



# TOWN OF ASHLAND CITY

## Regularly Scheduled Workshop Meeting

### November 04, 2025, 6:00 PM

### Minutes

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#### CALL TO ORDER

Vice Mayor Christopher Kerrigan called the meeting to order at 6:00 PM.

#### ROLL CALL

Councilman Tim Adkins

Councilwoman Binkley

Vice Mayor Chris Kerrigan

Councilman Michael Smith

Councilman Kevin Thompson

Councilman Tony Young

**ABSENT**

Mayor Greer

#### APPROVAL OF AGENDA

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

#### APPROVAL OF MINUTES

1. Approval of October 7, 2025, Regularly Scheduled Workshop Meeting Minutes

October 7, 2025, Workshop Meeting Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the October 7, 2025, minutes. All approved by voice vote.

#### PUBLIC FORUM

NONE

#### REPORTS

2. ATTORNEY: **Jennifer Noe**

Ms. Noe stated that she did not have anything to add that was not already on the agenda.

3. CITY RECORDER: **Mary Molepske**

Ms. Molepske stated All October meeting materials are complete and posted online. Met with Civic Plus about their public records program and created a temporary tracking spreadsheet. Records requests included dashcam footage, Codes, and Finance. Completed City Recorder SOPs (under Allen's review) and finalized the new bid packet (under Jennifer's review).

4. CODES DEPARTMENT: **Allen Nicholson**

Mr. Nicholson stated Issued 5 permits and completed 42 inspections. There are 66 open property maintenance cases, with 3 cited for municipal court. YTD revenue totals **\$45,592.01**. I attended electrical code training, Finance interviews, a bridge site meeting, TDOT grant meeting, and a water billing meeting. Working with Barney's Sweet Shop, Walmart, and the owner of 110 S. Poole Street on projects. Sleep Inn is open, and the GIS map update is approved. Budget approved by the Comptroller. Reviewing City Recorder SOPs and addressing unpermitted work at 503 N. Main Street.

5. COURT DEPARTMENT: **Cynthia Hollingsworth**

Ms. Hollingsworth was absent from the meeting.

6. FINANCE DEPARTMENT: **Will Duffel**

Mr. Duffel stated Budget review will be presented at the next meeting. The open position has been filled—**welcome Tyler McPhearson**, who started October 20th. Working on final entries for the 2025 year-end audit and reconciling **Bicentennial Trail** reimbursements.

7. FIRE DEPARTMENT: **Chief Walker**

Chief Walker stated the department responded to **88 calls** in October, including **17 last week**. The Industrial Round Table hosted 50 attendees. Demoed new records management software and assisted with the **Brush Creek drowning**. Replaced several car seats through the grant program. **14 recruits** are in Class 25-1 and training continues. We filled one open part-time position.

8. HUMAN RESOURCE DEPARTMENT: Violet Black

Ms. Black stated Attended the PEP Symposium, Finance, and Building & Codes interviews. Completed onboarding for two new employees and updated Fire Department ID badges. Working on holiday events and addressing HR and workers' comp matters. Attended Tyler Systems training, meetings with the Mayor and Allen, and the Trunk or Treat event. Completed **Title VI training**. The **Thanksgiving Lunch** is scheduled for **November 17th, 11 a.m.–1 p.m. at Fire Station 1**.

9. PARKS DEPARTMENT: **Anthony Clark**

Mr. Clark stated they Hosted the CCCHS Homecoming Bonfire with Parks and Public Works. Received three AEDs for park installation. Attended Corky's Corner to promote events. Fall soccer and Music on Main concluded successfully. Farmer's Market holiday dates: **Nov. 8** and **Dec. 13**, 9 a.m.–12 p.m. at Riverbluff Park. Trunk or Treat drew about **700 kids**, and the final Movie in the Park was held last Saturday.

10. POLICE DEPARTMENT: **Chief Ray**

Chief Ray stated October was busy. Attended the **International Chiefs Association** conference and met with the coalition. Two officers resigned; one position has been filled, and the other is nearly filled. Participated in the **Drug Take Back** event, with no issues reported during **Halloween** or the **Kings Rally**. The department handled **989 calls** in October.

11. PUBLIC WORKS DEPARTMENT: **Billy Harris**

Mr. Harris stated the Street Department completed routine repairs, brush collection, and assisted with leak repairs and traffic control. Collaborated with Water and Sewer on several small projects. Finished meter readings and re-reads to improve billing efficiency and service orders. **All four operators who tested passed their exams** and are now certified. **Christmas decorating is underway**.

12. TECHNOLOGY DEPARTMENT: **Justin Wheeler**

Mr. Wheeler stated Continued migration to **Windows 11** and resolved an issue with **Tyler Municipal Courts**. Gained full access to **Verizon** and **Dell** accounts and received new equipment. Repaired several city printers, verified employee access, and resolved trust issues with desktop systems.

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

Ms. Carter stated Served **2,078 members** and **366 meals**, an increase of **359 over September** and **265 over last year**. 40 participants graduated from four grant-funded computer classes. I attended the **GNRC Fall Meeting** and the **TFA Conference** in Gatlinburg. Continuing to gather quotes to complete awarded grants. Hosted lunch **and learn** with the Fire Department and a **fire drill**, and the **Health Department** provided free flu shots on October 21. Held a **Fall Party** with 60 attendees, featuring chili, pumpkin, and costume contests. The **Holiday Bazaar** will be **Wednesday, November 19, from 10 a.m.–2 p.m.**

## UNFINISHED BUSINESS

14. CONTRACT: TDOT Transportation Grant -**TAMMANY CARTER**

MS Carter stated Ms. Carter reported that the **2024 grant**, awarded in **August 2023**, experienced delays on **TDOT's side** since TDOT handles the application and bus purchase. The city will be responsible for **10% of the cost**.

15. Grant Award - Thrive 55+ - Agency Tracking number 34401-99566-116 - \$ 30,000.00 –

**TAMMANY CARTER**

A grant I applied for in August was awarded. We can use the grant money to rent additional space and replace lighting.

## **NEW BUSINESS**

16. UPDATE: Wording on the Public Speaking form

Ms. Molepske stated that we are adding the wording on the bottom of the instruction page that all forms must be in prior to the start of the meeting and no additional speakers will be accepted once the meeting is called to order. We also included the date of the update.

17. Purchase of 108 Vine Street

Ms. Noe explained that the city has been maintaining property it believed it already owned. The property was actually gifted to the city through an estate, but the **quitclaim deed was never filed**. The issue came to light when the property was listed for **tax sale**. The city must pay the owed taxes—approximately **\$3,500**, with a **\$1,000 reimbursement** expected from city taxes. To cover all costs, including **2024 and 2025 taxes**, Ms. Noe requested **board approval of \$4,500**. The property is currently valued at **\$29,900**.

18. Donation: a portion of the Rails to Trails by Tennessee Land Conservancy

Ms. Noe stated this property is adjacent to the property where the bridge collapsed and is owned by the Tennessee Land Conservancy and they have decided to donate it to the city.

19. NASPO Value Point FMV Lease Agreement - Fire Department

Chief Walker stated that this is a lease for the postage machine they use, and this is the renewal for it. It is at a cost of \$ 27.71 per month.

19. RESOLUTION 2025-42: Charitable Donation Policy

Mr. Duffel stated that this is to outline a more formal process of accepting donation requests. It will allow us to collect the information prior to the Budget meetings.

20. ORDINANCE 643 - Amending the Fiscal year 2026 Budget

Mr. Duffel gave a spread sheet to the Council members explaining all of the items that are being addressed in the resolution. They include Grant Writing service, leases for the printers/copiers, returning the Cheatham county fire association donation back to their budget, Tornado Siren payment, Grant match for the Senior Center van purchase, Return of funds for the grant on saturation patrols, donation from AO Smith to the police department, contribution from Community Foundation of Middle Tennessee and State Grant for the Thrive 55 center.

## **SURPLUS PROPERTY NOMINATIONS**

NONE

## **EXPENDITURE REQUESTS**

NONE

## **OTHER**

21. IROL Contract Amendment

Chief Walker stated This is to add another module to their record keeping programs.

22. MEMORANDUM OF UNDERSTANDING: Moore Life Urgent Care in Galatin

Chief Walker stated that the **federal grant** requires new recruits to undergo a physical. However, no local providers are able to perform the exam, as it requires **special equipment and testing**, and none have responded to the city's requests.

**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 6:37 PM.

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MAYOR GERALD GREER

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CITY RECORDER MARY MOLEPSKE

DRAFT