



## TOWN OF ASHLAND CITY

### Regularly Scheduled Workshop Meeting

**October 7, 2025, 6:00 PM**

### Minutes

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#### **CALL TO ORDER**

Mayor Greer called the meeting to order at 6:00 p.m.

#### **ROLL CALL**

Mayor 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 Councilwoman Binkley, seconded by Councilman Young, to approve the agenda with the addition of adding three (3) contracts under number twenty-three (23) and one (1) new contract under the other category. All approved by voice vote.

#### **APPROVAL OF MINUTES**

Approval of September 2, 2025, Regularly Scheduled Workshop Meeting Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the September 2, 2025, minutes. All approved by voice vote.

#### **1. PUBLIC FORUM**

##### **Tom Morris:**

Mr. Morris stated he is a resident on Boyd Street, and the 111 Boyd Street property has caused concerns over erosion and runoff flowing into a nearby creek and affecting downstream homes. Further, failed silt fencing and debris buildup have worsened conditions, and residents say the developer responds reactively. He further stated nearby high-density housing also faces ongoing runoff issues.

##### **Kara Hastings:**

Ms. Hastings stated she is a Fairview Circle resident and cited safety concerns from speeding near the school. She mentioned a recent crash, highlighted risks, and traffic from eleven (11) to fourteen (14) planned homes will increase hazards for children and limit emergency access at Boyd and Main Streets.

#### **REPORTS**

#### **2. CITY ATTORNEY: Jennifer Noe**

Ms. Noe stated she does not have anything that is not already on the agenda.

#### **3. CITY RECORDER: Mary Molepske**

Ms. Molepske stated September tasks were completed, including meeting uploads, council preparations, and public record responses. She stated she collaborated on policies, attended training and a conference, participated in bid evaluations, and updated court info. I'm finalizing procedures for the City Recorder role and will be on vacation next week with Violet Black filling in

#### **4. CODES DEPARTMENT: Allen Nicholson**

Mr. Nicholson stated in September, there were thirteen (13) permits, twenty-nine (29) inspections, and ninety (90) property maintenance cases. He further stated the department generated forty-two thousand five hundred twenty dollars and forty-six cents (\$42,520.46). He informed the board Jason Kimbrough joined as Property Maintenance Inspector. He highlighted some key updates including deck removal at 501 Gloria Circle, a Highway 12 strip center, John's Park upgrades, Phase 2 Trail

bid opening, Hidden Lakes development, GIS updates, a temporary certificate of occupancy for Champion Car Wash, and work with SSR Grant Writing on a Downtown beautification grant.

5. COURT DEPARTMENT: **Cynthia Hollingsworth**

No report was made as Ms. Hollingsworth was absent from the meeting.

6. FINANCE DEPARTMENT: **Will Duffel**

Mr. Duffell stated we have conducted interviews for a vacancy in front office and further expect to make an offer later this week.

He reported a financial overview for year-to-date July through September:

- General Fund: \$ 1.3 Million budgeted \$ 2.5 Million.
- Enterprise Fund: \$ 1.2 Million budgeted \$ 1.6 Million.

Mr. Duffel further stated he will work toward providing a financial report packet with the agenda next month.

7. FIRE DEPARTMENT: **Chief Noe**

Chief Noe stated they had eight five (85) emergency calls. Further they promoted 3 Lieutenants, one for each shift: Blaine Higgins, Ernie Franklin, and Dustin Shadowens. He stated this month, the team installed car seats, recertified an officer, and participated in community events. Also, through a safety grant, thirty-eight (38) car seats and several mini-iPads were purchased. The department hosted a wellness expo, honored 9/11 public servants, and completed half of our firefighter training for 2025, with the rest planned for November. He stated thirteen (13) recruits began basic fire training, and a new training committee was formed. He reported the department also completed thirty-five (35) safety inspections.

8. HUMAN RESOURCE DEPARTMENT: **Violet Black**

Ms. Black stated two employees left and one went part-time. She reported she handled hiring, exit interviews, Title VI training, and ongoing HR matters. She further stated two new hires started, and holiday event planning is underway.

9. PARKS DEPARTMENT: **Anthony Clark**

Mr. Clark stated the 2025 Farmer's Market ended, rubber mulch was added to playgrounds, and Riverbluff Park hosted a nerf party and movie night. He also reported that the plan for Bicentennial Trail Phase 2 planning continued, and staff supported the homecoming bonfire and Music on Main which had approximately one hundred (100) vendors.

10. POLICE DEPARTMENT: **Chief Ray**

Chief Ray stated in September the department handled one thousand five hundred and eight (1,508) calls. He reported recruits began training, staff attended local law enforcement meetings, completed firearm training, and a Labor Day patrol. He stated arrests were made for park vandalism, one officer resigned, the office was repainted, events ran smoothly, and new vehicles are under review. Chief Ray further stated he will attend the International Chiefs of Police conference in Colorado.

11. PUBLIC WORKS DEPARTMENT: **Clint Biggers**

Mr. Biggers stated this month, the department completed routine meter readings, completed twenty-eight (28) cut-offs, and completed water taps for Overlook Apartments and A Storage. He stated maintenance included repairing a pressure gauge, clearing silt from lagoons, and rebuilding the Hill Road pump station. Staff attended Title VI training, met with a potential Hidden Lakes buyer, continued mowing, supported the bonfire, and Music on Main events.

12. TECHNOLOGY DEPARTMENT: **Justin Wheeler**

Mr. Wheeler reported this month, he explored Canva and Form tools, coordinated the website calendar, began Windows 11 migrations, managed Tyler permissions, addressed WWTP remote access, set up academy laptops, and continued courtroom AV upgrades.

13. THRIVE 55+ DEPARTMENT: **Tammany Carter**

Ms. Carter stated in September they served one thousand seven hundred and nineteen (1,719) members and three hundred and thirty-eight (338) meals. She stated the Health and Wellness Expo had over a hundred attendees, classes continued, a December trip filled with fifty-four (54) participants, and a draft TDOT bus contract has been received.

14. PARKS BOARD REPORT - **Councilman Smith**

Councilman Smith reported the Parks Board began the year in January and has held ten (10) this year so far including:

- Movies in the park.
- Music in the park.
- Father-Daughter Dance.
- Mother-Son Dance.
- Food Truck Mondays.
- Farmer's Market.
- Pig out in the park.
- Music on Main.
- Touch a Truck.
- Nerf Party.

He detailed the Parks Board has the following events scheduled:

- Trunk or Treat: This event will include a movie and is scheduled for 10-25-2025 at the walking park between 5 and 7 pm.
- Holiday Market: This event will include vendors and be scheduled for 11-8-2025 and 11-13-2025.
- Christmas Parade: This event will be scheduled for 12-6-2025

He stated the Parks Board was allocated a budget of \$40,000 and spent approximately \$28,500.00.

## **UNFINISHED BUSINESS**

### **15. ORDINANCE 642: Rezone of Highway 12S - 2nd Reading – ALLEN NICHOLSON**

Mr. Nicholson stated the property at 2055 Highway 12 S is being updated to reflect its correct zoning designation of C-2 as part of a cleanup of the 1998 zoning map.

### **16. ORDINANCE 634: Rezone - 111 Boyd Street - 2ND Reading - ALLEN NICHOLSON**

Mr. Nicholson stated the Boyd Street development is still preliminary and not yet in-site plan review. Further, Josh Lyons, representing Martin, completed a water and sewer study confirmed by CSR Engineering. He addressed stormwater concerns, noting full plans with erosion control will follow rezoning. Martin confirmed ownership of the Stratton Blvd. property and said erosion controls were installed months ago. Councilman Smith shared resident concerns about increasing from eight to fourteen homes. Martin said they are open to reducing the number. Vice Mayor Kerrigan noted nearby R-4 PUD zoning approved in 2017 and urged consistent treatment and cleanup of visible erosion.

## **NEW BUSINESS**

### **17. RESOLUTION 2025-40: THSO GRANT - Award Money Distribution to overtime line in Police Budget – Chief Ray**

Chief Ray stated they were awarded this grant and would like money added to the overtime line in their budget.

### **18. RESOLUTION 2025-41: Flat rate overtime pay for overtime for Police Officers – Chief Ray**

Chief Ray stated that many other cities compensate full-time officers by conducting saturation patrols at a rate of \$50.00 per hour and he would like to do the same.

### **19. CONTRACT: Senior Center used for Emergency Shelter – Tammany Carter**

Ms. Carter stated that this contract allows the Red Cross to use the Thrive 55 Center as an emergency shelter location and is a contract renewal. Further, the Red Cross does not pay for the use of the facility.

### **20. Certificate of Compliance - High 5 Liquor and Vape LLC. – City Attorney, Jennifer Noe**

Ms. Noe stated this request is for a change in ownership only and the town's limit of three liquor stores remains unchanged. She detailed all requirements, including the purchase agreement, TBI background checks, and the ABC application, which have been met.

### **21. CONTRACT: Joint Funding Agreement - United States Department of Interior. – Allen Nicholson**

Mr. Nicholson stated this is a yearly renewal of this contract. He explained this covers the water gauge on the Cumberland River bridge to measure the water level.

## 22. Parks Board Discussion

Mayor Greer discussed discrepancies between the 2016 Parks Board bylaws and 2020 Ordinance 536, noting conflicts over special committees and reporting frequency. City Attorney Noe advised the board to determine next steps. Discussion included that Parks Board events need Council approval due to the lack of a separate budget. Parks Board Chairman Smith suggested new bylaws, and Mayor Greer recommended requiring subcommittee members be city residents and that councilmembers serve on boards but not as chairs to meet Sunshine Law requirements.

## 23. Bicentennial Trail - Phase 2 -Letter of Intent - Committee Scorecards and CSR professional quotation and proposal of Engineering Services. **Allen Nicholson, City Attorney Noe, Finance Director Will Duffel, and Consultant Kellie Reed**

Mr. Nicholson reported that Phase 1 of the Bicentennial Trail is moving into construction. He reported during review, staff found that \$1,071,413 for Phase 2 had been returned to TDOT without board approval of the original grant or Amendment 1. TDOT has now granted a new extension under Amendment 2 for the NEPA, engineering, and design phase, to be completed by CSR Engineering, the top-ranked firm in the selection process. City Attorney Noe added that these items are being brought forward for transparency and compliance, noting that about \$167,000 in older reimbursements will be submitted. Mayor Greer mentioned an additional grant from 2022 was also discovered. Finance Director Will Duffel and Consultant Kellie Reed reviewed project budgets:

- Phase 1: \$1.12M total (80% TDOT / 20% City).
- Phase 2: \$1.07M total, plus \$80K in engineering costs at city expense.

A budget amendment of \$80,000 will be presented at the November Council meeting.

## 24. RESOLUTION 2025-42 - Charitable Donations – **Will Duffel**

Mr. Duffel explained that this policy establishes a more structured and formal process for requesting donations from the City, with a submission window from January 1 to March 1.

## 25. RESOLUTION 2025-43: BUDGET AMENDMENT – **Will Duffel**

Mr. Duffel stated the Comptroller identified a missing line item in the submitted budget and requested this resolution to amend it before granting approval.

## EXPENDITURE REQUESTS

### 26. LABTRONX- Sewer Project purchase- paid from contingency – **Clint Biggers**

Mr. Biggers advised this is a contract for a new portable meter at the new sewer plant.

## SURPLUS PROPERTY NOMINATIONS

### 27. CONTRACT QUOTE: John's Park – **AC Clark**

Mr. Clark advised this is an engineering quote for John's Park improvements and making the park ADA accessible, but it does not include construction.

## ADJOURNMENT

A motion was made by Councilman Thompson, seconded by Councilman Smith, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:26 p.m.



VICE MAYOR CHRISTOPHER KERRIGAN



CITY RECORDER MARY MOLEPSKE