



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

April 05, 2022 6:00 PM

Agenda

Mayor: Steve Allen

Vice Mayor: JT Smith

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

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) March 01, 2022 Workshop Meeting Minutes

OLD BUSINESS

2. Court Discussion
- [3.](#) Ordinance: Temporary Use Permit
- [4.](#) Ordinance: Amend Residence Requirements
- [5.](#) Ordinance: Amend Parking Spaces
- [6.](#) Ordinance: Budget Amendment #7 (Flood Relief Funds)

NEW BUSINESS

7. Ethics Complaint
8. Department Head Meeting Discussion
9. Civics Bee Donation
10. Fire Hall Contract
- [11.](#) Freshworks IT Ticketing
- [12.](#) Servline Renewal
- [13.](#) Resolution: Dissolve Regional Planning
- [14.](#) Resolution: CDBG Grant Participation
- [15.](#) Resolution: TDEC ARP Grant
- [16.](#) Resolution: TIPS Cooperative Purchasing
- [17.](#) Resolution: Authorization to Apply for a Senior Center Grant
- [18.](#) Resolution: Amend IT Policy
- [19.](#) Ordinance: Amending Hotel/Motel Tax

SURPLUS PROPERTY NOMINATIONS

- [20.](#) Surplus Toro Mower

EXPENDITURE REQUESTS

- [21.](#) New Radios for PD
- [22.](#) Award Bid: Road Paving
- [23.](#) Award Bid: ADA Improvements for Johns Park

[24.](#) Award Bid: Sewer System Rehabilitation

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
March 01, 2022 6:00 PM
Minutes

CALL TO ORDER

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

ROLL CALL

PRESENT

Vice Mayor JT Smith
Councilman Tim Adkins
Councilman Gerald Greer
Councilman Chris Kerrigan
Councilman Kevin Thompson
Councilman Tony Young

ABSENT

Mayor Steve Allen

APPROVAL OF AGENDA

A motion was made by Councilman Greer, seconded by Councilman Kerrigan, to approve the agenda with any changes and additions. All approved by voice vote.

APPROVAL OF MINUTES

1. February 01, 2022 Workshop Meeting Minutes

A motion was made by Councilman Greer, seconded by Councilman Adkins, to approve the February 01, 2022 Workshop Meeting Minutes. All approved by voice vote.

REPORTS

None.

OLD BUSINESS

2. Ashland Market Package Liquor Application
Ms. Martin stated that this application is for a liquor store on N Main St in the same complex as King's Bar and Grill. She stated that it was discussed at the last meeting and deferred because the applicant is not a resident of Ashland City and our current Ordinance requires it. Ms. Martin stated that Ms. Noe did research into a recent case that the legislature determined residency requirements to be unconstitutional and that this should be recommended for approval and the Ordinance amended. Councilman Kerrigan stated that he did not agree and that we should amend the Ordinance first to allow others a chance to apply before we amend it specifically for this applicant. Ms. Martin stated that we could have Ms. Noe advise the council on how to proceed.
3. Court Discussion
Ms. Martin stated that Ms. Bowman reached out to MTAS to see if they would be available to speak with the council about this and they have scheduled a meeting with the Mayor.
4. Ordinance: Temporary Use Permit
Mr. Nicholson stated that this was brought before the Planning Commission last month and this is what they came up with. He stated that this is what the Planning Commission is recommending we go with. Councilman Greer asked if we should make this specific to produce. Mr. Nicholson stated we should.
5. Ordinance: Budget Amendment #6 (Red light)
Ms. Martin stated that this was a passthrough for the light at Hampton Inn. Councilman Adkins asked if they still planned to open to guests on March 3rd without the light. Mr. Biggers stated

that they will. Councilman Greer asked if there was a timeline on when the light would be completed. Mr. Biggers stated that the parts have been ordered.

6. Ordinance: Amend Title 8, Chapter 2: Beer

Ms. Martin stated that this is an amendment to our current Ordinance for special event permits.

NEW BUSINESS

7. Fireworks Display Contract for Summerfest

Ms. Martin stated that Mr. Sampson was out on vacation and she did not have all the details for this contract. She stated that she believes this is the same amount as last year but if there were any questions, the Council could ask them at the next meeting.

8. Clarke Maintenance Agreements for Town of Ashland City

Ms. Martin stated that these are contracts to maintain our emergency generators for all city buildings.

9. Sewer Plant Increase Discussion

Mr. Biggers stated that we are three (3) years behind on this and everything has gone up. He stated that the cost has increased by \$6.3 million and it needs approval that we will cover the difference.

10. Mid Cumberland Agreement

Ms. Batts stated that this is an annual agreement to transport members to and from the Senior Center. She stated that if they exhaust all of their monthly allocations, we pay the difference and GNRC will reimburse for that.

11. Hotel/Motel Tax

Ms. Martin stated that she has reached out to Jennifer about this. She stated that after some research it looks like we can pay this amount by Ordinance and a 2/3 vote since it has already been established. Ms. Martin stated that if we cannot change the amount by Ordinance, it would need to go before the legislature.

12. Resolution: Updating Section III Leave - Contagious Disease

Ms. Martin stated that Ms. Bowman made the changes in red to read "emergency personnel- fire and Police".

13. Resolution: Updating Section III Leave - Inclement Weather

Ms. Martin stated that Ms. Bowman made the same changes in red to read "emergency personnel- fire and Police".

14. Ordinance: Amend Residence Requirements

Ms. Martin stated that this would be to delete the residence requirements in its entirety.

15. Ordinance: Amend Parking Spaces

Mr. Nicholson stated that this was presented to the Planning Commission at the last meeting. He stated that a rendering has been provided of the intended construction and they are requesting changes to the number of parking spaces required for Financial and Real Estate Offices. Mr. Nicholson stated that this has been recommended by our City Planner Mr. Rick Gregory and approved by the Planning Commission.

16. Ordinance: Budget Amendment #7 (Flood Relief Funds)

Ms. Martin stated that this was a budget amendment to move \$255,488.23 from the Flood Recovery Funds to the Water and Sewer account.

SURPLUS PROPERTY NOMINATIONS

17. Surplus Mower

Mr. Biggers stated that this was to surplus the big mower since it has been replaced with a new one.

EXPENDITURE REQUESTS

18. Award Bid: PW and PD Roof Replacement

Mr. Biggers stated that he was requesting we go with RSS since they have bid every time and know what they are bidding on.

19. Award Bid: New Fire Hall

Ms. Martin stated that this will not be available until the night of the council meeting since the opening is scheduled for that afternoon.

20. Request to Bid: ADA Improvements for Johns Park

Ms. Martin stated that she was to do ADA-compliant sidewalks at Johns Park and if there were any questions they could speak with Mr. Sampson at the council meeting.

21. Purchase new lawn mower for Parks and Recreation.

Ms. Martin stated that this was a request for a new lawn mower for parks. She stated that if they had any questions they could ask Mr. Sampson at the next meeting.

22. Seal and Stripe upper parking lot at Riverbluff Park/Professional Services

Ms. Martin stated that this was to seal and strip the upper parking lot at Riverbluff and the quote came in at \$9,909.00.

OTHER

Preferred Tank and Tower - Mr. Biggers stated that this was a contract to inspect our water tanks.

Fire Truck - Mr. Matt Waldron stated that they will be going up to do a final inspection on the new fire truck.

55+ Community- Councilman Adkins asked about the 55+ Community. Mr. Nicholson stated that this was presented to the BZA and they are proposing a 55+ community on Frey Street that used to be the old rock quarry. He stated that they were requesting a few variances but they have not been awarded the federal funding yet. Councilman Adkins asked how many units. Mr. Nicholson stated they are proposing 63 and this will have to go before the Planning Commission and then the Council for approval.

ADJOURNMENT

A motion was made by Councilman Kerrigan, seconded by Councilman Greer, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 6:27 p.m.

MAYOR STEVE ALLEN

CITY RECORDER ALICIA MARTIN, CMFO

ORDINANCE #

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF ASHLAND CITY, TENNESSEE BY AMENDING ARTICLE III., SECTION 4.030(F) TEMPORARY USE REGULATIONS

WHEREAS, the Ashland City Planning Commission wishes to establish guidelines for temporary use permits; and

WHEREAS, the Ashland City Municipal Regional Planning Commission has recommended that the Zoning Ordinance of Ashland City be amended; and

WHEREAS, the Mayor and Council has given due consideration to said recommendation and has conducted a Public Hearing as required by law, now,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF ASHLAND CITY, TENNESSEE that the Zoning Ordinance be amended as follows:

- 4.030. Temporary use regulations. The following regulations are necessary to govern the operation of certain necessary or seasonal uses which are non-permanent in nature. Application for a Temporary Use Permit shall be made to the Building Inspector. Said application shall contain a graphic description of the property to be utilized and a site plan, to determine yard requirements, setbacks, sanitary facilities, and parking spaces for the proposed temporary use. The following uses are deemed to be temporary uses and shall be subject to the specific regulations and time limits which follow, and to the regulations of any district in which such use is located:
- A. Carnival or Circus: May obtain a Temporary Use Permit in the C-2, I-1 or I-2 Districts; however, such permit shall be issued for a period of not longer than fifteen (15) days. Such use shall only be permitted on lots where adequate off-street parking can be provided, only after a licensed mechanical engineer officially certifies in writing that all pertinent rides are safe.
 - B. Christmas Tree Sale: May obtain a thirty (30) day Temporary Use Permit for the display and sale of Christmas trees on open lots in any district.
 - C. Temporary Buildings: In any district, a Temporary Use Permit may be issued for contractor's temporary office and equipment sheds incidental to construction project. Such permit shall not be valid for more than one (1) year but may be renewed for six-month extensions; however, not more than three (3) extensions for a particular use shall be granted. Such use shall be removed immediately upon expiration of the Temporary Use Permit, whichever occurs sooner.

D. Religious Tent Meetings: In any district, except the C-1, Central Business District, a temporary structure may be permitted to house a religious meeting. Such permit shall be issued for not more than a thirty (30) day period. Such activity shall be permitted only on lots where adequate off-street parking can be provided.

E. Temporary Dwelling Unit In Cases of Special Hardship: In any residential district, a Temporary Use Permit may be issued to place a mobile home (double-wide excluded) temporarily on a lot in which the principal structure was destroyed by fire, explosion or natural phenomenon. The purpose of such placement temporarily shall be to provide shelter for only the residents of the principal structure during the period of reconstruction and to prevent an exceptional hardship on the same. Placement of such temporary structure must not represent a hazard to the safety, health, or welfare of the community. An applicant for a Temporary Use Permit as provided under this subsection must produce a written statement from the Ashland City Utilities System and the Cheatham County Health Department when applicable, approving the water supply and sewerage disposal systems of the temporary structure. Such a permit may be initially issued for six (6) months. A permit may be renewed for up to six (6) months at a time, the total time for all permits not exceeding a total of eighteen (18) months.

F. Temporary Use Permits: In any district other than industrial, a Temporary Use Permit may be Issued according to the following guidelines:

1. Only one permit, per location, shall be issued during a calendar year. Permit shall be issued only to the property owner of the location provided on the application. Permit is valid only for the location provided on the application.
2. Permit is valid for a period beginning no earlier than April 1st and ending no later than November 1st for each calendar year.
3. Permit limits sales beginning no earlier than 7:00 am and ending no later than 7:00 pm each day.
4. All structures utilized for such sales shall be removed when not in use. All temporary structures vacant for seven days must be removed by the end of the 8th day.
5. All temporary structures must be located no less than thirty (30) feet from the roadway.
6. Adequate off-road parking must be provided.
7. A current business license from Cheatham County and the Town of Ashland City must be provided for the permit to be issued.
8. Cost of the Temporary Use Permit shall be \$25.00.
9. This shall be limited to agriculture products including, but not limited to, produce, food, plants, and horticulture.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect 20 days after its final passage, the public welfare requiring it.

1st reading:
Public hearing:
2nd reading:

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

ORDINANCE #

AN ORDINANCE AMENDING THE TOWN OF ASHLAND CITY MUNICIPAL CODE DELETING TITLE 8 SECTION 8-104(2) RESIDENCE REQUIREMENTS IN ITS ENTIRETY

WHEREAS, Tennessee Code Annotated 57-3-101, et seq., allows municipalities to adopt regulations, procedures and inspection fees when engaging in the lawful sale, storing, transporting, distributing, purchasing and possession of intoxicating liquors within the municipal limits; and

WHEREAS, Title 8, Section 8-101 (2) of the Town of Ashland City's Municipal Code should be deleted in its entirety

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE that Title 8 Section 8-101 (2) be amended to read in its entirety:

8-104. Restrictions on operators of retail liquor stores. (1) Government employees prohibited from obtaining permit. No person, member of a firm, corporation, or partnership shall operate a retail store for the sale of alcoholic beverages herein defined if he is a holder of a public office, either appointed or elective, or who is a public employee either national, state, city or county except uncompensated appointed members of boards of commissioners who have no duties covering the regulation of permit holders under this chapter. It shall be unlawful for any such person to have any interest in such retail business directly or indirectly, either proprietary or by means of any loan, mortgage, or lien, or to participate in the profits of any such business.

~~(2) Residence requirements. No person, member or firm, corporation, partnership or association shall own or operate a retail store for the sale of alcoholic beverages as herein defined if he/she shall not have been a resident of Cheatham County as concurrent with state law prior to making application for a license. This requirement as to residence in the case of a corporation, firm, associations, or a partnership shall apply to all of its officers, stockholders, and partners.~~

BE IT FURTHER ORDAINED, this ordinance shall become effective twenty (20) days after its final passage the public welfare requiring it.

1st reading: March 08, 2022
Public hearing: April 12, 2022
2nd reading: April 12, 2022

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

ORDINANCE#

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF ASHLAND CITY, TENNESSEE ARTICLE IV., SECTION 4.010.1.C(1)(k) NUMBER OF PARKING SPACES REQUIRED FOR COMMERCIAL ACTIVITIES REGARDING FINANCIAL AND REAL ESTATE SERVICES

WHEREAS, the Town of Ashland City Planning Commission has reviewed and discussed the amendment and has voted to recommend its passage; and

WHEREAS, the Mayor and Council of Ashland City, Tennessee has given due consideration to amend the Zoning Ordinance of the Town of Ashland City

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that Article IV., Section 4.010.1 be amended as follows:

4.010.1.C. Commercial Activities

4.010.1.C.(1) Uses Located on Freestanding Sites

The provisions of this subsection shall apply to uses which are located on individual lots of record where no parking is shared with any other use or activity.

<u>ACTIVITY TYPE</u>	<u>GROSS FLOOR AREA (Square Feet) PER PARKING SPACE</u>
(a) Animal Care & Veterinarian Services	300
(b) Retail Trade - Apparel and Accessories	250
(c) Retail Trade - Automotive, Marine Craft and Aircraft Sales, Rental, and Delivery	25% of the gross lot area shall allocated to parking.
(d) Automotive Service and Repair	300
(e) Building Materials & Farm Equipment Sales	1,000

(f)	Contract Construction Sales	500
(g)	Contract Construction Services	300
(h)	Convenience Retail Sales and Services	150
(i)	Equipment Repair Services	500
(j)	Entertainment and Amusement Services:	
	Art Galleries (Commercial)	400
	Motion Picture Theaters	One (1) space per four (4) seats.
	Theaters (Legitimate)	One (1) space per each four (4) permanent seats plus one (1) for every twenty-five (25) Square feet of area where temporary seats are used.
	Bowling Alleys and Billiard Parlors	Five (5) spaces per each alley, or every two (2) tables whichever is applicable.
	Coin Operated Amusement or Arcade	One (1) space per 250
	Commercial Sporting Facilities	One (1) space per employee plus other spaces as determined by the planning commission.
	Dance Halls, Studios and Schools, and Skating Rinks	100

	Exhibition Halls and Commercial Auditoriums	40% of maximum capacity in persons.
	Gardens (Botanical and Zoological)	One (1) space per employee plus other spaces as determined by the planning commission.
	Marinas, Boat Docks Boat Rental	One (1) space per employee plus other Spaces as determined by the planning commission.
	Recording and Motion Picture Productions Studios	One (1) space per three (3) seats.
	Theatrical Producers, Orchestras and Entertainers	One (1) space per each Band, three (3) seats.
	Riding Stables	Minimum of five (5) Spaces plus one (1) per each employee.
	Resorts and Group Camps	One (1) space per each employee at peak season plus other spaces as required by the planning commission.
(k)	Financial and Real Estates Services	400 plus one (1) space per every employee.
(l)	Consulting and Administrative Services	400

(m)	Food and Beverage Service - General (Inside Service Only)	150
(n)	Food and Beverage Service General (Containing Drive- Through Facilities)	100
(o)	Food and Alcoholic Beverage Services	100
(p)	General Business Communications Services	400 plus, one (1) per each employee.
(q)	Communications Services	300
(r)	General Personal Services Funeral and Crematory Services	 One (1) space per (100) square feet of gross floor area or where a chapel is provided, one (1) space for each four (4) seats, plus one (1) space for every twenty-five (25) square feet of floor area where temporary seats are used which ever require the greater number of spaces.
	All Others Personal Services	300
(s)	General Retail Trade Department Store Variety Store Miscellaneous General Merchandise Store	250
(t)	Group Assembly	One (1) space per four (4) permanent seats plus one (1) spaces for every twenty-five square feet of

area where temporary seats are used.

- | | | |
|-----|---|---|
| (u) | Professional Services - Medical | 300 |
| (v) | Professional Services - Non-Medical | 400 |
| (w) | Transient Habitation
(Motels and Hotels) | One (1) space per lodging unit in each building serving transient guests. |

BE IT FURTHER ORDAINED, that this Ordinance shall take effect 20 days after its final passage, the public welfare requiring it.

1st reading March 08, 2022

Public Hearing April 12, 2022

2nd reading April 12, 2022

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

ORDINANCE #

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL TO ACCEPT A
BUDGET AMENDMENT FOR THE 21/22 FISCAL YEAR**

WHEREAS, the Mayor and Council appropriate \$255,448.23 from the Flood Fund to the Water/Sewer Fund to replace meters.

NOW THEREFORE, BE IT ORDAINED, by the Council of the Town of Ashland City, Tennessee that this ordinance shall become effective 20 days after final passage the public welfare requiring.

Section 1. A budget amendment consisting of the available funds and appropriations be adopted for the General Fund:

<i>Water/Sewer Fund</i>	<u>Beginning Departmental Budget</u>	<u>Ending Departmental Budget</u>
Water Department	\$2,111,205.00	\$2,366,653.23

1st reading _____
Public Hearing _____
2nd reading _____

Attest:

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

Service Order Form

CUSTOMER INFORMATION			
Billing Contact information		Shipping Contact Information	
Contact Name: Alicia Martin		Contact Name (Shipping): Alicia Martin	
Organization: ashlandcitytn.gov		Organization: ashlandcitytn.gov	
Email address: amartin@ashlandcitytn.gov		Email address: amartin@ashlandcitytn.gov	
Phone:		Phone:	
Bill-To Address: 233 TN Waltz Pkwy, Ste 103 PO Box 36, Ashland City, Tennessee, 37015, United States		Ship-To Address: 233 TN Waltz Pkwy, Ste 103 PO Box 36, Ashland City, Tennessee, 37015, United States	
Subscription Term Start Date:	April 18, 2022	Subscription Term End Date:	April 17, 2023
Subscription Term:	12 Months	Billing Frequency:	Annual
PO required on Invoice:	No	PO Number (If Applicable):	
Payment Method:	Credit Card	Payment Terms:	Made In Advance
Applicable Tax Registration:	US Sales Tax (FEIN)	Tax Registration ID:	62-6000239
Is Tax Exempt:	No		

Product Instance ID	Product Instance Domain	No. of Users
2303901	townofashlandcity.freshdesk.com	1

Annual

Type	Item Name	Net price/Unit	Duration (months)	Quantity	Net Price
Product	Freshdesk Support Desk - Growth Annual	\$15.00	12	1	\$180.00
Total Price					\$180.00

Total Net Price:	\$180.00
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*The Fees captured in this Service Order Form is in USD currency.

COMMERCIAL TERMS

- The Subscription Term will automatically renew for successive terms unless terminated in accordance with the Terms of this Agreement.

TERMS

- For any third-party offering or services purchased by a Customer (through the Freshworks Marketplace, provided directly by such third-party, or otherwise facilitated by Freshworks), shall be governed by the applicable customer agreement provided by such third-party and not the Agreement. Customer acknowledges that Freshworks is not responsible for such third party offering or services and Freshworks disclaims all liability resulting from the use of such third-party offering or services.
- The continued activation of Customer’s Account is based on the successful payment of the Fees.
- This Service Order Form is governed by the Freshworks Terms of Service found at <https://www.freshworks.com/terms/>, unless Customer has a written Freshworks master services agreement executed between Customer and Freshworks Inc. for the Services purchased hereunder, in which case such written Freshworks master services agreement will govern (in either case, the "**Agreement**").
- The Freshworks Products listed above may have supplemental terms associated with their use which are available at <https://www.freshworks.com/terms/supplemental-terms/>.
- By signing below, Customer represents that the signatory is a duly authorized agent of Customer and hereby waives all claims to the contrary.

Freshworks Inc.		ashlandcitytn.gov	
Name		Name	
Title		Title	
Signature	X	Signature	X
Date			

		Date	
--	--	------	--



HomeServe Insurance Agency, Corp.
Phone: 423-309-2019
Email: mark.slater@homeserveusa.com

Name of Insured: Ashland City Water & Sewer
Name of Insurer: NWIC
Policy Number: NWICACWS190006
Expiration date: April 1, 2022

Ashland City Water & Sewer elects not to renew the above-captioned policy effective April 1, 2022 and elects to replace the above-captioned policy with a policy issued by Virginia Surety Company, Inc.

By: _____
Name:
Title:

Date: _____

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CONTACT INFORMATION

AGENCY CUSTOMER ID: 00018310

CONTACT TYPE:		CONTACT TYPE:	
CONTACT NAME:		CONTACT NAME:	
PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
PRIMARY E-MAIL ADDRESS:		PRIMARY E-MAIL ADDRESS:	
SECONDARY E-MAIL ADDRESS:		SECONDARY E-MAIL ADDRESS:	

PREMISES INFORMATION (Attach ACORD 823 for Additional Premises)

LOC #	STREET	CITY LIMITS	INTEREST	# FULL TIME EMPL	ANNUAL REVENUES: \$
		INSIDE	OWNER		OCCUPIED AREA: SQ FT
BLD #	CITY: STATE: COUNTY: ZIP:	OUTSIDE	TENANT	# PART TIME EMPL	OPEN TO PUBLIC AREA: SQ FT
DESCRIPTION OF OPERATIONS:					TOTAL BUILDING AREA: SQ FT
					ANY AREA LEASED TO OTHERS? Y / N

NATURE OF BUSINESS

<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> RESTAURANT	<input type="checkbox"/> SERVICE	DATE BUSINESS STARTED (MM/DD/YYYY)
<input type="checkbox"/> CONDOMINIUMS	<input type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> OFFICE	<input type="checkbox"/> RETAIL	<input type="checkbox"/> WHOLESALE	
DESCRIPTION OF PRIMARY OPERATIONS					
RETAIL STORES OR SERVICE OPERATIONS % OF TOTAL SALES:		INSTALLATION, SERVICE OR REPAIR WORK %		OFF PREMISES INSTALLATION, SERVICE OR REPAIR WORK %	
DESCRIPTION OF OPERATIONS OF OTHER NAMED INSUREDS					

ADDITIONAL INTEREST (Not all fields apply to all scenarios - provide only the necessary data) Attach ACORD 45 for more Additional Interests

INTEREST <input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BREACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LENDER'S LOSS PAYABLE <input type="checkbox"/> LIENHOLDER <input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
							LOCATION:	BUILDING:
							VEHICLE:	BOAT:
							AIRPORT:	AIRCRAFT:
							ITEM CLASS:	ITEM:
						ITEM DESCRIPTION		
REFERENCE / LOAN #:			INTEREST END DATE:					
LIEN AMOUNT:			PHONE (A/C, No, Ext):			FAX (A/C, No):		
						E-MAIL ADDRESS:		

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES				Y / N
1a. IS THE APPLICANT A SUBSIDIARY OF ANOTHER ENTITY ?				
PARENT COMPANY NAME	RELATIONSHIP DESCRIPTION	% OWNED		
1b. DOES THE APPLICANT HAVE ANY SUBSIDIARIES?				
SUBSIDIARY COMPANY NAME	RELATIONSHIP DESCRIPTION	% OWNED		
2. IS A FORMAL SAFETY PROGRAM IN OPERATION?				
<input type="checkbox"/> SAFETY MANUAL <input type="checkbox"/> SAFETY POSITION <input type="checkbox"/> MONTHLY MEETINGS <input type="checkbox"/> OSHA <input type="checkbox"/>				
3. ANY EXPOSURE TO FLAMMABLES, EXPLOSIVES, CHEMICALS?				
4. ANY OTHER INSURANCE WITH THIS COMPANY? (List policy numbers)				
LINE OF BUSINESS	POLICY NUMBER	LINE OF BUSINESS	POLICY NUMBER	
5. ANY POLICY OR COVERAGE DECLINED, CANCELLED OR NON-RENEWED DURING THE PRIOR THREE (3) YEARS FOR ANY PREMISES OR OPERATIONS? (Missouri Applicants - Do not answer this question)				
<input type="checkbox"/> NON-PAYMENT <input type="checkbox"/> AGENT NO LONGER REPRESENTS CARRIER <input type="checkbox"/>				
<input type="checkbox"/> NON-RENEWAL <input type="checkbox"/> UNDERWRITING <input type="checkbox"/> CONDITION CORRECTED (Describe):				
6. ANY PAST LOSSES OR CLAIMS RELATING TO SEXUAL ABUSE OR MOLESTATION ALLEGATIONS, DISCRIMINATION OR NEGLIGENT HIRING?				
7. DURING THE LAST FIVE YEARS (TEN IN RI), HAS ANY APPLICANT BEEN INDICTED FOR OR CONVICTED OF ANY DEGREE OF THE CRIME OF FRAUD, BRIBERY, ARSON OR ANY OTHER ARSON-RELATED CRIME IN CONNECTION WITH THIS OR ANY OTHER PROPERTY? (In RI, this question must be answered by any applicant for property insurance. Failure to disclose the existence of an arson conviction is a misdemeanor punishable by a sentence of up to one year of imprisonment).				
8. ANY UNCORRECTED FIRE AND/OR SAFETY CODE VIOLATIONS?				
OCCUR DATE	EXPLANATION	RESOLUTION	RESOLVE DATE	
9. HAS APPLICANT HAD A FORECLOSURE, REPOSSESSION, BANKRUPTCY OR FILED FOR BANKRUPTCY DURING THE LAST FIVE (5) YEARS?				
OCCUR DATE	EXPLANATION	RESOLUTION	RESOLVE DATE	
10. HAS APPLICANT HAD A JUDGEMENT OR LIEN DURING THE LAST FIVE (5) YEARS?				
OCCUR DATE	EXPLANATION	RESOLUTION	RESOLVE DATE	
11. HAS BUSINESS BEEN PLACED IN A TRUST? NAME OF TRUST:				
12. ANY FOREIGN OPERATIONS, FOREIGN PRODUCTS DISTRIBUTED IN USA, OR US PRODUCTS SOLD / DISTRIBUTED IN FOREIGN COUNTRIES? (If "YES", attach ACORD 815 for Liability Exposure and/or ACORD 816 for Property Exposure)				
13. DOES APPLICANT HAVE OTHER BUSINESS VENTURES FOR WHICH COVERAGE IS NOT REQUESTED?				
14. DOES APPLICANT OWN / LEASE / OPERATE ANY DRONES? (If "YES", describe use)				
15. DOES APPLICANT HIRE OTHERS TO OPERATE DRONES? (If "YES", describe use)				

REMARKS / PROCESSING INSTRUCTIONS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PRIOR CARRIER INFORMATION

YEAR	CATEGORY	GENERAL LIABILITY	AUTOMOBILE	PROPERTY	OTHER:
	CARRIER				
	POLICY NUMBER				
	PREMIUM	\$	\$	\$	\$
	EFFECTIVE DATE				
	DATE				

PRIOR CARRIER INFORMATION (continued)

AGENCY CUSTOMER ID: 00018310

YEAR	CATEGORY	GENERAL LIABILITY	AUTOMOBILE	PROPERTY	OTHER:
	CARRIER				
	POLICY NUMBER				
	PREMIUM	\$	\$	\$	\$
	EFFECTIVE DATE				
	EXPIRATION DATE				
	CARRIER				
	POLICY NUMBER				
	PREMIUM	\$	\$	\$	\$
	EFFECTIVE DATE				
	EXPIRATION DATE				

LOSS HISTORY Check if none (Attach Loss Summary for Additional Loss Information)

ENTER ALL CLAIMS OR LOSSES (REGARDLESS OF FAULT AND WHETHER OR NOT INSURED) OR OCCURRENCES THAT MAY GIVE RISE TO CLAIMS FOR THE LAST _____ YEARS						TOTAL LOSSES: \$	
DATE OF OCCURRENCE	LINE	TYPE / DESCRIPTION OF OCCURRENCE OR CLAIM	DATE OF CLAIM	AMOUNT PAID	AMOUNT RESERVED	SUBROGATION Y / N	CLAIM OPEN Y / N

SIGNATURE

Copy of the Notice of Information Practices (Privacy) has been given to the applicant. (Not required in all states, contact your agent or broker for your state's requirements.)

PERSONAL INFORMATION ABOUT YOU, INCLUDING INFORMATION FROM A CREDIT OR OTHER INVESTIGATIVE REPORT, MAY BE COLLECTED FROM PERSONS OTHER THAN YOU IN CONNECTION WITH THIS APPLICATION FOR INSURANCE AND SUBSEQUENT AMENDMENTS AND RENEWALS. SUCH INFORMATION AS WELL AS OTHER PERSONAL AND PRIVILEGED INFORMATION COLLECTED BY US OR OUR AGENTS MAY IN CERTAIN CIRCUMSTANCES BE DISCLOSED TO THIRD PARTIES WITHOUT YOUR AUTHORIZATION. CREDIT SCORING INFORMATION MAY BE USED TO HELP DETERMINE EITHER YOUR ELIGIBILITY FOR INSURANCE OR THE PREMIUM YOU WILL BE CHARGED. WE MAY USE A THIRD PARTY IN CONNECTION WITH THE DEVELOPMENT OF YOUR SCORE. YOU MAY HAVE THE RIGHT TO REVIEW YOUR PERSONAL INFORMATION IN OUR FILES AND REQUEST CORRECTION OF ANY INACCURACIES. YOU MAY ALSO HAVE THE RIGHT TO REQUEST IN WRITING THAT WE CONSIDER EXTRAORDINARY LIFE CIRCUMSTANCES IN CONNECTION WITH THE DEVELOPMENT OF YOUR CREDIT SCORE. THESE RIGHTS MAY BE LIMITED IN SOME STATES. PLEASE CONTACT YOUR AGENT OR BROKER TO LEARN HOW THESE RIGHTS MAY APPLY IN YOUR STATE OR FOR INSTRUCTIONS ON HOW TO SUBMIT A REQUEST TO US FOR A MORE DETAILED DESCRIPTION OF YOUR RIGHTS AND OUR PRACTICES REGARDING PERSONAL INFORMATION. (Not applicable in AZ, CA, DE, KS, MA, MN, ND, NY, OR, VA, or WV. Specific ACORD 38s are available for applicants in these states.) (Applicant's Initials): _____

Applicable in AL, AR, DC, LA, MD, NM, RI and WV: Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE	PRODUCER'S NAME (Please Print)	STATE PRODUCER LICENSE NO (Required in Florida)
APPLICANT'S SIGNATURE	DATE	NATIONAL PRODUCER NUMBER



ADDITIONAL REMARKS SCHEDULE

AGENCY HomeServe USA		NAMED INSURED Ashland City Water & Sewer	
POLICY NUMBER ACWS04012022			
CARRIER Assurant/Virginia Surety	NAIC CODE	EFFECTIVE DATE: 04/01/2022	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 125 **FORM TITLE:** Commercial Application

Policy
 Water/Sewer Combined Loss Protection Residential: Rate: \$3.05 Limit: \$2500.00 1-adj per 12 mos over 2 billing cycles
 Water Line Protection Residential: Rate:\$4.95
 Sewer Line Protection Residential: Rate: \$6.50

Water/Sewer Combined Loss Protection Commercial: Rate: \$5.95(single) \$11.90(multi) Limit: \$2500.00 1-adj per 12 mos over 2 billing cycles
 Water Line Protection Commercial: Rate: \$13.50(single) \$27.00(multi)
 Sewer Line Protection Commercial: Rate: \$13.50(single) \$27.00(multi)

Remove Vacancy exclusion.
 Remove exclusion for leaky faucets.
 Remove exclusion for leaks in pressure reducing valves.

Please refer to the Utility's attached leak adjustment policy for additional information regarding guidelines and qualifications for leak adjustments.

Estimated total water connections: 2195

Estimated total sewer connections: 1729

Inland Marine (C) - Leak and Line
 Water/Sewer Combined Loss Protection Residential: Rate: \$3.05 Limit: \$2500.00 1-adj per 12 mos over 2 billing cycles
 Water Line Protection Residential: Rate:\$4.95
 Sewer Line Protection Residential: Rate: \$6.50

Water/Sewer Combined Loss Protection Commercial: Rate: \$5.95(single) \$11.90(multi) Limit: \$2500.00 1-adj per 12 mos over 2 billing cycles
 Water Line Protection Commercial: Rate: \$13.50(single) \$27.00(multi)
 Sewer Line Protection Commercial: Rate: \$13.50(single) \$27.00(multi)

Remove Vacancy exclusion.
 Remove exclusion for leaky faucets.
 Remove exclusion for leaks in pressure reducing valves.

Please refer to the Utility's attached leak adjustment policy for additional information regarding guidelines and qualifications for leak adjustments.

Estimated total water connections: 2195

Estimated total sewer connections: 1729



AGENCY CUSTOMER ID: 00018310

EQUIPMENT FLOATER SECTION

DATE (MM/DD/YYYY)

3/16/2022

AGENCY HomeServe USA		CARRIER Assurant/Virginia Surety		NAIC CODE
POLICY NUMBER ACWS04012022	EFFECTIVE DATE 4/1/2022	APPLICANT / FIRST NAMED INSURED Ashland City Water & Sewer		

TERRITORY OF OPERATION	TYPE OF OPERATION

COVERAGE / DEDUCTIBLE

EQUIPMENT STORAGE				UNSCHEDULED EQUIPMENT				
LOC. #	MO. IN STORAGE	MAXIMUM VALUE		TYPE OF SECURITY	DESCRIPTION	MAXIMUM ITEM	AMT. OF INSURANCE	% COINS
		IN BUILDING	OUTSIDE					
		\$	\$					
		\$	\$					
		\$	\$					

ADDITIONAL INTEREST / CERTIFICATE RECIPIENTS ACORD 45 Attached

INTEREST	RANK:	NAME AND ADDRESS	REFERENCE #:	CERTIFICATE REQUIRED	INTEREST IN ITEM NUMBER
<input type="checkbox"/> LOSS PAYEE					LOCATION: <input type="checkbox"/> BUILDING: <input type="checkbox"/>
<input type="checkbox"/> LIENHOLDER					SCHEDULED ITEM NUMBER: <input type="checkbox"/>
					OTHER <input type="checkbox"/>
ITEM DESCRIPTION:					

INTEREST	RANK:	NAME AND ADDRESS	REFERENCE #:	CERTIFICATE REQUIRED	INTEREST IN ITEM NUMBER
<input type="checkbox"/> LOSS PAYEE					LOCATION: <input type="checkbox"/> BUILDING: <input type="checkbox"/>
<input type="checkbox"/> LIENHOLDER					SCHEDULED ITEM NUMBER: <input type="checkbox"/>
					OTHER <input type="checkbox"/>
ITEM DESCRIPTION:					

INTEREST	RANK:	NAME AND ADDRESS	REFERENCE #:	CERTIFICATE REQUIRED	INTEREST IN ITEM NUMBER
<input type="checkbox"/> LOSS PAYEE					LOCATION: <input type="checkbox"/> BUILDING: <input type="checkbox"/>
<input type="checkbox"/> LIENHOLDER					SCHEDULED ITEM NUMBER: <input type="checkbox"/>
					OTHER <input type="checkbox"/>
ITEM DESCRIPTION:					

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES	Y/N
1. EQUIPMENT RENTED, LOANED TO / FROM OTHERS WITH / WITHOUT OPERATORS?	
2. IS APPLICANT OPERATING EQUIPMENT NOT LISTED HERE?	
3. PROPERTY USED UNDERGROUND?	
4. ANY WORK DONE AFLOAT?	

SCHEDULED EQUIPMENT

% COINSURANCE

AGENCY CUSTOMER ID: 00018310

#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$
#	TYPE	DESCRIPTION	ID # / SERIAL NO.	NEW / USED	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	CAPACITY	AMOUNT OF INSURANCE \$

Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties* (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE	PRODUCER'S NAME (Please Print)	STATE PRODUCER LICENSE NO (Required in Florida)
APPLICANT'S SIGNATURE	DATE	NATIONAL PRODUCER NUMBER



Partner Form

Please complete the entire form including the W9 and return to julie.ward@homeserveusa.com

1. Partner Name	2. Tax ID Number	
3. Payment Address (Number, Street and Apt. or Suite No.)		
4. City	5. State	6. Zipcode

Accounts (queries and remittances): Must be supplied

1. Contact Name	2. Contact Phone
3. Contact Email	
4. Contact Title / Position	

Payment Method
<input type="checkbox"/> Direct Deposit (ACH)- (Please complete page 2)
<input type="checkbox"/> Check

Send completed form to:
SourcingVendorRequests@homeserveusa.com

Direct Deposit (ACH) Enrollment Form and Agreement

All of the following information is required if Direct Deposit (ACH) payment is selected:

1. Partner Name	2. Tax ID Number	
3. Payment Address (Number, Street and Apt. or Suite No.)		
4. City	5. State	6. Zipcode
7. Payment Notification Contact Person	8. Phone	
9. Remit to Email	10. Financial Institution	
11. Routing Number	12. Account Number	
12. Swift Code <i>(If International; Currency will be defaulted to the County of Domesticity unless otherwise specified.)</i>		

I hereby authorize HomeServe USA to automatically deposit payments to the account listed above. I certify that I am authorized to enter into this agreement on behalf of the account holder. I verify that the information provided on this form is correct and that HomeServe USA may rely on it.

Authorized Signature: _____

Title: _____ Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>		
	<p>2 Business name/disregarded entity name, if different from above</p>		
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>		<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>		<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>		
	<p>7 List account number(s) here (optional)</p>		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CANCELLATION REQUEST / POLICY RELEASE

DATE (MM/DD/YYYY)
03/30/2022

PRODUCER HomeServe USA 601 Merritt 7 6th Floor Norwalk CT 06851	PHONE (A/C, No, Ext): (423) 435-7702	COMPANY NAME AND ADDRESS National Water Insurance Company 10 Hospital Center Common, Suite C Hilton Head SC 29926	NAIC CODE:
---	---	--	-------------------

CODE: AGENCY CUSTOMER ID: 00018310	SUB CODE:	POLICY TYPE Inland Marine (C)
--	------------------	---

INSURED NAME AND ADDRESS Ashland City Water & Sewer P.O. Box 36 Ashland City TN 37015	CANCELLED POLICY INFORMATION POLICY NUMBER NWCACWS190008
--	--

EFFECTIVE DATE AND HOUR OF CANCELLATION	CANCELLATION DATE 04/01/2022	TIME 12:01	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
POLICY TERM	EFFECTIVE DATE 04/01/2022	EXPIRATION DATE 05/01/2022	

<input checked="" type="checkbox"/> CANCELLATION REQUEST (Policy attached)	<input type="checkbox"/> POLICY RELEASE (Complete SIGNATURES section below)
---	--

The undersigned agrees that:

The above referenced policy is lost, destroyed or being retained.

No claims of any type will be made against the Insurance Company, its agents or its representatives, under this policy for losses which occur after the date of cancellation shown above.

Any premium adjustment will be made in accordance with the terms and conditions of the policy.

SIGNATURES

<input checked="" type="checkbox"/> WITNESS	DATE	<input checked="" type="checkbox"/> SIGNATURE OF NAMED INSURED	DATE
<input type="checkbox"/> WITNESS	DATE	<input type="checkbox"/> SIGNATURE OF NAMED INSURED	DATE
<input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LOSS PAYEE	<input type="checkbox"/> LENDER'S LOSS PAYABLE
AUTHORIZED SIGNATURE (Not applicable in NH per RSA 412:5 I)		TITLE	DATE
<input type="checkbox"/> LIENHOLDER		<input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LOSS PAYEE
<input type="checkbox"/> LIENHOLDER		<input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LOSS PAYEE
AUTHORIZED SIGNATURE (Not applicable in NH per RSA 412:5 I)		TITLE	DATE

This representation is true and accurate, and I understand that any misrepresentation may be deemed a fraudulent act.

FOR AGENCY / COMPANY USE

REASON FOR CANCELLATION	METHOD OF CANCELLATION
<input type="checkbox"/> NOT TAKEN	<input checked="" type="checkbox"/> FLAT
<input checked="" type="checkbox"/> REQUESTED BY INSURED	<input type="checkbox"/> SHORT RATE
<input checked="" type="checkbox"/> REWRITTEN (Complete below)	<input type="checkbox"/> PRO RATA
<input type="checkbox"/> OTHER (Identify)	<input type="checkbox"/> PREMIUM CALCULATION SUBJECT TO AUDIT
COMPANY Virginia Surety Company	FULL TERM PREMIUM \$
POLICY NUMBER ACWS05012022	EFFECTIVE DATE 05/01/2022
REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	
UNEARNED FACTOR	
RETURN PREMIUM \$	

New York Only: If you do not keep your auto insurance in force during the entire registration period, your motor vehicle registration will be suspended. If your vehicle is still uninsured after 90 days, your driver's license will be suspended. To avoid these penalties, you must surrender your registration certificate and plates before your insurance expires. By law, we must report the termination of auto insurance coverage to the Department of Motor Vehicles.

NAME AND ADDRESS HomeServe USA 601 Merritt 76th FL ATTN: Brian Nell Norwalk CT 06851	REQUEST / RELEASE DISTRIBUTION
	<input type="checkbox"/> INSURED
	<input type="checkbox"/> MORTGAGEE
	<input type="checkbox"/> COMPANY
	<input type="checkbox"/> LOSS PAYEE
	<input type="checkbox"/> LIENHOLDER
	<input type="checkbox"/> FINANCE COMPANY
	<input type="checkbox"/> LENDER'S LOSS PAYABLE
PRODUCER'S SIGNATURE	DATE

Ashland City Board of Mayor and Aldermen
Resolution 2022-

WHEREAS, the Ashland City Municipal Regional Planning Commission has adopted a resolution requesting the Local Government Planning Advisory Committee, pursuant to Section 13-3-102, Tennessee Code Annotated, to dissolve the Ashland City Planning Region; and

WHEREAS, planning and control of development beyond the corporate limits has not been shown to be advantageous to the city.

NOW, THEREFORE, BE IT RESOLVED by the Ashland City Board of Mayor and Aldermen that this body endorses the request of the Ashland City Municipal Regional Planning Commission to the Local Government Planning Advisory Committee to allow that part of the county to revert to Cheatham County as part of the Cheatham County planning region.

Date

Mayor

Town of Ashland City

RESOLUTION 2022-

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO PARTICIPATE IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the State Department of Economic and Community Development will reimburse for projects relating to sewer system improvements; and

WHEREAS, the Town would like to submit the grant application for up to \$600,000; and,

WHEREAS, the Town agrees to match funds for this grant up to \$132,000; and,

WHEREAS, the Town of Ashland City now seeks to participate in this grant program for infrastructure needs within the city.

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 “*Community Development Block Grant*” reimbursement grant through Economic and Community Development.

SECTION 2: That the Town of Ashland City further authorizes Brian Stinson and Clint Biggers to work with GNRC in order to apply for and manage this grant application.

We, the undersigned City Council members, meeting in Regular Session on this 12th day of April, 2022 move the adoption of the above Resolution.

Councilmember _____ moved to adopt the Resolution.

Councilmember _____ seconded the motion.

Voting in Favor _____

Voting Against _____

Attest:

Steve Allen, Mayor

City Recorder Alicia Martin, CMFO

RESOLUTION 2022-

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO PARTICIPATE IN THE TDEC ARP NON-COMPETITIVE GRANT PROGRAM

WHEREAS, Tennessee Department of Environment and Conservation will reimburse up to \$955,082.25 if awarded for water infrastructure projects; and

WHEREAS, the Town agrees to match funds for this grant being 25% of the purchase amounts up to \$238,770.56; 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 an application for the “*ARP Non-Competitive Grant Program*” reimbursement grant through TDEC.

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

We, the undersigned City Council members, meeting in Regular Session on this 12th day of April, 2022 move the adoption of the above Resolution.

Councilmember _____ moved to adopt the Resolution.

Councilmember _____ seconded the motion.

Voting in Favor _____

Voting Against _____

Attest:

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

Resolution #

A RESOLUTION TO AUTHORIZE COOPERATIVE PURCHASING AGREEMENTS FOR THE USE AND BENEFIT OF ALL TOWN DEPARTMENTS

- WHEREAS,** T.C.A. §12-3-1205 allows for master cooperative purchasing agreements upon the approval and consent of the local legislative body; and
- WHEREAS,** cooperative purchasing agreements allow local government to purchase goods and services from other local, state, and national cooperative purchasing alliances that were competitively bid under the same circumstances required by law by the purchasing entity; and
- WHEREAS,** these master cooperative agreements reduce time and personnel resources needed to competitively bid goods and services at the local level, but still allow local governments to take advantage of the lowest and best pricing available for the needed goods and services; and
- WHEREAS,** Tennessee state law was recently amended at the request of the Tennessee Association of Public Purchasing for all Tennessee counties to take advantage of cooperative purchasing agreements in effect throughout our state and nation; and
- WHEREAS,** T.C.A. §12-3-1205(b), states as follows:
- (1) Notwithstanding any other law to the contrary, any municipality, county, utility district, or other local government of the state may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, or equipment with one (1) or more other governmental entities outside this state, to the extent the laws of the other state permit the joint exercise of purchasing authority, or with an agency of the United States, to the extent federal law permits the joint exercise of purchasing authority, in accordance with an agreement entered into between or among the participants; provided, such goods, supplies, services, or equipment were procured in a manner that constitutes competitive bidding and were advertised, evaluated, and awarded by a governmental entity and made available for use by other governmental entities.
 - (2) A municipality, county, utility district, or other local government of the state may participate in a master agreement by adopting a resolution accepting the terms of the master agreement. If a participant in a joint or multi-party agreement is required to advertise and receive bids, then it will be deemed sufficient for those purposes that the purchasing entity or the entity that procured the bid complied with its own purchasing requirements. The participant shall acquire and maintain documentation that the purchasing entity or entities that procured the bid complied with its own purchasing requirements.
- WHEREAS,** the Town of Ashland City desires to take advantage of the newly created law and reduce the taxpayer burden for duplication of services while still taking advantage of the lowest and best pricing under the master cooperative agreements that have been competitively bid under the same circumstances required by law by the purchasing entity.

NOW THEREFORE BE IT RESOLVED by the Council of the Town of Ashland City that the Town agrees to the terms of the newly created law and authorizes use of the following master cooperative purchasing agreement:

(1) The Interlocal Purchasing System (TIPS)

BE IT FURTHER RESOLVED that the established list of authorized cooperative purchasing agreements may be amended at any time by the Town of Ashland City Council.

ADOPTED by the Board of Mayor and Aldermen this the 12th day of April, 2022.

Approved:

Attest:

Mayor Steve Allen

City Recorder Alicia Martin CMFO

RESOLUTION NO.

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE
AUTHORIZING THE MAYOR TO APPLY FOR A SENIOR CENTER GRANT**

WHEREAS, the Senior Center Grant offered by Greater Nashville Regional Council will assist with operation expenses; and

WHEREAS, The Town of Ashland City acknowledges this grant is a 100% grant; and

WHEREAS, the Town of Ashland City authorizes Mayor Steve Allen to execute a contract, if selected, with the grantee agency of the Area Agency on Aging and Disability.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE that the Mayor be authorized to sign a grant contract with the Greater Nashville Regional Council.

We, the undersigned City Council members, meeting in Regular Session on this 12th day of April, 2022 move the adoption of the above Resolution.

Councilmember _____ moved to adopt the Resolution.

Councilmember _____ seconded the motion

Voting in Favor _____

Voting Against _____

Attest:

Steve Allen, Mayor

Alicia Martin, City Recorder

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ASHLAND CITY AMENDING THE IT POLICY**

WHEREAS, the City Council for the Town of Ashland City has established an IT Policy by Resolution 2021-30; and

WHEREAS, the IT Policy shall be amended with the attached changes.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that the IT Policy updates and changes, attached hereto, is hereby approved and adopted and shall replace any previously adopted sections of the IT Policy and shall become effective immediately following passage of this resolution.

We, the undersigned City Council members, meeting in Regular Session on this 12th day of April, 2022 move the adoption of the above Resolution.

Councilmember _____ moved to adopt the Resolution.

Councilmember _____ seconded the motion.

Voting in Favor _____

Voting Against _____

Attest:

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

Information Technology (IT) Policy

Information Technology Citywide Technology Standards

This policy provides procedures, standards, and guidelines to plan for, acquire, implement, and manage the City's computer systems. To satisfy that intent, rules have been formulated to ensure that information resources fit together in a citywide system capable of providing ready access to information, computing, and communication resources. This policy and related information technology standards apply to hardware and software acquired and/or developed by all departments. While every attempt is made to respect the privacy of our users, general usage is monitored in order to detect unauthorized access and illegal activities. When illegal or inappropriate activities are suspected, users' files may be inspected. Anyone making use of this computer system expressly consents to such monitoring and is advised that evidence of criminal activity may be provided to law enforcement officials. The development of a citywide computer system requires the establishment of technical standards based upon international industry standards to the maximum extent possible. Information Technology is responsible for establishing, updating, and communicating the City's Information Technology Standards. The City's dependence on computer technology requires policies and procedures to provide adequate protection for these resources. For these reasons, internal procedures will address security for standalone and shared computer resources. All City Departments will apply the Information Technology adopted Information Technology Policies and standards to all procurement and application development projects to the maximum extent possible. Exemption Process Occasionally, departments may have special conditions or extraordinary requirements that prevent them from conforming to a standard. Department managers may request an exemption from the Information Technology Department.

IT Mission

To provide innovative and secure technology serving the city government and its residents.

IT Vision

Connecting employees and citizens using efficient, leading-edge technology to promote enhanced government services.

IT Values

- Accountability
- Teamwork & Coordination
- Confidentiality & Privacy
- Adaptability & Flexibility
- Achievement & Excellence

- Creativity & Innovation
- Respect
- Hard Work & Effort
- Customer – Focused

Responsibilities of the Department of Information Technology

- The information technology (IT) department shall be responsible for maintaining, installing, upgrading, and supporting all information technology hardware, software, and online systems; providing internet security; backing up data; researching and providing technical expertise for information technology-related issues.
- The IT department shall provide services to all departments of the city.

Powers and duties of the Department of Information Technology

- Manage and coordinate internal information technology systems and data processing functions.
- Coordinate the acquisition, development, and implementation of computer applications, and recommend changes and improvements to operations and programming.
- Direct the design, coordination, and operation of the local and wide area network and the evaluation and implementation of computers throughout the city.
- Develop and operate automated information systems for the purpose of providing efficient data handling.
- Coordinate with departments, recommend and establish policies, procedures, and standards for the development of the City's technology operations, subject to the approval of the Council.
- To provide leadership to the city council, Mayor, and directors on the alignment of technology with city initiatives, planning priorities, policy, and strategic objectives.

Acquisition of Technology Resources

No City Department Head or employee shall acquire, through purchase, lease or any form of contract, any information technology resources for the City except through, in coordination with, or in accordance with, policies, guidelines, standards, and procedures established by the Technology Department and subject to approval by Council.

Guidelines for Technology Policy

- No one shall use any City computer or network facility for non-City business without proper authorization.
- No one shall connect any computers or equipment to City's network unless approved by Information Technology

- No one shall download, copy or install any software that violates copyright or licensing agreements.
- Games are prohibited on ALL City computers.
- No one shall use City E-mail for personal correspondence.
- No one shall give any passwords for any City computer to any unauthorized person, nor obtain any other person's password.
- No one shall misrepresent his or her identity or relationship to the city when on the Internet or E-mailing.
- City personnel may use the Internet for personal use while on breaks or as permitted by their Department Head.
- No one shall attempt to gain unauthorized access to other users' files or systems.
- Users shall not use any other e-mail services on City-owned computers other than those provided by Information Technology.

City computers and network facilities comprise all computers owned or administered by the Town of Ashland City that are connected to the City's communication facilities, including departmental computers, mobile devices, and voice over IP telephones, and also the City's computer network facilities accessed by anyone from anywhere. Some exclusions apply to the City's guest network as it is open to everyone.

Violations of these policies incur the same types of disciplinary measures as violations of other City policies or state or federal laws, including criminal prosecution in serious cases.

(A) No one shall use any City computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the City's computers or network facilities. Comment: Computers and networks are just like any other City facilities – they are to be used only by people who have permission. Using a computer without permission is theft of services and is illegal under state and federal laws.

(B) No one shall knowingly endanger the security of any City Computer or network facility, nor willfully interfere with others' authorized computer usage. Comment: Many of the other regulations given here deal with specific acts of this kind. You should not assume that other malicious acts or deliberate security violations are permissible merely because there is no specific rule against them.

(C) No one shall use the City's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere. Comments: State and federal laws forbid malicious disruption of computers. Town of Ashland City does not tolerate individuals who invade others' privacy, steal computer services, or commit misrepresentation or fraud; nor pranksters who attempt to disrupt computers or network facilities for any other purpose. The mere lack of security measures does not mean that a computer is open to anyone who wishes to use it. The same goes for unauthorized use of communication paths.

(D) No one shall connect any computer or device to any of the City's networks unless it meets technical and security standards and is specifically approved by Information Technology. Comments: The applicable requirements depend on what kind of connection is being made. For example, connecting to the citywide network requires special authorization, because one improperly configured machine on a network can cause widespread disruption.

(E) All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating with other users of the same equipment. Comments: If you need an unusual amount of disk space, CPU time, or other resources, check with the administrators in charge of the computer rather than risk disrupting others' work. When resources are tight, work that is necessary to the City's mission must take priority over computing that is done to pursue personal interest or self-training on side topics. Also, no matter how important your work may be, you are only entitled to one person's fair share of the machine unless additional resources are available and appropriate permission has been granted. Priorities for any particular machine are set by the administrators in charge of it in consultation with the user community. Obtaining extra computer resources through any form of deception (e.g., secretly opening multiple accounts, misrepresenting the nature of your work, or the like) is strictly prohibited.

(F) No one without specific authorization shall use any City Computer or network facility for noncity business. Comments: By law, the city can only provide computer services for its own work, not for private use. In this respect the City's computers are different from those owned by colleges or corporations. It is improper to use the City's computers for political campaigns, fund-raising, commercial enterprises, mass mailings, or other outside activities that have not been granted the use of the City's facilities. Do not store personal files, including but not limited to, pictures, documents, and music on City computers. The Information Technology Department reserves the right to remove personal files from City computers. You should be aware that the ability to use a computer and/or service does not constitute permission or authorization. If you have questions, contact your supervisor or someone from the Information Technology Department.

(G) No one shall give any password for any City computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. No one except the System or LAN Administrators in charge of a computer is authorized to issue passwords for that computer. Comments: Giving your password to an unauthorized person can be a crime under Tennessee law. The criterion is not whether you trust them, but whether the city has authorized them. Passwords protect the City's network, not just the individual machines to which they apply. The city insists that each account be used only by the person to whom it belongs, so that if problems are detected or abuse is alleged, the responsible person can be identified. If a department cannot keep passwords secure, it cannot connect its machines to the citywide network. In general, you should never share your password with anyone else. Likewise, you must never use or disclose a password that was given to you improperly. Do not store the password for one computer in another computer. It is easy for anyone to walk up to your personal computer and retrieve passwords that are stored in it or written on paper around the computer. Passwords must

be changed every 90 days. You are responsible for choosing a secure password. Don't use names, nicknames, phone numbers, or recognizable words in any language, because some people guess passwords by automatically trying every word in a large dictionary. A strong password should include upper- and lower-case letters, numbers, and/or symbols. Also, a phrase such as "57ityMwb" is a good password, and it's easy to remember because it stands for "57 is the year Michael was born." Your password is secret. System or LAN administrators will not typically ask you for it. The computer will never ask you to type it unless you are logging in or changing your password. Beware of computer programs that ask you to "log in again" or type your password at any other time; they are likely to be scams. (There are rare exceptions on some computers; check with your system manager. If anything, that you don't understand ever happens after you type your password, then change your password immediately.) In some situations, the city authorizes more than one person to a single account, but this is seldom the best way to conduct collaborative work. Instead, use file sharing, groups, and related features of the system you are using. Email can be redirected automatically to an assistant, who can then forward it to you using a separate mailbox.

(H) No one shall misrepresent his or her identity or relationship to the City when obtaining or using City computer or network privileges. Comments: Naturally, you must not claim to be someone else, nor claim to have a different relationship to the city than you actually do, when obtaining a computer account or access to a lab. You must not falsify your name, address, email address, or affiliation when sending email or other messages from a city computer. Doing so can be illegal as well as being an unacceptable use of the City's facilities. On some systems, there are ways to post messages without revealing your name and address. Anonymous communication is permissible when there is a legitimate need for additional privacy. It is not a cover for fraudulent or obnoxious behavior, and in cases of abuse, anonymous messages may be traced to their source. Deceptive communication, in which you claim to be some other specific person, is never permitted. You can create confusion, and possibly violate trademark law, by using someone else's trademark as your name on the internet.

(I) No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts. Comments: Do not try to guess or steal other people's passwords, or read their files, even if the computer permits this.

(J) No one shall download, copy, install, or use any software or data files in violation of applicable copyrights or licensing agreements. Comments: This rule forbids making unauthorized copies, for use elsewhere, of software residing on the City's computers. It also forbids installing or downloading ANY games or using pirated software on City computers. Unauthorized copying is usually a violation of federal copyright law. Some software is "site licensed" and can be used on any City computer. (The terms of various site licenses differ.) Some software is genuinely free; the author allows everyone to use it free of charge. Before copying software, be sure what you are doing is legal, and consult people who have full information. If strangers show up at your computer site saying they are there to check software licenses, you should immediately contact Information Technology and

your administrative superiors. Software licenses do not normally authorize these surprise inspections, and there is a substantial risk that the “inspectors” are not legitimate.

(K) No one shall create, install, or knowingly distribute a computer virus, “Trojan Horse,” or other surreptitiously destructive program on any City computer or network facility, regardless of whether any demonstrable harm results. Comments: A virus is a hidden computer program that secretly copies itself onto users’ disks, often damaging data. A Trojan horse is a program with a hidden, destructive function, or a program designed to trick users into revealing confidential information such as passwords. Even when the harm done by programs of these types is not readily evident, they confuse beginning computer users, degrade CPU performance, and waste the time of system managers who must remove them.

(L) No one without proper authorization shall modify or reconfigure the software or hardware of any City computer or network facility. Comments: Do not modify the hardware, operating system, or application software of a city computer unless someone has given you explicit permission to do so from Information Technology. The other users with whom you share the machine, and the technician on whom you rely for support, are expecting to find it set up exactly the way they left it. City personnel shall adhere to the software license agreement provided with each software product purchased. Only city owned software shall reside on City owned computers. Authorized evaluation software may be permitted for a fixed period of time. Software is copyright protected in the same manner as other media such as records, books, and film. The fact that software is so easy to copy does not legitimize its duplication. The City will purchase and track the requisite number of licenses and use all commercial software in accordance with licensing agreements.

- The following procedures shall be followed to ensure adherence to software licensing agreements:
 1. Software may be loaded onto City computers only if (1) it is licensed by the City, or (2) it is licensed to an employee of the City and IT, or Department Head has approved its use.
 2. Users are responsible for ensuring that backups of critical data files are made. Users may contact Information Technology for assistance with backups.
 3. Configuration of each workstation shall be determined first by citywide policy and then departmental policy. Only within those parameters is personal preference to be exercised. Information Technology personnel may reconfigure systems and delete unauthorized software and data. Any exceptions, which have been authorized, should be noted in a file.
 4. Computers or terminals shall not be left unattended in a state, which affords unauthorized access to records that compromises security.

(M) Users shall not place confidential information in computers without protecting it appropriately. The city cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted by computer unless special arrangements are made. Comments: Due to the nature of most e-mail systems, the physical security of

messages cannot be guaranteed. As with voice mail and fax, e-mail systems transmit information through wires or through the airwaves. Because there is a security risk in the use of e-mail, it is suggested that care be taken when transmitting sensitive and non-public data through e-mail. Depending on the content, there may be times when e-mail is not the appropriate vehicle to send a message. The contents of the message determine whether the message is public or non-public. Remember that public data is accessible to the public.

Example uses of e-mail that will not be tolerated:

- Illegal activities
- Wagering, betting, or selling chances
- Harassment
- Fundraising, except for agency-sanctioned activities
- Commercial activities
- Other unethical activities

Since the e-mail messages are City records, you should be aware that department heads have the right to access them at any time with the assistance of the Information Technology department. However, the content of e-mail messages is not routinely monitored or disclosed. Monitoring or disclosure may occur under subpoena or other legal actions, in connection with charges of improper or illegal actions by an individual, unexpected absence of an employee, disciplinary proceedings against an employee, and other appropriate business or technical reasons. Problems or issues regarding agency e-mail should be directed to the Information Technology Director and/or department heads. Ordinary electronic mail is not private. Do not use it to transmit computer passwords, credit card numbers, personally identifiable information (PII) or information that would be damaging if made public. Bear in mind that some records are required by law and by City policy, to be kept confidential. It is also necessary to protect confidential information about employees. The city will normally respect your privacy but cannot guarantee it absolutely. There are many ways a normally private file can end up being read by others. If email is misaddressed, it may go to one or more recipients who will read it and try to correct the address. For your own protection, system administrators will often look at unusual activity to make sure your account hasn't fallen victim to an attack. Encryption is available for portable devices and email. Contact the Information Technology department for more information. The Tennessee Open Record Act applies to information stored in computers. This act gives citizens the right to obtain copies of "public records" as defined by state law. Requests for public records must be made through proper administrative channels. If you are using personal email to conduct City business, your personal email would become subject to public record requests. If you have a concern regarding any possible violation of the above rules by anyone, please forward the message with your complaint to Amartin@ashlandcitytn.gov.

(N) Users shall take full responsibility for messages that they transmit through the City's computers and network facilities. No one shall use the City's computers to transmit fraudulent, defamatory, harassing, obscene, or threatening messages, or any communications prohibited by law. Comments: Electronic mail (e-mail) is an authorized and recommended method of inter and intradepartmental communications. All City personnel who are assigned an individual e-mail address shall become proficient in the use of the e-mail system. Personnel that have been assigned an individual email address should check incoming messages in a timely manner each workday. All personnel should respond to e-mail, which requires a response, in a timely manner. Any use of technology provided by the

City is considered to be public record and may be subject to public disclosure and/or review by authorized city managers in accordance with applicable law. Personnel should understand that they have no legitimate expectation of privacy with regard to any use of technology provided for their use by the city (including but not limited to email, text messaging, internet usage, and telephone/cell phone usage). Never send or keep anything that you would mind seeing on the evening news or being subject to public disclosure. Routine back up of electronic mail will occur as part of the system maintenance. You have exactly the same responsibilities on the computer network as when using other forms of communication. You must obey laws against fraud, defamation, harassment, obscenity, solicitation of illegal acts, threatening or inciting violence, and the like. Bear in mind that uninvited amorous or sexual messages are likely to be construed as harassment. If you are bothered by uninvited email, ask the sender to stop, and then, if necessary, consult your system administrator. Use of the computers to circulate chain letters and pyramid schemes is not permitted. If someone says, "Forward a copy of this to everyone you know on the Internet," don't. Such messages often contain misunderstood or outdated information, or even outright hoaxes. Even when the information is legitimate, chain forwarding is a needlessly expensive way to distribute it. Never participate in schemes to deliberately flood a computer with excessive amounts of email. "Mail bombing" can incapacitate a whole computer or even a whole subnetwork, not just the intended victim. It is considered good practice to use your real name, rather than a nickname or pseudonym, in the headers of all outgoing communications. Use of nicknames is often interpreted as a sign of immaturity or an indication that you are not taking full responsibility for what you are sending out. All users should be aware that there is no guarantee that electronic mail actually came from the person or site indicated in it. Deceptive electronic mail is easy to fake, including the technical information in the header. Doing so is of course prohibited and is in many cases against the law. Hoaxes, pranks, and con games are common on the Internet. Be on the lookout for misguided "warnings" (about computer viruses, impending legislation, etc.) and false appeals for charity (usually involving dying children). If you get a message that spurs you to take immediate action, it is very likely to be a hoax, even if the person who passed it along to you was perfectly sincere. Also, genuine appeals that are several years old are still circulating as if they were current. Rather than spreading the appeal or "warning", post a question to the Information Technology department. Use prudent caution when sending out any messages that appears to be an official communication from the city. If the header identifies your message as coming from an administrative office or from the office of someone other than yourself (e.g., "City Clerk"), recipients will presume that you are speaking for that office or person. It is important to distinguish actions taken to punish a person from actions taken to protect a system. If your account appears to have been misused or broken into, your system administrator will inactivate it and contact you or wait to hear from you. This is done to stop the misuse and does not presume that you are the guilty person; you can expect to have your privileges reinstated right away, with new password, as soon as you identify yourself and indicate willingness to follow the rules. Thus, you can resume using the computer while investigation of the incident continues.

(O) Those who publish World Wide Web pages or similar information resources on City computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements. References and links to commercial sites, advertisements, and especially paid advertisements, are not permitted. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities. Comments: All Internet users are expected to be responsible cyber-citizens. That means

knowing the tools, rules and etiquette and behaving accordingly. This includes the selection of materials to post; posts should reflect well on the City and not violate anyone's trust or copyright laws. The viewing, downloading or printing of pornography is strictly prohibited. Any personnel caught viewing, downloading or printing pornography may be subject to MAJOR disciplinary action. Personnel are encouraged to use Internet for research, education, and communications, provided it is for City related business. Personnel shall not use the Internet for non-city business use while on City time. City personnel are not permitted to use the Internet or wide area network services for any illegal purpose. This includes unauthorized access to protected resources for the city. Transmitting unprofessional communications or using City resources for unsolicited advertising for personal gain is strictly prohibited. The information technology department uses network equipment to block access to specific parts of the Internet that by definition have no valid use normally here at the Town of Ashland City. Examples of these areas include pornography, gambling and streaming media. If you find that in the course of your job that you need access to these web sites, your department manager should submit a request to human resources to request access. Human Resources will approve the request and submit a help desk ticket to information technology to grant the requested access. Web pages on the City's network are subject to the same rules as other uses of the same facilities. Different City computers are set up for different purposes; System administrators can advise about what is permitted at any particular site. Only Town of Ashland City Departments are allowed to have pages hosted on the City's computer systems. Furthermore, only links to government agencies will be allowed on the City's web page(s) unless other links are specifically approved by Information Technology. When you publish something on the World Wide Web, you are putting it before a potential audience of millions. You have the same responsibilities as if you were publishing a newspaper. If the content is libelous or deceptive, people can sue you and you can be held personally liable. Since there are laws against distributing obscene material (not just creating it), a link to an obscene web site can be a violation of the law. This is true regardless of the status of the Communications Decency Act or other new laws that specifically mention computers. You are not allowed to view any material that is sexually explicit or obscene. Additionally, the City's sexual harassment policy prohibits you from displaying sexually explicit material, which interferes with anyone's work or personal performance or creates an intimidating, hostile, or offensive environment. If you want to reproduce copyrighted pictures, cartoons, or comic strips on your web page, you must have the copyright owner's permission. It is not sufficient to reproduce the owner's copyright notice; you must actually obtain permission for yourself. Brief textual quotations do not always require permission as long as the source is acknowledged and you are not reproducing a complete work (poem, essay, etc.). You must not accept payments, discounts, or anything of value in return for placing anything on your web page. The City's disk space and communication capacity are not yours to sell. This applies to all computers directly connected to the City's network, even if they are privately owned.

(P) Users shall not utilize any electronic mail services other than those maintained by Town of Ashland City's Information Technology Department. Comments: You are prohibited from using other mail services such as AOL, Yahoo™, Hotmail, MSN, etc. on City computers. These types of servers cause several problems including (but not limited to) a lack of security and increased bandwidth usage.

(Q) Data which is exempted from disclosure under the Freedom of Information Act (Public law 93-502) or whose disclosure is forbidden by the Privacy Act (Public law 93-579) will not be

transmitted over the Internet network unless encrypted. Comments: Logon Ids and passwords are frequently classified as sensitive information.

(R) Users shall not store City data on personal online storage accounts. Comments: User data belongs to the City and shall only be stored on City approved servers and cloud solutions.

(S) Users shall report any suspicious activity to the Information Technology department immediately. Comments: Users should call the Information Technology department immediately. Users should then notify their supervisors of the suspicious activity. New state and federal laws concerning computer abuse continue to be passed, and important court decisions occur frequently. For up-to-date guidance about specific questions, consult the Information Technology Department

Computer Usage (Possible Employee Misuse)

Purpose

In order to ensure that Town of Ashland City work rules and procedures are being followed, a department head or Human Resources may need to review the use of a computer or the network (including the Internet) at the Town of Ashland City. This policy provides a process by which IT is authorized to monitor and report the use of City computers and files stored on any computer or server on the network and the Internet.

Policy

IT will not initiate the monitoring of the usage of any computer on the Town of Ashland City network without the authorization as described below.

- Any request under this policy will be kept confidential by the IT department.
- To request the monitoring of the usage of a Town of Ashland City computer, the department head and HR director will jointly contact IT. The request will include the beginning and ending date for the requested monitoring.
- To request access to an employee's email, a date range or keywords should be provided. If the employee email access is for a department head, the HR director or the mayor can initiate the request.
- To request access to an employee's files stored on the network, the department head will contact IT. If the employee file access is for a department head, the HR director or the mayor can initiate the request. IT will provide access to the employee's files for the department head.

Email Signature

All emails should be signed with employee first and last name, job title, department name, town name and logo. And all emails should have the following disclaimer:

Disclaimer: This electronic message may contain information that is CONFIDENTIAL or legally privileged. It is intended only for the use of the individual(s) and entity named in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material from your computer. Do not deliver, distribute, or copy this message and do not disclose its contents or take any action in reliance on the information it contains.

IT Ticketing

All employees must submit an IT ticket through the Freshdesk Support Portal in order to receive technical support or assistance. The IT department receives a high volume of requests from all departments daily and in order to be efficient and productive, this will be the most effective way to track all incoming requests.

As an employee of the Town of Ashland City, I certify that I have read and understand the IT Policy. I agree to abide by the policy.

Employee

Date

Human Resources

Date

ORDINANCE NO.

**AN ORDINANCE BY THE TOWN OF ASHLAND CITY, TENNESSEE
AMENDING ORDINANCE #529 HOTEL-MOTEL TAX**

WHEREAS, the Tennessee Legislature recently amended TCA §67-4-1402 via Public Chapter No. 496 (HB1515/SB1030) which provides that any occupancy tax levy must not exceed four percent (4%) of the consideration charged for the space, unless a levy or authorization to levy an amount in excess of four percent (4%) existed prior to July 1, 2021; and

WHEREAS, the Town of Ashland City, Tennessee currently imposes a hotel-motel tax in the amount of two- and one-half percent (2.5%) of the consideration charged by the operator; and

WHEREAS, the Mayor and Council of the Town of Ashland City, Tennessee would like to increase the current imposed hotel-motel tax of two- and one-half percent (2.5%) in accordance with TCA §67-4-1402 at four percent (4%).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that a four percent (4%) hotel-motel tax shall be imposed; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon final passage, the public welfare requiring it.

First Reading: September 21, 2021
Public Hearing: September 21, 2021
Second Reading: October 12, 2021

ATTEST:

Mayor Steve Allen

City Recorder Alicia Martin, CMFO

SURPLUS PROPERTY NOMINATION FORM



TOWN OF ASHLAND CITY, TENNESSEE

Department: Parks & Recreation

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

Item: 2013 Toro Mower

Description: 72" ZTR Diesel Mower

Serial Number: 1328427

Age: 9 years old Asset Number: None

Estimated Remaining Useful Life (Years): 6 years

Purchase Price: \$12,000.00 Current Estimated Value: \$5,000.00

Reason for making the nomination: Mower has been replaced with a new one. Mower will be listed on govdeals.com

Signature: Scott G. Sampson

Date: March 30, 2022

GREER COMMUNICATIONS, INC.

661 HORACE CROW DRIVE
 CLARKSVILLE, TN. 37043
 PHONE# (931) 645-6358
 FAX# (931) 645-1240

QUOTE

DATE	W.O.#
1/13/2022	79105

NAME / ADDRESS
ASHLAND CITY POLICE DEPARTMENT 233 TN WALTZ PARKWAY ASHLAND CITY, TN. 37015

P.O. NO.	TERMS	Serial Number	PROJECT	Model Number
	Net 30			

ITEM	DESCRIPTION	QTY	COST	TOTAL
NX-5300K2	UHF PORTABLE RADIO (450-520 MHZ), 5.0 WATTS NXDN CONVENTIONAL, STANDARD KEYPAD, TO INCLUDE KRA-27 ANTENNA, KNB-L2M LI-ion 2600mAh (Standard) BATTERY, KSC-32 CHARGER, KBH-11 BELT CLIP	12	849.30	10,191.60
PROGRAMMING	TUNING & PROGRAMMING OF RADIO WHEN PURCHASED	12	28.13	337.56
KMC-72W	MIL-SPEC, IP54/55/67 NOISE-CANCELING SPEAKER MIC, COMPATIBLE WITH NX-5300/NX-300/NX-3300	12	80.10	961.20
TOTAL				\$11,490.36



Bid Tabulation

Road Pavement Resurfacing

Bid Opening: 03/11/2022 at 10:00a.m.

Company Name	Bid Totals
1. Sessions	258,990
2. TN Valley	204,900
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



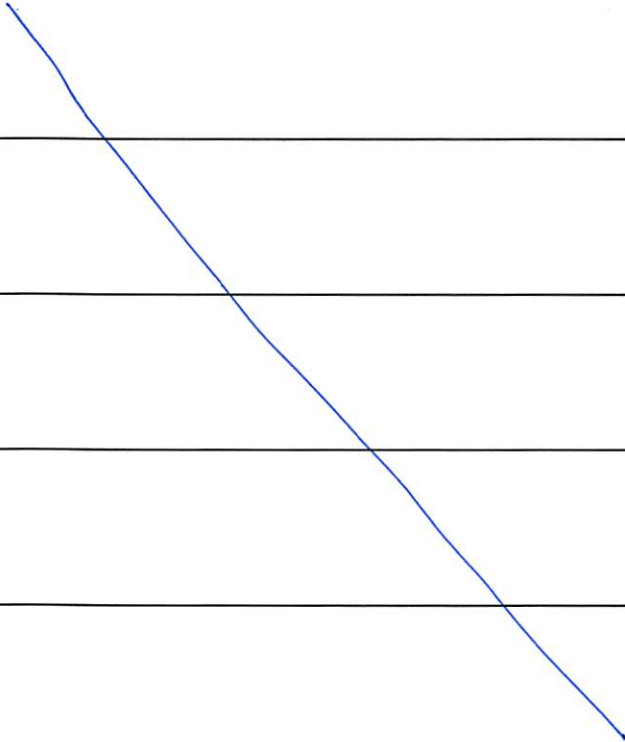
Bid Tabulation

ADA Improvements for Johns Park

Bid Opening: 04/01/2022 at 10:00a.m.

Company Name	Bid Totals
1. <i>Marcor Construction</i>	<i>77,169.45</i>
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

TOWN OF ASHLAND CITY
SEWER REHABILITATION
BID DATE: 3/8/2022
BID TIME: 2:00 P.M. , C.S.T.

CONTRACTOR	BASE BID
BLD Services, LLC TN Lic # 61980	\$ 3,179,406. <u>95</u>
Bobby Luttrell & Sons, LLC TN Lic # 55481	\$ 2,585,487. <u>50</u>
Gulf Coast Underground TN Lic # 68834	
Insituform Technologies, LLC TN Lic # 42362	
Vortex Services, LLC TN Lic # 66806	