



# City Commission

Kingston Springs, Tennessee

January 19, 2023

Meeting Packet





**Kingston Springs Board of Commissioners  
Regular Business Meeting Agenda  
January 19, 2023**

**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 \_\_\_\_\_  
Todd Verhoven, 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 \_\_\_\_\_  
Roger Parker, Public Works Director \_\_\_\_\_

**4. Declaration of Quorum by Mayor**

**5. Motion to Approve the December 15, 2022, City Commission Meeting Minutes:**

**6. Motion to Approve the January 19, 2023, City Commission Meeting Agenda:**

**7. Announcements from Commissioners:**

8. Community Input and Concerns:

9. Department Reports:

10. Legal Updates:

11. Unfinished Business:

A. None

12. New Business:

- A. Motion to reimburse Debbie Yoho, 106 Ellersly Way, the amount of \$407.00 for septic tank pumping – Sponsored by Commissioner Clark.
- B. Motion to approve Resolution 23-001 adopting Cheatham County, Tennessee Joint Growth Plan 2022-2042.
- C. Motion to approve Resolution 23-002 – Adopting the updated 2022 Cheatham County, Tennessee Hazard Mitigation Plan.
- D. Discussion on submitting request to TDOT for inclusion of midblock crosswalk on Luyben Hills Road – Sponsored by Commissioner Clark.
- E. Discussion on Town sponsored survey for opinion and comment on updating a Capital Improvement Plan – Sponsored by Commissioner Clark
- F. Appointment of Marie Spafford and Bob Stohler to the Kingston Springs Regional Planning Commission.

**13. Surplus:**

- Parks Department – Olympus and Sony Cameras – Discard
- Parks Department – Video Camera #1070 – Discard
- Parks Department – Walkie Talkies #1065 and #1066 - Discard

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

- Set date for annual Commissioner Retreat

**15. Reminders:**

- None

**16. 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  
Regular Business Meeting Minutes  
December 15, 2022**

**1. Call to Order:**

The meeting was called to order by Mayor Gross at 7:06 p.m.

Motion to recess meeting made by Vice Mayor Remick, with a second by Mayor Gross at 7:06 pm. Motion approved. County Mayor McCarver not able to attend to swear in newly elected Commissioners Hargis and Verhoven as planned. There was discussion with City Attorney Perry on how to proceed. Non-sworn in commissioners will be allowed to debate, but not vote. Election of Mayor and Vice-Mayor should be tabled. Meeting should not be adjourned, but recessed at the end, to allow for swearing in next day.

Mayor Gross called the meeting back to order at 7:19 pm.

**2. Swearing in of New Kingston Springs Commissioners:**

Swearing in will be done when meeting reconvenes after the recess.

**3. Pledge of Allegiance:**

**4. Roll Call:**

**Board Members in Attendance:**

Carolyn Clark, Commissioner	Present
Tony Gross, Mayor	Present
Mike Hargis, Commissioner	Present
Glenn Remick, Vice-Mayor	Present
Todd Verhoven, 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

**5. Declaration of Quorum by Mayor**

Mayor Gross declared a quorum.

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6. **Mayor Gross Turns Meeting over to City Manager for Election of Mayor:**  
Motion to table election made by Vice-Mayor Remick, with a second by Commissioner Clark.  
Motion approved.

Motion to suspend rules to allow unsworn in Commissioners to participate in debate made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

7. **The City Manager turns the meeting over to the Mayor for election of Vice-Mayor:**  
Motion to table election made by Vice-Mayor Remick, with a second by Commissioner Clark.  
Motion approved.

8. **Motion to Approve the November 17, 2022, Public Hearing Meeting Minutes:**  
Motion to Approve the November 17, 2022, Public Hearing Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

9. **Motion to Approve the November 17, 2022, City Commission Meeting Minutes:**  
Motion to Approve the November 17, 2022 City Commission Meeting Minutes made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

10. **Motion to Approve the December 15, 2022, City Commission Meeting Agenda:**  
Motion to approve the December 15, 2022 City Commission Meeting Agenda made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

11. **Announcements from Commissioners:**  
Commissioner Clark wished everyone Happy Holidays.

Vice-Mayor Remick complimented Town and staff on the holiday event at Burns Park and expressed his thanks for all the hard work involved in putting together the event.

Commissioner Hargis wished everyone Happy Holidays and Happy New Year.

Commissioner Verhoven wished everyone Merry Christmas and said he was happy to join the Board.

Mayor Gross said the Christmas event was fantastic, and staff did an amazing job. It was one of the Town's best events and he appreciated the work that went into it.



## **12. Community Input and Concerns:**

Debbie Yoho, Ellersly Way, shared concerns about sewage in her home on Thanksgiving, and not being able to get a response to her calls to the Town's emergency number until later in the day. She had to call a plumber out of Nashville at a cost of \$450 to repair it. Ms. Yoho was concerned that phone was not answered and wanted to know what to do in future if it occurs, and would like a refund on her repair. City Manager Lawless said return call time was 3 hours and 4 minutes.

Bill Rodgers, 1660 South Harpeth, shared his concerns about the erosion control measures for the construction at the Golf Club of DBI. Debris and silt are flowing into the river, ditches and the road.

## **13. Department Reports:**

City Manager expressed his thanks to staff for their work on the Kingston Springs Christmas events. There was approximately 4000 in attendance.

Chief Ivey shared that his staff plans to apply for a TN Violent Crimes grant. We are eligible for up to \$63,000. December 15 was the deadline to submit intent to apply, which they did. They will apply in January. Grant is 100%, not a matching grant. He received clarification at the Police Chiefs Association on what it can be used for, which is much broader than what it was originally thought.

City Planner Armstrong shared that during an inspection on private property, the city has no authority to allow the general public on the property. That has to be done by the owner of the property, otherwise it is seen as trespassing. Planning staff had a discussion with Golf Club of DBI, and they stated they do not want members of the public present during inspection on their property or during site visits. Armstrong, City Manager Lawless, and County Inspector Franklin Wilkinson had a site visit to the Golf Club of DBI. It was lengthy, muddy, and complexly done. Wilkinson was invited in two capacities. He is building official for Cheatham County, and also the Town Building Inspector. He was invited because there are issues present within the county that need to be addressed. She noted that the storm water permit is handled by TDEC. The Golf Club of DBI received a notice of violation on October 2022; two weeks later, there were three breaches. The three of them walked the entire property. Some of the culverts and pipes are not large enough to contain the water. Golf Club of DBI has been advised to remove debris and to put riprap down the slope. Rain event with 3 ½" in 4 hours produced a lot of water, and the hill could not absorb it. The plan going forward is to increase the requirements for soil and erosion control and stormwater control. Site monitor will be assigned by the KS Regional Planning Commission at their next meeting. Town in working with the County regarding the road. There was scalding to the road. They are also addressing problem with appropriate people at TDEC, and asked about visits to the site. However, TDEC has limited field calls due to COVID work from home protocols. County Planning Commission meets on January 5<sup>th</sup>, and Armstrong and Wilkinson will be in attendance. County Roads Supervisor Hester will be invited to the County Planning Commission to address issues. Commissioner Clark asked if a check dam was similar to a retaining pond and if it would be

sufficient enough. Armstrong said retaining pond are in the process of being constructed on the property and they are taking steps to address issues. Clark asked if there was a time span for them to address the debris pile. Armstrong said the debris pile will require them to amend their permit and that that takes time. Anytime you change plans that are submitted and approved by the Planning Commission, it has to go back to the Planning Commission for approval after proper advertising. Staff are not allowed to approve the change. Clark asked if the \$750,000 bond established by Cheatham County was for the road only. Armstrong said it is her understanding that it is for the road, the ditches and the right-of-way. Kingston Springs has a soil and erosion control bond in the form of a surety bond in place. It is in the neighborhood of \$250,000-\$300,000 for soil and erosion and stormwater. Agreements had to be made between Golf Club of TN and Golf Club of DBI. They are separate entities. One is a not-for profit, agricultural zoned entity and the other is a commercial midway zoned. They are held separately and we had to have agreements between the two. They were permitted to do a temporary pond for retention, the bridge and the grading. That is as far as they've gotten. It is a very large project. It is 243.8 acres. It took 14 months of review by the Planning Commission to get PUD agreement in place. Permitting began in September 2021. It was a limited scope permit. We have other permit applications in house on the Golf Club of TN and other permit applications for the Golf Club of DBI. Commissioner Clark asked if there is any significance to that area being part of the Kingston Springs urban growth area. Armstrong said our authority under contract entered in by Cheatham County and Kingston Springs for urban growth boundary is only in the event that that they seek a rezoning and then attempt to subdivide it and they did not subdivide for this project. Our jurisdictional authority stops at the city limits. Armstrong said they have created an environment where communication lines are open now. They are not open with TDEC. She attempted four times to communicate with TDEC. All emails were denied. Whether that is a function of files being too large because of attached pictures of the incidents. She tried again without the pictures and she has not heard back. Armstrong said they have done due diligence on this project from day one. There were eight submissions to FEMA; grading plans were vetted by everyone that they could get to lay eyes to it. We got TDEC to hold a public hearing. They have done as much as they can on this project for three years. Commissioner Hargis asked how much acreage was in the city. Armstrong said over 700 acres are in the city, the remaining balance of 900 or so acres is in the county.

#### **14. Legal Updates:**

City Attorney Perry gave a synopsis of the Town Charter for the new commissioner and refresher for current commissioners. Our charter is a City Manager-Commission form of government. This is basically our bylaws. The Commission is granted authority to do things, such as set taxes, fix roads, set the budget, etc. The Commissioners cannot act as individuals, but must act as a body. They can bring concerns, requests for information, items for the agenda, ideas on conduct of the City Manager and staff, to the attention of the City Manager. The City Manager has authority to manage personnel and department heads, enforces acts approved by the Commission. City Manager can't initiate contracts. He can sign contracts only if commission invests him with authority to do so. City Manager serves at the pleasure of the Commission, as set forth in the bylaws. Perry touched on ethics, saying that commissioners can't do anything for personal gain. If they have a personal interest in an issue, you are not

disqualified from voting in the State of Tennessee. You have to declare the personal interest. She noted as an example, Commissioner Hargis declaring his membership in Golf Club of Tennessee. Hargis added that the Golf Club of DBI has no members at this point. He is not a member of it. Perry also addressed Open Meetings/Sunshine Laws. In the State of Tennessee, Commissioners are prohibited from having discussions with one another outside of an open meeting with respect to anything that can be voted on. If they do have conversations about something currently on the agenda or can reasonably be foreseen to be on the agenda for a vote, you do not need to have those conversations. If you realize after the fact that it is coming up for a vote, then those conversations must be fully disclosed and rehashed in front of the public having cured violation of open meetings.

**15. Unfinished Business:**

**A. Motion to approve Resolution 22-017 – Recognizing Ms. Loretta Lynn for Outstanding Cultural Enrichment.**

Motion to approve Resolution 22-017 – Recognizing Ms. Loretta Lynn for Outstanding Cultural Enrichment made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved unanimously. Mayor Gross read the resolution aloud and presented a framed copy of the resolution to members of Loretta Lynn’s family.

**16. New Business:**

**A. Motion to approve Resolution 22-019 – Establishing Sewer Rate Increase.**

City Manager Lawless reminded the Board that sewer rates are for operating and maintenance of the system. A page with year-end projections of revenues and expenditures was included in the meeting packet. Commissioner Hargis asked if the two months with higher rates was due to repairs. Lawless confirmed that it was, and from spikes from emergency expenses. Finance Director Reed said the prior fiscal year had several high months. December revenue is lower due to write-off for secondary meters. Mayor Gross said we are seeing more of these issues with aging infrastructure. Lawless said in the past we had a full-time wastewater operator to handle some of the issues. Now we have a part-time person. Hargis asked how much the 10% increase had brought it. Reed said it was approximately \$2000 a month. Lawless said the commissioners will need to determine if a rate increase is needed and at what amount. Commissioner Verhoven asked if this was the right time, and if the increases were due to major repairs. Mayor Gross said it was just maintenance to keep the system running. City Manager Lawless shared a rate comparison, noting our rate structure is different, and we may need to change structure. Mayor Gross said we need to make sure we see a profit, and rate structure should be a retreat topic. Commissioner Hargis was concerned that we were only seeing results of six months into a rate increase. Commissioner Clark said everyone is expecting an increase. Commissioner Verhoven said if we don’t show a profit, the state can take over the system. Vice-Mayor Remick suggested we decide at 10%. Commissioner Hargis said rate was excessive and suggested a moderate second phase. Motion to approve Resolution 22-019 – Establishing

Sewer Rate Increase of 10% made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

Later in the meeting motion to revote by roll call vote on the sewer rate made by Vice-Mayor Remick, with a second by Commissioner Clark. Roll call votes: Commissioner Clark voting yes, Mayor Gross voting yes, and Vice-Mayor Remick voting yes. Motion approved.

**B. Motion to approve rescue boat and trailer donation to the Kingston Springs Volunteer Fire Department from neighboring municipal department.**

Chief Ivey explained that the rescue boat was a connector boat, and the donation include the boat, trailer and motor from a neighboring community. Commissioner Clark asked where it would be stored, and Chief Ivey said that we budgeted for a metal building near the sewer plant.

Motion to approve rescue boat and trailer donation to the Kingston Springs Volunteer Fire Department from neighboring municipality made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

**C. Motion to approve recommendation from the Kingston Springs Board of Zoning Appeals to waive the permit fee fine for basement finished without permit by previous owner at 269 Harpeth View Trail.**

Motion to approve recommendation from the Kingston Springs Board of Zoning Appeals to waive the permit fee fine for basement finished without permit by previous owner at 269 Harpeth View Trail made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved.

**D. Motion to approve first reading of Ordinance 22-012 – Amending Title 5 – Chapter 4 of the Kingston Springs Municipal Code – Municipal Purchasing Requirement.**

City Manager Lawless said that the State of Tennessee changed the purchasing requirement from \$10,000 to \$25,000. City Attorney Perry said that the Town's current \$10,000 requirement is part of our charter, and she did not advocate for changing the Town's Charter. If we did change it in the future, she suggested that we tie it to the state's rate. Either way, it would have to go before the legislature. No action taken.

**E. Motion to approve payment for Permanent and Temporary Easement agreements for Ivey Property – 189 Maple Court - \$18,000 for the construction of new wastewater pump station. Funding allocated in current budget.**

Commissioner Clark asked about a time limit, and City Manager Lawless said this is the last step before getting construction bids. TDEC has approved. Motion to approve payment for Permanent and Temporary Easement agreements for Ivey Property – 189 Maple Court - \$18,000 for the construction of new wastewater pump station made by Vice-Mayor Remick, with a second by Commissioner Clark. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, and Vice-Mayor Remick voting yes. Motion approved.

**F. Motion to approve Change Order Request 2 for TDOT PIN 123630.00 – SR249 Multimodal Project.**

This change order is for approximately \$22,000+ for storm water drainage for items not in original list of items and construction plans. Commissioner Hargis asked if the Town paid the 20% overage and City Manager Lawless said the town is responsible for the full cost of any overage. Lawless will speak with contractor to get an estimate on where the cost of the project stands as a whole . TDOT also has to approve the change order. Motion to approve Change Order Request 2 for TDOT PIN 123630.00 – SR249 Multimodal Project made by Vice-Mayor Remick, with a second by Commissioner Clark. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, and Vice-Mayor Remick voting yes. Motion approved.

**G. Discussion of Codes Issues – old school building property on North Main Street and property at 417 Mt. Pleasant Road.**

Codes Official Mike Armstrong wanted to bring to the Board’s attention a complaint letter received regarding several properties. The Mt. Pleasant Road property was tied up by the State of Tennessee for years. The issue was finally resolved recently and the property owner is cleaning up the property. The old elementary school property – letter indicated that Codes Department has never done anything, when in fact Codes department has been to this property several times. The Hemmer properties are now cleaned up and the Town now owns the Depot and will rehab it. The letter reported complaints as facts. The school property is deteriorated and will be handled through maintenance codes. Property owner will be contacted and the building inspector will inspect. The proper way to handle codes complaints is to send them to the City Manager, who will send them to the Codes Official.

**H. Discussion of Kingston Regional Planning Commission recommendation to advise the Board of Commissioner to review and establish a process for communication between Commissioners and staff, and to seek hiring of a full time Building Inspector.**

City Manager Lawless said that the Kingston Springs Building Inspector workload does not support a full time position and for years the Town’s Building Inspector services came through Chief Duncan at Pleasant View Fire. However, for the last couple of years, Cheatham County has been providing the Town with Building Inspector services. As building needs increase the Town might need to hire a part-time Building Inspector to service just the Town of Kingston Springs. Lawless stated a part-time inspector might be difficult to find and hiring for this position might not be a quick process. Mayor Gross commented that our current process was a convoluted with the Building Inspector not being the one approving permits. Vice-Mayor Remick said that ideally the permit fees would cover the cost of an inspector. City Attorney Perry said that state law allows municipalities to share inspector and that might be an option. Lawless said we don’t have a line item for building inspector, but we can get this on as a future agenda item when the time comes. Commissioner-elect Verhoven asked if we could talk with other municipalities about sharing an inspector, and Lawless said yes.

Process for Board communication with staff. Any questions from Commissioners should go directly to the City Manager. This will give the City Manager the opportunity to find the information or direct the Commissioner to the appropriate staff as necessary.

With regards to a letter recently written by Commissioner Clark to the City Manager, she said she did follow that process, and the City Manager disagreed in this particular case. Lawless stated the letter seemed to make accusations rather than ask questions. Commissioner Clark said she thought the issue mentioned in the letter was a potential Fourth Amendment right violation. Lawless stated that there was no request for information from him. The letter mentioned potential wrong-doing by Town and suggestion of amendment right violation. This is a serious accusation. Commissioner Clark said she operates best by putting things in writing. Vice-Mayor Remick said a phone call could have solved it. Commissioner-elect Hargis said we should come to an agreement on now to handle issues of constituent's complaint by stating "complaint from constituent" – then go directly to City Manager with questions. If not satisfied, then the issue goes before the Board where they can hear both sides. Chief Ivey added that if a citizen comes to commissioner with an issue, the commissioner should encourage the citizen to go to the City Manager. Mayor Gross stated that this item came out of a Planning Commission meeting discussion concerning the interference of day-to-day work of the staff. Mayor Gross stated that as Commissioners, our employee is the City Manager. We do not oversee staff of the Town of Kingston Springs. If we have problems with the staff, then we should go directly to the City Manager. Commissioner Clark stated that she did not feel she was interfering. Mike Patenaude, attending the meeting as Chair of the Planning Commission, suggested that specific issues should be reported to the City Manager; keep things to fundamental elements to seek the full story. City Planner Sharon Armstrong spoke of a situation where a City Commissioner sat in on a meeting with a permit applicant. There should not be a situation where staff should have City Commissioners sitting in on a meeting as it is inappropriate for staff to be sitting down with individual Commissioners and applicants. Commissioner Clark said that the complaint was brought to her by a constituent. City Attorney Perry stated that Ms. Armstrong were several hats as City Planner as well as permit review. Perry stated that if there is a complaint as City Planner then it should be directed to the Planning Commission. If there is a complaint regarding permitting, then it should be directed to the City Manager. Commissioner-elect Verhoven asked if there was any process the Commissioners should be following. Perry said the Commissioners represent the whole town, and any issues should be directed to the City Manager. Perry cautioned Commissioners on providing answers directly to constituents and said it was best to let the appropriate staff provide the answers.

**17. Surplus:**

Fire Department – 2 sections for 1¾ inch hose – Discard

Motion to discard fire hose made by Vice-Mayor Remick with a second by Commissioner Clark. Motion approved.

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

None

**19. Reminders:**

- City Hall will be closed the afternoon of Friday, December 16<sup>th</sup> for staff luncheon.
- Monday, December 19<sup>th</sup> the Town of Kingston Springs, along with surrounding communities, will be recognized by the Cheatham County Commission for work and dedication related to the tornadoes that hit Cheatham County on December 11, 2021.
- City Hall will be closed Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup> for the Christmas Holiday, and Monday, January 2<sup>nd</sup> for the New Year's holiday.

**20. Recess Meeting:**

Motion to recess the meeting made by, with a second by Vice-Mayor Remick with a second by Commissioner Clark. Motion approved Meeting recessed at 10:09 pm.

**Friday, December 17, 2022, 2:00 p.m.**

Cheatham County Mayor McCarver swore in newly elected Commissioners Mike Hargis and Todd Verhoven.

**Monday, December 19, 2022**

- Mayor Gross calls the meeting back into session at 6:00pm.
- Gross turns the meeting over to City Manager Lawless for selection of Mayor. Lawless opens the floor to nominations for Mayor. Commissioner Hargis nominates Tony Gross. Commissioner Clark nominates Mike Hargis. Motion to cease nominations for Mayor made by Verhoven and seconded by Gross. City Manager Lawless stated that Tony Gross and Mike Hargis were the nominations, and a voice vote was held for nomination of mayor:
  - Verhoven – Gross
  - Remick – Gross
  - Hargis – Gross
  - Gross- Gross
  - Clark – HargisCity manager Lawless then turns the meeting over to Mayor Gross.
- Mayor Gross opens nominations for Vice-Mayor. Hargis nominates Remick and Clark nominates Verhoeven. Motion to cease nominations for Mayor made by Hargis and seconded by Clark and voice vote was held for nomination of vice-mayor:
  - Verhoven – Remick
  - Remick – Remick

- Hargis – Remick
- Gross – Remick
- Clark – Verhoven

Glenn Remick appointed as Vice-Mayor

- City Attorney requests that the meeting rules be suspended to add two agenda items.
  - New Business item I. – Second South Cheatham Utility District easement agreement with Conatser property and waiving of Town objection to distribution of funds.
  - New Business Item J. – Performance Bond with Energy Fit Solutions – Ellersly Subdivision.

Motion to suspend the rules made by Hargis, seconded by Clark, and approved unanimously.

- **New Business item I. - Second South Cheatham Utility District easement agreement with Conatser property and waiving of town objection for court distribution of funds.**

Motion to authorize the City Attorney to execute an agreed order or any other documentation to allow the completion of this case and court disbursement of \$800.00 to the property owner. Motion made by Clark, second by Hargis and approved unanimously.

- **New Business item J. - Performance Bond with Energy Fit Solutions – Ellersly Subdivision**

Motion to approve the Performance Bond with Energy Fit Solutions to the Town of Kingston Springs for \$488,752.00 contingent on the draw location for the bond being established made by Hargis, seconded by Verhoven. Voice vote held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Verhoven voting yes. Motion passed.

- Motion to adjourn made by Vice-Mayor Remick, with a second by Commissioner Hargis and meeting adjourned at 6:11pm.

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder



To: KS Board of Commissioners  
From: Comm. Carolyn Clark  
Subject: Debbie Yoho - Sewage back up  
Date: 29 December 2022

Background: At our recent Commission meeting, Ms. Debbie Yoho who lives in the Ellersly subdivision (106 Ellersly Way) came to us recounting a dire situation which she encountered on Thanksgiving Day. Ms. Yoho came seeking our assistance and requesting reimbursement for the expenses she incurred regarding a sewage backup/emergency. Having sewage backing up into the sinks, toilets, and bathtubs/showers in one's home is definitely not a circumstance any of us would like to find ourselves in. Sewage backup releases physical and air-borne contaminants. Inhaling these vapors can lead to a variety of symptoms, including cramping, vomiting, fever, and severe forms of gastroenteritis. After listing contaminants such as e-coli, salmonella, and hepatitis, any on-line article regarding sewage back into one's home usually ends with the phrase "call a plumber immediately." This is what Ms. Yoho effectively did – she called the Town twice for help, and then called a plumbing service provider.<sup>1</sup> The Town's sewer service contract reads: "It is the responsibility of the consumer to notify the Town of Kingston Springs at the first sign of any dysfunction of the sewer system on the consumer's property." Again, this is what Ms. Yoho did.

Problem: Ms. Yoho states that the sewage backup began in the morning around breakfast time. She called the emergency number listed on our town website page for afterhours sewer emergencies and left a message. An hour or so later, she called again and left another message. The timeline is not exact but to the best of her recollection, she placed these calls between 9 and 10 a.m. Having no call back in response to either urgent message, Ms. Yoho, who was a week out of major surgery and using a walker to ambulate, grew concerned. Realizing that the Town might not call her back and anxious it would grow too late for any remedial action to take place, Ms. Yoho contacted an outside vendor (ARS of Nashville) around Noon to enlist their help in addressing the sewage issue at hand. When she did receive a return call from Demetria later in the afternoon, Ms. Yoho told Dee that she had already contacted a sewer service provider and didn't want to risk the possibility that nothing would be done until the following day if she canceled the request for service. ARS arrived between 4 and 5 and worked in the dark. When the technician removed the sewer cover, Ms. Yoho advises that the sewage "exploded out of the line covering the man." He suctioned out the pipe (see attached receipt for services).

Pump at Issue: Ms. Yoho advises that when she and her late-husband, Ron, bought their home in 2013, circumstances of the home purchase were predicated on the fact that the "city owned the pump" that took the sewage from the pump to the sewer line. Mr. Yoho was assured that since the "city owned the pump," any necessary repair problems would be taken care of. Ms. Yoho has no paper trail of the original conversation but the person who was there when all of this was decided was the builder Ron Merville. Ms. Yoho also told us when she spoke at our meeting that a similar issue arose in 2021, and the Town fixed the problem. The Town and/or Austin Patterson may have some pertinent historical information in this regard.

Mitigating Circumstances: When discussed with our City Manager on December 16, he advised me that since we don't have a sewer operator, he is contacting Cheatham County Dispatch to see if we can use them as a resource to direct emergency sewer calls and/or the Town may consider referring all emergency sewer calls straight to Elite septic service provider to handle since they have a 24-hour emergency service line. The latter seems like it would be a sound solution to help address future problems more expediently. Ms. Yoho's situation has actually helped to identify a flaw in our notification system and has led us to consider/find a subsequent remedial measure that, while it will not prevent a particular sewer issue from happening, it would help prevent delays in getting help dispatched in such an extreme situation as Ms. Yoho's.

Relief Sought: The Commission is asked to consider exercising discretion and reimbursing Ms. Yoho in the amount of \$407.00 given (1) the fact that it was presented to the homeowner that the Town "owns the pump" and the Town had taken previous remedial action; (2) it was a holiday; and (3) we have no designated full-time sewer operator and were unable to provide an adequate emergency reply/response time to meet the urgency of this particular situation. The facts and circumstances surrounding this situation are so singularly unique that we would be hard pressed to fear "setting precedent" in making Ms. Yoho whole in this regard.

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<sup>1</sup> In addition, a neighbor provided her with what she believes was the phone number of our City Manager and she called and left a message sometime that afternoon as well.



ARS of Nashville  
 4071 Powell Ave  
 Nashville, TN 37204-4503  
 (615)255-2111

PLUMBING Contract License: License #  
 21520

Billing Address  
**RON VOHO**  
 106 ELLERSLY WAY  
 KINGSTON SPRINGS, Tennessee 37082-9127

Service Location  
**RON VOHO ( DEBBIE )**  
 106 ELLERSLY WAY  
 KINGSTON SPRINGS, Tennessee 37082-9127

**Invoice**

<b>Invoice</b>	<b>11520729</b>	<b>Date</b>	11/25/2022
<b>Reference Number</b>		<b>Technician</b>	Danny Kincaid

**Diagnosis/Recommendations Notes Section**

**Repair/Installation Performed**  
**Task / Description**

Option 1  
 -----  
**P-CP-C1000**  
 Commercial Cable Drain Line - Up to 1 Hour  
 -----  
**S-GS-D1000**  
 Diagnostic Fee - HVAC Service  
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**Completion Notes**

Ran the 1065 cable through clean out approximately 25' and got it unplugged

<b>SubTotal</b>	407.00
<b>Total Savings</b>	0.00
<b>Total</b>	407.00
<b>Total Paid</b>	407.00
<b>Payment Method</b>	Check-1997
<b>Amount Due</b>	0.00

**Customer Declined**



Signatures

Service Order Finish Approval Terms

Quote Acceptance Terms

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Approved by :Ron voho  
11/24/2022 6:59:19 PM

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Approved by: Ron voho  
11/24/2022 4:44:02 PM

Technician Registration

*Danny Kincaid*

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Technician: Danny Kincaid  
Registration Number:



## Terms and Conditions

**Company's Responsibility** – Company shall do all work in a good and workmanlike manner and endeavor to render prompt and efficient service. Company warrants its work to be free from defects in material and workmanship for the warranty period, if any, set forth on the first page of this Agreement. Any delay caused by events beyond the control of the Company shall not constitute abandonment and shall not be included in calculating time frames for payment or performance. The work to be performed, the materials to be used and the set of specifications agreed to on the first page of this Agreement cannot be changed without a written change order signed by the Customer and the Company.

**Customer's Responsibility** – Customer will operate the equipment in accordance with the manufacturer's instructions and will ensure routine tune-ups and any special tune-ups listed in the Customer's manual for the equipment are performed, including the cleaning of the condensate drain, the condenser, the evaporator coil, and the cleaning and replacement of air filters.

**Non-Payment** – Interest in the amount of the highest legal rate will be assessed for the period of delinquency that is 60 days from the date on the reverse of this Agreement. Void where prohibited. In the event of non-payment, The Company reserves the right to seek all costs incurred for collections not limited to attorney fees and court costs. Company may have a right to assert a lien against Your property for any amounts not paid to the Company for services or materials provided or to be provided in connection with the improvement of the property under Company's contract with You.

**Electronic Check Authorization** – When Customer ("You") provides a check as payment, You authorize Company ("Us") to use information from Your check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from Your account, or process the payment as a check transaction. You also authorize Us to process credit adjustments, if applicable. If Your payment is returned unpaid, You authorize Us to collect Your payment and the maximum return fee amount allowable by state law.

**Commercial General Liability Insurance (CGL)** – This Contractor carries commercial general liability insurance written by Liberty Mutual. You may call Liberty Mutual at 1-800-227-9887 ext. 346 to check the contractor's insurance coverage.

**Workers' Compensation Insurance** – This Contractor carries workers' compensation insurance for all employees.

**Corporate Address** – 965 Ridge Lake Blvd., Suite 201, Memphis, TN 38120; Tel: (901) 271-9700. Corporate Customer Relations (866) 803-0879.

**TN** - All home improvement contractors must be licensed by the Tennessee Board for Licensing Contractors. Inquiries about a contractor should be transmitted to the board's office located at Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-1150, 800-544-7693 or (615) 741-8307, Fax (615) 532-2868, [www.tn.gov/commerce/regboards/contractors.html](http://www.tn.gov/commerce/regboards/contractors.html).

**Notice of Cancellation** - You may cancel this transaction without any penalty or obligation within the time provided under the BUYER'S RIGHT TO CANCEL on the front of this contract. Once we receive your Notice of Cancellation, all payments, in any form, made to us under this contract will be refunded to you within TEN BUSINESS DAYS. However, you must allow us to pick up any goods that were delivered to you under this contract or sale prior to your cancellation. If we do not pick up the goods within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligations to us. However, if you fail to make the goods available to us for pick-up, you remain liable for performance of all obligations under this contract.

### ADDITIONAL HOME SERVICE PLAN (HSP) TERMS

- Customer is responsible for any additional service work provided outside the scope of the Home Service Plan.
- The condition of heating, air conditioning, or systems, if applicable, will be reported at time of maintenance service, but does not imply any warranties to their performance in the future.
- Service under this HSP shall continue until terminated by either party upon thirty (30) days prior written notice, provided that Company may discontinue service at any time in the event of non-payment by Customer.



**RESOLUTION NO. 23-001****A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE ADOPTING THE CHEATHAM COUNTY, TN JOINT GROWTH PLAN 2022-2042**

**WHEREAS**, the Cheatham County, TN Board of Commission and Steering Committee developed a Joint, updated, twenty-year Growth Plan in compliance with TN Public Chapter 1101 and Tennessee Code Annotated, Section 6-58-106,

**WHEREAS**, the updated Growth Plan has been reviewed and approved by the State of Tennessee; and

**WHEREAS**, the public had the opportunity for input into the Joint Cheatham County Growth Plan in a public hearing held on the 8<sup>th</sup> and 15<sup>th</sup> of September 2022 and 21<sup>st</sup> of November, 2022;

**NOW THEREFORE BE IT RESOLVED that** the Town of Kingston Springs, TN Board of Commissioners, shall officially adopt the updated **Cheatham County, TN Joint Growth Plan 2022-2042** for the twenty-year period of 2022 – 2042.

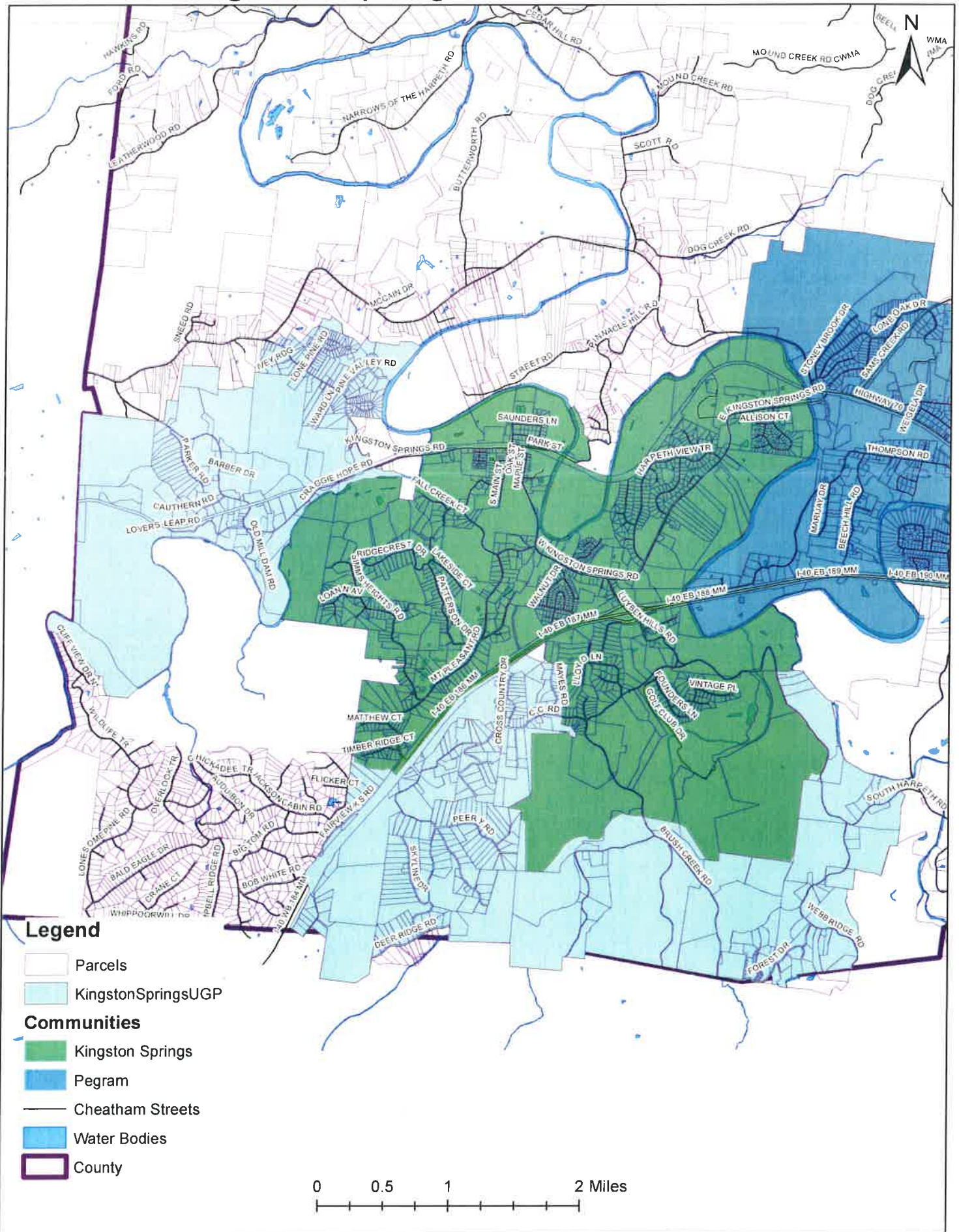
Approved and adopted this 19<sup>th</sup> day of January, 2023.

Attest:

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

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

# Kingston Springs Urban Growth Area



**RESOLUTION NO. 23-002**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE ADOPTING THE CHEATHAM COUNTY, TN HAZARD MITIGATION PLAN**

**WHEREAS, Kingston Springs** recognizes the threat that natural hazards pose to people and property; and

**WHEREAS,** undertaking Hazard Mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

**WHEREAS,** an adopted Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

**WHEREAS,** Kingston Springs participated jointly in the planning process with the other local units of government within the County to prepare the Hazard Mitigation Plan as an official plan; and;

**BE IT FURTHER RESOLVED** that the Cheatham County Emergency Management Agency will submit on behalf of the participating municipalities (Ashland City, Kingston Springs, Pegram, and Pleasant View) the adopted Cheatham County Multi-jurisdiction Hazard Mitigation Plan to Federal Emergency Management Agency officials for final review and approval;

**NOW THEREFORE BE IT RESOLVED** that the Town of Kingston Springs, TN Board of Commissioners shall officially adopt the **Cheatham County, TN Hazard Mitigation Plan.**

Approved and adopted this 19<sup>th</sup> day of January, 2023.

Attest:

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

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







**CAROLYN M. CLARK, COMMISSIONER**

cclark@kingstonsprings-tn.gov

(615) 952-9560

31 December 2022

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

Re: **Midblock Crosswalk on Luyben Hills Rd.**

Dear John:

I would like to place the item listed above on the January Agenda for review, discussion and possible action/inquiry to TDOT. The suggestion for a crosswalk on Luyben Hills was made to me by a person working in the vicinity and by attendees of the FAM who stopped by my booth.

I have attached TDOTs *INSTRUCTIONAL BULLETIN NO. 22-05 Regarding Chapter 3 – Multimodal Pedestrian Crossings and Crosswalk Update*, Effective April 6, 2022, which lays out the parameters and requirements for crosswalks. *“In Tennessee, a legal Crosswalk is defined as the connection of pedestrian facilities on opposite corners at any intersection and at marked midblock crossings. This legal path exists if the crossing is controlled (signal, stop, or yield) or uncontrolled, and regardless of if crosswalk pavement markings are applied. Midblock crossings are only legal crossings when crosswalk markings applied as defined by TN codes.”* I haven't found that a marked midblock crosswalk was mentioned in the early multimodal blueprints, rather the 2017 TDOT Evaluation Report of the Grant Application overview refers to a different area under consideration: *“A crosswalk will also be installed on the southern end of the project area to enable pedestrians safe access to businesses on the opposite side of the street.”* I don't find any mention of a midblock crosswalk in the 2021 SR249 Corridor Study by Gresham Smith.

There are many visitors to town who stay in the two motels on the east side of Luyben Hills. Folks who travel the roadway daily frequently see and stop for pedestrians crossing back and forth from these hotels to access El Jardin, Mapco, the Harpeth Market or the liquor store. While walking all the way to the marked crossing at the intersection of Luyben Hills and EKSr would be the preferred and safer method of crossing, we all know that as a rule, no one does this as pedestrians are going to take the shortest route possible which in this case is midblock.

When a 2021 survey was conducted as part of the SR249 Corridor study, about 90% of the respondents said that they would feel unsafe walking on Luyben Hills. How fortunate we are to now have sidewalks thanks to the TDOT grant for the Multimodal Project. It only stands to reason that pedestrian use will increase accordingly and that crossings at the middle section of the street will also increase. Providing safe pedestrian access at this particular well-used crossing point make sense as this project gets closer to wrapping up.

Thank you.

Sincerely,

Carolyn M. Clark



**CE COLLIER**  
ENGINEERING CO., INC.  
CONSULTING • DESIGN • CONSTRUCTION



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ROADWAY DESIGN DIVISION**  
SUITE 1200 JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-3848  
(615) 741-2221

JOE GALBATO, III  
INTERIM COMMISSIONER

BILL LEE  
GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 22-05**

**Regarding Chapter 3 – Multimodal  
Pedestrian Crossings and Crosswalk Update**

Effective with the April 6, 2022 turn-in, Chapter 3 has been updated to clarify our policy on pedestrian crossings at uncontrolled locations to new standards being introduced. This update is to give more information and guidance on how to properly design pedestrian crossings.

The revised section is shown below:

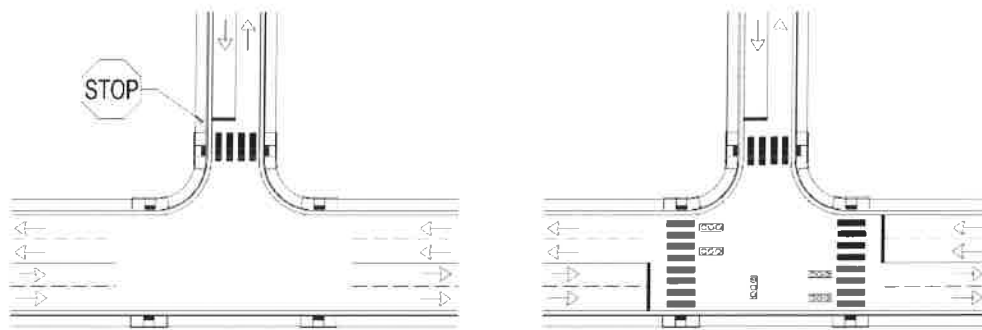
**3-405.00 PEDESTRIAN CROSSINGS AND CROSSWALK MARKINGS AT INTERSECTIONS**

In Tennessee, a legal Crosswalk is defined as the connection of pedestrian facilities on opposite corners at *any intersection* and at marked midblock crossings. This legal path exists if the crossing is controlled (signal, stop, or yield) or uncontrolled, and regardless of if crosswalk pavement markings are applied. Midblock crossings are only legal crossings when crosswalk markings applied as defined by TN codes.

Intersections without pedestrian facilities on opposite corners generally do not require crosswalk pavement markings, ADA Ramps, or other considerations for pedestrians. If a project includes the construction of new or alterations to existing pedestrian facilities, such as sidewalk or shared-use path, the designer should evaluate the existing roadway and intersection conditions to provide safe and reliable crosswalks for all users.

During the development of 3R projects the designer should evaluate the existing roadway conditions and study all existing controlled or uncontrolled crossings to provide a safe access to pedestrians and reliable transportation for motorists. At a minimum all pedestrian crossings are required to have curb ramps installed.

Controlled (signal, stop or yield) pedestrian crossings on **state routes** require crosswalk pavement markings, along with stop bar or yield marking with signs in accordance with MUTCD. It is recommended but not mandatory to have marked crosswalks at all controlled pedestrian crossings on **non-state routes**. See Figure 3-6 Required Crosswalk Markings along State Routes.



**Figure 3-6 – Required Crosswalk Markings along State Routes**

### **3-405.10 UNCONTROLLED PEDESTRIAN CROSSINGS**

Uncontrolled Pedestrian Crossings are those legs of an intersection without signal, stop, or yield control with pedestrian facilities on opposite corners. Most common would be an intersecting minor street with stop control along a major roadway with no traffic signals or stop control. At these **uncontrolled pedestrian crossings**, legal crosswalks exist at all locations with pedestrian facilities on opposite corners. While these are legal crosswalks, they are also areas that pose an increased risk for vehicles and pedestrians.

Existing uncontrolled pedestrian crossings may not have existing marked crosswalks or compliant ADA curb ramps. During the development of 3R projects the designer should identify and study all existing uncontrolled crossings to provide a safe access to pedestrians and reliable transportation for motorists. *At a minimum all pedestrian crossings are required to have curb ramps installed.*

The decision to mark a crosswalk, provide signs or other safety measures at an uncontrolled crossing is one that is based on sound engineering judgement, that considers the demands (crash history, etc) and behavior of pedestrians and drivers at specific locations. The MUTCD states the following on crosswalk marking at uncontrolled locations.

#### *Section 3B.18 Crosswalk Markings*

*Crosswalk lines should not be used indiscriminately. An engineering study should be performed before a marked crosswalk is installed at a location away from a traffic control signal or an approach controlled by a STOP or YIELD sign. The engineering study should consider the number of lanes, the presence of a median, the distance from adjacent signalized intersections, the pedestrian volumes and delays, the average daily traffic (ADT), the posted or statutory speed limit or 85th-percentile speed, the geometry of the location, the possible consolidation of multiple crossing points, the availability of street lighting, and other appropriate factors.*

*New marked crosswalks alone, without other measures designed to reduce traffic speeds, shorten crossing distances, enhance driver awareness of the crossing, and/or provide active*

*warning of pedestrian presence, should not be installed across uncontrolled roadways where the speed limit exceeds 40 mph and either:*

*A. The roadway has four or more lanes of travel without a raised median or pedestrian refuge island and an ADT of 12,000 vehicles per day or greater: or*

*B. The roadway has four or more lanes of travel with a raised median or pedestrian refuge island and an ADT of 15,000 vehicles per day or greater.*

Additionally, in 2018 the FHWA issued a comprehensive document "Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations" to assist Designers on what countermeasures can be installed to increase driver awareness and pedestrian safety and when it is most appropriate to use those measures. See Table 3-2A for information regarding pedestrian safety countermeasures.

It is important to note that when using this table, the TDOT AADT ranges for the three columns are **AAADT<10,000**; **10,000<AAADT>15,000**; **AAADT>15,000**. At certain types of uncontrolled crossings, such as roundabouts, single-lane entries and exits are preferred for pedestrian crossings. Splitter islands should be designed to fully accommodate pedestrians as a refuge location.

### **3-405.20 CROSSWALK MARKING AND TYPES**

Crosswalk pavement marking shall be provided along state routes at signal-controlled intersections at pedestrian crossings, at all stop/yield controlled pedestrian crossings, and any mid-block crossings.

Marked crosswalks can be one of two pavement marking configurations: 1) Longitudinal, which is sometimes referred to as "piano keys", or 2) transverse. Longitudinal (piano keys) markings should be used where added emphasis is needed for the crosswalk, and on high speed and/or high ADT facilities to improve the visibility of location for motorist. Longitudinal and transverse crosswalks are shown in Roadway Standard Drawing T-M-4. Longitudinal and transverse crosswalks are the only crosswalk markings adopted by the department. If any deviation from the standard is proposed, the Designer is required to adhere to crosswalk design requirements contained in the MUTCD Section 3B.18 as well as PROWAG.

### **3-405.30 PEDESTRIAN CROSSING SAFETY CONSIDERATIONS**

Designers should evaluate existing and proposed crosswalk locations on any new construction or rehabilitation project. Assuring the safety of both pedestrians and vehicles is the priority of every facility designed. Designer should evaluate, stopping sight distance, line of sight, turning movements to determine if pedestrian crossings warrant crosswalk, pavement marking, flashing beacons, advanced signs etc. It is important to evaluate illumination need and placement options since the practice offers great safety benefits.

It is critical to note that the decision to not mark a pedestrian crossing does not eliminate the requirement of a designer to make that crosswalk accessible, as it does not eliminate the legal right of pedestrians to cross or of vehicles to yield to those pedestrians.

**3-405.40 CROSSWALK MARKING ARCHITECTURAL FEATURES**

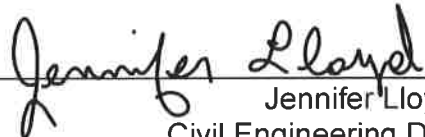
Asphalt or concrete are the proper materials to be used for the walking surface. A different look can be achieved by using stamped patterns. The placement of stamped patterns should meet Roadway Drawing T-M-4. Crosswalks may be textured on the edges but should maintain a five (5)-foot smooth section in the middle and must be marked with transverse (parallel) reflective pavement marking. Brick, granite, and cobblestones should not be used in accessible pathways. A reasonable pathway shall be provided approaching to crosswalks free of permeant obstructions i.e. light, ped, signal poles, guy wires, tree, sign supports, traffic control box, as well as other utilities such as fire hydrant, pay parking stations, ballads, planters.

**3-405.50 UNMARKED CROSSWALKS**

While having ADA accessible crosswalks is mandatory, leaving some crosswalk locations unmarked may be acceptable and even preferred on some roadways per engineering decision. While all controlled crossings (stop, yield, or signal) should have marked crosswalks, uncontrolled crossings may not require marked crosswalk treatment if conditions meet the minimum safety standards. (Midblock crosswalks are only considered legal crossings if they are marked crossings.)

**3-405.60 ACCESSIBLE CROSSWALK DESIGN ELEMENTS**

Crosswalk surfaces should be even, free of joints (less than 1/2"), lips (less than 1/4") and not slippery. Designer should avoid utility structures such as manholes, drainage grates and place crosswalks to minimize the walking distance across the vehicle traveled way. This could include applying pedestrian focused design treatments such as reducing lane widths, minimizing turning radii, providing pedestrian refuge islands, constructing curb extensions, and limiting the use of turn lanes. Designer should confirm the roadway cross slope is in accordance with PROWAG 302 where crosswalks are proposed. Where on-street parking is present and minimum radii can be met at the intersection, the Designer should consider curb extensions to further minimize the distance required to travel by pedestrians. The lateral offset of the curb extension should be at least one (1) foot from any through movement traffic such as motor vehicles or bicycle lanes. Refer to *Chapter 3-703.00* for additional information on curb extensions.

  
Jennifer Lloyd, PE  
Civil Engineering Director  
Roadway Design Division

**John Lawless**

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**From:** Carolyn Clark  
**Sent:** Thursday, January 12, 2023 9:29 AM  
**To:** John Lawless  
**Subject:** CIP Resident Survey  
**Attachments:** CIP Survey sample questions.pdf; 2015 Press Release - Survey.jpg

Good morning, John,

I've been advocating for a town survey with regard to our efforts to draft a CIP since July, but we haven't yet agreed upon anything definitive at our workshops or in our Commission meetings. I put together a sample draft for consideration/discussion/revisions/additions, etc., after reviewing a variety of surveys I found on-line. (Attached).

I believe the town's last survey of this scope was in 2015 when folks were mailed a survey along with an SASE and online participation was also provided. Surveys in Spanish were also available. Two months were allowed for return of the responses and they went out on December 1 of that year. (See attached). I'm afraid we might be behind the curve time-wise.

Can this be a discussion item?

Thanks much.

Sincerely,

Carolyn M. Clark  
City Commissioner Town of Kingston Springs, TN



(615) 952-9560 (land-line)

cclark@kingstonsprings-tn.gov

*"There's no greater challenge and there is no greater honor than to be in public service." - Condoleezza Rice*

Q1: Where should the Town make significant investments in facilities and infrastructure? Rank from highest priority to lowest priority, with 1 being highest priority

Town Aesthetics \_\_\_\_\_  
 Town Hall \_\_\_\_\_  
 Public Safety \_\_\_\_\_  
 Streets \_\_\_\_\_  
 Parks \_\_\_\_\_

Q2: List any specific projects you feel the Town should invest in:

Town Aesthetics \_\_\_\_\_  
 Town Hall \_\_\_\_\_  
 Public Safety \_\_\_\_\_  
 Streets \_\_\_\_\_  
 Parks \_\_\_\_\_  
 Other \_\_\_\_\_

Q3: Describe your level of satisfaction with the following facilities, amenities, or infrastructure:

	Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied
Town Hall	_____	_____	_____	_____
Public Safety	_____	_____	_____	_____
Public Works	_____	_____	_____	_____
Parks	_____	_____	_____	_____

Comment Section - Briefly explain areas of dissatisfaction and include any proposed remedies.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Q4: Which of the following parks amenities needs the most attention/investment to meet your expectations? Rank from highest to lowest with 1 needing the most investment.

Active Elements (playgrounds, pavilions etc.) \_\_\_\_\_  
 Passive Elements (Greenspace trails, nature education, landscaping) \_\_\_\_\_  
 Hiking and Walking Trails \_\_\_\_\_  
 Other \_\_\_\_\_

Q5: Describe Other parks amenities needing investment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Q6: Which of the following transportation infrastructure needs the most attention/investment to meet your expectations? Rank from highest to lowest with 1 needing the most investment.

Street Maintenance (potholes, paving, striping, etc.)	_____
Sidewalks	_____
Bike Lanes	_____
Intersection Improvements	_____
Other	_____

Q7: Describe Other transportation and mobility needs \_\_\_\_\_

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Q8: Which of the following Public Works needs the most attention/investment to meet your expectations? Rank from highest to lowest with 1 needing the most investment.

Potholes	_____
Roadside Trimming	_____
Mowing	_____
Culverts	_____
Other	_____

Q9: Describe Other Public Works needs \_\_\_\_\_

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Q10: Which of the following Public Safety needs the most attention/investment to meet your expectations? Rank from highest to lowest with 1 needing the most investment.

Increased neighborhood presence	_____
24-hour policing	_____
Speed enforcement	_____
Other	_____

Q11: Describe Other Public Safety needs \_\_\_\_\_

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## **Town of Kingston Springs, Tennessee**

### **KINGSTON SPRINGS DISTRIBUTES RESIDENT SURVEY**

December 2, 2015

Contact: Mike McClanahan  
City Manager

The Town of Kingston Springs is asking for public opinion and comments on locally provided services, events, and facilities through a resident survey. On Tuesday December 1<sup>st</sup>, town officials mailed 1,250 envelopes to households within its jurisdictional limits. Each envelope contained a gold colored resident survey, an optional demographics slip, a parks and recreation needs assessment, and a stamped return address. Addresses used in the mailing come from local utility billing and municipal property tax notices.

Only residents of the Town of Kingston Springs are eligible to submit the survey. All forms should be completed and returned to Kingston Springs City Hall by Monday, February 1<sup>st</sup>, 2016.

"Survey results are part of what decision makers will examine when beginning to plan for our community," explained City Manager Mike McClanahan. "Just as important, the results will serve as a barometer on the quality of life the town currently provides."

In an effort to reach out to all members of community, the Harpeth High School Spanish Department and Ms. Jessica Tomko translated the survey into Spanish. To request a Spanish language copy, please contact Kingston Springs City Hall. (Para solicitar una copia en español, por favor póngase en contacto con Kingston Springs City Hall.) Town residents are also encouraged to complete the survey online at the following URL's:

Resident survey: <https://www.surveymonkey.com/r/townofkingstonsprings>  
Parks & rec needs assessment: <https://www.surveymonkey.com/r/KingstonSpringsRec15>

Survey forms were printed on gold colored paper in conjunction with the town's fiftieth anniversary of incorporation. Results from the survey will be used in developing both short-term and long-term plans for the community, and in setting goals and priorities for the municipality.

To request a survey form, or for additional information, please contact Kingston Springs City Manager Mike McClanahan at (615) 952-2110 Ext. 15, or [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov).

# PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE GIVE TO THE CITY RECORDER)

DATE OF REQUEST 12/27/22

DEPARTMENT Parks

ITEM Olympus Camera / Sony Camera

HOW DISPOSED \_\_\_\_\_

DISPOSAL DATE \_\_\_\_\_

SIGNATURE 

# PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE GIVE TO THE CITY RECORDER)

DATE OF REQUEST 12/27/22

DEPARTMENT Parks

ITEM Video Camera # 1070

HOW DISPOSED \_\_\_\_\_

DISPOSAL DATE \_\_\_\_\_

SIGNATURE 

# PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE GIVE TO THE CITY RECORDER)

DATE OF REQUEST 12/27/22

DEPARTMENT Parks

ITEM Walkie Talkies X 2

HOW DISPOSED #1065 #1066

DISPOSAL DATE \_\_\_\_\_

SIGNATURE 



# Department Reports

Kingston Springs, Tennessee

January  
2023



## Monthly Codes Report - Commission Packet

01/01/2022 - 12/31/2022

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200182	12/14/2022	Main Street	CROUCH ROBERT D ETUX	Resident/Other Complainant	Delapid Structure,	Open - Yellow Card
200181	12/7/2022	417 Mt. Pleasant Rd.	IVEY ISAAC H ETUX BESSIE	Resident/Other Complainant		Abated/Close d (Green Card)
200180	12/7/2022	216 Woodlands Drive	LOAEZA VIRGINIA NICOLE ETVIR URIEL LOAEZA		Dumpint paint in creek	Unfounded
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.	Open - Yellow Card
200177	10/15/2022	439 Harpeth Meadows Dr.	BENTLEY, MARY PINSON	Town Staff	Grading/remo val of landscape w/o a permit.	Abated/Close d (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: 25

1/13/2023



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# Monthly Departmental Update

January 2023

## **PARKS DEPARTMENT MONTHLY REPORT**

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

- Burns and City Park restrooms have been closed for the winter.
- Still cleaning and organizing from a Kingston Springs Christmas.
- Soccer registration is open for spring soccer.

### **Other Notes:**

- Seniors will have bingo on the 2<sup>st</sup> & 4<sup>th</sup> Monday's at 10:00
- December luncheon will be on 1/19/23 at Gallagher's in White Bluff.
- Soccer begins on March 18<sup>th</sup>.



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# Monthly Departmental Update

**POLICE/FIRE DEPARTMENT MONTHLY REPORT**  
**January 2023**

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**Projects/Items Completed this Month:**

**Fire Department**

- Fire Suppression pipes at Fire Hall 1 burst during December cold weather. Fortunately, personnel were on-site when the incident occurred, so damage was contained. Insurance report has been filed.

**Police Department**

- No additional activities to report

**Other Notes:**

Kingston Springs Police Department  
Monthly Report Worksheet

TYPE OF CALL	MONTH'S TOTAL	
TRAFFIC CITATIONS ISSUED	21	
MISDEMEANOR CITATIONS ISSUED	2	
10-14 ESCORT	3	
10-15 ARREST	5	
10-17 SERVE WARRANT		
10-27 BURGLARY		
10-42 ALARM	5	
10-43 REQUEST FOR OFFICER / INVESTIGATION	51	
10-43 MOTORIST / CITIZEN ASSIST	1	
10-44 STOLEN VEHICLE		
10-45 VEHICLE CRASH (non-injury)	14	
10-46 VEHICLE CRASH (with injuries)	2	
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		
10-72 FIRE CALL	4	
10-72b FIRE CALL (medical)	13	
10-80 EXTRA PATROL		
10-81 TRAFFIC STOP	47	
10-82 MUTUAL AID	22	
10-86 DOMESTIC ASSAULT		
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	4	6
E. Kingston Springs Rd.	9	8

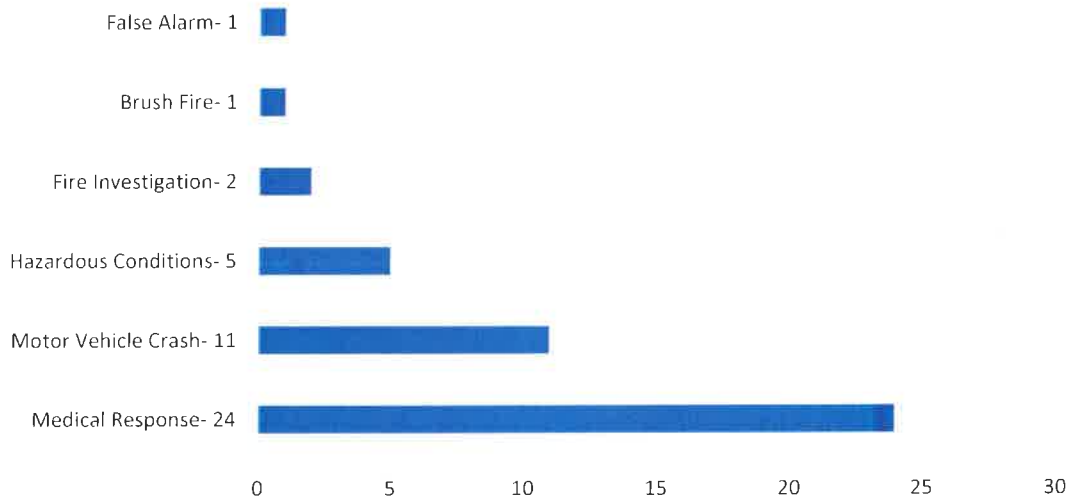
Officer: Department Total

Month: December 2022

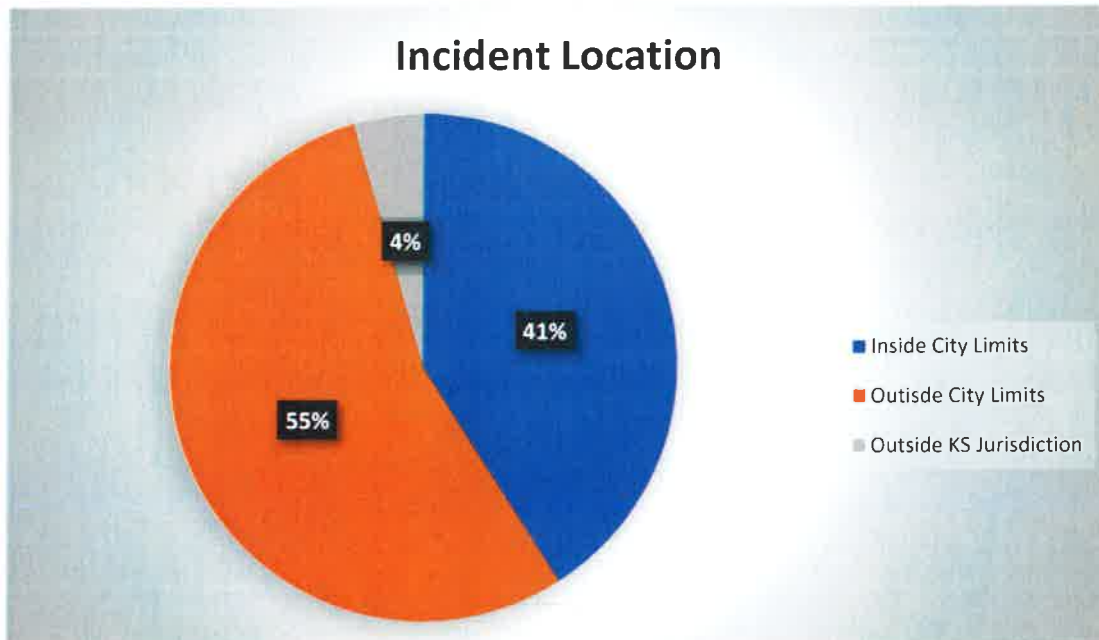
# Kingston Springs Volunteer Fire Department Incident Response for December 2022

KSVFD responded to 44 calls in the month of December with an average response time of just under 7 minutes. Below is a breakdown of the incident type

## Incident Type



## Incident Location





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# Monthly Departmental Update

January 2023

## **PUBLIC WORKS DEPARTMENT MONTHLY REPORT**

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- Projects/Items Completed this Month:
- Put up Christmas lights on City Hall , Beck Building , Firehall and light poles .
- Christmas in the Park
- Fixed banners by tightening bands
- Worked on water fountain at City Park
- Hauled scrap off
- Cleaned culverts
- Trimmed roadside trees
- Salted roads
- Changed our road signs
- Used Google Earth to locate missing road signs
- Covered numerous sewer calls
- Had several 811 locates

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

- Pressure wash City Hall / Beck Building
- Tree trimming
- Bush hogging at Burns Park
- Leaf removal in ditches across town
- Fix leaking pipe at Burns Park
- Finish water fountain at Dog Park
- Clean speed limit signs across town
- Change out old faded road signs

**Other Notes:** 50 tons of road salt has been ordered . A new building to hold salt is a much needed item very soon. The current building is falling apart and asphalt under the salt is falling apart



QUALITY DRINKING WATER  
SINCE 1964

### Second South Cheatham Utility District

R 1/6/2023

#### TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

Billing Period  
12/31/2022

Nov 22 - Ending Balance	38,686.82
Add Penalties:	421.70
Adjustments:	-4.79
Less Payments:	-36,940.73
Unapplied cash payments	-235.73
Balance Forward:	1,927.27
Sewer Billing (Sales):	35,714.46
Total Account Receivable:	37,641.73

#### COLLECTIONS STATEMENT

Collection Dates:	12/01/2022 - 12/31/2022
Collection Amount:	36,940.73
Unapplied Cash	235.73
Less 6.5%	2,416.47
Amount Due	34,759.99

	Same Period <u>Last Year</u>	<u>Current Period</u>	<u>Increase or Decrease</u>
SALES	33,467.98	35,714.46	6.7%
GALLONS	3194.1	3094.3	-3.1%

#### ADJUSTMENTS

ADJUSTMENTS			
Arthur Kathleen Miller	0101-00600-001	-4.79	penalty
Total		-4.79	



**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	12/1/2022 To 12/31/2022		

Service Type	Rate Code	Adjustments	Payments	Deposit	Applied	Bad Debt	Applied Credit
				Receipts	Deposits	Writeoffs	
KS KS Sewer Usage	01	\$0.00	-\$36,483.93	\$0.00	\$0.00	\$0.00	-\$292.82
KS K.S. Sewer Only	06	\$0.00	-\$30.90	\$0.00	\$0.00	\$0.00	\$0.00
Penalty KS Sewer Penalty	11	-\$4.79	-\$425.90	\$0.00	\$0.00	\$0.00	\$0.00
KS - Svc Credit		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57.09
<b>All Routes Totals</b>		<b>-\$4.79</b>	<b>-\$36,940.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$235.73</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*

*12/1/2022 To 12/31/2022*

Service	Rate	Number		Charges	Usage	Adjustment Amount	Adjusted Total
		Active	Inactive				
KS Sewer	01 KS Sewer Usage	754	11	\$35,668.11	3,094,300		
	06 K.S. Sewer Only	3	0	\$46.35			
			<b>11</b>	<b>\$35,714.46</b>	<b>3,094,300</b>		
Penalty	11 KS Sewer Penalty	92	10	\$421.70			
<b>Report Totals</b>				<b>\$36,136.16</b>			