



## **TOWN OF ASHLAND CITY**

### **Regularly Scheduled Workshop Meeting**

### **August 05, 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 Councilman Thompson, Seconded by Vice Mayor Kerrigan, to approve the agenda. All approved by voice vote.

#### **APPROVAL OF MINUTES**

1. Approval of July 1, 2025. Workshop meeting Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the July 1, 2025, minutes. All approved by voice vote.

#### **PUBLIC FORUM**

NONE

#### **REPORTS**

2. ATTORNEY: Jennifer Noe: I have nothing to add to the agenda that is not already listed on the agenda. I attended the TML conference, and I highly recommend all of you go next year. Your classes would be different than mine but there is a lot of good information, and it gives you the chance to meet and learn from other City Leaders from similar Towns to Ashland City.
3. CITY RECORDER: Mary Molepske: Gave an update on progress, Worked with Civic Plus on several issues and corrections, Followed up with the progress of the new cleaners and sent in evaluations they are working out very well so far, Scanning and uploading more file and documents to the share drive, Helped IT get the videos off Facebook on to the share drive, Worked on some Public Record requests and working on one complicated one with Jennifer and Allen, Learned the GIS system to help with rezone ordinances, Worked with Jennifer on Trail Extension contracts, attended the CDBG Construction kick off meeting, Helped Tammany with the Senior Grant application, I have enrolled in 3 free courses for August and September, Gathered Audit information Jamie needed, Looked up contracts for Jamie.
4. CHIEF OF STAFF/CODES DEPARTMENT: Allen Nicholson: Number of Permits 10, Number of inspections 37, Property Maintenance and pending cases 85, Total Revenue Collected is \$ 35,343.41, Worked with Police Department to get an illegal operating Food Truck for almost 2 years and we have had them back up and running. We are working through property maintenance violations from complaints received. We are working with the Fire Department for a few businesses that going through remodels to make sure they are compliant. I am working with Public Works on some items that still need to be completed at City Hall. I sat in 3 interviews with the Accounting Clerk 2 position. Mayor and I attended the new Cheatham County 911 Ribbon cutting. Mayor and I are working on strategic planning. I am assisting with the Audit for

the Tennessee State Fire Marshall Office. We issued a stop work order for the car dealership on Frey Street for hauling fill dirt into the area and the City Planner and Engineer confirmed they will need a site plan for that. We are working on a water issue at The Hidden Lakes. I attended the ECD meeting with the mayors from the County, Pleasant View and Kingston Springs and city planners and other ECD board members. I attended a meeting with the Mayor, Jamie, and Legal Council with the auditing Firm. I am working on a better system to track Department Head Leave time and leaving early and coming in late, we are going paperless. The digital sign is up, Thanks to Public Works Team and Justin. I am working on 2 PEP Grants and looking into a T-Mobile Tourism Grant. Braxton Condos are building 2 units on the bottom floor, and I met them and working with the Fire Department because they are going to have to go through the state Fire Marshall's office. The developer for Frey Street presented their ideas to the Planning Commission last night for the Slow and Steady Resort. Sleep Inn is nearing completion. Monell's is still moving forward. I have worked with HR on some subjects. We are completing City Hall punch list items. We are working on some landowner issues with the Bicentennial Trail Bridge collapse. We had a Grant Construction kick off meeting with GNRC. I want to congratulate Violet Black for being appointed to PRIMA Vice President. I would like to congratulate Mary Molepske for getting her Certified Municipal Recorder 1 and will now be working toward her Certified Municipal Recorder 2. My charts are at the back of the report that shows Permits and inspections by month.

5. COURT DEPARTMENT: Cynthia Hollingsworth: The first successful Court Date was held here on July the 10<sup>th</sup>, it went smoothly and was a strong start up. The first Traffic School was held here on July the 24<sup>th</sup> and it was also successful and well received. We are continuing to direct customers to our new facility for payment processing. The Court Department has been helping with Utility Billing and troubleshooting issues with billing.
6. FINANCE DEPARTMENT: Jamie Winslett: Emailed the finance report showing revenues versus expenses, fund balance, cash on hand and loan information and gave an update on the finance department. Allen spoke to you while I was out on vacation about the auditors being here for next month's Council meeting, not workshop. We will resend the complete audit so you can look over it and ask any questions you may have. I have an appointment this week with Mauldin and Jenkins to close out last years audit. We are also working with MG Group to start the new audit. We are working on both at the same time. We hired a new employee up front and Cynthia has been helping with the training, and she is doing great. Kellie Reed came in today and submitted the audit to the Comptroller today and she taught Violet and me some things we will need to know moving forward.
7. FIRE DEPARTMENT: Chief Walker: We had a very busy and hot July. We answered 116 calls to the Public. Fireworks season was quiet. We started a recruitment class for emergency medical responders and have 7 of our own recruits and 4 from Pleasant View and 2 from Pegram. We have the lease for the placement of the 2 new Tornado Sirens signed and they should be operational by this week or next week. One is across from Java Jacks and the other is across from Hickory Hills Condos. I attended the Tennessee Fire Chiefs and the western combination meeting in Franklin for a week. We helped with watering the grass here at City Hall last month. We participated in the back-to-school event and Touch a Truck event.
8. HUMAN RESOURCE DEPARTMENT: Violet Black: I have been working with the Mayor, Jennifer, and Allen on HR issues. We sat in interviews. I completed the onboarding for 3 new employees. We have 3 open positions, and I posted the advertisements for them. They are Finance Director, Property Maintenance for building inspector and water collection assistant. We will begin our interviews for the Finance Director and the CPA Firm, and we will also begin interviews for the building and codes position. I have worked with Kellie for a few items on the budget. I attended an HR roundtable meeting in White House. I met with PEP and did a safety survey. I have scheduled a training session with the Department Heads and Supervisors and PEP to teach us what effects Liability Claims and maintenance have on our budget. I attended the CDBG Grant meeting. I handed out pencil pouches at the back-to-school bash.
9. PARKS DEPARTMENT: Anthony Clark: Farmer's Market continued with positive feedback from the community. Food Truck Monday is completed. Attended the Parks Board Meeting. I

attended the Triathlon Meeting. The team cut and cleaned up several down trees on the trails. The Summer sports have ended. Baseball had 3 teams advance to the State Tournaments. The 6 and under team were the State runners up. The 14 and under team won the State Tournament and represented team Tennessee and Mississippi. The 12 and under team made an appearance and won a game in East Tennessee. We had the Touch a Truck Event. The Fire Truck was a big hit with the kids, thanks to Captain Millett and his crew. We had our 2<sup>nd</sup> concert in the park for the summer. It was a great turn out and fun, there were about 300 in attendance for the 80's mix tape band. The last concert for the summer will be held on August 16<sup>th</sup> @ 6:00 p.m. Reminder: Team Magic is having the Triathlon this Sunday so please expect runners and bikers in town in the morning hours. Riverbluff will be the start and finish, and the public are welcome to attend. Please be patient driving through town Sunday Morning, they are expecting approximately 600 participants again this year.

10. POLICE DEPARTMENT: Chief Ray: We sent the report out to council. We had 98 Incident violations, 96 arrest violations, 236 traffic violations, and 17 accidents. There were 147 calls for the month of July. We are preparing for the Triathlon on Sunday and are ready for that. We attended a few meetings for the month of July. We had a significant Drug Seizure you will probably see on the news.
11. PUBLIC WORKS DEPARTMENT: Clint Biggers: We trimmed trees on Orchard Lane and Plumb Drive. We picked up brush. We completed mowing every week. We repaired a fire hydrant at the elementary school. We turned on the Pleasant View connection at Valley View Rd and got more out of it than we thought so now the Marrowbone pump station is off and we do not need it at all. We had guys working at City Hall on some items. We repaired drainage at Cheatham Lake Condos. We had 37 cut offs and 3 leaks.
12. TECHNOLOGY DEPARTMENT: Justin Wheeler - ABSENT
13. THRIVE 55+ DEPARTMENT: Tammany Carter: We had 1903 members check in last month. That is 196 more than check in for the prior month and 254 more than July of last year. We served 362 member meals. I completed the monthly financial report and quarterly reimbursement report for GNRC. I have been working on the Health and Wellness Expo planned for September 12<sup>th</sup> from 10 – 2 pm. It will be held at the National Guard Armory. This event will be open to the community not just Thrive members so we will post it. We were not awarded the Project Diabetes Grant, but I will be looking for other grants to apply for that may fit the same requirements or similar. I am working on a Senior Grant and will submit the application by Friday. We finished our 3<sup>rd</sup> computer class we had 17 signed up and 16 graduate. It was our biggest class so far. The next class will be in October and there is a waitlist of 20 for that class. We had a summer bizarre, 6 vendors and about 60-65 members. We have worked on some building issues. Completed the annual report and submitted it to GNRC. I am working on a day trip in December to go to Cumberland County Playhouse and see Elf and then Drive through the Daning Lights of Christmas. I am working on getting quotes for the doors to finish the money from the previous grant before it expires in March of 2026.

## **UNFINISHED BUSINESS**

NONE

## **NEW BUSINESS**

14. RESOLUTION 2025-26: Tammany Carter - Updating the Pet Section of the Thrive 55 Center Policies and Procedures: Revising the policy in the procedure manual to be more precise and clearer on Service Animals being allowed in the center.
15. RESOLUTION 2025-27: Updating the Day Trips and Tour Procedures section of the Thrive 55 Center Policies and procedures Manual: Tammany Carter - The overnight trips were never removed from the policy. I revised it to only do day trips, and any overnight trips are offered through a 3<sup>rd</sup> party independent travel company, but the trips are not sponsored by The Town of Ashland City or Thrive 55+.

16. RESOLUTION 2025-28: Updating the Check Signors for All City Bank Accounts: Allen Nicholson - This is to add Allen Nicholson (Chief of Staff) as a check signor in the mayor's absence.
17. RESOLUTION 2025-32: Permission to apply for PEP Safety Partners Grant: Allen Nicholson – This is a 50/50 matching grant in the amount of \$2000.00 and the city matches \$2000.00 that would be used to purchase safety steel toe boots for our employees in Public Works, Building and Codes and Parks Departments.
18. RESOLUTION 2025-33: Permission to apply for the PEP Property Conservation Grant: Allen Nicholson – This is also a 50/50 matching grant \$2000.00 from the grant and \$2000.00 from us to install cameras and access control at the WWTP.
19. CONTRACT: AllData Vendor: Clint Biggers – Corrected the contract description. This is for the mechanics website that we use for new car specs and other things. We have had this contract every year. Jamie advised it is already in the budget and just needs to be approved to continue using it.
20. CONTRACT: Axon Enterprise - Police Department: Chies Ray – explained that this is a contract for our tasers. We do not have to buy anything, and it has been renewed for 10 years, and we need this to hold our data, and we do not lose any of the information.
21. RESOLUTION 2025-29: Back Dating Pay Increases: Jamie Winslett – This is an ordinance needed to be able to back pay the pay increases that were passed in the budget. Violet also added it had been agreed to move utilities street and maintenance supervisor up a pay grade. When it was moved up a grade it was in the same grade as the public works assistant director, and we feel that position should be moved up a grade. There would be no change in pay except the 2% COLA that they are entitled to. We did not want the Supervisor and the assistant director to be in the same pay grade; we are asking to move it up a grade on the regular pay table. The public safety pay table would like to add a new position to the pay table. Chief Walker explained they just wanted to change the title. We currently have Firefighter 2 and active Fire inspector we would like to change it to Lieutenant. We are now staffing Station 2 and 3 we would like to have more structure and a direct person in charge for the employees to go to. When the Chief, Deputy Chief, and Captain are not there, the Lieutenant will take charge. We will promote 3 new Lieutenants that have been performing that role already. There would be no change in pay. Attorney Noe requested Mary to write a separate Resolution for both of those pay table changes.
22. RESOLUTION 2025-30: Council Members attending meetings by zoom -Emergency Only: Jennifer Noe - State Legislature just changed this law and it went into effect on July 1<sup>st</sup> and I brought it to you so that you have the option of allowing it per resolution. You will need to have an official resolution in order to accept this because with the exception of covid the council has never been allowed to attend a meeting via zoom. This will only allow it in particular circumstances like a family or medical emergency. There is no definition of an emergency so we would just need to use common sense on it. If you have been called into military service or due to inclement weather. If you had a councilman in the hospital, they would need to communicate with the mayor to be in compliance with the law. They would need to be visible on the monitor, and we would still need a majority present. Council members would only be allowed to use this twice a year. In order to pass this resolution you will need a 2/3 vote.
23. CONTRACT - Memorandum of Understanding - SOLEDAD - Bilingual Traffic Court: Cynthia Hollingsworth - explained she has changed positions, and she used to come in and translate for us. She is now working in the juvenile court so to continue as our interpreter she will need to be under contract with us.
24. CONTRACT: A TO Z - for a 3rd printer: Mary Molepske – Advised we added another printer and this is a contract like the 2 previous ones for service on the 3<sup>rd</sup> printer that was added.

## **SURPLUS PROPERTY NOMINATIONS**

## **EXPENDITURE REQUESTS**

## **OTHER**

25. RESOLUTION 2025-31 - Updating the format for the public speaking form: Mary Molepske this is to update the format of the form and one word change in the description from transcriber to City Recorder.

## **ADJOURNMENT**

A motion was made by Councilman Thompson, Seconded by Councilwoman Binkley, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 6:40 p.m.

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MAYOR GERALD GREER

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CITY RECORDER MARY MOLEPSKE