



**Kingston Springs Board of Commissioners  
Regular Business Meeting Minutes  
July 18, 2019**

**Meeting Minutes  
July 18, 2019**

**1. Call to Order:**

Mayor Gross called the meeting to order at 7:02 PM.

**2. Pledge of Allegiance:**

**3. Roll Call:**

**Board Members in Attendance:**

Josh Eatherly, Commissioner	Present
Tony Gross, Mayor	Present
Mike Hargis, Commissioner	Present
Geoff Lorenz, Vice-Mayor	Present
Glenn Remick, Commissioner	Present

**Staff in Attendance:**

John Lawless, City Manager	Present
Debbie Finch, Assistant City Manager/Recorder	Present
Jennifer Noe, City Attorney	Present
Eugene Ivey, Police and Fire Chief	Absent
Brandy Miniatt, Parks Director	Absent
Jeremy Vaughn, Public Safety Officer	Present

**4. Motion to Approve the June 20, 2019 City Commission Minutes:**

Motion to approve the June 20, 2019 City Commission Minutes made by Commissioner Remick, seconded by Commissioner Hargis, and passed unanimously.

**5. Motion to Approve the July 18, 2019 City Commission Agenda:**

Mayor Gross requested to add item "F" to New Business, "Motion to authorize City Manager to enter the Town of Kingston Springs into a service agreement with iWorq Software for tracking building, codes, permitting materials. Motion to approve the July 18, 2019 City Commission Agenda as amended made by Commissioner Remick, seconded by Commissioner Hargis, and passed unanimously.

**6. Announcements from Commissioners:**

Commissioner Eatherly requested that the community contact the Commissioners if there are any concerns in the Town.

Commissioner Hargis recognized tickets for Dinner on Main go on sale Saturday, July 20<sup>th</sup>.

Commissioner Remick thanked the first responders for their service in regard to the recent truck accident on I-40.

**7. Community Input and Concerns:**

Bob Sanders – Woodlands Drive, Kingston Springs

Gail Hoots – Woodlands Drive, Kingston Springs

Bill Clark, Woodlands Drive, Kingston Springs

Elliott Wells, Woodlands Drive, Kingston Springs

John Hoots, Woodlands Drive, Kingston Springs

**8. Department Reports:**

None

**9. Legal Updates:**

None

**10. Unfinished Business:**

None

**11. New Business:**

**A. Motion to Approve Resolution 19-007 – Determining the Town of Kingston Springs Certified Tax Rate for the 2019 Tax Year.**

City Attorney Perry stated Cheatham County completed a property reappraisal this year which has affected the certified tax rate. The Town then needs to recognize and accept the updated certified tax rate. This resolution determines that certified tax rate as .6831 per \$100.00 of assessed property value. Motion to Approve Resolution 19-007 – Determining the Town of Kingston Springs Certified Tax Rate for the 2019 Tax Year made by Commissioner Eatherly and seconded by Commissioner Hargis. A roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz voting yes, and Commissioner Remick voting yes. The motion passed.

**B. First reading of Ordinance 19-004 – Establishing the Property Tax Rate for the Town of Kingston Springs for the 2019 Tax Year.**

City Attorney Perry stated this was the ordinance to set the tax rate for the 2019 tax year. Commissioner Remick made a motion to set the property tax rate for the 2019 tax year at .70 per \$100.00 of assessed property value. Motion was seconded by Vice-Mayor Lorenz. Discussion was held on what percentage increase this would be and it was determined to be a 2.5% increase over the certified tax rate. A roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz voting yes, and Commissioner Remick voting yes. The motion passed. Public hearing on Ordinance 19-004 will be held on Thursday, August 15<sup>th</sup>, 2019.

**C. Motion to Approve Resolution 19-006 – 3% Sewer Fee Increase**

Assistant City Manager/Recorder Finch stated this was part of the budget and a new Resolution is passed annually. Mayor Gross stated MTAS recently completed a sewer rate study for the Town and determined the annual 3% increase was appropriate for upkeep of the wastewater facilities. Motion to approve Resolution 19-006 – 3% Sewer Fee Increase made by Commissioner Hargis, seconded by Commissioner Remick. A roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz voting yes, and Commissioner Remick voting yes. The motion passed

**D. Motion to Write Off Uncollectable Sewer Dept.**

Assistant City Manager/Recorder Finch stated Second South Cheatham Utility District (SSCUD) collected our sewer bills and this was a total of the bills they were unable to collect. Commissioner Eatherly asked what process SSCUD went through to attempt to collect the unpaid bills. Finch said she wasn't sure, but also stated the Town has a sewer service fee of \$50.00 that helps offset these unpaid debts. Finch stated the total write-off of uncollected debt would be \$1,834.91. Motion to Write Off Uncollectable Sewer Dept made by Commissioner Remick, seconded by Commissioner Hargis, and passed unanimously.

**E. Motion to Appoint Theresa Chandler to the Kingston Springs Board of Zoning Appeals for a term of November 2019 – November 2022.**

Motion to Appoint Theresa Chandler to the Kingston Springs Board of Zoning Appeals for a term of November 2019 – November 2022 made by Commissioner Hargis, seconded by Commissioner Remick, and passed unanimously. Ms. Chandler will be taking the place of Commissioner Hargis, and City Attorney Perry stated the Board would need an official resignation from Hargis. Commissioner Hargis stated he has resigned from the KS Board of Zoning Appeals.

**F. Motion to authorize City Manager to enter the Town of Kingston Springs into a service agreement with iWorq Software for tracking building, codes, permitting materials.**

City Manager Lawless stated the Town was currently using Excel spreadsheets and paper files to track building, codes, and permitting materials. This software will allow the Town to have a centralized database that can be accessed both on-site and off-site, which will be helpful as our Building Inspector and City Planner are contracted and

are often working outside of City Hall. Commissioner Remick asked if the software could be used in other departments. Lawless stated it was not something we had initially explored but it had the potential to be expanded. Commissioner Eatherly asked if the data uploaded to the system would be retrieved in the same file format if we ended our subscription. Lawless stated he understood the files uploaded to the system would be returned in the same format but would have verbiage added to the agreement that stated such. Eatherly also asked if there were other vendors approached for this type of service, and Lawless stated the Town had reviewed three different software companies and iWorq was the most cost effective and had the best user interface. Commissioner Remick asked about the 10G amount of storage space available, and Lawless stated he had a discussion with iWorq about that and they had verbally offered a larger amount, but we would get that amount added to the agreement. Lawless stated he would take these concerns back to iWorq and negotiate an updated service agreement. Item will be postponed to the August meeting.

**12. Surplus:**

None

**13. Other (For Discussion Only):**

**14. Reminders:**

- Movies in the Park, Saturday, July 20<sup>th</sup>.
- Capital Budget Workshop Thursday, July 25<sup>th</sup>.
- Dinner on Main Sunday, September 8<sup>th</sup>.

**15. Adjourn the Meeting:**

Motion to adjourn the meeting made by Commissioner Remick, seconded by Commissioner Eatherly, and passed unanimously. Mayor Gross adjourned the meeting at 7:44 PM.

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Francis A. Gross, III  
Mayor

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Debbie Finch  
Assistant City Manager/ Recorder