



**Kingston Springs Board of Commissioners  
Regular Business Meeting Minutes  
May 21, 2020**

**Meeting Minutes  
May 21, 2020**

**1. Call to Order:**

The meeting was called to order by Mayor Gross at 7:01 PM. Due to the COVID-19 Pandemic and in accordance with Governor Lee's Executive Order 16, the meeting was conducted with no physical public access, but meeting was made available to public participants via live video stream through the Zoom application and published next day on the Town's YouTube channel.

**2. Mayor Gross Calls Meeting to Order via Electronic Means:**

**3. Roll Call:**

**Board Members in Attendance:**

Josh Eatherly, Commissioner	Present
Tony Gross, Mayor	Present
Mike Hargis, Commissioner	Present
Geoff Lorenz, Vice-Mayor	Absent
Glenn Remick, Commissioner	Present

**Staff in Attendance:**

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

**4. Motion to Approve the April 16, 2020 City Commission Meeting Minutes:**

Motion to approve the April 16, 2020 City Commission Meeting Minutes made by Commissioner Remick and seconded by Commissioner Hargis. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed.

**5. Motion to Approve the May 21, 2020 City Commission Agenda:**

Motion to approve the May 21, 2020 agenda made by Commissioner Remick and seconded by Commissioner Eatherly. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed.

**6. Announcements from Commissioners:**

Commissioner Remick commended the Park and Public Works staff for doing a great job in mowing the parks. Commissioner Remick also stated that as elected officials of the Town of Kingston Springs, it is the Commission's duty to represent the people of the Town of Kingston Springs, with a primary focus on fiscal responsibility in oversight of the Town's budget.

Mayor Gross thanked the Fire Department and Police Department for their actions in handling a truck that tipped over in the parking lot at his office a few weeks ago.

**7. Community Input and Concerns:**

None

**8. Department Reports:**

Chief Ivey reported that a new police officer had been hired. He stated current policy reflects that an officer must reside within 15 miles of City Hall for them to be eligible to drive patrol cars home. He requested that policy be changed to reflect officers residing anywhere in Cheatham County or within 30 miles of City Hall. This will be a change in the Employee Work Policy and City Attorney Perry will draft an ordinance for the policy change to be presented to the Commissioners at their next meeting.

**9. Legal Updates:**

City Attorney Perry noted that the Tennessee Legislature will be back in session on June 1<sup>st</sup>. She will be keeping the Commissioners up to date on any changes affecting cities. She also said that MTAS is in the process of updating our municipal code to capture Ordinances not currently included. She and City Manager Lawless will be reviewing the code before it is printed in final form.

**10. Unfinished Business:**

**A. Motion to approve on second reading Ordinance 20-002 – Amending Certain Portions of the Town of Kingston Springs Employee Work Policy.**

Motion to approve on second reading Ordinance 2-002 – Amending Certain Portions of the Town of Kingston Springs Employee Work Policy made by Commissioner Hargis and seconded by Commissioner Remick. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed.

## 11. New Business:

### A. Motion to approve first reading of Ordinance 20-003 – 2020-2021 Budget.

City Recorder Finch said that City Manager has recommended the Commissioners make an amendment to the 2020-2021 budget in the amount of \$1,344. This adjustment would give a cell phone allowance to two employees that do not currently receive it. City Manager Lawless explained that both Assistant City Recorder Jamie Dupré and Court Clerk Brittney Stanley do not currently receive phone allowances, but they both use their personal cell phones to interact with employees with calls and texts regarding various items of city business daily and he felt it was fitting for them to receive the phone allowance. The allowance is \$56.00 a month. There was a question about which city employees receive the cell phone allowance, and all but the two above and City Clerk Doris Neil receive the allowance at this time. Commissioner Eatherly said there is a phone system app for VOIP phones that will allow text messages to be sent from personal cell phone, but it will be treated as sent from office number. It minimizes costs and keeps all the numbers together with the City. He suggested that the City may want to look into this in the future. City Attorney Perry added as a reminder that use of personal phones for city business is subject to open records requests. Recorder Finch said she also received a request for a donation from Transit Alliance, and Mayor Gross said that if in future the Commission wished to respond to the donation request, they could amend budget. Motion to approve first reading of Ordinance 20-003 – 2020-2021 Budget as amended made by Commissioner Remick and seconded by Commissioner Eatherly. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed.

### B. Motion to approve first reading of Ordinance 20-004 – Amending Town of Kingston Springs Public Record Policy.

City Manager Lawless said the primary changes concerned language dealing with minimum copying charges. Lawless indicated the current policy states a fee MAY be waived for costs under \$3.00, and to gain consistency, the updated language states that NO duplication costs will be charged for requests that total \$2.00 or less. Motion to approve first reading of Ordinance 20-004 – Amending Town of Kingston Springs Public Record Policy made by Commissioner Remick and seconded by Commissioner Eatherly. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed.

### C. Motion to approve Resolution 20-005 – Approving Reliant Bank as a Depositor for Municipal Funds and Authorizing City Manager to Execute Contract for the Same.

City Attorney Perry said the reason for the resolution was state statute now requires that we do a contract for banking services that is reviewed every four years. City Attorney Perry put together a contract for services with Reliant Bank. Motion to approve Resolution 20-005 – Approving Reliant Bank as a Depositor for Municipal Funds and Authorizing City Manager to Execute Contract for the Same made by Commissioner Hargis and seconded by Commissioner Eatherly. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed.

**12. Surplus:**

None

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

Mayor Gross said he would like to discuss the following at a future meeting: Court/court fees, speed limit, and fines. City Manager Lawless said that changes to court costs and municipal fines are in the works that will be presented to board in next couple of months.

Commissioner Eatherly asked Chief Ivey about status of speed bumps near Burns Park. Chief Ivey said the speed bumps have been ordered and they are waiting on them to be shipped. City Manager Lawless clarified that three sets have been ordered.

**14. Reminders:**

- City Wide Yard Sale has been postponed to Saturday, June 27<sup>th</sup>.
- KS Farmers and Artisans Market starts Saturday, May 23<sup>rd</sup>. Safety precautions for vendors and customers will be put in place.
- KS City Hall will be closed Monday, May 25<sup>th</sup> for the Memorial Day Holiday.
- Parks Manager Miniatt stated Fishing Rodeo scheduled for Saturday, June 6<sup>th</sup>, has been cancelled due to a change in the date for delivery of fish for the rodeo. There was a suggestion to still promote free fishing day on June 6. Mayor Gross asked if we could announce that it is Free Fishing Day even though we are not having the rodeo. City Attorney Perry suggested stating the while the Town can't host rodeo, it is free fishing day and people could fish together in small groups. Commissioner Eatherly asked if a map of all fishing areas besides the pond in Kingston Springs could be provided.

**15. Adjourn the Meeting:**

Motion to adjourn the meeting made by Commissioner Remick, seconded by Commissioner Eatherly. Roll call vote was held with Commissioner Eatherly voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Lorenz absent, and Commissioner Remick voting yes. Motion passed. Meeting was adjourned at 7:31 PM.

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Francis A. Gross, III  
Mayor

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Debbie Finch  
Assistant City Manager/ Recorder