



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

September 02, 2025, 6:00 PM

Minutes

CALL TO ORDER

Mayor Greer called the meeting to order at 6:00p.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 August 5, 2025, Regularly Scheduled Workshop Meeting Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Young, to approve August 5, 2025, minutes. All approved by voice vote.

PUBLIC FORUM

NONE

REPORTS

Mayor Greer stated before the department heads give their reports he wanted to announce and welcome our new finance director Will Duffel.

2. ATTORNEY: Jennifer Noe – stated she had nothing to add that is not already on the agenda.
3. CHIEF OF STAFF/CODES DEPARTMENT: Allen Nicholson – stated the codes department did 7 permits and 14 inspections. We had 86 property maintenance calls. Total revenue collected is \$ 36,017.76. We met with the Braxten Condos and engineers; the HOA is building out 2 of the bottom floors damaged by the flood and they are making 2 living spaces there. We had a follow up discussion with the developer on Frey Street; they presented their idea to the planning commission in August (Slow and Steady Lodge). Monell's is still moving forward. I worked with HR on some items and sat in interviews for new positions. I continue to work with the contractors for City Hall to finish the punch list items. We had a construction kick off meeting with GNRC, Public Works, City Recorder, and HR and city engineers. for the Pump Station Project. We worked with a homeowner on a shed in disrepair and it is going to be demoed. I worked on interview question for the property maintenance interview. Working through and writing the 2 PEP grants. I met with James, the CPA, regarding the Finance Director interviews. I have a meeting scheduled TDOT for the Trail Extension grant. I attended the CMFO Accounting 2 course. We had a dangerous structure on Gloria Circle. Working on the grading permit with Ingram. We completed the audit paperwork for the state of Tennessee Fire Marshal's office it is recurring every 3 years. Sleep inn is not completed but close. We issued a stop work order for a structure at the archery. We were at the Hotel doing an inspection and saw the construction.

4. CITY RECORDER: Mary Molepske – stated - I have continued to scan and save documents on the share drive. I got all the minutes that Jamie needs for the audit gathered and sent to her. I collected all the information I could locate for the Bicentennial Trail and put it in a Binder. AC and I are going to go through and try to get everything in order. I have updated and uploaded 7 application forms. I set training via zoom for new users to get acquainted with the system. We discovered that Civic Plus archives all our Facebook Videos, so we can recover what was deleted from Facebook. I will work with Justin on getting them transferred to the Share Drive. I attended PEP Training.
5. COURT DEPARTMENT: Cynthia Hollingsworth is on vacation, so Mary Molepske, the City Recorder, read her report to council. There were 2 Traffic Schools held this month. Spanish School had 9 attendees and Englis Traffic School had 29 attendees. We have court on Thursday. The 9:00 am docket has roughly 70 people and the 1:00pm docket has roughly 65 people. We had 51 citations pulled the week of 8-25-2025. We are working on putting fees on Citations.
6. FINANCE DEPARTMENT: Jamie Winslett was absent from the meeting. Will Duffel spoke but it was his first day, so he did not have a report for council yet.
7. FIRE DEPARTMENT: Derek Noe stated they had 100 calls to the public; they have followed up on over 50 business license inspections. We installed 8 smoke detectors in 2 homes and changed batteries in another home. We installed 2 care seats that were installed incorrectly. The EMR class continues, and we are continuing the agility testing for the new recruits. He explained that we have a grant for car seats and advised if there is someone who cannot afford a car seat to come down and we can give them a new car seat and install it for them.
8. HUMAN RESOURCE DEPARTMENT: Violet Black stated that she sat in interviews for the Finance Director and Codes interviews. Our insurance company PEP came in and spoke to all of the department heads about Liability insurance. I worked with Kellie on how to break down the liability insurance between departments. I had a meeting with the Mayor, Allen, and Jennifer on some HR issues. Collecting al Grant information from the Fire Department. I am in the process of planning a mandatory meeting this month on Title 6 information. I have started to plan the Holiday events coming up. I will be out of the office next week.
9. PARKS DEPARTMENT: Anthony Clark stated that this is the last month of the year for the Famer's Market. He went on Corky's corner to speak about upcoming events. We hosted the Riverbluff Triathlon, and they had 535 participants. There were over 1500 people visiting the park for the event. We had our last free concert in the park. I attended the PEP insurance meeting. Fall Soccer and Football have started. We had a parks board meeting, and we continue to work on Music on Main. New ceiling fan installed at the Lacrosse pavilion. We had a meeting with TDOT about the Trail Grant. We found out that we have a grant for Phase 2 we were not aware of. It is a good thing, but we are behind, so we need to move quickly. Phase 1 is waiting for an agreement to be signed by RJ Cormon. Once it is signed, we can move on to the bid phase. I sat in for the meeting with the grant writing firm. We had the Pig Out in the park BBQ event, and it went well we had 14 participants this year, which was up by 9 from last year.
10. POLICE DEPARTMENT: Chief Ray stated that they also attended the life savers conference. I attended the chief's conference. We had a few saturation patrols this month for the THSO grant. We generated 1570 calls this month. We had 80 arrests.
11. PUBLIC WORKS DEPARTMENT: Clint Biggers stated they mowed the right of ways down highway 12. We worked on the crosswalk light. We did some work cleaning trees and brush at Caldwell Park. We picked up brush through town. We cleaned the awnings at public works and police department. We had 5 water leaks. We had 37 cutoffs.
12. TECHNOLOGY DEPARTMENT: Justin Wheeler stated he is continuing to work on the new sign at City Hall. Got everything set up for the new Finance Director. There was an issue with a

server at the police department, and I got that routed to the correct place. There was an issue with a download on Tyler, and I was able to get it resolved. We got some of the new desktops that were ordered in my budget. I have a meeting with AT&T regarding our phone systems.

13. THRIVE 55+ DEPARTMENT: Tammany Carter stated that they served 1627 members and had 309 member meals. I completed the financial report for GNRC. Getting ready for the Health and Wellness Expo next Friday September 12th. We can no longer have it at the Armory because of construction so we have moved it to Fire Station 1 with the help of Chief Walker. There will be free mammograms at the expo please contact me for a time to sign up. There will also be flu shots given at the expo as well. We will have about 30 vendors there as well. I am getting ready for a day trip in December to go to see Elf and have lunch and stop to see the Dancing lights of Christmas on the way back. I applied for another grant to be able to rent space from the church across the parking lot from the center. We will find out on September 12th whether we are awarded that grant or not. We will have our 4th computer class for the year, and we have 10 people signed up so far and it will begin in October. We had some repairs made on our generator and it is a manual change, so they showed me how to switch it over manually if we need it.

UNFINISHED BUSINESS

14. CONTRACT - TKE - Elevator Gold Service Agreement

Derek Noe - This is a contract we have approved already with Jennifer's changes and when it went to their attorney, they denied it. We started the process over with a new contract and both attorneys approved it. We just need the new contract approved and signed.

NEW BUSINESS

15. CCCHS - Donation for Homecoming Bonfire

Anthony Clark – This is asking for approval of Parks helping with the bonfire again this year. We already have the wood donated from MA logging so this would be approval for the parks department and public works for a couple of hours to build and man it for the night.

16. A.O. Smith Donation to the Police Department

Chief Ray stated that this is a donation they make every year. We are asking to put it in a line in our budget, so we are able to use it. We normally use it for advertising different things.

17. Accept the bid for the Scada Project and pay the overage from the Enterprise Fund

Clint Biggers stated we received free money from the federal government. We got Nine hundred and fifty-five thousand dollars (\$955,000.00) so we bid out the new SCADA system which came in higher and so I would like to accept the bid, and the overage is Eight hundred and twenty thousand (\$820,000.00 to get the new SCADA system. . It is all we have right now and if it goes out, we do not have the upgrade option. Mayor Greer added that not only can we not get the upgrade, but we cannot get replacement parts for it wither and we would be in a dire situation. This was the only bid received for the project. Attorney Noe stated there are a couple of corrections needed on it. Allen added that the enterprise fund is very healthy and has 8.4 million dollars in it now.

18. AGREEMENT: Smith Seckman Reid, Inc (Grant Admin)

Allen Nicolson stated the mayor, AC, and I had a very productive meeting with Brian Collins and Grant from SSR and this is a contract that we are requesting \$ 30,000.00. One thing I have noticed when working with them, they were gracious and used what councilman Adkins wrote and expanded in detail our Blue Cross and Blue Shield Grant. This is all about knowing the right words to use and putting them in place. We would do the leg work, and they would help write the grants. Mayor Greer added we would be investing \$ 30,000.00 but we would be getting far more back for the investment. Vice Mayor Kerrigan asked where the initial money would come

from, and Allen responded we would have to do a budget amendment. Vice Mayor Kerrigan asked if it would put us another \$ 30,000.00 in the red and Allen answered yes.

19. ORDINANCE 642: REZONE OF 2055 HIGHWAY 12.

Allen Nicolson stated back when Mayor Norwood was in office he started at 2055 and went down Highway 12 and because of the amount of Commercial and Industrial businesses he did a blanket zoning in this area to C2 for certain addresses, and this is one of them. This address is currently shown on the map as residential but should be listed as C2. To get this property updated on the map to help them sell the property Attorney Noe said we would have to take it back through council and change the zoning. Any other parcels that were on the original ordinances we will bring them back separately. This came from Autin P and GIS and must be in a certain format and back in 1998 we did not have them.

20. CONTRACT: MODERN ELECTRICAL CONTRACTING INC. - WWTP

Clint Biggers stated that this is a new building and needs a new contract to get the security system in place. The money can be used from contingency to pay for the system at no cost to the city. Allen added that he spoke to George from USDA and confirmed the information that it would not cost the city money.

SURPLUS PROPERTY NOMINATIONS

NONE

EXPENDITURE REQUESTS

NONE

OTHER

21. RESOLUTION 2025-36: PERMISSION TO APPLY FOR THE THSO GRANT

Chief Ray explained that they had already approved to apply for this grant and were awarded the grant. The contract needs to be signed for it. They will send it to Jennifer to review. What they need is a resolution to put that money in the budget on the line for overtime pay and another resolution to pay a flat rate to the officers doing saturation patrols in the amount of \$ 50.00 per hour. The reason for the flat rate of pay is to make reporting to THSO for the grant is much easier with the flat rate of pay.

22. APPROVE THE UPDATE AND REFORMAT ON THE ATTACHED CITY FORMS

Mary Molepske stated that the forms have the exact same information on them it is just re-formatted to be easier to read and look nicer, and the city logo was added to them to look more uniform.

Councilman Thompson advised that the County Fair will be going this week Thursday September 4, 2025, through Saturday September 6, 2025. This Thursday they will have the Jeep and obstacle course in the arena. Fair starts at 6 pm. We hope to see everybody come out and support the county.

Allen gave a special thank you to phil through CSR for coming for the Scada System. He also thanked Grant and Brian for coming to answer grant questions if needed.

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.

MAYOR GERALD GREER

CITY RECORDER MARY MOLEPSKE