



City Commission

Kingston Springs, Tennessee

January 20, 2022

Meeting Packet



**Kingston Springs Board of Commissioners
January 20, 2022 Public Hearing Agenda**

A. Call to Order:

The meeting was called to order by _____ at _____

B. Open Public Comments prior to second reading on Ordinance 21-013 – Amending Ordinance 21-006 – 2021-2022 Budget to accommodate receipt and allocation of insurance and grant funding.

C. Adjournment

_____ adjourned the meeting at _____ p.m.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



**Kingston Springs Board of Commissioners
Regular Business Meeting Agenda
January 20, 2022**

1. Call to Order:

The meeting was called to order by _____ at _____ p.m.

2. Pledge of Allegiance:

3. Roll Call:

Board Members in Attendance:

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

Staff in Attendance:

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

4. Declaration of Quorum by Mayor

5. Motion to Approve the December 16, 2021 City Commission Meeting Minutes:

6. Motion to Approve the January 20, 2022 City Commission Meeting Agenda:

7. Announcements from Commissioners:

8. Community Input and Concerns:

9. Department Reports:

10. Legal Updates:

11. Unfinished Business:

- A. Second reading of Ordinance 21-013 – Amending Ordinance 21-006 – 2021-2022 Budget.

12. New Business:

- A. Discussion on Town provided publicly accessible First Aid Kit and AED Device(s) in L.L. Burns Park. Sponsored by Commissioner Clark
- B. Discussion on FEMA Fixed Cost Offer related to Acorn Court Pump station project.
- C. Resolution 22-001 - Authorizing appropriations for financial aid of “The Ark”, a nonprofit organization whose services benefit the general welfare of the residents of this municipality.
- D. Resolution 22-002 – Implementing a Policy Regarding Emergency Paid Sick Leave for COVID-19 Related Testing, Illness, and Quarantine.
- E. Resolution 22-003 – Establishing a Public Speaking Procedure for public meetings in the Town of Kingston Springs.
- F. First reading of Ordinance 22-001 – Establishing Speed Limits on certain roads within the town limits of Kingston Springs.

13. Surplus:

- Parks Department - Shade Sails – Discard.

14. Other (For Discussion Only):

15. Reminders:

- None

16. Adjourn the Meeting:

Motion to adjourn the meeting.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



**Kingston Springs Board of Commissioners
Regular Business Meeting Agenda
December 16, 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
Tony Gross, Mayor	Present
Mike Hargis, Commissioner	Absent
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
Eugene Ivey, Police and Fire Chief	Present
Brandy Miniatt, Parks Director	Present
Kellie Reed, Financial Director	Absent

4. Declaration of Quorum by Mayor

Mayor Gross declared a quorum, and welcomed Bob Stohler to the Board of Commissioners.

5. Motion to Approve the November 18, 2021 Public Hearing Meeting Minutes

Motion to Approve the November 18, 2021 Public Hearing Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion passed unanimously.

6. Motion to Approve the November 18, 2021 City Commission Meeting Minutes:

Commissioner Clark motioned to amend the minutes to include comments she made that were omitted in the November 18, 2021 Minutes. Under Section 8, Announcements from Commissioners, she thanked Doug Winters for contacting Senator Kerry Roberts and helping get rumble strips for East Kingston Springs Road. Clark contacted Williamson County Roads Superintendent Hood regarding need for striping on Kingston Road, and learned that Kingston Road was scheduled for repaving and striping. Section 13 her comments on survey she

conducted regarding speed limit on Mt. Pleasant was not included. Commissioner Clark discussed speeding options with residents on Mt. Pleasant and many people were not in favor of having Mt. Pleasant's speed limit raised to 35 mph, and wanted it to remain at 30 mph. Section 13, outcome of discussion was that East Kingston Springs Road will remain at 35 mph; West Kingston Springs Road raised to 35 mph. Collector Streets (Mt. Pleasant, Harpeth View Trail, and CC Road) will be 30 mph, and residential/local roads, including Main Street will be reduced to 20 mph. Motion to Approve the November 18, 2021 City Commission Meeting Minutes as amended made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion passed unanimously.

7. **Motion to Approve the December 16, 2021 City Commission Meeting Agenda:**

Mayor Gross said the agenda will change by having Legal Updates after the Reminders, due to Attorney-Client meeting. Motion to Approve the December 16, 2021 City Commission Meeting Agenda as amended made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion passed unanimously.

8. **Announcements from Commissioners:**

Mayor Gross thanked the Town's First Responders, Public Safety, and Public Works for tremendous work following the tornados. He was proud of how the Town was coming together to help. He also thanked Todd Verhoven for flipping burgers while his crew at Hunt Brothers Pizza made pizzas, and Lesley Mortimer-Wallace for feeding tornado victims, first responders and volunteers at The Land. The County has done a great job helping victims.

Commissioner Clark thanked her neighbors on Ridgecrest for coming out with chain saws to help clear downed trees.

Vice-Mayor Remick said it takes a village to help with cleanup and the town was responding. He also said the Tractor Parade was wonderful, and thanked the town. City Manager Lawless said credit goes to Parks Director Miniat and the Public Works Crew.

Commissioner Stohler thanked the mayor and commissioners for his appointment to the Board of Commissioners.

Mayor Gross added that Todd Verhoven will be replacing Bob Stohler on the Planning Commission, and Mike Hargis will now be the Board of Commissioners representative to the Planning Commission.

9. **Community Input and Concerns:**

Debbie Finch, Blue Bird Circle, reported that the picture/history project was now complete and pictures were hung in the Beck Meeting Hall. She hoped the public will enjoy it as much as she enjoyed putting the project together. This was her last meeting before fully retiring, and she thanked board for opportunity to work here, and said the last 33 years have been one of the

great joys for her. She has been proud to be a part of the team and it was an honor to work with the Board. Mayor Gross thanked her, and said Debbie had been instrumental in adding to his knowledge of municipal government, and someone he could call on.

10. Department Reports:

City Manager Lawless stated that the Town was relatively unscathed by the tornado, but has played a support role with Cheatham County. He commended Public Safety/First Responders and Public Works for stepping up and helping the county.

Lawless announced that TDEC will hold a Public Hearing in the Activity Center at Burns Park to hear public comment on the ARAP Permits for the Golf Club of Tennessee and the Golf Club of DBI LLC, on January 11th at 5:00 pm.

Lawless also commended Debbie Finch on the history project and doing a fantastic job with the pictures. He also thanked her for her 33 years of service.

11. Legal Updates:

Moved to after Reminders for Attorney-Client Privilege meeting.

12. Unfinished Business:

A. Motion to Rescind previously adopted Motion approving the obtaining of the 12-year loan and the 3-year loan for the purpose of clarifying loan amounts and separating into two separate loan groups the Multimodal and Safe Routes to School projects and the TAP Grant project.

City Attorney Perry said this motion is to cleanup and clarify the motion made last month regarding loans needed for outstanding grant projects. The motion from the November 2021 meeting was an approval of loans for all three grants, even though we did not have specific costs for the TAP Grant. Attorney Perry stated we were given preferred resolutions by the lender Tennessee Municipal Bond Fund that are items on this month's agenda. It will now be covered in two separate resolutions approving loans for Multimodal, Safe Routes to Schools— one for city portion and one for the state portion. The TAP Grant will be addressed at a later date once actual costs are known. Motion to Rescind previously adopted Motion approving the obtaining of the 12-year loan and the 3-year loan for the purpose of clarifying loan amounts and separating into two separate loan groups for the Multimodal and Safe Routes to School projects 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 absent, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

B. Motion to approve Resolution 21-015 – Authorizing the issuance of interest bearing transportation improvement capital outlay note from the Tennessee Municipal Bond Fund in an amount not to exceed \$370,000 attributable to the Town for the Multimodal and Safe Routes to Schools grant projects at the interest rate of 2.25%, authorizing the Mayor to execute the Capital Outlay Note and other loan and closing docs, and approving the expenditure of the closing costs related to the loan, not to exceed \$500.00.

City Attorney Perry said that the interest rates listed are different than what was discussed last month. This is to execute notes up to that amount. Right now, rates are what we discussed last time. If we don't draw on this until February 16th, rates will be at the higher rate, but we can't go over the 2.25%. Rates aren't locked in until note is issued. This will also apply to Resolution 21-016 as well. Commissioner Clark asked if it mattered that one resolution spells out that the note is for Safe Routes and Multimodal and the other doesn't. Perry said the resolutions were drafted by Tennessee Municipal Bond Fund as to what they wanted. Motion to approve Resolution 21-015 – Authorizing the issuance of interest bearing transportation improvement capital outlay note from the Tennessee Municipal Bond Fund in an amount not to exceed \$370,000 attributable to the Town for the Multimodal and Safe Routes to Schools grant projects at the interest rate of 2.25%, authorizing the Mayor to execute the Capital Outlay Note and other loan and closing docs, and approving the expenditure of the closing costs related to the loan, not to exceed \$500.00 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 absent, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

C. Motion to approve Resolution 21-016 – Authorizing the issuance of interest bearing transportation improvement capital outlay note from the Tennessee Municipal Bond Fund in an amount not to exceed \$997,000 attributable to the Town for the Multimodal and Safe Routes to Schools grant projects at the interest rate of 1.83%, authorizing the Mayor to execute the Capital Outlay Note and other loan and closing docs, and approving the expenditure of the closing costs related to the loan, not to exceed \$500.00.

City Attorney Perry said this one has an interest rate not to exceed 2%. Commissioner Clark questioned why 12 years is listed instead of three in the resolution. City Attorney Perry said that we are getting it at 3-year term, but because the economic life of the project is 12 years, it is listed that way. Motion to approve resolution 21-016 – Authorizing the issuance of interest bearing transportation improvement capital outlay note from the Tennessee Municipal Bond Fund in an amount not to exceed \$997,000 attributable to the Town for the Multimodal and Safe Routes to Schools grant projects at the interest rate of 2%, authorizing the Mayor to execute the Capital Outlay Note and other loan and closing docs, and approving the expenditure of the closing costs related to the loan, not to exceed \$500.00 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 absent, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

13. New Business:

A. First reading of Ordinance 21-013 – Amending Ordinance 21-006 – 2021-2022

Budget.

City Manager Lawless said this ordinance is being done because the Town is receiving funds from insurance and grants for American Rescue Plan and allocating those funds to the different departments for use. Commissioner Clark asked about the funds for the cleanup of the park debris coming from the fund balance. Lawless said that is money that has not been budgeted, but money that needs to be expended to clean up storm debris from March flooding. We anticipate being reimbursed by FEMA and the state for the cleanup expenses, but cleanup has to be done, so we need to expend funds. Motion to approve first reading of Ordinance 21-013 – Amending Ordinance 21-006 – 2021-2022 Budget (\$18,250 for parks for flood debris cleanup; \$20,584 insurance reimbursements: \$9,692 to sewer fund and \$10,892 to general fund for parks, streets, fire and police departments; \$707 from Reliant Bank for senior luncheon; \$15,720 to police department from surplus items; \$2,500 Driver Safety Grant from Public Entity Partners for streets department, and \$404,569 from American Rescue Plan to the Sewer Fund) made by Vice-Mayor Remick, with a second by Commissioner Clark. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commission Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

B. Discussion and staff direction for spring 2022 road paving projects.

City Manager Lawless said the town has identified two areas in need of repair for the spring 2022 road paving projects: Option 1: Burns Park Parking Lot and Walking Track and Option 2: Mt. Pleasant Road between Merry Log and Downtown. Both projects have a similar cost, which is strictly an estimate from our engineering firm. Staff recommends paving Burns Park parking lot and walking trails, and requests permission from board to initiate work with Collier Engineering to request bids. Clarification was given that the paving included track around soccer fields. Option 2 Merry Log has potholes that can be repaired now, but it does need to be on short list for paving. Another on the short list is Harpeth View Trail, but we are waiting on the Safe Routes to School Project to be done before repaving. Both Mayor Gross and Vice-Mayor Remick were in favor of paving project at Burns Park, saying it is utilized by more citizens. The track has some sections that are unsafe. Commissioner Clark disagreed, and felt that based on Chief Ivey's stats from last meeting that more people used Mt. Pleasant Road than the park. She said we have put over \$300,000 in the park in the last year-and-a-half. There are safety issues for that section of Mt. Pleasant. The road can't be seen due to no markings. She also asked about markings for additional roads as add-ons. It was pointed out that the add-on was for striping. City Manager Lawless said we were waiting to see if we would have a paving project in order to do striping, because it is cheaper to stripe if the company is doing other projects at the same time. Commissioner Clark asked about combining several striping projects into one project to get reduced rates. Commissioner Stohler asked if Burns Parking lot would be milled and an overlay. Lawless stated the parking lot has probably

deteriorated to the point where it couldn't be milled. Vice-Mayor Remick felt Burns Park saw more traffic than the section of Mt. Pleasant between Merry Log and downtown. Motion to authorize City Manager to seek bids for paving of Burns Park parking lot with add-on of striping for multiple roads made by Vice-Mayor Remick, with a second by Commissioner Stohler. Commissioner Clark asked if we should lock-in on striping before voting. Lawless said primary project would be Burns Park and potential add-ons would be striping on various roads around town, and bring that information back to commissioners once we receive bids for direction on whether we do main project and the add-ons or just the main project, depending on what costs are. Commissioner Clark asked if we can lock it in so that there will be striping projects. Mayor Gross and Commissioner Stohler said we should seek bids with and without striping. The amended motion is to authorize City Manager Lawless to seek bids on Option 1, and also striping Ridgecrest, Patterson, West Kingston Springs Road, CC Road, and down the hill by old school on Mt. Pleasant. Motion and second remain. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed unanimously.

C. Discussion on codes enforcement appeals process. Sponsored by Commissioner Clark.

Commissioner Clark said she had discussed with City Attorneys Perry and Noe in August issues regarding the Codes appeals process. Clark stated the issued letters of violation do not have any mode of appeal, and the ordinances state that notice shall inform property owner of right to appeal. The IPMC code also states that written notice shall inform property owner of right to appeal. There are also issues with the appeal itself. The notice of violation letters going out do not include that. Commissioner Clark wanted to see if that could be fixed. Clark stated the second issue is the appeals process itself. We have two different regulations. The property regulations, which rescinds the right to appeal, and the IMPC Code, which says you have to have an appeal process. Commissioner Clark wanted to know how that fits in with our ordinance that indicates someone can appeal violations in court. She said she was told in order to appeal, all one had to do was write "I appeal" on a piece of paper, and that would suffice as an appeal. According to Clark that was done for the Patterson appeal, and they were told they didn't have the right to appeal, followed by a letter stating that appeal was sent to the Board of Construction Appeals, which she believed reviewed Stop Work Orders. Clarification on the appeals process is needed if you want people to have the right to appeal, and we need clarification on who receives the appeal. She drafted an Appeals Form to see if it was something the board may want to adopt. Mayor Gross asked City Planner Armstrong to go over the appeals process and the enforcement process, and how it can be changed. City Planner Armstrong began by addressing the violation letters sent to Mr. Patterson and Mr. Sullivan. The letter to Mr. Patterson regarded the habitation of an unlawful structure. Under the City Code, Title 13, structures deemed unlawful do not have an appellate process. Because the structure is unlawful, you cannot occupy it. There is not appellate process other than to discuss it with the Codes Enforcement Officer. The second letter introduced (Sullivan) has to do with inoperable cars on a piece of property. That particular property is in violation of a standing court order, so there is no administrative appellate process for that. It goes back to the court

that issued the order, which in this particular case is the Chancery Court in Cheatham County, TN. It does not fall within our administrative appeal process nor does it fall within our Title 13, because it was issued by the Chancery Court of Cheatham County and not this jurisdiction. Commissioner Clark asked how the lack of appellate process rectified itself with our ordinances. Clark indicated it states you shall include a right to appeals process. How does it square off? Armstrong stated that if you look through Title 13, habitation of an unlawful structure is separate from the other codes, and as it is stripped out of Title 13, it addresses it by type of violation. As an example, if you don't mow your yard, you are contacted and asked to mow your yard. The city has established a 12-inch height for grass in your yard. If it is above 12 inches you are met on property and asked to mow the grass. If you don't respond to that, a formal letter is sent. When the formal letter is sent, the property owner is notified they have the ability to appeal. Their appellate process is before the same judge that would hear their case if they are cited to court. It delays the process, and from Armstrong's perspective, it presents more hardship than help, but they are entitled to appeal. In the case of the inoperable automobiles, that violator has an attorney. The City Planner has been in communication with the attorney. The property owner's attorney has advised him he is in violation of a court order on the property and his attorney has advised him to comply because it was issued by Chancery Court after a full trial. That is not staff alleging a violation, but notification that he is in violation of an order issued by a superior court to municipal court. In the case of unlawful structure, it is a life safety issue, and doesn't fall under an appellate structure. Because it is a life safety issue, if something happens to that resident living in an unlawful structure, liability would fall on the city to enforce. The City Planner said they are looking at Title 13. There seems to be some incongruity between Title 12 and Title 13. There needs to be better structure to the letters. In our codes software. They are uploaded based on code. The town has the ability to revise code. Commissioner Clark said she is more concerned with the lack of appeals process. She also said there needs to be clarification of who receives the appeal. Armstrong agreed that clarification is needed in the documents in the city's database system, and city is working to make those clarifications. At the time the question was asked in the one case, there was no mechanism other than you are allowed to appeal before the municipal judge. If you are already cited, that negates your appeal. You are given a window of time to do that. That response time is 20 days in writing. When you respond in writing there are rules within the property maintenance code of how that is done. You can't simply say I disagree. You have to have a legal basis to mount that appeal, as you do for board of zoning appeals, etc. The basis of the appeals has to be rooted in the code itself. Commissioner Clark asked if any thought had been given to having hearing examiner be an independent person. Armstrong said that what can be done is going to municipal judge and alleging an error. If there isn't an error, then judge will deny appeal. Clark said that is not spelled out in codes now. Armstrong agreed and said that is what needs to be in the letter and the basis for appeal. Armstrong added, that there is no mechanism in Title 13 that stops the collection of fines during that period of the appeals process. In some cases, it mounts an additional hardship on the property owner because fines accrue during that period. Codes Enforcement tries to get voluntary compliance because it is the least insult to the property owner. If you can't get compliance, you send an official notice of violation, and the appellate process, if there is one, should be noted in the letter. If that doesn't work, you cite them to court and there is

a hearing. If no forward movement has been made, it is standard for the judge to grant the order you are asking for. That, in turn, can visit more hardship on property owner. Armstrong said there will be a meeting on Monday to determine within appropriate sections of code where the appellate process is. Commissioner Clark stated that in some of the code it lists a hearing examiner. Who is the hearing examiner? Armstrong said that the hearing examiner determines whether or not there is a violation. Commissioner Clark asked about fee for applying to Board of Zoning Appeals, stating that it makes it essentially a fine to appeal. Armstrong said that Board of Zoning Appeals is under a different structure. Board of Zoning Appeals hears things that are tied directly to the land. They do not hear extenuating circumstances or hardships. They are prohibited from hearing that. Appeals are tied by the zoning ordinance itself. It is tied to the land and not individual itself. Mayor Gross said he believed the Board of Commissioners had the authority to waive fees. Armstrong stated that in this case the board did not have the power to waive fees, only the judge can waive fees. The purpose of property maintenance standards and the way it is structured, is to relieve the City Commissioners of the burden of hearing those cases. It has municipal court or administrative hearing officer. If it is a zoning violation it is a Chancery issue. Armstrong said that what we want to do is resolve the issue as quickly as we possibly can. Regulations now mirror state statute, \$50/day per incident. For every code discussion there is the property owner and the neighbor. The codes enforcement officer is trapped in the middle of this discussion. Codes enforcement has to be impartial. They can't do them on a case-by-case basis. They can only look at them based on if it is a violation or not, and they respond to compliance. Codes Enforcement Officer Mike Armstrong said that there was a concern with a 10-day window. By the time the person gets the letter, you are usually 30-40 days into the issue because they start out by talking with the property owner once or twice trying to get compliance, and notifying them that if they don't comply then a letter will be issued that starts a clock. There was not a system in place, and they are working on designing a process. Commissioner Clark asked if she could join the meeting with City Manager, City Planner and Codes Enforcement Officer as a representative of the people. City Manager Lawless said he would prefer that they be allowed to lay some ground rules, and then bring her on board later. She felt people should be involved in the planning. Mayor Gross said that the problem is that commissioners meet as a board, and the whole board couldn't attend the meeting because then it would violate the Sunshine Law. He added that the appeals process can be brought back to the board and they can have the discussion as commissioners, where the people can observe it. Staff meetings occur and things are brought to these meetings where commissioners have input. The people can't observe the staff meeting with Commissioner Clark attending. She is not the people in that sense. Commissioner Clark brought up the fact that the mayor had attended a meeting with City Manager to discuss the speed limit without the rest of the board. Mayor Gross said he was able to do that because he is the mayor.

D. Discussion on proposal of Town sponsored chipping/brush removal services. Sponsored by Commissioner Clark.

Commissioner Clark said this was an idea Cynthia Collins brought to her and asked why we didn't have anything like Pegram, as far as chipper service. Commissioner Clark researched Pegram's service, and they have it twice a year, and on an as-needed basis. Other

towns near us have a similar service. We could start out small with chipping service or brush removal. Commissioner Clark said this would be a great use of tax dollars where people would actually get a service. The town offers a lot of activities, but we don't offer much in services. Both the mayor and vice-mayor took exception to that comment, saying the town offers a lot of services, such as park services and, public works that maintains streets. Commissioner Clark said that was services provided by staff, not specialized services that an outside provider is going to give us. Commissioner Clark said she did not mean her proposal to be a slight against city staff, but about outside services we could provide, like Pegram and other towns, that contract it out. She thinks this is a good service to have. She contacted 30 people and has been contacted back by nine people. They thought it was a great idea. The cost estimate she received is approximately \$1800/day for 40-50 homes a day using chipper and two chipper personnel. We could also contract them to use the mulch, and if it becomes popular, use it to collect Christmas trees. Commissioner Stohler felt we should figure out where the money is going to come from first. Commissioner Clark said it would be \$1800 for one day. City Manager Lawless said we estimate 1200 households in Kingston Springs. To provide that service for everyone it would be \$48,000. Mayor Gross said he liked the idea, but we needed to explore the costs. You have to offer the expectation that everyone would be able to use the service, which means you would be looking at \$48,000. You can't just offer it to 40 homes, you have to make sure the ability is there to service every single home. City Attorney Perry said if you had a hardship day declaration, then you have a bunch of people that have items to be chipped, you could do it that way. But you can't just have carte blanche and place your brush at curb side for collection, it has to be offered across the board. Perry said Pegram's as needed basis was for situations when you have an ice storm or wind storm, and tree service is on-call to clean it up. Mayor Gross said Dickson did pick up for everyone. Chief Ivey said Dickson has its own tree service. It is a staff provided service, not contracted out. Mayor Gross said he was in favor of looking at numbers and finding out what Pegram does. City Attorney Perry said if she recalled correctly, Pegram bid out the project and received a price for the two days a year and an add-on price for the as-needed service. Mayor Gross liked the idea of having two days to offer service, but presumably you would only service approximately 40-50 houses. City Attorney Perry said if you are going to look at doing it on a certain day, then you are not going to be able to offer curb side pick-up all-over town and be inclusive of everyone. If you want to set up on a particular day, then you tell residents to get their shrubbery or limbs to x-point, and someone will be here to shredded it. That is how you can accomplish having a one-day service. Commissioner Clark said people would have to call in and get on the schedule. Mayor Gross said you would have two days to service only 80 houses. He asked if that would be equitable. Perry said if you are a tax payer who is not in the first 80 callers, and your dollars are paying to shred your neighbor's trees, that is not equitable. Commissioner Clark said we need to have it so people sign up. Perry said you need to anticipate having the option so that all houses that wanted to sign up can be accommodated. Mayor Gross said we will find out more information from Pegram's mayor on how they do the chipping service.

14. Surplus:

- None

15. Other (For Discussion Only):

16. Reminders:

- City Hall will be closed Friday afternoon, December 17th for staff luncheon and meeting.
- City hall will be closed Friday, December 24th and Monday, December 27th for the Christmas Holiday, and Friday, December 31st for the New Year's Day Holiday.
- New Year's Day 5-K at the Park

Recess for Attorney-Client Privilege

Motion to go to Attorney-Client Privilege made at 8:14 pm by Commissioner Stohler, with a second by Vice-Mayor Remick. Motion passed unanimously.

Motion to return to session made by Commissioner Stohler, with a second by Vice-Mayor Remick. Motion passed unanimously. Board of Commissioners meeting returned to session at 8:39 pm.

Motion by Commissioner Clark to authorize City Manager or City Attorney to enter into Agreed Orders with Second South Cheatham regarding Second South Cheatham lawsuits authorizing easement to Second South Cheatham not to interfere with Town easements for existing and future litigation. Motion seconded by Vice-Mayor Remick and motion passed unanimously.

17. Adjourn the Meeting:

Motion to adjourn the meeting made by Commissioner Stohler, with a second by Commissioner Clark. Motion passed unanimously. Meeting adjourned at 8:41 pm.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder

ORDINANCE #21-013

AN ORDINANCE BY THE KINGSTON SPRINGS BOARD OF COMMISSIONERS TO ACCEPT A BUDGET AMENDMENT FOR THE 2021-2022 FISCAL YEAR

WHEREAS, the Board of Commissioners hereby appropriates \$18,250 out of the fund balance to the parks budget for the purpose of flood debris clean up; and,

WHEREAS, insurance recovery reimbursements have been recieved by the Town totaling \$20,584. As such the Board of Commissioners wishes to appropriate these monies as follows: \$9,692 to the sewer fund and \$10,892 in to the general fund (\$5,482 to the parks department, \$428 to the highways and streets department, \$1,517 to the fire department, and \$3,465 to the police department); and,

WHEREAS, a contribution of \$707.00 has been received from Reliant Bank for the purpose of paying toward the senior luncheon. As such the Board of Commissioners appropriate these funds to the parks department; and,

WHEREAS, the Board of Commissioners wishes to appropriate \$15,720 to the police department received for surplus items as follows: \$10,620 from sale of firearms and \$5,100 for the sale of the 2004 Ford Expedition; and,

WHEREAS, the Town has been awarded the Public Entity Partners "Driver Safety" Grant in the amount of \$1,000. Furthermore, the Board of Commissioners wishes to appropriate these grant funds to the highways and streets department; and,

WHEREAS, the Town has been awarded the Public Entity Partners "Property Conservation" Grant in the amount of \$2,500. Furthermore, the Board of Commissioners wishes to appropriate additional funds of \$1,500 for this grant to the parks department for security cameras; and,

WHEREAS, the Board of Commissioners wishes to appropriate \$404,569 from the American Rescue Plan Act funds received to the Sewer Fund.

NOW THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Town of Kingston Springs, Tennessee that this ordinance shall become effective 15 days after final passage the public welfare requiring it.

Section 1: *A budget amendment consisting of the available revenues be adopted:*

	<u>Beginning Budget</u>	<u>Ending Budget Anticipated</u>
	<u>Anticipated Revenues</u>	<u>Revenues</u>
General Fund	\$4,772,212.00	\$4,802,031.00
Sewer Fund	\$481,095.00	\$895,356.00

Section 2: A budget amendment consisting of the following appropriations be adopted:

	<u>Beginning Departmental</u>	<u>Ending Departmental</u>
General Fund	<u>Budget</u>	<u>Budget</u>
Police Department	\$717,136.00	\$736,321.00
Fire Protection and Control	\$256,731.00	\$258,248.00
Highways and Streets	\$539,668.00	\$541,096.00
Parks Department	\$644,956.00	\$670,895.00
Sewer Fund		
Sewer Department	\$825,763.00	\$1,240,024.00

First Reading: December 16, 2021

Public Hearing: _____

Second Reading: _____

Attest:

Mayor Francis A. Gross III.

City Recorder Jamie Dupre'

12.A.



CAROLYN M. CLARK, COMMISSIONER
cclark@kingstonsprings-tn.gov
(615) 952-9560

6 January 2022

John Lawless
Kingston Spring City Manager
396 Spring St.
Kingston Springs, TN 37082

Re: Commission Meeting Agenda Item – First Aid Kit/AED Device in L.L. Burns Park

Dear John:

Attached please find a proposal for the January Board of Commissioner's Meeting. Since it is anticipated that two speakers will be in attendance to provide professional and personal expertise on this issue, may it be first up on the agenda to accommodate them?

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Carolyn M. Clark".

Carolyn M. Clark

Proposal Title: Publicly Accessible First Aid Kit and AED Device(s) in L.L. Burns Park

Statement: A first-aid kit is absolutely necessary for a municipal park to have on hand; however, since our park is not staffed full-time, it is crucial that any such first-aid kit be publicly accessible. As it concerns AEDs, an analysis from the NIH estimates that 18,000 Americans have shockable cardiac arrest *out of hospitals and in public with witnesses every year*. They estimate that 1,700 lives are saved each year by bystanders using an AED rather than waiting for emergency medical services to shock the heart. **According to the American Heart Association, 9 in 10 cardiac arrest victims who receive a shock from an AED within the first minute live.**

Synopsis of Goals: To keep the community safe and provide minor and major injury care and treatment on site and in the case of an AED device, to provide immediate public access to a life-saving device when seconds matter.

Project Sponsor: Commissioner Carolyn M. Clark

Overview

First Aid Kits

There are numerous activities and programs that take place in the park throughout the year in addition to daily walkers, runners and playground users of all age groups. As a resident who frequents the park, I have had to run and get my “go bag” from the trunk of my car on multiple occasions in order to retrieve antiseptic wipes, bandages, and gauze pads to apply to bloody knees, elbows, and scraped shins. On two occasions, the antiseptic wipes I had were vital as the bathrooms were locked for the winter and there was no water available to wash out the wound.



A first aid kit would not have to be extravagant, but should be stocked with general purpose items such as alcohol/antiseptic wipes, various sizes of fabric bandages, gauze pads, hydrogen peroxide, splints, antibiotic and ointments. Slings and a tourniquet are also considerations.



Such a water/weatherproof first-aid kit box could be purchased and/or built and then mounted to wood on the right-side front of the concession building or to activity center

to the left of the front door. Both sites would be easily accessible. Those I've seen on-line were hand built with weatherproof cedar with weatherproof exterior paint. The estimated cost would be \$500-\$750 depending on the box, the structure and items chosen for stocking.

AED

Automated External Defibrillator, AED, is a small portable device that delivers an electrical shock to victims of Sudden Cardiac Arrest (SCA) in order to restore the heart to normal rhythm. SCA does not give warning symptoms like a traditional heart attack. The heart goes into an unstable rhythm called ventricular fibrillation and the heart stops beating effectively and the person becomes unconscious. Immediate CPR does help buy time, however, CPR alone cannot put the heart back in normal rhythm, *only a defibrillator can*.



AEDs are user-friendly and provide easy-to-follow visual and audio prompts to guide the user from pad application to shock delivery, if required. When attached, the AED operator will *only* be advised to deliver a shock if the heart is in a rhythm which can be corrected by defibrillation. If a shockable rhythm is not detected, no shock can be given and the provider will be instructed to perform CPR until emergency medical services arrive.

This AED device could be mounted to the activity center building to the left of the front door. The AED cabinet is equipped with an alarm that sounds when the cabinet opens. Users still have to dial 911 to report the location of their medical emergency.

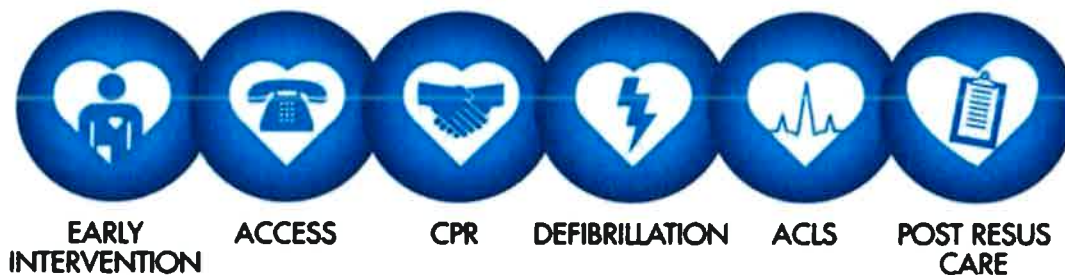
Local Tragedy Leads to AEDs in Neighboring City Parks

In 2017, the City of Brentwood installed five AEDs across three parks following the untimely death of a Brentwood resident who suffered sudden cardiac arrest while running in a city park.



Doug Campbell was an avid runner, husband and father, and math teacher and coach at Brentwood Academy. Following his death, friends raised funds to place 5 AEDs in his memory at three Brentwood parks. The \$4,000 cost at that time covered the rental and service of the devices for one year, and thereafter, the Brentwood Fire and Rescue Department budgeted for future replacement and maintenance of the AEDs.¹

- Dr. Joe Trammell and Brentwood Fire Chief Brian Goss were instrumental in making the AEDs in Brentwood city parks a reality.
- Brent Heatherington, with Brentwood-based Premedics Systems, helped facilitate the project. He works with cities around the country to map and register AEDs in public places for people experiencing cardiac arrest.



Sudden cardiac arrest is not exclusively an adult occurrence. The American Heart Association also cites that each year 7,000 children go into SAC outside of a hospital setting and approximately 11% survive.

In Tennessee, sudden cardiac arrest affects about 150 children a year. VUMC nurse, Angel Carter, who is the program coordinator for Project ADAM (Automated Defibrillators in Adam’s Memory) for Middle Tennessee, stated that, “The American Heart Association says the incidence of non-hospital related sudden cardiac arrest is greater than 350,000 per year for children and adults, with an average survival rate of 10.6 percent. It is critical that a patient get CPR and have an AED used within three to five minutes of their event to increase their chances of survival. Survival rates decrease by 10 percent with each minute of delayed defibrillation.”²

Tennessee State AED Law

Summary of Requirements

- Physician - There must be a supervising physician licensed in Tennessee. Each time an AED is used for an individual in cardiac arrest, the entity shall require that the AED use is reported to the supervising physician or the person designated by the physician and to the department.
- CPR/AED Training - Expected defibrillator users must receive American Heart Association CPR and AED or an equivalent nationally recognized course in defibrillator use and cardiopulmonary resuscitation.

¹ <https://www.tennessean.com/story/news/local/williamson/brentwood/2017/10/10/defibrillators-placed-brentwood-parks-honor-longtime-teacher-coach-doug-campbell/749960001/>

² <https://news.vumc.org/2017/04/06/initiative-seeks-to-prevent-sudden-cardiac-arrest-in-children/>

- EMS Notification - Any person or entity who acquires an automatic external defibrillator must register the existence and location of the defibrillator with the emergency communications district or the ambulance dispatch center of the primary provider of emergency medical services where the automatic external defibrillator is to be located within thirty days of acquisition.
- Maintenance Program - The defibrillator must be maintained and tested according to the manufacturer's operational guidelines.
- Notification of Use Any person who renders emergency care or treatment on a person in cardiac arrest by using an automatic external defibrillator must activate the emergency medical services system as soon as possible
- TN Code §63-6-218 – 2010 Provides Good Samaritan protection for use of an AED and establishes guidelines for AED programs.

<https://www.aed.com/tennessee-aed-statutes-regulations> (Attached)

Community Involvement

In addition to Town staff and Commissioners taking part in first-aid skill training as well as CPR and AED training, the interested members of the public should be invited to attend such training as well. Such training is offered by the American Heart Association, American Red Cross and other recognized organizations. Skills review and practice sessions could be repeated annually. In addition, the soccer league sponsored by the Parks Department may be able to utilize free CPR/AED training and drills (for parents, coaches and student athletes) through Angel Carter at VUMC (Project ADAM).

Summary

To offer publicly accessible first-aid resources and the targeted placement of a life-saving AED resource to our residents would be a community service and safe premises best practice.

Indeed, notwithstanding the playground area, running and biking track, and youth sports program, with the size upgrade to the splashpad, there will be more kids in the park and presumably, more opportunities for slip and falls and resultant cuts and scrapes increasing the need for a first aid kit.

Lastly, it bears noting that in 2017, when the Brentwood Fire and Rescue Department installed the AEDs in their city parks as note above, they became one of the first departments in Tennessee to have a public access program of this nature – it would greatly benefit our community if Kingston Springs follows suit.

Dated 30th day of December 2021



Carolyn M. Clark, Commissioner

Tennessee Summary

Requirement	Summary
Good Samaritan Law	Any person, including those licensed to practice medicine and surgery and including any person licensed or certified to render service ancillary thereto, or any member of a volunteer first aid, rescue or emergency squad that provides emergency public first aid and rescue service...shall not be liable to such victims or persons receiving emergency care for any civil damages as a result of any act or omission by such person in rendering the emergency care.
AED Training	AED acquirers must ensure that expected users receive CPR/AED training.
AED Maintenance	The acquirer must maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED.
Medical Oversight	AED program medical oversight services must be provided by an in-state licensed physician. In-state medical director residency is not required. The placement of the AED must be supervised and endorsed by a licensed physician.
AED Program	The AED acquirer must establish a written AED program to include AED placement, authorized users, EMS coordination, AED maintenance and testing records that will be kept by the program and reports of AED use, and must also notify EMS of the location of the AED.
Schools	The state board of education may provide for a program of instruction in CPR/AED to be taken once in junior or senior high schools. All public high schools are required to have AEDs. Public middle, elementary, and private schools are not required but are encouraged to have AEDs.
Dentist Offices	Dental offices using conscious or deep sedation or general anesthesia must have a defibrillator on the premises.

Tennessee Statutes and Regulations

Statute

Abstract

Tennessee Code, 63-6-218.

Good Samaritan Law.

(a) This section shall be known and cited as the "Good Samaritan Law."

(b) Any person, including those licensed to practice medicine and surgery and including any person licensed or certified to render service ancillary thereto, or any member of a volunteer first aid, rescue or emergency squad that provides emergency public first aid and rescue services, who in good faith:

(1) Renders emergency care at the scene of an accident, medical emergency and/or disaster, while en route from such scene to a medical facility and while assisting medical personnel at the receiving medical facility, including use of an automated external defibrillator, to the victim or victims thereof without making any direct charge for the emergency care; or

(2) Participates or assists in rendering emergency care, including use of an automated external defibrillator, to persons attending or participating in performances, exhibitions, banquets, sporting events, religious or other gatherings open to the general public, with or without an admission charge, whether or not such emergency care is made available as a service, planned in advance by the promoter of the event and/or any other person or association, shall not be liable to such victims or persons receiving emergency care for any civil damages as a result of any act or omission by such person in rendering the emergency care, or as a result of any act or failure to act to provide or arrange for further medical treatment or care for the injured person, except such damages as may result from the gross negligence of the person rendering such emergency care.

(c) A receiving medical facility shall not be liable for any civil damages as a result of any act or omission on the part of any member of a volunteer first aid, rescue or emergency squad that provides emergency public first aid and rescue services while such person is assisting medical personnel at the receiving medical facility.

(d) The members of such If:

(1) A volunteer fire squad is organized by a private company for the protection of the plant and grounds of such company;

Tennessee Statutes and Regulations

(2) Such squad is willing to respond and does respond to calls to provide fire protection for residents living within a six (6) mile radius of the county surrounding such plant; and

(3) The plant is located in a county that does not otherwise provide fire protection to such residents;

Tennessee Code, 68-140-401.

Legislative intent.

It is the intent of the general assembly that an automated external defibrillator (AED) may be used in accordance with § 68-140-403 for the purpose of saving the life of another person in cardiac arrest.

Tennessee Code, 68-140-402.

Part definitions.

As used in this part, unless the context otherwise requires:

(1) “AED” or “defibrillator” means an automated external defibrillator; and

(2) “Automated external defibrillator (AED)” means a medical device heart monitor and defibrillator that:

(A) Has received approval of its premarket notification, filed pursuant to 21 U.S.C. § 360(R), from the United States food and drug administration;

(B) Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and

(C) Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual’s heart.

Tennessee Code, 68-140-403.

Use of AED devices - Training - Maintenance - Registration encouraged.

In order to ensure public health and safety:

(1) A person or entity that acquires an automated external defibrillator (AED) shall ensure that:

Tennessee Statutes and Regulations

- (A) Expected defibrillator users receive American Heart Association CPR and AED or an equivalent nationally recognized course in defibrillator use and cardiopulmonary resuscitation;
- (B) The defibrillator is maintained and tested according to the manufacturer's operational guidelines; and
- (C) Any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the emergency medical services system as soon as possible.
- (2) Any person or entity that acquires an AED shall, within a reasonable time after the placement of an AED, register the existence and location of the defibrillator with the emergency communications district or the ambulance dispatch center of the primary provider of emergency medical services where the AED is to be located.

Tennessee Code, 68-140-404.

Program for use of AEDs.

In order for an entity to use or allow the use of an automated external defibrillator, the entity shall:

- (1) Establish a program for the use of an AED that includes a written plan that complies with subdivisions (2)-(6) and rules adopted by the department of health. The plan must specify:
 - (A) Where the AED will be placed;
 - (B) The individuals who are authorized to operate the AED;
 - (C) How the AED will be coordinated with an emergency medical service providing services in the area where the AED is located;
 - (D) The maintenance and testing that will be performed on the AED;
 - (E) Records that will be kept by the program;
 - (F) Reports that will be made of AED use;
 - (G) Other matters as specified by the department; and

Tennessee Statutes and Regulations

- (H) A plan of action for proper usage of the AED;
 - (2) Adhere to the written plan required by subdivision (1);
 - (3) Ensure that before using the AED, expected users receive appropriate training approved by the department in cardiopulmonary resuscitation and the proper use of an AED;
 - (4) Maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED;
 - (5) Each time an AED is used for an individual in cardiac arrest, require that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the supervising physician or the person designated by the physician and to the department as required by the written plan; and
 - (6) Before allowing any use of an AED, provide to the emergency communications district or the primary provider of emergency medical services where the defibrillator is located:
 - (A) A copy of the plan prepared pursuant to this section; and
 - (B) Written notice, in a format prescribed by department rules, stating:
 - (i) That an AED program is established by the entity;
 - (ii) Where the AED is located; and
 - (iii) How the use of the AED is to be coordinated with the local emergency medical service system.
- Rules relating to AEDs - Adoption - Scope and contents.
- The department of health shall adopt rules specifying the following:
- (1) The contents of the written notice required by § 68-140-404;
 - (2) Reporting requirements for each use of an AED;

Tennessee Code, 68-140-405.

Tennessee Statutes and Regulations

(3) The contents of a plan prepared in accordance with § 68-140-404 and requirements applicable to the subject matter of the plan;

(4) Training requirements in cardiopulmonary resuscitation and AED use that are consistent with the scientific guidelines of the American Heart Association for any individual authorized by an AED program plan to use an AED;

(5) Requirements for medical supervision of an AED program;

(6) Performance requirements for an AED in order for the AED to be used in an AED program.

Tennessee Code, 68-140-406

Limitation on liability of entity responsible for program.

The entity responsible for the AED program shall not be liable for any civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence if the applicable provisions and program established under § 68-140-404 and the rules adopted by the department pursuant to § 68-140-405 have been met by the entity and have been followed by the individuals using the AED.

Tennessee Code, 68-140-407

Limitation on liability of trainers.

An individual providing training to others in an approved program on the use of an AED shall be held harmless by the employer of the trainer for damages caused by training that was negligent.

Tennessee Code, 68-140-408.

Training and demonstration of competence in CPR and use of AED.

For purposes of §§ 68-140-402 and 68-140-404 - 68-140-409, expected AED users shall complete training and demonstrate competence in CPR and the use of an AED through a course of instruction approved by the Tennessee emergency medical services board.

Tennessee Code, 68-140-409.

Training and demonstration of competence in CPR and use of AED.

Applicability of §§ 68-140-402, 68-140-404 -- 68-140-409. Sections §§ 68-140-402 and 68-140-404 —

Tennessee Statutes and Regulations

68-140-409 shall only apply to situations involving emergency use of an AED and in no case shall it apply where there is a duty to provide care. Nor shall it apply where a doctor has prescribed use of an AED for a patient's use in the patient's private home.

Tennessee Code - 49-2-122.

Placement of automated external defibrillator (AED) devices in schools.

- (a)(1) All public high schools shall have automated external defibrillator (AED) devices placed within the school.
- (2) All public middle and elementary schools are encouraged, within existing budgetary limits, to place AED devices within the school.
- (b) All schools required, or electing, pursuant to subsection (a) to place AED devices in schools, shall comply with all provisions of title 68, chapter [sic] 140, part 4, relative to:
 - (1) Training;
 - (2) Establishment of a written plan that complies with g 6g-140-404;
 - (3) Notification;
 - (4) Maintenance and testing of the AEDs to ensure that the devices are in optimal operating condition in compliance [sic] with s 6g-140-404; and
 - (5) Any other requirements.
- (c) Each placement of an AED shall be supervised and endorsed by a physician with an unrestricted license to practice medicine or osteopathy in this state. When a school receives its first AED, it shall place the AED in a location that may be accessed readily from any area of the school, which may include those areas of the school that are used for physical education or activity. Subsequently, additional AEDs shall be placed in locations that are accessible during emergency situations. AEDs shall not be placed in an office that is not accessible to any person who might need to use the AED or in any location that is locked during times that students, parents or school employees are present at school or school events.
- (d) AEDs placed in schools shall be registered with local emergency medical services providers as

Tennessee Statutes and Regulations

required by §§ 68-140-403(2) and 68-140-404(6).

(e) LEAs and schools responsible for an AED program pursuant to § 68-140-404(1) shall not be liable for any civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence if the applicable provisions and program established under § 68-140-404 and the rules adopted by the department pursuant to § 68-140-405 have been met by the LEA and school and have been followed by the individuals using the AED.

(f) A teacher, school employee or other person employed by the LEA responsible for an AED program pursuant to § 68-140-404(1) shall not be liable for any civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence if the applicable provisions and program established under § 68-140-404 and the rules adopted by the department pursuant to § 68-140-405 have been met by the LEA and school and have been followed by the individuals using the AED.

(g) Misuse or abuse of any AED device on school property by a student is disorderly conduct and the student shall be subject to disciplinary action.

Tennessee Code, 49-6-1208.

Cardiopulmonary resuscitation (CPR) program for junior or senior high schools curriculum.

(a) The state board of education may provide for a program of instruction on cardiopulmonary resuscitation (CPR) techniques commensurate with the learning expectations within the lifetime wellness curriculum for public junior or senior high schools. All students should participate in this introduction at least once during their attendance in junior or senior high school.

(b) It is not the intention of this section to require full certification in CPR. It is the intention of the section that students will learn the techniques and practice the psychomotor skills associated with performing CPR. For the purposes of this section, "psychomotor skills" means the use of hands-on practice and skills testing to support cognitive learning and shall not include cognitive-only training.

(c) The program of instruction on CPR shall include instruction on the use of an automatic external defibrillator (AED) and location of any AED in the school, if the school has an AED or AEDs. If the school has an AED, the school shall conduct a CPR and AED drill so that the students are aware of the steps that must be taken if an event should occur that requires the use of an AED. [This subsection (c) is effective July 1, 2016.]

Tennessee Statutes and Regulations

Tennessee Code - 49-50-tbd

AEDs in Private Schools Encouraged

- (a) All private schools, as defined in § 49-6-3001, are encouraged to place automated external defibrillator (AED) devices in schools, as required of public schools in § 49-2-122.

Tennessee Rules and Regulations, 1200-12-1-.19

AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAMS.

- (1) Each entity shall submit a written notice to the local primary emergency medical services provider or emergency communications district that provides the following information:
 - (a) the name of the entity, the owner of the AED, and a contact person and an alternate with telephone numbers, and mailing address of the placement facility;
 - (b) the street location and site within the facility where the AED shall be placed, means to access the AED, hours during the day when the AED may be available, and whether the AED may be used off-site;
 - (c) description of the AED by manufacturer and model;
 - (d) listing of the area emergency medical services and contact information for the EMS agency and emergency communications district;
 - (e) the name and contact information of the physician supervising the AED placement; and,
 - (f) how the use of the AED is coordinated with the local EMS system.
- (2) Each entity shall maintain and submit a copy of a written AED plan to the local primary emergency medical services provider or emergency communications district that includes:
 - (a) designation of the training programs adopted by the entity to prepare expected users;
 - (b) a list of individuals appropriately trained and authorized;
 - (c) a plan of action for proper use of the AED;

Tennessee Statutes and Regulations

- (d) registration with local emergency medical services with acknowledgement by their representatives of the AED placement, plan, and program;
 - (e) description of how the AED program coordinates with EMS and the dispatching entity;
 - (f) maintenance and testing procedures necessary to maintain the device, as well as sample forms to document proper maintenance; and,
 - (g) reports that shall be made of AED use along with other records to be maintained by the program.
- (3) Each entity shall complete a report of the use of an AED and submit a copy to the responding EMS agency and the supervising physician to document the following:
- (a) time of use or deployment of the device;
 - (b) the model of AED used;
 - (c) names of the AED responders;
 - (d) patient information, when known, to include name, age, race, and gender of the patient;
 - (e) condition of the patient upon arrival of AED responders and resuscitative actions taken;
 - (f) condition of the patient upon arrival of EMS; and,
 - (g) patient outcome.
- (4) Each placement of an AED shall be supervised and endorsed by a physician with an unrestricted license to practice medicine or osteopathy in Tennessee.
- (5) Each automated external defibrillator shall comply with the provisions of T.C.A. § 68-140-710 and shall perform the following capabilities:
- (a) analyze heart rhythm and deliver electrical impulses (countershocks) for at least thirty (30) minutes after deployment;

Tennessee Statutes and Regulations

- (b) deliver visual or audible warnings of low battery power;
- (c) provide an audible or visual warning of loose connections of the electrodes; and
- (d) incorporate an internal event record providing the time of activation, times of rhythm analysis, and times of delivery of countershocks.
- (6) The following training programs in cardiopulmonary resuscitation and AED use are consistent with the scientific guidelines of the American Heart Association and have been approved by the Tennessee Emergency Medical Services Board.
 - (a) Heartsaver AED and Basic Life Support for Healthcare Professional CPR and AED Courses of the American Heart Association
 - (b) Advanced Cardiac Life Support Course of the American Heart Association (for Healthcare professionals in conjunction with Basic Life Support for Healthcare Providers)
 - (c) Workplace First Aid and Safety; Adult CPR/AED Training Course of the American Red Cross
 - (d) AED Training Course of the American Red Cross (in conjunction with Adult and Professional Rescuer CPR courses)
 - (e) AED Course of the National Safety Council (in conjunction with AHA, NSC, or ARC Adult CPR Courses)
 - (f) Heartsaver FACTS Course of the National Safety Council or American Heart Association;
 - (g) Medic First Aid family of programs for Basic Life Support for Professionals and AED Training by EMP International, Inc.
 - (h) American Safety and Health Institute programs for Basic CPR and AED education and training.
 - (i) Coyne First Aid CPR and AED training program.

Tennessee Statutes and Regulations

Tennessee Rules and Regulations, 0460-02-.07

Dental Office Anesthesia and Sedation

(6)(b) General rules for conscious sedation.

...

6. Emergency management.

...

(iii) A cardiac defibrillator or automated external defibrillator must be available.

...

(7)(b) General rules for deep sedation/general anesthesia.

...

6. Emergency management.

...

(iv) A cardiac defibrillator or automated external defibrillator must be available

RESOLUTION 22-001

A RESOLUTION pursuant to the authority granted by section 6-54-111 of the Tennessee Code Annotated, and in accordance with the Internal Control and Compliance manual for Tennessee Municipalities authorizing appropriations for financial aid of “The Ark”, a nonprofit charitable or nonprofit civic organization whose services benefit the general welfare of the residents of this municipality.

WHEREAS, The Ark is a nonprofit charitable or nonprofit civic organization whose year-round services benefit the general welfare of the residents of this municipality; and

WHEREAS, section 6-54-111 of Tennessee Code Annotated authorizes appropriation of funds for financial aid of such nonprofit charitable or nonprofit civic organizations; and

WHEREAS, the Internal Control and Compliance Manual for Tennessee Municipalities Title 4, Chapter 3, Section 1, requires that a special resolution be adopted for each such nonprofit charitable or nonprofit civic organization which is to receive such funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Kingston Springs, Tennessee, that:

Section 1. The Board of Commissioners may appropriate funds from time to time, in such amounts as is deemed proper, for the financial aid of The Ark, a non-profit charitable or nonprofit civic organization whose year-round services benefit the general welfare of the residents of this municipality.

Section 2. Such funds appropriated by the municipality for use by The Ark shall be spent for the following purposes:

1. Four thousand five hundred Dollars (\$4,500.00) to be used for the Meals-on-wheels program for residents of the Town of Kingston Springs, Tennessee for the fiscal year 2022-2023.

All such funds shall be used to promote the general welfare of the residents of this municipality.

Section 3. The Ark shall comply with all requirements of section 6-54-111 of Tennessee Code Annotated and Title 4, Chapter 3, Section 1 of the Internal Control and Compliance Manual for Tennessee Municipalities, particularly with regard to submission of an annual report and annual audit of its business affairs and transactions and the proposed use of the municipal assistance.

Section 4. This resolution shall take effect upon its passage, the public welfare requiring it.

PASSED: _____
Date

Francis A. Gross, III, Mayor

ATTEST:

Jamie Dupré, City Recorder

APPROVED AS TO FORM AND LEGALITY:

Martha Brooke Perry, City Attorney



THE ARK COMMUNITY RESOURCE CENTER
710 HWY 70, PEGRAM, TN 37143
MAILING ADDRESS:
P.O. BOX 224, KINGSTON SPRINGS, TN 37082
615-457-1931



January 6, 2022

To the Mayor and Board of Commissioners of the Town of Kingston Springs,

On behalf of The Ark Community Resource Center, we are requesting \$5000 in funding for Meals on Wheels and other programs for the 2022-2023 Town of Kingston Springs budget. This is an increase from last year as the programs and numbers have increased in the past year. The Meals on Wheels program serves an average of 35-40 homebound seniors five meals a week. Additionally, as part of this program, (before the pandemic and after we have a weekly senior congregate meal) held at Pegram United Methodist Church that serves an average of 30 seniors from south Cheatham County who are not homebound.

Other programs provided by The Ark Community Resource Center include the Food Pantry, Utility and Clothing Assistance, the "Back to School Bash," Summer F.U.E.L, and Angel Tree. We also offer referral and connecting services to those in need.

We are asking The Town of Kingston Springs to contribute to these important programs in South Cheatham County that costs The Ark close to \$100,000 a year to provide. We especially thank Mayor Gross and the town of Kingston Springs for the trusting partnership during the 2021 December tornado relief that continues in 2022.

Thank you so much for consideration of our request.

Sincerely,

Anne Carty, The Ark Executive Director

Copy to: Caroline Reynolds, Ark Board of Directors Chair

Tennessee Secretary of State
Tre Hargett



Division of Business Services
Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Thomas H. Riley, III
Director
September 14, 2021

615-741-2555
Tom.Riley@tn.gov

Caroline Reynolds
ARK Community Resource and Assistance Center
P.O. Box 224
Kingston Springs, TN 37082

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
ARK Community Resource and Assistance Center - CO6228
Registration Expiration Date: **June 30, 2022**

Dear Caroline Reynolds:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been approved.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

AK:CO6228

RESOLUTION NO. 22-002**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE IMPLEMENTING A POLICY REGARDING EMERGENCY PAID SICK LEAVE FOR COVID-19 RELATED TESTING, ILLNESS, AND QUARANTINE**

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-Co V-2 virus that can result in mild or severe symptoms, including fever, cough, and shortness of breath, and can lead to serious illness or death, particularly in the case of older adults and persons with serious chronic medical conditions; and

WHEREAS, COVID-19 is frequently spread through close contact between persons and respiratory transmission; and

WHEREAS, by Resolution 20-010, the Town of Kingston Springs Board of Commissioners adopted the Town of Kingston Springs Personnel Policy, which contains the Town's policies with respect to sick leave and employee absences during non-health emergency times; and

WHEREAS, in order to protect the health and safety of Town employees and residents, Town employees should be tested for COVID-19 illness upon known exposure to or experiencing symptoms of COVID-19 illness, to quarantine upon known exposure to COVID-19 illness, and to remain away from the workplace during any COVID-19 illness.

WHEREAS, in order to encourage Town employees to obtain such testing and remain away from the workplace during any necessary quarantine period, the Board of Commissioners desires to grant Town employees certain additional emergency paid sick leave.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Kingston Springs, Tennessee that:

1. All full-time employees shall be eligible for forty (40) hours of Emergency Paid Sick Leave (EPSL), and all part-time employees shall be eligible for EPSL in an amount equal to the number of hours that the employee works on average over a one-week period. This grant of EPSL shall be in addition to the sick leave time that employees are entitled to accrue under the current Town of Kingston Springs Personnel Policy.

2. The EPSL may only be used by an employee for the following qualifying reasons:
 - A. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19 or has tested positive for COVID-19;
 - B. The employee has been advised by a health care provider to quarantine due to concerns related to COVID-19, or the employee must quarantine due to a known exposure to a person who is positive for COVID-19;
 - C. The employee is experiencing symptoms of COVID-19 and is seeking a diagnosis.
3. The EPSL time granted herein shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for EPSL, and it may not be carried over into the following year.
4. Employees are not entitled to reimbursement for unused EPSL upon termination, resignation, retirement, or other separation from employment.
5. If an employee's duties are such that the duties may be performed remotely at home and the City Manager has granted the employee permission to do so, then, for any period of time that the employee works remotely during a quarantine period, the awaiting of a COVID-19 test result, or an illness period in which the employee experiences no illness symptoms, the employee shall not be forced to utilize the time afforded by the EPSL or any other leave time (unless the employee had previously requested leave for regular sick time and/or vacation time during such period) and may be counted as having worked such time in person.
6. This Resolution and the provisions made herein shall expire at the later of
_____.

READ, ADOPTED, AND APPROVED in open session this 20th day of January, 2022.

FRANCIS A. GROSS, III, MAYOR

ATTEST:

JAMIE DUPRÉ, CITY RECORDER

Resolution 22-003

**A RESOLUTION BY THE TOWN OF KINGSTON SPRINGS,
TENNESSEE TO ESTABLISH A PUBLIC SPEAKING PROCEDURE**

WHEREAS, the Town of Kingston Springs wishes to establish a procedure to speak for public forum; and

WHEREAS, the Kingston Springs Board of Commissioners have authorized the attached exhibit as the official procedure for speaking before the Board.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE, that the Procedure for Speaking Before the Board of Commissioners, attached hereto, is hereby approved and adopted and shall become effective immediately following the passage of this resolution.

Resolved this 20th day of January in the year of 2022.

Mayor Francis A. Gross III

ATTEST:

City Recorder Jamie Dupre'

PROCEDURE FOR SPEAKING DURING PUBLIC FORUM

Welcome, your attendance, participation, and comments are appreciated! Please complete the information at the bottom of this form if you would like to address the Commission/Committee. After completing this form, please hand it in to the City Recorder. Your name will be called by the Mayor, Chairman, or presiding officer at the appropriate time. The purpose of this form is to clearly document the speaker's information and to offer an avenue in which the Commission/Committee can hear as many speakers as possible during the allotted timeframe. As such, they may not address the issue or concern you have at this time, but may instead inform you of when the issue will be addressed or direct you what department will be forwarded the issue for follow-up. Please read the following Procedure for Speaking during Public Forum:

- Speakers must complete the information form and submit to the City Recorder prior to the public forum. Be prepared to speak when the chairman calls your name.
- Each speaker will be allowed up to five (5) minutes to speak before the Town Commission, with the time per speaker being determined by the Mayor, Chairperson, or other presiding officer depending on the number of speakers.
- Speakers may comment on issues scheduled for consideration at Town Commission, Planning Commission, or other such meeting or other appropriate concerns pertinent to the operation of the Town or relevant to the meeting.
- After the speaker's name is called by the presiding officer the speaker should step forward to the podium and state the following information for the record:
 - His/her name
 - Whether they are a Kingston Springs resident and/or property owner
 - Subject to be addressed
- No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Committee. Persons doing so will be asked to stop speaking and will forfeit the remainder of their time.
- All remarks shall be directed to the Commission/Committee only. Remarks shall be made to the Commission/Committee as a body and not a particular member.
- No person shall be allowed to disrupt or interfere with the procedures.
- Remarks shall end when the speaker's allotted time has expired.
- Questions from the Commission/Committee may be asked for clarification; however, no person shall be permitted to enter into any discussion or debate either directly with or through any member of the Committee or anyone present at the meeting.

Name:	Date:
Address:	
Email Address and/or Telephone Number (optional)	
Subject to be addressed:	

Proposal Title: Increasing Community Input/Public Comments at Board of Commissioner Meetings

Statement: Public engagement is a vital component to the democratic process and it assists the Commissioners in shaping effective policy for the Town of Kingston Springs. Further, the Commissioners were elected to serve as a representative voice for residents, so resident participation and input naturally enhances and helps shape that role.

Synopsis of Goals: To provide the community as the ultimate stakeholders with the opportunity for greater involvement and say into the decisions that affect their lives through increased engagement at our Commission meetings.

Project Sponsor and Community Representative: Commissioner Carolyn Clark and Kingston Springs Residents Jason Russell, Heather Lambert and Leesa Stone.

Overview

Public local government meetings typically follow Robert's Rules of Order to facilitate their meetings. While the generalized meeting format outlined by Robert's Rules is followed at our Commission meetings, we do not strictly adhere to Robert's Rules in terms of formality. Further, Roberts Rules do not address public comment and the extent to which a governing body prioritizes and formulates such a comment structure for public engagement is an individualized general practice.

The current public comment section of the commission meetings in Kingston Springs only allows for the concerns or issues raised by the community member to be just that – a comment. There is no forum for discourse, questions or avenues for follow-up, and for the most part, the topics they raise are never broached again at future meetings. Further, community members are currently prohibited from commenting about agenda items after the issue has been presented and discussed by the Board.

If we want more public engagement, we need to take steps to challenge ourselves to rectify this problem and recognize that we may need to improve the process in a more meaningful way other than that which currently exists. To provide a more inclusive, extended and ultimately more germane public comment section(s) at our meetings would only benefit and enhance this process.

Proposal

Public Comment: The Town welcomes public comment at meetings for both items being discussed as part of the topic being discussed and new items that are not on the Commission meeting's agenda.

- Members of the public wishing to comment on items not listed on the agenda, but related to Town business, will have the opportunity to do so during the meeting's designated public comment period.
- Members of the public wishing to comment on specific agenda items will have the opportunity to do so *once the presentation has concluded and the Board has had an opportunity to ask initial questions and discuss*. At that time, the Mayor will ask if there are members of the public who wish to comment, or commenters may ask to be recognized.

Specific Rules: The following rules shall be followed by members of the public who are addressing the Board.

1. **Leave to Speak and Order of Speakers:** No person shall address the Commission until he/she has been recognized and given leave to speak, either on a first-recognized basis by the Mayor or if a speaker sign-up form was filled out, speakers will address the public body in the order called.
2. **Speaker Identification:** Each speaker shall state his or her name so it can be recorded in the minutes of the meeting. The speaker may also provide other identifying information about himself or herself. If a speaker is representing or speaking on behalf of other persons, groups or entities, then the speaker shall state the nature of that representation.
3. **Interruption of Speakers:** Members of the public shall not interrupt the designated speaker. The Mayor can only interrupt a speaker to enforce the rules.
4. **Individual Speaker Time Limit:** The established time limit shall not be less than three minutes per commenter. No commenter may speak for longer than the time limit unless the Mayor grants additional time for that speaker based on the circumstances at-hand (such as representation by that speaker of a larger group of persons, complexity of the speaker's topic, or other factors).
5. **Comments:** Comments shall relate to either Town business or to specific items on meeting agenda.
6. **Repetition:** Speakers shall refrain from repeating their own comments and testimony and the comments and testimonies of others.
7. **Poor Behavior Prohibited:** No person shall engage in disruptive, discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil behavior. The Mayor may limit or end the comments of any person who engages in this conduct.

Summary

If the community members of Kingston Springs are invited to take part in the governing process on a more substantive level, they will not only feel that they are being listened to, but they are actually being heard. Their voices and viewpoints are vital for the Town's governing body to hear and consider in earnest.

The end result will a more engaged community and a more fully represented community.

Dated 29th day of November 2021.

A handwritten signature in blue ink, appearing to read "Carolyn Marie".

ORDINANCE 22-001

**AN ORDINANCE OF THE TOWN OF KINGSTON SPRINGS,
TENNESSEE, PROVIDING FOR THE AMENDMENT OF SPEED LIMITS
IN THE TOWN OF KINGSTON SPRINGS**

WHEREAS, the Town of Kingston Springs Board of Commissioners previously adopted Title 15, Chapter 1, Section 101 of the Town of Kingston Springs Municipal Code, which Section adopts by reference certain provisions of Tennessee Code Annotated, including Tennessee Code Annotated § 55-8-153, which provides that municipalities may adopt speed limits for roads within its borders that are lower than the speed limits provided for in Tennessee Code Annotated § 55-8-152; and

WHEREAS, the Town of Kingston Springs Board of Commissioners had previously established certain speed limits within the Town of Kingston Springs, and, upon review and in consideration of public safety enhancement, the Board desires to amend certain of those speed limits and to set forth same in the Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the Town of Kingston Springs that Title 15 of the Town of Kingston Springs Municipal Code is hereby amended by adding a new Chapter 4 as follows:

CHAPTER 4

SPEED LIMITS

SECTION

15-401 In General

15-402 At Intersections

15-403. Penalty

15-401. In general. It shall be unlawful for any person to operate or drive a motor vehicle upon any highway or street at a rate of speed in excess of twenty (20) miles per hour except where official signs have been posted indicating other speed limits, in which cases the posted speed limit shall apply and except with respect to the following roads and streets:

- A. East Kingston Springs Road and West Kingston Springs Road shall have a speed limit of no greater than thirty-five (35) mph, unless the speed limit for East Kingston Springs Road (which road is a state highway) shall otherwise be set by the State of Tennessee.

B. Mt. Pleasant Road, Harpeth View Trail, and CC Road shall have a speed limit of no greater than thirty (30) mph.

15-402. At intersections. It shall be unlawful for any person to operate or drive a motor vehicle through any intersection at a rate of speed in excess of fifteen (15) miles per hour unless such person is driving on a street regulated by traffic control signals or signs which require traffic to stop or yield on the intersecting streets.

15-403. Penalty. A penalty of up to \$50 shall be imposed for each violation of this ordinance.

IT IS FURTHER ORDAINED that in the event of conflict between this ordinance and any other ordinances establishing speed limits within the Town of Kingston Springs, then this ordinance shall prevail.

IT IS FURTHER ORDAINED that this Ordinance shall take effect the later of the date that is 15 days after its passage or upon publication of this Ordinance or its caption, and the posting of appropriate signs, the public welfare requiring it.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

Tony Gross, Mayor

Attest:

Jamie Dupré, Town Recorder

Approved as to Form and Legality:

Martha Brooke Perry, Town Attorney

PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE GIVE TO THE CITY RECORDER)

DATE OF REQUEST 1/4/22

DEPARTMENT Parks

ITEM ~~Just~~ Shade Sails

HOW DISPOSED to trash

DISPOSAL DATE _____

SIGNATURE 



Department Reports

Kingston Springs, Tennessee

January
2022



Monthly Departmental Update

January 2022

PARKS DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

- Cleaning up from Christmas.

Projects/Items in the Works:

- New fountain for the dog park will be installed.
- Construction on the Splashpad.
 - Pump house will is $\frac{3}{4}$ complete. Will finish outside of building soon waiting on the siding materials to come in.
 - Plumbing has started and is in the process.
 - Electrical has started and waiting on transformer to be set. Dickson Electric is having supply issues with the meter boxes and cannot give us a time commitment.
 - Vortex will return to complete the project once all of the electrical, plumbing and pump house construction are complete.
 - At this time we do not have a tentative finish date.

Other Notes:

Seniors will have bingo on the 2nd & 4th Monday's at 10:00 Changed due to weather and holidays. January lunch will be on 1/20/22 at Riverview Restaurant in Ashland City.



Monthly Departmental Update

January 2022

POLICE/FIRE DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

Fire Department

Fire Department Christmas Party

- Truck Fire involving Hazmat (contained with no hazards)
- 2021 Tornado support to Cheatham County

Police Department

- Nate Graduates with Luca January 17th
- Break in at storage units and found stolen items that were pawned in metro

Projects/Items in the Works:

Other Notes:

Kingston Springs Police Department
Monthly Report Worksheet

TYPE OF CALL	MONTH'S TOTAL
TRAFFIC CITATIONS ISSUED	16
MISDEMEANOR CITATIONS ISSUED	5
10-14 ESCORT	1
10-15 ARREST	4
10-17 SERVE WARRANT	
10-27 BURGLARY	
10-42 ALARM	1
10-43 REQUEST FOR OFFICER / INVESTIGATION	52
10-43 MOTORIST / CITIZEN ASSIST	11
10-44 STOLEN VEHICLE	
10-45 VEHICLE CRASH (non-injury)	12
10-46 VEHICLE CRASH (with injuries)	2
10-49 DRIVING UNDER THE INFLUENCE	1
10-52 ROBBERY	
10-58 PUBLIC INTOXICATION	
10-59 FIGHT/ASSAULT	
10-62 DECEASED PERSON	
10-71 SCHOOL ZONE TRAFFIC	9
10-72 FIRE CALL	11
10-72b FIRE CALL (medical)	17
10-80 EXTRA PATROL	31
10-81 TRAFFIC STOP	34
10-82 MUTUAL AID	27
10-86 DOMESTIC ASSAULT	1
10-94 SUICIDE/ATTEMPTED SUICIDE	

Dec-21





Kingston Springs Volunteer Fire Department Incident Response for 2021

Incident Type	Response
Medical Assist, assist EMS crew	355
Motor Vehicle Accident	118
False Alarm or False Call	65
Gas Leak (Natural Gas or LPG)	18
Building Fire	15
Brush or brush & Grass mixture Fire	13
Severe Weather or Natural Disaster	11
Swift Water Rescue	7
Carbon Monoxide detector activation	7
Controlled Burn	6
Outside Rubbish, Trash or Waste Fire	6
Vehicle Fire	5
Chemical Spill or Leak	5
Search for Lost Person	3
High Angle Rescue	1
<u>Assist Police or other government agency</u>	<u>1</u>
Total Incident Response for 2021	636

Incident Location

Inside City Limits	290
Outside City Limits	332
Neighboring Jurisdiction	14



Monthly Departmental Update

January 2022

PUBLIC WORKS DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

- Take down Christmas lights on City Hall , Beck Building , Firehall and light poles .
- Leaf removal on Main Street
- Hauled more scrap off
- Dirt work at Splash pad
- Salted and cleared roads from snow
- General maintenance on equipment and trucks

Projects/Items in the Works:

- Dirt work around splash pad
- Finish concrete for library statue
- Tree trimming on Maple and Oak Street
- Bush hogging at Burns Park
- Leaf removal in ditches across town. This will be several week project.
- Pour concrete for back-flow preventer at Burns Park
- Clean up around Public Works

Other Notes: We are still waiting for the utility bed to be installed along with safety lights on new truck. The utility bed has arrived waiting for install date.



Monthly Departmental Update

January 2022

WASTEWATER DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

- Replaced both pumps at Bateman pump station.
- 6 Sewer calls
- 2 tanks pumped
- Repaired 1 line leaving effluent side of a residential tank to main line.
- Attended meeting for new TN scorecard to assist with receiving TDEC Grants.

Projects/Items in the Works:

- Continued Industrial waste survey.
- Began Scorecard for system.
- Place repaired aerator into lagoon 3.
- Outfall still offline should return to operation 1st week of January.

Other Notes:



RECEIVED
1/10/2022

Second South Cheatham Utility District

TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

Billing Period
12/31/2021

Nov. 21 - Ending Balance	38,085.46
Add Penalties:	354.96
Adjustments:	-881.91
Less Payments:	-36,612.71
Unapplied cash payments	-385.18
Balance Forward:	560.62
Sewer Billing (Sales):	33,467.98
Total Account Receivable:	34,028.60

COLLECTIONS STATEMENT

Collection Dates:	12/01/2021 - 12/31/2021
Collection Amount:	36,612.71
Unapplied Cash	385.18
Less 6.5%	2,404.86
Amount Due	34,593.03

	Same Period Last Year	Current Period	Increase or Decrease
SALES	35,705.38	33,467.98	-6.3%
GALLONS	3531.7	3194.1	-9.6%

ADJUSTMENTS

Account Number	Description	Amount	Reason
0101-30310-007	Kirk Jamison	-72.75	leak
0101-91600-005	Sydni Starners	-51.71	leak
0101-20802-001	Tri Star Energy LLC	-549.45	leak
0101-90340-004	Wonder Welck	-187.64	leak
0101-25020-000	Joanne Goodwin	-0.83	penalty
0101-91600-007	John Crass	-8.29	billing error
0101-91520-003	Ashley Melton	-11.24	cost of cpllection
	Total	-881.91	

Second South Cheatham

Code Summary Report

Cycle(s)	01 Cycle 1	Break Report Down	Print Totals Only
Customer Type(s)	All	Break Down AddOns By Service Type	
Service Type(s)	KS Sewer	Use Reading Factor	
Print Code Summary Report For	Historical Billing	Print Add On Usage	
		Include Inactive Services	
Account Number Range	All	Inactive Services To Include	Inactive Services With Arrears Shown In Billing
		Transaction Date Range	12/1/2021 To 12/31/2021

Service	Rate	Number		Charges	Arrears	Total	Usage	Adjustment Amount	Adjusted Total
		Active	Inactive						
KS Sewer	01 KS Sewer Usage	754	12	\$33,421.63	\$1,590.95	\$35,012.58	3,195,300		
	06 K.S. Sewer Only	3	0	\$46.35	\$0.00	\$46.35			
			12	\$33,467.98	\$1,590.95	\$35,058.93	3,195,300		
Penalty	11 KS Sewer Penalty	90	10	\$354.96	\$0.00	\$354.96			
	Total Penalties		10	\$354.96	\$0.00	\$354.96			
	Report Totals			\$33,822.94	\$1,590.95	\$35,413.89	3,195,300		

Second South Cheatham

Transaction Rate Summary

Company Division(s)	All	Batch Range	All
Cycle(s)	01 Cycle 1	Break Out Addons Per Service Type	
Customer Type(s)	All	Break Out Service Credit	
Service Type(s)	KS Sewer	Report Breakdown Level	Totals Only
Account Range	All		
Transaction Type	History		
Transaction Date Range	12/1/2021 To 12/31/2021		

Service Type	Rate Code	Adjustments	Payments	Deposit	Applied	Bad Debt	Applied Credit
				Receipts	Deposits	Writeoffs	
KS KS Sewer Usage	01	-\$881.08	-\$36,119.62	\$0.00	\$0.00	\$0.00	-\$421.95
KS K.S. Sewer Only	06	\$0.00	-\$46.35	\$0.00	\$0.00	\$0.00	\$0.00
Penalty KS Sewer Penalty	11	-\$0.83	-\$446.74	\$0.00	\$0.00	\$0.00	\$0.00
KS - Svc Credit		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.77
All Routes Totals		-\$881.91	-\$36,612.71	\$0.00	\$0.00	\$0.00	-\$385.18