



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
May 03, 2022 6:00 PM
Minutes

CALL TO ORDER

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

ROLL CALL

PRESENT

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

APPROVAL OF AGENDA

A motion was made by Councilman Thompson, seconded by Vice Mayor Smith, to approve the agenda with any additions and changes. All approved by voice vote.

APPROVAL OF MINUTES

1. April 05, 2022 Workshop Meeting Minutes

A motion was made by Councilman Greer, seconded by Councilman Adkins, to approve the April 05, 2022 Workshop Meeting Minutes. All approved by voice vote.

OLD BUSINESS

2. Court Discussion

Ms. Bowman stated that she received the report from MTAS and sent it to the council to review. Ms. Noe stated that they have all heard the pros and cons and now they have the report. Councilman Adkins asked if anyone had spoke to the County. Ms. Noe stated she had. Ms. Waller stated that she has spoke to the court clerk and the judge and both are concerned with taking on the workload. Councilman Adkins asked when a decision needed to be made. Ms. Noe stated the sooner the better. Ms. Bowman stated that if we do not make a decision it leaves court in limbo. Councilman Thompson stated that the numbers speak for themselves and we are losing money.

3. Ordinance: Amending Hotel/Motel Tax

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

Ms. Martin stated that this is to increase our Hotel/Motel Tax from the current two and one-half percent (2.5%) to four percent (4%). Councilman Thompson asked if this could be changed again next year. Ms. Noe stated that it could not and that this is the max.

4. Ordinance: Budget Amendment #8 (ADA Improvements)

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

Ms. Bowman stated that this will be the second and final reading. She stated that this is to appropriate funds for the ADA improvements at John's Park.

5. Ordinance: Rezone Request 064-011.01

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF ASHLAND CITY, TENNESSEE, BY REZONING PARCEL 011.01 OF CHEATHAM COUNTY TAX MAP 064, LOCATED ON HIGHWAY 12 SOUTH

Mr. Nicholson stated that this is for second and final reading. He stated that this is to rezone a parcel at Highway 12 and Caldwell Road from R4 PUD to R1.

NEW BUSINESS

6. Flex Time Discussion

Mr. Sampson stated that on March 23, 2022, all department heads received an email from the Mayor stating that flex time will no longer be allowed. Mr. Sampson read the email for the council and stated that some employees work a lot more than forty (40) hours each week. He stated that he worked 184 hours for Summerfest last summer and gave back 153 of those hours. Mayor Allen stated that flex time should only involve start and stop time. He stated that he would speak with MTAS. Councilman Kerrigan stated that we need to come up with a policy on it. Councilman Thompson asked if we could have something ready by the next meeting. Ms. Noe stated probably so and that there is currently no policy.

7. License Plate Detection Agreement

Chief Ray stated that this is an agreement with Flock Safety for license plate detection. Councilman Kerrigan asked if it could read the new plates. Chief Ray stated that it could. He stated that he sent it to Ms. Noe for her review. Ms. Noe stated that the last sentence of section 5.2 and everything but the last sentence of section 5.4 should be deleted. She stated that everything else was good. Councilman Adkins asked where these would be. Chief Ray stated at Walmart.

8. LIHWAP Agreement

Ms. Bowman stated that this is an agreement we have done with Mid Cumberland in the past and they are changing vendors. She stated that this is where we send customers to receive assistance on their water bills when they cannot pay. Ms. Bowman stated that it takes months to receive payment from them once we sign the promise to pay and the customers usually skip out and leave the city with outstanding accounts.

9. Oshkosh Agreement

Chief Walker stated that this is an agreement allowing the company we purchased the new fire engine through to monitor the truck through the internet. He stated that it may help in the long run if something goes wrong.

10. BadgePass

Ms. Martin stated that this is a new badge system that is cloud based. She stated that it would allow us to submit all information online and then a badge would be printed and mailed to us. Ms. Martin stated that new hires would receive a blank badge to use until their personalized badge arrives. She stated that the cost would be \$250.00 for the initial install, \$52.00 a month that could be charged annually, and \$7.00 per badge.

11. Cumberland Securities MA Agreement

Ms. Martin stated that this agreement would allow Cumberland Securities to speak to the City about bonds, notes, or other loans if needed. She stated that there is no fee unless a transaction takes place.

12. City Attorney Contract

Ms. Noe stated that she did not have anything in writing yet, but she will next week. She stated that she currently charges \$200.00/hr and is contemplating \$240.00/hr. Ms. Noe stated that she is on call 24/7 and her rate has not changes since she was first appointed.

13. Resolution: Updating Personnel Policies - Protective Footwear

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION IX, MISCELLANEOUS POLICIES: PROTECTIVE FOOTWEAR OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY Ms. Bowman stated that we are going through policies and getting them updated. She stated that this would change the amount spent on the boots and the amount of boots received per employee.

14. Resolution: Updating Personnel Policies - Dress Code

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION IX, MISCELLANEOUS POLICIES: DRESS CODE OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY Ms. Bowman stated that the policy is out of date and limited. She stated that this was given to the department heads and all gave their suggestions.

15. Resolution: Updating Section III Leave

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION III. LEAVE OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL

GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY Ms. Bowman stated that this would add in-laws and requirements for documentation.

16. Ordinance: Budget Amendment #9

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

Ms. Bowman stated that this was an amendment for the tornado sirens, but we cannot get it done in time. Councilman Thompson asked to proceed and make a deposit on it.

17. Ordinance: Amend Water and Sewer Rates

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE TO AMEND TITLE 18, CHAPTER 1, SECTION 18-107(1) OF THE MUNICIPAL CODE REGULATING WATER AND SEWER RATES FOR THE INHABITANTS OF THE TOWN OF ASHLAND CITY AND ALL AREAS SURROUNDING THE CITY THAT RECEIVE WATER AND/OR SEWER SERVICE FROM THE ASHLAND CITY WATER AND SEWER DEPARTMENT

Ms. Bowman stated that she went ahead and drafted an Ordinance in case the Council was sure about the increase. She stated that this would be one time only and then it would be the regular three percent (3%).

18. Ordinance: Amend Ordinance #551

AN ORDINANCE BY THE TOWN OF ASHLAND CITY, TENNESSEE TO AMEND TITLE 12, CHAPTER 1, SECTION 12-101 BY ADDING DCA6 RESIDENTIAL WOOD DECK CONSTRUCTION GUIDE BASED ON THE 2015 INTERNATIONAL RESIDENTIAL CODE WITH ADDITIONAL GUIDELINES

Mr. Nicholson provided some pictures to the Council and stated that this was brought up at the Planning Commission meeting. He stated that the decks on the new builds are being built poorly. Mr. Nicholson stated that they are asking to adopt the Wood Deck Guide based on the 2015 International Residential Code.

19. Ordinance: Adopting the Annual Budget and Tax Rate for Fiscal Year 2022-2023

AN ORDINANCE BY THE TOWN OF ASHLAND CITY, TENNESSEE ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

Ms. Bowman stated that the changes made since the last overview have been added to their books. She stated that the only item she needed a decision on was if they wanted to go with a bridge policy or insurance coverage for retiree's. Councilman Kerrigan stated that he was in favor of the insurance. Councilman Thompson stated that he was in favor of the insurance as well. Ms. Bowman asked if the council would like an ordinance to adopt the budget at next week's meeting and the Council stated they would.

SURPLUS PROPERTY NOMINATIONS

None.

EXPENDITURE REQUESTS

None.

OTHER

20. Resolution: Temporary Pay Increase Interim Parks Director

A RESOLUTION AUTHORIZING A PAY ADJUSTMENT FOR THE INTERIM PARKS AND RECREATION DIRECTOR WHILE THE TOWN OF ASHLAND CITY SEARCHES FOR A CANDIDATE FOR THIS POSITION

Ms. Martin stated that this was a five percent (5%) increase for Mr. Anthony Clark who was appointed interim parks and recreation director.

ADJOURNMENT

A motion was made by Councilman Smith, seconded by Councilman Kerrigan, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:05 p.m.

MAYOR STEVE ALLEN

CITY RECORDER ALICIA MARTIN, CMFO