



City Commission

Kingston Springs, Tennessee

February 17, 2022

Meeting Packet



**Kingston Springs Board of Commissioners
Regular Business Meeting Agenda
February 17, 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 Miniat, Parks Director _____

4. Declaration of Quorum by Mayor

5. Motion to Approve the January 20, 2022 Public Hearing Meeting Minutes:

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

7. Motion to Approve the February 17, 2022 City Commission Meeting Agenda:

8. Announcements from Commissioners:

9. Community Input and Concerns:

10. Department Reports:

11. Legal Updates:

12. Unfinished Business:

- A. Second reading of Ordinance 22-001 – Establishing Speed Limits on certain roads within the town limits of Kingston Springs.

13. New Business:

- A. Discussion on offering use of the Beck Meeting Hall and Burns Park Activity Center and waiving usage fees for the Burns Park Activity Center for the Cheatham County UT Agriculture Extension office for periodic training sessions. Ronnie Barron, Extension Agent and Cheatham County UT Agriculture Extension Office Director.
- B. Janet Walker, South Cheatham Public Library.
- C. Consideration of adoption of the Kingston Springs Regional Planning Commission recommendation for the Ellersly Subdivision – Ron Merville PUD Agreement to Include:
- Timeline of PUD for Phases 1 completion - One (1) year from date of fully executed PUD Agreement and Development Plan.
 - Grading, Soil and Erosion Plan & SWPPP implementation will be completed within one (1) year from date of fully executed PUD Agreement and Development Plan.
 - Phase 2 and Phase 3 are not included in the PUD Agreement and Development Plan.
 - The Developer will supply a Performance Bond with the Town of Kingston Springs as the Holder of the Bond in the amount of \$390,000.00.
 - The Grading, Soil and Erosion and SWPPP for Phase 1 and the undeveloped areas of Phase 2 and Phase 3, including paving, guttering and all other public areas with 99% of lots under current developer control in Phase 1 completed within 12 months subject to approval of grading, soil and erosion, and stormwater plans by an independent engineer currently under review.

- D. Discussion on FEMA Fixed Cost Offer related to Acorn Court Pump station project.**
- E. First reading of Ordinance 22-002 – Amending Kingston Springs Municipal Code Title 16, Chapter 2 – Excavations and Street Cuts.**
- F. First reading of Ordinance 22-003 - Amending Kingston Springs Municipal Code Title 12, Chapter 3 – Property Maintenance Code, and Title 13 – Property Maintenance Regulations.**
- G. Discussion on Tennessee Department of Agriculture Rural Business Development Grant and approval to submit Grant Application and Letter of Intent.**
- H. Authorization to City Manager to sign attorney contract.**

14. Surplus:

- City Hall – Folding Tables – Discard.

15. Other (For Discussion Only):

16. Reminders:

- Kingston Springs City Hall will be closed Monday, February 21st in honor of Presidents Day.
- Spring Soccer Sign-Up happening now through Friday, February 25th.
- Kingston Springs Board of Commissioners Annual Retreat, March 18th and March 19th.

17. Adjourn the Meeting:

Motion to adjourn the meeting.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



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

A. Call to Order:

The meeting was called to order by Mayor Gross at 7:08 p.m.

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.

No comments

C. Adjournment

Motion to adjourn made by Vice-Mayor Remick with a second by Commissioner Stohler. Motion passed. Mayor Gross adjourned the meeting at 7:09 p.m.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



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

1. Call to Order:

The meeting was called to order by Mayor Gross at 7:09 p.m.

2. Pledge of Allegiance:

3. Roll Call:

Board Members in Attendance:

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

Staff in Attendance:

John Lawless, City Manager	Present
Jamie Dupré, City Recorder	Absent
Jennifer Noe, City Attorney	Present
Eugene Ivey, Police and Fire Chief	Absent
Brandy Miniati, Parks Director	Absent
Roger Parker, Public Works Director	Present

4. Declaration of Quorum by Mayor

Mayor Gross declared a quorum.

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

Motion to Approve the December 16, 2021 City Commission Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Stohler. Motion passed unanimously.

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

Motion to Approve the January 20, 2022 City Commission Meeting Agenda made by Commissioner Clark, with a second by Commissioner Hargis. Motion passed unanimously.

7. Announcements from Commissioners:

Vice-Mayor Remick had high praise for town employees for taking care of roads in all the crazy weather. Commissioner Stohler and Mayor Gross also praised Public Works team for their good work. Mayor Gross wished Vice-Mayor Remick a happy birthday.

8. Community Input and Concerns:

Geoff Lorenz, 241 Woodlands Drive, spoke regarding Town purchasing AEDs for Burns Park. Lorenz is a certified first responder and certified on AEDs. He felt the average person doesn't know how to use AEDs and is afraid to use them. For most people in the park, it will be a loved one having a medical emergency, and people respond differently for emergencies involving a loved one. He felt that the Town having a device in each vehicle, and one at Burns Park and City Hall were a significant number of AEDs for a town the size of Kingston Springs. If there is an emergency at the park, depending on where the AED is located, with a town this small, emergency responders will probably get there before a person could run to get the AED and back to where the emergency is, and set it up for use. As a taxpayer, he thought the money spent on one of these could be better used elsewhere.

Lisa Stone, 1049 Ridgecrest Drive, spoke in favor of adding a platform for public input on agenda items that are up for discussion by Commissioners. If the public were allowed to make comments after hearing specific details about certain proposals on the agenda, it stands to reason that the comments would be more focused and pertinent about those items. This would encourage more resident involvement.

Carrie Parks, 1056 Ridgecrest Drive., spoke in favor of adding AEDs at park. She said it is true the average person may not know how to use the AED, but those machines are very self-explanatory. If you do something wrong, machine speaks to you and tells you the correct way to do it. In the event of an emergency, if there was someone who knew how to use AED, the time saved by having them use it could save a life.

9. Department Reports:

City Manager Lawless said the notes for grant loans were signed this week, and he called attention to the Debt Obligation Report on the two Capital Outlay Notes in the meeting packet.

10. Legal Updates:

City Attorney Noe said the items she needs to talk about qualify for attorney-client privilege. This will be done at end of meeting.

11. Unfinished Business:

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

Commissioner Clark asked if the specific funding details need to be noted in the ordinance. City Manager Lawless said it will be noted in the minutes but not the budget ordinance. Motion to approve Ordinance 21-013 – Amending Ordinance 21-006 – 2022 (\$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 Stohler. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes.

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

Commissioner Clark said this first started out as wanting to put a first aid kit in the park, because on numerous occasions while at the park first aid items were needed. She researched first aid needs, and discussed first aid with her neighbor Carrie Parks, a nurse, who also asked about AEDs. Commissioner Clark researched AEDs as well, and the benefit of using an AED for heart attacks; CPR will only buy time until a defibrillator can be used to provide a shock. In her research, Commissioner Clark learned that the City of Brentwood installed AEDs in their city parks. She read a letter out loud from Dr. Joe Trammel of Brentwood giving testimony on the value of AEDs, and the increased chances of survival with the use of an AED in a cardiac emergency. She contacted Brentwood Fire Chief Goss about their program. He said there had been only one incident of vandalism in the five years the program has been in place. Commissioner Clark felt people would be willing to do training on AEDs. Angel Carter, a nurse from Vanderbilt, who works as a Program Coordinator for Project ADAM (Automatic Defibrillators in Adam's Memory) and provides training on AEDs and cardiac emergency planning, gave a presentation on the benefits of AEDs. She said AEDs provide audible and visual prompts telling you what to do. Chances of survival in cardiac arrest go up 60-70% with the use of an AED. An AED will not shock someone who doesn't need to be shocked. Mayor Gross said this should be a discussion item for the budget retreat. Commissioner Hargis asked how many units the Town has. Public Works Director and volunteer Firefighter Roger Parker said the Town has 13 AED in fire and police vehicles, at City Hall and Burns Activity Center. They cost approximately \$1700 each. If you were to install outside it should be housed in a cabinet, which costs approximately \$350. Commissioner Clark found one cabinet in her research that would call 911 when the door is opened. Parker said the AEDs are fairly common sense and talk you through the process. Commissioner Hargis asked if we were

comfortable leaving a \$1700 machine outside. Commissioner Hargis suggested taking the AED unit from City Hall and making it accessible at Burns Park and adding a first aid kit. Commissioner Clark added that it should be in a case in a visible area outside. Parker said it should be kept covered so that it is not exposed to the weather. Parker gave an overview on functions of the AED. Costs are approximately \$170 for pads, \$1700 for unit and \$100-\$150 for the battery. Mayor Gross asked if you put a unit in one park, is there liability for not putting one in the other park? City Attorney Noe said TCA provides some protection. Commissioner Clark said it would be good to have a first aid kit near the splashpad. Mayor Gross said it would not be a bad idea of have first aid kit in City Park.

Commissioner Clark motioned to consider purchase of AEDs, and make a decision. Mayor Gross said he wasn't ready for a decision, but would like to put it as a discussion item at the retreat. These are budget items. Vice-Mayor Remick said that quite a few of the presentations have been perfect retreat items. It would be more efficient to discuss them all at the retreat. Mayor Gross thanked Ms. Carter for the presentation on the AEDs. Mayor Gross made the motion to get some numbers together for the retreat on the placement of AEDs and first aid kits for Burns Park and City Park, with a second by Commissioner Clark. The motion passed unanimously.

B. Discussion on FEMA Fixed Cost Offer related to Acorn Court Pump station project.

City Manager Lawless said the cost to replace the Acorn Court Pump station with mitigation is estimated at \$497,000 (repair cost of \$383,500 + Hazard mitigation proposal of \$113,500). We have received insurance payments of \$79,847.53 to repair pump station. As we got further along in process, we realized we were not going to be able to get pump station back online as quickly as anticipated, because there was more damage to infrastructure than initially thought. There were things that needed to be repaired that the insurance didn't cover. The pump is on our insurance schedule for \$259,628. Lawless got back with insurance company to let them know the \$80,000 was not going to cover actual replacement costs. The insurance company has reopened the claim. They will send out an engineer in next week or so to meet with our wastewater engineer to readdress the situation, and redetermine a value for that pump station. In the number that FEMA gave with the fixed cost offer, they looked at what's on the insurance schedule, \$259,628, and assumed the insurance will give us all that money. They have subtracted that insurance schedule amount from their total offer. FEMA will pay 75% of remaining costs after insurance has paid. Any offer from FEMA will not be up front, but will be made after everything is completed and all invoices have been tabulated and submitted. This information goes to FEMA to work out actual payments for us. FEMA has offered the town a Fixed Cost offer of the Acorn Court Pump Station of \$178,029, with decision due by January 25, 2022. As of now, the offer is on hold and deadline suspended for a decision. Our insurance carrier has agreed to revisit the claim and is scheduling an engineer to visit the site and meet with our wastewater engineer to better determine actual replacement cost. Once we have a final insurance offer it can be submitted to FEMA to update their files and potentially update their offer. The recommendation from City Manager Lawless was to wait until we had firm numbers from the insurance company. Hopefully this will take a couple of weeks. Once we receive the final number from the insurance company, we would

submit that to FEMA. They would then recalculate their final offer, because they are only going to pay above what the insurance company will pay. Commissioner Clark asked if the remaining 25% will be split between the town and the state. City Manager Lawless said we have two claims, one for the Town of Kingston Springs, and one for the Kingston Springs Sewer Department. For the Town of Kingston Springs claim, FEMA will pay 75%, and the 25% will most likely be split between town and state (12.5% each). Because there are two claims there is some confusion from the state and FEMA on the enterprise fund, which is the Sewer Fund, whether the state would be involved in their 12.5%. Best case scenario the town would only be on the line for 12.5%. Worst case scenario we are at 25%.

Commissioner Hargis asked if insurance company declares a total loss and pays the full amount, we won't get anything from FEMA or the state. Lawless confirmed that for this particular project that would be the case. No action needed and none taken.

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.

City Manager Lawless said last year the donation to The Ark was for \$4,500. The Ark's request this year is for \$5,000. The Resolution indicates \$4,500. It is the will of the Board on the amount. Commissioner Hargis said that the \$4,500 last year was an increase, and felt we should repeat that again. Commissioner Hargis made the motion to donate \$4,500 to The Ark. Commissioner Clark was in favor of \$5,000. Commissioner Hargis said it was a significant raise last year, and motioned to approve 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 in the amount of \$4,500, with a second by Vice-Mayor Remick. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion approved unanimously.

D. Resolution 22-002 – Implementing a Policy Regarding Emergency Paid Sick Leave for COVID-19 Related Testing, Illness, and Quarantine.

City Manager Lawless said the town currently uses CDC guidelines for isolation and quarantine related to COVID, and feels this resolution will help facilitate the health and safety of town employees. The Board approved a similar resolution in September that expired at end of 2021. This resolution differs from previous resolution as the time allowed has been reduced to one week (5 work days) rather than the previous two to align with current guidelines. The expiration date has been left open for the board to consider. Motion to approve Resolution 22-002 – Implementing a Policy Regarding Emergency Paid Sick Leave for COVID-19 Related Testing, Illness, and Quarantine until June 30, 2022 made by Commissioner Stohler, with a second by Vice-Mayor Remick. Commissioner Clark felt we should end it in the spring. After additional discussion, Commissioner Stohler amended his motion to change the expiration date to April 30, 2022, and Vic-Mayor Remick amended his second to agree. Motion passed unanimously.

E. Resolution 22-003 – Establishing a Public Speaking Procedure for public meetings in the Town of Kingston Springs.

City Manager Lawless said as we work to increase public participation and input at our meetings, we thought it essential to have procedures in place that would outline best practices for community input. He looked at other municipalities around the region to see what their practices were, and that is the basis for this resolution. As we gathered more people to speak, we wanted to make sure that everyone had an opportunity to express their thoughts. Mayor Gross asked City Attorney Noe if the Board could set the policy for the Planning Commission, and she said they could set their own policies. Commissioner Hargis asked if this is different from what is currently being done. Lawless stated that this is not a change as there is not a procedure for public speaking in place at the moment but was something for the Board to consider. We allow public input. This would set guidelines for public speaking and a time limit for each speaker, so that if you had a lot of people wanting to speak, all would have the chance to do so. Commissioner Clark said her earlier proposal had 3 minutes, but 5 minutes is great. Her proposal is for public comments after each agenda item. Mayor Gross said his only qualm with that was that this is a Board of Commissioners meeting, and while they do welcome public commentary at designated time, it is the Board's meeting. Having people comment on each item would complicate the meeting. Commissioner Hargis said that if you had a large number of people attending and they each got to speak 5 minutes on each topic, nothing would get done, because you would have to allow everyone equal opportunity to speak. City Attorney Noe reviewed Roberts Rules and it does not talk about public forum, it does talk about Board members being able to discuss an issue after a motion and a second. Commissioner Clark felt the public should be able to comment at this time as well. Motion to approve Resolution 22-003 – Establishing a Public Speaking Procedure for public meetings in the Town of Kingston Springs made by Commissioner Stohler, with a second by Commissioner Hargis. Commissioner Clark asked if motion included an amendment to include comment after each item, which it did not. Commissioner Hargis, Commissioner Stohler and Mayor Gross voted in favor of motion; Vice-Mayor Remick and Commissioner Clark voted in opposition. Motion passed.

F. First reading of Ordinance 22-001 – Establishing Speed Limits on certain roads within the town limits of Kingston Springs.

City Manager Lawless said this ordinance is a reflection of direction from the Board from the November meeting. If the ordinance passes on second reading, staff will update existing speed limit signs and add additional speed limits signs. Mayor Gross said this is what all had agreed upon. Motion to approve the First Reading of Ordinance 22-001 – Establishing Speed Limits on certain roads within the town limits of Kingston Springs made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion passed unanimously.

13. Surplus:

- Parks Department - Shade Sails – Discard.

Motion to approve discard of surplus items made by Vice-Mayor Remick, with a second by Commissioner Stohler. Motion passed unanimously.

14. Other (For Discussion Only):

City Manager Lawless discussed potential retreat dates. Possible dates are either: Friday, Saturday, Sunday, February 18-20 or Friday Saturday, Sunday, March 18-20. Sunday was added as a potential, since it felt rushed when ending on Saturday. Another option is to have 3 or 4 large topics and have several individual workshops (evenings) to address a specific topic. Dates will be confirmed via email.

Commissioner Clark said the board had talked at an earlier meeting about having specialty license plates to fund beautification projects. She contacted Secretary of State Tre Hargett's office and learned we can have the specialty fund designated for a specific fund, such as a Keep Kingston Springs Beautiful Fund. They suggested a letter and resolution to State Representative Mary Littleton asking for the request to be made. This should be done by first part of March. We don't have to pay for the plates unless we have 1000 sign up for them. Once you have 1000 prepaid, then we can go forward. We would receive a portion of the extra fee for specialty plates for our fund.

15. Reminders:

- None

Motion to suspend meeting for Attorney Client Privilege session made by Commissioner Stohler, with a second by Commissioner Hargis at 8:45 p.m.

Motion for Board of Commissioners meeting to go back into session made by Commissioner Stohler, with a second by Commissioner Hargis at Board meeting resumed at 9:00 p.m.

16. Adjourn the Meeting:

Motion to adjourn the meeting made by Commissioner Hargis, with a second by Vice-Mayor Remick. Motion passed unanimously. Meeting adjourned at 9:01 p.m.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder

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

13.A.



Cheatham County
162 John Mayfield Dr. Suite 110
Ashland City, TN 37015
615-792-4420
cheatham.tennessee.edu

January 19, 2022

Mayor Gross and City Commissioners:

UT Extension's mission is to help Tennesseans improve their quality of life and solve problems through the application of research and evidence-based knowledge about agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development. Often, our local extension office lacks proper meeting space to provide quality educational programming to our communities throughout Cheatham County. The Activity Center at Burns Park offers great amenities that would be very useful for a variety of programming opportunities for our Extension Office. As a non-profit, we offer programming to our citizens at a low cost, that typically just covers our supply expenses and would not cover the cost of facility rental. Programs are offered to all Cheatham County residents including our underserved and low-income clientele and all efforts are utilized to offer affordable programming to all audiences. Listed below are programming examples that the Activity Center would be appropriate for:

4-H Youth Development:

Nutrition Health and Fitness—Cooking and exercise programs
College and Career Readiness Workshops
STEM Camps
Project groups

Agriculture/Natural Resources/Horticulture:

Master Gardener Programming
Lawn and Garden Educational Programming including:
 Basic Gardening
 Ornamental, fruit, and vegetable pest control
 Soil testing

Family and Consumer Sciences:

Dining with Diabetes
Chronic Disease Management/Cancer Thriving and Surviving
Tai Chi for Arthritis
Food Preservation Workshops
Cooking Club

The University of Tennessee provides a general liability insurance for all employees and facilities that are used. We ask that you consider allowing our office to utilize your facilities free of charge as we provide beneficial programming to the community you serve.

A handwritten signature in black ink that reads "Ronnie Barron".

Ronnie Barron, Extension Director – rbarron@utk.edu

February 10, 2022

UPDATE: FEMA Fixed Cost offer on the Acorn Pump Station

Since our meeting in January, I have been working with our Insurance Carrier (PEP) as well as FEMA and the following actions have occurred:

- Spoke with the Insurance Carrier and they have agreed to revisit our claim to better determine actual pump station replacement costs.
- Meeting with Insurance Adjuster Engineer, KS Wastewater Engineer, KS Wastewater Operator at pump station site to discuss actual replacement needs and answer questions to assist in updated Insurance repair and replace Proposal.
- Insurance Adjuster Engineer was to have their updated report to our Insurance Claims Adjuster by February 14th.
- I have continued to stay in contact with FEMA and have been apprising them on our progress.

Next Steps:

- Once Insurance Adjuster receives update report from their engineer, they will review with our Insurance Carrier (PEP) and supply the Town with an updated reimbursement estimate.
- Once this new estimate is received it will be forwarded to FEMA for their review. FEMA will then readjust their offer in relation to the amount the Insurance Company plans to pay.

We anticipate having information from our Insurance Carrier by our meeting date of Thursday, February 17th but don't anticipate having an updated offer from FEMA to discuss. This item has been placed on the agenda in case we do receive the information needed from both parties and can it be deferred to a later date if we do not.

ORDINANCE 22-002**AN ORDINANCE AMENDING TITLE 16, CHAPTER 2, SECTIONS 16-204 & 16-206 OF THE KINGSTON SPRINGS MUNICIPAL CODE**

WHEREAS, Title 16, Chapter 2, Sections 16-204 & 16-206 of the Town of Kingston Springs Municipal Code contains certain provisions regarding the excavation, cut, and/or disturbance of the streets and roads of the Town of Kingston Springs; and

WHEREAS, the Town of Kingston Springs Board of Commissioners desires to amend such provisions to update the deposit costs to reflect modern costs and to provide for the performance of certain work by public utilities.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE, THAT:

1. Title 16, Chapter 2, Section 16-203 of the Town of Kingston Springs Municipal Code is hereby repealed and shall be deleted in its entirety with no replacement.
2. Title 16, Chapter 2, Section 16-204 of the Town of Kingston Springs Municipal Code shall be deleted in its entirety and the following substituted in lieu thereof:

16-204. Deposit or bond. No such permit shall be issued unless and until the applicant therefor has deposited with the recorder a cash deposit. The deposit shall be in the sum of five-hundred dollars (\$500.00) if no pavement is involved or, if the excavation is in a paved area, then the deposit shall be the greater of five hundred dollars (\$500.00) or ten dollars (\$10.00) per square foot of estimated disturbed pavement, and the deposit shall insure the proper restoration of the ground and laying of the pavement, if any. Where the amount of the deposit is clearly inadequate to cover the cost of restoration, the recorder, upon consultation with the City Manager, may increase the amount of the deposit to an amount considered by him or her to be adequate to cover the cost. From this deposit shall be deducted the expense to the town of relaying the surface of the ground or pavement and of making the refill if this is done by the town or at its expense. Upon review of finished work and approval by town staff, the balance shall be returned to the applicant without interest after the tunnel or excavation is completely refilled and the surface or pavement is restored to its previous condition. In lieu of a deposit the applicant may deposit with the recorder a surety bond in such form and amount as the recorder shall deem adequate to cover the costs to the town if the applicant fails to make proper restoration. Further, a surety bond so deposited by a public utility may, with the written authorization of the recorder, provide for surety to the town on a continuing basis for any and all future restorations undertaken by such public utility.

3. Title 16, Chapter 2, Section 16-206 of the Town of Kingston Springs Municipal Code shall be deleted in its entirety and the following substituted in lieu thereof:

16-206. Restoration of streets, etc. Any person, firm, corporation, association, or

others making any excavation or tunnel in or under any street, alley, or public place in this town shall restore said street, alley, or public place to its original condition except for the surfacing, which shall be done by the town but shall be paid for promptly upon completion by such person, firm, corporation, association, or others for which the excavation or tunnel was made. Notwithstanding the foregoing, a public utility, upon written authorization from the City Manager, which authority is vested in the City Manager, may also perform the necessary surfacing to fully restore the street, alley, or public place to its original condition. Such work performed by a public utility shall be subject to all other requirements and conditions herein.

In case of unreasonable delay in restoring the street, alley, or public place, the recorder shall give notice to the person, firm, corporation, association, or others that unless the excavation or tunnel is refilled properly within a specified reasonable period of time, the town will do the work and charge the expense of doing the same to such person, firm, corporation, association, or others. If within the specified time the conditions of the above notice have not been complied with, the work shall be done by the town, an accurate account of the expense involved shall be kept, and the total cost shall be charged to the person, firm, corporation, association, or others who made the excavation or tunnel. Restoration shall also include the restoring work will be of such workmanship so as to guarantee the restoration for a period of one (1) year from and after the date of completion, and applicant at his expense will cause additional work to be performed if said repairs are not satisfactory or reimburse the town for maintenance it may perform for unsatisfactory restoration after receiving written notice from the town manager or building inspector.

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, the public welfare demanding 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

ORDINANCE 22-003**AN ORDINANCE AMENDING TITLE 12, CHAPTER 3, AND TITLE 13,
CHAPTER 1 OF THE KINGSTON SPRINGS MUNICIPAL CODE**

WHEREAS, by Ordinance 18-005, the Town of Kingston Springs Board of Commissioners adopted the 2015 International Property Maintenance Code, among other items, codifying such 2015 International Property Maintenance Code under Title 12, Chapter 3 of the Town of Kingston Springs Municipal Code; and

WHEREAS, said Chapter was later amended to provide for certain local modifications to the said 2015 International Property Maintenance Code; and

WHEREAS, the Town of Kingston Springs Board of Commissioners desires to amend such Chapter to rename the said Chapter and to further provide for enforcement provisions related to said Chapter; and

WHEREAS, the Town of Kingston Springs Board of Commissioners has previously provided for certain ordinances as codified in Title 13, Chapter 1 related to certain health and safety and property maintenance concerns for properties with the Town and does desire to further provide for enforcement provisions related to said Chapter.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE, THAT:

1. The title of Title 12, Chapter 3 of the Town of Kingston Springs Municipal Code shall be renamed to Property Maintenance Code for Existing Structures.
2. Title 12, Chapter 3 of the Town of Kingston Springs Municipal Code shall be amended to add Section 12-305 as follows:

12-305. Enforcement. (a) It shall be the duty of the building inspector or other official as appointed by the city manager to enforce this section to serve notice upon the owner of record of the violation of the provisions of this Chapter. Such notice of violation (NOV) shall:

- (1) Be in writing.
- (2) Include a description of the real estate sufficient for identification.
- (3) Include a statement in plain language of the violation or violations and why the notice is being issued.
- (4) Include a statement in plain language of the specific actions required to remedy the condition from which the violation arises.
- (4) Include a specified period of days, not to exceed sixty (60) days, to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this Section of the Code.
- (5) Include a description of the process and/or penalty the owner may incur should the conditions not be remedied.
- (6) Include the person, office, address, and telephone number of the department or

person giving the notice.

The NOV may, but is not required to, contain additional information such as the procedure for requesting a meeting with the building inspector or other official to discuss specific needs and have questions of the property owner answered if possible.

The NOV shall be sent by certified United States Mail, return receipt requested, addressed to the last known address of the owner of record. When an attempt at notification by United States mail fails or no valid last known address exists for the owner of record, the town may publish the notice in a newspaper of general circulation in the county where the property sits for no less than two (2) consecutive issues or personally deliver the NOV to the owner of record. For purposes of this section, such publication shall constitute receipt of notice effective on the date of the second publication of the notice.

(b) In the event that the owner of the property shall fail or refuse to remedy the violation within the time prescribed within the aforesaid NOV, then the building inspector, codes enforcer, or City Manager may, in his or her discretion, issue a citation for same to municipal court or to a hearing before the administrative hearing officer pursuant to Tennessee Code Annotated, § 6-54-1001, et seq. as adopted locally in the Town of Kingston Springs Municipal Code, or may institute the appropriate proceeding at law or in equity to restrain, correct, or abate such violation. Such citation shall:

- (1) Be in writing.
- (2) Include a description of the real estate sufficient for identification.
- (3) Include a statement in plain language of the violation or violations for which the citation is being issued.
- (4) Include a statement as to whether the structure or property can be brought into compliance for a habitable structure.
- (5) Include whether the recipient is being cited to municipal court or to the administrative hearing officer and the date, time, and location for the hearing before the municipal court or administrative hearing officer.
- (6) Include a statement of possible fees or fines that may be assessed by the municipal court or the administrative hearing officer if the recipient is found to have committed the violations specified in the citation, as well as the following statement: "Each day that violation continues after the recipient has been served with this citation shall be deemed a separate offense regardless of whether an additional notice, order, or citation has been issued."

(c) The requirements contained in this section shall not be applicable in emergency situations where imminent danger to life, limb, and property exists, and nothing herein shall be construed as limiting the authority of the building inspector, City Manager, public safety officers, public works officials, or other Town official to require immediate evacuation of a property or other actions necessary to abate such imminent danger.

3. Title 13, Chapter 1, Section 13-107 of the Town of Kingston Springs Municipal Code shall be amended by deleting the section in its entirety and replacing it with the following:

13-107. Enforcement. (a) Whenever the building inspector, codes enforcer, or City Manager determines that there has been a violation of Sections 101-104 and 106 of this Title or has grounds to believe that a violation has occurred, notice of same shall be given to the owner and to the occupant of the property to remedy the prohibited condition. Such notice shall:

- (1) Be in writing.
- (2) Include a description of the property sufficient for identification.
- (3) Include a statement in plain language of the violation or violations and why the notice is being issued.
- (4) Include a statement in plain language of the specific actions required to remedy the condition from which the violation arises.
- (4) Include a specified period of days, not to exceed sixty (60) days, to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this Section of the Code.
- (5) Include a description of the process and/or penalty the owner may incur should the conditions not be remedied.
- (6) Include the person, office, address, and telephone number of the department or person giving the notice.

The NOV may, but is not required to, contain additional information such as the procedure for requesting a meeting with the building inspector or other official to discuss specific needs and have questions of the property owner answered if possible.

Such notice shall be deemed to be properly served if a copy thereof is delivered personally; sent by certified or first-class mail addressed to the last known address of the intended recipient; or if the notice is returned showing that the letter was not delivered, a by posting a copy of the notice in a conspicuous place in or about the structure affected by such notice.

(b) In the event that the owner or occupant of the property shall fail or refuse to remedy the violation within the time prescribed within the aforesaid notice, then the building inspector, codes enforcer, or City Manager may, in his or her discretion, issue a citation for same to municipal court or to a hearing before the administrative hearing officer pursuant to Tennessee Code Annotated, § 6-54-1001, et seq. as adopted locally in the Town of Kingston Springs Municipal Code, or may institute the appropriate proceeding at law or in equity to restrain, correct, or abate such violation. Such citation shall:

- (1) Be in writing.
- (2) Include a description of the real estate sufficient for identification.
- (3) Include a statement in plain language of the violation or violations for which the citation is being issued.
- (4) Include whether the recipient is being cited to municipal court or to the administrative hearing officer and the date, time, and location for the hearing before the municipal court or administrative hearing officer.
- (5) Include a statement of possible fees or fines that may be assessed by the municipal court or the administrative hearing officer if the recipient is found to have committed the violations specified in the citation, as well as the following statement: "Each day that violation continues after the recipient has been served

with this citation shall be deemed a separate offense regardless of whether an additional notice, order, or citation has been issued.”

(c) The requirements contained in this section shall not be applicable in emergency situations where imminent danger to life, limb, and property exists, and nothing herein shall be construed as limiting the authority of the building inspector, City Manager, public safety officers, public works officials, or other Town official to require immediate evacuation of a property or other actions necessary to abate such imminent danger.

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, the public welfare demanding 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

Rural Business Development Grant Town of Kingston Springs, TN

Several weeks ago, Finance Director Kellie Reed and City Manager John Lawless met with representatives from the Tennessee Department of Agriculture to discuss their Rural Business Development Grant. This grant will allow up to \$50,000.00 to help fund projects associated with assisting businesses in the local community. One of the focus areas of this grant is Community Economic Development and our initial thought was the potential of using this grant to improve signage at our I-40 interstate ramps to help travelers see Kingston Springs as an enticing place to stop and visit. However, as we talked through his idea, we were told that signage of this type purchased with these grant funds would also need to include mention of the different businesses in town and this was not the type of signage we were looking to install. In addition, TDOT has very specific guidelines of where signage of this type can be placed, and we didn't have a clear picture from them on what our option were.

As we continued our discussion, we talked about other ways the town draws visitors to our community, talked about our events, and discussed how these events might be improved and expanded. We mentioned that purchasing a portable stage is something we've discussed for the last few years and outlined how we felt it would expand our abilities to draw more visitors to our community which in turn would help support our local businesses. The representative thought this project would be a good fit for this grant opportunity and encouraged us to submit our grant application with this project in mind. Please see the project narrative below for additional information.

Rural Business Development Grant - Project Narrative

The Town of Kingston Springs is a picturesque community twenty miles west of downtown Nashville on Interstate 40. Known as the "Hearth of the Harpeth", both the town and the surrounding area is home to a wide variety of scenic habitats and opportunities for outdoor recreation. Just outside our limits you can enjoy the hiking, boating, fishing, zip-lining, and canoeing and kayaking that make our area special. Inside our limits the town is home to a number of well-maintained parks and natural areas. Located on the Harpeth River, L.L. Burns Park and Kingston Springs City Park feature athletic fields, a nine-hole disc golf course, a canoe ramp to the river, walking trails, a dog park, and a perfect area for events and picnicking. Kingston Springs is also surrounded by tourism opportunities including the Narrows of the Harpeth State Park, Montgomery Bell State Park, the Tennessee State Wildlife Management Area, Cheatham Dam, and several canoe/kayak outfitters that access the scenic Harpeth River.

As a way of offering the surrounding community with an opportunity to enjoy this natural beauty as well as promoting opportunities for tourism in our area Kingston Springs has several annual events in place that attract people from our general area as well as the whole of middle Tennessee. These events include an annual art and artisan show and fair, town sponsored fishing rodeo, town sponsored summer camps, holiday related events, and a Farmers Market. All of these events help draw people to our community and that traffic helps in supporting our local businesses.

In addition, all of these events include some component of local businesses as participants. Along with the additional traffic driven to our convenience stores, gas stations and shops, larger events use several locally operated food trucks, local restaurants and chefs are used to cater other events, and our Farmers Market supports several local small farms as well as small artisan businesses in our community.

Kingston Springs also supports a large artistic community with many locally prominent and nationally known artists and musicians, some owning small businesses in town, that offer their talents to the community whenever there's an opportunity.

We've found that live music at our events, much of it provided by our local talent, greatly improves traffic at the event and in turn to our businesses. To help enhance these events, and subsequently grow the customer base for our businesses, the town would like to purchase a portable stage.

The purchase of a portable stage will allow the town to improve on its current offerings as well as expand our event offerings with the ability to move the stage to different event sites. Current offerings will be improved with an upgraded space for live music and a place for presentations, and additional offerings would include stage performances at our local parks, a regional music festival, and outdoor movie nights. All of this will bring additional customers to our local businesses and provide additional opportunities for our local businesses to be involved in events.

These enhanced events will not only draw from our town, but from the larger area of Cheatham County, as well as the many tourists who visit our area throughout the year. This portable stage will be a one-time purchase to be maintained by town staff and will not require coordination with other local, state, or federal agencies. As this is a one-time purchase and not an extended project the timeframe will be short and comprise of purchase and delivery of the portable stage.

As mentioned, the purchase of this portable stage will help Kingston Springs improve our event offerings which will enable us to expand our engagement with local farmers and businesses by drawing people to our community. This will in turn provide additional opportunities for our businesses, help job growth, and further community engagement.

13.4.



William L. Penny
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Office (615) 724-3200
Fax (615) 724-3290
Toll-free (866) 489-8542

BURR.COM

February 2, 2022

The Honorable Tony Gross, Mayor
The Town of Kingston Springs
ATTN: Jennifer Noe
P.O. Box 82
Ashland City, Tennessee 37015

Re: Engagement of Burr & Forman LLP

Dear Mayor Gross:

We are pleased that you have chosen our firm to represent your company in connection with advice pertaining to the in connection with the Notice of Intent to Sue (“NOI”) by Tennessee Riverkeepers on December 8, 2021 relative to alleged violation of the City’s NPDES Permit. We will assist the City in responding to the NOI in hopes that they will agree not to file a lawsuit in federal court. This may include working with the Tennessee Department of Environment and Conservation and Riverkeepers to hopefully forestall their threatened lawsuit. To that end we understand that Jennifer Noe has already been in contact with Plaintiffs attorney and some dialogue has been established.

The purpose of this letter is to confirm our engagement as counsel and to provide you certain information concerning our fees, billing and collection policies, and other terms that will govern our relationship. Although we do not wish to be overly formal in our relationship with you, we have found it a helpful practice to confirm with our clients the nature and terms of our representation. We agree to cooperate with you at all times to have a clear understanding as to the precise scope of the service to be rendered. We look forward to serving your needs in this matter and to continue establishing a mutually satisfactory relationship.

The basis for computing our fees will be the amount of time spent on the matter by various lawyers and legal assistants multiplied by their individual hourly billing rates. I will be the attorney primarily responsible for this matter and my hourly rate for this matter is \$495. Our hourly rates for lawyers currently range from \$200 per hour for new associates to \$650.00 per hour for senior partners. Garry Grooms will also be available to assist at \$450 per hour. We will endeavor not to duplicate attorney time. These billing rates are subject to change from time to time.

The Honorable Tony Gross, Mayor
February 2, 2022
Page 2

We will submit our statements on a monthly basis for legal services rendered during that month and for the out-of-pocket expenses and other disbursements we have incurred or advanced on your behalf during the previous month. Our statements are payable promptly upon receipt. Certain of our internal expenses are based on allocations of direct or indirect overhead for providing such specific services. These internal expenses may include photocopy, messenger and delivery service, long-distance telephone, travel, telecopy (fax), document production, computer-assisted legal research and investigation, and filing fees. Such expenses shall be billed at a rate determined by the firm, taking into consideration the actual costs incurred by the firm in connection with such services. You also agree to pay the charges for copying documents for retention in our files. You authorize us to retain any investigators, consultants, or experts necessary in our judgment to represent your interests in this matter. Their fees and expenses generally will not be paid by us, but will be billed directly to you. If any disbursements of any substantial amount arise, we may ask that you pay the same to us rather than our asking an advance on your behalf. We agree to notify you in advance of engaging any investigator, consultant or expert expected to bill an amount in excess of \$250.00 to you in connection with this matter.

As we have discussed, the fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs. It is also expressly understood that the Client's obligation to pay the firm's fees and costs is in no way contingent on the ultimate outcome of the matter.

The Client may at any time terminate our services and representation upon written notice to the firm. Such termination, shall not, however, relieve the Client of the obligation to pay for all services already rendered, including work in progress and remaining incomplete at the time of termination, and to pay for all expenses incurred on behalf of the Client through the date of the termination.

We reserve the right to withdraw from our representation as required or permitted by the applicable rules of professional conduct upon written notice to the Client. In the event that we terminate the engagement, we will take such steps as are reasonable practicable to protect the client's interests in the above matter, and the Client agrees to take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to perfect our withdrawal. We will be entitled to be paid for all services rendered and costs or expenses incurred on behalf of the Client through the date of withdrawal.

Please review this letter carefully. If you have any issues with respect to the contents of this letter, please contact me as soon as possible. If there are no issues with the contents of this letter, please sign and date where indicated and return executed page to my attention.

The Honorable Tony Gross, Mayor
February 2, 2022
Page 3

Very truly yours,

Burr & Forman LLP


William L. Penny

The Town of Kingston Springs

BY: _____

Date: _____



Department Reports

Kingston Springs, Tennessee

February
2022



Monthly Departmental Update

February 2022

CODES DEPARTMENT MONTHLY REPORT

Case Date	Case #	Description	Address	Main Status
		Property zoning and potential commercial use	Park Street	Initial Review



Monthly Departmental Update

February 2022

PARKS DEPARTMENT MONTHLY REPORT

Projects/Items in the Works:

- New fountain for the dog park soon will be installed.
- Construction on the Splashpad.
 - Pump house will is $\frac{3}{4}$ complete. Outside of pump house siding being installed this week. Waiting on the HVAC unit to come in.
 - Insulation will be installed in the next few weeks.
 - Plumbing has been completed.
 - Electrical has started and waiting on transformer to be set. Dickson Electric is still having supply issues. Everything is complete except for the transformer.
 - 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.
- Book walk with the Literacy Council and KSES is set for March 19th.

Other Notes:

Seniors will have bingo on the 1st & 4th Monday's at 10:00 - changed due to the President's Day.
January lunch will be on 2/17/22 at the Activity Center.



Monthly Departmental Update

February 2022

POLICE/FIRE DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

Fire Department

- Annual Awards Banquet
- Applied for 50K grant for new turn out gear
- 7 new members completed their first state certified training
- New Record of 72 calls in January

Police Department

- Nate & Luca have graduated USPCA Patrol dog one and certification in narcotic detection and are now in service.

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	2
10-15 ARREST	4
10-17 SERVE WARRANT	
10-27 BURGLARY	
10-42 ALARM	3
10-43 REQUEST FOR OFFICER / INVESTIGATION	66
10-43 MOTORIST / CITIZEN ASSIST	11
10-44 STOLEN VEHICLE	
10-45 VEHICLE CRASH (non-injury)	15
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	14
10-72b FIRE CALL (medical)	25
10-80 EXTRA PATROL	31
10-81 TRAFFIC STOP	35
10-82 MUTUAL AID	30
10-86 DOMESTIC ASSAULT	2
10-94 SUICIDE/ATTEMPTED SUICIDE	

Jan-22



Kingston Springs Fire Department January 2022

Date Range January 1, 2022 – January 31, 2022

- 41 Provide Emergency Medical Care
- 14 Vehicle Crashes
- 7 False Alarms
- 4 Vehicle Fires
- 2 Structure Fire
- 2 Natural Gas Leak
- 1 Trash Fire
- 1 Severe Weather Response

72 calls total for the month of January 2022



Monthly Departmental Update

February 2022

PUBLIC WORKS DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

- Dirt work at Splash pad
- Salted and cleared roads from snow
- General maintenance on equipment and trucks
- Plows ordered for Town Ranges to assist in snow and ice clearing

Projects/Items in the Works:

- Patching potholes
- Tree trimming
- 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.
- Clean up around Public Works

Other Notes: The utility bed has been installed on Public Works Truck. Still waiting for light package install.



Monthly Departmental Update

February 2022

WASTEWATER DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

- Outfall placed back on-line January 2.
- 5 Sewer calls
- 2 tanks pumped
- Completed Scorecard for ARP Grant funding for the state.
- Placed Aerator in lagoon 3.

Projects/Items in the Works:

- Continued Industrial Waste Survey.
- Working on Rehabbing Arrowhead, Woodlands Court, and Mt. Pleasant Pumpstations.
- Discussed best placement and build options for Acorn Court pump station and access drive with engineer.
- Talked with TAUD about best emergency equipment to look at purchasing for sewer to ensure no interruption of flow or treatment.

Other Notes:



Second South Cheatham Utility District

TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

READ
R 2/8/2022

Billing Period
1/31/2022

Dec. 21 - Ending Balance	34,028.60
Add Penalties:	537.83
Adjustments:	-337.19
Less Payments:	-34,132.92
Unapplied cash payments	-274.32
Balance Forward:	-178.00
Sewer Billing (Sales):	35,059.93
Total Account Receivable:	34,881.93

COLLECTIONS STATEMENT

Collection Dates:	01/01/2022 - 01/31/2022
Collection Amount:	34,132.92
Unapplied Cash	274.32
Less 6.5%	2,236.47
Amount Due	32,170.77

	Same Period <u>Last Year</u>	Current Period	Increase or <u>Decrease</u>
SALES	33,053.92	35,059.93	6.1%
GALLONS	3262.6	3372.1	3.4%

ADJUSTMENTS

0101-00670-000	Stephanie Staed	-83.1	leak
0101-16650-002	Elizabeth Lewis	-3.58	penalty
0101-92550-003	Erin Walters	-59.21	leak
0101-91600-006	Chris Steward	-106.59	leak
0101-85400-006	Shelby Webb	-84.71	leak
Total		-337.19	

Second South Cheatham

Transaction Rate Summary

Company Division(s) *All* Balch 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 *1/1/2022 To 1/31/2022*

Service Type	Rate Code	Adjustments	Payments	Deposit	Applied	Bad Debt	Applied Credit
				Receipts	Deposits	Writeoffs	
KS KS Sewer Usage	01	-\$337.19	-\$33,758.41	\$0.00	\$0.00	\$0.00	-\$311.09
KS K.S. Sewer Only	06	\$0.00	-\$46.35	\$0.00	\$0.00	\$0.00	\$0.00
Penalty KS Sewer Penalty	11	\$0.00	-\$328.16	\$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		-\$337.19	-\$34,132.92	\$0.00	\$0.00	\$0.00	-\$274.32

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	1/1/2022 To 1/31/2022

Service	Rate	Number		Charges	Arrears	Total	Usage	Adjustment Amount	Adjusted Total
		Active	Inactive						
KS Sewer	01 KS Sewer Usage	753	13	\$35,013.58	\$1,853.69	\$36,867.27	3,372,100		
	06 K.S. Sewer Only	3	0	\$46.35	\$0.00	\$46.35			
		756	13	\$35,059.93	\$1,853.69	\$36,913.62	3,372,100		
Penalty	11 KS Sewer Penalty	102	11	\$537.83	\$0.00	\$537.83			
	Total Penalties	102	11	\$537.83	\$0.00	\$537.83			
Report Totals				\$35,597.76	\$1,853.69	\$37,451.45	3,372,100		