

KINGSTON SPRINGS CITY COMMISSION AGENDA

MARCH 19, 2015
7:00 P.M. A. BECK MEETING HALL

1. Call to Order:

The meeting was called to order by _____ at _____ p.m.

A. Pledge of Allegiance.

B. Commissioners in Attendance:

Gary Corlew _____ Tony Gross _____ Gordon Lampley _____

Glenn Remick _____ Bob Stohler _____

C. In Attendance not Voting.

Mike McClanahan _____ Larry Craig _____ Debbie Finch _____

Clint Biggers _____ Eugene Ivey _____ Brandy Miniatt _____

D. Declaration of Quorum by Mayor.

2. Approval of Minutes:

Minutes of the February 19, 2015 meeting have been circulated.

Corrections _____

Motion to approve _____ Second _____

A. Confirmation of the Agenda.

Motion to approve _____ Second _____

3. Announcements from Commissioners:

4. **Community Input and Concerns:** *(When the Mayor asks, please raise your hand if you wish to speak. When recognized by the Mayor, please stand, state your name and address).*

5. **Consent Agenda:**

- A. **Department Reports**
- B. **City Manager's Report**
- C. **Codes Report**
- D. **Planning Commission Report**
- E. **Joint Economic Community Development Report**

Motion to Approve _____ Second _____

6. **Updates:**

- A. **Legal – City Attorney**

7. **Unfinished Business:**

8. **New Business:**

- A. **First Reading of Ordinance 15-001 – Amending the 2014-2015 Budget.**
- B. **First Reading Ordinance 15-002 – Amending the Junk Car Ordinance.**
- C. **Presentation of the FY 14 Audit.**
- D. **Authorization to Advertise on RFQ for the Position of City Attorney.**
- E. **Consideration of City Attorney's Proposal for Interim Professional Services.**

9. **Monthly Discussions:**

A. **Surplus Items.**

10. **Other (For Discussion Only).**

11. **Adjourn:**

_____ adjourned the meeting at _____ p.m.



BOARD OF COMMISSIONERS MEETING MINUTES

MARCH 19, 2015

1. Call to Order:

Mayor Gross called the meeting to order at 7:00 p.m.

A. Pledge of Allegiance

B. Roll Call of Voting Members

| | |
|-----------------------------------|---------|
| Gary Corlew, City Commissioner | Present |
| Tony Gross, Mayor | Present |
| Gordon Lampley, City Commissioner | Present |
| Glenn Remick, City Commissioner | Present |
| Bob Stohler, Vice Mayor | Present |

C. Non-Voting Staff

| | |
|---|---------|
| Mike McClanahan, Assistant City Manager | Present |
| Larry Craig, City Attorney | Present |
| Paul Ivey, Public Safety Officer | Present |

D. Declaration of Quorum by Mayor

2. Approval of Minutes:

A motion to approve the minutes of the February 19, 2015 meeting was made by Commissioner Remick. Vice Mayor Stohler seconded the motion, which carried unanimously.

A. Confirmation of the Agenda

A motion to approve the agenda was made by Commissioner Remick. The motion was seconded by Commissioner Corlew and carried unanimously.

3. Announcements from Commissioners:

Commissioner Remick thanked the many volunteers which planted trees in L.L. Burns Park the previous weekend.

4. Community Input & Concerns:

Jon Gusty (1010 Barn Circle) addressed the Commission about the removal of the skate board park.



BOARD OF COMMISSIONERS MEETING MINUTES

Tony Campbell (Maple Street) addressed the Commission about 4 specific properties and possible codes violations. The properties included: 177 Walnut, 223 E. Kingston Springs Rd., 194 Hill Crest, 350 Love St.

5. Consent Agenda:

A. Department Reports

Town staff submitted reports on their departments which included updates to activities, and calls for service.

B. City Manager's Report

City Manager McClanahan submitted a report which included updates to Town services, expenses, and events.

C. Codes Report

A list of current codes violations was submitted.

D. Planning Commission Report

City Attorney Craig mentioned that the Planning Commission met in March to approve a site plan amendment to the Dollar General store. They also directed staff to look at several updates to various Town codes and regulations.

E. JECBD Report

City Manager McClanahan explained that a slight increase in the bill for GIS services was approved at the last meeting.

6. Updates:

A. Legal – City Attorney

City Attorney Craig explained that he met with the new City Manager and that legal updates needed to be adopted in the coming months. Among these updates were; an update to the Town's work policy, a mass resolution endorsing Town policies, and others.

7. Unfinished Business:

8. New Business:

A. First Reading of Ordinance 15-001 – Amending the 2014-2015 Budget

City Manager McClanahan explained that the City Recorder prepared the Ordinance and distributed it to Commissioners before the meeting. He also



BOARD OF COMMISSIONERS MEETING MINUTES

noted the line items and justifications for each change were included on the last page of the docket item.

Commissioner Corlew made the motion to approve the first reading of the Ordinance as presented. Commissioner Remick seconded the motion and it carried unanimously.

City Attorney Craig reminded the Board that the second reading must be advertised and accompanied by a public hearing.

B. First Reading Ordinance 15-002 – Amending the Junk Car Ordinance

Mayor Gross pointed out that the final line of the Ordinance needed to be corrected. A text change was acknowledged by the City Attorney.

Commissioner Lampley asked for clarification and whether the changes to the Ordinance would impact Mr. Sullivan's property.

Vice Mayor Stohler made a motion to accept the Ordinance on first reading, with the text amendment in the final line. The motion was seconded by Commissioner Remick and carried unanimously.

City Attorney Craig reminded the Board that this second reading must also be advertised and accompanied by a public hearing.

C. Presentation of the FY14 Audit

City Manager McClanahan presented Commissioners with a copy of the FY14 audit. He then reviewed a memo of audit highlights and explained portions of the audit.

D. Authorization to Advertise an RFQ for the Position of City Attorney

City Attorney Craig explained that the RFQ in meeting packets did not contain an updated advertising and hiring timeline. He further explained that staff will work with MTAS to complete advertise the RFQ appropriately.

A motion was made to direct staff to advertise a RFQ by Commissioner Remick. The motion was seconded by Vice Mayor Stohler and carried unanimously.



BOARD OF COMMISSIONERS MEETING MINUTES

E. Consideration of City Attorney's Proposal for Interim Professional Services

A motion was made to approve the City Attorney's proposal for interim services by Commissioner Lampley. The motion was seconded by Commissioner Corlew and carried unanimously.

9. Monthly Discussions:

10. Other (For Discussion Only):

Commissioner Lampley, Mayor Gross, and Commissioner Remick discussed a removal or relocation of the skate board park.

City Manager McClanahan mentioned the budget open house to be held on April 20th as an excellent way for the public to connect with Town staff about future projects in the parks and elsewhere.

11. Adjournment:

A motion for adjournment was made by Commissioner Remick and seconded by Vice Mayor Stohler. The motion passed unanimously and Mayor Gross adjourned the meeting at 7:56 p.m.

**Tony Gross
Mayor**

**Debbie Finch
City Recorder**

BUILDING REPORT FOR FEBRUARY 2015

| PERMIT FOR: | # | Square Feet | Construction Value | Permit Fee | Adeq. Facility Tax | Sewer Tap Fee |
|---|---|-------------|--------------------|------------|--------------------|---------------|
| NEW RESIDENTIAL (Single Family) | 1 | 1,282 | | \$1,257.00 | \$512.80 | |
| CONDO UNITS | 0 | | | | | |
| COMMERCIAL | 0 | | | | | |
| OTHER PERMITS (Addit. Garage, Porch, etc.) | 0 | | | | | |
| PENALTIES | | | | | | |
| TENT | 0 | | | | | |
| FIREWORKS | 0 | | | | | |
| DEMOLITION | 0 | | | | | |
| SIGNS | 2 | | | \$100.00 | | |
| DRIVEWAYS | 1 | | | \$25.00 | | |
| MONTHLY TOTAL | 4 | 1,282 | \$0 | \$1,382.00 | \$512.80 | \$0.00 |

PERMITS ISSUED:

| | |
|------------------------------|---|
| NEW RESIDENCE /COMMERCIAL | 1 |
| DEMOLITION | 0 |
| PENALTIES | 0 |
| CONDO UNITS | 0 |
| FIREWORKS | 0 |
| TENT | 0 |
| SIGNS | 2 |
| IN-GROUND POOL | 0 |
| DRIVEWAYS | 1 |
| ADDITIONS */ ETC. | 0 |
| TOTAL | 4 |

BUILDING REPORT FOR FEBRUARY 2014

| PERMIT FOR: | # | Square Feet | Construction Value | Permit Fee | Adeq. Facility Tax | Sewer Tap Fee |
|---|---|-------------|--------------------|------------|--------------------|---------------|
| NEW RESIDENTIAL (Single Family) | 0 | | | | | |
| CONDO UNITS | 0 | | | | | |
| COMMERCIAL | 1 | | | \$2,100.00 | | |
| OTHER PERMITS (Addit. Garage, Porch, etc.) | 3 | | | \$1,621.80 | | |
| PENALTIES | 0 | | | | | |
| TENT | 1 | | | \$50.00 | | |
| FIREWORKS | 0 | | | | | |
| DEMOLITION | 1 | | | \$50.00 | | |
| SIGNS | 0 | | | | | |
| DRIVEWAYS | 0 | | | | | |
| MONTHLY TOTAL | 6 | 0 | \$0 | \$3,821.80 | \$0.00 | \$0.00 |

PERMITS ISSUED:

| | |
|------------------------------|---|
| NEW RESIDENCE /COMMERCIAL | 1 |
| DEMOLITION | 1 |
| PENALTIES | 0 |
| CONDO UNITS | 0 |
| FIREWORKS | 0 |
| TENT | 1 |
| SIGNS | 0 |
| IN-GROUND POOL | 0 |
| DRIVEWAYS | 0 |
| ADDITIONS */ ETC. | 3 |
| TOTAL | 6 |

COURT REPORT - FEBRUARY 2015

| | | |
|--|--|-------------------|
| Adult Citations Written | | 8 |
| Juvenile Citations Written | | 0 |
| Total Citations | | 8 |
| Total Gross Revenue for the Month | | \$1,813.00 |
| Litigation Tax Paid to the State | | (-\$205.19) |
| Drug Fines Collected | | |
| | | |
| Total Net Revenue | | \$1,607.81 |

COURT REPORT - FEBRUARY 2014

| | | |
|--|--|-------------------|
| Adult Citations Written | | 12 |
| Juvenile Citations Written | | 1 |
| Total Citations | | 13 |
| Total Gross Revenue for the Month | | \$4,836.00 |
| Litigation Tax Paid to the State | | (-\$578.88) |
| Drug Fines Collected | | |
| | | |
| Total Net Revenue | | \$4,260.12 |

KSFD FEB. 2015 INCIDENTS

| | |
|----------------------------------|-----------|
| Medical Assist | 15 |
| Motor Vehicle Acc./no injuries | 3 |
| Building Fire | 1 |
| Motor Vehicle Acc./with injuries | 0 |
| Passenger Vehicle Fire | 1 |
| Brush/Grass Fire | 1 |
| Dispatched & Cancelled en route | 0 |
| Controlled Burn | 0 |
| Severe Weather/Natural Disaster | 1 |
| Search | 1 |
| False Alarm/False Call | 1 |
| Other | 0 |
| Standby | 0 |
| Hazardous Condition | 1 |
| Total | 25 |

KSFD FEB. 2014 INCIDENTS

| | |
|----------------------|----------|
| MVA | 0 |
| False Call | 0 |
| Brush Fire | 0 |
| Controlled Burn | 0 |
| FR (First Responder) | 0 |
| Fire Alarm | 0 |
| Vehicle Fire | 0 |
| Trash/Refuse Fire | 0 |
| Investigation | 0 |
| Search | 0 |
| Rescue | 0 |
| Structure | 0 |
| Standby | 0 |
| Hazardous Conditions | 0 |
| TOTAL | 0 |



MANAGER'S REPORT MARCH 2015

D.I.C.E. INTERLOCAL AGREEMENT

The inter-local agreement between members of the 23rd Judicial District for drug interdiction services has been placed in a 90-day abandonment period. Dickson City and Kingston Springs have temporarily withdrawn participation from the D.I.C.E team and both Officer Spears and K-9 Hank have been brought off the highway. They will be more visible in the community over the coming months.

Long-term status of the agreement is in question with legislation pending in the General Assembly. The vehicle authorization Chief Ivey requested from the City Commission in February is unnecessary. Participating members in the inter-local agreement include: The Town of Kingston Springs, Cheatham County, Dickson County, Dickson City, and Humphreys County.

JECBD / GIS FEES INCREASE

The price for GIS services, as provided by the County's JECDB, will increase \$376 or 7.9% next year, from \$4,759 to \$5,135 annually.

PLANNING COMMISSION UPDATE

The Planning Commission met last week and approved revisions to the Dollar General site plan. The revisions included a building and driveway relocation, and alterations to the parking and landscape plan.

COUNTY PROSPERITY SUMMIT RESCHEDULED

Cheatham Connect and the National Association of Counties have rescheduled their tourism-themed County Prosperity Summit for Thursday, May 28th at the Golf Club of Tennessee.

TWIN RIVERS FVD

The Twin Rivers Volunteer Fire Dept. will be disbanding June 30th. As a result, Kingston Springs VFD will be adding 1 mile stretch of Cedar Hill Rd. to its fire service area. The Town will be compensated accordingly in its fire service contract with Cheatham County.

UPCOMING ACTION ITEMS & EVENTS

- C-1 & C-2 permitted uses and non-conforming uses text amendment. Pending PC.
- Discussion of Christmas decorations
- Paving on Harpeth Meadows
- Budget Public Input meeting: Monday, April 20th at 6:00 at Events Center

Town of Kingston Springs, Tennessee

396 Spring Street
Post Office Box 256
Kingston Springs, TN 37082

Office of the City Manager
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citymanager@kingstonsprings-tn.gov

MARCH 16, 2015

TO: HONORABLE MAYOR GROSS & CITY COMMISSIONERS

FROM: MIKE McCLANAHAN, ASSISTANT CITY MANAGER

RE: 2015 BOC RETREAT SUMMARY

This memorandum was written to provide a written summary of the Town of Kingston Springs' Board of Commissioners annual retreat. The retreat was held on Friday, February 20th and Saturday, February 21st, 2015 at Montgomery Bell State Park.

FRIDAY, FEBRUARY 20th

- A quorum was established and the meeting began at 3:15 p.m.
- City Manager Laurie Cooper led a discussion on several topics. These included; farmers market electricity, paving in the Harpeth Meadows subdivision, the development of a mini-storage facility, and the alcohol tax.
- Assistant City Manager Mike McClanahan presented a legislative update that included topics such as; vested property rights, preemption and pending gun legislation, civil forfeiture, and changes to the Hall Income Tax.
- Mayor Gross led a discussion of properties that staff needs to prioritize for cleanup. These include; the old elementary school, old hotel, railroad depot, Burns lot @ Maple St., & Cemetery Street lot.
- The Board recessed for dinner at 5:30 and resumed at 6:30.
- Assistant City Manager Mike McClanahan led a discussion of his thoughts for future projects and the Town. Topics included; realignment of staff, website and social media, property taxes and development, and displaying local history.
- The Board dismissed at 9:05 p.m.

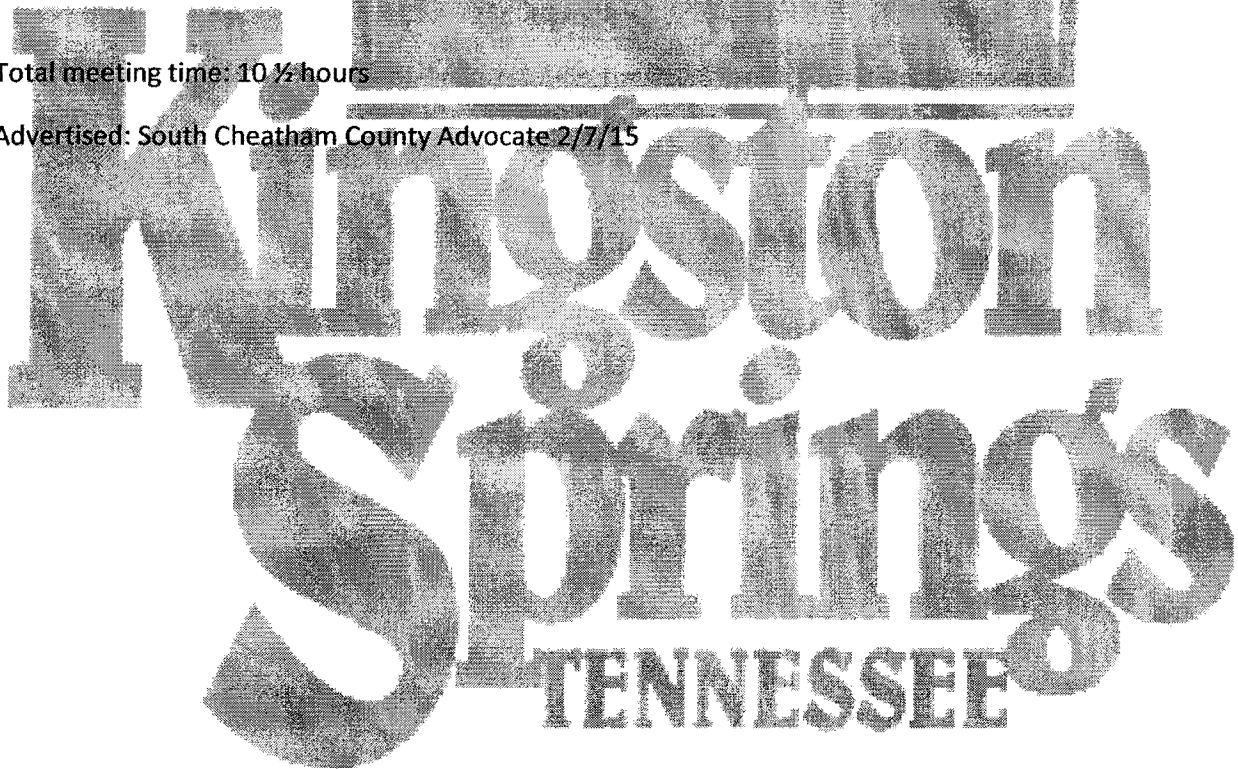
SATURDAY, FEBRUARY 21st

- A quorum was established and the meeting began at 8:00 a.m.
- City Attorney Larry Craig led a discussion of topics including; his retirement and advertising an RFQ for the next City Attorney, updating the City's work policy to include language on bullying, changing outright permitted uses in C-1 and C-2 zones, an amendment to the City's junk car ordinance, and Amending Article 7 of the Zoning Ordinance.
- Brandy Miniati, led a discussion about the Parks Dept. and upcoming projects. These include; installation a frisbee golf course at Burns Park, replacement of playground equipment at City Park, the removal or relocation of the skate park, installation of a basketball court at City Park, and the need for a designated fund for playground equipment.

- Police Chief Eugene Ivey led a discussion about the Police Dept. and Volunteer Fire Dept. He discussed topics such as; the upcoming need for the replacement of Pumper truck 301, the possibility of the D.I.C.E team disbanding, changes in state legislation, and changing signage on Stations 2 & 3.
- City Recorder Debbie Finch led a brief discussion about the Town's front office and finances.
- Clint Biggers, Public Works Director led a brief discussion about various topics. These included paving, a culvert replacement, and the City's sewer system. Streets mentioned for paving included Love St., Maple St., and Old Barn Trace.
- The Board recessed for lunch at 11:45 a.m. and resumed at 1:00 p.m.
- Mayor Gross explained that the City Parks Dept. needs to one-day assume ownership and control of the Farmer's Market. In the future, the City will need to create and maintain a Board of Directors, take vendor applications, and collect money.
- The Board discussed the need for new Christmas decorations and wanted to revisit the topic during their April 2015 meeting.
- Commissioner Remmick led a discussion on the installation of a sidewalk along Harpeth View Trail.
- City Manager Laurie Cooper and City Recorder Debbie Finch led a discussion about the Town's debt obligation and upcoming payments. They also discussed the potential upcoming award of a TDOT multi-modal grant to add sidewalk connections on Luyben Hills Rd.
- The Board dismissed at 2:30 p.m.

Total meeting time: 10 ½ hours

Advertised: South Cheatham County Advocate 2/7/15



8A

ORDINANCE NO. 15-001**AN ORDINANCE OF THE TOWN OF KINGSTON SPRINGS AMENDING THE 2014-2015 BUDGET**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivision shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body had published the annual operating budget and budgetary comparisons of the proposed newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF KINGSTON SPRINGS, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

| General Fund #110 Revenue | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|---------------------------------------|---------------------|------------------------|-----------------------|----------------------|
| Beginning Fund Balance | | | 1,136,163 | 1,136,163 |
| Local Taxes | 1,170,060 | 1,227,807 | 1,242,059 | 1,242,059 |
| Building & Related Permits | 14,603 | 10,896 | 10,275 | 10,275 |
| Intergovernmental | 436,873 | 533,006 | 513,096 | 513,096 |
| Fines and Forfeitures | 85,600 | 39,989 | 41,050 | 41,050 |
| Other | 79,324 | 51,929 | 47,705 | 47,705 |
| Total Revenue | 1,786,460 | 1,863,627 | 1,854,185 | 1,854,185 |
| Total Available Funds | 1,786,460 | 1,863,627 | 2,990,348 | 2,990,348 |

| Drug Fund #127 Revenue | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|-------------------------------|----------------------------|-------------------------------|------------------------------|-----------------------------|
| Beginning Fund Balance | | | 381,247 | 381,247 |
| Fines and Forfeitures | 75,423 | 164,935 | 75,700 | 75,700 |
| Other | 1,041 | 1,119 | 1,000 | 1,000 |
| Total Revenue | 76,464 | 166,054 | 76,700 | 76,700 |
| Total Available Funds | 76,464 | 166,054 | 457,947 | 457,947 |

| Adequate Facility Tax #310 Revenue | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|---|----------------------------|-------------------------------|------------------------------|-----------------------------|
| Beginning Fund Balance | | | 58,234 | 58,234 |
| Local Taxes | 4,471 | 1,775 | 1,000 | 1,000 |
| Other | 106 | 102 | 100 | 100 |
| Total Revenue | 4,577 | 1,877 | 1,100 | 1,100 |
| Total Available Funds | 4,577 | 1,877 | 59,334 | 59,334 |

| Sewer Fund #412 Revenue | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|-----------------------------------|----------------------------|-------------------------------|------------------------------|-----------------------------|
| Beginning Fund Balance | | | 880,254 | 880,254 |
| Service Charges & Fees | 410,896 | 375,974 | 385,645 | 385,645 |
| Other | 1,978 | 2,138 | 2,050 | 2,050 |
| Total Revenue | 412,874 | 378,112 | 387,695 | 387,695 |
| Total Available Funds | 412,874 | 378,112 | 1,267,949 | 1,267,949 |

SECTION 2: That the governing body appropriates from these anticipated revenue and unexpended and unencumbered funds as follows:

| General Fund #110 Appropriations | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|----------------------------------|---------------------|------------------------|-----------------------|----------------------|
| General Government | 97,761 | 182,418 | 140,467 | 145,467 |
| Administrative | 163,069 | 170,477 | 176,960 | 200,507 |
| Board of Commissioners | 12,317 | 11,492 | 12,981 | 12,981 |
| City Court | 2,700 | 3,000 | 3,000 | 3,000 |
| City Attorney | 16,866 | 23,125 | 23,150 | 23,150 |
| City Clerk | 83,157 | 85,362 | 88,826 | 89,767 |
| Planning and Zoning | 33,481 | 23,916 | 24,086 | 24,086 |
| Codes Dept. | 26,910 | 29,284 | 37,362 | 37,362 |
| Police Dept. | 353,394 | 391,862 | 453,445 | 494,330 |
| Fire Dept. | 121,367 | 146,685 | 160,181 | 160,182 |
| Streets Dept. | 143,300 | 393,051 | 363,289 | 316,514 |
| State Street Aid | 42,999 | 41,066 | 42,000 | 42,000 |
| Park Dept. | 333,446 | 271,985 | 280,859 | 289,500 |
| Debt | 363,407 | 356,926 | 445,046 | 445,046 |
| Total Appropriations | 1,794,174 | 2,130,649 | 2,251,652 | 2,283,892 |

| Drug Fund #127 Appropriations | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|-------------------------------|---------------------|------------------------|-----------------------|----------------------|
| | 84,766 | 98,047 | 113,148 | 113,454 |
| Total Appropriations | 84,766 | 98,047 | 113,148 | 113,454 |

| Adequate Facility Tax #310 Appropriations | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|---|---------------------|------------------------|-----------------------|----------------------|
| | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Appropriations | 10,000 | 10,000 | 10,000 | 10,000 |

| Sewer Fund #412 Appropriations | FY 2012-2013 Actual | FY 2013-2014 Estimated | FY 2014-2015 Proposed | FY 2014-2015 Amended |
|--------------------------------|---------------------|------------------------|-----------------------|----------------------|
| Operating Expenses | 296,853 | 298,440 | 297,435 | 300,725 |
| Depreciation | 108,600 | 110,000 | 106,000 | 106,000 |
| Total Appropriations | 405,453 | 408,440 | 403,435 | 406,725 |

SECTION 3: At the end of the current fiscal year the governing body estimates balances/deficits as follows:

| | Fund Balance | Fund Balance Amended |
|-----------------------------------|---------------------|-----------------------------|
| General Fund | 738,696 | 706,456 |
| Drug Fund | 344,799 | 344,493 |
| Adequate Facility Tax Fund | 49,334 | 49,334 |
| Sewer Fund | 864,514 | 861,224 |

SECTION 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

| General Fund -Bonded or Other Indebtedness | Debt Redemption (Principal) | Interest Requirements | Debt Authorized and Unissued |
|---|--|------------------------------|---|
| Bonds | 324,000 | 68,200 | |
| Notes | 24,000 | 9,347 | |
| Capital Leases | | | |
| Other Debt | | | |
| Total | 348,000 | 77,547 | |

| Sewer Fund - Bonded or Other Indebtedness | Debt Redemption (Principal) | Interest Requirements | Debt Authorized and Unissued |
|--|--|------------------------------|---|
| Bonds | | | |
| Notes | 42,984.00 | 5,366.00 | |
| Capital Leases | | | |
| Other Debt | | | |
| Total | 42,984.00 | 5,366.00 | |

SECTION 5: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

| Proposed Capital Projects | Proposed Amount Financed by Appropriations | Proposed Amount Financed by Debt |
|----------------------------------|---|---|
| | | |

SECTION 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the Tennessee Code Annotated.

SECTION 7: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.

SECTION 9: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenue are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance in the comptroller of the Treasury for a continuation budget will be requested in any indebtedness is outstanding.

SECTION 10: There is hereby levied a property tax of \$0.91 per \$100 of assessed value on all real and personal property.

SECTION 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 12: This ordinance shall take effect _____, the public welfare requiring it.

First Reading

Public Hearing

Final Reading

Francis A. Gross, Mayor

Debbie K. Finch, Recorder /CMFO

| Fund | Dept. | Current Budget Amount | Budget Amount After Amendment | Amended Amount | Reason for Amendment |
|---------------------|----------------|-----------------------|-------------------------------|----------------|--|
| General -110 | Administrative | 176,960.00 | 200,507.00 | 23,547.00 | Overlap in City Manager Salary and purchase vehicle |
| | | | | | |
| General -110 | Clerks | 88,826.00 | 89,767.00 | 941.00 | Employee budgeted to receive 1.5% increase but was given 3% by CM and line item adjustments to meet year end expenditures. |
| | | | | | |
| General -110 | Streets | 316,500.00 | 316,514.00 | 14.00 | Line item adjustments to meet year end expenditures |
| | | | | | |
| General -110 | Parks | 288,986.00 | 289,500.00 | 514.00 | Line item adjustments to meet year end expenditures |
| Fund Balance | | 738,696.00 | 706,456.00 | | |
| | | | | | |
| | | | | | |
| Drug - 127 | Drug | 113,148.00 | 113,454.00 | 306.00 | Line item adjustments to meet year end expenditures |
| Fund Balance | | 344,799.00 | 344,493.00 | | |
| | | | | | |
| | | | | | |
| | | | | | |

ORDINANCE NO. 015-002

AN ORDINANCE AMENDING THE KINGSTON SPRINGS MUNICIPAL CODE OF ORDINANCES, TITLE 13, CHAPTER 4, SECTION 13-402. STORING, PARKING OR LEAVING DISMANTLED OR OTHER SUCH MOTOR VEHICLES PROHIBITED AND DECLARED NUISANCE.

WHEREAS, the Town of Kingston Springs, Tennessee has codified its ordinances as contained within the Kingston Springs Municipal Code of Ordinances; and

WHEREAS, Title 13, Chapter 4, ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES was amended by Ordinance No. 13-002, duly adopted, and codified; and

WHEREAS, the Board of Commissioners desire to amend Section 13-402 of said code.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Kingston Springs, Tennessee, that Title 13, Chapter 4, Section 13-402. Storing, parking or leaving dismantled or other such motor vehicle prohibited and declared nuisance., is amended by this ordinance as follows:

The last sentence in Section 13-402 is here and now amended by deleting the existing language and to be substituted in lieu thereof, to wit: "This section shall not apply to any vehicle fully and property enclosed within a building on private property or to any vehicle held in connection with a business enterprise lawfully holding a business license, and being properly operated pursuant to all applicable laws of the city."

This amendatory ordinance shall take effect twenty (20) days after adoption and after publication of adoption.

ORDAINED on this the ____ day of _____, 2015.

FRANCIS A. GROSS, III, MAYOR

ATTEST:

DEBBIE FINCH, CITY RECORDER

APPROVED AS TO FORM AND LEGALITY:

LARRY D. CRAIG, CITY ATTORNEY

SUBMITTED TO PUBLIC HEARING ON THE ____ DAY OF _____, 2015,
AFTER PUBLICATION IN THE ADVOCATE NEWSPAPER ON THE ____ DAY OF _____, 2015.

PASSED FIRST READING: _____
PASSED SECOND READING: _____

CITY RECORDER TO ADVERTISE ADOPTION IN THE ADVOCATE NEWSPAPER.

Debbie Finch

From: Larry Craig <larry.craig@305lawoffice.com>
Sent: Friday, March 13, 2015 10:55 AM
To: Mike McClanahan
Cc: 'Mogan Julie'; Debbie Finch
Subject: March Agenda Item

As to the revision to the Junk Car Ordinance, I have dictated such and it is being typed now. Julie will send it to you later this morning after I proof it, in both Word and as a pdf, if that is the method you would like for us to send documents to you. As such, you can place it on the agenda for next week. Ordinance No. 15-002.

Larry D. Craig
Attorney at Law
305 14th Avenue North
Nashville, TN 37203

Phone: (615) 320-5577
Fax: (615) 320-5597

larry.craig@305lawoffice.com

**REQUEST FOR QUALIFICATIONS
FOR
CITY ATTORNEY/LEGAL SERVICES FOR THE TOWN OF KINGSTON
SPRINGS, TENNESSEE**

On or before 1:00 p.m., January 23, 2015, the Town of Kingston Springs, TN will receive qualification statements from interested attorneys or law firms for services related to providing legal assistance to the Town. No late statements will be accepted.

Interested firms should submit three copies of their statement of qualifications to:

City Manager
P.O. Box 256
Kingston Springs, TN 37082

PLEASE NOTE: The selection of an attorney or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications-related factors contained in this Request For Qualifications.

Note: Services will begin on July 1st, 2015

INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must address the following criteria and be submitted in this order (the attached Statement Of Qualifications Form may be used):

1. **Name of firm, owner, address and telephone number.**
2. **Personnel qualifications.** Identify the key Attorney who will serve in the position of City Attorney; provide their resume and summarize their experience. Provide the same for other attorneys (if any) in the firm who may assist with the provision of services.
3. **Specialized legal services competence.** Provide information about the attorney and firm's experience in providing legal services to municipal organizations. Provide at least two references from these organizations including names, contact persons and phone numbers.
4. **Capacity and capability.** Provide information about the attorney and firm's capacity and capability to perform on short notice and in a timely manner. If the appointed City Attorney is not available are there other means of responding to requests?
5. **Approach to communicating with the City.** Describe the attorney and firm's approach to communicating with the City in regard to progress reports, status reports, recommendations, status of opinions, etc.
6. **Understanding of services to be provided.** Describe the attorney or firm's understanding of the scope of work.
7. **Work schedule.** Provide a plan for service delivery.
8. **Conflict of interest.** The attorney or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the City is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.
9. **Costs for Providing Services.** Please provide an estimate of the costs for providing the services described above. Such costs should include a base fee for providing routine opinions and services including attendance at regular City Council meetings, and additional fees related to non-routine services such as prosecuting violations of municipal ordinances, representing the City in certain lawsuits, providing non-routine opinions and research, etc.

Statement Of Qualifications Form

1. **Name of firm, owner, address and telephone number:**
2. **Personnel Qualifications:**
3. **Specialized Legal Services Competence:**
4. **Capacity and capability:**
5. **Approach to communicating with the City:**
6. **Understanding of services to be provided:**
7. **Work schedule:**
8. **Costs for Providing Services:**

9. Certification:

I certify that the above information is correct and complete to the best of my knowledge. I also certify that to the best of its knowledge or belief, no elected or appointed official of the Town of Kingston Springs is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ.

Name and Title

Date

8E

LARRY D. CRAIG

Attorney at Law

305 FOURTEENTH AVENUE NORTH • NASHVILLE, TENNESSEE 37203-3416
PHONE:(615) 320-5577 • FAX:(615) 320-5597

February 23, 2015

Board of Commissioners, Town of Kingston Springs, c/o City Manager and Assistant City Manager

Re: Larry D. Craig Legal Services and New City Attorney Appointment

Gentlemen:

This letter follows the 2015 Retreat of the Board and my attendance before you. The following is what I believe is, and can be, an agreed upon proposal to be acted upon once there is a new City Attorney duly appointed and sworn. I believe, going forward, the proposals in this letter should be considered for acceptance by motion at the next regular meeting of the Board of Commissioners.

The City Manager and/or Assistant City Manager will be preparing for and soliciting Requests for Qualifications for my replacement forthwith, with an ending date of the submittal period to be April 30, 2015. This will almost the same method and procedure used that resulted in the appointment of Mr. McClanahan. Thereafter, the Board will then review submittals and schedule interviews, followed by a selection on a date to be determined. I have agreed to be flexible as to that exact effective date, as it is my desire to have a smooth transition, not only for the new City Manager, but also for the City Attorney appointee. I understand that we are already somewhat behind schedule.

Once the content of this letter is accepted, I will begin expending the necessary time organizing and assembling in a useable format the electronic data that I have on my database consisting of the Resolutions and Ordinances heretofore prepared by me over the years. This will be provided to the City Manager and an additional copy for my successor. I am confident such can result in a long term savings and can be a valuable reference and tool for future legal services.

I am willing to accept appointment as Assistant City Attorney of the Town for a period up to a period of one year, and thus continue my service to the Town as an official of government. This will obviously be an at will appointment. I would request that if the Board should desire to terminate the arrangement and appointment, that I be given a ninety day notice as a matter of courtesy. For purposes of the transition(s) and mentoring during this period of time, I will make myself available upon request and by approval of the City Manager, to provide advice to both the current City Officials and new City Attorney and as otherwise outlined herein. Those services will be without a monthly retainer, and will be based upon an hourly rate of \$200.00 per hour,

plus any expenses, if any. The Town would continue to pay the TMAA dues (2015 has been paid, next due on 1-1-16), registrations to TMAA continuing education seminars (usually in February and June each year and every other year one additional Land Use Seminar, co-sponsored by TMAA), travel and expenses reimbursement would be under the existing Travel and Reimbursement Policy. This matter would be exactly the same as we have worked under for years, no changes in that regard. I would suggest that the City Manager determine if my attendance be needed well in advance, or at the earliest practicable time, should the City Attorney be absent or unable to attend a meeting of the BOC or KSMRPC. I will attend the first meetings of both bodies. Assuming I would have no conflict of interest, I could also handle any City Attorney conflicts.

With regard to all legal litigation (none presently) or threatened litigation matters, matters for future audit letters, etc., I will do so in a joint meeting with the City Manager and appointee, together with any other staff members as necessary. I would think such a meeting would be brief. Any special counsel services, e.g. second chair trial matter(s), deemed necessary by the City Manager would be outside the scope of services covered by this letter, and be at an agreed upon compensation agreement at prevailing hourly rates. I do not anticipate such, but such could arise.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry D. Craig", with a long horizontal flourish extending to the right.

Larry D. Craig