



# TOWN OF ASHLAND CITY

## Budget Meeting

### September 15, 2020 6:00 PM

## Agenda

**Chairman:** Mayor Steve Allen

**Committee Members:** Tim Adkins, Daniel Anderson, Gerald Greer, Lisa Walker, Roger Jackson, Chris Kerrigan

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#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF AGENDA**

#### **APPROVAL OF MINUTES**

- [1.](#) July 21, 2020 Budget Meeting Minutes

#### **REPORTS:**

#### **OLD BUSINESS:**

2. Veteran's Memorial Discussion
- [3.](#) Mayor's Assistant/HR Position Discussion
4. Water Budget Changes and Approval

#### **NEW BUSINESS:**

5. TCRS Project
6. Resolution: TCRS Former Employee Buy Back Plan
7. Resolution: TCRS Reduction in Probationary Period

#### **OTHER.**

#### **ADJOURNMENT**

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*Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.*



## TOWN OF ASHLAND CITY Budget Meeting July 21, 2020 6:00 PM Minutes

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### CALL TO ORDER

Vice Mayor Anderson called the meeting to order at 6:00 p.m. He further turned the meeting over to Budget Chairman Jackson.

### ROLL CALL

#### PRESENT

Vice Chairman Roger Jackson  
Committee Member Tim Adkins  
Committee Member Daniel Anderson  
Committee Member Gerald Greer  
Committee Member Chris Kerrigan  
Committee Member Lisa Walker

#### ABSENT

Chairman Mayor Steve Allen

### APPROVAL OF AGENDA

A motion was made by Committee Member Walker, seconded by Committee Member Anderson, to approve the agenda. All approved by voice vote.

### APPROVAL OF MINUTES

A motion was made by Committee Member Anderson, seconded by Committee Member Kerrigan, to approve the June 16, 2020 meeting minutes as written. All approved by voice vote.

### OLD BUSINESS:

1. Resolution: Governor's Local Government Support Grant Funding  
Mr. Sampson presented ideas for the parks. He stated the shade structures are priced based on the town installing them. Chairman Jackson stated he likes the ones at the park in Hendersonville and questioned if this company has something like those shade sails. Mr. Sampson stated he can get quotes for that type of structure as well. Chief Walker stated the playground at Fire Station II gets a lot of use, but he feels like it would get more use if there were some shade structures out there especially this time of year. Chief Walker stated they had originally proposed this in the budget, but they cut this out when they cut items from the budget. Chairman Jackson questioned how much the city will receive for this grant. Chief Walker responded it is a little over one hundred and thirty three thousand dollars (\$133,000). He further stated they could use the money for engineering over Puzzlefoot Creek to provide access across the creek. Mr. Sampson stated he cut the signage, HVAC units in the bathrooms, and Christmas decorations out of his budget as well. He further stated he cut seventy five thousand (\$75,000) out of the Parks Department budget this year. Councilman Kerrigan stated what he is seeing online the shade structure triangles are more expensive. Councilman Greer asked if we can pick one park to do those and do the lesser expensive ones at the other park. After much discussion a motion was made by Committee Member Anderson, seconded by Committee Member Kerrigan, to utilize the grant money for the parks. All approved by voice vote.
2. Land Discussion: Map 049N Parcel 00.200  
Ms. Gayle stated this is for the bid on the land adjoining the property for City Hall. Committee Member Adkins questioned the date of the auction. Ms. Bowman stated she didn't have a date

for the auction at this time. Chairman Jackson stated the one hundred and fifty thousand (\$150,000) they approved for the purchase may not be enough due to the interest in the property. Committee Member Adkins questioned how it is going clearing the City Hall site property. Chief Walker stated Clint's crew is clearing it and it is going well. Chief Walker informed the committee Mayor Allen called about the lot behind the Fire Hall site and the owners are interested in selling. Further, they will be sending the information to the Mayor. He stated if the property is reasonable they would be able to push the building back on the property some to help with the turn radius.

#### **NEW BUSINESS:**

3. Ordinance - Fiscal Year 2020 - 2021 Budget Amendment #1

Ms. Bowman explained twelve thousand dollars (\$12,000) was mistakenly left out of the budget advertisement and this amendment will be to add money back into the line item to pay the reserve officers. She further stated this item was on the agenda to inform the committee why and what happened. Further, this will be on the agenda next month for first reading.

#### **SURPLUS PROPERTY NOMINATIONS:**

None.

#### **EXPENDITURE REQUESTS:**

None.

#### **OTHER.**

4. Possible Future Ball Fields

Mr. Sampson handed out a map showing possible uses for the land currently owned by the county if the city does decide to purchase this land. Chairman Jackson questioned how much they paid for it. Chief Walker responded they paid seven thousand five hundred dollars (\$7,500) per acre. Committee Member Anderson stated he would like the committee to think about putting money back in the budget specifically for the future development of this.

5. Water and Sewer Line

Chairman Jackson questioned running the line to the river. Chief Walker stated they are working on an easement for this currently.

6. Veteran's Memorial Park Water Bill

Ms. Bowman stated the Veterans Memorial Park was under the assumption that the city would take care of the water bill. Committee Member Anderson stated we talked about giving them a donation, but did not make a formal decision. Committee Member Greer stated he would like to find out more information and what the city will be responsible for paying. Committee Member Anderson questioned if we can put it on the workshop agenda for discussion. Ms. Bowman stated yes and she will follow up with the park representatives to let them know.

Committee Member Walker requested an updated timeline for the City Hall Project.

#### **ADJOURNMENT**

A motion made by Committee Member Walker, seconded by Committee Member Greer, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 6:39 p.m.

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MAYOR STEVE ALLEN

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CITY RECORDER KELLIE REED, CMFO, CMC

## **JOB DESCRIPTION**

## **Town of Ashland City**

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<b>CLASSIFICATION TITLE:</b>	Mayor's Administrative Assistant
<b>DEPARTMENT:</b>	General Government/Recorder
<b>REVISION DATE:</b>	9-2-2020
<b>REPORTS TO:</b>	Mayor
<b>EMPLOYMENT STATUS:</b>	Part-Time
<b>FLSA STATUS:</b>	Non-Exempt
<b>PAY RANGE:</b>	Pay Grade Level 3

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### **JOB SUMMARY**

This position will assist the Mayor with meetings, secretarial duties, and other duties as assigned. This employee must be professional, articulate, and be able to make independent judgements as required to complete tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Point of contact for the Mayor's office
- Attends meetings in the Mayor's absence and keeps the Mayor informed of apprised information
- Maintains Mayor's calendar by scheduling appointments and meetings
- Assists other departments with projects as needed/assigned
- Files worker's compensation claims and serves as point of contact
- Title VI Coordinator
- Assists with employee training and new employee handbook orientation
- Drug-free Workplace Coordinator
- Reconciles Mayor's credit card statements and submits receipts to accounts payable for processing
- Point of contact for job applications with Workforce Essentials
- Assists City Recorder with maintaining job description files
- Various correspondence, reports, and filing
- Plans and organizes employee holiday meals and events
- Assists with planning and organizing Christmas Parade
- Performs other duties as assigned

### **QUALIFICATIONS**

- High school diploma or GED
- Valid Tennessee driver license

### **SKILLS AND ABILITIES**

- Must have excellent verbal and written communication skills
- Ability to listen, observe, and evaluate situations
- Knowledge and experience with Microsoft Office Suites
- Ability to maintain a high level of accuracy
- Must have the ability to create and maintain well-written and understandable records.
- Excellent organizational skills
- Excellent inter-personal and customer service skills
- Ability to work independently and with a group
- Must possess excellent analytical and problem-solving skills

### **EQUIPMENT OPERATED**

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

**WORKING CONDITIONS**

- Working conditions are in an office environment
- Working environment is office setting with some lifting of office supplies weighing up to 25 lbs

**USUAL PHYSICAL DEMANDS**

- Must be able to lift office supplies and materials
- Long hours of sitting with intermittent standing
- Using office equipment and computers

**EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

**MANAGEMENT APPROVAL**

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

\_\_\_\_\_  
Employee's Signature

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Date