



# **City Commission**

**Kingston Springs, Tennessee**

**12/21/2023**

**Meeting Packet**





**City Commission  
Meeting Packet  
12/21/2023**

1. The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

2. Pledge of Allegiance

3. [Roll Call](#)

A. [Board Members](#)

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

B. [Town Staff](#)

City Manager John Lawless  
City Attorney Timothy Potter  
Kellie Reed, Finance Director  
Jamie Dupre', City Recorder  
Eugene Ivey, Public Safety Director  
Roger Parker, Public Works Director  
Brandy Miniat, Parks Director

4. [Declaration of Quorum by Mayor](#)

5. [Approval of Agenda](#)

A. Approval of December 21, 2023 City Commission Meeting Agenda

6. [Approval of Minutes](#)

- A. [November 16, 2023 Public Hearing Meeting Minutes](#)
- B. [November 16, 2023 City Commission Meeting Minutes](#)

7. [Announcements from Commissioners](#)

8. [Community Input](#)

9. [City Manager Updates and Department Reports](#)

10. [City Attorney Updates](#)

11. [Old Business](#)

12. [New Business](#)

- A. [Secondary Meter Write-off from Second South Cheatham Utility District](#)
- B. Recognition of Chief Eugene Ivey: 30 years of service

13. [Surplus Requests](#)

14. [Other \(Discussion Only Items\)](#)

15. [Reminders](#)



- A. City Hall will be closed Monday, December 25, 2023 and Tuesday, December 26, 2023 for the Christmas Holiday
- B. City Hall will be closed Monday, January 1, 2024 for the New Year Holiday
- C. City Hall will be closed Monday, January 15, 2024 for the Martin Luther King, Jr. Holiday

**16. Adjournment**





**Kingston Springs Board of Commissioners  
November 16, 2023 Public Hearing Minutes**

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**A. Call to Order:**

The meeting was called to order by Mayor Gross at 7:00 p.m.

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

- 1. Ordinance 23-007 – Amending Title 15, Chapter 1 of the Kingston Springs Municipal Code – adopting by reference, state traffic offenses and rules of the road.**
- 2. Ordinance 23-008 – Amending the 2023-2024 Fiscal Year Budget.**

No Public Comments on either Ordinance presented.

**C. Adjournment**

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

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder



**Kingston Springs Board of Commissioners  
Regular Business Meeting Minutes  
November 16, 2023**

**1. Call to Order:**

Mayor Gross called the meeting to order at 7:01 p.m.

**2. Pledge of Allegiance:**

**3. Roll Call:**

**Board Members in Attendance:**

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

**Staff in Attendance:**

John Lawless, City Manager	Present
Jamie Dupré, City Recorder	Present
Tim Potter, City Attorney	Present
Kellie Reed, Finance Director	Present
Eugene Ivey, Public Safety Director	Present
Brandy Miniati, Parks Director	Present
Roger Parker, Public Works Director	Present

**4. Declaration of Quorum by Mayor**

Mayor Gross declared a quorum.

**5. Motion to Approve the October 19, 2023, City Commission Meeting Minutes:**

Motion to approve October 19, 2023, City Commission Meeting minutes made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed.

**6. Motion to Approve the November 16, 2023, City Commission Meeting Agenda:**

Motion to approve the November 16, 2023, City Commission Meeting Agenda made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed.



**7. Announcements from Commissioners:**

Vice-Mayor Remick noted that World Atlas has declared Kingston Springs as one of the Top Ten Small Towns in the state for retirees.

**8. Community Input and Concerns:**

Mayor Gross asked City Attorney Potter for clarification on when people are allowed to make public comments. Mayor Gross said that Commissioner Clark requested that two people who are not on the agenda be allowed to make comments during the discussion items under 12.C. and 12.D. City Attorney Potter said that since these were on the agenda as discussion items, the mayor could rule at his discretion to allow community input during discussion.

**9. Department Reports:**

City Manager Lawless provided updates on several items:

- **Planning Commission Updates:**
  - Ellersly – Stop Work Order has been lifted to allow exploratory digging to determine utility locations on plan set.
  - Golf Club of TN – off-season improvement plan approved.
  - Golf Club of DBI – withdrawal of plans for maintenance facility to be resubmitted in the future.
  - Tarver development – discussion on development proposal for 121 single-family for rent homes at 119 Luyben Hills Road. No action taken.
- The Town has applied for a TDOT Traffic Signal Modernization Program Grant that is a 100% grant for a project up to \$125,000 for replacement or refurbishment of control cabinets and signal pads for traffic signal at intersection of Luyben Hills and East Kingston Springs Road.

**10. Legal Updates:**

None

**11. Unfinished Business:**

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

- **Draining of wastewater lagoon /repair status.**

An insurance claim has been filed. Lagoon is being drained but we cannot exceed limits of our discharge permit, so it will take approximately 3 months to drain and be able to ascertain damage.
- **I-40 Exit 188 Mast Lights status.**

Town has submitted a Community Transportation Planning Request (CTPR) to TDOT, which is the first formal step in requesting TDOT assistance in replacing or repairing the mast lights. In the short term, Travis Electric will be returning to see what measures they might be able to take to get them functioning.

- **Luyben Hills mid-block crosswalk.**

TDOT has not specifically said no, but they recommend not placing a crosswalk on a state highway. A crosswalk was in the original plans, and was removed at TDOT's request during the design stage.

- **Speed Limit feedback radar signs.**

First feedback sign has been ordered at approximately \$3,000. It will take 4-6 weeks. It will be installed on East Kingston Springs Road. Commissioner Clark asked if the next feedback sign would be installed on Mt. Pleasant Road, and the answer was yes.

- **Dates for 2024 Commissioners Retreat.**

Possible dates in February were discussed for Commissioners Retreat, but none worked, and a tentative date was set for March 9.

**B. Second Reading of Ordinance 23-007 – Amending Title 15, Chapter 1 of the Kingston Springs Municipal Code – adopting by reference state traffic offenses and rules of the road.**

Motion to approve Second Reading of Ordinance 23-007 – Amending Title 15, Chapter 1 of the Kingston Springs Municipal Code – adopting by reference state traffic offenses and rules of the road, 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, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Verhoven absent. Motion passed.

**C. Second Reading of Ordinance 23-008 – Amending the 2023-2024 Fiscal Year Budget.**

Finance Director Reed said the ordinance had been changed from first reading to change the amount of scholarship from the Tennessee Association of Police Chiefs to \$340. We have also received the anonymous donation for the bullet proof vest for K9 Luca in the amount of \$3,479 in memory of Officer Tucker Blakely with the Knox County Sheriff's Office who died in the line of duty. Motion to approve Second Reading of Ordinance 23-008 – Amending the 2023-2024 Fiscal Year Budget as amended made by Vice-Mayor Remick, with a second by Commissioner Hargis. Roll call vote was held with Commissioner Clark voting yes, Mayor Gross voting yes, Commissioner Hargis voting yes, Vice-Mayor Remick voting yes, and Commissioner Verhoven absent. Motion passed.

## **12. New Business:**

### **A. Motion to approve Resolution 23-014 – Supporting No Mow Month Initiative in Kingston Springs. Sponsored by Commissioner Clark.**

Commissioner Clark requested that since we know the No Mow Month will be in April, that the Resolution be amended to say No Mow April. Motion to approve Resolution 23-014 – Supporting No Mow Month Initiative in Kingston Springs as amended made by Commissioner Clark, with a second by Mayor Gross. Motion passed.

### **B. Motion to approve updated Professional Services Agreement for Planning Services.**

City Manager Lawless said the current planning services contract with Plans and More has not been updated since 2018. The agreement presented was initially vetted by former City Attorney Perry and currently by City Attorney Potter and all changes requested by legal have been made. The hourly rate is increased to \$100; updated mileage to federal mileage rate; and the pass-through charges are more clearly defined. Commissioner Clark questioned whether or not Plans and More was allowed to do business in Tennessee since they are located in Kentucky. City Planner Armstrong said that Kentucky has a reciprocal agreement with Tennessee, and it has been vetted by City Attorney. Commissioner Clark objected to Plans and More, saying it was one company with too many hats: planning, inspections, permit approval. Armstrong stated that they did not do building inspections. That is done by the County inspector. She reviews building permits because there is no one else qualified at the moment to do it, and would still need to review for compliance for planning. Every permit requires a zoning compliance discussion. City Manager Lawless said that he and Pegram Mayor had interviews coming up for building inspector/permit position. Motion to approve updated Professional Services Agreement for Planning Services with Plans and More made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed three votes in favor, one against. Votes in favor of contract were Mayor Gross, Commissioner Hargis and Vice-Mayor Remick. Commissioner Clark voted against the contract. Commissioner Verhoven was absent.

### **C. Discussion of proposal for consideration of sidewalk build on West Kingston Springs Road to connect Ellersly Subdivision to downtown Kingston Springs. Sponsored by Commissioner Clark.**

Commissioner Clark said the need for sidewalks on West Kingston Springs Road to connect Ellersly subdivision to downtown came to her attention two years ago at the Farmers Market when it was pointed out to her how unsafe it was walking on the side of the road. She noted that realtors advertise the subdivision as walking distance to downtown. She said that the late Mr. Yoho asked the Board of Commissioners for sidewalks in 2016. Mayor Gross said he remembered that. Mayor Gross attended a homeowners' meeting at which Mr. Merville promised to provide funding for sidewalks. Commissioner Clark researched options and possible costs for sidewalks, as well as CSX requirements for use of their property. She also investigated grant possibilities. Several Ellersly residents spoke. They would like Mr. Merville to live up to his word, but if not, the town should step in and build sidewalk. Commissioner Hargis noted that we are currently paying off grants for sidewalks. Grant programs for current sidewalks were at 20/80 split

with 20% for town. This 20% keeps growing. He said he understands the concerns, but without a generous grant we can't afford it right now. His concerns with grants are: Can we get the money? What's our share? How confident are we in the bid? Commissioner Clark said there are lots of grants available and we should look into it. City Planner Armstrong said that anything concerning Ellersly must go before the Planning Commission due to the complication with their drainage and sewage issue. Lighting for sidewalks would also need to be considered. Armstrong said there is a safer shorter connection at the back of the development via the condos on Moores Lane. Mayor Gross said most grants do not make allowances for use of private property, which is the case with CSX. He said that going through the back of the development makes sense. Armstrong added that it is not yet developed, so there is an opportunity. Clark asked that both options be explored. City Manager Lawless said he will contact CSX about use of their property and explore possible grants.

**D. Discussion of Town's definition of Principal structure/Use as contemplated and interpreted in Town Ordinances. Sponsored by Commissioner Clark.**

Commissioner Clark stated this discussion was just about the math related to the current definition of principal structures on parcels and she noted no reason for the City Planner to be a part of the discussion. Clark stated she felt the entire footprint should be counted toward the principal structure and not just the livable space. She said that garages weren't currently counted toward livable space. This would increase livable space and allow for more accessory structures. Kelly Schwartz and Mike Roberts each spoke about expanding the area. Clark referenced definitions for Ashland City and Cheatham County. Mayor Gross asked City Planner Armstrong to speak. Armstrong said the question is about what is defined in the current zoning. The principal use of a residential lot is residential, and the principal structure of residential is the living structure. If the amount allowed for accessory structures is greater than principal structure, then the residential structure is no longer the primary structure and doesn't fit the zoning. She noted that there are also some currently subdivisions that limit accessory uses. She also noted that some lots are smaller and have coverage restrictions, and may have septic tanks and field lines in the rear of the house. It is illegal to build on top of the septic tank or field lines. If exceptions are made to zoning in one district, then it applies to all districts. She said the simplest way to address this is to increase the percent allowed for accessory structures. Currently it is at 50%, but you still have to take lot coverage allowance and setbacks into consideration. Attorney Potter asked why garages weren't counted toward living space. Armstrong said attached, enclosed garages are counted. Open decks and carports are not counted toward livable space. Commissioner Clark said the definition should be changed. Armstrong said if someone has attached space that is not counted, it is probably listed incorrectly on the tax record. Armstrong said a change would need to go before the Planning Commission to see if there is a way to increase the percentage of accessory use. This is covered by the zoning ordinance. Mayor Gross said there was a way to move forward. Commissioner Hargis said those who have attached space not counted should check their tax record. Motion to recommend taking proposal to change percentage of accessory use to the Planning Commission made by Commissioner Hargis, with a second by Vice-Mayor Remick. Motion passed.

**E. Motion to approve Resolution 23-015 – Approving United Community Bank as a depositor for municipal funds and authorizing City Manager to execute a contract for the same.**

Finance Director Reed said the Town accepted quotes from two banks to be depositor. The recommendation is to accept United Community Bank as depositor. They will give 5% rate on deposit and they have waived fees. Motion to approve Resolution 23-015 – Approving United Community Bank as a depositor for municipal funds and authorizing City Manager to execute a contract for the same made by Commissioner Hargis, with a second by Vice-Mayor Remick. Motion passed.

**F. Approval of Second South Cheatham Utility District to refund secondary meters in the amount of \$23,312.20.**

This is the refund for secondary meters. Commissioner Hargis said that he is on the list for refund and recused himself from voting. Motion to approve Second South Cheatham Utility District refund of secondary meters in the amount of \$23,312.20 made by Mayor Gross, with a second by Vice-Mayor Remick. Motion passed.

**13. Surplus:**

None.

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

**15. Reminders:**

- City Hall will be closed Thursday, November 23<sup>rd</sup> and Friday, November 24<sup>th</sup> for the Thanksgiving Holiday.
- South Cheatham Public Library Tree Lighting on Thursday, November 30<sup>th</sup> at 7:00pm.
- A Kingston Springs Christmas at Burns Park on Sunday, December 10<sup>th</sup> from 4:00pm to 7:00pm.

**16. Adjourn the Meeting:**

Motion to adjourn meeting made by Vice-Mayor Remick, with a second by Commissioner Hargis. Motion passed, and meeting adjourned at 8:32 p.m.

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Francis A. Gross, III  
Mayor

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Jamie Dupré  
City Recorder



# Department Reports

Kingston Springs, Tennessee

December  
2023



## Monthly Codes Report - Commission Packet

01/01/2023 - 11/30/2023

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200213	9/19/2023	116A Martin Ct	SEIDQI ABDUL	Anonymous Complainant	Ovvergrown lot and junk auto and debris	Open - Yellow Card
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200212	9/19/2023	300 Maple St	MCELROY ANITA RUTH	Anonymous Complainant	Overgrown lot and vines growing into and onto the house and roof.	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200211	9/19/2023	769 Mt Pleasant Rd	ASKEW HEATHER DORENE	Town Staff	Possible working without a permit	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200210	8/30/2023	129 E KINGSTON SPRINGS RD		Town Staff	WORK NONCOMPLIANT W/PERMIT - ZONING, GRADING, SITE PLAN NON COMPLIANCE	Violation Letter Issued

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200209	8/10/2023	255 Harpeth View Tr	MENDENHAL L ROBIN G		Grass not cut	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200208	7/26/2023	260 Maple Street	HARMON RYAN A	Resident/Other Complainant	Someone living in a camper at this address.	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200207	8/9/2023	254 Cedar Ct.	PRUITT JUSTIN C		Overgrown Lot	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200206	8/9/2023	260 Harpeth View Tr.	PRUITT JUSTIN C		Junk and debris in yard and possible remodel without a permit	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200205	7/30/2023	300 Maple St.	MCELROY ANITA RUTH	Town Staff	Overgrown vegetation throughout the yard and onto the house.	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200204	7/19/2023	276 Maple Street	IVEY HOWARD	Resident/Other Complainant	Junk automobiles in front and rear of home and yard maintenance	Open - Yellow Card



Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200203	7/19/2023	268 Maple St.	LAMASTUS OLA MAI	Resident/Other Complainant	Junk Automobiles (truck) and Stagnant Pool	Open - Yellow Card
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	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200201	7/10/2023	201 Brookside Dr.	EDMUND MITTIE TOLE		Overgrown vegfitation	Open - Yellow Card
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200200	6/17/2023	552 Cunningham Ct	PERRI LOUIS	Resident/Other Complainant	Overgrown grass, schrubs, and tree limbs growing against the structure.	Violation Letter Issued
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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.	Abated/Closed (Green Card)

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200198	6/13/2023	320 Oak Street	NORCROSS DEVIN T &	Anonymous Complainant	Chickens not being contained	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200197	6/8/2023	552 Cunningham Ct	PERRI LOUIS		Overgrown grass and vegetation.	Violation Letter Issued

Activity

Comments	Follow-up Date	Completed Date	Status	Comments
	1/1/1900	1/1/1900	Assigned	

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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			
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200193	3/25/2023	342 West View Dr.	SCHWARTZ KELLY	Town Staff	Constructing a deck without a permit	Open - Yellow Card

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200192	3/25/2023	988 Timber Ridge	TYREE JOHN M	Town Staff	Constructing a deck without a permit	Abated/Closed (Green Card)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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.	Open - Yellow Card

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
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200187	2/15/2023	387 Moores Ci	FRANCIS KARL	Resident/Other Complainant	Trash, Junk and debris in yard	Violation Letter Issued

Activity

Comments	Follow-up Date	Completed Date	Status	Comments
	1/1/1900	1/1/1900	Assigned	

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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)
Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
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

Case #	Case Date	Violation Address	Owner Name	Type	Description of Possible Violation	Main Status
200183	1/6/2023	356 Love St		Town Staff	Stop Work Order issued 1/6/2023	Open - Yellow Card

Total Records: 31

12/15/2023



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# Monthly Departmental Update

December 2023

## PARKS DEPARTMENT MONTHLY REPORT

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### Projects/Items in the Works:

- The gates at Burns and City Park have been completed and are operating on a dawn to dusk schedule.
- A Kingston Springs Christmas was a huge success.
- Soccer registration opens in January.

### Other Notes:

Seniors will have bingo on the 1<sup>st</sup> & 3<sup>rd</sup> Monday's at 10:00  
Christmas luncheon will be on 12/21/23 at the Activity Center.



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# Monthly Departmental Update

December 2023

## **VOLUNTEER FIRE DEPARTMENT MONTHLY REPORT**

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

- Continuing marketing strategy for recruitment & retention (7 new members in 120 days)
- Applied for the State Fire Marshall's Equipment Grant asking for \$137,500 to purchase new Turnout Gear and SCBA
- Members successfully revived a patient who was in cardiac arrest (CPR success rate is only 7%)
- Chief Vaughan attended a Leadership convention in Clearwater Beach, FL which was funded by a scholarship he received from the International Association of Fire Chiefs

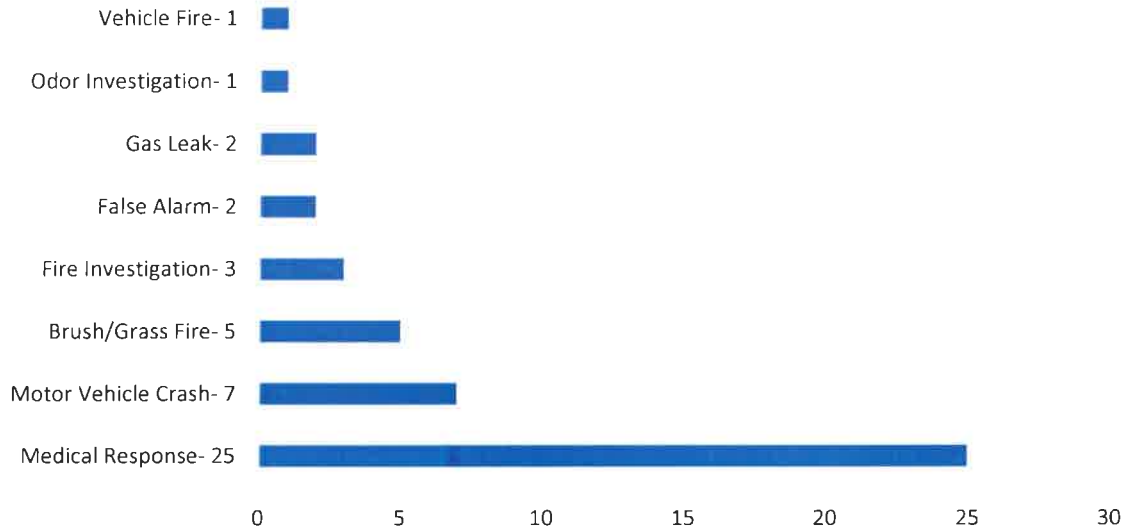
### **Other Notes:**

- We again accepted another new member who has already completed his initial 16hr training
- Members assisted with traffic control at the Christmas Tree Lighting
- Members participated in several trainings this month including Building Construction and Emergency Medical Care

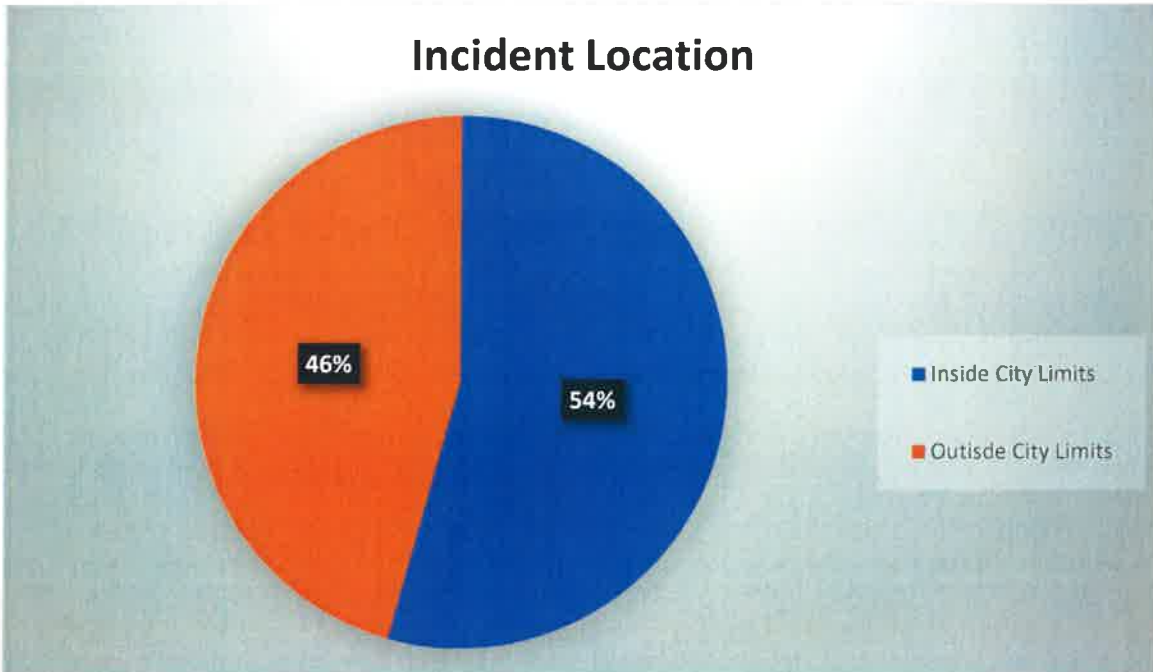
# Kingston Springs Volunteer Fire Department Incident Response for November 2023

KSVFD responded to 46 calls in the month of November with an average response time of just under 6 minutes. Below is a breakdown of the incident type

## Incident Type



## Incident Location







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# Monthly Departmental Update

December 2023

## **POLICE DEPARTMENT MONTHLY REPORT**

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

- **Finalizing job description and advertisement for vacant PSO position**

### **LPR Data:**

- **221,507 total plates read**
- **70,210 unique plates read**
- **8 NCIC hits**
  - **1 Stolen Vehicle**
  - **7 Suspected Gang/Terrorists**

Kingston Springs Police Department  
Monthly Report Worksheet

TYPE OF CALL	MONTH'S TOTAL	
TRAFFIC CITATIONS ISSUED	11	
MISDEMEANOR CITATIONS ISSUED	2	
10-14 ESCORT	1	
10-15 ARREST	8	
10-17 SERVE WARRANT	0	
10-27 BURGLARY	1	
10-42 ALARM	6	
10-43 REQUEST FOR OFFICER / INVESTIGATION	62	
10-43 MOTORIST / CITIZEN ASSIST	10	
10-44 STOLEN VEHICLE	1	
10-45 VEHICLE CRASH (non-injury)	3	
10-46 VEHICLE CRASH (with injuries)	1	
10-49 DRIVING UNDER THE INFLUENCE	0	
10-52 ROBBERY	0	
10-58 PUBLIC INTOXICATION	0	
10-59 FIGHT/ASSAULT	0	
10-62 DECEASED PERSON	0	
10-71 SCHOOL ZONE TRAFFIC	3	
10-72 FIRE CALL	13	
10-72b FIRE CALL (medical)	12	
10-80 EXTRA PATROL	45	
10-81 TRAFFIC STOP	31	
10-82 MUTUAL AID	11	
10-86 DOMESTIC ASSAULT	1	
10-94 SUICIDE/ATTEMPTED SUICIDE	1	
FOLLOW UP INVESTIGATIONS	2	
<b>Traffic Stop Count</b>	<b>Warning</b>	<b>Citation Issued</b>
Mt. Pleasant Rd.	0	3
W. Kingston Springs Rd	3	1
E. Kingston Springs Rd.	13	2

Department Total

Nov-23



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# Monthly Departmental Update

December 2023

## **PUBLIC WORKS DEPARTMENT MONTHLY REPORT**

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### **CHRISTMAS STUFF**

- Projects/Items Completed this Month:
- Cleaned culverts
- Trimmed roadside trees
- Installed new road signs
- Covered numerous sewer calls
- Had several 811 locates
- Replaced stolen road signs
- Cleaned storm drains and curb
- Patched some pot holes
- Located sewer lines
- Cut grass at both Parks , Fire Stations
- Kept baseball field ready for practices
- Maintenance on equipment
- Bush hogged Burns Parks
- Straightened road signs
- Mowed CC Rd , Merry Log , West Kingston
- Sprayed sidewalks for weeds
- Mowed sewer lagoons
- Picked up trash on CC Rd
- Filled holes with dirt in the Park
- Repaired lawnmowers
- Worked Art in The Park
- Cleaned up fallen trees in Burns Park
- Cleaned up leaves on curb lines and side walks
- Closed Splash Pad for Winter
- Checked Christmas lights that go on light poles



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## Monthly Departmental Update

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

- Add river rock to flower beds at City Hall
- Tree trimming
- Patch potholes across town
- Edge sidewalks across town
- Trash pick up by Sheriff's Department
- Trim back trees on trails at Burns 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 .

Our workers are all doing a great job and working hard daily .



RECEIVED  
DEC 07 2023

## Second South Cheatham Utility District

### TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

Billing Period  
11/30/2023

Oct 23 - Ending Balance	90,277.61
Add Penalties:	1,045.89
Adjustments	-15,628.25
Less Payments:	-70,335.13
Unapplied cash payments	-982.93
Balance Forward:	4,377.19
Sewer Billing (Sales):	59,184.55
Total Account Receivable:	63,561.74

#### COLLECTIONS STATEMENT

Collection Dates:	11/01/2023 - 11/30/2023
Collection Amount:	70,335.13
Unapplied Cash	982.93
Less 6.5%	4,635.67
Less Secondary Meter Credits	-23,312.20
Amount Due	43,370.19

	Same Period Last Year	Current Period	Increase or Decrease
SALES	39,812.41	59,184.55	48.7%
GALLONS	3473.9	3285.4	-5.4%

#### ADJUSTMENTS

Thomtons	0101-20792-002	-14,911.40
FE Davis	0101-25040-000	-212.87
Jerome Uetz	0101-91401-001	-12.00
Daleen Harmon	0101-25150-000	-26.00
Joel Garton	0101-14710-000	-382.43
Heather Spann	0101-91920-004	-63.87
Drew Herbert	0101-85330-011	-8.10
	<b>Total</b>	<b>-15,616.67</b>

505 Valley Dr. P.O. Box 309 Phone: 615-952-3094 Fax: 615-952-2017 www.secondsouthcheatham.com  
Kingston Springs, TN 37082

*This institution is an equal opportunity provider and employer*

Doris Neil

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**From:** Wanda Baker <secondsouth@att.net>  
**Sent:** Thursday, November 2, 2023 11:58 AM  
**To:** Doris Neil  
**Subject:** sewer adjustment

Hi Doris,

I had to do a large sewer adjustment today for Thornton's. The meter had been misread. The amount of the adjustment for the sewer portion is -14911.40. This will be on the November adjustments but wanted to give you a heads up.

Thanks,

Jennifer L. Davenport

Customer Service

Second South Cheatham Utility District

505 Valley Drive

Kingston Springs, TN 37082

Phone: 615-952-3094

Fax: 615-952-2017

[www.secondsouthcheatham.com](http://www.secondsouthcheatham.com)

**Second South Cheatham**

**Transaction Rate Summary**

Company Division(s) *All*  
 Cycle(s) *01 Cycle 1*  
 Customer Type(s) *All*  
 Service Type(s) *KS Sewer*  
 Account Range *All*  
 Transaction Type *History*  
 Transaction Date Range *11/1/2023 To 11/30/2023*

Service Type	Rate Code	Adjustments	Payments	Bad Debt Writeoffs	Applied Credit
KS KS Sewer Usage	01	-\$15,587.27	-\$69,290.30	\$0.00	-\$1,010.51
KS K.S. Sewer Only	06	\$0.00	-\$46.35	\$0.00	\$0.00
<b>KS Sewer Totals</b>		<b>-\$15,587.27</b>	<b>-\$69,336.65</b>	<b>\$0.00</b>	<b>-\$1,010.51</b>
Penalty KS Sewer Penalty	11	-\$17.40	-\$998.48	\$0.00	\$0.00
<b>Penalty Totals</b>		<b>-\$17.40</b>	<b>-\$998.48</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>KS - Svc Credit</b>		<b>-\$23.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27.58</b>
<b>All Routes Totals</b>		<b>-\$15,628.25</b>	<b>-\$70,335.13</b>	<b>\$0.00</b>	<b>-\$982.93</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*  
*11/1/2023 To 11/30/2023*

Service	Rate	Number		Charges	Usage	Adjustment Amount	Adjusted Total
		Active	Inactive				
KS Sewer	01 KS Sewer Usage	759	15	\$59,138.20	3,285,400		
	06 K.S. Sewer Only	3	0	\$46.35			
			<b>15</b>	<b>\$59,184.55</b>	<b>3,285,400</b>		
Penalty	11 KS Sewer Penalty	82	13	\$1,045.89			
	<b>Total Penalties</b>		<b>13</b>	<b>\$1,045.89</b>			
	<b>Report Totals</b>			<b>\$60,230.44</b>	<b>3,285,400</b>		



### Second South Cheatham Billing Register

Cycle(s) 90 90s accounts  
 Customer Type(s) AU  
 Service Type(s) AU  
 Print Billing Register For Current Billing  
 Address To Print Billing Address  
 Totals Format Gross Totals  
 Account Number Range 0951-99080-001 To 0951-99090-001

Break Out Service Credit   
 Print Budget Actual Amounts   
 Space Between Accounts C  
 Add On Type Reporting Group Add On Reporting Group  
 Print Format Detail  
 Print Rate Codes

Billing Register Sort Order  
 Use Reading Factor  
 Print Final Bills First  
 Include Inactive Services  
 Inactive Services To Include

Account Number  
  
  
  
 AU

Service	Budget Billed	Previous Reading	Present Reading	Usage	Deposits	Charge	Surcharge 1	Surcharge 2	Local Tax	State Tax	Net	Arrears	Penalty	Gross
0951-99080-001 Sarah Hoyal 241 Woodlands Dr Kingston Spgs, TN 37082-9007														
Water	A	445	611	166	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewer	A	44500	61100	15600	0.00	192.40	0.00	0.00	0.00	0.00	192.40	0.00	0.00	192.40
					0.00	192.40	0.00	0.00	0.00	0.00	192.40	0.00	0.00	192.40

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615-952-2017  
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**Second South  
Cheatham Utility  
District**

# Fax

To: Doris Fax: 615-952-2397  
 From: Jennifer Davenport Date: 12-05-2023  
 Re: Secondary Meters Pages:  
 Cc:

- Urgent  For Review  Please Comment  Please Reply  Please Recycle

**Comments:**

Please add to your next meeting agenda for approval. Sarah Hoyal's reading had went to our spam folder so we did not have it on the list we sent you prior. The amount is \$192.40; usage 16,600 gallons.