

## Meeting Called to Order

## Pledge of Allegiance

## Minutes-

### Consideration of the Minutes of the March 9, 2017 special meeting

Documents:

03092017 Minutes.pdf

### Consideration of the Minutes of the March 14, 2017 special meeting

Documents:

03142017 Minutes.pdf

## Public Comments-

## Reports-

### BOMA Reports

#### Town Administrator Report

Documents:

TA Report 04112017.pdf

### Finance Report

Documents:

2017 04 BOMA Finance Report.pdf

## Unfinished Business:

### 1. Acceptance of Bridgemore Village Phases 1 and 2A

Documents:

Bridgemore 1A 1B and 2A memo x2.pdf  
Bridgemore Phase Map.pdf

### 2. Resolution 2017-001: A Resolution of the Town of Thompson's Station to approve a Subdivision Development Agreement with MBSC for Phase 15 of Tollgate Village and Authorize the Mayor to execute said Agreement.

Documents:

Resolution 2017-001 Phase 15 Dev Agr.pdf  
Subdivision Development Agreement.pdf

## New Business:

### 3. Ordinance 2017-006: AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO AMEND SECTION 3.7.3 OF THE LAND DEVELOPMENT ORDINANCE

Documents:

LDO Amendment staff report - corner clearance.pdf  
Ordinance 2017-006.pdf

### 4. Resolution 2017-002: A Resolution of the Town of Thompson's Station to Approve an Amendment to the Agreement for Assignment and Guarantee of Sewer Capacity with C&L Development, LLC

Documents:

Resolution 2017-002 CL tap amendment.pdf  
CandL Tap Amendment Agreement.pdf  
CL Development Request.pdf

### 5. Resolution 2017-003: A Resolution of the Town of Thompson's Station, Tennessee to Amend the Town Administrator Employment Contract

Documents:

Resolution 2017-003 TA Contract Amendment.pdf

## **6. Resolution 2017-004: A Resolution of the Town of Thompson's Station Adopting a Public Records Policy**

Documents:

Resolution 2017-004 Public Records Policy.pdf

FINAL DRAFT Public Records Policy.pdf

TS Public Records Request Form.pdf

TS Public Records Request Response Form.pdf

## **Adjourn**

*This meeting will be held at 7:00 p.m. at Thompson's Station Community Center  
1555 Thompson's Station Road West*

Town of Thompson's Station  
Board of Mayor and Aldermen  
Minutes of the Meeting  
March 9, 2017

**Call to Order.**

The meeting of the Board of Mayor and Aldermen of the Town of Thompson's Station was called to order at 6:30 p.m. on Thursday March 9, 2017 with the required quorum. Members and staff in attendance were: Mayor Corey Napier; Alderman Brandon Bell; Alderman Ben Dilks; Alderman Graham Shepard; Alderman Brian Stover; Town Administrator Joe Cosentini and Town Attorney Todd Moore.

**Unfinished Business:**

**1. Right of Way Purchase: Ferrari Property.**

Mr. Cosentini reviewed his staff report and recommended approval of the Right of Way Purchase.

**After discussion, Alderman Bell made a motion to approve the Ferrari Property Right of Way purchase. The motion was seconded and carried unanimously.**

**New Business:**

**2. Transfer of Wastewater Taps – Request by C&L Development, LLC to transfer a portion of existing wastewater tap allocation to alternative site.**

Mr. Cosentini reviewed his staff report and is not making a recommendation at this time and wanted to present information to the Board for consideration at a future meeting.

**3. Personnel Matter – Amendment to the Town Administrator's Contract**

Mayor Napier presented the Board with a review and comments on Mr. Cosentini's job performance, and recommended that the Town consider a raise and contract renewal.

**4. Settlement Agreement – Case No. 3:16-cv-02845**

Mr. Cosentini reviewed his report and recommended approval of the fees and expenses per the offer of judgement.

Alderman Dilks recused himself from the vote.

**After discussion, Alderman Bell made a motion to accept the Settlement Agreement on Case No. 3:16-cv-02845. The motion was seconded and carried unanimously.**

**Adjourn**

There being no further business, the meeting was adjourned at 7:07 p.m.

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Corey Napier, Mayor

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Jennifer Jones, Town Recorder

Town of Thompson's Station  
Board of Mayor and Aldermen  
Minutes of the Meeting  
March 14, 2017

**Call to Order.**

The meeting of the Board of Mayor and Aldermen of the Town of Thompson's Station was called to order at 7:00 p.m. on Tuesday, February 14, 2017 with the required quorum. Members and staff in attendance were: Alderman Brian Stover; Alderman Ben Dilks; Alderman Graham Shepard; Alderman Brandon Bell; Town Administrator Joe Cosentini; Town Finance Director Tammy Womack; Town Planner, Wendy Deats; Town Attorney Todd Moore and Town Clerk Jennifer Jones. Mayor Corey Napier was unable to attend.

**Pledge of Allegiance.**

**Consideration of Minutes.** The minutes of the February 14, 2017 Regular Meeting were submitted with amendments.

**Alderman Bell made a motion to accept the minutes of the February 14, 2017 regular meeting as amended. The motion was seconded and carried unanimously.**

**Public Comments:**

Jordan Bryan – 2016 Bungalow Dr. – Voiced opposition and concern against the Thompson Machinery rezone/special exception.

**BOMA Report –**

Alderman Shepard requested a Capital Improvement work session be scheduled. Mr. Cosentini agreed to schedule one.

Alderman Shepard requested a cost estimate for both recording and streaming all meetings. Alderman Stover is working with IT on quotes.

Alderman Shepard requested a General Plan Meeting to discuss the LDO Amendments. Mr. Cosentini stated that the date for this meeting is scheduled for April 3<sup>rd</sup>, 2017.

Alderman Shepard requested an impact fee study be done. Mr. Cosentini stated that the study is tied to the CIP and the Critz Lane numbers, which we do not have yet.

Alderman Dilks requested the status on the striping on Clayton Arnold, the status on the Atmos Gas Agreement and the vintage fire truck purchase.

**Alderman Dilks made a motion to sell the firetruck. The motion was seconded by Alderman Shepard, and failed by a vote of 2 to 2, with Alderman Bell and Alderman Stover voting against.**

**Town Administrator Report –**

Gunter Lugg, President of the Spring Hill Rotary Club came forward to present the request for the second annual Sip & Savor event. The Rotary would like to host the event on June 17<sup>th</sup>, 2017, in the Downtown Thompson’s Station area. The funds raised go to support local physical education programs in the school system.

**Alderman Bell made a motion to approve the date of June 17<sup>th</sup>, 2017 for the Sip and Savor event. The motion was seconded and carried unanimously.**

The Town is required to adopt a public records policy; the State’s Office of Public Records has provided a draft policy that has been revised to be Thompson’s Station specific. If there are any comments or changes, please advise and the item will be place on the April BOMA agenda for adoption.

The support letter for citizen Crystal Clear lawsuit was presented for review. The consensus was to send it to the Court of Appeals.

Attorney Moore will email the Board a drafted letter to the District Attorney and the Williamson County Sheriff’s Department requesting an investigation into the Crystal Clear Bulk Agreement in Canterbury.

**Finance Report –**

Mrs. Womack stated that the report is driven by the December sales tax and also the amount of building permit influx due to the March 1<sup>st</sup> educational impact fee deadline. The County Privilege tax liability will go away as the County will begin collecting their own privilege tax beginning March 1<sup>st</sup> as well.

**Unfinished Business:**

**1. Second Reading and Public Hearing of Ordinance 2017-001 – Land Development Ordinance Amendments.**

Mr. Cosentini reviewed his report and recommended approval. The floor was then opened for public hearing. Being none, Alderman Bell made a motion to close the public hearing. The motion was seconded and carried unanimously.

**After discussion, Alderman Bell made a motion to approve second reading of Ordinance 2017-001 with the contingency that the residential uses within a mixed-use building will not exceed 75% of the total use except within the Sector G3. The motion was seconded and failed by a vote of 2 to 2 with Aldermen Dilks and Shepard voting against.**

**After further discussion, Alderman Shepard made a motion to approve second reading of Ordinance 2017-001 with the contingency that the residential uses within a mixed-use building will not exceed 72% of the total use except within the Sector G3. The motion was not seconded.**

**Alderman Shepard then made a motion to approve second reading of Ordinance 2017-001 with 75% everywhere for condominiums and 66.67% for apartments is the maximum residential in neighborhood commercial. Everywhere else is 75%, except for G3, which can be whatever they want. The motion was seconded and failed by a vote of 2 to 2 with Aldermen Bell and Stover voting against.**

**Alderman Dilks then made a motion to defer section 1.3 and approve the rest of the amendments. The motion was then withdrawn.**

**Alderman Dilks then made a motion to approve second reading of Ordinance 2017-001 as written with the exception of Section 1.3 definition of mixed-use building be increased to a maximum of 75% residential. The motion was seconded and carried unanimously.**

- 2. Second Reading and Public Hearing of Ordinance 2017-002 – An Ordinance by the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee amending Title 1 General Administration, Chapter 1 Board of Mayor and Aldermen, Section 1-101 time and place of regular meetings of the Town of Thompson’s Station Municipal Code.**

Mr. Cosentini reviewed his report and recommended approval.

The floor was then opened for public hearing. Being none, Alderman Bell made a motion to close the public hearing. The motion was seconded and carried unanimously.

**After discussion, Alderman Dilks made a motion to approve the Second Reading of Ordinance 2017-002 as presented. The motion was seconded and carried unanimously.**

- 3. Second Reading and Public Hearing of Ordinance 2017-003 – An Ordinance by the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee amending Title 11 Municipal Offenses, Chapter 1 Offenses Against the Peace and Quiet, Section 11-101 Hours of Construction work of the Town of Thompson’s Station Municipal Code.**

Mr. Cosentini reviewed his report and recommended approval.

The floor was then opened for public hearing. Being none, Alderman Dilks made a motion to close the public hearing. The motion was seconded and carried unanimously.

**After discussion, Commissioner Dilks made a motion to approve Second Reading and Public Hearing of Ordinance 2017-003 as presented. The motion was seconded and carried unanimously.**

- 4. Second Reading and Public Hearing of Ordinance 2017-004 – An Ordinance by the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee Amending Ordinance 2016-007, Budget for Fiscal Year 2016-2017**

Mr. Cosentini reviewed his report and recommended approval.

The floor was then opened for public hearing. Being none, Alderman Dilks made a motion to close the public hearing. The motion was seconded and carried unanimously.

**After discussion, Commissioner Dilks made a motion to approve Second Reading and Public Hearing of Ordinance 2017-004 as presented. The motion was seconded and approved unanimously.**

**5. Acceptance of Bridgemore Village Phases 1 and 2A.**

Mr. Cosentini reviewed his report and recommended approval.

**After discussion, Alderman Shepard made a motion to take a declaratory action over easements. The motion was seconded and carried by all.**

**After further discussion, Alderman Dilks made a motion to defer the acceptance of Bridgemore Phases 1 and 2 to the April meeting based on repairs not being completed, bonds not being posted, and cooperation with the declaratory ruling. The motion was seconded and carried by all.**

**New Business:**

**2. Ordinance 2017-005 – An Ordinance of the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee to amend the Land Development Ordinance.**

Mrs. Deats reviewed her report and recommended approval of the allowance of a special exception for equipment rental in the Community Commercial zoning district.

**After discussion, Alderman Bell made a motion to approve Ordinance 2017-005, an Ordinance of the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee to amend the Land Development Ordinance and to set Second reading and Public Hearing for April 11, 2017. The motion was seconded and carried by all.**

**1. Resolution 2017-001 – A Resolution of the Town of Thompson’s Station to approve a Subdivision Development Agreement with MBSC for Phase 15 of Tollgate Village and authorize Mayor to execute said agreement.**

Mr. Cosentini reviewed his report and recommended approval of Resolution 2017-001.

Alderman Shepard requested to add several amendments to the Subdivision Development Agreement with MBSC for Phase 15 of Tollgate Village.

**After discussion, Alderman Bell made a motion to defer Resolution 2017-001 to the April 11, 2017 Board of Mayor and Aldermen meeting to review amendments. The motion was seconded and carried by all.**

**Appointments:**

**Board of Zoning Appeals (two expiring three-year terms)**

**After discussion, Alderman Bell made a motion to appoint Jeff Ridsen and Bob Whitmer to the Board of Zoning Appeals. The motion failed.**

**Alderman Dilks then made a motion to appoint Jeff Risen and Timothy Miller to the Board of Zoning Appeals. The motion was seconded and carried by all.**

**Adjourn**

There being no further business, the meeting was adjourned at 9:11 p.m.

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Corey Napier, Mayor

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Jennifer Jones, Town Recorder



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1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

**DATE:** April 5, 2017  
**TO:** The Board of Mayor and Aldermen (BOMA)  
**FROM:** Joe Cosentini, Town Administrator  
**SUBJECT:** TA Report 4/11/2017

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**Ordinance 2017-005: Zoning Amendment for the Allowance of a Special Exception for Equipment Rental in the Community Commercial District:**

The public hearing and second reading of this ordinance is being moved to the May BOMA meeting. The advertisement for the public hearing was not made in time for the hearing to be held in April.

**Canterbury Bulk Agreement:**

The Town Attorney sent a letter, as requested, to the District Attorney and the Williamson County Sheriff requesting an investigation in to the actions of Crystal Clear Technologies. No response has been received yet. We will update the BOMA when additional information is available.

**Planning Commission/BOMA work session:**

The Planning Commission and BOMA held a work session on April 3<sup>rd</sup> to discuss sign standards and LDO/General Plan amendments submitted by Alderman Shepard. Based on the discussion, Town staff will be making several additional amendments to the sign standards and will be presenting additional information regarding apartment standards. Another work session has been scheduled for May 1<sup>st</sup> to continue discussion on these items.

**FY2018 Budget and Capital Improvements Plan:**

I have received a response from most members and we will be holding a budget/CIP work session at 7PM on Tuesday, April 18<sup>th</sup> at Town Hall.

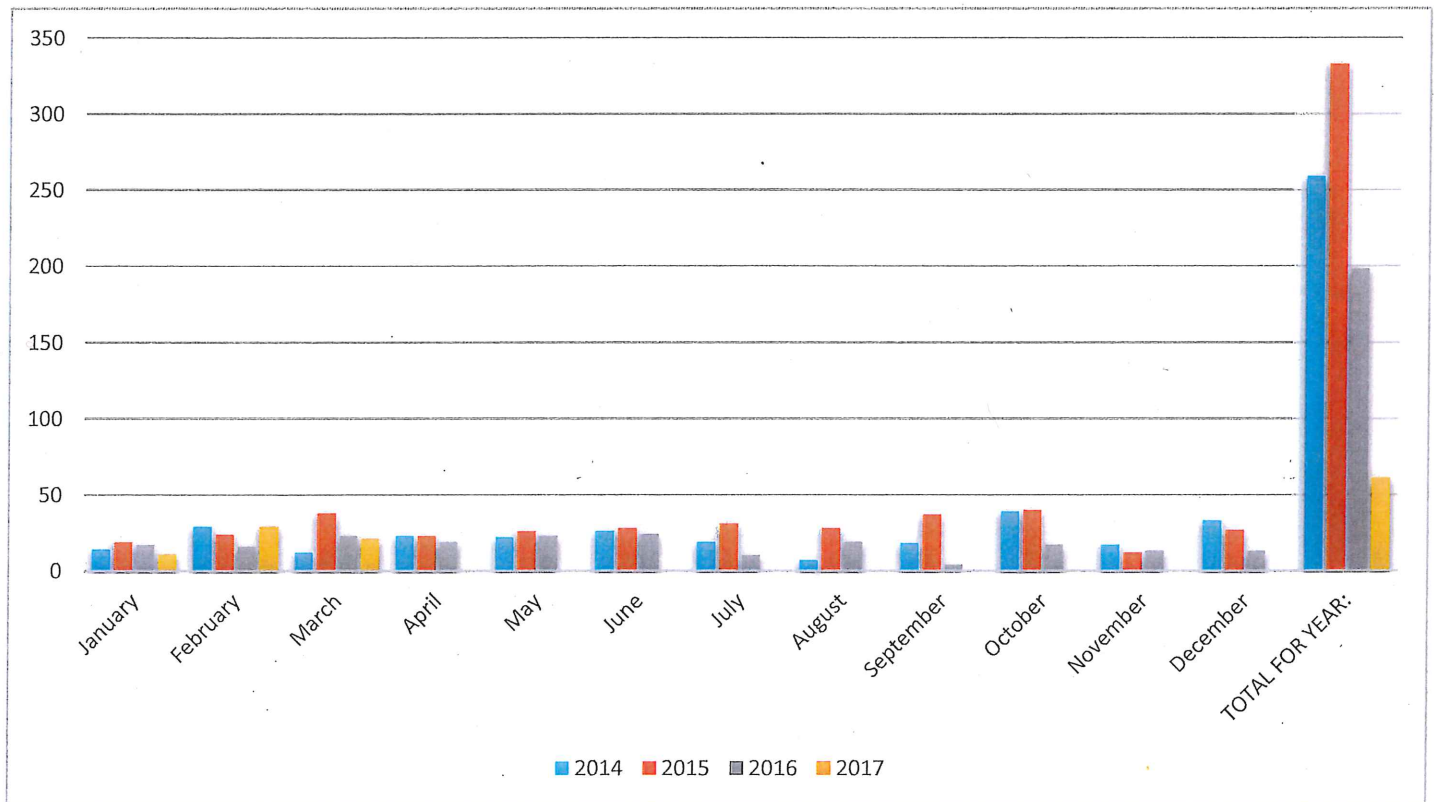
**Development Meetings:**

Town staff has met with the Two Farm's team on two occasions to discuss next steps for the proposed development. The developers are changing their original plans that included the entire area being zoned Transect Community and will be requesting D1 and D3 zoning for the Baker parcels and a reduced area for the TC zones. In addition, they are requesting that golf courses be allowed as a special exception within the residential districts. The application is under review and is scheduled for the Planning Commission meeting in April.

## New Residential Permits Issued 2014 -2017

### Monthly Comparison

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
January	14	19	17	11
February	29	24	16	29
March	12	38	23	21
April	23	23	19	
May	22	26	23	
June	26	28	24	
July	19	31	10	
August	7	28	19	
September	18	37	4	
October	39	40	17	
November	17	12	13	
December	33	27	13	
<b>TOTAL FOR YEAR:</b>	<b><u>259</u></b>	<b><u>333</u></b>	<b><u>198</u></b>	<b><u>61</u></b>
<b>SFR:</b>	<b><u>191</u></b>	<b><u>284</u></b>	<b><u>153</u></b>	<b><u>61</u></b>
<b>TWN:</b>	<b><u>63</u></b>	<b><u>49</u></b>	<b><u>39</u></b>	<b><u>0</u></b>
<b>OTHER:</b>	<b><u>5</u></b>	<b><u>7</u></b>	<b><u>6</u></b>	<b><u>0</u></b>



Permit #	Issue Date	Issued To	Type Res./	New/Acc.	Sq Ft	Lot #	Subdivision	Address
1583	3/1/2017	Shaw Enterprises	SFR RES	NEW	4,494	LOT 5008	Bridgemore	3768 Ronstadt Rd.
1584	3/1/2017	Shaw Enterprises	SFR RES	NEW	4,306	LOT 5051	Bridgemore	2713 Sporting Hill Bridge Rd
1585	3/1/2017	Shaw Enterprises	SFR RES	NEW	4,924	LOT 5010	Bridgemore	3760 Ronstadt Rd
1586	3/1/2017	Shaw Enterprises	SFR RES	NEW	4,685	LOT 5066	Bridgemore	3775 Ronstadt Rd
1587	3/1/2017	Shaw Enterprises	SFR RES	NEW	4,459	LOT 5061	Bridgemore	2718 Sporting Hill Bridge Rd.
1588	3/2/2017	Willow Branch Partners	SFR RES	NEW	3,334	LOT 1105	Canterbury	2250 Chaucer Park Ln
1589	3/2/2017	Willow Branch Partners	SFR RES	NEW	4,146	LOT 1041	Canterbury	2901 Hadley Close Ln
1590	3/2/2017	Willow Branch Partners	SFR RES	NEW	4,650	LOT 854	Canterbury	2304 Coppergate Way
1591	3/3/2017	Kurt Nelson	SFR RES	NEW	4,411	LOT 72	Tollgate	3100 Americus Dr.
1592	3/6/2017	Meritage Homes of TN	SFR RES	NEW	3,627	LOT 3027	Bridgemore	3617 Robbins Nest Rd
1593	3/6/2017	Willow Branch Partners	SFR RES	NEW	2,952	LOT 1115	Canterbury	2290 Chaucer Park Ln
1594	3/6/2017	Willow Branch Partners	SFR RES	NEW	3,871	LOT 846	Canterbury	2661 Paddock Park Dr
1595	3/6/2017	Willow Branch Partners	SFR RES	NEW	3,424	LOT 1114	Canterbury	2286 Chaucer Park Ln
1596	3/8/2017	Willow Branch Partners	SFR RES	NEW	4,137	LOT 1046	Canterbury	2928 Hadley Close Ln
1597	3/22/2017	Artisan Custom Homes	SFR RES	NEW	5,252	LOT 6014	Bridgemore	3553 Creamery Bridge Rd
1598	3/22/2017	TN Valley Homes Inc.	SFR RES	NEW	5,249	LOT 6020	Bridgemore	3577 Creamery Bridge Rd.
1599	3/22/2017	Legacy Homes	SFR RES	NEW	5,539	LOT 6018	Bridgemore	3569 Creamery Bridge Rd.
1600	3/22/2017	Legacy Homes	SFR RES	NEW	5,171	LOT 6025	Bridgemore	3576 Creamery Bridge Rd.
1601	3/22/2017	Old South Construction	SFR RES	NEW	5,578	LOT 6027	Bridgemore	3566 Creamery Bridge Rd
1602	3/22/2017	Willow Branch Partners	SFR RES	NEW	3,334	LOT 1113	Canterbury	2282 Chaucer Park Ln
1603	3/22/2017	Riverbirch Cool Springs LLC	SFR RES	NEW	3,234	LOT 7	Sedberry Glen	1825 Sedberry Rd.

**TOTAL: 21**

**ALL SFR**



**Town of Thompson's Station**  
**Cash Balance Report**  
**As of March 31, 2017**

	<b>February 2017</b>	<b>March 2017</b>
<b>General Fund:</b>		
Checking Account	160,200	169,724
Money Market Investment Accounts	6,734,400	6,811,456
Total General Fund Cash	6,894,600	6,981,180
Less: Developer Cash Bonds Held	(424,800)	(424,800)
Less: County Privilege Tax Held	(162,610)	(153,326)
Less: County Mixed Drink Tax Payable	(1,005)	(568)
Less: Capital Projects (Original Allocation)		
Parks (100,000 + 165,000 )	(193,620)	(177,270)
New Town Hall Design (25,000)	(3,000)	(3,000)
New Town Hall Construction Docs (75,600)	(45,820)	(45,820)
Critz Lane Realignment Design (46,825)	(46,825)	(46,825)
Critz Lane Redesign (596,000)	(532,000)	(511,500)
Critz Lane Realignment Construction (1,200,000)	(874,100)	(874,100)
Clayton Arnold / T. S. Rd E Intersection (38,750)	(17,000)	(17,000)
Cash Available - General Fund	4,593,821	4,726,971
 <b>Wastewater Fund:</b>		
Checking Account	133,885	109,005
Money Market Investment Accounts	2,198,297	2,156,927
Total Wastewater Fund Cash	2,332,183	2,265,932
Less: Lagoon Clean Out (Professional Fees) (445,000)	(86,437)	(86,437)
Less: Capital Projects (Original Allocation)		
SIA Wastewater Work (19,196)	(14,397)	(14,397)
Tollgate Drip Field Construction (456,876)	(335,252)	(111,434)
Cash Available - Wastewater Fund	1,896,096	2,053,664
<b>Total Cash Available</b>	<b>6,489,917</b>	<b>6,780,635</b>



**Town of Thompson's Station  
General Fund Revenue Analysis  
As of March 31, 2017**

**Year to Date  
Budget versus Actual**

	<b>February 2017</b>	<b>March 2017</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Comment</b>
<b>General Government Revenues:</b>					
31111 Real Property Tax Revenue	146,028	186,403	175,000	107%	
31310 Interest & Penalty Revenue	96	97	-		
31610 Local Sales Tax - Trustee	627,273	693,179	800,000	87%	
31710 Wholesale Beer Tax	69,690	76,520	100,000	77%	
31720 Wholesale Liquor Tax	4,979	5,761	4,500		
31810 City Portion of County Priv Tax	25,077	32,467	35,000	93%	
31900 CATV Franchise Fee Income	12,118	12,118	12,000	101%	
32000 Beer Permits	600	600	500	120%	
32200 Building Permits	221,680	271,277	250,000	109%	
32230 Submittal & Review Fees	34,299	37,780	40,000	94%	
32245 Miscellaneous Fees	1,160	1,180	1,000	118%	
32260 Business Tax Revenue	15,819	17,595	75,000	23%	
33320 TVA Payments in Lieu of Taxes	15,125	15,125	29,000	52%	
33325 Payment in Lieu of Taxes-WilCo	-	27,702	-		Abatement receipts
33510 Local Sales Tax - State	150,538	166,699	200,000	83%	
33520 State Income Tax	-	-	100,000	0%	
33530 State Beer Tax	690	690	1,000	69%	
33535 Mixed Drink Tax	10,710	11,278	12,000	94%	
33552 State Streets & Trans. Revenue	3,617	4,068	5,500	74%	
33553 SSA - Motor Fuel Tax	35,041	38,769	48,000	81%	
33554 SSA - 1989 Gas Tax	5,631	6,239	7,700	81%	
33555 SSA - 3 Cent Gas Tax	10,450	11,580	14,300	81%	
36120 Interest Earned - Invest. Accts	12,795	15,832	12,000	132%	
37746 Pavilion & Comm. Ctr. Rental	7,856	9,786	10,000	98%	
37747 Pavilion Comm. Ctr Dep Refund	(3,650)	(4,350)	(6,000)	73%	
37990 Other Revenue	70,568	72,218	-		
Total general government revenue	<u>1,478,189</u>	<u>1,710,612</u>	<u>1,926,500</u>		
<b>Non-Operating Income:</b>					
32300 Impact Fees	335,027	413,122	400,000	103%	
33725 Greenways & Trails Grant	510,880	538,249	539,000	100%	
38000 Transfer from Reserves	-	-	1,926,000		
Total non-operating revenue	<u>845,907</u>	<u>951,371</u>	<u>2,865,000</u>		
Total revenue	<u>2,324,095</u>	<u>2,661,983</u>	<u>4,791,500</u>		



**Town of Thompson's Station  
General Fund Revenue Analysis  
As of March 31, 2017**

**Month to Month  
Trend Analysis**

	<b>February 2017</b>	<b>March 2017</b>	<b>Current Change</b>	<b>Comment</b>
<b>General Government Revenues:</b>				
31111 Real Property Tax Revenue	16,046	40,375	24,329	
31310 Interest & Penalty Revenue	-	1	1	
<b>31610 Local Sales Tax - Trustee</b>	<b>143,647</b>	<b>65,905</b>	<b>(77,742)</b>	December 2016 Sales
31710 Wholesale Beer Tax	7,040	6,830	(210)	
31720 Wholesale Liquor Tax	1,139	782	(357)	
31810 City Portion of County Priv Tax	2,818	7,389	4,572	
31900 CATV Franchise Fee Income	3,123	-	(3,123)	
32000 Beer Permits	-	-	-	
32200 Building Permits	51,543	49,597	(1,946)	
32230 Submittal & Review Fees	3,932	3,481	(451)	
32242 Miscellaneous Fees	10	20	10	
32260 Business Tax Revenue	2,500	1,776	(724)	
33320 TVA Payments in Lieu of Taxes	-	-	-	
<b>33325 Payment in Lieu of Taxes-WilCo</b>	<b>-</b>	<b>27,702</b>	<b>27,702</b>	Abatement receipts
<b>33510 Local Sales Tax - State</b>	<b>23,867</b>	<b>16,161</b>	<b>(7,706)</b>	December 2016 Sales
33520 State Income Tax	-	-	-	
33530 State Beer Tax	-	-	-	
33535 Mixed Drink Tax	1,005	568	(437)	
33552 State Streets & Trans. Revenue	451	451	-	
33553 SSA - Motor Fuel Tax	4,518	3,729	(789)	
33554 SSA - 1989 Gas Tax	718	609	(109)	
33555 SSA - 3 Cent Gas Tax	1,332	1,130	(202)	
36120 Interest Earned - Invest. Accts	1,755	3,037	1,282	
37746 Pavilion & Comm. Ctr. Rental	2,122	1,930	(192)	
37747 Pavilion Comm. Ctr Dep Refund	(600)	(700)	(100)	
37990 Other Revenue	500	1,650	1,150	
Total general government revenue	<u>267,463</u>	<u>232,423</u>	<u>(35,040)</u>	
<b>Non-Operating Income:</b>				
32300 Impact Fees	81,305	78,095	(3,210)	
<b>33725 Greenways &amp; Trails Grant</b>	<b>-</b>	<b>27,369</b>	<b>27,369</b>	Final TDOT reimbursement
38000 Transfer from Reserves	-	-	-	
Total non-operating revenue	<u>81,305</u>	<u>105,464</u>	<u>24,159</u>	
Total revenue	<u>348,768</u>	<u>337,887</u>	<u>(10,881)</u>	



**Town of Thompson's Station**  
**General Fund Expenditure Analysis**  
**As of March 31, 2017**

**Year to Date**  
**Actual versus Budget**

	<b>February 2017</b>	<b>March 2017</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Comment</b>
<b>General Government Expenditures:</b>					
41110 Salaries	345,193	401,145	580,000	69%	
41141 FICA	21,281	24,781	38,500	64%	
41142 Medicare	4,977	5,795	10,000	58%	
41147 SUTA	1,941	2,141	5,600	38%	
41161 General Expenses	453	453	1,000	45%	
41211 Postage	738	762	1,000	76%	
41221 Printing, Forms & Photocopy	3,952	4,910	6,000	82%	
41231 Legal Notices	1,414	1,497	3,000	50%	
41235 Memberships & Subscriptions	3,184	3,200	3,700	86%	
41241 Utilities - Electricity	6,378	7,265	12,000	61%	
41242 Utilities - Water	1,527	1,675	2,300	73%	
41244 Utilities - Gas	882	1,024	2,000	51%	
41245 Telecommunications Expense	2,443	2,763	4,500	61%	
41252 Prof. Fees - Legal Fees	83,509	98,981	120,000	82%	
41253 Prof. Fees - Auditor	13,500	11,500	13,500	85%	
41254 Prof. Fees - Consulting Engineers	24,458	24,458	45,000	54%	
41259 Prof. Fees - Other	24,500	25,875	50,000	52%	
41264 Repairs & Maintenance - Vehicles	3,148	3,148	10,000	31%	
41265 Parks & Recreation Expense	10,648	14,690	20,000	73%	
41266 Repairs & Maintenance - Buildings	9,332	10,006	30,000	33%	
41268 Repairs & Maintenance - Roads	77,335	79,111	563,100	14%	
41269 SSA - Street Repair Expense	-	-	70,000	0%	
41270 Vehicle Fuel & Oil	5,362	6,039	15,000	40%	
41280 Travel	218	968	2,500	39%	
41285 Continuing Education	1,884	2,184	5,500	40%	
41289 Retirement	16,751	19,568	32,000	61%	
41291 Animal Control Services	3,289	3,289	3,300	100%	
41300 Economic Development	6,667	6,667	7,500	89%	
41311 Office Expense	11,715	13,929	22,000	63%	
41511 Insurance - Property	2,474	2,474	2,500	99%	
41512 Insurance - Workers Comp.	7,266	7,266	7,300	100%	
41513 Insurance - Liability	4,298	4,298	4,500	96%	
41514 Insurance - Medical	66,932	75,466	100,000	75%	
41515 Insurance - Auto	1,620	1,620	1,700	95%	
41516 Insurance - E & O	10,695	10,695	11,000	97%	
41551 Trustee Commission	3,522	4,883	6,000	81%	
41691 Bank Charges	66	66	2,000	3%	
41720 Donations	68,505	92,909	100,000	93%	
41899 Other Expenses	10,414	10,414	12,500	83%	
<b>Total general government expenditures</b>	<b>862,471</b>	<b>987,915</b>	<b>1,926,500</b>		
General government change in net position	615,718	722,697	-		
<b>Non-Operating Expenditures:</b>					
41940 Capital Projects	450,473	470,973	1,850,000	25%	
41942 Capital Projects - Grants	668,255	668,255	669,000	100%	
41944 Capital Projects - Parks	37,664	54,014	196,000	28%	
48000 Transfer to Reserves	176,789	340,880			
49030 Capital Outlay Note Payment	128,444	139,945	150,000	93%	
<b>Total non-operating expenditures</b>	<b>1,461,625</b>	<b>1,674,067</b>	<b>2,865,000</b>		
Non-operating change in net position	(615,718)	(722,696)	-		
<b>Total expenditures</b>	<b>2,324,096</b>	<b>2,661,982</b>	<b>4,791,500</b>		
<b>Change in Net Position</b>	<b>(0)</b>	<b>0</b>	<b>-</b>		



**Town of Thompson's Station  
General Fund Expenditure Analysis  
As of March 31, 2017**

**Month to Month  
Trend Analysis**

	<b>Month Year to Date</b>	<b>February 2017</b>	<b>March 2017</b>	<b>Current Change</b>	<b>Comment</b>
<b>General Government Expenditures:</b>					
41110 Salaries	345,193	39,486	56,602	17,116	
41141 FICA	21,281	2,398	3,496	1,098	
41142 Medicare	4,977	559	818	259	
41147 SUTA	1,941	525	200	(325)	
41161 General Expenses	453	132	2	(130)	
41211 Postage	738	109	24	(85)	
41221 Printing, Forms & Photocopy	3,952	769	958	189	
41230 Recording & Filing Fees	-			-	
41231 Legal Notices	1,414	206	83	(122)	
41235 Memberships & Subscriptions	3,184	38	14	(24)	
41241 Utilities - Electricity	6,378	987	887	(101)	
41242 Utilities - Water	1,527	138	148	10	
41244 Utilities - Gas	882	183	142	(41)	
41245 Telecommunications Expense	2,443	320	320	0	
41252 Prof. Fees - Legal Fees	83,509	18,861	15,472	(3,389)	
41253 Prof. Fees - Auditor	13,500	-	(2,000)	(2,000)	
41254 Prof. Fees - Consulting Engineers	24,458	1,305	(0)	(1,305)	
41255 Prof. Fees - Municipal Court	-			-	
41259 Prof. Fees - Other	24,500	-	1,375	1,375	
41264 Repairs & Maintenance - Vehicles	3,148	0	0	-	
<b>41265 Parks &amp; Recreation Expense</b>	<b>10,648</b>	<b>791</b>	<b>4,042</b>	<b>3,252</b>	<b>Trail preparation</b>
41266 Repairs & Maintenance - Buildings	9,332	549	675	126	
41268 Repairs & Maintenance - Roads	77,335	797	1,776	979	
41269 SSA - Street Repair Expense	-	-	-	-	
41270 Vehicle Fuel & Oil	5,362	655	677	22	
41280 Travel	218	-	-	-	
41285 Continuing Education	1,884	584	300	(284)	
41289 Retirement	16,751	1,931	2,816	885	
41291 Animal Control Services	3,289	0	0	-	
41300 Economic Development	6,667	-	-	-	
41311 Office Expense	11,715	389	2,214	1,825	
41511 Insurance - Property	2,474	-	-	-	
41512 Insurance - Workers Comp.	7,266	-	-	-	
41513 Insurance - Liability	4,298	-	-	-	
41514 Insurance - Medical	66,932	7,839	8,516	677	
41515 Insurance - Auto	1,620	-	-	-	
41516 Insurance - E & O	10,695	-	-	-	
41551 Trustee Commission	3,522	321	1,361	1,041	
41691 Bank Charges	66	-	(1)	(1)	
<b>41720 Donations</b>	<b>68,505</b>	<b>-</b>	<b>24,404</b>	<b>24,404</b>	<b>Rescue Squad allocation</b>
41899 Other Expenses	10,414	524	0	(524)	
<b>Total general government expenditures</b>	<b>862,471</b>	<b>141,139</b>	<b>125,324</b>	<b>44,926</b>	
<b>Non-Operating Expenditures:</b>					
<b>41940 Capital Projects</b>	<b>450,473</b>	<b>66,623</b>	<b>20,500</b>	<b>(46,123)</b>	<b>Critz Lane Redesign</b>
41942 Capital Projects - Grants	668,255	-	-	-	
<b>41944 Captial Projects - Parks</b>	<b>37,664</b>	<b>-</b>	<b>16,350</b>	<b>16,350</b>	<b>Master plan, trail consultant</b>
48000 Transfer to Reserves		201,492	164,091	(37,401)	
49030 Capital Outlay Note Payment	128,444	-	11,501	11,501	
<b>Total non-operating expenditures</b>		<b>386,570</b>	<b>212,442</b>	<b>(55,673)</b>	
<b>Total expenditures</b>		<b>527,708</b>	<b>337,765</b>	<b>(10,748)</b>	





**Town of Thompson's Station**  
**General Fund Capital Expenditures Report**  
**Year to Date as of March 31, 2017**

<b>Capital Projects - General Fund</b>		<b>YTD</b>	<b>Budget</b>
		<b>2017</b>	
a	New Town Hall Design	9,200	25,000
a	New Town Hall Construction Documents	29,623	75,600
a	Town Center	0	
a	Critz Lane Realignment Design	0	47,000
a	Critz Lane Redesign	84,500	596,000
a	Critz Lane Realignment Construction	325,900	1,067,400
a	Clayton Arnold / TS Road E. Intersection	21,750	39,000
b	Greenway Trail	668,255	669,000
c	Parks	54,014	196,000
<b>Total Capital Improvements</b>		<b>1,193,242</b>	<b>1,341,500</b>

<b>Capital Projects - General Fund</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>YTD</b>
	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>Total</b>
a New Town Hall Design				7,500		1,700							9,200
a New Town Hall Construction Documents								29,623					29,623
a Town Center													-
a Critz Lane Realignment Design													-
a Critz Lane Redesign						5,900	21,100	37,000	20,500				84,500
a Critz Lane Realignment Construction							325,900						325,900
a Clayton Arnold / TS Road E. Intersection						17,400	4,350						21,750
b Greenway Trail	500		295,752	16,108	321,685	3,991	30,220						668,255
c Parks		2,805	2,221	7,349	19,300	989	5,000		16,350				54,014
<b>Total Capital Improvements</b>	<b>500</b>	<b>2,805</b>	<b>297,972</b>	<b>30,957</b>	<b>340,985</b>	<b>29,980</b>	<b>386,570</b>	<b>66,623</b>	<b>36,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,193,242</b>

Note: Capital Projects are accounted for in the following General Ledger accounts.

- a 41940 Capital Projects
- b 41942 Capital Projects - Grants
- c 41944 Capital Projects - Parks



**Town of Thompson's Station**  
**Wastewater Fund Revenue and Expense Analysis**  
**As of March 31, 2017**

**Year to Date**  
**Actual versus Budget**

	<b>February 2017</b>	<b>March 2017</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Comment</b>
<b>Revenues:</b>					
3100 Wastewater Treatment Fees	567,910	628,375	850,000	74%	
3101 Septage Disposal Fees	6,250	7,050	10,000	71%	
3105 Late Payment Penalty	9,870	11,273	-	100%	
3109 Uncollectible Accounts	-	-	(5,000)	0%	
4009 Returned Check Charges	70	70	-	100%	
Total revenues	<u>584,100</u>	<u>646,767</u>	<u>855,000</u>		
<b>Operating Expenses:</b>					
Supply and Operations:					
4010 Payroll Expense	70,743	83,271	110,000	76%	
4210 Permits & Fees Expense	3,820	3,820	10,000	38%	
4220 Laboratory Water Testing	2,910	3,060	12,000	26%	
4230 Supplies Expense	1,995	1,995	7,500	27%	
4240 Repairs & Maint. Expense	46,819	54,929	82,000	67%	
4250 Postage, Freight & Express Chgs	3,731	4,099	4,000	102%	
4280 Billing Charges	3,596	4,526	12,000	38%	
4310 Utilities - Electric	59,541	65,571	100,000	66%	
4320 Utilities - Water	2,310	2,553	5,000	51%	
4390 Insurance Expense	20,278	20,278	20,300	100%	
4400 Prof. Fees-Consulting Engineers	19,436	23,134	50,000	46%	
4420 Prof. Fees - Auditor	-	2,000	2,000	100%	
4490 Prof. Fees - Other	360,728	360,802	455,000	79%	
4710 Payroll Taxes - FICA	4,416	5,191	7,000	74%	
4720 Payroll Taxes - Medicare	1,033	1,214	2,000	61%	
4730 Payroll Taxes - SUTA	317	362	1,000	36%	
4789 Employee Retirement Expense	3,526	4,151	6,000	69%	
4800 Bank Charges	43	59	500	12%	
4900 Other Expense	54	54	1,000	5%	
Total supply and operations	<u>605,296</u>	<u>641,068</u>	<u>887,300</u>		
Depreciation					
4990 Depreciation Expense	<u>183,336</u>	<u>233,712</u>	<u>315,000</u>	<u>74%</u>	
Total operating expenses	<u>788,632</u>	<u>874,780</u>	<u>1,202,300</u>		
Operating loss	(204,532)	(228,013)	(347,300)		
<b>Non-Operating Income (Expense):</b>					
3300 Tap Fees	711,910	769,536	770,000	100%	
3902 Interest Income - Invest Accts	4,266	4,896	5,000	98%	
4100 Capital Expenditures	(143,281)	(367,099)	(480,000)	76%	
4993 Loan Repayment-Franklin Synergy	(74,074)	(83,333)	(112,000)		
4994 Interest Expense	(12,258)	(13,579)	(20,000)	68%	
Total non-operating income	<u>486,563</u>	<u>310,420</u>	<u>163,000</u>		
Change in Net Position	<u>282,031</u>	<u>82,407</u>	<u>(184,300)</u>		



**Town of Thompson's Station**  
**Wastewater Fund Revenue and Expense Analysis**  
**As of March 31, 2017**

**Month to Month**  
**Trend Analysis**

	<u>February</u> <u>2017</u>	<u>March</u> <u>2017</u>	<u>Current</u> <u>Change</u>	<u>Comment</u>
<b>Revenues:</b>				
3100 Wastewater Treatment Fees	68,899	60,464	(8,434)	Shortened billing cycle
3101 Septage Disposal Fees	800	800	-	
3105 Late Payment Penalty	2,583	1,403	(1,181)	
3109 Uncollectible Accounts	-	-	-	
4009 Returned Check Charges	-	-	-	
Total revenues	<u>72,282</u>	<u>62,667</u>	<u>(9,615)</u>	
<b>Operating Expenses:</b>				
Supply and Operations:				
4010 Payroll Expense	8,373	12,527	4,155	Three paydays in Mar17
4210 Permits & Fees Expense	-	-	-	
4220 Laboratory Water Testing	-	150	150	
4230 Supplies Expense	-	-	-	
4240 Repairs & Maint. Expense	2,545	8,110	5,564	Equipment repair
4250 Postage, Freight & Express Chgs	-	368	368	
4280 Billing Charges	1,423	930	(493)	
4310 Utilities - Electric	7,146	6,031	(1,115)	
4320 Utilities - Water	232	243	11	
4390 Insurance Expense	-	-	-	
4400 Prof. Fees-Consulting Engineers	(2,750)	3,698	6,448	Tollgate Drip Field Install
4420 Prof. Fees - Auditor	-	2,000	2,000	Annual allocation
4490 Prof. Fees - Other	-	74	74	
4710 Payroll Taxes - FICA	518	775	257	
4720 Payroll Taxes - Medicare	121	181	60	
4730 Payroll Taxes - SUTA	115	45	(70)	
4789 Employee Retirement Expense	418	625	207	
4800 Bank Charges	-	16	16	
4900 Other Expense	-	-	-	
Total supply and operations	<u>18,141</u>	<u>35,772</u>	<u>17,631</u>	
Depreciation				
4990 Depreciation Expense	22,917	50,376	27,459	YTD Catch Up
Total operating expenses	<u>41,058</u>	<u>86,148</u>	<u>45,090</u>	
Operating loss	31,223	(23,481)	(54,704)	
<b>Non-Operating Income (Expense):</b>				
3300 Tap Fees	57,626	57,626	(0)	March 1 Educ. Impact Fee
3902 Interest Income - Invest Accts	590	630	39	
4100 Capital Expenditures	(61,299)	(223,818)	(162,519)	Tollgate Drip Field Install
4993 Loan Repayment-Franklin Synergy	(9,259)	(9,259)	-	
4994 Interest Expense	(1,482)	(1,321)	161	
Total non-operating income	<u>(13,823)</u>	<u>(176,143)</u>	<u>(162,319)</u>	
Change in Net Position	<u>17,400</u>	<u>(199,624)</u>	<u>(217,024)</u>	

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Fax: (615) 794-3313  
www.thompsons-station.com



1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

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EMO

**DATE:** April 5, 2017  
**TO:** The Board of Mayor and Aldermen (BOMA)  
**FROM:** Joe Cosentini, Town Administrator  
**SUBJECT:** Bridgemore Phases 1 & 2A

---

The developer of the Bridgemore Village subdivision has requested the Town's acceptance of all infrastructure within phases 1 and 2A. Improvement within these sections are complete with the exception of the following item:

- Minor detention pond grading and stabilization

If accepted, the Town would be assuming responsibility for all public infrastructure within these phases including storm drains, roadways, and wastewater facilities.

The Town Engineer has evaluated the phases and recommends that maintenance surety be set at the following levels:

Phase 1 –  
Roads, Drainage, and Erosion Control     \$107,000

Phase 2A –  
Roads, Drainage, and Erosion Control     \$42,000

These amounts will be held in place for one year.

Private technology easements are shown on the plats within the phases. It is the recommendation that the applicant file a quit-claim deed that will transfer any and all property rights regarding these easements over to the Town. In addition, there exists an easement under the roads and public rights of way. This easement is extinguished upon dedication of the rights of way when the accepting entity objects to the easement.

**BOMA Action:**

**Approve the request for acceptance of the roads, storm drains, and wastewater facilities in Phases 1 and 2A in the Bridgemore Village subdivision, set maintenance surety amounts as recommended, object to the Road Easement, and require the applicant to file a quit-claim deed regarding the private technology easements.**

PUMP STATION

PANTALL

CRITZ LANE

PHASE 1

PHASE 2

PHASE 8

PHASE 4

PHASE 7

PHASE 3

EXISTING STORM BASIN (TYPICAL)

Brent W. Jones et ux,  
Ashley G. Jones  
D.B. 2062, PG. 276, R.O.W.C.

Keith F. Jones et ux,  
Tracey S. Jones  
D.B. 2062, PG. 280, R.O.W.C.

Thomas M. Evans, Jr.  
D.B. 1271, PG. 972, R.O.W.C.

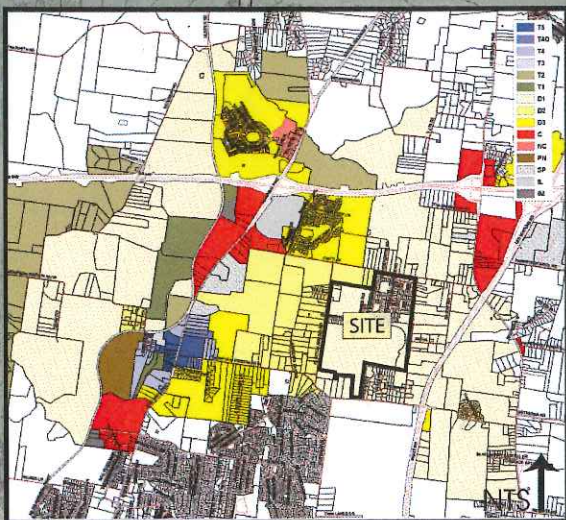
FUTURE SCHOOL SITE  
46.87 AC

Tammy Locke et vir,  
Jason W. Locke  
D.B. 10, PG. 160, R.O.W.C.

Lizbeth L. Clemons  
D.B. 700,  
PG. 448, R.O.W.C.

Paulette S. Clemons  
D.B. 1445,  
PG. 811, R.O.W.C.

Liz Ausdenbre  
D.B. 2639,  
PG. 111, R.O.W.C.



**RESOLUTION NO. 2017-001**

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO APPROVE A SUBDIVISION DEVELOPMENT AGREEMENT WITH MBSC, LLC FOR PHASE 15 OF TOLLGATE VILLAGE AND TO AUTHORIZED THE MAYOR TO EXECUTE SAID AGREEMENT.**

WHEREAS, MBSC, LLC ("Developer") is developing Phase 15 of Tollgate Village and has received preliminary plat approval for such phase.

WHEREAS, the Town's Land Development Ordinance requires the Developer to enter into a Subdivision Development Agreement with the Town prior to the commencement of construction of infrastructure; and

WHEREAS, the Board of Mayor and Aldermen have determined that it is in the best interest of the Town to approve the attached Subdivision Development Agreement with Developer for the continued development of Phase 15 of Tollgate Village.

NOW, THEREFORE IT BE RESOLVED by the Board of Mayor and Aldermen of the Town of Thompson's Station as follows:

That the Subdivision Development Agreement attached hereto as Exhibit A and incorporated herein by reference, is approved and the Mayor is hereby authorized to execute said agreement on behalf of the Town.

RESOLVED AND ADOPTED this \_\_\_\_ day of March, 2017.

---

**Corey Napier, Mayor**

ATTEST:

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Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

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Todd Moore, Town Attorney

## SUBDIVISION DEVELOPMENT AGREEMENT

This Agreement is entered into on this 11<sup>th</sup> day of April 2017, between the Town of Thompson's Station, Tennessee (the "Town"), and MBSC, LLC (the "Developer").

### WITNESSETH:

WHEREAS, the Developer intends to develop a subdivision to be known as Tollgate Village, Phase 15; and

WHEREAS, the plat of said subdivision received approval for a preliminary plat for the creation of Phase 15 of the Tollgate Village development from the Thompson's Station Municipal Planning Commission (the "Planning Commission"), pursuant to the laws of the State of Tennessee and the Subdivision Regulations of the Town;

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

### *SECTION 1. Construction of Subdivisions*

The Developer shall construct all required improvements and complete its subdivision in accordance with the Town's Land Development Ordinance, the approved construction plans, and the final subdivision plats approved by the Planning Commission. Required improvements include all streets, storm drainage systems, storm water detention and retention structures, water systems, fire hydrants, sanitary sewer, street lights, all other utilities, curb and gutter, sidewalks, lot and subdivision corner monuments, street name signs, traffic control signs and devices, fences, and any required off-site improvements.

### *SECTION 2. Surety*

Prior to the recording of the final subdivision plat, the Developer shall post a surety in the amount recommended by the Town Engineer and approved by the Planning Commission, this amount being 10% greater than the estimated amount necessary to complete required improvements, including roads, sidewalks, drainage, and other improvements specified by the plans and plats of the development approved by the Town and the Planning Commission. The surety may be called for failure to comply with the provisions of this Agreement in whole or in part according to the terms of the surety. The surety will not be released until there has been full compliance with this Agreement and certification by a licensed engineer that the development has been completed in full compliance with the approved plat and construction plans.

### *SECTION 3. Interpretation, venue, attorney's fees*

This agreement shall bind the Developer upon execution and may not be revoked without permission of the Town. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Circuit Court for Williamson County, Tennessee, and Tennessee appellate courts. In the event this Agreement is breached by the Developer and litigation is commenced, the Developer shall be responsible for the reasonable attorney's fees and expenses incurred by the Town as a result of the Developer's breach.

#### *SECTION 4. Transferability*

Except for the sale of individual lots after recording the final plat, the Developer shall not transfer the subdivision property without first giving notice to the Town as to the name, address, and telephone number of the transferee. If it is the transferee's intention to develop this subdivision in accordance with the Agreement, the Developer agrees to provide the Town an Assumption Agreement in which the transferee agrees to perform the improvements required under this Agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the Town Attorney. The Developer shall remain liable under the terms of this Agreement unless an Assumption Agreement is entered into between the new owners and the Town.

#### *SECTION 5. Acceptance of Improvements*

Formal acceptance of improvements shall follow the procedure established in the Subdivision Regulations. Subsequent to acceptance by the Town, the Developer shall have no claim, direct or implied, in the title or ownership of the improvements. The Town, upon final approval and acceptance, will take full title to the improvements and will provide maintenance thereafter, except that the Developer is responsible for construction failures and defects in the subdivision improvements for a period of one (1) year after the date of final acceptance of the subdivision improvements. During this period, it shall remain the responsibility of the Developer to correct and cure these defects and failures.

#### *SECTION 6. Warranty*

The Developer warrants that all improvements to be accepted by the Town will be free from defects in design, materials, or workmanship for a period of one (1) year from the date of acceptance by the Town. The Developer shall immediately repair, at its own costs, all defects of any type whatsoever which occur within said one (1) year period. If repairs required herein are not timely completed, the Town shall have the right, at its option, to make said repairs at the expense of the Developer. In such event, the Town may call the Developer's surety to pay for said repairs. Additionally, the Developer shall execute a maintenance surety as required by the Subdivision Regulations.

#### *SECTION 7. Special Provisions*

Per the approval of the Phase 15 final plat the following conditions apply:

1. Prior to the recordation of the final plat for phase 15, the developer shall obtain approval of the Development Agreement from the Board of Mayor and Aldermen.
2. Prior to the recordation of the final plat for phase 15, the traffic study shall be reviewed by the Town's Traffic Engineer and all comments shall be addressed to the satisfaction of the Town's Traffic Engineer.
3. Prior to the recordation of the final plat of phase 15, the developer shall obtain the grading permit from TDOT for the turn lane improvements.
4. Prior to the recordation of the final plat for phase 15, all sureties for each phase/section in Tollgate Village shall be posted and submitted to the Town in accordance with the



requirements with the Land Development Ordinance, including repair work for the roadways within 90 days.

5. Prior to the recordation of the final plat for phase 15, a surety will be required in the amount of \$380,000 for roads, drainage and erosion control.
6. Prior to the recordation of the final plat for phase 15, a surety shall be required in the amount of \$285,000 for sewer.
7. Prior to recordation of the final plat for phase 15, a surety in the amount of \$126,000 shall be posted for the installation of the traffic signal.
8. The construction route adjacent to Tollgate Boulevard, north of Phase 14 into Phase 15 shall be utilized by all construction traffic.
9. As builts shall be required for the drainage and sewer system with a letter from the Design Engineer that they are constructed per the approved drawings and functioning as intended.
10. Prior to the recordation of the final plat, all recommendations for traffic mitigation shall be satisfied per the timing of the traffic study.

IN WITNESS WHEREOF, the parties have executed this Agreement for the purposes herein expressed.

---

*Developer*

TOWN OF THOMPSON'S STATION, TENNESSEE

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*Mayor*

APPROVED AS TO FORM AND LEGALITY:

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*Town Attorney*



**Thompson's Station Board of Mayor and Aldermen**  
**Staff Report – (File: Zone Amend 2017-002)**  
**April 11, 2017**  
**Land Development Ordinance Amendment**

**PROJECT DESCRIPTION**

An amendment to the Land Development Ordinance (LDO).

**BACKGROUND**

On March 28, 2017, the Planning Commission reviewed a request to waive the requirement for a 50-foot distance from a driveway to the nearest curvature of the corner as specified in Section 3.7.3 of the Town's Land Development Ordinance (LDO). In addition to reviewing the request to waive the requirement, Staff evaluated the purpose and necessity of the requirement and made a recommendation to the Planning Commission to modify the language for this standard.

**PROPOSED REVISIONS**

Section 3.7.3 states "all residential driveways shall be a minimum of 50 feet from the nearest point of curvature." The lots within the Fields of Canterbury vary, however, the minimum requirement is 50 feet. Application of a 50-foot separation between the driveway and the corner on lots with a width of 50 feet creates a practical difficulty given the lack of width to comply with the standard.

Furthermore, driveway corner clearance is a valid concern for driveways on arterials and collectors due to queuing lengths and the potential to block intersections and driveways. However, on local roads with low speeds and relatively minor traffic volumes, driveway spacing is not an issue. This along with stop conditions result in driveway location not being an operational concern for local roadways. Requirements appropriate to driveway spacing should include site distance and location outside of the radius return. Therefore, Staff supports the request for waiving the requirement and recommends a revision to the LDO regarding driveway locations within subdivisions.

**RECOMMENDATION**

The Planning Commission recommends to the Board of Mayor and Aldermen pass Ordinance 2017-006 for the proposed amendment to the Land Development Ordinance on first reading, set a public hearing and second reading for May 9, 2017.

**ATTACHMENTS**

Ordinance 2017-006

**ORDINANCE NO. 2017-006**

**AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN  
OF THOMPSON'S STATION, TENNESSEE TO AMEND SECTION 3.7.3 OF THE  
LAND DEVELOPMENT ORDINANCE**

WHEREAS, the Board of Mayor and Aldermen of the Town of Thompson's Station adopted a new comprehensive Land Development Ordinance ("LDO") in September 2015 (Ordinance No. 2015-007) pursuant to its zoning authority as set forth in Tenn. Code Ann. § 13-7-201 et seq. and other applicable law; and

WHEREAS, after a thorough review of the standards related to driveway location on corner lots within the LDO, changes are recommended to the text of the ordinance as follows:

Section 3.7.3 The minimum corner clearance between proposed new non-residential driveways shall be two hundred (200) feet for streets designated as locals and three hundred fifty (350) for streets designated as collectors. All residential driveways shall not be located within the site distance triangle and shall be located outside the radius return.; and

WHEREAS, the Planning Commission has reviewed these proposed changes and has recommended that the Board of Mayor and Aldermen adopt the amendments to LDO as proposed herein; and

WHEREAS, the Board of Mayor and Aldermen has reviewed the Land Development Ordinance and has determined, based upon the recommendations of staff, the Planning Commission and the record as a whole, that the proposed amendments are consistent with the General Plan, will not have a deleterious effect on the Town, are to correct inconsistencies and make improvements to the LDO and are in the best interest of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee, as follows:

**Section 1.** That the Town of Thompson's Station's Land Development Ordinance is hereby amended by adopting the changes as set out in herein. After final passage, Town Staff is directed to incorporate these changes into an updated, codified Land Development Ordinance document and such document shall constitute the zoning ordinance of the Town.

**Section 2.** If any section or part of the Land Development Ordinance, including any amendments thereto, is determined to be invalid for any reason, such section or part shall be deemed to be a separate and independent provision. All other sections or parts shall remain in full force and effect. If any section or part of the Land Development Ordinance is invalid in one or more of its applications, that section or part shall remain in effect for all other valid applications.

**Section 3.** This ordinance shall take effect immediately upon the publication of its caption in a newspaper of general circulation after final reading by the Board of Mayor and Aldermen, the public welfare requiring it.

Duly approved and adopted by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee, on the \_\_\_\_ day of \_\_\_\_\_, 2017.

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**Corey Napier, Mayor**

ATTEST:

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Jennifer Jones, Town Recorder

Passed First Reading:

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

Submitted to Public Hearing on the \_\_\_\_ day of \_\_\_\_\_, 2017, at 7:00 p.m., after being advertised in the *Williamson AM* Newspaper on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Recommended for approval by the Planning Commission on the 28<sup>th</sup> day of March, 2017.

APPROVED AS TO FORM AND LEGALITY:

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Todd Moore, Town Attorney

**RESOLUTION NO. 2017-002**

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION TO APPROVE AN AMENDMENT TO THE AGREEMENT FOR ASSIGNMENT AND GUARANTEE OF SEWER CAPACITY WITH C&L DEVELOPMENT, LLC**

WHEREAS, C&L Development, LLC ("Developer"), T.S. Basin Builders, LLC ("TS Basin") and the Town of Thompson's Station, Tennessee ("Town") entered into an Agreement for Assignment and Guarantee of Sewer Capacity dated November 20, 2006 ("Agreement") in which the Town assigned Developer wastewater capacity for 385 lots ("EDUs") for use for the development of residential subdivisions;

WHEREAS, Developer would like to amend the Agreement to clarify that not more than 15 EDUs of Developer's wastewater capacity may be used for a commercial development located on property currently owned by Developer; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to approve this amendment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Thompson's Station as follows:

That the First Amendment to Agreement for Assignment and Guarantee of Sewer Capacity between the Town of Thompson's Station and C&L Development LLC, attached hereto as Exhibit A is approved and the Mayor is hereby authorized to execute said agreement on behalf of the Town.

RESOLVED AND ADOPTED this \_\_\_\_ day of April, 2017.

\_\_\_\_\_  
**Corey Napier, Mayor**

ATTEST:

\_\_\_\_\_  
Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

\_\_\_\_\_  
Todd Moore, Town Attorney

## **First Amendment to Agreement for Assignment and Guarantee of Sewer Capacity**

WHEREAS, C&L Development, LLC (“Developer”), T.S. Basin Builders, LLC (“TS Basin”) and the Town of Thompson’s Station, Tennessee (“Town”) entered into an Agreement for Assignment and Guarantee of Sewer Capacity dated November 20, 2006 (“Agreement”) in which the Town assigned Developer wastewater capacity for 385 lots (“EDUs”) for use for the development of residential subdivisions;

WHEREAS, Developer would like to amend the Agreement to clarify that not more than 15 EDUs of Developer’s wastewater capacity may be used for a commercial development located on property currently owned by Developer; and

WHEREAS, Town has agreed to amend the Agreement as set out herein.

THEREFORE, for good and valuable consideration, including the mutual covenants contained herein, the Developer and the Town agree as follows:

1. Developer may utilize not more than 15 EDUs of wastewater capacity from the 385 EDUs it was guaranteed under the Agreement on the 12.7 acre parcel of property located at 4545 Columbia Highway, Thompson’s Station for a commercial development. These 15 EDUs may be sold along with this parcel of real property; provided that, Developer and/or any subsequent owner(s) shall be required to pay the applicable effluent disposal fee prior to receiving development approval.
2. No other guaranteed capacity or “taps” may be assigned or sold by the Developer for use on other properties and such capacity may only be utilized on the property previously proposed for the development of Roderick Farms.
3. Paragraph 3 of the Agreement shall be amended with respect to the rights of Developer and Town by deleting all of the language after the second sentence of that paragraph.
4. The Developer and Town agree that after November 20, 2021, the Agreement and this First Amendment shall terminate and thereafter Developer shall have no rights to any unused sewer capacity and shall be responsible for applying and paying for all applicable wastewater tap fees.
5. All other provisions of the Agreement shall remain in full force and effect.

THIS AGREEMENT IS EXECUTED ON THIS \_\_\_\_ DAY OF APRIL, 2017.

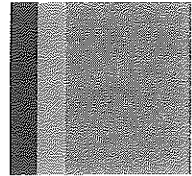
**TOWN OF THOMPSON’S STATION**

**C & L DEVELOPMENT, LLC**

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**C & L Development, LLC**  
PO Box 241, Thompson's Station, TN 37179



February 22, 2017

Via Email & Federal Express

Mr. Joe Cosentini  
Town Administrator  
Town of Thompson's Station  
1550 Thompson's Station Rd. - West  
Thompson's Station, TN

Re: Transfer of Sewer Capacity

Dear Mr. Joe Cosentini

As a follow-up to several emails we have exchanged, I would like to make a formal request of the Town to transfer approximately **fifteen (15)** of my sewer taps to my 12.7acre tract on Columbia Pike that is under contract to Tenn Thom Reality (Thompsons Machinery).

This request is conditioned on the Purchaser (Tenn Thom Reality) closing of the purchase of the Property, simultaneously with the Closing, the EDUs would be assigned to the Purchaser.

I appreciate your time in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "L C Heron, Jr.", written in a cursive style.

Leon C. Heron, Jr







## **AGREEMENT FOR ASSIGNMENT AND GUARANTEE OF SEWER CAPACITY**

This agreement is between C & L Development, LLC ("Developer") the Town of Thompson's Station, Tennessee ("Town") and TS Basin Builders, LLC ("Owner") to convey and allocate sanitary sewer capacity to Developer per the agreement between Owner and the Town.

WHEREAS, Developer is developing a residential subdivision which has not yet been named (the "Project") which has 385 lots ("EDU's").

WHEREAS, the Town has entered into an agreement (the "Sewer Agreement") dated May 24, 2006 with the Owner to build a Waste Water Sewer Plant ("WWTP") which will service the Project and this system is now complete.

WHEREAS, the Town agrees to provide 385 EDUs of capacity in the WWTP for the Developer's use in the Project. This reservation was originally contemplated and provided for in the Sewer Agreement between the Owner and the City for the construction of the WWTP.

WHEREAS, the cost that the Developer has agreed to pay for the 385 EDU's is \$2,425 per EDU. Furthermore the Developer agrees to prepay this amount which shall represent full payment for capacity, access and use of the WWTP relative to the Developer's use of the same in the Project.

### **Definitions**

1. "Sewer Agreement" shall mean the agreement between the Town of Thompson's Station, Tennessee and TS Basin Builders, LLC dated May 24, 2006.

2. "Guarantee of Capacity" shall mean the irrevocable reservation or creation by Town of treatment capacity in the facilities transferred to Town utilizing an EDU factor of 350 gallons per day.

3. "Owner" is TS Basin Builders, LLC, a Tennessee Limited Liability Company.

4. "Facility" or "WWTP" shall mean the wastewater treatment plant site, lagoons, easements thereto, ingress and egress rights, all mains, force mains, underground lines, utilities thereto, underground lines, utilities thereto, appurtenances and structures that collectively result in a functional wastewater treatment system, all as described in the Sewer Agreement.

5. "TDEC" is the Tennessee Department of Environment & Conservation, Division of Water Pollution Control.

6. "Cost" is determined by dividing the actual cost of the facility by the constructed treatment capacity in EDUs.

7. "Town" is the Town of Thompson's Station, Tennessee, a municipal corporation.

**Exhibit E**

THEREFORE, the Developer, Town and Owner agree to the following:

1. The Developer agrees to pay \$2,425 per EDU for a total of \$933,625.00 to the Town. Such funds shall be held in escrow by the Town until such time that the sewer system is deeded and conveyed to the Town, with capacity sufficient to satisfy the obligations to the Developer pursuant to paragraph 2 below. The payment shall be the total sewer fee required for the 385 EDU's for the Project. In no event shall any additional amounts be due and owing by the Developer, any builder or any other party for the rights described in paragraph 2 below, exclusive of effluent irrigation disposal costs and/or fees.

2. The Town and Owner do hereby assign, convey and allocate capacity rights under the Sewer Agreement to provide immediate guaranteed capacity of 385 EDU's in the WWTP to the Developer for use in the Project. The Town and Owner acknowledge and agree that such rights may be assigned, in whole or in part, by Developer to any other person or entity acquiring all or a part of the Project development property. Developer shall give notice to the Town of any such assignment. The foregoing rights are irrevocably vested in Developer, shall not be adversely affected by any future action of Owner and may be specifically enforced by Developer against Town.

3. The Town agrees to and does hereby provide a Guarantee of Capacity for 385 EDU's that have been assigned and allocated to the Developer for use in the Project pursuant to paragraph 2 above. The guarantee of capacity stated herein shall lapse fifteen (15) years from the date of this Agreement. In the event that Developer has not utilized all of its allocation of capacity, upon lapse, the unused capacity shall continue to be owned by the developer, but shall no longer be guaranteed by the Town. Additionally, the Developer agrees that this Guarantee of Capacity is conditioned upon Developer obtaining site plan approval for the Project within the time frames outlined in the Sewer Agreement. The Town and Developer confirm their understanding and agreement that the Town shall have the right and option to repurchase such capacity from the Developer at a cost of \$2,425.00 per EDU in the event that (a) Developer has not obtained site plan approval for at least 223 EDUs (or 58% of the Project) on or before May 24, 2009, and (b) Developer has not obtained site plan approval for the remainder of the Project on or before May 24, 2011. In the event that the Developer fails to obtain site plan approval for at least 223 EDUs (or 58% of the Project) on or before May 24, 2009, then from and after May 25, 2009, the Town shall have the right and option to repurchase all or any portion of the said 223 EDUs. Additionally, in the event that the Developer fails to obtain site plan approval for the remainder of the Project on or before May 24, 2011, then from and after May 25, 2011, the Town shall have the right and option to repurchase all or any remaining EDUs of the said 223 EDUs, together with the balance of the original 385 EDUs.

4. If the Board of Mayor and Alderman determine to inspect the financial records of TS Basin Builders, LLC for the actual costs of construction of the WWTP and it is determined that the cost of the WWTP is less than stated, then a proportionate refund shall be due the Developer. In the event that TS Basin Builders, LLC is dissolved prior to the completion of the inspection and cost are agreed, any refund shall be paid to the Developer from the individual entities that made up TS Basin Builders, LLC.

THIS AGREEMENT IS EXECUTED ON THIS 20<sup>th</sup> DAY OF November, 2006.

The Town of Thompson's Station, Tennessee

Cherry Jackson  
By: Cherry Jackson, Mayor

C & L Development, LLC

Leon Heron C. Heron, Jr.  
By: Leon Heron C. Heron, Jr.,  
Chief Manager *LC*

TS BASIN BUILDERS, LLC (Owner)

Leon Heron C. Heron, Jr.  
By: Leon Heron C. Heron, Jr., Chief Manager  
*LC*



**RESOLUTION NO. 2017-003**

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO  
AMMEND THE TOWN ADMINISTRATOR EMPLOYMENT CONTRACT.**

WHEREAS, the Town's Employment Agreement with the Town Administrator provides that such agreement shall be automatically amended to reflect any salary adjustments approved by the Town; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to approve a salary increase for the Town Administrator.

NOW, THEREFORE IT BE RESOLVED by the Board of Mayor and Aldermen of the Town of Thompson's Station as follows:

That the Town Administrator's salary shall be increased by 3.8%, such increase to be effectively immediately. This resolution shall serve as an amendment to the Employment Agreement and all other terms of such agreement shall remain in effect.

RESOLVED AND ADOPTED this \_\_\_\_ day of March, 2017.

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**Corey Napier, Mayor**

ATTEST:

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Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

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Todd Moore, Town Attorney

**RESOLUTION NO. 2017-004**

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION ADOPTING A  
PUBLIC RECORDS POLICY**

**WHEREAS**, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and

**WHEREAS**, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and

**WHEREAS**, the governing body of the Town of Thompson's Station desires to comply with the recent change in state law as it pertains to records management.

**NOW THEREFORE BE IT RESOLVED** by the Board of Mayor and Aldermen of the Town of Thompson's Station that the Public Records Policy attached hereto and incorporated herein by reference, is hereby adopted to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

RESOLVED AND ADOPTED this \_\_\_\_ day of April, 2017.

\_\_\_\_\_  
**Corey Napier, Mayor**

ATTEST:

\_\_\_\_\_  
Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

\_\_\_\_\_  
Todd Moore, Town Attorney

# PUBLIC RECORDS POLICY



*The Town of Thompson's Station complies with local state, and federal laws. In the event that there is a conflict between the contents of this manual and a state or federal statute, the statute shall control.*



Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Thompson's Station, TN is hereby adopted by the Board of Mayor and Aldermen to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the Town of Thompson's Station are presumed to be open for inspection unless otherwise provided by law.

Personnel of Thompson's Station shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Thompson's Station, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Town Administrator for Thompson's Station or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the Town Clerk's office. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Thompson's Station.

**I. Definitions:**

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. §10-7-503(a)(1)(A)
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

**II. Requesting Access to Public Records:**

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing [or email] address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing using the Public Records Request Form at Thompson's Station Town Hall.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing using the Public Records Request Form at Thompson's Station Town Hall. A copy of the Public Records Request Form is attached hereto.

- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.
- F. Most agendas, minutes, and meeting material for all Thompson's Station Boards, Commissions, and Committees are posted on the Town's website [www.thompsons-station.com](http://www.thompsons-station.com).

**III. Responding to Public Records Requests:**

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
  - a. If the requestor provided evidence of Tennessee citizenship;
  - b. If the records requested are described with sufficient specificity to identify them; and
  - c. If the Governmental Entity is the custodian of the records.
2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
  - a. Advise the requestor of this Policy and the elections made regarding:
    - i. Proof of Tennessee citizenship;
    - ii. Form(s) required for copies;
    - iii. Fees (and labor threshold and waivers, if applicable); and
    - iv. Aggregation of multiple or frequent requests.
  - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
    - i. The requestor is not, or has not presented evidence of being, a Tennessee.

- ii. The request lacks specificity. (Offer to assist in clarification)
  - iii. An exemption makes the record not subject to disclosure under the TPRA. (Provide the exemption in written denial)
  - iv. The Governmental Entity is not the custodian of the requested records.
  - v. The records do not exist.
- c. If appropriate, contact the requestor to see if the request can be narrowed.
  - d. Forward the records request to the appropriate records custodian in Thompson's Station.
  - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC is:
- a. Name or title: Thompson's Station Town Clerk
  - b. Contact Information: Thompson's Station Town Hall 1550 Thompson's Station Road West, Thompson's Station TN 37179 615-794-4333.

B. Records Custodian

- 1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. §10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
- 2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact

records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form. A copy of which is attached hereto.

3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Response Form.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC or with the Office of Attorney General and Reporter.
2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

**IV. Inspection of Records:**

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of Thompson's Station should be determined by either the PRRC or the records custodian.
- C. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location. Inspection of documents will be schedule during regular operation hours for Town Hall.

**V. Copies of Records:**

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the records custodian.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment outside of designated inspection area.

**VI. Fees and Charges and Procedures for Billing and Payment:**

- A. Fees and charges for copies of public records should not be used to hinder access to public records
- B. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- C. When fees for copies and labor do not exceed \$5.00 the fees may be waived.
- D. Fees and charges for copies are as follows:
  - i. \$0.15 per page for letter and legal size black and white copies.

- ii. \$0.50 per page for letter and legal size color copies.
- iii. Maps can be reproduced using the Town's fee schedule for map production.
- iv. Labor when time exceeds 2 hours will be charged at the hourly wage of the employee(s) performing the work in accordance with the OORC's schedule of reasonable charges.
- v. If an outside vendor is used, the actual costs assessed by the vendor.

E. Payment is to be made in cash or check payable to the Town of Thompson's Station and delivered to the Public Records Request Coordinator.

F. Payment in advance may be required when costs are estimated to exceed \$25.00.

Phone: (615) 794-4333  
Fax: (615) 794-3313  
www.thompsons-station.com



1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

## Town of Thompson's Station Public Records Request Form

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.*

**To:** Thompson's Station Town Hall  
Attn: Public Records Request Coordinator  
1550 Thompson's Station Road West  
Thompson's Station TN 37179

**From:**

**Is the requestor a Tennessee citizen?**  Yes  No

**Request:**  Inspection (The TPRA does not permit fees or require a written request for inspection)  
 Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$250.00? If so, initial here: \_\_\_\_\_.

**Delivery preference:**  On-Site Pick-Up  USPS First-Class Mail  
 Electronic  Other: \_\_\_\_\_

### Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking. (Use additional sheets if necessary)

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Signature of Requestor and Date Submitted

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Signature of Public Records Request Coordinator and Date Received



Phone: (615) 794-4333  
Fax: (615) 794-3313  
www.thompsons-station.com



1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

## Town of Thompson's Station Public Records Request Response Form

Date:

[Requestor's Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s) indicated below:

- The public record(s) responsive to your request will be made available for inspection: Location: \_\_\_\_\_  
Date & Time: \_\_\_\_\_
- Copies of public record(s) responsive to your request are:
  - Attached;
  - Available for pickup at the following location:  
\_\_\_\_\_ ; or
  - Being delivered via:  USPS First-Class Mail  Electronically  Other: \_\_\_\_\_.
- Your request is denied on the following grounds:
  - Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
  - No such record(s) exists or this office does not maintain record(s) responsive to your request.
  - No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
  - You are not a Tennessee citizen.
  - You have not paid the estimated copying/production fees.
  - The following state, federal, or other applicable law prohibits disclosure of the requested records:  
\_\_\_\_\_.
- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
  - It has not yet been determined that records responsive to your request exist; or
  - The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is \_\_\_\_\_.

If you have any additional questions regarding your record request, please contact us at Town Hall at 615-794-4333.

Sincerely,