



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

September 01, 2020 6:00 PM

Minutes

CALL TO ORDER

Mayor Steve Allen called the meeting to order stating, "I am Steve Allen, Mayor of the Town of Ashland City, I hereby call to order the September 1, 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 the public via live stream video on the zoom application. The meeting is being done by electronic means to protect the public health, safety, and welfare to the city 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

APPROVAL OF AGENDA

A motion was made by Councilman Adkins, seconded by Councilwoman Walker, to approve the September 1, 2020 agenda. All approved by voice vote.

APPROVAL OF MINUTES

1. August 4, 2020 Workshop Meeting Minutes
A motion was made by Vice Mayor Anderson, seconded by Councilman Kerrigan, to approve the August 4, 2020 Workshop Meeting Minutes. All approved by voice vote.

REPORTS:

2. Fire, Codes and IT Report
Chief Walker reported the month of August they answered one hundred fourteen (114) calls. There is a recruit class going on tonight for medical training. Planning and zoning meeting will be next Monday with five (5) things on the agenda. He stated Derek and Jake have been working hard to get the new computers installed. New servers are installed at the Police Department and City Hall. They are in process of upgrading the operating systems and converting the servers. Councilman Adkins questioned when the Planning Commission meeting is scheduled. Chief Walker stated the meeting is scheduled for September 14th. Councilman Adkins questioned if there are rezones if they will go before council for approval in October. Chief Walker confirmed if the two (2) rezone requests are passed they will be presented in October. Chief Walker stated there is a site plan approval for new convenience store on Hwy 12 South and everything else is dealing with residential buildings on the agenda.
3. Police Department
Chief Ray stated he had hoped to get it on the agenda, but Ms. Jennifer is reviewing a revamp of the Police Department's use of force policy which is required by the Governor. He reported they answered calls Saturday during the funeral for the county. Further, there was a burglary at

the bus garage on county property and they were able to find the offender who took batteries and tools out of the garage.

4. Court Department
Ms. Anita Justice reported they are going back to holding court two (2) times per month on their normal schedule. She stated this may change after the first of the year as they are have been extremely busy.
5. Senior Center
Ms. Melissa Womack reported they are still shut down and they are working on things to implement the food pilot program, which is on the agenda for tonight. She stated the Event Committee made decision to host the event on October 10 at Riverbluff Park. Councilman Jackson questioned Music on Main and the difference between social distancing there or at the other event. Ms. Womack stated in light of COVID they didn't allow money in the budget for Music on Main because they didn't know if it would be able to happen. Further, on the square there isn't as much room to spread people and the booths out.
6. Parks Department
Mr. Scott Sampson reported soccer and football being canceled for the Fall season. New swings were installed at Riverbluff Park and commodities are being given away at the Farmer's Market Pavilion tomorrow. The Parks Advisory Board has a movie at the park scheduled and are showing Toy Story 4. Councilman Greer questioned getting benches on the BiCentennial Trail and asked about getting with the Friends of the Trail to campaign for sponsored benches on the trail. He further stated this is just an idea to get people more invested in the trail and keep the cost off the city.
7. Public Utilities/Works
Mr. Clint Biggers reported they have pretty much gotten the new City Hall lot cleared. Further, they have been busy with water and sewer taps and the water tank is now painted and is almost ready to be in service.
8. Financial Director
Ms. Gayle Bowman stated she emailed everyone earlier today and briefly discussed the reports she emailed out. She stated they are still working on the audit and trying to stay caught up with everything.
9. City Recorder
Ms. Kellie Reed reported she is helping the front office with a TCRS project with pulling things from storage. She is working on getting the loan paperwork finalized. Also, the use of force policy that Chief Ray discussed will be on the agenda for next week.

OLD BUSINESS:

10. Budget Amendment #1 FY 2020-2021
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL TO ACCEPT A BUDGET AMENDMENT FOR THE 20/21 FISCAL YEAR. Mayor stated this is for second and final reading next Tuesday night. Ms. Reed reviewed the items included in the amendment.

NEW BUSINESS:

11. US Geological Survey Agreement
Chief Walker stated this is the gauge on the Cumberland River Bridge to access the height of the river.
12. Agreement: City Planner
Chief Walker stated the agreement was written by Ms. Noe as our current planner Rick Gregory is leaving GNRC and we would like to still have him as our City Planner. This will allow him to work under us instead of going through GNRC.
13. TDOT Agreement for Traffic Signal Project
Ms. Reed stated this is the application for the permit and Ms. Jennifer has seen it and stated the council needs to approve it. Chief Walker stated everything is in line and we have a schedule for the construction and this is the grading permit for TDOT.
14. GNRC Choice Foods Program Pilot Agreement

Ms. Womack stated this is a twenty two thousand five hundred dollar (\$22,500) grant that is divided into two (2) fiscal years. Further, they will be able to provide fourteen (14) food boxes to those who meet the criteria for eligibility. Cashesaver will be helping with this program with the items people will receive in the boxes. They will get one hundred dollars (\$100) for each box, but will be reimbursed twenty dollars (\$20) per box for time spent, delivery fees, etc.

15. Resolution: Alley Abandonment

Ms. Reed stated she has spoken to Ms. Noe about this already and they will be requesting a deferral next week in order to investigate this a little further.

16. Resolution: USDA Loan Resolution for Constructing Wastewater Treatment Plant

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS WASTEWATER TREATMENT SYSTEM FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

Ms. Reed stated this is the resolution that authorizes us to work with USDA for the financing and we did the same thing for the fire truck. Further, there will be another resolution to follow next month where we will engage bond council.

17. Resolution: Ratification of Private Chapter 56- City Charter

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO RATIFY 111th GENERAL ASSEMBLY PRIVATE CHAPTER 56 AND APPROVE AS THE OFFICIAL CHARTER.

Ms. Reed stated this is the resolution to approve and ratify the charter changes from Resolution 2020-05 and is required from the General Assembly after their passage. The Councilman Jackson questioned if this is something we already passed. Ms. Reed stated yes it is all in the Resolution 2020-05.

18. Resolution: Industrial Access Road Grant

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE AUTHORIZING THE MAYOR TO SIGN A PROPOSAL WITH TENNESSEE DEPARTMENT OF TRANSPORTATION FOR PROJECT NO. 11950-1510-04, 11950-3510-04, 11950-2510-04.

Ms. Reed stated this is the resolution authorizing the proposal TDOT sent over for the industrial access road.

19. Ordinance: Correction to Rezone Ordinance 471 & 483

Ms. Reed stated Ordinance 471 was a R-3 rezone and the rezone was done as an R-3PUD, but was actually applied for as an R-4PUD. This will be to correct the mistake. Chief Walker stated this is on Bell Street and was a matter of everyone involved being new at their positions and was just an oversight.

20. Ordinance: Amend Title 18

Mr. Biggers stated we are still getting some information together and we will be asking to defer this until next month.

21. Mayor's Assistant/HR Position Discussion

Mayor stated we have a position open in the front office that we can cover the job with that salary, but we will need more money to get an HR qualified person. Councilman Greer questioned the base salary for that position. Ms. Bowman stated it would need to be fifteen fifty (\$15.50) per hour. Vice Mayor Anderson asked about a job description. Mayor questioned the chart for the starting salary would be. Mayor stated it would not be a full time HR person, but would be a split position with the Mayor's Assistant. Councilman Adkins stated we would have to pay more for someone who is a true HR person. He further questioned if there is money in the budget to cover this and if it would be taken from fund balance. Ms. Bowman stated we do not have that much in the budget and yes it would need to be taken from fund balance. Councilwoman Walker stated we need to see a job description before we make any decisions. Vice Mayor Anderson agreed and asked if the description can be written and presented. Mayor stated he thought the money was in the budget. Ms. Bowman stated some of the ladies in the front office received an increase due to the increase in their responsibilities and therefore we would need to allocate more money out of the fund balance for the position. Councilman Adkins stated we are three (3) months into this budget where we said

there would be no new positions. Mayor stated he didn't consider it a new position being there is a vacancy in a position, but he would get a job description together to present. Ms. Bowman questioned if this will need to be a full-time or part-time position. Councilwoman Walker stated she thinks the duties need to be split. Ms. Bowman stated right now for HR Kellie is the person who handles job descriptions, advertisements, and those kind of things whereas the front office handles anything to do with financials. Councilman Adkins asked if the job description will be presented. Mayor stated he will get one yes.

EXPENDITURE REQUESTS:

- 22. Bid Award: Shade Structures
- 23. Bid Award: Pour-in-place Rubber Surfacing
- 24. Bid Award: Road Resurfacing

Ms. Reed stated these three items on the agenda and this is to let council know we are doing the bid opening on Friday and it will be in the packet for awardal next week.

OTHER.

Mayor stated he knows everyone is thinking about the park property and Mayor McCarver stated he wants and additional three hundred thousand dollars (\$300,000) and the City Hall in exchange for this property. It is approximately one hundred and seventy-seven (177) acres. Mayor stated there is also a discrepancy in regard to the street in front of City Hall and if the city or the county owns the street. Councilman Jackson questioned if it is all floodplain. Mayor stated it is all floodplain or floodway. Further, they told the County Mayor that if a complex is put on this land it would be beneficial for the whole county and negotiations are not over. He encouraged everyone to speak to the county commissioners. Mayor stated they discussed getting another appraisal on the City Hall building. Mayor stated there are several developments that will be presented soon. Councilman Adkins questioned the Batson Street property and if he has heard anything on that. Mayor stated no he hasn't.

ADJOURNMENT

A motion was made by Councilman Greer, seconded by Vice Mayor Anderson, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:02 p.m.

MAYOR STEVE ALLEN

CITY RECORDER KELLIE REED, CMFO, CMC