

**Millersville Board of Commissioners  
Work Session Agenda  
Monday, August 5, 2024, at 6:00 PM At  
Millersville City Hall**

- 1. Call to Order.**
- 2. Invocation and Pledge of Allegiance.**
- 3. Discuss GNRS (Greater Nashville Regional Council).**
- 4. City Department Updates**
  - A) Building and Planning**
  - B) Parks Department**
  - C) Fire Department**
  - D) Police Department**
  - E) Codes**
  - F) Public Works Department**
- 5. Discuss implementation of EFT for citizens' utility payments.**
- 6. Discuss procurement of a time clock from our payroll provider, ADP.**
- 7. Discuss a Park Board.**
- 8. Discuss a Beautification Board for the city.**
- 9. Citizens Comments**
- 10. City Attorney Comments**
- 11. City Manager Comments**

**12. City Recorder Comments**

**13. Commissioners Comments**

**14. Adjournment**



## Building Permit Report

07/01/2024 - 07/31/2024

Permit #	Permit Type	Parcel Address	County	Description	Primary Contractor	Total Fees
17860	Demolition	1518 31W HWY	Sumner	House demolition		\$10.00
17859	----	2005 CREEK TRAIL	Sumner	install a 16x32 inground fiberglass pool with 5' concrete apron		\$310.00
17858	2. Building Permit - Home Remodel	2055 WILSON LANE	Sumner			\$685.00
17857	2. Building Permit - Home Remodel	2055 WILSON LANE	Sumner			\$526.00
17856	1. Build Permit - New House or Addition	120 COVE ST				\$180.00
17855	1. Build Permit - New House or Addition	1260 Bethel Ridge Drive	Robertson	New Single-family home.	NVR/TA RYAN HOMES (NVR INC.)	\$3,990.59
17854	5. Accessory Structure	1007 WILLOW TRL	Sumner			\$85.00
17853	1. Build Permit - New House or Addition	1253 Bethel Ridge Drive	Robertson		NVR/TA RYAN HOMES (NVR INC.)	\$3,786.92
17852	2. Building Permit - Home Remodel	6010 PLATEAU CT				

Permit #	Permit Type	Parcel Address	County	Description	Primary Contractor	Total Fees
17851	2. Building Permit - Home Remodel	1652 Hwy 31W	Sumner	Interior demolition and fire repair.		
						<b>\$9,573.51</b>

**Total Records: 10**

**8/1/2024**



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

# Meeting Agenda

**Meeting:** City of Millersville Planning Commission  
**Date:** August 12, 2024  
**Time:** 6:00pm  
**Location:** Millersville City Hall  
1246 Louisville Hwy, Goodlettsville, TN 37072

- 1) Call to Order
- 2) Pledge of Allegiance/Invocation
- 3) Roll Call by Secretary Fry-Johnson
- 4) New Planning Commission Member
- 5) Approval of Minutes
  - a) NONE
- 6) Final Plat Approval for Ryan Homes Townhomes Phase2
- 7) Re-Zone - The Reserve at Winding Ridge
  - a) 1020 Winding Ridge Road
  - b) Change from Rural Residential to Estate Residential
- 8) Major Subdivision (Private) and Plat Approval – The Reserve at Winding Ridge
  - a) 1020 Winding Ridge Road
- 9) Ted Dorris Annexation
  - a) Annex (2) parcels into the City of Millersville from Robertson County
- 10) Re-Zone 2220 Ted Dorris Road
  - a) Re-zone from Heavy Commercial (HC) to Industrial (I)
- 11) Preliminary Site Plan Approval – 6 Springs RV Resort
- 12) Citizens Comments for agenda items only (limited to 2 minutes per person)
- 13) General Discussion
- 14) Adjourn.



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

# **MEMO**

August 1, 12024

To: City Manager  
City Commission

From: Andrew Pieri  
Planning Director

Re: Monthly Report

Please see the following:

- Planning Commission Agenda – August 13, 2024
- Planning Case – 10 active cases
- Building Permits – 10 permits \$9573.51

# MASTER AGREEMENT FOR PROFESSIONAL SERVICES

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THIS IS AN AGREEMENT, entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2024, between the City of Millersville Government, Tennessee (“CITY”) and Neel-Schaffer, Inc., a Mississippi Corporation, with its local office at 210 25<sup>th</sup> Ave N, Suite 800, Nashville, TN 37203 (“NEEL-SCHAFFER”). The Agreement shall take effect upon full execution of required signatures.

From time to time, CITY intends to engage NEEL-SCHAFFER to provide professional engineering and planning services. This Agreement sets forth the general terms and conditions which shall govern the relationships and performance of CITY and NEEL-SCHAFFER, if and only if one or more Task Orders are agreed to under this Agreement. Each engagement will be documented by a Task Order. NEEL-SCHAFFER has a thorough knowledge of professional engineering and planning and is qualified to render such professional services.

CITY and NEEL-SCHAFFER in consideration of their mutual covenants as set forth herein agree as follows:

## **A. BASIC SERVICES**

- i. The services to be provided by NEEL-SCHAFFER may include professional consultation, project management, studies, engineering, planning and other related services as authorized by CITY as provided herein. Services for each Specific Project will be detailed in a duly executed Task Order. Each Task Order will indicate the specific tasks and functions to be performed by CITY and deliverables to be provided. The general format of a Task Order is shown in Exhibit A.
- ii. This Agreement is not a commitment by CITY to NEEL-SCHAFFER to issue any Task Orders.
- iii. CITY and NEEL-SCHAFFER shall agree on the scope, time for performance, and fee terms within each Task Order. NEEL-SCHAFFER will commence performance as set forth and executed in the Task Order.

## **B. TERM**

- i. This Agreement shall be effective and applicable to Task Orders issued hereunder for an unlimited period as mutually agreed upon by both parties. The primary Agreement or individual Task Orders may be terminated with advanced written notice.
- ii. The times for performing services or providing deliverables will be stated in each Task Order. If no times are so stated, NEEL-SCHAFFER will perform services and provide deliverables within a reasonable time. The time for a party’s performance will be extended to the extent performance was delayed by causes beyond the control and without the fault of the party seeking the extension. That party shall promptly notify the other party in writing when it is being delayed.
- iii. If CITY fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase under a Task Order, or if NEEL-SCHAFFER’s services are delayed through no fault of NEEL-SCHAFFER, NEEL-SCHAFFER’s time for performance shall be extended accordingly.
- iv. If NEEL-SCHAFFER’s services under a Task Order are delayed or suspended in whole or in part by CITY, or if NEEL-SCHAFFER’s services under a Task Order are extended by a Contractor’s actions or inactions for more than 90 days through no fault of NEEL-SCHAFFER, NEEL-SCHAFFER shall be entitled to equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect incremental costs incurred by NEEL-SCHAFFER in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under the Task Order has been revised.

## **C. CONTENTS**

- i. Exhibit A – Task Order Template
- ii. Exhibit B – Hourly Classification Schedule
- iii. Exhibit C – General Terms & Conditions

Signature Page

ISSUED AND AUTHORIZED BY:

ACCEPTED AND AGREED TO BY:

**CITY OF MILLERSVILLE  
GOVERNMENT, TN**

**NEEL-SCHAFFER, INC.**

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

APPROVED AS TO FORM:

**CITY OF MILLERSVILLE GOVERNMENT, TN**

\_\_\_\_\_

Title: \_\_\_\_\_

City Attorney

Date Signed: \_\_\_\_\_



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**EXHIBIT A**

**TASK ORDER**

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This is Task Order No. _____,
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Consisting of _____ pages
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In accordance with the Master Agreement between the City of Millersville Government (“CITY”) and Neel-Schaffer, Inc. (“NEEL-SCHAFFER”) for Professional Services contract dated \_\_\_\_\_, (“Agreement”), CITY hereby authorizes NEEL-SCHAFFER to perform services as specified in this Task Order.

**Specific Project Data**

1. Project Name:
2. Project Number:
3. Site Location:
4. Description of Project:
5. Scope of Work:
6. Schedule:
7. Compensation and Method of Payment and Pricing Schedule: Hourly, per Schedule in Exhibit B or Lump Sum
8. City Representatives and Contact Information:
9. This Task Order is subject to the Contract and special provisions as follows, if any:
10. CITY Responsibilities and Services:
11. Subcontractors authorized by CITY:
12. Documents Incorporated by Reference:

NEEL-SCHAFFER is authorized to begin performance upon receipt of a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is \_\_\_\_\_.

ISSUED AND AUTHORIZED BY:

ACCEPTED AND AGREED TO BY:

CITY OF MILLERSVILLE, TN

NEEL-SCHAFFER, INC.

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Approved As to Form:

\_\_\_\_\_  
City Attorney

**Exhibit B**

**PROFESSIONAL ENGINEERING SERVICES**  
**CITY OF MILLERSVILLE, TN**

<b>2024 RATE SCHEDULE FOR PROFESSIONAL SERVICES</b>	
<b>Employee Type</b>	<b>Hourly Rate</b>
Engineer Manager (P7)	\$250.00
Senior Engineer/Planner (P6)	\$235.00
Project Engineer/Planner II (P5)	\$170.00
Project Engineer/Planner I (P4)	\$150.00
Engineer Intern (P1-P3)	\$140.00
Clerical (A1-A4)	\$90.00

<b>REIMBURSABLE EXPENSE SCHEDULE</b>	
<b>Expense</b>	<b>Cost</b>
Full size Bond (36"x24")	\$2.00/sheet
Half size Bond (11"x17")	\$1.00/sheet
Project Mileage	\$0.67/mile
Photocopies (8 ½"x11")	\$0.20/sheet
<i>All other expenses, including subcontractors, contract reproduction/printing, travel and subsistence, communications, equipment rental, postage and overnight mail, and supplies will be reimbursed at actual cost.</i>	

*Neel-Schaffer reserve ability to adjust hourly classification rates on an annual basis on or after respective contract anniversary date to then prevailing rates.*

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**  
**PROFESSIONAL SERVICES**

1. **Relationship between Consultant and Client.** Neel-Schaffer, Inc. ("Consultant") shall serve as the Client's professional consultant in those phases of the Project to which this Agreement applies. The relationship is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other. Consultant shall not be considered to be the agent or fiduciary of the Client.
2. **Responsibility of Consultant.** Consultant will perform services under this Agreement in a manner consistent with that standard of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under similar conditions (the "Standard of Care"). No other representation, warranty or guarantee, express or implied, is included or intended in this Agreement or in any report, opinion, document, or otherwise.
3. **Responsibility of the Client.** Client shall provide all information and criteria as to its requirements for the Project, including budgetary limitations. Consultant shall be entitled to rely upon the accuracy and completeness of any and all information provided by Client. If applicable to the scope of work, Client shall arrange for Consultant to enter upon public and private property and obtain all necessary approvals required from all governmental authorities having jurisdiction over the Project. Client shall provide reasonable notice to Consultant whenever Client becomes aware of any development that affects the scope or timing of Consultant's services.

Client shall notify the Consultant of any deficiency in the Consultant's services of which the Client becomes aware, so that Consultant may take measures to minimize the consequences of such deficiency. Client's failure to notify the Consultant shall relieve the Consultant of any liability for costs to remedy the deficiency above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

4. **Construction Phase Services.** If Consultant's scope of services includes the observation and monitoring of work performed by Client's other contractors, Consultant shall provide personnel to observe and monitor the work in accordance with the Standard of Care in order to ascertain that it is being performed in general conformance with the plans and specifications. Consultant shall not supervise, direct, or have control over any construction contractor's work. Consultant shall not have authority over or responsibility for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the construction contractor. Consultant does not guarantee the performance of the construction contractor and does not assume responsibility for the contractor's failure to furnish and perform its work in accordance with the plans and specifications.
5. **Ownership of Documents.** All reports, drawings, specifications, data, calculations, notes, and other documents, including those in electronic form prepared by Consultant are instruments of Consultant's service that shall remain the property of Consultant. Client agrees not to use the deliverables for projects other than the Project for which the documents were prepared by Consultant, or for future modifications to the Project, without Consultant's express written consent. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Consultant will be at the Client's sole risk and without liability to Consultant or its employees, subsidiaries, and subconsultants.
6. **Opinion of Costs.** When required as a part of its scope of services, Consultant will furnish opinions or estimates of construction cost on the basis of Consultant's experience and qualifications, but Consultant does not guarantee the accuracy of such estimates. The parties recognize that Consultant has no control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices.
7. **Suspension of Services.** Client may, at any time, by written notice, suspend the services of Consultant. Upon receipt of such notice, Consultant shall take all reasonable steps to mitigate costs allocable to the suspended services. Client, however, shall pay all reasonable and necessary costs associated with such suspension including the cost of assembling documents, personnel and equipment, rescheduling or reassignment costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension.
8. **Termination.** This Agreement may be terminated by either party upon 30 days' written to the other party. Upon such termination, Client shall pay Consultant for all services performed up to the date of termination. If Client is the terminating party, Client shall pay Consultant all reasonable cost and expenses incurred by Consultant in effecting the termination, including but not limited to non-cancellable commitments and demobilization costs, if any.

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**  
**PROFESSIONAL SERVICES**

9. **Indemnification.** Consultant shall indemnify and hold harmless Client from and against those damages and costs (including reasonable attorneys' fees) that Client incurs as a result of third party claims for personal injury or property damage to the extent caused by the negligent acts, errors or omissions of Consultant.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Consultant from and against those damages and costs (including reasonable attorneys' fees) that Consultant incurs as a result of third party claims for personal injury or property damage to the extent caused by the negligent acts, errors or omissions of Client.

10. **Legal Proceedings.** In the event Consultant or its employees are required by Client to provide testimony, answer interrogatories, produce documents or otherwise provide information in relation to any litigation, arbitration, proceeding or other inquiry arising out of Consultant's services, where Consultant is not a party to such proceeding, Client will compensate Consultant for its services and reimburse Consultant for all related direct costs incurred in connection with providing such testimony or information.
11. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written consent of the other party.
12. **Insurance.** Consultant agrees to maintain the following insurance coverage with the following limits of insurance during the performance of Consultant's work hereunder:

- (a) Commercial General Liability insurance with standard ISO coverage and available limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate;
- (b) Automobile Liability insurance with standard ISO coverage and available combined single limits of \$1,000,000 per accident;
- (c) Worker's Compensation insurance with limits as required by statute and Employer's Liability insurance with limits of \$1,000,000 per employee for bodily injury by accident/\$1,000,000 per employee for bodily injury by disease/\$1,000,000 policy limit for disease; and
- (d) Professional Liability insurance covering the Consultant's negligent acts, errors, or omissions in the performance of professional services with available limits of \$1,000,000 per claim and annual aggregate.

Consultant shall provide a certificate of insurance evidencing such insurance coverage to Client prior to the start of Consultant's work and annually upon renewal of coverage. Consultant shall cause Client to be named as an additional insured on Consultant's commercial general liability and auto liability policies, which shall be primary and noncontributory.

13. **Consequential Damages.** Neither Client nor Consultant shall be liable to the other or shall make any claim for any special, incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, loss of business or diminution of property value and shall apply regardless of legal theory such damages are alleged including negligence, strict liability, breach of contract and breach of warranty.
14. **Payment.** Unless agreed to otherwise, Consultant shall submit monthly invoices to the Client. Payment in full shall be due upon receipt of the invoice. Payment of any invoices by the Client shall be taken to mean that the Client is satisfied with the Consultant's services to the date of the payment and is not aware of any deficiencies in those services. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one percent (1%) per month. If the Client fails to make payments when due; then Consultant, after giving seven (7) days written notice to the Client, may suspend services until the Client has paid in full all amounts due for services, expenses, and other related charges without recourse to the Client for loss or damage caused by such suspension. Payment for Consultant's services is not contingent on any factor, except the Consultant's ability to provide services in a manner consistent with the Standard of Care. If the Client contests an invoice, the Client may withhold only that portion so contested and shall pay the undisputed portion.
15. **Force Majeure.** Neither Client nor Consultant shall be liable for the failure to perform (except Client's obligation to make payment when due) caused by any contingency beyond their reasonable control, including but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**  
**PROFESSIONAL SERVICES**

16. **Compliance with Laws.** To the extent applicable to Consultant's services, Consultant shall exercise due professional care to comply with all applicable laws, including ordinances of any political subdivisions or governing agencies.
17. **Invalid Terms.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding as if the unenforceable provisions were never included in the Agreement.
18. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state where the services are performed.
19. **Dispute Resolution.** All disputes, controversies or claims, of whatever kind or character, between the Parties, their agents and/or principals, arising out of or in connection with the subject matter of this Agreement shall be litigated in a court of competent jurisdiction.
20. **Additional Services.** Consultant shall be entitled to an equitable adjustment to its fee and schedule for additional services resulting from significant changes in the general scope, extent or character of the Project or its design including, but not limited to, changes in size, complexity, Client's schedule, construction schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or other documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond Consultant's control.
21. **Amendment.** This Agreement may only be amended in writing and where such amendment is executed by a duly authorized representatives of each party.
22. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Consultant hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
23. **Survival of Provisions.** The provisions of this Agreement shall continue to be binding upon the parties hereto notwithstanding termination of this Agreement for any reason.
24. **Nonwaiver.** No waiver by a party of any provision of this Agreement shall be deemed to have been made unless in writing and signed by such party.
25. **Identity of Project Owner.** Within ten (10) days of the entry of this Agreement, Client, if Client is not the Project Owner, shall provide to Consultant the Project Owner's full legal name; Project Owner's physical address; Project Owner's mailing address; and the name, physical address and mailing address of the Client's point of contact with the Owner for the Project.
26. **Conflicting Terms.** If there are multiple agreements with varying or conflicting terms and conditions between Client and Consultant, the terms and conditions contained in this Agreement shall supersede and have precedence over any other conflicting terms and conditions contained in any other written or oral agreement.

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# Millersville Fire Department

1246 Louisville Highway  
Millersville, TN 37072



## Fire - Incident Types with Monthly Breakdown July 2024

Year to Date Calls: 480

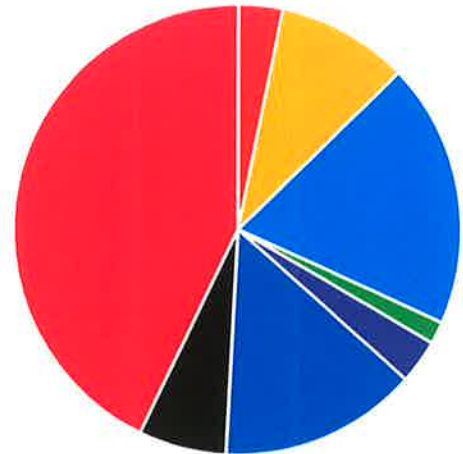
Smoke Detectors Installed : 8

Previous Year to Date: 519

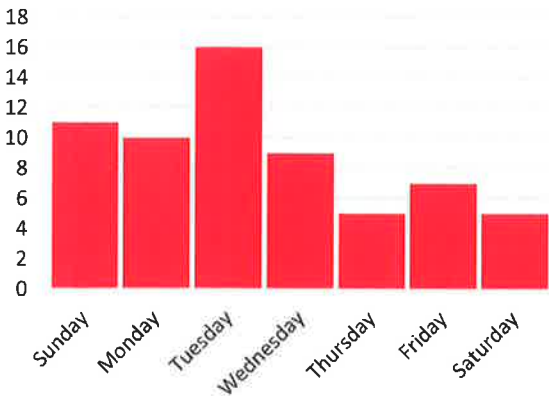
Smoke Detectors Installed Year to Date : 22

Incident Type Group	Number of Calls
100 - Fire	2
300 - MVC	6
300 - EMS	12
400 - HAZMAT	1
500 - Service Call	2
600 - Good Intent	9
700 - False Alarm	4
800 - Natural Disaster	0
Null- No Response	27
<b>Total Calls:</b>	<b>63</b>

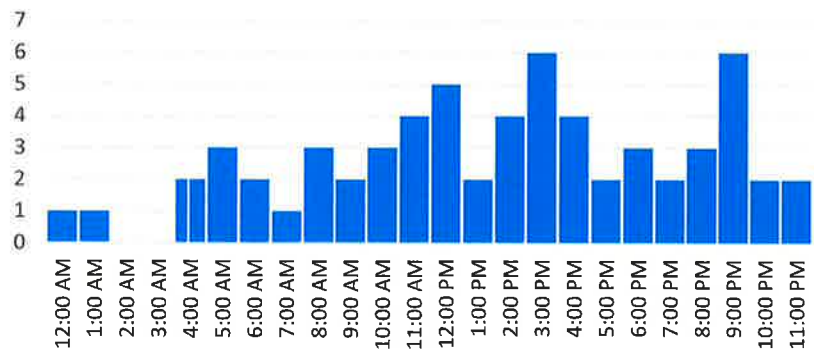
- 100 - Fire
- 300 - MVC
- 300 - EMS
- 400 - HAZMAT
- 500 - Service Call
- 600 - Good Intent
- 700 - False Alarm
- 800 - Natural Disaster
- Null- No Response



### Calls for service by days of the week.



### Calls for service by time of day.



#### Comments:

MFD worked with our community library in July on a touch a truck event. We Handed out fire safety coloring books, hats, and educating the community on the equipment and department.

MFD Completed a 4 hour inservice on Fentanyl Safety and a 16 hour class on First Responder grant writing.

07/01/24

CAR1 ~~100~~ 422-2104

QUIKTRIP #07144  
944 Louisville Hwy  
Goodlettsville, TN

Date: 07/01/24  
Time: 11:27AM  
Auth# 747954  
Odometer: 051051  
Fuelman

Entry: Swiped

Acct #

\*\*\*\*\*6161

Pump	Gallons	Price
14	19.509	\$ 3.000
Product: UNLEADED		

-----  
Total: \$60.26

See your points at  
[WWW.QT-REWARDS.COM](http://WWW.QT-REWARDS.COM)  
Thank You for  
Shopping QuikTrip!  
Please Come Back  
Again!!



CAR 1 7/13/24  
422-2104 (112)

Welcome to Shell  
WELCOME TO  
QUICKE CHECK  
10009694003

SHELL

1490 LOUISVILLE HWY  
GOODLETTSVILL TN  
37072

DATE 7/13/24 17:03  
TRAN# 9035984  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 24.350  
PRICE/G: \$3.199  
FUEL SALE \$77.92  
CREDIT \$77.92  
XXXXXX XXXXX XX6161  
FUELMAN/FW  
Swiped  
APPROVED  
AUTH # 952261  
INV # 350614  
ODOMETER 052068

Please come again  
THANK YOU  
HAVE A NICE DAY

7/18/24 CAR 7  
422-2104

QUIKTRIP #07144  
944 Louisville Hwy  
Goodlettsville, TN

Date: 07/18/24  
Time: 09:17AM  
Auth#: 435070  
Odometer: 052200  
Fuelman

Entry: Swiped

Acct #

\*\*\*\*\*8101

Pump	Gallons	Price
6	14.433	\$ 3.179
Product: UNLEADED		

-----  
Total: \$45.88

See your points at  
[WWW.GT-REWARDS.COM](http://WWW.GT-REWARDS.COM)  
Thank You for  
Shopping QuikTrip!  
Please Come Back  
Again!!

7/28/24 Car 1  
422-2104 (N/S)

QUIKTRIP #07144  
944 Louisville Hwy  
Goodlettsville, TN

Date: 07/28/24  
Time: 08:10AM  
Auth# 158545  
Odometer: 052370  
Fuelman

Entry: Swiped

Acct #

\*\*\*\*\*6161

Pump	Gallons	Price
5	19.781	\$ 2.999

Product: UNLEADED

-----  
Total: \$58.32

See your points at  
[WWW.QT-REWARDS.COM](http://WWW.QT-REWARDS.COM)  
Thank You for  
Shopping QuikTrip!  
Please Come Back  
Again!!

**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-23	Jan-25	Feb-25	Mar-24	Apr-25	May-25	June-25	YTD-24-25
Tennessee 811	360	20												20

**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										10
Marcie Ann Qualwood														
Williamson Road	8													
Denson Lane Odor Control														
Denson Lane Nitra-Nox Gallions	8,760	730												730
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
Mainline	7													
Service Line	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	FV-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														0
2000 to 2000 C/O														0
Extreme to 2000 C/O														0
Extreme to Extreme C/O														0
E-one to Barnes	40													0
Myers to Myers C/O	62	4												4
Barnes to Barnes C/O	0													
Barnes to Myers C/O	1													
Hydromatic to Myers C/O	2													
Discharge Assembly	16	2												2
Pumps Purchased	105	30												30
Total Pumps Replaced	96	4												4
Total Pumps On Hand	4	34												34
Low Pressure Service Requests	5													
Gravity Service Requests	0													
Inspection for New Service	50	2												2
Final Inspection for New Service	45	2												2
Sewer Service Calls	528	52												52
After Hour Sewer Calls	154	7												7
Odor Complaints	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-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													
Meeting/Training	6													
Leave	346	36												36
Holiday	384	32												32
Overtime	207	14												14
Administrative														
Drainage Work (feet)	60													
Drainage Complaints	2													
Drainage Man Hours	59													
Debris Removed Load	20.21													
Good House Keeping (PW)	31													
Sweeping Man Hours	2													
Codes Abatement	2													
Codes Abatement Dollar Amount	\$0.00													
Mowing Hours	214													
Curb Repair														
Shoulder Linear Foot														
Shoulder Hours														
Pothole Hours	173													
R-O-W Hours	126	157												157
Sign/Repaired	17													
Sign Work Hours	12													
Salt Hours	302													
Salt Tons	35													
Water Disconnect/Reconnect	459	104												104
Assist Fire Dept.														
Assist Police Dept.	4													
City Event Banners/ City Sign	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 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





## Financial review





# Investment Summary

Quote Number 02-2024-466239 1



## Company Information

City of Millersville  
1246 Louisville Hwy  
Goodlettsville, TN 37072-3656  
United States

## Executive Contact

Judy Florendo  
Accounting  
[jflorendo@cityofmillersville.com](mailto:jflorendo@cityofmillersville.com)  
(615) 859-0880



39

Total  
Employees



\$0.00

Implementation  
Costs



\$2,640.00

Total Annual  
Investment

## Expiration

8/19/2024

### ADP Sales Associate

MaryLee Palmieri  
District Manager  
[marylee.palmieri@adp.com](mailto:marylee.palmieri@adp.com)  
(470) 482-5137

\*\* The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.

# Sales Order

Quote Number 02-2024-466239 1



## Company Information

City of Millersville  
1246 Louisville Hwy  
Goodlettsville, TN 37072-3656  
United States

## Executive Contact

Judy Florendo  
Accounting  
[jflorendo@cityofmillersville.com](mailto:jflorendo@cityofmillersville.com)  
(615) 859-0880

## Recurring Fees and Considerations

Number of Employees: 39 on City of Millersville , Company Code C6V



### Monthly Processing

	Count	Min	Base	Rate	Monthly	Annual
InTouch Bar-Code Time Clock Subscription	2	-	-	\$96.00	\$192.00	\$2,304.00
InTouch Biometric Finger Scan Subscription	2	-	-	\$14.00	\$28.00	\$336.00



### Total Annual Investment

### Total Annual

Workforce Now Services

\$2,640.00

Estimated Value of Total Annual Concession; Already applied to values above:

\$1,440.00



### Other Considerations

Implementation

Total



Important Project and Billing Information

Without limiting any relevant provisions set forth in your Master Services Agreement (or similar agreement governing your ADP services) relating to Compliance with Laws, by signing below you acknowledge receipt of the ADP "Employer Toolkit; Biometric Time Clocks -- What You Need to know" which is available at [HTTPS://WWW.ADP.COM/-/MEDIA/ADP/NO-CACHE/TOS/ADP-CLIENT-BIOMETRICS-TOOLKIT.PDF](https://www.adp.com/-/media/adp/no-cache/tos/adp-client-biometrics-toolkit.pdf) and your Company's responsibility to comply with all relevant biometric laws governing the use, retention and destruction of biometric information.

Other

Payment for ADP's Fees for Service will be due within thirty (30) days of invoice date.

Expiration Date: 8/19/2024

<b>Summary</b>			
Estimated Annual Net Investment:	<u>\$2,640.00</u>	Total Net Implementation:	<u>\$0.00</u>
Estimated Annual Concession (already applied): \$1,440.00			

The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.

ADP, Inc.

Client: City of Millersville

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your consideration