



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

March 03, 2026, 6:00 PM

Minutes

CALL TO ORDER

Mayor Greer called the meeting to order at 6:00 pm.

ROLL CALL

Mayor Greer (Via Zoom)
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 Councilman Young, to approve the agenda with changes, adding Resolution 2026-23 under other. All approved by voice vote.

APPROVAL OF MINUTES

1. Approval of February 3, 2026, Regularly Scheduled Workshop Minutes
A motion was made By Councilman Thompson, Seconded by Councilman Young, to approve the February 3, 2026, minutes. All approved by voice vote.

PUBLIC FORUM

None

REPORTS

2. Attorney: Jennifer Noe:
Ms. Noe stated for the record that we are allowed to have a council member appear remotely. The council approved it and it was through legislature that allowed each council member to appear remote 2 times per year. Mayor Greer had surgery which made this a special circumstance.
3. Chief of Staff/Codes Director: Allen Nicholson:
Mr. Nicholson reported that in February the department completed 21 inspections, issued 5 permits, and currently has 55 open and pending cases, with \$39,913.79 in revenue collected since July. The BZA denied a Main Street variance request regarding trailers and mobile homes. He also noted meetings related to the warming shelter closing, assistance with finance reimbursements, ongoing work on the Bicentennial Trail project, and receipt of updated plans for Monell's. Mr. Nicholson also recognized Town employees and department heads for their behind-the-scenes work and stated that the Town has outstanding staff.
4. City Recorder: Mary Molepske
Ms. Molepske gave the report for February, highlighting that minutes, contracts, resolutions, and ordinances have been uploaded and properly filed. The mowing bid was awarded, and the paving bid has been completed and published. She also worked with Allen Nicholson, Jennifer Noe, and various department heads on several items. Public records requests have been completed, and she explained why meeting videos can no longer be directly linked to the town's webpage.
5. Court Department: Cynthia Hollingsworth

Ms. Hollingsworth advised we completed regular court operations, which included docket maintenance, report preparation, assisting the public, answering phones, processing payments, and working on expungements. Staff also prepared for this week's court session and coordinated setup for both the English and Spanish traffic school programs.

6. Finance Department: Will Duffel

Mr. Duffel reported that February marks the 8th month of the fiscal year, with the Town approximately 67% through the budget cycle. Property tax collections closed at 98.7%, while revenues are at 53% of budget and operating expenses at 52%. Sales tax revenue is currently behind projections, though department heads were commended for limiting spending. He also noted Project Clarity, which has mapped all access points for water applications.

7. Fire Department: Chief Walker

Chief Walker reported that February was a busy month, with 109 calls for service, several grass and brush fires, and the implementation of a new records management report system. Recruit Class 25-1 completed fire training and will begin state certification testing. The department also met with the Police Department and Motorola regarding new radios, recertified five CPR instructors, installed seven smoke detectors and two child car seats, recovered a 30-foot houseboat from the Cumberland River, and held a ribbon cutting for the new Narcan station at Station 1.

8. Human Resource Department: Violet Black

Ms. Black reported that she is working with PEP (the Town's insurance provider) on property damage claims and two workers' compensation claims. A meeting is scheduled next week to review insurance coverage for property liability and workers' compensation to ensure the Town is receiving the best rates. She is also working on the updated policy manual, with the first draft sent to the Mayor, Allen, and Jennifer, and noted that the grievance policy is on the agenda for consideration. Additionally, she worked on several personnel matters and attended an HR training class.

9. Parks Board Report: Michael Smith

Councilman and Parks Advisory Board Chairman Michael Smith reported that the Board held its first meeting of the year in February and finalized the annual event schedule, which has been posted on the Town website. The Board also discussed whether to remain a Parks Advisory Board or return to an events Committee and voted to remain a board. Questions regarding procedures and board structure have been forwarded to City Attorney Jennifer Noe, and the matter may be placed on next month's agenda for further discussion with the Council.

10. Parks Department: Anthony Clark

Mr. Clark reported that Summerfest and Farmer's Market applications went live in February and are being submitted steadily. The mowing bid was awarded, and Gavin and Derek attended a maintenance class last month. Projects completed include installing a protective fence cap at Johns Park, a new tennis net, and new totes for the Farmer's Market. Meetings were held with city staff, the Corps of Engineers, and property owners regarding the collapsed bridge on Eagle Pass Trail, with efforts ongoing to reopen the section. Mr. Clark also attended a tourism meeting chaired by Commissioner Ezzell, which provided informative answers to several questions. The Dave Milner Marathon is scheduled for this Saturday, starting and ending at Riverbluff Park and should end by noon. Spring sports have started and all park events will be starting this month.

11. Police Department: Chief Ray

Chief Ray reported that the department handled 1,187 calls in the month and conducted several saturation patrols. LPR cameras have helped solve cases quickly, though a few are still offline and expected to be fully operational by March 16th. One officer was terminated but quickly replaced with a certified returning officer, and another officer resigned. The department also held a meeting with Motorola regarding new radios.

12. Public Works Department: Clint Biggers - **ABSENT**

13. Technology Department: Justin Wheeler

Mr. Wheeler reported that the LPR camera issues are due to Motorola, not the City. The department is working on transitioning live streams to YouTube, though no timeline has been set. Efforts continue for the Cybersecurity Grant. Additionally, he set up a new laptop for the Courts Department, two new iPads for the Wastewater Department, and a new desktop for the Codes Department.

14. Thrive 55+ Department: Tammany Carter

Ms. Carter reported that in February the center served 1,313 members and 214 meals, noting a decrease from January and last February. The center also operated as a warming shelter during the ice storm, with an inventory submitted for reimbursement. She plans to use \$12,000 in remaining grant funds for bathroom painting, rubber chair rails, and ceiling fans, and has set up the March geriatric meeting, created the newsletter and calendar, and scheduled an April 9th trip to Cheekwood. Ms. Carter is also participating in a six-month mentorship program to enhance her role. I reserved the Farmer's Market pavilion for the annual Senior Picnic on May 15th.

UNFINISHED BUSINESS

15. None

NEW BUSINESS

16. Discussion: Local Government Representatives

Town officials discussed transitioning from Tyler Technologies to Local Government Corporation due to ongoing system issues, support delays, and costly training. Local Government representatives presented implementation costs, explained limited data migration options, confirmed existing servers may be usable, and stated they would work with staff to map out the transition process and timeline. Jennifer Noe advised if the board wanted to move forward, we would need a motion and a second and vote next week.

17. Resolution 2026-15: Amending the Charitable Donation Policy

Mr. Duffel stated the item was to amend a question on the application. **Ms. Molepske** explained there was an error stating applicants should stop if the answer was no, when it should have read yes to indicate ineligibility. She also noted the form was updated so requests go directly to Mr. Duffel for review, and a line was added to include the amount of the donation being requested.

18. Contract: Kellie Reed Budget Prep

Mr. Duffel advised that this is a consulting agreement to assist with any questions that may arise during the budget process. As this will be my first time putting the budget together, we want to ensure the process runs smoothly and that the presentation remains consistent with how it has been done in previous years.

19. Request for fielding quotes for the year end audit FY 2026

Mr. Duffel stated this item is to ask permission to request quotes from companies that will perform the year end audit for the year 2026.

20. Ordinance 645: Fire - Insurance Reimbursement, Training Grounds, & VFEAT Grant

Mr. Duffel stated this ordinance is for a grant that the fire department applied for in the amount of \$ 35,136.00 (thirty-five thousand one hundred and thirty-six dollars) for volunteer firefighters, PPE, hose, extrication gear and several other items.

21. Ordinance 646: Senior Center - Additional Grant Awarded from Department of Disability and Aging

Mr. Duffel stated this ordinance is for a grant that the fire senior center applied for and was awarded an additional amount of \$8,000.00 (eight thousand dollars) and we are going to recognize half in the current budget and half in next year's budget.

22. Resolution 2026-16: AARP Community Challenge Grant

Mr. Nicholson stated he was working with the grant writing service and with Anthony Clark, the parks director, to apply for this grant in the amount of \$ 20,000.00 (twenty thousand dollars) and we would like to allocate the money to John's Park. This is a no match grant.

23. Resolution 2026-17: Healthy Built Environment Grant

Mr. Nicholson stated he was working with the grant writing service and with Anthony Clark, the parks director, to apply for this grant in the amount of \$ 50,000.00 (fifty thousand dollars) and we would like to allocate the money to John's Park. This is a no match grant.

24. Resolution 2026-18: T-Mobile Hometown Grant

Mr. Nicholson stated he was working with the grant writing service and with Anthony Clark, the parks director, to apply for this grant in the amount of \$ 50,000.00 (fifty thousand dollars) and we would like to allocate the money to John's Park. This is a no match grant.

25. Resolution 2026-20: Authorizing Check Signers

Mr. Nicholson stated we would like to add Alicia Martin back on a check signer to be sure that we have enough staff available to sign checks when people are off.

26. Resolution 2026-19: GNRC Application for Grant Money Contract Renewal

Ms. Carter stated this is for the annual GNRC grant for the money that we receive. We have to fill out the RFP every 4 (four) years.

27. Contract: Fireworks for Summerfest 2026

Mr. Clark collected 2 proposals for Fireworks for Summerfest 2026. They are from Impact Pyro and Pyro Shows and we have used both in the past and both were great to work with so it will just come down to what you want and the cost. He asked for 3 different price points for shows. Since this is the 30th year we have had Summerfest we could do a little longer show if there was a little extra money in the budget. He recommends choosing the 20-minute show from one of the proposals for almost the same cost as the 15-minute show from the other.

28. Discussion: Employee Manual Updates - Grievance and Appeal Procedures

Ms. Black stated that she is currently updating the Grievance and Appeal policies, which are under review. She explained that the current policies are shown in red, with the updated wording provided on the reverse side. The most significant change addresses the appeal process for employees who are suspended or terminated. Under the current policy, if an employee is dissatisfied with the mayor's decision, they may appeal directly to the Council. The proposed change reflects the belief that, since the mayor is responsible for the day-to-day operations of the Town, the Mayor should have the authority to make the final decision regarding employment status of the hourly employees. Department heads, however, would still be required to bring such matters before the Council for the final decision. This policy would apply to all departments except the City Administrator and City Recorder, as those positions are appointed by the Council rather than solely by the mayor. Ms. Black also raised the question of whether the mayor would still be able to vote if the matter came before the Council after the Mayor had already decided. According to the City Attorney, the Mayor would still have the right to vote.

29. Resolution 2026-21: Grant Amendment one for Contract Z26THSO11

Chief Ray advised due to the Ice/Snowstorm the governor asked all departments to cut 20%, so the THSO (Tennessee Highway Safety Office) cut everyone 20% on the ground. This is the amendment reducing 20% off the money we receive.

30. Resolution 2026-22: Change order for CSR Engineering

Mr. Nicholson advised that we choose CSR Engineering to handle Phase 2 of the Bicentennial Trail project. TDEC advised that the Lennox Branch Section of the project where we have to cross will need a streamside salamander survey because they are an endangered species. This

will be \$ 8,000.00 (eight thousand dollars). It is already in the budget, but we must notify the council of the change according to the purchasing policy.

SURPLUS PROPERTY NOMINATIONS

31. None

EXPENDITURE REQUESTS

32. None

OTHER

33. Resolution 2026-23: Comptroller Financial Excellence Award

Mr. Duffel advised this resolution is to ask permission to apply for the Comptroller Financial Excellence Award. Mr. Mumpauer's office emailed this yesterday and notified the Town of Ashland City is eligible to apply for this award. This was added at short notice for that reason. The metrics they are looking at are cash percentage of expenditures, Current Liability as percent of cash, and General Government debt as percent of assessed value on the General Fund. Ashland City meets all the thresholds to apply.

ADJOURNMENT

A motion was made by Councilman Thompson, seconded by Councilman Young, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:45 PM.

MAYOR GERALD GREER

CITY RECORDER MARY MOLEPSKE