



City Commission

Kingston Springs, Tennessee

July 20, 2023
Meeting Packet



**Kingston Springs Wastewater Board
Meeting Agenda
July 20, 2023**

1. Call to Order:

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

2. 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 _____
Tim Potter, City Attorney _____
Kellie Reed, Finance Director _____

3. Declaration of Quorum by Mayor

4. Motion to Approve the July 20, 2023, Wastewater Board Meeting Agenda:

5. Unfinished Business:

A. None

6. New Business:

A. Discussion on oversight of Kingston Springs Wastewater Department

7. Adjourn the Meeting:

Motion to adjourn the meeting.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



**Kingston Springs Board of Commissioners
July 20, 2023 Public Hearing Agenda**

A. Call to Order:

The meeting was called to order by _____ at _____

B. Open Public Comments on the following:

1. Ordinance 23-004 - Amending Title 5, Section 5-506 of the Kingston Springs Municipal Code, amending the tax rate schedule for New Residential and New Non-Residential Development.
2. Ordinance 23-006 - Establishing new Sewer Usage Rate Fees and structure for all persons utilizing the Town's wastewater treatment facilities.

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
July 20, 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 _____
Tim Potter, 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 June 15, 2023, Public Hearing Meeting Minutes:

6. Motion to Approve the June 15, 2023, City Commission Meeting Minutes:

7. Motion to Approve the July 20, 2023, City Commission Meeting Agenda:

8. Announcements from Commissioners:

9. Community Input and Concerns:

10. Department Reports:

City Manager Updates on:

- New Kingston Springs Website
- Beck Building Audio
- Planning Commission meeting update

11. Legal Updates:

12. Unfinished Business:

A. Discussion on status updates of the following items. Sponsored by Commissioner Clark:

- Multimodal
- Litter signs
- Road Survey
- Scheduling of Mt. P/Merry Log Paving
- High Mast Lights still out (one since last November - 3 since February)
- LPR results
- TVP - Burns Lot status
- Harpeth Meadow status
- Public Notification - Parks
- Status of Acorn Pump station

B. Second Reading of Ordinance 23-004 – Amending Title 5, Section 5-506 of the Kingston Springs Municipal Code, amending the tax rate schedule for New Residential and New Non-Residential Development.

C. Second Reading of Ordinance 23-005 – Amending Title 14, Chapter 1 of the Kingston Springs Municipal Code pertaining to the direction and supervision of the Town Planner and Town Engineer providing service to the Planning Commission.

D. Second Reading of Ordinance 23-006 – Establishing new Sewer Usage Rate Fees and structure for all persons utilizing the Town’s wastewater treatment facilities.

13. New Business:

A. Golf club of DBI LLC – PUD and Master Plan Revision -Unanimous Recommendation of the Kingston Springs Regional Planning Commission to amend the Golf Club of DBI LLC PUD to include the TDEC ARAP Permit and Plan for removal of Soil and Debris from the Brush Creek and Harpeth River. Permit issued by TDEC on 26 April 2023 in the Planned Unit Development Agreement (PUD).

B. Motion to approve Resolution 23-011 – Support of special event Dinner on Main.

C. Motion to approve write off of uncollected sewer debt of \$649.05

14. Surplus:

- Fire Department – Couch and Battery Backup – Discard.
- City Hall – Vacuum Cleaner – Discard.

15. Other (For Discussion Only):

16. Reminders:

- Summer Camps continues through Friday, July 28th.
- Kingston Springs Farmers and Artisans Market each Saturday from 9:00am to Noon.
- Next Food Truck Monday will be Monday, July 24th.

17. Adjourn the Meeting:

Motion to adjourn the meeting.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



**Kingston Springs Board of Commissioners
June 15, 2023 Public Hearing Meeting Minutes**

A. Call to Order:

The meeting was called to order by Mayor Gross at 7:00pm

B. Open Public Comments on the following:

- 1. Ordinance 23-003 – Adopting the annual budget and tax rate for the fiscal year beginning July 1, 2023 and ending June 30, 2024.**

Richard Swafford, East Kingston Springs Road. Spoke in favor of the budget.

- 2. Resolution 23-007 - Establishing new Sewer Usage Rate Fees and structure for all persons utilizing the Town’s wastewater treatment facilities.**

Item deferred to July 20, 2023, meeting to be presented as an Ordinance.

C. Adjournment

Motion to adjourn made by Vice-Mayor Remick, seconded by Commissioner Verhoven, and passed unanimously. Meeting adjourned at 7:03pm.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder



**Kingston Springs Board of Commissioners
Regular Business Meeting Minutes
June 15, 2023**

1. Call to Order:

Mayor Gross called the meeting to order at 7:04 p.m.

2. Pledge of Allegiance:

3. Roll Call:

Board Members in Attendance:

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

4. Declaration of Quorum by Mayor

Mayor Gross declared a quorum.

5. Motion to Approve the May 18, 2023, City Commission Meeting Minutes:

Motion to approve May 18, 2023, City Commission Meeting minutes made by Commissioner Verhoven, with a second by Vice-Mayor Remick. Motion approved.

6. Motion to Approve the June, 2023, City Commission Meeting Agenda:

City Attorney said Item 12.A. should be presented as Ordinance 23-006. Motion to approve the June 15, 2023, City Commission Meeting Agenda as amended made by Commissioner Verhoven, with a second by Vice-Mayor Remick. Motion approved.

7. **Announcements from Commissioners:**

Commissioner Clark recognized that it was Pride Month, the fiftieth anniversary of the Endangered Species Act, and Juneteeth.

Vice-Mayor Remick said Food Truck Monday was a big success, and congratulated staff.

Commissioner Verhoven also congratulated staff on success of Food Truck Monday.

8. **Community Input and Concerns:**

Richard Swoffard, East Kingston Springs Road, shared his concerns about 18-wheelers parked on the interstate exit ramps.

9. **Department Reports:**

City Manager Updates on:

- **Sewer Director Hire Status:** City Manager Lawless had six interviews, and received one request for qualifications for a company to manage our wastewater services. He had not reviewed it fully, but doesn't think it will be best course of action. He would like to call the board together as the Utility Board to discuss a course of action on candidates and RFQ. Mayor Gross asked if any of the candidates were promising. Lawless said one of the six seems to be promising. The others were either not qualified at all as far as wastewater goes or under qualified. Commissioner Clark wanted to be sure the two candidates from out of state were not dismissed. Lawless said he reached out to both. One did not respond and he spoke with the other, but he wasn't fully qualified.
- **Harpeth View Trail Corridor – Phase 2 (TAP Grant):** Phase 2 of the Woodlands sidewalk project. It goes from Cedar Court to Woodlands back to E. Kingston Springs Road. It went out for construction bids in May and no bids were received. It will be rebid within the next couple of weeks. Engineering firm asked TDOT to allow electronic bids. Adams, the contractor working on phase 1 was unable to bid because of the timeline for the bidding process. They will be able to bid this time. So far, they are doing a good job on phase 1.
- **Main Street Lights Updated:** All the elements in the Main Street lights have been changed from incandescent to LED. It's an improvement in the quality on Main Street. They are also looking at changing out the globes. Some of the globes are broken and it is difficult to find replacements for exactly that style.
- **Opening of South Harpeth Road Bridge over Brush Creek:** South Harpeth Road Bridge is open. TDOT is not in the practice of having a specific notification that a project is finished. It has been suggested that the Town have a grand opening or ribbon cutting, and the City Manager wanted to put that suggestion to the board. Commissioner Clark thought it would be good have something ceremonial to celebrate the reopening.

- Seasonal Parks/Public Works employee: City Manager Lawless said the Town has hired a seasonal parks/public works employee, Jonathan Parrish. He's been on for a few weeks. He's a local resident and doing a great job. We do have room for one more.
- Notice of TDEC violation: City Manager Lawless spoke with TDEC representative, discussed the data, and it seems to be a case of recording anomalies. Our flow meters were not calibrated correctly. Our response to TDEC was that we will recalibrate and monitor flow meters on front end and install flow meters on the back end, so that if one is out of line the other will show the differences. We have not had a response from TDEC to our response. Commissioner Clark said there were some other violations in the NOV and asked how those were being addressed. Lawless said those violations were due part of the flow being off and the other levels being relational. When the flow is off, the other levels are off too.
- Request for Planning Commission update: Last week's meeting, one of the standing items, Ellersly subdivision, the grading plan and SWPPP have been supplied by their engineering firm, and being reviewed by the City Planner and Planning Commission's Engineer to be sure that it fits our specification on what needs to be done. The Golf Club of DBI's PUD agreement was updated because DBI has an ARAP from TDEC, and needed to have their PUD agreement updated before they can begin work, which is their attempt to remove and stop the silt from entering into the streams. There were property subdivisions, as in a piece of property was divided into a couple of pieces of property at 1620 CC Road and 601 Mt. Pleasant, which were approved. The acquisition of some property by the Town from Second South Cheatham was deferred until July because we are working on some language between our attorney and Second South Cheatham's attorney about the land transfer agreement.
- Food Truck Mondays was a few days ago and it was a big success. We had six trucks that night. We will do it again on June 24th, and every other Monday.
- Commissioner Clark asked if there was an update on Stansell fixing the interstate lights. Public Works Director Parker said they were changing bulbs and ballasts and trying to figure out what is going on. City Manager Lawless said they would follow up next week.

10. Legal Updates:

City Attorney Perry did not have legal updates. She said she agreed with the PUD agreement for the Golf Club of DBI that the Planning Commission will forward to the Board of Commissioners with a recommendation to modify PUD agreement to include ARAP.

11. Unfinished Business:

A. Second Reading of Ordinance 23-003 – Adopting the Town of Kingston Springs annual budget and tax rate for the 2023-2024 fiscal year.

City Manager Lawless said he had a couple of pieces of information. There was no change as far as the budget is concerned from the first reading. There were emails the City Manager received with questions from commissioners and he responded to the board with

answers to those questions. Although a lot of the questions and answers don't specifically pertain to what the board is voting on this evening, he had been advised that it was a good idea to read these questions and responses into the public record to make sure they are fully disclosed. On an email dated June 1, there were a series of questions and answers.

- 1) We approved a salary increase on first budget reading for the City Recorder. That line item has been omitted in the latest version. Can you help me understand why this was omitted? Since we already passed it on the first reading does it now need to be amended or was that an oversight? Does our City Charter require the appointment of a City Recorder? The answer is per the Kingston Springs Town Charter, 6-21-401 – “The city manager shall appoint a city recorder, who also may be appointed to the positions of finance director or treasurer or both.” Over the past several months we have worked through scenarios on how we might streamline our workflow while increasing our ability to provide backup for each position and improve our internal controls. One of these decisions was to realign our city recorder position to what it had been previously when Debbie Finch served as the city recorder and finance director. Kellie Reed will have a job title as finance director but will also serve as the town's city recorder. This scenario has been vetted by our MTAS human resources consultant and meets the requirements of our charter. The difference here compared to the past is that the full slate of responsibilities assigned to a city recorder will be performed by several staff members, again with a goal of providing more efficiencies and improved internal control.
- 2) The second question asked was it appears that we plan to replace one of our public safety officers due to a recent retirement. Why are we starting that new hire at range midpoint instead of range minimum. It seems to me that all new hires should be started at the minimum and then rapidly move to the midrange as they get skills and expertise. Can you explain? The answer presented was that when we hire to fill an open Public Safety Officer position we will look to hire as close to the salary range minimum as possible. However, the salary for this position is budgeted at the Market Rate for a Public Safety Officer Position as this might be what it takes to find a qualified officer to join our department. There are a number of variables that go into selecting a Public Safety Officer such as held credentials and certifications, experience, and training, and all of this will determine the salary to be offered. Again, we will look to hire on the range minimum side of the salary table, but the budgeted salary of the Market Rate will allow some flexibility if we find a qualified candidate without returning to the board to request a salary and budget adjustment.
- 3) We list a position for a public works director at a significant salary increase for that job. If memory serves, our prior public works director ran both streets and wastewater because he had all the required wastewater certifications. Are we sure we have the proper job classification? I wonder if streets supervisor is a better job description and I wonder if that salary range is the same. The answer is that several years ago our Public Works Director had oversight of both Public Works and our Wastewater Department and was paid half out of the general fund and half out of the sewer fund. When this Public works Director left, it was decided to split these positions as combining them did not allow the adequate attention needed for each department. I spoke with Mr. Thompson who is conducting our salary study on how the data was gathered related to

the Public Works Director position and whether changing the title of the position would have an impact on the salary data. He stated that the data was gathered through their general business database using the position title of Building and Grounds Supervisor and through their municipal database using the position title of Public Works Director. He also mentioned that he dropped the projections on this position pulled from their municipal database by approximately 12% to help account for the size of our town.

There was an additional email sent with questions and responses on June 10th. With this there was a spreadsheet that Commissioner Hargis had supplied that indicated shown columns for budgeted salary, actual salary, salary paid, increased amounts of salary, COLA salary, COLA increase, additional salary, adjustments, post salary, percentage, public increase of job class, and also a percentage increase in amount in the next lot for three different standards. The questions associated with this email:

- 1) Why was COLA increase based on the 23-24 salary instead of base salary for 22-23?
The answer is this is this is the way the data was presented to us from Burris, Thompson, and Associates. My thought on the logic of this decision is that the salary information presented is the market rate for each position and the COLA was calculated from that rate rather than the employee's current salary. For comparison, the difference in calculating the COLA on proposed market rate salaries compared to current salaries is an across the board increase total of \$5,339.00.
- 2) Second question, how did we do this last year when there was no rate study increase.
The answer is COLA is determined and set by the Board during the fiscal budgeting process each year.
- 3) Next question was we used 21-22 base salary multiplied by a COLA percentage and added an additional percentage for any merit raise amounts to calculate the total 22-23 salary by employee. The answer is there were no merit raises in the 2022-2023 budget. The Board approved a 4% COLA increase and flat \$2000.00 annual bonus (Christmas) for each employee.
- 4) The last question was, after seeing the total picture, we need \$200,000 more tax revenue to offset these raises in salary. We have agreed to a 5 cent increase which will generate \$~50,000 the first year. Even if we decide to raise 5 cents over the next 4 years we run a tax revenue shortfall of the following: \$150,000 shortfall in 23-24, \$100,000 shortfall in 24-25, \$50,000 shortfall in 25-26, for a grand total \$300,000 not counting COLA or future merit raises. The response was, staff salaries, as well as all other expenditures in the fiscal budget are driven by multiple revenue sources. As we discussed during our budget workshops, over the last several years our sales tax revenue has met, and primarily surpassed our property tax revenue. As an example, we also discussed that our 2022-2023 sales tax revenue is budgeted as \$800,000.00 but our tax revenue numbers from March of this year show that we are projected to received \$1,043,205.00. That will be a minimum \$243,205.00 over anticipated and 7+% over 2021-2022 actuals. We reviewed that the revenue in this funding stream has increased each year over the last five years and we anticipate this trend to continue.

Commissioner Clark proposed removing the salary increases that passed in the budget on the first reading. She said there are so many issues at hand that necessitate that this is still a

fluid salary situation. She proposed 10% increase across the board and hold the salary study and salary discussions deferred until next year. She said she requested a copy of the salary study to read to make an informed opinion and was told the full study wasn't completed. She said they all got a copy of job descriptions that are still fluid right now and not decided. She said they approved, within the budget, salaries that included a city recorder position, and then were told two weeks before this meeting that the city manager knew that the city recorder position did not exist; that it was going to be split between employees, but they were given salaries that included that position. She said they all got a copy of the meeting material this morning. There are so many unanswered questions, and everything was presented last minute. When they had the budget workshops, they had to make a salary decision right then because Kellie had given her notice, and they had to make it so she could get the budget done by June 14. And then when it was approved, Kellie was not leaving. She said it felt like this was pushed through prematurely on them, and it bears more scrutiny. Mayor Gross asked if she was making an amendment, and Commissioner Clark said she would suggest deferring the salary portion of the budget, and amending the increases to be 10% across the board for everybody, which would be above the 8.7% cost of living discussed, and come up with better job descriptions than the way it is now. She said they were told the Parks Director would do the money drops at the end of the day and that does not seem to be best practices for some of these monetary duties to be distributed to different department heads. She said she thought there were a lot of unanswered questions. Vice-Mayor Remick disagreed. Mayor Gross said he didn't have any qualms about the internal controls process. MTAS actually likes those. He said they did receive an email that was sent to the wrong people in some ways because this board has no authority over defining job roles within the town as a function. It is in the charter that this is not their job. Commissioner Clark said they approve the pay, and Mayor Gross agreed they approve the monetary side of it, but not the administrative side of it because that is handled by the City Manager, the only employee that the board has any power over. The City Manager decides what he does or does not do with his staff. The mayor did not see anything wrong with the budget. By charter we have to have a city recorder, somebody has to have that title. Mayor Gross asked City Manager Lawless to respond on new developments on job descriptions within the last 24 hours. Lawless said this has been a fluid situation because it is difficult for us to make finite decisions when we don't know what we are working with because we don't have a budget that is passed. However, we continue to look at the efficiencies in the department and how we can best serve the town and by doing that we recently reconsidered and we will be keeping Jamie at our city recorder position.

City Attorney Perry said the motion would be to approve the budget with the amendment to the salary section. City Manager Lawless interjected to say that the salaries are interwoven through multiple line items on all departments because salaries and insurance and everything that is involved in paying personnel and employee benefits are all multiple items throughout the budget. It would be very difficult to pull all of that out, without rewriting it. City Attorney said it would be a motion to defer to allow the budget to be redrafted for the proposed amendment to make sure all the i's are dotted and t's crossed.

Commissioner Verhoven said his issue was with the percentage increase across the board. This is where merit increases come in, and he knew we don't do those right now, but the problem just moving forward is we need ironclad job descriptions and reviews, then we can do merit increases. An employee will know well in advance if they are doing a great job or a poor job. An employee might receive a 1 or 2 % COLA increase if you are doing just the minimum, but if you are going above and beyond, you're going to get more than a COLA raise; you're going to get a merit increase. Because we don't have that in place right now, the Board agreed to do the salary study to get to that place. He said he was okay with the numbers, but moving forward he would definitely like to know more about the merit base and job descriptions, just so that he, as a Board member, can make an educated decision. He can't at this point, but has to trust that City Manager. At this point, this was the study the Board agreed on to get to that point, and moving forward we can look at merit-based increases. City Manager Lawless said they held a department head's meeting that morning and discussed moving forward with plans on exactly that: job descriptions that the employee and supervisor sign, quarterly feedback sessions, reflecting those job descriptions, so that everybody can know exactly where they stand. Once those are put in place, if the Board would like to review those, that's not a problem. Commissioner Verhoven said it would be good to see that information when they are talking budget, and they can make sure they are being good stewards.

Commissioner Clark said she asked about job descriptions with the City Manager on record a couple of times. Once last April 2022, and again in November, but never saw them. MTAS was helping him out in April 2022, and in November they weren't final. And obviously there aren't any yet because they are still fluid. City Manager Lawless said he didn't understand the question. Commissioner Clark said it wasn't a question, but more of a statement – the fact that she asked for the job descriptions for over a year, in trying to consider the salary increases. She said she had a problem with this. She was disturbed this whole time, especially after receiving the City Manager's letter where board members are all called on the carpet for being contentious for asking questions, when asking questions is what they are here for. And, if they disagreed, it's contentious. She said she was telling him how it felt to get that letter, and that was how it was interpreted. It felt like there was a chasm, and he created the chasm with us and them. If the board asked questions, they were the bad guys. If they questioned any kind of salary, they were the bad guys. If they don't agree, they are the bad guys. That really felt bad. So, it's been disturbing for her in that regard. She said she knew there was a salary study too, but in the meeting back on the salary study, the first Thompson salary page the board received from the City Manager recommended the pay range minimum. That was their recommendation. The board followed their recommendation, and then it switched over to the market rate. She said she didn't understand why we weren't relying on their salary recommendation. It changed up from their recommendation to his recommendation. City Manager Lawless said he thought he had explained it to the Board on several occasions but would do so again. The response from Thompson was based on information we provided Thompson, and information that the board was conservative as far as salary increases go. Because of that information, Mr. Thompson supplied very basic rates, and suggested asking for the smallest amount. When the City Manager had a conversation with our HR representative at MTAS, he was

reminded that the purpose of this salary study was not to give our employees the bare minimum, or the salaries that a new hire would be expected to receive. The purpose of the salary study was to use selected comparisons, in a scientific way, with data that we can rely on from a third party, on both municipal and non-municipal positions, and find out how they compare, and find a market rate for these particular jobs. And that is what they did, and that was what this salary study supplied. Lawless said through conversations with MTAS he was reminded that the purpose was not to get current employees to the minimum, the purpose was to get the market rate and find out what these employees should be paid in this market, in this area. So, that is the change, and that was why he came back and said this is getting proposed, and this is the suggested figure for each of these positions. Commissioner Verhoven said that we have a great town, it's close to Nashville. The minimum is probably not going to keep employees in this town. Mayor Gross said we have to compete with Nashville salaries because we have a major municipality, major city right next to us, unlike, say Hickman County.

Mayor Gross asked for a motion, and asked Commissioner Clark if she was making a motion. Commissioner Clark said she felt like it would be a futile motion, and didn't feel like she should bring it forward just to bring it. Motion to approve Second Reading of Ordinance 23-003 – Adopting the Town of Kingston Springs annual budget and tax rate for the 2023-2024 fiscal year made by Commissioner Verhoven, with a second by Vice-Mayor Remick. Roll call voting was held with Commissioner Clark voting no, Mayor Gross voting yes, Commissioner Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Verhoven voting yes. Motion passed.

B. Second Reading of Ordinance 23-004 – Amending Title 5, Section 5-506 of the Kingston Springs Municipal Code, amending the tax rate schedule for New Residential and New Non-Residential Development.

City Attorney Perry questioned whether or not this ordinance had been advertised and if there was a public hearing on it. City Manager Lawless said it was advertised for tonight, but not listed in the agenda for the public hearing so it might be best to defer second reading to the July meeting. Motion to defer Second Reading of Ordinance 23-004 – Amending Title 5, Section 5-506 of the Kingston Springs Municipal Code, amending the tax rate schedule for New Residential and New Non-Residential Development made by Vice-Mayor Remick, with a second by Commissioner Verhoven. Motion passed

12. New Business:

A. Ordinance 23-005 – Establishing new Sewer Usage Rate Fees and structure for all persons utilizing the Town's wastewater treatment facilities.

City Attorney Perry said per statute sewer rates are to be set by ordinance. Motion to approve Ordinance 23-005 – Establishing new Sewer Usage Rate Fees and structure for all persons utilizing the Town's wastewater treatment facilities made by Vice-Mayor Remick, with a second by Commissioner Verhoven. Roll call vote was held with Commissioner

Clark voting yes, Mayor Gross voting yes, Commissioner Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Verhoven voting yes. Motion passed.

B. Resolution 23-008 – Establishing the Town of Kingston Springs Cyber Security Plan.

City Manager Lawless said the Tennessee General Assembly passed a bill requiring utilities to implement a cyber security plan. The town drafted this plan to include the town as a whole with the thought that requirements will most likely expand in the near future to not be just wastewater utility, but more generally it will encompass the town. It was vetted with IT personnel and used the MTAS standard template for this type of plan. Financial Director Reed added that the auditor helped with the template, and then we made a few changes after Ashland City used the auditor's template and made some changes suggested by their IT personnel and we adopted those changes. Mayor Gross asked why personal devices were included, and if it was problematic. Lawless said it wasn't problematic. Staff receives a phone allowance, but use their own phones, and anything work related on phone is discoverable. He said we could look at cost of everyone having a town phone and compare to the phone allowance. Mayor Gross said the reason it was done the way it is now was because of costs, but agreed we could look at it again. Lawless said we could do a cost analysis.

Motion to approve Resolution 23-008 – Establishing the Town of Kingston Springs Cyber Security Plan made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion passed.

C. Resolution 23-009 – Amending the Kingston Springs Personnel Policy to recognize June 19th, known as Juneteenth, as a town holiday to be observed on the date selected by the State of Tennessee.

Motion to approve Resolution 23-009 – Amending the Kingston Springs Personnel Policy to recognize June 19th, known as Juneteenth, as a town holiday to be observed on the date selected by the State of Tennessee made by Commissioner Clark, with a second by Commissioner Verhoven. Motion passed.

D. Resolution 23-010 – Establishing the Town of Kingston Springs Public Access Defibrillator and Automated External Defibrillator program.

City Manager Lawless said with the addition of the public access defibrillators, the town is required to establish an AED policy, and Commissioner Clark has been very helpful in getting information and background in establishing this policy. The policy does require the town to establish a medical director. We don't have one, and we can pass this resolution with the caveat that the medical director will be established. Mayor Gross asked what the requirements were for the medical director. Lawless said a licensed physician in the State of Tennessee. Mayor Gross asked if it could be any local person who happened to be a licensed physician. Lawless said yes. We would work with attorney to establish an agreement with them. The responsibilities include approving the placement of the AED. If the AED is ever discharged then a report is submitted to them for review and they just provide guidance throughout the process. Commissioner Clark said she would talk with Angela Carter. They may have a staff of doctors that work with their program. City

Attorney Perry had a couple of comments to add to the policy. Section IV Responsibilities a. VIII, after Medical Director, add “as well as all matters required by the Department of Health to be submitted to emergency medical service providers and Cheatham County emergency communication districts.” Also, under Section VII under Use, she said it would be wise to include a section about untrained personnel and managers. And she suggested changing section IX on Immunity to be titled Relevant Statutes and striking the first sentence of subsection a. Commissioner Clark asked about training plans and records. City Manager Lawless said we have training records and do training annually with staff on AEDs. Commissioner Clark asked if that would fulfill the training policy/plans. Lawless said it would. He added that all the public safety officers and firefighters are trained annually as well.

Motion to approve Resolution 23-010 – Establishing the Town of Kingston Springs Public Access Defibrillator and Automated External Defibrillator program with amendments to section IV Responsibilities, subsection VIII; subsection IX, made by Commissioner Clark, with a second by Vice-Mayor Remick. Motion passed.

E. First reading of Ordinance 23-005 – Amending Title 14, Chapter 1 of the Kingston Springs Municipal Code pertaining to the direction and supervision of the Town Planner and Town Engineer providing service to the Planning Commission.

City Manager Lawless said this comes from the Planning Commission and gives a clear understanding of direction and supervision of the planner and engineer as provided services to the Kingston Spring Regional Planning Commission. Commissioner Verhoven asked what was currently in place. Mayor Gross said currently there really is no supervision, and this essentially makes the chairman of the planning commission the supervising authority for the planner and engineer. Commissioner Clark said she has a problem with that because the people are reporting to someone who is appointed and not an elected official. City Attorney Perry said she could speak to that. The planning commission started off as a municipal planning commission. Then later it was designated as a Regional Planning Commission. When you have a municipal planning commission it is given certain authority and obligations as part of the municipal code. When you have a regional planning commission is given additional authority. Under the regional planning commission statutes, they are given the ability to option professional services, City Planner, City Engineer. It was proposed that the planning commission enter into a contract. The town has always had the contract with the city planner, but not the City Engineer. Her proposal to the planning commission was that the oversight and direction of the person who is providing material, information, and education to their body, be supervised and directed by the chair of that body or his designee. Commissioner Verhoven said so the decision-making power falls on the chair of the planning commission? Is he responsible for employment decisions for planning? He asked if it would come before the City Commission for approval on the budget side. Mayor Gross said it would be the same as the commission doesn't hire the employees, but we pass the budget ordinance for the salaries. Commissioner Clark asked the City Manager if he had oversight now. Previously yes, but more because it fell on him rather than because it was dictated to him by any kind of statute. It wasn't spelled out anywhere what the actual reporting structure or oversight body was. This is something the

planning commission is doing to clarify and codify that structure. Commissioner Clark said she wasn't comfortable because to give authority to someone who is not an elected body takes away the power of the people. City Attorney Perry said the mayor and a city commissioner sit on the planning commission. The mayor appoints all but one of the members. She said for the city planner, while wearing hat of planner reports to planning commission; while wearing hat of building official, reports to the City Manager. City Manager Lawless said he has a meeting with Pegasus Mayor John Lewellen regarding hiring a building inspector to be shared between the two municipalities. Commissioner Clark asked if Planning Commission hired its own planner and engineer would Board of Commissioners have to give approval. Mayor Gross said by law, no. City Attorney Perry said they could hire someone within their budget. Mayor Gross again said it was very similar to the way the board funds the salaries for employees, but does not have a say in the hiring process. City Attorney Perry said that a lot of the charges for City Planner, Engineer and even City Attorney, are not in the budget, but are pass-through charges.

Motion to approve First Reading of Ordinance 23-005 – Amending Title 14, Chapter 1 of the Kingston Springs Municipal Code pertaining to the direction and supervision of the Town Planner and Town Engineer providing service to the Planning Commission made by Vice-Mayor Remick, with a second by Commissioner Verhoven. Roll call vote was held with Commissioner Clark abstain, Mayor Gross voting yes, Commissioner Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Verhoven voting yes. Motion passed.

F. Motion to approve Change Order 3 – TDOT PIN 123749.00 – Kingston Springs Safe Routes to School Project.

City Manager Lawless introduced Reed Hillen, from Collier Engineering, to explain the need for the change. He said the change order is due to safety enhancements that are being done on the project. The slope into the yard along some of the properties is very steep. The majority of this change order is for a handrail on part of one property. In consultation with their inspector and the contractor, they realized that there would not be enough of a slope to add a shoulder there. It would be a deep drop off when adding sidewalk. This is being done in consultation with the city and TDOT. The other portion of this change order is for driveways to meet TDOT specs for driveway grades going in. Two of the driveways were a little bit steep, so in order to improve that area they are cutting further into it to essentially level service on those driveways, but particularly to meet the spec and still provide appropriate pitch coming up from their driveways onto the road to level those out. Commissioner Verhoven said this change order is \$49,221.25. That includes the handrail and fixing the driveway slope. City Manager Lawless said they are working with TDOT to fund this change order with TAP funding, which is an 80/20 split. So, it would be town 20% and TDOT 80% of this change order if that funding is granted.

Motion to approve Change Order 3 – TDOT PIN 123749.00 – Kingston Springs Safe Routes to School Project made by Vice-Mayor Remick, with a second by Commissioner Clark. Commissioner Verhoven asked if there were any more change orders. Mr. Hill said they are getting near the end of the project and these are aspects that needed to be wrapped up. Lawless said that both Collier and Adams, the contractor, have been working closely

with the property owners along that stretch to make sure they are comfortable and had buy in on the process. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Verhoven voting yes. Motion passed.

G. Discussion on new City Attorney hire and rate approval.

City Manager Lawless said that a request for qualifications was distributed for a new city attorney due to resignation of Martha Brooke Perry and her firm. We received one RFQ from Reynolds, Potter, Ragan & Vandivort of Dickson, TN. Attorney Tim Potter would be the primary attorney of that group that would represent the town. Mr. Potter comes with very high praise and is well regarded in the legal community. Lawless met with Mr. Potter to discuss the position and to see what his thoughts were on serving the town, and what the needs are, and it seemed to be a good fit. Mr. Potter and his firm are the City Manager's selection to fill this position. City Manager selects the attorney and the board approved the attorney fees. Lawless said the fee is \$225 an hour, plus mileage, which is still very reasonable for attorney fees. Commissioner Clark asked if there was an associate billing rate? Lawless said it's going to be a straight \$225 an hour. That could be negotiated. Lawless said Mr. Potter is thinking that he is going to be the primary attorney from the firm. City Attorney Perry said the motion would be for the board to approve the \$225 an hour rate, plus the IRS mileage rate, and authorize the City Manager to enter into the contract with the firm. While he has the ability to hire and select and supervise, the code says he can't enter into a contract without the board's permission. Motion for the board to approve the \$225 an hour rate, IRS mileage rate and authorize the City Manager to enter into a contract with the law firm of Reynolds, Potter, Ragan & Vandivort made by Vice-Mayor Remick, with a second by Commissioner Verhoven. Role call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis absent, Vice-Mayor Remick voting yes, and Commissioner Verhoven voting yes. Motion passed.

H. Discussion on Kingston Springs Public Speaking Policy related to recent guidelines from the State of Tennessee and potential local impacts.

City Manager Lawless said this was brought up last month in the City Attorney's legal updates and it was decided to bring it back as an agenda item for a discussion at this month's meeting. City Attorney Perry said this law required the town to have a public speaking policy in place. The town already has public speaking guidelines in place, and set parameters in 2022. Her suggestion was that if the board wanted to change any of those parameters it would probably be best to do it now rather than later. You have to be careful about limiting content. Currently the Board has 5 minutes per speaker. If you want to change that to total amount of time for public speaking, you can. If you have a hot button issue you can change the rules allowing extended amount of time. The public speaking policy is only for meetings. If you have workshops where there is no voting you are not required to have public speaking policy. Mayor Gross said he's never had an issue, and is not in favor of limiting speakers. People come to the meetings to share their concerns. The protocols put into place last year falls within the guidelines the state is requiring. He said he did not think the board needed to amend the rules, and they should stay as they are.

13. Surplus:

- Public Safety Department – Attached List – Discard.
Motion to discard attached list of items from the Public Safety Department made by Vice-Mayor Remick, with a second from Commissioner Verhoven. Motion passed.

14. Other (For Discussion Only):

City Attorney Perry said she wanted to say thank you to the Board. She said the board knows this, but they have a wonderful staff, John, Kellie, Jamie, everybody. Everybody is incredible, responsive. We have an amazing town, parks, public works. It's been a pleasure to work with everyone. She thanked the board for the opportunity to work with the town. Mayor Gross thanked her for her service to the town.

15. Reminders:

- Kingston Springs City Hall will be closed Monday, June 19th in honor of Juneteenth holiday.
- Kingston Springs Farmers and Artisans Market each Saturday from 9:00am to Noon.
- Next Food Truck Monday will be Monday, June 26th.
- Kingston Springs City Hall will be closed Tuesday, July 4th in honor of Independence Day.

16. Adjourn the Meeting:

Motion to adjourn meeting made by Vice-Mayor Remick, with a second by Commissioner Clark. Motion approved and the meeting adjourned at 8:50 p.m.

Francis A. Gross, III
Mayor

Jamie Dupré
City Recorder

ORDINANCE NO. 23-004

AN ORDINANCE AMENDING TITLE 5, CHAPTER 5, SECTION 5-506, AMENDING THE TAX RATE SCHEDULE FOR NEW RESIDENTIAL AND NEW NON-RESIDENTIAL DEVELOPMENT AS ORIGINALLY ADDED BY ORDINANCE #97-007 AND AS AMENDED BY ORDINANCE # 04-008

WHEREAS, the Town of Kingston Springs, Tennessee, pursuant to Ordinance #97-007 codified ordinances in Title 5, Chapter 5 of the Town of Kingston Springs Municipal Code, known and cited as Kingston Springs Adequate Facilities Tax; and

WHEREAS, by Ordinance 04-008, the Town of Kingston Springs amended the adequate facilities tax rate for new residential development and new non-residential development; and

WHEREAS, on April 20, 2023, the Town of Kingston Springs Board of Commissioners adopted a revised capital improvements plan as required by Title 5, Chapter 5, Section 5-511; and

WHEREAS, the Board of Commissioners for the Town of Kingston Springs, Tennessee desires to amend the Kingston Springs Adequate Facilities Tax rate for new residential development to \$.50 per gross square foot of floor area and new non-residential development to \$.75 per gross square foot of floor area.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF THE TOWN OF KINGSTON SPRINGS AS FOLLOWS:

Title 5, Chapter 5, Section 5-506 of the Town of Kingston Springs Municipal Code is amended such that the Tax Rate Schedule set forth in said section shall reflect that the tax rate for New residential development shall be set at the rate of \$.50 per gross square foot of floor area and the tax rate for New non-residential development shall be set at the rate of \$.75 per gross square foot of floor area.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect the later of fifteen days after its final passage or the publication of the Ordinance or its caption, the public welfare requiring it.

First Reading:
Second Reading:

ATTEST:

Mayor Francis A. Gross III

City Recorder Jamie Dupre'

The caption of this Ordinance was published in the Cheatham County Exchange, a newspaper of general circulation with the Town of Kingston Springs, Tennessee on _____.

Ordinance No. 23-005

AN ORDINANCE AMENDING TITLE 14, CHAPTER 1, THE TOWN OF KINGSTON SPRINGS MUNICIPAL CODE TO ADD A SECTION REGARDING THE DIRECTION AND SUPERVISION OF THE TOWN PLANNER AND TOWN ENGINEER PROVIDING SERVICE TO THE PLANNING COMMISSION

WHEREAS, the Town of Kingston Springs Municipal Planning Commission has been designated as a Regional Planning Commission pursuant to *Tennessee Code Annotated* § 13-3-102 and was vested with the powers attenuate to a Regional Planning Commission under *Tennessee Code Annotated* § 13-3-104; and

WHEREAS, *Tennessee Code Annotated* § 13-3-104 provides that a Regional Planning Commission may hire certain experts to advise the Town of Kingston Springs Regional Planning Commission as to planning related matters, including a city planner and engineer; and

WHEREAS, as the Municipal Planning Commission has been designated as a Regional Planning Commission, and as the Town has contracted for the services of a city planner and an engineer to provide expert consulting services to the Town of Kingston Springs Regional Planning Commission, the Town desires to provide for the direction and supervision of the performance of duties of the city planner and engineer when acting in the capacity of providing expert advising and consulting services to the Town of Kingston Springs Regional Planning Commission.

NOW, THEREFORE, BE IT ORDAINED by the Town of Kingston Springs Board of Commissioners that the following new section 14-103 shall be added to Title 14, Chapter 1, of the Town Municipal Code:

14-103. Direction and Supervision of Town Planner and Engineer Advising the Town of Kingston Springs Regional Planning Commission. A town planner hired to review proposed development plans and requests and provide planning consultation services to the Town of Kingston Springs Regional Planning Commission and an engineer hired to review submitted plans, development activities, and render professional opinions to the Town of Kingston Springs Regional Planning Commission shall serve under the direction and supervision of the Chair of the Town of Kingston Springs Regional Planning Commission or his or her designee. Such Chair, or his or her designee, shall provide direction to the planner or engineer as to the service and activity requested to be performed in advising the Town of Kingston Springs Regional Planning Commission in the conduct of its statutorily authorized powers and shall supervise the performance of such service and activity by the said planner and engineer.

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 _____, 2023

Passed on Second Reading _____, 2023

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

ATTEST:

Jamie Dupré, Town Recorder

APPROVED AS TO FORM:

City Attorney

ORDINANCE 23-006

AN ORDINANCE AMENDING TITLE 18, CHAPTER 1, SECTION 113 OF THE TOWN OF KINGSTON SPRINGS MUNICIPAL CODE AND SETTING USER RATES AND FEES FOR THE TOWN OF KINGSTON SPRINGS WASTEWATER TREATMENT FACILITIES

WHEREAS, Title 18, Chapter 1, Section 110 of the Town of Kingston Springs Municipal Code provides for the establishment of charges, rates, and fees for the use and operation and other matters as set forth therein related to the Town of Kingston Springs Publicly Owned Treatment Works (herein "POTW") for wastewater; and

WHEREAS, Title 18, Chapter 1, Section 113 of the Town of Kingston Springs Municipal Code provides that the User Rates for use of the POTW shall be set by Resolution; and

WHEREAS, the Board of Commissioners, pursuant to Tennessee Code Annotated §7-35-414, has determined that such charges, rates, and fees shall be set by ordinance and that such charges, rates, and fees shall be incorporated as part of the Town's Schedule of Fees in the Appendix to the Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the Town of Kingston Springs Board of Commissioners that Title 18, Chapter 1, Section 113 of the Town Municipal Code shall be deleted and replaced in its entirety as follow:

18-113. User rates for those persons utilizing the town's wastewater treatment facilities. User rates of the town shall be adopted by ordinance and set forth in the Schedule of Fees for the Town contained in the Appendix to the Municipal Code.

BE IT FURTHER ORDAINED that the attached Schedule of User Rates and Fees shall be adopted for the use and operation of the POTW pursuant to Title 18, Chapter 1, Section 110 of the Municipal Code and added to the Appendix of the Municipal Code.

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 _____, 2023

Passed on Second Reading _____, 2023

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

ATTEST:

Jamie Dupré, Town Recorder

APPROVED AS TO FORM:

City Attorney

Schedule of User Rates and Fees for the Town of Kingston Springs Wastewater Treatment Facilities

TOWN OF KINGSTON SPRINGS, TENNESSEE ANNUAL SEWER RATE INCREASE

Date of Passage of Resolution 23-007 – June 15, 2023

Date of Notice to SSCUD: May 30, 2023

Current Rates:

Current Usage Categories	Current Rates
Base	10.03
0-2000 Gallons	7.93
2001 - 4000 Gallons	11.63
4001 – 12,000 Gallons	11.81
12,001 – 20,000 Gallons	11.96
20,001 - Plus	12.41

Current Sewer Service Fee: \$50.00

New Rates beginning July 1, 2023:

New Usage Categories	2023-2024 Usage Rates
Base Fee (includes first 1,000 gallons)	\$40.00
1,001 – 12,000 gallons	\$10.00 per 1,000 gallons
12,001 gallons & above	\$14.00 per 1,000 gallons

New Sewer Service Fees: \$75.00 Residential & \$150.00 Commercial

Residential Sewer Hook Up Fee: \$1.00 per Septic Tank Gallon

Commercial Sewer Hook Up Fee: \$2.00 per Septic Tank Gallon

Resolution No. 23-011

**Resolution in Support of Kingston Springs, Tennessee Special Event Dinner on Main,
scheduled for September 24, 2023**

BE IT RESOLVED that the Board of Commissioners of the Town of Kingston Springs, Tennessee hereby approves the special event known as “Dinner on Main “, which is scheduled for September 24, 2023. The Board further establishes by resolution a special event zone for the event pursuant to Municipal Code Title 8, Section 8-108 (1) (b) as well as Municipal Code Title 8, Section 8-203.

The area for the special event shall begin on Main Street in downtown Kingston Springs which will be closed at West Kingston Springs Road. The event area will continue on Park Street which will be closed just past the intersection with Valley Drive. Oak Street will be closed at the intersection with Love Street. Officers will be placed at the road closures to redirect traffic. Roads in the special event area will be closed Sunday, September 24, 2023 from approximately 3:00pm to approximately 8:00pm. Downtown residents, churches, and business owners will be alerted in advance to the road closure plan. A copy of a map is hereby attached as Exhibit A to this resolution. In the event of inclement weather, the special event area shall be moved to the Activity Center and surrounding grounds at Burns Park

Be it further resolved that the consumption of beer and wine within the special event area is permitted.

Passed : _____

Francis A. Gross III, Mayor

Jamie Dupré, City Recorder

September 24, 2023
Dinner on Main Event Area
Kingston Springs, Tennessee

Resolution 23-011
EXHIBIT A



13.C

505 Valley Drive
Kingston Springs, TN 37082
615-952-3094
615-952-2017
www.secondsouthcheatham.com

**Second South
Cheatham Utility
District**

Fax

To: Jamie Dupre Fax: 615-952-2397
 From: Jennifer Davenport Date: 06-20-2023
 Re: Uncollected Debts Pages: 2
 Cc: _____

Urgent For Review Please Comment Please Reply Please Recycle

Comments: last pay date 12/31/2022

		UNCOLLECTABLE DEBTS			
ACCT #.	NAME	House #	Street	LAST PAY DATE	KS SEWER
0101-18330-000	Angela Keele	137	Avalon Drive	8/10/2022	\$ 88.30
0101-18360-004	Ryan W Aubuchon	145	Avalon Drive	4/29/2022	\$ 20.65
0101-18540-003	Shayne A McAllister	189	Avalon Drive	1/6/2022	\$ 67.22
0101-85250-009	Jacquelyn V Hickman	103-A	Martin Ct	7/1/2022	\$ 9.85
0101-90551-005	Joshua R Bradshaw	242	Redwood Cir apt A	10/9/2022	\$ 39.84
0101-90620-001	Tony Hinton	219	Redwood Cir	4/29/2022	\$ 172.94
0101-91520-004	Kenneth Jackson	182	Hillcrest Road	3/28/2022	\$ 84.32
0101-91910-019	Lucinda Fendley	179	Walnut Dr	5/9/2022	\$ 165.93
Totals					\$ 649.05

Uncollected debts

last pay date

12/31/2022

PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE GIVE TO THE CITY RECORDER)


DATE OF REQUEST JULY 5, 2023

DEPARTMENT FIRE

ITEM COUCH & BATTERY BACKUP

HOW DISPOSED DISCARD

DISPOSAL DATE _____

SIGNATURE 

PROPERTY DISPOSAL

(ONCE COMPLETED PLEASE GIVE TO THE CITY RECORDER)

DATE OF REQUEST JULY 13, 2023

DEPARTMENT CITY HALL

ITEM VACUUM CLEANER

HOW DISPOSED DISCARD

DISPOSAL DATE _____

SIGNATURE 



Department Reports

Kingston Springs, Tennessee

July
2023



Monthly Codes Report - Commission Packet

01/01/2023 - 06/30/2023

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200202	6/13/2023	320 Oak St	NORCROSS DEVIN T &	Town Staff	Chickens getting in neighbor's yard and not being contained properly	Open - Yellow Card
200200	6/17/2023	552 Cunningham Ct	PERRI LOUIS	Resident/Other Complainant	Overgrown grass, shrubs, and tree limbs growing against the structure.	Violation Letter Issued
200199	6/13/2023	561 Cunningham Ct.	SWINDLE CONNIE SUE	Resident/Other Complainant	Overgrown lot, excessive weeds around out building, debris to include old batteries, tires metal around storage building.	Open - Yellow Card
200198	6/13/2023	320 Oak Street	NORCROSS DEVIN T &	Anonymous Complainant	Chickens not being contained	Abated/Closed (Green Card)
200197	6/8/2023	552 Cunningham Ct	PERRI LOUIS		Overgrown grass and vegetation.	Violation Letter Issued
200196	4/17/2023		COURTNEY SHAWN ETUX			

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200195	4/17/2023		COURTNEY SHAWN ETUX			
200194	4/7/2023	584 Mt. Pleasant Rd	MOORE HOMES LLC	Town Staff	Dumpster overflowing and trash being blown onto other properties.	Abated/Closed (Green Card)
200193	3/25/2023	342 West View Dr.	SCHWARTZ KELLY	Town Staff	Constructing a deck without a permit	Open - Yellow Card
200192	3/25/2023	988 Timber Ridge	TYREE JOHN M	Town Staff	Constructing a deck without a permit	Abated/Closed (Green Card)
200191	3/14/2023	560 Cunningham Ct	POND JOHN T JR	Resident/Other Complainant	Trash beside the home and burning trash at night	Abated/Closed (Green Card)
200190	2/21/2023	211 Hillcrest Rd	ANCHORED CAPITOL, LLC	Town Staff	Household goods in front of home and in driveway due to eviction of residents. Overgrown vegetation throughout property.	Abated/Closed (Green Card)
200189	3/12/2023	219 Redwood Ci	INFINIUM BUILDERS LLC	Town Staff	Overgrown vegetation on entire lot. Vines and plant growth invading structure. Structure in disrepair, appears to be vacant. Trash and debris throughout lot.	Court Scheduled

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200188	2/27/2023	216 Woodlands Dr	LOAEZA VIRGINIA NICOLE ETVIR URIEL LOAEZA	Resident/Other Complainant	Dumping paint or washing drywall mud into creek	Unfounded
200187	2/15/2023	387 Moores Ci	FRANCIS KARL	Resident/Other Complainant	Trash, Junk and debris in yard	Violation Letter Issued
200186	2/15/2023	1312 Teri Lynn Ct.	GOODMAN ROBBIE LYNN ETVIR DARRELL KIRBY	Resident/Other Complainant	Disabled red Pick up truck parked in road at this address being used as a dumpster.	Abated/Closed (Green Card)
200185	1/17/2023	1311 CC Road	SULLIVAN REEDY A	Resident/Other Complainant	Trash/junk in yard getting onto other property	Abated/Closed (Green Card)
200184	1/17/2023	471 Page Rd.	SANDERS DENNIS ETUX ASHLEY R	Anonymous Complainant	Double driveway, Lot Coverage, Running a Business on residential lot, Questionable people	Open - Yellow Card
200183	1/6/2023	356 Love St		Town Staff	Stop Work Order issued 1/6/2023	Open - Yellow Card

Total Records: 19

7/13/2023



Monthly Departmental Update

July 2023

PARKS DEPARTMENT MONTHLY REPORT

Projects/Items in the Works:

- Summer Camp begins on July 17th and both sessions are full.
- The splashpad is continuing to have mechanical issues.
- Soccer registration has started and will run through the first of August.
- Food Truck Monday's has been a huge success. We have three more dates July 24th, August 7th & 21st.
- Ms. Lula's garden has been repaired and beautified.

Other Notes:

Seniors will have bingo on the 1st & 3rd Monday's at 10:00

July luncheon will be on 7/20/23 at Plantation in Dickson.

Summer camp is the weeks of July 17th – 21st and July 24th – 27th.

Soccer begins August 21st.

Dinner on Main is September 24th

Art in the Park is October 7th.



Monthly Departmental Update

July 2023

POLICE/FIRE DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

Fire Department

- Continued training with department the second and fourth Thursday of each month.

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		10
MISDEMEANOR CITATIONS ISSUED		3
10-14 ESCORT		5
10-15 ARREST		5
10-17 SERVE WARRANT		2
10-27 BURGLARY		
10-42 ALARM		6
10-43 REQUEST FOR OFFICER / INVESTIGATION		98
10-43 MOTORIST / CITIZEN ASSIST		13
10-44 STOLEN VEHICLE		1
10-45 VEHICLE CRASH (non-injury)		12
10-46 VEHICLE CRASH (with injuries)		4
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		5
10-72b FIRE CALL (medical)		11
10-80 EXTRA PATROL		32
10-81 TRAFFIC STOP		39
10-82 MUTUAL AID		27
10-86 DOMESTIC ASSAULT		
10-94 SUICIDE/ATTEMPTED SUICIDE		
FOLLOW UP INVESTIGATIONS		8
Traffic Stop Count	Warning	Citation Issued
Mt. Pleasant Rd.	1	0
W. Kingston Springs Rd	3	3
E. Kingston Springs Rd.	5	9

Officer: Department Total

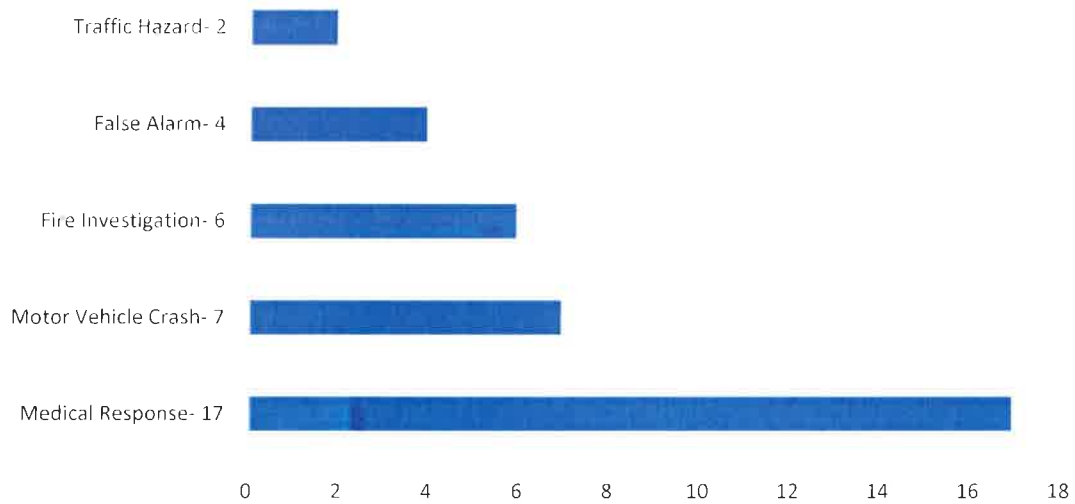
Month: June 2023

Kingston Springs Volunteer Fire Department

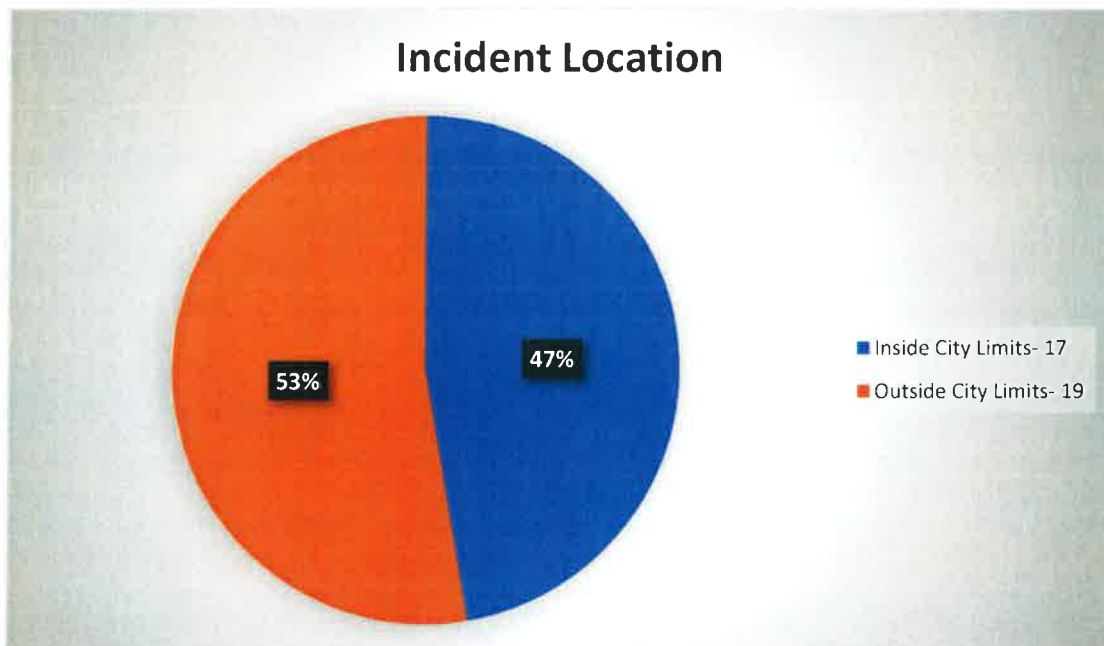
Incident Response for June 2023

KSVFD responded to 36 calls in the month of June with an average response time of just under 8 minutes. Below is a breakdown of incident type and location.

Incident Type



Incident Location





Monthly Departmental Update

July 2023

PUBLIC WORKS DEPARTMENT MONTHLY REPORT

Projects/Items Completed this Month:

- Trimmed trees and bushes
- Cleaned culverts
- Trimmed roadside trees
- Installed new road signs
- Covered numerous sewer calls
- Fixed sewer pump station at Elementsry School
- Had several 811 locates
- Replaced missing road signs
- Changed old faded road signs
- Cleaned up debris at Turnbull Bridge
- Fixed roof on Public Works Building again
- Cleaned storm drains and curbs
- Cleared trees from Roadway after storm
- Patched some pot holes
- Located sewer lines
- Cut grass at both Parks , Fire Stations
- Kept baseball ready for practices
- Maintenance on equipment
- Cleaned up trail at Burns Park
- Bush hogged Burns Parks
- Straightened road signs
- Mowed CC Rd , Merry Log , West Kingston
- Sprayed sidewalks for weeds
- Fixed Redlight on East Kingston numerous times
- Worked on splash pad a lot



Monthly Departmental Update

- Found and patched leak at Burns Park pond
- Mowed sewer lagoons
- Picked up trash on CC Rd
- Moved tables for Food Truck Monday from Park
- Filled holes with dirt in the Park

Projects/Items in the Works:

- Pressure wash Beck Building
- Tree trimming
- Finish water fountain at Dog Park
- Patch potholes across town
- Edge sidewalks across town
- Trash pick up by Sheriff's Department
- Repair fence at Dog Park

Other Notes:

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 .

The roof of Public Works is in bad shape and needs to be replaced .

It is the beginning of peak season for Public Works and Parks Department. Everyday will be full of grass cutting and general maintenance and up keep to keep our town looking great .