



**Kingston Springs Board of Commissioners  
Regular Business Meeting Minutes  
June 17, 2021**

**1. Call to Order:**

The meeting was called to order by Mayor Gross at 7:00 p.m.

**2. Pledge of Allegiance:**

**3. Roll Call:**

**Board Members in Attendance:**

Carolyn Clark, Commissioner	Present
Josh Eatherly, Commissioner	Present
Tony Gross, Mayor	Present
Mike Hargis, Commissioner	Present
Glenn Remick, Vice-Mayor	Present

**Staff in Attendance:**

John Lawless, City Manager	Present
Jamie Dupré, City Recorder	Present
Martha Brooke Perry, City Attorney	Present
Eugene Ivey, Police and Fire Chief	Present
Brandy Miniati, Parks Director	Present

**4. Declaration of Quorum by Mayor**

Mayor Gross declared a quorum.

**5. Motion to Approve the May 20, 2021 City Commission Meeting Minutes:**

Motion to approve the May 20, 2021 City Commission Meeting Minutes made by Commissioner Eatherly, with a second by Vice-Mayor Remick. Motion passed.

**6. Motion to Approve the June 17, 2021 City Commission Meeting Agenda:**

Motion to approve the June 17, 2021 City Commission Meeting Agenda made by Commissioner Eatherly, with a second by Vice-Mayor Remick. Motion passed.

**7. Announcements from Commissioners:**

Commissioner Clark reported that the landscaping project in the park at the activity center has started. She thanked Roger Parker, Demetria Victory, Scott Fugelberg, and Daniel Richmond for all their help.

Vice-Mayor Remick said that he heard good comments about the fishing rodeo, the Farmer's Market, and that the mowing in the park is looking good. He thanked all involved.

Mayor Gross wished City Manager John Lawless a happy birthday.

**8. Community Input and Concerns:**

None.

**9. Department Reports:**

**A. Recognition of Geoff Lorenz**

Geoff Lorenz was presented with a service award commemorating his service as a Commissioner with the Town of Kingston Springs. Covid restrictions and online meetings prevented the award from being presented earlier.

**B. FEMA Update**

City Manager Lawless reported that he has had introductory calls with FEMA regarding the March 28 flood damage. Follow up calls are scheduled at the end of the month.

**C. Parks**

Parks Manager Miniati would like to reinstate the senior program in August. She reported that July summer camps are full. Commissioner Hargis asked about the progress on the new splashpad. Parks Manager Miniati reported there was a meeting with the company engineer and sales person to go over plans, and that a design should be available in the next few weeks.

**10. Legal Updates:**

None.

**11. Unfinished Business:**

**A. Motion to approve donations to the Town of Kingston Springs for use toward onboarding a new K9 Officer.**

Chief Ivey stated that pledges are now at \$18,675, which is enough to purchase a dog. Motion to approve June 17, 2021 list of pledged donations in the amount of \$5,205 to the Town of Kingston Springs for use toward onboarding a new K9 Officer made by Vice-

Mayor Remick, with a second by Commissioner Hargis. Motion passed. Vice-Mayor Remick thanked Todd Verhoven for starting the Go Fund Me page for the K-9 officer.

**B. Motion to approve on second reading Ordinance 21-005 - Amending Provisions of the TITLE 12, CHAPTER 3, SECTION 12-302 (1) and TITLE 13, CHAPTER 1, SECTION 13-105(2) of the Town of Kingston Springs Municipal Code.**

Motion to approve on second reading Ordinance 21-005 – Amending Provisions of the TITLE 12, CHAPTER 3, SECTION 12-302 (1) and TITLE 13, CHAPTER 1, SECTION 13-105(2) of the Town of Kingston Springs Municipal Code made Vice-Mayor Remick, with a second by Commissioner Eatherly. Motion passed.

**C. Motion to approve on second reading Ordinance 21-007 – An Ordinance to Amend TITLE 9 Business Peddlers, Solicitors, Etc, Adding CHAPTER 2 – Mobile Food Vending.**

Commissioner Clark asked for clarification on public property under section 9. City Attorney Perry said the public sites will be listed on the website. Motion to approve on second reading Ordinance 21-007 – An Ordinance to Amend TITLE 9 Business Peddlers, Solicitors, Etc. Adding CHAPTER 2 – Mobile Food Vending made by Vice-Mayor Remick, with a second by Commissioner Eatherly. Motion passed.

**D. Motion to approve on second reading Ordinance 21-008 – Amending Provisions of the TITLE 11, CHAPTER 5, SECTION 11-504 of the Town of Kingston Springs Municipal code.**

Motion to approve on second reading Ordinance 21-008 – Amending Provisions of the TITLE 11, CHAPTER 5, SECTION 11-504 of the Town of Kingston Springs Municipal Code made by Vice-Mayor Remick, with a second by Commissioner Eatherly. Motion passed.

**12. New Business:**

**A. Motion to approve Resolution 21-005 – Support of Special Event Dinner on Main.**

City Manager Lawless said that Dinner on Main is scheduled for Sunday, September 19. Tickets will go on sale at the Farmers Market on July 10. Commissioner Eatherly asked how many tickets were sold at the last event and if we could expand that number. Park Manager Miniati said approximately 130 tickets were sold for the last Dinner on Main. The size of event can't be expanded. Mayor Gross said we also have to keep in mind rain location capacity. Motion to approve Resolution 21-005 – Support of Special Event Dinner on Main made by Commissioner Hargis, with a second by Commissioner Eatherly. Motion passed.

**B. Motion to approve Resolution 21-006 – Adopting Fee Schedule for use of Town Park Facilities, Summer Camp, Soccer, and Notary Services.**

City Manager Lawless said this resolution sets the rates for facilities and allows staff to receive resident rate. City Attorney Perry said the schedule needs to be amended to say Resident and Employee Rate. Commissioner Hargis asked about rates for new splash pad,

and City Manager Lawless said that he and Park Manager Miniati will be working on that and will bring that before the Commission in the next couple of months. Commissioner Eatherly asked for clarification on rate schedule so that Ball Field Lights say per night instead of per reservation. Motion to approve Resolution 21-006 – Adopting Fee Schedule for use of Town Park Facilities, Summer Camp, Soccer, and Notary Services with changes made by Vice-Mayor Remick, with a second by Commissioner Eatherly. Motion passed.

**C. Motion to approve accepting Civil and Environmental Consultants, Incorporated for Wastewater Engineering Services and authorize City Manager to execute contract after City Attorney approval on behalf of the Town of Kingston Springs.**

City Manager Lawless said that there are a several wastewater projects on the horizon and the staff felt it was best to use an engineering firm specializing in Wastewater. A Request for Qualifications for Wastewater Engineering Services was advertised. Staff recommendation is to use Civil & Environmental Consultants, Inc. Motion to approve accepting Civil and Environmental Consultants, Incorporated for Wastewater Engineering Services and authorize City Manager to execute contract after City Attorney approval on behalf of the Town of Kingston Springs made by Commissioner Hargis, with a second by Vice-Mayor Remick. Motion passed. Commissioner Clark asked if grants would be applicable. City Manager Lawless said that CEC will work on the fee schedule and that they work with municipalities to find grant opportunities to fund projects.

**D. Motion to approve accepting proposal from Smith and Loveless for pump station replacement of the Acorn Court Lift Station and authorize City Manager to sign on behalf of the Town of Kingston Springs.**

City Manager Lawless said that the Acorn Court Pump Station was damaged in the flood, and the Board voted to replace it. A Request for Proposal was advertised, and the staff recommends Smith & Lovelace. The price is \$75,632.00. Commissioner Hargis asked if the insurance payments received will cover the cost of the new station, and City Manager Lawless said payments will not quite cover the cost. City Attorney Perry said the additional terms and conditions of the agreement needs to be corrected by changing Kansas to Tennessee in section 1.F. and in section 9, “due to no fault of the Seller” should be inserted in the second sentence after “This cancellation.” Motion to approve accepting proposal at a cost of \$75,632.00 from Smith and Loveless for pump station replacement of the Acorn Court Lift Station subject to the changes in additional terms and conditions in section 1.F changing Kansas to Tennessee and in Section 9 by inserting phrase “due to no fault of the Seller” in the second sentence after “This cancellation, and authorizing City Manager to sign on behalf of the Town of Kingston Springs, made by Vice-Mayor Remick, with a second by Commissioner Eatherly. Roll call vote was held with Commissioner Clark voting yes, Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, and Vice-Mayor Remick voting yes. Motion passed.

**E. Discussion of Blue Cross Healthy Places Grant Opportunity.**

City Manager Lawless noted that the Town had recently applied for a grant from Tennessee Department of Health for a healthy environment space at the old Farmers Market site near Kingston Springs Middle School that we were not awarded.

Commissioner Clark suggested repurposing the previous grant application to apply for the Blue Cross Healthy Place Grant for an Elite Fitness space. Commissioner Hargis asked if we could build on that lot due to flooding. Mayor Gross said no buildings, but equipment that allowed water to flow through could be done. Commissioner Eatherly said there were neighborhood concerns about having this park at the entrance to the neighborhood and people parking on the street. Parks Director Miniat said this particular grant brings groups together, and the school would need to be involved and their parking lots could be available. Lawless added that concrete can't be used, but crusher run could be used for pathways. Miniat added that it is an all-inclusive grant, so everything has to be planned out for the application. Commissioner Hargis shared concerns about what FEMA would say to constructing a park in a flood area. Commissioner Eatherly asked if we had to have special documents allowing the County (school) to use it. City Manager Lawless said we already have documents in place for allowing schools to use our facilities. Miniat said the application packets are not available until July. In the interim staff will work to repurpose previous grant application toward this one.

**F. Discussion of Monthly Department Reports presented as part of Commission Meeting reference materials.**

Commissioner Clark has requested that written departmental monthly reports be a part of the monthly Commission meeting. She said that reports will quantify what is being done. The Town used to do written departmental reports, and she feels it will be helpful to do them again. Commissioners receive monthly financial reports from the Finance Director. In the past monthly reports were done, but department heads did not attend meetings. It was agreed that monthly reports were a good idea to give a summary of what is going on. Chief Ivey asked for clarification on content of reports. Reports will be included for July meeting and can be tweaked as needed.

**G. Discussion on implementation of Capital Improvement Project Forms to be used during the budgeting process.**

Commissioner Clark said that she had looked at other towns' capital improvement plans to get a handle on it. She suggested having summary sheets for each unit. Commissioner Eatherly said some structure was necessary, but thought it shouldn't be separated out, and that he preferred to see it all at once. City Manager Lawless said this could be implemented prior to next year's budget meeting.

**13. Surplus:**

- None

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

**Special Called Board of Commissioners meeting for second reading of Ordinance 21-006 – 2021-2022 Budget on Monday, June 28, 2021, at 5:30pm. Meeting to be preceded by a Public Hearing for comment on the Ordinance.**

City Manager Lawless announced that a Special Call Board of Commissioners meeting for the second reading of Ordinance 21-006 – 2021-2022 Budget will be held on Monday, June 28, 2021 at 5:30 p.m. The meeting to be preceded by a Public Hearing for comment on the Ordinance.

Chief Ivey gave an update on the Emergency Services contract that should be voted on soon. It should be same as before, and will be a 4-year contract with a 2% increase. Kingston Springs has lowest fire tax in the county. He said there has been discussion of building an ambulance substation north of tracks on Hwy 70. Since the county has not built a fire station on this side of the county, Chief Ivey is asking them to consider a combination ambulance and fire station.

**15. Reminders:**

- Night Market - KS Farmers and Artisans Market on Thursday, July 1st from 5pm to 8pm.
- City Hall will be closed Monday, July 5<sup>th</sup> in honor of Independence Day.
- Summer Day Camps the weeks of July 12-16 and July 19-23.
- Dinner on Main scheduled for September 19<sup>th</sup>
- South Cheatham Striders meet on June 19 at 9:00 am

**16. Adjourn the Meeting:**

Motion to adjourn the meeting made by Vice-Mayor Remick, with a second by Commissioner Eatherly. Motion passed. Meeting adjourned at 7:51 p.m.

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder