



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

March 02, 2021 6:00 PM

Minutes

CALL TO ORDER

Mayor Allen called the meeting to order at 6:02 p.m. "I am Steven Allen, Mayor for the Town of Ashland City, and I hereby call to order the March 2, 2021 City Council Meeting of the Town of Ashland City. Due to the COVID-19 pandemic, and in accordance with Governor Bill Lee's Executive Order, this meeting is being conducted with limited physical public access. The meeting is being made available however to public via live video stream on the Zoom application. The meeting is being done by electronic means to protect the public health, safety, and welfare of the City's citizens in light of the COVID-19 pandemic."

ROLL CALL

PRESENT

Mayor Steve Allen
Vice Mayor Daniel Anderson
Councilman Tim Adkins
Councilman Gerald Greer
Councilman Roger Jackson
Councilman Chris Kerrigan
Councilman JT Smith

APPROVAL OF AGENDA

Ms. Reed requested some additions be added to the agenda: Urban Growth Boundary Conflict of Interest Statement, No Change Affidavit for Title VI, and Tyler Agreement for Property Taxes. A motion was made by Councilman Adkins, seconded by Vice Mayor Anderson, to approve the agenda with the requested additions. All approved by voice vote.

APPROVAL OF MINUTES

1. February 2, 2021 Workshop Meeting Minutes

A motion was made by Vice Mayor Anderson, seconded by Councilman Adkins, to approve the February 2, 2021 Workshop Meeting Minutes. All approved by voice vote.

REPORTS

2. Fire, Codes and IT Report

Chief Walker reported they staffed up this weekend and did not have many calls with the rain event. Further, Codes has been busy with development questions. Chief Walker stated he would request Chief Noe to give the IT report. Deputy Chief Noe stated as far as IT the biggest concern lately has been the move. To expand on that, on Friday the 19th they will be moving the server and an air conditioner into the IT room at Public Works. He confirmed Peace Communications is in all city locations now and they have done some maintenance on some emails and are working on disaster recovery with Dell currently.

3. Police Department

Deputy Chief Jason Matlock reported February was a steady month with several arrests. They have met about the upcoming marathon. He also stated he has a couple of items to add for surplus property for next week and will get that paperwork turned in tomorrow.

4. Senior Center

Ms. Melissa Womack stated they have gone from having two (2) or three (3) people a day to having thirty-three (33) a day. Further, with them having been vaccinated they are more comfortable to come out. She stated she received a call from the state and we will be holding

vaccine clinics March 11 and March 16 from 9:00 a.m. to 4:00 p.m. administering the vaccine. You do not have to be a member of the Senior Center to get on the list to get a shot and you would just need to call and get on the list. Councilman Greer questioned the phone number to call in and get on that list. Ms. Womack responded (615)792-3629. She stated she has passed along to the mayor a notice and she will be retiring at the end of the fiscal year on June 30th.

5. Court Department

Ms. Anita Justice-Kokowski reported that court will be held at the Sycamore Square Conference Room and other than that everything is going pretty smooth. They will be starting back court on April 1.

6. Parks Department

Mr. Scott Sampson reported the marathon will be on Saturday starting and ending at Riverbluff Park. There are about one hundred and fifty (150) runners signed up. Food commodities distribution will be tomorrow morning. The Parks Advisory Board is planning an Earth Day event for April 17 to plant flowers at Turkey Junction and are also working on hosting a Movie at Riverbluff Park April 24. He stated sports are starting up in mid March and softball and baseball are still taking signups.

7. Public Utilities/Works

Mr. Clint Biggers reported the guys did a great job during the snow plowing and such during the snow event. Further, they did have three (3) main leaks which have been repaired. He stated he met with the developer last week and they are working on connecting Skyview and Annette Drive may be able to do so by the end of the year. He reported Fairgrounds Road did not flood this weekend for the first time in years and credited this to the new culvert was installed.

8. Financial Director

Ms. Gayle Bowman stated she emailed financial reports. She further stated with the ice problems we had last month and having to cancel she would like request to have two (2) budget meetings this month. She reported we have received all of our Tennessee CARES grant money and with that the budget is looking good except fire will be asking for a budget amendment for them due to staffing during COVID. She discussed the Governor is working on another grant for next fiscal year. Ms. Bowman thanked her staff for getting payroll ran the week of the snow and ice as well as the fire department for helping with transportation during that time. She stated they are currently slammed with property taxes and catching up from being out due to ice. Councilman Adkins questioned the money from the state and how that can be spent. Ms. Bowman stated they have already been discussing ideas, but there are no known requirements for spending at this time.

9. City Recorder

Ms. Kellie Reed reported tomorrow she will have a meeting with Josh Wright to get the bid packet together at least as much as possible. They will also be talking to Vance Hamilton to discuss wrapping things up and getting everything finalized. She stated she talked to Vance today and he stated things are in order to be able to lock in the rate by the end of this month. She stated she completed the financial feasibility reports for both the City Hall and Fire Hall and they have been submitted to USDA. Vice Mayor Anderson questioned if we have submitted all the documentation. Ms. Reed stated she is waiting on one bank letter for comparison of rates, which is a requirement. Further, the Native American Tribes have been notified again as required and one (1) has responded with no issues. After much discussion Ms. Reed stated she is working on it and keeping the pressure on USDA to try to keep this moving.

OLD BUSINESS

10. Caldwell Park Discussion

Mr. Sampson stated Jennifer is working on finalizing this so if Council would like to sell the property. Mayor stated what everyone needs to be thinking about is the price and there are two (2) ways we can do this either by sealed bid or by public auction. If we can next week I would like to decide a minimum value.

11. Sale of City Hall Discussion/Agreement

Ms. Reed stated that Ms. Noe requested this be added to the agenda and she will be asking for approval next week. Further, the closing date in the agreement is for April 15. Councilman Jackson questioned when he will see the agreement. Ms. Reed stated it is in the packet.

12. Budget Amendment

Ms. Bowman stated this the second reading on the budget amendment which includes the emergency expenditure and phase one (1) of the Trail Grant.

13. Ordinance: Rezone Subdivision

Chief Walker explained the area this is located, and this was discussed years ago; however, was not properly recorded and therefore we have brought this back up to properly rezone and record.

14. Updating Title 18: Allow landlords temporary water reconnection

Ms. Bowman stated this is the second reading on this one and allows the landlord to pay a fifty dollar (\$50) connection fee initially but when reconnected they will not be required to pay that fee. Councilman Greer questioned the grace period. Ms. Bowman stated it was decided last month for up to one month.

NEW BUSINESS

15. Meals on Wheels Discussion

Mayor stated this has been an issue and if anyone has contacted you about this lets discuss this now. Vice Mayor Anderson questioned if Mid-Cumberland was ever notified about the issues. Ms. Womack stated they were notified several times as well as GNRC and nothing was ever done about it. Ms. Womack stated it was not a case of it being a bad program, but was a case of mismanagement and not cooperating with our program. Ms. Womack further stated the advisory council discussed the issues and they concluded it is better they are no longer operating out of the Center. Mayor said when he sat down with Ms. Womack and she discussed the issues and the various problems which is why he asked them to vacate. After much discussion Vice Mayor Anderson questioned if we as a city reached out to Mid Cumberland for a solution. Ms. Womack stated she did. Vice Mayor Anderson stated he hates to end the program without looking at all the options. Ms. Womack stated one of the biggest problems is the lack of space for their programming to work with our programming. She explained the programming schedule and conflicts with the Meals on Wheels programming considering the cleanup and set up issues. She stated at this time the Senior Centers are not allowed to have congregate dining. Councilman Kerrigan questioned if it is worth trying to resolve being there are space issues and the problems in the past. He further suggested contacting Mid Cumberland and advising why this isn't a feasible option for us to continue providing the facility. After much discussion Mayor stated this will be something that can be further discussed next week.

16. Ashland Farms Apartments Discussion

Councilman Jackson stated he ran across some notes he had where they were requesting ten thousand square foot of retail space as well as restaurants. He stated he spoke to Chief Walker about them not rezoning. Chief Walker stated originally it was in their plans, but they never got it rezoned to commercial for the retail. Further, they don't feel like the retail business is there to support it right now. It was already zoned R-4 and anything that is already zoned properly doesn't require the developer to go before council. Vice Mayor Anderson questioned the vacant retail spaces at Owens Place. Chief Walker responded there are about three (3) and Mr. Morrow struggles keeping them occupied.

17. Drug Free Workplace Application Renewal

Ms. Reed stated this is an annual agreement that certifies us on our Drug Free Workplace. This is certified through the state and is part of the application process.

18. Amend Servline Agreement

Ms. Bowman stated this is the insurance for the water customers. The agreement really isn't changing, but their underwriter is being changed.

19. Amend Appendix 1 of Resolution 2020-04

Ms. Reed stated this is Health and Safety Resolution and the appendix showing the locations for city buildings and the number of employees at each location. Further, with the move this needs to be corrected.

20. Ordinance: Establishing Public Arts Commission- Title 2 Chapter 4

Mayor stated he was approached by a couple of people who have requested we have this in Ashland City. He requested everyone's thoughts and ideas. Councilman Adkins questioned what they will do. Councilman Greer responded this will be for all the arts and will not just be for art shows. Further, this is one of the things cities use to attract businesses. He stated he would like to be involved. Ms. Reed stated she has done a little bit of research and has pulled some documentation. She stated she would like to talk to some of the people that were interested in forming the committee to discuss purpose and goals.

21. Update Title 8 Chapter 1: Alcoholic Beverages

Ms. Reed stated Ms. Noe requested this be on the agenda and this is to update the title with the new law changes. Further, she is working on this and hopefully will have something to add to the packet for next week.

22. Updating Title 14 Chapter 1: Municipal Planning Commission

Ms. Reed stated this is to update the Planning Commission and when the Parks Advisory Board was passed she discussed this will need to be updated as well. Further, state law dictates how the commission operates. Ms. Reed stated we have several openings for Planning Commission and Board of Zoning and Appeals as some of the terms have expired, but if anyone knows anyone that would like to get involved please let us know so they can be considered.

23. Urban Growth Boundary

Ms. Reed stated Ms. Noe talked about this this morning at the Department Head Meeting, but she asked this be added to the agenda for approval on the conflict-of-interest statement. Mayor stated this will come from the state to balance out the districts due to the population. Mayor stated the county will be required to do this as well as the cities.

24. Title VI No Change Affidavit

Ms. Reed stated she received this yesterday and they want it back within five (5) days which is why she requested it be added to the agenda. Further, this is a requirement of the Title VI program.

25. Tyler Agreement- Property Taxes

Ms. Bowman stated this is an online payment for property taxes. This will be a yearly fee of nine hundred dollars (\$900).

SURPLUS PROPERTY NOMINATIONS

Deputy Chief Matlock stated they have three (3) military surplus items that are approved to sell now and we can get them cleaned up. He further discussed the items they will be requesting to be surplus: skytrak, mobile kitchen, and cargo truck.

EXPENDITURE REQUESTS

26. 40 x 80 Metal Pole Barn

Chief Walker stated there are three (3) fire engines still at City Hall and they will need to be moved soon. They would like to build a metal pole barn at the training grounds for them to be placed there for storage. He stated he thinks he has the cost covered, but is requesting permission to bid.

27. Emergency Expenditure

Ms. Bowman discussed the emergency expenditure and how the cost has been reduced to eight thousand seven hundred dollars (\$8700).

OTHER

Mayor stated he met with Architect Josh Wight along with Chief Walker and Scott Sampson and was introduced to two (2) civil engineers. He stated they took them to the property and had a good discussion about the potential for ball fields and such at the new property. Councilman Greer stated it would be wonderful if donors stepped forward and sponsored an amphitheater down there.

Vice Mayor Anderson questioned the watershed on the ballfields behind Ashland City. Mr. Biggers stated he would take Neal Westerman over there tomorrow to look at it. Ms. Bowman stated they will be closed to customers tomorrow afternoon in order to get things moved out of City Hall.

ADJOURNMENT

A motion was made by Vice Mayor Anderson, seconded by Councilman Kerrigan, to adjourn. All approved by voice vote and the meeting adjourned at 7:37 p.m.

MAYOR STEVE ALLEN

CITY RECORDER KELLIE REED, CMFO, CMC

DRAFT