

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



- City Engineer

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

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 Davis 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).

P: 615.383.8420 | F: 615.383.9984

210 25th Avenue North, Suite 800

Nashville, TN 37203

www.neel-schaffer.com

engineers | planners | surveyors | environmental scientists | landscape architects



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.

landscape architects
environmental scientists
surveyors
planners
engineers

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Sean Hagan – Special Inspections LLC

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
	\$8,690.00	\$8,690.00	\$4,200.00	\$0.00	\$4,490.00	\$4,490.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

** 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	\$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

Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	DEBITS		CREDITS	
											Refunds	Other	Refunds	Other

Memberships

Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	DEBITS		CREDITS	
											Refunds	Other	Refunds	Other

Facilities

Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	DEBITS		CREDITS	
											Refunds	Other	Refunds	Other

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 -

Room 107

\$40.00	\$40.00	\$0.00	\$0.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
\$50.00	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

Security Deposit:

POS

Gross	Net	DEBITS							CREDITS		
		Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Refunds	Other

Other Payments

Gross	Net	DEBITS							CREDITS		
		Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Refunds	Other

Household Credit Accounts

Gross	Net	DEBITS							CREDITS		
		Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Refunds	Other

FIRE DEPARTMENT



Millersville Fire Department

1246 Louisville Highway
Millersville, TN 37072



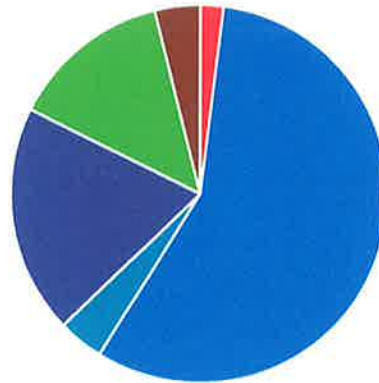
Fire - Incident Types with Monthly Breakdown February 2025

Year to Date Calls: 51

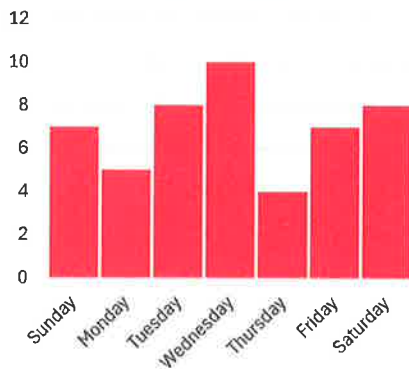
Previous Year to Date: 81

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

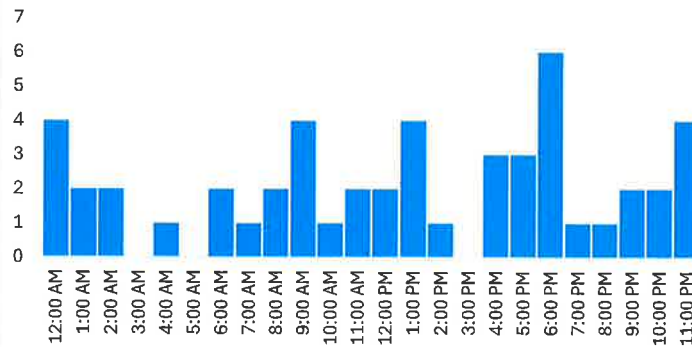
- 100 - Fire
- 300 - EMS /Crashes
- 400 - HAZMAT
- 500 - Service Call
- 600 - Good Intent
- 700 - False Alarm
- 800 - Natural Disaster
- Null- No Response



Calls for service by days of the week.



Calls for service by time of day.



Notes: *Promotion of Bill Mounts to Captain. Performed 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 an 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.



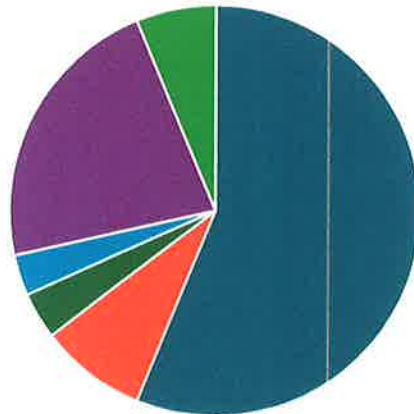
Millersville Fire Department

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 Maintenance 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.
 ■

Financial 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.

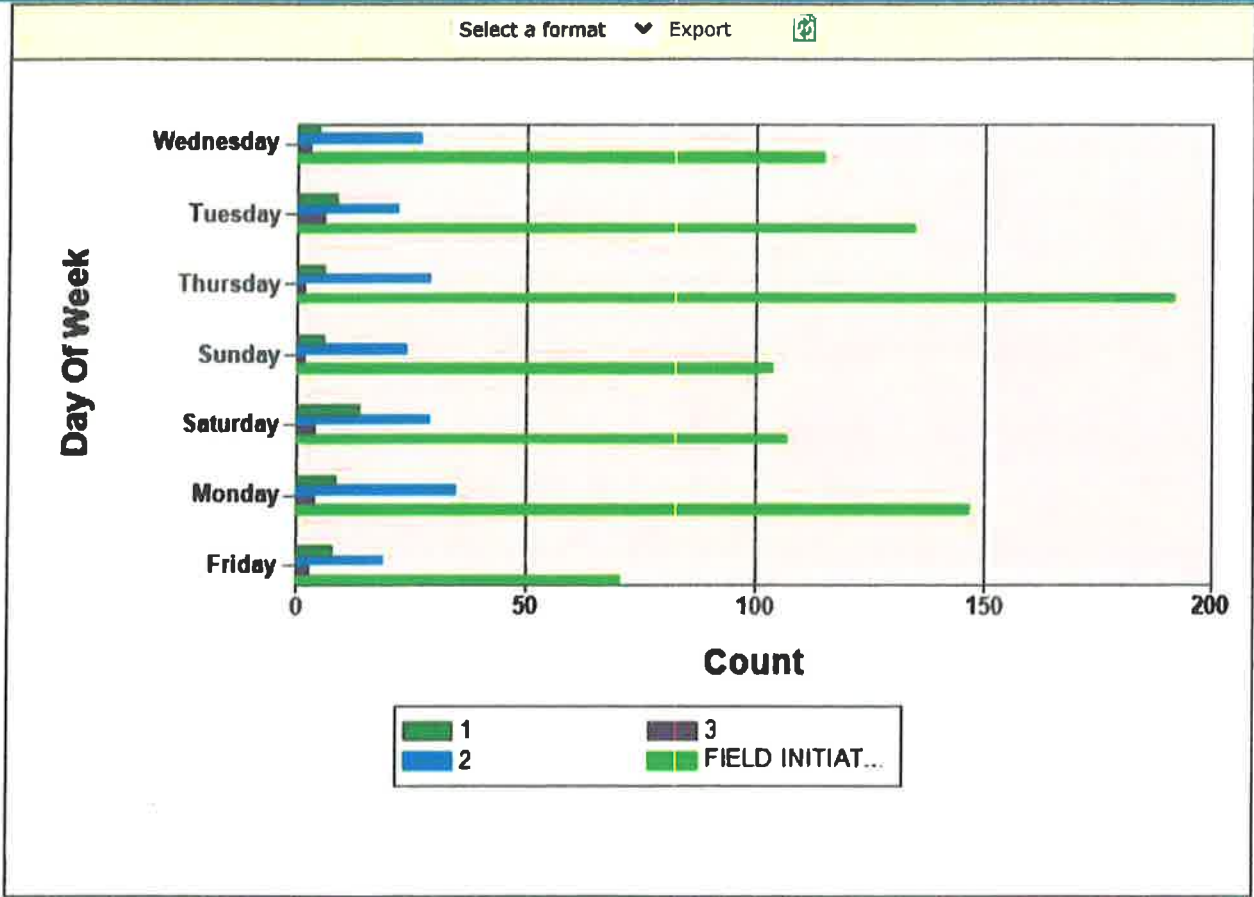
POLICE DEPARTMENT

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

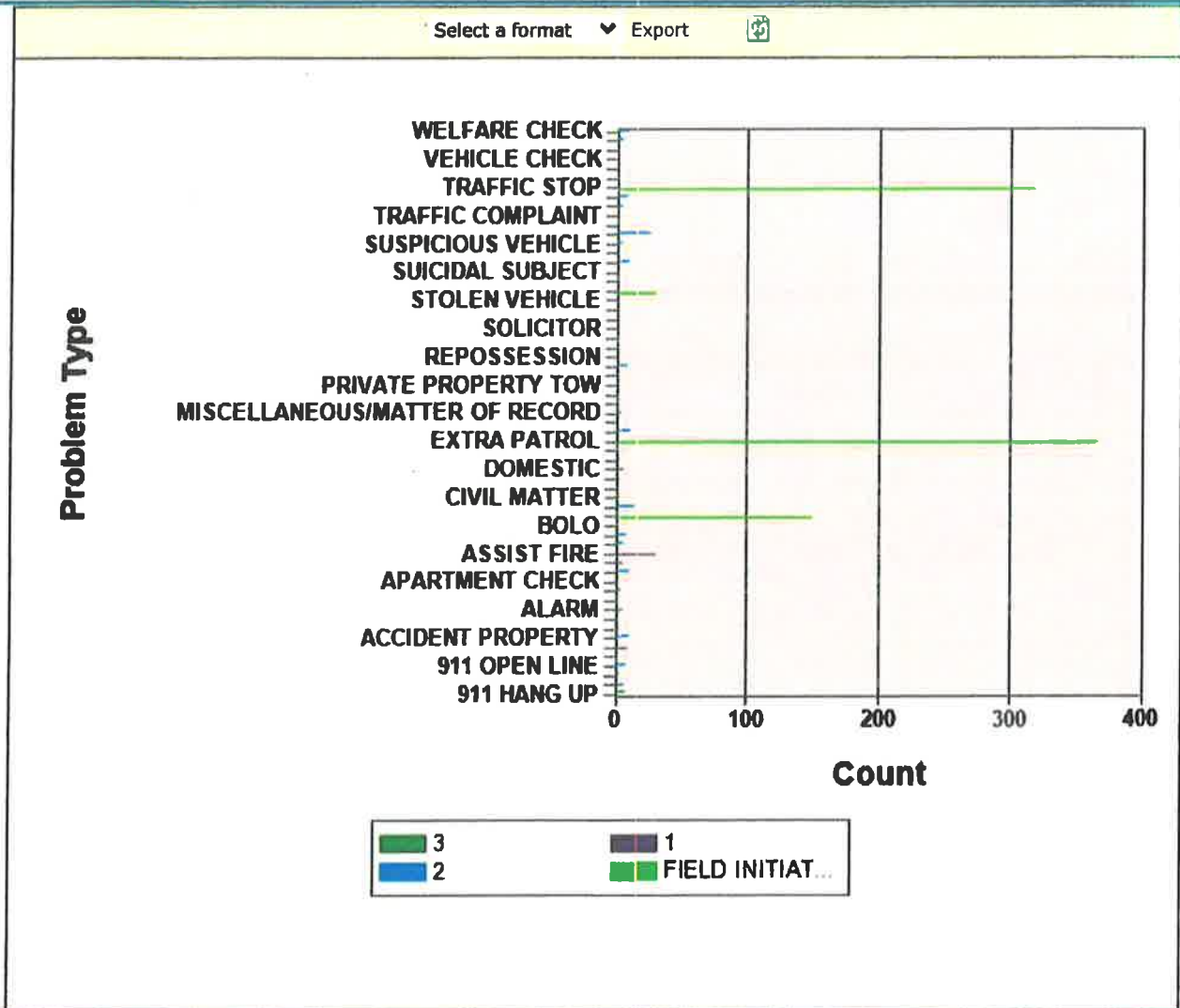
Day of Week	Priority					Total
	1	2	3	4	99	
Sunday	6	24	2	104	0	136
Monday	9	35	4	147	0	195
Tuesday	9	22	6	135	0	172
Wednesday	5	27	3	115	0	150
Thursday	6	29	2	192	0	229
Friday	8	19	3	71	0	101
Saturday	14	29	4	107	0	154
Total	57	185	24	871	0	1137

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
EX PARTE 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
REPOSSESSION	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

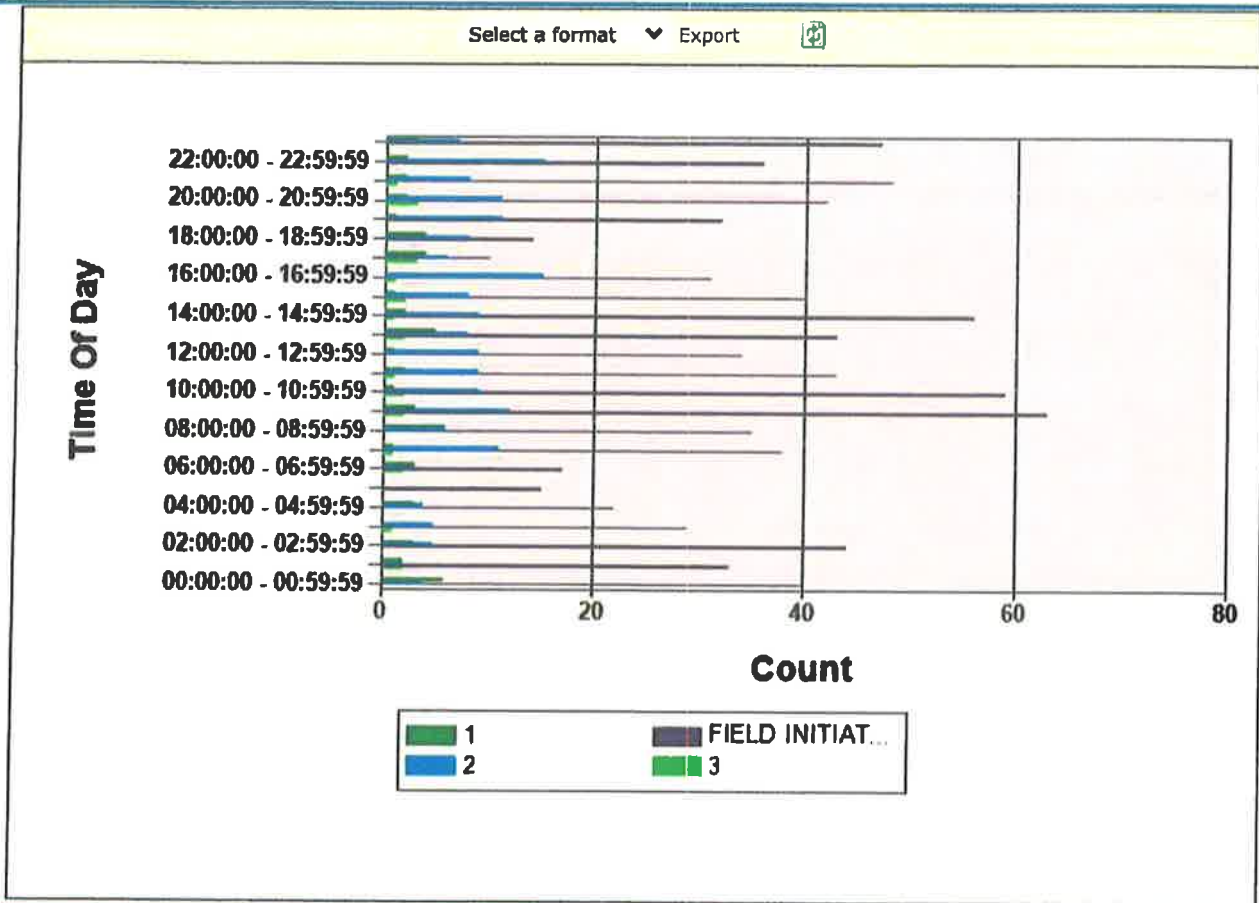
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Time of Day Call Volume Summary

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-23	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	2						15
Marcie Ann								2						2
Quailwood														
Williamson Road	8													
Denson Lane Odor Control														
Denson Lane Nitra-Nox Gallons	8,760	730	730	730	730	730	730	730	730					5,840
Williamson Road Sul-Fight Gallons														

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		2		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 an 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													
Mvrs to Mvrs C/O	62	4		6	4	4	2	5	4					29
Barnes to Barnes C/O	0		3	1										4
Barnes to Mvrs C/O	1		1											1
Hydromantic to Mvrs 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													
Inspection for New Service	50	2	6	5		1		1						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	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/Repaired	17							4	2					6
Sign Work Hours	12							2	1					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 #5: Property owner's request for 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 #6: 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

ITEM #7: Discussion on Beer Board Ordinance changes

ORDINANCE _____

**AN ORDINANCE AMENDING ORDINANCE _____ OF THE CITY OF MILLERSVILLE
PERTAINING TO BEER AND ALCOHOLIC BEVERAGES**

WHEREAS, the Board of Commissioners of the City of Millersville find it necessary to amend and update Millersville's Ordinance _____ pertaining to beer and alcoholic beverages

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

**CHAPTER 6
Section 1**

GENERAL

SECTION

101. Definitions.
102. Sale of beer or alcoholic beverages to minors.
103. Identification required prior to the sale of beer or alcoholic beverages.
104. Sale to intoxicated persons prohibited.
105. Duties and prohibited activities of permittee and licensees.
106. Employment of minors prohibited.
107. Loitering of minors prohibited.
108. Signs required.
109. Manufacturing, selling and distributing generally.
110. Exceptions.

101. Definitions.

- (1) "Beer" means an alcoholic beverage having an alcoholic content of not more than eight percent (8%) by weight and made by the alcoholic fermentation of an infusion or decoction or combination of both in potable brewing water of malted grains with hops or their parts or their products; provided, however, that not more than forty-nine percent (49%) of the overall alcoholic content of such beverage may be derived from the addition of flavors and other non-beverage ingredients containing alcohol but not including wine as defined below.
- (2) "Beer permit" means the tangible approval of the beer board allowing a business to sell and/or serve beer.
- (3) "Church" means a building or property where a congregation regularly meets at least one (1) day per week for religious worship.
- (4) "City" means the City of Millersville, Tennessee.
- (5) "Event stadium" means a controlled spectator facility designed primarily for sporting, recreational, and/or entertainment use, whether indoor, open air, or amphitheater in

design, and may contain space and facilities for exhibitions, retail sales, retail food dispensing, and restaurants.

(6) "Federal statutes" means the statutes of the United States now in effect or as they may hereafter be changed.

(7) "Light alcoholic content beverage" herein referred to as "LACB" means any alcoholic beverage, not including beer and wine, whose alcohol content is not more than eight percent (8%) by weight.

(8) "Minor" means anyone under the age of twenty-one (21) years; provided, however, this provision shall not be construed as prohibiting any person eighteen (18) years of age or older from selling, transporting, possessing, or dispensing, beer, or LACB in the course of his employment, as authorized by Tennessee Code Annotated, § 57-4-203(b)(3).

(9) "Permittee or permit holder" means the holder of a beer permit.

(10) "Person" means any natural person as well as any corporation, limited liability company, partnership, joint stock company, syndicate, firm or association or any other legal entity recognized by the laws of the State of Tennessee.

(11) "Retail sale" or "sale at retail" means the sale to a consumer or to any person for any purpose other than for resale.

(12) "Retailer" means any person who sells at retail any beer or alcoholic beverage for the sale of which a license or permit is required under the provisions of this ordinance.

(13) "School" means an institution, including kindergarten, where regular classes are conducted under the supervision of a teacher or instructor, including schools or colleges where specialized subjects are taught to persons under eighteen (18) years of age.

(14) "Tavern" means a business establishment whose primary business is or is to be the sale of beer to be consumed on the premises.

(15) "Vehicle" means a machine that has the means of transporting or carrying an object across a distance including, but not limited to, automobiles, trucks, motorcycles, and four wheelers.

(16) "Wholesaler" means any person who sells at wholesale any beer or alcoholic beverage for the sale of which a license or permit is required under the provision of this ordinance.

(17) The following terms shall have the same definition as stated in Tennessee Code Annotated, § 57-4-102:

- (a) Club;
- (b) Convention center;
- (c) Hotel; and
- (d) Restaurant.

(18) "High alcoholic content beverage" herein referred to as "HACB" means any alcoholic beverage, not including beer and wine, whose alcohol content is greater than eight percent (8%) by weight.

102. Sale or furnish to minors prohibited. It shall be unlawful for any person to knowingly sell, furnish, give, or allow to be sold any beer or alcoholic beverages to a minor at any time or to allow a minor to drink such beer or alcoholic beverages in the building or on the premises where such beer or alcoholic beverages are being sold.

103. Identification required prior to the sale of beer or alcoholic beverages. Any person selling beer or alcoholic beverages within the corporate limits of the City of Millersville shall be required to have produced to him or her a facially valid unexpired government issued identification, such as a driver's license, or other form of identification deemed acceptable to the permit holder, that includes the photograph and birth date of the adult consumer attempting to make a beer or alcoholic beverage purchase, showing that the age of the prospective purchaser of the beer or alcoholic beverage is twenty-one (21) years of age or older. Persons exempt under state law from the requirement of having a photo identification shall present identification that is acceptable to the permit holder. The permit holder or employee shall make a determination from the information presented whether the purchaser is an adult. If such identification is not produced by the prospective purchaser, the beer or alcoholic beverages shall not be sold. In addition to the prohibition of making a sale to a minor, no sale of beer or alcoholic beverages for off-premises consumption shall be made to a person who does not present such a document or other form of identification to the permit holder or any employee of the permit holder; however, it is an exception to any criminal punishment or adverse administrative action, including license suspension or revocation, as provided for a violation of this section if the sale was made to a person who is or reasonably appears to be over fifty (50) years of age and who failed to present an acceptable form of identification. Such identification shall be required prior to the sale of beer or alcoholic beverages regardless of the apparent age of the prospective purchaser. Notwithstanding the above, any permittee or licensee allowing on-premises consumption of beer or alcoholic beverages in the city shall be permitted to serve beer or alcoholic beverages to a person for on-premises consumption without seeing such identification if, in the discretion of a manager on the premises, a person wishing to purchase such beer or alcoholic beverages is, beyond a reasonable doubt, twenty-one (21) years of age or older.

104. Sale to visibly intoxicated persons prohibited. It shall be unlawful to sell beer or alcoholic beverages or permit the same to be sold to any person who is visibly intoxicated.

105. Duties and prohibited activities of permittee and licensees. It shall be unlawful for any person operating a place of business regulated by this ordinance to allow any persons under the influence of any intoxicants, including beer, alcoholic beverages or other substances, upon the premises, and it shall be the affirmative duty of any such operator to notify the police department of any person upon the premises suspected to be under the influence of any intoxicants.

106. Employment of minors prohibited. It shall be unlawful for the operator to use minors under eighteen (18) years of age in the sale, transport, possession or dispensing of alcoholic beverages, wine or beer, except as provided in § 101 herein.

107. Loitering of minors prohibited. It shall be unlawful for any operator to allow or permit any minor to loaf or loiter in any place where beer or alcoholic beverages are sold or offered for sale for consumption on the premises.

108. Signs required. Any establishment within the corporate limits of the city, which sells or gives away beer or alcoholic beverages shall prominently display on the premises a sign not less than six inches (6") high and ten inches (10") wide reading: "A Minor attempting to purchase Beer or Alcoholic Beverages will be prosecuted to the fullest extent of the law." Such establishment shall further prominently display a sign not less than six inches (6") high and ten inches (10") wide reading: "Millersville Municipal Code requires the production of a valid governmental issued photo ID prior to the purchase of Beer or Alcoholic Beverages." Signs required under this section shall be the responsibility of each permittee or licensee. Signs must be posted within ninety (90) days of the final passage of this section. It will be a violation of this section to fail to post such signs.

109. Manufacturing, selling and distributing generally. It shall be unlawful for any person to engage in the business of manufacturing, selling, or distributing any beer or alcoholic beverage within the corporate limits of the city except as provided by all applicable laws, rules and regulations of the State of Tennessee applicable to beer or alcoholic beverages as now in effect or as they may hereinafter be changed including, without limitation, the local option liquor rules and regulations of the Tennessee Alcoholic Beverage Commission (hereinafter "TABC").

110. Exceptions. To the extent that buying or selling of beer, intoxicating liquors, HACB, LACB, or wine is prohibited, except as authorized pursuant to Tennessee Code Annotated as set forth in § 8-109 herein, said prohibitions shall not make it unlawful:

- (1) To buy, sell, possess, transport or manufacture beer or HACB as permitted in Tennessee Code Annotated, §§ 57-5-101, et seq., or any other provisions and this ordinance relating to such beverages are fully and strictly complied with.
- (2) To possess or manufacture beer or wine as permitted in Tennessee Code Annotated, § 39-17-708, for personal consumption by members and guests of a household, provided all provisions and conditions of said sections relating to such beverages are fully and strictly complied with.
- (3) For any priest or minister of any religious denomination or sect to receive and possess wines for sacramental purposes.
- (4) For druggists to receive and possess alcohol and other intoxicating liquors and such preparation as may be sold by druggists for the special purposes and in the manner as now or hereafter provided by law.
- (5) For the manufacturers of the following to receive and possess alcohol and other intoxicating liquor for use in the manufacturing process:
 - (a) Such medicines that conform to the provisions of the Pure Food and Drugs Act of the State of Tennessee;
 - (b) Flavoring extracts;
 - (c) Perfumery and toilet articles;
 - (d) Thermostatic devices or temperature regulators.
- (6) For bona fide hospitals to receive and possess alcohol and other intoxicating liquor for the use of bona fide patients of such hospitals.
- (7) For bona fide educational institutions to receive and possess alcohol and other intoxicating liquor for scientific and therapeutic purposes.

(8) For any common or other carrier to ship or transport alcohol and other intoxicating liquor for any of the purposes listed in subsections (2) through (6) above.

Section 2

SALES OF BEER AND LIGHT ALCOHOLIC CONTENT BEVERAGES

201. Beer. For the purposes of this chapter, the term "beer" shall include LACB. The retail sale of beer and LACB shall be regulated by this ordinance.

202. Beer and LACB lawful. In conformity with Tennessee Code Annotated, §§ 57-5-101, et seq., it shall be lawful to transport, store, sell, distribute, possess, receive, and/or manufacture beer and LACB, subject to the privilege taxes and regulations hereinafter set out. No manufacturer or wholesaler of beer and LACB or their agent or agents shall be permitted to make any loan or furnish any fixtures of any kind or have any interest, direct or indirect, in the business of any retailer of such beverage, or in the premises occupied by such retailer; provided, however, such manufacturer or wholesaler may operate as a retailer at the manufacturer's location or a site contiguous thereto for sales of not more than twenty-five thousand (25,000) barrels of beer annually for consumption on or off the premises under the provisions of this chapter as long as the requirements of this chapter concerning the licensing of such retail establishments are met; or a manufacturer may qualify for and hold a license under the provisions of this chapter as a "restaurant."

203. Hours of sale regulated. It shall be unlawful for any person to sell the beer or alcoholic beverages regulated by this chapter, nor shall it allow the same to be sold by agents, servants or employees, between the hours of 3:00 A.M. and 6:00 A.M. on weekdays, or between the hours of 3:00 A.M. and 10:00 A.M. on Sunday.

204. Inspection of beer business. The police officers of the City of Millersville shall have the right to inspect at any and all times the entire premises and property where or upon or in which the beverages regulated by this chapter are sold, stored, transported, or otherwise dispensed or distributed or handled, whether at retail or wholesale, in the city for any law violations.

205. Prima facie evidence of possession for sale. It shall be unlawful for any person to sell, offer to sell, or distribute any beer or alcoholic beverages regulated by this chapter without having obtained the permit and license provided for by this chapter, and possession of five (5) gallons or more of such beverages shall be prima facie evidence that such beer or alcoholic beverage was being stored or possessed for sale.

206. Taverns. It shall be lawful for beer or alcoholic beverages regulated by this chapter to be sold for consumption on-premises at a tavern where meals or lunches are not regularly served. There shall be a limit of one (1) tavern permit allowed for every three thousand (3,000) population or fraction thereof, according to the latest official census of the City of Millersville.

207. Restaurants and clubs. It shall be lawful to sell, store, possess, and/or distribute beverages regulated by this chapter for consumption on-premises at a restaurant or club, provided that, the establishment obtains an appropriate permit and complies with the regulations set out in this chapter and in state law. In accordance with Tennessee Code Annotated, § 57-5-103(3)(B), a permit will allow restaurants and clubs to distribute beer in an outdoor serving area including, but not limited to, any deck, patio, courtyard, or exterior area provided that said area:

- (1) Must be contiguous to the building;
- (2) Must be owned and operated by the business; and
- (3) Must be fenced in by a barrier of at least forty inches (40") high. The barrier need not be permanent, but must be constructed of a sturdy material and may only allow for gaps at designated entrances and exits. The boundaries of this outdoor serving area must remain ten feet (10') back from the property line, except that establishments within the "mixed-use district E-3" area may have outdoor serving areas up to the property line. Neither the outdoor serving area, nor the constructed barrier shall restrict or obstruct the visibility of traffic traveling on any adjacent roadway. If the outdoor serving area utilizes any part of a public space, such as a parking lot, the area designated for serving beer will no longer act in its capacity as a public space. No vehicles will be allowed in the portion of the parking lot where beer is being served as long as it is designated as a serving area, except for display or exhibit vehicles.

208. Hotels/motels. It shall be lawful to sell, store, possess, and/or distribute any beer or alcoholic beverages regulated by this chapter for consumption on premises at a hotel/motel, provided that the establishment obtains a beer permit and acts in accordance with all of the regulations laid out herein and in state law. Said beer or alcoholic beverages may be distributed in multiple areas within the hotel/motel including, but not limited to, guests' rooms, suites and banquet rooms. Such hotel/motel shall in all respects comply with the applicable provisions of Tennessee Code Annotated.

Section 3

ESTABLISHMENT OF A BEER BOARD

301. Beer board. There is hereby created a beer board, which shall be composed of five (5) members whose duty it shall be to regulate and supervise the issuance of permits to manufacture, distribute, and/or sell beverages regulated by this chapter to the persons and in the manner hereinafter provided. The board shall provide such other duties and have such other powers and authority as herein provided in this ordinance and as set forth in TCA § 57-5-108.

302. Membership Qualifications. The city beer board 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. One (1) of the members of the Beer Board must be a sitting City Commissioner. No member of the

Beer Board shall be a resident who currently has a Beer or Alcohol Permit with the city of Millersville or has applied for one within the last year (365 days).

303. Nomination and Appointment. The mayor or one of the City Commissioners may nominate a bona fide citizen to serve on the Beer Board. The appointment of a nominated resident is subject to a vote of approval of at least three (3) members of the board of City Commissioners. If a proposed appointee does not receive three (3) votes, the mayor or nominating City Commissioner shall withdraw the nomination and submit a new resident's name for nomination as soon as practicable. 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.

304. Removal of Members. Members of the Beer Board may be removed from the board by a vote for removal by at least three (3) members of the board of City Commissioners. Members may be removed from the board for any reason, to include: demonstrated conflict of interest determined by a court of law, felony conviction, failure to attend multiple Beer Board meetings, change in residency outside of the city (ie. no longer a bona fide resident), etc...

305. Terms of Service. Beer Board members shall serve for a period of three (3) years following their appointment. Vacancies filled by resignations or removals from office shall serve out the unexpired term.

306. Organization. The Beer Board 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 year or until their successor has been elected for like terms. If a board 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.

307. Meeting Procedures. The board will hold meetings as required to review applicants permits and issues with current permit holders. The Chairperson is responsible for calling the meetings and alerting the other members of the board. 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 board is available and to ensure that the meeting is able to be broadcast live and recorded. Beer Board members will follow Robert's Rules of Order in the conduct of their meetings and are subject to the Tennessee Open Meetings Act. All board meetings are open to the public and therefore must comply with the 48 hour public notification notice. 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.

308. Quorum. A Quorum of the board shall be defined as a majority of the members appointed to the board present.

309. Voting Procedures. A majority vote of the members of the board appointed once a quorum has been established shall be necessary to any function of granting, revoking, or any other action regarding permits.

Section 4

PERMITS

401. Beer permits. Before any person shall be authorized to sell, distribute, and/or manufacture beverages regulated by this chapter, the person shall make application to the beer board upon a form prescribed by it for a permit and shall pay to the municipality such fees for licenses as are provided in § _____. No permit shall be approved by the board and no license shall be issued by the recorder, except upon the following terms and conditions, and only to such persons as possess the qualifications hereinafter provided:

- (1) No beer shall be sold except at places where such sale will not cause congestion of traffic or interference with schools, churches or other places of public gathering, or otherwise interfere with public health, safety and morals.
- (2) No beer shall be sold for consumption on premises within _____ hundred feet (00') of any church or school as measured along a straight line from the nearest property line of any such church or school to the nearest property line of the establishment selling beer.
- (3) No sale shall be made to minors.
- (4) No person having at least a five percent (5%) ownership interest in the applicant has, within the past ten (10) years, been convicted of any violation of the laws against possession, sale, distribution, manufacture, or transportation of beer or other alcoholic beverages or any crime involving moral turpitude.
- (5) No person employed by the applicant and involved with such distribution or sales has been convicted of any violation of the laws against possession, sale, manufacture or transportation of beer or other alcoholic beverages or any crime involving moral turpitude within the past ten (10) years.
- (6) No sale shall be made for on-premises consumption unless the application so states the intent for on-premises consumption sales.
- (7) No permit shall be issued unless the application shall contain the following information and agreements, to-wit:
 - (a) Name of the applicant.
 - (b) Name of applicant's business(es).
 - (c) Location of business by street address or other geographical description to permit an accurate determination of conformity with the requirements of this section.
 - (d) If beer will be sold at two (2) or more restaurants or other businesses pursuant to the same permit as provided by Tennessee Code Annotated, § 57-5-103(a)(4), a description of all such businesses.
 - (e) Persons having at least five percent (5%) ownership interest in the applicant.
 - (f) Identity and address of a representative to receive annual tax notices and any other communication from the municipality.

(g) That no person having at least five percent (5%) ownership interest in the applicant or any person to be employed in the distribution or sale of beer has been convicted of any violation of the laws against possession, sale, manufacture, or transportation of any beer or alcoholic beverages or any crime involving moral turpitude within the past ten (10) years.

(h) Whether or not the applicant is seeking a permit, which would allow the sale of beer, whether for on-premises consumption or for off-premises consumption, or both of the foregoing. If a permittee for either off-premises consumption or on-premises consumption desires to change the method of sale, the permittee shall apply to the municipality for a new permit.

(i) A statement that if any false statement is made in any part of said application, the permit and/or license granted or issued to the applicant may be revoked by the board.

(j) Said application may contain any other information required and deemed by the beer board to be pertinent to the issuance of a permit and the enforcement of this chapter.

(8) All persons must comply with the fee provisions provided in § 401.

402. Permit fees and privilege tax.

(1) It shall be unlawful for any person to sell, store for sale, distribute for sale, or manufacture beverages regulated by this ordinance without first making application to and obtaining a permit from the beer board. The application shall be made on such form as the board shall prescribe and/or furnish, and pursuant to Tennessee Code Annotated, § 57-5-104(a), and shall be accompanied by a non-refundable application fee of hundred dollars (~~\$000.00~~). Said fee shall be payable to the City of Millersville. Each applicant must be a person of good moral character and certify that he has read and is familiar with the applications of this ordinance.

(2) There is hereby imposed on the business of selling, distributing, storing, giving away, or manufacturing beer or alcoholic beverages regulated by this ordinance an annual privilege tax of (~~\$0000.00~~). Any person engaged in the sale, distribution, storage, gifting, or manufacture of beer or alcoholic beverages regulated by this ordinance shall remit the tax on January 1 of each year to the city. If the permittee does not pay the tax by January 31, then the city shall send notice of the delinquency by certified mail. Once the notice is received, the permittee has ten (10) days to remit the tax. If it is not remitted within that period, the permit automatically becomes void. At the time a new permit is issued to any business subject to this tax, the permittee shall be required to pay the privilege tax on a prorated basis for each month or portion thereof remaining until the next tax payment date.

403. Permits and licenses must be displayed and are not transferable. Each permittee or licensee shall display and keep displayed such permit and license in conspicuous places on the premises where he is licensed to conduct such business. Permits and licenses shall not be transferable. A separate permit and license shall be obtained for each location where any applicant is to manufacture, distribute or sell said legalized beverages. When a permittee shall discontinue business or ceases to be associated on a day-to-day basis with the business, then the permit terminates, and no refund of any licenses or fees

of any nature will be made. Sales of beer or alcoholic beverages shall immediately cease unless or until someone else is issued a permit.

404. Permits shall be restrictive.

(1) It shall be unlawful for any person, and no permit shall be issued, to sell or distribute beer or alcoholic beverages regulated by this chapter except upon premises, which are located within areas in which commercial activity is permitted.

(2) It shall be unlawful for any person, and no permit shall be issued, to sell or distribute beer or alcoholic beverages regulated by this chapter for consumption upon the premises at the following places or on the following conditions; provided, however, that the following prohibitions shall not apply to any person who has obtained a license for the sale of alcoholic beverages for consumption on the premises pursuant to Tennessee Code Annotated, §§ 57-4-101, et seq.:

(a) To any person occupying any vehicle; except, however, when sold in package form.

(b) At any place except the places where meals or lunches are regularly served and regularly licensed therefore and then only to persons seated at tables.

(c) Except in premises which are located within areas in which commercial activity is permitted, and no permit will be issued therefor except for premises located therein.

405. Revocation of permits. In the event of the failure or refusal of any person holding a permit issued hereunder to comply with all the requirements of this chapter, or in the event of his violation of any of the provisions of this chapter, it shall be the duty of the beer board to give said permittee twenty-four (24) hours' notice of a hearing before the board. The beer board may, at the time it imposes a revocation or suspension, offer a permittee the alternative of paying a civil penalty not to exceed one thousand five hundred dollars (\$1,500.00) for each offense of making or permitting to be made any sales to minors or, a civil penalty not to exceed one thousand dollars (\$1,000.00) for any other offense. If a civil penalty is offered as an alternative to revocation or suspension, the permittee shall have seven (7) days within which to pay the civil penalty before the revocation or suspension shall be imposed. If the civil penalty is paid within that time, the revocation or suspension shall be deemed withdrawn.

406. Special event permits. (1) The beer board is hereby authorized and empowered to permit the retail sale or free distribution of beer for on premises consumption of beer at any public or private property within the city pursuant to a special event permit at such times and as part of such events and under such terms and conditions, rules and regulations as the Millersville Beer Board may establish which are not inconsistent with state laws regulating the sale of beer.

(2) Any person conducting a special event in the city in which beer is contemplated to be sold or given away other than within the premises of a permittee's establishment shall apply for a special event permit, at least forty-five (45) days in advance, in writing to the chairman of the beer board with a copy to the city recorder. The application required by this part shall include but not be limited to the following:

(a) The applicant's name;

- (b) The date and time of event;
 - (c) The address, and phone number of individual applicants, or the name, address, and phone number of a contact person for corporate applicants;
 - (d) The specific location where beer is to be sold outside the premises of an establishment for which a beer permit previously has been issued;
 - (e) The specific parameters of the event area;
 - (f) The identity of any persons, establishments, or entities, which are contemplated to participate in dispensing beer at locations other than their usual premises and the number of the current beer, permit(s) for each applicant;
 - (g) Any plans for proposed temporary closure of public rights-of-way;
 - (h) Plans for security and policing the event;
 - (i) The anticipated number of persons attending such event;
 - (j) A certificate of insurance;
 - (k) A signed statement allowing the beer board to run a background check on the police records of each individual applicant, if such applicants are not already in possession of a beer permit; and
 - (l) Any other requirements deemed necessary by city staff shall be placed on the beer board's agenda at its next regularly scheduled meeting following receipt of the notice. Applicants shall send a representative or representatives to such beer board meeting to address any questions or issues arising out of the proposed special event.
- (3) If such application for a special event permit is granted, the applicant shall pay a special event permit fee of two hundred fifty dollars (\$250.00).
- (4) The special event permit shall state on its face the name of the proposed vendor(s) of beer, the respective permit number(s), and the specific location(s) and date(s) where such vendor(s) is permitted to sell beer under the special event permit. A copy of the special event permit and a copy of the vendor's regular beer permit (if applicable) must be displayed at each location where beer is sold by such vendor.

Section 5

CONCLUSION

407. 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.

408. 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