



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
September 05, 2023, 6:00 PM
Agenda

Mayor: JT Smith

Council Members: Tim Adkins, Gerald Greer, Chris Kerrigan, Michael Smith, Kevin Thompson, Tony Young

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) August 1, 2023, Workshop Meeting Minutes

PUBLIC FORUM

REPORTS

2. Attorney
3. Project Update from Josh Wright
4. Codes Department
5. Court Department
6. Finance Department
7. Fire Department
8. Human Resources
9. Parks Department
10. Police Department
11. Public Utilities/Works
12. Technology Department
13. Senior Department

OLD BUSINESS

- [14.](#) Ordinance: City Administrator Job Description
15. Facebook Page: Parks Board
16. Beautification Project: Amanda Bell

NEW BUSINESS

- [17.](#) Ordinance: AMEND TITLE 8, CHAPTER 2: BEER
- [18.](#) Seasonal Employee: Event Planning Coordinator Job Description Discussion
- [19.](#) Resolution: Update Pay Table - Seasonal Employee
- [20.](#) Resolution: BlueCross Healthy Place Project Grant
- [21.](#) Cheatham County Public Library Agreement
- [22.](#) Stratus Agreement: Senior Center
- [23.](#) Flood Emergency Response Plan: Wastewater Treatment Plant

[24.](#) Cheatham County Central High School Homecoming Bon-Fire Donation

25. Banner Discussion

26. Kiwanis Literacy Program "Story Book Trail" Discussion

SURPLUS PROPERTY NOMINATIONS

[27.](#) 1995 Chevy S-10 - Public Works

EXPENDITURE REQUESTS

28. Request to Bid Paving 2023 - 2024

[29.](#) Paving Back Parking Lot at 233 TN Waltz Parkway

OTHER

ADJOURNMENT

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
Regularly Scheduled Workshop Meeting
August 01, 2023, 6:00 PM
Minutes

CALL TO ORDER

Mayor Smith called the meeting to order at 6:00 p.m.

ROLL CALL

PRESENT

Mayor JT Smith

Vice Mayor Gerald Greer

Councilman Tim Adkins

Councilman Chris Kerrigan

Councilman Michael Smith

Councilman Kevin Thompson

Councilman Tony Young

APPROVAL OF AGENDA

A motion was made by Vice Mayor Greer, Seconded by Councilman Kerrigan, to approve the agenda with changes. All approved by voice vote.

APPROVAL OF MINUTES

1. July 11, 2023 Workshop Meeting Minutes

A motion was made by Councilman Kerrigan, Seconded by Councilman Smith, to approve the July 11, 2023, Workshop Meeting Minutes. All approved by voice vote.

PUBLIC FORUM

None.

REPORTS

2. Attorney
Ms. Noe gave a legal update.
3. Josh Wright Project Update
Mr. Wright gave an update on all projects.
4. Codes Department
Mr. Nicholson gave a codes update.
5. Court Department
Ms. Hollingsworth gave a court update.
6. Finance Department
Ms. Bowman gave a finance update.
7. Fire Department
Deputy Chief Noe gave a fire update.
8. Human Resources
Ms. Black gave a human resources update.
9. Parks Department
Mr. Clark gave a parks update.
10. Police Department
Chief Ray gave a police update.
11. Public Utilities/Works
Mr. Biggers gave a public works update.
12. Senior Department
Ms. Batts gave a senior update.

OLD BUSINESS

13. Ordinance: Fiscal Year 2023 - 2024 Budget Amendment #1
Ms. Bowman discussed the need for an amendment since the GIS contract was approved.
14. Ordinance: Rezone Request: 109 Elizabeth Street
Mr. Nicholson discussed the reason the rezone request must go for another vote.
15. Ordinance: All Construction Site Maintenance and Sanitation
Mr. Nicholson discussed the need for this ordinance.
16. Ordinance: Design Review Manual
Mr. Nicholson discussed the need for this manual.
17. Ordinance: City Administrator Job Description
The city attorney and some of council discussed the city administration job description.
18. Beautification Project - Amanda Bell
Vice Mayor Greer informed that this will be discussed at the September workshop meeting.
19. Parks Board
Councilman Smith requested to remove this from the agenda.
20. Public Forum Discussion
City Attorney and Council discussed the need for changes including responses.
21. Facebook Page Discussion
Councilman Smith discussed the need for a parks board event page.

NEW BUSINESS

22. ADA 2019 Plan Review
Mr. Nicholson gave an overview of the 2019 ADA plan submitted to the state.
23. iWorQ GIS Contract
Mr. Nicholson discussed the contract.
24. Mid-Cumberland Contract
Ms. Batts discussed the contract.
25. GNRC - VCIF, Formula Based Grant (Police)
Chief Ray discussed the grant.
26. GNRC 33501-2325409 Law Enforcement Grant
Chief Ray discussed the grant.
27. Halloween Event Discussion
Mr. Clark discussed planned activities for Halloween.
28. TDEC Water Report/Findings Discussion
Mr. Billy Harris discussed the audit (yearly for water, every three years for sewer) findings, and how they are handled. The council would like a copy of the initial letter and written documentation of corrected violations from the state.
29. City Recorder Discussion
The council would like to interview at the September Workshop Meeting.

SURPLUS PROPERTY NOMINATIONS

EXPENDITURE REQUESTS

OTHER

30. Fire Station 1 Monitoring Agreement
Deputy Chief Noe discussed the agreement for monitoring the new Fire Station.

Vice Mayor Greer would like to review the resolution that involves Workforce Essentials collecting applications. He would like the applications for the City Administrator position to only go to the City Council.

Ms. Bowman requested the strategic planning meeting be held during the November workshop meeting to discuss what we have accomplished, our 1-year need, 2-year need, and our 5-year goal.

ADJOURNMENT

A motion was made by Councilman Kerrigan, Seconded by Councilman Smith, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:19 p.m.

MAYOR JT SMITH

INTERIM CITY RECORDER

DRAFT

Ordinance _____

AN ORDINANCE TO AMEND TITLE 1 OF THE ASHLAND CITY MUNICIPAL CODE BY ADDING A NEW CHAPTER 5 CREATING THE POSITION OF CITY ADMINISTRATOR

WHEREAS, Section 20 of the Charter of the Town of Ashland City provides in part that, “The City Council may appoint a City Administrator who shall be under the control and direction of the City Council including the hiring and firing of a City Administrator. The City Administrator shall report to and be responsible to the City Council. “

WHEREAS, Section 20 of the Charter also states that upon passage of an Ordinance that the City Council may require certain responsibilities of the City Administrator.

WHEREAS, the city council recognizes that hiring a trained management professional to oversee the day-to-day operations of the town is the best way to ensure the town’s services are provided in the most efficient and effective manner;

NOW THEREFORE, be it ordained by the council of the Town of Ashland City Tennessee as follows:

Section 1:

Title 1 of the Ashland City Municipal Code is amended by adding the following new Chapter 5:

Chapter 5 City Administrator

Section 1-401. Position created.

Section 1-402. Qualifications and selection

Section 1-403. Tenure and compensation

Section 1-404. Duties

Section 1-405 Bond

Section 1-406 Residency requirement

1-401. Position Created. There is hereby created the position of City Administrator.

1-402. Qualifications and selection. The city administrator shall, at a minimum, have a bachelor's degree, although a master's is preferred, in public administration, business administration, political science, or related field from an accredited college or university; with a minimum of 5 to 7 years executive management experience as a City Administrator/City Manager or Assistant City Administrator/Manager in Local government, or a closely related field which includes operations management, budgeting and managing personnel. The City administrator should have a working knowledge of government finance with proven experience in administering budgets and should possess high level communication skills.

The City administrator shall have the ability to analyze municipal operations and make recommendations to the Board for improvements. He or she shall have the ability to plan, assign, and coordinate the activities of city employees and other resources to achieve the most efficient and effective day-to-day operations. The city administrator shall have the ability to establish and maintain effective working relationships with the general public, employees, City Attorney, and elected officials. The city administrator shall be able to operate effectively and efficiently in a team environment. He or she shall be detail-oriented and self-motivated.

The city administrator shall be appointed by majority vote of the city council, and said appointment shall be based solely upon merit, considering each candidate's education, work experience, personal skills and technical skills. The mayor and city council members will jointly participate in interviews for the city administrator position.

1-403. Tenure and compensation. The city administrator shall be an employee at will of the Town and serve at the will of the city council. The city council shall determine appropriate employee benefits and compensation of the city administrator and said salary and benefits shall be provided for in the annual budget that is approved by the city council.

1-404. Duties. The primary duties of the city administrator will be assigned by the council and may include, but are not limited to, the following:

1. Responsible for the daily and efficient operation of city functions and services, works with department heads for the efficient operation of the city. Makes recommendations to the Council for improving quality and quantity of services.
2. Works with the City Recorder in preparing the agenda for city council meetings in consultation with the Mayor, council members, city attorney, all department heads, and the City Recorder.
3. Attends all official meetings of the city council and its committees including but not limited to the Planning Commission with the right to take part in all discussions, but not vote.
4. Recommend to the city council the adoption of all such ordinances, resolutions, or other action that he or she deems necessary.
5. Assist Mayor, Finance Director and department heads with preparation and implementation of the annual budget for all funds and departments and shall be responsible for oversight of departmental budget development.
7. Coordinate long range budget planning efforts and prepare Capital Improvement Plan budgets for the city.
8. Works with department heads to determine work procedures, work schedules to expedite workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
9. Facilitates positive, professional attitude among workers and resolves grievances. able to integrate the employees with the council to have a cohesive team in order to achieve goals and provide effective services.
10. Prepares a variety of studies, reports, and related information for decision making purposes as needed.
11. Nominate individuals to Mayor for appointment as department heads and supervise activities of all department heads.
12. Initiate discipline and discharge proceedings against department heads and assists department heads with discipline and discharge of employees with the concurrence of the Mayor.

13. Provides professional advice to the council and department heads; makes presentations of the Board and committees, civic groups, and general public.
14. Keep the council advised as to the condition and needs of the City. Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities
15. Report to the council the condition of all equipment, buildings, and real estate.
16. Monitor all available grant opportunities and administer and coordinate all state and federal grants received by the city.
17. To implement personnel ordinances, rules and regulations as adopted by the Council.
18. Represents the Mayor and the city at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees; confers regularly with officials from the other municipalities, chamber of commerce, authorities and commissions and keeps the Mayor apprised of activities.

Section 1-405. Bond. The city administrator shall be bonded in such sum as may be fixed by and with such surety as may be acceptable to the city council. The town shall pay the cost of said bond.

Section 1-406. Residency requirements. The city administrator need not be a resident of Ashland City or Cheatham County. However, the city administrator should live within a distance agreed upon between the City Administrator and the city council so all functions of the position can be more efficiently fulfilled.

Section 2

This Ordinance shall take effect 20 days from and after its final passage.

Passed 1st reading _____

Passed 2nd reading _____

Mayor

Interim city recorder

ORDINANCE #

**AN ORDINANCE BY THE TOWN OF ASHLAND CITY, TENNESSEE TO
AMEND TITLE 8, CHAPTER 2: BEER**

WHEREAS, the state law TCA 57-5-101(b) has been amended by the state legislature that changes the definition of beer.

WHEREAS, the new definition of beer in state law contradicts Title 8 Chapter 2 of the Municipal Code and needs to be amended to be in compliance .

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that Title 8, Chapter 2, Section 8-202 (1) be deleted in it's entirety and replaced as follows:

8-202 (1) "Beer" as used in this chapter shall mean products made from the normal alcoholic fermentation of malt or other cereal grains, sugar, or fruit ingredients used to make cider, and having an alcoholic content of not more than eight percent (8%) alcohol by weight and that do not contain distilled spirits or wine as defined in TCA 57-3-101; provided, that at least fifty-one percent (51%) of the overall alcoholic content by weight in the finished product is obtained by the fermentation of malt, other cereal grains, sugar, or fruit ingredients used to make cider, and no more than forty-nine percent (49%) of the overall alcoholic content by weight in the finished product is obtained by the addition of flavorings or other non-beverage ingredients containing alcohol.

BE IT FURTHER ORDAINED, this Ordinance shall be effective twenty (20) days after the final passage, to the public welfare requiring it.

1st reading
2nd reading

Attest:

Mayor JT Smith

City Recorder

JOB DESCRIPTION

**Town of Ashland City
Parks Department
233 Tennessee Waltz Pkwy**

CLASSIFICATION TITLE:	Event Coordinator
DEPARTMENT:	Parks Department
REVISION DATE:	08/16/2023
REPORTS TO:	Parks Director
EMPLOYMENT STATUS:	Seasonal
FLSA STATUS:	non-exempt
PAY RANGE:	Pay grade level 0

JOB SUMMARY

This is a seasonal position that works under the direction of the Parks Director to develop event concepts and plan, organize, and coordinate event logistics. Events may be on-going or may be yearly events. Responsibilities may include determining type of event; identifying and securing event entertainment and activities; determining, space, equipment, and volunteer requirements. Recruiting and securing event sponsors; and monitoring vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, implements, and monitors the logistical details of special events which includes determining scheduling, supply needs, and volunteer requirements.
- Monitors event facilities, volunteers, actives, and supplies during events.
- Implements event marketing and event plans.
- Plans the logistics of the events.
- Recruit vendors/sponsors for events.
- Reviews permits for events.
- Identifies and resolves vendor issues.
- Reviews and prepares reports and spread sheets of the events consisting of vendor counts and issues.
- Responds to requests for information from the public, staff or interested parties. Answers routine questions concerning upcoming events or rules of an event.
- Must be able to attend Parks Board meeting usually once a month but may include twice a month during busier times.
- Be able to work nights and weekends, depending on the event schedule.
- Performs other duties of a similar nature.
- Performs any other related work as required.

QUALIFICATIONS

- Graduation from an accredited high school or GED equivalent.
- Experience in event planning and office environment.
- Must be willing to attend multimedia classes and other classes related to this position.

EQUIPMENT OPERATED

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

WORKING CONDITIONS

- Working conditions are outside. May be subject to inclement weather and/or weather extremes during events.
- Some working environments will be in an office setting.

USUAL PHYSICAL DEMANDS

- Must be able to lift 25lbs.
- Considerable periods of standing/sitting
- Subject at times to cold and hot

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 The Town of Ashland City IT and Web policies.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

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

Manager's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date



EXHIBIT II

Town of Ashland City

Pay Table

Pay Grade	Job Title		Pay Range		
			Starting Salary	Midpoint	Highest Salary
10	Public Utilities/Public Works Director		\$77,280	\$90,919	\$117,058
9	Police Chief	Fire Chief	\$69,156	\$81,359	\$100,560
	Financial Director				
8	Deputy Fire Chief	Court Clerk	\$61,884	\$72,805	\$93,737
	Assistant Police Chief	Parks Director			
	Building/Codes Official	Senior Center Director			
	Public Utilities/Public Works Assistant Director				
7	Fire Marshal	Water/Wastewater Plant Chief Operator	\$55,377	\$65,150	\$83,881
	Police Detective	Fire Department Captain			
	Building Inspector				
6	Building Codes Officer	Executive Assistant	\$49,554	\$58,301	\$72,059
	IT Specialist	City Recorder			
	Utility/Street Maintenance Supervisor	Human Resource Specialist			
	Water/Wastewater Plant Operator III	Police Sergeant			
	Firefighter II/Acting Fire Inspector				
5	Accounting Clerk II	Police Corporal	\$44,346	\$52,170	\$64,482
	Mechanic II	Firefighter II			
	Water/Wastewater Plant Operator II	Police Officer (Certified)			
4	Administrative Assistant (Fire)	Administrative Assistant (Police)	\$39,681	\$46,686	\$57,703
	Senior Equipment Operator	Park Maintenance			
	Mechanic I	Assistant Senior Center Director			
	Water Distribution/Waste Water Collection Specialist	Accounting Clerk I			
	Firefighter I	Police Officer (No Cert)			
	Administrative Assistant (Codes & Tech)				
3	Water/Wastewater Distribution/Collections Assistant	Deputy Court Clerk I	\$35,509	\$41,776	\$51,636
	Water/Wastewater Plant Operator I (no license)	Police Clerk			
	Senior Center Program Coordinator	Streets Maintenance Assistant			
2	Senior Center Activities Coordinator	Staff Assistant	\$31,777	\$37,383	\$46,206
	Judicial Commissioner	Reserve Officer			
	Part-time Firefighter				
1	Janitor		\$25,446	\$29,935	\$37,000
0	Reserve Officer	Farmers Market Manager-Event Planning Coordinator			

* Pay rate for pay grade's 1 & 2 are based on full-time employment.

RESOLUTION 2023-

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO PARTICIPATE IN BLUECROSS HEALTHY PLACE PROJECTS GRANT FUNDING PROGRAM

WHEREAS, BlueCross BlueShield of Tennessee will invest up to \$750,000 if awarded for Healthy Place Projects; and

WHEREAS, the Mayor and City Council would like to apply for these grant funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE the following:

SECTION 1: That the Town of Ashland City is hereby authorized to submit application for “BlueCross Healthy Place Projects” reimbursement grant through BlueCross BlueShield of Tennessee.

SECTION 2: That the Town of Ashland City further authorizes AC Clark to apply for and manage this grant.

We, the undersigned City Council members, meeting in Regular Session on this 12th day of September 2023 move the adoption of the above Resolution.

Councilmember _____ moved to adopt the Resolution.

Councilmember _____ seconded the motion.

Voting in Favor _____ Voting Against _____

Attest:

Mayor JT Smith

Interim City Recorder

2023 - 2024 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

Office of the Secretary of State Tennessee State Library and Archives

Due to the Red River Regional Library by October 31st

Region: RED RIVER

County(ies): CHEATHAM

Library/Library System: Cheatham County Public Library
South Cheatham Public Library

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Library is hereby notified that public funds were appropriated and expended for library services in the fiscal year just completed. This amount will be matched or exceeded during the current fiscal year. In addition, the total number of library operating hours will be maintained, per the *Public Library Service Agreement*. The undersigned acknowledge that failure to meet Maintenance of Effort (MOE) may result in the loss of all regional library services, including materials currently held at the local library(ies) paid for with State and Federal funds, and that responsibility for ensuring compliance with this agreement and the *Public Library Service Agreement* shall be shared by both the local funding entity and the Public Library Board of Trustees.

Report only public tax dollars appropriated and expended for operation of local libraries. Do not include capital or one-time appropriations or expenditures, donated funds, grant funds or pass-through money appropriated by another County or City.

A. Appropriated and Expended by the County(ies):

County(ies)	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023	Expended FY 2022-2023	Appropriated FY 2023-2024
Cheatham	\$200,508.35	\$205,123.11	\$212,728.48	\$236,864.03	\$236,207.07
South Cheatham	\$111,221.73	\$112,891.22	\$134,094.29	\$138,698.54	\$143,951.76
TOTAL	\$311,730.08	\$318,014.33	\$346,822.77	\$375,562.57	\$380,158.83

B. Appropriated and Expended by the City(ies):

City(ies)	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023	Expended FY 2022-2023	Appropriated FY 2023-2024
Ashland City	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
Kingston Springs	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
TOTAL	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00

C. Totals:

	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023	Expended FY 2022-2023	Appropriated FY 2023-2024
TOTAL	\$332,730.08	\$339,014.33	\$367,822.77	\$396,562.57	\$401,158.83

2023 - 2024 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

Office of the Secretary of State Tennessee State Library and Archives

Region: RED RIVER

County(ies): CHEATHAM

Library/Library System: Cheatham County Public Library
South Cheatham Public Library

D. Number of library operating hours in a normal week:

Name of Library Building	Main or Branch Library	Number of Hours per Week FY 2021-2022	Number of Hours per Week FY 2022-2023	Number of Hours per Week FY 2023-2024	Comments: Number of days closed for COVID-19
Cheatham County Public Library	Main	55	55	55	
South Cheatham Public Library	Main	49.5	49.5	49.5	
Total		104.5	104.5	104.5	

E. Official Signatures:

Kerry McCarver, Cheatham County Mayor

8-14-23

Date

J.T. Smith, Ashland City Mayor

Date

Anthony Gross III, Kingston Springs Mayor

Date

Jack Kapanka, Library Board Chair

Date

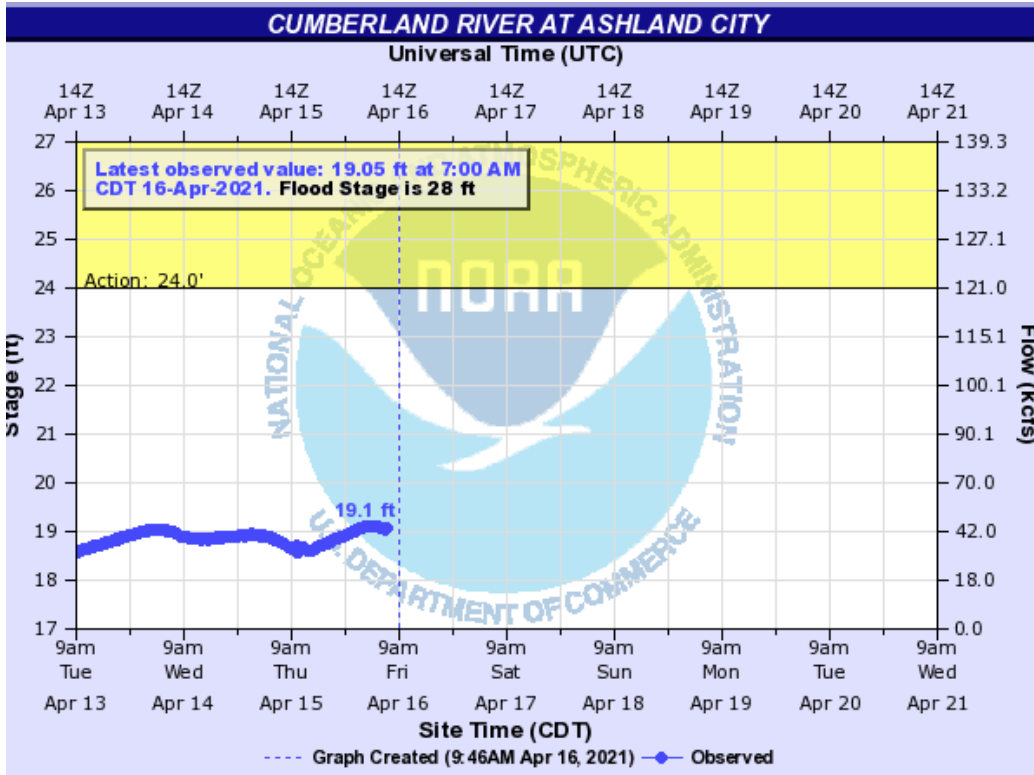
<p>Reviewed by: _____</p> <p>Signature _____</p> <p style="margin-left: 20px;">Cecilie B. Maynor, Red River Regional Library Director</p> <p>Additional notes:</p>	<p>For State Library Use Only</p> <p>Date _____</p>
---	--

<p>Approved by: _____</p> <p>Signature _____</p> <p style="margin-left: 20px;">James Ritter, State Librarian and Archivist</p>	<p>Date _____</p>
---	-------------------



Flood Stage Prediction


A river flood gauge has been installed at the Hwy 49 Bridge, and the water level will be monitored online at <https://water.weather.gov/ahps2/hydrograph.php?wfo=ohx&gage=acit1>. One can also look at the Nashville and Clarksville gauge readings to understand the potential value of this information.



The River Gauge “0” reading is 367.04 ft (NAVD88). Thus a 20 ft. river gage reading calculates as elevation 387 ft. The summer pool elevation is around 385’ at the Cheatham Dam. Nashville will be at a higher elevation, and Clarksville will be at a lower elevation. The 100-year flood level elevation is considered to be 402.3 ft (NAVD88) per the 2/26/21 FEMA flood map. The elevation of the top of the A.O. Smith flood abatement system is 409 ft.

Flood Monitoring

A coordinated effort between the Cheatham County Emergency Management Agency and Town of Ashland City officials will be used to monitor river levels on a continuous basis. When river levels reach **21 ft.**, the Public Works Director will initiate preparations at the Ashland City wastewater treatment plant (WWTP) for a potential flood event. The Fire Chief will coordinate communications between the City and A.O. Smith Plant Staff. See Key Contact information below.

 Ashland City Tennessee	Title: Flood Emergency Response Plan (Suggested)
	Effective Date: TBD
Revision: DRAFT	Department: Public Works – Wastewater Treatment Plant


Key Contacts

Organization	Name	Title	Phone Number
Cheatham County	Edwin Hogan	Emergency Management Agency Director	(615) 456-4419
Ashland City	Chuck Walker	Fire Chief	(615) 533-8357
Ashland City	Clint Biggers	Public Works Director	(615) 887-5400
USACE Cheatham	Tadd Potter	Cheatham Lake Resource Manager	(615) 330-2001
A.O. Smith	Randy Blessing	Environmental, Health, & Safety (EHS) Manager	(615) 973-9138
A.O. Smith	Greg White	Facilities Manager	(615) 419-9708
A.O. Smith	Mike Head	Levee Project Engineer	(615) 974-3373
Dean Oil Company	Henry Dean	Springfield, TN	(615) 384-8473
Parman Energy Group	Shawn McKenzie	Nashville, TN	(615) 350-7920

Facility Monitoring

Town of Ashland City wastewater treatment plant and transfer station operation and monitoring:

- a. During an event, the City will monitor river levels with the HWY 49 river gauge.
- b. The safety of City personnel is of the utmost importance. While the Public Works Director believes it is safe to do so, some portion of the staff will physically inspect the wastewater treatment plant and transfer point to ensure systems are functioning properly. **The staff consists of three WWTP operators and the Public Works Director.** The City will also use a Supervisory Control and Data Acquisition system (SCADA) for remote monitoring of these facilities.
- c. Ashland City wastewater personnel will perform the following tasks to prevent the backflow of water into the plant:
 1. Confirm fuel level in generator and fill if necessary.
 2. *Operate pump(s) continuously to create backpressure inside the effluent pipes.*
 - i. *There are two effluent pipes. One primary line, and a second legacy line that is only used for draining tanks to clean them.*
 - ii. *One pump can typically keep all pipelines pressurized with the second pump in reserve.*
 - iii. *Both pumps have check valves installed.*
 3. Secure the manhole cover located within the entry road into the treatment plant.

 Ashland City Tennessee	Title: Flood Emergency Response Plan (Suggested)
	Effective Date: TBD
Revision: DRAFT	Department: Public Works – Wastewater Treatment Plant

- d. If the facilities become inaccessible and or conditions become such that staff safety is in question, physical monitoring will be suspended until such time as it is determined to be safe for entry.
- e. If the facility becomes inaccessible by the standard route, the emergency access route for fueling the generator would be utilized. See Figure 1.
 1. *The standard access route will become inaccessible when the water elevation inside the flood abatement system reaches 395 ft., which is the elevation of the AO Smith WWTP. By design, the flood abatement system was designed for a maximum accumulated water elevation of 395.3 feet inside the levee when sluice and flap gates are closed by AO Smith.*

Generator Fueling Coordination

Purpose:

To provide a coordinated refueling effort between the Town of Ashland City and the Cheatham County Emergency Management Agency.

In the event of a power failure, the follow assessment will be made:


1. Is a significant weather event anticipated?
2. Will this weather provide ample rain fall in the Ashland City drainage basin to increase the level of the Cumberland River?
3. Check the fuel level within each generator. If necessary, top-off the fuel tanks before the event.

Identified Generators

- The Town of Ashland City currently has a generator in place at the existing City Wastewater Treatment Plant (WWTP) north and adjacent to the A.O. Smith facility.
- *The Town of Ashland City will have a future generator at the new Wastewater Treatment facility. Timeframe is tentatively Q3 2025.*

Maintenance and refueling

- Regular maintenance is to be performed by a contracted and qualified vendor.
- Generators should be operated at a minimum of once per week.
- Fuel levels are to be checked regularly using external gauges.
 - o A low-level alarm is incorporated into the backup generator remote panel mounted within the WWTP office building.
- Regular refueling is to occur when the fuel level drops below **80%**.
 - o City WWTP personnel are responsible for refueling the backup generator(s).
 - o *A City-owned shop truck with an approximately 100-gallon capacity fuel tank is used to transport fuel from storage tanks at the Water Treatment Plant to the WWTP backup generator(s).*
 - o *The northeast section of levee embankment transitions to existing grade at 410 feet near the elementary school ballfields. A truck can easily transition onto the crest of the levee and access the AO Smith office parking lot and the WWTP using the existing gates.*

 Ashland City Tennessee	Title: Flood Emergency Response Plan (Suggested)
	Effective Date: TBD
Revision: DRAFT	Department: Public Works – Wastewater Treatment Plant

- Before and during weather-related events, storage tank fuel levels should be routinely checked. If required, contact the appropriate vendor to refill.
- During emergency conditions, such as a power outage, fuel levels will be checked daily. The generator(s) can operate up to 24 hours after refueling. Fuel consumption may vary depending upon the load and overall pump runtimes. Refueling operations will be conducted during daylight hours.

Refueling Vendors

- Dean Oil Company – (615) 384-8473, Springfield, TN
- Parman Energy Group – (800) 727-7920, Nashville, TN

WWTP Access (See Figure 1)

- Town of Ashland City: **Existing** Wastewater Treatment Plant
 - a. Standard access will be through the A.O. Smith Corporate Entrance (Gate A) via Tennessee Waltz Parkway (SR-455) and through the main gate at the WWTP. See the green route on Figure 1.
 - b. Emergency access will be from Elizabeth Street at the southern entrance to the school. Following the internal road to the rear of the school to Vine Street. Turning left onto Vine Street and proceeding beside the ballfield concessions stand. The elevation is 419 ft. at Vine Street. Access to the City WWTP can be made with a vehicle along the south side of the concessions stand and the southern ball field. This area of the school property is flat and open and merges with the peak of the AO Smith levee. Drivers can proceed to the railroad R.O.W. where the elevation is 410 ft. and cross at the opening in the railroad ROW and onto the northeast corner of the AO Smith campus (near the main offices) using an existing gate. At the northeast corner of AO Smith / southeast corner of the City WWTP, an existing double gate provides access to the City WWTP. Once through the gates, drivers have access to the WWTP and its backup generator. See the orange route on Figure 1.
- Town of Ashland City: **Proposed** Wastewater Treatment Plant
 - a. Standard access will be from Tennessee Waltz Parkway at the City access gate just west of the railroad R.O.W. Once through the gate, drivers will proceed over the levee to the WWTP gate and access the facility to refuel the generator. See the blue route on Figure 1.
 - b. Emergency access will be from 233 Tennessee Waltz Parkway and through the gate at the City Public Works building. Drivers will proceed around the back of the facility following the road crossing the railroad R.O.W. to the new City WWTP. See the purple route on Figure 1.



Flood Action Plan

This action plan will be initiated based on the existing river levels and projected rainfall in the region. This plan is a guide and should be modified as additional information is available or events change.

The following list is presented as the minimum recommended flood stage to reaction line. With the expectation that the levee system will function as designed, river levels up to at least an elevation of 407 feet are not expected to flood the site if the levee system does not fail. The levee system was constructed to a final elevation of 409 feet.

River Level Gauge	Water Elevation	Location	Responsible Person	Action
20.0'	387.0'	Not yet cresting TN Waltz Pkwy	City Staff	Flood watch is to be initiated, staff is to be alerted, and forecast is to be monitored.
21.0'	388.0'	Levee	Greg White	AO Smith closes both sluice gates and confirms all flap gates can close properly
21.0'	388.0'	WWTP	Clint Biggers	Initiates WWTP preparations for a potential flood event a) Check backup generator fuel level b) Monitor pumps in preparation for continuous operation
28.0'	395.0'	WWTP	Clint Biggers	Switch backup generator refueling route to emergency access route if main power is lost. Coordinate with AO Smith contacts (see Key Contacts list).
36.0'	403.0'	WWTP	Clint Biggers	Evacuate WWTP personnel and monitor the plant electronically via SCADA (??)
??	??	WWTP	Clint Biggers	Cease refueling the backup generator due to high river levels

(This document has not been accepted and/or approved by the Town of Ashland City!)

PUBLIC NOTICE

The Town of Ashland City will donate an estimated \$1000 in personnel and equipment used on Thursday, October 28, 2023. The donation is for Cheatnam County Central High School. All required documentation will be on file at City Hall.

- Page 24 -

ITEM # 24.

SURPLUS PROPERTY NOMINATION FORM



TOWN OF ASHLAND CITY, TENNESSEE

Department: Streets

The following items are hereby nominated for designation as surplus city property pursuant to Resolution 2018-05.

Item: 1995 Chevy S-10

Description: 2nd blue S-10 regular cab

Serial Number: 1GCCS14Z858244456

Age: 28 Yrs Asset Number: _____

Estimated Remaining Useful Life (Years): 0

Purchase Price: _____ Current Estimated Value: \$800.00

Reason for making the nomination: this truck has been used in fleet maintenance & repair. It has reached the end of its service life & has been replaced by an F150 better suited for the job.

Signature: [Signature] Date: 8-21-23



EXPENDITURE REQUEST

Date of Request: 22-Aug-23
 Department: Public Works
 Requested By: Clint Biggers
 Vendor: Tennessee Valley Paving
 Address: 135 Old Carters Creek PK
 City/State/Zip Code: Franklin, TN 37064

Account: _____

Quantity	Description	Price	Total
	paving the parking lot @ 233 TN Waltz PKWY		225,000

Department Head Approval: _____

City Recorder

Budgeted	Activity	Balance

City Council Approval: _____