

**Town of Thompson's Station
Board of Mayor and Aldermen
Meeting Agenda
August 14, 2018**

Meeting Called To Order

Pledge Of Allegiance

Minutes-

**Consideration Of The June 12, 2018 Regular Meeting Minutes, The June 21,
2018 Special Session And The June 29, 2018 Special Session**

Documents:

[06122018 MINUTES.PDF](#)
[06212018 MINUTES SPECIAL SESSION.PDF](#)
[06292018 MINUTES SPECIAL SESSION.PDF](#)

PROCLAMATION - Constitution Week

Documents:

[CONSTITUTION WEEK PROCLAMATION WORDS 2018.PDF](#)

Public Comments-

Unfinished Business:

**1. Public Hearing And Second Reading Of Ordinance 2018-013: AN
ORDINANCE OF THE TOWN OF THOMPSON'S STATION, TENNESSEE, TO
AMEND TITLE 1 OF THE MUNICIPAL CODE BY ADDING A NEW CHAPTER 4
AND BY AMENDING CHAPTER 3 RELATED TO THE USE OF TOWN LOGOS AND
LETTERHEAD.**

Documents:

[ORD 2018-013 LOGO AND LETTERHEAD USE.PDF](#)

2. Discussion Related To Cell #1 Repair

3. Wastewater Master Plan Report – Barge Design Solutions

4. Request For Wastewater

- a. TriStar Energy
- b. Holt Property

Documents:

[WASTEWATER REQUEST MEMO TRISTAR ENERGY.PDF](#)
[WASTEWATER REQUEST MEMO HOLT PROPERTY.PDF](#)

**5. Resolution 2018-013: A Resolution Of The Town Of Thompson's Station,
Tennessee To Approve A Conservation Easement Within Preservation Park
Related To The Battle Of Thompson's Station**

Documents:

RESOLUTION 2018-013 BATTLEFIELD CONSERVATION
EASEMENT.PDF
2018.06.04 PRESERVATION EASEMENT MEMO.PDF

New Business:

6. First Reading Of Ordinance 2018-014: AN ORDINANCE OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO AMEND SECTIONS 1.2.6 THE TRANSECT; 1.3 DEFINITIONS; AND 4.5.2 GENERAL TRANSECT ZONE RESTRICTIONS IN THE LAND DEVELOPMENT ORDINANCE.

Documents:

[ORDINANCE 2018-014 LDO AMENDMENT \(G.S.\).PDF](#)
[GRAHAM LDO AMENDMENT.PDF](#)

7. First Reading Of Ordinance 2018-015: AN ORDINANCE OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO AMEND SECTION 3.9.23 ROAD CONSTRUCTION SPECIFICATIONS AND INCLUDE A NEW SECTION 3.9.24 TRAFFIC STUDY IN THE LAND DEVELOPMENT ORDINANCE.

Documents:

[ORDINANCE 2018-015 LDO SUB REG AMENDMENT .PDF](#)
[LDO AMENDMENTS TO SUB REGS.PDF](#)
[ORD 2018-015 EXHIBIT A.PDF](#)

8. First Reading Of Ordinance 2018-016: AN ORDINANCE OF THE TOWN OF THOMPSON'S STATION, TENNESSEE, TO AMEND TITLE 9 OF THE MUNICIPAL CODE REGARDING DOOR -TO-DOOR SOLICITATIONS.

Documents:

[2018.07.26 DOOR TO DOOR COVER ORDINANCE.PDF](#)
[DOOR TO DOOR EXHIBIT.PDF](#)

9. Resolution 2018-014: A Resolution Of The Board Of Mayor And Aldermen Of The Town Of Thompson's Station, Tennessee To Authorize Middle Tennessee Electric Membership Corporation To Install Underground Service Line In Preservation Park.

Documents:

[RESO 2018-014 MTEMC EASEMENT.PDF](#)
[RESO 2018-014 EXHIBIT A.PDF](#)

10. Resolution 2018-015: A Resolution Of The Town Of Thompson's Station Tennessee To Approve A Contract With Barge Design Solutions, Inc. For On-Call Engineering And Consulting Services And To Authorize The Mayor To Sign The Contract.

Documents:

[RESO 2018-015 BARGE ENGINEERING AND CONSULTING.PDF](#)

11. Resolution 2018-016: A Resolution Of The Town Of Thompson's Station , Tennessee To Approve A Contract With Barge Design Solutions, Inc. For The Design Of Wastewater Drip Fields And Consulting Related To Repairs Of Cell #1 Of The Town's Wastewater Plant And To Authorize The Mayor To Sign

The Contract.

Documents:

[RESO 2018-016 BARGE DESIGN SOLUTIONS DRIP FIELD DESIGN.PDF](#)

12. Staffing Discussion For Town Administrator And Town Finance Director.

13. Code Of Ethics Ordinance Discussion.

Documents:

[CODE OF ETHICS.PDF](#)

Announcements/Agenda Requests

Adjourn

Information Only:

Finance Report

Documents:

[2018 08 BOMA FINANCE REPORT.PDF](#)

*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
06/12/2018

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 June 12, 2018 with the required quorum. Members and staff in attendance were: Mayor Corey Napier; Alderman Brandon Bell; Alderman Graham Shepard; Alderman Brian Stover; Town Administrator Joe Cosentini; Town Clerk Jennifer Jones; Town Finance Director Tammy Womack and Town Attorney Todd Moore. Alderman Ben Dilks was unable to attend

Pledge of Allegiance.

Consideration of Minutes. The minutes of the May 8, 2018 regular meeting as amended, and the May 31 Special Session were presented.

After discussion, Alderman Bell made a motion to approve the minutes of the May 8, 2018 meeting. The motion was seconded and carried by all. Alderman Stover then made a motion to approve the minutes of the May 31, 2018 Special Session. The motion was seconded and carried by all.

Public Comments:

None

Paul Bizier with Barge Design gave a Wastewater Study update.

Unfinished Business:

- 1. Public Hearing and Second Reading of Ordinance 2018-011, an Ordinance of the Town of Thompson's Station, Tennessee which amends the Annual Budget for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018.**

Mr. Cosentini reviewed the amendments to the budget and tax rate for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

The Mayor opened the floor for public comment. There being none, public comment was then closed.

After discussion, Alderman Bell made a motion to approve Ordinance 2018-011, an Ordinance of the Town of Thompson's Station, Tennessee which amends the Annual Budget for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018. The motion was seconded and carried by all.

- 2. Public Hearing and Second Reading of Ordinance 2018-012, an Ordinance of the Town of Thompson's Station, Tennessee adopting the annual budget and tax rate for the fiscal year beginning July 1, 2018 and ending June 30, 2019.**

Mr. Cosentini and Mrs. Womack reviewed the annual budget and tax rate for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

After discussion, Alderman Stover made a motion to approve Ordinance 2018-012, an Ordinance of the Town of Thompson’s Station, Tennessee adopting the annual budget and tax rate for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

After discussion, Alderman Stover made a motion to approve first reading of Ordinance 2018-011, an Ordinance of the Town of Thompson’s Station, Tennessee which amends the Annual Budget and Tax Rate for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018. The motion was seconded and carried by all.

- 3. Request for Wastewater:**
- a. TriStar Energy**
 - b. Avenue Downs**
 - c. Holt Property**

Mr. Cosentini reviewed his reports and recommends deferral of all Wastewater requests until the wastewater study is complete and the repairs are made to Cell #1.

Alderman Bell recused himself from the vote due to a conflict of interest.

After discussion, Alderman Stover made a motion to defer all three requests for wastewater until the August meeting. The motion was seconded and carried by all, minus Alderman Bell who had recused himself.

New Business:

- 4. Resolution 2018-012, a Resolution of the Town of Thompson’s Station, Tennessee to award the bid and approve a Contract for Improvements to the Intersection of Thompson’s Station Road East and Clayton Arnold Road and the paving of Clayton Arnold Road and to Authorize the Mayor to sign the Contract.**

Mr. Cosentini reviewed his report and recommended that the BOMA award the bid and approve a contract for improvements.

After discussion, Alderman Stover made a motion to award the bid and approve a Contract for Improvements to the Intersection of Thompson’s Station Road East and Clayton Arnold Road and the paving of Clayton Arnold Road and to Authorize the Mayor to sign the Contract. The motion was seconded and carried by all.

- 5. Resolution 2018-013, a Resolution of the Town of Thompson’s Station, Tennessee to approve a Conservation Easement within Preservation Park related to the Battle of Thompson’s Station.**

Mr. Cosentini and Mr. Moore presented the information regarding the Conservation Easement in Preservation Park.

After discussion, Alderman Bell made a motion to defer Resolution 2018-013, a Resolution of the Town of Thompson’s Station, Tennessee to approve a Conservation Easement within Preservation Park related to the Battle of

Thompson’s Station with the understanding that we are looking into impervious surfaces and the trail system and the extent of the actual easement to the August meeting or until clarification is received. The motion was seconded and carried by all.

Mr. Tom Puckett with HB & TS then came before the Board to ask for consideration for a water easement to run through Preservation Park to a potential water tank site. The Board agreed to put the item on the agenda in August.

Mr. Cosentini went over the Town Administrator position profile with the Board and recommended that the profile is posted on ICMA and Gary Jaekel will be the point of contact for applicants.

After discussion, Alderman Bell made a motion to have Mr. Cosentini finalize the posting for Town Administrator and any comments by the Board be sent in by July 21, 2018. The motion was seconded and carried by all.

Alderman Stover addressed Town Logo and Town Letterhead use recommending an Ordinance to govern the use of the Town logo and Town letterhead.

After discussion, Alderman Bell made a motion to approve Ordinance 2018-013, an Ordinance of the Town of Thompson’s Station, Tennessee to amend Title 1 of the Municipal Code by adding a new Chapter 4 and by amending Chapter 3 related to the use of Town Logos and Letterhead. The motion was seconded and carried by a vote of 3 to 1 with Alderman Shepard casting the dissenting vote.

Alderman Graham Shepard then read the following Statement into the record:

Re:

Board of Mayor and Aldermen Meeting May 8, 2018

This statement serves as my response to Mayor Corey Napier’s negative comments and unfair actions during the May 8, 2018, Board Of Mayor and Aldermen (BOMA) meeting.

Mayor Napier made several negative comments and then, each time, unfairly used his position to deny me an opportunity to respond. Mayor Napier also arbitrarily shut down discussion prior to a vote on Developer requested zoning amendments.

These actions align with Mayor Napier’s long standing behavior pattern of unfairly and, on at least one occasion, illegally attempting to silence political speech he disagrees with.

Comments and Actions:

1. Mayor Napier claimed I “**ATTACKED**” Town Attorney Todd Moore during the April 2018 BOMA meeting. This comment was a blatant distortion and worse, Mayor Napier did not allow me to respond.

All residents should know what really happened.

Board of Mayor and Aldermen – Minutes of the Meeting
June 12, 2018

I simply asked our Town Attorney to provide his legal opinion with regard to two statements made by Alderman Brandon Bell.

I also asked our Town Attorney if he had any discussions with regard to the lawsuit filed by the Tollgate Developer. When he answered “yes,” I asked if he told anyone on the Board about those discussions.

These straightforward questions were the sum total of what Mayor Napier would have residents believe was an “attack.”

2. Mayor Napier declared that I made “**ASININE**” and “**BONEHEADED**” allegations during the April 2018 BOMA meeting and worse, did not allow me to respond.

Again, all residents should know what really happened.

During discussion prior to voting on Developer requested zoning amendments to allow construction of approximately 300 townhomes and condominiums in the front of Tollgate, Mayor Napier chose not to provide a single reason why he was voting FOR the amendments. I found Mayor Napier’s exercise of his “right to remain silent” less than forthcoming, especially given his “*Growth Without Regret*” campaign promises and prior vote to prohibit townhomes and condos from being built in the front of Tollgate.

Based on Mayor Napier’s unwillingness or inability to articulate even one reason, I decided to speculate. I said one possible reason Mayor Napier might be voting FOR the amendments was desire for personal financial benefit. My reasoning centered on the restaurant he owns, Circa, and the fact that these zoning amendments would simultaneously generate more potential customers AND reduce potential competition from new restaurants.

I trust most people can understand my reasoning and decide for themselves just how “asinine” and “boneheaded” my comments were.

3. Mayor Napier did not allow me to complete a public apology and justified his speech silencing action by saying it was “**POLITICAL**” and “**HOT AIR.**”

Yes, my apology would have been “political” because everything every Board member says is “political.” However, it would not have been “hot air.”

So now, in writing and for the official record, I will apologize to every Thompson’s Station resident who voted for Alderman Brian Stover because I asked them to. All residents should know that Alderman Stover distributed flyers promising he would NOT vote to permit construction of townhomes and condominiums in the front of Tollgate. All residents also should know that Alderman Stover gave me his word of honor that he would NOT do so.

I am deeply disappointed in myself because I misjudged Alderman Stover’s character. I trusted him. I believed he would keep his campaign promise and word of honor. I then asked many Town residents to vote for him but, regrettably, Alderman Stover

Board of Mayor and Aldermen – Minutes of the Meeting
June 12, 2018

demonstrated he is untrustworthy by voting on May 8, 2018, to permit construction of townhomes and condominiums in the front of Tollgate.

Adjourn

There being no further business, the meeting was adjourned at 8:30 p.m.

Corey Napier, Mayor

Jennifer Jones, Town Recorder

Town of Thompson's Station
Board of Mayor and Aldermen
Minutes of the Meeting
June 21, 2018

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, June 21, 2018 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.

New Business:

1. Approve Town Administrator Position Profile

Mr. Cosentini discussed the Town Administrator position and went over the position profile with additional changes with the Board.

After discussion, Alderman Bell made a motion to approve the Town Administrator profile as presented. The motion was seconded and carried by a vote of 4 to 0. Alderman Shepard was not present for the vote.

2. Discuss other matters involving the resignation of the Town Administrator.

After discussion, Alderman Stover made a motion to nominate Mayor Napier for interment Town Administrator. The motion was seconded and carried by all.

Adjourn

There being no further business, the meeting was adjourned at 6:39 p.m.

Corey Napier, Mayor

Jennifer Jones, Town Recorder

Town of Thompson's Station
Board of Mayor and Aldermen
Minutes of the Meeting
June 29, 2018

Call to Order.

The meeting of the Board of Mayor and Aldermen of the Town of Thompson's Station was called to order at 7:45 a.m. on Friday, June 29, 2018 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 Finance Director and Town Attorney Todd Moore.

New Business:

1. A motion to consider a Resolution to approve an agreement with LBMC Staffing Solutions, LLC to employ a temporary Finance Professional.

Mayor Napier discussed staffing issues and the possibility of hiring a temporary Finance Professional in the interim.

After discussion, Alderman Bell made a motion to allow Mayor Napier to make a decision on hiring a temporary staffing agency and also include him to continue the search for a full time Finance Director. The motion was seconded and carried by all.

Adjourn

There being no further business, the meeting was adjourned at 8:14 a.m.

Corey Napier, Mayor

Jennifer Jones, Town Recorder

WHEREAS: September 17, 2018, marks the two hundred thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Corey Napier, by virtue of the authority vested in me as Mayor of Thompson's Station, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the (State or City) to be affixed this fourteenth day of August of the year of our Lord two thousand eighteen.

Signed _____ SEAL Attest _____

ORDINANCE NO. 2018-013

**AN ORDINANCE OF THE TOWN OF THOMPSON'S STATION,
TENNESSEE, TO AMEND TITLE 1 OF THE MUNICIPAL CODE BY
ADDING A NEW CHAPTER 4 AND BY AMENDING CHAPTER 3
RELATED TO THE USE OF TOWN LOGOS AND LETTERHEAD**

WHEREAS, the Town's Logos and Letterhead convey an implication of the Town's approval and authority; and

WHEREAS, the unauthorized use of these logos and letterhead may misrepresent the Town's position and actions to the public; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to amend the Municipal Code to address these issues.

NOW, THEREFORE, BE IT ORDAINED by the Town of Thompson's Station as follows:

Section 1. That Title 1 of the Municipal Code, *General Administration*, is hereby amended by adding a new Chapter 4, as set forth below:

USE OF TOWN'S LOGOS AND LETTERHEAD

SECTION

1-401. Town Logo.

1-402. Town Letterhead.

1-403. Personal, political and commercial use prohibited.

1-404. Service mark.

1-405. Violations, penalties.

1-401. Town's Logo. The Town hereby adopts the following image or mark as the official logo of the Town of Thompson's Station. This logo shall be used by Town officials and employees only in their official capacity and may not be used by others without the consent of the Town.



In addition to the above logo, the provisions of this ordinance shall also apply to any other Town logos created at Town expense for the promotion of the Town and its services, departments and facilities.

1-402. Town Letterhead. The official letterhead of the Town, which incorporates the Town logo and includes the address and phone numbers of the Town, implies Town approval and authority when correspondence is sent on such letterhead. Town letterhead shall only be used to by officials and employees acting in their official capacity on behalf of the Town. Any unauthorized use of Town letterhead (or of stationery that incorporates the Town logo) by officials or employees shall be a deemed an improper and illegal use of Town property and a violation of Town's Code of Ethics.

1-403. Political, personal and commercial use prohibited. It shall be unlawful for any person or entity to use the Town logo or letterhead as a part of or in connection with any political, personal or commercial purpose. Nothing herein shall be construed to prohibit a person or entity from copying or reproducing an authorized letter or other communication from the Town that includes the Town logo or letterhead.

1-404. Service mark. The Town logo is a service mark of the Town and no persons or entities are authorized to use the Town logo or a similar image or mark without the permission of the Town.

1-405. Violations, penalties. Any violations of this section may be punished by a penalty of up to Fifty Dollars (\$50.00) for each violation, with each day that a violation continues being a separate violation. The Town's right to prosecute a violation under this section shall not affect its rights to pursue civil or injunctive relief or other remedies under federal or state law.

Section 2. 1-307. Use of municipal time, facilities, etc. Title 1, Section 1-307, is also amended by adding a new subsection (3) as follows:

(3) An official or employee of the Town may not use or authorize the use of Town property, including the Town logo or letterhead, except for official Town business or as authorized by the charter, ordinance or by action of the Board.

Section 3. All Prior Conflicting Ordinances Repealed; Interpretation. That upon the effective date of this ordinance, all prior ordinances and resolutions in conflict herewith be repealed. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the Town, the provision that establishes the higher standard shall be controlling.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 5. Effective date; applicability. This ordinance shall take effect upon publication in a newspaper of general circulation within the Town after final reading, the public welfare requiring.

Duly approved and adopted by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee.

Corey Napier, Mayor

ATTEST:

Jennifer Jones, Town Recorder

Passed First Reading: _____

Passed Second Reading: _____

Submitted to Public Hearing on the ____ day of _____ 2018, at 7:00 p.m., after being advertised in the *Williamson AM* Newspaper on the ____ day of _____, 2018.

APPROVED AS TO FORM AND LEGALITY:

Todd Moore, Town Attorney

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

DATE: June 6, 2018
TO: The Board of Mayor and Aldermen (BOMA)
FROM: Joe Cosentini, Town Administrator
SUBJECT: **Wastewater Request – TriStar Energy**

The Town has received a request for four wastewater taps for a parcel located at the intersection of Critz Lane and Columbia Pike. The purpose of the request will be for the construction of a new Twice Daily convenience store and White Bison coffee shop. This project has been pending before the Town's Planning Commission and is ready for approval other than the lack of wastewater for the site.

In January, the BOMA voted to purchase 170 acres of land with a minimum of 90 acres to be used as future drip fields for the Regional Wastewater Facility. As a contingency to this land purchase, the BOMA voted not to approve new wastewater taps until an engineering study was completed and the needed repairs to Cell #1 were complete. The Town entered into a contract with Barge Design Solutions in April to begin the engineering study with a completion date of October 31, 2018. Our efforts to drain Cell #1 are ongoing and we anticipate having the repairs completed within the same timeframe as the Barge Design study.

At the May, 2018 BOMA meeting a request was made to prepare a wastewater allocation policy. This effort is ongoing and will be presented at a later meeting.

Recommendation:

Defer the request until the wastewater study is complete and the repairs are made to Cell #1

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

DATE: June 6, 2018
TO: The Board of Mayor and Aldermen (BOMA)
FROM: Joe Cosentini, Town Administrator
SUBJECT: **Wastewater Request – Holt Property**

The Town has received a request for 59 wastewater taps by Ragan Smith Partners for Holt Property. The project is located off of Columbia Pike near Town Center. The purpose of the request will be for the construction of a new subdivision containing 59 residential townhome structures.

In January, the BOMA voted to purchase 170 acres of land with a minimum of 90 acres to be used as future drip fields for the Regional Wastewater Facility. As a contingency to this land purchase, the BOMA voted not to approve new wastewater taps until an engineering study was completed and the needed repairs to Cell #1 were complete. The Town entered into a contract with Barge Design Solutions in April to begin the engineering study with a completion date of October 31, 2018. Our efforts to drain Cell #1 are ongoing and we anticipate having the repairs completed within the same timeframe as the Barge Design study.

At the May, 2018 BOMA meeting a request was made to prepare a wastewater allocation policy. This effort is ongoing and will be presented at a later meeting.

Recommendation:

Defer the request until the wastewater study is complete and the repairs are made to Cell #1

RESOLUTION NO. 2018-013

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION, TENNESSEE
TO APPROVE A CONSERVATION EASEMENT WITHIN PRESERVATION PARK RELATED
TO THE BATTLE OF THOMPSON'S STATION**

WHEREAS, the Town wishes to protect land of historical value; and

WHEREAS, the Town was previously awarded a grant by the National Park Service American Battlefield Protection Program to assist with the acquisition of land for Preservation Park where much of the Battle of Thompson's Station occurred; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to approve the attached Deed of Conservation Easement with the Tennessee Historical Commission to protect this property in perpetuity.

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

That the attached Deed of Conservation Easement is approved, and the Mayor is authorized to sign the contract on behalf of the Town.

RESOLVED AND ADOPTED this ____ day of May 2018.

Corey Napier , Mayor

ATTEST:

Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

Todd Moore, Town Attorney

MEMORANDUM

TO: Board of Mayor and Aldermen

CC: Joe Cosentini, Town Administrator

FROM: Todd Moore, Town Attorney

DATE: 5 June 2018

RE: Battlefield Acquisition Grant - Deed of Conservation (Preservation)
Easement

In 2014 the Town was awarded a Civil War Battlefield Acquisition Grant from the United States Department of Interior, National Park Service, in the amount of \$202,472.21 subject to certain conditions. One condition was that the Town would agree to execute and record a preservation easement (titled a Deed of Conservation Easement) on the Fields' property purchased by the Town which would prevent development of the site for any purpose other than preservation and interpretation of the historic battlefield.

Because the easement will prohibit uses that the Town may have needed to use portions of the property for, including wastewater drip fields and the completion of the Town's Greenway Trail Project, the Town did not approve the easement and finalize the grant at that time. However, the Town has recently acquired additional land for future drip fields and Joe has identified a potential solution for the extension of the trail across the property.

The general purposes of the easement are "to preserve and protect the historical, archeological, scenic and open space values of the Property." To accomplish these purposes the easement prohibits almost all uses that disturb the property. Specifically, the easement:

- Prohibits industrial and commercial uses, new buildings and structures (except as specifically approved and permitted), mining, excavating or grading;
- Prohibits roads and paved trails; but
- Permits passive recreational use, historical and interpretive use and pedestrian traffic on walking and hiking trails, subject to conditions and approvals; and
- Permits agricultural use consistent with what has taken place previously on the property, pursuant to a written plan.

By accepting the easement (and the grant funds), the Town assumes a duty not to allow any activity inconsistent with the purposes of the easement. The easement is a perpetual easement and once executed may not be removed by the Town.

To monitor the use of the property and verify compliance with the easement, the Tennessee Historical Commission will prepare and maintain a Baseline Documentation

Report including photographs of the property in its current condition. The Town and the Parks Board will also want to maintain a copy of this report to ensure that future park plans do not violate the easement.

The Tennessee Historical Commission is the grantee of the easement and is responsible for its enforcement and remedying any violations. If a violation occurs, the Town may be liable for damages to correct the violation and attorneys' fees. For that reason, if there is any question about whether a structure or other improvement on the property is permissible, the Town should seek prior approval by the Historical Commission.

In short, the property must be protected and preserved as open space with few exceptions for improvements related to historical and interpretive uses. The easement specifically provides that walking and hiking trails may be allowed provided that these trails shall be permeable and are subject to the approval of the Tennessee Historical Commission. Joe believes that he has identified a trail surface that will satisfy the requirements for the Greenway Trail across the property and receive the approval of the Historical Commission.

As of today's date, the Tennessee Historical Commission is still reviewing the final draft of the easement, but we accept their approval with only minor changes.

After the easement is approved, it will be recorded with the Williamson County Register of Deeds. The Town is also in the process of obtaining a required review appraisal to complete the grant application. If approved, it is anticipated that the Town will receive the grant funds before September 1, 2018.

ORDINANCE NO. 2018-014

AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO AMEND SECTION 1.2.6 (THE TRANSECT); SECTION 1.3 (DEFINITIONS); SECTION 4.5.2 (GENERAL TRANSECT ZONE RESTRICTIONS); AND THE ADDITION OF A NEW SECTION 4.5.4 (TRANSECT ZONE RESTRICTIONS FOR G3 SECTOR WITHIN THE LAND DEVELOPMENT ORDINANCE (ZONE AMEND 2018-005)

WHEREAS, the several changes are proposed to the text of the Town's Land Development Ordinance ("LDO");

WHEREAS, the Planning Commission has reviewed these proposed amendments and is recommending the changes as follows:

1.2.6 The Transect.

- a. That community should provide meaningful choices in residential living arrangements and, where appropriate, commercial enterprises as manifested by distinct physical environments.*

1.3 Definitions.

Commercial building: a building used for office and/or retail purposes that is required to meet commercial governmental regulations for safety, energy, etc.

Residential space: total amount of area including heated living area and garage space measured in square feet inside a dwelling unit that is required to meet governmental regulations for safety, energy, etc.

Total space: combined amount of commercial space and residential space measured in square feet.

4.5.2 General Transect Zone Restrictions.

- b. Minimum required commercial space as a percentage of total space in a T5 district is 10%.*

4.5.4 Transect Zone Restrictions for G3 Sector (Town Center).

- a. Minimum required commercial space as a percentage of total space in the T5 district is 20%.*

WHEREAS, the Board of Mayor and Aldermen has reviewed the proposed amendments to the Land Development Ordinance and has determined, based upon the record as a whole, that the proposed amendments are consistent with the General Plan, will not have a deleterious effect on the Town, 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 incorporated 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 _____, 2018.

Corey Napier, Mayor

ATTEST:

Jennifer Jones, Town Recorder

Passed First Reading: _____

Passed Second Reading: _____

Submitted to Public Hearing on the ____ day of _____, 2018, at 7:00 p.m., after being advertised in the *Williamson AM* Newspaper on the ____ day of _____, 2018.

APPROVED AS TO FORM AND LEGALITY:

Todd Moore, Town Attorney



DATE: August 7, 2018
TO: Board of Mayor and Aldermen
FROM: Wendy Deats, Town Planner
SUBJECT: Shepard Land Development Ordinance Amendment

Request

Aldermen Shepard has requested that the Planning Commission review and make recommendations on several sections of the Town's Land Development Ordinance. Staff provided comments as noted. The sections are as follows:

Black text = existing LDO language
RED = requested language to be added or amended
BOLD = staff comments
BLUE = Planning Commission recommendation

ARTICLE 1 GENERAL PROVISIONS

1.2 Intent

1.2.6 The Transect

a. That communities should provide meaningful choices in *both residential living arrangements and commercial enterprises* as manifested by distinct physical environments.

The intent of the transect is to create an environment for housing diversity and, where appropriate, flexibility in commercial uses. A standalone Hamlet plan would not be a good environment for commercial uses and if required would likely end up having empty commercial buildings or no development of the Hamlet model. Consider the following as an alternative to the requested amendment:

a. That community should provide meaningful choices in residential living arrangements and, where appropriate, commercial enterprises as manifested by distinct physical environments.

1.3 Definitions

This section provides definitions for terms in this ordinance that are technical in nature or that otherwise may not reflect a common usage of the term. Interpretations of the definitions and terminology that are either within this section or not included will be made by the Town Planner.

Commercial: the term collectively defining workplace, office, retail and lodging functions.

Commercial building: a building used for office and/or retail purposes that is required to meet commercial governmental regulations for safety, energy, etc.



Staff is assuming that the proposed definition is intended to ensure compliance with the building codes as related to the construction of such buildings. While the building code does not provide the definition as proposed, the addition of the term “commercial building” does not appear to create a conflict in the code.

Residential: characterizing premises available for long-term human dwelling. . . .

Residential space: total amount of heated living area measured in square feet inside a dwelling unit that is required to meet governmental regulations for safety, energy, etc.

As defined, garage space would be omitted from the measured square footage. If the intent is to ensure that a total square footage is calculated for residential, Staff recommends correcting the definition to include garage space. If the intent is to permit omit this area, the definition is fine.

Retail: characterizing premises available for the sale of merchandise and food service.

Total space: combined amount of commercial space and residential space measured in square feet.

By definition of the word “total” all space would be calculated, however, as mentioned above, Alderman Shepard proposes to define “residential space” as heated area which excludes any garage space. If this is the intent of defining residential space, then the definition for “total space” would be appropriate to purposefully omit some particular space (such as garage area) from the total calculation. Therefore, if “total space” is incorporated into the code, Staff requests clarification from Alderman Shepard as to whether the intent of the “residential space” definition is to exclude any proposed garage area. Staff does not recommend omitting any area from the total calculations as these numbers are used in other areas of the code and omission of some of the square footage may have unintended consequences in other areas of the code.

Transect: a cross section of the environment showing a range of different habitats. The rural-urban transect of the human environment used in this ordinance is divided into five transect zoning districts. These zoning districts describe physical form and character of a place, according to the intensity of its land use.

ARTICLE 4 ZONING

4.5 Lot Use Restrictions

4.5.1 General to all zones:

4.5.2 General Transect Zone Restrictions.

a. Accessory buildings in T4 and T5 are limited to housing related to the principal dwelling.

b. Minimum required commercial space as a percentage of total space in a Transect Zone is 10%.

Incorporating a minimum percentage for commercial space of total space within the transects would include all zones, including T1, T2 and T3, which would then require these preservation,



agricultural and residential zones to include commercial space which is not appropriate for these areas. Consider the following as an alternative for the requested amendment:

- b. Minimum required commercial space as a percentage of total space in a T5 district is 10%.**

4.5.3 Transect Zone Restrictions for Residential Use.

4.5.4 Transect Zone Restrictions for G3 Sector (Town Center)

- a. Minimum required commercial space as a percentage of total space in the G3 Sector is 30%.*

This is placing a pretty heavy burden on required commercial space that could up to be vacant or remain undeveloped. Consider the following as an alternative for the requested amendment:

- a. Minimum required commercial space as a percentage of total space in the T5 district is 20%.**

(Note: Currently zoned area in the G3 Sector as T5 includes 73.63 acres. This amendment would require approximately 15 acres be commercial.)

Planning Commission Review

On June 26, 2018, the Planning Commission reviewed the proposal and the staff report and is recommending the following to the Board of Mayor and Aldermen:

1.2.6 The Transect.

- a. That community should provide meaningful choices in residential living arrangements and, where appropriate, commercial enterprises as manifested by distinct physical environments.**

1.3 Definitions.

Commercial building: a building used for office and/or retail purposes that is required to meet commercial governmental regulations for safety, energy, etc.

Residential space: total amount of area including heated living area and garage space measured in square feet inside a dwelling unit that is required to meet governmental regulations for safety, energy, etc.

Total space: combined amount of commercial space and residential space measured in square feet.

4.5.2 General Transect Zone Restrictions.

- b. Minimum required commercial space as a percentage of total space in a T5 district is 10%.**

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

4.5.4 Transect Zone Restrictions for G3 Sector (Town Center).

- a. Minimum required commercial space as a percentage of total space in the T5 district is 20%.**

Recommendation

The Planning Commission recommends that the Board of Mayor and Aldermen adopt an ordinance incorporating these amendments.

Attachments

Ordinance 2018-014

ORDINANCE NO. 2018-015

AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO AMEND SECTION 3.9.23 (ROADWAY CONSTRUCTION SPECIFICATIONS) AND THE ADDITION OF A NEW SECTION 3.9.24 (TRAFFIC STUDY) WITHIN THE LAND DEVELOPMENT ORDINANCE (ZONE AMEND 2018-004)

WHEREAS, the several changes are proposed to the text of the Town's Land Development Ordinance ("LDO");

WHEREAS, the Planning Commission has reviewed these proposed amendments and is recommending the changes as specified in Exhibit A:

WHEREAS, the Board of Mayor and Aldermen has reviewed the proposed amendments to the Land Development Ordinance and has determined, based upon the record as a whole, that the proposed amendments are consistent with the General Plan, will not have a deleterious effect on the Town, 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 revising Section 3.9.23 (Roadway Construction Specifications), including Appendices E and F, and adding a new Section 3.9.24 (Traffic Study) as set forth in Exhibit A attached hereto and incorporated herein by reference. 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 _____, 2018.

Corey Napier, Mayor

ATTEST:

Jennifer Jones, Town Recorder

Passed First Reading: _____

Passed Second Reading: _____

Submitted to Public Hearing on the ____ day of _____, 2018, at 7:00 p.m., after being advertised in the *Williamson AM* Newspaper on the _____ day of _____, 2018.

APPROVED AS TO FORM AND LEGALITY:

Todd Moore, Town Attorney

Thompson's Station Board of Mayor and Aldermen
Staff Report – File: Zone Amend 2018-004
August 14, 2018
Land Development Ordinance Amendments (Subdivision Regulations)

PROJECT DESCRIPTION

Staff initiated amendments to the Subdivision Regulations.

BACKGROUND

In order to protect the health, safety and welfare of the community by providing quality roadways, Staff is recommending that standards related to the construction of roadways within the Town. The proposed standards are intended to provide the necessary framework for the Town to be able to ensure adequate planning for roadways within developments.

The Planning Commission reviewed these proposed amendments on June 24, 2018 and July 24, 2018 and is recommending them to the Board of Mayor and Aldermen.

PROPOSED REVISIONS

Section 3.9.23 Road Construction Specifications (page 66).

The road construction specifications in this Article shall be the minimum standards for construction of public or private improvements located within any subdivision within the jurisdictional area. **These specifications shall apply to any person, developer, firm, business or other entity constructing public roadways within the Town. All plans shall be submitted for review and approval and shall be scaled drawings with specifications and shall include all aspects of the street, grading and drainage, including all supplemental documentation verifying engineering calculations, erosion control, on street parking, street lighting and any other information related to the construction activities for the project. The construction plans shall be prepared and stamped by a registered engineer in the State of Tennessee. Prior to any approvals, all necessary state approvals, including but not limited to, the Tennessee Department of Transportation, Tennessee Department of Environment and Conservation and the Tennessee Division of Water Pollution shall be submitted to the Town in writing.**

Roadway Construction

- a. Typical cross sections and dimensions of standard local and collector streets are illustrated in Appendix E.
- b. Construction materials and methods including aggregate base stone, asphalt, concrete and roadway subgrades shall be fully tested and constructed in accordance with the designations and requirements within the TDOT Standard Specifications.
- c. Drainage facilities including but not limited to ditches, swales, detention/retention ponds, culverts or other structures shall be inspected, tested, and written documentation shall be submitted for approval by the Town prior to the next phase of construction.
- d. Subgrade and base stone shall be brought to grade with proper crown prior to compaction test being completed. Proof rolling with a tandem axle loaded dump truck (23 tons) shall be conducted by the contractor and witnessed by Town Staff and testing agency personnel.
- e. Proof roll shall be redone if the project is rained on prior to the binder surface installation.

- f. Density test shall be conducted by a local testing agency approved by town staff and licensed by the state of Tennessee and shall be at the expense of the developer. A minimum of one density test per lift for each five-hundred (500) feet of roadway shall be required.
- g. Binder course and surface course shall be inspected and tested per TDOT specifications and written documentation shall be submitted for approval by the Town prior to the next phase of construction.
- h. Any materials or workmanship that does not meet the requirements of the approved plans or specifications shall be brought into compliance with all approvals. A stop work order may be given if substandard materials or workmanship is not corrected. No reduction of sureties will be considered if defective materials or workmanship occurs within the development.
- i. The developer shall provide the necessary labor and supervision to support field testing by a third party at no cost to the Town. The design engineer or a certified quality control inspector shall be present during construction activities. Weekly test reports shall be submitted in writing and reviewed by the Town throughout the duration of the work. Defects in the workmanship shall be corrected at no cost to the Town. A detailed letter from the testing agency shall be provided attesting that all roadway improvements have been constructed in accordance with the plans and specifications prior to the release of performance surety. The letter shall contain the seal of the Engineer and be in report form, including all weekly project activity and the associated testing results.
- j. No asphalt binder shall be installed unless temperature is at least 40 degrees Fahrenheit and rising unless otherwise approved by the Town Engineer.
- k. All projects shall be subject to the inspection during and upon completion of construction activities by authorized Town staff representatives. A Town inspector on-site does not eliminate the requirement for a third-party inspector and a written report to the Town. Upon completion of the project, the project engineer shall submit in writing to the Town that the construction of all infrastructure was completed in compliance with approved plans and a representative from the Town will make a final inspection to determine the acceptability of the work.

Street Lights

Street lights shall be required for all new subdivisions within the Transect Community, D1, D2 and D3 zoning districts. Street lighting should be pedestrian scaled and shall be decorative in a manner to match the character of the neighborhood. Cobra head and shoebox light heads are not permitted within a residential subdivision. Street lighting should provide adequate lighting to enhance walkway safety. Street lights within neighborhoods shall not exceed 15 feet in height. Street lights shall be installed between the curb and the sidewalk within the grass strip. Streetlights should have a maximum distance of 300 feet apart and shall be approved by Middle Tennessee Electric Membership Corporation. The developer ~~subdivider~~ shall bear the financial responsibility for the original installation costs for the materials and labor for street lighting where it is deemed reasonably necessary by the Town Engineer. ~~Street lighting shall be of such size and specification as deemed appropriate by the Town Engineer to meet the specific requirements of the subdivision. Street lights shall be installed between the curb and the sidewalk within the grass strip.~~

As built plans

As built plans shall be submitted to the Town upon completion of construction activities. As built plans shall be submitted with the completion of each phase of the development. The as built plans shall include all pertinent information related to the phase, including but not limited to, property lines, all cables, utilities, drainage structure, pump stations, etc., detention/retention ponds, any existing structures.

Add the following section to provide additional clarity and guidance in the preparation of traffic studies and analysis.

3.9.24 Traffic Study

- a. A traffic study shall be required for any development that will create 750 trips per day or 100 trips or more during a peak hour or any development located on a major arterial within the Town or a project site located in proximity to a road condition that requires further analysis prior to additional volume should be added in the vicinity.
- b. Traffic studies shall be prepared by a licensed traffic engineer using the standard format as outlined by the Institute of Transportation Engineers. The applicant shall meet with the Town staff prior to initiating the traffic study to review/determine the scope of study. The completed traffic study shall be submitted to the Town for review. Review shall consist of a third-party review and all cost associated with the Town's third-party review shall be the responsibility of the developer/applicant. Traffic studies older than one year shall be updated.
- c. Any project that does not require a traffic study may be required to submit a traffic analysis for access, trip generation, existing conditions and proposed changes to the existing conditions.

RECOMMENDATION

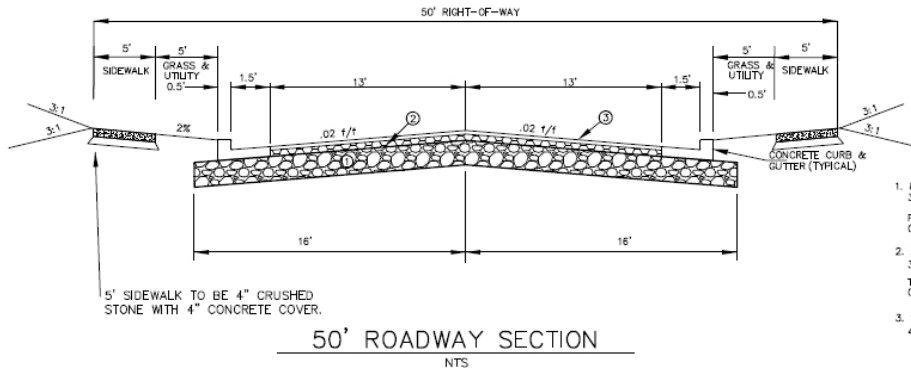
The Planning Commission recommends that the Board of Mayor and Aldermen pass of first reading Ordinance 2018-015 adopting these amendments to the Subdivision Regulations within Article 3 of the Land Development Ordinance.

ATTACHMENTS

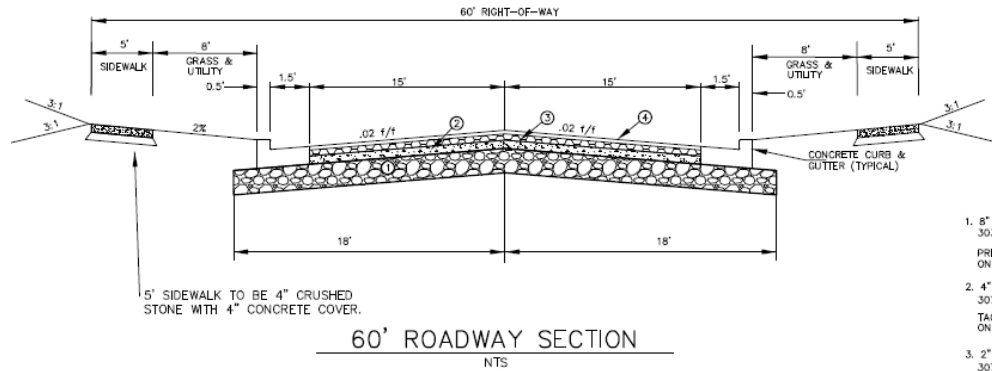
Ordinance 2018-015
Exhibit A

Appendix E

Roadway Cross Sections

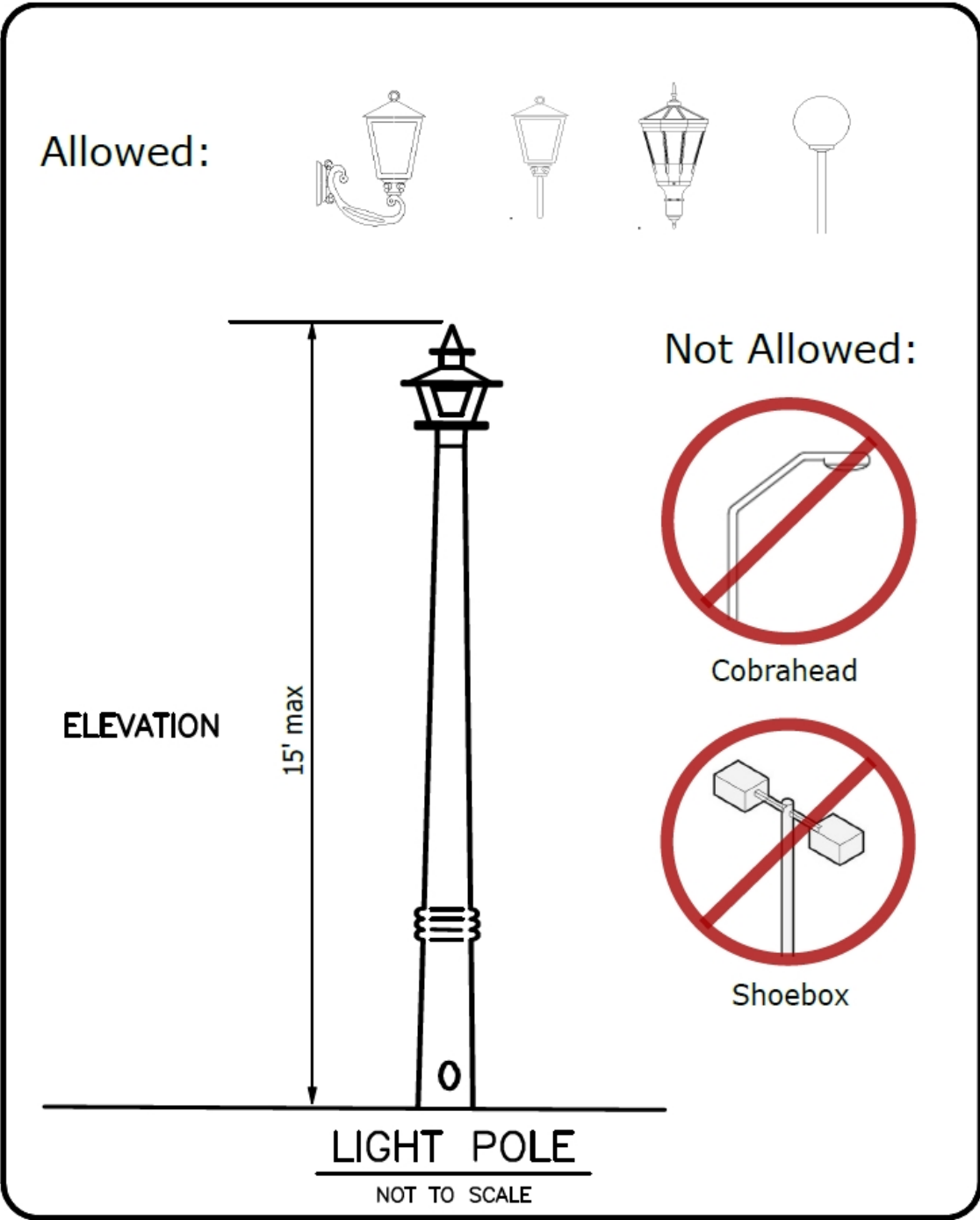


1. 8" THICK MINERAL AGGREGATE BASE COURSE:
303-01 MINERAL AGGREGATE TYPE 'A' BASE GRADING 'D'
PRIME COAT:
ON THE SURFACE OF THE BASE AT A MINIMUM RATE OF 0.3 - 0.4 GAL./SQ. YD.
2. 2" BITUMINOUS PLANT MIX BASE (HOT MIX):
307-01.08 ASPHALT CONCRETE MIX (PG64-22)(BPMB-HM) GRADING 'B-M2'
TACK COAT:
ON THE POWER CLEANED SURFACE AT A RATE OF 0.03 - 0.05 GAL./SQ. YD.
3. 1.5" ASPHALTIC CONCRETE WEARING SURFACE:
411-01.10 ASPHALT CONCRETE MIX (PG64-22)(ACS) GRADING 'D'



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Appendix F
Street Lamp Detail



TOWN OF THOMPSON'S STATION 1550 THOMPSON'S STATION RD WEST P.O. BOX 100 THOMPSON'S STATION TN, 37179	Residential Street Lamp (DETAIL)	
NOT TO SCALE	DATE: 6/11/18	

EXHIBIT "A"

PROPOSED REVISIONS

Section 3.9.23 Road Construction Specifications (current page 66).

The road construction specifications in this Article shall be the minimum standards for construction of public or private improvements located within any subdivision within the jurisdictional area. These specifications shall apply to any person, developer, firm, business or other entity constructing public roadways within the Town. All plans shall be submitted for review and approval and shall be scaled drawings with specifications and shall include all aspects of the street, grading and drainage, including all supplemental documentation verifying engineering calculations, erosion control, on street parking, street lighting and any other information related to the construction activities for the project. The construction plans shall be prepared and stamped by a registered engineer in the State of Tennessee. Prior to any approvals, all necessary state approvals, including but not limited to, the Tennessee Department of Transportation, Tennessee Department of Environment and Conservation and the Tennessee Division of Water Pollution shall be submitted to the Town in writing.

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- a. Typical cross sections and dimensions of standard local and collector streets are illustrated in Appendix E.
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- d. Subgrade and base stone shall be brought to grade with proper crown prior to compaction test being completed. Proof rolling with a tandem axle loaded dump truck (23 tons) shall be conducted by the contractor and witnessed by Town Staff and testing agency personnel.
- e. Proof roll shall be redone if the project is rained on prior to the binder surface installation.
- f. Density test shall be conducted by a local testing agency approved by town staff and licensed by the state of Tennessee and shall be at the expense of the developer. A minimum of one density test per lift for each five-hundred (500) feet of roadway shall be required.
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- i. The developer shall provide the necessary labor and supervision to support field testing by a third party at no cost to the Town. The design engineer or a certified quality control inspector shall be present during construction activities. Weekly test reports shall be submitted in writing and reviewed by the Town throughout the duration of the work. Defects in the workmanship shall be corrected at no cost to the Town. A detailed letter from the testing agency shall be provided attesting that all roadway improvements have been constructed in accordance with the plans and specifications prior to the release of performance surety. The letter shall contain the seal of the Engineer and be in report form, including all weekly project activity and the associated testing results.
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Add the following section to provide additional clarity and guidance in the preparation of traffic studies and analysis.

3.9.24 Traffic Study

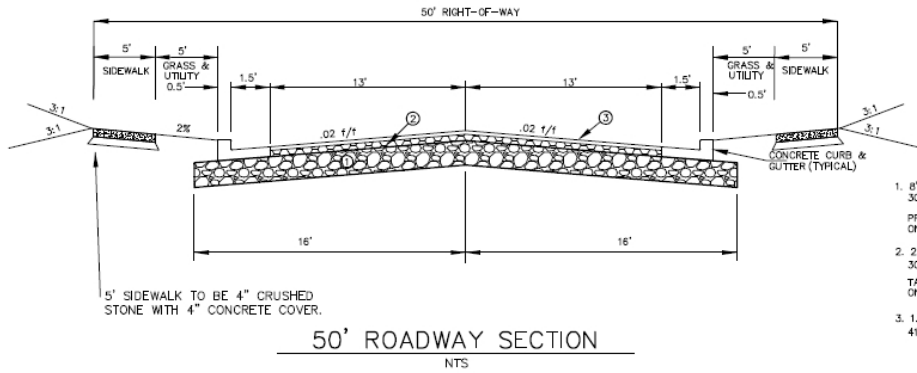
- a. A traffic study shall be required for any development that will create 750 trips per day or 100 trips or more during a peak hour or any development located on a major arterial

within the Town or a project site located in proximity to a road condition that requires further analysis prior to additional volume should be added in the vicinity.

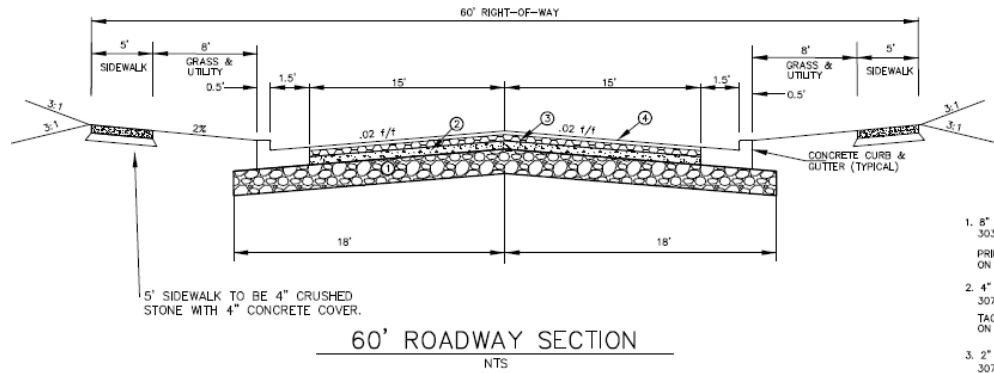
- b. Traffic studies shall be prepared by a licensed traffic engineer using the standard format as outlined by the Institute of Transportation Engineers. The applicant shall meet with the Town staff prior to initiating the traffic study to review/determine the scope of study. The completed traffic study shall be submitted to the Town for review. Review shall consist of a third-party review and all cost associated with the Town's third-party review shall be the responsibility of the developer/applicant. Traffic studies older than one year shall be updated.
- c. Any project that does not require a traffic study may be required to submit a traffic analysis for access, trip generation, existing conditions and proposed changes to the existing conditions.

Appendix E

Roadway Cross Sections

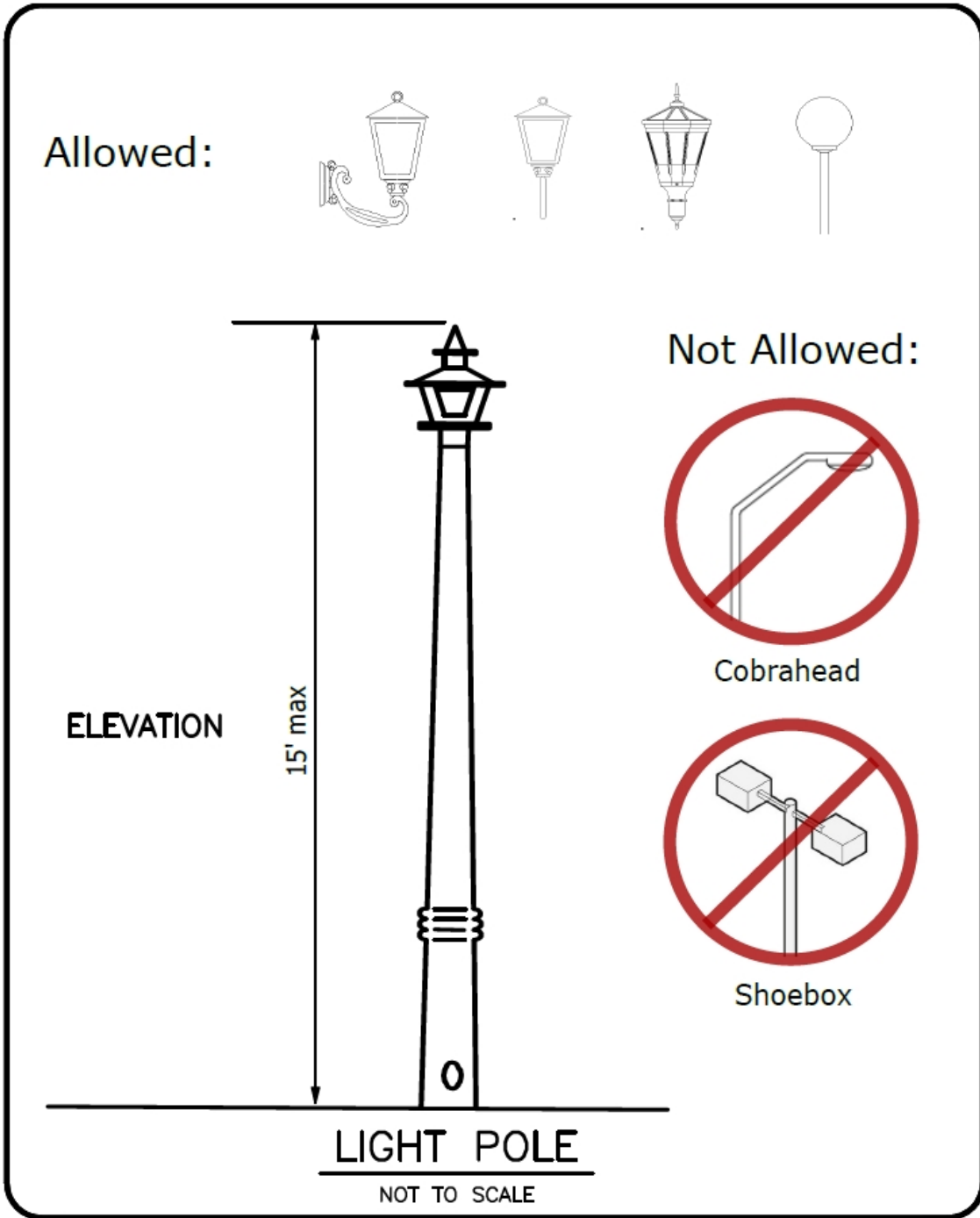


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- PRIME COAT:
ON THE SURFACE OF THE BASE AT A MINIMUM RATE OF 0.3 - 0.4 GAL./SQ. YD..
2. 2" BITUMINOUS PLANT MIX BASE (HOT MIX):
307-01.08 ASPHALT CONCRETE MIX (PG64-22)(BPMB-HM) GRADING 'B-M2'
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ON THE POWER CLEANED SURFACE AT A RATE OF 0.03 - 0.05 GAL./SQ. YD..
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2. 4" BITUMINOUS AGGREGATE BASE:
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Appendix F
Street Lamp Detail



TOWN OF THOMPSON'S STATION 1550 THOMPSON'S STATION RD WEST P.O. BOX 100 THOMPSON'S STATION TN, 37179	Residential Street Lamp (DETAIL)	
NOT TO SCALE	DATE: 6/11/18	

ORDINANCE NO. 2018-016

**AN ORDINANCE OF THE TOWN OF THOMPSON'S STATION,
TENNESSEE, TO AMEND TITLE 9 OF THE MUNICIPAL CODE
REGARDING DOOR-TO-DOOR SOLICITATIONS .**

WHEREAS, the Board of Mayor and Aldermen finds that unregulated door-to-door solicitations in residential neighborhoods is detrimental to the life, health, safety and welfare of residents of the Town; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to create a new chapter in the code to permit door-to-door solicitations subject to certain restrictions including allowing residents to choose to prohibit door-to-door solicitations on their property.

NOW, THEREFORE, BE IT ORDAINED by the Town of Thompson's Station as follows:

Section 1. That Title 9 of the Municipal Code, Business, Peddlers, Solicitors, Etc., be amended by adding a new Chapter 1, Door-to-Door Solicitation, as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

Section 2. All Prior Conflicting Ordinances Repealed; Interpretation. That upon the effective date of this ordinance, all prior ordinances and resolutions in conflict herewith be repealed. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the City, the provision that establishes the higher standard shall be controlling.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Effective date. This ordinance shall take effect upon publication in a newspaper of general circulation within the Town after final reading, the public welfare requiring.

Duly approved and adopted by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee.

Corey Napier, Mayor

ATTEST:

Jennifer Jones, Town Recorder

Passed First Reading: _____

Passed Second Reading: _____

Submitted to Public Hearing on the ____ day of _____ 2018, at 7:00 p.m., after being advertised in the Williamson AM Newspaper on the ____ day of _____, 2018.

APPROVED AS TO FORM AND LEGALITY:

Todd Moore, Town Attorney

EXHIBIT "A"

Door to door solicitation

§9-101 Purpose. The purpose of this chapter is as follows:

- (A) To provide for the health, safety and welfare of the citizens of the Town;
- (B) To balance the First Amendment rights of residential commercial solicitors with the privacy, safety, health and welfare of the residents within the Town;
- (C) To require all commercial solicitors to conduct any door-to-door residential solicitation within the Town pursuant to a permit and identification badge issued by the Town Clerk or their designee;
- (D) To prohibit commercial solicitations at residences where the owner or occupant has prohibited solicitation in a manner consistent with the provisions of this chapter.

§9-102 Definitions. The following definitions shall apply within this ordinance unless the context clearly indicates or requires a differing meaning.

CHARITABLE ORGANIZATION. A non-commercial entity which is a benevolent, charitable, civic, patriotic, political, philanthropic, environmental, fraternal or public-service related group who sells goods or services or who solicits contributions from the public for charitable purposes.

CHARITABLE PURPOSE. A non-commercial purpose which is benevolent, charitable, civic, patriotic, political, philanthropic, environmental, fraternal or public-service related.

COMMERCIAL SOLICITOR. Any person who engages in door-to-door commercial solicitation.

DOOR-TO-DOOR COMMERCIAL SOLICITATION. Attempting to make personal contact with a resident at his or her residence, without a prior specific invitation by or appointment with the resident, for the purpose of attempting to sell any goods or services, other than newspaper or magazine subscriptions, regardless of the method of sale or delivery. **DOOR-TO-DOOR COMMERCIAL SOLICITATION** also includes personally delivering to the resident or residence a handbill or flyer advertising a commercial event, activity, good or service.

DOOR-TO-DOOR NONCOMMERCIAL SOLICITATION. Attempting to make personal contact with a resident at his or her residence, without a prior specific invitation by or appointment with the resident, to:

- (1) Seek or ask for a gift or donation for a public entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501 (c)(3);
- (2) Solicit the sale of goods or services with the entire proceeds of such sale to be paid directly to, or used exclusively for the benefit of, a public entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c)(3);
- (3) Personally deliver to the resident or residence a handbill or flyer advertising a future, not-for-profit event, activity, good or service;
- (4) Proselytize on behalf of a religious organization;

- (5) Solicit support for a political candidate or organization, or ballot measure or ideology; or
- (6) Solicit the sale of newspaper or magazine subscriptions.

EMPLOYER. Any person or entity that a person works for or on behalf of while engaging in solicitation within the Town.

NONCOMMERCIAL SOLICITOR. Any person, whether as volunteer, owner, agent, consignee or employee, who engages in door-to-door noncommercial solicitation. **NONCOMMERCIAL SOLICITOR** shall include persons who solicit for a charitable, religious, political, or philanthropic purpose, even if, incidental to such purpose, they accept the donation of money for such cause.

NO-SOLICITATION LIST. A list of the addresses of town residents who prohibit door-to-door solicitations at their residences. The Town will maintain and publish the **NO-SOLICITATION LIST** of residents at their request to give notice that all door-to-door solicitation is prohibited at these addresses.

PERMIT. A document issued by the Town Clerk authorizing a commercial solicitor to engage in door-to-door commercial solicitation.

PERMIT HOLDER. Any person to whom a permit has been issued pursuant to this ordinance.

RESIDENCE. A private residence in the Town, including but not limited to, condominium units and apartments, and including all private property surrounding the residence.

TOWN CLERK. The Clerk of the Town or the Clerk's designee.

TOWN NO-SOLICITATION STICKER. A red circular sticker, supplied by the Town, bearing the words "No Solicitation" which any resident may affix to his or her entryway to give notice that all door-to-door solicitation at such address is prohibited.

§9-103. Exemptions.

The terms of this chapter shall not apply to:

- (A) Bona fide merchants who deliver goods in the regular course of business; or
- (B) Sellers responding to a prior invitation by the owner or occupant of a residence.

§9-104. Solicitation prohibited where posted.

(A) No solicitor, whether commercial or noncommercial, shall enter any residence in the Town where:

(1) A "No Solicitation" or "No Trespassing" sign is posted or placed at or near the entrance(s) to such residence or, in the case of a multi-family dwelling, at or near the entrance(s) to such individual dwelling; or

(2) A no-solicitation sticker, supplied by the Town, is placed upon or affixed to the entryway or door of such premises or individual dwelling.

(B) This provision shall apply to all solicitation, including, without limitation, all activities that are religious, charitable or political in nature and all solicitation of newspaper or magazine subscriptions.

§9-105. No Solicitation List ; Solicitation prohibited at addressed registered on list.

(A) The Town may establish a no-solicitation list on which any owner or lawful occupant of a residence within the Town may prohibit solicitation at said residence by registering the address with the Town. Such registration shall take effect as soon as it is noted on the Town's no-solicitation list. Each address appearing on the no-solicitation list will remain on the list until removed by the owner or occupant, provided that, the Town may remove addresses when the owner or occupant that registered the residence has sold the property or moved.

(B) If the Town establishes a no-solicitation list, the Town shall maintain and publish the list on the Town's website and shall have copies available at Town Hall. The Town will make the necessary arrangements to periodically update the no-solicitation list.

(C) Each permit holder shall be responsible for obtaining and reviewing a copy of the no-solicitation list immediately upon issuance of a permit under this chapter.

(D) As of the effective date of the registration of a residential address on the no solicitation list, door-to-door solicitation at such address shall be prohibited.

(E) Neither the Town nor any of its officers, employees, agents or authorized volunteers shall be liable to any person for any injuries or damages of any kind arising from or relating to any errors or omissions that may occur in compiling or maintaining the no-solicitation list.

§9-106. Permit and Badge.

(A) No person shall engage in door-to-door commercial solicitation within the Town without first obtaining a permit and identification badge from the Town Clerk and paying all applicable fees as provided in this chapter.

§9-107. Permit Application.

(A) Each person applying for a door-to-door commercial solicitation permit shall file with the Town Clerk an affidavit on a form supplied by the Town Clerk stating the following information, as applicable:

(1) Their full name, address and telephone number,

(2) Their employer's name, address, telephone number, and federal tax identification number (If the applicant is an employee of foreign corporation, the name, address and telephone number of an agent for process residing in the state);

(3) A copy of their driver's license, state identification card, passport, or other government-issued identification card;

(4) The make, model, year, color, and state license plate number of any motor vehicle(s) which will be used by such person in the door-to-door solicitations within the Town;

(5) A statement that they are eligible for a permit under this ordinance and authorization for the Town to conduct a criminal background check; and

(6) A brief explanation of the nature of the goods and/or services to be offered.

(B) At the time of application, each applicant shall pay a fee in an amount sufficient to defray the costs incurred by the Town in processing the application, including a criminal background check, preparing and issuing an identification badge and updating the no solicitation list. Such fees shall be established by the Board of Mayor and Alderman prior to becoming effective.

§9-108. Permits Issued in Name of Solicitor .

(A) Following the receipt of a complete application the Town Clerk shall issue such permit together with an identification badge unless the Town Clerk determines that the permit application is denied under the criteria stated in §9-110 below. The Town Clerk shall issue the permit or deny the application within five (5) business days.

(B) All permits shall be issued in the name of the solicitor and shall also include the name of their employer, if any.

(C) The identification badges shall contain a photograph of the solicitor, bear the words "Permitted Solicitor," include the name of the solicitor and the employer the solicitor represents, if any, the permit number, and the expiration date of the permit.

(D) No permit or identification badge shall be transferred to another person.

§9-109. Permit term.

(A) Each permit shall be valid for one hundred and twenty (120) days, effective from the date of issuance.

(B) A permit may be renewed for additional terms if the solicitor has not violated this ordinance. Any permittee wishing to renew a permit issued under this chapter must apply for the renewal of the permit no less than 30 days prior to the expiration of its term. The renewal application shall be made substantially in the same form as an original application; however, only so much of the application shall be completed as is necessary to reflect conditions which have changed since the last application was filed. At the time of the renewal application, the permittee shall pay a fee in an amount determined by the Town Clerk to be sufficient to defray the costs incurred by the Town in processing the renewal application.

§9-110. Denial of Permit .

(A) A person shall not be eligible for issuance of a permit or identification badge under this ordinance if:

(1) Such person has been convicted, pled guilty, placed on probation or parole, pleaded nolo contendere, or been released from incarceration within a period of five (5) years prior to the date of application of a felony or Class 1 misdemeanor under the laws of the State of Tennessee or an equivalent offense under any federal or state law;

(2) A permit or an identification badge previously issued to such person under this ordinance has been revoked by the Town; or

(3) Applicant has made any material misrepresentation or false statement in the application for the permit, including, without limitation, representations made as to the criminal history of any person to be authorized to solicit under the permit.

(B) Upon such a determination, the Town Clerk shall notify the applicant that his or her application is denied.

§9-111. Suspension or Revocation of Permit .

(A) The Town Clerk may, after written notice of no less than seven (7) calendar days, suspend or revoke the identification badge of any solicitor that has engaged in any unlawful solicitation.

(B) The grounds for such suspension or revocation may include but shall not be limited to the following:

(1) A violation of the provisions of this ordinance; or

(2) Conviction of a felony or Class 1 misdemeanor under the laws of the State of Tennessee or an equivalent offense under any federal, state within the last five (5) years.

(C) The Town Clerk shall, after written notice of no less than seven (7) calendar days, revoke and shall not renew any permit in the event of fraud, misrepresentation or false statement in the application for the permit or any renewal application.

(D) The permit holder shall cause the suspended or revoked permit along with the identification badge to be delivered to the Town Clerk within five (5) business days from notification.

§9-112. Emergency suspension; Right to Hearing and Appeal .

(A) If reasonable grounds exist to believe that a permittee has engaged in illegal activity such that the public health, safety or welfare requires emergency action, the Town Administrator may immediately suspend the permit and/or badge pending the notice set forth below.

(B) The temporary suspension of a permit or badge shall be for a period not to exceed twenty (20) days.

(C) Upon the denial, suspension, or revocation of a commercial solicitation permit by the Town Clerk, the applicant or permit holder shall be entitled to a hearing before the Town Administrator in accordance with the following:

(1) A request for a hearing shall be in writing, setting forth fully the grounds for the appeal, and filed with the Town Clerk within twenty (20) days of the decision to deny an application or renewal, or to suspend or revoke a permit.

(2) The Town Clerk shall notify the applicant or permit holder by United States mail of the hearing date.

(3) The hearing date shall be set not later than thirty (30) days from the date the Town Clerk receives the request, unless otherwise agreed to by the applicant or permit holder and the Town.

(4) The applicant or permit holder is considered notified upon publication of the hearing date by the Town Clerk.

(5) At the hearing, the applicant or permit holder may present evidence as to why his/her application or renewal should not be denied, or why his/her permit should not be suspended or revoked.

(6) Within five (5) days of the hearing, the Town Administrator shall state in writing the reason for the Board's decision that will either affirm or reject the denial of an application, renewal, suspension, or the revocation of a permit and mail it by United States mail to the address of the applicant as listed on the application.

(D) Any decision of the Town Administrator may be appealed by *writ of certiorari* to the Chancery Courts of Williamson County within 60 days from the date of ruling.

§9-113. Display of Identification Badge .

(A) Any commercial solicitor engaging in door-to-door commercial solicitation under a permit issued pursuant to this chapter shall conspicuously display his or her identification badge on the front of his/her person at all times so as to be reasonably visible to any person who might be approached by said person while engaged in the act of commercial soliciting.

(B) Any solicitor engaged in door-to-door commercial solicitation under a permit issued pursuant to this chapter shall exhibit his or her permit and identification badge.

(C) A permit holder shall, without undue delay, report any lost or stolen identification badge to the Town Clerk.

§9-114. Solicitation rules; Hours .

(A) No solicitor, whether commercial or noncommercial, shall:

(1) Use or attempt to use any entrance other than the front or main entrance to the dwelling, or step from the sidewalk or indicated walkway (where one exists) leading from the right-of-way to the front or main entrance, except by express invitation of the resident or occupant of the property; or

(2) Remove any "No Solicitation" or "No Trespassing" sign or town no-solicitation sticker that gives notice to such solicitor that the resident or occupant does not invite visitors.

(B) It shall be unlawful for any solicitor, whether commercial or noncommercial, to remain upon any private premises and refuse to leave such premises after having been notified by the owner or occupant of such premises or his or her agent to leave the same and not return to such premises.

(C) No commercial solicitor shall conduct any door-to-door solicitations except between the hours of 9:00 a.m. and 6:00 p.m. or 1/2 hour before sunset, whichever is earlier, it being the intent that door-to-door commercial solicitations occur during daylight hours and at times when citizens feel secure in their homes to receive unexpected visitors.

§9-115. Enforcement; penalties.

(A) The provisions of this chapter shall be enforced by the Sheriff's Department, police officer, code enforcement official or other duly authorized official of the Town.

(B) Any person, firm, partnership, corporation or other legal entity violating this ordinance of the Town shall be fined not more than \$50 or the maximum amount permitted by state law, whichever is greater, for each offense. Each day a violation occurs shall constitute a separate offense.

RESOLUTION NO. 2018-014

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF THOMPSON'S STATION, TENNESSEE TO AUTHORIZE MIDDLE TENNESSEE ELECTRIC MEMERBSHIP CORPORATION TO INSTALL UNDERGROUND SERVICE LINE IN PRESERVATION PARK

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to replace the existing overhead power line in Preservation Park with an underground service line; and

WHEREAS, Middle Tennessee Electric Membership Corporation (MTEMC) has agreed to install to perform the work for \$11,932.04.

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

That MTEMC is authorized to replace the existing overhead power line in Preservation Park with an underground service line as shown on the Exhibit "A" for \$11,932.04. The Mayor is authorized to sign all documents to complete this project.

RESOLVED AND ADOPTED this _____ day of _____ 2018.

Corey Napier, Mayor

ATTEST:

Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

Todd Moore, Town Attorney



1 inch = 67 feet



Printed: 7/19/2018

4147-L

Disclaimer:
 Middle Tennessee Electric Membership Corporation makes no representation or warranty as to map accuracy, and in particular, its accuracy as to Underground Conductors locations, property boundaries, rights-of-ways, or placement and location of any map features or data. Independent verification of all information should be obtained by the User. This map is NOT a LEGALLY BINDING OR CERTIFIED DOCUMENT. All data and materials Copyright © 2005. All Rights Reserved.

RESOLUTION NO. 2018-015

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION, TENNESSEE
TO APPROVE A CONTRACT WITH BARGE DESIGN SOLUTIONS, INC. FOR ON-CALL
ENGINEERING AND CONSULTING SERVICES AND TO AUTHORIZE THE MAYOR TO
SIGN THE CONTRACT**

WHEREAS, Barge Designs Solutions, Inc. is currently working with the Town on certain wastewater and road construction projects; and

WHEREAS, the Town needs additional on-call professional engineering and consulting services related to these and other projects; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to approve a contract with Barge Design Solutions, Inc. to provide on-call services as needed by the Town.

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

That the contract with Barge Design Solutions, Inc. attached hereto as Exhibit "A" is hereby approved, and the Mayor is authorized to sign the contract on behalf of the Town.

RESOLVED AND ADOPTED this ____ day of August 2018.

Corey Napier , Mayor

ATTEST:

Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

Todd Moore, Town Attorney

RESOLUTION NO. 2018-016

**A RESOLUTION OF THE TOWN OF THOMPSON'S STATION, TENNESSEE
TO APPROVE A CONTRACT WITH BARGE DESIGN SOLUTIONS, INC. FOR THE DESIGN
OF WASTEWATER DRIP FIELDS AND CONSULTING RELATED TO REPAIRS OF CELL
#1 OF THE TOWN'S WASTEWATER PLANT AND TO AUTHORIZE THE MAYOR TO SIGN
THE CONTRACT**

WHEREAS, Barge Designs Solutions, Inc. is currently working with the Town on certain wastewater-related projects, including the development of a wastewater master plan; and

WHEREAS, the Town needs additional professional engineering and consulting services related to its wastewater system including the design of wastewater drip fields and assistance related to the repairs of Cell #1; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to approve a contract with Barge Design Solutions, Inc. to provide these services as needed by the Town.

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

That the contract with Barge Design Solutions, Inc. attached hereto as Exhibit "A" is hereby approved, and the Mayor is authorized to sign the contract on behalf of the Town.

RESOLVED AND ADOPTED this ____ day of August 2018.

Corey Napier , Mayor

ATTEST:

Jennifer Jones, Town Recorder

APPROVED AS TO LEGALITY AND FORM:

Todd Moore, Town Attorney

Declaration of Policy, Purpose, and Obligations

The proper operation of Thompson's Station's government requires that its public officials and employees act as fiduciaries entrusted with and responsible for the property and resources of the community; that they make governmental decisions and policies in the proper channels of the government structure, free of coercive or other improper influence; that they use their position in the best interests of the town rather than for personal interests, whether their own interests or those of their family, friends, or business associates; and that they do not, directly or indirectly, in a positive or negative sense, treat anyone preferentially, that is, other than in a manner generally accorded to town residents.

It is central to gaining and retaining the public's trust in our town's government that public servants seek to avoid even the appearance of impropriety. Fulfilling one's role as public servant sometimes means sacrificing rather than gaining opportunities.

This code focuses on conflicts of interest, which affect the decisions of government officials and employees in ways that are unfair both to the community and to individuals and entities who lack special relationships with our town's officials. When public servants make decisions that are not or do not appear to be impartial, this seriously undermines public confidence in government.

While the vast majority of municipal officials are well-meaning, being well-meaning is not enough. It is important that officials understand the conflicts they confront every day, appreciate their fiduciary obligations to town residents, and recognize the importance of preventing conflicts from occurring, disclosing conflicts when they arise, and withdrawing from any involvement in a matter where they have a conflict.

Nothing is more important to public trust than having public servants err on the side of disclosing every possible conflict and withdrawing from participation even where they feel certain they can act impartially.

The purposes of this ethics code are to provide:

- (a) Standards of ethical conduct - especially those dealing with conflicts between personal interests and those of the town - for town officials, employees, consultants, candidates, and those who do business with the town;
- (b) Clear, consistent guidance with respect to such standards by clarifying which acts are allowed and which are not;
- (c) Public confidence in the integrity of our town's governance and administration;
- (d) For the consideration of potential ethical problems before they arise, to minimize unwarranted suspicion and to enhance the accountability of our town's government to town residents; and
- (e) For the fair and effective administration and enforcement of this code.

There is more to ethical conduct than what is covered by this code, which consists primarily of enforceable rules about conflicts of interest, and procedures for enforcing the rules and providing ethics advice. The town must also provide a healthy ethics environment with positive means of encouraging ethical behavior among its public servants. Individuals - especially community leaders - must commit themselves to dealing responsibly with their conflict situations.

Ethical conduct depends on thinking about one's acts not in terms of what is politically popular, best for oneself and one's colleagues, or even most effective and efficient, but in terms of what is in the best

interests of the town. Ethics is not just about enforceable rules, but also about democratic ideals and aspirational goals. Central to ethical action is respect for town residents (treating them as ends rather than as means) as well as self-respect (integrity, expecting the best of oneself).

This code is enacted pursuant to Section 8-17-103 of the State of Tennessee and is not intended to authorize any conduct prohibited by that section.

1-300. Definitions.

Unless otherwise stated or unless the context otherwise requires, when used in this code:

1. To "appear" or "appear before" means to communicate in any form, including, without limitation, personally, through another person, by letter, or by telephone. This definition also applies to the noun form, "appearance."
2. "Consultant" means an independent contractor or professional person or entity engaged by the town or advising a town official, and in a position to influence a town decision or action, or have access to confidential information.
3. "Customer or client" in 1-300 means (a) any person or entity to which a person or entity has supplied goods or services during the previous twenty-four months, having, in the aggregate, a value greater than \$1,000, or (b) any person or entity to which an official's outside employer or business has supplied goods or services during the previous twenty-four months, having, in the aggregate, a value greater than \$1,000, but only if the official knows or has reason to know the outside employer or business supplied the goods or services.
4. "Domestic partner" is an adult, unrelated by blood, with whom an unmarried or separated official has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.
5. "Financial benefit" includes any money, service, license, permit, contract, authorization, loan, discount, travel, entertainment, hospitality, gratuity, or any promise of any of these, or anything else of value. This term does not include campaign contributions authorized by law. A "financial interest" is a relationship to something such that a direct or indirect financial benefit has been, will be, or might be received as a result of it.
6. A "gift" is a financial benefit received or given without equivalent compensation. However, a financial benefit received or given on terms available to the general public is not a gift.
7. "Household" includes anyone whose primary residence is in the official's home, including non-relatives who are not rent payers or servants.
8. An "interest in a contract" is a relationship to a contract such that a direct or indirect financial or other material benefit has been, will be, or might be received as a result of that contract. The official does not need to be a party to the contract to have an interest in it. Indirect benefit includes a benefit to the official's family or outside business or employer.
9. "Ministerial act" means an action performed in a prescribed manner without the exercise of judgment or discretion as to the propriety of the act. An example of a ministerial act is the granting of a marriage license by a town clerk.
10. "Official" means any official or employee of the town, whether paid or unpaid, and includes all members of an office, board, body, advisory board, council, commission, agency, department, district, administration, division, bureau, committee, or subcommittee of the town, as well as of an affiliated independent office or agency or quasi-public or public-private body. The term also includes candidates for office and elected candidates prior to the time they take office, as well as anyone engaged in the performance of a governmental function.
11. "Outside employer or business" includes:
 - i. any substantial business activity other than service to the town;

- ii. any entity, other than the town, of which the official is a member, official, director, or employee, and from which he or she receives compensation for services rendered or goods sold or produced;
- iii. any entity located in the town or which does business with the town, in which the official has an ownership interest, except a public corporation in which the official's ownership interest is the lesser of (i) stock valued at less than \$50,000 or (ii) five percent of the outstanding stock; and
- iv. any entity to which the official owes, or by which the official is owed, more than \$10,000, either in the form of a note, a bond, a loan, or any other financial instrument.

For purposes of this definition, "compensation" does not include reimbursement for necessary expenses, including travel expenses.

- 12. "Personal benefit" includes benefits other than those that are directly financially advantageous. These include financial benefits to relatives, business associates, and others listed in 100(1), as well as non-financial benefits to these people and to oneself, including such things as reputation and the success of one's career. A "personal interest" means a relationship to something such that a personal benefit has been, will be, or might be obtained by certain action or inaction with respect to it.
- 13. "Relative" means a spouse, child, step-child, brother, sister, parent or step-parent, or a person claimed as a dependent on the official's latest individual state income tax return.
- 14. "Subordinate" means another official over whose activities an official has direction, supervision or control.

1-301. General Conflict of Interest Provisions.

1. Conflict of Interest.

- (a) An official may not use his or her position, or take or fail to take any action, or influence others to take or fail to take any action, in a manner which he or she knows, or has reason to believe, may result in a personal or financial benefit, not shared with a substantial segment of the town's population, for any of the following persons or entities (no group of government employees may be considered "a substantial segment" for the purposes of this provision):
 - 1. himself or herself;
 - 2. a member of his or her household, including a domestic partner and his or her dependents, or the employer or business of any of these people;
 - 3. a sibling or step-sibling, step-child or foster child, parent or step-parent, niece or nephew, uncle or aunt, or grandparent or grandchild of either himself or herself, or of his or her spouse or domestic partner, or the employer or business of any of these people;
 - 4. a person with which he or she has a financial or business relationship, including but not limited to a(n):
 - i. outside employer or business of his or hers, or of his or her spouse or domestic partner, or someone who works for such outside employer or business;
 - ii. client or substantial customer;
 - iii. substantial debtor or creditor of his or hers, or of his or her spouse or domestic partner.
 - 5. a person or entity to or from whom the official has given or received an election campaign contribution (including in-kind or donations of time and other resources) during the past election cycle. This amount includes contributions from a person's

immediate family or business as well as contributions from an entity's owners, directors, or officers;

6. a nongovernmental civic group, union, social, charitable, or religious organization of which he or she (or his or her spouse or domestic partner) is an officer or director.
- (b) The prohibition in (a) above applies equally to attempts to use, act, or influence.
 - (c) It is a violation of this code for an official to award a contract or participate in a matter benefiting a person or entity that formerly employed him or her.

2. Withdrawal from Participation

- (a) An official must refrain from acting on or discussing, formally or informally, a matter before the town, if acting on the matter, or failing to act on the matter, may personally or financially benefit any of the persons or entities listed in subsection 1(a) of this section.
- (b) If a board or agency member is requested to withdraw from participation in a matter, for the reason that he or she has a conflict of interest, the member must decide whether to withdraw. If the member decides not to withdraw, the unchallenged members must consider any relevant evidence concerning such claimed conflict of interest, as defined in this code, and vote whether or not to allow the request and require that the member withdraw from participating in the matter.
- (c) Withdrawal at a meeting requires the public announcement, on the record, of the reason for withdrawal. Withdrawal outside of a meeting requires disclosure in writing of the reason for withdrawal to the official's supervisor
- (d) Ongoing Conflict: An official whose conflict of interest can reasonably be expected to require more than sporadic withdrawal (barring extenuating circumstances, no more than two separate issues in a twelve month period) must resign or cease such outside employment or activity.
- (e) Rule of Necessity: If withdrawal would leave a board with less than a quorum capable of acting, members must disclose their conflicts on the public record, but they may then vote. If an official is the only person authorized by law to act, the official must disclose the nature and circumstances of the conflict to the Ethics Officer and ask for a waiver or advisory opinion.

3. Gifts

- (a) An official, his or her spouse or domestic partner, child or step-child, parent, or member of his or her household, may not solicit nor accept anything of value, directly or indirectly, from any person or entity that the official knows, or has reason to believe, has received or sought a financial benefit, directly or through a relationship with another person or entity, from the town within the previous three years, or intends to seek a financial benefit in the future ("restricted source"). If in doubt, the official should refrain from soliciting or refuse a gift, and should first inquire into the person or entity's relationship with the town or with a restricted source. [or: If the official does not know whether a person or entity fits this description, he or she should inquire and, if it is discovered that the person or entity does fit this description, the gift should be returned (or its monetary value if it cannot be returned) and no further gifts accepted during the relevant period.]
- (b) A person or entity that has, in the last three years, received or sought, or is seeking, a financial benefit, directly or indirectly, from the town, may not give or seek to give anything of value to any official.
- (c) Gifts of property, money, or services given nominally to the town must be accepted by a resolution of the legislative body.

5. Representation

- (a) An official may not represent any other person or entity before the town, nor in any matter not before the town, but against the interests of the town. However, it is acceptable for elected officials to represent constituents without compensation in matters of public advocacy.

6. Appearances

- (a) An official may not appear before any town department, agency, board or commission, except on his or her own behalf or on behalf of the town. Every time an official appears before the meeting of any municipal body, or when he or she writes a letter to the editor or other publicly distributed writing, he or she is required to disclose before speaking or clearly on the writing whether he or she is appearing in an official capacity or as a private citizen. If the speech or writing is in response to criticism or other communication directed at or regarding his or her official role, the official may respond only in his or her official role. It is acceptable for elected officials to appear or argue on behalf of constituents in matters of public advocacy.
- (b) Appointed or volunteer members of any town boards and commissions may represent persons and entities before, or appear before, any town department, agency, board, or commission other than their own.

7. Confidential Information

- (a) An official, a former official, a contractor or a consultant may not use confidential information, obtained formally or informally as part of his or her work for the town or due to his or her position with the town, for his or her own benefit or for the benefit of any other person or entity, or make such information available in a manner where it would be reasonably foreseeable that a person or entity would benefit from it.

8. Political Solicitation

- (a) An official, employee, or municipal candidate may not knowingly request, or authorize anyone else to request, that any subordinate or potential future subordinate, participate or not participate in any political activity, including the making of a campaign contribution. Nor may he or she engage in any political activity while on duty for the town, with the use of town funds, supplies, vehicles, or facilities, in uniform, or during any period of time during which he or she is normally expected to perform services for the town for which compensation is paid.

9. Patronage

- (a) No official may promise an appointment or the use of his or her influence to obtain an appointment to any position as a reward for any political activity or contribution.

10. Post-Employment

- (a) **Representation.** For a period of two years after the termination of his or her town service or employment, an official may not, on behalf of any other person, for compensation, directly or indirectly, formally or informally, act as agent, attorney, lobbyist, or other sort of representative, to or before his or her former agency, department, authority, board, or commission. For the purposes of this provision, any board member, town administrator or assistant administrator, or town planner is deemed to have worked for every town department, agency, authority, board, and commission. Acting indirectly includes action by a partner, associate, and other professional employee of an entity in which the former official is a partner, associate, or professional employee, as well as acting by a member of the former official's immediate family.
- (b) **Employment.** An official, or a member of his or her immediate family, may not accept employment with, or with the help of, (a) a party to a contract with the town, within two years

after the contract was signed, when he or she participated personally and substantially in the preparation, negotiation, or award of the contract, and the contract obliged the town to pay an aggregate of at least \$25,000; or (b) an individual or entity who has, within the previous two years, benefited directly from any decision made by, or based on advice or information supplied by, the official or by a subordinate. An elected or appointed official, or a member of his or her immediate family, may not accept employment if the body of which he or she is a member or was a member within the previous two years had any role in filling the job, including an advisory role. A board member, or a member of his or her immediate family, may not, for two years after termination of town service or employment, accept any full-time compensated position with the town. For the purposes of this section, "employment" includes full-time and part-time jobs, and professional and other work for hire, given directly or indirectly.

- (c) **Exceptions.** Former officials and employees are not prohibited from acting if he or she is:
1. Working for the town on a volunteer basis;
 2. Acting on behalf of another federal, state, or local government;
 3. Giving testimony under oath and is not being compensated for it;
 4. Providing scientific or technological information at the government's request;
 5. Performing only ministerial acts.
- (d) **Waivers.** The Board of Mayor and Alderman may waive the prohibitions of this provision via unanimous vote if it determines that the situation does not create a potential for undue influence, unfair advantage, or a serious appearance of impropriety.

11. Misuse of Town Property and Reimbursements

- (a) An official may not use, or permit others to use, any town funds, property, or personnel for profit or for personal convenience or benefit, except when:
1. available to the public generally, or to a class of residents, on the same terms and conditions;
 2. permitted by policies approved by the local legislative body, or;
 3. in the conduct of official business, used in a minor way for personal convenience.

12. Nepotism

- (a) No official may appoint or hire, or participate in influencing the appointment or hiring of, his or her spouse or domestic partner, child or step-child, sibling or step-sibling, parent, or member of his or her household for any type of employment, including by contract (unless competitively bid), with the town. No official may supervise or be in a direct line of supervision over his or her spouse or domestic partner, child or step-child, sibling or step-sibling, parent, member of his or her household. If an official comes into a direct line of supervision over one of these persons, he or she will have six months to come into compliance or to obtain a waiver.

13. Transactions with Subordinates

- (a) No official may engage in a financial transaction, including the giving or receiving of loans or monetary contributions, including charitable contributions, with a subordinate or person or business over which, in the official's official duties and responsibilities, he or she exercises supervisory responsibility, unless
1. the financial transaction is in the normal course of a regular commercial business or occupation, or
 2. the financial transaction involves a charitable event or fundraising activity which is the subject of general sponsorship by a state or municipal agency through official action by a governing body or the highest official of state or municipal government.

14. Fees and Honorariums

- (a) No official may accept a fee or honorarium for an article, for an appearance or speech, or for participation at an event, in his or her official capacity. However, he or she may receive payment or reimbursement for necessary expenses related to any such activity.

15. Endorsements

- (a) No official in his or her official capacity may publicly endorse products or services. However, this does not prohibit an official from answering inquiries by other governmental officials, consumer organizations, or product information services regarding products or services.

16. Consultants

- (a) A consultant may not represent a person or entity other than the town in any matter, transaction, action, or proceeding in which the consultant participated personally and substantially as a consultant to the town. Nor may a consultant represent a person or entity in any matter, transaction, action, or proceeding against the interest of the town.

17. Complicity with or Knowledge of Others' Violations

- (a) No one may, directly or indirectly, induce, encourage, or aid anyone to violate any provision of this code. If an official suspects that someone has violated this code, he or she is required to report it to the relevant individual, either the employee's supervisor, the board on which the official sits or before which the official is appearing or will soon appear, or the Town Attorney, if the violation is past or if it is not immediately relevant to a decision, to discussion, or to actions or transactions.
- (b) Anyone who reports a violation in good faith will be protected by the provisions of 1-310.

18. Falsely Impugning Reputation

- (a) An official may not falsely impugn the reputation of a town resident. If an official believes his or her accusation to be true, and then learns that it was false, even in part, he or she should apologize in the same forum the accusations were made or if the same forum is not practical, on the record at a public town meeting. A failure to apologize within a reasonable period of time after learning of the falseness of the accusations will create the presumption that the conduct was fully intentional.

19. Meeting Attendance

- (a) All members of boards and commissions are expected to attend their meetings. It is a violation of this code to miss more than a third of a board or commission's meetings, including work and special session meetings, in a twelve-month period.

20. Honesty in Applications for Positions

- (a) No person seeking to become an official, consultant or contractor may make any false statement, submit any false document, or knowingly withhold information about wrongdoing in connection with employment by or service for the town.

1-302. Exclusions from the Code of Ethics and from Transactional Disclosure.

The provisions section 1-301 of this code do not require withdrawal or transactional disclosure as a result of:

- (a) An action specifically authorized by statute, rule, or regulation of the State of Tennessee or of the United States.
- (b) A ministerial act.
- (c) Gifts received by the official:
 - 1. from his or her parent, spouse or domestic partner, child or step-child, or sibling or step-sibling;
 - 2. or his or her spouse or domestic partner, child or step-child, parent, and member of his or her household, from a person or entity (any person who works for or is otherwise related to an entity is considered as having given on behalf of that entity), having an aggregate value of \$50 or less during any twelve-month period;
 - 3. accepted on behalf of the town and transferred to the town pursuant to 100(4)(b).
- (d) Gifts or financial benefits having a value of \$50 or less that are received by a town official for the solemnization of a marriage officiated by that official at a place other than his or her normal public place of business and at a time other than his or her normal work hours.
- (e) Public awards from charitable organizations having a value of \$100 or less.

1-303. Advisory Opinions.

- (a) Upon the written request of any official, including former officials and employees whose position was terminated within three years as well as people who intend to soon become an official, as well as any candidate, consultant, or person or entity doing business with the town, or person or entity doing business with or seeking a special benefit from the town, or intending to soon do so, the Ethics Officer must render, within fifteen days after the date of the request, a written advisory opinion with respect to the interpretation or application of this Code with respect to future actions only. If an earlier response is desired, or if the Ethics Officer determines that the situation does not require a formal advisory opinion, an informal verbal or e-mail opinion will be provided by the Ethics Officer. No one but the Ethics Officer may provide official ethics advice; any other advice is not binding and does not protect the advisee.
- (b) Any person or entity may request informal advice from the Ethics Officer about any situation, including hypothetical situations, but such advice is not binding and there are no time requirements.

1-304. Void Contracts.

- (a) Any contract, permit, or other transaction entered into by or with the town which results in or from a violation of any provision of section 1-301 of this code is void, without further action taken, unless ratified by the town's legislative body in an open session held after applicable public notice. Such ratification does not affect the imposition of any penalties pursuant to this code or any other provision of law.

1-305. Penalties for Violation of This Code.

1. Resignation, Compensatory Action, Apology

Violation of any provision of this code should raise conscientious questions for the official concerned as to whether a sincere apology, compensatory action, or resignation is appropriate to promote the best interests of the town and to prevent the cost - in time, money, and emotion - of an investigation and hearings.

2. Disciplinary Action.

Any person or entity that is found to have engaged in action or inaction that violates any provision of this code may be reprimanded via suspension, removal, or be subject to any other sanction or remedy authorized by law.

3. Civil Fine.

Any person or entity that violates any provision of this code may be subject to a civil fine of up to \$2,000 for each violation, payable to the town. A civil fine may be imposed in addition to any other penalty authorized by this code or by law.

4. Damages.

Any person or entity that violates any provision of this code is liable in damages to the town for any losses or increased costs incurred by the town as a result of the violation. Such damages may be imposed in addition to any other penalty authorized by this code or by law.

1-306. Debarment.

- (a) Any person or entity that intentionally or knowingly violates any provision of this code, in more than a de minimis manner, as well as any entity owned by such person or entity or by an owner of the entity in violation, is prohibited from entering into any contract with the town for a period not to exceed three years.
- (b) Nothing in this section may be construed to prohibit any person or entity from receiving a service or benefit, or from using a facility, which is generally available to the public.
- (c) Under this section, a corporation, partnership, or other entity is not vicariously liable for the actions of an employee. A corporation, partnership, or other entity is not debarred because of the actions of an employee unless the employee acted in the execution of company policy or custom, or with knowledge of one or more company officers. A store, region, division, or other unit of an entity is not debarred because of the actions of an employee of that unit unless the employee acted at the direction, or with the actual knowledge or approval, of the manager of the unit.

1-307. Injunctive Relief.

- (a) Any resident, official, or employee of the town may initiate an action or special proceeding, as appropriate, in a court of appropriate jurisdiction for injunctive relief to enjoin any person or entity from violating this code or to compel any person or entity to comply with the provisions of this code. In lieu of, or in addition to, injunctive relief, the action or special proceeding, as appropriate, may seek a declaratory judgment.
- (b) No action or special proceeding may be prosecuted or maintained pursuant to subsection 1 of this section, unless (a) the plaintiff or petitioner has filed with the Ethics Officer a complaint alleging the violation, (b) it is alleged in the complaint or petition filed with the court that at least six months have elapsed since the filing of the complaint with the Ethics Officer, and that the Ethics Officer has failed to issue a determination in the matter, and (c) the action or special proceeding is filed within ten months after the alleged violation occurred.

1-308. Whistle-Blower Protection.

- (a) Neither the town nor any person, including officials and employees, may take or threaten to take, directly or indirectly, official or personal action, including but not limited to discharge, discipline, personal attack, harassment, intimidation, or change in job, salary, or responsibilities, against any official, employee, or other person (or against any member of their family) because

that person, or a person acting on his or her behalf, (a) reports, verbally or in writing, or files a complaint with the Ethics Officer regarding an alleged violation of this code, or (b) is requested by the Ethics Officer to participate in an investigation, hearing, or inquiry, or is involved in a court action relating either to the alleged violation or to evidence presented or given as part of an Ethics Officer investigation. The provisions of this section are not applicable when the complainant, witness, or reporter of a violation made accusations or other statements that were malicious and false. A violation of this section is a violation of this code.

- (b) Anyone who alleges a violation of subsection 1 may bring a civil action for appropriate injunctive relief, or actual damages, or both within ninety days after the occurrence of the alleged violation. A court may order reinstatement of the plaintiff to such a suit, or the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award the plaintiff all or a portion of the costs of litigation, including reasonable attorney fees and witness fees. The initiation of such litigation is not a violation of the confidentiality provisions.

1-309. Advisory Opinions.

- (a) Upon the written request the Ethics Officer must render within 15 days a written advisory opinion with respect to the interpretation or application of this Code with respect to future actions only. If an earlier response is desired, or if the Ethics Officer determines that the situation does not require a formal advisory opinion, a mailed, or e-mailed opinion will be provided by the Ethics Officer. No one but the Ethics Officer or Officer may provide ethics advice; any other advice is not binding on the Ethics Officer and does not protect the advisee.
- (b) Any person or entity may request informal, verbal advice from the Ethics Officer about any situation, including hypothetical situations, but such advice is not binding and there are no time requirements.
- (c) Unless otherwise appointed by the BOMA, the Town Attorney will serve as the Ethics Officer. The Ethics Officer's phone number and e-mail address will be made available on the Town's website. The Ethics Officer's informal opinions may be relied upon, in good faith, but will not be binding upon the Town or upon the person making the request.
- (d) The Town Attorney can request that a different Ethics Officer be appointed to fulfill duties on any particular issue.
- (e) An advisory opinion rendered by the Ethics Officer, until and unless amended or revoked, is binding upon the Ethics Officer in any subsequent proceeding concerning the person or entity that requested the opinion, or to which the advisory opinion referred, and acted in good faith, unless the requester omitted or misstated a material fact in requesting the advisory opinion. The advisory opinion may also be used as a defense in any civil action brought by the town.
- (f) A written advisory opinion is also binding on an official, employee, candidate, contractor or other person under the Ethics Officer's jurisdiction to whom it directly applies. If the Ethics Officer has reason to believe that a written advisory opinion has not been complied with, it will take appropriate action to ensure compliance, including but not limited to the filing of a complaint.
- (g) Advisory opinions (with unnecessary financial and personal details redacted) will be indexed and maintained on file by the Town Clerk and will also be available on the town website. Officials, employees, and businesses should be notified about advisory opinions that directly affect their conduct.
- (h) A requester of ethics advice may seek reconsideration of a written advisory opinion by the Ethics Officer. A request for reconsideration must allege that (1) a material error of law has been made; (2) a material error of fact has been made; or (3) a change in materially relevant

facts or law has occurred since the request for ethics advice was made. The Ethics Officer may reconsider advice on their own initiative, providing notice to whoever originally requested the advice and to any official, employee, or other person under the Ethics Officer's jurisdiction that will be directly impacted by the advice. Advice stands until it has been amended; it is not suspended pending reconsideration or appeal.

1-310 Filing a Complaint; Investigations.

- (a) Upon receipt of a complaint the Ethics Officer will first determine if it, in fact, alleges an action or inaction that, if the allegations are true, might constitute a violation of this code, and that at least one person or entity accused of a violation is covered by this code. If the Ethics Officer determines that no such action or inaction has been alleged or that no one accused is covered by this code, they will dismiss the complaint with notice to the complainant. Similarly, if the Ethics Officer determines that an alleged violation is so minor that it is not worthy of investigation, then they will dismiss the complaint with notice to the complainant. The Ethics Officer must make this determination within thirty days of receipt of a complaint.
- (b) A complaint must be filed within one year after the complainant discovered the alleged violation. Complaints may be filed against officials and employees who no longer hold office or are no longer employed.
- (c) The Ethics Officer may, on their own initiative, determine through an inquiry into informal allegations or information provided directly to them that a violation of this code may exist, and prepare a complaint of their own. The Ethics Officer may also amend a complaint that has been filed with it by adding further allegations, by adding respondents involved in the same conduct, directly or indirectly, by action or inaction, or by deleting allegations that would not constitute a violation of this code, have been made against persons or entities not covered by this code, or do not appear to be supported by the facts. The Ethics Officer may also consolidate complaints where the allegations are materially related.
- (d) The Ethics Officer will send notification of the accepted or self-initiated complaint, as amended, as well as any further amendment, to the respondent against whom the complaint was filed, not later than seven days after the preparation of a complaint or amendment. A copy of the complaint, and of any amendments, must accompany such notice. The Ethics Officer will also send notification to the complainant in writing of its receipt and acceptance of the complaint, and of any amendments. Here and elsewhere, "complainant" and "respondent" might consist of more than one person or entity.

1-311 Judicial Review.

Any person or entity aggrieved by a decision of the Ethics Officer, but not a complainant, may seek judicial review and relief from a court pursuant to TN law. The party appealing must immediately serve notice of the appeal on the Ethics Officer.

1-312 Miscellaneous Provisions.

- (a) No existing right or remedy may be lost, impaired, or affected by reason of this code.
- (b) Nothing in this code may be deemed to bar or prevent a present or former town official from timely filing any claim, account, demand, or suit against the town on behalf of himself or herself or any member of his or her family arising out of personal injury or property damage or any lawful benefit authorized or permitted by law.

- (c) Any law of any sort - local, state, or federal - that requires a higher, greater, more exacting, or more restrictive standard of conduct than is provided in this code prevails over the provisions of this code and continues in full force and effect with respect to those covered by this code.

1-313 Liberal Construction of Code.

The provisions of this Code are to be construed liberally, to the end that the public interest be fully protected, and they are to be construed in a manner consistent with all applicable federal and state laws and applicable provisions of the Town Charter.

1-314 Severability.

If any provision of this Code is held by any court, or by any federal or state agency of competent jurisdiction, to be invalid as conflicting with any federal, state, or Town Charter provision, or is held by such court or agency to be modified in order to conform to the requirements of such provision, the conflicting provision of this Code is to be considered a separate, independent part of this Code, and such holding shall not affect the validity or enforceability of this Code as a whole or any part other than the part declared to be invalid.

1-315 Effective Date.

This law will take effect immediately upon filing in the office of the Secretary of State and in compliance with all applicable provisions of law.



Town of Thompson's Station
Cash Balance Report
As of July 31, 2018

	June 2018	July 2018
General Fund:		
Checking Account	143,845	95,106
Money Market Investment Accounts	5,198,908	5,301,426
Total General Fund Cash	5,342,753	5,396,533
Less: Developer Cash Bonds Held	(169,300)	(169,300)
Less: County Mixed Drink Tax Payable	-	(1,637)
Less: Debt Principal and Interest Payments Due within 12 Months	(311,944)	(311,944)
Less: Hall Tax Refund Owed to State	(240,153)	(236,653)
Less: Adequate Schools Facilities Receipts (ITD starting Dec'07)	(311,309)	(315,179)
Less: Capital Projects (Project Budget)		
New Town Hall Construction Docs (75,600)	(29,620)	(29,620)
New Town Hall Construction		
Critz Lane Improvements		(2,850,000)
Critz Lane Redesign (596,000)	(119,065)	(60,660)
Grant Projects (Net after grant of \$1.6m received)	-	
Parks (265,000)	(107,453)	(98,509)
Cash Available - General Fund	4,053,909	1,323,030
Wastewater Fund:		
Checking Account	215,173	87,922
Money Market Investment Accounts	3,626,028	3,802,314
Total Wastewater Fund Cash	3,841,201	3,890,236
Less: Lagoon Clean Out (Professional Fees) (419,580+236,700)	(120,206)	(189,360)
Less: Debt Principal and Interest Payments Due within 12 Months	(123,283)	(123,283)
Less: Hood Development Prepaid System Dev. And Access Fees	(1,116,000)	(1,116,000)
Cash Available - Wastewater Fund	2,481,712	2,461,593
Total Cash Available	6,535,621	3,784,623



**Town of Thompson's Station
General Fund Revenue Analysis
As of July 31, 2018**

**Year to Date
Budget versus Actual**

	July 2018	Budget	% of Budget	Comment
General Government Revenues:				
31111 Real Property Tax Revenue	301	270,000	0%	
31310 Interest & Penalty Revenue	18	-		
31610 Local Sales Tax - Trustee	76,956	900,000	9%	
31710 Wholesale Beer Tax	9,323	95,000	10%	
31720 Wholesale Liquor Tax	1,089	15,000	7%	
31810 Adequate School Facilities Tax	3,871	70,000	6%	
31900 CATV Franchise Fee Income	-	25,000	0%	
32000 Beer Permits	-	600	0%	
32200 Building Permits	55,230	300,000	18%	
32230 Submittal & Review Fees	425	20,000	2%	
32245 Miscellaneous Fees	828	2,000	41%	Little Raskals
32260 Business Tax Revenue	383	75,000	1%	
33320 TVA Payments in Lieu of Taxes	-	50,000	0%	
33510 Local Sales Tax - State	35,149	350,000	10%	
33520 State Income Tax	-			
33530 State Beer Tax	-	2,000	0%	
33535 Mixed Drink Tax	1,637	12,000	14%	
33552 State Streets & Trans. Revenue	793	8,000	10%	
33553 SSA - Motor Fuel Tax	8,157	80,000	10%	
33554 SSA - 1989 Gas Tax	1,294	12,000	11%	
33555 SSA - 3 Cent Gas Tax	2,397	20,000	12%	
33556 SSA - 2017 Gas Tax	2,438	20,000	12%	
36120 Interest Earned - Invest. Accts	2,518	20,000	13%	
37746 Parks Revenue	2,683	20,000	13%	
37747 Parks Deposit Return	(1,100)	(5,000)	22%	
37990 Other Revenue	800	10,000	8%	
Total general government revenue	<u>205,189</u>	<u>2,371,600</u>		
Non-Operating Income:				
32300 Impact Fees	53,020	550,000	10%	
38000 Transfer from Reserves	-	5,812,000		
39995 Capital Outlay Note Proceeds	-	-		
Total non-operating revenue	<u>53,020</u>	<u>6,362,000</u>		
Total revenue	<u>258,209</u>	<u>8,733,600</u>		



Town of Thompson's Station
General Fund Revenue Analysis
As of July 31, 2018

Month to Month
Trend Analysis

	June 2018	July 2018	Current Change	Comment
General Government Revenues:				
31111 Real Property Tax Revenue	978	301	(677)	
31310 Interest & Penalty Revenue	35	18	(17)	
31610 Local Sales Tax - Trustee	68,470	76,956	8,486	
31710 Wholesale Beer Tax	10,101	9,323	(778)	
31720 Wholesale Liquor Tax	1,391	1,089	(302)	
31810 Adequate School Facilities Tax	4,780	3,871	(909)	
31900 CATV Franchise Fee Income	-	-	-	
32000 Beer Permits	-	-	-	
32200 Building Permits	20,945	55,230	34,285	
32230 Submittal & Review Fees	6,815	425	(6,390)	
32242 Miscellaneous Fees	1,010	1,731	721	
32260 Business Tax Revenue	41,016	383	(40,633)	
33320 TVA Payments in Lieu of Taxes	13,398	-	(13,398)	
33510 Local Sales Tax - State	33,509	35,149	1,641	
33520 State Income Tax	-	-	-	
33530 State Beer Tax	-	-	-	
33535 Mixed Drink Tax	1,114	1,637	524	
33552 State Streets & Trans. Revenue	793	793	0	
33553 SSA - Motor Fuel Tax	7,500	8,157	657	
33554 SSA - 1989 Gas Tax	1,232	1,294	61	
33555 SSA - 3 Cent Gas Tax	2,283	2,397	114	
33556 SSA - 2017 Gas Tax	2,250	2,438	188	
36120 Interest Earned - Invest. Accts	2,501	2,518	18	
37746 Parks Revenue	1,242	2,683	1,441	
37747 Parks Deposit Return	(1,400)	(1,100)	300	
37990 Other Revenue	550	800	250	
Total general government revenue	<u>220,512</u>	<u>206,092</u>	<u>(14,420)</u>	
Non-Operating Income:				
32300 Impact Fees	31,056	53,020	21,964	
38000 Transfer from Reserves	-	-	-	
39995 Capital Outlay Note Proceeds	-	-	-	
Total non-operating revenue	<u>31,056</u>	<u>53,020</u>	<u>21,964</u>	
Total revenue	<u>251,568</u>	<u>259,112</u>	<u>7,544</u>	



**Town of Thompson's Station
General Fund Expenditure Analysis
As of July 31, 2018**

**Year to Date
Actual versus Budget**

	July 2018	Budget	% of Budget	Comment
General Government Expenditures:				
41110 Salaries	40,289	600,000	7%	
41141 FICA	2,487	37,200	7%	
41142 Medicare	582	8,700	7%	
41147 SUTA	152	2,400	6%	
41161 General Expenses	-	1,000	0%	
41211 Postage	-	1,000	0%	
41221 Printing, Forms & Photocopy	273	7,500	4%	
41231 Legal Notices	-	3,000	0%	
41235 Memberships & Subscriptions	29	4,000	1%	
41241 Utilities - Electricity	1,075	12,000	9%	
41242 Utilities - Water	280	2,500	11%	
41244 Utilities - Gas	-	2,000	0%	
41245 Telecommunications Expense	445	5,000	9%	
41252 Prof. Fees - Legal Fees	12,940	100,000	13%	
41253 Prof. Fees - Auditor	8,000	16,000	50%	
41254 Prof. Fees - Consulting Engineers	2,895	50,000	6%	
41259 Prof. Fees - Other	8,030	40,000	20%	Finance Prof
41264 Repairs & Maintenance - Vehicles	-	5,000	0%	
41265 Parks & Recreation Expense	500	40,000	1%	
41266 Repairs & Maintenance - Buildings	324	20,000	2%	
41268 Repairs & Maintenance - Roads	1,841	819,300	0%	
41269 SSA - Street Repair Expense	-	140,000	0%	
41270 Vehicle Fuel & Oil	-	15,000	0%	
41280 Travel	-	2,500	0%	
41285 Continuing Education	-	5,000	0%	
41289 Retirement	2,046	30,000	7%	
41291 Animal Control Services	7,355	7,500	98%	Paid Annually
41300 Economic Development	-	7,500	0%	
41311 Office Expense	807	100,000	1%	
41511 Insurance - Property	-	3,600	0%	
41512 Insurance - Workers Comp.	-	13,000	0%	
41513 Insurance - Liability	-	5,300	0%	
41514 Insurance - Medical	8,197	90,000	9%	
41515 Insurance - Auto	-	2,100	0%	
41516 Insurance - E & O	-	11,000	0%	
41551 Trustee Commission	6	5,500	0%	
41691 Bank Charges	10	2,000	1%	
41800 Emergency Services	100,000	145,000	69%	WCSO Paid Annually
41899 Other Expenses	-	10,000	0%	
Total general government expenditures	<u>198,564</u>	<u>2,371,600</u>		
General government change in net position	<u>6,625</u>	<u>-</u>		
Non-Operating Expenditures:				
41940 Capital Projects	-	6,050,000	0%	
41943 Acquisition of Public Use Prop.	-	-		
41944 Capital Projects - Parks	-	-	0%	
48000 Transfer to Reserves	59,645	-	0%	
49030 Capital Outlay Note Payment	-	312,000	0%	
Total non-operating expenditures	<u>59,645</u>	<u>6,362,000</u>		
Non-operating change in net position	<u>(6,625)</u>	<u>-</u>		
Total expenditures	<u>258,209</u>	<u>8,733,600</u>		
Change in Net Position	<u>0</u>	<u>-</u>		



Town of Thompson's Station
General Fund Expenditure Analysis
As of July 31, 2018

Month to Month
Trend Analysis

	June 2018	July 2018	Current Change	Comment
General Government Expenditures:				
41110 Salaries	47,688	40,289	(7,399)	
41141 FICA	2,951	2,487	(463)	
41142 Medicare	690	582	(108)	
41147 SUTA	-	152	152	
41161 General Expenses	-	-	-	
41211 Postage	105	-	(105)	
41221 Printing, Forms & Photocopy	378	273	(105)	
41231 Legal Notices	263	-	(263)	
41235 Memberships & Subscriptions	20	29	9	
41241 Utilities - Electricity	838	1,075	238	
41242 Utilities - Water	203	280	77	
41244 Utilities - Gas	85	-	(85)	
41245 Telecommunications Expense	720	445	(275)	
41252 Prof. Fees - Legal Fees	23,747	12,940	(10,807)	
41253 Prof. Fees - Auditor	-	8,000	8,000	
41254 Prof. Fees - Consulting Engineers	3,942	2,895	(1,047)	
41259 Prof. Fees - Other	278	8,030	7,752	
41264 Repairs & Maintenance - Vehicles	182	-	(182)	
41265 Parks & Recreation Expense	2,015	500	(1,515)	
41266 Repairs & Maintenance - Buildings	1,056	324	(733)	
41268 Repairs & Maintenance - Roads	7,757	1,841	(5,916)	
41269 SSA - Street Repair Expense	-	-	-	
41270 Vehicle Fuel & Oil	1,647	-	(1,647)	
41280 Travel	-	-	-	
41285 Continuing Education	135	-	(135)	
41289 Retirement	2,380	2,046	(333)	
41291 Animal Control Services	-	7,355	7,355	
41300 Economic Development	-	-	-	
41311 Office Expense	545	807	262	
41511 Insurance - Property	-	-	-	
41512 Insurance - Workers Comp.	-	-	-	
41513 Insurance - Liability	-	-	-	
41514 Insurance - Medical	7,788	8,197	409	
41515 Insurance - Auto	-	-	-	
41516 Insurance - E & O	-	-	-	
41551 Trustee Commission	19	6	(12)	
41691 Bank Charges	-	10	10	
41720 Donations	25,000	-	(25,000)	
41800 Emergency Services	-	100,000	100,000	
41899 Other Expenses	2,019	-	(2,019)	
Total general government expenditures	132,450	198,564	66,115	
Non-Operating Expenditures:				
41940 Capital Projects	47,367	-	(47,367)	
41943 Acquisition of Public Use Prop.	-	-	-	
41944 Capital Projects - Parks	-	-	-	
48000 Transfer to Reserves	-	-	-	
49030 Capital Outlay Note Payment	-	-	-	
Total non-operating expenditures	47,367	-	(47,367)	
Total expenditures	179,817	198,564	18,748	



Town of Thompson's Station
General Fund Capital Expenditures Report
Fiscal Year to Date as of July 31, 2018

Capital Projects - General Fund	YTD 2019	Current Budget
a New Town Hall Design		
a New Town Hall Construction Documents		29,620
a New Town Hall Construction		1,200,000
a Critz Lane Realignment Construction		
a Critz Lane Redesign		60,660
a Clayton Arnold / TS Road E. Intersection		
a Critz Lane Improvements		2,850,000
b Grant Projects		1,811,211
b Land Purchase		
d Parks		98,509
Total Capital Improvements	-	6,050,000

Capital Projects - General Fund	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	YTD Total
a New Town Hall Design													-
a New Town Hall Construction Documents													-
a New Town Hall Construction													-
a Critz Lane Realignment Construction													-
a Critz Lane Redesign													-
a Clayton Arnold / TS Road E. Intersection													-
a Critz Lane Improvements													-
b Grant Projects													-
c Land Purchase - Encompass													-
d Parks													-
Total Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-

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

- a 41940 Capital Projects
- b 41942 Capital Projects - Grants
- c 41943 Acquisition of Public Use Prop.
- d 41944 Capital Projects - Parks



Town of Thompson's Station
Wastewater Fund Revenue and Expense Analysis
As of July 31, 2018

Year to Date
Actual versus Budget

	July 2018	Budget	% of Budget	Comment
Revenues:				
3100 Wastewater Treatment Fees	94,962	925,000	10%	
3101 Septage Disposal Fees	850	10,000	9%	
3105 Late Payment Penalty	1,527	-		
3109 Uncollectible Accounts	-	(5,000)		
3500 Other Income	-	-		
4009 Returned Check Charges	-	-		
Total revenues	97,340	930,000		
Operating Expenses:				
Supply and Operations:				
4010 Payroll Expense	8,825	170,000	5%	
4210 Permits & Fees Expense	758	7,500	10%	
4220 Laboratory Water Testing	163	5,000	3%	
4230 Supplies Expense	-	5,000	0%	
4240 Repairs & Maint. Expense	724	65,000	1%	
4250 Postage, Freight & Express Chgs	456	8,000	6%	
4280 Billing Charges	518	12,000	4%	
4310 Utilities - Electric	5,900	90,000	7%	
4320 Utilities - Water	533	5,000	11%	
4350 Telecommunications	-	2,500	0%	
4390 Insurance Expense	-	21,000	0%	
4395 Insurance - Employee Medical	1,230	20,000	6%	
4400 Prof. Fees-Consulting Engineers	14,025	68,000	21%	Wastewater Study
4420 Prof. Fees - Auditor	-	2,000	0%	
4490 Prof. Fees - Other	-	64,200	0%	
4710 Payroll Taxes - FICA	545	10,000	5%	
4720 Payroll Taxes - Medicare	128	2,200	6%	
4730 Payroll Taxes - SUTA	-	3,600	0%	
4789 Employee Retirement Expense	440	7,500	6%	
4800 Bank Charges	-	500	0%	
4900 Other Expense	-	1,000	0%	
Total supply and operations	34,245	570,000		
Depreciation				
4990 Depreciation Expense	30,000	360,000	8%	
Total operating expenses	64,245	930,000	7%	
Operating result	33,095	-		
Non-Operating Income (Expense):				
3300 Tap Fees	42,626	550,000	8%	
3902 Interest Income - Invest Accts	1,287	5,000	26%	
4100 Capital Expenditures	-	(300,000)	0%	
4994 Interest Expense	(1,114)	(13,000)	9%	
Total non-operating income	42,799	242,000	18%	
Change in Net Position	75,894	242,000		



**Town of Thompson's Station
General Fund Revenue Analysis
As of July 31, 2018**

**Year to Date
Budget versus Actual**

	July 2018	Budget	% of Budget	Comment
General Government Revenues:				
31111 Real Property Tax Revenue	301	270,000	0%	
31310 Interest & Penalty Revenue	18	-		
31610 Local Sales Tax - Trustee	76,956	900,000	9%	
31710 Wholesale Beer Tax	9,323	95,000	10%	
31720 Wholesale Liquor Tax	1,089	15,000	7%	
31810 Adequate School Facilities Tax	3,871	70,000	6%	
31900 CATV Franchise Fee Income	-	25,000	0%	
32000 Beer Permits	-	600	0%	
32200 Building Permits	55,230	300,000	18%	
32230 Submittal & Review Fees	425	20,000	2%	
32245 Miscellaneous Fees	828	2,000	41%	Little Raskals
32260 Business Tax Revenue	383	75,000	1%	
33320 TVA Payments in Lieu of Taxes	-	50,000	0%	
33510 Local Sales Tax - State	35,149	350,000	10%	
33520 State Income Tax	-			
33530 State Beer Tax	-	2,000	0%	
33535 Mixed Drink Tax	1,637	12,000	14%	
33552 State Streets & Trans. Revenue	793	8,000	10%	
33553 SSA - Motor Fuel Tax	8,157	80,000	10%	
33554 SSA - 1989 Gas Tax	1,294	12,000	11%	
33555 SSA - 3 Cent Gas Tax	2,397	20,000	12%	
33556 SSA - 2017 Gas Tax	2,438	20,000	12%	
36120 Interest Earned - Invest. Accts	2,518	20,000	13%	
37746 Parks Revenue	2,683	20,000	13%	
37747 Parks Deposit Return	(1,100)	(5,000)	22%	
37990 Other Revenue	800	10,000	8%	
Total general government revenue	205,189	2,371,600		
Non-Operating Income:				
32300 Impact Fees	53,020	550,000	10%	
38000 Transfer from Reserves	-	5,812,000		
39995 Capital Outlay Note Proceeds	-	-		
Total non-operating revenue	53,020	6,362,000		
Total revenue	258,209	8,733,600		