

**Millersville Board of Commissioners -Regular Commission Meeting**

**AGENDA**

**For Tuesday, September 17, 2024, at 6:00 PM**

**At Millersville City Hall**

- 1. Call to Order.**
- 2. Invocation and Pledge of Allegiance**
- 3. Approval of Minutes for the August 20, 2024, Regular Commission Meeting.**
- 4. Ordinance 24-811 An Ordinance to Amend the Millersville Zoning Map (Robertson County) from Heavy Commercial to Industrial at 2220 Ted Dorris Road – Public Hearing**
- 5. Ordinance 24-812 An Ordinance to Amend the Millersville Zoning Map (Sumner County) From Rural Residential to Estate Residential at 1020 Winding Ridge Road. – Public Hearing**
- 6. Ordinance 24-813 An Ordinance to Provide for the Election of Three (3) City Commissioners – First Reading.**
- 7. Vote to retain Municipal Inspection Partners as the city planner under contract to the City of Millersville until a qualified full-time city planner is hired.**
- 8. Citizen’s Comments.**
- 9. City Attorney’s Comments.**
- 10. City Manager’s Comments.**
- 11. Commissioners’ Comments.**
- 12. Adjournment**

**Millersville Board of Commissioners**  
**Regular Commission Meeting**  
**MINUTES**  
**for**  
**Tuesday, August 20, 2024, at 6:00 PM**  
**At Millersville City Hall**

**1. Call to Order.**

The meeting was called to order at 6:00 P.M.

**2. Invocation and Pledge of Allegiance.**

The invocation was given by Sumner County Commissioner, Jeremy Mansfield, and was followed by the Pledge of Allegiance.

**3. Approval of Minutes for July 16, 2024, Regular Commission Meeting.**

Mayor Long asked if there was a motion to approve the minutes of the July 16, 2024, Regular Commission Meeting.

Commissioner Gregory made a motion to approve the minutes of the July 16, 2024, Regular Commission Meeting; Commissioner Huling seconded the motion. Mayor Long asked if there was any discussion. Commissioner Templet said she could not have voted to approve the minutes for June's meeting because she was out with COVID. *(The minutes of July 16, 2024, state that all were in favor of the afore stated minutes for the June 18 meeting. All present on July 16 were in favor; however, Commissioner Templet did not get to vote and that should have been noted on the July 16 minutes. An amendment has been made to the July 16 minutes to correct the vote count. A copy of page 1 of the amended minutes is attached.)*

Mayor Long asked if there was anything else, then took a roll call vote on the approval of the minutes for the July 16, 2024 Regular Commission Meeting. **Commissioners Gregory, Huling, Dorris, and Mayor Long voted "aye"; Commissioner Templet voted "no". The motion carried with 4 in favor and one opposed.**

**4. Review and Discuss the GNRC Contract.**

Mayor Long asked if there was a motion to review and discuss the GNRC Contract. Commissioner Huling said, "It says review and discuss."

Mayor Long said the contract was cut off when Scott Avery was here; GNRC was there at the last meeting and he wants to extend their services; we have \$17,000 still available to use for their services.

Commissioner Templet said they were not supposed to amend the agenda; they were not supposed to vote but discuss and approve. She said she never got anything (on GNRC).

Commissioner Dorris said he thought they were going to continue on because of the \$17,000 we already have in there.

Commissioner Huling said she had only been given information of a strategic plan; they had not provided any other information.

Mayor Long said they needed to have a vote as to whether they want GNRC to continue on.

Commissioner Gregory said they could not vote on it because the agenda only said "review and discuss". He recommended putting the discussion on a work session, and made a motion accordingly.

Commissioner Dorris seconded the motion.

Mayor Long called for a voice vote for all in favor of moving discussion of GNRC to the next work session to say "aye"; **motion carried by unanimous vote.**

**5. EFT Proposed Resolution for discussion and approval.**

Mayor Long asked if there was a motion for discussion and approval of the EFT Proposed Resolution.

Commissioner Gregory made a motion for approval. Commissioner Templet seconded the motion. Mayor Long asked if there was any discussion; no discussion followed.

Mayor Long called for a voice vote for all in favor of approving EFT to say "aye"; **motion carried by unanimous vote.**

**6. ADP Time Clock – Discuss and Vote on purchase for Public Works as requested by Jerry Schrader.**

Mayor Long asked if there was a motion (to vote on the ADP time clock purchase for Public Works).

Commissioner Huling made a motion to accept the ADP time clock; motion was seconded by David Gregory. Mayor Long asked if there were any discussions.

Commissioner Dorris said if we were going to do that for public works, we ought to do that for everyone (at city hall) in order to keep up with everyone's time and know when someone was out, etc.

Commissioner Templet asked Finance Director, Delores Farrell, if there was another system in place for tracking employee's time. Director Farrell said that we have ADP.

Commissioner Dorris said it would prevent someone from clocking in for another employee and that we should have it for everyone instead of just that one small department.

ICM Bryan Morris explained that a time clock will not work for the police department because when officers get a call, they can't come to city hall to clock in before they go to the call. He said the ADP system works with a geo fence and you can only clock in on your phone if you're inside that geo fence.

Commissioner Huling clarified with ICM Morris that the ADP geo fencing does work the same for everyone in the office.

Mayor Long called for a roll call vote on the purchase of a time clock for Public Works; **Commissioners Gregory, Templet, Huling, and Mayor Long voted "aye"; Commissioner Dorris voted "no". Motion carried 4 to 1.**

#### **7. Planning – Andrew Pieri Agenda Items for First Reading.**

Mayor Long called Andrew Pieri to the speaker's podium.

Mr. Pieri began with an apology for not having items added to the packet, nor having the ability to post them to the city website. He had some problems logging into his City of Millersville computer to create the templates for the ordinances and was not able to put all the agenda items and packets together; that is why it was not turned over to the City Recorder.

Mr. Pieri said he would go through the items on his agenda and the affected parties would be there for the next work session in September so they will have the opportunity to present their full cases. He said he has a substantial backlog of cases that must be brought before the city commission and a lot of these people have been waiting a long time to get these cases resolved so they can start construction for some of the various projects. So, by doing the first reading tonight, and then the work session at the beginning of September, hypothetically, they can have second reading in September.

#### **1. Final Plat Approval – Ryan Homes Phase 2.**

Phase 2 of the residential development has already sold out. They are beginning Phase 3. The Planning Commission needs to bring a final copy of that plat, when all the phases are completed, before the City Commission for approval. Those streets will then be turned over to the city to maintain going forward.

Mayor Long asked if there was a motion to approve the first reading of final plat approval for Ryan Homes Phase 2. Commissioner Gregory made a motion to approve the first reading; motion was seconded by Commissioner Templet. There were no discussions. Mayor Long called for a roll call vote. **All commissioners voted "aye"; motion carried by unanimous vote.**

2. Rezone The Reserve at 1020 Winding Ridge.

Mr. Pieri said the property owner wants to do estate planning for his children; this entails splitting up the property into smaller parcels for the children to buy to build their homes on. His property is zoned rural residential, which is lots over 3 acres. The first step is to ask the City Commission to rezone the property to estate residential.

Mayor Long asked if there was a motion to rezone the Reserve at 1020 Winding Ridge Road from rural residential to estate residential. Commissioner Gregory made a motion to approve said rezoning; motion was seconded by Commissioner Templet. There were no discussions. Mayor Long called for a roll call vote. **All commissioners voted "aye"; motion carried by unanimous vote.**

3. Major Subdivision (Private) and plat approval – The Reserve at Winding Ridge.

Mr. Pieri said this is an extension of Item 2. Anything with more than 3 lots goes from a minor subdivision to a major subdivision; this will be privately maintained and will not be a city street. It is currently not a city street; there is a hydrant further out on Winding Ridge Road. City sewer lines run through the property now and that will not change; houses will connect to it. These lots will not be offered up for sale and are strictly for the property owner and his children.

Mayor Long asked if there was a motion to approve the private major subdivision and plat for the Reserve at Winding Ridge. Commissioner Gregory made a motion to approve; motion was seconded by Commissioner Templet. There were no discussions. Mayor Long called for a roll call vote. **All commissioners voted "aye"; motion carried by unanimous vote.**

4. Final Plat Approval – Cycle Lane (2 lot subdivision), Robertson County Parcel #125.226.01.

Mr. Pieri said that, in his role as city planner, he can approve a minor 2 lot subdivision, or basically splitting 1 parcel of land into 2 without Planning Commission or City Commission approval; but he felt it more important to bring these cases before the two Commissions to allow them the opportunity to ask questions and be able to vote on it. Therefore, it was brought before the City Commission for final plat approval. It does comply with all the city's zoning ordinances.

Mayor Long asked if there was a motion for final plat approval for Cycle Lane (2 lot subdivision), Robertson County Parcel #125.226.01. Commissioner Gregory made a motion to approve; motion was seconded by Commissioner Templet. There were no discussions. Mayor Long called for a roll call vote. **All commissioners voted "aye"; motion carried by unanimous vote.**

5. Ted Dorris Annexation; Annex (2) parcels from Robertson County into the City of Millersville; assign industrial zoning for parcels #125.209.00 and #125.210.00. Mr. Pieri presented a larger plat map to the commissioners. They are asking to annex two unincorporated parcels in Robertson County into the land that's owned by Shadan 3, LLC. Mr. Pieri said one of the reasons he wanted to bring this before the commission tonight for a first reading was that it has to go back before the planning commission in September because they will need to pass something called a "statement of services"; that is the city accepting that they will provide fire department, police department, trash pick-up, and sewer; this is required for an annexation before a case can have final approval.

Commissioner Dorris asked how many acres are in these parcels. Commissioner Gregory said there are almost 20 acres.

Mayor Long asked if there was a motion to approve the Ted Dorris annexation of (2) parcels from Robertson County into the city of Millersville and assign industrial zoning for parcels #125.209.00 and #125.210.00. Commissioner Gregory made a motion to approve the Ted Dorris annexation on the first reading; motion was seconded by Commissioner Templet. There were no discussions. Mayor Long called for a roll call vote. **All commissioners voted "aye"; motion carried by unanimous vote.**

6. Re-Zone 2220 Ted Dorris Road from Heavy Commercial to Industrial. Mr. Pieri said, going back to the last agenda item, before the public hearing he will have to provide notification to Robertson County of our intent to annex so that they will have the opportunity to come and speak at the public hearing whether they are for or against the annexation.

Mr. Pieri said the property at 2220 Ted Dorris Rd is owned by Mr. Dan Smagacz, who owns Shadan 3, LLC. He has entered into a purchase agreement to sell this property to the buyers who are interested in tract 1 and tract 2 with the intention of creating a large parcel for two future industrial buildings. The property is currently zoned heavy commercial which, by ordinance, only allows for a building up to 35,000 square ft.; each building is going to be approximately 160,000 square ft each. The reason they are seeking industrial zoning is to allow for the larger structures to be built.

Mayor Long asked if there was a motion to rezone the property at 2220 Ted Dorris Rd from heavy commercial to industrial. Commissioner Gregory made a motion to approve the rezoning of said property; motion was seconded by Commissioner Templet. There were no discussions. Mayor Long called for a roll call vote. **All commissioners voted "aye"; motion carried by unanimous vote.**

8. **Discuss Neel Shaffer Engineering Services – Review and Discuss Master Agreement for Professional Services on a contractual basis.**

Mr. Pieri said the contract was seen at an earlier commission meeting; the Neel Shaffer Company is a nationwide company who handles engineering projects of all sizes. Not only can they help with a desperately needed site plan review, they can assist with the sidewalk project and manage it. Some of their employees used to work for TDOT. They are a subject matter expert for grant programs. He said he has worked with them in other communities, and they are a great choice right now. He suggested to the city manager there is a cap of \$10,000 which does not require commission approval; this company understands this project will eventually have to go out for a bid for engineering services. They have offered to write an RFQ for an engineering firm to come in; but they would love to be the city's engineering company.

Commissioner Gregory asked if one of the engineers is from TDOT; Mr. Pieri said yes. Commissioner Templet asked if we have a current engineer that we are using. Mr. Pieri said we do not.

Mayor Long said this would not require a vote. He asked ICM Bryan Morris if he was ok with Neel Shaffer. ICM Morris said we can look at the contract and suspend services if we are not happy with them after giving them a 30-day written notice.

Mr. Pieri said he has a backlog of things that need to be reviewed.

Mayor Long said the city manager can handle that.

Commissioner Dorris said we have a lot of projects coming out on Bethel Road.

9. **Jeremy Mansfield (Sumner County Commissioner, District 16) – ARPA Funding**

Since he was elected in 2018, he's heard a lot from citizens who continually ask if there is going to be better coordination between the county and the city as to working on projects. County and City officials have complained about a lack of communication. He reached out to Commissioner Huling this past spring about how things were going in the city of Millersville. Her forthright response was that she did not have time for false narratives, but instead needed to focus on real issues, like the city's struggling sewer infrastructure; Millersville is currently non-compliant with Metro's corrective action plan; he responded that the county might be able to help with this issue. He told her about the ARPA funds that are available at the county that could help Millersville with its sewer and water line infrastructure needs. He reached out to Commissioner Huling to ask what the city has done and what is available; he found out about the TDEC grant. He said the third phase is done; the commission did vote to approve the appropriation of \$521,000 in ARPA funding to go toward Millersville; that would go toward the matching terms of the TDEC grant. The TDEC offer was a match of \$950,000, bringing the total of that funding to \$1,476,000.00 to go toward sewer and water line

improvements to bring us in compliance with Metro's corrective action plan. They will need the city to provide them with a breakdown of the budget.

#### 10. Citizens' Comments

Lincoln Atwood announced he is a member of the Millersville Lions Club, a service organization within the city. Historically, they have done lots of different projects within the city, but over the years their membership has dwindled. So, he comes to the city commission meetings to invite the commissioners and residents of the city to come out and meet with them to see if they're interested in joining them and growing their organization. Their meeting is on the 4<sup>th</sup> Monday of every month. The next meeting will be on Monday, August 26<sup>th</sup>, at 6:00 PM at the Millersville Community Center. Commissioner Huling called Mr. Atwood's attention to some glasses she wanted to contribute to the Lion's Club.

#### 11. City Attorney's Comments

City Attorney Bryant Kroll spoke about an issue with the property where the Millersville City sign is located. He introduced Heather Smith with Benchmark Realty and her client, Mr. Owen Witt, owner of Coach Quarters, and asked them to talk about what is going on. Mr. Witt said he is interested in acquiring .17 acres, parcel #140.077.03, that belongs to the city of Millersville. He has maintained the property since 2007. He is seeking to acquire that property.

Attorney Kroll said, from the city attorney's legal perspective, the board can quit claim the property to Mr. Witt.

Commissioner Gregory asked what he wanted to do with sign.

Mr. Witt said it would not affect the Millersville sign at all; it is outside the fence around the property in question.

Commissioner Templet said there had been discussion about moving the sign.

Mr. Witt said the sign does not affect them at all.

A decision was made to call a special call meeting after the next work session (to vote on quit claiming the property to Mr. Witt).

#### 12. City Manager Comments

ICM Bryan Morris said they did sign a contract with Metro Water Service due to the present contract expiring on Oct 1<sup>st</sup>. It will go through Oct 1<sup>st</sup> of 2034 now for the wastewater.

#### 13. Commissioner Comments

**Commissioner Gregory** asked Andrew Pieri if it was possible to get Neel Shaffer there on a work session. Mr. Pieri said yes - that he (Neel Shaffer) lives just outside of Hendersonville, and he would come and explain all the services that are available to the city of Millersville. Commissioner Gregory said he wants to bring up the plans for the sidewalk when Mr. Shaffer is present to find out where we are and what the plans are for completion.



**Commissioner Templet** said she was wondering when they were going to see the financials; to her knowledge there has only been one financials (report) approved this year which was for June, a meeting she missed. All the other financials haven't been brought back. Also, the discussion for the changes to benefits in the Millersville Employee Manual was never brought back; a motion was made to bring this back, and she wants to see it put back on the agenda.

**Commissioner Huling** wanted to reflect back on the Night Out Against Crime; there was a great turn-out and she was really impressed with people coming from White House and surrounding areas and bringing their families. They did a really good job on putting that together. Also, after serving on the planning board, she realizes how many volunteers spend their time to come out and go through the planning packets, and to really invest in the city. She thanked each of the board members that invest their time. She expressed thanks to Jeremy Mansfield for the information he gave on the ARPA fund. She announced that the Millersville Together group is going to be doing another Farmers Market get-together on Saturday, October 12 from 10:00 AM to 4:00 PM. If anyone is interested, they can go the millersvillettogether@gmail.com website or their Facebook page for more information. She also announced that a native plant here, the paw paws, are in bloom; she encouraged everyone to get out and enjoy the beautiful outdoors here.

**Commissioner Dorris** had no comment.

**Commissioner Gregory** announced that it was Commissioner Dorris's birthday.

#### 14. **Adjournment**

Mayor Long asked if there was a motion to adjourn the meeting.

Commissioner Gregory made a motion to adjourn; motion was seconded by Commissioner Huling.

The meeting was adjourned at 6:47 PM

Respectfully submitted,



Judy Florendo

City Recorder

City of Millersville

1246 Louisville Hwy

Millersville, TN 37072

Millersville Board of Commissioners  
Minutes of Regular Commission Meeting  
On  
Tuesday, July 16, 2024, at 6:00 PM  
At Millersville City Hall

**1. Call to Order.**

The meeting was called to order at 6:00 P.M.

**2. Invocation and Pledge of Allegiance.**

The invocation was given by George Jankowski and was followed by the Pledge of Allegiance.

**3. Approval of Minutes of June 18, 2024, Regular Commission Meeting.**

Mayor Long asked if there was a motion to approve the June 18, 2024, Regular Commission Meeting Minutes.

Commissioner Gregory made a motion to approve the Minutes of the June 18, 2024, Regular Commission Meeting; Commissioner Huling seconded the motion. Mayor Long asked if there was any discussion; there was no discussion. Mayor Long asked for all in favor of approving the minutes of the June 18, 2024, meeting to say, "aye". **The motion carried with all in favor, and none opposed.**

**Note to amend Item 3, Approval of Minutes of June 18, 2024, Regular Commission Meeting, post Commission approval during the August 20, 2024, Regular Commission Meeting:** Commissioner Templet was not present for the June 18, 2024, Regular Commission Meeting and therefore did not vote on the approval of the minutes from that meeting. All other commissioners present at the June meeting were in favor of that approval, and the motion did carry. (per Judy Florendo, City Recorder)

**4. Approval of the June 2024, Financial Report.**

Mayor Long asked if there was a motion to approve the June 2024 Financial Report.

Commissioner Huling made a motion to approve to approve the June 2024 Financial Report. Commissioner Dorris seconded the motion. Mayor Long asked if there was any discussion.

Commissioner Templet said she was still seeing a lot of zeroes for salaries, on administration, building and codes, community center and parks; the fire department has salaries and is missing social security and Medicare, retirement, and health insurance. The municipal court

**ORDINANCE NO. 24-811**

**AN ORDINANCE TO AMEND THE MILLERSVILLE ZONING  
MAP (ROBERTSON COUNTY) FROM HEAVY COMMERCIAL TO  
INDUSTRIAL AT 2220 TED DORRIS ROAD**

**WHEREAS**, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and land for residential, business, commercial, industrial uses; and,

**WHEREAS**, the City's Comprehensive Plan defines the area as a transitional place between existing uses and development patterns. The intent of this Character Area is to be flexible and accommodating to development, while fitting new development into the City's overall character.; and,

**WHEREAS**, The City of Millersville Planning Commission on Tuesday, August 13, 2024, reviewed and approved the rezoning request; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE THAT THE FOLLOWING APPLY:**

**SECTION 1.** That the City of Millersville Zoning Map be amended from Robertson County Heavy Commercial to Industrial, for the property included in "EXHIBIT A" and described as follows:

20.67 ACRES IS REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 074, PARCEL 125.213. PROPERTY IS LOCATED AT 2220 TED DORRIS ROAD. "**EXHIBIT A**".

**SECTION 2.** That the Board of Commissioners of the City of Millerville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Millersville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice. This Ordinance shall take effect fifteen (15) days from the date of its final reading and adoption by the Board of Commissioners, and publication, the public welfare demanding it.

**SECTION 3.** If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

**SECTION 4.** In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Millersville, the most restrictive shall in all cases apply.

First Reading: September 3, 2024

Public Hearing \_\_\_\_\_

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

\_\_\_\_\_  
Tommy Long, Mayor

ATTEST:

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

**ORDINANCE NO 24-811**  
**"EXHIBIT A"**

2220 Ted Dorris Road



**ORDINANCE NO. 24-812**

**AN ORDINANCE TO AMEND THE MILLERSVILLE ZONING MAP (SUMNER COUNTY) FROM RURAL RESIDENTIAL TO ESTATE RESIDENTIAL AT 1020 WINDING RIDGE ROAD**

**WHEREAS**, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and land for residential, business, commercial, industrial uses; and,

**WHEREAS**, the City's Comprehensive Plan defines the area as a transitional place between existing uses and development patterns. The intent of this Character Area is to be flexible and accommodating to development, while fitting new development into the City's overall character.; and,

**WHEREAS**, The City of Millersville Planning Commission on Tuesday, August 13, 2024, reviewed and approved the rezoning request; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE THAT THE FOLLOWING APPLY:**

**SECTION 1.** That the City of Millersville Zoning Map be amended from Sumner County Rural Residential to Estate Residential, for the property included in "EXHIBIT A" and described as follows:

21.29 ACRES AS REFERENCED AS PART OF SUMNER COUNTY TAX MAP 118, PARCELS 06702 AND 06705/ SUBJECT PROPERTIES AT 1020 WINDING RIDGE ROAD. "EXHIBIT A".

**SECTION 2.** That the Board of Commissioners of the City of Millerville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Millersville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice. This Ordinance shall take effect fifteen (15) days from the date of its final reading and adoption by the Board of Commissioners, and publication, the public welfare demanding it.

**SECTION 3.** If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

**SECTION 4.** In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Millersville, the most restrictive shall in all cases apply.

First Reading: September 3, 2024

Public Hearing \_\_\_\_\_

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

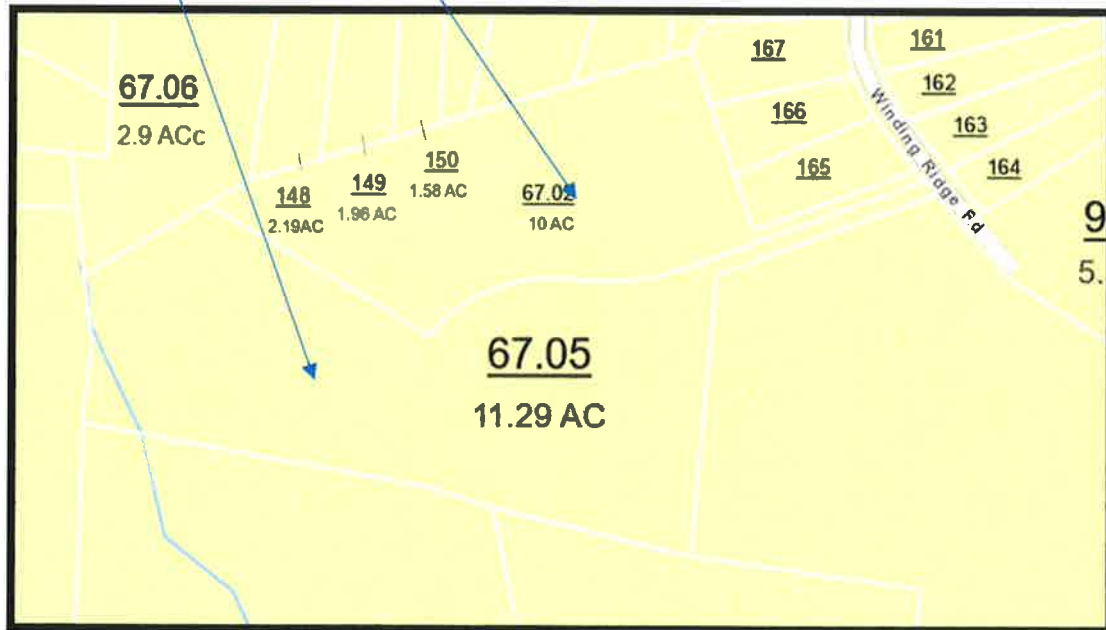
\_\_\_\_\_  
Tommy Long, Mayor

ATTEST:

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

**ORDINANCE NO 24-812**  
**"EXHIBIT A"**

21020 Winding Ridge Road



**CITY OF MILLERSVILLE, TENNESSEE**

**Ordinance 24-813**

**AN ORDINANCE TO PROVIDE FOR THE ELECTION OF THREE (3) CITY COMMISSIONERS.**

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

**SECTION 1.** Pursuant to the provision of T.C.A. 6-20-105, the Board of Commissioners of the City of Millersville, Tennessee does hereby direct the calling of a municipal election to elect **three (3) Commissioners to serve four-year terms of office.**

The election shall be conducted on the 5<sup>th</sup> day of November, 2024.

**SECTION 2.** The election shall be conducted in compliance with the election laws of the State of Tennessee and under the direction and supervision of the Sumner County and Robertson County Election Commissions.

**SECTION 3.** The City Manager is hereby directed and authorized to provide appropriate assistance and facilities to the Election Commissions for the conduct of the election. The City Manager is further authorized to expend such funds, as are necessary and proper, to pay the cost of the election in accordance with the budgetary allocation therefore.

**SECTION 4.** This ordinance shall become effective upon the date of its final passage, the public welfare requiring it.

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

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

**BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Tommy Long, Mayor

By: \_\_\_\_\_  
Bryant Kroll, City Attorney

**ATTEST:**

By: \_\_\_\_\_  
Judy Florendo, City Recorder

**ROBERTSON COUNTY ELECTION COMMISSION**  
513 SOUTH BROWN ST., ROOM 137  
SPRINGFIELD, TN 37172  
PHONE: 615-384-5592 - FAX: 615-382-3122

April 10, 2024

TO: Municipalities – Robertson County, TN

FROM: Robertson County Election Commission  
Cathy W. Hamsley, Administrator of Elections *CWH*

RE: Call for City Election – November 5, 2024

Enclosed is the Election Calendar of important dates regarding your upcoming City Election which will be held on Tuesday, November 5, 2024. I would like to receive your official call for the City Election and all offices which will be open, and if there are any vacancies to be filled. Also, I will need to know the terms of the offices. You may fax, email, or mail your information to me.

All election notices will be published in the Connection. Ballot printing is now taken care of by the Election Commission; therefore, you do not need to add funding to your budget.

The first day to pick-up a qualifying petition for this election will be Monday, June 17, 2024, in the Robertson County Election Commission Office.

If you have any questions, please feel free to contact me by phone or email.  
615-384-5592/chamsley@robcofn.org.



**TUESDAY – NOVEMBER 5, 2024**

**November General/City Elections**

1<sup>st</sup> Day to Pick-Up Petitions---Monday, June 17, 2024

Qualifying Deadline for Municipal Candidates

Thursday, August 15, 2024 **NOON**

Withdrawal Deadline—Thursday, August 22, 2024 **NOON**

Last Day to Register to Vote---Monday, October 7, 2024

1<sup>st</sup> Day to Request Absentee Ballot---Wednesday, August 7, 2024

Last Day to Request and Receive an Absentee Ballot

Tuesday, October 29, 2024

**Early Voting**

Wednesday, October 16 thru Thursday, October 31, 2024

Monday – Thursday – 8:00am – 4:30pm

Friday's – 8:00am –5:00pm

Saturday's – 8:00am – 12:00 Noon (10/19 and 10/26 open)

**Eligible for City Elections**

**Cities of Adams, Cedar Hill, Town of Coopertown, Cross Plains,  
Millersville, Orlanda, Portland, Ridgetop, Springfield and  
White House**