



## **TOWN OF ASHLAND CITY**

### **Regularly Scheduled Workshop Meeting**

### **February 02, 2021 6:00 PM**

### **Minutes**

---

#### **CALL TO ORDER**

Mayor Allen called the meeting to order at 6:00 p.m. stating, "I am Steven Allen, Mayor for the Town of Ashland City, and I hereby call to order the February 2, 2021 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**

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

#### **OATH OF OFFICE**

Ms. Kellie Reed read the oath of office as Councilman JT Smith repeated the oath.

#### **APPROVAL OF AGENDA**

A motion was made by Vice Mayor Anderson, seconded by Councilman Jackson, to approve the agenda. All approved by voice vote.

#### **APPROVAL OF MINUTES**

1. January 5, 2021 Workshop Meeting Minutes

A motion was made by Vice Mayor Anderson, seconded by Councilman Greer, to approve the minutes. All approved by voice vote.

#### **REPORTS**

2. Fire, Codes and IT Report

Chief Walker stated everyone should have received an email with the reports. He reported they answered eighty-eight (88) calls for the Fire department for the month of January. Further, the Codes department have a lot going on with the boat factory added on and the hotel opening late summer. In addition to the IT report, Jake and Derek have been busy with the process of moving out of City Hall. They have taken on their normal load and then have taken on a lot extra with the move. Councilman Jackson apologized about his reaction to the building at Fire Station II. playground structure. He further stated he would like to see some lights installed out there and thinks the poles should be decorated with some educational artwork. Chief Walker stated Scott has been working hard out there and they have some plans for some things next budget year. Councilman Adkins questioned lighting. Chief Walker stated he was worried about bugs, but they will definitely look at it. Councilman Jackson suggested the yellow lights and sensors for it to come on only when someone is utilizing it. Vice Mayor Anderson stated he discussed it with Scott and there are lots of options he can look into. He further suggested discussing with the Art teachers in the schools helping with the décor. Mayor suggested having

kids help. Councilman Adkins stated he would reach out to the teachers and see what can be done.

3. Police Department

Chief Kenny Ray stated they have been emailed the report and they have been busy and are in the middle of getting the accreditation recertification. Councilman Adkins questioned the hookah bar and if there are any updates. Ms. Reed responded there are new owners and they applied for a new ownership permit. Further, there will be a Beer Board Meeting next month before the Council Meeting. She explained they will not be able to sell beer until the permit is approved; however, they can open as long as they have a CO and their occupancy is good. They can also sell liquor if they get a license from the ABC for liquor by the drink.

4. Court Department

Ms. Anita Justice stated they are not having court until April and they are busy rescheduling everyone. Vice Mayor Anderson questioned the backlog from all this. Ms. Justice stated right now they are setting first appearances for September, but they are going to start having court once a week until they are caught up.

5. Senior Center

Ms. Melissa Womack stated they are open and in the middle of February they are bringing back evidence based programs that were cut before Christmas due to high numbers. She stated they have received the My Senior Center Equipment is installed and training is scheduled for Friday.

6. Parks Department

Mr. Scott Sampson reported the Parks Advisory Board met last Tuesday night and the soccer and softball representatives were present. The representatives advised they are planning to have a season this Spring. He stated the Board would like to hold an Earth Day event maybe planting flowers along trail or something of the sort. They are making plans for a movie in the Park on April 24. They replaced lighting on the courts have been replaced as of last week. The NEPA phase will be starting on the trail grant soon. He reported meeting with the Corp about a crossing over Puzzlefoot Creek.

7. Public Utilities/Works

Mr. Biggers reported everything going well and the move has been completed to Public Works from City Hall. He stated they are pretty much done with remodeling for now. The taps on Bellstreet have been started. The lights out at Walmart have been changed to LEDs now and they hope this will help with electric costs. He reported the box culvert in ground at Fairgrounds is in the process of being replaced and the red light is almost done.

8. Financial Director

Ms. Gayle Bowman reported January was a busy month and the 1099, ACA reports and, W2 reports have been mailed out. She stated the audit has been completed as of today and she should have paperwork do discuss with you at the budget meeting. She sent an email on Saturday with budget detail information. She reported the TCRS project is still going and they are starting the budget process for 2022.

9. City Recorder

Ms. Kellie Reed informed the Council she has received a new Beer Board application and they will need to have a meeting next month. Further, we have been approved to have meetings at David McCullough Room. The Christmas presentation for the Parade Awards, recognition for Alicia Martin receiving her CMFO certification, and recognition for Ms. Lisa Walker for her tenure serving on City Council have all been completed and the videos have been posted on Facebook. She reported PEP will be here tomorrow to look at some of the properties and OSHA will be here as well working with Public Works on inspections. She reported she has spoken to Vance at USDA and wanted to clear a few things up. We have not locked in our rate for City Hall at this time. The current interest rate is 2.125% and Vance is confident we can get this rate locked in before it changes at the end of March. She stated she has some reports to get to USDA for us to be able to lock in the rate. Further, she has been working on interim financing for the Sewer Treatment Plant project with Clint. Councilman Greer questioned if we have an approximate date when the building will begin. Ms. Reed responded no we are waiting on the review on engineering reports as well as the Native American Tribes for the environmental. Once everything is complete they will come back to council with a resolution to

lock in the rate and they may request a Special Called Council Meeting in order to get this done. Vice Mayor Anderson questioned the bid documents. Ms. Reed stated once the funds are obligated they will engage bond council as well as begin working on the bid documents as certain verbiage is required. Vice Mayor Anderson stated he would like for the city to have everything in order to keep things moving forward. Ms. Reed responded we are pushing to try to get the ball rolling more. She explained we will be getting the most bang for our buck with USDA and we are getting some good grant money for the Fire Hall along with using this funding. She stated she is on it and everyone else is too.

## **OLD BUSINESS**

### **10. Caldwell Park Discussion**

Mr. Sampson stated he pulled some info from the Cheatham County GIS website which includes an appraisal. He further stated he wanted to share this with everyone. City Attorney Jennifer Noe stated there were a few changes from the surveyor and it has been sent to the other attorney. She stated she received a call from JT Terrell who let her know there is someone interested in the property and she explained the process for the sale of the property. Mayor stated he understands there are two (2) different people interested in the property. He clarified it will be up to Council if the process will be completed by sealed bid or a live auction. Vice Mayor Anderson questioned putting a reserve on it. Ms. Noe responded yes.

### **11. Sale of City Hall Discussion/Agreement**

Ms. Noe stated since we had the change in plans we discussed going ahead and making the vacating a permanent fix. She stated she has spoken to the county attorney and county mayor. The biggest issue was where to hold court and council meetings, but she believes this has been handled. She discussed some of the changes and stated they are looking at closing sometime in April. She confirmed the generator at City Hall will stay at City Hall as part of the agreement.

### **12. Ordinance: Rezone Request C-2 to R-3: 116 Washington Street Map 049 N B Parcel 1.00**

Ms. Reed stated this is for second and final reading. She further explained this was part of the downtown overlay district and will be going from C-2 to R-3.

### **13. Ordinance: Rezone Request PO-PUD to R-4PUD: Highway 12 Map 64 Parcel 11.01**

Ms. Reed stated this is for second and final reading next week and Mr. Hussein discussed this last month. Originally it was planned to be for office space and he has decided to change it to be residential.

## **NEW BUSINESS**

### **14. Badgepass Renewal Agreement**

Ms. Reed stated this is an annual agreement for the door locks for the city buildings and it has been sent to Ms. Noe for approval.

### **15. Fireworks Contract Agreement for Summerfest**

Mr. Sampson stated this is the fireworks contract for Summerfest and Ms. Noe has made some changes. Ms. Noe stated she needs to get with Mr. Sampson in regard to some further changes she would like to make to the agreement.

### **16. Resolution: Cooperative Purchasing Agreement**

Ms. Reed stated this is a resolution to participate in a national purchasing contract. We have done this in the past and when we utilize the contracts we are required to pass a resolution. Ms. Reed further stated Chief Ray has requested to utilize a national purchasing contract which is why this is being presented. Vice Mayor questioned if it is like US Communities. Ms. Reed responded yes, the only time we have to use this type of resolution is when it is not a State of Tennessee contract. Chief Walker stated we used a national contract for the last two (2) fire trucks. Ms. Reed stated when we utilized the contract for the fire truck we had to go through this process.

### **17. Budget Amendment**

Ms. Reed reviewed the additions contained in the budget amendment and asked if there were any questions.

18. Resolution: Temporarily allow variances under the current Sign Ordinance  
Ms. Reed stated when COVID hit we allowed businesses to have a temporary variances under the current sign ordinance. Further, this expired in January and this is for discussion to see if council wanted to extend this for possibly six (6) months to one (1) year.
19. Ordinance: Rezone Subdivision  
Ms. Reed stated this was discussed at Planning Commission and this is for a subdivision that was approved at the Planning Commission meeting. The property owner was under the impression all this had been handled back when the property was purchased. After she and Jason McClain investigated it further they could not locate or verify this and with the flood they were concerned some of the paperwork had been destroyed. As such they all agreed to put this before the Planning Commission to try to correct the issue and clear everything up. Further, Planning Commission approved the subdivision and rezone. Further, the subdivision has been recorded and the packet includes the drawing with the request for the rezones listed.
20. Updating Title 18: Allow landlords temporary water reconnection  
Ms. Bowman stated this is something we brought to council before, but it did not pass and this would be a benefit for the landlords. The landlord would pay the first time and then the renter would turn it on in their name; however, once they move out it would allow the landlord to turn on the water for clean up temporarily. She stated a time period would need to be determined by council. This has been requested by several landlords. Vice Mayor Anderson stated he would like to help out the renters. Ms. Bowman stated the landlords have requested this several times which is why it is being brought back up. Councilman Adkins stated he had a landlord reach out to him and he thinks it would be a good idea to consider it. Ms. Bowman explained how they would be billed for the water consumption.
21. Resolution: FEMA Firefighter Equipment Grant  
Chief Walker stated we normally apply for this grant every year and they are asking for permission to apply for this grant. He stated they have several bottles that need to be taken out of service. We are asking for thirty-five (35) breathing apparatus for our front line trucks. If they are awarded the grant the match will be five percent (5%) which will only be twelve-thousand dollars (\$12,000). We have asked in years past and have not received it but we would like to try again this year.

## **SURPLUS PROPERTY NOMINATIONS**

22. Surplus Christmas decorations  
Mr. Sampson stated this is for decorations we have not utilized in several years and he would like to get rid of them.
23. Surplus IT Equipment  
Chief Walker stated last year and the year before we have replaced several computers. Further, we would like to surplus and donate to some non profit organizations that are in the county that are interested in using them after we take out the hard drives.
24. Surplus Equipment  
Chief Walker stated in the move to get out of City Hall we have several old pieces of equipment that are old and do not work we are hoping to surplus.

## **EXPENDITURE REQUESTS**

25. Polaris Ranger XP 1,000  
Chief Ray stated the one they currently have is getting worn out and they want to replace it now. Further, they have the money and want to just move some things around and use money we have in the budget. He stated there is no state contract for it now which is why we are asking for the other.
26. Emergency Purchase Notification  
Ms. Bowman stated this is part of the budget amendment we are estimating it to be twenty-thousand dollars (\$20,000). It also covers the two (2) storage trailers. The environmental was an agreement that went to Jennifer for quick approval. Bills so far are significant and Chief Walker will be talking to them to see if this is correct and possibly negotiate this some.

## **OTHER**

Councilman Kerrigan questioned if there have been any changes for Beer Permits at the Park. Ms. Noe stated we changed our ordinance when we had a brewery interested in coming to town, but she would have to look if we made any changes for special events.

Mayor stated there has been a lot going on between the move and people inquiring about land purchases to bring business in Ashland City. He mentioned they are moving dirt down at the berm.

Councilman Kerrigan questioned if we can address who is responsible for the red light as we did not engineer the light. Mayor stated the truck drivers who know how to drive don't have any problems.

Chief Walker stated they are suppose to have a traffic plan meeting within the next couple of weeks in regard to the shut down for the berm.

Councilman Greer questioned who he would need to talk to about a two (2) day music festival. Mr. Sampson stated he has spoken to the lady who is planning the event and they are discussing the details.

### **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 7:08 p.m.

---

MAYOR STEVE ALLEN

---

CITY RECORDER KELLIE REED, CMFO, CMC