



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
June 07, 2022 6:00 PM
Minutes

CALL TO ORDER

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

ROLL CALL

PRESENT

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 Kerrigan, seconded by Councilman Greer, to approve the agenda. All approved by voice vote.

APPROVAL OF MINUTES

1. May 03, 2022 Workshop Meeting Minutes

A motion was made by Councilman Kerrigan, seconded by Councilman Greer, to approve the May 3, 2022 Workshop Meeting Minutes. All approved by voice vote.

OLD BUSINESS

2. TAP Grant Update

Ms. Bowman stated that the NEPA phase will be done in June and we will start the construction phase next month.

3. Court Discussion

Ms. Noe stated that this was voted on last month and one of the council members has asked to put it back on the agenda. She stated that last month's vote was to leave everything the same and in order to vote again there would have to be a motion to do so. Ms. Noe stated that she would have the wording needed to discuss this again next week.

4. City Attorney Contract Discussion

Ms. Noe stated that this would be the same as the court discussion, a motion would be needed to discuss this contract again to vote. She stated that the last increase she had was four (4) to five (5) years ago and she has discussed this with other attorneys. Ms. Noe stated that her and Ms. Martin serve at the pleasure of the board and her appointment is by Resolution and Ms. Martin is appointed by the board. She stated that this should be voted on every year and it has been forgotten in the past. Ms. Noe stated that it should be done every year at budget.

5. Rural Services Emergency Agreement

Chief Walker stated that they met with the County Mayor, Fire Chief, and their attorney and discussed the five percent (5%) the council had agreed on and they disagreed. He stated that they told him they would end their contract this month and they would do their own thing, but then called back and counter offered three and one half percent (3.5%) for three (3) years. Chief Walker stated that the County said they would start their own fire department within three (3) years. He stated that he does not want to leave the citizens without fire protection.

6. LIHWAP Agreement

Ms. Bowman stated that this is the agreement with Mid Cumberland. She stated that we do not get a lot of these vouchers, but from May 2021 to May 2022 she found one (1) voucher for \$224.37 that helped a customer, and two (2) vouchers that customers skipped out on so we were unable to collect from Mid Cumberland.

7. Ordinance: Amend Ordinance #551
Mr. Nicholson stated that this is for the 2nd and final reading. He stated that this is to add the deck guide for contractors to follow.
8. Ordinance: Budget Amendment #9
Ms. Bowman stated that this is for tornado sirens. Chief Walker stated that we cannot get them before July 1, but we can issue a PO by June 15.
9. Ordinance: Amend Water and Sewer Rates
Ms. Bowman stated that this is for the new water and sewer rates and she sent the information to the council in an email.
10. Ordinance: Adopting the Annual Budget and Tax Rate for Fiscal Year 2022-2023
Ms. Bowman stated that this is to approve the 2022-2023 annual budget and tax rate and all information has been provided in their packets.

NEW BUSINESS

11. Caldwell Park Nature Center
Mr. Michael Smith presented documentation to the council and stated that he was there on behalf of Ms. Jane Crisp. He stated that he is on the Parks Advisory Board and at one of their meetings they spoke about what they would like to see happen with Caldwell Park. Mr. Smith stated that Ms. Crisp is offering to provide funding to help build a nature center at that park. He stated that hopefully what would happen is that Ms. Crisp would buy the building and then donate it to the City and we would make it a nature center. Mr. Smith stated that it would have to be renamed the Doug O'Rear Nature Center at Caldwell Park. He stated that the park is beautiful but not being used and a nature center would be perfect. Mr. Smith stated that we can look at several different things to help with financing to maintain it.
12. US Bank Master Agreement
Ms. Bowman stated that this is an agreement to remove Ms. Cannon and Ms. Reed from the US Bank account and add Ms. Martin and myself.
13. BCBS HRA Agreement
Ms. Bowman stated that this is the annual Blue Cross Blue Shield HRA agreement.
14. Schedule Anywhere Agreement
Chief Ray stated that this is to renew the software agreement and upgrade. He stated there is a small price increase.
15. Appoint City Recorder
Ms. Noe stated that this should be done every year and will be done at budget time every year.
16. Resolution: Appoint City Attorney
Ms. Noe stated that this is the same as recorder, it should be done annually and it is done by Resolution.
17. Resolution: Local Governor's Grant
Ms. Bowman stated that this is a Resolution for the \$67,105.00 we received from the state. She stated that it was originally for the roof, but we cannot get it done before July 1 so we this is stating where we spent the funds on the tractor streets purchased.
18. Resolution: Updating Travel Policy
Ms. Black stated that this is to update the per diem rate and adding disciplinary actions.
19. Resolution: Use of City Vehicles Policy
Ms. Black stated that this is to update which employees are allowed to take city vehicles home, disciplinary actions, and hands free requirements. She stated that there are 18 police vehicles, 2 fire vehicles, 2 Building and Codes vehicles, 2 Water & Sewer vehicles, and 2 Parks vehicles that are taken home. Councilman Adkins asked what Pleasant View and Kingston Springs policy was. Mr. Nicholson stated that Pleasant View follows the IRS Guidelines. Councilman Kerrigan stated that employees can submit for reimbursement for their mileage on their personal vehicles.
20. Resolution: Outside Employment Policy
Ms. Black stated that this is to update the outside employment policy and read the updates aloud. Ms. Bowman stated there is a new form employees would complete.
21. Resolution: Wage and Salary Policy - Compensatory Time
Ms. Noe stated that this was discussed at the last meeting. She stated that these are just suggestions and the council can do as they so choose. Ms. Noe stated that if an exempt

employee worked more than forty (40) hours, they would earn comp time and could not earn more than 150 hours. Ms. Bowman stated that the city would begin keeping up with comp hours earned for exempt employees. Councilman Kerrigan asked if there would be a time period specified on when to use it by. Ms. Bowman stated that it is a liability and they try to encourage their employees to use their time before June 30th. She stated that comp time for exempt employees will equal \$0 and would not be a liability.

22. Resolution: Updating the Wage and Salary Policy Pay Table

Ms. Bowman stated that all of the changes to the pay table are in red.

23. Resolution: Updating Retirement Policy

Ms. Black stated that this is to update the retirement policy and read the changes aloud.

24. Resolution: Updating Section V Benefits

Ms. Bowman stated that this is to change the policy to allow employees to be eligible for benefits from the day they begin employment.

25. Resolution: Delinquent Water Account Write-Offs

Ms. Bowman stated that this amount increased this year to \$12,575.00 and that the council has a list of those accounts. She stated that these accounts will be turned over to collections and the list of names will be published on our website. Councilman Thompson asked how some of these accounts got so high. Ms. Bowman stated that they were leaks that renters skipped out on.

26. Resolution: Check Signers

Ms. Bowman stated that this will remove Ms. Hopwood and the former Mayor from the account and would add Mayor Smith.

SURPLUS PROPERTY NOMINATIONS

27. JBL Speakers and Soundboard

Chief Walker stated that this is to surplus some speakers and a soundboard.

28. Push Lawn Mower Senior Center

Ms. Batts stated that this is an old push mower to surplus.

29. TV Stand Senior Center

Ms. Batts stated that this is a TV stand for surplus.

EXPENDITURE REQUESTS

None.

OTHER

Councilman Adkins stated that according to the election commission website and look at the wards there are some streets listed in multiple wards. He asked if we could speak to the election commission and make sure that their site is updated. Councilman Adkins stated that the Ordinance we passed has two (2) streets listed in two (2) wards as well. Councilman Greer stated that we need clarification on this before next week. Ms. Noe stated that she will look into this and get clarification.

Councilman Adkins asked if we are required to have a public hearing on the agenda for Ordinances. Ms. Noe stated that she did some research and we do not have to advertise every ordinance, only rezones and budget amendments. She stated that it would not be a bad idea to have a separate agenda for public hearings on rezones and budget amendments. Councilman Kerrigan stated that the Ordinances and Resolutions should be read in full. Ms. Bowman stated that Ms. Reed would read the heading and asked if that is what they are wanting. Councilman Kerrigan stated that they should be read in full.

Councilman Thompson stated that he wanted to go back to the flex time discussion. He asked if the flex policy had been reversed and employees were using it the old way again. Mayor Smith stated yes, it was reversed.

Chief Walker stated they would like to do a groundbreaking for the new fire hall site next Tuesday before the Council meeting at 5:00 p.m.

Councilman Adkins asked if the council would be interviewing for the open council seat next Tuesday. Ms. Noe stated that they would unless they wanted to defer it.

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 7:23 p.m.

MAYOR JT SMITH

CITY RECORDER ALICIA MARTIN, CMFO