



**Kingston Springs Board of Commissioners  
Regular Business Meeting Minutes  
August 15, 2019**

**Meeting Minutes  
August 15, 2019**

**1. Call to Order:**

Mayor Gross called the meeting to order at 7:03 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
Martha Brooke Perry, City Attorney	Present
Eugene Ivey, Police and Fire Chief	Absent
Brandy Miniati, Parks Director	Absent
Nate Palazzi, Public Safety Officer	Present

**4. Motion to Approve the July 18, 2019 City Commission Minutes:**

Motion to approve the July 18, 2019 City Commission meeting minutes made by Commissioner Remick, seconded by Vice-Mayor Lorenz, and passed unanimously.

**5. Motion to Approve the August 15, 2019 City Commission Agenda:**

Motion to approve the August 15, 2019 City Commission agenda made by Commissioner Hargis, seconded by Commissioner Eatherly, and passed unanimously.

**6. Announcements from Commissioners:**

Commissioner Remick acknowledged Officer Palazzi on public comments received concerning Officer Palazzi's service to the community.

Mayor Gross recognized Commissioner Remick for the recent award presented to him by the Harpeth River Conservancy.

**7. Community Input and Concerns:**

Rick Finley, Ridgecrest Drive, Kingston Springs  
Bob Sanders, Woodlands Drive, Kingston Springs

**8. Department Reports:**

City Manager Lawless stated the concession stand at Burns Park was being operated by local Kingston Springs Boy Scout Troop 594 for the fall youth soccer season.

Assistant City Manager/Recorder Finch stated Chief Ivey would be having surgery on Friday and asked that he be kept in everyone's thoughts and prayers.

**9. Legal Updates:**

None

**10. Unfinished Business:**

**A. Second reading of Ordinance 19-003 –Rezone Request for East Kingston Springs Road – Rezoning of Combined Lot consisting previously of Map 96K C Parcels 33.00, 35.00, 36.01 establishing new single lot as R3-PUD.**

Motion to approve Ordinance 19-003 –Rezone Request for East Kingston Springs Road – Rezoning of Combined Lot consisting previously of Map 96K C Parcels 33.00, 35.00, 36.01 establishing new single lot as R3-PUD on second reading made by Commissioner Remick. Commissioner Hargis stated he had questions before a second was offered, and City Manager Lawless stated City Planner Armstrong was present and could address questions from the Commissioners. Commissioners Hargis and Eatherly asked questions on the history of the property, the current Notice of Violation on the property, and what had been done to clear that violation. City Planner Armstrong answered their questions. Mayor Gross clarified that this item had been reviewed and approved by the KS Regional Planning Commission and forwarded to the Board of Commissioners. Motion on the floor was then seconded by Mayor Gross. A roll call vote was held with Mayor Gross voting yes, Vice-Mayor Lorenz voting no, Commissioner Remick voting yes, Commissioner Hargis voting yes, and Commissioner Eatherly voting no. The motion passed.

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

Commissioner Remick asked to clarify the final tax rate, and Lawless stated the property tax rate for the 2019 tax year was approved at .70 per \$100.00 of assessed property value. Motion to approve Ordinance 19-004 – Establishing the Property Tax Rate for the Town of Kingston Springs for the 2019 Tax Year on second reading made by Commissioner Remick, seconded by Commissioner Eatherly. A roll call vote was held with Mayor Gross voting yes, Vice-Mayor Lorenz voting yes, Commissioner Remick voting yes, Commissioner Hargis voting yes, and Commissioner Eatherly voting yes. The motion passed.

**11. New Business:**

**A. First reading of Ordinance 19-005 – Amending Title 1, Chapter 3 to Authorize the City Manager to execute certain contracts on behalf of the Town of Kingston Springs.**

City Manager Lawless stated that as staff was looking at the Town's process for executing contracts, there was a question as to whether, after the Board of Commissioners had approved entering into a contract, the City Manager was authorized to sign the contract or would signing defer to the Mayor. The intent of this Ordinance is to clarify the process. City Attorney Perry stated the Town's charter gives the City Manager the authority to sign contracts but only to the extent as approved by Ordinance. As this process was reviewed an Ordinance specific to this authority was not located. Perry then explained the parameter of the authority outlined in the Ordinance. Motion to approve first reading of Amending Title 1, Chapter 3 to Authorize the City Manager to execute certain contracts on behalf of the Town of Kingston Springs made by Commissioner Hargis, seconded by Commissioner Lorenz, and passed unanimously.

**B. First reading of Ordinance 19-006 – Amending Article VIII Section 8.020 of the Kingston Springs Zoning Ordinance to clarify responsibilities of the Building Inspector and Town Planner for administration of the zoning ordinance and all applications for building permits.**

City Manager Lawless stated this was an item that came as a recommendation from the KS Regional Planning Commission that outlines the process of all permit applications being reviewed by the City Planner and then Building Inspector. Mayor Gross then added that this was a clarification and expansion of the process already in place and clarifies an order of operation. Motion to approve first reading of Amending Article VIII Section 8.020 of the Kingston Springs Zoning Ordinance to clarify responsibilities of the Building Inspector and Town Planner for administration of the zoning ordinance and all applications for building permits made by Commissioner Remick, seconded by Commissioner Hargis, and passed unanimously.

**C. 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 this item was brought before the Board last month, and from that discussion we had gone back to iWorq to clarify the concerns mentioned. Storage space available was clarified as 100GB, and it was stated in the contract that files uploaded would be returned in the same file format should we decide to terminate our contract. 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 made by Commissioner Remick, seconded by Commissioner Eatherly, and passed unanimously.

**12. Surplus:**

None

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

**14. Reminders:**

- Movies in the Park, Saturday, August 24<sup>th</sup>.
- Dinner on Main Sunday, September 8<sup>th</sup>.
- KS Farmers and Artisans Marker – Saturdays thru the end of September.

**15. Adjourn the Meeting:**

Motion to adjourn the meeting made by Commissioner Remick, seconded by Vice-Mayor Lorenz, and passed unanimously. Meeting adjourned at 7:32 PM.

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Francis A. Gross, III  
Mayor

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Debbie Finch  
Assistant City Manager/ Recorder