

**Millersville Board of Commissioners
Work Session Agenda
Monday, July 1, 2024, at 6:00 PM
At Millersville City Hall**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. City Department Updates
 - Building/Planning
 - Parks Department
 - Fire Department
 - Police Department
 - Codes
 - Public Works Department
4. Discuss the sewer warning we received from Metro
 - a) What steps are we taking to fix those issues?
5. Discuss the city insurance
 - b) Why did we lose the liability coverage?
6. Citizens' Comments
7. City Attorney Comments
8. City Manager Comments
9. Commissioner Comments
10. Adjournment



Codes Enforcement Department

Storm water Department

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

DATE: July 2024
TO: Bryan Morris, City Manager/Police Chief; Commissioners
FROM: Sarah Upchurch, Codes Enforcement/ Storm water
SUBJECT: Monthly Report for Commissioners—May 2024

Cases:

Codes Enforcement	Storm water
- Open- 20 open	- Open- 7
- Closed- 2	- Closed- 0
- Unfounded- 2	- Unfounded- 2

Department Misc:

Storm Water

- Continuing inspections for open construction sites and public water ways within city limits
- Working with new Engineering Consultant and Environmental-Services Co regarding the MS4 program. Violation letter sent after meeting giving the City until Sept 30, 2024, to reach compliance with the State of TN
- Planning more community outreach (brainstorming ideas such as a creek clean up day, events, educational brochures for City Building lobbies, and working to re design the City website page for Stormwater to have helpful information and links)

Codes Enforcement

- Working to get a resolution on all open cases

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-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-23	Apr-24	May-24	June-24	YTD-23-24
Tennessee 811	435	30	55	30	35	30	20	20	55	35	20	10	20	360

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-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June-24	YTD-23-24
Bethel Road				10										10
Marcie Ann														
Quailwood														
Williamson Road	7	8												8
Denson Lane Odor Control														
Denson Lane Nitra-Nox Gallons	10,700	730	730	730	730	730	730	730	730	730	730	730	730	8,760
Williamson Road Sul-Fight Gallons	55													

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-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June-24	YTD-23-24
Major Lift Stations	1					1			1			2		4
Mainline	1			1		1	2				1	1	1	7
Service Line	8	2							1				1	4

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-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD-23-24
Grinder Tank PM Program														0
2000 to Extreme C/O														0
2000 to 2000 C/O														0
Extreme to 2000 C/O														0
Extreme to Extreme C/O														0
E-one to Barnes	41	5	1	4	4	5	2	2	4	2	5	6		40
Myers to Myers C/O	41	4	6	4	9	6	3	2	5	7	7	6	3	62
Barnes to Barnes C/O	0													
Barnes to Myers C/O	3	1												1
Hydromatic to Myers C/O	0			2										2
Discharge Assembly	9	3	3		2		1	2	1		3	4		16
Pumps Purchased	68	50												50
Total Pumps Replaced	97	10	7	10	13	11	5	4	9	9	12	3		93
Total Pumps On Hand	4	40	33	23										
Low Pressure Service Requests	11						5							5
Gravity Service Requests	0													
Inspection for New Service	21	1	2	2		6	5	8	6	8	4	4	4	50
Final Inspection for New Service	21	1		1	1		2	4	10	6	6	9	5	45
Sewer Service Calls	402	46	32	48	48	37	25	35	56	47	59	50	45	528
After Hour Sewer Calls	105	9	15	20	18	11	10	9	13	14	13	15	7	154
Odor Complaints	2		1	1					2					4

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-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June-24	YTD-23-24
Street														0
Sewer														0
Facility Maintenance Total	46													
Community Center / Parks	404													
City Hall	10												2	2
Station 2	4													
Fleet Maintenance	71	2		6	8	4								20
Meeting/Training	6													
Leave	320	16	32	68	55.5	15.75	56	48	24	22			8	346
Holiday	288	24		24		96	64	64	24	32		24	32	384
Overtime	181			20	36	22	30		26	28		30	14	207
Administrative														
Drainage Work (feet)	570				25				35					60
Drainage Complaints	2													
Drainage Man Hours	13				3				56					59
Debris Removed Load	42		20.21											
Good House Keeping (PW)	31													
Sweeping Man Hours	10						2							2
Codes Abatement	2													
Codes Abatement Dollar Amount	\$355.00													
Mowing Hours	149	60		52							3.5	63	35	214
Curb Repair														
Shoulder Linear Foot	30													
Shoulder Hours	2													
Pothole Hours	49							67	60			20	26	173
R-O-W Hours	103	3	10			8							105	126
Sign/Repaired	25					3		2	5	2			5	17
Sign Work Hours	18								10	2				12
Salt Hours	27													302
Salt Tons	12							35						35
Water Disconnect/Reconnect	798			61	102	70		68					64	459
Assist Fire Dept.														
Assist Police Dept.	45													
City Event Banners/ City Sign	2				2	2							4	4
														6

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 are bending the signs until they break way.

Public Works Special Projects:

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

Road Work Program:

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

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

