

City of Millersville  
Board of Commissioners  
1246 Louisville Hwy, Millersville TN 37072

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CITY COMMISSION MEETING AGENDA  
Tuesday, January 20, 2026, 6:00 PM

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Citizens' Comments - A sign-up sheet is provided to be signed before the meeting
4. Employee Recognition by Mayor Atwood
5. Approval of Minutes for December 16, 2025, Regular Commission Meeting
6. Approval of Financial Report for December 2025
7. Discussion with TDOT regarding I-65 Expansion Project
8. Discussion and Consideration of Ordinance 26-837 Mobile Home Park Ordinance - First Reading
9. Discussion and Consideration of Ordinance 26- 838 (Jake Brakes) - First Reading
10. Discussion and Consideration of Resolution 26-R-1 (Surplus Fire Dept. Equip)
11. Discussion and Consideration of Resolution 26-R-2 (Millersville Mission and Vision Statements)
12. Discussion and Consideration of 2026 Meeting Dates
13. Discussion and Consideration of Planning Commission Pay
14. Discussion and Consideration of HR Director Appointment
15. Discussion and Consideration of Neel-Schaffer Sidewalk Proposal
16. Discussion and Consideration of Parks and Recreation Advisory Board Member
17. City Manager's Comments
18. Commissioners' Comments
19. Adjournment

City of Millersville  
Board of Commissioners  
1246 Louisville Hwy, Millersville TN 37072

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REGULAR COMMISSION MEETING **MINUTES**  
Tuesday, December 16, 2025, 6:00 PM

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The Regular Commission Meeting of the Millersville, TN Board of Commissioners was held on December 16, 2025, at 6:00 PM at City Hall. Those attending were Mayor Lincoln Atwood; Commissioner Jesse Powell; Commissioner Carla McCain; Commissioner David Gregory; City Manager Mike Housewright; City Attorney Rob Wheeler; and City Recorder Judy Florendo. Vice Mayor Darnall was not present at the meeting.

**1. Call to Order**

The meeting was called to order by **Mayor Atwood** at 6:00 PM.

**2. Invocation and Pledge of Allegiance**

**Commissioner David Gregory** led the invocation, followed by the Pledge of Allegiance.

**3. Citizens' Comments**

A comment sign-up sheet was available before the meeting. Just prior to opening the floor for citizens' comments, **Commissioner Powell** made a motion to amend the agenda by adding Item 21: Appoint a New Member to the Planning Commission. The motion was seconded by **Commissioner McCain**. **Mayor Atwood** asked for all in favor to say "aye." ***Ayes were unanimous. The motion passed.*** **Mayor Atwood** returned to agenda item #3. ***There were no citizens' comments.***

**4. Approval of Minutes for October 21, 2025, Regular Commission Meeting**

**Commissioner McCain** made a motion to approve the minutes; the motion was seconded by Commissioner Gregory. There being no discussion, a voice vote was taken. ***The motion to approve the minutes for October 21, 2025, passed with a unanimous vote.***

**5. Approval of Minutes for November 18, 2025, Regular Commission Meeting**

**Commissioner Gregory** made a motion to approve the minutes; the motion was seconded by **Commissioner Powell**. There being no discussion, a voice vote was taken. ***The motion to approve the minutes for November 18, 2025, passed with a unanimous vote.***

**6. Approval of November 2025 Financial Statement**

**Commissioner Powell** made a motion to approve the November 2025 Financial Statement; the motion was seconded by **Commissioner McCain**. **Commissioner Powell** requested a quick overview.

**City Manager Housewright** said the General Fund revenue stands at **\$741,167.37**. He didn't compare those figures with FY 2025 revenues and expenditures because those were still unaudited numbers.

-Year-to-date expenditures stand at **\$951,877.11**. The current balance for the General Fund is **\$991,325.97**.

-Sewer Fund revenues to date are **\$757,237.82**, and expenditures are **\$303,419.25**. The Sewer Fund current balance is **\$3,157,983.48**.

-The Solid Waste Fund revenue to date is **\$225,063.76**, with expenditures at **\$267,524.52**. The current balance for the Solid Waste Fund is **\$42,689.19**.

-The Street Fund revenue to date is **\$60,070.76**, with expenditures of **\$44,225.20**. The current balance of the Street Fund stands at **\$1,023,140.63**.

-The Storm Water Fund revenue to date is **\$71,905.15**, with expenditures at **\$110,459.63**, and the current balance is **\$414,373.42**.

-The Reserve Fund currently stands at **\$528,955.61**.

**Commissioner Gregory** asked, "It's just speculation, but I'm concerned whether we used money from the sewer fund with the general fund. Have we done that?"

**City Manager Housewright** responded, "About a month ago, we learned that when we made the payroll change in March of 2024, the software change stopped paying our employees for their time and benefits associated with our sewer department. They stopped deducting that from the sewer fund. Once we found that, we calculated that value and transferred those funds from the sewer fund to the general fund."

**Commissioner Gregory** asked, "Do the comptrollers know about that?"

**City Manager Housewright** replied, "Yes."

**Commissioner Gregory** continued, "I have one more question. Regarding next year, are we set up to finish paving our city roads based on what I'm reading here this evening?"

**City Manager Housewright** asked **Public Works Director Jerry Schrader** if he could speak to that.

**Jerry** said they do not have enough to do it all; they have approximately **\$7,000** budgeted for street pavement.

Discussion continued, with **Commissioner Gregory** asking if they have enough to cover next year's expenses, noting that there are a few more roads that haven't been paved. **Jerry Schrader** mentioned they have about 12 or 13 on the list, one of which is Willow Creek, yet to be paved.

**Commissioner Gregory** suggested establishing a 15-year plan for paving roads, ensuring that every 15 years, roads would be repaved.

**City Manager Housewright** stated, "I would like to return to something, and I will turn to Mr. Delk for verification. We transferred the salaries from the sewer fund to the general fund. Do we still have the value of the benefits outstanding in the sewer fund that needs to be transferred, or were those deducted?"

**Finance Director Delk** responded, "The federal and state taxes were transferred, but the benefits for medical were not yet. We are waiting for that report so we can accurately get a number."

**City Manager Housewright** confirmed they still have funds in the sewer fund that will need to be transferred into the general fund. "We currently have in excess of **\$3 million** in the sewer fund, and some of that needs to go to the general fund to compensate for health insurance and other expenses. None of that was deducted in fiscal year 2025."

**Commissioner Powell** asked about the status of the journal entries.

**City Manager Housewright** stated they had a meeting with the accounting group the next day to set them up with remote access to log into their system.

**Commissioner McCain** asked to be informed of the timeline for the completion of journal entries.

**Mayor Atwood** called for a vote to approve the November 2025 Financial Statement. ***All were in favor. The motion to approve the November 2025 Financial Statement passed with a unanimous vote.***

**7. Public Hearing of Ordinance 25-833: An Ordinance to Amend the Municipal Ordinance of the City of Millersville by Adding New Section 22.33 Short-Term Rentals to Chapter 22 – Businesses**  
**Mayor Atwood** opened the floor for a public hearing; no one came forward, and he closed the hearing.

**8. Discussion and Consideration of Ordinance 25-833: An Ordinance to Amend the Municipal Ordinance of the City of Millersville by Adding New Section 22.33 Short-Term Rentals to Chapter 22 - Businesses - Second Reading**

**Commissioner Powell** made a motion to discuss and consider approval of the second reading of Ordinance 25-833; the motion was seconded by **Commissioner Gregory**.

**Mayor Atwood** asked if there was any discussion. **Commissioner Powell** asked how they were going to track legacy rentals and what process they would go through to prove they are a legacy short-term rental.

Discussion ensued between **Commissioner Powell** and **City Manager Housewright**, who answered that they would bring in their tax information typically going back within the past one to two years. **Commissioner Powell** pressed the question, stating that if they pass this ordinance now and someone starts a rental yesterday, do they qualify? **City Manager Housewright** responded that it would almost fall into a legal question.

**Commissioner Powell** stated, "It is defined by TCA 13-7-603A, which is everything defined by the Grandfather Clause that's Legacy Short-Term Rentals. Filing periods that cover at least six months within the 12-month period immediately preceding the effective date of this act mean

that anyone who started six months back from today can qualify. I'm okay as long as we have a plan for addressing issues like that."

He continued, "My second question is on enforcement. I know we don't have a good understanding of how many there are in tracking them, and that will be built over time as we implement this, but what are we using for enforcement? I don't want to go down the path that Hendersonville has, where they are involved in about 15 different lawsuits over these matters, with people trying to prove whether they meet the criteria or not. My concerns are with tracking the grandfather clause so that it is not exploited and determining what our enforcement mechanisms are."

**Commissioner Powell** responded, "Our language is much clearer than Hendersonville's, so I'm not worried about that. The only area I see for potential exploitation is the enforcement. Are we waiting for people to call in and report short-term rentals operating, or are we going to collect back taxes from those who have been operating illegally? What's the plan?"

**City Manager Housewright** continued, "If we have the ability to collect back taxes, we will. Sometimes, the most productive path forward is to ensure that we get what is due to us going forward."

**Mayor Atwood** requested, "To clarify this for myself, **Commissioner Powell**, and the general public, I would like a policy defining our stance on what constitutes viable information. Perhaps we can discuss this at March's work session, allowing you a couple of months to build that policy."

**City Manager Housewright** responded, "I can put that together, along with guidelines and definitions that we need to shore up to prevent any potential exploitation."

**Mayor Atwood** asked, "Would that suffice?"

**Commissioner Powell** replied, "It would, as I know we have some recreational vehicles that are already short-term rentals in the city, but we're restricting that here. I don't want to exacerbate issues."

**City Manager Housewright** noted that enforcement of that may become a legal issue.

**Mayor Atwood** asked if there were any more comments; hearing none, he called for a roll call vote. *All commissioners present voted "aye." The motion to approve ordinance 25-833 on second reading passed with unanimous approval.*

#### 9. Public Hearing of Ordinance 25-832: An Ordinance to Amend Table 3, Residential Districts, Permitted and Conditional Uses of the Zoning Ordinance of the City of Millersville

**Mayor Atwood** opened the public hearing and asked if there were any public comments; hearing none, he closed the hearing.

**10. Discussion and Consideration of Ordinance 25-832: An Ordinance to Amend Table 3, Residential Districts, Permitted and Conditional Uses of the Zoning Ordinance of the City of Millersville - Second Reading**

**Commissioner Powell** made a motion to approve the second reading of the stated ordinance. The motion was seconded by **Commissioner McCain**.

**Mayor Atwood** asked if there was any discussion. **Commissioner Powell** said he would like to make an amendment by adding "Town Home Residential" or "THR" after "multi-family residential" and before "mixed residential."

**Commissioner Gregory** seconded the motion to amend.

**Commissioner Powell** stated, "I know we've discussed this at length in work sessions and previous commission meetings. I don't think we have a governmental reason to restrict that single zone when everything else is listed here. I think our ordinance is sufficient to prevent this from getting out of control."

With no other comments, **Mayor Atwood** called for a roll call vote to approve the amendment to Ordinance 25-832. *All commissioners present voted "aye." The motion to amend passed with a unanimous vote. He then called for a roll call vote to approve the original motion. All commissioners present voted to approve the second reading of Ordinance 25-832. The motion passed with a unanimous vote.*

**11. Public Hearing of Ordinance 25-834: An Ordinance to Amend Ordinance 3-423 Updating References in Section 2-1 of the Millersville Code of Ordinances**

**Mayor Atwood** opened the public hearing for comments on Ordinance 25-834. No one came forward, and the hearing was closed.

**12. Discussion and Consideration of Ordinance 25-834: An Ordinance to Amend Ordinance 3-423 Updating References in Section 2-1 of the Millersville Code of Ordinances - Second Reading**  
**Commissioner Gregory** made a motion to approve the second reading of Ordinance 25-834; the motion was seconded by **Commissioner Powell**.

**Mayor Atwood** asked if there was any discussion.

**Commissioner Gregory** asked, "Back when I was campaigning, there was a specific distance from the center of the road where you could not place signs. I don't remember if that is included in

this new ordinance. I think it was a certain distance, and I violated it and got called out on it. I just want to ensure it doesn't happen to anyone else."

**Commissioner Powell** noted it was on Page 2, paragraph D. **Commissioner Gregory** then asked him to please read it.

**Commissioner Powell** read, "It says, provided that they remain at least 10 feet away from the street and 10 feet away from the edge of the voting precinct."

**Mayor Atwood** asked for further discussion. Hearing none, he called for a roll call vote. ***All commissioners present voted "aye." The motion to approve Ordinance 25-834 on second reading passed with a unanimous vote.***

### **13. Public Hearing of Ordinance 25-835: An Ordinance to Dissolve the Board of Zoning and**

#### **Appeals**

**Mayor Atwood** opened the public hearing for comments on Ordinance 25-835. No one came forward, and the hearing was closed.

### **14. Discussion and Consideration of Ordinance 25-835: An Ordinance to Dissolve the Board of**

#### **Zoning and Appeals - Second Reading**

**Commissioner Powell** made a motion to approve the second reading of Ordinance 25-835; motion was seconded by **Commissioner Gregory**. There was no discussion. **Mayor Atwood** called for a roll call vote. ***All commissioners present voted "aye." The motion to approve Ordinance 25-835 on second reading passed with a unanimous vote.***

### **15. Public Hearing of Ordinance 25-836: An Ordinance to Create the Board of Zoning and**

#### **Appeals**

**Mayor Atwood** opened the public hearing for comments on Ordinance 25-836. No one came forward, and the hearing was closed.

### **16. Discussion and Consideration of Ordinance 25-836: An Ordinance to Create the Board of**

#### **Zoning and Appeals - Second Reading**

**Commissioner Gregory** made a motion to approve the second reading of Ordinance 25-836; motion was seconded by **Commissioner Powell**.

**Commissioner Powell** asked, "We only have six applicants, correct? I would like to make an amendment to state that the board shall consist of five members if we only have six applicants."

**Commissioner Gregory** seconded the motion to amend.

**Commissioner Powell** stated, "It's been really hard to maintain five members on the BZA, let alone seven. Over the years, we've often struggled to have five members. I believe it would be easier for the mayor to find someone with five members versus seven."

**Mayor Atwood** asked if reducing the number of board members from seven to five would provide enough people to have input.

**Commissioner Powell** responded, "I can see that as well. However, if you look at what the state has, usually boards of seven to nine members are for much larger cities than ours. We can have three, five, seven, or nine members based on what TCA allows us. For a city our size, I think three or five members would be appropriate, given the number of requests we have coming in. It would likely be easier to meet quorum."

**Commissioner Gregory** added, "We need to consider how many times a year the BZA meets, which is not very often."

**Mayor Atwood** took a roll call vote. *The motion to amend Ordinance 25-836 by reducing the board from seven members to five passed with unanimous approval.*

**Commissioner Powell** then stated, "I would like to make a second motion that now that we've reduced this to five members, on page two, section five, number one, a quorum shall consist of three members instead of four."

**Commissioner McCain** seconded the motion.

After no further discussion, **Mayor Atwood** took a roll call vote on the second motion to amend Ordinance 25-836 to reduce the quorum. *All commissioners present voted "aye." The second motion to amend passed with unanimous approval.*

With no further discussion, **Mayor Atwood** called for a roll call vote on the original motion to approve the second reading of the stated ordinance. *All commissioners present voted "aye." The motion to approve ordinance 25-836 on second reading passed with unanimous approval.*

#### **17. Consideration of Resolution 25-R-16: A Resolution to Appoint Members to the Board of**

##### **Zoning and Appeals**

**Mayor Atwood** stated, "Based on the reduction, we will try this as one nomination set. If we don't get that, then we'll go through them one by one. For the five members, I would nominate Larry Petty for one year, Rick Clifford for two years, Tony Papa for two years, Travis Bartow for three years, and Brandon Parchman for three years. Those are my nominations. Are there any other nominations we need to consider?"

**Commissioner Powell** stated he did not question the nominations.

Mayor Atwood called for a roll call vote. *All commissioners present voted "aye" to approve Resolution 25-R-16 to appoint stated members to the BZA. The motion passed with unanimous approval.*

**18. Discussion and Approval for Finance Director, Michael Delk, to be a Signatory on all**

**Municipal Farmers Bank Financial Accounts**

Commissioner McCain made a motion to approve Michael Delk to be a signatory on all Municipal Farmers Bank financial accounts, and it was seconded by Commissioner Gregory.

Mayor Atwood called for discussion.

Commissioner Gregory asked, "How many people currently have access to the bank? Is anyone else able to go to the bank other than Mike, or is he the only one?"

City Manager Housewright responded, "Myself, Judy, Tess, and then Michael."

Mayor Atwood asked for any further discussion. Hearing none, he took a voice vote. *All commissioners present voted in favor of approving Michael Delk as a signatory for all Municipal Farmers Bank financial accounts.*

**19. Discussion and Consideration of a Date for Strategy Session #2**

After some discussion, the board settled on **January 12, 2026, at 4:30 PM** as the date and time for Strategic Planning Session #2.

**20. Discussion and Consideration of City Manager's Performance Evaluations**

Commissioner Powell thanked everyone for completing the evaluations for Mr. Housewright as part of his six-month evaluation. "Just to remind everyone, we'll be doing these on a yearly basis now and not every six months. His next evaluation will come up toward the end of June, and that's when we'll be looking at this as well. There are several sections to his evaluation for everyone listening, including management, leadership, communication, decision-making, responsiveness, maintaining an effective work climate, creativity, implementation of policies and procedures, supervision, and staff development, along with a project assessment section. Everything is graded on a five-point scale, with five being the best and one being the worst. Based on everyone's consolidated scores, Mr. Housewright averaged out to a **3.4**." He continued, "I will take everyone's individual evaluation forms, make sure those are digitized correctly, and then pass them off to Mr. Housewright and I will leave it up to you (Mr. Housewright) to review them, and if you would like to meet individually to discuss any aspect of the scoring, please feel free to do so. We can then get all of this recorded and stored appropriately in the personnel file. I'll also send you my scoring sheet, which will be dated and locked in. Are there any questions about the evaluation? Would you like me to go through each section and what he averaged out at?"

**CM Housewright:** "I will leave that to the will of the commission."

**Commissioner Gregory** asked **Commissioner Powell** if he received his performance evaluation (for **Mr. Housewright**). **Commissioner Powell** stated that he did get it.

**Commissioner McCain** commented, "I think it's worth mentioning that this was difficult. It's a brand-new process. It would be easy to say it would be great if you knew everybody better and every street name, but you don't and that is within reason... It's hard to grade someone on how well they know everything when they are still new...and we are a new board of five – so this was a little challenging to come up with answers in some cases."

**Commissioner Powell** stated, "Across the board, based on the scores, your highest category was in maintaining an effective climate, which was slightly above a few others. Your lowest category was in the project assessment category, highlighting that there are still many tasks that need to be addressed. You don't yet have the institutional knowledge to take off and run with these things because there are a lot of other issues that we're trying to work on. You'll see that in here with these metrics."

**City Manager Housewright** acknowledged, "I can certainly appreciate that because there are still things that I feel like I'm coming up to speed on."

Since there was no vote to be taken, **Mayor Atwood moved to item #21.**

#### **21. Appoint New Member to Planning Commission**

**Mayor Atwood** expressed gratitude to **Mr. Tim Lasseeter** for being willing to serve on the Planning Commission, noting, "It's a big ask. That's a busy board."

#### **22. City Manager Comments**

**City Manager Housewright** stated, "In light of the evaluation, I will continue to be employed here. I do appreciate the commission. I am happy to be here, and I want to wish everyone a Merry Christmas and safe travels if you're traveling. Thank you!"

#### **23. Commissioners' Comments**

**Commissioner Gregory** said it had been brought to his attention that some people on planning and zoning asked why they can't be paid. They're here once a month...there's seven people and they do a lot of footwork, a lot of travel. If we could pay them \$50 or \$100 a month for their fuel and their time (that would be a good thing to do). I want this to be brought up on a work session so we can all discuss it. I want to wish everybody a Merry Christmas and a Happy New Year, and I'll see you all next year.

**Commissioner McCain** said, "I'll just say Merry Christmas...thank you."

**Mayor Atwood:** "I'll just reiterate Happy Holidays. I hope everyone has a safe one."

**Commissioner Powell** asked if they got TDOT scheduled to come to the January work session and it was confirmed they were good for the 5<sup>th</sup> (when the work session is scheduled). He said that was the only thing he wanted to confirm, and outside of that, he wanted to wish everyone a Merry Christmas.

**24. Adjournment**

The meeting was adjourned at **6:48:41 PM**.

Respectfully submitted,



Judy Florendo  
City Recorder

City of Millersville  
Board of Commissioners  
1246 Louisville Hwy, Millersville TN 37072

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**CITY COMMISSION FINANCIAL REPORT**  
December 2025

Year to Date Summary

General Fund

Revenues	\$741,167.37
FY25 Revenues	\$1,048,917.41
Expenditures	\$951,877.11
FY25 Expenditures	\$1,636,373.02
Current Balance	\$991,325.97
FY25 Balance	\$322,283.78

Sewer Fund

Revenues	\$757,237.82
FY25 Revenues	\$740,235.60
Expenditures	\$303,419.25
FY25 Expenditures	\$416,889.97
Current Balance	\$3,157,983.48
FY25 Balance	\$4,046,580.75

Solid Waste Fund

Revenues	\$225,063.76
FY25 Revenues	\$246,344.32
Expenditures	\$267,524.52
FY25 Expenditures	\$202,111.77
Current Balance	\$42,689.19
FY25 Balance	\$103,214.74

Street Fund

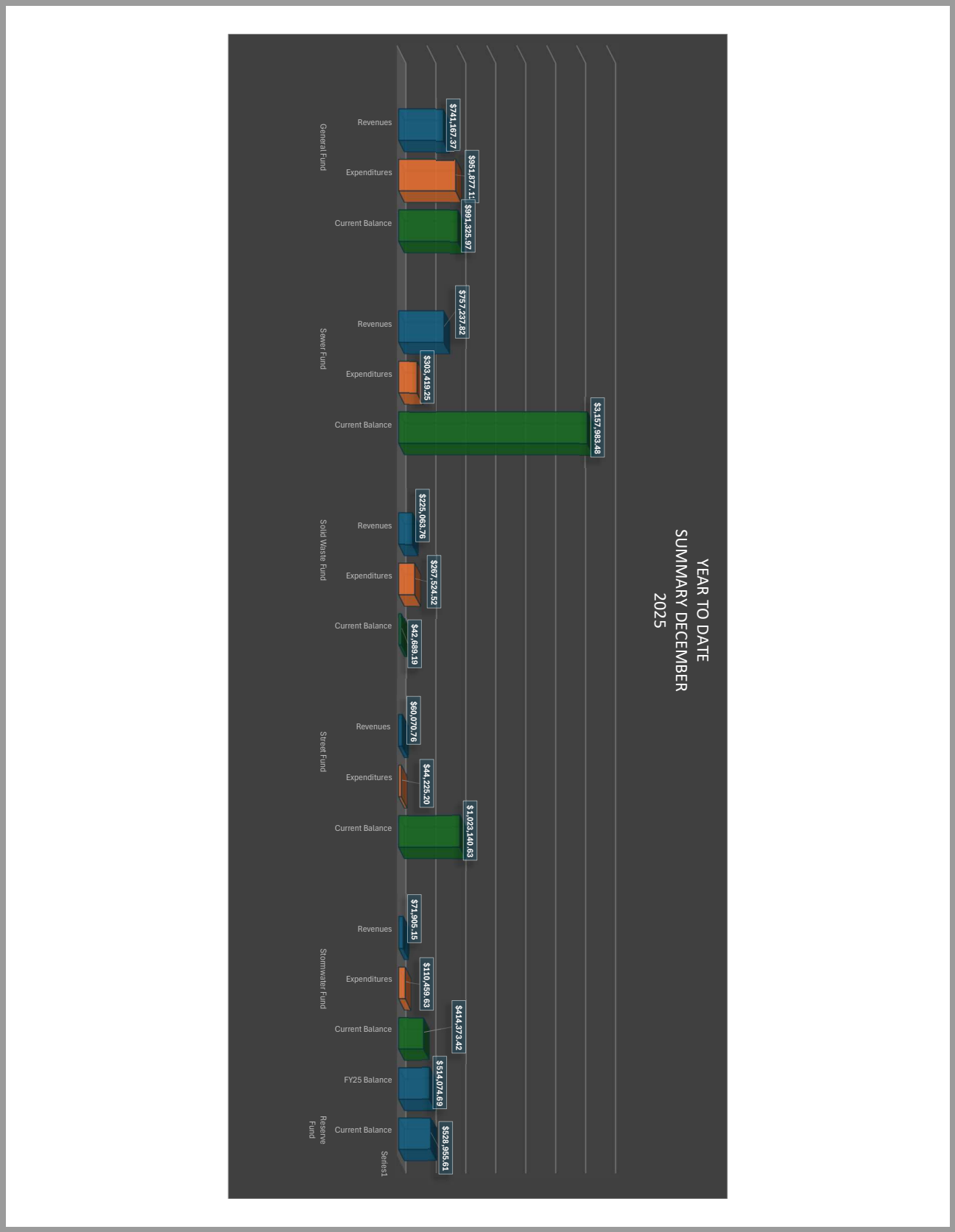
Revenues	\$60,070.76
FY25 Revenues	\$240,388.71
Expenditures	\$44,225.20
FY25 Expenditures	\$32,530.62
Current Balance	\$1,023,140.63
FY25 Balance	\$1,868,176.80

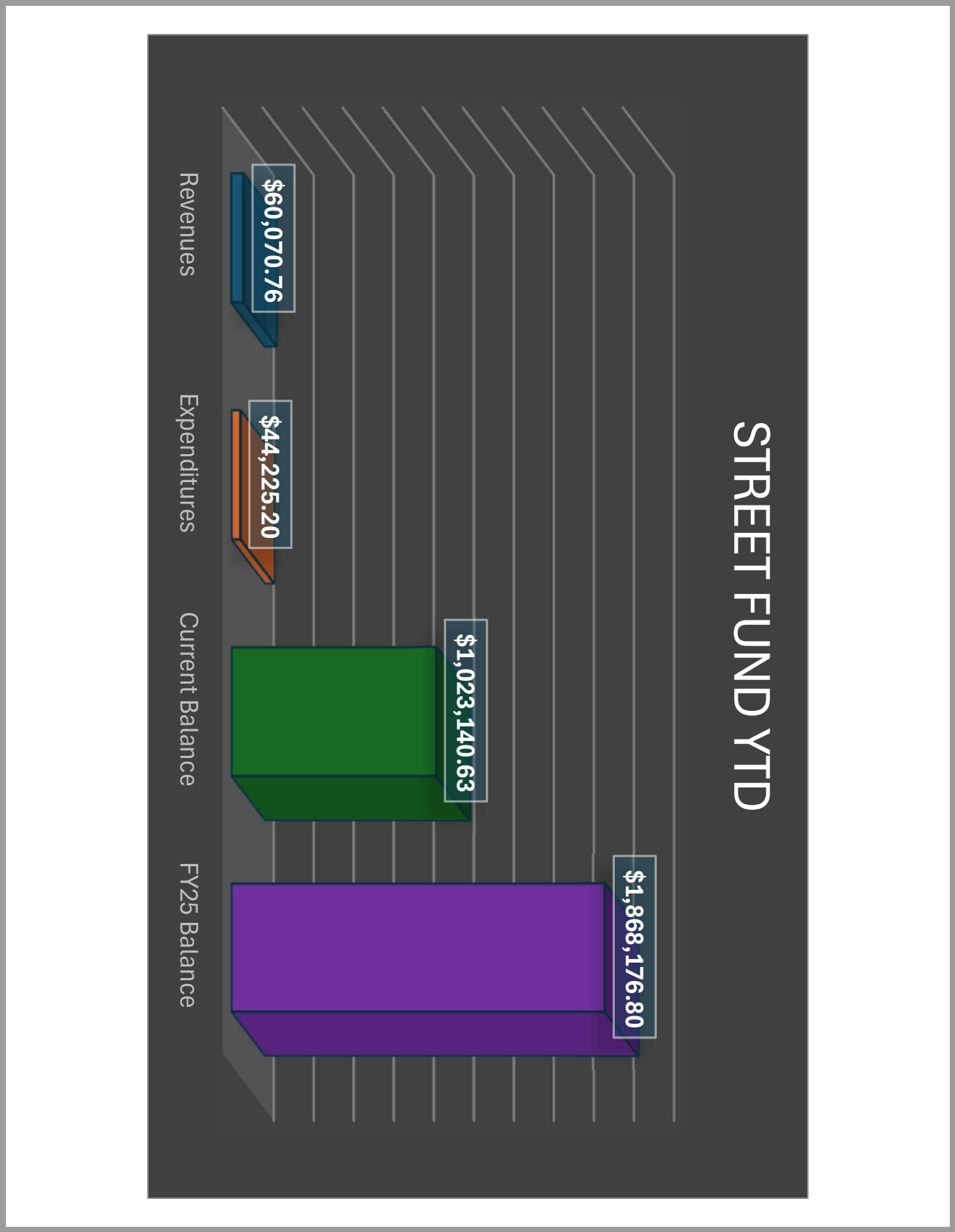
Stormwater Fund

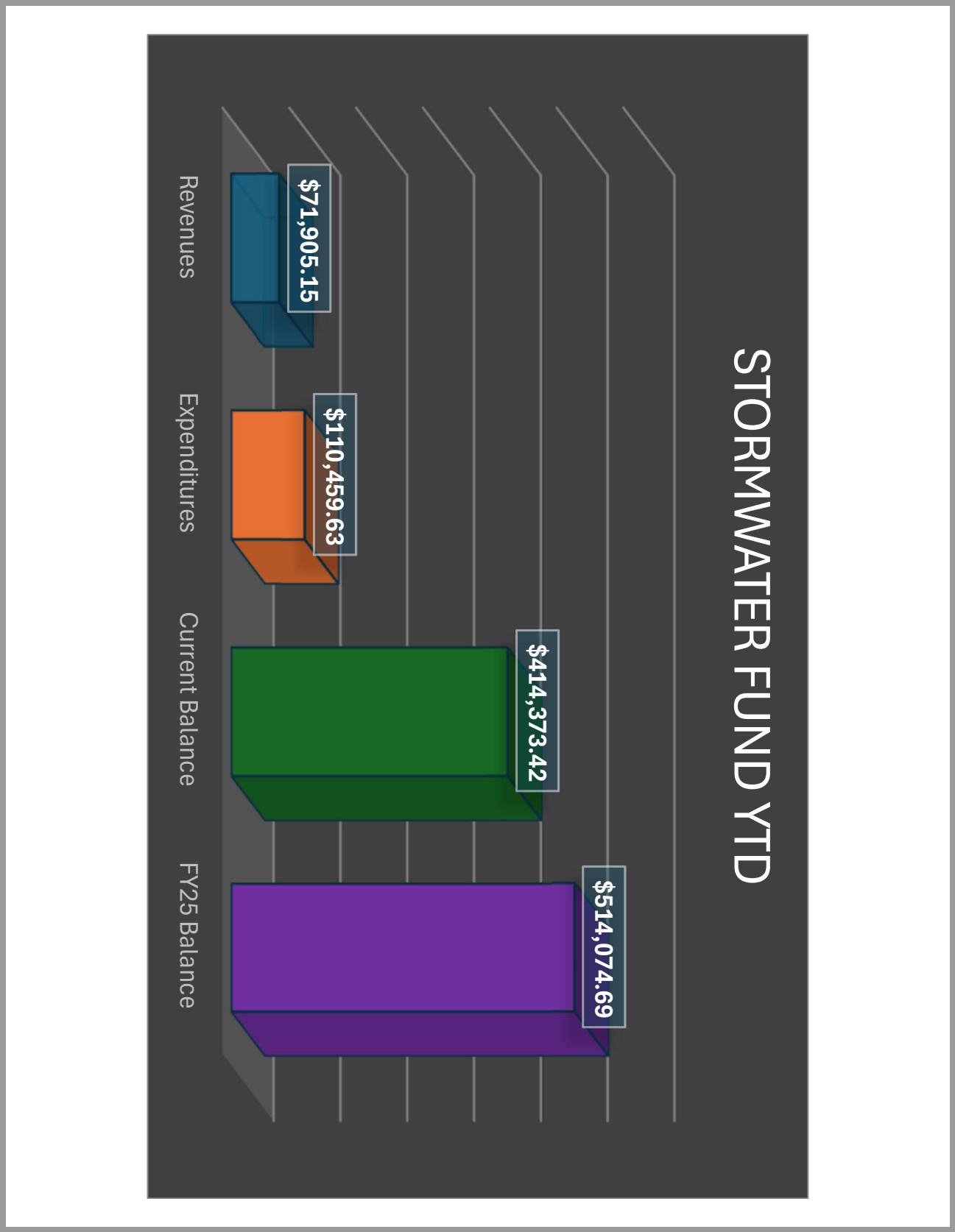
Revenues	\$71,905.15
FY25 Revenues	\$71,599.45
Expenditures	\$110,459.63
FY25 Expenditures	\$55,017.07
Current Balance	\$414,373.42
FY25 Balance	\$514,074.69

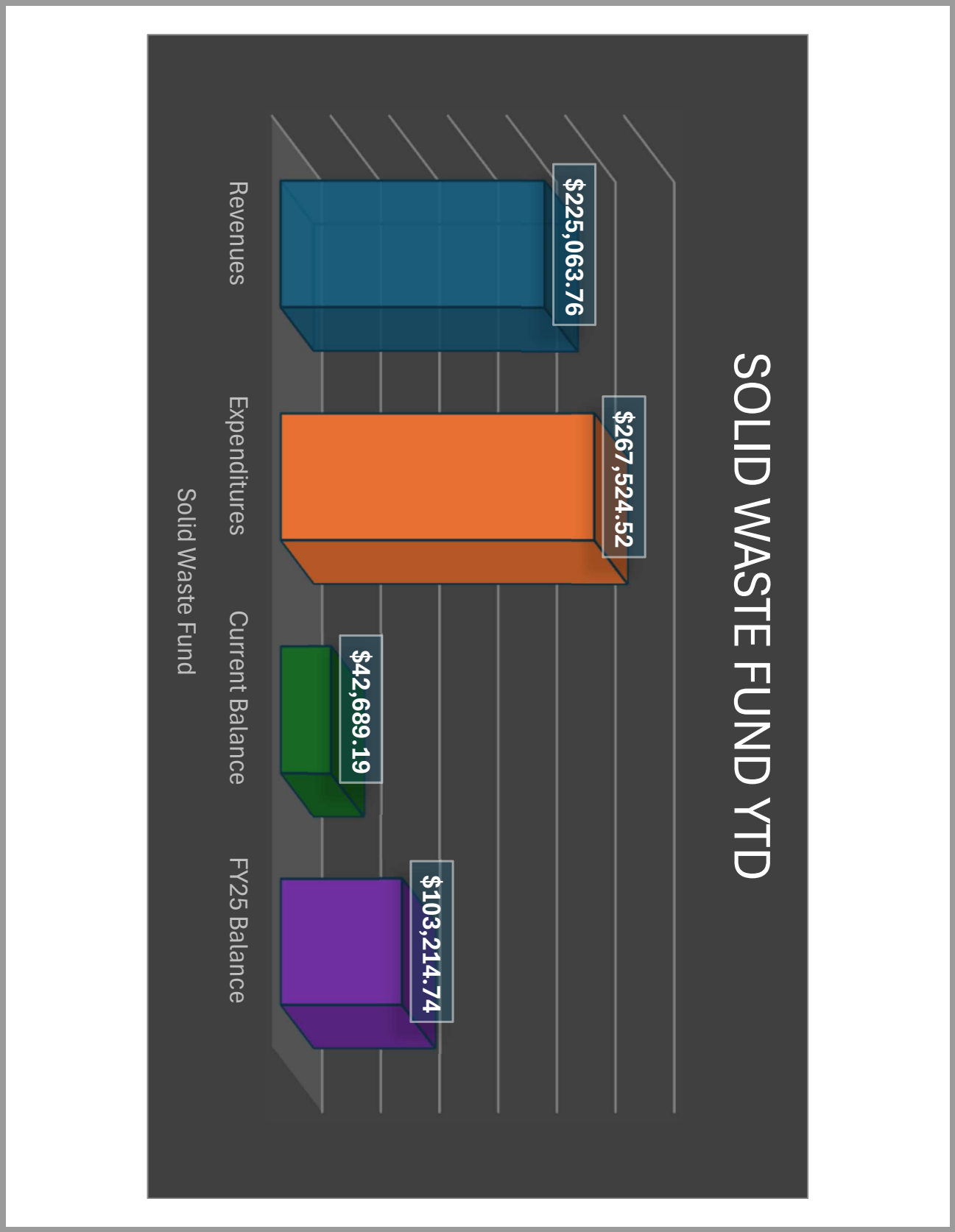
Reserve Fund

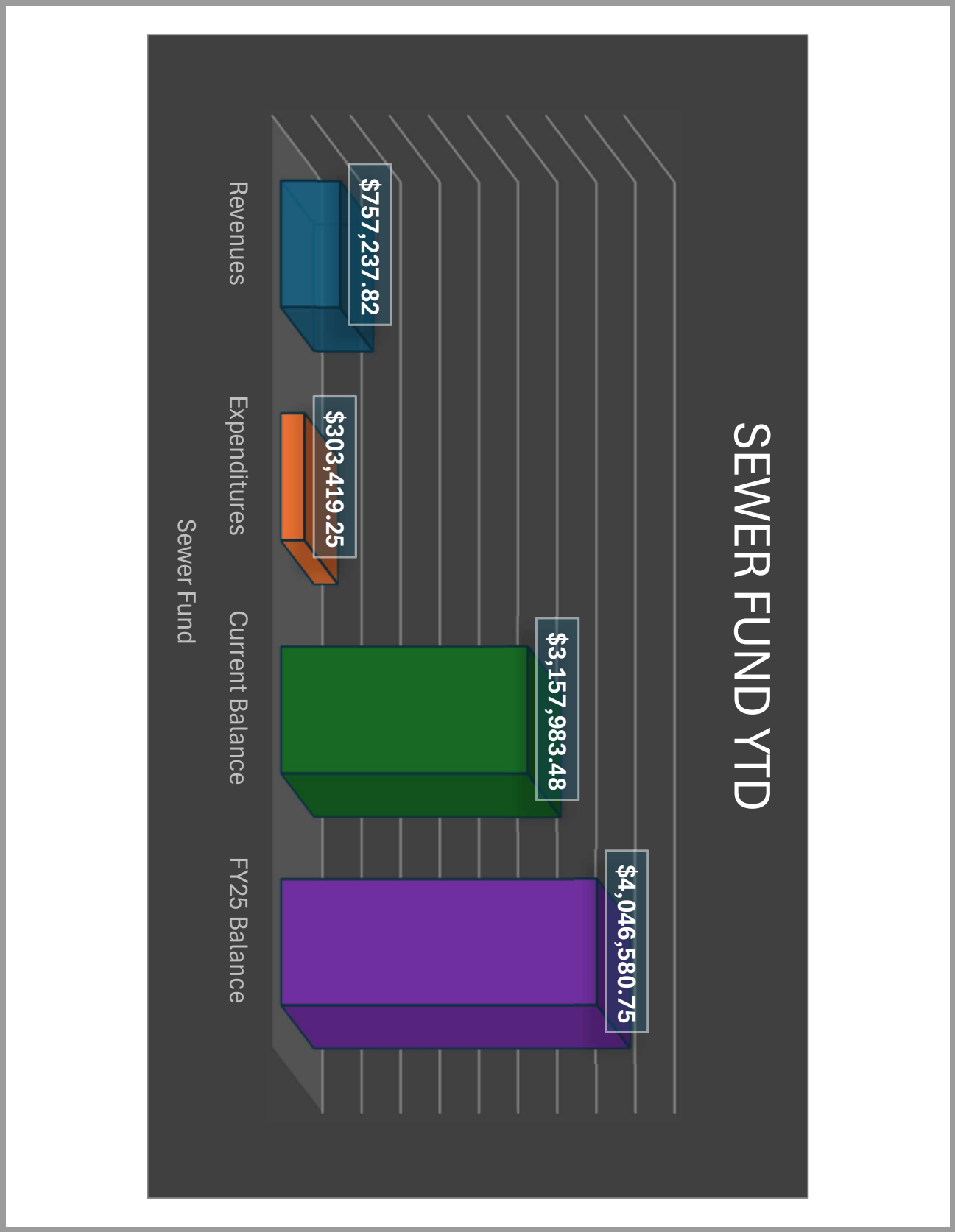
Current Balance	\$528,955.61
FY25 Balance	\$379,334.80

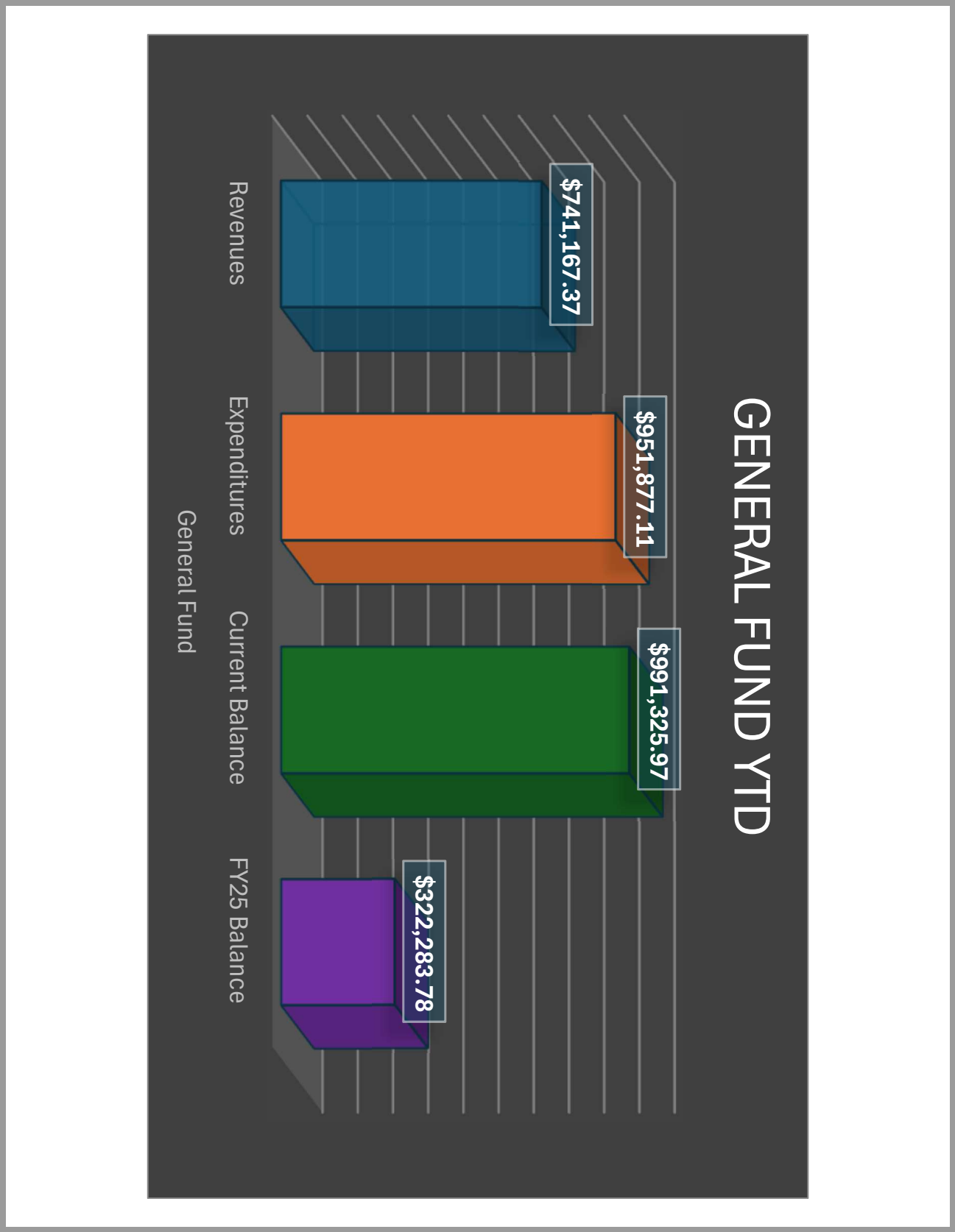












**CITY OF MILLERSVILLE, TENNESSEE**  
**ORDINANCE 26-837**

**AN ORDINANCE TO AMEND SECTION 14 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**, existing Mobile Home Parks in the City of Millersville are a nonconforming use, and,

**WHEREAS**, the intent of this amendment is to provide clarity around the process for reconstruction or expansion of Mobile Home Parks if allowed under the nonconforming use provisions in the Zoning Ordinance of the City of Millersville, and,

**WHEREAS**, The City of Millersville Planning Commission met on November 13, 2025, and voted to recommend the approval of the proposed amendment.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the City of Millersville, Tennessee that Section 14 of the Zoning Ordinance of the City of Millersville are amended as follows after the second reading of this ordinance:

The addition of new Section 14.7 to the Zoning Ordinance of the City of Millersville.  
The text of the amendment is provided as Attachment A.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2026

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Mayor Lincoln Atwood

Attest:

\_\_\_\_\_  
Judy Florendo, City Recorder

## **Attachment A**

### **14.7 Non-Conforming Mobile Home Parks**

The intent and purpose of this section of the Zoning Ordinance is to provide guidance on the reconstruction or expansion of a mobile home park that is deemed a nonconforming use in accordance with Section 14.3 of the Millersville Zoning Ordinance. A mobile home park is considered a residential use and therefore subject to the applicable provisions for residential nonconforming uses.

Mobile Home Park is defined as a portion of a parcel, a parcel, or contiguous parcels of land under common ownership containing three or more rental spaces or lots designed for or which is intended to be used to accommodate mobile dwellings (aka mobile homes) or manufactured dwellings (aka manufactured homes).

For the purposes of Section 14.7, the term mobile home refers to mobile dwellings (aka mobile homes) or manufactured dwellings (aka manufactured homes).

A mobile home space is concrete pad upon which a mobile dwellings (aka mobile homes) or manufactured dwellings (aka manufactured homes) is secured per Section 14.7.D.

#### **B. Building Permits**

##### **1. Review Procedure**

The planning commission will review the submittal for compliance with the mobile home park development plan standard set forth below. Incomplete information shall result in the development plan being returned without action. Once a building permit has been issued the applicant may begin construction.

##### **2. Site Plan Required**

A mobile home park building permit may only be issued for construction or extension of a mobile home park upon submission and approval by the planning commission of a development plan containing the following information.

- a. The name and address of the applicant.
- b. The location, area, and dimensions of the proposed mobile home park site as well as a legal description.
- c. The location, size, and number of all mobile home spaces.
- d. The location and size of all buildings, improvements, and facilities (including roads, water, sewer, refuse disposal).

- e. The proposed use of buildings shown on the site plan.
- f. The location and size of all points of entry and exit for motor vehicles and the internal circulation plan (roadways and pedestrian walkways).
- g. The location and number of all off-street parking facilities.
- h. The location of park and recreation areas.
- i. A completed drainage plan with contour lines at five (5) feet intervals.
- j. A location map showing the park site in relation to the existing public street pattern and indication of uses of property adjacent to the site and the location of all buildings within two hundred (200) feet of the site.
- k. A time schedule for development shall be prepared which shall demonstrate the applicant's readiness and ability to provide the proposed services. Said time shall be for a period of not more than one (1) year.
- l. Such other architectural, engineering, and topographical data as may be required to permit the county health department, the Building Inspector and the Planning Commission to determine if the provisions of these regulations are being complied with shall be submitted with the site plan.
- m. Landscaping as regulated in Section 11.4 of the Zoning Ordinance.

C. Development Standards

1. General

- a. No part of the park shall be used for non-residential purposes, except such uses as are required for the direct servicing and well-being of park residents and for the management and maintenance of the park. Nothing contained in this section shall be deemed as prohibiting the sale of a mobile home located on a mobile home stand and connected to the pertinent utilities.
- b. Condition of soil, ground water level, drainage and topography shall not create hazards to the property or the health or safety of the occupants. The site shall not be exposed to objectionable smoke, dust, noise, odors or other adverse influences, and no portion subject to flooding or erosion shall not be used for any purpose which would expose persons or property to hazards.

2. Minimum Development Size

No mobile home park shall be approved which contains less than two (2) acres in area or has less than three (3) mobile home spaces.

### 3. Dimensional Requirements for Parks

- a. Along the entire periphery of the mobile home park, yards and setbacks meeting the district regulations shall be provided.
- b. Within the interior portions of the mobile home park, no yards except as required to meet other provisions set forth in this section are required.
- c. No building or structure erected or stationed in a mobile home park shall have a height greater than two (2) stories or thirty (30) feet.
- d. Each mobile home park shall be permitted to display, on each street frontage, one (1) identifying sign of a maximum size of twenty (20) square feet. Said sign(s) shall contain thereon only the name and address of the park and may be lighted by indirect lighting only.
- e. At no time shall the density for the park exceed the maximum permissible density for the district in which it is located.

### 4. Spacing of Mobile Homes and Site Coverage

- a. Mobile homes shall be so harbored on each space that there shall be at least a twenty-five (25) foot clearance between mobile homes; for mobile homes parked end-to-end, the end-to-end clearance may be less than twenty-five (25) feet but not less than fifteen (15) feet. No mobile home shall be located closer than twenty (20) feet from any building within the park.
- b. There shall be a minimum distance of ten (10) feet between the nearest edge of any mobile home and an abutting access street or as may be determined by TDOT.
- c. Each mobile home stand shall not occupy an area in excess of twenty-five (25) percent of the respective lot area. The total area occupied by the mobile home and its accessory structures shall not exceed fifty (50) percent of the respective lot area.

### 5. The Mobile Home Space

- a. General - The limits of each mobile home space shall be marked on the ground by suitable means. Location of space limits on the ground shall be the same as

shown on accepted plans. No space shall be smaller than five thousand (5,000) square feet.

b. Mobile Home Stands - The mobile home stands shall be improved to provide tie-down of the mobile home. The stand shall not heave, shift, or settle unevenly under the weight of the mobile home due to frost action, inadequate drainage, vibration, wind or other forces acting on the structure. In addition, such stand shall comply with the publication of FHA "Minimum Property Standards for Mobile Home Parks," May, 1977.

c. Outdoor Living Area - Each mobile home lot should be provided with an outdoor living and service area. Such area should be improved as necessary to assure reasonable privacy and comfort. The minimum area should be no less than two hundred (200) square feet and shall be paved.

d. Tenant storage shall be provided for each mobile home at the rear of the mobile home space.

#### 6. Accessory Structures

a. With the exception of signs and fences, accessory structures shall not be erected in any required front yard.

b. Accessory structures shall be located at a minimum of five (5) feet from any side lot line, the rear lot line, and from any building on the same lot.

#### 7. Utilities and Other Services

a. Each mobile home park shall be serviced by a public water supply with lines not less than six (6) inches.

b. Each mobile home site shall be provided with the connection to a sanitary sewer line. Each mobile home will be served by its own grinder pump (if applicable) rather than using a shared grinder pump for multiple mobile homes.

c. Solid waste collection stands shall be provided for waste containers for each mobile home. Any central waste container shall be screened from view with access appropriately provided.

d. Service buildings housing, sanitation and laundry facilities, shall be permanent structures complying with all applicable ordinances and statutes, regulations, buildings, electrical installations, and plumbing and sanitation systems.

e. Each mobile home park shall be equipped with fire hydrants spaced no more than five hundred (500) feet apart. The water system shall be capable of providing a required fire flow of five hundred (500) gallons per minute for a one (1) hour duration.

f. Each mobile home park shall be maintained free of litter and accumulation of any kind of debris which may provide rodent harborage or breeding places for flies, mosquitoes, or other pests.

#### 8. Streets

Entrances to mobile home parks shall have direct connections to a public street and shall be designed to allow free movement of traffic on the adjacent public street. Safe and convenient vehicular access shall be provided from abutting public streets to each mobile home lot. Such access shall be provided by streets or driveways. All internal streets shall be private.

##### a. Circulation

The internal street system should provide convenient circulation by means of minor streets and properly located collector streets. Dead-end streets shall be limited in length to five hundred (500) feet and their closed end shall be provided with an adequate turnaround with a minimum diameter of eighty (80) feet.

##### b. Pavement Width

Pavement widths shall be as follows:

###### Collector Street

with no parking	20 feet
with on-street parking	36 feet

###### Minor Street

with no parking	18 feet
with on-street parking	34 feet

###### One-Way Minor Street

with no parking	12 feet
with on-street parking	28 feet

##### c. Construction

The internal streets and drives shall be paved in accordance with the Millersville Subdivision Regulations.

#### 9. Walks

All mobile home developments shall be provided with safe, convenient, all season pedestrian access of adequate width for intended use, durable and convenient to maintain. Sudden changes in alignment and gradient shall be avoided.

A common walk system shall be provided and maintained between locations where pedestrian traffic is concentrated. Such common walks shall have a minimum width of three and one half (3 1/2) feet.

All mobile home stands shall be connected to common walks, streets, driveways and parking spaces by individual walks. Such individual walks shall have a minimum width of two (2) feet.

#### 10. Recreation Area

Adequate recreation facilities for the residents of the project shall be provided in locations easily accessible to the living units and where they do not impair the view and privacy of living units. Attractive outdoor sitting areas shall be provided, appropriate in size, type and number to the needs of the residents.

Well-equipped playgrounds of adequate size and number shall be provided where it is anticipated that children will occupy the premises.

#### 11. Buffer and Screening

A landscape buffer shall be provided along the perimeter of the site boundaries not less than fifteen (15) feet in width, except that a minimum buffer area from any public street shall be no less than twenty (20) feet.

Within the landscaped buffer, a continuous fence six (6) to eight (8) feet high, or landscaped screen shall be provided. Such fence shall be opaque and such screening shall be year-round evergreen trees four (4) feet wide and at least four (4) feet high at the time of planting and expected to achieve a height of six (6) feet within three (3) years. No landscaped screen or fence shall be provided within fifteen (15) feet of any vehicular entrance and/or exit to the park.

#### 12. Site Design

The appearance and character of the site shall be preserved and enhanced by retaining and protecting existing trees and other site features; and additional new plant material shall be added for privacy, shade, beauty of buildings and grounds and to screen out objectionable features. The landscape plan shall be submitted with the development plan.

### 13. Parking

#### a. Off Street Parking

As regulated in Article XI, Section 90-142.

### D. Responsibility of Park Management

1. The permittee shall operate the mobile home park in compliance with this ordinance and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition.
2. The permittee shall notify park occupants of all applicable provisions of this ordinance and inform them of their duties and responsibilities under this ordinance.
3. The permittee shall supervise the placement of each mobile home on its mobile home stand to the satisfaction of the Building Inspector which includes securing its stability to anchor pins and installing all utility connections.
4. The permittee shall maintain a register containing the following information:
  - a. The name and address of each mobile home occupant.
  - b. The name and address of the owner of each mobile home and motor vehicle by which it was towed.
  - c. The make, model, year, and license number of each mobile home and motor vehicle.
  - d. The date of arrival and of departure of each mobile home.
5. The mobile home park shall keep the register record available for inspection at all times by law enforcement officers, public health officials and other officials whose duties necessitate acquisition of the information contained in the register.
6. The register records shall not be destroyed for a period of three (3) years following the date of departure of the registrant from the park.
7. The permittee shall notify the health authority immediately, of any suspected communicable or contagious disease within the park.

8. The permit to operate shall be conspicuously posted in the mobile home park office at all times.

9. The permittee shall be answerable for the violation of any provision of this section.

E. Responsibilities of Park Occupants

1. The park occupants shall comply with all applicable requirements of this zoning ordinance and shall maintain his/her mobile home lot, its facilities and equipment in good repair and in a clean and sanitary condition.

2. The park occupant shall be responsible for proper placement of the mobile home on its mobile home stand and proper installation of all utility connections and anchoring in accordance with the instruction of the park management.

3. Skirting, awnings, and other additions shall be installed only if permitted and approved by the park management. When installed, they shall be maintained in good repair. The space immediately underneath each mobile home shall be used for storage only if permitted by the park management.

If permitted, the following conditions shall be satisfied:

a. The storage shall be provided with a base of impervious material.

b. Stored items shall be located so as not to interfere with the underneath inspection of the mobile home.

c. The storage area shall be enclosed by skirting.

4. The park occupant shall store and dispose of all rubbish and garbage in a clean, sanitary and safe manner. The garbage container shall be rodent proof, insect proof and water tight.

5. Fire extinguishers for Class B and C fires shall be kept at the premises and maintained in working condition.

6. All park occupants shall be required to register their pets (dogs and cats) with the park management.

7. All park occupants shall be required to have their pets (dogs and cats) on a leash and shall not be allowed to roam.

8. Park occupants shall not be allowed to construct or place pens or animals on the park premises.

9. No inoperative automobiles, junk, or non-contained trash shall be allowed within the park.

**F. Inspections**

1. The Building Inspector or Codes Official is hereby authorized and directed to make annual inspections to determine the conditions of mobile home parks, in order to ensure the health and safety of occupants of mobile home parks and of the general public.

2. The Building Inspector or Codes Official shall have the power to enter upon any private and public property for the purpose of inspecting and investigating conditions relating to the annual inspection as it is related to the enforcement of this section.

**3. Penalties**

a. Any person violating any provision of this section shall be guilty of a misdemeanor and upon conviction shall be fined not less than five dollars (\$5.00) nor more than fifty dollars (\$50.00) for each offense.

b. Each day that a violation is permitted to exist shall constitute a separate offense.

c. Any extension of any existing mobile home park is considered a non-complying use and is hereby prohibited unless said park is brought up to the standards herein stated.

**G. Revocation of Permit**

The Board of Zoning Appeals may revoke any permit to maintain and operate a park when the permittee has been found guilty by a court of competent jurisdiction of violating any provisions of this section. After such conviction, the permit may be re-issued if the circumstance leading to conviction have been remedied and the park is being operated and maintained in full compliance with this section.

**H. Prohibited Structures**

1. Cabanas, travel trailers, and other similarly enclosed structures are prohibited.

2. Trailers with or without toilet facilities that cannot be connected to approved sewer system shall not be permitted in a mobile home park.

3. Mobile homes shall not be used for commercial, industrial or other non-residential use within a mobile home park, except that one (1) mobile home in the park may be used to house a rental office.

## CITY OF MILLERSVILLE, TENNESSEE

### ORDINANCE 26-838

AN ORDINANCE REGULATING THE USE OF COMPRESSION-RELEASE OR ENGINE BRAKING DEVICES (COMMONLY KNOWN AS “JAKE BRAKES”) WITHIN THE CITY LIMITS OF THE CITY OF MILLERSVILLE, TENNESSEE

**WHEREAS**, the City of Millersville is authorized under Tennessee law to enact ordinances to protect the public health, safety, and welfare of its residents; and

**WHEREAS**, excessive and unnecessary noise constitutes a public nuisance that may adversely affect the health, safety, comfort, and general welfare of the community; and

**WHEREAS**, certain diesel-powered motor vehicles are equipped with compression-release or engine braking devices, commonly referred to as “Jake Brakes,” which can generate loud and disruptive noise when engaged; and

**WHEREAS**, Tennessee Code Annotated § 55-7-117 requires that motor vehicles be equipped with mufflers in good working order and prohibits excessive or unusual noise; and

**WHEREAS**, federal law, including the Interstate Motor Carrier Noise Emission Standards set forth in 49 C.F.R. Part 325, establishes noise emission limits applicable to certain motor vehicles; and

**WHEREAS**, Tennessee municipalities are permitted to regulate, but not completely prohibit, the use of engine compression braking devices when such regulation is consistent with state and federal law; and

**WHEREAS**, the City Commission of the City of Millersville finds that regulating the use of such devices within the city limits, while allowing reasonable safety-related exceptions, is necessary and appropriate to protect the public welfare;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MILLERSVILLE, TENNESSEE, AS FOLLOWS:**

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#### SECTION 1. PURPOSE

The purpose of this ordinance is to regulate the use of compression-release or engine braking devices within the corporate limits of the City of Millersville in order to reduce excessive noise, while remaining consistent with applicable Tennessee statutes and federal motor vehicle noise regulations.

## SECTION 2. DEFINITIONS

For purposes of this ordinance, the following terms shall have the meanings indicated:

1. **Compression-Release Brake / Engine Brake / Jake Brake.**

Any device or system installed on a motor vehicle that alters the normal compression of the engine to assist in slowing the vehicle and that may produce noise beyond normal engine operation, including but not limited to Jacobs brakes, C-brakes, or similar systems.

2. **Approved Muffler.**

A muffler that complies with the requirements of Tennessee Code Annotated § 55-7-117 and applicable federal noise emission standards.

3. **Emergency Situation.**

A situation in which the use of a compression-release or engine braking device is reasonably necessary to avoid imminent danger to persons or property.

4. **Public Street.**

Any street, road, highway, or public right-of-way within the corporate limits of the City of Millersville.

## SECTION 3. REGULATION OF USE

(a) It shall be unlawful for any person operating a motor vehicle on a public street within the City of Millersville to activate or use a compression-release or engine braking device in a manner that produces noise in excess of normal engine operation.

(b) This ordinance regulates only the *use* of such devices and does not prohibit vehicles equipped with compression-release or engine braking systems from traveling through or within the city limits.

## SECTION 4. EXCEPTIONS

The provisions of Section 3 shall not apply in the following circumstances:

1. **Emergency or Safety Use.**

When the operator reasonably determines that use of a compression-release or engine braking device is necessary to avoid imminent danger to persons or property.

2. **Compliance with Noise Standards.**

When the compression-release or engine braking device is used in conjunction with an approved muffler and operates in compliance with applicable federal and state noise emission standards.

**3. Emergency and Public Safety Vehicles.**

Authorized emergency vehicles operated by law enforcement, fire, emergency medical, or other public safety agencies while engaged in official duties.

**SECTION 5. SIGNAGE**

The City Manager, or designee, is authorized to install and maintain appropriate signage at major entrances to the City of Millersville notifying motorists of the regulation of engine braking devices. All signage shall conform to the Manual on Uniform Traffic Control Devices (MUTCD) and applicable state requirements.

**SECTION 6. ENFORCEMENT AND PENALTY**

- (a) Any violation of this ordinance shall constitute a civil offense.
- (b) A person convicted of violating this ordinance shall be subject to a fine not to exceed **\$50.00** per offense, as provided by general penalty provisions of the Millersville Municipal Code. Each occurrence shall constitute a separate offense.

**SECTION 7. SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance.

**SECTION 8. EFFECTIVE DATE**

This ordinance shall take effect upon final passage, the public welfare requiring it.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2026

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Mayor Lincoln Atwood

Attest:

\_\_\_\_\_  
Judy Florendo, City Recorder

## CITY OF MILLERSVILLE, TENNESSEE

### RESOLUTION 26-R-1

#### **A RESOLUTION OF THE CITY OF MILLERSVILLE, TENNESSEE, DECLARING CERTAIN FIRE DEPARTMENT EQUIPMENT TO BE SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSITION IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAW**

**WHEREAS**, the City of Millersville, Tennessee (“City”), owns certain items of fire department equipment that are no longer required for public safety operations, are obsolete, worn, damaged, or otherwise no longer economical or practical for continued use; and

**WHEREAS**, it is in the best interest of the City to remove such unused or obsolete equipment from the City’s inventory and to dispose of the same in a lawful and efficient manner; and

**WHEREAS**, the Fire Chief has identified specific items of fire department equipment that are no longer necessary for municipal purposes; and

**WHEREAS**, Tennessee law requires that municipal personal property be declared surplus by the governing body prior to sale, transfer, trade-in, donation, or other disposition; and

**WHEREAS**, Tennessee law further requires that the disposal of surplus municipal property be conducted in a manner that is open, fair, and compliant with statutory restrictions, including prohibitions on purchase by municipal officials and employees except as permitted by law; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION FOR THE CITY OF MILLERSVILLE, TENNESSEE, THAT:**

1. **Declaration of Surplus.** The following fire department equipment is hereby declared surplus to the needs of the City of Millersville:

Honda Generator  
GC160  
Serial # 04076922  
Item # 165912E

Category 5 Generator  
Serial # 13OCT2500029  
Item # 46505

Dyna Generator  
Model # 197412 Type 1010E  
Code: 9910211A

Honda Hydraulic Pump  
Serial # 50957  
Amkus Hydraulic Spreaders  
Model # M30CX  
Serial # 9104175

Amkus Hydraulic Cutters  
Model # M25B  
Serial # 92053164

Amkus Hydraulic Ram  
Model # 40R917  
Unknown serial #

2. **Authorization to Dispose.** The City Manager, or designee, is hereby authorized to dispose of the surplus equipment by any method permitted under Tennessee law, including but not limited to public auction, sealed bid, internet auction, negotiated sale at arm's length, trade-in, donation, or transfer, as determined to be in the best interest of the City.
3. **Compliance With Law.** All disposition of surplus equipment shall be conducted in compliance with applicable provisions of the Tennessee Code Annotated, City purchasing and surplus property policies, and any applicable state or federal regulations or grant requirements.
4. **Restrictions on Purchase.** No City official or employee shall purchase any surplus property except as expressly permitted by Tennessee law, including purchase by public auction where allowed.
5. **Recordkeeping and Proceeds.** The City Manager shall ensure that appropriate records of the surplus declaration and disposition are maintained. Any proceeds received from the sale of surplus property shall be deposited into the appropriate City fund in accordance with law and City policy.
6. **Effective Date.** This resolution shall take effect immediately upon its adoption, the public welfare requiring it.

**BE IT FURTHER RESOLVED** that the Mayor, City Manager, Fire Chief, and other appropriate City officials are authorized to execute any documents and take any actions necessary to carry out the intent of this resolution.

**ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026**

CITY OF MILLERSVILLE, TENNESSEE

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Mayor Lincoln Atwood

Attest:

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Judy Florendo, City Recorder

## CITY OF MILLERSVILLE, TENNESSEE

### RESOLUTION 26-R-2

#### A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MILLERSVILLE, TENNESSEE, ADOPTING AN OFFICIAL MISSION STATEMENT AND VISION STATEMENT FOR THE CITY OF MILLERSVILLE

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**WHEREAS**, the City of Millersville, Tennessee (the “City”), is a municipal corporation duly organized and existing under the laws of the State of Tennessee; and

**WHEREAS**, pursuant to the authority granted to municipalities under Title 6 of the Tennessee Code Annotated, the City Commission is empowered to establish policies and guiding principles to promote the health, safety, welfare, and good governance of the City; and

**WHEREAS**, the City Commission recognizes the importance of clearly articulated mission and vision statements to guide municipal decision-making, strategic planning, fiscal management, and the delivery of public services; and

**WHEREAS**, a mission statement provides a concise declaration of the City’s fundamental purpose and core commitments to its residents, businesses, and visitors; and

**WHEREAS**, a vision statement establishes a forward-looking framework reflecting the long-term aspirations of the City and the values that guide responsible growth and development; and

**WHEREAS**, the City Commission desires to formally adopt mission and vision statements that emphasize public safety, transparency, fiscal responsibility, community trust, sustainable development, support of local businesses, and a high quality of life;

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#### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MILLERSVILLE, TENNESSEE, THAT:**

**1. Adoption of Mission Statement.**

The official Mission Statement of the City of Millersville is hereby adopted as follows:

*“Our mission is to promote the safety and well-being of our community while earning and preserving their trust through a transparent and fiscally responsible government.”*

**2. Adoption of Vision Statement.**

The official Vision Statement of the City of Millersville is hereby adopted as follows:

*“Millersville will be a welcoming and sustainable city that balances its small-town charm with responsible development, support of local businesses, fostering a shared sense of community, and striving for a high quality of life for all residents and visitors alike.”*

**3. Implementation and Use.**

The Mission Statement and Vision Statement adopted herein shall serve as guiding principles for the City Commission, City staff, boards, commissions, and committees in policy development, strategic planning, budgeting, and the provision of municipal services, to the extent permitted by federal law and the laws of the State of Tennessee.

**4. Severability.**

If any provision of this Resolution is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

**5. Effective Date.**

This Resolution shall take effect immediately upon its adoption by the City Commission.

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**ADOPTED AND APPROVED** by the City Commission of the City of Millersville, Tennessee,  
on this \_\_\_\_ day of \_\_\_\_\_, **2026**

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Mayor Lincoln Atwood

Attest:

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Judy Florendo, City Recorder

City of Millersville  
Board of Commissioners  
1246 Louisville Hwy, Millersville TN 37072

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CITY COMMISSION MEETING DATES

January:

Work session: January 5, 2026  
Regular meeting: January 20, 2026

February:

Work session: February 2, 2026  
Regular meeting: February 17, 2026

March:

Work session: March 2, 2026  
Regular meeting: March 17, 2026

April:

Work session: April 6, 2026  
Regular meeting: April 21, 2026

May:

Work session: May 4, 2026  
Regular meeting: May 19, 2026

June:

Work session: June 1, 2026  
Regular meeting: June 15, 2026

July:

Work session: July 6, 2026  
Regular meeting: July 21, 2026

August:

Work session: August 3, 2026  
Regular meeting: August 18, 2026

September:

Work session: September 7, 2026  
Regular meeting: September 22, 2026

October:

Work session: October 5, 2026  
Regular meeting: October 20, 2026

November:

Work session: November 2, 2026  
Regular meeting: November 17, 2026

December:

Work session: December 7, 2026  
Regular meeting: December 22, 2026