



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

December 01, 2020 6:00 PM

Minutes

CALL TO ORDER

"I am Daniel Anderson, Vice Mayor for the Town of Ashland City, and I hereby call to order the December 1, 2020 Workshop 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

Vice Mayor Daniel Anderson
Councilman Tim Adkins
Councilman Gerald Greer
Councilman Roger Jackson
Councilman Chris Kerrigan

ABSENT

Mayor Steve Allen

APPROVAL OF AGENDA

A motion was made by Councilman Kerrigan, seconded by Councilman Greer, to approve the agenda. All approved by voice vote.

APPROVAL OF MINUTES

1. November 3, 2020 Workshop Meeting Minutes

A motion was made by Councilman Adkins, seconded by Councilman Kerrigan, to approve the November 3, 2020 Workshop meeting minutes. All approved by voice vote.

REPORTS:

2. Fire, Codes and IT Report

Chief Chuck Walker stated it was a busy month in the fire department as far as the calls that were answered. Codes is staying busy and the IT report was sent out. He stated most people are healthy right now and only one is out due to exposure.

3. Police Department

Chief Kenny Ray stated they are staying busy and he is currently out due to being exposed. He stated there were seven (7) or eight (8) drug arrests out of the hookah bar Saturday night and this may need to be addressed further later on.

4. Court Department

Ms. Anita Justice stated the police department is keeping them busy and everyone in her office is healthy.

5. Parks Department

Mr. Scott Sampson stated tomorrow is the commodities distribution down at Riverbluff Park. Saturday the Cheatham County Literacy Association is doing a walk at the walking track. The surface is has been installed and the shade structure will begin soon. He further stated the department has began putting up Christmas lights down at the park. Councilman Adkins questioned the parade Saturday. Mr. Sampson responded it will be on Saturday night and Ms. Reed will discuss this further.

6. Public Utilities/Works

Mr. Clint Biggers stated today is his first day back. Further, the Christmas float is ready. He stated they installed a fire hydrant on Skyview Drive at the dead end. The new sewer plant entrance is complete now and if anyone goes to the sewer plant it is accessed through A.O. Smith now. He stated they are installing the Christmas lights and should be done with that soon.

7. Financial Director

Ms. Gayle Bowman stated she sent out financial reports through email and they are full staffed. They are working on the TCRS project, the audit, as well the business as usual.

8. City Recorder

Ms. Kellie Reed stated she has been busy last couple of weeks working through some issues with Ms. Gayle and Ms. Jennifer. She stated she has been working a lot on the parade this week. Currently there are twenty seven (27) entries so far seventeen (17) of which are floats. The parade will be live streamed to Facebook and will be emceed by Mr. Jeff Bennett. We have asked that everyone follow CDC guidelines with social distancing, masks, and we have also asked participants not to throw out candy this year to help reduce risk.

9. Senior Center

Ms. Melissa Womack reported everything is going well at the center. Things are slow with the numbers in COVID going up, but they have several things going to give cheer for the holidays. She further stated she has several things on the agenda tonight.

OLD BUSINESS:

10. Council Vacancy Interviews

Vice Mayor Anderson stated basically this is on the agenda to determine what the council wants to do if it needs to be deferred or if they would like for the candidates to be on the call for interviews. Councilman Greer stated if everyone isn't on for the meeting he thinks it should be deferred. He specifically stated he would like the mayor to be on the call. City Attorney Ms. Jennifer Noe stated she has reviewed the charter and it is fine to postpone to January, but we will just need a formal vote next week. She stated if it is voted on in January the candidate can be sworn in by either Judge Stinnett or Kellie that night and take their position immediately. Vice Mayor Anderson questioned if the candidates would then need to be at city hall in order for that to occur. Ms. Noe responded yes if that is what council wants to do or they could take the position in February. Councilman Greer stated that is the way it was done two (2) years ago when Ms. Awilda was appointed. Ms. Reed questioned if it would be ok to tell the candidates it is ok for them to not be on the call next week. Vice Mayor Anderson stated yes, as long as no one else has any questions. Everyone agreed.

11. Resolution: Alley Abandonment

Ms. Noe stated she has been in contact with them and the attorney that represented Community Bank and Trust stated something was recorded. She stated she is researching this further and hopes to have an answer next week.

12. Ordinance: Rezone Request: R4PUD to R4- Peach/Main Street - Map 49J Parcel 1, 1.01, 4

Vice Mayor Anderson stated this is for second and final reading and we will get Mr. Steven Riegler on the call next week if anyone has any questions.

13. Amend Title 12, Chapter 1: Section 12-101. Standard Codes Adopted

Vice Mayor Anderson stated this will be for second and final reading next week and if anyone has any questions we can discuss those now.

NEW BUSINESS:

14. GNRC CARES Act Agreement

Ms. Womack stated GNRC had originally given us twenty one thousand fifty dollars (\$21,050) for the food program they are now giving us an additional amount to increase that program. There is also eighteen thousand five hundred (\$18,500) for technology updates that will be to pay for the my Senior Center program which will allow the users to scan a key pad to sign in to the center. There is also a feature where they can do shout outs where seniors can be notified of different things going on in the center. Councilman Jackson questioned if the

senior citizens will be skilled enough to use that card. Ms. Womack stated they will help the seniors to utilize the technology. Vice Mayor Anderson stated I believe you covered the my Senior Center Agreement as well. Ms. Womack replied yes sir, all of this goes hand in hand.

15. GNRC CARES Act Agreement

16. my Senior Center Agreement

17. CSR Environmental Agreement

Vice Mayor Anderson stated this is for the environmental study for the City Hall and Fire Hall. Further, this was originally contracted with GNRC and they didn't complete the work. Ms. Reed stated we contracted with GNRC because of the requirement with the USDA loan. The lady that was doing the environmental study is no longer employed at GNRC and didn't get the work completed. Further, we reached out to CSR and they will be able to complete the work in a more timely manner which is why we are seek approval for this agreement. Vice Mayor Anderson questioned if Ms. Noe has reviewed the agreement. Ms. Noe confirmed she has already reviewed it and it is good. Vice Mayor Anderson questioned if this is the only thing holding us up. Ms. Reed stated there was some other paperwork that needed to be completed, but now it has been turned in so this is the next step. Vice Mayor Anderson questioned if as soon as we approve this they will get started. Ms. Reed stated she has spoken to them several times and they have already gotten started somewhat and are hoping this will be approved next week.

18. Waste Connections Agreements

Vice Mayor Anderson stated this is for the dumpsters at the locations. Mr. Biggers confirmed and stated the last contract they had was signed by Gary Norwood and by updating this contract it will lessen the cost of this service after we approve the agreement.

19. Resolution: Updating Employee Manual Section III. Leave: Legal Holidays

Vice Mayor Anderson stated the department heads have discussed this at their meeting and have requested Election Day, Columbus Day, and New Years Eve be added as holidays to the employee manual. Vice Mayor Anderson questioned if sometime back we traded some days. Ms. Reed stated yes, sometime back a day was traded for the day after Thanksgiving. Vice Mayor Anderson stated he believes it was Columbus Day. He further stated so we are just going to add these days as paid holidays. Ms. Reed confirmed yes, that is the proposal.

20. Resolution: Updating 2020-10 Families First Coronavirus Response Act

Ms. Noe stated we currently have this in effect, but it will expire December 31 or whatever date the federal government extends it. She stated she wanted to bring it to everyone's attention, but we don't know what will be done with it federally. Council can extend this if they so choose since we have had several employees out under this policy. Vice Mayor Anderson questioned if this is where the employer will pay for the leave if an employee is positive. Ms. Noe stated yes or is exposed they will receive up to eighty (80) hours of administrative leave.

21. Resolution: Community Development Block Grant

Vice Mayor Anderson stated it looks like we will need to defer this. Ms. Reed stated we have applied for this grant twice and have barely missed the cutoff point. The plan currently is to apply for this grant next fiscal year and see if we can make the cut. What we applied for last year were to replace all the pumps and it has been suggested that if we reduce the amount of money we apply for we will be awarded it this next time. We are working the details out on applying for half the number of pumps to reduce cost. She stated we will be asking for a deferral on this in order to get the cost straightened out. Councilman Jackson questioned if it is the sewer pumps or lift stations and how many need to be fixed now. Mr. Biggers stated yes it is the sewer lift stations and there are six (6), but they will keep working until we can see about getting this grant. Councilman Jackson and Mr. Biggers discussed issues with oil and grease.

22. Ordinance: Fiscal Year 2020-2021 Budget Amendment #3

Ms. Reed stated this is additional money for the CARES act grant, TCRS project, and we have been awarded of the Community Transportation Planning Grant to add the funds of this grant to

the budget. She further stated the paperwork will be finalized and added in the packet by the end of the week.

23. Marketing/Mayor Assistant Position

Ms. Bowman stated this position is being proposed since the event committee has been eliminated and the parks committee has taken over. Further, with the mayor needing help also they came up with a position they thought would work. The mayor assistant part will be flexible in order to attend meetings, keep his calendar, answer emails, and keep him on track as to things that he needs to handle. In addition, they will handle filing and administrative work. Ms. Womack stated the marketing portion of this will cover helping to boom the businesses in Ashland City, helping with events, attending Chamber meetings and functions. This position could get much more involved with the chamber and be able to answer questions instead of sending them to the chamber. Councilman Jackson questioned what the Chamber is doing and why this wouldn't fall under something that they would need to do. Ms. Womack responded this would be to have a representative of the city who works with the Chamber to ensure the city is getting as much business as possible. After much discussion, Ms. Bowman stated they were looking at twenty dollars (\$20) an hour twenty-five (25) hours a week. Ms. Womack stated this person would be able to greet new businesses as this is something she has been doing for the last four (4) years. Ms. Bowman stated this is being put out here as a need, but if it is a fulltime person there will need to be additional monies added to the budget. Councilman Adkins stated he recognizes and understands the position, but when the events committee was eliminated he specifically asked about putting this responsibility on the parks committee and if it could be looked at again at budget time. Vice Mayor Anderson requested it be worked up for what it would cost for a fulltime position salary, benefits, job description and then come back in a month or so. Ms. Womack stated it will be just a couple of months when we work on next year's budget.

OTHER.

None.

ADJOURNMENT

A motion was made by Councilman Greer, seconded by Councilman Kerrigan, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 6:50 pm.

VICE MAYOR DANIEL ANDERSON

CITY RECORDER KELLIE REED, CMFO, CMC