

WORK SESSION AGENDA

Monday, Sept 8, 2025, 6:00 PM

1. Call to Order
2. Invocation and Pledge of Allegiance
3. City Department Updates
 - A. Administration Update
 - B. Financial Statement Updates
 - C. Permits and Codes:
 - Stormwater
 - Planning and Zoning
 - Building Inspections
 - D. Parks Department
 - E. Library Updates with Amy Corbitt
 - F. Fire Department
 - G. Police Department
 - H. Public Works Department
4. Update on Audit Status
5. Update on Fire Stations
6. Update on trash pickup
7. Update on City Manager performance metrics
8. Update on EnviroScience work
9. Update Trash Ordinance
10. City Website Update
11. Cybersecurity update
 - INETCO Discussion
12. Slater's Creek Traffic Light
13. Update on 31W Sidewalk Project
14. Planning Commission Updates:
 - Mobile Home Parks
 - Discussion of Removing Conflicting/Confusing Language in Current Ordinance pertaining to Mobile Home Parks
 - Short-Term Rentals
 - Updating the Zoning Approval Process
 - Discussion of Ordinance 25-826 - Zoning Map Amendment Process
 - Updates to the Sign portion of the Zoning Ordinance
15. Discussion on allowing the City Manager to engage with WHUD on Water Tower build in Robertson County (West side of 1-65)
16. Strategic Plan Discussion
17. Comprehensive Plan Discussion

18. Discussion of Parks and Recreation Advisory Board

19. Discussion on Parks and Recreation:

- Discussion of funds available from City or grant
 - Use the funds to develop the land across from the Community Center by adding an additional park for the city property at 1182 and 1178 Louisville Highway (Parcels 121P C010.000 and 121P C009.000) to coincide with the sidewalk project, or
 - Revitalize/improve the current Community Center and park offerings
- Discussion of City-Sponsored Community Events

20. Discussion of Brian Halma's plan of services for a potential annexation request re:1920 Hwy 31.

21. Review of Employee Classification Plan

22. Update on the city signs

23. Discussion of Large Trucks on City Street causing Damage and Dangerous Driving Conditions

24. Citizens' Comments (comment sign-up sheet available before meeting)

25. City Manager's Comments

26. Commissioners' Comments

27. Adjournment

A. Administration Update

B. Financial Statement Updates

C. Permits and Codes
Stormwater
Planning and Zoning
Building Inspections



Codes Enforcement Department & Stormwater Department

1246 Louisville Hwy, Millersville, Tennessee 37072
(615) 878-2242 ext 401

DATE: Aug 2025

TO: Michael Housewright City Manager; Commissioners

FROM: Sarah Left, Planning and Codes Director

SUBJECT: Monthly Report for Commission

Department Updates:

Code Enforcement:

City Court- one citation in August with rental company, no upcoming cases in September

UPDATE- rental company was found guilty and fined \$50/day (backdated to the original citation date), totaling around \$1800.00 with court costs. The company will have until September 16, 2025, to cut the property. If the property is not maintained by that date, it will be an abatement from Public Works with an additional citation.

Sumner County Court- None

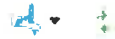
Roberston County Court- None

Code Enforcement Cases

-14 code violation cases open and have upcoming re inspections for compliance

- One of the cases is a condemned home case; **UPDATE**: landlord demoed the back portion of the home after obtaining the needed permits. The parts demoed were the areas a mold specialist confirmed the presence of mold in. Communicated next steps are clean up efforts and general contracting to fix additional issues
- 3 closed cases

Stormwater: Open cases for SW pertaining to erosion and runoff- doing check ins with property owners, **no new updates**



Permit Report

07/24/2025 - 08/31/2025

18003	1. Build Permit - New House or Addition	NEW BUILD		Sumner	
18002	1. Build Permit - New House or Addition	ADDITION	126 FLAT RIDGE ROAD	Sumner	\$382.50
18001	Land Disturbance/Erosion Control	Land Disturbance	0 31W HWY	Sumner	\$320.00
18000	Land Disturbance/Erosion Control	Land Disturbance	0 LOUISVILLE HWY	Sumner	\$420.00
17999	Land Disturbance/Erosion Control	Land Disturbance	1042 Willow Trail	Sumner	\$320.00
17998	Land Disturbance/Erosion Control	Land Disturbance	0 Bethel Ridge Dr	Robertson	\$1,720.00
17997	Demolition	DEMO	197 COVE STREET	Sumner	\$120.00
17996	1. Build Permit - New House or Addition	Duplex Style Home	115 Jones Dr	Sumner	\$3,432.40
17995	Land Disturbance/Erosion Control	Land Disturbance	1000 Poplar Ridge Rd	Sumner	\$320.00
17994			1059 WOODY LANE	Sumner	
17993	1. Build Permit - New House or Addition	NEW BUILD	4175 WILDFLOWER WAY	Robertson	\$3,542.25
17992	1. Build Permit - New House or Addition	NEW BUILD	4169 WILDFLOWER WAY	Robertson	\$3,557.13
17991	1. Build Permit - New House or Addition	NEW BUILD	4163 WILDFLOWER WAY	Robertson	\$3,557.13

17990	1. Build Permit - New House or Addition	NEW BUILD	4159 WILDFLOWER WAY	Robertson	\$3,557.13
17989	1. Build Permit - New House or Addition	NEW BUILD	4157 WILDFLOWER WAY	Robertson	\$3,542.25
17988	1. Build Permit - New House or Addition	NEW BUILD	4137 WILDFLOWER WAY	Robertson	\$3,542.25
17987	1. Build Permit - New House or Addition	NEW BUILD	4135 WILDFLOWER WAY	Robertson	\$3,557.13
17986	1. Build Permit - New House or Addition	NEW BUILD	4129 WILDFLOWER WAY	Robertson	\$3,557.13
17985	1. Build Permit - New House or Addition	NEW BUILD	4127 WILDFLOWER WAY	Robertson	\$3,557.13
17984	1. Build Permit - New House or Addition	NEW BUILD	4119 WILDFLOWER WAY	Robertson	\$3,557.13
17983	1. Build Permit - New House or Addition	NEW BUILD	4117 WILDFLOWER WAY	Robertson	\$3,542.25
17982	1. Build Permit - New House or Addition	FENCE	7535 Darby Road	Sumner	\$95.00
17981	1. Build Permit - New House or Addition	NEW BUILD	5068 SNOW OWL CT	Robertson	\$3,931.92
17980	1. Build Permit - New House or Addition	NEW BUILD	5030 SNOW OWL CT	Robertson	\$4,742.88

Total Records: 24

9/4/2025

Page: 1 of 1



Planning & Zoning Department

1246 Louisville Hwy, Millersville, Tennessee 37072
(615) 878-2242

Planning and Zoning Division

DATE: August 2025

TO: Michael Housewright City Manager; Commissioners

FROM: Sarah Left, Planning and Codes Director

SUBJECT: Monthly Report for Commission

Department Updates:

Permits-

Permit revenue totaling \$54,873.61 for August

- Attached Report

City Planner, GNRC-

- Attached Report

City Engineer, Neel Schaffer-

- Report requested

City Building Inspector- Special Inspections LLC-

- Attached Report



CITY OF MILLERSVILLE
PLANNING COMMISSION
1246 LOUISVILLE HIGHWAY
MILLERSVILLE, TENNESSEE 37072
Telephone 615-859-0880

Planning Summary
August 2025

Reviews

Planning Commission

- Short Term Rental Policy (June, July, August, September)
- Zoning Ordinance Text Amendment – Temporary blade banners and air dancers (July, August, September)
- Zoning Ordinance Text Amendment – Mobile Home Park Standards (July, August, September)
- Zoning Ordinance Text Amendment – Zoning Map Amendment Process (July, August)
- Neumair Final Plat (August)
- 65 North Site Plan (September)
- 65 North Final Plat (September)
- Lockbox Storage Site Plan
- Reynold Farm Final Plat (September)

Board of Zoning Appeals

Administrative Review

Consultations and Meetings

- Discussion of tree sampling for Constellation 65 North Project
- Discussion of Access adjustments for Constellation 65 North Project

Additional items

- Discussion of site plan and permitting process for commercial development at 100 block of Flat Ridge Road
- Discussion of zoning status for properties on Louisville Highway
- Discussion of zoning, uses, and accessory dwellings for residential lot at 1000 block of Creekside Drive
- Discussion of addition or possible new build for construction office at 1500 block of US Hwy 31W
- Discussion of uses and property at 7000 block of Bethel Road
- Discussion of possible subdivision on 1300 block of Louisville Highway
- Discussion of possible uses for property on 1900 block of US Hwy 31W
- Discussion of Zoning and nonconforming use for property on 1800 block of US Hwy 31W
- Discussion of possible subdivision on 1100 block of Louisville Highway
- Discussion of possible subdivision and accessory dwelling on 100 block of Slaters Creek Lane
- Discussion of possible barn on 100 block of Slaters Creek Lane
- Discussion of possible uses and setbacks for property on 1900 block of US Hwy 31W
- Discussion of zoning, possible uses, rezoning process, and site plan process for 1800 block of US Hwy 31W
- Discussion of subdivision process for property at 7000 block of Bethel Road
- Discussion of possible subdivision on 1000 block of Woody Lane



CITY OF MILLERSVILLE
PLANNING COMMISSION
1246 LOUISVILLE HIGHWAY
MILLERSVILLE, TENNESSEE 37072
Telephone 615-859-0880

- Discussion of site plan status for 1100 block of Louisville Highway
- Discussion of possible uses and rezoning of property on 7000 block of Bethel Road

Codes Department

From: Sean <specialinspectionsllc@gmail.com>
Sent: Thursday, August 28, 2025 12:55 PM
To: Judy Florendo; Tax Clerk; Tess Stephens; Codes Department
Subject: August Billing

Special Inspections LLC Sean Hagan -615-613-4922

specialinspectionsllc@gmail.com

49 inspections at \$100= \$4,900.00

18 inspections at \$50=\$900.00

2 -House plan reviews =\$600

Total=\$6,400.00

August 1, 2025(T)

1-1405 Bethel Ridge Drive -lot-84-sheathing reinspect-pass/framing-reject

1-install anchor bolts

2-add hurricane clips over front porch

3-provide sprinkler test

4-seal chases

5-support vent in chase

6-check water line in attic

2-1443 Bethel Ridge Drive -lot-88-sheathing reinspect-
passed/framing-**reject**

1-install anchor bolts

2-check truss hanger support in garage

3-provide sprinkler test

4-seal chases

5-provide engineer letter for I joist in living room

6-provide water test in tub

7-hood exhaust on sprinkler line

8-insualte condensate line

August 4, 2025(T/S)

1-5033 Snow Owl Ct- lot 68- final- **reject**-**passed**-8/5

1- obtain electrical

2- self-closer on garage door

2-1395 Bethel Ridge Dr- lot-83-final-**reject**-**passed**-8/5

1-repair back door handle

2-complete electrical final

3-access panel in garage needs to be insulated

4-repair carpet at bottom of steps

5-check gap in trim front of garage

August 5, 2025(T/S)

1--plumbing slab-passed-\$50

2-1405 Bethel Ridge Drive -lot-84-framing reinspect/insulation-passed

3-1440 Bethel Ridge Dr-lot-105-plumbing slab-passed-\$50

4-1443 Bethel Ridge Drive -lot-88-framing reinspect/insulation-passed

5-1343 Shell Road-framing reinspect/insulation-passed

August 6, 2025(T)

1-5071 Snow Owl Ct -lot-64-building final-reject-passed-8/7

1-complete electrical final

2-add drywall under panel box

2-1440 Bethel Ridge Dr-lot-105-slab-passed-\$50

August 7, 2025(T)

1-1381 Bethel Ridge Drive-lot-82-slab-passed-\$50

2-7001 Summit Court-plumbing-passed

August 8, 2025(S)

1-1520 Bethel Ridge Drive-lot-97-footer-passed

2-7417 Cycle Lane-above ceiling/mechanical-passed

August 12, 2025(T/S)

1-4201 Wildflower Way- lot-69-sprinkler final -pass

2-1-4201 Wildflower Way- lot-69- building final-reject

1-support garage door threshold

2-complete interior finish all units

3-insuation sticker in panel box

3-4207 Wildflower Way- lot-70- sprinkler final -pass

4-4207 Wildflower Way- lot-70-final -reject

1-obtain electrical final

2-insulation sticker in panel box

3-support garage threshold

5-4209 Wildflower Way- lot-71-sprinkler final -pass

6-4209 Wildflower Way- lot-71-final -reject

1-electrical final

2-insulation sticker

3-seal above garage door frame

7-4213 Wildflower Way- lot-72-sprinkler final-pass

8-4213 Wildflower Way- lot-72-building final-reject

- 1-insualtion sticker in panel box
- 2-seal above garage door frame
- 3-patch wall behind water heater
- 4-fix hole in master bedroom wall

9-4221 Wildflower Way- lot-73-sprinkler final-pass

10-1275 Bethel Ridge Dr- lot-23-sprinkler final-passed

11-1275 Bethel Ridge Dr- lot-23-building final-passed

12-1297 Bethel Ridge Dr- lot-75-sprinkler final-passed

13-1297 Bethel Ridge Dr- lot-75-building final-passed

August 13, 2025(T/S)

1-1381 Bethel Ridge Drive-lot-82-sheathing-passed

2-5030 Snow Owl Court-lot-58-footer-passed

3-5068 Snow Owl Court-lot-61-footer-passed

August 15, 2025(T/S)

1-4157 Wildflower Way-lot-59-footer-passed

2-4159 Wildflower Way-lot-60-footer-passed

3-4163 Wildflower Way-lot-62-footer-passed-should be 61

4-4169 Wildflower Way-lot-62-footer-passed

5-4175 Wildflower Way-lot-63-footer-passed

6-1520 Bethel Ridge Drive-lot-97-plumbing slab-passed-\$50

August 18, 2025(T/S)

1-1381 Bethel Ridge Drive-lot-82-framing -reject

1-hole in sheathing not fixed

2-obtain electrical

3-attic access in front bedroom

4-nail plate for sprinkler line in closet

August 19, 2025(T/S)

1-4221 Wildflower Way- lot-73-final-pass

2-4181 Wildflower Way-lot-64-sheathing-reject

3-4185 Wildflower Way-lot-65- sheathing-reject

4-4189 Wildflower Way-lot-66- sheathing-reject

5-4191 Wildflower Way-lot-67- sheathing-reject

6-4195 Wildflower Way-lot-68-sheathing -reject

7-5030 Snow Owl Court-lot-58-plumbing slab-passed-\$50

8-1520 Bethel Ridge Drive-lot-97-slab-passed-\$50

August 20, 2025(T/S)

1-1440 Bethel Ridge Dr-lot-105- sheathing-reject

2-2055 Wilson Lane-planning review -\$300

3-115 Jones Dr-planning review-\$300

August 21, 2025(T/S)

1-1381 Bethel Ridge Drive-lot-82-framing-passed

August 25, 2025(T/S)

1-1440 Bethel Ridge Dr-lot-105-sheathing reinspect/framing-reject

1-add nuts to anchor bolts

2-check sprinkler insulation upstairs

3-nail sheathing where marked

4-check wall in garage

August 26, 2025(T/S)

1-4157 Wildflower Way-lot-59-plumbing slab-passed-\$50

2-4159 Wildflower Way-lot- plumbing slab- 60-passed-\$50

3-4163 Wildflower Way-lot-62-plumbing slab-passed-should be 61-\$50

4-4169 Wildflower Way-lot-62- plumbing slab -passed-\$50

5-4175 Wildflower Way-lot-63- plumbing slab -passed-\$50

6-5068 Snow Owl Court-lot-61-green plate-reject-\$50

August 27, 2025(T/S)

1-1440 Bethel Ridge Dr-lot-105-framing reinspect/insulation-passed

2-4181 Wildflower Way-lot-64-sheathing reinspect/framing-reject

1-complete sprinklers all units

2-nail plates on sprinklers all units

3-nail -plate downstairs bathroom at ceiling

4-check for nuts outside wall

5-check for fire blocking every 10'all units

6-fire foam panel boxes all units

7-check for bolts on bearing walls

8-gap at fire wall exterior all units

9-check what front porch joist or attached to

3-4185 Wildflower Way-lot-65- sheathing reinspect/framing-reject

4-4189 Wildflower Way-lot-66- sheathing reinspect/framing-reject

5-4191 Wildflower Way-lot-67- sheathing reinspect/framing-reject

6-4195 Wildflower Way-lot-68- sheathing reinspect/framing-

Reject

7-4157 Wildflower Way-lot-59-plumbing slab-passed-\$50

8-4159 Wildflower Way-lot- plumbing slab- 60-passed-\$50

9-4163 Wildflower Way-lot-62-plumbing slab-passed-should be 61-\$50

10-4169 Wildflower Way-lot-62- plumbing slab -passed-\$50

11-4175 Wildflower Way-lot-63- plumbing slab -passed-\$50

August 28, 2025(T/S)

1-1520 Bethel Ridge Drive-lot-97-sheathing-reject

D. Parks Department

Millersville Community Center Report (CCTR)

Reporting Period: August 2025

Prepared by: Dawn Erle, Event Coordinator & Parks and Recreation Director

Note: This report reflects a standardized format in progress to be added to the Continuity Book. Sections will continue to be added gradually as the reporting process develops.

1. General Summary

In August, the Community Center collected \$3,040: \$1,390 from facility reservations, \$1,550 in security deposits, and \$100 in Christmas Craft Fair registrations. Regular programs like Sit and Stitch and the Well House Church teen night continued. No maintenance was completed, but both the digital sign and the projector need to be replaced, and the City Manager has been made aware. Planning is underway for the Trail of Treats in October, with vendor recruitment now open, and the Christmas Craft Fair in December, which already has five vendors signed up and a couple more expected. A community painting day is also being planned with a date yet to be decided.

2. Programs & Events

- Programs Held:

- Sit and Stitch continues to meet during business hours on Wednesdays.
- Well House Church continues to host a Wednesday night teen event.

- Special Events:

- No major events this month; preparation focused on fall and winter programming.

3. Maintenance & Facility Updates

- Completed: None in August.
- Needs: Replacement of the digital sign and the projector; the City Manager has been made aware.

4. Financial Summary

- Facility Reservations: \$1,390

- Security Deposits: \$1,550
- Program Registrations (Christmas Craft Fair): \$100
- Total Collected in August: \$3,040

5. Upcoming Plans

- Vendor recruitment for the Trail of Treats (October 25, 2025) is now open.
- Christmas Craft Fair (December 2025): Five vendors have officially signed up, with at least two additional vendors expected to register.
- Plan and schedule a Community Painting Day for the interior walls of the facility (date TBD).
- Expand volunteer outreach to support fall and winter events.
- Monitor facility needs, including replacement of the digital sign and the projector.

Revenue By Period - Detail

Start Date: 8/1/2025 12:00 AM

End Date: 8/31/2025 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Revenue Totals

	DEBITS							CREDITS					
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (NET)	Internal CC	Acct Credit	Other	Refunds	Other
PROGRAM REGISTRATIONS													
	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEMBERSHIPS													
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FACILITY RESERVATIONS													
	\$1,390.00	\$1,390.00	\$860.00	\$0.00	\$530.00	\$530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(SECURITY DEPOSITS)													
	\$1,550.00	\$1,550.00	\$0.00	\$0.00	\$1,550.00	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POS													
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PAYMENTS													
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOUSEHOLD ACCOUNT CREDIT													
	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
	\$3,020.00	\$3,020.00	\$860.00	\$0.00	\$2,160.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

SALES TAX COLLECTED

Start Date: 8/1/2025 12:00 AM
End Date: 8/31/2025 11:59 PM

End Date: 8/31/2025 11:59 PM

Payment Methods: CA, CK, CC

User(s)/Cashier(s): - All -

[illegible]

Programs

	Gross	Net	DEBITS					CREDITS				
			Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds
Christmas Craft Fair	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00

Memberships

[illegible]

Revenue By Period - Detail

Start Date: 8/1/2025 12:00 AM

End Date: 8/31/2025 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Facilities

	<u>Gross</u>	<u>Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>CREDITS</u>	
												<u>Refunds</u>	<u>Other</u>
Community Center													
\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
Security Deposit:													
\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
Reception Hall													
\$1,290.00		\$1,290.00	\$860.00	\$0.00	\$430.00	\$430.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
Security Deposit:													
\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
Room 107													
\$100.00		\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
Security Deposit:													
\$50.00		\$50.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00

POS

	<u>Gross</u>	<u>Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>CREDITS</u>	
												<u>Refunds</u>	<u>Other</u>

Revenue By Period - Detail

Start Date: 8/1/2025 12:00 AM

End Date: 8/31/2025 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Other Payments

				DEBITS				CREDITS			
Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Refunds	Other

Household Credit Accounts

				DEBITS				CREDITS			
Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Refunds	Other

Attendance Sheet: Christmas Craft Fair

Start Date: 11/8/2025 End Date: 11/8/2025

Instructor:

Registrants: 4

Registrant		11/8
		Sat 8:00 AM
Frazier, Angel	(615) 438-7426	
McBroom, Michelle	(615) 708-8679	
McIntosh, Myles	(629) 867-6023	
Musgrove-Sykes, Karen	(615) 364-7587	

Attendance Sheet:

Start Date: 10/25/2025

Instructor: Dawn Erle

Registrants: 1

Trail of Treats Vendor Registration

End Date: 10/25/2025

Registrant

10/25

Sat
4:00 PM



(615) 448-6959

Library, Millersville

LIST OF BUSINESSES (Trail of Treats)

- / wades
- / Blackout
- / The barn place
- / Uncle j
- / Authentic coffee closed for lunch open @ 1pm
- / Hiller
- / Plan b
- / Pappys
- / Farmers bank
- • Spunky monkey moving location add to list
- / JJ's
- Girl scouts
- Boy scouts
- 4th club
- • Car clubs
- Saddle club
- • Copper creek electric
- Millersville lions club - mail
- Millersville church of christ - get phone #
- • Millersville public library
- Police department
- Codes department
- • Current commissioners
- Well house church - email

need phone #'s

email

subway & dollar general

Beth

dollar general before Authentic coffee company
policy prohibits display of flags.
left flag with manager for personal use

- Need to go to Auth. Coffee
- Pappy's going to call
- spunky monkey - call + ask craft fair

-oriental trading

Get phone #'s for :

- Girl Scouts
- Boy scout
- 4 H Club
- saddle club
- lion's club (mail)

community
center booth

Email:

- * Well house
- * Library
- * PD
- * FD
- * codes
- * city hall

Trail of Treats – Planning Timeline

August

- Confirm Community Center reservation and booth capacity ✓
- Create flyer and begin promotion ✓
- Begin recruiting booth participants - 8-29-25
- Design booth contest details and determine prize Trophy 1-3

September

- Promote event through Facebook, flyers, and community groups
- Continue confirming booth participants
- Submit event to local calendars and school/community newsletters

Early October

- Finalize booth list and assignments
- Send out booth setup details and guidelines
- Plan layout and identify outdoor booth needs
- Confirm lighting or power access for evening use

Mid October

- Create printed materials (booth map, signage, contest slips)
- Post social media reminders and countdowns
- Confirm staff/volunteers and supply needs

Event Week

- Print final materials (layout, checklists, signs)
- Confirm all booth participants and arrival times
- Prepare supplies (trash cans, decor, lights, music)
- Create and set up entry signage and photo backdrop

Event Day – October 25

- Setup begins around 3:30 PM
- Booths ready by 4:45 PM
- Event runs from 5:00 – 7:00 PM
- Announce booth decorating contest winner before closing
- Begin teardown and cleanup promptly after event

Post-Event

- Post thank-you and winner photos on social media
- Document notes and improvements for next year
- Update Continuity Book with feedback and changes

Craft Fair Planning Timeline

Late July / Early August

- Confirm Community Center reservation ✓
- Design and print event flyer ✓
- Begin posting save-the-date announcements on social media (actually, too early) - posted + call for vendors
- Start recruiting food trucks and special feature participants (Santa, nativity, balloon artist) ✓

August

- Open vendor applications ✓
- Collect applications and fees ✓
- Send food truck agreement and confirm documentation needs
- Distribute flyers around town (schools, library, local businesses) - mid - to late september

September

- Continue vendor recruitment and track sign-ups
- Submit event info to community calendars and online listings
- Create Facebook event and begin promotion
- Confirm photographer and Santa details
- Finalize balloon decor plan

Early October

- October 4: Vendor application deadline
- Send vendor confirmations and booth assignments
- Begin layout planning (site map with vendor booths, Santa, nativity, food trucks)

Mid October

- October 14: Finalize and distribute booth layout
- Confirm all vendor payments and permit documentation
- Coordinate with city on animal approval (if applicable)

Late October

- Begin weekly countdown posts and vendor spotlights
- Confirm staffing/volunteer schedule
- Prepare day-of signage and supply checklist

Event Week (Nov 3-7)

- Print booth layout maps and check-in forms
- Prepare vendor welcome packets or instructions
- Check and organize supplies (cords, trash cans, donation jars)
- Confirm food truck arrival times and needs
- Set up decorations and balloon arch (day before if possible)

Event Day – November 8

- Vendor setup begins at 8:00 AM
- Food trucks arrive by 9:00 AM
- Event runs 10:00 AM – 3:00 PM
- Santa and nativity scheduled for 12:00 PM – 2:00 PM
- Volunteers oversee crowd flow, clean-up stations, and info table

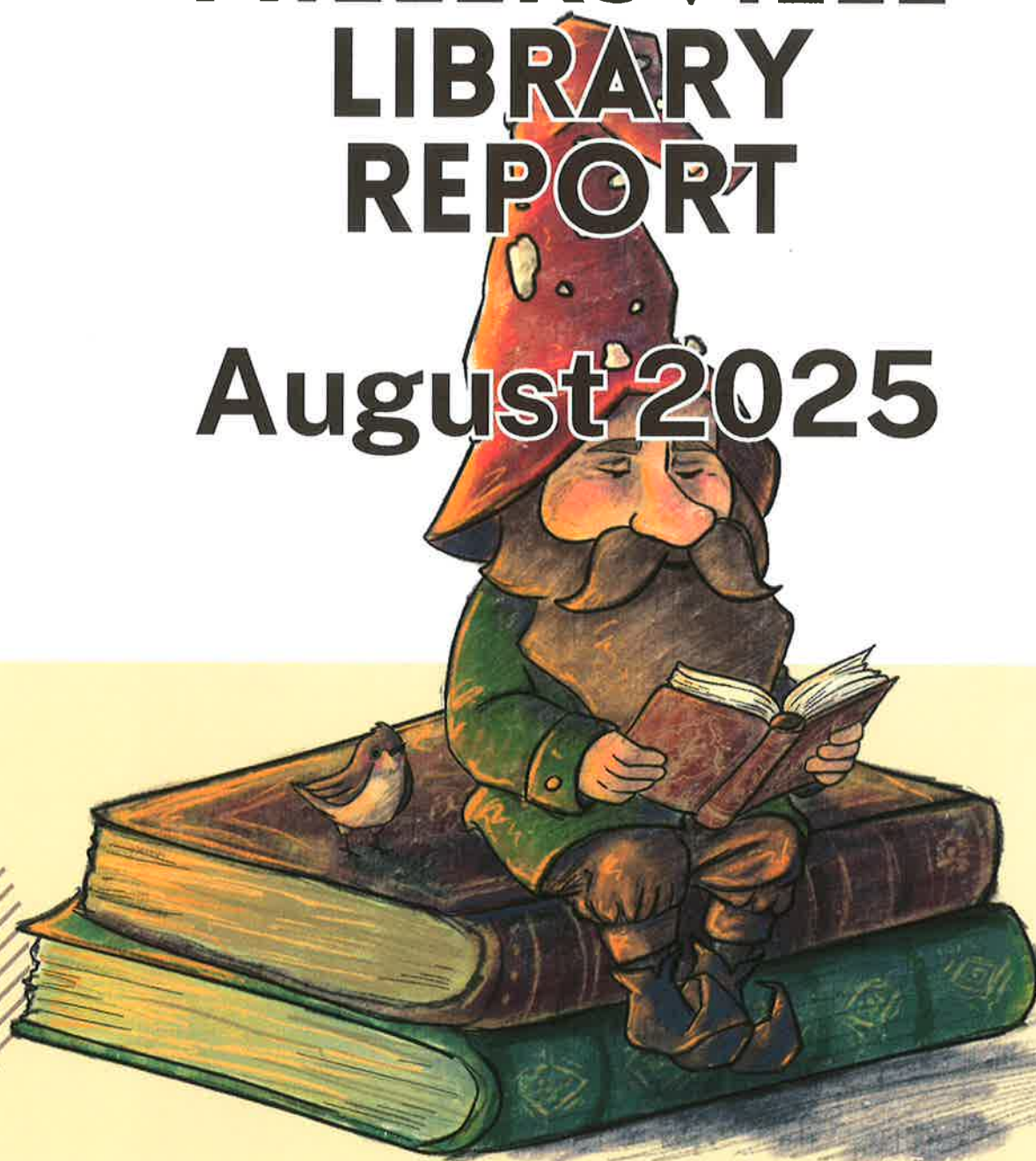
Post-Event (Week of Nov 10)

- Send thank-you and feedback form to vendors
- Share recap photos on social media
- Update Continuity Book with notes for future events

E. Library Updates with Amy Corbitt

MILLERSVILLE LIBRARY REPORT

August 2025



● Stewardship ● Innovation ● Integrity

BUDGET AND EXPENDITURES



- Total personnel budget expended:
 - \$35,384.96
- Total operating budget expended:
 - \$20,331.35
- Total budget expended:
 - \$55,716.31*
- Total percentage used: 14.3%
- Total budget: \$389,764

*Please note that the shown balances do not include expenditures made with a purchase card, as these transactions are inputted and managed separately by the finance department.

AUGUST 2025



August was an exciting and engaging month at the library as we welcomed our community back into a routine with the start of the new school year. To celebrate, we hosted a Back to School Bash on the Saturday following the first week of school. The event featured a library-wide scavenger hunt, back-to-school themed crafts, games, and, of course, popcorn — drawing families in for a day of fun and exploration.

Our regular programs are also picking up momentum. The Deck Builder's program has begun to establish a loyal following, and we're excited to see this group continue to grow as word spreads. Meanwhile, our STEAMonauts and Story Time have resumed, bringing energy and curiosity back to our younger patrons through hands-on learning and storytelling.

Looking ahead, we're developing new programs for September that will continue to support creativity, learning, and community engagement across all age groups. We're eager to share more as those initiatives roll out.

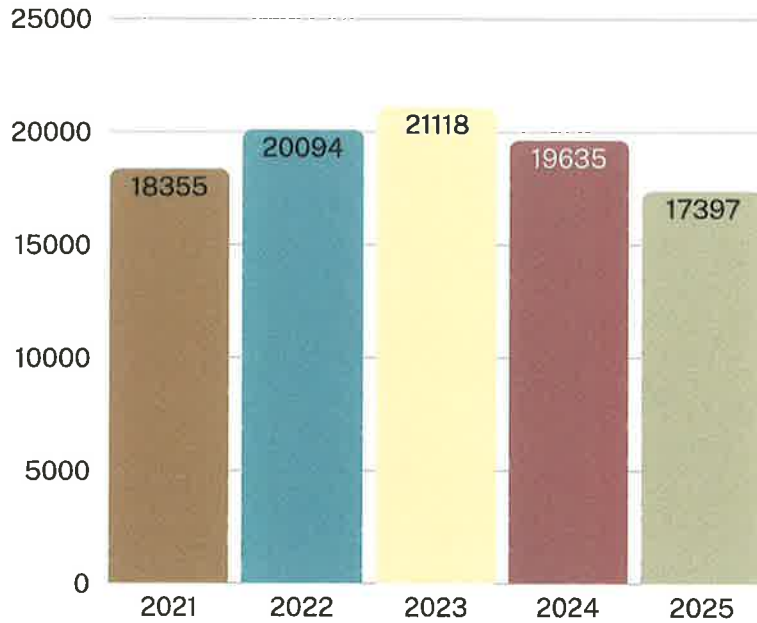
As always, we remain committed to providing a welcoming space for all and appreciate the ongoing support of our board, city and county leaders, and patrons.

LIBRARY USAGE STATISTICS JULY

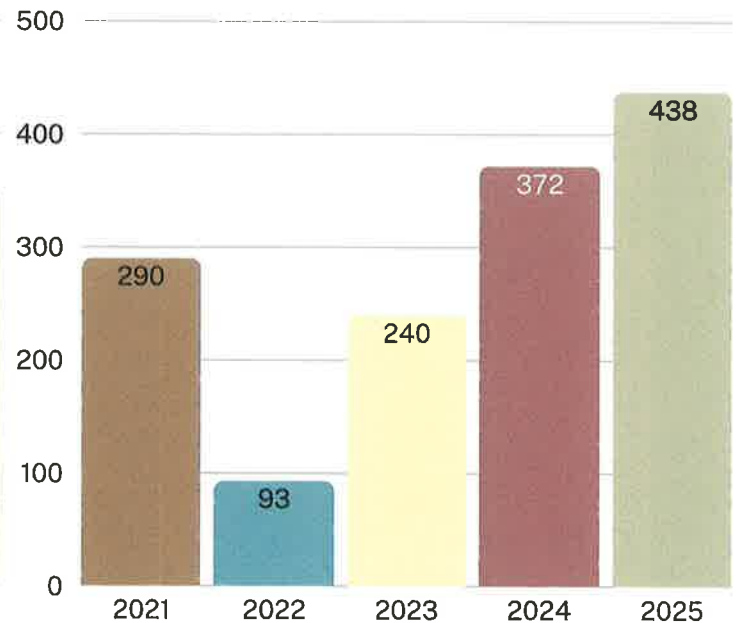
COLLECTIONS & CIRCULATION



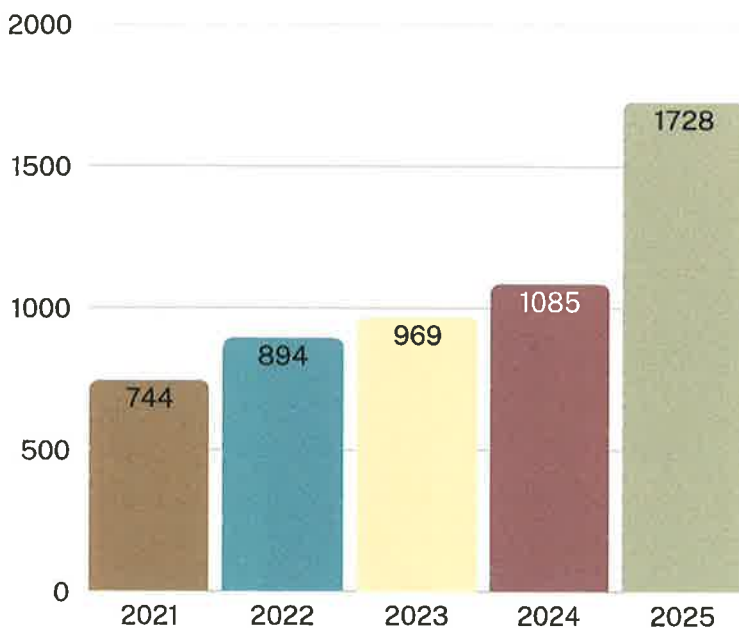
Physical Collection



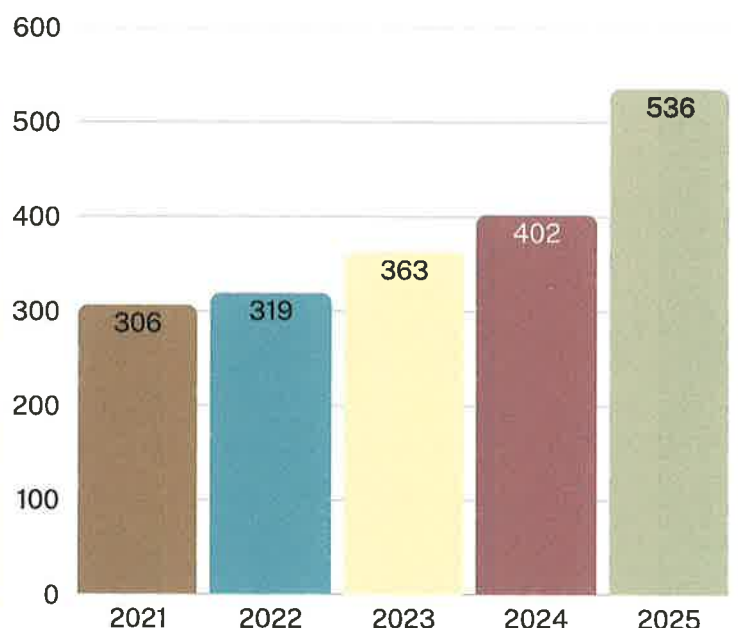
Electronic Collection



Physical Collection Circulation



Electronic Collection Circulation

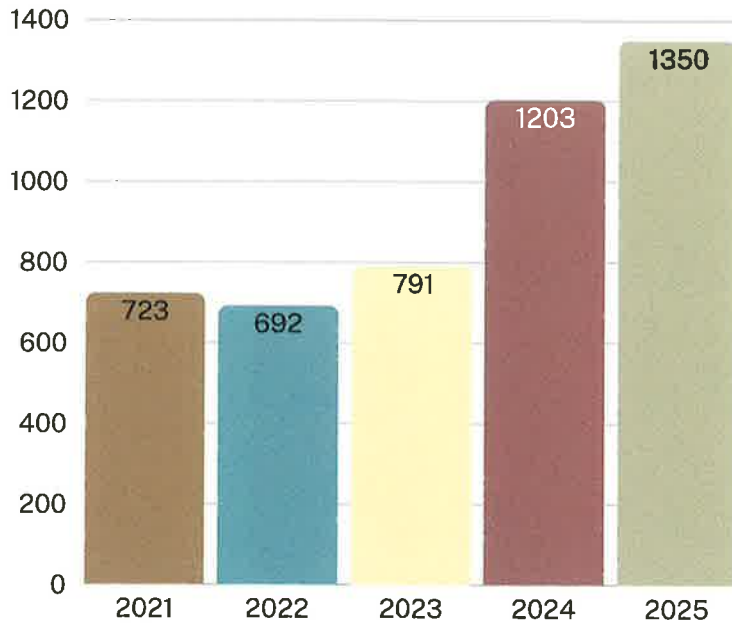


LIBRARY USAGE STATISTICS JULY

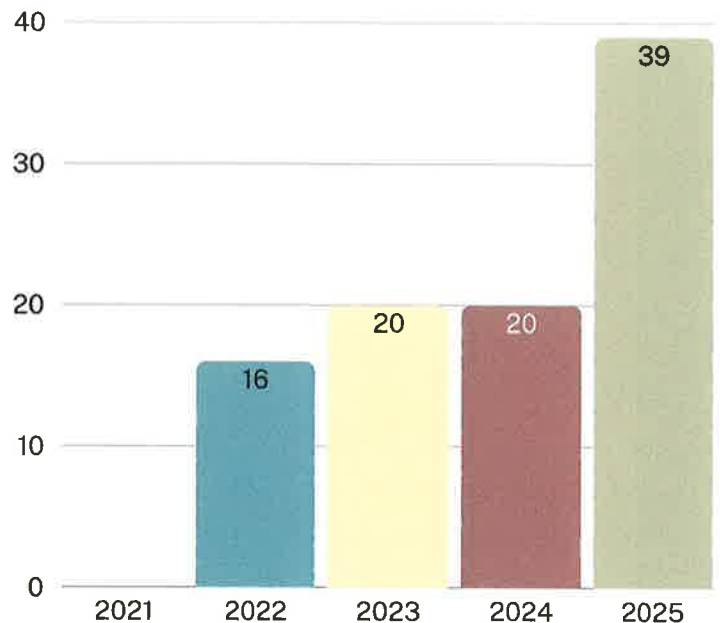


LIBRARY USAGE & ACCESS

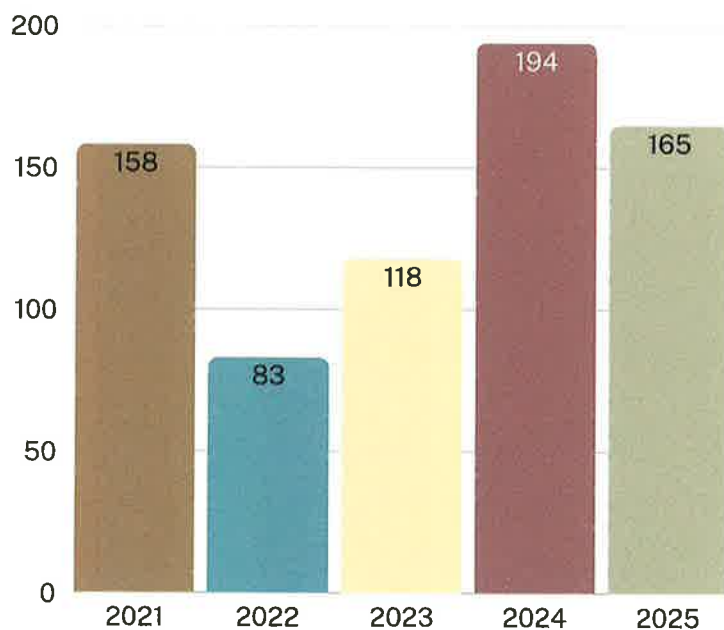
Library Visitors



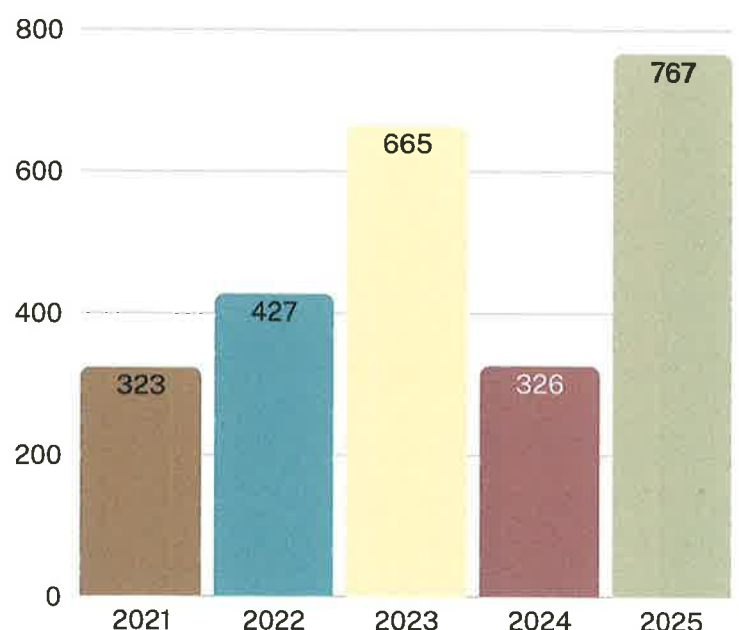
New Borrowers



Computer Users



Wireless Sessions

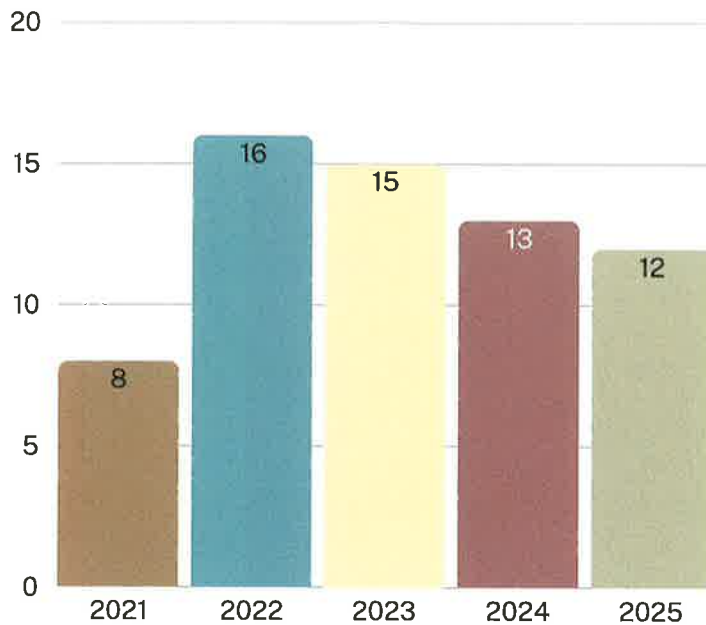


LIBRARY USAGE STATISTICS JULY

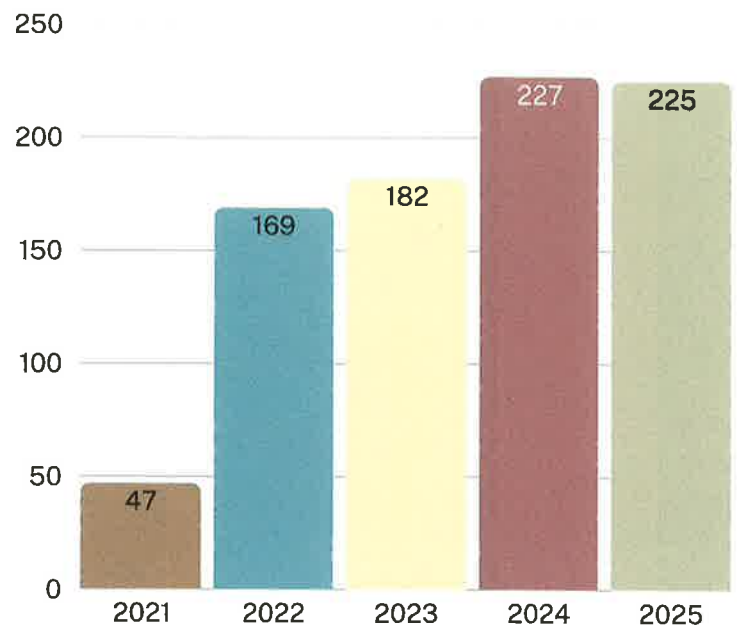


PROGRAMS & PARTICIPATION

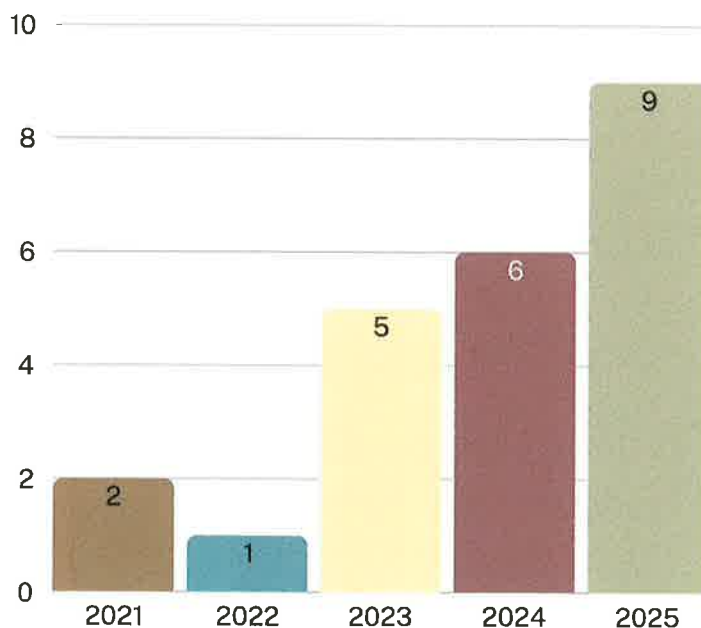
Programs Offered



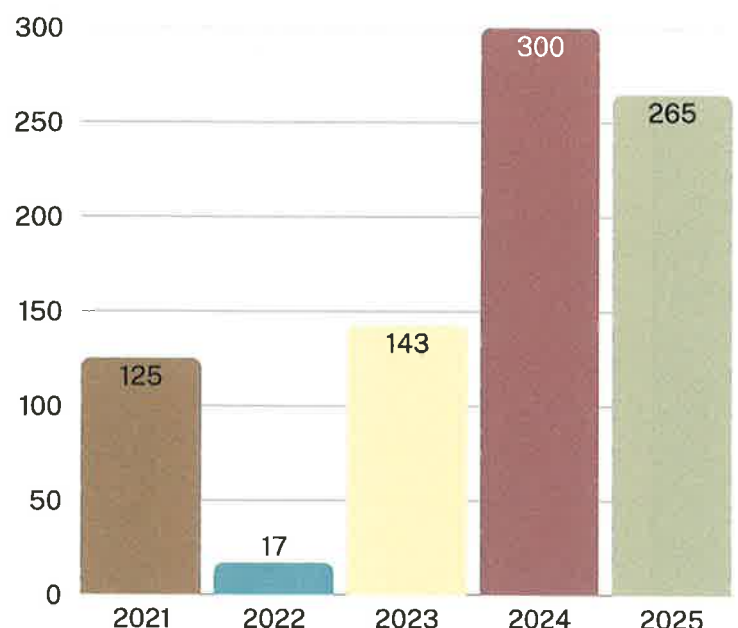
Program Attendance



Passive Programs Offered



Passive Program Participation

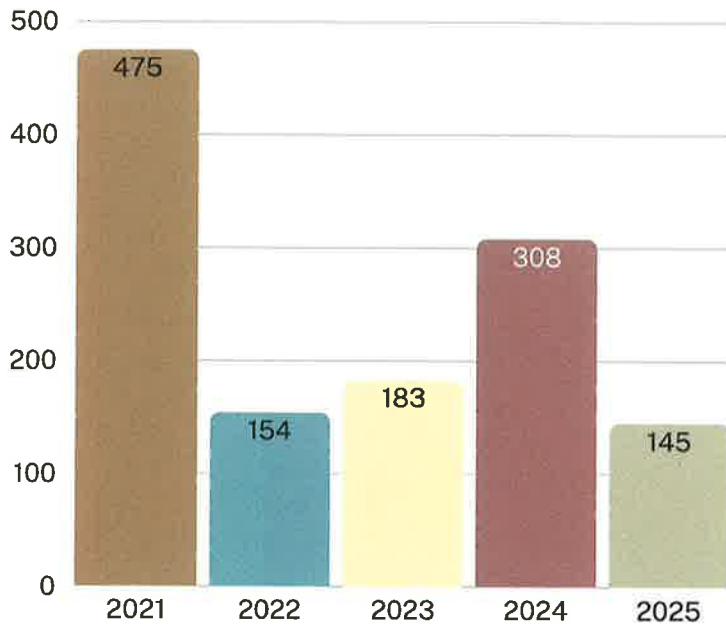


LIBRARY USAGE STATISTICS JULY

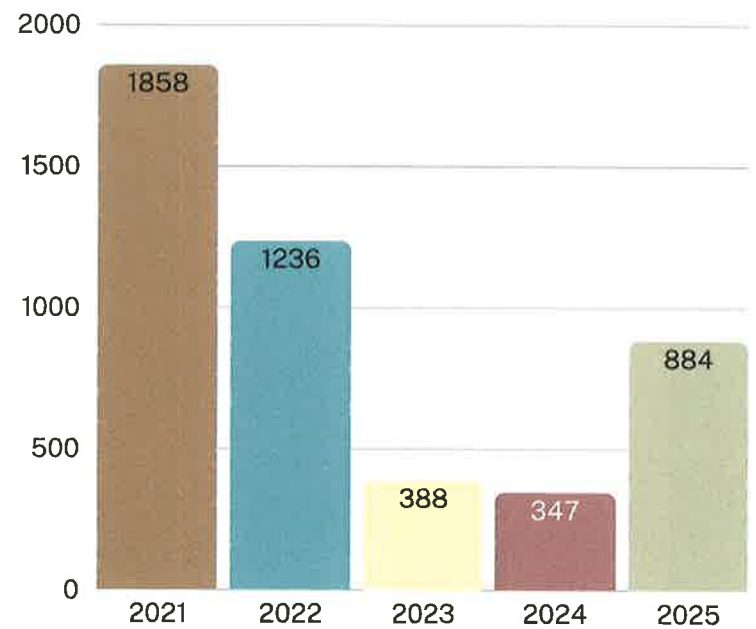


INFORMATION & LENDING SERVICES

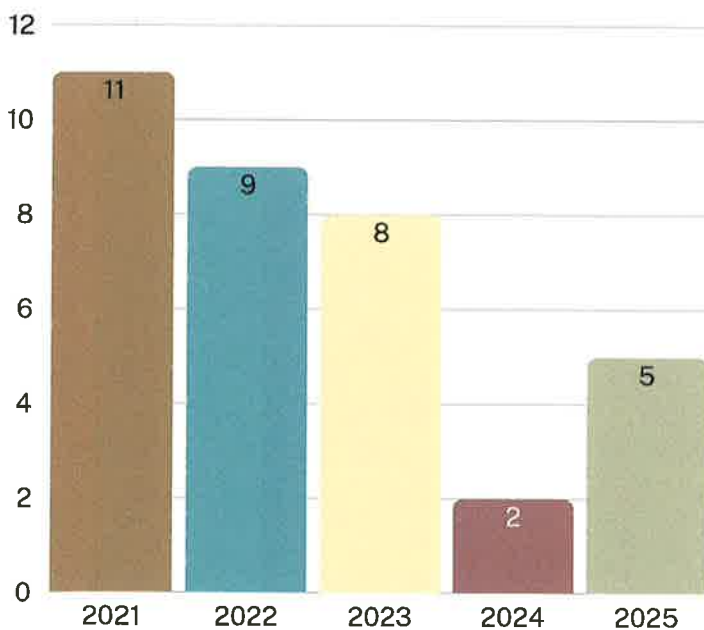
Reference Questions



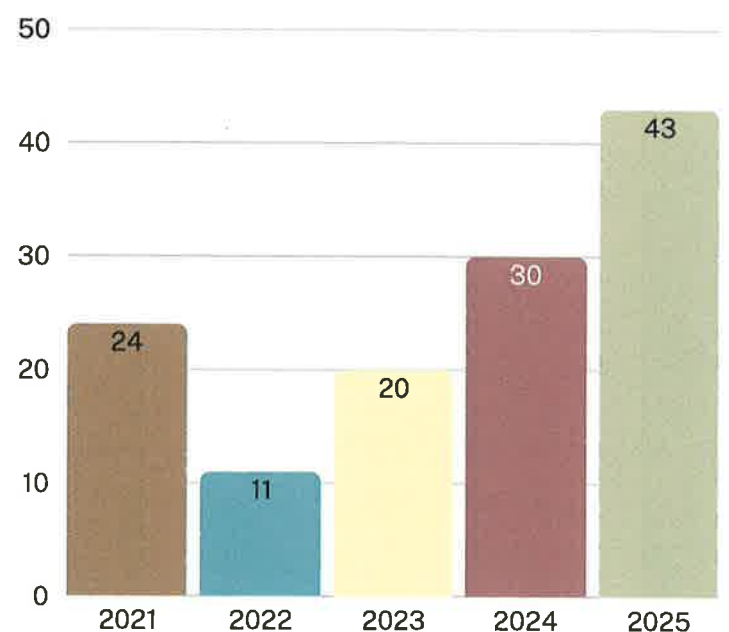
Website Visits



ILL's Borrowed



ILL's Loaned



PHYSICAL COLLECTION							ELECTRONIC COLLECTION (Advantage, etc.)				Current Balance
Material Type	Beginning	Added	Deleted	Balance	Beginning	Added	Deleted	Balance	Locally Owned	E-books Audio Downloadable Video Downloadable	
Print Materials	13,810	74	444	13,440	2,298	50	81	2,267			214
Audio Materials	202	0	1	201	48	0	0	48			224
Video Materials	1,465	4	151	1,318	13	0	0	13			0
Other Materials*	104	2	0	106	4	0	0	4			438
Total	15,581	80	596	15,065	2,363	50	81	2,332	TOTAL PHYSICAL COLLECTION		17,397

* Other Materials should include any materials not counted elsewhere ie: subscriptions, microforms, reference books, genealogy books, etc. (regardless whether the item is circulated or not circulated)

PROGRAMS OFFERED						Totals
	Children Ages 0-5	Children Ages 6-11	YA Ages 12-18	Adults 19 or Older	General Interest	
On-site	4	4	2	0	1	11
Off-site	0	0	0	0	1	1
Live Virtual	0	0	0	0	0	0
Total	4	4	2	0	2	12

PROGRAM ATTENDANCE						Totals
	Children Ages 0-5	Children Ages 6-11	YA Ages 12-18	Adults 19 or Older	General Interest	
On-site	41	95	4	0	30	170
Off-site	0	0	0	0	55	55
Live Virtual	0	0	0	0	0	0
Total	41	95	4	0	85	225

LIBRARY SERVICES & ELECTRONIC TECHNOLOGY			MEETING ROOM USE	
Library Visits	1,350		Number of Events Not Sponsored by the Library	9
Reference Transactions	145		Attendance at these Events	23
Computer Uses	165			
Wireless Sessions	767			
Website Visits	884			
Owned	1		BORROWERS	Current Balance
ILL - Borrowed	5		Adult Borrowers >14 yrs old	1,733
ILL - Loaned	43		Children Borrowers <14 yrs old	292
Volunteers	0		TOTAL BORROWERS	2,025

RECORDED PROGRAMMING		SELF-DIRECTED PROGRAMMING (activity doesn't meet program definition)	
Total Recorded Programs	0	Total Passive Programs / Activities	9
Total Views	0	Total Attendance	265

PHYSICAL CIRCULATION Book & Non-Book (Audio, Video, Serials)		OTHER PHYSICAL ITEMS CIRCULATION Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc.		TOTAL PHYSICAL CIRCULATION (No Electronic Content)	
Adult	333	Adult	30	Adult & Children	1,698
Children	1,365	Children	0	Other Physical Items	30
Total	1,698	Total	30	TOTAL PHYSICAL CIRCULATION	1,728

ELECTRONIC CIRCULATION (Include READS Advantage & other local e-collections)		E-MATERIALS CIRCULATION** (Include READS Advantage & other local e-collections, including renewals.)		TOTAL ELECTRONIC CIRCULATION (No Physical Content)	
Adult	0	E-Book Circulation	135	E-Audio Circulation	364
Children	0	E-Serial Circulation	16	E-Video Circulation	21
Total	0	Total	536	TOTAL ELECTRONIC CIRCULATION	536

** <http://hsls.libraries.com/datacollection>

TITLE VI SURVEY INFORMATION		Black or African American	Hispanic Origin (of any race)	American Indian or Alaskan Native	Asian	Other	Two or more races	No Response	Total	TOTAL CIRCULATION (Electronic, Physical & Other Physical)	
New Patron Cards Issued	29	4	4	0	0	0	0	2	39	Physical Circulation	1,728
										Electronic Circulation	536
										TOTAL CIRCULATION	2,264

Call Number	Author's Name	Title	Holdings Barcode	Item Circulation Class	Item Report Class
155 .418 HAR	Harwood, Eli,	Raising securely attached kids : using connection-focused parenting to create confidence, empathy, and re	3MPL043201	Adult Regular Circulation	100 - 199
155 .92 HAR	Harwood, Eli,	Securely attached : transform your attachment patterns into loving, lasting romantic relationships	3MPL043169	Adult Regular Circulation	100 - 199
248 LUC	Lucado, Max,	Tame your thoughts : three tools to renew your mind and transform your life	3MPL043217	Adult Regular Circulation	200 - 299
303 .33 LEV	Levin, Mark R.	On power	5MPL016208	Adult Regular Circulation	300 - 399
363 .250 HOG	Hogan, Chuck,	The carpool detectives : a true story of four moms, two bodies, and one mysterious cold case	5MPL016178	Adult Regular Circulation	300 - 399
641 .5 AME	America's Test Kitchen (Firm),	The complete salad cookbook : a fresh guide to 200+ vibrant dishes using greens, vegetables, grains, prote	3MPL043224	Adult Regular Circulation	600 - 699
646 .404 HEL	Helmerson, Birgitta,	Zero waste patterns : 20 projects to sew your own wardrobe	3MPL043203	Adult Regular Circulation	600 - 699
940 .531 BRA	Brady, Tim,	A light in the Northern Sea : Denmark's incredible rescue of their Jewish citizens during WWII	5MPL016193	Adult Regular Circulation	900 - 999
B PALTROW	Odell, Amy,	Gwyneth	5MPL016213	Adult Regular Circulation	Biography
B PARSON	Parsons, Bob,	Fire in the hole! : the untold story of my traumatic life and explosive success	3MPL043189	Adult Regular Circulation	Biography
BB BLU	Penguin Young Readers Licenses	Bluey and Bingo's book of scary things.	5MPL016201	Juvenile Regular Circulation	Board Books
BB TWA	Wang, Jack,	Mark Twain's The adventures of Tom Sawyer	3MPL043192	Juvenile Regular Circulation	Board Books
DVD HES	Hess, Jared	A Minecraft movie	3MPL043214	YA Video Circulation	Young Adult DVD
DVD KAS	Kasdan, Jake	Red One	3MPL043219	YA Video Circulation	Young Adult DVD
E 535 WAD	Wade, Jess,	Light : the extraordinary energy that illuminates our world	5MPL016169	Juvenile Regular Circulation	Easy Non-Fiction
E 591 .77 PEN	Pendreigh, Kirsten,	What fish are saying : strange sounds in the ocean	3MPL043150	Juvenile Regular Circulation	Easy Non-Fiction
E 595 .7 PAE	Paeff, Colleen,	Firefly song : Lynn Frierson Faust and the Great Smoky Mountain discovery	5MPL016170	Juvenile Regular Circulation	Easy Non-Fiction
E F DYC	Dyckman, Ame,	The beach day	3MPL043164	Juvenile Regular Circulation	Children Easy Fiction
E F DYC	Dyckman, Ame,	A great fall	3MPL043167	Juvenile Regular Circulation	Children Easy Fiction
E F STI	Stilton, Thea,	Search for the secret garden	3MPL043195	Juvenile Regular Circulation	Children Easy Fiction
E F WU	Wu, Ash J.	Player vs. player	3MPL043223	Juvenile Regular Circulation	Children Easy Fiction
E GN LAN	Lang, Suzanne,	Grumpy Monkey: School stinks!	3MPL043162	Juvenile Regular Circulation	Easy Graphic Novels
E GN OSB	Osborne, Mary Pope,	Sea otter sunrise	3MPL043198	Juvenile Regular Circulation	Easy Graphic Novels
E GN QUI	Quinn, Jordan	Legion of lava	3MPL043185	Juvenile Regular Circulation	Easy Graphic Novels
E GN QUI	Quinn, Jordan	The shattered shore	3MPL043197	Juvenile Regular Circulation	Easy Graphic Novels
E GN QUI	Quinn, Jordan,	The dead of light	3MPL043196	Juvenile Regular Circulation	Easy Graphic Novels
E GN QUI	Quinn, Jordan,	Out of darkness	3MPL043199	Juvenile Regular Circulation	Easy Graphic Novels
E GN QUI	Quinn, Jordan,	Restless ruins	3MPL043168	Juvenile Regular Circulation	Easy Graphic Novels
F ABR	Abrams, Stacey,	Coded justice	5MPL016179	Adult Regular Circulation	Fiction
F BAR	Barratt, Amanda,	The Warsaw sisters : a novel of WWII Poland	5MPL016197	Adult Regular Circulation	Fiction
F BUN	Bunn, T. Davis,	Fortunate harbor	5MPL016187	Adult Regular Circulation	Fiction
F CAR	Carlson, Melody,	Welcome to the Honey B&B	3MPL043171	Adult Regular Circulation	Fiction
F COB	Coble, Colleen,	Where secrets lie	3MPL043186	Adult Regular Circulation	Fiction
F DIC	Dickens, Charles	Great Expectations	5MPL016190	Adult Regular Circulation	Fiction
F DON	Donlea, Charlie,	Guess again	5MPL016196	Adult Regular Circulation	Fiction
F DUR	Durst, Sarah Beth,	The enchanted greenhouse	3MPL043148	Adult Regular Circulation	Fiction
F FIN	Finder, Joseph,	The Oligarch's Daughter	5MPL016211	Adult Regular Circulation	Fiction
F FRA	Frantz, Laura,	The seamstress of Acadie	5MPL016185	Adult Regular Circulation	Christian Fiction
F GRA	Graham, Heather,	The murder machine	5MPL016195	Adult Regular Circulation	Fiction
F GRA	Gray, Shelley Shepard,	Unshaken	5MPL016177	Adult Regular Circulation	Christian Fiction
F GRE	Green, Amy Lynn,	The Foxhole Victory Tour	5MPL016183	Adult Regular Circulation	Christian Fiction
F HAR	Harvey, Kristy Woodson,	Beach house rules	3MPL043179	Adult Regular Circulation	Fiction
F HOV	Hovde, Jenelle	No stone unturned	3MPL043182	Adult Regular Circulation	Christian Fiction
F JAC	Jackson, Holly,	Not quite dead yet	5MPL016191	Adult Regular Circulation	Fiction
F JAC	Jackson, Lisa,	It happened on the lake	3MPL043177	Adult Regular Circulation	Fiction
F JEW	Jewell, Lisa,	Don't let him in	5MPL016209	Adult Regular Circulation	Fiction
F LEV	Levi, Allen,	Theo of golden	5MPL016188	Adult Regular Circulation	Fiction
F MAN	Mandanna, Sangu,	A witch's guide to magical innkeeping	3MPL043183	Adult Regular Circulation	Fiction
F MAR	Martin, Charles,	The keeper	5MPL016192	Adult Regular Circulation	Christian Fiction
F MIL	Miller, Vanessa,	The filling station	5MPL016184	Adult Regular Circulation	Christian Fiction
F MON	Monaghan, Annabel,	It's a love story	3MPL043174	Adult Regular Circulation	Fiction
F MUS	Mustian, Kelly,	The girls in the stilt house	5MPL016189	Adult Regular Circulation	Fiction
F PAR	Park, Ed,	An oral history of Atlantis	5MPL016207	Adult Regular Circulation	Fiction
F POL	Politano, Joanna Davidson,	The curious inheritance of Blakely House	5MPL016182	Adult Regular Circulation	Christian Fiction
F REK	Rekulak, Jason,	Hidden pictures	3MPL043175	Adult Regular Circulation	Fiction
F ROJ	Rojas Vann, Johanna,	An American immigrant	5MPL016176	Adult Regular Circulation	Fiction
F SAM	Sampson, Freya,	The busybody book club	3MPL043187	Adult Regular Circulation	Fiction
F SAW	Sawyer, Kim Vogel,	Hope's enduring echo	3MPL043180	Adult Regular Circulation	Christian Fiction

F SCO	Scotcoline, Lisa,	The unraveling of Julia	3MPL043173	Adult Regular Circulation	Fiction
F SMI	Smith, Jill Eileen,	Dawn of Grace : Mary Magdalene's story	5MPL016194	Adult Regular Circulation	Christian Fiction
F STE	Steel, Danielle,	For richer for poorer	3MPL043229	Adult Regular Circulation	Fiction
F SUN	Sundin, Sarah,	Midnight on the Scottish shore : a novel of WWII	3MPL043178	Adult Regular Circulation	Fiction
F TWA	Twain, Mark,	The adventures of Tom Sawyer	3MPL043200	Adult Regular Circulation	Fiction
F WAR	Ward, Hazell,	The game is murder	5MPL016198	Adult Regular Circulation	Fiction
F WAR	Lo Blacklode Ware, Ruth,	The woman in suite 11	5MPL016180	Adult Regular Circulation	Fiction
F WIS	Wiseman, Ellen Marie,	The lies they told	5MPL016186	Adult Regular Circulation	Fiction
GN END	Endo, Tatsuya	Spy x family Vol. 14	3MPL043213	Adult Regular Circulation	Graphic Novel
GN SNY	Snyder, Scott,	Batman Unwrapped : the Court of Owls	3MPL043216	Adult Regular Circulation	Graphic Novel
J 535 KAN	Kanani, Shella,	Are there rainbows in space? : a colorful compendium of seriously cool science	5MPL016167	Juvenile Regular Circulation	Juvenile Non-Fiction
J 634 .961 LAW	Lawson, Jessica,	Ablaze : the story of America's first female smokejumper	5MPL016204	Juvenile Regular Circulation	Juvenile Non-Fiction
J 973 .099 PEN	Penguin Random House	Eyewitness presidents.	5MPL016203	Juvenile Regular Circulation	Juvenile Non-Fiction
J B PRO	Provost, Stephen H.	The adventures of Mark Twain in Nevada	5MPL016171	Juvenile Regular Circulation	Juvenile Biography
J B TWAIN	Prince, April Jones.	Who was Mark Twain?	3MPL043193	Juvenile Regular Circulation	Juvenile Biography
J DVD 567 .9 HAI	Haines, Tim	Walking with dinosaurs	3MPL043215	Juvenile Video Circulation	Juvenile DVD
J DVD MCK	McKinney, James	Blippi's curiosity adventures.	3MPL043220	Juvenile Video Circulation	Juvenile DVD
J F APP	Applegate, Katherine,	Endling: The first	3MPL042868	Juvenile Regular Circulation	Juvenile Fiction
J F BEC	Beckett-King, Jo,	The house of found objects	3MPL043188	Juvenile Regular Circulation	Juvenile Fiction
J F COW	Cowell, Cressida,	Doom of the darkwing	3MPL043176	Juvenile Regular Circulation	Juvenile Fiction
J F GID	Gidwitz, Adam,	Max in the land of lies : a tale of World War II	3MPL043184	Juvenile Regular Circulation	Juvenile Fiction
J F JOH	Johnson, Anna Rose,	The blossoming summer	5MPL016206	Juvenile Regular Circulation	Juvenile Fiction
J F PHI Curious lea Phillips, Tom		Egypt's fire	3MPL043230	Juvenile Regular Circulation	Juvenile Fiction
J F PHI Curious lea Phillips, Tom		S.O.S.:	3MPL043212	Juvenile Regular Circulation	Juvenile Fiction
J F PHI Curious lea Phillips, Tom		The Peruvian Express	3MPL043231	Juvenile Regular Circulation	Juvenile Fiction
J F RIO Senior year Riordan, Rick		Wrath of the triple goddess: Percy Jackson and the Olympians	3MPL043210	Juvenile Regular Circulation	Juvenile Fiction
J F ROS	Ross, M. C.,	Nugly	3MPL043170	Juvenile Regular Circulation	Juvenile Fiction
J GN GRE	Green, John Patrick,	Ants in our P.A.N.T.S.	3MPL043163	Juvenile Regular Circulation	Juvenile Graphic Novels
J GN GRE	Green, John Patrick,	Braver and boulder	3MPL043165	Juvenile Regular Circulation	Juvenile Graphic Novels
J GN GRE	Green, John Patrick,	Heist and seek	5MPL016200	Juvenile Regular Circulation	Juvenile Graphic Novels
J GN GRE	Green, John,	Off the hook	5MPL016199	Juvenile Regular Circulation	Juvenile Graphic Novels
J GN MAR	Martin, Ann	Karen's ghost	5MPL016173	Juvenile Regular Circulation	Juvenile Graphic Novels
J GN PIL	Pillekey, Dav,	Dog man : fetch-22	3MPL043158	Juvenile Regular Circulation	Juvenile Graphic Novels
LOT NIN 046	Nintendo Switch	Wild Guns Reloaded	3MPL043226	Library of Things	Library of Things
LOT NIN 047	Nintendo Switch	Nintendo world championships : NES Edition	3MPL043227	Library of Things	Library of Things
PIC BRO	Brown, Peter,	The wild robot on the island	3MPL043154	Juvenile Regular Circulation	Children Picture Books
PIC CAM	Campbell, Chelsea M.,	When you go to dragon school	5MPL016202	Juvenile Regular Circulation	Children Picture Books
PIC CHA	Chan, Stephanie	Our personal bubble	3MPL043222	Juvenile Regular Circulation	Children Picture Books
PIC CHU	Chung, Julien,	Chicka chicka tricka treat	3MPL043161	Juvenile Regular Circulation	Children Picture Books
PIC DAY	Daywalt, Drew,	The day the crayons made friends	5MPL016165	Juvenile Regular Circulation	Children Picture Books
PIC DIE	Diesen, Deborah,	The worry-worry whale made 32 mistakes	3MPL043218	Juvenile Regular Circulation	Children Picture Books
PIC DIT	DiTerlizzi, Angela,	The Marvelous Now	3MPL043153	Juvenile Regular Circulation	Children Picture Books
PIC FAN	Fang, Vicky,	The Boo Crew and the pumpkin patch rescue	3MPL043221	Juvenile Regular Circulation	Children Picture Books
PIC FRE	Freeman, Martha,	Kitty vs. kindergarten	5MPL016166	Juvenile Regular Circulation	Children Picture Books
PIC GLA	Glatty, Lauren,	Proper Badger would never trash the classroom!	3MPL043152	Juvenile Regular Circulation	Children Picture Books
PIC HIG	Higgins, Ryan T.,	Norman and the smell of adventure	3MPL043159	Juvenile Regular Circulation	Children Picture Books
PIC JAC	Jackson, Colter,	A sleuth of bears and other amusing, beguiling, and peculiar collective nouns	3MPL043155	Juvenile Regular Circulation	Children Picture Books
PIC LAR	LaRocca, Rajani,	Fall is for beginnings	3MPL043160	Juvenile Regular Circulation	Children Picture Books
PIC LEW	Lewis, K. E.,	Never take your rhino on a plane	3MPL043151	Juvenile Regular Circulation	Children Picture Books
PIC MAN	Mandin, Christy,	Millie Fleur saves the night	3MPL043156	Juvenile Regular Circulation	Children Picture Books
PIC MAR	Martin, Marc.	Dawn	5MPL016175	Juvenile Regular Circulation	Children Picture Books
PIC SCH	Scharnhorst, Becky,	How to get your octopus to school	3MPL043166	Juvenile Regular Circulation	Children Picture Books
PIC SOL	Soltis, Sue,	The moon moved in	3MPL043157	Juvenile Regular Circulation	Children Picture Books
PIC SRI	Srinivasan, Divya,	Little Owl's fog	5MPL016164	Juvenile Regular Circulation	Children Picture Books
PIC WAR	Ward, Lindsay,	Sunnyside school : a community helpers book	5MPL016168	Juvenile Regular Circulation	Children Picture Books
YA 793 .93 DUN	King, Cody James,	The Game master's guide to fantasy mapmaking : draw immersive maps for Dungeons & Dragons and othe	5MPL016174	YA Regular Circulation	Young Adult Non-Fiction
YA F BUS	Busse, Morgan L.,	Blood secrets	3MPL043202	YA Regular Circulation	Young Adult Fiction
YA F BUS	Busse, Morgan L.,	Secrets in the mist	3MPL043194	YA Regular Circulation	Young Adult Fiction
YA F MIL	Miller, Linsey,	That devil, ambition	3MPL043209	YA Regular Circulation	Young Adult Fiction

YA F NEL	Nelson, Rachelle,	Sky of seven colors	3MPL043205	YA Regular Circulation	Young Adult Fiction
YA F OPP	Oppel, Kenneth,	Best of all worlds	5MPL016210	YA Regular Circulation	Young Adult Fiction
YA F ROU	Roux, Madeleine,	A girl walks into the forest	3MPL043204	YA Regular Circulation	Young Adult Fiction
YA F SAM	Mastery Sambury, Liselle,	A mastery of monsters	5MPL016181	YA Regular Circulation	Young Adult Fiction
YA F SHE	Shepherd, Megan,	Hour of the Pumpkin Queen	3MPL043181	YA Regular Circulation	Young Adult Fiction
YA F WIB	Wibberley, Emily,	Heiress takes all	3MPL043207	YA Regular Circulation	Young Adult Fiction
YA GN AID	Aidairo	Toilet-bound Hanako-kun Vol. 22	5MPL016172	YA Regular Circulation	Young Adult Graphic Novels
YA GN HOK	Hokami, Natsuki,	Demon slayer: Kimetsu Academy, Vol. 6	3MPL043225	YA Regular Circulation	Young Adult Graphic Novels
YA GN JUN	Juneppurr,	SubZero Vol. 2	3MPL043149	YA Regular Circulation	Young Adult Graphic Novels
YA GN MAT	Matsumoto, Naoya,	Kaiju No. 8, Vol 13	5MPL016205	YA Regular Circulation	Young Adult Graphic Novels
YA GN MEY	Meyer, Marissa,	We could be magic	3MPL043172	YA Regular Circulation	Young Adult Graphic Novels

F. Fire Department



Millersville Fire Department

1246 Louisville Highway
Millersville, TN 37072



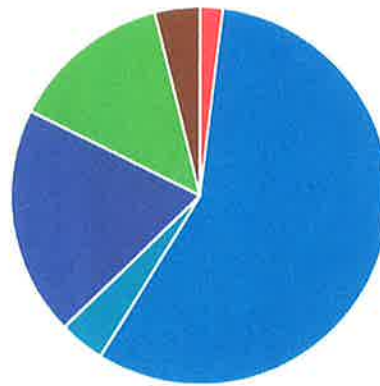
Fire - Incident Types with Monthly Breakdown August 2025

Year to Date Calls: 549

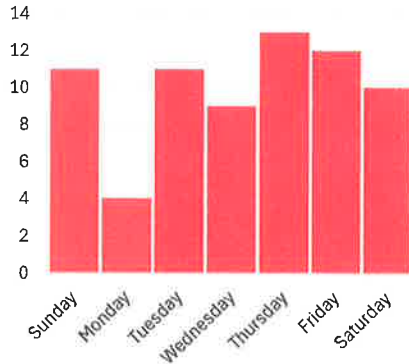
Previous Year to Date: 264

Incident Type Group	Number of Calls
100 - Fire	2
300 - EMS /Crashes	39
400 - HAZMAT	2
500 - Service Call	2
600 - Good Intent	7
700 - False Alarm	9
800 - Natural Disaster	0
Null- No Response	9
Total Calls:	70

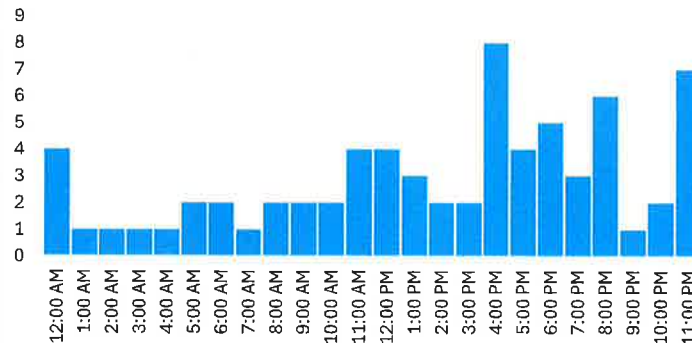
- 100 - Fire
- 300 - EMS /Crashes
- 400 - HAZMAT
- 500 - Service Call
- 600 - Good Intent
- 700 - False Alarm
- 800 - Natural Disaster
- Null- No Response



Calls for service by days of the week.



Calls for service by time of day.



Notes: Station 1 design plans are done just waiting on station 2 plans before continuing.

-Station 2 construction plans have been submitted to the state they are under review waiting for there approval.

-A new training software, Vector Solutions, was purchased and is already making a big impact. Also could have a great impact on HR training.

- We have had a more repairs then expected on a few apparatus, we have spent 60% of our yearly budget in 2 months. We are being very conservative.

-Ladder testing is finished. Hose should be done this month.

-Annual inspections are going really well, almost all churches are done. With over 15 scheduled for September so far.

- I have been looking into the purchase of a new fire truck.

- I am working on the budget to see the possibility of having part time firefighters working on the weekends to increase staffing levels.

G. Police Department



Millersville Police Department

1246 Louisville Highway, Goodlettsville TN 37072
Phone (615) 859-2758 - Fax (615) 851-1825



Millersville Police Department

Monthly Report – August 2025

Accreditation

- We continued work toward Tennessee Law Enforcement Accreditation (TLEA), utilizing PowerDMS to organize, update, and manage department policies to ensure compliance with state standards.

Grants & Funding

- We continue to manage ongoing grant writing efforts focused on securing funding for additional staffing, in-car dash cameras, and de-escalation training resources. Now that there is additional supervisory assistance the department anticipates these areas receiving more attention.

Organizational Structure

- Applications were received, interviews conducted, and a new Patrol Sergeant was selected. Sergeant Reginald Carter was chosen and will be a great addition to supervising the Patrol Division. The Training Officer position was posted, and we are currently receiving applications. We will be looking to fill two vacancies in the patrol division left by the promotion of Sgt. R. Carter and the resignation of P.O. Daniel Abbott. We also have a new addition to the department. Vincent McCrary joined the department and was sworn in by the City Manager as a police officer.

Public Relations & Transparency

- The department is about to begin the first session of the Millersville Police Department Citizen's Police Academy. We are excited about this endeavor and are in the process of accepting and vetting applications. This is yet another step we are taking to reflect the department's commitment to accountability, transparency, and public trust.

Procurement

- We are continuing to go through the process of patrol technology upgrades, initiating the formal procurement process to improve operational capabilities.

Operations

- We plan to seek additional guidance and assistance in conducting a thorough audit of the police department evidence room now that the air quality issue has been resolved. We hope to initiate it within the next month.

Facilities & Branding

- A new air circulation system was installed in the police department evidence room. This will be a remedy for the poor air quality and make the workspace safer and more comfortable.

Community Engagement

- We are in the early stages of planning for community engagement opportunities such as "Coffee with a Cop", the next "National Night Out" and planning for a safe and secure Halloween night.

H. Public Works Department

Sewer Maintenance & Repair

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task.

This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year, public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

Line Marking	FY-24-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	June-26	YTD-25-26
Tennessee 811	259	20	23											43

Alarm Response Goal:

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high water levels due to large rain events, loss, power outages and/or loss of phase.

Lift Station Location	FY-24-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	June-26	YTD-25-26
Bethel Road	15			10		4	1							
Marble Ann	6													
Quailwood														
Williamson Road	4													
Denson Lane Odor Control														
Denson Lane Nitra-Nox Gallons	8,760	730	730											1,460
Williamson Road Sul-Fight Gallons														

System Repairs Goal:

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains. We've been training key personnel over the last two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

The mainline and service line repairs are mitigated in large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Therefore, we have to make repairs and if the line break was due to negligence, I will send the responsible party a repair bill. In some cases, the breaks are due to weather and age.

Repairs	FY-24-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	June-26	YTD-25-26
Major Lift Stations	3		1											1
Mainline	5													
Service Line	9	1												1

Work Order Maintenance Response Goal:

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 2,000 utility customers. Dispatched and managed through our computer based work order system, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 500+ mini-lift stations (grinder pumps) in our system using a proactive, programmatic approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus, we have a large number of "change-outs" (C/O) as listed below.

Some of these change-outs can also be attributed to customer negligence (throwing foreign materials down the toilet). When abuse is the contributing factor, I will charge the cost of the pumps, panels and service costs to the customer.

Work Orders	FY-24-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD-25-26
Grinder Tank PM Program														0
2000 to Extreme C/O	2													
Barnes to E-One	30	2	6											8
Extreme to Extreme C/O	2													
E-one to Barnes	40													
Myers to Myers C/O	44	6	2											8
Barnes to Barnes C/O	4													
Barnes to Myers C/O	1													
Hydromatic to Myers C/O	0													
Discharge Assembly	24	3	5											8
Pumps Purchased	195													
Total Pumps Replaced	83	8	8											16
Total Pumps On Hand	4	34												34
Low Pressure Service Requests	26													
Gravity Service Requests	1													
Inspection for New Service	30	8												8
Final Inspection for New Service	26	8												8
Sewer Service Calls	535	43	49											92
After Hour Sewer Calls	89	11	12											23
Odor Complaints	3													

Major Lift Stations Repairs:

Lift Station repairs were as follows:
11/17/23 Williamson Rd. pump
station replaced pump

Staffing: The public works department has 6 full time employees.

PUBLIC WORKS

STREET/FACILITY MAINTENANCE/DRAINAGE (Stormwater)

Total Hours Worked	FY-24-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	June-26	YTD-25-26
Street														0
Sewer														0
Facility Maintenance Total	46													
Community Center / Parks	404													
City Hall	10													
Station 2														
Fleet Maintenance	71	8	5											13
Meeting/Training	6													
Leave	513	60	32											92
Holiday	320	40												40
Overtime	210	11	24											35
Administrative														
Drainage Work (feet)	1053													
Drainage Complaints	2													
Drainage Man Hours	202													
Debris Removed Load	42													
Good House Keeping (PW)	31													
Sweeping Man Hours	2													
Codes Abatement	2													
Codes Abatement Dollar Amount	\$2,685.00													
Mowing Hours	48	32	40											72
Curb Repair														
Shoulder Linear Foot														
Shoulder Hours														
Pothole Hours	51													
R-O-W Hours	272	48	112											160
Sign/Repaired	13													
Sign Work Hours	9													
Salt Hours	103													
Salt Tons	35													
Water Disconnect/Reconnect	1142	88												88
Assist Fire Dept.														
Assist Police Dept.	4	4												4
City Event Banners/ City Sign	5													

Sign Replacement:

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals

Public Works Special Projects:

The goal is to be reactive to special requests that are made from time to time wither from the City Administrator or other departments.

Road Work Program:

The goal for this program is to maintain the City's right-of ways and drive lanes so they are free from hazards.

1. Curb - repair concrete curbs
2. Shoulder - maintain shoulders with rock
3. Potholes - repair asphalt such as base failures and pothole patching
4. Potholes - man hours associated with potholes/asphalt work
5. Mowing - medians, right-of-ways and City owned properties
6. R-O-W - tree trimming and roadside vegetative management (weed spraying)
7. Signs - repair, replace and/or install signs within the City limits
8. Salt - winter weather road clearing and salting

[illegible]

The goal of the brush collection and litter control program is to maintain an efficient collection service for the residents. In the past, residents have not been satisfied with the level of service

[illegible]

Bulk items and brush

[illegible]

ANNUAL EVALUATION OF CITY MANAGER

Management and Executive Skills

Name:

Department: Administration

Date:

INSTRUCTIONS: Please assess the Manager's performance by rating on a scale of 1 to 5 each of the items listed under each of the ten major sections. A score of 1 is the lowest and a score of 5 is the highest. If there is a rating of 1 or 5 use the comment pages to substantiate it.

A collective Management rating shall be determined for each major category after individual ratings are determined.

1. ABILITY TO MANAGE

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
1.1 Exhibits competence in planning, organizing and follow-through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Maintains effective control of organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Shows good understanding of employee relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Gives quality instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Delegates as appropriate to allow time for strategic leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. ABILITY TO LEAD

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
2.1 Establishes clear expectations and goals to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Involves others in decision-making process while maintaining responsibility for final decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Has the confidence of City employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Exhibits integrity at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Exhibits genuine concern for the welfare of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Has the confidence and respect of the community at-large.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Conducts self with a high degree of professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Makes decisions in the best interest of employees and/or taxpayers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Is appropriately apolitical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. ABILITY TO COMMUNICATE

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
3.1 Communicates clearly and thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Exhibits adequate ability to communicate verbally and through written means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Adequately adapts communication style to fit the audience, ie employees, commission, media, citizens,etc....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Recognizes non-verbal communications from employees, citizens, and commissioners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Develops good relations with local community/citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Develops good relations with the media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Permits a free flow of information to Commission members from City Manager's office when commission members need to make decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. ABILITY TO MAKE DECISIONS

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
4.1 Collects adequate information before making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Uses reliable sources of information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Does not delay important decisions nor allow pressure to cause hasty decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Explains reasons for decisions to persons affected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Understands the Importance of timing to decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Handles personnel decisions within the city staff effectively according to the authority granted in the charter and ordinances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Uses authority wisely and equitably.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Attempts to maintain an objective view when solving problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Has a working knowledge of Tennessee Municipal laws and applies it in decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Seeks and follows the advice of the City Attorney and Commission when differences of opinion exist regarding Important decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.11 Gives employees an opportunity to differ with his/her proposals and to submit alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.12 Decision-making is transparent with staff accountability clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. RESPONSIVENESS TO OTHERS

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
5.1 Exhibits empathy when dealing with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Shows praise toward others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Reacts to mistakes with patience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Corrects individuals in private.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Friendly and open-minded in meeting situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Steady and even-tempered but not self-effacing under severe criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Cooperates well with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Is courteous, honorable and fair in dealings with subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Is fair in his/her dealings with employees and their representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Does not give special treatment or abuse authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. ABILITY TO MAINTAIN AN EFFECTIVE WORK CLIMATE

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
6.1 Displays good motivational techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Allocates resources fairly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Recognizes the achievements of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Recognizes the importance of learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Promotes an ethical working environment free from conflicts of interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Encourages an atmosphere conducive to productivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. CREATIVITY

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
7.1 Demonstrates Imagination in solving problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Exhibits resourcefulness and ingenuity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Shows flexibility without losing direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Encourages creativity by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. IMPLEMENTATION OF COMMISSION POLICIES AND PROCEDURES

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
8.1 Knows City policies and implements them at the best level possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Assumes responsibility for requesting changes as necessary in policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Expresses opinions on policy-making appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.4 Supports policy decisions as finalized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Respects the policy-making authority and responsibility of the Commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. SUPERVISION AND STAFF DEVELOPMENT

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
9.1 Encourages the professional growth of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Assists staff in setting objectives and in achieving those objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Understands the relationship of goal setting to improve performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Uses performance evaluation tools appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.5 Shows honesty in evaluations by identifying areas of weakness as well as areas of strength.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.6 Exhibits interest in welfare of individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.7 Supports competent staff for promotion whenever appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.8 Recognizes the importance of good employee morale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.9 Gives all employees opportunity for recognition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. PHYSICAL AND FINANCIAL RESOURCES

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
10.1 Carefully prepares City budget on time according to the city charter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2 Manages budget to maximize the use of resources available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3 Coordinates objectives and priorities with resource allocation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4 Understands fiscal situation of the city at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.5 Requests appropriate preventative maintenance and building renewal plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6 Manages staff effectively in maintaining public buildings and grounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.7 Sets a good example of fiscal restraint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.8 Shows a capacity for knowing where funds should be allocated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.9 Prepares a realistic budget and keeps spending limits within the budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.10 Applies for and manages grant funds effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. CURRENT PROJECT/PROCESS ASSESSMENT

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
11.1 Annual Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Annual Financial Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3 HWY 31 Sidewalk Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4 Slater's Creek Traffic Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5 Lift Station Renovations/Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6 City Strategic Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7 City Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION OF CITY MANAGER

Management and Executive Skills

Comments

Provide specific examples which serve as the basis for any "Does Not Meet Expectations" (1) or "Outstanding Performance" (5) ratings on the preceding items.

1. Ability to Manage

2. Ability to Lead

3. Ability to Communicate

4. Ability to Make Decisions

5. Responsiveness to Others

6. Ability to Maintain an Effective Work Climate

7. Creativity

8. Implementation of Commission Policies and Procedures.

9. Supervision and Staff Development

10. Physical and Financial Resources

11. Current Project/Process Assessment

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-826

**AN ORDINANCE TO AMEND SECTION 6 AND SECTION 7 OF THE ZONING
ORDINANCE OF THE CITY OF MILLERSVILLE**

WHEREAS, the Board of Commissioners of the City of Millersville, Tennessee adopted the Zoning Ordinance of the City of Millersville on June 1, 2020, to promote the general welfare of the citizens of Millersville, and,

WHEREAS, changing conditions and circumstances mandate periodic upgrading and clarification of existing laws, including zoning provisions, and,

WHEREAS, the Board of Commissioners of the City of Millersville, Tennessee, is seeking additional information to support the decision-making process for zoning map amendments for zoning districts that have extensive impact on the City of Millersville, and,

WHEREAS, The City of Millersville Planning Commission met on August 12, 2025, and recommended the approval of the proposed amendments.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee that Sections 6 and 7 of the Zoning Ordinance of the City of Millersville are amended as follows after the second reading of this ordinance:

Amend Section 6 (Additions in *italics and highlighted*; deletions in ~~strikethrough~~):

6.1.3 | SR-1 SUBURBAN RESIDENTIAL

The Suburban Residential Low-Density District (SR-1) coincides with the “Suburban Living” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate primarily low density detached residential development along with complimentary institutional uses that would not be detrimental to the residential character of the district. These areas are characterized by primarily detached residential subdivisions which are traditionally auto dependent and separated from other uses to protect the residential nature. *This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).*

6.1.4 | SR-2 SUBURBAN RESIDENTIAL

The Suburban Residential Medium Density District (SR-2) coincides with the “Suburban Living” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate primarily medium density detached and attached residential development along with complementary institutional uses that would not be detrimental to the residential character of the district. These areas are characterized by developments that are either entirely detached residential or a combination of detached residential and

attached residential designed in such a manner to blend in with the surrounding developments. *This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).*

6.1.9 | MFR MULTI-FAMILY RESIDENTIAL

The Multi-Family Residential District (MFR) coincides with the “Suburban Living and Regional Activity Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate high density attached and multi-family residential development along with complimentary institutional uses that would not be detrimental to the residential character of the district. This district can serve as a transitional district between SR-1 and SR-2 districts and more intensive use districts. *This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).*

Amend Table 3 Residential Districts, Permitted and Conditional Uses by adding Note 2 to the following, indicated by a red arrow:

TABLE 3 RESIDENTIAL DISTRICTS PERMITTED AND CONDITIONAL USES								
USE TYPES "P" = PERMITTED // "C" = CONDITIONAL	RR	ER	SR-1	SR-2	THR ²	MXR ^{2,3}	MFR	MXC ^{2,3}
RESIDENTIAL USES								
Accessory Dwelling (Detached)	C ¹¹	C ¹¹	C ¹¹			C ¹¹		
Assisted Living Facility			C	C		P	P	P
Bed and Breakfast	C ⁷	C ⁷	C ⁷	C ⁷		C ⁷	P	P
Community Residence, Large (More than 8 persons)							P	
Community Residence, Small (8 persons or less)	C ⁷	C	C	C		C	P	
Dwelling Manufactured	P	C						
Dwelling, Multi-Family						p ⁵	P	p ⁵
Dwelling, Single-Family	P	P	P	P	p ⁵	P	P	P
Dwelling, Townhome			p ⁵	p ⁵	p ⁵	p ⁵	P	p ⁵
Home for the Aged			C	C		C	P	
Independent Living Facility			C	C		P	P	C
Nursing Home						P	C	P

Amend Section 7 (Additions in *italics and highlighted*; deletions in ~~strikethrough~~):

7.1.5 | GENERAL COMMERCIAL

The General Commercial District (GC) coincides with the “Suburban Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate professional office uses, retail uses, restaurants, hotels, and other general commercial

uses. Complimentary institutional uses are also allowed. *This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).*

7.1.6 | HEAVY COMMERCIAL

The Heavy Commercial District (HC) coincides with the “Suburban Center” and portions of the “Employment Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to provide appropriate locations for specialized general commercial uses, including contractor storage yards and a variety of business services, which are oriented toward supporting other retail goods and personal service establishments, and not necessarily focused upon the shopping public. Areas within this district should have direct access to major streets and be generally situated in locations removed or buffered from residential uses. *This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).*

7.1.7 | INDUSTRIAL

The Industrial District (I) coincides with portions of the “Employment Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate light manufacturing, warehouse, and distribution. *This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).*

Amend Table 5 Commercial Districts, Permitted and Conditional Uses by adding Note 2 to the following, indicated by a red arrow:

TABLE 5: COMMERCIAL DISTRICTS: PERMITTED AND CONDITIONAL USES

TABLE 5 | COMMERCIAL DISTRICTS | PERMITTED AND CONDITIONAL USES

USE TYPES

"P" = PERMITTED // "C" = CONDITIONAL

MXR²

NC

O

MXC²

GC

HC

-

USE

STANDARDS

RESIDENTIAL USES

Assisted Living Facility

P

C

C

P

P

10.3.1

Bed and Breakfast

C¹

P

Community Residence, Large (More than 8 persons)

Community Residence, Small (8 or less persons)

C

Dwelling, Manufactured

Dwelling, Multi-Family

P²

P

Dwelling, Single-Family

P

P

Dwelling, Townhome

P¹

P²

10.3.5

Home for the Aged

Independent Living Facility

P

P

P

P

P

10.3.1

Nursing Home

P

P

P

P

P

GOVERNMENT & EDUCATIONAL FACILITIES

Recommended by the City of Millersville Planning Commission

Debbie Chadwick, Chair

Date

Passed this _____ day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

We also have a plan of services (provided by Brian Halma) for a potential annexation request. 1920 Hwy 31,

The first vote is by the City Commission to see if they want to proceed with the annexation process or not.

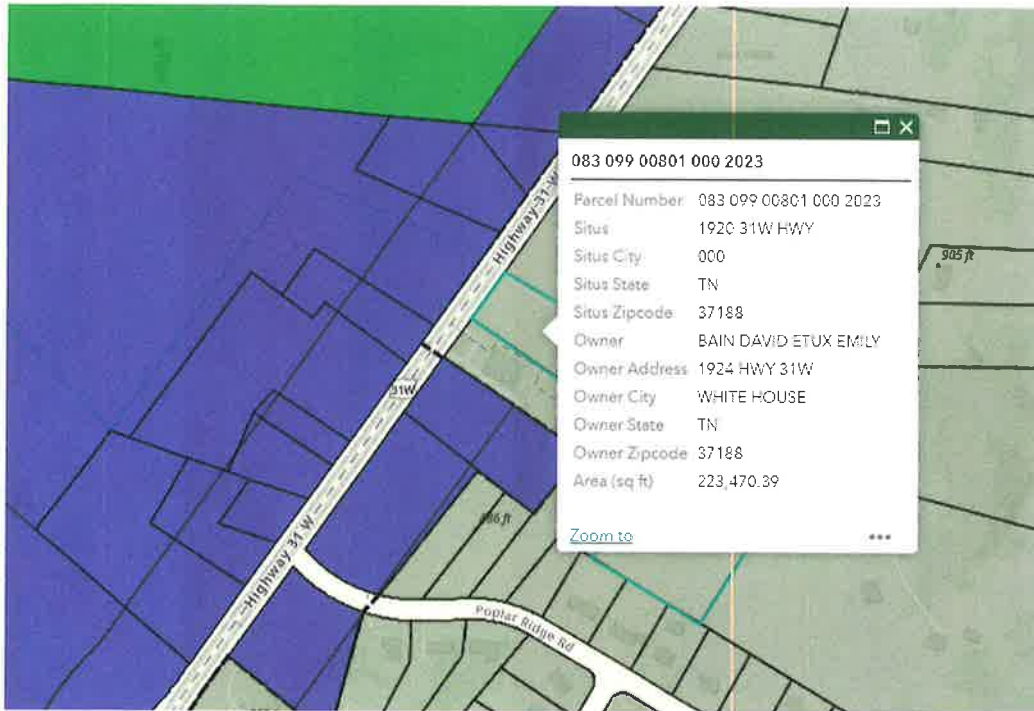
An affirmative vote sends this to the Planning Commission to review the plan of services and possibly make a zoning recommendation.

Following that, it would go back to the City Commission for additional steps.

A couple of issues:

1. Is the property adjoining? The property is across the street from property in Millersville proper, but it does not otherwise touch Millersville territory. I believe it is considered adjoining, but I want to verify that. If it is not adjoining, there are additional annexation requirements that the property may or may not meet

2. Zoning request. The owners did not provide a zoning request. The default zoning per the Zoning Ordinance would be to match the county zoning, which is Rural Residential
3. Confirming that they only want the one parcel annexed in. They also appear to own the property east of this property as well.
4. Possible sewer connection – the question would be where the nearest sewer would be and what it would look like to connect to sewer.



Plan for Serving the Annexation Area (Sumner County Tax Map 99, Parcel 008.01)

1. Police Protection

Police patrolling, radio response to calls and other routine police services, using the present personnel and equipment will be provided on the effective date of the annexation. The annexation areas would be evaluated along with other city areas as growth continues to determine the need for additional police personnel, equipment, and facilities.

2. Fire Protection

This annexation will not have a significant impact on the fire department. Fire protection by the present personnel and equipment of the Millersville Municipal Fire Department, within the limitations of available water and distances from the fire stations, will be provided on the effective date of annexation. Growth within these areas will be evaluated along with existing city areas for additional fire protection personnel, equipment, and facilities.

3. Water Service

The property owners obtained confirmation that White House Utility District will provide water service for the subject property.

4. Fire Hydrants

If any new fire hydrants are needed to service the site, it will be the responsibility of and the cost of the owner/developer.

5. Sanitary Sewer Service

Needs to be determined.

6. Electric Service

Electricity will continue to be provided by Cumberland Electric Membership Corporation to the proposed annexed area. There will be no change in this service.

7. Street Lighting

Additional street lighting will be installed upon request, if deemed to be feasible and required. There is no new roadway to be added with this annexation request, so no new streetlights are needed.

8. Garbage Collection

Garbage collection will be provided within 30 days of the effective date of annexation. This will be the same service and cost per household as is presently available and charged within the existing corporate limits.

Current city policies regarding residential, commercial and industrial refuse will apply in all proposed areas. Each residence will be included in the City's collection system and will receive a monthly pickup. No additional equipment or manpower will be needed at this time.

9. Street Construction

The property identified on Sumner County Tax Map 99 as Parcel 008.01 adjoins Highway 31 W. Highway 31 W is classified as a major arterial on the Millersville Major Thoroughfare Plan. This annexation will not include any added right-of-way.

10. Street Repair and Maintenance

- A. Emergency maintenance of local streets (i.e. repairing hazardous potholes, measures necessary for traffic flow, etc.) within the proposed areas will begin at time of annexation.
- B. Routine maintenance of local streets in the proposed areas will be scheduled on the same basis as such maintenance in the rest of the City.
- C. Reconstruction and resurfacing of streets, installation of storm drainage facilities, construction of curbs and gutters, and other such substantial improvements in the proposed areas (where identified as needed by the governing body) will be accomplished in accordance with the priorities and policies established for the entire City.
- D. It appears that no street name signs or street striping is needed at this time for the proposed areas.

11. Inspection and Code Enforcement

All inspection and code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.

12. Planning and Zoning

- A. The planning and zoning jurisdiction of the City will extend to the annexation areas upon the effective date of annexation and all municipal planning activities will encompass the needs of the annexed areas.
- B. The owner did not include a zoning request. Per Section 5.4 of the Millersville Zoning Ordinance:
 - Any territory annexed into the City shall automatically, upon annexation, be classified as the City zoning district which most closely resembles its county zoning classification until the territory is zoned.
 - NOTE: It is the practice of the City to establish the zoning of annexed property simultaneously with annexation. In such case, approved said zoning classification shall apply.*

The current Sumner County zoning for the property is Rural Residential, so under Section 5.4, the Zoning Classification would be RR, Rural Residential.

The zoning for property in Millersville in this section of Highway 31 W is typically HC, Heavy Commercial for at least 200 feet from Highway 31 W.

13. Recreation

Property owners and residents of the territory to be annexed may use all existing park and recreation facilities, and public facilities, as currently provided to town residents on and after the effective date of annexation.

ORDINANCE _____

**AN ORDINANCE AMENDING ORDINANCE _____ OF THE CITY OF MILLERSVILLE
THE CITY OF MILLERSVILLE PARKS AND RECREATION ADVISORY BOARD**

WHEREAS, the Board of Commissioners of the City of Millersville find it necessary to amend and update Millersville's Ordinance _____ pertaining to the city's Parks and Recreation Advisory Board

NOW BE IT THEREFORE ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee as follows:

**CHAPTER 58
Section 2**

ESTABLISHMENT OF A PARKS AND RECREATION ADVISORY BOARD

101. Parks and Recreation Advisory Board. Pursuant to the provision of TCA § 11-24-103, there is hereby created a municipal Parks and Recreation Advisory Board for the city of Millersville. The Parks and Recreation Advisory Board shall be composed of five (5) members whose duty it shall be to carry out the powers, functions, and duties in accordance with all applicable provisions of this ordinance and TCA § 11-24-103 et seq.

102. Membership Qualifications. The Parks and Recreation Advisory Board members must be bona fide residents of the city at the time of appointment and must have been a bona fide resident of the city for a minimum of one year (365 days) prior to the appointment.

103. Nomination and Appointment. One (1) member of the Parks and Recreation Advisory Board shall be a sitting member of the Board of Commissioners. The City Commissioner who is nominated to serve on the board must be approved by a majority vote of the sitting Board of Commissioners. All other members of the Parks and Recreation Advisory Board shall be approved by a majority vote of the Board of Commissioners. Any vacancy on the board for any reason shall be filled in the same manner as the original appointment, and the individual so appointed will serve out the unexpired term.

104. Removal of Members. Members of the Parks and Recreation Advisory Board may be removed for the following reasons:

- a. If the board member has a change in residency out of the city (ie. no longer a bona-fide resident)
- b. If a board member is convicted of felony while serving on the board
- c. If a board member fails to attend three (3) board meetings in a calendar year without prior approval from the Parks and Recreation Advisory Board Chairperson

105. Terms of Service. Parks and Recreation Advisory Board members shall serve for a period of three (3) years following their appointment. Any vacancy on the board for any reason shall be filled in the same manner as the original appointment, and the individual so appointed will serve out the unexpired term.

106. Pay. The members of the Parks and Recreation Advisory Board shall draw no compensation from the city as part of their duties.

107. Organization. The Parks and Recreation Advisory Board shall elect from its own membership a chairperson, a vice-chairperson, and a secretary. Each shall serve in such capacity for a term of one (1) year or until their successor has been elected for like terms. If an officer is removed or resigns from their position as an officer or the board entirely, then the board must elect a new officer from among their membership to fill the vacancy for the unexpired term.

- a. Chairperson: The duties and responsibilities of the chairperson shall be as follows,
 - 1. Preside at all meetings of the Parks and Recreation Advisory Board and have the duties normally conferred by the parliamentary usage of such officers
 - 2. Have the privilege of discussing all matters before the Parks and Recreation Advisory Board and to vote thereon
 - 3. Attend to any communications with the Board of Commissioners required on behalf of the Parks and Recreation Advisory Board
- b. Vice-Chairperson: The duties and responsibilities of the Vice-Chairperson shall be to execute the duties of either the Chairperson or the Secretary in their absence.
- c. Secretary: The duties and responsibilities of the Secretary shall be as follows,
 - 1. Shall assist the City Parks and Recreation Director with any pertinent paperwork responsibilities as it pertains to the conduct or record of Parks and Recreation Advisory Board meetings
- d. City Parks and Recreation Director: The duties and responsibilities of the City Parks and Recreation Director shall be as follows,
 - 1. Have the authority to call special meetings when requested
 - 2. Shall keep the minutes and records of the Parks and Recreation Advisory Board
 - 3. Prepare the agenda for all regular and special meetings with the Chairperson
 - 4. Provide notice of meetings to all Parks and Recreation Advisory Board members
 - 5. Arrange proper legal notice of hearings and/or meetings in accordance with the Tennessee Open Meetings Act through coordination with the City Recorder and City Manager
 - 6. Attend to official correspondence of the Parks and Recreation Advisory Board
 - 7. Attend to any communications with the City staff on behalf of the Parks and Recreation Advisory Board
 - 8. Manages the budget for the Parks and Recreation department

108. Meetings. The board will hold meetings as required to carry out the powers, functions, and duties in accordance with all applicable provisions of this ordinance and TCA § 11-24-103 et seq. The City Parks and Recreation Director is responsible for calling all regular and special meetings. All meetings should be held at City Hall. Prior coordination must be made with the City Manager to ensure that an appropriate space for

the public meeting of the Parks and Recreation Advisory Board is available and to ensure that the meeting is able to be broadcast live and/or recorded. Minutes for the board meetings shall be kept by the City Parks and Recreation Director in the same manner of the City Commission meetings. Minutes must be validated through the voting process in subsequent meetings. All minutes must be turned over to the City Recorder for documentation purposes after they have been validated. Parks and Recreation Advisory Board members will follow Robert's Rules of Order or other such modified rules as adopted in the conduct of their meetings and are subject to the Tennessee Open Meetings Act.

- a. **Special Called Meetings:** Special meetings may be called by the City Parks and Recreation Director. It shall be the duty of the City Parks and Recreation Director to call such a meeting when requested to do so in writing by a majority of the members of the Parks and Recreation Advisory Board. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the board. The City Parks and Recreation Director shall notify all members of the Parks and Recreation Advisory Board in writing not less than five days in advance of such special meetings. The five (5) days notice of special meetings to Parks and Recreation Advisory Board members may be waived by unanimous consent of the board in writing.

109. Quorum. A Quorum of the board shall be defined as a majority of the members appointed to the Parks and Recreation Advisory Board are present. A quorum shall be present before any formal business is transacted.

110. Voting Procedures. A concurring majority vote of the members of the board appointed once a quorum has been established shall be necessary for any function of granting, revoking, approving, reporting, recommending, or any other action.

111. Public Notice and Hearings. Parks and Recreation Advisory Board members are subject to the Tennessee Open Meetings Act, and as such all findings of fact, statements of material evidence and reasons for its actions as part of each motion or action of the board and the keeping of a record of its resolutions, transactions, motions, actions, and determinations shall be public record. All board meetings are open to the public and therefore must comply with the public notification notice. All agenda items that require a public hearing and/or comment by law, regulation, ordinance, charter, or rule shall be recorded by the City Parks and Recreation Director in the meeting minutes.

112. Scope of Duties/Authorities. The Parks and Recreation Advisory Board shall have the following duties assigned to them:

- a. Assist the Parks and Recreation Director in planning the city's annual holiday events (ie. Spring/Easter, Summer/4th of July, Halloween/Fall, Christmas/Winter)
- b. Assist the Parks and Recreation Director in developing new parks and recreation programs for benefit of the community
- c. Assist the Parks and Recreation Director with volunteer efforts for city events
- d. Assist the Parks and Recreation Director in enlisting sponsorship for city events or parks and recreation programs on behalf of the Director and only with the express permission of the Director

e. Assist the Parks the Recreation Director with finding and pursuing grant opportunities and new revenue streams to improve city parks and recreation programs and offerings

The city's Board of Commissioners and City Manager retain all budgetary authorities over the Parks and Recreation department provided to them in the city charter and associated ordinances. All city events and programming changes will be briefed for approval to the Board of Commissioners during city Work Sessions.

Section 2

CONCLUSION

201. Severability. Each section, subsection, paragraph, sentence and clause of this ordinance is declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence or clause shall not affect the validity of any other provision of the ordinance.

202. Repealer. All ordinances and parts of ordinances, which are inconsistent with the provisions of this ordinance, are hereby repealed to the extent of such inconsistency.

This ordinance shall become effective after final reading and publication of the caption of this ordinance in a newspaper of general circulation in the town.

Passed this: day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor

Attest: _____
City Recorder

Department	Job Title	Grade	FLSA Status	Reports To	Minimum Qualifications	Essential Duties	Physical Requirements	Position Filled	Employee Name	In Budget	Notes
Admin	City Manager	N/A	Exempt	City Commission				Yes	Michael Housewright	Yes	
Admin	City Recorder	G-7	Non-Exempt	City Manager				Yes	Judy Florendo	Yes	
Admin	Finance Director	G-8	Non-Exempt	City Manager				No		Yes	
Admin	Human Resources	G-7	Non-Exempt					Yes	Candice Sexton	Yes	
Admin	Assistant City Recorder	G-4	Non-Exempt					Yes	Tiffany Lineweaver	Yes	
Admin	Office Manager	G-4	Non-Exempt					Yes	Kelsie Charter	Yes	
Admin	Utility Clerk	G-3	Non-Exempt					Yes	Lisa Theisen	Yes	
Admin	Tax Clerk	G-3	Non-Exempt					Yes		Yes	
Admin	City Attorney	N/A	Exempt	City Manager				Yes	Rob Wheeler	Yes	
Court	Court Clerk	G-4	Non-Exempt					Yes	Tess Stephens	Yes	
Court	City Judge	N/A	Exempt	City Manager				Yes		Yes	
Parks and Rec	Community Center Director	G-4	Non-Exempt	City Manager				Yes	Dawn Erle	Yes	
Police	Chief of Police	G-8	Non-Exempt	City Manager				Yes	Stephen Hale	Yes	
Police	Captain	G-8	Non-Exempt	Police Chief				No		Yes	
Police	Lieutenant	G-7	Non-Exempt	Police Chief				Yes	Robert Watson	Yes	
Police	Sergeant	G-6	Non-Exempt	Police Chief				Yes	Tiffany Lineweaver	Yes	
Police	Public Information Officer		Non-Exempt	Police Chief				Dual-Hat	Reginald Carter	Yes	
Police	FTO		Non-Exempt	Police Chief				Dual-Hat		Yes	
Police	FTO		Non-Exempt	Police Chief				Dual-Hat		Yes	
Police	Police Officer	G-6	Non-Exempt	Police Chief				Yes	Michael Candler	Yes	
Police	Police Officer	G-5	Non-Exempt	Police Chief				Yes	Dakota Chamberlin	Yes	
Police	Police Officer	G-5	Non-Exempt	Police Chief				Yes	Charles Gooden	Yes	
Police	Police Officer	G-5	Non-Exempt	Police Chief				Yes	Michael Jones	Yes	
Police	Police Officer	G-5	Non-Exempt	Police Chief				Yes	D'Mitri Mackall	Yes	
Police	Police Officer	G-5	Non-Exempt	Police Chief				Yes	Nyka Moore	Yes	
Police	Police Officer		Non-Exempt	Police Chief				No	Ledarius Osborne	No	
Police	PO (Not POST)		Non-Exempt	Police Chief				Yes	Michael Singleton	Yes	
Police	PO (Not POST)		Non-Exempt	Police Chief				No		No	
Police	Police Admin/Office Manager		Non-Exempt	Police Chief				No		No	
Police	Evidence Custodian		Non-Exempt	Police Chief				No		No	
Police	Police Records	G-4	Non-Exempt	Police Chief				Yes		Yes	
Fire	Fire Chief	G-7	Non-Exempt	City Manager				Yes	Brad Williams	Yes	
Fire	Captain		Non-Exempt	Fire Chief				Yes		Yes	
Fire	Fire Fighter Full-Time	G-3	Non-Exempt	Fire Chief				Yes	Brandon Miller	Yes	
Fire	Fire Fighter Full-Time	G-4	Non-Exempt	Fire Chief				Yes		Yes	
Fire	Inspector		Non-Exempt	Fire Chief				Dual-Hat		Yes	
Fire	Fire Fighter Part-Time		Non-Exempt	Fire Chief				Yes		Yes	
Fire	Volunteer Paid Per Call		Non-Exempt	Fire Chief				Yes		Yes	
Fire	Volunteer		Non-Exempt	Fire Chief				Yes		Yes	
Public Works	Public Works Director	G-7	Non-Exempt	City Manager				Yes		Yes	
Public Works	Utility Worker (CDL)	G-3	Non-Exempt					Yes	Jerry Schrader	Yes	
Public Works	Utility Worker	G-2	Non-Exempt					Yes	Brent Fritz	Yes	
Public Works	Utility Worker	G-2	Non-Exempt					Yes	David Fritz	Yes	
Public Works	Utility Worker	G-2	Non-Exempt					Yes	Trever Moore	Yes	
Public Works	Utility Worker	G-2	Non-Exempt					Yes		Yes	
Public Works	Stormwater Coordinator	G-3	Non-Exempt					Yes		Yes	
Planning	City Planner		Non-Exempt	City Manager				Contract	Shane Ver Bruggen	Yes	
Planning	Codes Enforcement	G-8	Non-Exempt	City Manager				Yes	Sarah Left	Yes	
Planning	City Engineer		Non-Exempt					Contract		Yes	
Planning	Building Inspector		Non-Exempt					Contract		Yes	
Planning	Building Permit Clerk		Non-Exempt					Dual-Hat		Yes	
Economic Dev	Economic Development Director		Non-Exempt					No		No	

Administration			Notes	
Position	Bottom	Top		
City Manager	\$90,000	\$110,000		
City Recorder	\$70,000	\$80,000		
Finance Director	\$70,000	\$85,000	Vacant	In Budget
Human Resources	\$65,000	\$85,000		
Assistant City Recorder	\$52,000	\$55,000		
Total	\$347,000	\$415,000		

Police Department				
Position	Bottom	Top		
Chief of Police	\$70,000	\$85,000		
Captain	\$70,000	\$78,000	Vacant	In Budget
Lieutenant	\$68,000	\$73,000		
Sergeant	\$65,000	\$70,000		
Public Information Officer				
FTO	\$57,300	\$59,300	Vacant	In Budget
FTO	\$57,300	\$59,300	Vacant	In Budget
Police Officer	\$55,300	\$60,500		
Police Officer	\$55,300	\$60,500		
Police Officer	\$55,300	\$60,500		
Police Officer	\$55,300	\$60,500		
Police Officer	\$55,300	\$60,500		
Police Officer	\$55,300	\$60,500		
Police Officer	\$55,300	\$60,500	Vacant	Not In Budget
PO (Not POST)	\$51,200	\$54,500		
PO (Not POST)	\$51,200	\$54,500	Vacant	Not In Budget
Police Admin/Office Manager	\$50,000	\$60,000	Vacant	Not In Budget
Evidence Custodian	\$40,000	\$65,000	Vacant	Not In Budget
Total	\$967,100	\$1,082,100		

Fire Department				
Position	Bottom	Top		
Fire Chief	\$65,000	\$75,000		
Captain	\$20	per call		
Fire Fighter	\$43,500	\$52,500		
Inspector	\$20	per hour		
Fire Fighter	\$21	per hour		
Volunteer Paid Per Call	\$20	per call		
Volunteer				
Total				

Public Works				
Position	Bottom	Top		
Director	\$70,000	\$80,000		
Utility Worker (CDL)	\$40,000	\$45,056		
Utility Worker	\$40,000	\$43,000		
Utility Worker	\$40,000	\$43,000		
Utility Worker	\$40,000	\$43,000		
Utility Worker	\$40,000	\$43,000		
Stormwater Coordinator	\$51,200	\$61,400		
Total	\$321,200	\$358,456		

Planning Department				
Position	Bottom	Top		
City Planner	\$60,000	\$70,000	Vacant	Contract
Codes Enforcement	\$50,000	\$60,000		
City Engineer	\$60,000	\$80,000	Vacant	Contract
Building Inspector	\$50,000	\$60,000	Vacant	Contract
Building Permit Clerk	\$41,000	\$45,000		
Total	\$261,000	\$315,000		

Other				
Position	Bottom	Top		
Office Manager	\$45,000	\$55,000		
Utility Clerk	\$40,000	\$50,000		
Tax Clerk	\$40,000	\$50,000		
Court Clerk	\$40,000	\$50,000		
Community Center Director	\$45,000	\$55,000		
Total	\$210,000	\$260,000		

Total Salaries \$2,214,800 \$2,558,056

Annual Pay Grade Chart									
Grade	Hourly Range	Annual Salary (40 hrs/Week)		Notes					
G-1	\$15-\$18	\$32,200 - \$37,440							
G-2	\$18-\$21	\$37,440 - \$43,680							
G-3	\$21-\$24	\$43,680 - \$49,920							
G-4	\$24-\$27	\$49,920 - \$56,160							
G-5	\$27-\$30	\$56,160 - \$62,400							
G-6	\$30-\$33	\$62,400 - \$68,640							
G-7	\$33-\$36	\$68,640 - \$74,880							
G-8	\$36-\$39	\$74,880 - \$81,120							
G-9	\$39-\$42	\$81,120 - \$87,360							

10-410-1100 Administration			10-421-1100 Police Clerical			Split Departments		
Cheryl Brown	\$45,760.00	salary	Lisa Michelle Bernard	\$49,920.00	hourly			
Finance Director	\$76,315.00	salary						
Judy Florendo	\$71,240.00	salary						
Michael Gorham	\$107,000.00	salary	10-421-1101 Police Admin/HR			Home Dept - Sewer: 20-522	30%	\$22,027.00
Tiffany Lineweaver	\$52,416.00	hourly	Candice Sexton			Solid Waste 40-432	30%	\$22,027.00
Usa Theisen	\$45,760.00	salary				Stormwater 60-461	40%	\$29,369.00
	\$998,491.00							\$73,423.00
10-411-1100 Building/Codes			10-422-1100 Fire Dept			Kelsie Charter		
Sarah Left		salary	Brandon Miller	\$45,760.00	hourly	Home Dept - Sewer 20-522	30%	\$15,600.00
			Dylon Vick	\$45,760.00	hourly	Solid Waste 40-432	30%	\$15,600.00
			Bred Williams	\$160,160.00	salary	Stormwater 60-461	40%	\$20,870.00
10-412-1100 Municipal Court								\$52,000.00
Tess Stephens	\$49,920.00		10-444-1100 Parks & Recreation			Home Dept - Admin 10-410	50%	\$26,208.00
			Dawn Erle	\$1,920.00		Sewer 20-522	30%	\$15,724.00
10-421-1105 Police Dept						Solid Waste 40-432	10%	\$5,241.00
Daniel Abbott	\$60,372.00	hourly	20-522-1100 Sewer			Stormwater 60-461	10%	\$52,414.00
Michael Candler	\$62,400.00	salary	Brent Fritz	\$45,760.00	hourly	Home Dept - Bldg & Codes 10-411	30%	\$24,024.00
Reginald Carter	\$60,372.00	hourly	David Fritz	\$42,640.00	hourly	Stormwater 60-461	30%	\$24,024.00
Dakota Chamberlin	\$60,372.00	hourly	Trever Moore	\$59,520.00	hourly	Econ Dev 10-440	40%	\$32,032.00
Todd Dorris	\$74,880.00	salary	Raymond Russell	\$43,680.00	hourly			\$80,080.00
Charles Gooden	\$60,372.00	hourly	Kelsie Charter	\$52,000.00	salary	Judy Florendo		
Stephen Hale	\$80,000.00	salary	Jerry Schrader	\$73,424.00	salary	Home Dept - Admin 10-410	50%	\$35,620.00
Michael Jones	\$60,372.00	hourly		\$297,024.00		Sewer 20-522	30%	\$21,372.00
D'Mitri MacCall	\$60,372.00	hourly				Solid Waste 40-432	10%	\$7,124.00
Nyka Moore	\$60,372.00	hourly				Stormwater 60-461	10%	\$7,124.00
Ledarius Osborne	\$60,372.00	hourly	40-432-1100 Solid Waste					\$71,240.00
Michael Singleton	\$60,372.00	hourly	Shane Ver Bruggen	\$43,680.00	hourly	Michael Gorham		
Tiffany Vansciver	\$66,560.00	salary				Home Dept - Admin 10-410	50%	\$53,500.00
Robert Watson	\$73,840.00	salary				Sewer 20-522	30%	\$32,100.00
	\$901,028.00					Solid Waste 40-432	10%	\$10,699.00
						Stormwater 60-461	10%	\$10,699.00
								\$106,998.00
DEPARTMENT TOTALS						Finance Director		
10-410-1100 Administration	\$15,336.59		These amounts are included in split salary totals and are already tabulated in department totals:			Home Dept - Admin 10-410	50%	\$38,158.00
10-411-1100 Building/Codes	\$3,080.00		Stormwater 60-461			Sewer 20-522	30%	\$22,895.00
10-412-1100 Municipal Court	\$1,920.00		Economic Dev 10-440	\$104,890.00		Solid Waste 40-432	10%	\$7,631.00
10-421-1105 Police Dept	\$34,654.92		Solid Waste 40-432	\$32,032.00		Stormwater 60-461	10%	\$7,631.00
10-421-1100 Police Clerical	\$1,920.00		**Exception: Shan Ver Bruggen's salary is listed separately since his salary is not split among departments.	\$68,324.00				\$76,315.00
10-421-1101 Police/Admin	\$2,775.38		Please Note:			Candice Sexton		
10-422-1100 Fire Dept	\$6,160.00		All totals are based on regular hourly and salary rates and do not include overtime, THSO, vacation, or other PTO.			Home Dept - PD 10-421	50%	\$36,079.00
10-444-1100 Parks & Rec	\$1,920.00					Admin 10-410	25%	\$18,040.00
20-522-1100 Sewer	\$11,424.00					Sewer 20-522	25%	\$18,040.00
40-432-1100 Solid Waste	\$1,680.00							\$72,159.00
GRAND TOTAL								
		\$80,860.89						