



**Kingston Springs Board of Commissioners
Regular Business Meeting Minutes
August 18, 2022**

1. Call to Order:

The meeting was called to order by Vice-Mayor Remick at 7:00 p.m.

2. Pledge of Allegiance:

3. Roll Call:

Board Members in Attendance:

Carolyn Clark, Commissioner	Present
Tony Gross, Mayor	Absent
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	Present
Brandy Miniati, Parks Director	Present

4. Declaration of Quorum by Mayor

Vice-Mayor Remick declared a quorum.

5. Motion to Approve the July 21, 2022 Public Hearing Meeting Minutes:

Motion to Approve the July 21, 2022 Public Hearing Meeting Minutes made by Commissioner Stohler, with a second by Commissioner Hargis. Motion passed unanimously.

6. Motion to Approve the July 21, 2022 City Commission Meeting Minutes:

Motion to Approve the July 21, 2022 City Commission Meeting Minutes made by Commissioner Hargis, with a second by Commissioner Clark. Motion passed unanimously.

7. Motion to Approve the August 4, 2022 Public Hearing Meeting Minutes:

Motion to Approve the August 4, 2022 Public Hearing Meeting Minutes made by Commissioner Stohler, with a second by Commissioner Hargis. Motion passed unanimously.

8. Motion to Approve the August 4, 2022 Special Called City Commission Meeting Minutes:
Motion to Approve the August 4, 2022 Special Called City Commission Meeting Minutes made by Commissioner Hargis, with a second by Commissioner Stohler. Motion passed unanimously.

9. Motion to Approve the August 18, 2022 City Commission Meeting Agenda:
Motion to Approve the August 18, 2022 City Commission Meeting Agenda made by Commissioner Clark, with a second by Commissioner Hargis. Motion passed unanimously.

10. Announcements from Commissioners:
Commissioner Clark expressed appreciation to residents on Webb Ridge, South Harpeth, Sugar Hill Lane, and Forest Drive for getting Williamson County Highway Commission to recommend to Williamson County Commission to accept Forest Drive and bridge into the Williamson County road system.

Vice-Mayor Remick said Mayor Gross is in Colorado running a 100-mile marathon, and had best wishes for his safety.

11. Community Input and Concerns:
None.

12. Department Reports:
After receiving inquiries from neighbors on the frequency of local fire hydrants checks, Commissioner Clark asked to have fire hydrants in the town inspected. City Manager Lawless said he is working with Bill Zimmerman at Second South Cheatham Utility District, who own the hydrants, to develop a plan.

13. Legal Updates:
None.

14. Unfinished Business:

A. 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. Tabled from August 4, 2022 meeting.

City Manager Lawless said the change order has been sent to TDOT. They have requested additional information from the project engineer which has been submitted. We hoped to have an answer prior to today's meeting but have not received official word on whether TDOT will accept change order or not. City Manager requested to table this item until September. Commissioner Clark asked what the amount was for the second bidder. Lawless did not have that information on hand but would furnish it to the Commissioners after the meeting. Commissioner Hargis said prices will probably change again by the time it is approved, and that prices of lumber and concrete are going down, and we should touch base with TDOT on that. Lawless said TDOT has a list of material data that is used, and he will follow up with TDOT. Motion to table approval of 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 (tabled from August 4, 2022 meeting) made by Commissioner Stohler. Commissioner Hargis seconded the motion. Motion passed unanimously.

15. New Business:

A. Motion to approve Resolution 22-010 – Kingston Springs Surplus Policy.

City Manager Lawless stated this resolution doesn't change the current practice, only codifies it. Motion to approve Resolution 22-010 – Kingston Springs Surplus Policy made by Commissioner Clark, with a second by Commissioner Hargis. Motion passed unanimously.

B. Motion to approve Resolution 22-011 – Discontinuation of Town's TCRS Probationary Period.

City Manager Lawless said currently there is a six-month waiting period to participate in the Tennessee Consolidated Retirement System (TCRS). Staff felt removing the waiting period would be beneficial for new hires. This action was also recommended by our TCRS representative as other municipalities are moving in this direction. Motion to approve Resolution 22-011 – Discontinuation of Town's TCRS Probationary Period made by Commissioner Stohler, with a second by Commissioner Clark. Motion passed unanimously.

C. Motion to approve Resolution 22-012 – Adopting amended Personnel Policy for the Town of Kingston Springs.

City Manager Lawless said this will require additional review of Section 6.3 that deals with personnel records before approval. Staff conferred with MTAS for clarification and their legal department requested we confer with State Open Records office for clarification regarding personnel records and open records. City Manager Lawless asked that the board defer action until the September meeting when we will have clarification on the matter. He said we could use this time to answer questions about the updated policy. Commissioner Hargis asked what was 6.3 about. Lawless said it concerns personal information that is in personnel records and what can be supplied and redacted when requested by law enforcement with and without a warrant for the information. Motion to defer action on Resolution 22-012 – Adopting amended Personnel Policy for the Town of Kingston Springs made by Vice-Mayor Remick with a second by Commissioner Hargis. There was discussion on the policy. Commissioner Clark had several items to discuss:

- Page 8: Breaks and lunches. Last policy was an 8.5-hour work day with 30-minute unpaid lunch. Work day is defined as an 8-hour day with a 30-minute unpaid lunch in this one. Lawless said nothing has changed in practice and the verbiage will be corrected to match previous policy to say 8.5-hour day with 30-minute unpaid lunch as in previous policy.
- Recruitment section – should there be an EEOC section? Attorney Perry said it is listed on page 3. Commissioner Clark asked if it should be spelled out under Employment on page 10. Perry said that it was listed again on page 11.
- Grievances – page 15: add EEOC verbiage.

- Grievances – page 16: It should be spelled out that if the grievance is against the supervisor, employee can go to City Manager (similar to steps in harassment). City Attorney Perry said it is addressed in step 3, but additional verbiage can be added.
 - Vacation – page 18: Clark questioned receiving a week’s vacation after 90 days. She said this is usually someone’s probationary period. City Manager Lawless said we are trying to retain and attract as many viable candidates as possible. Surrounding municipalities have policies that are similar or more advantageous. We are trying to make our policy attractive. Clark asked if we had open position that are not being filled. Lawless said we will have open positions very soon. Clark said that seemed like a lot when we have 14 holidays. City Manager and Finance Director said it was 13 holidays. City Manager Lawless said staff was trying to make the vacation policy more attractive to candidates. Vice-Mayor Remick said he had faith in the city manager to make decision as necessary. Finance Director Reed said the language stated that after 90 days, one week of vacation will be accrued and additional vacation would be accrue only after completion of one year on the anniversary of the hire date. Commissioner Stohler confirmed that it was 14 holidays (12 designated and 2 floating). No change made to this section of the updated policy.
 - Page 42 has a typo – wrong town name.
- Previous motion to defer, with a second. Motion passed unanimously.

D. Motion for issuance of a Certificate of Compliance to Sachin Patel/Sahasra Inc. for forwarding to the Tennessee Alcoholic Beverage Commission related to proposed liquor store at 121B Luyben Hills Road, Kingston Springs, Tennessee.

City Attorney Perry said that under State statute a person requesting a license from the state for a package liquor store has to have a Certificate of Compliance from the Town indicating that it has run appropriate background checks and applicant has complied with local laws. State requires a state and national background check. We are still waiting on national background check. There’s not a final certificate of occupancy. Board can issue a Certificate of Compliance upon receipt of satisfactory national background check. Certificate of Compliance acknowledges that has complied with everything but the final certificate of occupancy. Building inspector approves Certificate of Occupancy. Commissioner Hargis confirmed that this can be approved depending on those pieces coming in. Attorney Perry indicated the State of Tennessee says you can note in your letter that you don’t have a final Certificate of Occupancy. City Attorney Perry said the Board can approve the Certificate of Compliance pending the satisfactory return of the national background check. Motion for issuance of a Certificate of Compliance to Sachin Patel/Sahasra Inc. for forwarding to the Tennessee Alcoholic Beverage Commission related to proposed liquor store at 121B Luyben Hills Road, Kingston Springs, Tennessee pending satisfactory return of national background check made by Commissioner Hargis. Commissioner Stohler asked if there were any requirements regarding distance between liquor stores. City Attorney Perry said the only distance requirements are for churches and schools. We have restrictions on the number of liquor stores. Commissioner Stohler seconded the motion. Commissioner Clark abstained. Motion passed unanimously with Clark not voting.

E. Motion to approve Resolution 22-013 – Encouraging Williamson County to accept Forest Drive and Forest Drive Bridge as a Public Road and Bridge.

It was noted that the Williamson County Highway Commission has recommended that the Williamson County Board of Commissioners accept Forest Drive and Forest Drive Bridge as a public road and bridge. Motion to approve Resolution 22-013 – Encouraging Williamson County to accept Forest Drive and Forest Drive Bridge as a Public Road and Bridge made by Commissioner Clark, with a second by Commissioner Stohler. Motion passed unanimously.

F. Discussion of Town installed neighborhood signage. Sponsored by Commissioner Clark.

Commissioner Clark received a request from Henry Patterson, who resides at 1061 Patterson Drive, for a safety road sign. Mr. Patterson has a blind driveway when approaching from 1071 Patterson Drive. City Manager Lawless said we may have a sign in stock. Vice-Mayor Remick asked if there were any other places needing same type of signage. City Manager Lawless said no one else has reported the same issue. The item is before the Board instead of just a staff decision as this has been the Town's process for signage placed in the Town's right-of-way requested by citizens. It was noted the sign would cost approximately \$50-\$60, but town may have a sign on hand. Commissioner Clark motioned to recommend a "blind driveway sign" to be placed between 1071 and 1061 Patterson Drive. Commissioner Stohler seconded motion. Motion passed unanimously.

G. Motion to approve Resolution 22-014 – Implementing a Policy Regarding Emergency Paid Sick Leave for COVID-19 Related Testing, Illness, and Quarantine.

City Manager Lawless said the past resolution expired in April. Cases are again on the rise, there have been three employee cases in the last month, and he recommended reinstating emergency leave as needed through December 31, 2022. This Resolution has been updated to follow current CDC guidelines and impacts only employees who have tested positive. Commissioner Hargis asked if there was a limit on accrued sick time. There is no limit on sick time, but depending on length of service, some people have a lot of sick time and others do not. This would be outside regular sick time. Commissioner Clark said that now that there are no mask mandates, what about with flu. City Manager Lawless said that with COVID there is a mandated 5-day quarantine period. There is not one with flu. Motion to approve Resolution 22-014 – Implementing a Policy Regarding Emergency Paid Sick Leave for COVID-19 Related Testing, Illness, and Quarantine made by Commissioner Hargis, with a second by Commissioner Stohler. Motion passed unanimously.

Motion to amend agenda to include item 15.H. Motion to approve accepting Request for Proposal from Chris Steward for the removal of the vacant house from town owned property at 431 Park Street made by Commissioner Hargis with a second by Commissioner Stohler. Motion passed unanimously.

H. Motion to approve accepting submitted Request for Proposal from Chris Steward for the removal of the vacant house from town owned property at 431 Park Street.

City Manager Lawless said that the Town had advertised Requests for Proposals to remove the vacant house at 431 Park Street. The only proposal received was from Chris Steward who submitted a proposal for removing house and moving it to a property on West Kingston Springs Road. City Planner reviewed plan and it is an acceptable plan with the lot meeting the requirements of accepting the structure. Motion to approve accepting submitted Request for Proposal from Chris Steward for the removal of the vacant house from town owned property at 431 Park Street made by Commissioner Hargis with a second by Commissioner Clark. Motion passed unanimously.

16. Surplus:

- None

17. Other (For Discussion Only):

Commissioner Clark motioned to amend the June 2022 minutes. There was a discussion regarding Cheatham Exchange newspaper, where the town would list it as the paper of record on website, Facebook and social media that was not included in the minutes and needs to be added. Commissioner Hargis seconded the motion. Motion passed unanimously.

18. Reminders:

- Board of Commissioners Capital Improvement Plan Workshop August 25th at 5:30 pm
- City Hall will be closed September 5th for the Labor Day holiday.

19. Adjourn the Meeting:

Motion to adjourn the meeting made by Commissioner Hargis, with a second by Commissioner Stohler. Meeting adjourned at 7:45 pm.

Glenn Remick
Vice-Mayor

Jamie Dupré
City Recorder