

Work Session Agenda
Monday, March 3, 2025, at 6:00 PM
At Millersville City Hall

- 1. Call to Order.**
- 2. Invocation and Pledge of Allegiance.**
- 3. City Department Updates.**
 - A. Administration Update**
 - B. Financial Statement Updates**
 - C. Permits and Codes**
 - Stormwater**
 - Planning and Zoning**
 - Building Inspections**
 - D. Parks Department**
 - E. Fire Department**
 - F. Police Department**
 - G. Public Works Department**
- 4. Mayor Atwood's appointment of Tony Paparelli to the BZA.**
- 5. Discussion on property owners' request for annexation of property located at 1824 U.S. 31W, White House, TN 37188.**
- 6. Discussion on updated planning commission ordinance.**
- 7. Discussion on beer board ordinance changes.**
- 8. Updates on sidewalk project.**
- 9. Updates on stormwater/sewer project.**
- 10. Discussion on budget status.**
- 11. Discussion on EFT utilities payments.**
- 12. Discussion on the refurbishment/replacement of the city's signs on HWY 31W.**

13. Discussion on updating the City of Millersville website.

14. Citizens' Comments.

15. City Manager's Comments.

16. Commissioners' Comments.

17. Adjournment

PERMITS AND CODES
STORMWATER
PLANNING AND ZONING
BUILDING INSPECTIONS



Codes Enforcement Department & Stormwater Department

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

DATE: Feb 2025

TO: Michael Gorham Interim City Manager; Commissioners

FROM: Sarah Left, Planning and Codes Director

SUBJECT: Monthly Report for Commission

Department Updates:

Code Enforcement:

1 City Court cases- dismissed and closed (Feb)

- 4 coming up in March for City Court

2 Code Cases being reviewed for county courts

4 upcoming inspections for code compliance

Stormwater:

- TDEC will be doing an audit March 11th and 12th
- Speedway Stormwater case- track-out
- Auto shop Stormwater case- track-out

Notes:

No update on Shane Trucking, pending legislation is still ongoing



Planning & Zoning Department

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

Planning and Zoning Division

DATE: Feb 2025

TO: Michael Gorham Interim City Manager; Commissioners

FROM: Sarah Left, Planning and Codes Director

SUBJECT: Monthly Report for Commission

Department Updates:

Permits-

Permit revenue totaling \$40,297.38 for January

Permit revenue totaling \$5,279.06 for February, reviewing an additional 6 permit submissions submitted this month

- Attached Report

City Planner, GNRC-

- Attached Report

City Engineer, Neel Schaffer-

- Attached Report

City Building Inspector- Special Inspections LLC-

- Attached Report

Permit Report

1/1/2025 - 2/28/2025

Permit #	Permit Date	Permit Type	Main Status	Description	County	Square Feet	Parcel Address	Total Fees
17916	2/27/2025	1. Build Permit - New House	Ready to Issue	New Build	Robertson	3,116	5040 SNOW OWL CT	\$4,607.88
17915	2/25/2025	1. Build Permit - New House or Addition	In-Review	Addition	Robertson	816	1030 SASSAFRAS LN	
17914	2/20/2025	Occupancy Inspection	Approved	Final Inspections	Robertson	0	1820 Hwy 31W	\$110.00
17913	2/20/2025	Occupancy Inspection	In-Review		Robertson	0	1820 Hwy 31W	
17912	2/18/2025	1. Build Permit - New House	In-Review	New Build	Robertson	3,116	1330 BETHEL RIDGE DR	
17911	2/14/2025	Pool	Approved	Pool and deck	Sumner	0	1418 Slaters Creek Road	\$110.00
17910	2/14/2025	1. Build Permit - New House or Addition	In-Review	Retro Active Permit for Addition	Sumner	352	135 CRAWFORD HILL ROAD	
17909	2/13/2025	1. Build Permit - New House	In-Review	New Build	Robertson	2,463	1350 BETHEL RIDGE DR	
17908	2/13/2025	Occupancy Inspection	In-Review	Petitt Heating and Cooling	Robertson	0	1820 Hwy 31W UNIT 3	\$110.00
17907	2/7/2025	Land Disturbance/Er	Approved	Land Disturbance	Robertson	0	3266 KELLY WILLIS RD	\$200.00
17906	2/3/2025	----	In-Review		Robertson	0	7524 BETHEL RD	
17905	1/30/2025	1. Build Permit - New House	Approved	NEW BUILD	Robertson	2,244	1314 Bethel Ridge Rd	\$3,796.92
17904	1/30/2025	1. Build Permit - New House	Approved	New Build	Robertson	2,774	5065 SNOW OWL CT	\$4,289.82
17903	1/30/2025	1. Build Permit - New House	Approved	New Build	Robertson	1,845	5050 SNOW OWL CT	\$3,425.85
17902	1/28/2025	1. Build Permit - New House	Approved	NEW BUILD	Robertson	2,004	5053 SNOW OWL CT	\$3,573.72
17901	1/28/2025	1. Build Permit - New House	Approved	New Build	Robertson	2,463	5071 SNOW OWL CT	\$4,000.59
17900	1/27/2025	1. Build Permit - New House or Addition	Approved	New Build	Robertson	1,826	4033 WILDFLOWER WAY	\$3,408.18
17899	1/27/2025	1. Build Permit - New House or Addition	Approved	NEW BUILD	Robertson	1,571	4025 WILDFLOWER WAY	\$3,171.03
17898	1/27/2025	1. Build Permit - New House or Addition	Approved	NEW BUILD	Robertson	1,571	4023 WILDFLOWER WAY	\$3,171.03
17897	1/27/2025	1. Build Permit - New House or Addition	Approved	NEW BUILD	Robertson	1,571	4019 WILDFLOWER WAY	\$3,171.03
17896	1/27/2025	1. Build Permit - New House or Addition	Approved	NEW BUILD	Robertson	1,571	4017 WILDFLOWER WAY	\$3,171.03
17895	1/27/2025	1. Build Permit - New House or Addition	Approved	NEW BUILD	Robertson	1,826	4011 WILDFLOWER WAY	\$3,408.18
17894	1/7/2025	4. Building Permit -	Ready to Issue	Sewer Tap	Robertson	5,500	2164 TED DORRIS RD	\$1,710.00
								\$45,435.26

Total Records: 23

2/28/2025

GNRC- Monthly Summary Report - City Planner

Reviews

Planning Commission

- CREP-Ted Dorris Industrial Concept Plan (Dec 24, Jan 25)
- BeLo Electric Site Plan (Dec 24)
- Reynolds Farm Preliminary Plat (Dec 24, Jan 25)
- Reynolds Farm Site Plan (Dec 24, Jan 25)

Board of Zoning Appeals

- Frazer Variance Request (Jan 25)
- Fat Meats BBQ Variance Request (Jan 25, Feb 25)
- Yellow Brick Fitness Conditional Use (Jan 25)
- Raven Fitness Conditional Use (Feb 25)

Administrative Review

- Phuoc Binh Monastery Addition

Consultations and Meetings

- TDOT – Reynolds Farm (Jan 25)
- TDOT – CREP Ted Dorris (Feb 25)
- TDOT – Reynolds Farm (Feb 25)
- Soccer Complex consultation (Jan 25)

Additional items

- Developing Submittal Calendar for 2025
- Zoning Determination Letter – Reynolds Farm
- Martin Annexation – discussion
- Short Term Rentals – policy research
- Jackson Tiny Houses – discussion
- Jackson Kennel - discussion
- Cassidy Rezoning – discussion
- Munday development - discussion
- Rowe-Mabee Rezoning – discussion
- McDonald development - discussion
- Ted Dorris Accessory Building – discussion
- Pemerton Internal Recreation Facility – discussion



MEMORANDUM

To: Lincoln Atwood, Mayor
Dustin Darnall, Vice-Mayor
Jesse Powell, Commissioner
Tommy Long, Commissioner
David Gregory, Commissioner

- City Engineer

From: Luke Sullivan, City Engineer
Neel-Schaffer, Inc.

CC: Bryan Morris, City Manager

Date: January 17, 2025

Re: **City Engineer's Report**
City of Millersville, Tennessee

Neel-Schaffer, Inc. ("NSI") is pleased to submit this report on municipal engineering services provided to the City of Forest Hills (the "City") to date. The following provides a brief description of development reviews performed on behalf of the City.

Development Reviews

Development reviews performed by NSI on behalf of the City include:

Reynolds Farm

- Received preliminary site and landscaping plans, architectural plans, stormwater calculations, and photometric plans for review on December 23, 2024, with revisions to site and landscaping plans received on December 27, 2024. Returned comments on submittal on December 30, 2024 in advance of approval of site plan and preliminary plat at January 14, 2025 Planning Commission meeting.
- Met with TDOT and City staff on January 14, 2024 to discuss improvements to State Route 41 (US Route 31W, Louisville Highway).
- Meeting with TDOT and applicant scheduled for February 2, 2025 to discuss improvements to State Route 41 (US Route 31W, Louisville Highway).

Ted Donnis Road Industrial Park

- Received preliminary site plans, architectural conceptual designs, photometric plans, hydrologic routing calculations, and a traffic impact study (TIS) for review on December 23, 2024. Returned comments on submittal on January 3, 2024 in advance of discussion at January 14, 2025 Planning Commission meeting.
- Met with TDOT and City staff on January 14, 2024 to discuss improvements to State Route 257 (Bethel Road).

landscape architects
environmental scientists
surveyors
planners
engineers

P: 615.383.8420 | F: 615.383.9984
210 25th Avenue North, Suite 800
Nashville, TN 37203
www.neel-schaffer.com



Currently working with applicant to determine scope of improvements to Ted Dorris Road and possible cost-sharing with City and/or other developers.

Meeting with TDOT and applicant scheduled for February 3, 2025 to discuss improvements to State Route 257 (Bethel Road).



MEMORANDUM



- City Engineer

To: Lincoln Atwood, Mayor
Dustin Darnall, Vice-Mayor
Jesse Powell, Commissioner
David Gregory, Commissioner

From: Luke Sullivan, City Engineer
Neel-Schaffer, Inc.

CC: Michael Gorham, Interim City Manager

Date: February 18, 2025

Re: **City Engineer's Report**
City of Millersville, Tennessee

Neel-Schaffer, Inc. ("NSI") is pleased to submit this report on municipal engineering services provided to the City of Forest Hills (the "City") to date. The following provides a brief description of development reviews performed on behalf of the City.

Development Reviews

Development reviews performed by NSI on behalf of the City include:

Reynolds Farm

- Held meeting with TDOT and applicant on February 4, 2025 to discuss improvements to State Route 41 (US Route 31W, Louisville Highway).
- Returned stamped site plans to applicant on January 30, 2025.
- Held pre-construction meeting with City and applicant on February 10, 2025.
- Follow-up meeting with TDOT and applicant scheduled for February 21, 2025 to discuss intersection of State Route 41 (US Route 31W, Louisville Highway) and Slaters Creek Road.

Teil Dorris Road Industrial Park

- Held meeting with TDOT and applicant on February 3, 2025 to discuss improvements to State Route 257 (Bethel Road). Awaiting TDOT response/recommendations in writing.
- Received updated site plan submittal and landscape variance request from applicant on February 14, 2025. Site plan currently in review by NSI.

Poplar Ridge 31W Subdivision

- Received updated sewer calculations from applicant on February 6, 2025. Returned to applicant with no additional comments on February 15, 2025.

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Sean Hagan – Special Inspections LLC
[REDACTED]

City Building
Inspector

January 7, 2025-(T)-

1-2164 Ted Dorris RD-Fire wall- (building has multiple fire walls to adhere to city sq foot ordinance of 5,000 sq ft.)-passed

January 8, 2025-(T/S)-

1-120 Cove Street- insulation inspection- passed

January 9, 2025-(T/S)

1-1140 Winding Ridge Road- framing rough-in -reject

1-vent for washer

2-rafter above washing machine needs support. It's bearing on single top plate

3-exhaust master bath fans

4-fire block garage to living space

5-ac duct in garage need to be fire protected

6-gas pressure test

7-fire separation basement ceiling at utility room

January 14, 2025-(T/S)

1-1820 Hwy 31W- fire wall- reject -not completed

January 15, 2025-(T/S)

1-1820 Hwy 31W- 2nd fire wall- reject -not completed

2-3110 Creek View Lane- framing reinspect- **reject**- got engineered truss letter – need to support 2nd floor wall where wall is bearing on single top plate and at floor

January 21, 2025-(T/S)

1-7022 Bethel Road – Bethel Baptist – framing questions

January 23, 2025-(T)

1-1820 Hwy 31W- 1st and 2nd fire wall reinspect- **pass**- couple spots need fire caulk will see on final reinspect

January 27, 2025-(T/S)

1-5066 Appalachian Dr-sheathing – reject-spot by side door not nailed

2-5066 Appalachian Dr-framing -**reject**

1-fire block vaulted ceiling

2-add support to 2x6 at side door

3-support floor joist in crawl space

4-tbrace ridge

3-1003 Winding Way- footer **passed**

January 28, 2025-(T/S)

1-2164 Ted Dorris RD- fire wall and pre-final-**reject**

January 29, 2025-(T/S)

1-1820 Hwy 31W- Final- **passed** -building shell only
each tenant will be responsible for pulling and obtaining
a permit and co per unit.

Codes Department

From: Sean <specialinspectionsllc@gmail.com>
Sent: Wednesday, February 26, 2025 3:14 PM
To: Codes Department
Subject: Inspections - I haven't submitted February, but I will copy and paste what we ahve
Attachments: January 2025 inspections.docx

-City Building Inspector

Follow Up Flag: Follow up
Flag Status: Flagged

February 4,2025-(T/S)

1-1343 Shell Road- footer -reject

February 5,2025-(T/S)

1-1343 Shell Road- footer -passed

February 11,2025-(T/S)

1-1820 Hwy 31W -final inspection for co-fail- need fire department approval

2-1820 Hwy 31W- final inspection for co-fail- need fire department approval

3-1140 Winding Ridge Road-framing reinspect/insulation –passed

4-1003 Winding Way-sheathing-passed

5-Ryan Homes- plan review- 2 homes-\$300

February 12,2025-(T/S)

1-1046 Louisville Hwy-consultation for monastery -meet with contractor

2-1046 Louisville Hwy- plan review -spoke with architect – existing structure exemption gets them out of sprinklers for resident-\$300

February 17,2025-(T/S)

1-5053 Snow Owl Ct- lot-66- footer -passed

2-1314 Bethel Ridge Drive – lot-71- footer – passed

February 21,2025-(T)

1-2164 Ted Dorris RD- -final – passed- on are end

1-post 911 address

1- needs Handi-cap bar

2- seal gap at fire wall

3- site work bond needed per city

4- need city fire dept approval

5- occupancy for building is 46

6- building type is IIB

7- Occupancy type is S2- low hazard

February 22,2025-(S)

1-3110 Creek View Lane- insulation – passed

February 25,2025-(T/S)

1-5050 Snow Owl CT – lot-60-footer -passed

2-5065 Snow Owl CT – lot- 65- footer -passed

3-5053 Snow Owl Ct- lot-66-plumbing slab -passed

4-1314 Bethel Ridge Drive – lot-71-plumbing slab -passed

PARKS DEPARTMENT

Revenue By Period - Detail

Start Date: 2/1/2025 12:00 AM

End Date: 2/28/2025 11:59 PM

Payment Methods: CA, CK, CC, IC

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

Revenue Totals

	DEBITS				CREDITS								
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (NET)	Internal CC	Acct Credit	Other	Refunds	Other
PROGRAM REGISTRATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FACILITY RESERVATIONS	\$6,570.00	\$4,200.00	\$4,200.00	\$0.00	\$2,370.00	\$2,370.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(SECURITY DEPOSITS)	\$2,120.00	\$2,120.00	\$0.00	\$0.00	\$2,120.00	\$2,120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOUSEHOLD ACCOUNT CREDIT	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
	<u>\$8,690.00</u>	<u>\$8,690.00</u>	<u>\$4,200.00</u>	<u>\$0.00</u>	<u>\$4,490.00</u>	<u>\$4,490.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

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

Sales Tax

SALES TAX COLLECTED

"Cash" is actually checks received @ city hall

Revenue By Period - Detail

Start Date: 2/1/2025 12:00 AM

End Date: 2/28/2025 11:59 PM

Payment Methods: CA, CK, CC, IC

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

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Convenience Fees

CONVENIENCE FEES ASSESSED	\$139.19	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$139.19
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Programs

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

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

<u>Gross</u>	<u>Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>	<u>CREDITS</u>
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Revenue By Period - Detail

Start Date: 2/1/2025 12:00 AM

End Date: 2/28/2025 11:59 PM

Payment Methods: CA, CK, CC, IC

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

Community Center																								
\$3,780.00	\$3,780.00	\$3,780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Security Deposit:																								
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Pavilion 1																								
\$20.00	\$20.00	\$0.00	\$0.00	\$20.00	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Security Deposit:																								
\$20.00	\$20.00	\$0.00	\$0.00	\$20.00	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Reception Hall																								
\$2,230.00	\$2,230.00	\$420.00	\$0.00	\$1,810.00	\$1,810.00	\$0.00	\$1,810.00	\$1,810.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Security Deposit:																								
\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Room 105																								
\$150.00	\$150.00	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Security Deposit:																								
\$50.00	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Room 106																								
\$350.00	\$350.00	\$0.00	\$0.00	\$350.00	\$350.00	\$0.00	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
Security Deposit:																								
\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00

FIRE DEPARTMENT



Millersville Fire Department

1246 Louisville Highway
Millersville, TN 37072



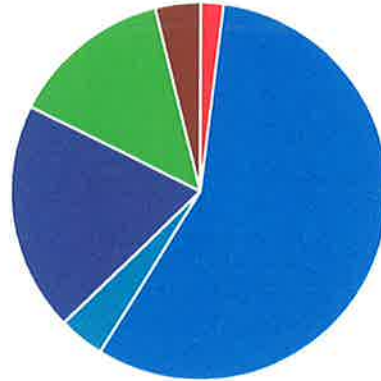
Fire - Incident Types with Monthly Breakdown February 2025

Year to Date Calls: 51

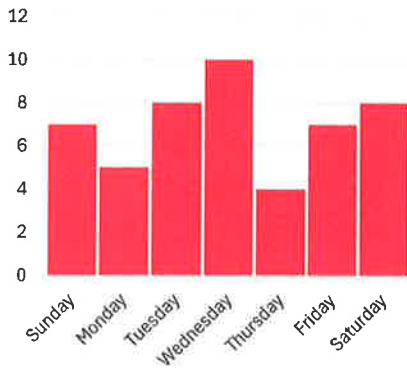
Previous Year to Date: 81

Incident Type Group	Number of Calls
100 - Fire	1
300 - EMS /Crashes	31
400 - HAZMAT	0
500 - Service Call	2
600 - Good Intent	5
700 - False Alarm	9
800 - Natural Disaster	0
Null- No Response	2
Total Calls:	50

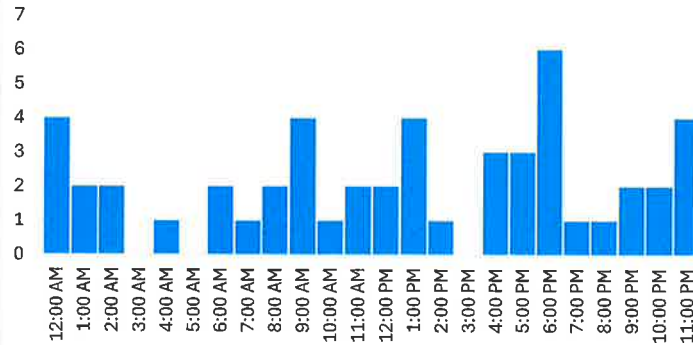
- 100 - Fire
- 300 - EMS /Crashes
- 400 - HAZMAT
- 500 - Service Call
- 600 - Good Intent
- 700 - False Alarm
- 800 - Natural Disaster
- Null- No Response



Calls for service by days of the week.



Calls for service by time of day.



Notes: *Promotion of Bill Mounts to Captain. Preformed a walk through with insurance company rep,
 *Water damage at station 2 due to roof leaks and bathroom plumbing.
 *A new Full time Firefighter/ EMT should be starting on Thursday.
 *FF Green successfully passed his Basic Firefighter training with the Springfield FD
 *FF Roach and Johnson both passed their Hazmat awareness/Ops training also in Springfield
 *5 Members will be participating in a Emergency Medical responder training over the next 2 months. This class will certify the student to respond to the public during medical emergencies. If they all successfully pass the class it will mean 90% of our current members have a medical license.



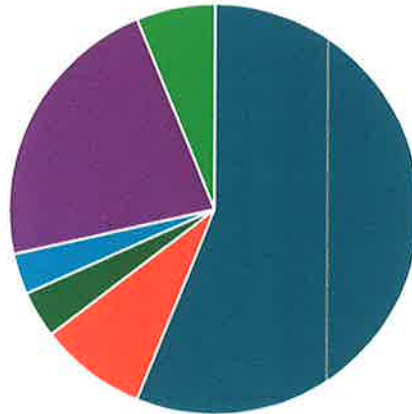
Millersville Fire Department

1246 Louisville Highway
Millersville, TN 37072



Financial Data.		
Category	Amount	Description
Vehicle Repair	\$5,061.67	Rescue 2 - Sservice and Oil Pressure Sensors had to tow, Valve stems
Contractual Services	\$760.50	ESO - Training Module
Training	\$331.25	EMR Books
Turnouts	\$290.66	Helmet parts
Equipment Maintenance	\$2,012.00	Annual Fit test and preventive Maintence on SCBAs.
Fuel for Jan.	\$563.25	Fuel for Dept in Jan. 2025
Total	\$9,019.33	

Chart Title



■ Vehicle Repair
 ■ Contractual Services
 ■ Training
 ■ Turnouts
 ■ Equipment Maintenance
 ■ Fuel for Jan.
 ■

Finacial Notes-

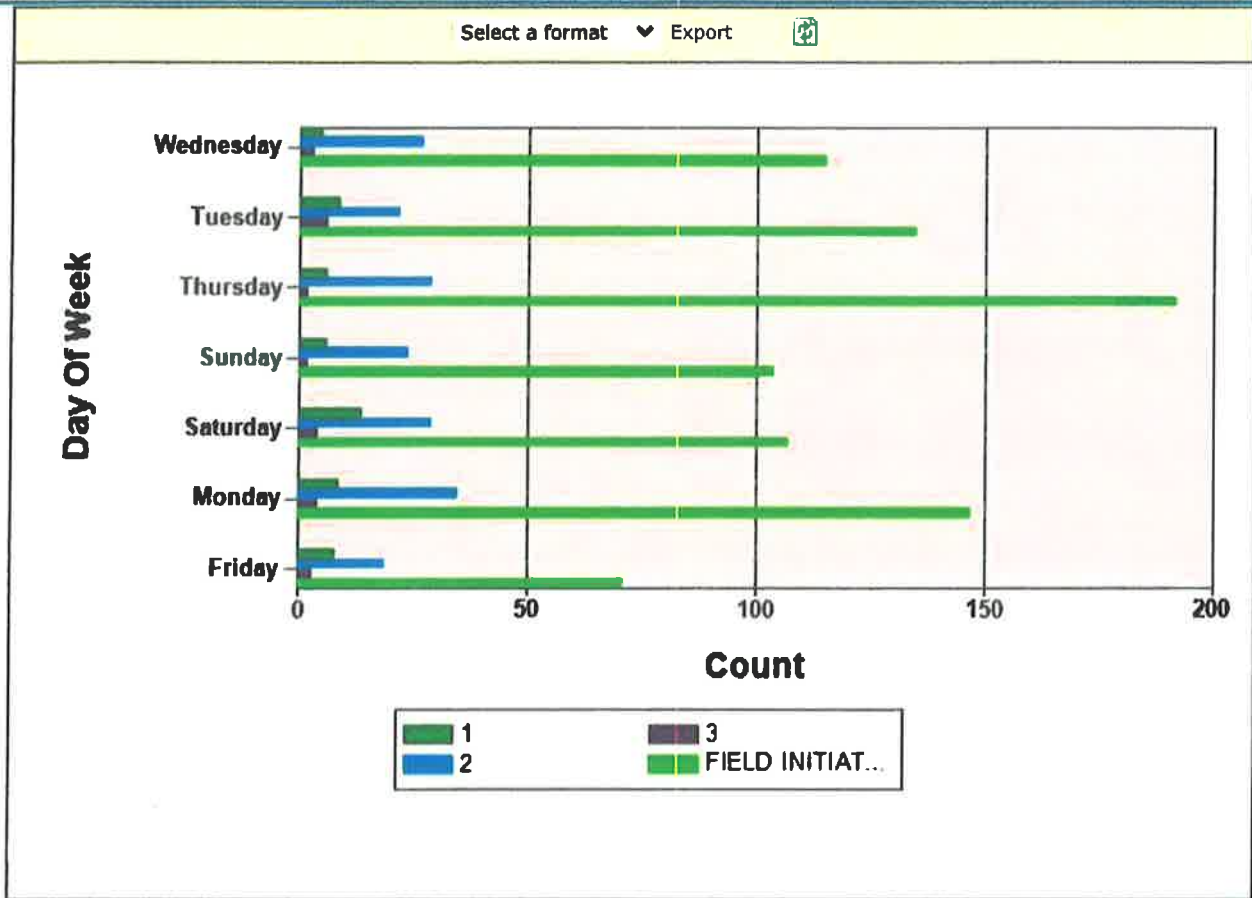
- *Rescue 2 under went a annual service as well as fixed two oil pressor sensors that went bad.
- *We purchased a training module that assist us with keeping track of all the hours of training.
- *We had to order some books for the EMR Cass each book was around \$100 each the training itself will also be \$125 per student.
- *With the New Employee new uniforms will be getting purchased next week.
- *All SCBAs have been checked and are working properly, & every Fighter has been fitted for a mask.
- *There were some other minor purchases for cleaning supplies and buiness cards but each were under \$75 so we left them off the chart to focus on the bigger purchases.

POLICE DEPARTMENT

Day Of Week Call Volume Summary

4:03 PM 2/28/2025
Data Source: Data Warehouse

Agency: Law
Division: MILLERSVILLE PD
Day Range: Date From 2/1/2025 To 2/28/2025
Day of Week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
Exclusion: None



Priority	Description
1	1
2	2
3	3
4	FIELD INITIATED
99	SCHOOL LOCKDOWN

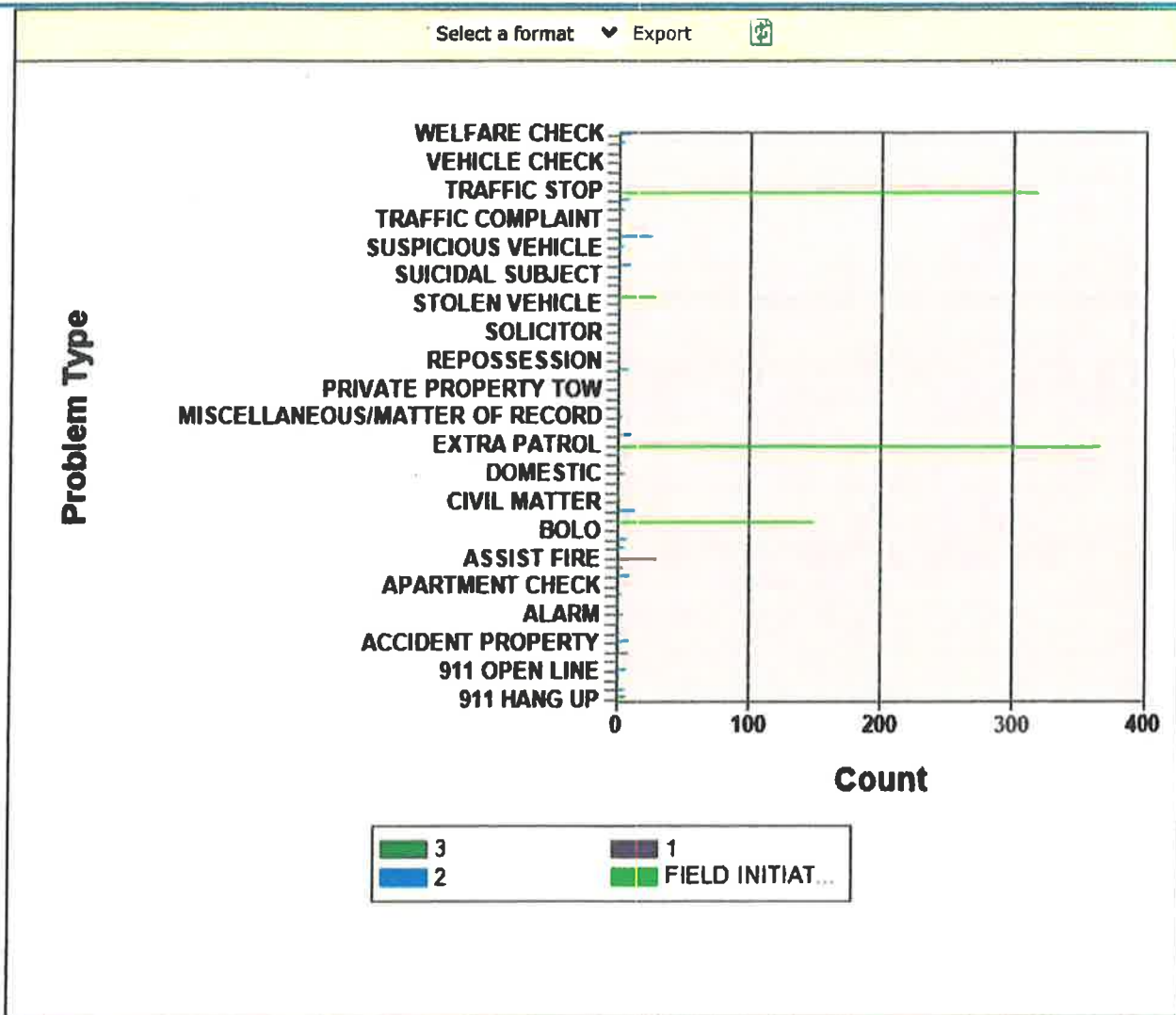
Day of Week	Priority					Total
	1	2	3	4	99	
Sunday	6	24	2	104	0	136
Monday	9	35	4	147	0	195
Tuesday	9	22	6	135	0	172
Wednesday	5	27	3	115	0	150
Thursday	6	29	2	192	0	229
Friday	8	19	3	71	0	101
Saturday	14	29	4	107	0	154
Total	57	185	24	871	0	1137

Problem Type Summary

4:04 PM 2/28/2025

Data Source: Data Warehouse

Agency: Law
 Division: MILLERSVILLE PD
 Day Range: Date From 2/1/2025 To 2/28/2025
 Exclusion: None



Priority	Description
1	1
2	2
3	3
4	FIELD INITIATED
99	SCHOOL LOCKDOWN

Problem Type	Priority					Total
	1	2	3	4	99	
911 HANG UP	0	0	8	0	0	8
911 MISDIAL	0	7	0	0	0	7
911 MISDIRECT	0	0	3	0	0	3
911 OPEN LINE	0	8	0	0	0	8
ABANDONED VEHICLE	0	0	2	0	0	2
ABUSE INVESTIGATION	0	0	0	0	0	0
ACCIDENT INJURY	9	0	0	0	0	9
ACCIDENT INJURY HIT/RUN	0	0	0	0	0	0

ACCIDENT PROPERTY	0	11	0	0	0	11
ACCIDENT PROPERTY HIT/RUN	0	3	0	0	0	3
ACCIDENT SERIOUS INCIDENT	2	0	0	0	0	2
ACTIVE SHOOTER	0	0	0	0	0	0
ADMINISTRATIVE INVESTIGATION	0	0	0	0	0	0
AIRCRAFT EMERGENCY	0	0	0	0	0	0
ALARM	0	5	0	0	0	5
ALARM COMMERCIAL HOLD UP	0	0	0	0	0	0
ALARM RESIDENTIAL PANIC	1	0	0	0	0	1
ALARM SCHOOL LOCKDOWN	0	0	0	0	0	0
ALARM TEST	0	0	0	0	0	0
ANIMAL CALL	0	4	0	0	0	4
APARTMENT CHECK	0	0	0	2	0	2
ARMED SUBJECT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ASSAULT	0	0	0	0	0	0
ASSIST CITIZEN	0	11	0	0	0	11
ASSIST EMS	5	0	0	0	0	5
ASSIST FIRE	31	0	0	0	0	31
ASSIST OTHER AGENCY	0	6	0	0	0	6
ATTEMPT TO LOCATE	0	8	0	0	0	8
BARRICADED SUBJECT	0	0	0	0	0	0
BLUE TEAM REPORT	0	0	0	0	0	0
BOLO	0	0	2	0	0	2
BOMB THREAT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
BUSINESS CHECK	0	0	0	149	0	149
CAR SEAT CHECK	0	0	0	0	0	0
CHECKPOINT	0	0	0	0	0	0
CITY CALL OUT	0	14	0	0	0	14
CIVIL MATTER	0	0	3	0	0	3
CODE 99 - OFFICER NEEDS ASSIST	0	0	0	0	0	0
CODES	0	0	0	0	0	0
DAMAGE TO PROPERTY	0	1	0	0	0	1
DEATH INVESTIGATION	0	0	0	0	0	0
DELIVER MESSAGE	0	0	0	0	0	0
DISORDERLY CONDUCT	0	0	0	0	0	0
DISTURBANCE	3	0	0	0	0	3
DOMESTIC	5	0	0	0	0	5
DRILL	0	0	0	0	0	0
DRIVING UNDER THE INFLUENCE	0	3	0	0	0	3
DRUG INVESTIGATION	0	0	0	0	0	0
ESCORT	0	0	1	0	0	1
EVADING	0	0	0	0	0	0
EXPARTE SERVICE	0	0	0	0	0	0
EXTRA PATROL	0	0	0	367	0	367
FIELD INTERVIEW	0	0	0	0	0	0
FIGHT	0	0	0	0	0	0
FIREARM DENIAL	0	0	0	0	0	0
FIREWORKS	0	0	0	0	0	0
FOLLOW UP	0	10	0	0	0	10
FORGERY	0	0	0	0	0	0
FRAUD	0	0	0	0	0	0
HANGING	0	0	0	0	0	0
HARASSMENT	0	0	0	0	0	0
HOSTAGE SITUATION	0	0	0	0	0	0
HOTEL CHECK	0	0	0	0	0	0
ILLEGAL DUMPING	0	0	0	0	0	0
INDECENT EXPOSURE	0	0	0	0	0	0
INMATE ESCAPE	0	0	0	0	0	0
INMATE TRANSPORT	0	0	0	0	0	0
INVESTIGATION	0	1	0	0	0	1
JUVENILE	0	0	0	0	0	0
JUVENILE TRANSPORT	0	0	0	0	0	0
KIDNAPPING	0	0	0	0	0	0
KNOCK AND TALK	0	0	0	0	0	0

LAKE CHECK	0	0	0	0	0	0
LOCKOUT	0	0	0	0	0	0
LOCKOUT URGENT	0	0	0	0	0	0
LOST/FOUND PROPERTY	0	0	0	0	0	0
LPR HIT	0	0	0	0	0	0
MENTAL TRANSPORT	0	0	0	0	0	0
MISCELLANEOUS/MATTER OF RECORD	0	4	0	0	0	4
MISSING ADULT	0	0	0	0	0	0
MISSING JUVENILE	0	0	0	0	0	0
NOISE COMPLAINT/DISTURBANCE	0	2	0	0	0	2
OPEN DOOR	0	1	0	0	0	1
OVERDOSE	0	0	0	0	0	0
PARK CHECK	0	0	0	0	0	0
PARKING COMPLAINT	0	0	0	0	0	0
PHONE MESSAGE	0	0	0	0	0	0
PRIVATE PROPERTY TOW	0	0	1	0	0	1
PROSTITUTION	0	0	0	0	0	0
PROWLER	0	0	0	0	0	0
PUBLIC INTOXICATION	0	1	0	0	0	1
RADIO COMMUNICATION	0	0	0	0	0	0
RECKLESS DRIVER	0	8	0	0	0	8
REFERRAL	0	0	0	0	0	0
REPOSESSION	0	0	1	0	0	1
RIOT	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
RUNAWAY	0	1	0	0	0	1
SCAM	0	0	0	0	0	0
SCHOOL CHECK	0	0	0	2	0	2
SCHOOL ZONE	0	0	0	0	0	0
SEX OFFENDER REG/VIOLATION	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0
SHOOTING	0	0	0	0	0	0
SHOPLIFTING	0	0	0	0	0	0
SHOTS FIRED OR HEARD	0	0	0	0	0	0
SOLICITOR	0	1	0	0	0	1
SPECIAL ASSIGNMENT	0	0	0	1	0	1
SPECIAL ASSIGNMENT COMMUNITY	0	0	0	1	0	1
STABBING	0	0	0	0	0	0
STALKING	0	0	0	0	0	0
STOLEN VEHICLE	0	2	0	0	0	2
SUBDIVISION CHECK	0	0	0	30	0	30
SUBJECT CHECK	0	0	2	0	0	2
SUICIDAL SUBJECT	1	0	0	0	0	1
SUSPICIOUS INCIDENT	0	9	0	0	0	9
SUSPICIOUS PERSON	0	2	0	0	0	2
SUSPICIOUS VEHICLE	0	4	0	0	0	4
TALK TO OFFICER	0	26	0	0	0	26
TEST CALL	0	0	0	0	0	0
TEST CALL ALL AGENCIES	0	0	0	0	0	0
THEFT	0	1	0	0	0	1
THREATS	0	0	0	0	0	0
TRAFFIC COMPLAINT	0	0	1	0	0	1
TRAFFIC ENFORCEMENT	0	4	0	0	0	4
TRAFFIC HAZARD	0	8	0	0	0	8
TRAFFIC STOP	0	0	0	319	0	319
TRAIN DERAILMENT	0	0	0	0	0	0
TRESPASS	0	2	0	0	0	2
TROUBLE AT HEADQUARTERS	0	0	0	0	0	0
UNAUTHORIZED USE OF VEHICLE	0	0	0	0	0	0
UNKNOWN SITUATION	0	1	0	0	0	1
VANDALISM	0	0	0	0	0	0
VEHICLE BURGLARY	0	0	0	0	0	0
VEHICLE CHECK	0	1	0	0	0	1
VIOLATION CORRECTION VERIFY	0	0	0	0	0	0
VIOLATION ORDER OF PROTECTION	0	0	0	0	0	0
WARRANT CIVIL	0	0	0	0	0	0

WARRANT CRIMINAL	0	2	0	0	0	2
WEATHER RELATED ISSUES	0	4	0	0	0	4
WELFARE CHECK	0	9	0	0	0	9
ZZZGAS DRIVE OFF	0	0	0	0	0	0
Total	57	185	24	871	0	1137

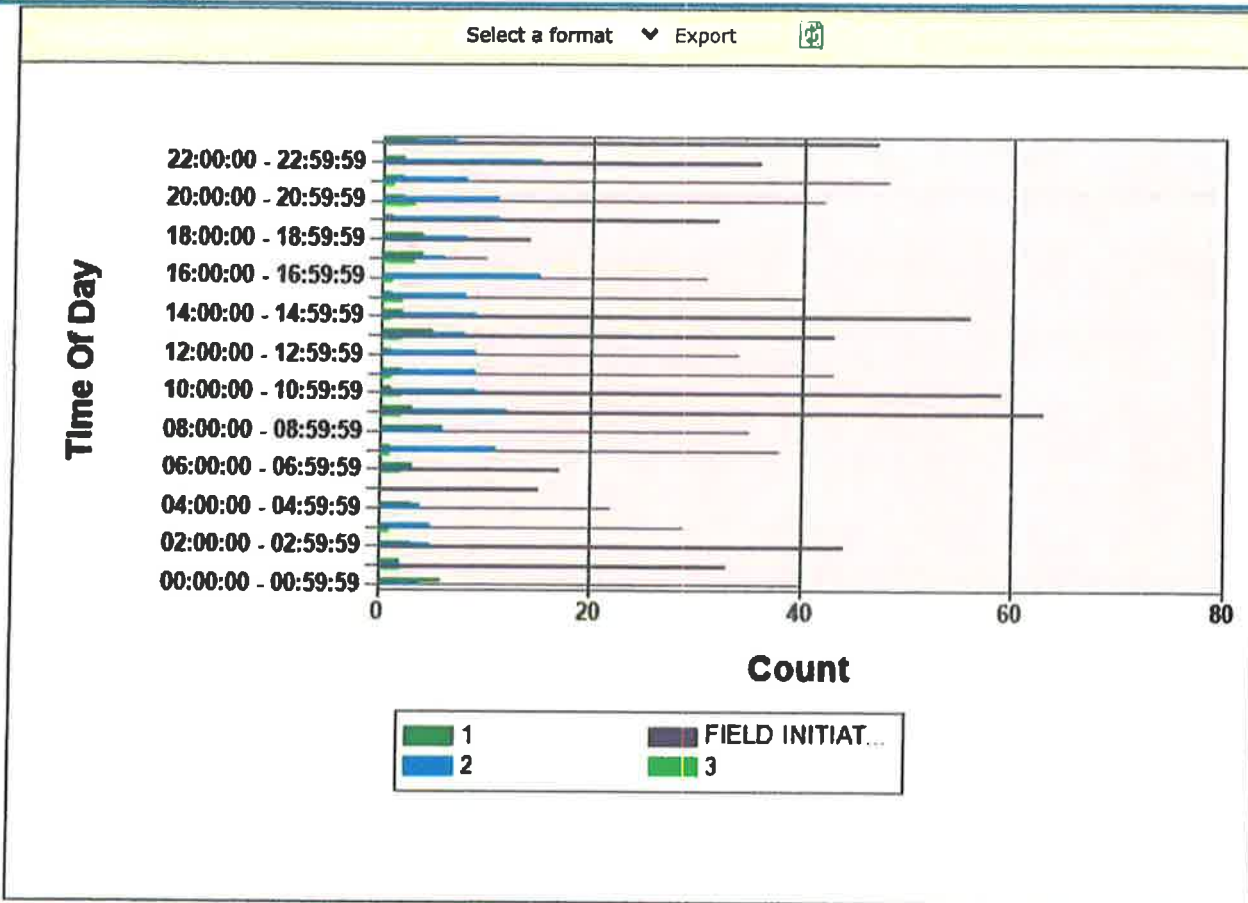
[Go Back](#)

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Time of Day Call Volume Summary

4:04 PM 2/28/2025
Data Source: Data Warehouse

Agency:	Law
Division:	MILLERSVILLE PD
Day Range:	Date From 2/1/2025 To 2/28/2025
Time of Day:	00:00:00 - 00:59:59, 01:00:00 - 01:59:59, 02:00:00 - 02:59:59, 03:00:00 - 03:59:59, 04:00:00 - 04:59:59, 05:00:00 - 05:59:59, 06:00:00 - 06:59:59, 07:00:00 - 07:59:59, 08:00:00 - 08:59:59, 09:00:00 - 09:59:59, 10:00:00 - 10:59:59, 11:00:00 - 11:59:59, 12:00:00 - 12:59:59, 13:00:00 - 13:59:59, 14:00:00 - 14:59:59, 15:00:00 - 15:59:59, 16:00:00 - 16:59:59, 17:00:00 - 17:59:59, 18:00:00 - 18:59:59, 19:00:00 - 19:59:59, 20:00:00 - 20:59:59, 21:00:00 - 21:59:59, 22:00:00 - 22:59:59, 23:00:00 - 23:59:59
Exclusion:	None



Priority	Description
1	1
2	2
3	3
4	FIELD INITIATED
99	SCHOOL LOCKDOWN

Time Of Day	Priority					Total
	1	2	3	4	99	
00:00:00 - 00:59:59	6	4	0	40	0	50
01:00:00 - 01:59:59	2	2	2	33	0	39
02:00:00 - 02:59:59	3	5	0	44	0	52
03:00:00 - 03:59:59	0	5	1	29	0	35
04:00:00 - 04:59:59	3	4	0	22	0	29
05:00:00 - 05:59:59	0	0	0	15	0	15
06:00:00 - 06:59:59	3	3	2	17	0	25
07:00:00 - 07:59:59	1	11	1	38	0	51
08:00:00 - 08:59:59	6	6	0	35	0	47
09:00:00 - 09:59:59	3	12	2	63	0	80

10:00:00 - 10:59:59	1	9	2	59	0	71
11:00:00 - 11:59:59	2	9	1	43	0	55
12:00:00 - 12:59:59	1	9	0	34	0	44
13:00:00 - 13:59:59	5	8	2	43	0	58
14:00:00 - 14:59:59	2	9	1	56	0	68
15:00:00 - 15:59:59	1	8	2	40	0	51
16:00:00 - 16:59:59	0	15	1	31	0	47
17:00:00 - 17:59:59	4	6	3	10	0	23
18:00:00 - 18:59:59	4	8	0	14	0	26
19:00:00 - 19:59:59	1	11	0	32	0	44
20:00:00 - 20:59:59	2	11	3	42	0	58
21:00:00 - 21:59:59	2	8	1	48	0	59
22:00:00 - 22:59:59	2	15	0	36	0	53
23:00:00 - 23:59:59	3	7	0	47	0	57
Total	57	185	24	871	0	1137

Group A Offenses - YTD Annual Comparisons

Current date: 2/28/2025 4:06:08 PM (Central Standard Time)

Measures: Number of Crimes

Jurisdiction by Geography: Millersville Police Department

Incident Date	Feb 2025 YTD	Feb 2024 YTD	Feb 2024 YTD - Feb 2025 YTD Growth %
Offense Type			
All Offense Types	9	22	-59.09
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Negligent Vehicular Manslaughter			
Kidnapping/Abduction			
Forcible Rape			
Forcible Sodomy			
Sexual Assault W/Object			
Criminal Sexual Contact			
Incest			
Statutory Rape			
Aggravated Assault			
Simple Assault		5	-100.00
Intimidation			
Stalking			
Commercial Sex Acts			
Involuntary Servitude			
Arson			
Bribery			
Burglary			
Counterfeiting/Forgery		1	-100.00
Destruction/Damage/Vandalism	1	2	-50.00
Embezzlement			
Extortion/Blackmail			
Fraud - False Pretenses			
Fraud - Credit Card/ATM		1	-100.00
Fraud - Impersonation			
Fraud - Welfare			
Fraud - Wire			
Fraud - Identity Theft			
Fraud - Computer Hacking/Invasion			
Robbery			
Theft - Pocket-picking			
Theft - Purse Snatching			
Theft - Shoplifting			
Theft From Building	1	2	-50.00
Theft From Coin Machine			
Theft From Motor Vehicle	1		
Theft of Motor Vehicle Parts			

Group A Offenses - YTD Annual Comparisons

Current date: 2/28/2025 4:06:08 PM (Central Standard Time)

Measures: Number of Crimes

Jurisdiction by Geography: Millersville Police Department

Incident Date	Feb 2025 YTD	Feb 2024 YTD	Feb 2024 YTD - Feb 2025 YTD Growth %
Offense Type			
Theft - All Other Larceny		1	-100.00
Motor Vehicle Theft	1		
Stolen Property Offenses			
Animal Cruelty			
Drug/Narcotic Violations	3	3	0.00
Drug/Narcotic Equipment Violations	2	4	-50.00
Gambling - Betting/Wagering			
Gambling - Operating/Promoting			
Gambling - Equipment Violations			
Gambling - Sports Tampering			

Group B Arrests - YTD Annual Comparisons

Current date: 2/28/2025 4:06:43 PM (Central Standard Time)

Measures: Number of Arrestees

Jurisdiction by Geography: Millersville Police Department

Arrest Date	Feb 2025 YTD	Feb 2024 YTD	Feb 2024 YTD - Feb 2025 YTD Growth %
Offense Type			
Group B Offenses	2	10	-80.00
Bad Checks			
Curfew/Vagrancy			
Disorderly Conduct			
DUI	1	8	-87.50
Drunkness		1	-100.00
Family-Non Violent			
Liquor Law Violations			
Peeping Tom			
Runaway			
Trespass			
90Z: All Other Offenses	1	1	0.00

Millersville Police Department (TN0830600) - Monthly NIBRS Submissions - 2025

Month	Number of Incidents	Number of Arrests	Number of Recovered Properties	Number of Exceptionally Cleared Incidents	Zero Report
January	7	4	1	0	×

PUBLIC WORKS DEPARTMENT

Sewer Maintenance & Repair

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

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

Line Marking	FY-23-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-24	Apr-25	May-25	June-25	YTD-24-25
Tennessee 811	360	20	25	20	24	20	20-Jan	25	20					174

Alarm Response Goal:

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

Lift Station Location	FY-23-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	YTD-24-25
Bethel Road				10		4	1							15
Marie Ann								2						2
Quailwood														
Williamson Road	8													
Denson Lane Odor Control														
Denson Lane Nitra-Nox Gallions	8,760	730	730	730	730	730	730	730	730					5,840
Williamson Road Sul-Fight Gallions														

System Repairs Goal:

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

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

Repairs	FY-23-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	YTD-24-25
Major Lift Stations	4	1				1	1							3
Mainline	7			2			1	1						4
Service Line	4		1		2									3

Work Order Maintenance Response Goal:

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

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

Work Orders	FY-23-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD-24-25
Grinder Tank PM Program														0
2000 to Extreme C/O							2							2
Barnes to E-One							3	3	3					9
Extreme to Extreme C/O						1		1						2
E-one to Barnes	40													
Myers to Myers C/O	62	4		6	4	4	2	5	4					29
Barnes to Barnes C/O	0		3	1										4
Barnes to Myers C/O	1		1											1
Hydromantic to Myers C/O	2													
Discharge Assembly	16	2	3	2	1	1	4	2	2					17
Pumps Purchased	105	30	14		40									14
Total Pumps Replaced	96	4	4	7	4	5	7	9	7					47
Total Pumps On Hand	4	34												34
Low Pressure Service Requests	5		1			1		2						4
Gravity Service Requests	0							1						1
Inspection for New Service	50	2	6	5		1		3						17
Final Inspection for New Service	45	2	6	11	3									21
Sewer Service Calls	528	52	50	71	40	35	38	30	44					360
After Hour Sewer Calls	154	7	10	5	9	4	7	6	8					57
Odor Complaints	4		1					2						3

Major Lift Stations Repairs:

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

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

PUBLIC WORKS

STREET/FACILITY MAINTENANCE/DRAINAGE (Stormwater)

Total Hours Worked	FY-23-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	YTD-24-25
Street														0
Sewer														0
Facility Maintenance Total	46													
Community Center / Parks	404													
City Hall	10													
Station 2	4													
Fleet Maintenance	71						6	8	4					19
Meeting/Training	6													
Leave	346	36	24	50	28	40	112	14.5	16					321
Holiday	384	32		32	32	64	64		32					256
Overtime	207	14	20	10	18	8	14	10	54					148
Administrative														
Drainage Work (feet)	60		100						473					573
Drainage Complaints	2													
Drainage Man Hours	59		10					6	73.5					90
Debris Removed Load	20.21		2						28					30
Good House Keeping (PW)	31													
Sweeping Man Hours	2													
Codes Abatement	2		1	1										2
Codes Abatement Dollar Amount	\$0.00		1,986	699										2,685
Mowing Hours														
Curb Repair	214													
Shoulder Linear Foot														
Shoulder Hours														
Pothole Hours	173		24				12							36
R-O-W Hours	126	157	70											227
Sign/Repairs	17													6
Sign Work Hours	12							4	2					3
Salt Hours	302							65	38					103
Salt Tons	35							30	20					50
Water Disconnect/Reconnect	459	104	120	80	114		112	38	70					638
Assist Fire Dept.														
Assist Police Dept.	4													
City Event Banners/ City Sign	6				3									3

Sign Replacement:

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

Public Works Special Projects:

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

Road Work Program:

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

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

ITEM #6. Request for Voluntary Annexation

Request for Voluntary Annexation


Dear City Council,

As the owners of the below-referenced property, we would like the City of Millersville to consider our request for annexation. The property in question is located at 1824 U.S. 31W, White House, TN 37188. The property is currently zoned as residential. The size of the tract is 2.14 acres. The reason for this annexation request is because we would like to rezone this property to Industrial/Heavy commercial and construct a commercial building on the lot for our company. We will be using the property for medium and heavy duty equipment/vehicle repair, sales and rental as we continue to grow. We will need to acquire access to city sewer and utilities for the property.

Owners as listed on Deed: Kelton Martin and Layce Martin

Any additional information may be obtained by contacting Kelton Martin at 615-480-7923.

Sincerely,


Layce Martin

ITEM #8. Updated Planning Commission Ordinance

ORDINANCE _____

**AN ORDINANCE AMENDING ORDINANCE _____ OF THE CITY OF MILLERSVILLE
THE CITY OF MILLERSVILLE PLANNING COMMISSION**

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

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

**CHAPTER 62
Section 1**

ESTABLISHMENT OF A PLANNING COMMISSION

101. Planning Commission. Pursuant to the provision of TCA § 13-4-101, there is hereby created a municipal Planning Commission for the city of Millersville. The Planning Commission shall be composed of seven (7) members whose duty it shall be to carry out the powers, functions, and duties in accordance with all applicable provisions of this ordinance, Millersville City Ordinance 20-744 (Zoning), and TCA § 13-1-101 et seq.

102. Membership Qualifications. The Planning Commission members must be bona fide residents of the city at the time of appointment and must have been a bona fide resident of the city for a minimum of one year (365 days) prior to the appointment. Each planning commissioner shall, within one (1) year of initial appointment and each calendar year thereafter, attend a minimum of four (4) hours of training and continuing education in one (1) or more of the subjects listed in subsection 106 of this ordinance in order to maintain qualification for membership.

103. Nomination and Appointment. One (1) member of the Planning Commission shall be the mayor or a person designated by the mayor. One (1) member of the Planning Commission shall be a sitting member of the Board of Commissioners. The City Commissioner who is nominated to serve on the Planning Commission must be approved by a majority vote of the sitting Board of Commissioners. All other members of the Planning Commission shall be appointed by the mayor in accordance with TCA § 13-4-101. Any vacancy on the board for any reason shall be filled in the same manner as the original appointment, and the individual so appointed will serve out the unexpired term.

104. Removal of Members. Members of the Planning Commission may be removed for the following reasons:

- a. If a planning commissioner fails to complete the requisite number of hours of training and continuing education within the time allotted or fails to file their statement of training completion
- b. If the planning commissioner has a change in residency out of the city (ie. no longer a bona fide resident)
- c. If a planning commissioner has a demonstrated conflict of interest determined by a court of law
- d. If a planning commissioner is convicted of felony while serving on the Planning Commission
- e. If a planning commissioner fails to attend three (3) Planning Commission meetings in a calendar year without prior approval from the Planning Commission Chairperson
- f. If a planning commissioner has a conflict of interest on any voting item before the Planning Commission and fails to 1) notify the Planning Commission of the conflict of interest, or 2) abstain from voting on that specific item

105. Terms of Service. Planning Commission members shall serve for a period of three (3) years following their appointment. The terms of appointed members of the Planning Commission (ie. five (5) seats appointed by the mayor) shall be arranged so that the term of one (1) member will expire each year. Any vacancy on the board for any reason shall be filled in the same manner as the original appointment, and the individual so appointed will serve out the unexpired term.

106. Training Procedures.

- a. Each planning commissioner shall, within one (1) year of initial appointment and each calendar year thereafter, attend a minimum of four (4) hours of training and continuing education. Members of the American Institute of Certified Planners (AICP) are exempt from this training requirement.
- b. Each planning commissioner shall certify by December 31st of each calendar year the completed trainings by providing the training certificate, documentation, or a written statement detailing the training completed to both the secretary of the Planning Commission and the City Recorder. Acceptable documentation must include the date of the training program, its subject matter, location, sponsor(s), and the time spent (hourly requirement).
- c. The subjects for the training and continuing education required shall include, but not be limited to, the following: land use planning; zoning; flood plain management; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedure; land use law; natural resources and agricultural land conservation; economic development; housing; public buildings; land subdivision; and powers and duties of the planning commission. Other topics reasonably related to the duties of planning commission members or professional planners or other administrative officials whose duties include advising the planning commission may be approved by majority vote of the planning commission prior to December 31 of the year for which credit is sought.

- d. The city shall be responsible for paying the training, continuing education, course registration, and travel expenses for the planning commission and administrative official(s) whose duties include advising the planning commission. The Planning Commission must seek approval for all training that requires funding and/or travel from the Board of Commissioners in advance and in writing. As such, it is incumbent upon the Planning Commission and its duly elected officers to exhaust all free or complimentary training opportunities to preserve tax-payer funds.

107. Pay. The members of the planning commission shall draw no compensation from the city as part of their duties of serving on the Planning Commission.

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

- a. Chairperson: The duties and responsibilities of the chairperson shall be as follows,
 1. Preside at all meetings and hearings of the Planning Commission and have the duties normally conferred by the parliamentary usage of such officers
 2. Have the privilege of discussing all matters before the Planning Commission and to vote thereon
 3. Have the authority to call special meetings when requested
 4. Shall sign all documents of the Planning Commission
- b. Vice-Chairperson: The duties and responsibilities of the chairperson shall be to execute the duties of either the Chairperson or the Secretary in their absence.
- c. Secretary: The duties and responsibilities of the chairperson shall be as follows,
 1. Shall sign all final plats that have been approved by the Planning Commission prior to their recording at the County Registrars Office, as well as all other documents of the Planning Commission
 2. Shall keep the minutes and records of the Planning Commission
 3. Prepare the agenda for all regular and special meetings with the Chairperson
 4. Provide notice of meetings to Planning Commission members
 5. Arrange proper legal notice of hearings and/or meetings in accordance with the Tennessee Open Meetings Act through coordination with the City Recorder and City Manager
 6. Attend to official correspondence of the Planning Commission

109. Meetings. The board will hold meetings as required to carry out the powers, functions, and duties in accordance with all applicable provisions of this ordinance, Millersville City Ordinance 20-744 (Zoning), and TCA § 13-1-101 et seq. The Chairperson is responsible for calling all regular and special meetings. All meetings must be held at City Hall. Prior coordination must be made with the City Manager to ensure that an appropriate space for the public meeting of the Planning Commission is available and to ensure that the meeting is able to be broadcast live and recorded. Minutes for the board meetings shall be kept by the secretary in the same manner of the city's board of City Commission meetings. Minutes must be validated through the voting process in subsequent meetings. All minutes must be turned over to the City Recorder for documentation purposes after they have been validated. All meetings will be conducted using Robert's Rules of Order unless the Planning Commission adopts a modified version of Robert's Rules of Order by a majority vote.

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

110. Quorum. A Quorum of the board shall be defined as a majority of the members appointed to the Planning Commission are present. A quorum shall be present before any formal business is transacted.

111. Voting Procedures. A majority vote of the members of the board appointed once a quorum has been established shall be necessary for any function of granting, revoking, approving, reporting, recommending, or any other action. Every formal action of the Planning Commission required by law, charter, rule, or regulation shall be embodied in a formal resolution duly entered in full in the minutes after an affirmative vote.

112. Public Notice and Hearings. Planning commissioners are subject to the Tennessee Open Meetings Act, and as such all findings of fact, statements of material evidence and reasons for its actions as part of each motion or action of the Planning Commission and the keeping of a record of its resolutions, transactions, motions, actions, and determinations shall be public record. All board meetings are open to the public and therefore must comply with the 48 hour public notification notice. All agenda items that require a public hearing and/or comment by law, regulation, ordinance, charter, or rule shall be recorded by the Secretary in the meeting minutes.

Section 2

CONCLUSION

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

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

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

Passed this: day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor

Attest: _____
City Recorder