



**TOWN OF ASHLAND CITY**  
**Regularly Scheduled Workshop Meeting**  
**April 07, 2020 6:00 PM**  
**Minutes**

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**CALL TO ORDER**

Mayor Allen opened the meeting by introducing himself and stating, "I am Steve Allen, Mayor for the Town of Ashland City, and I hereby call to order the April 7, 2020 Workshop Meeting of the City Council of Ashland City. Due to the COVID-19 pandemic, and in accordance with Governor Bill Lee's Executive Order 16, this meeting is being conducted with limited physical public access. The meeting is being made available however to public via live video stream on the Zoom application. The meeting is being done by electronic means to protect the public health, safety, and welfare of the City's citizens in light of the COVID-19 pandemic"

**ROLL CALL**

**PRESENT**

Mayor Steve Allen  
Vice Mayor Daniel Anderson  
Councilman Tim Adkins  
Councilman Gerald Greer  
Councilman Roger Jackson  
Councilman Chris Kerrigan  
Councilwoman Lisa Walker  
All members reported electronically.

**APPROVAL OF AGENDA**

A motion was made by Councilman Adkins, seconded by Vice Mayor Anderson, to approve the agenda. All approved by voice vote.

**APPROVAL OF MINUTES**

1. Workshop Meeting Minutes 3-3-2020  
A motion was made by Councilman Adkins, seconded by Councilwoman Walker, to approve the workshop meeting minutes. All approved by voice vote.

**REPORTS:**

2. Fire, Codes and IT  
Chief Walker stated their calls have been lower since they have not been going on all the medical calls. He further reported a house fire last Friday and stated they are getting some station maintenance and landscaping done. He stated the planning commission meeting was canceled for last night; however, we are prepared to stream the meeting live next month if we need to in order to not hold up anyone. He reported in light of the virus they have withdrawn any vacation and Kelly days for the time being and they are not utilizing volunteers for the time being to reduce exposure.
3. Police Department  
Chief Ray reported they are not going on medical calls but are still making arrests and answering calls. He further stated they are trying to limit exposure as much as possible. Vice Mayor Anderson asked if the police are responding to the hospital if there is a problem now that they now have their own security. Chief Ray reported they are if they are needed.
4. Court  
Mayor asked if Ms. Anita made any reports since she was unable to be here tonight. Ms. Reed stated she didn't send anything.
5. Senior Center



Ms. Womack reported she is staying connected to her staff and is handling all administrative duties. Further, they are speaking to GNRC regularly to try to keep seniors informed of any scam alerts or updates. She further reported they have made masks for a healthcare organization they work with. She reported Meals on Wheels are still delivering frozen meals two days a week.

6. Parks and Recreation

Mr. Scott Sampson stated Riverbluff Park, the trail, the walking track are all getting regular use. He stated he has contacted Brian Berry, who is a trapper, regarding beavers at the park. Further, Mr. Berry looked down at the park and confirmed there is no current beaver activity down at the park. Councilman Jackson questioned why we can't mow the area down at the Riverbluff. Mr. Sampson stated it is currently too wet to mow at this time. Mayor stated when it dries up and they can get in there it will be mowed. Vice Mayor Anderson questioned if the vandals have been arrested that tore up the stage. Mr. Sampson stated they arrested them the next day.

7. Public Works/Utilities

Mr. Clint Biggers stated they are still handling the work orders and flushing hydrants and have been fortunate to not have a lot of issues here lately. Further, the water tank has been going up and the only thing they lack is painting and connecting it to the water line. Councilman Jackson questioned the lift stations and if we are still waiting on the grant. Mr. Biggers stated we are still waiting on it to be approved. Councilman Jackson questioned if they are spending a lot of money in repairing them. Mr. Biggers stated so far, they haven't; however, that could change tonight.

8. Financial Manager

Ms. Gayle Bowman reported City Hall is currently closed to public and two (2) staff members are coming in and answering calls and working. Further, water bills were mailed out and there will be no penalties or cut offs this month. As of yesterday, thirty thousand three hundred and ninety-three dollars (\$30,393) was outstanding in water payments for the month of March. She stated they have mailed out delinquent property taxes notices. Servline insurance starts next month and it is on their bill this month as zero dollars but will have an amount on it next month. Councilman Jackson questioned if they can file a claim on this now or if it is still a council matter. Ms. Bowman stated as of right now they would have to do that with us. Further, any leaks prior to April 1<sup>st</sup> will be with us.

9. City Recorder

Ms. Kellie Reed stated she has several things on the agenda to discuss but they have been working on all the insurance renewals for the new budget year including property, liability, worker's compensation, and health. She stated she has been in touch with Larry Russell regarding the salary study and he is working on contacting the last few employees he hasn't spoken to and will be wrapping everything up and we should hear from back from him soon to discuss his findings.

**OLD BUSINESS:**

10. Architecture Progress Review

Mr. Wright shared his screen and showed the site plan. He stated they are working on developing the parking areas and discussing a water feature for the detention area in the front of the lot. He stated there will be a single row of parking in the front of the building. He went over the floor plan and explained the floor plan has not changed. He explained the various entrances showing the signage to and areas in the building. Councilman Jackson questioned a safe room for storm shelter. Mr. Wright explained the City Records, Storage Room, and the Lactation Room, that is required by law, will double as a storm shelter. Councilman Greer questioned the drive through teller area and how that will work. Mr. Wright explained the drive through teller will not be closed off to the other area and could potentially help with incoming customers as well. He further showed the aerial view to show how the customers will be able to commute around the building. Mr. Wright asked if Councilman Jackson understood the storm shelter area as well. Councilman Jackson stated he would like to see the area bigger in case of



an emergency if court or council is in session. Mr. Wright stated he will look at expanding the area and maybe making the break room a safe storm shelter area as well. Mr. Wright stated everything except for the canopies will be wood frame and will adhere to energy standards. He explained he is working on making sure everything is economical but will also last a long time. Vice Mayor Anderson questioned if we will be voting on this design at the council meeting. Ms. Noe stated they can vote on the design so that Mr. Wright has direction on how to move forward. Mayor stated he really likes the layout he has and the colors, but everyone will have input on that as well.

11. CEC Engineering Agreement for the Sewer Treatment Plant Project

Ms. Noe explained this agreement is over one hundred pages and there are several things that need to be addressed. She stated she is going to try to get with Neal Westerman regarding these changes, but it will depend on his availability. Ms. Noe asked if this is something we are on a time crunch with. Mr. Biggers stated it needs to be done as soon as we can so we can move forward. Vice Mayor Anderson asked if Ms. Noe could go over the issues in the contract. Ms. Noe stated the biggest issue was the limited liability and she wants to make sure we have basis if something falls through, but she can have a punch list for council to review before the meeting. She stated the liability was a significant amount and changing it will give us some basis for follow through on that.

12. Resolution: Wage and Salary Policy

Ms. Reed stated this is the changes that were discussed regarding the call-in pay regardless of if the employee had taken leave that week. Further, this moves everything regarding the employees' wages from the employee manual into this policy.

13. Resolution: Employee Manual Updates

Mayor stated Ms. Reed addressed these changes in the discussion about the wage and salary policy by stating it moves everything out of the employee manual and adds into the wage and salary policy. Mayor questioned if there is anything else to be discussed with this. Ms. Reed responded no, not unless anyone has any questions.

14. Ordinance: Budget Amendment: Riverbluff Stage Cover

Mayor stated this is an ordinance for second and final reading next week and will be for the Riverbluff stage cover.

**NEW BUSINESS:**

15. Resolution: USDA Grant and Loan Applications

Ms. Reed stated she and Mr. Wright met with USDA last week to go over the requirements for getting funding for the city hall and fire hall construction projects. She further stated she has been in touch with the Tennessee Municipal Bond Fund and their rates are a little higher than USDA. She explained the interest rates are different for construction of general-purpose items versus the utility and infrastructure items.

16. Lindy Murff Contract

Ms. Womack stated this is the contract we do with Ms. Lindy Murff each year for the exercise programs and this will include a raise this year as there was not one last year.

17. GNRC Environmental Contract

Ms. Reed stated this is part of the USDA requirements to conduct an environmental study on the two properties. She stated there is a thirty-day waiting period after they send out the letters and there is not a lot to the study, but it is a requirement. In addition, GNRC is familiar with the requirements of USDA for the environmental study as they have done them before.

18. Corp of Engineers Easement Agreement

Ms. Noe stated we thought this agreement was regarding the A.O. Smith project, but it is not, and she is trying to get with the Corp of Engineers to try to figure out what this is for. Mr. Biggers stated he hasn't heard anything about it, but he will look into it. Ms. Noe stated she will get with Clint and Chuck to see if they can figure out where this is at.

19. TCRS Rate Agreement

Ms. Reed stated this is the annual agreement to set the rate with TCRS. She further stated we have been doing six-point five percent (6.5%) the last several years in order to reduce our liability and she would recommend staying at that rate next year.

20. Audit Contract

Ms. Reed explained Yeary, Howell and Associates will not be able to handle our audit this year due to a CPA leaving their firm and not having the time. Further, she has been in touch with Crosslin CPA's and they have worked with City of Clarksville Utility District and have done several city audits including Thompson Station and City of Gallatin. She stated the contract will be included in council's packet for next week and she will make sure Ms. Jennifer gets a copy of it to review.

**OTHER.**

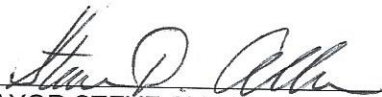
BioPure came in two weeks ago and sprayed and disinfect the city buildings. Mayor stated the county used them as well and they did a good job of spraying the buildings. Mayor stated he knows everyone is having a tough time because people are reaching out to get direction as to where to go and what to do. As far as a business standpoint though the department heads are doing a good job of getting everything done as needed and keeping in touch with the employees. He further stated he hopes everyone will stay safe and we will get over this quickly.

Vice Mayor Anderson questioned the red-light design project and where we are on the design. Chief Walker stated he has been in touch with Jason Reynolds and they are slammed and have not finished the design yet; however, A.O. Smith has stated they would like to have a meeting once the design is complete. Vice Mayor Anderson questioned if that red light has to be complete before they start on the berm. Chief Walker stated they can start on it, but the agreement was from the town's perspective we did not want to shut down that road until the red light is complete.

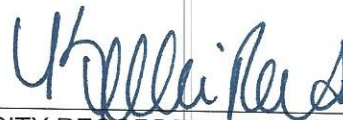
Vice Mayor Anderson stated they are handing out breakfast and lunch at three different locations if anyone has a need. Councilman Adkins stated it is from 11:00 a.m. to 12:30 p.m. on Tuesday and Fridays regularly; however, it will be on Thursday this week in light of the holiday. Further, they don't have to be enrolled in the Cheatham County School District and the only requirement is the child is under the age of eighteen (18) years old.

**ADJOURNMENT**

A motion was made by Vice Mayor Anderson, seconded by Councilman Jackson, to adjourn the meeting and the meeting adjourned at 7:00 p.m.



MAYOR STEVE ALLEN



CITY RECORDER KELLIE REED, CMFO, CMC