

**Millersville Board of Commissioners
Work Session
Monday February 5, 2018
5:00 p.m. at City Hall**

1. Call to Order.
2. OHM Advisors related to City Hall addition.
3. Discussion related to contractual Building Official Services and Ordinance 17- 688 Amending the Budget.
4. Ordinance 18-689 adopting the 2015 Building Code
5. Discussion related to new Development Services Fee Schedule proposed Resolution 18-R-01.
6. Discussion related to take home vehicle policy.
7. Discussion related to second surgery for the City Manager
8. General Discussion
9. Adjournment.

**Millersville Board of Commissioners
Special Called Meeting
Monday February 5, 2018
Immediately after the Work Session at City Hall**

1. Call to Order
2. May the City Manager work from home for a period of possibly two weeks after surgery.
3. Adjournment

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Recorder at 615-859-0880 at least 72 hours prior to the meeting.



City of Millersville Summary and Recommendation

Item # 2

SUBJECT: OHM Advisors.

BACKGROUND: They want input from the Commission on the special analysis they are conducting for the addition.

RECOMMENDATIONS: None

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 2/2/2018

Reviewed by:

City Manager ☒ Comments if any:

Fiscal Impact if any: None

Other ☐ _____

Attorney if applicable ☐ Comments if any:



City of Millersville Summary and Recommendation

Item # 3

SUBJECT: Discussion related to contractual Building Official Services and Ordinance 17-688 Amending the Budget.

BACKGROUND: This item was approved on First Reading and will go to Public Hearing and Second and Final reading at this month's Regular meeting.

RECOMMENDATIONS: Move to Regular meeting and Public Hearing

ATTACHMENTS Ordinance

SUBMITTED BY: Caryn Miller, City Manager

DATE: 2/2/2018

Reviewed by:

City Manager

☒

Comments if any:

Fiscal Impact if any: Reduces GF Fund Balance by \$10,000

Other

☐

Attorney if applicable

☒

Comments if any:

ORDINANCE 17-688

AN ORDINANCE AMENDING THE CITY OF MILLERSVILLE FISCAL YEAR 2017-2018 BUDGET ORDINANCE 17-674 TO PROVIDE FOR EXPENDITURES AND REVENUES FOR THE CONTRACTED BUILDING OFFICIAL; FURTHER PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Governing Body for the City of Millersville has identified necessary adjustments to the budgeted amounts for revenues and expenses anticipated after the budget adoption; and

WHEREAS, an annual budget was previously passed and entered at large upon the records of this Board of Commissioners; and

WHEREAS, adjustments are necessary to the Appropriation Ordinance to reflect the actual finances of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MILLERSVILLE, that amendments to the Appropriation Ordinance for Fiscal Year ending June 30, 2018, are being made to reflect an increase in General Fund Expenditures in the amount of \$10,000 and an increase in the amount to be Transferred from the General Fund Balance of \$10,000.

SECTION 1. The FY 2017-2018 Approved Budget is amended as follows:

The General Fund Total Appropriations will increase to \$3,222,462 from \$3,212,462; and the estimated General Fund Balance will decrease to \$1,488,805 from \$1,498,805.

SECTION 2. All Ordinances or parts thereof in conflict herewith be, and the same are hereby repealed.

SECTION 3. This Ordinance shall become effective immediately upon passage, the public welfare requiring it.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Timothy Lassiter, Mayor

Attest:

Approved to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Robert Wheeler, Jr., City Attorney

**Budget Amendment Ordinance 17-688
01/02/2018**

**GENERAL FUND
OPERATING EXPENSES**

Codes Department

Account#	Line Item	Budgeted	Projected Year End	Increase+/ -Decrease	Net Effect
10-411-2210	Contractual Services	\$ 4,500.00	\$ 14,500.00	\$ 10,000.00	
Total Operating Expense General Fund		\$ 4,500.00	\$ 14,500.00	\$ 10,000.00	\$ 10,000.00

Revenue Sources

Account#	Line Item	Budgeted	Projected Year End	Increase+/ -Decrease	Net Effect
10-3710	From Fund Balance	\$ 201,125.00	\$ 211,125.00	\$ 10,000.00	
Total Revenue Source General Fund		\$ 201,125.00	\$ 211,125.00	\$ 10,000.00	\$ (10,000.00)
					\$ 0

Revenue-Expense net effect

ORDINANCE 17-674**AMENDMENT#3
2/5/18 Ord#17-688****AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2017 THROUGH JUNE 30, 2018**

- Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

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

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Local Taxes	\$1,286,480	\$1,395,488	\$1,538,555
Licenses & Permits	\$27,200	\$38,050	\$40,500
Intergovernmental Revenue	638,253	654,557	632,900
Charges for Services	29,300	30,500	27,500
Fines and Forfeitures	256,327	373,500	351,500
Miscellaneous Revenue	60,678	152,476	29,600
Other Financing Sources	-	390,782	-
Total Revenue	\$2,298,238	\$3,035,353	\$2,620,555
Fund Balance	\$1,588,945	\$1,470,660	2,090,712
Total Available Funds	\$3,887,183	\$4,506,013	\$4,711,267

State Street Aid Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed	Amendment#1 8/24/17 Ord 17-679
State Gas Tax Revenue	\$ 176,001	\$ 178,000	\$ 178,000	
Miscellaneous Revenue	\$ 13,141	\$ 8,470	\$ 7,450	
Transfer from General Fund	\$ 104,916	\$ 27,883	\$ 50,731	+ 14,843=\$65,574
Total Revenue	\$ 294,058	\$ 214,353	\$ 236,181	\$251,024
Fund Balance	\$ 549,297	\$ 298,252	\$ 418,859	
Total Available Funds	\$ 843,355	\$ 512,605	\$ 655,040	\$ 669,883

Drug Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Drug Fines & Revenue	\$ 27,751	\$ 19,370	\$ 23,030
Total Revenue	\$ 27,751	\$ 19,370	\$ 23,030
Fund Balance	\$ 28,601	\$ 24,583	\$ 28,271
Total Available Funds	\$ 56,352	\$ 43,953	\$ 51,301

Solid Waste Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Service Fees	\$ 412,164	\$ 407,000	\$ 410,000
Miscellaneous Revenue	\$ 3,084	\$ 18,300	\$ 2,650
Total Revenue	\$ 415,248	\$ 425,300	\$ 412,650
Fund Balance	\$ 464,894	\$ 433,237	\$ 461,547
Total Available Funds	\$ 880,142	\$ 858,537	\$ 874,197

Stormwater Utility Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Stormwater Utility Fees	\$ 71,041	\$ 153,000	\$ 153,000
Miscellaneous Revenue	\$ 6	\$ 545	\$ 545
Total Revenue	\$ 71,047	\$ 153,545	\$ 153,545
Fund Balance	\$ -	\$ 40,303	\$ 37,399
Total Available Funds	\$ 71,047	\$ 193,848	\$ 190,944

Sewer Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Sewer User Fees	\$ 867,224	\$ 905,000	\$ 930,000
Sewer Tap Fees	\$ 16,775	\$ 25,000	\$ 25,000
Other Fees	\$ 41,444	\$ 65,750	\$ 63,050
Non-Operating Revenue	\$ 4,769	\$ 8,100	\$ 8,500
Other Financing Sources	\$ -	\$ -	\$ 518,000
Total Revenue	\$ 930,212	\$ 1,003,850	\$ 1,544,550

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed	Amendment#1 8/24/17 Ord 17-679	Amendment#3 2/5/18 Ord 17-688
General Government (inc.Dev&Codes)	\$ 601,003	\$ 648,964	\$ 813,963		+10,000=\$823,963
Police Department (& City Court)	\$ 1,123,291	\$ 1,241,786	\$ 1,235,502	+25,000=\$1,260,502	
Fire Department	\$ 272,629	\$ 225,795	\$ 726,938		
Parks and Recreation	\$ 134,213	\$ 103,934	\$ 133,014		
Debt Service	\$ 180,471	\$ 166,939	\$ 212,471		
Transfer to Street	\$ 104,916	\$ 27,883	\$ 50,731	+14,843=\$65,574	
Capital		\$ -	\$ -		
Total Appropriations	\$ 2,416,523	\$ 2,415,301	\$ 3,172,619	\$ 3,212,462	\$3,222,462

State Street Aid Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed	Amendment#1 8/24/17 Ord 17-679	Amendment#2 11/21/17 Ord 17-682
Street Expenditures	\$ 161,002	\$ 93,746	\$ 164,181	+14,843=\$179,024	
Capital	\$ 384,101	\$ -	\$ 200,000		+40,000=\$240,000
Total Appropriations	\$ 545,103	\$ 93,746	\$ 364,181	\$ 379,024	\$ 419,024

Drug Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Police Dept Drug Expenditures	\$ 31,769	\$ 15,682	\$ 23,030
Total Appropriations	\$ 31,769	\$ 15,682	\$ 23,030

Solid Waste Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Operating Expenditures	\$ 353,668	\$ 396,990	\$ 409,612
Capital	\$ 93,237	\$ -	\$ 150,000
Total Appropriations	\$ 446,905	\$ 396,990	\$ 559,612

Stormwater Utility Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Operating Expenditures	\$ 27,264	\$ 141,449	\$ 107,017
Capital	\$ 3,480	\$ 15,000	\$ 10,000
Total Appropriations	\$ 30,744	\$ 156,449	\$ 117,017

Sewer Fund	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Proposed
Operating Expenses	\$ 791,657	\$ 935,357	\$ 949,640
Non-Operating Expenses	\$ 1,444	\$ 24,495	\$ 25,000
Debt Service	\$ 160,530	\$ -	\$ 23,971
Capital	\$ 559,162	\$ 332,500	\$ 704,000
Total Appropriations	\$ 1,512,793	\$ 1,292,352	\$ 1,702,611

At the end of the 2018 fiscal year, the governing body estimates fund balances/deficits as follows:

SECTION 3.

		Amendment#1 8/24/17 Ord.17-679	Amendment#2 11/21/17 Ord.17-682	Amendment#3 1/2/18 Ord.17-688
General Fund	\$ 1,538,648	-39,843=\$1,498,805		-10,000=\$1,488,805
State Street Aid Fund	\$ 290,859		-40,000=\$250,859	
Drug Fund	\$ 28,271			
Solid Waste Fund	\$ 314,585			
Stormwater Fund	\$ 73,927			
Sewer Fund	\$ -			

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal (current yr)	Interest (current yr)	Principal outstanding @ 6/30/18
Bonds	\$ -	\$ -	\$ -
State Revolving Loan	\$ 22,695	\$ 1,276	\$ 443,505
Loan Agreements	\$ 157,842	\$ 32,910	\$ 863,595
Capital Leases	\$ 31,984	\$ 2,256	\$ 33,093
Other Debt	\$ -	\$ -	\$ -
Total	\$ 212,521	\$ 36,442	\$ 1,340,193

SECTION 5. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 6. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the *Tennessee Code Annotated*, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9. There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Robertson County.

There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2017, the public welfare requiring it.

Passed First Reading: May 16, 2017

Public Hearing: June 20, 2017

Passed Second and Final Reading: June 20, 2017

BOARD OF COMMISSIONERS

Timothy F. Lassiter
Timothy F. Lassiter, Mayor

Attest:

Holly L. Murphy
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

Robert G. Wheeler, Jr.
Robert G. Wheeler, Jr., City Attorney



City of Millersville Summary and Recommendation

Item # 4

SUBJECT: Ordinance 18-⁶⁸⁹869 adopting the 2015 Building Code

BACKGROUND: We are currently under the 2006 Building Code. We need to adopt the 2012 or 2015 Code instead. Staff recommends we adopt the 2015 version.

RECOMMENDATIONS: Move to First Reading

ATTACHMENTS Ordinance

SUBMITTED BY: Caryn Miller, City Manager

DATE: 2/2/2018

Reviewed by:

City Manager

☒

Comments if any:

Fiscal Impact if any: None

Other

☐

Attorney if applicable

☒

Comments if any:

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 18-689

AN ORDINANCE TO AMEND THE MILLERSVILLE CODE OF ORDINANCES, CHAPTER 18, *BUILDINGS AND BUILDING REGULATIONS* AND CHAPTER 34, *FIRE PREVENTION AND PROTECTION* TO UPDATE THE CITY'S BUILDING CODES.

WHEREAS, the City of Millersville's Building Official recommend adopting the following changes to the building codes; and

WHEREAS, the related offices within the State of Tennessee require adopting subsequent and updated codes every six years.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee, that the Millersville Code of Ordinances, Chapter 18 and Chapter 34, be amended as follows in Exhibit A made a part of this Ordinance.

THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading _____

Public Hearing _____

Passed Second Reading _____

BOARD OF COMMISSIONERS

By: _____
Tim Lassiter, Mayor

ATTEST

By: _____
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

By: _____
Robert G. Wheeler, Jr., City Attorney

EXHIBIT A

Section 1:

Amending Section 18-31, (a) and (b) to read as follows:

Sec. 18-31. *International Building Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Building Code, 2015 edition*, together with appendices B, *Board of Appeals*; G, *Flood-Resistant Construction*; I, *Patio Covers* and J, *Grading* is hereby adopted by reference with the following revisions as if copied fully in this section:

Section 101.1 Insert: City of Millersville

Section 1612.3 Insert: City of Millersville

Section 1612.3 Insert: January 15, 2008

- (b) **Amendments to the 2015 IBC**

Delete Chapter 11 in its entirety (accessibility) and replace with 2010 Edition of the American with Disabilities Act.

- (c) Delete all other appendices.

- (d) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 2:

Amending Section 18-61, (a) and (b) to read as follows:

Sec. 18-61. The adopted electrical code to be the same as the current state adopted code; ~~effect of conflict; official.~~

- (a) ~~The *International Code Council Electrical Code—Administrative Provisions, 2006 edition* is hereby adopted by reference with the following revision as if copied fully in this section:~~

~~Section 101.1 Insert: City of Millersville~~

- (b) ~~Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.~~

Section 3:

Amending Section 18-81, (a) and (b) to read as follows:

Sec. 18-121. The *International Swimming Pool and Spa Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Swimming Pool and Spa Code, 2015 edition* is hereby adopted by reference with the following revisions as if copied fully in this section

Section 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 4:

Amending Section 18-121, (a) and (b) to read as follows:

Sec. 18-121. The *International Existing Building Code, 2015 edition*, adopted; effect of conflict; official.

- (c) The *International Existing Building Code, 2015 edition* is hereby adopted by reference with the following revisions as if copied fully in this section

Section 101.1 Insert: City of Millersville

Section 1301.2 Insert: (January 5, 1982)

- (d) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 5:

Amending Section 18-151, (a) and (b) to read as follows:

Sec. 18-151. The *International Fuel Gas Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Fuel Gas Code, 2015 edition* is hereby adopted by reference with the following revisions as if copied fully in this section:

Section 101.1 Insert: City of Millersville

Section 108.4 Insert: (Civil Penalties) (\$50.00 per day) (the authority of the court of the City of Millersville)

Section 108.5 Insert: (less than \$50.00 or more than \$50.00 per day)

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 6:

Amending Section 18-181, (a) and (b) to read as follows:

[Ordinance 18-689]

Sec. 18-181. The *International Residential Code for One- and Two-Family Dwellings, 2006 edition*, adopted; effect of conflict; official.

- (a) The *International Residential Code for One- and Two-Family Dwellings, 2015 edition* together with appendices A, *Sizing and Capacity of Gas Piping*; E, *Manufactured Housing used as Dwellings*; H, *Patio Covers*; J, *Existing Buildings and Structures*; L, *Permit Fees*; M, *Home Daycare/R-3 Occupancy*; N, *Venting Methods*; is hereby adopted by reference with the following revisions as if copied fully in this section.

Section 101.1 Insert: City of Millersville

Section P2603.5.1 Insert: (18 inches; a minimum of 18 inches below grade with all state rules and regulation requirements met.)

- (b) Section R313.2 One and two family automatic sprinkler systems. Delete per TCA 68-120-101.
- (c) Section R313.1 Townhome automatic fire sprinkler systems amend per State Fire Marshal rule 0780-02-23. Shall not be required in three or fewer stories with less than 5,000 gross square feet and three or fewer stories if each unit is separated by a two hour fire wall.
- (d) Section N1101-N1104 Deleted and replaced with: N1101.1 Scope. The provisions of the 2009 International Energy Conservation Code shall regulate the energy efficiency for the design and construction of buildings regulated by this code.
- (e) Delete Chapters 34 - 43 of the 2015 IRC and replace with the edition of the NEC as adopted and enforced by the State Fire Marshall's Office.
- (f) Delete all other appendices.
- (g) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 7:

Amending Section 18-211, (a) and (b) to read as follows:

Sec. 18-211. The *International Mechanical, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Mechanical Code, 2015 edition* is hereby adopted by reference with the following revision as if copied fully in this section.

Section 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 8:

Amending Section 18-171, (a) and (b) to read as follows:

Sec. 18-171. The *International Plumbing Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Plumbing Code, 2015 edition* is hereby adopted by reference with the following revision as if copied fully in this section:
Section 101.1 Insert: City of Millersville
- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 8:

~~Repeal Article XI. *Swimming Pool Code* as it is replaced in full with *Appendix G. Swimming Pools, Spas and Hot Tubs, of the International Residential Code for One and Two Family Dwellings, 2006 edition*, as listed above in section 5 of this ordinance.~~

Section 9:

Amending Section 18-331, (a) and (b) to read as follows:

Sec. 18-331. The *International Property Maintenance Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Property Maintenance Code, 2015 edition* is hereby adopted by reference as if copied fully in this section with the following revisions:
 - Section 101.1 Insert: City of Millersville.
 - Section 302.4 Insert: over eight (8) inches
 - Section 304.14 Insert: from first day of March to the last day of October
 - Section 602.3 Insert: from the first day of September to the last day of the following May
 - Section 602.4 Insert: from the first day of September to the last day of the following May
- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 10:

Adding Section 18-351, (a), (b) and (c) to read as follows:

Sec. 18-351. The *International Energy Conservation Code, 2009 edition*, adopted; effect of conflict; official.

- (a) The *International Energy Conservation Code, 2009 edition* is hereby adopted by reference with the following revisions as if copied fully in this section:

Section: 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

- (c) When reference in the code adopted by this section is made to a certain official named therein, that designated official of the city who has duties corresponding to those of the named official in such code shall be deemed to be the responsible official insofar as enforcing the provisions of such code are concerned.

Section 11:

Amending Section 34-71, (a), (b) and (c) to read as follows:

Sec. 18-31. *International Fire Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Fire Code, 2015 edition*, together with appendices D, is hereby adopted by reference with the following revisions as if copied fully in this section:

Section 101.1 Insert: City of Millersville

Section 109.4 Insert: “civil penalty”, “\$50.00 per violation”, “the authority of the court of the City of Millersville”.

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

- (c) When reference in the code adopted by this section is made to a certain official named therein, that designated official of the city who has duties corresponding to those of the named official in such code shall be deemed to be the responsible official insofar as enforcing the provisions of such code are concerned.

Section 12:

Sec. 18-XXX. *NFPA 101 Life Safety Code, 2015 edition*.



City of Millersville Summary and Recommendation

Item # 5

SUBJECT: Discussion related to new Development Services Fee Schedule proposed Resolution 18-R-01.

BACKGROUND: These are the proposed new Development Services fees that Michael Barr has recommended. He has had many discussions with the Engineers as well as other entities and feels these rates are appropriate.

RECOMMENDATIONS: Move to Regular Meeting

ATTACHMENTS Resolution and side by side comparison

SUBMITTED BY: Caryn Miller, City Manager

DATE: 2/2/2018

Reviewed by:

City Manager ☒ **Comments if any:**

Fiscal Impact if any: None at this time

Other ☐ _____

Attorney if applicable ☐ **Comments if any:**

RESOLUTION 18-R-01

A RESOLUTION TO SET CERTAIN FEES CHARGED BY THE CITY OF MILLERSVILLE, TENNESSEE FOR VARIOUS MUNICIPAL SERVICES.

WHEREAS, The City of Millersville provides certain municipal services to a wide variety of entities requesting and/ or requiring those services; and

WHEREAS, the provision of those services generally provides benefit to all people and entities residing in or conducting business with the City of Millersville; and

WHEREAS, on occasion the benefits resulting from the provision of some municipal services are enjoyed by individuals rather than the general population of the City; and

WHEREAS, the City of Millersville is empowered by state law to charge fees to recover some of the cost of providing certain services; and

WHEREAS, it is prudent that the City's Governing Body occasionally review and adjust fees so that expenses incurred by the City in supplying certain municipal services are adequately met by the associated fees.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Millersville, Tennessee that fees shall be revised as follows in Exhibit A attached and that they may be amended occasionally by Resolution:

IT IS SO RESOLVED AND DONE on this 20th day of February, 2018

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

EXHIBIT A

The City of Millersville, TN Development Services Fees

Applications:

Rezoning	\$300.00
Annexation	\$250.00
Variance, Special Exception/Use, Appeal (BZA)	\$400.00
Variance for Residential Accessory Structures	\$ 50.00
Minor Subdivision Plat (with five or fewer lots)	\$300.00
Major Subdivision Plat (with more than five lots)	
Sketch Plat	\$250.00
Preliminary Plat inc. Development Agreement	\$350.00 + \$20.00 per lot
Final Plat	\$250.00
Performance/Surety Bond	\$200.00
Commercial & Industrial Site Plans	
Single Building	\$200.00
Multiple Buildings	\$300.00
Multiple Buildings w/Multiple Zonings	\$450.00
Development Agreement	\$250.00
Planned Unit Development Site Plan	
PUD Master Plan	\$950.00 plus \$25 per acre
PUD Agreement	\$500.00

Engineering and/or Survey Reviews:

**Review Fees are in addition to Application Fees*

Minor Subdivision Plat (with five or fewer lots)	\$250.00 + \$15.00 per lot
with new on-site Public Infrastructure	add \$500.00 + \$25.00 per lot
Major Subdivision Plat (with more than five lots)	
Preliminary Plat	\$350.00 + \$15.00 per lot
with new on-site Public Infrastructure	add \$900.00 + \$25.00 per lot
Final Plat	\$200.00 + \$10.00 per lot
Performance/Surety Bond	\$300.00 + \$25.00 per lot
Any Statutorily Exempt Subdivision (no resulting lots less than 5 acres)	No Charge
Commercial & Industrial Site Plan	
Single Building	\$350.00 + \$0.05 per building square foot
Multiple Buildings	\$450.00 + \$0.05 per building square foot
Planned Unit Development Site Plan	
Residential	\$1250.00 + \$25.00 per lot or unit
Commercial	\$750.00 + \$50.00 per lot or building
Development Agreement	\$300.00
Projects with New Public Infrastructure	add \$100.00 per acre
Public Infrastructure Extensions & Improvements (off-site)	
Sewer for Residential Projects	\$300.00 + \$0.50 per linear foot
Sewer for Commercial/Industrial Projects	\$400.00 + \$0.50 per linear foot
Roadways for All Projects	\$400.00 + \$0.50 per lane linear foot

Any Parcels with FEMA FIRM 100 yr Floodplain and/or Floodway	
Floodplain Encroachment Review	\$200.00
Floodway Encroachment Review	\$500.00

Please note: *Review Fees for each additional review required after the first revised plan submittal = 50% of the original Review Fees*

Inspections:

Public Infrastructure	
Sewer Mains for Residential Projects	\$ 50.00 per Unit/Connection + \$1.00 per linear foot
Sewer Mains for Commercial/Industrial Projects	\$100.00 per Unit/Connection + \$1.00 per linear foot
Sewer Connection for Residential Units	\$100.00 per Connection
Sewer Connection for Commercial/Industrial Units	\$150.00 per Connection
Roadways for All Projects	\$ 2.00 per lane linear foot
Sidewalks for All Projects	\$ 1.00 per linear foot
Stormwater/Drainage Systems	to be determined by project size

Land Disturbance Permit (without an active Building Permit) **Requires NPDES Stormwater Construction Permit*

Commercial/Industrial	\$200.00 + \$100.00 per disturbed acre
Residential	\$200.00 + \$ 50.00 per disturbed acre
Inspection Fee after a Violation	\$200.00 per disturbed acre

Miscellaneous Permits:

Driveway Connection Permit – Residential	\$100.00
Driveway Connection Permit - Commercial/Industrial	\$200.00
Street Cut & Patch Permit	\$200.00
Conditional or Temporary Use Permit	\$200.00
Burn Permit	\$ 5.00
Demolition Permit	\$100.00
Structure Moving Permit (Ready Removables Exempt)	\$200.00
Temporary Construction Office Trailer	\$100.00 with Construction or Building Permit
Pool Permit	
Above Ground (>24 inches high)	\$ 50.00
In Ground	\$100.00
Sign Permit	
Residential Districts & Uses	\$ 50.00
All Subdivisions & Commercial & Industrial Uses	\$200.00

Miscellaneous Fees:

Letter of Zoning Verification	\$ 25.00 per parcel
Letter of Sewer Availability	\$ 25.00 per parcel or proposed lot/unit
Preliminary Inspection Fee	\$ 75.00
Re-inspection Fee (non-violations)	\$ 75.00
Road Maintenance Fee	
Single Family	\$ 75.00
Multifamily	\$ 50.00 per unit
Commercial & Industrial	\$100.00 per 1,000 building square foot

The City of Millersville, TN
Development Services Fees

Comparison of Proposed v. Current Fees

	Proposed Fees (2018)	Current Fees (2016)
<u>Applications:</u>		
Rezoning	\$300.00	\$300.00
Annexation	\$250.00	\$150.00
Variance, Special Exception/Use, Appeal (BZA)	\$400.00	\$400.00
Variance for Residential Accessory Structures	\$50.00	\$50.00
Minor Subdivision Plat (with five or fewer lots)	\$300.00	\$300.00
Major Subdivision Plat (with more than five lots)	n/a	\$350.00 per Plat + \$10.00 for every lot over five
Sketch Plat	\$250.00	n/a
Preliminary Plat inc. Development Agreement	\$350.00 + \$20.00 per lot	n/a
Final Plat	\$250.00	n/a
Performance/Surty Bond	\$200.00	n/a
Commercial & Industrial Site Plans		
Single Building	\$200.00	\$200.00
Multiple Buildings	\$300.00	\$300.00
Multiple Buildings w/Multiple Zonings	\$450.00	n/a
Development Agreement	\$250.00	n/a
Planned Unit Development Site Plan		
PUD Master Plan	\$950.00 plus \$25 per acre	\$950.00 + \$10 per acre over 2 acres
PUD Agreement	\$500.00	n/a
<u>Engineering and/or Survey Reviews:</u>		
<i>*Review Fees are in addition to Application Fees</i>		
Minor Subdivision Plat (with five or fewer lots)	\$250.00 + \$15.00 per lot	\$350.00 + \$15 per residential dwelling
with New On-site Public Infrastructure	add \$500.00 + \$25.00 per lot	\$300.00 for more than single family + Inspection f
Major Subdivision Plat (with more than five lots)		
Preliminary Plat	\$350.00 + \$15.00 per lot	\$350.00 + \$15 per residential dwelling
with New On-site Public Infrastructure	add \$900.00 + \$25.00 per lot	\$300.00 for more than single family + Inspection f
Final Plat	\$200.00 + \$10.00 per lot	n/a
Performance/Surty Bond	\$300.00 + \$25.00 per lot	n/a
Any Statutorily Exempt Subdivision (no resulting lots less than 5 acres)	No Charge	n/a

Commercial & Industrial Site Plan		
Single Building	\$350.00 + \$0.05 per building square foot	\$350.00 + \$0.03 per building Square Foot
Multiple Buildings	\$450.00 + \$0.05 per building square foot	\$350.00 + \$0.03 per building Square Foot
Planned Unit Development Site Plan		
Residential	\$1250.00 + \$25.00 per lot or unit	\$950.00 plus \$10 per acre for anything over 2 acres
Commercial	\$750.00 + \$50.00 per lot or building	\$950.00 plus \$10 per acre for anything over 2 acres
Planned Unit Development Master Plans Revisions	50% of original fee	
Minor	n/a	\$400.00
Major	n/a	\$500.00
Development Agreement	\$300.00	n/a
Projects with New Public Infrastructure	add \$100.00 per acre	
Public Infrastructure Extensions & Improvements (off-site)		
Sewer for Residential Projects	\$300.00 + \$0.50 per linear foot	\$300.00 + Inspection fees - more than single family
Sewer for Commercial/Industrial Projects	\$400.00 + \$0.50 per linear foot	\$400.00 + inspection fees
Roadways for All Projects	\$400.00 + \$0.50 per lane linear foot	n/a

Inspections:

Public Infrastructure		
Sewer Mains for Residential Projects	\$50.00 per Unit/Connection + \$1.00 per linear foot	n/a
Sewer Mains for Commercial/Industrial Projects	\$100.00 per Unit/Connection + \$1.00 per linear foot	\$350.00 + \$0.03 per building Square Foot
Sewer Connection for Residential Units	\$100.00 per Connection	\$50.00 per Residential unit
Sewer Connection for Commercial/Industrial Unit:	\$150.00 per Connection	n/a
Roadways for All Projects	\$2.00 per lane linear foot	n/a
Sidewalks for All Projects	\$1.00 per linear foot	n/a
Stormwater/Drainage Systems	to be determined by project size	n/a

Any Parcels with FEMA FIRM Floodway and/or 100 yr Floodplain

Floodplain Encroachment Review	\$200.00	\$200.00
Floodway Encroachment Review	\$500.00	\$300.00
Please note: Review Fees for each additional review required after the first revised plan submittal = 50% of the original Review Fees		n/a

Land Disturbance Permit (without an active Building Permit)**Requires NPDES Stormwater Construction Permit*

Commercial/Industrial	\$200.00 + \$100.00 per disturbed acre	\$300.00 for first acre + \$50 for any portion above one acre
Residential	\$200.00 + \$ 50.00 per disturbed acre	\$250.00 for first acre + \$50 for any portion above one acre
Inspection Fee after a Violation	\$200.00 per disturbed acre	\$200.00 per disturbed acre

Miscellaneous Permits:

Driveway Connection Permit - Residential	\$100.00	\$100.00
Driveway Connection Permit - Commercial/Industrial	\$200.00	\$100.00
Street Cut & Patch Permit	\$200.00	\$100.00
Conditional or Temporary Use Permit	\$200.00	\$200.00
Burn Permit	\$5.00	\$5.00
Demolition Permit	\$100.00	\$100.00
Structure Moving Permit (Ready Removables Exempt)	\$200.00	\$200.00 Structure & \$150.00 Mobile Home
Temporary Construction Office Trailer	\$100.00 with Construction Permit	\$100.00
Pool Permit		
Above Ground (≥24 inches high)	\$50.00	\$15.00
In Ground	\$100.00	\$100.00
Sign Permit		
Residential Districts & Uses	\$50.00	\$50.00
All Commercial & Industrial Uses	\$200.00	\$50.00

Miscellaneous Fees:

Letter of Zoning Verification	\$25.00 per parcel	\$25.00
Letter of Sewer Availability	\$25.00 per parcel or proposed lot / unit	\$25.00
Preliminary Inspection Fee	\$75.00	n/a
Re-inspection Fee (non-violations)	\$75.00	\$50.00
Road Maintenance Fee		
Single Family	\$75.00	\$75.00
Multifamily	\$50.00 per unit	\$275.00 for Mobile Home Parks



City of Millersville Summary and Recommendation

Item # 6

SUBJECT: Discussion related to take home vehicle policy.

BACKGROUND: This item was tabled at last meeting to be place on this agenda for discussion

RECOMMENDATIONS: Move to Regular Meeting

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 2/2/2018

Reviewed by:

City Manager

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Comments if any:

Fiscal Impact if any: None at this time

Other

☐

Attorney if applicable

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Comments if any:



City of Millersville Summary and Recommendation

Item # 7

SUBJECT: Discussion related to second surgery for the City Manager.

BACKGROUND: This item was tabled at last meeting to be place on this agenda for discussion

RECOMMENDATIONS: Move Special Meeting after Work Session for vote

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 2/2/2018

Reviewed by:

City Manager

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Comments if any:

Fiscal Impact if any: None at this time

Other

☐

Attorney if applicable

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Comments if any: