



## **TOWN OF ASHLAND CITY**

### **Regularly Scheduled Workshop Meeting**

### **August 04, 2020 6:00 PM**

### **Minutes**

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#### **CALL TO ORDER**

Mayor Steve Allen called the meeting to order at 6:02 p.m. stating, "Welcome everyone, those on Facebook or other social media. I, Steve Allen Mayor for the Town of Ashland City, hereby call to order the August 4, 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 of the 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 Vice Mayor Anderson, seconded by Councilman Greer, to approve the agenda. All approved by voice vote.

#### **APPROVAL OF MINUTES**

1. July 7, 2020 Workshop Meeting Minutes  
A motion was made by Vice Mayor Anderson, seconded by Councilwoman Walker, to approve the July 7, 2020 Workshop Meeting Minutes. All approved by voice vote.
2. June 2, 2020 Workshop Meeting Minutes  
A motion was made by Vice Mayor Anderson, seconded by Councilman Kerrigan, to approve the June 2, 2020 Workshop Meeting Minutes. All approved by voice vote.

#### **REPORTS:**

3. Fire, Codes and IT Report  
Chief Walker reported the Fire Department answered ninety-seven (97) calls for the month of July. He stated he has an IT report of things they are working on, but it was not sent out prior to the meeting. He stated if anyone has any questions he will be glad to answer them. Further, on the building and codes side they have been very busy and there has been a lot of interest and inquiries. Further, they have some meetings coming up with business developers.
4. Police Department  
Chief Ray stated they have had lots of calls, arrests, and traffic. He stated they finally received the two cars they ordered last July and they have two (2) more ordered.
5. Court Department  
Ms. Anita Justice reported they are extremely busy as they are having court every week through the month of July and August.
6. Senior Center

Ms. Melissa Womack stated the center is still closed due to COVID-19; however, staff is working. She stated the new employee, Gina Batts, came on board this week and have been doing training sessions with her. She stated the air unit went out at the Senior Center and they will be purchasing a new one because of this. She states the old unit is sixteen (16) years old. She reported a FedEx truck hit the building several months ago and the check has been received and they will requesting that money to have the awning repaired. There will be a teams meeting next week in regard to possible reopening.

7. Parks Department

Mr. Scott Sampson stated the pickleball court lines have been painted at the tennis court and is getting use. He informed the grill day at the Farmer's Market last week and they will do another day like this last day of the Market. The Parks Advisory Board had their first official meeting last Tuesday night and they are planning a movie in the park in September at Riverbluff Park. He stated the replacement swings will be shipped August 21.

8. Public Utilities/Works

Mr. Biggers stated they have installed the new headwalls on the box culverts on Brookhollow Road and they will be putting asphalt down as well. Further, the painting on the water tank will begin this week and it will take about two (2) weeks to complete. They are cleaning off the City Hall lot when there is a break. The water tank on Caldwell Road got struck by lightening last week and they are working on getting that fixed. Councilman Jackson questioned the grant for the sewer stations. Mr. Biggers reported we should know next month on if we will be awarded the grant or not.

9. Financial Director

Ms. Bowman discussed the reports she emailed out today including the fund balance report, expense and revenue budget report, and the serveline report. She stated they have been working on the audit uploading everything online the auditors are requesting.

10. City Recorder

This item was missed during discussion.

#### **OLD BUSINESS:**

11. Ordinance: Amending Title 3 of the Municipal Code: Electronic Citation Regulations

**AN ORDINANCE TO AMEND TITLE 3 CHAPTER 5 SECTION 502 OF THE MUNICIPAL CODE OF THE TOWN OF ASHLAND CITY REGARDING ELECTRONIC CITATION REGULATIONS.** Mayor asked if anyone has any questions and stated next week will be the second and final reading on this ordinance.

12. Ordinance: Amending Title 9, Chapter 10 Mobile Food Vending

**AN ORDINANCE TO AMEND TITLE 9, CHAPTER 10 MOBILE FOOD VENDING.** Vice Mayor Anderson questioned if it is fifteen (15) days we were giving them. Chief Walker confirmed that is the idea to change to fifteen (15) days in a calendar month and it will change from four (4) days in a week. Mayor stated this will be second and final reading as well next week.

13. Comcast Franchise Agreement

Ms. Kellie Reed stated Ms. Jennifer Noe has been in touch with Comcast and has some changes, hopefully it will be ready next week.

#### **NEW BUSINESS:**

14. BlueCross Healthy Place Projects

Mr. Sampson stated Blue Cross is building ten (10) healthy places across the state, they will invest seven hundred and fifty thousand dollars (\$750,000) in each project, and they have six (6) templates to choose from for these projects for the projects. Mayor questioned if all the city will need to do is supply the land. Mr. Sampson confirmed that is correct. Councilman Adkins questioned if this is an application process. Mr. Sampson confirmed yes and further stated they are taking proposals for the entire month of August. Councilman Adkins questioned if we have to state where we will do this. Mr. Sampson confirmed yes and suggested the walking track or the tennis courts.

15. Veteran's Memorial Park Discussion

Ms. Bowman stated this is for the Veterans Memorial and they sent some paperwork including an estimate through Bison Countertops twenty six thousand seven hundred and fifty dollars (\$26,750) for the granite panels. Vice Mayor Anderson stated he would like us to take care of all of this. Councilman Kerrigan agreed. Mayor questioned if this will include the engraving. Ms. Bowman stated she cannot tell from the invoice. Councilman Jackson questioned the water bill issue and if this had been resolved. Mayor stated yes they came down that day and paid their bill. In addition, Mayor stated he will see if we can get out some information regarding the bill and if includes the engraving.

16. Resolution: Governor Lee's Local Government Support Grant

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO PARTICIPATE IN GOVERNOR LEE'S LOCAL GOVERNMENT SUPPORT GRANT FUNDING PROGRAM.**

Councilman Adkins questioned if this money will be used toward the wish list included in the packet. Mr. Sampson confirmed yes the items listed as grant items will be covered by this grant. Councilman Greer questioned if the canopy structures will be covered under grant as well. Mr. Sampson stated it could be, but it will depend on the route council chooses to go. Chief Walker stated the sail types are expensive, but they have looked at cedar type pavilions as well. Councilman Greer questioned maybe doing one park with the sails and the other with a different option. Chief Walker stated these will probably be put out for bid because of the cost, but they will have a better idea of what the options are with the cost.

17. Bass, Berry, and Sims Engagement Letter and Resolution

Chief Walker stated Ms. Noe is reviewing this and it is for the bond on the fire truck. Ms. Reed stated this will be to engage Bass, Berry, and Sims as our bond council. Further, there will be a bond resolution we will need to pass and hopefully that will be available in the packet for next week's council meeting.

18. Budget Amendment #1 FY 2020-2021

Ms. Gayle stated this is the budget adjustment for the police reserves compensation, the BioPure treatment for the buildings, the grant that was not included in the original budget. Ms. Reed added the HVAC system and awning repair will need to be added that Ms. Womack discussed earlier into this amendment. Mayor asked if Ms. Melissa has received a check for the damage. Ms. Reed confirmed and stated this will just be to appropriate the money into the budget.

19. Property Purchase Discussion: 125 Vine Street- Map 049 N Parcel 11.00

Chief Walker stated we discussed the possibility last month for the property that is behind the new Fire Station. He further stated the purchase of this property would allow a drive through there. He stated there is a privacy fence on one side already and they would plan to add a privacy fence to the other side as well.

**SURPLUS PROPERTY NOMINATIONS:**

None.

**EXPENDITURE REQUESTS:**

20. Permission to bid: Shade Structures

Mr. Sampson stated we will need to get some more information before they can get good prices on this.

21. Permission to bid: Pour in place surface at Fire Station II playground

Chief Walker stated the surface was put down in 2004 and is in need of repair. Further, Mr. Sampson has received an estimate to replace for forty thousand dollars (\$40,000).

22. Permission to bid: Construction of City Hall and Fire Station II.

Chief Walker stated he has an update from Josh Wright and he will be on next Tuesday to answer any questions. Fire Station will be ready to bid in two (2) to three (3) weeks. City Hall will be ready by the third week of September. Councilman Greer questioned if this is for Fire Station I. or Fire Station II. Chief Walker stated on the agenda it is listed as Fire Station II., but it will be for Fire Station I. and this was just a typing error.

23. Permission to Bid Road Resurfacing: Little Marrowbone, Marrowbone Lane, Maple Drive, Orchard Lane, Adkisson Street, Hale Street, Thompson Road, Plum Street, Holloway Drive, Bowker Street, and Riverbluff Park

Mr. Biggers stated he has ten (10) roads listed and Mr. Sampson is requesting Riverbluff Park. Councilman Adkins questioned what would be paved at Riverbluff. Mr. Sampson explained the area to be paved and informed council the main area was paved not long ago. Councilman Jackson questioned patching the other areas. Mr. Sampson stated it is past the point of patching and they will need to go ahead and pave it at this point. Mayor agreed stating it is in rough shape, but this will just be to obtain the bids and we don't have to accept them.

#### **OTHER.**

Vice Mayor Anderson questioned HR/Mayor's Assistant position. He further stated he would like to ask council to think about that and what the duties would entail so we can get moving with it. Councilwoman Walker questioned if this is a new position or if it will be to reclassify a position. Mayor stated it is on the new chart. Ms. Reed stated the position on the new pay table is a Mayor's Assistant position and it was discussed in the June meeting, but the pay table was passed in July as this title. Vice Mayor Anderson questioned amending the pay table. Ms. Reed stated that can be done. Councilman Adkins stated he has some questions about doing this as they just passed the budget with no new positions and he would like to know how this will be funded. Councilwoman Walker stated that is why she was questioning if this is a reclassification or a new position. After some discussion Mayor informed council there was a transfer from the front office to the Administrative Assistant position at Public Works. Councilwoman Walker asked if the vacant position would then be reclassified as the Mayor's Assistant. Mayor responded yes. Ms. Bowman explained the positions in the front office and stated the position will not have to be filled in the front office. Ms. Bowman stated there would need to be a budget amendment if they move forward with an HR position.

Vice Mayor Anderson questioned getting with the county and doing a land swap for the river property and City Hall. Mayor stated they are working on setting up a meeting to see about being able to move forward with that. Vice Mayor Anderson further stated he would like to see us put some money back for a complex on that property if we do obtain the property.

Mayor stated we have the Caldwell Park survey back and it is on the Girth Family Property. Mayor stated there will be a trail run with equipment for the Riverbluff stage and he will let everyone know when that will be. Mayor also informed council he hasn't heard anything more on the Batson Street property just yet.

#### **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 6:54 p.m.

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MAYOR STEVE ALLEN

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CITY RECORDER KELLIE REED, CMFO, CMC