



**Kingston Springs Board of Commissioners  
Regular Business Meeting Minutes  
July 21, 2022**

**1. Call to Order:**

The meeting was called to order by Mayor Gross at 7:01 p.m.

**2. Pledge of Allegiance:**

**3. Roll Call:**

**Board Members in Attendance:**

Carolyn Clark, Commissioner	Present
Tony Gross, Mayor	Present
Mike Hargis, Commissioner	Present
Glenn Remick, Vice-Mayor	Present
Bob Stohler, Commissioner	Present

**Staff in Attendance:**

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

**4. Declaration of Quorum by Mayor**

Mayor Gross declared a quorum.

**5. Motion to Approve the June 16, 2022 Public Hearing Minutes:**

Motion to Approve the June 16, 2022 Public Hearing Minutes made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed unanimously.

**6. Motion to Approve the June 16, 2022 City Commission Meeting Minutes:**

Motion to Approve the June 16, 2022 City Commission Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed unanimously.

**7. Motion to Approve the July 21, 2022 City Commission Meeting Agenda:**

Motion to Approve the July 21, 2022 City Commission Meeting Agenda made by Vice-Mayor Remick, with a second by Commissioner Stohler. Motion passed unanimously.

**8. Announcements from Commissioners:**

Commissioner Hargis announced that Kingston Springs United Methodist Church will be cooking hotdogs in Burns Park at Pavilion 1 next to the splashpad on August 7 from 3:00-7:00 p.m. as part of a community outreach program.

**9. Community Input and Concerns:**

None.

**10. Department Reports:**

City Manager Lawless said the Lundy Cupp sculpture is scheduled to be installed on August 1. A crane will be used to set it in place. The sculpture will need to be cleaned and sealed before the unveiling. Sculpture will be covered until unveiling.

Dinner on Main tickets went on sale on Wednesday, July 20 at 7:00 p.m. via the Eventbrite website. Ticket price was \$150.00, plus fee of \$10.76. As of this evening, seven tickets remained.

We were awarded the Traffic Signal Modernization Grant for Harpeth View Trail at West Kingston Springs Road. The contract has been signed.

Commissioner Clark asked if “No Smoking” signs could be placed at the Activity Center, as well as increase the number. She has observed people smoking on the porch. City Manager Lawless said the signs will be going back up soon. Signs were being redone to make all same style. The Park Rules and Splashpad Rules signs have “No Smoking” listed.

**11. Legal Updates:**

None.

**12. Unfinished Business:**

**A. Second reading of Ordinance 22-007 – Amending Ordinance 22-005 and amending Ordinance 17-005 Hotel Motel Tax and amending Title 5, Chapter 6, Section 5-602 of the Town of Kingston Springs Municipal Code.**

Motion to approve second reading of Ordinance 22-007 – Amending Ordinance 22-005 and amending Ordinance 17-005 Hotel Motel Tax and amending Title 5, Chapter

6, Section 5-602 of the Town of Kingston Springs Municipal Code made by Commissioner Hargis, with a second by Vice-Mayor Remick. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

**B. Discussion on status updates of the following items. Sponsored by Commissioner Clark:**

- **Status of scheduling Capital Improvement Plan workshops (Possible town survey mailer for public comment akin to 2015 Survey?)**  
The workshop is scheduled for August 25 at 5:30 p.m. Commissioner Clark asked if a mailed survey could be done. City Manager Lawless will check with the County to see if funding is available for a survey.
- **Increase in residential/commercial AFT**  
City Manager Lawless and City Attorney Perry will meet to review and then bring it before the Board.
- **Status of AED placement in Burns/City Parks**  
City Manager Lawless said the AEDs were budgeted for this year. They need to be ordered. They do not have to be attached to an alarm, but he will check with our alarm company to see if there is a way that it can be notified when the case is opened and they can contact emergency services.
- **Mission/Vision Statement**  
This was initially discussed at the budget retreat as a way to help guide the Capital Improvement Plan, and will be discussed at the Capital Improvement Plan workshop on August 25.
- **Community-Wide Brush Pick-up Update**  
Commissioner Clark said Pegram did this and she felt it would be a nice benefit to offer Kingston Springs residents. Pegram had approximately 30 households sign up. The estimate from Newcomb Tree Service would be \$1800 day for approximately 40-50 households. Commissioner Hargis said you have to offer it so that everyone has a chance to participate. He was not comfortable with the open-ended cost. Mayor Gross asked City Attorney Perry how Pegram handled it. She said it was open-ended, but only a small number signed up to participate. She said if we were to offer it, it has to be offered to everyone, but parameters can be set. Commissioners Hargis felt it was the homeowner's responsibility to take care of brush and debris. Commissioner Stohler and Vice-Mayor Remick agreed. Commissioner Hargis added that we don't provide trash pick-up, so why would we provide debris pick-up.

### **13. New Business:**

#### **A. Matt Pilcher – Discussion of Arboretum project. Sponsored by Mayor Gross.**

Mayor Gross invited Matt Pilcher of Thrive Garden Center, and an expert on native species to discuss converting the vacant grass lot across from middle school into an arboretum. Requirements for an arboretum are a plan, organizational/government group (Town), labels with plant specifications, and plant costs. Trees are planted in fall, application for arboretum status is in spring, with inspection/approval in the summer. Once approved you are listed on the National Arboretum map. The arboretum would be a public space. The hardest part is the initial planting and keeping plants watered. Commissioner Clark asked about public event requirement. Pilcher said one public/educational event a year is required on the space. Vice-Mayor Remick asked if Pilcher could come up with a budget. Pilcher suggested starting small. Mayor Gross asked about water requirements, and Pilcher said that planting in the fall is easier on the plants, and they have a better chance to take root and not need excessive watering. Then normal watering after that.

#### **B. Motion to approve write off of uncollected sewer debt of \$911.81.**

Motion to approve write off of uncollected sewer debt of \$911.81 made by Commissioner Hargis, with a second by Vice-Mayor Remick. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

#### **C. Motion to approve Resolution 22-009 – Establishing 10% sewer fee increase.**

Motion to approve Resolution 22-009 – Establishing 10% sewer fee increase made by Vice-Mayor Remick, with a second by Commissioner Stohler. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

#### **D. Motion to approve Change Order 1 – Safe Routes to School Project – TDOT PIN 123749.00 for revised increase in construction costs in the amount of \$169,282.00.**

City Manager Lawless said this came about due to a disagreement between the contractor Adams and engineer Collier. Davina Gurschick of Community Development Partners joined the meeting via phone to help answer questions. Aaron Arrington from Collier Engineering, whose area of expertise was TDOT process for local programs, was also available to answer questions. Gurschick said there is always a disconnect between TDOT plans and construction. However, the contractor won't start work until change order is approved. TDOT concurred on the bid estimate but after bid was awarded, the contractor had some issues. The increase is now at 35%, which is uncommon. As of now, change order has to go to TDOT for approval. TDOT will probably come back with questions. The town has requested additional funding on the project from TDOT should they approve the change order. Lawless

said there are no assurances that TDOT will chip in on additional costs. Gurshick said that depends on availability of funds and TDOT's willingness to contribute additional funds. Commissioners Hargis and Clark asked about being able to lock in at certain amount. Commissioner Hargis asked when we would know TDOT's decision, because we need their answer before making a decision on change order. City Manager Lawless said they should respond next week, and the decision can be deferred until August 4. Motion to table the Motion to approve Change Order 1 – Safe Routes to School Project – TDOT PIN 123749.00 made by Commissioner Stohler, with a second by Mayor Gross. Motion passed unanimously.

**E. Discussion of River Card Proposal sponsored by Commissioner Clark.**

Commissioner Clark introduced this proposal as a way to get local businesses hooked into tourism. She said we could partner with businesses and TWRA to put up signs to keep river clean, and provide trash bags to encourage people using the river to observe the rules. If they brought back trash bags, businesses could provide discount coupons. The biggest expense would be signage. City Manager Lawless said we would have to solicit all businesses and then follow up with the interested businesses. However, we can't get involved with the discounts. City Attorney Perry suggested working with Harpeth River Conservancy and have them handle the discounts. City Manager and City Attorney will look into it and come back with a recommendation. Mayor Gross said it was a worthy idea to explore.

**14. Surplus:**

- City Hall – Structure at 431 Park Street.  
City Manager Lawless said this is the vacant house at 431 Park Street that was acquired when the town purchased the property and we would like to get approval for soliciting bids to remove it. Motion to surplus the structure at 431 Park Street and get bids for its removal made by Commissioner Stohler, with a second by Commissioner Hargis. Motion passed unanimously.

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

Commissioner Clark discussed the closing of Forest Road to public traffic. This route was part of the detour for the South Harpeth Bridge closing. Commissioner Clark did research and found that 20 years of prescriptive use makes it a public road. Williamson County does not want to accept the road. Commissioner Clark would like the board to pass a resolution to urge Williamson County to accept the road. City Attorney Perry and City Manager Lawless will have a resolution for the August 4<sup>th</sup> meeting. Commissioner Hargis said they should be sure to include that the road is used by school buses and emergency vehicles.

**16. Reminders:**

- Farmers and Artisans Market Night Market – Thursday, July 28<sup>th</sup>

**17. Adjourn the Meeting:**

Motion to adjourn the meeting made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed unanimously. Meeting adjourned at 8:11 pm.

---

Francis A. Gross, III  
Mayor

---

Jamie Dupré  
City Recorder