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# City Commission

Kingston Springs, Tennessee

November 17, 2022

Meeting Packet





**Kingston Springs Board of Commissioners  
November 17, 2022 Public Hearing Agenda**

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**A. Call to Order:**

The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_

**B. Open Public Comments on the following:**

- Ordinance 22-008 – Amending Notice Requirements to Kingston Springs Board of Zoning Appeals as recommended by the Kingston Springs Regional Planning Commission.
- Ordinance 22-009 – Amending Title 1, Chapter 4, by amending language contained in Sections 1-405, 1-407 of the Kingston Springs Municipal Code and adding Section 1-412.
- Ordinance 22-010 – Amending Title 3, Chapter 1 of the Kingston Springs Municipal Code related to Court Costs, Litigation Tax, and Forfeiture, and to correct certain other provisions.
- Ordinance 22-011 – Amending Kingston Springs 2022-2023 Fiscal Budget.

**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  
November 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 \_\_\_\_\_  
Kellie Reed, Finance Director \_\_\_\_\_  
Eugene Ivey, Police and Fire Chief \_\_\_\_\_  
Brandy Miniati, Parks Director \_\_\_\_\_

**4. Declaration of Quorum by Mayor**

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

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

**7. Motion to Approve the November 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. Discussion on status updates of the following items. Sponsored by Commissioner Clark

- Possible town survey mailer for public comment akin to 2015 survey (For CIP)?
- Increase our residential/commercial AFT
- Status of AED placement in Burns/City Parks
- Placement of 20 mph speed limit signs on residential streets; purchase and placement of Feedback signs on EKSR and Mt. Pleasant.
- Did we find out why Collier's estimate re: SRTS was so far off?
- In our budget workshop, we decided the FAM fund was going to be used for Train Depot purposes, and last meeting \$8K from the FAM was designated for the stage - can you clarify?
- Was a Blind Driveway sign located - status?
- Status of late-night signal flashing at EKSR and HVT?
- What is status of Harpeth Meadows - Private v. Public Rd?

B. Second Reading of Ordinance 22-008 – Amending Notice Requirements to Kingston Springs Board of Zoning Appeals as recommended by the Kingston Springs Regional Planning Commission.

C. Second Reading of Ordinance 22-009 – Amending Title 1, Chapter 4, by amending language contained in Sections 1-405, 1-407 of the Kingston Springs Municipal Code and adding Section 1-412.

D. Second Reading of Ordinance 22-010 – Amending Title 3, Chapter 1 of the Kingston Springs Municipal Code related to Court Costs, Litigation Tax, and Forfeiture, and to correct certain other provisions.

**E. Second Reading of Ordinance 22-011 – An Ordinance by the Kingston Springs Board of Commissioners to Accept a Budget Amendment for the 2022-2023 Fiscal Year.**

**13. New Business:**

- A. Motion to approve Resolution 22-016 – Authorizing the Town of Kingston Springs to participate in the Tennessee Department of Environment and Conservation ARP Non-Competitive Grant Program.**
- B. Motion to approve Resolution 22-017 – Recognizing Ms. Loretta Lynn for Outstanding Cultural Enrichment.**
- C. Motion to approve Resolution 22-018 – Authorizing Cooperative Purchasing Agreement for the use and benefit of all Town Departments.**
- D. Review and Awarding of Bid for Town Salary Study.**
- E. Approval of Second South Cheatham Utility District to refund secondary meters in the amount of \$20,964.92.**

**14. Surplus:**

None

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

**16. Reminders:**

- City Hall will be closed November 24<sup>th</sup> and 25<sup>th</sup> for the Thanksgiving Holiday.
- Tree lighting at South Cheatham Public Library on Thursday, December 1<sup>st</sup>.
- A Kingston Springs Christmas in Burns Park on Sunday, December 11<sup>th</sup>.

**17. Adjourn the Meeting:**

Motion to adjourn the meeting.

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder





## Kingston Springs Board of Commissioners October 20, 2022 Public Hearing Minutes

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**A. Call to Order:**

The meeting was called to order by Mayor Gross at 6:00 pm.

City Manager Lawless gave a presentation to help everyone understand where things stand with the sewer system. Sewer system was established in 1989. It is a step system (septic for solids and gravity fed for water), with 12 pump stations. There are approximately 750 sewer customers. He also explained about the Town's monetary funds: General Fund is tax-based (mainly property taxes) and is used to run the town. The Sewer Fund is an Enterprise Fund which is a fund for a service (sewer) and is funded by users through fees and charges. Sewer fund must be self-sustaining. Tennessee Department of Environment and Conservation monitors the system. Lawless explained Inflow and Infiltration. Inflow is surface water that enters the wastewater system from yard, roof, and footing drains, and occurs as a result of storm events such as rainfall and contributes to excessive sewer flows. Infiltration is groundwater that enters sewer pipes through holes, breaks, joint failures and other openings. Most I&I is caused by aging infrastructure that needs maintenance or replacement. In 2016 the Town received a Directors Order which was closed in 2020 after corrective actions were taken. The Town was required to submit a plan of action related to repairing the system to limit I&I. The Town continues to receive limit violations on inflow readings to the wastewater treatment plant that are higher than TDEC allows. It fluctuates depending on the weather. It is higher when it rains.

Costs to repair sewer system consist of two parts: 1) inspection and mapping which is estimated at approximately \$2.75 million and repair and/or replace which is estimated at approximately \$6.9 million.

Sewer rate increases have been consistent at 3% until this year when it was raised to 10%, and rate will be readdressed in a few months and my go up further. The Town will be receiving ARP funds of \$800,000 over next 2 years, and can be leveraged for potential \$700,000 TDEC grants, for approximately \$1.5 million.

Lawless also stated the town looked into how do to sell a sewer system. He consulted Municipal Technical Advisory Service (MTAS), Tennessee Association of Utility Districts (TAUD), Tennessee Comptroller's Office, Tennessee Public Utility Commission, and other municipalities that have sold utility systems. There aren't a lot of regulations for selling a system. He discussed with local utility

districts the possibility of purchasing the sewer system, but none were interested. Private companies showed interest, and the town sent out a request for proposals. Requirements for a private company for purchasing a utility is that it must appear before the Tennessee Public Utility Commission to establish ability to perform; have an initial rate structure established in agreement with Town; future rate adjustments require company to undergo a Rate Case Proceeding with Tennessee Public Utility Commission; Commission performs audit to assure proposed new rates are fair and reasonable; process allows customers and stakeholders to provide input. Private companies work through an economy of scale to reduce operating/repair costs. They can expand the footprint of the system outside of the town limits. They still fall under TDEC requirements for collection and output.

**B. Open Public Comments on the potential sale of the Kingston Springs Wastewater Department.**

- Tom Schulthise, 285 Woodlands Dr. – If sewer system is sold can profit be set aside in a reserve fund to help lower rates. City Manager Lawless said if there is a profit, Town is legally required to put that money in the General Fund.
- Sandra Veith, 246 Harpeth Hills Dr.– If system is sold, they could have the opportunity to raise the rates. She also asked why would someone buy something that needs \$9 million in repairs?
- Jeff Hammers, 275 Harpeth View Trail. Questions about the general fund and sewer fund. Finance Manger Reed answered questions regarding capital and depreciation. Commissioner Hargis added that an enterprise fund is regulated and can't have too much profit and can't overcharge customers to stack up money, but you can take depreciation and set it aside to spend on repair needs. Depreciation fund is not growing enough to cover repairs. Mr. Hammers asked if city manager had spoken to municipalities that sold their utilities to private companies and if they were happy with their decision. Lawless said they have calls out to find out from others.
- Ed Gasser, 246 Harpeth View Trail. He was here before the sewer system, and it was presented then as everyone would be on it and it would be expanded to include everyone. It wasn't what was promised. He had a perfectly good septic system and would like to know how to get off the sewer system. He will pay to get out of system to have his old one reattached. If he can't he'll sue. He did not think profit should go to the General Fund.
- Debbie Yoho, 106 Ellersly Way. There is a pump in her backyard to help get water out to the sewer system. Town maintains it. Will the new company continue to maintain pump? Lawless said that would be part of contract to be negotiated.

- John McElroy, 215 Woodlands. Commissioners are accountable to the Town, and selling sewer affects 65% of homes and businesses. He asked if the numbers came from the Engineering Company. Lawless said they came from our wastewater engineer, Civil Environmental Consultants. McElroy felt more grant money was available, as well as bonds. This could hurt the Town's reputation and affect property values. There is a problem in the Town. It is not going to be easy to fix. Turning it over to a private company is an easy fix. He said it was not best fix, and encouraged Commissioners to do the right thing for the citizens of this town.
- Lauren Hill, 289 Harpeth View Trail. Have alternate ways to fix this been explored? We've already asked for RFP. How urgent is the problem? Does this have to be done right now? Can we look at other options and then put together a proposal for town.
- Angie Long, 1056 C.C. Road. Asked if there were restrictions for new construction, are there no more sewer spots available? Lawless said no restrictions on new connections. She asked who our engineer was. Lawless said Peter Chimera works with Civil Environmental Consultants.
- Jane Polansky, 289 Harpeth View Trail. There is not enough information available for community to say either way. Have you looked at mapping of line or an x-ray view of lines? Mayor Gross said it will be approximately \$2.7 million for mapping. Commissioner Hargis added that we don't have GPS coordinates, need optical cameras to find the breaks, and topography plays a part. Polansky asked if we are in violation. Not at this time. Then where is the disconnect between the infiltration and the discharge? Mayor Gross said the issue is broken pipes. The pipes are small – 6 inches. Polansky asked if city could compile info for true costs of examining pipes and identifying lines. Mayor Gross said the number we can be more sure of is the \$2.7 million for mapping. The repair and replacement depend on what is discovered in the mapping. Private company is allowed to expand, but if people don't choose to join, then rates could go up. Commissioner Clark asked if private company expands, would people be required to sign up?
- Dennis Bowling, 450 Harpeth Meadows. This is a combination sewer. Should not have stormwater. When it storms, area drains are pouring into system.
- Bob Sanders, 225 Woodlands Dr. He was on Commission when sewer system was put in, and there were maps. City Manager Lawless said the maps are generalized. Sanders said don't most houses have a cleanout line that can be followed to the main line? He addressed Mr. Gasser and said when the system was put together, not everyone was guaranteed to be on system. Problem didn't just occur all of a sudden. We need more information and more research, then bring it back to the Town.
- Richard Swafford, 271 E. Kingston Springs Road. Said he would pay to put old septic system back in.

- John Dryer, 419 Allison Ct, Harpeth Meadows. He's heard the pros. What are the cons? Mayor Gross said we have to pick the least bad decision. It is a crumbling system. There will be rate increases no matter what. Costs will be exorbitant if town continues to operate system.
- City Planner Sharon Armstrong addressed the notion to eliminate the system as some suggested. Not everyone has a lot size big enough to accommodate a septic tank, field lines and water supply. For most people you can't undo what has already happened. Largely, the driving factor for the sewer system that was approved was the desire of development to have smaller lots. If you reduce the size of the lot, you don't have room for septic tank and all those lines. Also, the topography here places limits. A lot of people will not be able to revert back to a septic tank. Small footprint subdivisions are not able to go back to no sewer system. City took on the service of pumping septic tanks. That is not a common thing. TDEC requirements have changed since this system was put in. It now requires a primary and a duplicate field. Armstrong said it would be situational answer, depending on where you are and what your lot size is. Septic systems have to be approved by TDEC, not the Town.
- Question from the audience, when you reach the point where a decision needs to be made, is that a ballot issue or does the commission vote? Mayor Gross replied that it would be decided by the City Commission.

**C. Adjournment**

Mayor Gross adjourned the meeting at 7:01 p.m.

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder



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

**1. Call to Order:**

The meeting was called to order by Mayor Gross at 7:02 p.m.

**2. Pledge of Allegiance:**

Recess called at 7:03 p.m.

Meeting called back into order at 7:07 p.m.

**3. Roll Call:**

**Board Members in Attendance:**

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

**Staff in Attendance:**

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

**4. Declaration of Quorum by Mayor**

Mayor Gross declared a quorum.

**5. Motion to Approve the October 5, 2022, Special Called Public Hearing Meeting Minutes:**

Motion to Approve the October 5, 2022, Special Called Public Hearing Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Stohler. Commissioner Clark abstained. Motion passed.

**6. Motion to Approve the October 5, 2022, Special Called City Commission Meeting Minutes:**

Motion to Approve the October 5, 2022 Special Called City Commission Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Hargis. Commissioner Clark abstained. Motion passed.

**7. Motion to Approve the October 20, 2022, City Commission Meeting Agenda:**

Mayor Gross indicated addition of Item 13.G. First reading of Ordinance 22-011 Budget Amendment for the 2022-2023 Fiscal Year for the \$88,000 purchase of a mobile stage added to agenda. Motion to approve the October 20, 2022 City Commission Meeting Agenda as amended made by Commissioner Stohler, with a second by Vice-Mayor Remick. Motion passed.

**8. Announcements from Commissioners:**

Commissioner Clark announced the passing of longtime resident Melvin Tidwell, who was known for supplying neighbors with fresh vegetables from his garden.

Vice-Mayor Remick said National Night Out was incredible to see all the equipment placed at Harpeth High School, our staff and first responders organizing this. It is always impressive to see the amount of support from all the different agencies across the state. The turnout was fantastic, and it was educational and great hands-on opportunities.

**9. Community Input and Concerns:**

Sandra Veith, 246 Harpeth Hills. She had concerns about Harpeth Hills Drive being used as a cut through and speeding.

Larry Craig, 159 West Kingston Spring Road. Mr. Craig admonished Mayor Gross for closing public hearing on possible sale of sewer system before everyone had a chance to speak and continued comments on the potential sale of the town's sewer system.

John McElroy, 215 Woodlands. Continued comments on the potential sale of the town's sewer system

**10. Department Reports:**

**A. Roadside mowing in Kingston Springs**

Commissioner Clark said she received a lot of comments on tree trimming on Patterson, Simms Heights and Ridgecrest. She said she was told that Public Works only cuts the main roads, which was news to her. She said it had been done in the past. She called attention to a letter she shared from Cynthia Collins stating that Town does not attend to the streets mentioned above. Ms. Collins claimed they used to be maintained. Ms. Collins said the

Town annexed them, collects their taxes, but does not want to take responsibility for their outlying areas. Public Works Director Parker said they don't have time to do all the side roads. Public works maintains the main collector roads. Commissioner Clark asked what has changed. She said Mr. Tidwell's son used to work for the Town, and cutting side roads was his job. The roads should be kept up. City Manager Lawless said the Town will hire out mowing in the spring and asked for a list of roads from the Board to be included for roadside mowing and tree trimming. Vice-Mayor Remick added that he drives a school bus in that area and is always getting hit by limbs. Public Works Director Parker said they can only trim up to 12 feet.

**B. Chief Ivey**

**a. Fire Department - National Night Out**

Chief Ivey said that National Night Out was fantastic and there was an amazing turnout. It took a lot of effort from our departments and outside agencies, which included a life flight helicopter, K-9 demonstration with Luca, three different kinds of events. It was very popular. Chief Ivey thanked public safety and the firefighters.

**b. Police Department – License plate readers**

Chief Ivey stated they have received two notifications thus far. First notice was a stolen vehicle. Chief Ivey said that notices are send as texts to officers with pictures of license and of car. Chief Ivey thanked Board for funding cameras. Cameras are updated every six hours, but emergencies can be updated before that time. It gives a lot of information that can be shared.

**11. Legal Updates:**

None

**12. Unfinished Business:**

None

**13. New Business:**

**A. Discussion of Requests for Proposals received for potential sale of the Kingston Springs Sewer System.**

City Manager Lawless said he had no additional information to add from public hearing. The intent in getting the RFP was to see if there was interest in purchasing our wastewater system. It doesn't mean we are on that track. Lawless will do a Q&A and put on website and include conditions of system, funding, and proposal received. Mayor Gross said that we know we have an issue and need to look at options. Commissioner Stohler asked if any due diligence was done. Lawless said he received contact information for several entities involved with the company that sent the proposal, and he is also looking at any legal issues

with this company. Commissioner Clark had concerns about infrastructure and if a private entity takes over and expands the system, if they can force people to sign on. She also asked if we are responsible for our liabilities. City Attorney Perry said that would be something we would try to transfer to entity. Vice-Mayor Remick asked if the company sent anyone here to look at our system. City Manager Lawless said they did send someone and they are aware of our system. Commissioner Hargis asked if we contacted any out of state municipalities that have sold to them. City Manager Lawless said he had contacted Savannah, TN and hasn't reached any of the others yet. He did ask company for contact info for other systems. Commissioner Hargis suggested contacting mayors and commissioners/aldermen for those cities. Commissioner Hargis asked what could be done with excess money after debt paid. Refunding directly to customers is a problem. The auditor said any money from the sale goes into general fund. Commissioner Hargis asked if we could subsidize rates going forward. Is it possible, legal, any constraints? Lawless said there is a similar option as part of contract to set up profit in a fund to mediate rates going forward. City Attorney Perry said it would be part of the negotiating process. Commissioner Clark asked if the offer was a fair market value, what is the value of the system? Lawless said the value is what someone is willing to pay. Commissioner Hargis asked about current debt, liabilities and revenue. Commissioner Clark said that Mr. Craig had good ideas for surveying using Town personnel. Lawless said manpower hours could be massive. It could take 3-4 years. Vice-Mayor Remick added that it involves scoping in pipes and mapping where the pipes are. City Planner Armstrong noted as an example recently trying to find the line on East Kingston Springs Road took hours of digging by hand to locate the line because the Right-of-Way belongs to TDOT. Geolocators available to us are not nearly as sophisticated as the expensive equipment used by professionals. City Manager Lawless said an option could be to scope a quadrant and use that data to project a whole. This type of investigation is less expensive and gives a good idea of what we face. City Manager Lawless shared that sewer system has \$750,000 debt. The proposal is for \$1.5 million, which will pay off debt and leave \$750,000 profit.

**B. First Reading of Ordinance 22-008 – Amending Notice Requirements to Kingston Springs Board of Zoning Appeals as recommended by the Kingston Springs Regional Planning Commission.**

City Manager Lawless said this pertains to public notices for Board of Zoning and Planning Commission. Currently because of publication deadlines, the BZA process can take in excess of 28 days. This will lower the time requirement from 15 days to 7 days after publication. Certified letter remains in place. Commissioner Clark asked about time line on certified letter. City Attorney added that certified letter would be mailed at same date as newspaper notification. Motion to approve First Reading of Ordinance 22-008 – Amending Notice Requirement to Kingston Springs Board of Zoning Appeals as recommended by the Kingston Springs Regional Planning Commission made by Commissioner Hargis, with a second by Commissioner Stohler. Motion passed.

**C. First Reading of Ordinance 22-009 – Amending Title 1, Chapter 4, by amending language contained in Sections 1-405, 1-407 of the Kingston Springs Municipal Code and adding Section 1-412.**



City Manager Lawless said this allows city employees and officials to receive gratuity up to \$50.00. It also allows officials and employees to use public facilities at no cost with advanced notice and approval. City Attorney Perry stated a clause was added “to avoid appearance of impropriety.” Motion to approve First Reading of Ordinance 22-009 – Amending Title 1, Chapter 4, by updating language contained in Section 1-405, 1-407 of the Kingston Springs Municipal Code and adding Section 1-412 made by Commissioner Hargis, with a second by Commissioner Stohler. Motion passed.

**D. First Reading of Ordinance 22-010 – Amending Title 3, Chapter 1 of the Kingston Springs Municipal Code related to Court Costs, Litigation Tax, and Forfeiture, and to correct certain other provisions.**

City Attorney Perry said this ordinance deals with court costs. She said that Finance Manager Reed attended a conference and obtained more information on this. Motion to approve First Reading of Ordinance 22-010 – Amending Title 3, Chapter 1 of the Kingston Springs Municipal Code related to Court Costs, Litigation Tax, and Forfeiture, and to correct certain other provisions made by Vice-Mayor Remick, with a second by Carolyn Clark. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed.

**E. Review and awarding of bid for purchase of Mobile Stage.**

City Manager said the Town was awarded a grant for \$50,000 with the expectation of \$30,000 from the Town for purchase of mobile stage. Bids came in at \$90,000+. Quotes received earlier in the year were lower, but costs have gone up over the last few months. EuroStage bid was lowest at \$91,000. The overage can be taken from the Farmers Market (\$8,000 from fund balance) and Parks (\$3,000). Initially the \$30,000 for the Town’s portion was in the budget, but was removed until the grant was received. Commissioner Clark asked if it could be put off. City Manager Lawless said we are under contractual agreement. Commissioner Hargis commented that we said if the grant was received, we would come up with the \$30,000. Now we need an additional \$11,000. Mayor Gross said that Farmers Market would be a benefactor of the stage. Lawless clarified that it would be Farmers Market and additional events at the park. Commissioner Clark asked about costs for lighting. Lawless said lighting would be in the future. Commissioner Stohler asked about the lifespan of the stage, and was told about 20 years. Commissioner Hargis motioned to approve the bid from EuroStage for the purchase of a mobile stage, with a second from Vice-Mayor Remick. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed.

**F. Discussion Item – Mailbox Replacement on Luyben Hills Road. Sponsored by Commissioner Clark.**

Commissioner Clark proposed, as a thank you to the businesses on Luyben Hill who have had things disrupted because of sidewalk project, that the Town put up new mailboxes in front of their businesses or put up a cluster mailbox. She thought it would be a good investment and would make the entrance into Town look nice. City Attorney Perry said the

Town cannot make purchases for private individuals, and spending Town dollars on private individuals is prohibited. It might be something that the Cheatham Chamber could do. City Planner Armstrong added that if current mailboxes are damaged, then the contractor can replace them, but the Town cannot provide a benefit to one business that it is not providing to other businesses. Mayor Gross said there are beautification funds available through the Chamber. Commissioner Clark asked about the older utility poles on Luyben Hills Road. City Manager Lawless said that lines are scheduled to be transferred and taken off those poles on October 25.

**G. First Reading of Ordinance 22-011 – An Ordinance by the Kingston Springs Board of Commissioners to Accept a Budget Amendment for the 2022-2023 Fiscal Year.**

This amendment relates to financing for the purchase of a mobile stage. The Town received a \$50,000 grant that required \$30,000 match from the Town. Bids were higher than that amount and an additional \$11,000 is needed. Funding will be \$30,000 from the fund balance and \$8,000 from the Farmer’s Market Designated Funds. The remaining \$3,000 will be from Park funds. Motion to approve the First Reading of Ordinance of 22-011 – An Ordinance by the Kingston Springs Board of Commissioners to Accept a Budget Amendment for the 2022-2023 Fiscal Year made by Commissioner Stohler, with a second by Commissioner Clark. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Stohler voting yes. Motion passed.

**14. Surplus:**

- Parks Department – Refrigerator, Activity Center – recycle for credit  
Motion to recycle for credit the refrigerator at the Activity Center made by Commissioner Hargis, with a second by Commissioner Stohler. Motion passed.

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

Discussion about the Mary Pinion application for a grading permit. City Planner Armstrong said work was started without a permit. Homeowner was unhappy a permit had to be pulled. The application was filed on 10/6 and permit issued on 10/7. They were also told they needed to consult HOA regulations.

Commissioner Clark also suggested donating canned goods to the blessing box in front of Lawrences in memory of Melvin Tidwell.

**16. Reminders:**

- Main Street will be closed on Monday, October 31<sup>st</sup> from 5:00pm to 7:00pm for Halloween on Main Street.
- City Hall will be closed Friday, November 11<sup>th</sup> in honor of Veterans Day

8:31 p.m. Commissioner Hargis made the motion to recess for Attorney-Client privilege discussion, with a second by Commissioner Stohler. Motion passed.

8:48 p.m. Commissioner Stohler made the motion to bring the meeting back into session, with a second from Vice-Mayor Remick. Motion passed.

Motion to approve ruling of Kingston Springs Municipal Court on codes case concerning Andy Sullivan, 608 Mt. Pleasant Road, Kingston Springs, made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion passed unanimously.

**17. Adjourn the Meeting:**

Meeting adjourned at 8:50 p.m.

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder



**ORDINANCE 22-008****AN ORDINANCE AMENDING ARTICLE VIII, SECTION 8.070 C OF THE TOWN OF KINGSTON SPRINGS ZONING ORDINANCE**

**WHEREAS**, the Town of Kingston Springs Board of Commissioners has previously adopted its comprehensive zoning ordinance known as Ordinance No. 84-005, as amended (here in "Zoning Ordinance"); and

**WHEREAS**, by Ordinance 21-011, the Board of Commissioners amended the Zoning Ordinance to specify certain notice requirements for matters before the Board of Zoning Appeals; and

**WHEREAS**, the Municipal Planning Commission has requested that Article VIII, Section 8.070 C. of the Zoning Ordinance be amended to include new provisions governing notice to be given for certain actions contemplated in said Zoning Ordinance and has recommended same for consideration and adoption by the Town of Kingston Springs Board of Commissioners after public notice, hearing, and second and final reading.

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

Article VIII, Section 8.070 C. of the Town of Kingston Springs Zoning Ordinance shall be amended by replacing the existing language with the following:

C. Appeals to the Board: An appeal to the Kingston Springs Board of Zoning Appeals may be taken by any person, firm, or corporation aggrieved by, or by any governmental office, department, board, or bureau affected by, any decision of the Building Inspector based in whole or in part upon the provisions of this ordinance. Such appeal shall be taken by filing with the Board of Zoning Appeals a notice of appeal specifying the grounds thereof. The Building Inspector shall transmit to the Board all papers constituting the record upon which the action appealed was taken. The Board shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any person or party may appear in person, by agent, or by attorney.

No action shall be taken by the Board on any case until the notices set forth herein have been provided and a public hearing has been conducted. The notices to be provided and costs thereof are as follows:

1. A notice of public hearing shall be published in a newspaper of general circulation in the Town at least seven (7) days prior to the date of the hearing, and such notice shall be posted in the online electronic format utilized by the Town to post notice of the

Board of Commissioners meetings and Public Hearings at least seven (7) days prior to the date of the hearing.

2. A notice of public hearing shall be sent by certified mail, return receipt requested, to the property owners of record whose property is adjacent to, or immediately across the street from, the property that is the subject of the public hearing. Compliance with this notice requirement will be deemed sufficient if the City Manager or his/her designee sends such certified mail to the owner's address of record as reflected in the records of the Cheatham County Tax Assessor.
  
3. Applicants shall pay the then current fees as established by the Town of Kingston Springs Board of Commissioners in the Appendix to the Town of Kingston Springs Municipal Code. Such fees include an application fee to assist in covering the cost of review and processing the case, a fee for each notification sign required hereunder, and a fee for providing notice by certified mail to the extent required by this ordinance. It is the intent of this ordinance that the applicant pay the Town for all costs associated with an application to the Board.

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 22-009**

**AN ORDINANCE BY THE TOWN OF KINGSTON SPRINGS, TENNESSEE  
TO AMEND TITLE 1, CHAPTER 4, BY AMENDING LANGUAGE  
CONTAINED IN SECTIONS 1-405, 1-407 OF THE TOWN OF KINGSTON  
SPRINGS MUNICIPAL CODE AND ADDING SECTION 1-412**

**WHEREAS**, the Town of Kingston Springs Board of Commissioners has previously adopted an Ethics Policy as set forth in Title I, Section 4 of the Town of Kingston Springs Municipal Code; and

**WHEREAS**, the Board of Commissioners desires to make certain amendments to portions of said Ethics Policy as set forth in said Code.

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

Title 1, Chapter 4 of the Town Municipal Code shall be amended as follows:

Section 1-405 shall be amended to include language such that it shall hereafter state as follows:

**1-405. Acceptance of gratuities, etc.** An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality over the amount of fifty dollars (\$50.00):

- (1) For the performance of an act, or refraining from performance of an act, that he/she would be expected to perform, or refrain from performing, in the regular course of his/her duties; or
- (2) That might reasonably be interpreted as an attempt to influence his action, or reward him/her for past action, in executing municipal business.

Section 1-407 shall be amended such that it shall include language such that it shall hereafter state as follows:

**1-407. Use of municipal time, facilities, etc.**

- (1) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to him/herself. An official or employee may use a facility of the Town of Kingston Springs for his or her own personal use only upon express permission by the City Manager. An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to him/herself, except to the extent that the use is incidental or de minimis or is lawfully available to the general public.
- (2) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity,

except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the municipality.

A new section 1-412 shall be included as follows:

**1-412. Appearance of impropriety.** At all times, every Town of Kingston Springs employee or official, whether elected or appointed, shall conduct him/herself in a manner so as to avoid even the appearance of any impropriety.

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 on First Reading \_\_\_\_\_, 2022

Public Hearing \_\_\_\_\_, 2022

Passed on Second Reading \_\_\_\_\_, 2022

\_\_\_\_\_  
Tony Gross, Mayor

ATTEST:

\_\_\_\_\_  
Jamie Dupré, City Recorder

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Martha Brooke Perry, City Attorney



**Ordinance No. 22-010**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 1 OF THE TOWN OF KINGSTON SPRINGS MUNICIPAL CODE TO AMEND COURT COSTS, LEVY A LOCAL LITIGATION TAX, PROVIDE FOR FORFEITURE FOR CITATION BY MUNICIPAL COURT AND TO CORRECT CERTAIN OTHER PROVISIONS**

**WHEREAS**, Tennessee Code Annotated § 16-18-304 provides that municipalities can set and collect reasonable court costs, and Tennessee Code Annotated § 67-4-601 provides that municipalities can levy and collect local litigation taxes; and

**WHEREAS**, Title 3, Sections 3-113 and 3-114 of the Town of Kingston Springs Municipal Code provides for the imposition of court costs and forfeitures for citations issued by the municipal court, however, said Sections do not levy a local litigation tax; and

**WHEREAS**, the Town of Kingston Springs Board of Commissioners has determined that it is in the best interest of the Town to increase its court costs to better cover the expenses of court incurred by the Town; and

**WHEREAS**, the Town of Kingston Springs Board of Commissioners has also determined that it is in the best interest of the Town to levy and collect a local litigation tax; and

**WHEREAS**, the Town of Kingston Springs Board of Commissioners has further determined that it is in the best interest of the Town to amend the provision for forfeiture for citations issued to the Town's municipal court;

**WHEREAS**, the Town of Kingston Springs Board of Commissioners has further determined that certain errors and/or updates need to be addressed within Title 3, Chapter 1.

**NOW, THEREFORE, BE IT ORDAINED** by the Town of Kingston Springs Board of Commissioners that Title 3 of the Town Municipal Code shall be amended by replacing the language of the current title with the following:

**3-101. Town judge.**

(1) Qualifications. The town judge of the Municipal Court of the Town of Kingston Springs shall be a regularly licensed practicing attorney as authorized by the Supreme Court of the State of Tennessee. Further, said town judge shall be a person of good moral character, learned in the laws and well versed in the practice of law.

The town judge shall try all cases pending before the municipal court having jurisdiction in and over all cases for the violation of and all cases arising under the laws and ordinances of the town. Said town judge appointed by the mayor and board of commissioners shall have the power and authority to impose fines, costs and forfeitures, and to punish by fine for violation of town ordinances; it shall further be the duty of the town judge to preserve and enforce orders of the municipal court as it shall relate to the collection to all such fines, costs and forfeitures imposed and in default of the payment, of good and sufficient security given for the payment of any such fines, costs of forfeitures imposed, to execute upon said surety.

The court clerk shall keep or cause to be kept a court docket embodying complete detailed records of all cases so handled in the municipal court.

(2) Compensation. As compensation for serving as the town judge of the Municipal Court for the Town of Kingston Springs, Tennessee, sitting on a monthly basis, the town judge shall receive the sum of two hundred fifty dollars (\$250.00). Said compensation for the town judge shall be paid out of the general fund of the Town of Kingston Springs, Tennessee and shall not be paid from any fines, costs or forfeitures received by virtue of holding municipal court.

**3-102. Maintenance of docket.** The court clerk shall keep a complete docket of all matters coming before him/her in his/her judicial capacity. The docket shall include for each defendant such information as defendant's name; warrant and/or summons numbers; alleged offense; disposition; fines, penalties, and costs imposed and whether collected; and all other information that may be relevant.

**3-103. Issuance of summonses.** When a complaint of an alleged ordinance violation is made to the town judge, the judge may in his/her discretion, issue a summons ordering the alleged offender personally to appear before the town court at a time specified therein to answer to the charges filed against him/her. The summons shall contain a brief description of the offense charged but need not set out verbatim the provisions of the ordinance alleged to have been violated. Upon failure of any person to appear before the town court as commanded in a summons lawfully served on him/her, the cause may be proceeded with ex parte, and the judgment of the court shall be valid and binding subject to the defendant's right of appeal.

**3-104. Issuance of subpoenas.** The town judge may subpoena as witnesses all persons whose testimony he/she believes will be relevant and material to matters coming before his/her court, and it shall be unlawful for any person lawfully served with such a subpoena to fail or neglect to comply therewith.

**3-105. Trial and disposition of cases.** Every person charged with violating a municipal ordinance shall be entitled to an immediate trial and disposition of his case, provided the town court is in session or the town judge is reasonably available. However, the provisions of this section shall not apply when the alleged offender, by reason of drunkenness or other incapacity, is not in a proper condition or is not able to appear before the court.

**3-106. Imposition of fines, penalties and costs.** All fines, penalties, and costs shall be imposed and recorded by the court clerk on the town court docket in open court. In all cases heard or determined by him/her, the town judge shall tax in the bill of costs the same amounts and for the same items allowed in courts of general sessions for similar work in state cases.

**3-107. Appeals.** Any defendant who is dissatisfied with any judgment of the town court against him/her may, within ten (10) days next after such judgment is rendered, appeal to the next term of the circuit court upon posting a proper appeal bond.

**3-108. Bond amounts, conditions, and forms.** An appearance bond in any case before the town court shall be in such amount as the town judge shall prescribe and shall be conditioned that the defendant shall appear for trial before the town court at the stated time and place. An appeal bond in any case shall be in the sum approved by the city judge for such person's appearance or the faithful prosecution of the appeal; provided, that in prosecutions for violations of city ordinances, the bond shall not exceed two hundred and fifty dollars (\$250.00) and shall be conditioned that if the circuit court shall find against the appellant the fine or penalty and all costs of the trial and appeal shall be promptly paid by the defendant and/or his/her sureties. An appearance or appeal bond in any case may be made in the form of a cash deposit (cash bond) or by any corporate surety company authorized to do business in Tennessee or by two (2) private persons who individually own real property located within the county. No other type bond shall be acceptable.

**3-109. Disposition and report of fines, penalties and costs.** All funds coming into the hands of the town judge in the form of penalties, costs, and forfeitures are recorded daily by the court recorder. Each quarter the court recorder shall submit to the board of commissioners a report accounting for the collection or noncollection of all fines, penalties, and costs imposed by his/her court during previous quarter.

**3-110. Disturbance of proceedings.** It shall be unlawful for any person to create any disturbance of any trial before the town court by making loud or unusual noises, by using indecorous, profane, or blasphemous language, or by any distracting conduct whatsoever.

**3-111. Court Costs.** (a) The amount of court costs to be imposed upon those citations and warrants that come before the municipal court shall be the sum of One Hundred Forty-six and 50/100 Dollars (\$146.50). One Dollar (\$1.00) of the court costs shall be forwarded by the Court Clerk to the State Treasurer to be used by the Administrative Office of the Courts for training and continuing education courses for municipal court judges and municipal court clerks. This imposition of court costs is not inclusive of the state litigation tax required by law to be collected by the Town.

In addition to the collection of court costs and the state litigation tax, the municipal court shall levy a local litigation tax in the amount of Thirteen and 75/100 Dollars (\$13.75) in all cases in which the state litigation tax is levied in accordance with *Tennessee Code Annotated § 16-18-305*.

It shall be the duty of the Municipal Court Clerk and any deputy clerks to collect the aforesaid costs and taxes and remit same to the respective governmental entity entitled thereto.

(b) When a person has been charged with violation of an ordinance regarding vehicle equipment (including, but not limited to inoperable headlights, tail lights, brake lights or turn signals), driver licensing, or vehicle licensing and registration, the charge may be dismissed if the person charged with the violation submits evidence of compliance with such law on or before the court date; provided, however, that the town judge may establish a separate court cost not to exceed fifty (\$50) to be collected from the person charged with the violation. This separate court cost will be assessed in lieu of the court costs detailed in Section 3-111(a).

**3-112. Forfeitures on citations issued by the municipal court.** Those persons cited to appear before the Municipal Judge of the Municipal Court of the Town of Kingston Springs, Tennessee, may make a payment to the court in advance of a court date, and such payment will be treated as a forfeiture. In these instances, those who make this payment and its subsequent forfeiture will not be considered having failed to appear in Municipal Court and will not be in violation of Section 3-115 of the Town of Kingston Springs Municipal Code. Those offenses, together with the sum which will be accepted as a forfeiture without court appearance are as follows:

<u>Offense</u>	<u>Cashbond Total</u>
Speeding 0-14 mph over	\$200.00
Speeding 15+ mph over	\$210.00
Violation of Light Law	\$190.00
Violation of Light Law (when proof is provided light has been fixed)	\$50.00
Failure to Obey Traffic Control Device	\$200.00
Violation of Registration Law	\$190.00
Violation of Registration Law (when proof is provided registration has been corrected)	\$50.00
Violation of Insurance Law	\$224.00
Improper Passing	\$200.00
Other Moving Violations Not Listed	\$200.00
Littering	\$225.00
Reckless Driving	\$225.00

**3-113. Failure to appear in municipal court and penalty therefor.** Any person who intentionally, knowingly or willingly fails to appear in the municipal court on the date and time specified on a citation or other process issued from the municipal court is guilty of a separate municipal offense, and upon being found guilty shall be punished by a fine of not more than fifty dollars (\$50.00). Proof that the defendant failed to appear when required constitutes prima facie evidence that the failure to appear is willful. The separate municipal offense of failure to appear shall be subject to court costs as provided in § 3-111.

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 on First Reading \_\_\_\_\_, 2022  
Public Hearing \_\_\_\_\_, 2022  
Passed on Second Reading \_\_\_\_\_, 2022

\_\_\_\_\_  
Francis A. Gross III, Mayor of Kingston Springs, Tennessee

ATTEST:

\_\_\_\_\_  
Jamie Dupré, Town Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



**ORDINANCE No. 22-011**

**AN ORDINANCE BY THE KINGSTON SPRINGS BOARD OF COMMISSIONERS TO ACCEPT A BUDGET AMENDMENT FOR THE 2022-2023 FISCAL YEAR**

**WHEREAS**, the Board of Commissioners hereby appropriates \$88,000 purchase a mobile stage; and,

**WHEREAS**, the town applied for and has been awarded the Rural Business Development Grant in the amount of \$50,000 for the purpose of purchasing the mobile stage; and,

**WHEREAS**, the town wishes to fund the remaining \$38,000 by means of \$30,000 out of the fund balance and \$8,000 out of the Farmer's Market Designated Funds.

**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>Anticipated Revenues</u>	<u>Ending Budget Anticipated</u> <u>Revenues</u>
<b>General Fund</b>	\$3,600,405.00	\$3,650,405.00

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

	<u>Beginning Departmental</u> <u>Budget</u>	<u>Ending Departmental</u> <u>Budget</u>
<b>General Fund</b>		
Parks Department	\$355,558.00	\$443,558.00

First Reading: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Mayor Francis A. Gross III.

\_\_\_\_\_  
City Recorder Jamie Dupre'





**RESOLUTION No. 22-016**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE, TO PARTICIPATE IN THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION ARP NON-COMPETITIVE GRANT PROGRAM**

**WHEREAS**, Tennessee Department of Environment and Conservation (TDEC) will reimburse up to \$701,132.10 to the Town of Kingston Springs, TN., if awarded, for wastewater projects; and

**WHEREAS**, the Town agrees to match funds for this grant being a minimum of 25% of the project price; and

**WHEREAS**, the Board of Commissioners would like to authorize town employees to apply for this non-competitive grant.

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

**Section 1:** That the Town of Kingston Springs is hereby authorized to apply for the “*ARP Non-Competitive Grant Program*” reimbursement grant through TDEC.

**Section 2:** The Board of Commissioners agrees to utilize these funds in conjunction with the American Rescue Plan funds that have already been received by the Town to fund addressing inflow and infiltration projects including SCADA system, cleaning, inspection, and mapping of the Town’s wastewater system.

**RESOLVED**, this the 17<sup>th</sup> day of November, 2022.

APPROVED:

\_\_\_\_\_  
Mayor Francis A. Gross III.

ATTEST:

\_\_\_\_\_  
Jamie Dupré, Town Recorder



**Resolution No. 22-017****A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE  
TOWN OF KINGSTON SPRINGS, TENNESSEE, RECOGNIZING  
LORETTA LYNN FOR OUTSTANDING CULTURAL ENRICHMENT.**

**WHEREAS**, the Town of Kingston Springs is pleased to recognize individuals who devote themselves to perfecting their craft, thereby enriching the lives of their community; and

**WHEREAS**, Ms. Loretta Lynn devoted her time, energies and talents to become an icon of country music, having a positive impact on the artists that have come after her and imparting a lasting influence on music of all genres; and

**WHEREAS**, Ms. Loretta Lynn dedicated years to telling her story and the story of so many others through song while being a true inspiration through her original body of work; and

**WHEREAS**, the Board of Commissioners of the Town of Kingston Springs would like to honor Ms. Loretta Lynn and her family on a legacy that deserves esteem and recognition as an integral part of the fabric of this community.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners of the Town of Kingston Springs, Tennessee, meeting in regular session, this the 17<sup>th</sup> day of November 2022, does hereby honor Ms. Loretta Lynn for enriching the lives of so many.

APPROVED:

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Mayor Francis A. Gross III.

ATTEST:

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Jamie Dupré, Town Recorder



**Resolution No. 22-018**

**A RESOLUTION TO AUTHORIZE COOPERATIVE PURCHASING AGREEMENTS FOR THE USE AND BENEFIT OF ALL TOWN DEPARTMENTS**

**WHEREAS**, T.C.A. 12-3-1205 allows for master cooperative purchasing agreements upon the approval and consent of the local legislative body; and,

**WHEREAS**, cooperative purchasing agreements allow local government to purchase goods and services from other local, state, and national cooperative purchasing alliances that were competitively bid under the same circumstances required by law by the purchasing entity; and,

**WHEREAS**, these master cooperative agreements reduce time and personal resources needed to competitively bid goods and services at the local level, but still allow local governments to take advantage of the lowest and best pricing available for the needed goods and services; and,

**WHEREAS**, Tennessee state law was recently amended at the request of the Tennessee Association of Public Purchasing for all Tennessee counties to take advantage of cooperative purchasing agreements in effect throughout our state and nation; and,

**WHEREAS**, T.C.A. 12-3-1205(b), states as follows:

- (1) Notwithstanding any other law to the contrary, any municipality, county, utility district, or other local government of the state may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, or equipment with one (1) or more other governmental entities outside this state, to the extent the laws of the other state permit the joint exercise of purchasing authority, or with an agency of the United States, to the extent federal law permits the joint exercise of purchasing authority, in accordance with an agreement entered into between or among the participants; provided such goods, supplies, services, or equipment were procured in a manner that constitutes competitive bidding and were advertised, evaluated, and awarded by a governmental entity and made available for use by other governmental entities.
- (2) A municipality, county, utility district, or other local government of the state may participate in a master agreement by adopting a resolution accepting the terms of the master agreement. If a participant in a joint or multi-party agreement is required to advertise and receive bids, then it will be deemed sufficient for those purposes that the purchasing entity or the entity that procured the bid complied with its own purchasing requirements. The participant shall acquire and maintain documentation

that the purchasing entity or entities that procured the bid complied with its own purchasing requirements.

**WHEREAS**, the Town of Kingston Springs desires to take advantage of the newly created law and reduce the taxpayer burden for duplication of services while still taking advantage of the lowest and best pricing under the master cooperative agreements that have been competitively bid under the same circumstances required by law by the purchasing entity.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commission of the Town of Kingston Springs that the Town agrees to the terms of newly created law and authorizes the use of the following master cooperative purchasing contract portfolio:

(1) OMINA Partners

**BE IT FURTHER RESOLVED** that the established list of authorized cooperative purchasing agreements may be amended at any time by Town of Kingston Springs Board of Commissioners.

**ADOPTED** by the Board of Commissioners this the 18<sup>th</sup> day of November, 2022.

Approved:

---

Mayor Francis A. Gross III.

Attested:

---

City Recorder Jamie Dupre'

**Burris, Thompson & Associates**

Proposal for

**SALARY STUDY**

for the

**Town of Kingston Springs**

In Response to RFP dated September 26, 2022

**October 21, 2022**



**Burris, Thompson & Associates**

Contact: Steve Thompson

3259 Vinemont Drive

Thompson's Station, TN 37179-2924

(615) 500-7931

e-mail: [stevenjthompson@comcast.net](mailto:stevenjthompson@comcast.net)

# SALARY STUDY

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*Compensation and  
Talent Management  
Consultants*

Steven Thompson  
President, Consulting Services  
3259 Vinemont Drive  
Thompson's Station, TN 37179-2924  
Phone: (615) 500-7931  
stevenjthompson@comcast.net

October 21, 2022

John Lawless  
Town Manager  
Town of Kingston Springs  
P.O. Box 256  
Kingston Springs, TN 37082

Mr. Lawless,

Burris, Thompson & Associates is pleased to present the enclosed proposal for the Salary Study for the Town of Kingston Springs.

Burris, Thompson & Associates is highly qualified to conduct the Study based on our extensive public sector compensation consulting experience in Tennessee.

We would very much enjoy working with Town staff on this project. Please contact me if you have any questions concerning our proposal.

Sincerely,

*Steven Thompson*

Steven Thompson

## I. Firm Overview

**Burris & Associates** (now **Burris, Thompson & Associates**) was founded in 1982 by Don Burris, CCP, and has served clients in Tennessee, Kentucky, Florida and nationally. **Burris, Thompson & Associates** consultants are sole proprietors.

The firm offers a wide range of human resources management consulting services, but the majority of consulting engagements are related to compensation management. The firm's consultants have worked with a variety of clients to develop job evaluation, base pay, individual and team incentive, skill based pay, executive compensation, performance management, and sales incentive programs.

Burris, Thompson & Associates serves mostly small to medium size organizations in a variety of industries and the public sector (approximately 90% of the firm's work is with public sector clients). The firm's offices are located in Nashville, Tennessee.

Burris, Thompson & Associates' primary areas of expertise include:

- Wage and salary administration plan design
- Job documentation and evaluation
- Compensation and benefits surveys
- Incentive plan design
- Strategic human resources planning
- Competency modeling
- Performance management
- Employee development
- Legal compliance

Burris, Thompson & Associates have performed work similar to that requested by the Town for the following (\* if current or within last three years - references provided in Section II below):

City of Athens, TN*	Oak Ridge Schools
City of Bowling Green, KY	Madison County, TN
City of Clarksville, TN	Montgomery County, TN
City of Cleveland, TN	Sevier County, TN*
City of Cookeville, TN	Smith County, TN*
City of Franklin, TN*	Williamson County, TN*
City of Gatlinburg, TN*	Wilson County, TN*
City of Greenbrier, TN*	Humphreys County Emergency Communications District
City of Goodlettsville, TN*	Rutherford County Emergency Communications District
City of Hendersonville, TN*	Huntsville-Madison County Library
City of Lakeland, TN*	Linebaugh Public Library
City of Lebanon, TN*	Fayetteville (TN) Public Utilities*
City of LaVergne, TN*	Gibson County Public Utility District*
City of Pigeon Forge, TN*	Paris-Henry County Public Utility District
City of Shelbyville, TN*	Nashville Career Advancement Ctr.
City of Spring Hill, TN*	State of Tennessee Dept. of Human Resources
City of Tullahoma, TN*	TDOT (as subcontractor for UT Institute for Public Service)
Town of Signal Mountain, TN*	University of Tennessee
Town of Smyrna, TN*	
Clarksville-Montgomery County Schools*	
Maury County Public Schools*	

## II. References

References for work that **Burris, Thompson & Associates** have performed similar to that requested by the Town of Kingston Springs include:

**Reference: Lakeland, TN**

Contact Name: Michael Walker, City Manager  
e-mail: [mwalker@lakelandtn.org](mailto:mwalker@lakelandtn.org)  
Address: 10001 Hwy. 70, Lakeland, TN 38002  
Telephone: (901) 867-2719

**Reference: Town of Smyrna, TN**

Contact Name: Jeff Craig, City Manager  
e-mail: [jeff.craig@townofsmyrna.org](mailto:jeff.craig@townofsmyrna.org)  
Address: 315 S. Lowry Street, Smyrna, TN 37167  
Telephone: (615) 459-7942

**Reference: City of Waverly, TN**

Contact Name: Buddy Frazier, Mayor  
e-mail: [bfrazier@waverlytn.org](mailto:bfrazier@waverlytn.org)  
Address: 101 East Main Street, Waverly, TN 37185  
Telephone: (931) 296-2101 Ext. 356

## III. Staff Qualifications

Professional staff that would work with the Town on this project include (resumes can be found in Appendix I):

**Steven Thompson**

**President, Consulting Services, Burris, Thompson & Associates**

Education: BA Psychology - University of Minnesota  
MS Industrial Relations - Purdue University

Mr. Thompson has 30 years of practical and consulting experience in the compensation field. He has held compensation management positions with Melvin Simon and Associates, Inc. (real estate development and retail property management) and Dollar General Corporation (retail). As a member of the management services arm of a regional public accounting firm, and since 1994 with Burris, Thompson & Associates, Mr. Thompson has provided consulting services related to many aspects of human resources management to a variety of for-profit and non-profit organizations, including local government.

Mr. Thompson will be the Project Manager and will oversee all aspects of the project.

## **Elizabeth Thomsen Consultant**

Education: BA Marketing – Austin Peay State University  
MBA – Belmont University

Ms. Thomsen has 21 years of practical experience divided between the compensation and retirement fields with the latter three years managing the operations of both combined. She held compensation and retirement management positions with Ingram Industries Inc. (the parent organization for an inland marine transportation company and a content distribution company). During her tenure at Ingram, Ms. Thomsen led the corporate and executive compensation functions and was responsible for the management, administration, and compliance of numerous qualified and nonqualified retirement plans. She also completed several projects for the organization's profit centers and a number of external for-profit and non-profit organizations.

Ms. Thomsen will be involved in all aspects of the project.

## **IV. Proposed Approach to the Salary Study**

### **A. Study Action Steps**

#### **1. Define Scope and Objectives**

The Town of Kingston Springs has approximately 20 full-time and 2 part-time employees. The study will encompass all Town jobs and employees.

Burris, Thompson & Associates does not have a single packaged approach to pay program design. We strongly believe that each pay plan should be customized to fit the operations and financial needs of the client, as well as its culture.

We anticipate that the primary objectives for the study, based on the RFP, subject to confirmation and modification by Town management, include the following:

- Ensure that all employees are assigned to the appropriate job titles and that individual employee compensation accurately reflects the nature of the work being performed.
- Ensure that the Town's pay and benefits practices are competitive in order to attract and retain the required talent to provide quality services to citizens.
- Ensure internal equity of compensation across functional areas, especially for the same or similar job classifications.
- Ensure that the Town's employee benefits package and ability to pay are taken into account in pay plan design.
- Ensure pay is administered in a fair and consistent manner.

## 2. Fact Finding

### Town Management Direction

Burris, Thompson & Associates will attend an initial meeting with the Town Manager and other designated management staff members to discuss plan objectives, Study parameters, and to develop/confirm the Town's pay strategy and how it supports the operational objectives of the Town's various departments. The pay strategy would include definition of the competitive labor market for the Town, desired positioning relative to that market, affordability, and other related issues. These pay plan objectives and parameters would guide completion of the market data analysis, possible evaluation of alternative pay plan designs, and development of Salary Study recommendations.

### Department Head Interviews

Interviews with department heads will serve two purposes. First, the project consultant would ask each department head to review the organization of work and the various positions in their areas (discussion is usually driven by review of departmental organization chart). We would also seek information related to anticipated organizational or technology changes that may need to be considered. (See Section 3 Job Analysis below.) Second, we would obtain feedback concerning current pay practices, including desired job classification and pay plan design considerations.

## 3. Job Analysis

### Employee Job Analysis Questionnaires

If, in conjunction with the Town, it would be deemed to be helpful to supplement existing job descriptions, some or all employees could complete a job analysis questionnaire. Burris, Thompson & Associates would develop a job content questionnaire to facilitate gathering information about all Town jobs to aid in updating job descriptions and confirm assignment of employees to jobs. We would modify a questionnaire we have used in past engagements to reflect the Town's desired job description format, development of career paths, determination of FLSA status, or other specific needs. Typically, the questionnaire solicits information related to job duties, decision-making, education and skill requirements, work outputs, as well as physical job requirements to support ADA, OSHA, and Workers' Compensation compliance. (See Appendix II for an example of a job analysis questionnaire.)

The questionnaire would be distributed to all employees or those in specific departments or jobs for them to complete. Upon completion by employees, supervisors would review and approve/supplement questionnaires. All questionnaires would then be forwarded to Burris, Thompson & Associates.

Burris, Thompson & Associates will review all completed questionnaires.

### Job Analysis Interviews

As indicated above, the primary focus of the initial interview with each department head would be a general overview of the responsibilities and required qualifications for all jobs

in his or her department. If needed to supplement these discussions and the employee completed questionnaires, we can interview selected individual employees to ensure understanding of job responsibilities and required competencies and qualifications.

### Review Job Descriptions

Burris, Thompson & Associates will review all existing Town job descriptions. Based on the job questionnaires and supplemented by the job analysis interviews, Burris, Thompson & Associates will identify any job descriptions that need to be updated, and if appropriate, any jobs for which valid job descriptions do not exist. Although creation of new job descriptions is beyond the scope of the Salary Study, we may provide some suggestions for adding/modifying job description content on a limited basis. Additionally, if applicable, we can provide completed employee job questionnaires which Town staff can reference in updating job descriptions.

## 4. Review Employee Job Title Assignments

Based on review of existing job descriptions, department head discussions, and if applicable, employee job questionnaires, Burris, Thompson & Associates will review the job titles of all employees. We will recommend assignment of employees to different job titles that match the employees' job duties and responsibilities where appropriate.

## 5. Identify Market Data Sources

Burris, Thompson & Associates will compile comparative salary and benefits data from available published sources representing local government employers and general business and industry. Sources that may be used include:

- **Burris, Thompson & Associates' 2021 Public Sector Salary Survey** – we will work with Town management to identify 12 to 15 specific survey respondents to include as benchmarks for the Town of Kingston Springs. Over 90 cities, counties, and public utilities, including many that the Town of Kingston Springs would likely choose as benchmarks for the Study, responded to our 2021 edition of this biannual survey of Tennessee public sector employers. (In light of recent, significant pay changes among cities and counties, we are in the process of updating the data from the 2021 survey.) **We would solicit data from any cities or counties that did not respond to the survey if deemed to be desired benchmarks for the Study.** The survey includes data for over 150 job titles - it is the most comprehensive source of Tennessee public sector compensation data available.
- **Economic Research Institute Salary Assessor**, an extensive computer database updated quarterly that contains data for more than 4,000 job titles, filtered by industry and location. This database would be used for data representing general business and industry in the Middle Tennessee area.
- **US Bureau of Labor Statistics** - Area Occupational Employment and Wage Estimates. This database would be used for data representing general business and industry in the Middle Tennessee area.

- Other data sources that might be available to Town staff such as the American Water Works Association Compensation Survey.

## 6. Compile Market Salary Data

For each Town job we will then compile data from the survey or surveys that contain a job that matches an understanding of the job gained from the incumbent completed job questionnaire, department head discussion, and the Town's job description. The benchmark salary survey numbers used (i.e., market average, 40<sup>th</sup> percentile, etc.) will be based on the Town's desired competitive position in the labor market that was defined by Town management. We will work with Town management to determine the appropriate salary planning date for the study – the date to which all data will be projected to create the 'snapshot' of the market. Typically, this is the beginning of the fiscal year, July 1, 2023, in this case, but the Town could choose a more aggressive date.

Since cities compete for talent with general employers as well as other public sector employers, we usually recommend identifying a **public sector** data point and a **general employer** data point for each job where appropriate. The average of these two benchmark salaries will represent the **market rate** for the job. (If desired by the Town, the public sector data could be weighted more heavily than the general employer data.)

**The market rate is for the job** and is usually representative of salaries of employees in their jobs 5 to 7 years. Recent hires are typically paid 10% to 20% less than the market rates for their jobs while most employers allow salaries to exceed job market rates for those employees with many years of service, up to a limit that is usually 15% to 20% above the market rate.

For department head and certain senior level professional jobs, salary is often related to Town population. Population can be a proxy for the degree of complexity of these jobs. Burris, Thompson & Associates will complete a regression analysis of the relationship between the salary data from the Town government benchmarks and Town population for those jobs. We can then plug in the Town of Kingston Springs's population in the resulting regression formula to determine a 'predicted' market salary rate based on population. This predicted market rate might be a more valid representation of the market value of the Town of Kingston Springs job than the overall survey sample average.

## 7. Town of Kingston Springs Salaries Market Comparison

Burris, Thompson & Associates will calculate a **Salary Market Index** for each Town of Kingston Springs **employee**. The Salary Market Index is the ratio of the employee's current **salary** to the **Market Rate** for the employee's job.

$$\text{Salary Index} = \text{Employee Salary} \div \text{Job Market Rate}$$

Individual and aggregate Salary Indexes provide measures of the competitiveness of the Town's current **employee salaries**, though they will vary by employee and by department, largely as a result of differences in job tenure.

## 8. Town of Kingston Springs Benefits Market Comparison

BT&A will review the Town's health insurance, vacation, sick leave, disability, and retirement plan benefit offerings and compare to public sector benchmark employer practices. This high-level review is intended to determine how the Town's benefits programs might impact the Town's positioning of wages and salaries. However, design and implementation of benefit plan revisions is beyond the scope of the present study. BT&A may identify benefit plan design features that the Town can pursue with its brokers, insurance carriers, plan administrators, and financial services providers.

## 9. Develop Pay Structure

### Job Classification

A **pay structure** is a set of pay grades, each with a pay range or series of pay steps. We suggest that a **market slotting approach** is the most appropriate job evaluation method for classifying jobs into pay grades for the Town. In a market slotting approach, a pay structure is developed initially based on a general analysis of the market data. Then, jobs are assigned to pay grades based on their market rates. In the present case, each job would be assigned to the pay grade for which the pay range midpoint (or corresponding pay step) best matches the market rate of the job. Then, in an iterative process, the pay ranges/steps and pay grades are adjusted slightly until obvious Town of Kingston Springs recognized job hierarchies (deputy, sergeant, lieutenant; accountant, senior accountant, accounting supervisor; court clerk I, court clerk II, court clerk III; etc.) are realized and the overall correlation to market data is optimized.

In this market slotting based approach, Burris, Thompson & Associates will group jobs with similar market pay rates into the same pay grade. For a town the size of Kingston Springs, reliable survey data are likely available for all of the Town's jobs. For any job for which good market data are unavailable, we will work with Town management to decide which pay grade is the best fit based on comparisons with other jobs that have been slotted based on market data. Once these jobs are slotted it is typically easy to see where to slot those jobs for which data are not available based on reporting relationships, established career paths, and the relative complexity of job duties of jobs already assigned to pay grades based on market rates.

Though the market slotting approach is externally focused, we take steps to ensure that **internal equity** is addressed as well. We accomplish this by reviewing all the job classifications resulting from the market slotting approach with management - they can identify the jobs should be slotted a level higher or lower based on established career paths and/or comparisons of job responsibilities and impact to those of other Town of Kingston Springs jobs. In these instances, we can then adjust the subsequent pay grade assignments of these 'out of line' jobs. Note that in most cases these discussions of revised job pay grade classifications are tied to discussion and clarification of the job duties and qualifications in the job descriptions that result in changing how jobs were matched to the market data.



### Develop Pay Ranges or Pay Steps

Burris, Thompson & Associates will recommend a pay range or set of pay steps to apply to each pay grade. We will work with Town management to determine the choice of pay steps or pay ranges, the spread between starting and maximum pay rates for each pay grade, and the positioning of the pay range minimums and maximums relative to the "market rates" for jobs in each pay grade. The range width (minimum to maximum) is largely a matter of Town pay philosophy - how much above the average market pay rate should employee pay be allowed to progress for any particular job? Town officials and management must determine what is acceptable and the pay structure can be designed accordingly.

One pay structure that could be applied to all Town jobs, including the Police and Fire Departments, is usually preferable to multiple pay structures to avoid perceptions of special treatment and simplify pay administration. However, we can explore the idea of separate pay structure(s), often closely linked to professional development plans, for Public Safety if desired.

### Review Job FLSA Status

Burris, Thompson & Associates will review the FLSA status of all jobs based on the federal guidelines and recommend changes as appropriate.

## 10. Employee Salary Adjustments and Cost Projections

Burris, Thompson & Associates will identify recommended adjustments to individual employee salaries that would be appropriate with implementation of the new pay structure. Typically, these salary adjustments would be comprised of the following:

- Adjustments to pay range minimums (or Step 1) if employees' salaries fall below the proposed pay ranges or Step 1 for their jobs.
- A common general increase - Burris, Thompson & Associates would recommend a percent of payroll salary increase budget based on data related to employers' salary increase budgets for 2023, the position of the Town's salaries relative to the market, and budgetary concerns.
- Salary adjustments to mitigate pay compression resulting from adjustment of employees to pay range minimums or Step 1.

Additionally, if the Town wishes, we can address other pay compression and internal equity concerns by helping the Town improve the linkage between actual employee pay rates and job (and Town) tenure. This will mitigate pay compression between employees with differing lengths of service in their positions.

To accomplish this Burris, Thompson & Associates will analyze how closely current Town of Kingston Springs employee pay rates are correlated with time in job. We will then create a "formula" or scheme for adjusting pay based on job tenure. An example that could be modified to fit the Town is as shown below.

JOB TENURE	TARGET
20 years or more	110%
15 but less than 20 years	107%
10 but less than 15 years	103%
7 but less than 10 years	99%
4 but less than 7 years	95%
2 but less than 4 years	91%
Less than 2 years	88%

For each employee, if his/her pay rate is not at or above the “Target” percent of range midpoint, pay would be adjusted to that rate. This “formula” or scheme could be applied before or after any Town-wide general increase. It could incorporate fewer or more tenure categories and the targets can be set as aggressively as the Town wishes or can afford. Total Town tenure can be considered as well – often as an add on. For example, an extra 2% for 10 years, 4% for 15 years, and 5% for 20 or more years might be appropriate.

Once the methodology has been determined, Burris, Thompson & Associates will then apply it across all employees to determine the amount of salary adjustment that would be needed for each employee (many will not receive an adjustment as they are already above their “target” pay rates).

This suggested tenure based adjustment for each employee should be reviewed with the department head to ensure that it is appropriate given other considerations not considered by the “formula.” One area requiring attention is the **differentials between supervisors and subordinates**. Some additional pay adjustments may be needed to mitigate pay compression between supervisors and their subordinates.

Burris, Thompson & Associates would project the total cost (including impact on FICA and retirement plan funding) of recommended employee salary adjustments. The affordability of this total cost would be reviewed with Town management. The amounts and/or timing of the implementation of pay adjustments can be revised accordingly if needed.

## 11. Preliminary Review with Management

We will review preliminary recommendations (any recommended reassignment of employees to different job titles, job pay grade re-classifications, the proposed 2023/2024 pay structure, and recommended employee salary adjustments) with the Town Manager and other senior management as appropriate. To ensure buy-in, once given the go ahead we typically review these preliminary recommendations with department heads and obtain their feedback. We will channel discussion of disputed job pay grade assignments to discussion of the jobs themselves – job duties and qualifications. Revision of any proposed job pay grades will be based on revised understanding of the nature of the jobs that in turn would lead to revising salary survey job matches in determining the market rates for jobs.

## **12. Develop Pay Administration Policy**

Burris, Thompson & Associates will help the Town develop a pay administration policy. We will present an initial policy draft and submit it for review by the Town Manager and possibly discussion with department heads. The pay administration policy should address pay plan objectives and design, starting pay rates, individual employee pay adjustments (how employees progress through pay ranges or steps), procedures for adjustments for promotions and changes in job duties, 'on-call' pay, "comp time," and pay issues related to acting status, disability or other leaves of absence, and light duty job assignments. The policy should also describe the methodology for periodically updating the pay structure to maintain pace with the labor market.

## **13. Develop Implementation Plan**

Burris, Thompson & Associates will assist the Town in creating a plan for implementing the revised pay plan. The plan would include proposed effective date of pay changes, communication schedule (see Section 14 "Employee Communications" below) and pay change procedures as applicable.

The Town may be able to fund all proposed pay adjustments at the time the revised compensation plan is implemented. If potential implementation costs are significant, we normally develop an alternative for implementing the revised compensation plan over an 18 to 24 month period for the Town's consideration. This involves our development of interim pay structures.

## **14. Employee Communications**

Employee communication during the course of the project will be important for general acceptance and understanding of how pay is determined. We will work with the Town to develop some or all of the following as needed:

- Initial announcement and overview of the Salary Study.
- Explanation of the methodology of the Salary Study.
- Explanation of the Salary Study findings and proposed pay plan (probably in a Questions and Answers format).
- Other communications as needed.

Although we believe that communications concerning pay programs should come mostly from Town management – it is their program not ours – there may be instances in which Burris, Thompson & Associates may appropriately present findings of the Salary Study and explain the development and implementation of the new pay plan.

We will help Town staff create a communications plan/schedule for implementing the various communications components.

## **15. Final Report of Findings and Recommendations**

Upon completion of the Salary Study, Burris, Thompson & Associates will prepare and present a report of findings and recommendations for discussion with the Town. Included

will be:

- Explanation of the Salary Study methodology.
- Market data average for all jobs.
- Comparison of job market rates to current Town of Kingston Springs employee salaries.
- Assignment of all jobs to pay grades and recommended pay ranges or steps for all pay grades.
- Recommended individual employee pay adjustments.
- Calculation of estimated implementation costs and recommended implementation plan.
- Recommended pay policy.
- Pay plan implementation communication materials.

Burris, Thompson & Associates will provide a procedure and guidance for maintaining the pay plan after it is implemented. Included would be how to assign new jobs to a pay grade and periodic updating of the pay structure based on changing labor market conditions to maintain competitiveness of the pay plan. Much of this would be documented in the pay policy.

To aid in pay plan administration, the following deliverables will be provided in hard copy and in electronic format.

- **Pay Structure** – shows all pay grades and associated pay steps (or ranges).
- **Job Table** – contains all jobs, their pay grades and pay steps (or ranges).
- **Pay Policy**
- **Employee Roster** with job titles, recommended job grade and ranges, and recommended pay adjustments.

## B. Town Salary Study Responsibilities

We anticipate that the Town will provide us current job descriptions in a Word compatible format and up-to-date employee data in Excel format to include employee names, their department, job title, current pay rate, standard work hours, date of hire, and date in job (if available) for us to use in our analyses. Departmental organization charts would also be helpful in the analysis of the data used for the Study.

Burris, Thompson & Associates employs a very collaborative approach in compensation consulting engagements to ensure recommendations fit the organization's needs. Town staff input is critical for success of the Classification and Salary Study. Feedback from the Town Manager will be sought frequently during the project. Formal review and feedback from **department heads** will be important as well. Such feedback could be solicited at several

points in the project but it would be most efficient to do so once the following have all been completed:

- Assignment of jobs to pay grades,
- Development of proposed pay structure, and
- Determinations of proposed employee pay adjustments.

This will provide department heads the opportunity to see how job classification, pay ranges (or steps), and placement in the pay plan combine to impact individual employees, competitive positioning of the department in the labor market, and overall potential department compensation expense. Department heads may identify job classifications or employee salary adjustments that need to be reviewed and revised if warranted.

## VI. Tentative Salary Study Work Plan

Assuming a project beginning date of on or about November 1, 2022, and our anticipated workload, a tentative general timetable for the Study is below, subject to modification based on date of acceptance of the Study proposal and fine tuning of the project approach. The timetable can also be revised as needed to accommodate availability or needs of Town staff or Commission.

<b>Salary Study Work Plan</b>		
<b>Project Activity</b>	<b>Town of Kingston Springs Staff Involvement</b>	<b>Work Completed by</b>
<b>Fact Finding</b> - Initial planning meeting with Town Manager and other Staff; department head interviews; focus groups (optional).	Town Manager, senior management; department heads; 15 to 30 employees for focus groups (optional).	<b>November 11</b>
<b>Job Questionnaires (Optional)</b> – Development, distribution & completion by all or selected employees. <b>Deliverable: Questionnaire for distribution.</b>	Some or all employees complete job questionnaires; review by department heads.	Distribute to employees by <b>November 16</b> . Employees complete by <b>December 2</b> .
<b>Job Analysis</b> – Review of job questionnaires and/or job descriptions.	None	<b>December 9</b>
<b>Employee Job Title Assignments.</b> Recommended assignment of employees to job titles. Review of proposed job title assignments by Town Manager and Town staff; consultant revision based on feedback. <b>Deliverable: Employee roster with job title assignments.</b>	Department heads review recommended employee job title reassignments and provide feedback to Town Manager.	<b>December 9</b> (and as needed during course of project)
<b>Compile Market Data and Town vs. Market Comparison</b> – Compile market data and compare to Town pay structure and salaries. <b>Deliverable: Salary Index Report</b>	Town Manager reviews deliverables and provides feedback.	<b>December 16</b>
<b>Review Employee Benefits</b> – Develop market comparison. <b>Deliverable: Benefits Review Report</b>	Provide documentation of Town employee benefits.	<b>December 16</b>

<b>Salary Study Work Plan (cont'd)</b>		
<b>Project Activity</b>	<b>Town of Kingston Springs Staff Involvement</b>	<b>Work Completed by</b>
<p><b>Develop Pay Structure</b> – Market slot all jobs into Pay Grades; develop pay ranges or pay steps; review with Town Manager and revise as needed.  <b>Deliverable: Job Table (jobs, grades, and ranges; possibly separate structure for Public Safety)</b></p>	Town Manager reviews "Job Table(s)" and provide feedback.	<b>December 23</b>
<p><b>Recommend Pay Adjustments</b> – Recommend individual employee pay adjustments; develop cost projections. Review with Town Manager, and other senior management; revise based on feedback.  <b>Deliverable: Employee roster with proposed pay adjustments showing total costs.</b></p>	Town Manager reviews salary adjustments and provides feedback; Town Manager reviews cost projections with Town Manager and finance.	<b>January 6</b>
<p><b>Preliminary Management Review</b> – Meet individually with department heads to review "Job Table" and recommended employee salary adjustments for their departments.</p>	Department heads review "Job Table" and salary adjustments and provide feedback.	<b>January 20</b>
<p><b>Revise "Job Table" and Salary Recommendations</b> – Based on feedback from department heads, revise job pay grade assignments and employee salary adjustments. Review with Town Manager.  <b>Deliverables: 'Final' 1) Job Table, 2) employee salary adjustments, and 3) cost projections</b></p>	Town Manager to review any revised 'final' job pay grade assignments and salary adjustments with department heads as appropriate. (Consultants can be involved as needed.)	<b>January 27</b>
<p><b>Develop Pay Policy/Implementation Plan</b> – Develop pay administration policy and develop implementation plan; review with Town management as needed.  <b>Deliverable: Pay Policy</b></p>	Town Manager to review pay policy; may involve department heads as appropriate.	<b>January 27</b> (Work can be coincident with other project steps)
<p><b>Employee Communications</b> – Development of communications materials; review by Town Manager.  <b>Deliverables: 1) Two to four initial and subsequent employee memos; 2) Salary Study Q&amp;A upon Study completion</b></p>	Town Manager to review and edit communications materials. Distribution of Salary Study Q&A to be determined.	Ongoing
<p><b>Final Report</b> – Develop and present final report to Town Manager.  <b>Deliverable: Final Report</b></p>	Town Manager	<b>February 3</b>
<p><b>Presentation to Commission</b></p>	Commission	<b>TBD</b>

Note that the dates are "completed by" - Burris, Thompson & Associates will begin work on some steps while working on those with earlier "completed by" dates to ensure we avoid any delays. We anticipate completion of the Salary Study by early February 2023.

## VII. Consulting Fees

Based on the scope of our services outlined above, our estimated fees for the project, including expenses, are shown in the table on the following page. We anticipate the project will require approximately 38 consulting hours and that our fees, including expenses, will not exceed \$7,280.

Our fee estimate is effective through August 31, 2023.

If the scope of the project is significantly increased by the Town of Kingston Springs from the services outlined above, we will bill additional hours at the rate of \$180 per hour. Such hours would be subject to your approval in advance. Similarly, our fees will be less if our involvement is less than that specified in our proposal.

Cost Proposal Detail	
Project Activity	Fees
Fact Finding; Interviews, Job Questionnaire/Job Description Review	\$ 810
Compile Comparative Market Data; Compare Town of Kingston Springs Salaries to Market	\$ 1,020
Town of Kingston Springs Benefits Market Comparison	\$ 1,530
Develop Job Classification and Pay Structure(s)	\$ 1,440
Recommend Employee Salary Adjustments	\$ 360
Revisions Based on Feedback	\$ 360
Develop Pay Administration Policy	\$ 900
Develop Implementation Plan	\$ 180
Final Report; Presentation to Commission	\$ 540
<b>TOTAL PROFESSIONAL FEES</b>	<b>\$ 7,140</b>
Expenses @2%	\$ 140
<b>TOTAL FEES</b>	<b>\$ 7,280</b>

## Appendix I – Consultant Resumes

Steven Thompson

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### EDUCATION

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**PURDUE UNIVERSITY**, West Lafayette, IN, Master of Science in Industrial Relations  
**UNIVERSITY OF MINNESOTA, MORRIS**, Morris, MN, Bachelor of Arts in Psychology

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### PROFESSIONAL EXPERIENCE

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#### **BURRIS, THOMPSON & ASSOCIATES**

Murfreesboro/Nashville, TN. Compensation and talent management consulting firm serving primarily small and medium sized organizations in a variety of industries and the public sector.

<b>President, Consulting Services</b>	<b>2005 to present</b>
<b>Vice President, Consulting Services</b>	<b>1994 to 2005</b>

Develop compensation, employee development, and other human resources programs for government, manufacturing, health care, and service industry clients.

#### **DOLLAR GENERAL CORPORATION**

Nashville, TN. Discount retailer: in 1994 the company operated more than 1,800 stores and two distribution centers in 24 states, employed more than 12,000 people and had sales exceeding \$1.3 billion.

<b>Director, Human Resources</b>	<b>1993 to 1994</b>
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Directed employee relations, staffing, and compensation functions.

<b>Director, Compensation &amp; Benefits</b>	<b>1991 to 1993</b>
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Designed and implemented compensation program for all positions, including computer assisted job evaluation program and merit pay system. Developed and installed broad based cash and stock incentive programs that contributed to annual company sales increases in excess of 20%.

#### **MELVIN SIMON AND ASSOCIATES, INC.**

Indianapolis, IN. Real estate management and development. Portfolio included more than 60 million square feet of retail space (regional malls and community centers) in more than 35 states. Company employed 4,500 people in development, construction, property management, marketing, and administration.

<b>Compensation Manager</b>	<b>1987 to 1991</b>
<b>Wage and Salary Administrator</b>	<b>1985 to 1987</b>
<b>Compensation Analyst</b>	<b>1983 to 1985</b>

Contributed to development and administration of job evaluation and wage and salary programs, incentive plans, and performance management program.

#### **CROWE, CHIZEK AND COMPANY, CPAS**

South Bend, IN. Large regional public accounting firm.

<b>Human Resources Consultant</b>	<b>1979 to 1983</b>
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Developed personnel policies, compensation programs, affirmative action plans, and other human resources programs for small financial services, manufacturing, and service companies.

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### PROFESSIONAL AFFILIATIONS

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**WORLD AT WORK (formerly American Compensation Association)**  
**MIDDLE TENNESSEE SOCIETY FOR HUMAN RESOURCES MANAGEMENT**



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## ELIZABETH THOMSEN

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### EDUCATION

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**BELMONT UNIVERSITY**, Nashville, TN, Master of Business Administration  
**AUSTIN PEAY STATE UNIVERSITY**, Clarksville, TN, Bachelor of Business Administration

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### PROFESSIONAL EXPERIENCE

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#### **BURRIS, THOMPSON & ASSOCIATES**

Nashville, TN. Compensation, and talent management consulting firm serving primarily small and medium sized organizations in a variety of industries and the public sector.

##### **Consultant**

**Jan. 2021 to Present**

Develop compensation, employee development, and other human resources programs for government and service industry clients.

#### **INGRAM INDUSTRIES INC.**

Nashville, TN. Corporate holding company with a total of about 6,000 employees worldwide. Subsidiaries include Ingram Marine Group, which provides marine transportation on over 4,500 miles of America's inland waterways, and Ingram Content Group, which provides a variety of services to publishers, retailers, libraries, and educators to get more books into the hands of more readers.

##### **Director, Corporate Compensation & Retirement**

**2016 to 2019**

Directed all activities for corporate compensation and retirement departments. Redesigned and integrated compensation program and new performance appraisal system for corporate headquarters. Successfully completed IRS audit for defined benefit plan. Finalized plan termination for defined benefit pension plan. Reorganized and updated eligibility process for executive nonqualified deferred compensation plans.

##### **Manager, Corporate Compensation**

**2008 to 2016**

Managed all compensation related functions for the corporate headquarters and executives for the organization. Executed annual incentive plan payments and long-term incentive plan recommendations and awards. Performed complete analysis of compensation program for Ingram Marine Group, contributing to complete overhaul of the program. Redesigned communications for executive long-term incentive plans. Updated and/or wrote job descriptions for all corporate positions. Created deferred compensation plan for United Way of Metropolitan Nashville.

##### **Manager, Corporate Pension & 401(k) Services**

**2003 to 2008**

Led team in the administration and compliance of qualified and nonqualified plans for all United States and Canadian associates. Plan portfolio valued at approximately \$750 million covering nearly 6,000 active participants. Developed and implemented new retirement plan for Ingram Marine Group. Improved eligibility process and communications for executive nonqualified deferred compensation plans.

##### **Supervisor, Pension & Thrift Services**

**2001 to 2003**

Spearheaded assimilation of numerous qualified and nonqualified retirement plans resulting from major acquisition. Successfully completed DOL pension plan audit.

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### PROFESSIONAL AFFILIATIONS

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**SOCIETY FOR HUMAN RESOURCE MANAGEMENT**  
**MIDDLE TENNESSEE SOCIETY FOR HUMAN RESOURCE MANAGEMENT**

**Appendix II**  
**Job Analysis Questionnaire**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Reports To: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Titles of Positions Supervised:  
\_\_\_\_\_

Date you started work in your current job: \_\_\_/\_\_\_/\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

**A. GENERAL PURPOSE OF JOB:** In one or two sentences describe the job's primary purpose or contribution to the department or organization.

**B. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Job Tasks:** Briefly describe the six to ten most important functions and responsibilities of your job. Group tasks together that are similar or that are components of a larger responsibility under one job function or responsibility. For example, instead of separately listing eight different reports of expenses that you prepare it may be appropriate to group and describe them under a "Prepare reports of expenses" job function. Or preparing a report may be the last step in performing a particular job function. For example, you prepare a report of findings after conducting an inspection. Conducting the inspection and then preparing the report are two components of "Conducts Inspections."

Please provide enough detail to communicate the nature and complexity of the work. For example, "Developing reports" does not say much - it would be more useful if one were to describe the nature of the reports ("brief summaries of research," "detailed observations of events," "spreadsheets containing data and calculations," etc.), how you obtained the data for the reports, and for what purpose the reports were to be used. Just a listing of the names of reports may not be helpful. Be sure to include important duties that may be performed only weekly, monthly, or annually, and any that occur at irregular intervals. Try to limit description to the space provided – you can attach additional pages if absolutely needed.

**Percent of Time:** For each task, indicate approximately how much of your time is required to perform the task. For many jobs, each day is different - it may be helpful to think in terms of percentage of your workweek, a month, a quarter, or even an entire year. **Percentages should total to 100% (don't worry if slightly over or under).**

**Work Output:** For each task, identify the "product" or other output of the job task.

**Skills:** Finally, for each task indicate the two or three most important skills, abilities, or areas of knowledge you think are needed to complete the task.

***Example:***

<b>Job Task a)</b> 15% of time: Perform routine maintenance on office equipment.
- Change cartridges and ribbons or refill ink, toner, etc.
- Replace broken paper trays or other user repairable parts.
- Periodically run machine automatic calibration routines.
- Clean machines monthly.
<b>Work Output:</b> Properly operating office equipment
<b>Skills:</b> Basic knowledge of office machine operation and maintenance. Ability to understand written instructions. Basic mechanical aptitude.

<b>Job Task 1) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 2) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 3) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 4) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 5) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 6) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 7) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 8) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 9) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

<b>Job Task 10) _____ % of time:</b>
<b>Work Output:</b>
<b>Skills:</b>

**C. SUPERVISORY RESPONSIBILITIES:**

Does this job have supervisory responsibilities? (Please Circle)    Yes    No  
 Are there subordinate supervisors reporting to this job? (Please Circle)    Yes    No  
 If yes, how many subordinate *supervisors* report to this job? \_\_\_\_\_  
 Are there other non-supervisory employees who report directly to this job? (Please Circle)  
 Yes    No  
 If yes, how many non-supervisory employees are directly supervised by this job? \_\_\_\_\_

**D. TRAINING** The training required to obtain the knowledge and skills needed for successful performance of your job is usually a combination of formal education and on-the-job training/experience.

**Required Education:** Select the level of formal education required for most individuals to have obtained the knowledge needed to perform your job or provide a starting point for successful on-the-job training.

- \_\_\_\_\_ **Level 1:** No prior training.
- \_\_\_\_\_ **Level 2:** Less than high school education.
- \_\_\_\_\_ **Level 3:** High school diploma or general education degree (GED).
- \_\_\_\_\_ **Level 4:** One year certificate from college or technical school.
- \_\_\_\_\_ **Level 5:** Associate's degree (A. A.) or equivalent from two-year college or technical school.
- \_\_\_\_\_ **Level 6:** Bachelor's degree (B. A.) from four-year college or university.
- \_\_\_\_\_ **Level 7:** Fifth Year college or university program certificate.
- \_\_\_\_\_ **Level 8:** Master's degree (M. A.).
- \_\_\_\_\_ **Level 9:** Doctoral degree (Ph. D.).

**Required Experience:** In addition to the education selected above, what is the **minimum** length of prior job related experience an applicant normally must have to be **fully qualified** to perform your job (that is, have the needed depth and breadth of knowledge and skill level to be able to successfully perform your job duties after an on-the-job orientation period with little or no additional training):

- \_\_\_ Level 1: Up to three months of job related experience.
- \_\_\_ Level 2: Three to six months of job related experience.
- \_\_\_ Level 3: Six months to one year of job related experience.
- \_\_\_ Level 4: One to two years of related job experience.
- \_\_\_ Level 5: Two to four years of related job experience.
- \_\_\_ Level 6: Four to six years of related job experience.
- \_\_\_ Level 7: Six to eight years of related job experience.
- \_\_\_ Level 8: Eight to ten years of related job experience.
- \_\_\_ Level 9: Ten or more years of related job experience.

**E. EQUIPMENT OPERATED:** List all types of equipment operated on the job (e.g., line trimmer, computer, printer, backhoe, excavator, dump truck, etc.).

**F. COMPUTER USAGE:** How do you use computers in your job? Please indicate the level in each of the following that best matches your job tasks (some things may not apply to your job). Note: applies primarily to non - IT Department jobs.

**Word**

- \_\_\_ Level 1: Not applicable.
- \_\_\_ Level 2: **Basic** - Largely use word processing as a digital typewriter following prescribed format; create basic tables, modify margins, add page numbering, generate addressed envelopes.
- \_\_\_ Level 3: **Intermediate** - Formatting (multiple columns, insertion of graphics and Excel charts), use track changes features, create labels, use mail merge features.
- \_\_\_ Level 4: **Advanced** - Create, organize, and format outlines; create table of contents, add text boxes, work with forms and fields.

**Excel**

- \_\_\_ Level 1: Not applicable.
- \_\_\_ Level 2: **Basic** - Mostly data entry; can create basic spreadsheets using autofill, autosum, average, count, and other basic "formulas".
- \_\_\_ Level 3: **Intermediate** - Create custom spreadsheets using subtotals, intermediate math formulas (percentiles, date calculations, etc.), database formulas (count if, look-up tables); create graphics (frequency distributions, bar charts), link two workbooks.
- \_\_\_ Level 4: **Advanced** - Use complex financial, lookup/reference/ and database and chart functions (e.g., pivot tables, line plots, etc.), create macros.

**Applications/Database**

- \_\_\_ Level 1: Not applicable.
- \_\_\_ Level 2: Routine data entry; limited number of data fields and screens.
- \_\_\_ Level 3: Routine data entry with some responsibility for data integrity; routine predefined database queries; limited number of screens.
- \_\_\_ Level 4: Multiple screens; data entry with primary responsibility for data integrity; custom data base queries.
- \_\_\_ Level 5: Multiple screens; wide variety of data entry with responsibility for data integrity; routine addition of data fields; use of graphics design, GIS, or similar software; create SQL queries.

**Internet**

- \_\_\_\_\_ **Level 1:** Not applicable.
- \_\_\_\_\_ **Level 2:** Update web site(s) with provided content.
- \_\_\_\_\_ **Level 3:** Create content and update web site content.
- \_\_\_\_\_ **Level 4:** Contribute to design and programming of web site(s) via content management system.
- \_\_\_\_\_ **Level 5:** Contribute to design and programming of web site(s) using HTML, XML, or similar language.

**G. CERTIFICATES, LICENSES, and REGISTRATIONS:** List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

**H. PHYSICAL DEMANDS:** How much on-the-job time is spent in the following physical activities? Show the portion of time by checking the appropriate boxes below.

	----- Portion of Time -----			
		Under	1/3 To	Over
	None	1/3	2/3	2/3
Stand				
Walk				
Sit				
Use hands to finger, handle, or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk or hear				
Taste or smell				

Does this job require that weight be lifted or force be exerted? If so, how much and how often (portion of your time on- the-job)? Check the appropriate boxes below.

	----- Portion of Time -----			
		Under	1/3 To	Over
	None	1/3	2/3	2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

**I. WORK ENVIRONMENT:** How much exposure to the following environmental conditions does this job require? Show the portion of time by checking the appropriate boxes below.

	---- Portion of Time ----			
		Under	1/3 To	Over
	None	1/3	2/3	2/3
Wet or humid conditions (non-weather)				
Work near moving mechanical parts				
Work in high, precarious places				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme cold (non-weather)				
Extreme heat (non-weather)				
Risk of electrical shock				
Work with explosives				

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: large earth-moving equipment)
- Very loud (examples: jack hammer work)

**J. ADDITIONAL COMMENTS (Optional)** Provide any additional information you feel will be helpful for a clear understanding of your job responsibilities.

Reviewed by Supervisor \_\_\_\_\_ Date:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature



Second South Cheatham Utility  
P.O. Box 6  
Kingston Springs, TN 37082  
615-952-3094 - Office  
615-952-2017 - Fax

13.E.

facsimile transmittal

To: Doris Fax: 615-952-2397  
From: Jennifer Davenport Date: 11-4-22  
Re: Secondary Meters Pages: 3  
CC:

Urgent  For Review  Please Comment  Please Reply  Please Recycle

Notes: Please review/approve in your November  
meeting.

Thank you,  
Jennifer



4:03 PM

11/04/22

## Secondary Meters Summary with usage As of November 4, 2022

Type	Name	Memo	Open Balance
<b>Current</b>			
Bill	Agnes J. Briley	951-91780-001; Usage: ...	97.85
Bill	Allison Skiff	0951-30400-001 usage:...	26.05
Bill	Barbara Locke	0951-24970-000 usage ...	5.77
Bill	Bill Miller	0951-93070-003 usage ...	63.48
Bill	Brenda Scott	0951-99160-000 USAG...	59.19
Bill	Brian Nobes	0951-98450-001 Usage ...	67.78
Bill	Carolyn S Gill	0951-99060-001 Usage ...	19.71
Bill	Charles Sleighter	0951-99440-000 Usage ...	67.78
Bill	Cynthia Williams	0951-30450-001 Usage:...	65.63
Bill	Daleleen Haman	0951-25150-001 Usage ...	88.19
Bill	David Leftwich	0951-93030-009 Usage ...	186.70
Bill	David Sturtevant	0952-30020-001 usage:...	149.74
Bill	Dennis Thweatt	92510 Usage: 1,100 + 4...	227.84
Bill	Donald Greer	0951-92160-000 Usage:...	161.70
Bill	E.C. Hardison,III	0951-30510-000 Usage:...	199.74
Bill	Edward Gasser	0951-92870-000 Usage ...	196.48
Bill	Elizabeth Duggan	951-99120-001 ; Usage ...	13.70
Bill	Ellen Hodges	0951-28010-001 Usage:...	87.11
Bill	Gary Freeman	0951-93190-001 Usage ...	31.33
Bill	GENEVIEVE SIMM...	0951-02490-003 USAG...	218.59
Bill	Glenn Baker	0952-00810-001 Usage ...	4.33
Bill	Gordon or Traci Bell	0951-30570-000 Usage ...	418.25
Bill	Guglielmo F Franco	951-30190-001 ; Usage:...	210.70
Bill	Henry Lorenz	0951-99420-000 Usage...	13.70
Bill	James Anderson	952-27300-001 ; 100	0.72
Bill	James Nix	0951-96350-000 Usage ...	147.57
Bill	Janie Tiesler	0951-99380-000 usage ...	7.21
Bill	Jeff Lundy	30370 Usage 6,700 + 9,...	159.19
Bill	Jennifer Bischof	0951-25170-002 Usage ...	28.16
Bill	Jesse Tritschler	0951-30800-000 Usage ...	38.78
Bill	Joan Weaver	951-28060-001 ; Usage:...	2.16
Bill	John Adamson	0951-92670-000 Usage ...	20.76
Bill	John Hoots	0951-99240-000 usage ...	347.18
Bill	John McLeroy	0951-99170-001 Usage ...	315.60
Bill	John Romano	0951-96280-001 Usage:...	9.37
Bill	Joyce Graves	0951-93150-001 Usage ...	300.94
Bill	K. S. Elem. School ...	0951-19610-001 Usage ...	6,151.87
Bill	Kathleen Davis	0951-25040-000 Usage ...	307.70
Bill	Kathleen Gibbs	0951-90360-001 Usage...	43.08
Bill	Kathleen Miller	Usage 3700	32.39
Bill	Katlin Elrod	951-24972-001 Usage 1...	141.05
Bill	Keith Honchell	0951-30060-000 Usage ...	101.07
Bill	Kelly or Chris Hoffm...	951-20260-001 ; Usage:...	471.26
Bill	Kelly Williams	0951-99400-002 usage ...	155.18
Bill	Kimberly Dronsella	0951-92780-002 Usage ...	52.74
Bill	Landy R. Campbell	0951-30500-001 Usage:...	83.89
Bill	Larry Craig	0951-19700-000 Usage ...	24.99
Bill	Larry Turner Jr	0951-92100-001 usage:...	64.56
Bill	Laura Aker	0951-00690-001 USAG...	132.35
Bill	Lauren Hill	0951-92690-003 usage ...	214.08
Bill	Leighanne Haynes	usage18,900	196.48
Bill	Linda Vaughn	0951-12710-000 USAG...	3.61
Bill	Lisa Clark	usage: 19,400	201.92
Bill	Maria Talley	0951-18830-001 Usage ...	132.35
Bill	mary Bentley	0951-30650-001; Usage...	211.82
Bill	Mary Combs	0951-92490-002 Usage ...	30.28
Bill	Matt Farmer	0951-92090-003 Usage ...	76.37
Bill	Michael Burton	0951-28050-000 Usage ...	161.70
Bill	Michael Hargis	0951-20122-001 Usage ...	1,497.74
Bill	Michelle Kitch	0951-92600-002 usage ...	159.53
Bill	Mike Siler	0951-25160-000 Usage ...	96.78
Bill	Morris Lewis	951-00480-001; Usage ...	133.44
Bill	Nancy Sturtevant	0951-30020-001 Usage ...	172.57
Bill	PAM FORIEST	0951-99050-002 Usage ...	615.65
Bill	Paul Ashby	0951-24880-000 usage ...	42.00
Bill	Peter White	0952-00210-001 Usage ...	122.57
Bill	Pierre LuDuc	0951-92420-001 Usage ...	47.37

4:03 PM

11/04/22

**Secondary Meters  
Summary with usage  
As of November 4, 2022**

Type	Name	Memo	Open Balance
Bill	Rachel Garrison	0951-27150-001 Usage:...	212.95
Bill	Ralph A Garton, Jr	951-91250-001 ; Usage:...	94.63
Bill	Randy Simpkins	0951-99070-000 usage ...	48.45
Bill	Richard Gibbs	30470 Usage: 10,000 + ...	968.32
Bill	Richard Hilligoss	951-30590-001; Usage:...	124.74
Bill	Richard Lawton	0951-92430-002 Usage ...	141.05
Bill	Ricky Gibbs	0951-30880-000 Usage ...	553.61
Bill	Robert Crouch	0951-16820-000 usage ...	198.66
Bill	Robert DeFrancesca	0951-92450-003 Usage ...	97.85
Bill	Robert Hueneke	0951-00490-001 Usage:...	281.76
Bill	Robert Kupina	0951-92650-000 Usage ...	12.98
Bill	Robert Perry	0951-30320-001 usage ...	36.63
Bill	Samuel T Long IV	0951-92950-002 Usage ...	105.37
Bill	Sara Hamilton	0951-92620-001 Usage ...	18.65
Bill	Selah Speich	951-96340-001 ; Usage ...	169.31
Bill	Stephen Turnbloom	30720 usage: 26,900 + ...	383.05
Bill	Steven Bruce	0951-99260-001 usage ...	238.90
Bill	Sue Clark	0951-92930-001 Usage ...	531.05
Bill	Terry Lyon	0951-92790-001 usage ...	159.53
Bill	Traci Bobo	0951-92060-001 Usage...	60.26
Bill	Trina Corlew	0951-13000 usage 5500	51.67
Bill	Van Nguyen	0951-99050-002 Usage ...	73.15
Bill	Vicki Watts	0951-91200-000 Usage...	109.67
Bill	Vickie Shrum	0951-00560-001; Usage...	21.82
Bill	Wayne Hastings	951-30560-001 ; Usage:...	192.14
Bill	William Allen	0951-99390-001 Usage ...	10.09
Bill	William Englehart	0951-30490-000 Usage:...	131.26
Total Current			20,964.92
> 0			
Total > 0			
<b>TOTAL</b>			<b>20,964.92</b>





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# Department Reports

Kingston Springs, Tennessee

November  
2022



## Monthly Codes Report - Commission Packet

01/01/2022 - 10/31/2022

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200179	10/15/2022	108B Martin Ct.	ST HILAIRE VANCE	Town Staff	Unlicensed vehicle parked in driveway	Open - Yellow Card
200178	10/15/2022	203 Hillcrest Rd	MCCOY ERIC WAYNE	Town Staff	Detached building(s) in disrepair. Commercial Vehicles Parked in residential driveway with expired tags, trailer full of trash in driveway, boat in driveway.	Pending
200177	10/15/2022	439 Harpeth Meadows Dr.	BENTLEY, MARY PINSON	Town Staff	Grading/removal of landscape w/o a permit.	Abated/Closed (Green Card)

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200176	10/15/2022	159 Hillcrest Rd	RUIZ JUAN GABRIEL CORREA		Junk Motor vehicles, Elevated rectangular structure/wall in excess of 6' in height on one elevation constructed w/o a permit, debris in the rear side yard of the home, vehicles parked in the side yard of the property. Making repairs to an inoperable vehicle outside of an enclosed space	Open - Yellow Card
200175	10/13/2022	116 B Martin Ct	SEIDQI ABDUL	Town Staff	Discarded furniture in side yard	Open - Yellow Card
200174	10/15/2022	116A Martin Ct.	SEIDQI ABDUL	Town Staff	Junk Automobiles, Working on automobiles in driveway	Open - Yellow Card
200173	9/21/2022	182 Hillcrest	ROBERTS LOUISE F	Resident/Other Complainant	overgrown grass/ trash	Abated/Closed (Green Card)
200172	8/24/2022	525 Cunningham Ct.	HARVILL MARVIN ETUX	Town Staff	Construction without a permit	Open - Yellow Card
200171	8/24/2022	178 Walnut Dr	DELANCEY WILLIAM ETUX		Construction without a permit	Open - Yellow Card
200170	8/9/2022		SHRUM TIMOTHY W			Open - Yellow Card

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200169	6/9/2022	244 Redwood Circle	THOMPSON SONIA F	Town Staff	Inoperable/unlicensed Motor vehicle, trash and debris, overgrown vegetation	Violation Letter Issued
200168	5/23/2022	107B Martin Court	BARRON HENRY RAY	Resident/Other Complainant	Trash and Debris	Open - Yellow Card
200167	4/29/2022	176 Walnut Dr.	ESTATE OF TOMMY DALE DICKERSON - C/O SCOTTY DALE CARTER & SHARON CARTER	Town Staff	Junk Autos, debris and junk throughout the property.	Violation Letter Issued
200166	4/14/2022	116 Lubyen Hills Rd	PATEL SAMIR H	Town Staff	Trash and Debris	Open - Yellow Card
200165	4/11/2022	1018 Ward Lane		Resident/Other Complainant	Grass next to 1016 not mowed	Abated/Closed (Green Card)
200164	4/1/2022	761 Mt. Pleasant	WINDSOR PROPERTIES LLC	Town Staff	Trash and Debris	Abated/Closed (Green Card)
200163	2/23/2022	350 E. Kingston Springs Rd		Town Staff	Construction W/O a Permit	Open - Yellow Card
200162	3/7/2022	225 Harpeth Hills Dr	BARTELS CRYSSA ETVIR EVAN		Construction of a storage shed without a permit.	Abated/Closed (Green Card)
200161	2/23/2022	451 park st	DEAL DAVID	Resident/Other Complainant	residential property being used for commercial purposes	Violation Letter Issued
200160	2/11/2022	430 Spring St.	DEAL DAVID H	Town Staff	Operating a commercial bussiness from property not zoned for commercial use	Violation Letter Issued



Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200159	2/10/2022	194 Hillcrest Dr.	LINDER, COLTON TRA	Town Staff	Keeping swine in a residential neighborhood	Court Scheduled
200158	1/28/2022	484 Old Barn Trace	BIEHL ROGER D ETUX DEBRA L	Town Staff	Trash and junk in the yard and portable dumpster	Open - Yellow Card

Total Records: 22

11/11/2022



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# Monthly Departmental Update

November 2022

## PARKS DEPARTMENT MONTHLY REPORT

---

### Projects/Items in the Works:

- Insulation has been installed in the Pump House to prepare for winter.
- Preparing and planning for A Kingston Springs Christmas.
- New Christmas Tree has been planted in Burn Park. A 16-foot Green Giant Arborvitae.
- Rain barrels have been installed at the Activity Center and the last flower bed has been planted.
- Replacement swings have been installed.
- Activity Center roof repairs were made. No leaks, but new screws replaced the old ones that were loose.
- Gutter on the backside of the Activity Center has been repaired.

### Other Notes:

- Seniors will have bingo on the 1<sup>st</sup> & 3<sup>rd</sup> Monday's at 10:00
- November luncheon will be on 11/17/22 at the Activity Center. Thanksgiving Lunch
- A Kingston Springs Christmas December 11<sup>th</sup>.



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# Monthly Departmental Update

## **POLICE/FIRE DEPARTMENT MONTHLY REPORT November 2022**

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### **Projects/Items Completed this Month:**

#### **Fire Department**

- We replaced all firefighters nomex hoods, structural fire and extricate gloves
- Department training continues every Thursday evening.

#### **Police Department**

- Involved in a man hunt after crash on I-40 The identity is known (thanks to him leaving behind his wallet) and confirmation he was last seen near exit 172 waiting on his girlfriend and grandmother to pick him up

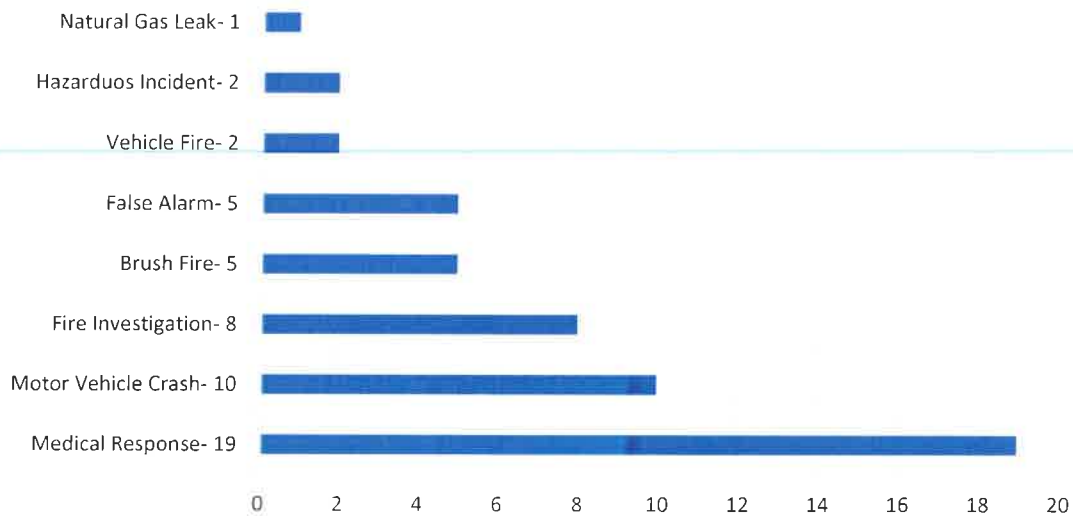
#### **Other Notes:**

# Kingston Springs Volunteer Fire Department

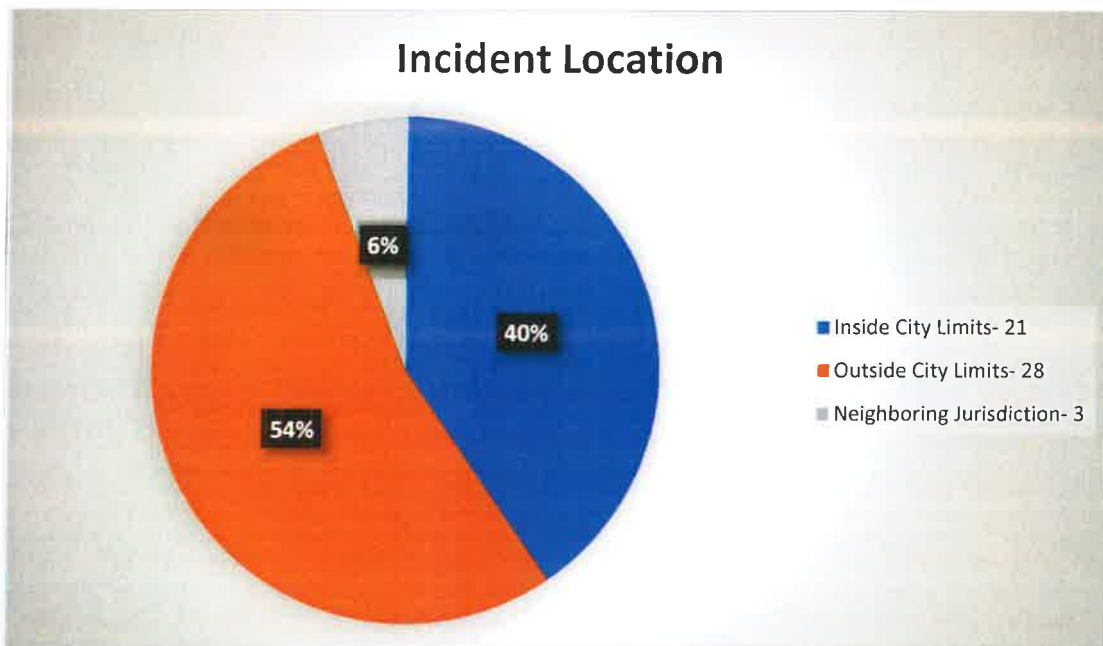
## Incident Response for October 2022

KSVFD responded to 52 calls in the month of October with an average response time of just over 7 minutes. Below is a breakdown of incident type and location.

### Incident Type



### Incident Location



Kingston Springs Police Department  
Monthly Report Worksheet

TYPE OF CALL	MONTH'S TOTAL	
TRAFFIC CITATIONS ISSUED	2	
MISDEMEANOR CITATIONS ISSUED	1	
10-14 ESCORT	5	
10-15 ARREST	4	
10-17 SERVE WARRANT		
10-27 BURGLARY		
10-42 ALARM	5	
10-43 REQUEST FOR OFFICER / INVESTIGATION	61	
10-43 MOTORIST / CITIZEN ASSIST	14	
10-44 STOLEN VEHICLE		
10-45 VEHICLE CRASH (non-injury)	7	
10-46 VEHICLE CRASH (with injuries)		
10-49 DRIVING UNDER THE INFLUENCE		
10-52 ROBBERY		
10-58 PUBLIC INTOXICATION		
10-59 FIGHT/ASSAULT		
10-62 DECEASED PERSON		
10-71 SCHOOL ZONE TRAFFIC	3	
10-72 FIRE CALL	25	
10-72b FIRE CALL (medical)	8	
10-80 EXTRA PATROL	35	
10-81 TRAFFIC STOP	27	
10-82 MUTUAL AID	20	
10-86 DOMESTIC ASSAULT	1	
10-94 SUICIDE/ATTEMPTED SUICIDE		
FOLLOW UP INVESTIGATIONS		
<b>Traffic Stop Count</b>	<b>Warning</b>	<b>Citation Issued</b>
Mt. Pleasant Rd.	2	
W. Kingston Springs Rd	3	1
E. Kingston Springs Rd.	16	1

Officer: Department Total

Month: October 2022



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# Monthly Departmental Update

November 2022

## **PUBLIC WORKS DEPARTMENT MONTHLY REPORT**

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### **Projects/Items Completed this Month**

- General maintenance on equipment and trucks
- Patching potholes
- Trimmed trees
- Cut roadsides
- Bush hogged disc golf course and river trail
- Continued pond repair at Burns Park
- Leaf pickup and gutter cleaning along main roads

### **Projects/Items in the Works:**

- Bush hogging at Burns Park
- 36" culvert replacement on Merry Log
- Edging side walks all across town
- Tree trimming across town



## Second South Cheatham Utility District

### TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

READ NOV 08 2022

Billing Period  
10/31/2022

Aug 22 - Ending Balance	43,447.95
Add Penalties:	578.91
Adjustments:	-60.75
Less Payments:	-42,768.54
Unapplied cash payments	-383.68
Balance Forward:	813.89
Sewer Billing (Sales):	43,615.43
Total Account Receivable:	44,429.32

#### COLLECTIONS STATEMENT

Collection Dates:	10/01/2022 - 10/31/2022
Collection Amount:	42,768.54
Unapplied Cash	383.68
Less 6.5%	2,804.89
Amount Due	40,347.33

	Same Period Last Year	Current Period	Increase or Decrease
SALES	35,772.58	43,615.43	21.9%
GALLONS	3426.2	3827.0	11.7%

#### ADJUSTMENTS

0101-85120-009	Julia Moore	-19.02	misread
0101-24810-000	Renee Housley	-41.73	misread
	Total	-60.75	

**Second South Cheatham**

**Transaction Rate Summary**

Company Division(s)	All	Include Voided Transactions	
Cycle(s)	01 Cycle 1	Batch Range	All
Customer Type(s)	All	Break Out Addons Per Service Type	
Service Type(s)	KS Sewer	Break Out Service Credit	
Account Range	All	Report Breakdown Level	Totals Only
Transaction Type	History		
Transaction Date Range	10/1/2022 To 10/31/2022		

Service Type	Rate Code	Adjustments	Payments	Deposit	Applied	Bad Debt	Applied Credit
				Receipts	Deposits	Writeoffs	
KS KS Sewer Usage	01	-\$19.02	-\$42,071.53	\$0.00	\$0.00	\$0.00	-\$477.94
KS K.S. Sewer Only	06	\$0.00	-\$61.80	\$0.00	\$0.00	\$0.00	\$0.00
Penalty KS Sewer Penalty	11	\$0.00	-\$635.21	\$0.00	\$0.00	\$0.00	\$0.00
KS - Svc Credit		-\$41.73	\$0.00	\$0.00	\$0.00	\$0.00	\$94.26
<b>All Routes Totals</b>		<b>-\$60.75</b>	<b>-\$42,768.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$383.68</b>



**Second South Cheatham**

**Code Summary Report**

Cycle(s) 01 Cycle 1

Print Totals Only

Customer Type(s) All

Service Type(s) KS Sewer

Print Code Summary Report For Historical Billing

Account Number Range All

Inactive Services With Arrears Shown In Billing

10/1/2022 To 10/31/2022

Service	Rate	Number Active	Number Inactive	Charges	Usage	Adjustment Amount	Adjusted Total
KS Sewer	01 KS Sewer Usage	748	11	\$43,569.08	3,827,000		
	06 K.S. Sewer Only	3	0	\$46.35			
			<b>11</b>	<b>\$43,615.43</b>	<b>3,827,000</b>		
Penalty	11 KS Sewer Penalty	122	10	\$578.91			
	<b>Total Penalties</b>		<b>10</b>	<b>\$578.91</b>			
	<b>Report Totals</b>			<b>\$44,194.34</b>	<b>3,827,000</b>		