

PUBLIC NOTICE
OF CITY MEETING OF
BOARD OF MAYOR AND ALDERMEN
OF
CITY OF RIDGETOP, TENNESSEE

MEETING	DATE	<u>May 19, 2026</u>	Time	<u>6:30 p.m.</u>
PLANNING & ZONING MEETING	DATE	_____	Time	_____
WORKSHOP		_____	TIME	_____
PLACE OF MEETING	<u>RIDGETOP CITY HALL</u>			

NOTICE IS HERBY GIVEN TO ALL RESIDENTS OF RIDGETOP, TENNESSEE AND TO PERSONS INTERESTED THAT OPEN PUBLIC MEETINGS OF THE BOARD OF MAYOR AND ALDERMEN WILL BE HELD ON THE THIRD TUESDAY OF EACH MONTH. COMMENCING AT THE HOUR OF 6:30 O’CLOCK P.M. THESE MEETINGS WILL BE HELD AT CITY HALL UNLESS POSTED 7 DAYS PRIOR TO THE MEETING OF ANOTHER MEETING PLACE TO ACCOMMODATE THE PUBLIC, DUE TO LIMITED SPACE AT CITY HALL OR WHETHER THE MEETING IS TO BE HELD ELECTRONICALLY PURSUANT TO A VIRTUAL FORMAT. THERE WILL BE CONSIDERED AT SUCH MEETINGS ALL MATTERS, WHICH MAY PROPERLY BE CONSIDERED. WHEN A CALLED MEETING OR A ZONING BOARD MEETING IS TO BE HELD OR THE REGULAR MEETING HAS TO BE CHANGED, THE PUBLIC WILL BE NOTIFIED 48 HOURS PRIOR TO THE MEETING. THIS NOTICE IS GIVEN PURSUANT TO THE PROVISIONS OF CHARTER 442; TENNESSEE PUBLIC ACTS OF 1974.

Citizens may address the board in-person and citizen comments are limited to three (3) minutes in length. If the citizen speaker has any documents or papers, he/she desires to share with the Board, he/she must provide a copy to the City Recorder three business days prior to the meeting. Please see Resolution 23-12 for guidelines for citizen comments.

POSTED THE 12th DAY OF May 2026
 POSTED BY: KELLY RIDER AT THE PLACES LISTED: FARMERS BANK, RIDGETOP POST OFFICE, CITY HALL AND CITY WEBSITE;
 ON THE AGENDA OF THE ABOVE DATE: See Attached Agenda.

City of Ridgetop Board of Mayor and Aldermen

Agenda for Meeting of May 19, 2026 6:30 p.m.

Item 1) Meeting called to order

Item 2) Invocation & Pledge

Item 3) Roll Call

Item 4) Read and Approval of Minutes – City Meeting –April 21, 2026 5:30 p.m.

Regular City Meeting –April 21, 2026 6:30 p.m.

Item 5) Citizens Comments

Item 6) Commissioner Reports

- a) Finance and Administration-Mayor Shaw
- b) Public Works and Streets-Mayor Shaw
- c) Parks and Recreation-Vice Mayor Gilmore
- d) Planning and Zoning and Code Administration-Alderman Senft
- e) Community and Economic Development-Alderman Martin
- f) Utilities-Mayor Shaw
- g) Fire and Police-Alderman Gregory

Item 7) Business Reports

- a) City Recorder
- b) Attorney

Item 8) Mayor's Comments

Item 9) Old Business

Item 10) New Business

- a) Ordinance 2026-103, An Ordinance of the City of Ridgetop, Tennessee, Amending Budget Ordinance No. 2025-104 for Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026
- b) Appoint Planning and Zoning Board Members
- c) Bid Approval of Paving at Pioneer Park
- d) Consideration of Authorizing a Rate Study for the Sewer System
- e) Consider Changing the June 16, 2026 City Meeting to June 9, 2026

Item 11) Close Meeting

Call City Meeting
Of
April 21, 2026

Mayor Shaw called the meeting of the Mayor and Board of Aldermen to order at 5:32 p.m., Tuesday, April 21, 2026. The meeting was held at City Hall.

Invocation

Bro. Dan Russell offered invocation. Mayor Shaw led the pledge of allegiance.

Roll Call

Present: Mayor Shaw, Alderman Senft, Alderman Gregory, Alderman Martin, Vice Mayor Gilmore, Kelly Rider, City Recorder

Absent: Attorney Russell Freeman

Citizen Comments

John Neely

Discuss and Review Budget

Kelly Rider reviewed the budget with the Board of Mayor and Alderman. The council discussed questions and concerns as the budget was being reviewed.

There being no further business to come before the board, Vice Mayor Gilmore moved for adjournment. Alderman Martin seconded.

Voting Aye: All

Voting No: None

Motion Carried.

Mayor Shaw

Kelly Rider, City Recorder

City Meeting
Of
April 21, 2026

Mayor Shaw called the meeting of the Mayor and Board of Alderman to order at 6:30 p.m., Tuesday, April 21, 2026. The meeting was held at City Hall.

Invocation

Bro. Dan Russell offered invocation. Mayor Shaw led the pledge of allegiance.

Roll Call

Present: Mayor Shaw, Alderman Gregory, Alderman Martin, Vice Mayor Gilmore, Alderman Senft, Kelly Rider, City Recorder, Attorney Russell Freeman

Absent:

Approval of Minutes

The minutes of March 17, 2026, 6:00 p.m. meeting were presented for approval or corrections.

Motion made by: Alderman Senft

Second: Alderman Gregory

Voting Aye: All

Voting No: None

Motion Carried.

The minutes of March 17, 2026, 6:30 p.m. meeting were presented for approval or corrections.

Motion made by: Alderman Gregory

Second: Alderman Martin

Voting Aye: All

Voting No: None

Motion Carried.

The minutes of March 30, 2026, meeting were presented for approval or corrections.

Motion made by: Alderman Senft

Second: Alderman Gregory

Voting Aye: All

Voting No: None

Motion Carried.

Citizens Comments

John Neely
Brent Martin
Kristen Harrison
Dan Russell

Commissioners & Department Reports

Finance and Administration:

Mayor Shaw stated we are working on the budget process for the FY26-27 and hope to have it finalized by the end of May.

Mayor Shaw stated he would be remiss if he didn't bring this to everyone's attention. As a result of the lawsuit that was filed against the city, the city has been required to pay a \$10,000 deductible. This expense was incurred as a direct consequence of legal action and was not subject to prior approval or vote by the board.

Public Works and Streets:

Mayor Shaw stated he would like to thank Caleb Jones for the great job of brush pick up throughout the city.

Parks and Recreation:

Vice Mayor Gilmore reported the city will be having a fireworks display on July 3, 2026, at Ridgetop Station Park. The festivities will start at 5:00 p.m. with fireworks at dark. Vice Mayor Gilmore reported he has secured a civil war cannon to be there as well. He stated they will need lots of help as it seems many of the park board members will be on vacation for the weekend. Anyone that would like to volunteer for the event please reach out to him. There will be vendors and bounce houses. The event is free to the public.

Vice Mayor Gilmore reported Thursday, April 30, 2026, at 4:00 p.m. the city will be hosting a Grand Reopening of Bobby Robb Pioneer Park. The park has new fences, a new restroom, basketball court, new sidewalk to the pavilion and working to get a pickleball court. He stated he would like to give credit to Mayor Shaw and Alderman Senft as they took the reins and ran with this project.

Vice Mayor Gilmore stated the park board is looking to extend the fence at Ridgetop Station Park from the road alongside of the entry drive. Cars are driving in between the trees, and the roots of the trees have been exposed, and eventually we're going to lose some trees over time.

Vice Mayor Gilmore reported Ridgetop Station Park lost a tree in the last storm and there are a couple other dead trees to be taken down.

Alderman Senft stated there was also two horseshoe pits added at Bobby Robb Pioneer Park, thanks to the city workers.

Planning and Zoning and Codes Administration:

Alderman Senft reported a firework tent permit, several mechanical and accessory building permits were pulled this month.

Alderman Senft reported Planning and Zoning board did not meet this month.

Community and Economic Development:

Alderman Martin shared a handout with Board of Mayor and Alderman and citizens on the left side of the room. Alderman Martin stated you will see by looking at the document, Robertson County has only two large cities with community and economic development departments, in both of these cities, they are paid positions with education and experience requirements.

Alderman Martin stated she has stated repeatedly she does not have the skills for this role, that she believes it is apparent other small cities like us do not see the need for the department.

Alderman Martin stated in her opinion, adding this department is not justified for our three square miles, and was removed from her former appointment, streets, by Mayor Shaw after she opposed him in the election, and asked him twice to please reinstate her to streets where she had invested time, energy, learning and stated this is an example of retaliation.

Utilities:

Mayor Shaw reported that the gas department completed thirty-seven 811 locate tickets, 9 service orders, and meter readings and disconnects and reconnects.

Mayor Shaw reported that the sewer department completed thirty-seven 811 locate tickets, completed 9 service orders, and carried out multiple service disconnects and reconnects within the system.

Fire and Police:

Alderman Gregory reported two structure fires, 4 brush/grass fires, 1 vehicle fire, 4 mutual aid assist, 4 false calls, 1 MVA-10-45, 15 EMS assist, 5 First Responders and 2 Miscellaneous calls.

Alderman Gregory stated he met with Amy with GNRC and she invited him to a meeting they had last Tuesday, for an area plan on aging and disability services for Northern Middle Tennessee. They had a lot of information and have a lot of capabilities for aging and disability, disabled individuals, including housing remodels to accommodate wheelchairs, transportation and information for these type programs.

Alderman Gregory reported the department needs a few pieces of equipment to go with the Rescue Squad grant to complete the project. The additional cost will be \$4,400.

Business Reports:

City Recorder:

Kelly Rider reported it has been a busy month with budget, grants, ARPA, meetings and quarterly reports.

Attorney Freeman:

Attorney Freeman reported he had learned of a violation at 1777 Nelson where there are people living in an unpermitted garage. He stated we will probably need to ask Mike Bauer to look at this violation.

Attorney Freeman stated we are still in the process of trying to develop a good set of ordinances for truck weight limits to bring before the board. He is working with a lady at MTAS, trying to wade through the process versus number of axles.

Mayor Comments:

No Comment.

Old Business:

Discuss traffic safety sign installation, cross walk safety markings at Watauga School and safety striping on Cobb Street

Alderman Martin stated the traffic sign installation, cross walk safety markings at Watauga School and safety striping on Cobb Street were approved on November 19, 2024, and have not been done.

Mayor Shaw stated he spoke with Brian Dean and was informed the traffic signs had been installed.

Mayor Shaw stated regarding the cross-walk safety markings at Watauga School, he spoke with Director of Schools, Dr. Danny Weeks, and the county does not want the markings.

Mayor Shaw stated in regard to Cobb Street markings that was Alderman Martin's project and it was not followed through and did not get done. Alderman Martin asked if he would like her to put it back together and put it in writing so it can get finished. Mayor Shaw replied, yes, give me a list. Alderman Martin agreed.

New Business:

Ordinance 2026-103, An Ordinance of the City of Ridgetop, Tennessee, Adopting the Annual Budget (and Tax Rate) for the Fiscal Year Beginning July 1, 2026 through June 30, 2027

Alderman Senft made the motion Ordinance 2026-103, An Ordinance of the City of Ridgetop, Tennessee, Adopting the Annual Budget (and Tax Rate) for the Fiscal Year Beginning July 1, 2026 through June 30, 2027. Alderman Gregory seconded.

Alderman Martin...no

Vice Mayor Gilmore...no

Mayor Shaw...yes

Alderman Senft...yes

Alderman Gregory...yes

Motion Carried.

Informal Training by Gary Jaekel

Gary Jaekel with the Municipal Technical Advisory Service (MTAS) stated he didn't want to take too much of their time but wanted to touch on the Charter.

Mr. Jaekel stated that following every municipal election of the mayor, upon receiving a majority approval from the board of Alderman, shall appoint each Alderman as a commissioner, including the mayor, subject to restricted provisions prescribed by ordinance, shall have full authority to exercise general supervision, that's a very important part, over the department head or a chief responsible for one (1) of the following municipal functions; finance and administration, public works, parks and recreation, planning. He stated you all have included zoning, but we kind of actually recommend that gets split out, code administration, community and economic development, utilities, fire, and police and other functions which may from time to time be designated by ordinance by the board of mayor and alderman.

Mr. Jaekel stated the authority that you have to exercise general supervision for a department head or a chief is only, and I've added the only, for one, of the municipal functions following municipal election. Your charter says each of you can only be responsible for one area. On page 4-6 of the municipal code, actually, you have the full authority to supervise and manage each of the following municipal functions, taxation, road and streets, zoning and police and fire. Whatever is left over that aldermen aren't being assigned to, get to go to the mayor to be responsible for. Which actually is happening, because I think he has three areas assigned to him.

Mr. Jaekel stated your charter is a private act charter, any changes that you want to make to your charter, you must first submit it to the State of Tennessee legislature.

Appoint Park Board Member

Vice Mayor Gilmore made the motion to appoint John Neely to the park board. Alderman Gregory seconded.

Voting Aye: All

Voting No: None

Motion Carried.

Letter to consider waiving park rental fee

Vice Mayor Gilmore made the motion to waive the \$500 rental fee for GreenRidge Chamber of Commerce for the Wheels, Wags, & Family Fun event on June 6, 2026. Alderman Senft seconded.

Alderman Martin...yes

Vice Mayor Gilmore...yes
Mayor Shaw...yes
Alderman Senft...yes
Alderman Gregory...yes
Motion Carried.

Bid Advertisement for Paving of Pioneer Park

Alderman Gregory made the motion to bid advertise for the paving of Pioneer Park. Vice Mayor Gilmore seconded.
Voting Aye: All
Voting No: None
Motion Carried.

Bid Advertisement Sewer Chemical Vendor

Vice Mayor Gilmore made the motion to bid advertise a sewer chemical vendor. Alderman Senft seconded.
Voting Aye: All
Voting No: None
Motion Carried.

Discuss CivicPlus Municipal Software

Alderman Martin made the motion to defer discussion of CivicPlus municipal software. Vice Mayor Gilmore seconded.
Voting Aye: All
Voting No: None
Motion Carried.

Discuss duties and responsibilities for CMFO certified city office employees

Alderman Senft asked Alderman Martin to share what this discussion was about.

Alderman Martin stated our ladies, our wonderful ladies, our amazing staff. They all have the same certification now, so they should be treated differently and be able to do more, but I want to defer it until next month.

Kelly Rider asked Alderman Martin what she thought should be done differently. Mr. Jaekel just shared the office staff all do seven jobs. What more do you think we could do. Alderman Martin stated, well, it's not more, it's kind of differently and we can discuss that next month.

Alderman Martin made the motion to defer. Alderman Gregory seconded.
Alderman Senft...no
Alderman Martin...yes
Vice Mayor Gilmore...no
Mayor Shaw...no
Alderman Gregory...no
Motion Failed.

Alderman Martin stated I have my message here, all three of our office employees have obtained the certification of CMFO, which is an amazing thing for us to have that kind of talent here in the city office. The city paid for their education and their pay has already been increased to reflect their new and equal abilities. New opportunities are at our doorstep as we march into the future. No longer will only one person be relied upon to access documents or ask our customers to make appointments to fulfill their requests. Our employees will be able to have vacations or days off without shutting down various city functions because only one person can perform a task. Full cross training hopefully would take a few months, but we should be up and running in no time flat. With the added knowledge they have acquired, the issue of separation of duties in our audit findings should also be a thing of the past.

Kelly Rider stated she spoke with the comptroller's office, which she understood Alderman Martin had reached out to about segregation of duties, and spoke with our city auditor as well. The difference between the finding Alderman Martin is concerned about on segregation of duties is access. Kelly does have access to all duties however does not access every duty. It is just availability of the access. The comptroller was not concerned with the finding in the audit.

Discuss expansion of city hall operations, days/hours, etc.

There was a brief discussion of city hall hours of operations.

Remove Item C- Appoint Joint Economic and Commissioner & D – Appoint Community Development Commissioner

Based upon the presentation by Gary Jaekel regarding the timing of the appointments to municipal functions and statement of legal counsel, Alderman Gregory made the motion to remove Item C- Appoint Joint Economic and Commissioner & D – Appoint Community Development Commissioner. Alderman Senft seconded.

Voting Aye: All
Voting No: None
Motion Carried.

Add Resolution 26-04, A Resolution to Apply for Financial Grant Assistance as provided under the FY 2026 Community Development Block Grant (CDBG) Program

Mayor Shaw made the motion to add Resolution 26-04, A Resolution to Apply for Financial Grant Assistance as provided under the FY 2026 Community Development Block Grant (CDBG) Program. Alderman Gregory seconded.

Voting Aye: All

Voting No: None

Motion Carried.

Vice Mayor Gilmore made the motion to approve Resolution 26-04, A Resolution to Apply for Financial Grant Assistance as provided under the FY 2026 Community Development Block Grant (CDBG) Program. Alderman Senft seconded.

Voting Aye: All

Voting No: None

Motion Carried.

There being no further business to come before the board, Vice Mayor Gilmore moved for adjournment. Alderman Martin seconded.

Voting Aye: All

Voting No: None

Motion Carried.

Mayor Tim Shaw

Kelly Rider, City Recorder

CITY OF RIDGETOP, TENNESSEE

ORDINANCE NO. 2026-104

**AN ORDINANCE OF THE CITY OF
RIDGETOP, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 2025-104 FOR
THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026**

WHEREAS, the Board of Mayor and Aldermen of Ridgetop, Tennessee, assembled in regular session on the 13th day of May 2025 that the amount hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various fund, department, institution, offices and agencies of Ridgetop, Tennessee, during the fiscal year beginning July 1, 2025 and ending June 30, 2026.

	<u>FROM</u>	<u>INCREASE TO</u>	<u>ADDITIONAL</u>
<u>General Fund</u>			
Increase appropriations for:			
Recorder's Office			
Data Processing Support Service	\$22,768	\$24,500	\$2,232
Funded By: Increase in estimated revenues:		\$2,232	\$2,232
Fund Balance			
Increase appropriations for:			
Recorders Office			
Office Supplies	\$2,000	\$6,200	\$4,200
Funded By: Increase in estimated revenues:		\$4,200	\$4,200
Fund Balance			
Increase appropriations for:			
Recorder's Office			
Computer and Copier Expense	\$3,600	\$5,500	\$1,900
Funded By: Increase in estimated revenues:		\$1,900	\$1,900
Fund Balance			

Appropriation:			
Transmission and Distribution			
Repair and Maintenance	\$80,000	\$95,000	\$15,000
Source of Funding:			
Fund Balance		\$15,000	\$15,000

Gas Revenue Fund

Increase Appropriation For:			
General Customer/Operating Expenses			
Salary	\$95,872	\$110,000	\$14,128
Source of Funding:			
Fund Balance		\$14,128	\$14,128

Appropriation:			
Legal Service/Professional	\$5,000	\$11,000	\$6,000
Source of Funding:			
Fund Balance		\$6,000	\$6,000

Appropriation:			
Data Processing Support Service	\$10,000	\$15,000	\$5,000
Source of Funding:			
Fund Balance		\$5,000	\$5,000

Appropriation:			
Public Awareness	\$4,000	\$5,300	\$1,300
Source of Funding:			
Fund Balance		\$1,300	\$1,300

Appropriation:			
Insurance on Buildings	\$4,200	\$5,823	\$1,623
Source of Funding:			
Fund Balance		\$1,623	\$1,623

Appropriation:			
Capital Outlay	\$50,000	\$56,186	\$6,186

Source of Funding:			
Fund Balance		\$6,186	\$6,186

Appropriation:			
Source of Supply:			
Source of supply	\$120,000	\$220,000	\$100,000

Source of Funding:			
Fund Balance		\$100,000	\$100,000

Appropriation For:			
Transmission and Distribution:			
Repair and Maintenance	\$40,000	\$50,000	\$10,000

Source of Funding:			
Fund Balance		\$10,000	\$10,000

Appropriation:			
Meter Purchase and Repair	\$8,000	\$13,000	\$5,000

Source of Funding:			
Fund Balance		\$5,000	\$5,000

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

Passes 1st Reading

Passes 2nd Reading

Mayor Tim Shaw

City Recorder



4636 Lebanon Pike #112
Hermitage, Tennessee 37076
615.426.4404
buddy@ratestudies.com
www.ratestudies.com

May 12, 2027

Tim Shaw, Mayor
Ridgetop, Tennessee

RE: Rate Study

Mayor Shaw,

Thank you for the opportunity to submit a proposal for preparing a rate study for the City of Ridgetop

Our approach to a rate study involves conducting a comprehensive analysis of growth, revenue, income, and expenses from the past five years and making projections for the next five years. For the study, we will utilize annual audits, trial balances, budgets, monthly operating reports, billing reports, and other data affecting the financial aspects of the wastewater system, including your Five-Year Capital Improvement Plan. Work sessions will be scheduled with you and key staff to help make financial projections and decisions.

Included will be two financial analyses:

- 1 A "Cash Flow Analysis" to determine the amount of cash needed for operation, maintenance, debt service, funding of capital improvements, and a reasonable amount for cash reserves.
- 2 A "Change in Net Position Analysis" will evaluate whether the revenue and income are adequate to meet the legal requirement related to the change in net position.

Recommendations for rate adjustments will be made to reflect an amount that sufficiently covers the next five years based on the assumptions in the report. A comparison with other utilities will also be included.

We propose a lump sum fee of \$10,000 covering all travel, printing, and miscellaneous expenses. The estimated completion time is approximately 3 months.

Please sign in the space provided if this proposal is acceptable.

City of Ridgetop

Sincerely,


Buddy Petty, P.E.