouts for the new city hall. He was on vacation last month and felt he needed to explain some things to the council on city hall. He asked to look at the first page. What he did was make them all a copy of his notes and if you wanted to see that and you had any questions or wanted to write anything down, He is giving a brief overview on the city hall project. Design timeline, we started the city hall project on March 19, 2019. If that gives you an idea of how long, we have been working on this project for 5 years. In those 5 years the world has changed tremendously. We will talk about access control and what that means in just a second. He stated that he gets a lot of questions about the sitework. The site was designed by the Civil Engineer firm in Pleasant View named CSR Engineering. They are contracted separately with the city. He stated that he has made every best effort to fill in the blanks if there were things that were not addressed on their drawings. He has tried to do so in the effort to keep the project moving forward. The second item on the list is the contingency. He stated we have a contingency in our USDA loan. It is required by USDA and he didn't know if the council was aware of the contingency or not so he wanted to make sure they were. After he listened to last month's meeting, he heard a lot of questions so he asked Mayor Greer if he could try to answer some of the questions he heard. The contingency was included in the bid for construction. It was a 3% contingency. The contingency started at \$ 177,550.00 and USDA required us to have that. He stated that he has a contingency built in on every commercial project he does. Every project there are always things that come up. There is a little bit of a buffer there that we can take care of those things. Currently, our contingency amount is at \$ 92,374.00. He stated he and Clinton Dodson and Cody Abney with Solomon Builders keep track of this and report this number at our owner architect contractor meetings every other week. He would like to address the CEMC charges next. He thinks Chief Walker would agree that our CEMC fees for the fire station were around \$7,000.00. His intent was to take the CEMC charges which he thought to be around \$7,000.00-\$10,000.00 and deduct it from the contingency budget. A change order would not have been needed for the CEMC fees. When he got the numbers back and it was \$ 39,000.00, he was shocked but thought he could

still take it out of the contingency. Another use for the contingency was the fence. There is a fence on each side of the property that is between the new city hall and CEMC and the new city hall and the residential property. That fence is at \$ 40,000.00. He tried to eliminate some of the fence to save the city money as well as some of the retaining wall that was on each side. Our civil engineer showed the retaining wall. They not specify the type of retaining wall it would be. We did the same at the fire station and it was successful. What he wants the council to understand is that the civil engineer does not work under his direct supervision. He works as a team with the civil engineer and with the Town of Ashland City. He does not do this anymore this was all done in 2019. He had to learn the hard way that it is just better to have them work with him. The fence at the retaining wall is \$40,000 dollars that will come out of contingency. There will be no change order for the fence. Chief Walker tried to answer but did not know what was left in the contingency. If we did not have money left, we would have had to come back and ask the council for more money for a change order. In speaking to Mayor Greer, they feel like they will not have any more change orders. We have added one exterior window and one interior window, this is the process we go through when we take 5 years to build a project. The city's needs have changed over the years, in 2019 we still had city court and do not have that any longer. We only have a traffic court. When we get to the end of the project and there is any contingency left, they have checked with George Davis with USDA and we can reimburse the city for the CEMC fees if it is unused. The next thing to address is the access control. In the packet he handed out there are 2 floor plans. He had them look at the floor plan with the highlights in a couple of places. This floor plan was approved by the State of Tennessee Fire Marshall's office. Where you see the highlights is where we showed the access controls. We had access control included in the initial budget. The allowance that was included with Solomon Builders contract for construction. The allowance was for \$ 78,000.00 and he came up with that number before we went out to bid. He called Andre McCoy who is the cities access control security guy. He looked at the drawings and stated the amount of \$78,000.00 for access control. When he met with staff as the bid was awarded and things have changed since 2019. We decided we needed more access control. We live in a different world now, so we added additional access control. He stated that he did know of the additional costs back in August but was trying to figure out a way to take that additional cost out of the contingency. He has been working with Cody Abney and Clinton Dodson of Solomon Builders and they were trying to absorb that extra access control into the contingency budget. The cost of the access control would have blown the contingency budget. Vice Mayor Kerrigan stated that we have the floor plan with all of the old access control but what about the new ones and Josh stated he would get that to him. Josh stated that he was not in that meeting, it was city staff and Andre McCoy and Solomon Builders. Every person that comes in and out of the building will be tracked with a time stamp. Moving on to the new sign. Josh has been working with Mayor Greer and Allen Nicholson and they wanted the sign to look more like the building. The last handout they got has a photo of a monument sign with a digital board inset into the sign. It is 4ft tall by 8 ft long. The council had approved installing a digital sign and what he is proposing is he has included in the construction bid, a monument sign that goes out in front of the flags. We will have the Tennessee Flag, American Flag and the City Flag. What he would like to propose to Council is that we delete the monument sign in the budget for building and take those funds and put it with the money that the council has aside for the digital sign and put it all towards the sign in the photo he shared which would be out front by the road instead of on the side where the flag are. It would be on Main St and sit back 12 to 15 feet so it will not impede people seeing the traffic flow. It would have many functions and could be changed easily if needed. He stated that his door is always open and if the council has anything they would like to know they can always call or email him for answers.

5. City Recorder - Mary Molepske - Sent in all ordinances to get the Charter updated: last update was 2016. Scanned in and uploaded ordinance 1-124 on the website and checked 125-629 to be sure the attachments were correct on all of them. Created a spread sheet on the share drive and attached each ordinance to the spread sheet so that anyone who has access can find them easier and faster and we have a digital copy of them. I have requested a copy of the ordinances

that were missing and when I get them, I will add them to the website and the spreadsheet. Working with Civic plus to get the ordinances back in numerical order. Started cleaning up the Resolutions on the web site and created a spread sheet for them as well. I will be getting all of the city vehicle titles and registrations digital and all of the city easements digital. Had a few public records requests and attended the public records training in Nashville on 10-23-2024. Sent a follow up letter to R&R Market for the beer violation. Bid opening for the sewer lifts. I Enjoyed touring the new city hall building.

- 6. Codes Department Allen Nicholson stated that he handed out his report to the council members to follow. 4 permits, 18 inspections, 64 property maintenance opening and pending cases. Year to date: We have brought in \$ 81,189.68. Meeting of a home that has needed to be demoed at 119B and it is going to be demoed. Gary attended an free online building and codes training and Alicia attended a conference with the finance team. Meeting with the Mayor and Fire Chiefs and HR to get three new tires for the Fire Department. Meeting with the I.T department and consult Joe and the Homeland Security representative concerning our security system. Representative stated we are way ahead in cybersecurity compared to many other Towns and Cities in the State of Tennessee. Meeting with TDOT and Kimberly Horn concerning the Trail grant. Planning Commission meeting and a request to rezone 2055 that was denied the other rezone we will discuss in the workshop later. Working with Walmart on the upcoming remodel. Attended the Economic Development luncheon. Working on property maintenance cases located on Ashland Drive. Set up a meeting with A.O. Smith staff to finalize the 3 remaining items related to the berm, hoping to close that out later this month. Attended the Employee luncheon. Attended the Chamber of Commerce Roundtable Discussion. Meet and greet with the Mayor and the Court Department. Coordinated a meeting with Justin, Joe and Josh concerning our I.T low voltage needed items and sound system for the new city hall. Working on the property at 218 where we issued a stop work order on it. Met with Public Works on some sewer issues at the sleep in. Worked with Violet on the PEP Audit. Alicia and Allen attended the Public Works bid opening for the CDBG grant for the water pump stations. Meet and greet with the Mayor and the parks department. Finance Director job description reviewed by MTAS and it was posted on 11-4-2024. Meeting with Amanda Bell for the Beautification of Downtown and we should be receiving plans very soon.
- 7. Court Department Cynthia Hollingsworth NOT HERE
- 8. Finance Department Jamie Winslett NOT HERE
- 9. Fire Department Chief Walker stated that for the month of October they answered 87 (911 calls) to the public. They had a very good all day school bus extrication class at the training grounds last week and they cut up 2 school buses that the county gave them to practice on. They are fully staffed now and thanked the council for the 3 additional firefighters that were approved in the budget. They staffed station 2 when the codes department was off for a holiday, and they answered a fire out of that station at sidelines for a dumpster fire. They had all ladder trucks and Ground ladders tested. Getting prices on repainting station 2. Ms. Tracy installed 10 car seats last month and we gave away half of those. We will address the grant for \$ 16,000.00 to obtain more seats and more training. She is an area wide coordinator now.
- 10. Human Resources Department Violet Black stated that we had our employee cookout. She has been on the calls for the CDBG grant and the Trail grant. Attended the new city hall meetings and the wastewater treatment plant meetings. We have had 2 employee vehicle accidents. We had a claim on apartments at Vantage Point that during an inspection a sprinkler broke and flooded 3 apartments, and I am working with PEP. I have posted positions with the parks department and Thrive 55+, and the water department. We had an employee flu shot clinic and she is not sure we are going to continue because we only had 5 employees go this year and 10 last year. Attended the Trunk or Treat and Movie in the park. Thanked Councilman Thompson for the donation of Baby Pumpkins. The kids were crazy about the pumpkins and forgot about the candy. PEP comes in every 4 years to put hands on and inspect everything on our insurance. She has signed up for private sector HR classes. She is working on Holiday

events coming. Our lunch is 11-19-2024 and our Dinner is December 16, 2024, both will be at the fire hall.

- 11. Parks Department Anthony Clark Busy October, Music on Main. Riverbluff park hosted the Cheatham County High School bonfire. Trunk or Treat and movie in the park. Attended the parks board meeting and had several meetings with TDOT and Kimberly Horn about the trail extension grant. Waiting on some things from the railroad and as soon as it is approved through TDOT we will be ready to go to bid for the construction. Fall soccer and baseball finished their season. Replaced the bad fencing at the dog park is replaced.
- 12. Police Department Chief Matlock stated a report was emailed to them for the month of October and they have been staying busy. They have been updated that the 2 remaining recruits out of 4 have been accepted for the police academy. Orientation is next Friday and it will begin in January. The tentative date for the onsite assessment is next Wednesday for accreditation. This is a program they have been involved in since 2013. This will be our 4<sup>th</sup> award that we are complying with policies and procedures that are required under this program.
- 13. Public Works Department Clint Biggers installed 2 sewer taps, one is behind the new hotel and the new hotel. They had 2 water leaks. Installed the water line to the training grounds and put a new hydrant back there. Installed a new lamp post on the square that a tractor trailer ran over. Hauled dirt to the new sewer plant, read meters and had cut offs (32). Poured concrete on Gallaher St for a driveway they dug up for a culvert. Working on Christmas lights. Councilman Thompson asked if we have any new information of the water tower in the industrial area. It is going out for bid soon and hoping to open them in January.
- 14. Technology Department Justin Wheeler NOT HERE
- 15. Thrive 55+ Department Tammany Carter Served about 1800 members, averaging about 80 per day. Served 357 meals, 11 new members. 30 to 40 members have done the fitness class every Tuesday and Thursday. Tai Chi is averaging about 10-11 which is up from the 2 or 3 we had prior. It is gaining interest. New activities and a couple of movie days, some bible study. Looking for another fitness instructor. Interviewed 3 individuals for the program coordinator position. Senior Christmas luncheon and Christmas bizarre is next Wednesday. She will be attending the Tennessee Federation on aging conference in December.

# **UNFINISHED BUSINESS**

- 16. RESOLUTION 2024-27- Wage and Salary Discussion (formerly Employee Manual Discussion) Earning flex time while on vacation. Mayor Greer referred to Attorney Noe. There is a resolution that states that if you are on vacation, you cannot earn flex time. This will be the only modification to the policy.
- 17. Police Shooting Range Discussion Chief Matlock stated that Chief Ray wanted this put on the agenda to further discuss where we are with the shooting range. He wants an idea of the movement we have for this project.
  - **Councilman Adkins** stated that he recalled another location discussed in a prior meeting. **Mayor Greer** stated that the one location that they were looking at Mayor McCarver spoke with the Sheriff Tim Binkley about it and he seemed unfavorable. They thought it was too far away. Mayor Greer would like to look at a couple of other possible locations. That would be with the county as well.

Vice Mayor Kerrigan stated - If the county is so interested in giving land to do something like this, why doesn't the county just go ahead and build it instead of maintaining property forever? If the county is going to use something like this, I have no problem with the city chipping in money to help build it. Why are we going to take all of the liability. He understands they are going to give us some land and that just takes it off their books. That just helps them out. We end up mowing, maintaining, fixing, doing everything. If we want to build one within city limits on property, we have I understand it. If the county wants to get involved, then let the county build it. Let them maintain it. That is his opinion.

Councilman Thompson stated we have a suggestion that the Chief go have a conversation

with Sheriff Binkley see if you all can come to some kind of agreement to go in front of Mayor McCarver.

Chief Matlock stated that is always a possibility.

Councilman Adkins asked if the county has indicated they would help fund?

Chief Matlock stated that the reason they have been down this path for a while is so that they would have their own training facility and they are responsible for it. It would be theirs and not shared, they would let others use it but only under their supervision.

Councilman Smith asked where the county goes for training.

Chief Matlock responded he thinks the TWRA. Occasionally uses Partners gun range but they have changed and they are now using TWRA because it has longer distances and is wider. They can bring in portable targets and has easier access.

**Councilman Young** stated he is all for the gun range and if the county wants to give us property to build it, that's fine. The county is far away. He stated that we do need our own facility. He has gotten a lot of feedback not to put it by the park.

Councilman Thompson asked if Mayor Greer should have another conversation with Mayor McCarver.

**Mayor Greer** stated that the most important thing for him is these needs to be our own facility. He mentioned the possibility of an indoor range and discussed the zoning of the property for each option.

Attorney Noe asked Allen if anything is zoned Industrial in that area?

Allen Nicholson stated that A.O. Smith is Industrial.

# **NEW BUSINESS**

- 18. ORDINANCE 632. Rezone Elizabeth St and Willow St 1st Reading
  - This is on the corner of Willow Street and Elizabeth Street and the developers are requesting that 2 parcels are combined to 1 parcel from R-3 to R-4 PUD. He speaks on behalf of the planning commission that this was approved unanimously. The developer came to the planning commission prior to the meeting and showed what they wanted to build. They want to build 7 townhomes. Jake Bumpus was at the meeting to answer any questions.
- 19. ORDINANCE 630: Park Advisory Board Change
  Mary read the Ordinance: Amend Title 2, Chapter 2 of The Municipal Code. Deleting section
  2.215 in its entirety and replacing it with new guidelines.
- 20. Pleasant View Utility District Contract
  Clint Biggers stated they got all of the parts in, and they have a contract in from Pleasant View.
  They want to hook on to Valley View Rd. Right now, it is run off of a pump station with a
  generator and they have a lot of hours on them and are in bad shape. Every time the power
  goes out Valley View Rd has no water. They are going to hook up to Pleasant View at the top of
  the hill, so we won't have to rely on the pump station any longer. It will also give the residents
  better water pressure.
- 21. ORDINANCE 629: Budget Amendment #1 Fiscal Year 2024-2025 Paving 2nd Reading A bid was awarded for the paving for this year and it was higher than expected. This will move monies from the General Fund to cover the costs of the Thrive 55+ parking lot and the Streets that need paving for the amount over the budgeted amounts for each department.
- 22. RESOLUTION 2024-23: Initial Issuance of General Obligation Bonds Not to Exceed \$ 4,460,000
  - Mary read: Initial resolution authorizing the issuance of General obligation Bonds by the Town of Ashland City, Tennessee in a par amount not to exceed \$ 4,460,000.00 to finance the construction, improvement, repair, renovation and equipping of the City Hall and related costs and to pay the costs incident to the sale and issuance of the bonds.
- 23. RESOLUTION 2024-24: Issuance, Sale, Payment of General Obligation Bonds not to Exceed \$ 4.460.000
  - Mary read: A resolution authorizing the issuance, sale and payment of General obligations bonds by the Town of Ashland City, Tennessee in a par amount not to exceed \$ 4,460,000.00:

authorizing the issuance of bond anticipation notes prior to the issuance of the bonds: and authorizing the levy of taxes to pay the bonds and notes.

24. ORDINANCE 631 - Budget Amendment - Fireman's Backpay
Mary read: an ordinance by the Mayor and the City Council to accept a budget Amendment # 2
for the Fiscal Year 24/25 for the fire fighters back pay.

# 25. Driver Safety Grant discussion

Asking for permission to apply for this grant. It is through our Insurance Company, and they consider us a class 2 which means we are eligible for \$8,000.00 which is a 50/50 grant. This grant would pay for our driver's license checks, which we are currently not doing for all of the departments except the police and fire that are doing them, and they have advised us that we should be. They should be done at hiring and every 3 years after that. They would fully pay for these driver's license checks which are \$60.00 each. They will also pay for back-up cameras on our older vehicles that do not have them. The matching point is 50%.

- 26. RESOLUTION 2024-26: Apply for \$ 10,000 Dollar Grant with Tennessee Highway Safety Office Police Department
  - Chief Matlock stated this is permission to apply for a grant. We have done this in the past but we have stopped doing them for a number of years due to lack of interest. The stipulations are you have to utilize a portion of the money for overtime, and we just did not have anyone interested in overtime. The addition of some of the newer officers they are wanting to get out there and do some overtime and saturation work. Part of the money would be used for the overtime and the other part would be used for equipment (Traffic Cones, vests, flashlights, etc.).
- 27. T.B.I. Management Agreement Police Department Agreement for the management and access for the sieges for criminal justice information between the Police Department and the T.B.I.
- 28. RESOLUTION 2024-25: Fire Department of Safety and Homeland Security Grant Chief Walker stated that this is the \$ 16,000.00 they received, and it allows the Mayor to sign the agreement that they will receive the grant. They pay for the training props, the car seats and everything and they reimburse us and there is no match. Tracy applied for it and it will be put to good use.

### SURPLUS PROPERTY NOMINATIONS

# **EXPENDITURE REQUESTS**

- 29. FIRE CATT Tennessee Highway Safety Grant Fire Department Chief Walker stated he was going to bring up Captain Walter that is in charge of hose testing. They budgeted for this company to start testing our fire hose. We have several thousand feet of fire hose, and it gets very complicated. It needs to be at a pressure above what we usually operate at. It can be dangerous if one of the hoses bursts. This company has a trailer that is laid out and they hydrostat test it for us, and they are doing several departments around already. They have done all of Dickson County. It is budgeted but has a service agreement that needs to be signed.
- 30. Permission to Bid flooring replacement for Thrive 55+ Center Grant # 84202

  Tammany stated that we have already been awarded the grant and she needs some repairs done. The flooring estimate came in over the \$25,000.00 minimum and so it will need to go out to bid. The advertisement will need to go to the paper by the 21st of November and run for 2 weeks and the bid opening would be on December 9, 2024, and the City Council meeting would be on December 10, 2024, to award it to schedule the work to be completed hopefully between Christmas and New year.
- 31. Thrive 55+ Grant use Discussion Painting and Door Quote
  Grant will cover making the front doors more secure and paint the inside of the building. She
  would like to schedule these to be completed while they are closed between Christmas and
  New Year.

#### OTHER

32. The application process is closed for the City Administrator Position. They have received 18

resumes and of those 18 there are 10 or 11 that qualify and meet all of the criteria. Mayor Greer asked to come up with a couple of dates for special called meetings because to interview 10 people will take a lot of time.

The Finance Director application just came on the MTAS website today and we have 1 applicant, but we are hoping to see more come in for that position. Clint Biggers added he had the bid opening for the CDBG for the pump stations he would like it added to the agenda to accept or deny the bid.

# **ADJOURNMENT**

A motion was made by Vice Mayor Kerrigan, Seconded by Councilwoman Binkley, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:24 p.m.

MAYOR GERALD GREER

CITY RECORDER MARY MOLEPSKE



# SIGN IN SHEETS MEETING TYPE:

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DATE: 11-12-2024

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