



**Kingston Springs Board of Commissioners
Regular Business Meeting Agenda
February 18, 2016**

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 _____ Jennifer Noe _____ Debbie Finch _____

Clint Biggers _____ Eugene Ivey _____ Brandy Miniati _____

D. Declaration of Quorum by Mayor.

2. Approval of Minutes:

A. Minutes of the January 21, 2016 public hearing meeting have been circulated.

Corrections _____

Motion to approve _____ Second _____

3. Confirmation of the Agenda.

Motion to approve _____ Second _____

4. Announcements from Commissioners:

5. 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).

6. **Consent Agenda:**

A. **City Manager's Report**

B. **Department Reports**

C. **Financial Report**

Motion to Approve _____ Second _____

7. **Updates:**

A. **Legal – City Attorney**

8. **Unfinished Business:**

9. **New Business:**

A. **Recognition of Tony C. Swaggerty for 20 Years of Service**

B. **Discussion of an Event for Renaming City Hall**

C. **Request to Remove Designated Funds from Budget Line Items**

D. **Approval of 1 Secondary Water Meter**

E. **Discussion of an Inclement Weather Policy**

10. **Monthly Discussions:**

A. **Surplus: Parks Dept. – Broken Slide**

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

12. **Adjourn:**

_____ adjourned the meeting at _____ p.m.



**BOARD OF COMMISSIONERS
MEETING MINUTES**

JANUARY 21, 2016

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, City Manager	Present
Debbie Finch, Assistant City Mgr. /Recorder	Present
Jennifer Noe, City Attorney	Present

D. Declaration of Quorum by Mayor

2. APPROVAL OF MINUTES:

Commissioner Lampley made a motion to approve the minutes for December 17, 2015 city commission meeting. Vice Mayor Stohler seconded the motion and it passed unanimously.

3. CONFIRMATION OF AGENDA:

Commissioner Corlew made a motion to approve the agenda. Commissioner Remick seconded the motion and it passed unanimously.

4. ANNOUNCEMENTS FROM COMMISSIONERS:

Commissioner Corlew commended Debbie Finch on the monthly financial report.

Vice Mayor Stohler stated that he had eaten at the new restaurant, Barleypops which was very good and that they would be having a soft opening on February 6th.



BOARD OF COMMISSIONERS MEETING MINUTES

Commissioner Remick commended the Park Department for being selected for the Tier 1 Program.

Mayor Gross stated that they had met with the farmer market vendors and that it was a productive meeting. He also congratulated Debbie Finch and Mike McClanahan for receiving the "Distinguished Budget Award".

5. COMMUNITY INPUT AND CONCERNS:

No one spoke.

6. CONSENT AGENDA:

Commissioner Remick made a motion to approve the consent agenda. The motion was seconded by Commissioner Corlew and passed unanimously.

- City Manager McClanahan asked for a motion to trade a public works vehicle that had been previously surplusd to sell for a jet trailer. Vice Mayor Stohler made a motion to trade the truck for the jet trailer. The motion was seconded by Commissioner Lampley contingent on value, that it was a fair deal for the town and was a true equitable trade. The motion passed unanimously.

7. UPDATES:

A. Legal – City Attorney

City Attorney Noe stated that the sheriff was taking a strong stance on serving alcohol to minors. She stated that three businesses in the town had been caught in a sting serving to minors.

City Attorney Noe recommended that the board wait until after February 10th and then have a special called meeting of the Beer Board. Mrs. Noe stated that the Beer board only has control over the permit holder, not the individual that sold the alcohol. She also stated that packaged liquor stores that sell beer fall under the ABC.

8. UNFINISHED BUSINESS:



BOARD OF COMMISSIONERS MEETING MINUTES

9. NEW BUSINESS:

- A. Reappointment of Chuck Sleighter and Tom Cullen to the Planning Commission. New term: 2016-2019:**
Mayor Gross reappointed Chuck Sleighter and Tom Cullen to the Planning commission.
- B. Resolution #16-001 – Donation to “The Ark”:**
Commissioner Lampley made a motion to approve resolution 16-001. The motion was seconded by Vice Mayor Stohler and passed unanimously.
- C. Resolution #16-002 – Use of Meeting Room by the Cheatham County Veterans Service Office:**
Vice Mayor Stohler made a motion to approve Resolution #16-002 as amended. The motion was seconded by Commissioner Remick and passed unanimously.
- D. Approval to advertise for bids for miscellaneous services:**
Vice Mayor Stohler made a motion to approve the advertisement for bids for miscellaneous services. The motion was seconded by Commissioner Lampley and passed unanimously.

10. MONTHLY DISCUSSIONS:

11. OTHER (For Discussion Only):

12. ADJOURNMENT:

Mayor Gross adjourned the meeting at 7:41 p.m.

Francis A. Gross, III
Mayor

Debbie Finch
Assistant City Mgr. /Recorder



**MANAGER'S REPORT
FEBRUARY 2016**

RETREAT SUMMARY

A summary of the Board's retreat is attached to this report. Feel free to let me know if you have any additions or corrections. Below is a summary of court revenues from the last 5 years.

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted
Budgeted	\$ 36,000	\$ 36,000	\$ 40,000	\$ 40,000	\$ 40,000
Actual	\$ 70,446	\$ 83,421	\$ 43,404	\$ 34,846	\$ 17,402
Difference	\$ 34,446	\$ 47,421	\$ 3,404	\$ (5,154)	\$ (22,598)

BEER BOARD PROTOCOL

In issuing the summons to appear before the Beer Board, staff also prepares a report that is read aloud during the meeting. The report indicates: when the sales permit was issued, was the permit holder the individual caught selling to underage, how many times have they been convicted, how recent were the convictions, how many times have they been tested and passed, etc. Staff then makes a recommendation to the Beer Board and then board members discuss.

The Beer Board must issue a suspension first, and then has the option to offer a payment in lieu of the suspension to be paid within 7 days. Clarksville's Beer Board typically issues penalties of:

- 1st Offense: 30 day suspension OR \$500 civil penalty
- 2nd Offense: 45 day suspension OR \$1,000 civil penalty
- 3rd Offense: 60 day suspension OR \$1,500 civil penalty

State law now allows for a maximum penalty \$2,500, but the Clarksville and Kingston Springs Beer Ordinances have not been updated to reflect that change.



MANAGER'S REPORT FEBRUARY 2016

UPCOMING ACTION ITEMS & EVENTS

Staff Actions

- Easter Egg Hunt planning
- Website development
- Tallying surveys (402)

Docket Items for Next Month

- Beer Board meeting
- FY15 audit highlights
- Possible inclement weather policy
- Possible purchasing policy update
- Award of 2-year contracts

Events

- Fire Department Banquet - March 12
- Easter Egg Hunt - March 19th

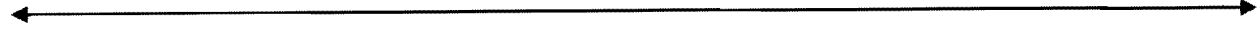
FIRE DEPARTMENT
Eugene Ivey, Fire Chief



Kingston Springs Fire Department

Statistics:

Type of Call	January 2015	January 2016
MVA	2	8
False Call	2	5
Brush Fire	2	1
Controlled Burn	0	0
FR (First Responder)	9	17
Fire Alarm	0	0
Vehicle Fire	0	2
Trash/Refuse Fire	0	0
Investigation	0	0
Search	0	0
Rescue	0	0
Structure Fire	5	1
Standby	0	0
Hazardous Conditions	0	0
Total Calls for Service	20	34



Town of Kingston Springs, Tennessee

JANUARY 1, 2016

TO: HONORABLE MAYOR GROSS & CITY COMMISSIONERS

FROM: JAMES PARKS, CODES OFFICIAL

RE: CODES ENFORCEMENT MONTHLY REPORT

Properties/Issues Unresolved:

115 East Kingston Springs Rd. – Trash pile, certified letter mailed.

123 Luyben Hills Rd. – Several violations, certified letter mailed.

563 Saunders Lane – Red Tag, certified letter mailed.

Other Notes:

Statistics:

Permits Issued	January 2015	January 2016
New Construction (Res./Comm.)	1	1
Demolition	-	-
Penalties	-	-
Condo Units	-	-
Fireworks	-	-
Tent	-	-
Signs	-	-
In-Ground Pools	-	-
Driveways	-	-
Additions/ Etc.	2	4
Total Permits Issued	3	5



Town of Kingston Springs, Tennessee

February 18, 2016

TO: HONORABLE MAYOR GROSS & CITY COMMISSIONERS

FROM: CLINT BIGGERS, DIRECTOR

RE: PUBLIC WORKS DEPARTMENT MONTHLY REPORT

Projects Completed This Month:

Snow removal.

Projects on the Horizon:

Scheduled ditch cleaning and tree removal at 461 page Road.

Pot hole repairs from snow and ice.

Sewer Notes:

17 Sewer Locates

3 Septic Tanks Pumped

2 sewer pumps repaired.

Other Department Notes:

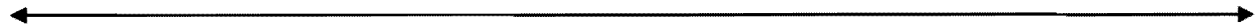
Purchased 75 tons of salt.

Statistics:

Sewer Service Fees Collected: 2 x \$50.00 = \$100.00

Of Work Orders

MUNICIPAL COURT
Phillip Maxey, Municipal Court Judge



Town of Kingston Springs, Tennessee

JANUARY 1, 2016

TO: HONORABLE MAYOR GROSS & CITY COMMISSIONERS

FROM: RITA CATHEY, COURT CLERK

RE: MUNICIPAL COURT MONTHLY REPORT

Court Summary January 2016

Adult Citations Written	18
Juvenile Citations Written	<u>2</u>
Total Gross Citations	20

Total Gross Revenue for the Month	\$2,348.25
Less Litigation Tax (Paid to State)	-\$227.39
Drug Fines Collected	<u>\$050.00</u>
Total Net Revenue	\$2,170.86

Court Summary January 2015

Adult Citations Written	12
Juvenile Citations Written	<u>1</u>
Total Gross Citations	13

Total Gross Revenue for the Month	\$1,878.75
Less Litigation Tax (Paid to State)	-\$221.51
Drug Fines Collected	<u>\$000.00</u>
Total Net Revenue	\$1,657.24

Second South Cheatham Utility District



American Water Works Association

P.O. Box 309
 Kingston Springs, TN 37082
 615-952-3094 - Phone / 615-952-2017 - Fax



TAUD Member

TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

Billing Period
 Ending : 1/31/2016

REC'D FEB 05 2015

Dec. 2015 Ending Balance	32,527.16
Add Penalties:	498.00
Credits for Customers:	-104.30
Less Payments:	-28,998.37
Balance Forward:	3,922.49
Sewer Billing (Sales):	30,441.43
Total Account Receivable:	34,363.92

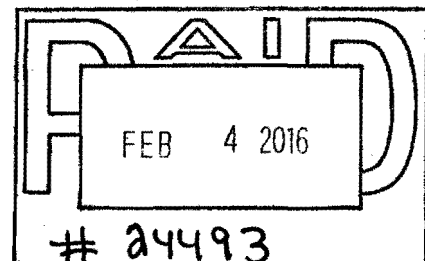
COLLECTIONS STATEMENT

Collection Dates:	1/1/16 - 1/31/2016
Collection Amount:	28,998.37
Less 6.5%	1,884.89
Bad debt collected - Tonya Johnson	+ 23.76
Amount Due	27,137.23

	Same Period Last Year	Current Period	Increase or Decrease
SALES	31,024.01	30,441.43	-1.9%
GALLONS	3679.3	3507.1	-4.7%

ADJUSTMENTS

101-92950-01 Auga Gossett	Leak	-104.30
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PAYMENT SUMMARY REPORT
SERVICE BY CLASS

CLASS	COUNT	PAYMENTS	DATE	BATCH	NAME
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SERVICE: KS SEWER

01	652	19408.40			
02	55	9589.97			
=====		=====			
SERVICE TOTALS:	707	28998.37			

=====		=====			
GRAND TOTALS:	707	28998.37			
=====		=====			

PAYMENTS For Reporting Period: 01/2016 TO 01/2016 CLASS = ALL

* End of Report: Software Solutions *

BILLING SUMMARY REPORT
SERVICE BY RATE BY CLASS

CLASS BILLS CHARGES USAGE NAME

SERVICE: KS SEWER
RATE: XAI K.S. SEWER USAGE

CLASS	BILLS	CHARGES	USAGE
01	678	21741.59	24983
02	57	8653.49	10088

TOTALS	735	30395.08	35071

RATE: XBI K.S. NO USAGE

CLASS	BILLS	CHARGES	USAGE
01	2	30.90	0
02	1	15.45	0

TOTALS	3	46.35	0

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SERVICE TOTALS:	738	30441.43	35071
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GRAND TOTALS:	738	30441.43	
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BILLINGS For Reporting Period: 01/2016 TO 01/2016 CLASS = ALL

* End of Report: Software Solutions *

9d.

Second South Cheatham Utility
P.O. Box 6
Kingston Springs, TN 37082
615-952-3094 - Office
615-952-2017 - Fax

facsimile transmittal

To: Debbie Fax: 615.952.2397

From: Jennifer Davenport Date: 1-25-2016

Re: Sewer Refund Pages: 2

CC:

Urgent For Review Please Comment Please Reply Please Recycle

Notes:

Our mutual customer, John Adamson, request
refund on secondary meter. He said placed
meter out to be read, but it was not. We
read a day later because of increment
weather. Please advise if approved.

- Jennifer Davenport

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USB37002 2016/01/25 10:56:56

SECOND SOUTH CHEATHAM UTILITY

Page: 1

BILLING JOURNAL - S. CHEATHAM

ACCOUNT NO	NAME	WATER ARK	KS SEWER STATE TX	PEG SWR KS TAX	OFF/CM INDST TX	PEG-INSP PEG TAX	SERVLINE CTMY TAX	PREV.BAL	F/P	T

951-92670-00	ADAMSON, JOHN	0.00	9.08	0.00	0.00	0.00	0.00			9.08
279	HARPETH VIEW TR	0.00	0.00	0.00	0.00	0.00	0.00	0.00		9.08
READ: 01/25/2016	752	USBD:	17	17	1 3/4	WE		X\$ 00 00 00 00 00 00 00 00 00 00		30
* BOOK TOTALS *										
17	17	0.00	9.08	0.00	0.00	0.00	0.00	0.00		9.08
** DISTRICT TOTALS **										
17	17	0.00	9.08	0.00	0.00	0.00	0.00	0.00		9.08
*** GRAND TOTALS ***										
17	17	0.00	9.08	0.00	0.00	0.00	0.00	0.00		9.08
1 ACCOUNTS										9.08

* End of Report: Software Solutions *

9e.

Mike McClanahan

From: Jaeckel, Gary William <gary.jaeckel@tennessee.edu>
Sent: Friday, January 29, 2016 3:27 PM
To: Mike McClanahan
Subject: RE: Question: Closing City Hall - Paid Time Off
Attachments: City of Franklin.docx; Inclement Weather.docx

Mike,

Here are two of the policies that I mentioned to you. Some version of one of these should probably be added to the City's Personnel Policies manual. The second policy is actually from Clarksville, and may be the most instructive for the City of Kingston Springs. In both situations, there is a recognition that there is a difference between "support" personnel and personnel deemed as "essential, emergency" personnel who are required/needed at work in order to maintain safety of the community. Police, Fire and Public Works employees who would be responsible for manning snow plows fall into that category of "essential/emergency" employees. Such "essential/emergency" personnel are not entitled to any additional compensation, unless the total hours that they have worked in the time period exceed the regular number of hours of work for that pay period. To answer your last question; No, this policy does not constitute discrimination!

Gary Jaeckel

From: Mike McClanahan [mailto:citymanager@kingstonsprings-tn.gov]
Sent: Thursday, January 28, 2016 12:43 PM
To: Jaeckel, Gary William <gary.jaeckel@tennessee.edu>
Subject: Question: Closing City Hall - Paid Time Off

Gary,

Hope you're doing well, I've got a quick HR question. I closed City Hall due to the snow last week and paid the 2 hourly clerks for the time we were closed. They did not use their leave. 3 Public Works laborers are asking for additional time off since the clerks were compensated due to the closure. Do I need to give the Public Works employees extra paid time off? Do hourly Police Officers deserve the same extra time off? Does this constitute discrimination?

Any help or advice is appreciated. Feel free to call me on my cell if you get a few moments. 703-909-8982.
Mike

Mike McClanahan
City Manager



Town of Kingston Springs
P.O. Box 256 | Kingston Springs, TN 37082
(615) 952-2110 Ext.15
citymanager@kingstonsprings-tn.gov

PERSONNEL POLICY 96-1

SUBJECT: Inclement Weather

PURPOSE: To establish uniform procedures for work schedules in the event of inclement weather.

APPLICABILITY: All City of Clarksville employees.

POLICY STATEMENT: All City of Clarksville employees are expected to work their normal work schedules in the event of inclement weather unless excused by competent authority.

DEFINITIONS:

a. **Inclement Weather** – severe weather conditions which may cause damage to life or property. Inclement weather may be caused by rain, snow ice, high winds extreme heat or cold or storms.

b. **Competent Authority.**

1. The Mayor of Clarksville, or the Mayor-pro-tem in the absence of the Mayor.
2. Department Heads of city departments.

c. **Essential Personnel** – those city employees, who by virtue of their job description, provide services which are essential for the health, welfare and safety of the residents of Clarksville.

d. **Support Personnel** – those city employees who provide support and administrative services but do not provide for the health, welfare and safety of the residents of Clarksville.

e. **Overtime Pay** – that premium pay earned by employees who exceed the number of hours authorized in a work period and as described in Personnel Procedure 92-2.

GENERAL:

a. Only the Mayor of the City of Clarksville may excuse support personnel from work in the event of inclement weather when it is considered that the health, welfare or safety of the employees is at risk. Such employees will be entitled to normal compensation during such absence.

b. Department heads may excuse support personnel prior to or in the absence

of such a declaration by the Mayor, but such absence will be charged as annual leave. Support personnel who have no accumulated annual leave will have their pay deducted for the period of the absence.

c. Essential personnel are expected to work their normal shift assignments or such assignments as are deemed necessary by the department head. Essential personnel will receive no premium pay for working in inclement weather, unless the number of hours worked in a work period exceeds the maximum authorized hours as defined in Personnel Procedure 92-2.

Section P. Hours of Work, Attendance, and Inclement Weather

Hours of Work: The City Administrator, in conjunction with Department Directors, shall establish hours of work per work period for each position in the Classified Service and the hours during which offices shall be opened for business. The needs of service and the reasonable needs of the public who may be required to do business with the various City Departments always shall be taken into account before the personal wishes of employees. All non-exempt employees, except for Uniformed Fire personnel, shall work forty (40) hours per week with special provisions made in departments that require additional hours to meet existing conditions or emergency contingencies. Non-exempt employees hired before March 1, 1999, on a 37.5 hour workweek will remain on 37.5 hours/week until promoted, reclassified, or reassigned. Administrative offices in City Hall will be open from 8:00 a.m. until 5:00 p.m., Monday through Friday. Departments outside City Hall generally operate on a 7:00 AM to 4:00 PM schedule. The workweek for all employees is Friday, 12:00 AM, through Thursday, Midnight, except Fire Department employees on shift work a 28 day cycle.

Attendance: Employees shall be in attendance at assigned work stations or locations at established starting times in accordance with general departmental regulations and these Rules. Employees are required to adhere to the City's time and attendance procedures, including but not limited to punching in and out and completing leave slips. All departments shall keep daily attendance records of their employees which shall be reported to the Finance Department on Mondays by a time specified by the Comptroller.

Inclement Weather: Generally, inclement weather does not warrant the closing of City facilities or activities, and every employee is expected to make every attempt to report to work as usual. Some City operations and activities must continue regardless of, or because of, the weather conditions. Employees who must perform these activities are considered emergency personnel and are designated as such under specific or all circumstances by the City Administrator in conjunction with individual Department Directors. Public Safety personnel and the Risk Manager are designated as emergency personnel under all circumstances. Employees in other departments, for example the Street Department, may be declared emergency personnel depending upon their job function and the equipment they operate. These employees are expected to report to work under all weather conditions. Emergency personnel who fail to report to work will be charged with leave without pay.

Department Directors, regardless of department or function, are expected to report to work.

If local weather conditions make it impossible for non-emergency personnel to report to work, the employee is expected to notify the supervisor in the same manner as for any other absence. Non-exempt employees may use vacation leave, accrued compensatory time, or if the employee has no accumulated leave, leave without pay. Exempt employees may use vacation leave.

If an employee is late due to severe weather conditions, the employee will not lose paid time unless the delay is longer than one hour. Delays of longer than one hour will be charged to vacation leave or compensatory leave, taken as leave without pay, or made up within the workweek, with the approval of the Department Director.

If weather conditions become progressively worse during the course of the day all employees will be expected to finish out their work schedule unless granted leave or unless contrary instructions are received from the City Administrator or the Mayor. Only the City Administrator or the Mayor can approve closing all activities, operations, and functions in any department, facility, and/or building.

PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE RETURN TO CITY RECORDER)

DATE 2-8-16

DEPARTMENT Parks

ITEM Broken Slide

HOW MANY 1

DISPOSAL Throw Away
(THROWN AWAY, SURPLUSED, ETC.)

DISPOSAL DATE 2-8-16

SIGNATURE 