

**Town of Thompson's Station
Board of Mayor and Aldermen
Meeting Agenda
October 9, 2018**

Meeting Called To Order

Pledge Of Allegiance

Minutes-

Consideration Of The September 11, 2018 Regular Meeting Minutes

Documents:

[09112018 MINUTES.PDF](#)

BOMA Appointment Of New Parks Board Member

Documents:

[MIRIAM WIGGENS LETTER OF INTEREST.PDF](#)

Public Comments-

Unfinished Business:

1. Barge Wastewater Presentation

2. Wastewater Request

A. Tri-Star

Documents:

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

B. Holt

Documents:

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

C. Littlebury

Documents:

[LITTLEBURY WWTP LETTER FROM STATE.PDF](#)

D. Parsons Valley

Documents:

PARSONS VALLEY_ALT SEWER SYSTEM COVER LETTER
09.13.18.PDF
PARSONS VALLEY ALT SEWER STUDY 11.03.17.PDF
PARSONS VALLEY CONCEPT PLAN W-SPRAY FIELDS
09.12.18.PDF
PARSONS VALLEY COSENTINI BOMA MEMO 11.08.17.PDF

E. Graystone Quarry

Documents:

[GRAYSTONE QUARRY SEWER REQUEST.PDF](#)

3. Public Hearing And Second 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:

[ORD 2018-014 GRAHAM LDO AMEND MEMO 2.PDF](#)
[ORDINANCE 2018-014 LDO AMENDMENT \(G.S.\).PDF](#)
[PLACEMAKERS MEMO LDO AMEND.PDF](#)

4. Discussion Related To Cell 1 Repair And Possible Resolution 2018-019

New Business:

5. First Reading Of Ordinance 2018-016, An Amendment To Ordinance 06-015, An Ordinance Adopting The Code Of Ethics Policy Into The Town Charter.

Documents:

[2018.10.03 ETHICS COVER ORDINANCE.PDF](#)
[CODE OF ETHICS - DILKES VERSION.PDF](#)
[2018.10.03 CODE OF ETHICS JTM COMMENTS.PDF](#)

6. Discussion Of Impact Fees

Announcements/Agenda Requests

Adjourn

Information Only:

Town Administrator Report

Documents:

[SEPTEMBER 2018 PERMITS.PDF](#)

Finance Report

Documents:

BOMA FINANCE 2018 10.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
September 11, 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, September 11, 2018 with the required quorum. Members and staff in attendance were: Mayor Corey Napier; Alderman Ben Dilks; Alderman Graham Shepard; Alderman Brian Stover; Town Clerk Jennifer Jones; Town Planner Wendy Deats and Town Attorney Todd Moore. Alderman Brandon Bell was unable to attend.

Pledge of Allegiance.

Consideration of Minutes. The minutes of the August 14, 2018 regular meeting, the August 24, 2018 special session were presented.

Public Comments:

David Coleman – 2695 Clayton Arnold Rd. – Voiced support of HB&TS waterline utility easement.

Bob Brentson – 2816 Chatham Place Ct. – Voiced concerns regarding full disclosure with the Whistle Stop Lawsuit, the First Response cell cleanout failure and sites for a second wastewater treatment facility.

Roger Nixon – 2704 Brenda St. – Voiced concerns over transparency and BOMA members providing items to the public prior to the meetings.

Matthew Gary – 2702 Brenda St. – Concerns over the wastewater treatment facility and hiring someone specifically to prioritize/manage it for the Town.

John Peterson – 3448 Colebrook Dr. – Voiced concerns over the Code of Ethics revision and Board members knowing the difference between right and wrong.

Unfinished Business:

1. Wastewater Master Plan Report – Mayor Napier.

Mayor Napier updated the Board and stated that the project was on schedule, and more would be discussed at the Utility Board meeting on Thursday, 9/13/18.

2. Discussion related to Cell 1 repair and possible Resolution 2018-019, A Resolution of the Town of Thompson's Station, Tennessee to authorize the Mayor to Negotiate and Execute a contract with _____ for the Regional Wastewater Treatment Plant Cell#1 Influent Pipe Cleanout.

Bruce Meyer with Shaffer Wastewater Systems came forward to speak on the scope of the work.

After discussion, Alderman Stover made a motion to defer until the October Board of Mayor and Aldermen Meeting and requested that the Town seek bids to clean out and repair the entire lagoon. The motion was seconded and carried by all.

3. Public Hearing and Second 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.

Mayor Napier opened the floor for Public Comment.

Doug Darby – 109 Winslow Rd., Franklin TN – Discussed concerns regarding the percentage implementation. Does not support approval of the change.

Public Hearing was then closed.

Mrs. Deats reviewed her report and recommended that the Board approve the Ordinance without approving sections 4.5.2 and 4.5.4.

After discussion, Alderman Shepard made a motion to defer Ordinance 2018-014 until the October BOMA meeting for further clarification. The motion was seconded and carried by all.

4. Public Hearing and Second 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.

Mayor Napier opened the floor for Public Comment. There being none, Public Comment was then closed.

Mrs. Deats reviewed her report and Staff recommends that the Board of Mayor and Aldermen adopt Ordinance 2018-015 amending the Subdivision Regulations within the Land Development Ordinance.

Jonathan Smith with Barge Design came forward to provide an explanation of the Trip generation.

Alderman Dilks made a motion to approve second 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, noting that “may” needs to be changed to “shall” in that section. The motion was seconded and carried by a vote of 3 to 1 with Alderman Shepard casting the dissenting vote.

5. 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.

After discussion, Alderman Stover made a motion to approve 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.

There being no second, the motion failed.

After further discussion, Alderman Dilks made a motion to approve Ordinance 2018-016 with the redline amendments and striking the “No Solicitation list” from Exhibit A. There being no second, the motion failed.

New Business:

- 6. Resolution 2018-020: A Resolution of the Town of Thompson’s Station, Tennessee to approve a contract with Barge Design Solutions, Inc. for Engineering Services related to Traffic Signal Coordination and to authorize the Mayor to sign the contract.**

Jonathan Smith with Barge Design came forward to speak about the Traffic Signal Coordination.

No action was taken on this item.

- 7. Code of Ethics Ordinance Discussion**

After discussion, Alderman Stover made a motion to put the Code of Ethics Ordinance on for First Reading on the October agenda. The motion was seconded and approved by all.

- 8. Resolution 2018-021: A Resolution of the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee to approve a water line easement for H.B. & T.S. Utility District.**

Tom Puckett with H.B. & T.S. came forward to speak about consideration of the utility easement going through Preservation Park.

After discussion, Alderman Stover made a motion to approve Resolution 2018-021, a Resolution of the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee to approve a water line easement for the H.B. & T.S. Utility District. The motion was seconded and approved by all.

Adjourn

There being no further business, the meeting was adjourned at 10:32 p.m.

Corey Napier, Mayor

Jennifer Jones, Town Recorder

Miriam Wiggins
2128 Ravenscourt Drive
Thompson's Station, TN 37179
mwigginstn@gmail.com
10/8/2018

Wendy Deats
Town Planner
Town of Thompson's Station
PO BOX 100
Thompson's Station, TN 37179

Dear Wendy,

I would like to express my interest in joining the Thompson's Station's Parks Board due to the recent chair vacancy.

After my volunteer work with the town on parks events this year, it would be an honor to continue to serve the community in this capacity and continue to better the town parks for the future.

Sincerely,

Miriam Wiggins



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

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 – 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.

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Recommendation:

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



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES

William R. Snodgrass - Tennessee Tower
312 Rosa L. Parks Avenue, 11th Floor
Nashville, Tennessee 37243-1102

September 6, 2018

Mr. Jamie F. Reed, P.E., R.L.S.,
President
S.E.C., Inc.
e-copy: jreed@sec-civil.com
850 Middle Tennessee Blvd.
Murfreesboro, TN 37129

Subject: **Engineering Report and Preliminary Plans for Littlebury Wastewater TF
City of Thompson's Station; Wastewater Project Number: 18.0582; SOP 18015
County: Williamson
Approval of SBR Process**

Dear Mr. Reed:

The SBR process was approved for the subject 0.03 MGD treatment system in correspondence dated July 27, 2018. Items to be addressed with the final construction document submission were outlined.

Public notice for the SOP permit has been completed and the final permit can be anticipated upon approval of the final construction documents. It is preferred that they also be submitted in similar digital format. Specifications should be in "searchable" text format. The collection system may be included and reviewed with the treatment plant in the final construction documents if calculations for the collection system are included. The division's most recent TDEC Technical/Engineering Documents, including "*Design Criteria for Review of Sewage Works Construction Plans and Documents*", Chapters 1-17, of November 1, 2017, is available on our website: <https://www.tn.gov/environment/program-areas/wr-water-resources/water-quality/water-quality-reports---publications.html>.

To expedite matters, please reference the assigned wastewater project number 18.0582 and SOP number 18015 on any future correspondence. If we may be of any assistance, please feel free to contact Angela Jones, P.E. at (615) 762-7388 or me by E-mail at George.Garden@tn.gov.

Sincerely,

George Garden, PE, BCEE
Chief Engineer

cc: Water-Based Systems File
Mayor Corey Napier, Town of Thompson's Station, cnapier@thompsons-station.com
Mr. Allen Rather, Environmental Specialist 5, TDEC Division of Water Resources, Allen.Rather@tn.gov
Ms. April Vann Grippo, Unit Manager, TDEC Division of Water Resources, April.Grippo@tn.gov
Mr. Brad C Harris, P.E., Unit Manager, TDEC Division of Water Resources, Brad.Harris@tn.gov
Ms. Angela Jones, P.E., TDEC Division of Water Resources, Angela.Jones@tn.gov

September 13, 2018

Town of Thompson's Station
Attn: Mayor Corey Napier
1550 Thompson's Station Road West
Thompson's Station, TN 37179

RE: Parsons Valley revised plan - spray field

I herein request to be placed on the agenda for the October meeting of the Board of Mayor and Alderman in order to gain approval for an on-site sewer solution for the Parsons Valley project.

Given the feedback we've been provided regarding the probability and timing of any municipal sewer solution for our site, and after several discussions with staff, it was determined that an onsite sanitary sewer solution was the best course of action. There has been precedence for this with two other approvals over the past year and we believe our situation merits approval as well. We are requesting BOMA's approval to proceed with a master plan that will meet all of the city and state requirements for an onsite sanitary sewer system.

Please feel free to contact me with any questions or comments.

Sincerely,



John D. Haas, ASLA
Principal - EDGE Planning, Landscape Architecture & Urban Design

Cc: Wendy Deats

WESTERMAN ENGINEERING, LLC

Consulting Engineering

680 Tucker Road
Dickson, Tennessee 37055
Telephone: 615-375-6054

Website: WESTENGR.COM

NEAL WESTERMAN, P.E.

November 3, 2017

Mr. Joe Consentini
Town Administrator
P. O. Box 100
Thompson's Station TN 37179

**Re: Lutheran Church Site
Proposed Development
Alternative Sewer System**

Dear Mr. Consentini,

I herein request to be placed on the agenda for the November meeting of the Board of Mayor and Alderman to present an alternative sewer treatment system for the Residential Subdivision at the above referenced site.

The system to be presented is a sequencing batch reactor (SBR) manufactured by Aqua Aerobics, Inc. These systems have been constructed in Tennessee, with some existing for 20+ years. The system is capable of meeting nutrient limits, where required, although drip irrigation disposal of effluent does not require that level of treatment. An SBR will fit on a much smaller foot print than a deep cell lagoon and adapts to varying terrains.

The SBR will require 0.5 acre to construct and terrain can be sloping or level. Attached you will find the Preliminary Design Calculations and O & M estimate for the SBR proposed from the manufacturer Aqua Aerobics, The SBR treatment system does not have the land buffer requirements of an Aerated Lagoon and therefore can be easier located on the site. A preliminary cost estimate is also enclosed for an SBR treatment plant including the value of the land. Estimated power costs for the SBR is less than \$20,000 per year.

Enclosed please find an excerpt from Chapter 9 of the TDEC design Criteria indicating the buffer requirements and location per the prevailing wind for an aerated lagoon or pond. Please note the requirement to place an aerated lagoon or pond 300 feet from adjacent property lines and 1000 feet from residential structures. It also recommends that a lagoon be placed where the prevailing wind will be in the direction of uninhabited areas. For a regional plant this requirement can be met by careful site selection. For a small treatment plant serving a single subdivision the condition cannot be met. An aerated lagoon such as exists in Thompson's Station requires much more

aeration power to keep the lagoon mixed and reduce odors than an SBR. Seasonal turnovers are still a possibility in an aerated lagoon. The aerated lagoon system for this property will require nearly 10 acres not including buffers. Estimated power cost for a partial mix lagoon is approximately \$42,000 per year and a complete mix is \$105,000 per year. The Shaffer lagoon should be somewhere within this range. Land required for the lagoon is 7-10 acres depending on terrain, plus buffers as required by TDEC. A preliminary cost estimate is attached.

Attached you find a brochure for an Aqua Aerobic AquaCAM-D, which is the proposed technology.

Thanks you for your consideration

WESTERMAN ENGINEERING, LLC



Neal Westerman, P. E.
neal@westengr.com



AQUA-AEROBIC SYSTEMS, INC.
A Metawater Company

Process Design Report

THOMPSONS STATION TN

Design# 149787

Option: Preliminary SBR Design (AquaCAMD)

AquaCAM-D®

Combination

Aerator/Mixer/Decanter



November 1, 2017

Designed By: Mike Nora

Design Notes

Pre-SBR

- Elevated concentration of Hydrogen Sulfide can be detrimental to both civil and mechanical structures. If anaerobic conditions exist in the collection system, steps should be taken to eliminate Hydrogen Sulfide prior to the treatment system.
- Neutralization is recommended/required ahead of the SBR if the pH is expected to fall outside of 6.5-8.5 for significant durations.
- Coarse solids removal/reduction is recommended prior to the SBR.
- Flow equalization is required ahead of the SBR to provide interruption of flow during the non-fill phases (React, Settle and Decant).

SBR

- The maximum flow, as shown on the design, has been assumed as a hydraulic maximum and does not represent an additional organic load.
- The decanter performance is based upon a free-air discharge following the valve and immediately adjacent to the basin. Actual decanter performance depends upon the complete installation including specific liquid and piping elevations and any associated field piping losses to the final point of discharge. Modification of the high water level, low water level, centerline of discharge, and / or cycle structure may be required to achieve discharge of full batch volume based on actual site installation specifics.

Aeration

- The aeration system has been designed to provide 1.25 lbs. O₂/lb. BOD₅ applied and 4.6 lbs. O₂/lb. TKN applied at the design average loading conditions.
- No oxygen credits have been taken with respect to carbon stabilization through denitrification or nitrogen uptake as a nutrient.

Digester

- Supernatant withdraw is to be provided by others.

Process/Site

- The anticipated effluent TN requirement is predicated upon an influent waste temperature of 10° C or greater. While lower temperatures may be acceptable for a short-term duration, nitrification below 10° C can be unpredictable, requiring special operator attention.
- Sufficient alkalinity is required for nitrification, as approximately 7.1 mg alkalinity (as CaCO₃) is required for every mg of NH₃-N nitrified. If the raw water alkalinity cannot support this consumption, while maintaining a residual concentration of 50 mg/l, supplemental alkalinity shall be provided (by others).
- The maximum flow has been assumed to be equal to the average flow.

Post-SBR

- Effluent flow equalization follows the AquaSBR process.
- Provisions should be made for a post-equalization basin overflow. (by others)

Equipment

- The basin dimensions reported on the design have been assumed based upon the required volumes and assumed basin geometry. Actual basin geometry may be circular, square, rectangular or sloped with construction materials including concrete, steel or earthen.
- Rectangular or sloped basin construction with length to width ratios greater than 1.5:1 may require alterations in the equipment recommendation.
- The basins are not included and shall be provided by others.
- Influent is assumed to enter the reactor above the waterline, located appropriately to avoid proximity to the decanter, splashing or direct discharge in the immediate vicinity of other equipment.
- If the influent is to be located submerged below the waterline, adequate hydraulic capacity shall be made in the headworks to prevent backflow from one reactor to the other during transition of influent.
- A minimum freeboard of 2.0 ft is recommended for the AquaCAM-D
- A minimum freeboard of 3.0 ft is recommended for Aqua-Jet aeration.
- Scope of supply includes freight, installation supervision and start-up services.
- The control panel does not include motor starters or VFDs, which should be provided in a separate MCC (by others).
- Aqua-Aerobic Systems, Inc. is familiar with various "Buy American" Acts (i.e. AIS, ARRA, Federal FAR 52.225, EXIM Bank, USAid, PA Steel Products Act, etc.). As the project develops Aqua-Aerobic Systems can work with you to ensure full compliance of our goods with various Buy American provisions if they are applicable/required for the project. When applicable, please provide us with the specifics of the project's "Buy American" provisions.

AquaSBR - Sequencing Batch Reactor - Design Summary

DESIGN INFLUENT CONDITIONS

Avg. Design Flow = 0.1 MGD = 379 m3/day
 Max Design Flow = 0.1 MGD = 379 m3/day

DESIGN PARAMETERS	Influent	mg/l	Effluent			
			Required	<= mg/l	Anticipated	<= mg/l
Bio/Chem Oxygen Demand:	BOD5	250	BOD5	30	BOD5	30
Total Suspended Solids:	TSS	250	TSS	30	TSS	30
Total Kjeldahl Nitrogen:	TKN	40	--	--	--	--
Total Nitrogen:	--	--	TN	10	TN	10

SITE CONDITIONS

	Maximum		Minimum		Design		Elevation (MSL)
Ambient Air Temperatures:	85 F	29.4 C	30 F	-1.1 C	85 F	29.4 C	801 ft
Influent Waste Temperatures:	72 F	22.0 C	54 F	12.0 C	72 F	22.0 C	244.1 m

SBR BASIN DESIGN VALUES

	Water Depth			Basin Vol./Basin		
	Min	Avg	Max	Min	Avg	Max
No./Basin Geometry: = 2 Rectangular Basin(s)	= 13.5 ft	= (4.1 m)	= 17.0 ft	= 0.038 MG	= (145.1 m ³)	= (182.9 m ³)
Freeboard: = 2.0 ft = (0.6 m)	= 17.0 ft	= (5.2 m)	= 17.0 ft	= 0.048 MG	= (182.9 m ³)	= (182.9 m ³)
Length of Basin: = 20.0 ft = (6.1 m)	= 17.0 ft	= (5.2 m)	= 17.0 ft	= 0.048 MG	= (182.9 m ³)	= (182.9 m ³)
Width of Basin: = 19.0 ft = (5.8 m)						

Number of Cycles: = 5 per Day/Basin (advances cycles beyond MDF)

Cycle Duration: = 4.8 Hours/Cycle

Food/Mass (F/M) ratio: = 0.072 lbs. BOD5/lb. MLSS-Day

MLSS Concentration: = 4500 mg/l @ Min. Water Depth

Hydraulic Retention Time: = 0.966 Days @ Avg. Water Depth

Solids Retention Time: = 16.1 Days

Est. Net Sludge Yield: = 0.737 lbs. WAS/lb. BOD5

Est. Dry Solids Produced: = 153.6 lbs. WAS/Day = (69.7 kg/Day)

Est. Solids Flow Rate: = 40 GPM (1842 GAL/Day) = (7.0 m³/Day)

Decant Flow Rate @ MDF: = 192.0 GPM (as avg. from high to low water level) = (12.1 l/sec)

LWL to CenterLine Discharge: = 1.0 ft = (0.3 m)

Lbs. O2/lb. BOD5 = 1.25

Lbs. O2/lb. TKN = 4.60

Actual Oxygen Required: = 414 lbs./Day = (187.8 kg/Day)

Avg. Power Required: = 563.3 KW-Hrs/Day

Post-Equalization - Design Summary

POST-SBR EQUALIZATION DESIGN PARAMETERS

Avg. Daily Flow (ADF):	= 0.1 MGD	= (379 m ³ /day)
Max. Daily Flow (MDF):	= 0.1 MGD	= (379 m ³ /day)
Decant Flow Rate from (Qd):	= 192 gpm	= (0.7 m ³ /M)
Decant Duration (Td):	= 52 min	
Number Decants/Day:	= 10	
Time Between Start of Decants:	= 144 min	

POST-SBR EQUALIZATION VOLUME DETERMINATION

The volume required for equalization/storage shall be provided between the high and the low water levels of the basin(s). This Storage Volume (Vs) has been determined by the following:

$$V_s = [(Q_d - (MDF \times 694.4)) \times T_d] = 6,373 \text{ gal} = (852.0 \text{ ft}^3) = (24.1 \text{ m}^3)$$

The volumes determined in this summary reflect the minimum volumes necessary to achieve the desired results based upon the input provided to Aqua. If other hydraulic conditions exist that are not mentioned in this design summary or associated design notes, additional volume may be warranted.

Based upon liquid level inputs from each SBR reactor prior to decant, the rate of discharge from the Post-SBR Equalization basin shall be pre-determined to establish the proper number of pumps to be operated (or the correct valve position in the case of gravity flow). Level indication in the Post-SBR Equalization basin(s) shall override equipment operation.

POST-SBR EQUALIZATION BASIN DESIGN VALUES

No./Basin Geometry:	= 1 Rectangular Basin(s)			
Length of Basin:	= 19.0 ft	= (5.8 m)		
Width of Basin:	= 15.0 ft	= (4.6 m)		
Min. Water Depth:	= 1.5 ft	= (0.5 m)	Min. Basin Vol. Basin:	= 3,197.7 gal = (12.1 m ³)
Max. Water Depth:	= 4.5 ft	= (1.4 m)	Max. Basin Vol. Basin:	= 9,570.6 gal = (36.2 m ³)

POST-SBR EQUALIZATION EQUIPMENT CRITERIA

Mixing Energy with Aerators:	= 15 HP/MG	= (3 W/m ³)
NPHP Provided:	= 1	= (0.7 kW)
Max. Flow Rate Required Basin:	= 69 gpm	= (0.263 m ³ /min)
Avg. Power Required:	= 24.3 kW-hr/day	

Aerobic Digester - Design Summary

AEROBIC DIGESTER DESIGN PARAMETERS

Sludge Flowrate to the Digester	= 1,842.5 gal/day	= (7.0 m ³ /day)
Inlet Sludge Concentration	= 1.00%	
Solids Loading to the Digester	= 153.7 lb/day	= (69.7 kg/day)
Inlet Volatile Solids Fraction	= 73.1%	

AEROBIC DIGESTER BASIN DESIGN VALUES

No./Basin Geometry:	= 1 Square Basin(s)			
Length of Basin:	= 21 ft	= (6.4 m)		
Width of Basin:	= 21 ft	= (6.4 m)		
Min. Water Depth:	= 6.3 ft	= (1.9 m)	Min. Basin Vol. Basin:	= 20,781.7 gal = (78.7 m ³)
Max. Water Depth:	= 9 ft	= (2.7 m)	Max. Basin Vol. Basin:	= 29,688.2 gal = (112.4 m ³)

AEROBIC DIGESTER PROCESS DESIGN PARAMETERS

Solids Retention Time:	= 32.2 days	
Digester Design Temperature:	= 22 C	
Volatile Solids Destruction:	= 41%	
Digester Solids Concentration:	= 2%	
Oxygen Supplied for Digestion:	= 2.00 lbs O ₂ per lb VSS Destroyed	
Oxygen Distribution Per Basin:	= 100.0%	
Actual Oxygen Required:	= 92.1 lb/day	= (41.8 kg/day)
Volatile Percentage After Digestion:	= 61.6%	
Estimated Dry Solids to be Removed:	= 107.6 lb/day	= (48.8 kg/day)
Volume of Solids to be Removed:	= 645.1 gal/day	= (2.44 m ³ /day)
Estimated Supernatant Volume:	= 8,906.4 gal/basin	= (33.71 m ³ /basin)
Assumed Supernatant Duration:	= 180 minutes	
Calculated Supernatant Flow:	= 49.5 gpm	= (3.1 l/sec)

1. The Volatile Solids Destruction listed above shall be used for determination of the oxygen demand during summer conditions. It should be noted that the actual VSS destruction will be dependant upon digester inlet condition, temperature, and operating conditions.
2. The Digester Solids Concentration is reflected as an average concentration, assuming the operations include frequent settling and supernating practices.

AEROBIC DIGESTER EQUIPMENT CRITERIA

Mixing Energy with Aerators:	= 140 HP/MG	= (27.58 W/m ³)
NPHP Provided:	= 5.0	= (3.7 kW)
Max. Flow Rate Required Basin:	= 40 gpm	= (0.151 m ³ /min)
Avg. Power Required:	= 82.38 kW-hr/day	

Equipment Summary

AquaSBR

Influent Valves

2 Influent Valve(s) will be provided as follows:

- 3 inch electrically operated plug valve(s).

Transfer Pumps/Valves

2 Submersible pump assembly(ies) consisting of the following items:

- 2.4 HP Submersible Pump(s) with painted cast iron pump housing, discharge elbow, and multi-conductor electrical cable.
- Manual plug valve(s).
- 3 inch diameter swing check valve.
- Galvanized steel slide rail assembly(ies).

AquaCam-D

2 AQUACAM-D Assembly(ies) consisting of:

- 25 HP Aerator/Mixer/Decanter(s) with fiberglass floats, painted steel power section, and 304 stainless steel restrained mooring frame and weir.
- Aluminum band clamp heater integral to the decanter power section(s).
- 6 inch diameter decant hose assembly.
- 4" schedule 40 galvanized restrained mooring post(s) with base plate.
- #8 AWG four-conductor electrical service cable(s).
- #14 AWG ten-conductor electrical service cable(s).
- 6 inch electrically operated butterfly valve(s) with actuator.

Level Sensor Assemblies

2 Pressure Transducer Assembly(ies) each consisting of:

- Submersible pressure transducer(s).
- Mounting bracket weldment(s).
- Transducer mounting pipe weldment(s).

2 Level Sensor Assembly(ies) will be provided as follows:

- Float switch(es).
- Float switch mounting bracket(s).
- Stainless steel anchors.

Instrumentation

2 Dissolved Oxygen Assembly(ies) consisting of:

- Thermo Fisher RDO dissolved oxygen probe with electric cable. Probe includes stainless steel stationary bracket and retrievable pole probe mounting assembly. One (1) probe per basin.
- Thermo Fisher AV38 controller and display module(s).

AquaSBR: Post-Equalization

Transfer Pumps/Valves

2 Submersible pump assembly(ies) consisting of the following items:

- 2.4 HP Submersible Pump(s) with painted cast iron pump housing, discharge elbow, and multi-conductor electrical cable.
- Manual plug valve(s).
- 3 inch diameter swing check valve.
- Galvanized steel slide rail assembly(ies).

Aerators

1 AquaJet Aerator(s) will be provided as follows:

- 1 HP Model FSS Aqua-Jet Aerator(s) including electrical cable.

Aerator Mooring

1 Aerator Restrained Mooring Assembly(ies) consisting of:

- Galvanized steel restrained mooring frame(s).
- #12 AWG-four conductor electrical service cable(s).
- Vinyl electrical cable float(s).
- Electrical cable strain relief grip(s), 2 eye, wire mesh.
- 4" Schedule 40 galvanized restrained mooring post(s) with base plate.

Level Sensor Assemblies

1 Pressure Transducer Assembly(ies) each consisting of:

- Submersible pressure transducer(s).
- Mounting bracket weldment(s).
- Transducer mounting pipe weldment(s).

1 Level Sensor Assembly(ies) will be provided as follows:

- Float switch(es).
- Float switch mounting bracket(s).
- Stainless steel anchors.

AquaSBR: Aerobic Digester

Transfer Pumps/Valves

1 Submersible pump assembly(ies) consisting of the following items:

- 2.4 HP Submersible Pump(s) with painted cast iron pump housing, discharge elbow, and multi-conductor electrical cable.
- Manual plug valve(s).
- 3 inch diameter swing check valve.
- Galvanized steel slide rail assembly(ies).

Aerators

1 AquaJet Aerator(s) will be provided as follows:

- 5 HP Model FSS Aqua-Jet Aerator(s) including electrical cable.

Aerator Mooring

1 Aerator Restrained Mooring Assembly(ies) consisting of:

- Galvanized steel restrained mooring frame(s).
- #12 AWG-four conductor electrical service cable(s).
- Vinyl electrical cable float(s).
- Electrical cable strain relief grip(s), 2 eye, wire mesh.
- 4" Schedule 40 galvanized restrained mooring post(s) with base plate.
- Dewatering frame assembly(ies).

Level Sensor Assemblies

1 Pressure Transducer Assembly(ies) each consisting of:

- Submersible pressure transducer(s).
- Mounting bracket weldment(s).
- Transducer mounting pipe weldment(s).

1 Level Sensor Assembly(ies) will be provided as follows:

- Float switch(es).

- Float switch mounting bracket(s).
- Stainless steel anchors.

Controls

Controls wo/Starters

1 Controls Package(s) will be provided as follows:

- NEMA 12 panel enclosure suitable for indoor installation and constructed of painted steel.
- Fuse(s) and fuse block(s).
- Allen Bradley Compactlogix programmable controller.
- Operator interface(s).
- Remote Access Ethernet Modem.



**Estimated Operation & Maintenance Costs
for Thompsons Station, TN
Design No. 149787 dated 11-1-2017**

Qty	Unit	Service Required	Cost/Unit	1 Year	3 Year	5 Year
2	SBR AquaCam-D	Motor grease: per year	\$ 4.00	\$ 8.00		
2	SBR AquaCam-D	Actuator,Capacitor,Limit Switch replacement /3 yrs	\$ 719.00		\$ 1,438.00	
2	SBR Sludge Pump	Repair kit	\$ 229.00			\$ 458.00
1	Digester Aqua-Jet Aerator	Motor grease: per year	\$ 4.00	\$ 4.00		
1	Digester Sludge Pump	Repair kit	\$ 229.00			\$ 229.00
1	Post-EQ Aqua-Jet Aerator	Motor grease: per year	\$ 4.00	\$ 4.00		
2	Post-EQ Transfer Pump	Repair kit	\$ 229.00			\$ 458.00
1	Controller	Replace Relays, Switches, Fuses /Year	\$ 50.00	\$ 50.00		
1	Controller	Replace Microprocessor Battery One/3 Years	\$ 26.00		\$ 26.00	

EQUIPMENT TOTALS:	1 Year	3 Year	5 Year
	\$ 66.00	\$ 1,464.00	\$ 1,145.00

Power Costs of all equipment as proposed: **

670 = Kilowatt hours/day

Estimated \$/kwhr \$ 0.08 \$ 19,564

Estimated General Operation & Maintenance***

23.5 = Man Hours/week for Process Testing

4 = Man Hours/week for General Plant Cleanup and Routine Maintenance

Notes

* Stand-by blower unit included in estimate for budget purposes. Maintenance costs of stand-by unit may be reduced based upon the actual hours of operation.

** This is based upon operation at 100% of design conditions.

***The values listed are for estimating purposes only. The actual amount of operator attention provided will be dependent upon local requirements and the size of the staff available for testing.

All estimates are based upon equipment maintenance and operation in accordance with the O & M instructions provided by Aqua-Aerobic Systems.

They are based on typical SBR Installations with a normal preventative maintenance schedule for the equipment. The actual maintenance man hours required for each project will vary depending upon site and climate conditions, which may alter the frequency of the maintenance schedule.

WESTERMAN ENGINEERING, LLC

Consulting Engineering
680 Tucker Road
Dickson, Tennessee 37055
Telephone: 615-375-6054

Website: WESTENGR.COM

NEAL WESTERMAN, P.E.

PEARL STREET PARTNERS
SEQUENCING BATCH REACTOR SEWER TREATMENT PLANT
PRELIMINARY COST ESTIMATE
10/31/2017

<u>DESCRIPTION</u>	<u>ESTIMATED COSTS</u>
CLEARING, FINISH GRADING AND SEEDING	\$ 7,500
EXCAVATION 3,500 CY @ \$ 5.00	17,500
MISCELLANEOUS METALS	25,000
WET WEATHER DETENTION TANK.	400,000
HEADWORKS	50,000
SBR EQUIPMENT	300,000
CONCRETE TANKS	300,000
YARD PIPING	50,000
ULTRAVIOLET DISINFECTION	30,000
INFLUENT FLOW METER & EFFLUENT METER	20,000
ELECTRICAL	225,000
DRIP IRRIGATION	200,000
FENCING	7,500
CONTRACTORS OVERHEAD AND PROFIT	<u>325,000</u>
TOTAL ESTIMATED CONSTRUCTION	\$ 1,957,500
ENGINEERING	196,000
INSPECTION	50,000
OTHER ENGINEERING	
SURVEYING & GEOLOGIC	10,000
LEGAL	500
TDEC REVIEW FEE	1,200
CONTINGENCY (5%)	<u>110,800</u>
TOTAL ESTIMATED PROJECT COSTS	\$ 2,326,000
LANT REQUIRED 0.5 ACRE @ \$50,00/ ACRE	\$ 25,000

9.3 Special Details

9.3.1 General

9.3.1.1 Location

a. Distance from Habitation

A pond site should be located as far as practicable from habitation or any area that may be built up within a reasonable future period, taking into consideration site specifics such as topography, prevailing winds, and forests. Buffer zones between the lagoon and residences or similar land use should be at least 300 feet to residential property lines, and 1000 feet to existing residence structures.

b. Prevailing Winds

If practical, ponds should be located so that local prevailing winds will be in the direction of uninhabited areas. Preference should be given to sites that will permit an unobstructed wind sweep across the length of the ponds in the direction of the local prevailing winds.

c. Surface Runoff

Location of ponds in watersheds receiving significant amounts of runoff water is discouraged unless adequate provisions are made to divert storm water around the ponds and protect pond embankments from erosion.

WESTERMAN ENGINEERING, LLC

Consulting Engineering
680 Tucker Road
Dickson, Tennessee 37055
Telephone: 615-375-6054

Website: WESTENGR.COM

NEAL WESTERMAN, P.E.

**PEARL STREET PARTNERS
LAGOON SEWER TREATMENT PLANT
PRELIMINARY COST ESTIMATE
10/31/2017**

<u>DESCRIPTION</u>	<u>ESTIMATED COSTS</u>
CLEARING, FINISH GRADING AND SEEDING	\$ 25,000
EXCAVATION 35,000 CY @ \$ 20.00	700,000
FILL FOR DIKES 15,000 CY @ \$ 8.00	120,000
LINER 27,000 SY @ \$ 8.00	216,000
HEADWORKS	150,000
BLOWERS	50,000
AERATION	50,000
YARD PIPING	40,000
CHLORINE BUILDING, CHLORINATOR, CONTACT BASIN, AND FILTER	120,000
INFLUENT FLOW METER & EFFLUENT METER	20,000
ELECTRICAL	150,000
DRIP IRRIGATION	200,000
FENCING	25,000
CONTRACTORS OVERHEAD AND PROFIT	368,200
TOTAL ESTIMATED CONSTRUCTION	\$ 2,234,200
ENGINEERING	223,000
INSPECTION	50,000
OTHER ENGINEERING	
SURVEYING & GEOLOGIC	10,000
LEGAL	500
TDEC REVIEW FEE	1,200
CONTINGENCY (5%)	126,100
TOTAL ESTIMATED PROJECT COSTS	\$ 2,645,000
LAND REQUIRED 10 ACRES @ \$50,000/ACRE	\$ 500,000



AQUA-AEROBIC SYSTEMS, INC.

AquaCAM-D[®]

COMBINATION AERATOR/MIXER/DECANTER

AquaCAM-D®

COMBINATION AERATOR/MIXER/DECANTER

The AquaCAM-D® is a combination aerator/mixer/decanter designed for use in sequencing batch reactor systems (SBRs), treating flows as low as a few thousand gallons per day up to 100,000 gallons per day. The unit independently aerates and mixes the reactor to achieve anaerobic, anoxic and aerobic environments, while offering subsurface decanting of the final effluent. These capabilities make the AquaCAM-D ideal for low level phosphorus and total nitrogen applications. The unit has proven performance in a variety of municipal and industrial applications for both pretreatment and secondary wastewater treatment.

Features and Advantages

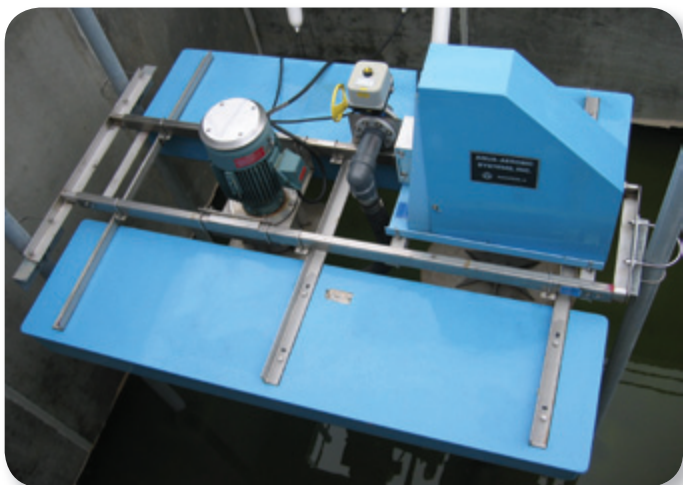
- Economical Enhanced Biological Nutrient Removal for Lower Flows
- Simple, Low Cost Installation
- Surface Accessible Components
- Proven Aqua-Aerobic Decanter
- Modular Design Promotes Easy Expansion
- Flexible Tank Options
- No Aeration Yard Piping or Blower Buildings
- Ideal for Cold Climates



Overview of the AquaCAM-D® unit in a SBR reactor.

Typical Applications

- Schools
- Residential Subdivisions
- Shopping Malls
- Parks, Camps, and Resorts
- Mobile Home Parks
- Nursing Homes
- Landfill Leachate
- Industrial Wastewater



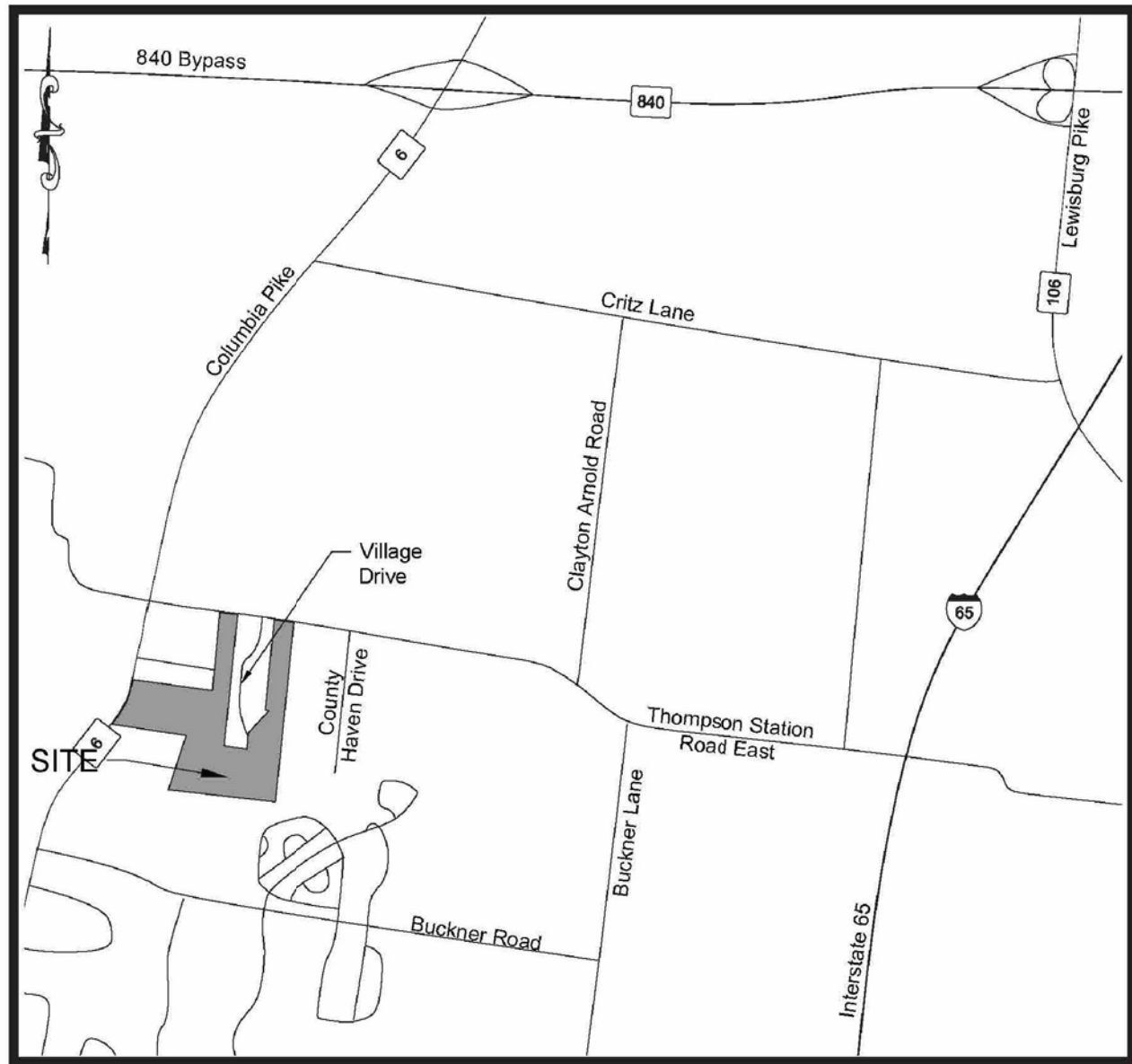
Close-up view of the AquaCAM-D® system.

Operation Description

High velocity movement of water through the air induction volute creates a pressure differential. Atmospheric air is drawn into the volute through the air intake port and forcefully discharged into the basin, enhancing oxygen transfer. By opening the unit's electrically operated air valve, the Aqua CAM-D is operated as an aerator. Closing the air valve enables the unit to operate as a mixer, allowing for anoxic mixing during selected phases of the SBR cycle. Following the Settle phase of the SBR cycle, the submerged weir of the decanter opens and draws clear effluent from below the water surface. The AquaCAM-D is then ready to begin its next cycle of treatment.

Operation of the unit is controlled by a microprocessor with automatic level overrides to control the system during conditions of greater than peak flow.

Visit our website to learn more about the AquaCAM-D® system and our complete line of products and services.



LOCATION MAP

VARIANCE REQUEST:
 THE APPLICANT RESPECTFULLY REQUESTS A VARIANCE TO ARTICLE 3.8.3 "BLOCK STANDARDS" OF THE ZONING CODE TO EXEMPT THE REQUIRED 800' BLOCK LENGTH FROM PROPOSED BLOCKS THAT ARE LOCATED ALONG THE PERIMETER OF THE PROPERTY PER ARTICLE 3.8.3 (D). THE APPLICANT REQUESTS THAT ROADS 'A', 'B', 'G', AND 'H' ARE WAIVED FROM THIS REQUIREMENT DUE TO BEING LOCATED ADJACENT TO "UNDEVELOPED LAND, AREAS UNSUITABLE FOR DEVELOPMENT, OR PRE-EXISTING INCOMPLETE BLOCKS".

SITE DATA

PROJECT NAME: PARSONS VALLEY
 SITE AREA: +/- 118.83 ACRES
 SITE ID: PARCEL 23, TAX MAP 153
 ZONING: D-3
 SECTOR: G1 & G2
 PROPOSED COMMUNITY TYPE: RESIDENTIAL SUBDIVISION

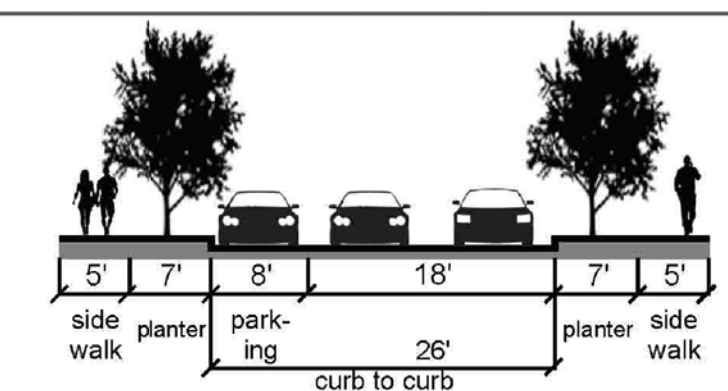
RESIDENTIAL SUBDIVISION DEVELOPMENT STANDARDS ZONING DISTRICTS - REQUIREMENTS

T1 OR T2 (OPEN SPACE) 45% (53.47 AC)
 T1 - AREA PROPOSED 49% (58.16 AC)
 CIVIC SPACE 5% - 10% (5.94 - 11.88 AC)
 *ALSO COUNTED TOWARDS T1/T2 REQUIREMENT
 CIVIC SPACE - AREA PROPOSED 5.6% (+/- 6.64 AC)
 MAX. DENSITY 3 UNITS/ACRE (356 UNITS)
 PROPOSED DENSITY 2.77 UNITS/ACRE (329 UNITS)
 LOT STANDARDS
 PRIMARY FRONTAGE 10' MIN.
 SECONDARY FRONTAGE 10' MIN.
 SIDE LOT LINE AGGREGATE 15' TOTAL, 5 FT. MIN.
 REAR LOT LINE 20'
 LOT WIDTH 50' MIN.
 TOWNHOME LOT WIDTH 20' MIN.

LOT BREAKDOWN

(V) VILLAGE LOTS	50' X 140'	16 UNITS
(TH) TOWNHOMES	22' X 85'	123 UNITS
(G) GARDEN LOTS	57' X 116'	35 LOTS
(C) COTTAGE LOTS	57' X 125'	155 LOTS
TOTAL LOTS		329

POOL AREA
 +/- 20,000 SQ. FT.
 OUTDOOR RECREATION AREA
 34 PARKING SPACES REQUIRED
 40 PARKING SPACES PROVIDED (ON-STREET)

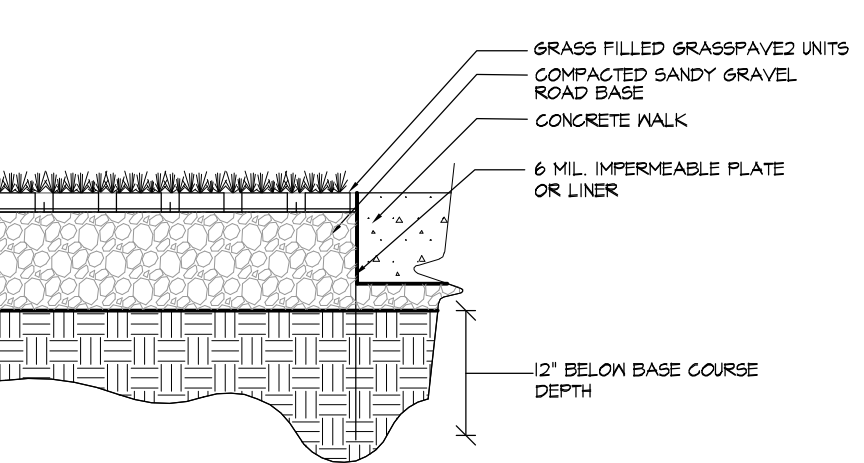
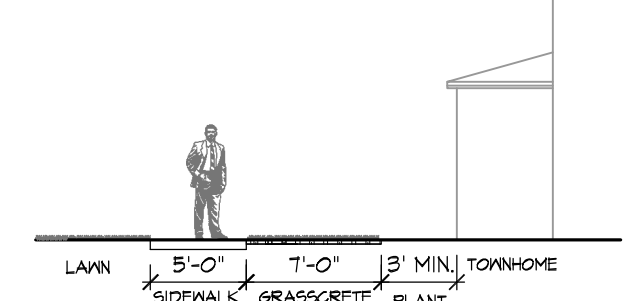


Street: ST-50-26

ROW Width	50 ft.
Design Speed	20 mph
Design ADT	1,000 VPD
Curb-to-Curb Width	26 feet
Maximum Grade	10%
Minimum Curve Radius	100 feet
Curb Return Radius	15 feet
Clear Sight Distance	20' along local street from end of curb radius
Zoning Districts	T3, T4
Functional Classification	Local
Green Street Provisions	Pervious pavers and/or bioswales and/or inverted crown French drain

PROPOSED STREET SECTION

THE PROPOSED STREET SECTION "ST-50-26" IS PROPOSED TO CONNECT TO THE EXISTING STUB-OUTS LOCATED ON THE ADJACENT "STATION SOUTH" AND "VILLAGE AT THOMPSON'S STATION" DEVELOPMENTS. (THESE DEVELOPMENTS DO NOT CONTAIN WALKS AND/OR TRAILS HOWEVER). IN ADDITION, 16' PEDESTRIAN PASSAGES ARE LOCATED THROUGHOUT THE DEVELOPMENT TO ALLOW ACCESS TO OPEN SPACES.



PROPOSED FIRE ACCESS DETAIL AND SECTION

LEGEND

- PLAYGROUND
- 15% - 25% SLOPES
- 25% & GREATER SLOPES
- HILLTOP PROTECTION AREA
- DISTANCE TO PLAYGROUND
- BLOCK LENGTH

0' 100' 200' 400'

NORTH

EDGE
 ENERGY LAND & INFRASTRUCTURE
 210 Twelfth Avenue South
 Suite 202
 Nashville, Tennessee 37203
 P 615-250-8154
 F 615-250-8155

ENERGY LAND & INFRASTRUCTURE
 1420 DONNELSON PIKE, SUITE 402 - NASHVILLE, TN 37203
 OFFICE 615-383-6300 • WWW.ELI-LLC.COM
 ENGINEERS • SURVEYORS • INFRASTRUCTURE • ENVIRONMENTAL

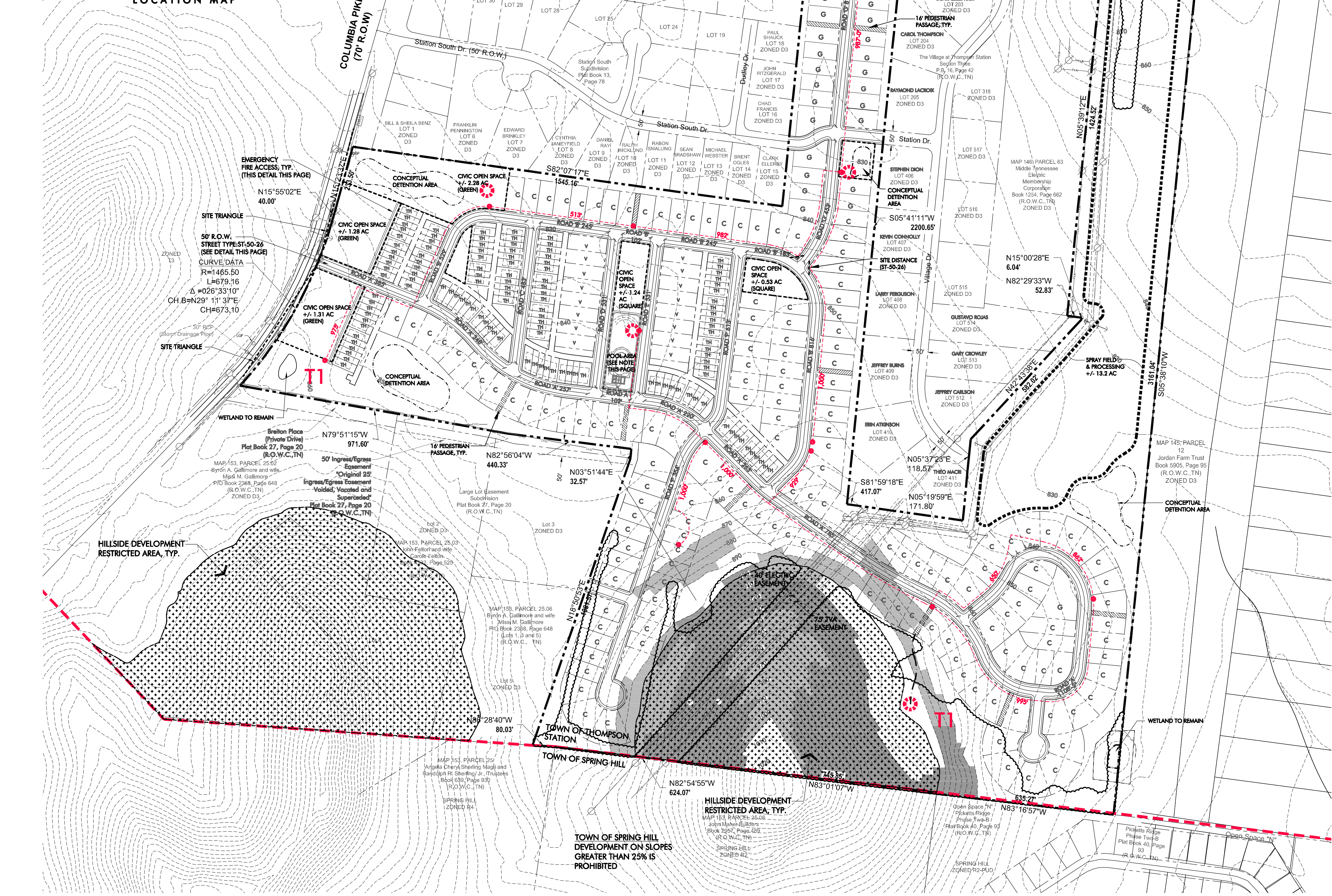
DAVID HAA'S, JR.
 REGISTERED ARCHITECT
 LANDSCAPE ARCHITECT
 09/14/18

**PARSONS VALLEY
 CONCEPT PLAN SUBMITTAL
 4738 COLUMBIA PIKE
 THOMPSON'S STATION, TN**

**PEARL STREET PARTNERS LLC.
 BRENTWOOD, TN.**

PROJECT NO. XXXXX
 Date 09/14/18
 Revisions

Sheet Title
CONCEPT PLAN
 Sheet Number
C-1.0



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

MEMO

DATE: November 8, 2017
TO: The Board of Mayor and Aldermen (BOMA)
FROM: Joe Cosentini, Town Administrator
SUBJECT: Lutheran Church Property Wastewater Request

The Town has received a wastewater request for a residential subdivision located south of Thompson's Station Road East off of Columbia Pike. The request is to deviate from the Town's "system of choice" and construct an onsite sequencing batch reactor plant manufactured by Aqua Aerobics, Inc.

The ability of the Board to consider the request falls under the Town's Water and Sewers ordinance which states the following:

18-106. Ownership. All of the components of the wastewater reclamation and reuse system, including the collection system, shall be dedicated, owned and operated by the Town of Thompson's Station or a designated agent.

18-130. Applicability. The Town has selected deep cell, long duration aerated lagoon treatment followed by irrigation as its wastewater reclamation and reuse system of choice. Use of systems other than the above will not be prohibited, but will be considered when a developer shows that the use of the system of choice will cause an economic hardship. If a developer proposes to use other wastewater treatment processes, they shall prepare a detailed written explanation containing both technical, and capital and operating cost evaluations justifying its use. Final approval of all systems shall lie with the mayor and board of aldermen of the town.

The request includes cost estimates for the construction of both a deep cell lagoon and the proposed SBR system. The biggest difference being the necessary land for the treatment system (SBR 0.5 acres, Lagoon 10 acres). The preliminary concept plan shows approximately 12.38 acres for drip/spray fields which will have to be verified through the preliminary engineering process when submitted to the Tennessee Department of Environment and Conservation (TDEC) for the State Operating Permit (SOP) request. The acreage shown would accommodate the proposed treatment capacity for the development (100,000 gpd minimum).

Aqua Aerobics is a well known name in the wastewater industry and has been researched by the Town in the past during similar wastewater requests. Staff is comfortable with the requested technology and, if BOMA agrees, recommends allowing the applicant to proceed with developing a preliminary engineering report for staff review and submittal to TDEC. Once the SOP is received, the applicant will be able to prepare full engineering documents and will have to appear before the BOMA again for final approval prior to construction. If constructed, the plant will be owned and operated by the Town.

BOMA Action:

Approve the selected technology and allow for the submittal of a State Operating Permit.



Tennessee Department of Environment and Conservation
 Division of Water Resources
 William R. Snodgrass Tennessee Tower
 312 Rosa L. Parks Avenue, 11th Floor
 Nashville, Tennessee 37243
 (615) 532-0625

APPLICATION FOR A STATE OPERATION PERMIT (SOP)

Type of application: New Permit Permit Reissuance Permit Modification

Permittee Identification: (Name of city, town, industry, corporation, individual, etc., applying, according to the provisions of Tennessee Code Annotated Section 69-3-108 and Regulations of the Tennessee Water Quality Control Board.)

Permittee Name: **Event Land Trust LLC**
 Facility: **Graystone Quarry**

Permittee Address: **4520 Graystone Quarry Lane, Thompson Station, TN 37179**

Official Contact: **Rick McEachern**

Title or Position: **Principal**

Mailing Address: **4510 Graystone Quarry Lane**

City: **Franklin** State: **TN** Zip: **37064**

Phone number(s): **(408) 621-0746**

E-mail: **rick@graystonequarry.com**

Optional Contact:

Title or Position:

Address:

City: State: **TN** Zip:

Phone number(s):

E-mail:

Application Certification (must be signed in accordance with the requirements of Rule 1200-4-5-.05)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name and title; print or type:

Signature

Date

Rick McEachern, Principal

Facility Identification:		Existing Permit No.	
Facility Name:	Graystone Quarry Treatment Facility	County:	Williamson
Facility Address or Location:	4520 Graystone Quarry Lane, Thompson Station TN 37179	Latitude:	35.811407
		Longitude:	-86.837888
Name and distance to nearest receiving waters: 500 feet to Kennedy Creek			
If any other State or Federal Water/Wastewater Permits have been obtained for this site, list their permit numbers: UIC #WIL0000153			
Name of company or governmental entity that will operate the permitted system:		Cecil Brown/ BB&H Wastewater Systems	
Operator address: 340 Lynnford Dr Murfreesboro, TN 37128			
Has the owner/operator filed for a Certificate of Convenience & Necessity (CCN), or an amended CCN, with the Tennessee Public Utility Commission (TPUC) (may be required for collection systems and land application treatment systems)? <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> YES			
If the applicant listed above does not yet own the facility/site or if the applicant will not be the operator, explain how and when the ownership will be transferred or describe the contractual arrangement and renewal terms of the contract for operations. Event Land Trust LLC will own the property/site and the facility; Cecil Brown / BB&H Wastewater Systems to be contracted to operate and maintain the facility and collection.			
Complete the following information explaining the entity type, number of design units, and daily design wastewater flow:			
Entity Type	Number of Design Units		Flow (gpd)
<input type="checkbox"/> City, town or county	No. of connections:		
<input type="checkbox"/> Subdivision	No. of homes:	Avg. No. bedrooms per home:	
<input type="checkbox"/> School	No. of students:	Size of cafeteria(s): No. of showers:	
<input type="checkbox"/> Apartment	No. of units:	No. units with Washer/Dryer hookups: No. units without W/D hookups:	
<input type="checkbox"/> Commercial Business	No. of employees:	Type of business:	
<input type="checkbox"/> Industry	No. of employees:	Product(s) manufactured:	
<input type="checkbox"/> Resort	No. of units:		
<input type="checkbox"/> Camp	No. of hookups:		
<input type="checkbox"/> RV Park	No. of hookups:	No. of dump stations:	
<input type="checkbox"/> Car Wash	No. of bays:		
<input checked="" type="checkbox"/> Other			40,000 - gpd
Describe the type and frequency of activities that result in wastewater generation. Domestic Waste generated from Event Venue that serves as host for concerts, weddings, corporate retreats, family reunions, etc. Frequency is intermittent and seasonal.			

Engineering Report (required for collection systems and/or land application treatment systems):	<input type="checkbox"/> N/A
--	------------------------------

Prepared in accordance with Rule 1200-4-2-.03 and Section 1.2 of the Tennessee Design Criteria (see [website](#) for more information)

Attached, or

Previously submitted and entitled: _____ Approved? Yes. Date: _____ No

Wastewater Collection System:	<input type="checkbox"/> N/A
--------------------------------------	------------------------------

System type (i.e., gravity, low pressure, vacuum, combination, etc.): **Watertight gravity effluent collection**

System Description: **Septic tank effluent with 6" diameter DR 18 pipe and required fittings**

Describe methods to prevent and respond to any bypass of treatment or discharges (i.e., power failures, equipment failures, heavy rains, etc.): **Tanks have a minimum of 24-36 hours storage in the STEP tank. Heavy rains have a minimal impact on a watertight collection system. Portable generators can be connected to the pump stations and treatment system as necessary during an extended power outage.**

In the event of a system failure describe means of operator notification: **All pumps have redundancy & alarms.**

List the **emergency** contact(s) (name/phone): **Cecil Brown 865-776-1455**

For low-pressure systems, who is responsible for maintenance of STEP/STEG tanks and pumps or grinder pumps (list all contact information)? **STEG Tanks - Cecil Brown 865-776-1455**

Approximate length of sewer (excluding private service lateral): **Approx. 2,000 LF**

Number/hp of lift stations: **0** / Number/hp of lift pumps **0/0**

Number/volume of low pressure and or grinder pump tanks **0/0**

Number/volume septic tanks **3 Septic Tanks: 3,000, 6,000, and 20,000 gallon-- 2 Grease Traps 1,500 ea.**

Attach a schematic of the collection system. Attached

If this is a satellite sewer and you are tying in to another sewer system complete the following section, listing tie-in points to the sewer system and their location (attach additional sheets as necessary):

<u>Tie-in Point</u>	<u>Latitude (xx.xxxx°)</u>	<u>Longitude (xx.xxxx°)</u>
N/A		

Land Application Treatment System:	<input type="checkbox"/> N/A
Type of Land Application Treatment System: <input checked="" type="checkbox"/> Drip <input type="checkbox"/> Spray <input type="checkbox"/> Other, explain:	
Type of treatment facility preceding land application (recirculating media filters, lagoons, other, etc.): Recirculating Media Filter	
Attach a treatment schematic. <input checked="" type="checkbox"/> Attached	
Describe methods to prevent and respond to any bypass of treatment or discharges (i.e., power failures, equipment failures, heavy rains, etc.): Same as above	
For New or Modified Projects: Name of Developer for the project: Event Land Trust, LLC.	
Developer address and phone number: Event Land Trust, LLC 4520 Graystone Quarry Lane Thomson Station, TN 37179 rick@graystonequarry.com 480.621-0746	
For land application, list: Proposed acreage involved: 3.7 acres. Inches/week gpd/sq.ft loading rate to be applied: 2.25 inches/week, 0.2 gpd/sf	
Is wastewater disinfection proposed?	
<input checked="" type="checkbox"/> Yes Describe land application area access:	
<input type="checkbox"/> No Describe how access to the land application area will be restricted:	
Attach required additional Engineering Report Information (see website for more information)	
<input checked="" type="checkbox"/> Topographic map (1:24,000 scale presented at a six inch by six inch minimum size) showing the location of the project including quadrangle(s) name(s) GPS coordinates, and latitude and longitude in decimal degrees should also be included.	
<input checked="" type="checkbox"/> Scaled layout of facility showing the following: lots, buildings, etc. being served, the wastewater collection system routes, the pretreatment system location, the proposed land application area(s), roads, property boundaries, and sensitive areas such as streams, lakes, springs, wells, wellhead protection areas, sinkholes and wetlands.	
<input checked="" type="checkbox"/> Soils information for the proposed land disposal area in the form of a Water Pollution Control (WPC) Soils Map per Chapter 16 and 17 State of Tennessee Design Criteria for Sewage Work. The soils information should include soil depth (borings to a minimum of 4 feet or refusal) and soil profile description for each soil mapped.	
<input checked="" type="checkbox"/> Topographic map of the area where the wastewater is to be land applied with no greater than ten foot contours presented at a minimum size of 24 inches by 24 inches.	
<input checked="" type="checkbox"/> Describe alternative application methods based on the following priority rating: (1) connection to a municipal/public sewer system, (2) connection to a conventional subsurface disposal system as regulated by the Division of Groundwater Protection, and/or (3) land application.	

<p>For Drip Dispersal Systems Only: Unless otherwise determined by the Department, sewage treatment effluent wells, i.e, large capacity treatment/drip dispersal systems after approval of the SOP Application, will be issued an UIC tracking number and will be authorized as Permit by Rule per UIC Rule 1200-4-6-.14(2) and upon issue of a State Operating Permit and Sewage System Construction Approval by the Department. Describe the following:</p>	<input checked="" type="checkbox"/> N/A
<p>The area of review (AOR) for each Drip Dispersal System shall, unless otherwise specified by the Department, consist of the area lying within a one mile radius or an area defined by using calculations under 1200-4-6-.09 of the Drip Dispersal System site or facility, and shall include, but not be limited to general surface geographic features, general subsurface geology, and general demographic and cultural features within the area. Attach to this part of the application a general characterization of the AOR, including the following: (This can be in narrative form) See 2.0</p>	
<p><input checked="" type="checkbox"/> A general description of all past and present groundwater uses as well as the general groundwater flow direction and general water quality. See 3.0</p>	
<p><input checked="" type="checkbox"/> A general description of the population and cultural development within the AOR (i.e. agricultural, commercial, residential or mixed) See 4.0</p>	
<p><input checked="" type="checkbox"/> Nature of injected fluid to include physical, chemical, biological or radiological characteristics. See 5.0</p>	
<p><input checked="" type="checkbox"/> If groundwater is used for drinking water within the area of review, then identify and locate on a topographic map all groundwater withdrawal points within the AOR, which supply public or private drinking water systems. Or supply map showing general location of publicly supplied water for the area (this can be obtained from the water provider) See 6.0</p>	
<p><input type="checkbox"/> If the proposed system is located within a wellhead protection area or source water protection area designated by Rule 1200-5-1-.34, show the boundary of the protection area on the facility site plan.</p>	
<p><input checked="" type="checkbox"/> Description of system, Volume of injected fluid in gallons per day based upon design flow, including any monitoring wells See 7.0</p>	
<p><input checked="" type="checkbox"/> Nature and type of system, including installed dimensions of wells and construction materials See 8.0</p>	

<p>Pump and Haul:</p>	<input checked="" type="checkbox"/> N/A
<p>Reason system cannot be served by public sewer:</p>	
<p>Distance to the nearest manhole where public sewer service is available:</p>	
<p>When sewer service will be available:</p>	
<p>Volume of holding tank: gal.</p>	
<p>Tennessee licensed septage hauler (attach copy of agreement):</p>	
<p>Facility accepting the septage (attach copy of acceptance letter):</p>	
<p>Latitude and Longitude (in decimal degrees) of approved manhole for discharge of septage:</p>	
<p>Describe methods to prevent and respond to any bypass of treatment or discharges (i.e., power failures, equipment failures, heavy rains, etc.):</p>	

Holding Ponds (for non-domestic wastewater only):	<input checked="" type="checkbox"/> N/A
Pond use: <input type="checkbox"/> Recirculation <input type="checkbox"/> Sedimentation <input type="checkbox"/> Cooling <input type="checkbox"/> Other (describe):	
Describe pond use and operation:	
If the pond(s) are existing pond(s), what was the previous use?	
Have you prepared a plan to dispose of rainfall in excess of evaporation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, describe disposal plan:	
Is the pond ever dewatered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, describe the purpose for dewatering and procedures for disposal of wastewater and/or sludge:	
Is(are) the pond(s) aerated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Volume of pond(s):	gal. Dimensions:
Is the pond lined (Note if this is a new pond system it must be lined for SOP coverage. Otherwise, you must apply for an Underground Injection Control permit.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the liner material (if soil liner is used give the compaction specifications):	
Is there an emergency overflow structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If so, provide a design drawing of structure.</i>	
Are monitoring wells or lysimeters installed near or around the pond(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If so, provide location information and describe monitoring protocols (attach additional sheets as necessary):</i>	

Mobile Wash Operations:		<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Individual Operator <input type="checkbox"/> Fleet Operation Operator		
Indicate the type of equipment, vehicle, or structure to be washed during normal operations (check all that apply):		
<input type="checkbox"/> Cars <input type="checkbox"/> Trucks <input type="checkbox"/> Trailers (Interior washing of dump-trailers, or tanks, is prohibited.) <input type="checkbox"/> Other (describe):	<input type="checkbox"/> Parking Lot(s): sq. ft. <input type="checkbox"/> Windows: sq. ft. <input type="checkbox"/> Structures (describe):	
Wash operations take place at (check all that apply):		
<input type="checkbox"/> Car sales lot(s) <input type="checkbox"/> Private industry lot(s) <input type="checkbox"/> County(ies), list:	<input type="checkbox"/> Public parking lot(s) <input type="checkbox"/> Private property(ies) <input type="checkbox"/> Statewide	
Wash equipment description:		
<input type="checkbox"/> Truck mounted <input type="checkbox"/> Rinse tank size(s) (gal.): <input type="checkbox"/> Collection tank size(s) (gal.):	<input type="checkbox"/> Trailer mounted <input type="checkbox"/> Mixed tanks size(s) (gal.): Number of tanks per vehicle:	
Pressure washer: psi (rated) gpm (rated)		
<input type="checkbox"/> gas powered <input type="checkbox"/> electric		
Vacuum system manufacturer/model:		Vacuum system capacity: inches Hg
Describe any other method or system used to contain and collect wastewater:		
List the public sewer system where you are permitted or have written permission to discharge waste wash water (include a copy of the permit or permission letter):		
Are chemicals pre-mixed, prior to arriving at wash location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe all soaps, detergents, or other chemicals used in the wash operation (attach additional sheets as necessary):		
Chemical name:	Manufacturer:	Primary CAS No. or Product No.

APPLICATION FOR A STATE OPERATION PERMIT (SOP)
INSTRUCTIONS

Purpose of this form A completed SOP application must be submitted to obtain SOP coverage. This permit is required to operate a sewage, industrial waste or other waste collection and/or treatment system that does not have a point source discharge to any surface or subsurface waters. This form must be submitted at least 180 days before starting any new activity, before an existing permit expires, or when renewing a permit.

Complete the form Type or print clearly, using black or blue ink; not markers or pencil. Answer each item or enter "N/A," for not applicable. If you need additional space, attach a separate piece of paper to the SOP application. Applicants may be required to submit engineering reports, plans and specifications. Contact the division for the applicable items, or visit the Division of Water Pollution Control world wide web site at: <http://www.tn.gov/environment/wpc> for more information. **The application will be considered incomplete without supplying all of the required information, Engineering Reports, and an original signature.**

Permittee Identification/Facility Identification Describe and locate the project, use the legal or official name of the facility or site. Provide the latitude and longitude (expressed in decimal degrees) of the center of the site, which can be located on USGS quadrangle maps. The quadrangle maps can be obtained at 1-800-USA-MAPS, or at the Census Bureau world wide web site: <http://www.census.gov/cgi-bin/gazetteer>. Attach a copy of a portion of a 7.5 minute quad map, showing location of site, with boundaries at least one mile outside the site boundaries. If business is mobile give the owner of operations' home, or business office address, and list all current areas of operation by city and county.

Wastewater Collection System These types of systems require engineering reports, refer to the website (<http://www.tn.gov/environment/wpc/>) for more information.

Land Application Treatment System These types of systems require engineering reports, refer to the website (<http://www.tn.gov/environment/wpc/>) for more information. Public access to the treatment area must be restricted, if disinfection is not part of the treatment. Applicants completing this section of the application must also complete the Wastewater Collection System section.

Pump and Haul These types of systems may require engineering reports, refer to the website (<http://www.tn.gov/environment/wpc/>) for more information.

Holding Ponds Given that annual rainfall onto open ponds exceeds annual evaporation (in Tennessee), the permittee must develop a written plan (to be retained on site and be available to the division upon request) that addresses how excess rainfall will be disposed of in compliance with the no discharge requirement of this permit. Treatment ponds are not to be used for stormwater treatment or storage. All new and existing point source industrial stormwater discharges associated with industrial activity require coverage under the Tennessee industrial stormwater multi-sector general permit TMSP, refer to the website (<http://www.tn.gov/environment/permits/strmh2o.shtml>) for more information. Describe the system for re-routing surface runoff away from ponds in the rainfall disposal plan.

Mobile Wash Operations Indicate whether the operation is run by an individual or a corporation with a fleet of vehicles equipped to wash and collect waste waters. If a corporation, indicate the home office as the "Official Contact". Indicate if operations take place at specific sites and list those counties that apply. Note that this permit covers operations for all of Tennessee. Operations indicated as "statewide" generally apply as a fleet type operation and each office location shall be individually permitted. Equipment may be truck or trailer-mounted, or both, indicate all that applies. Soaps, detergents, and other chemicals used should be non-toxic and biodegradable. All "chemically enhanced" (soaps, detergents, and other chemicals) waste-wash waters must be collected for proper disposal. If no chemically enhanced washwaters are used, clear-wash waters may travel by sheet flow to a gravel or grassy area where there is no opportunity to enter waters of the

APPLICATION FOR A STATE OPERATION PERMIT (SOP)
INSTRUCTIONS - CONTINUED

state. There should be no discharge to a storm water inlet, ditch, conveyance, stream, etc. If you are unsure of your wash area drainage, contact the area Environmental Field Office (EFO) prior to setting up your wash operation.

Fees There is no application fee for this permit. An annual maintenance fee is required and you will be invoiced at a later date.

Submitting the form and obtaining more information Note that this form must be signed by the chief executive officer, owner, or highest ranking elected official. For more information, contact your local EFO at the toll-free number 1-888-891-8332 (TDEC). Submit three complete applications (keep a copy for your records) to the appropriate EFO for the county(ies) where the facility is located, addressed to **Attention: WPC, Permit Section Manager.**

EFO	Street Address	Zip Code	EFO	Street Address	Zip Code
Memphis	2510 Mt. Moriah Road STE E-645	38115-1520	Cookeville	1221 South Willow Ave.	38506
Jackson	1625 Hollywood Dr	38305-4316	Chattanooga	540 McCallie Avenue STE 550	37402-2013
Nashville	711 R S Gass Boulevard	37243	Knoxville	3711 Middlebrook Pike	37921
Columbia	2484 Park Plus Drive	38401	Johnson City	2305 Silverdale Road	37601

Upon receipt of the required items, the division conducts a review of the material, and the applicant is notified of any deficiencies. When all the deficiencies have been corrected, the division makes a determination of whether to publish a draft permit. When a draft permit is generated, a public notice is issued and published in a local newspaper. The draft permit is then reviewed by the applicant, and division field staff. The general public also has an opportunity to review the permit. Based on public response, a public hearing may be held. After considering public comments and a final review, the permit may be issued. The entire process normally takes from five (5) to nine (9) months. Permits are normally valid for five (5) years, except those for pump and haul systems, which are generally valid for one (1) year.

The division has the right to inspect a facility when deemed necessary. In addition, the division has the right to revoke or suspend any permit for violation of permit conditions or any other provisions of the Tennessee Water Quality Control Act and other water pollution control rules.

The division is responsible for regulating any activity, which involves a potential discharge in order to protect waters of the State from pollution and to maintain the highest possible standards in water quality.

PRELIMINARY ENGINEERING REPORT

FOR

GRAYSTONE QUARRY TREATMENT FACILITY
WILLIAMSON COUNTY, TN

September 21, 2018



T-SQUARE
ENGINEERING

701 WEST MAIN ST
FRANKLIN, TN 37064
615-678-8212

GRAYSTONE QUARRY TREATMENT FACILITY
TOWN OF THOMPSON STATION, TENNESSEE
WILLIAMSON, COUNTY

GENERAL

The Graystone Quarry Treatment Facility will consist of a Recirculating Media Filter (RMF), a watertight gravity effluent collection system (S.T.E.G.), and drip irrigation as a subsurface, land-based disposal system. The proposed hydraulic capacity is 40,000 GPD. This number assumes a flow generated by a maximum daily attendance across the site for a concert event at 8,000 persons using a design flow rate of 5-GPD per person. Treated wastewater will be discharged to a subsurface drip irrigation disposal system.

This facility will be owned by Event Land Trust, LLC, and will be managed and operated by BB&H Wastewater Systems, LLC. While located in Williamson County, TN, the Graystone Quarry Treatment Facility is in the jurisdiction of the Town of Thompson Station with respect to land planning regulations.

RECIRCULATING MEDIA FILTER

The RMF is sized at 32,000 GPD total, and is designed at approximately a 50% recirculation ratio. Wastewater entering the RMF will be supplied by a watertight effluent collection system serving the proposed homes of the development.

Effluent from the RMF is expected to be <30 mg/l BOD and <30 mg/l TSS. The soils located on this site are easily capable of disseminating the highly treated effluent produced by the RMF.

ALTERNATIVE SYSTEM ANALYSIS

- No public sewer system is currently available for this property.
- Subsurface disposal systems (SSDS) are not capable of servicing the proposed density of the development. Unmanaged SSDS should only be used when it is impossible to have a managed sewer system to protect the homeowners and the environment. This option was eliminated for obvious reasons.
- Onsite treatment and disposal were chosen due to the need for an environmentally friendly treatment and disposal system that would protect the homeowners.

Collection Systems: The necessity to minimize inflow and infiltration mandate a watertight collection system. Since no stream discharge is permitted in the area, and no bypassing of sewage is allowable, watertight effluent collection is the only viable option. The addition of septic tanks at the source of every flow should lower the waste strength entering the plant by approximately 75%. This will also eliminate the normal

odor problems caused by floatables and high strength sewer wastes. No further detail analysis was conducted, since watertight collection is the only method compatible with the treatment process chosen.

Primary Treatment System: Primary treatment will occur at the source in the septic (interceptor) tank. Average influent into the RMF is expected to have a BOD of 125 mg/l and a TSS of 30 mg/l.

Secondary Treatment System: A Recirculating Media Filter was selected due to the low operating costs and high quality effluent. The small footprint of the actual treatment facility also will have a very minimal impact on the development. Due to the need for high quality effluent and limited area to construct the facility, no further options were explored.

Tertiary Treatment: The soils on the property will act as the final filter for this project prior to the water recharging the water table.

Final Disposal: A possible point discharge into a stream is not an option at this site. The only other viable alternative is land application. Drip irrigation was chosen as the method for disposal of the water, due to the relatively low operating cost, and that most soils in the State of Tennessee are capable of accepting the highly treated effluent. As with any properly designed Bioline drip irrigation system, Arkal spin filters, 180 micron, will be used. Due to the reuse quality of the water, pedestrian traffic is not a concern on the drip irrigation fields. Vehicular traffic should be restricted to prevent damage to the drip irrigation field components.

Hydraulic analysis submitted with this permit application.

A map has been included with this submittal showing the proposed location of the RMF, the Drip irrigation disposal areas, and the STEG sewer collection system.

An extra high intensity soil map is being provided with this submittal.

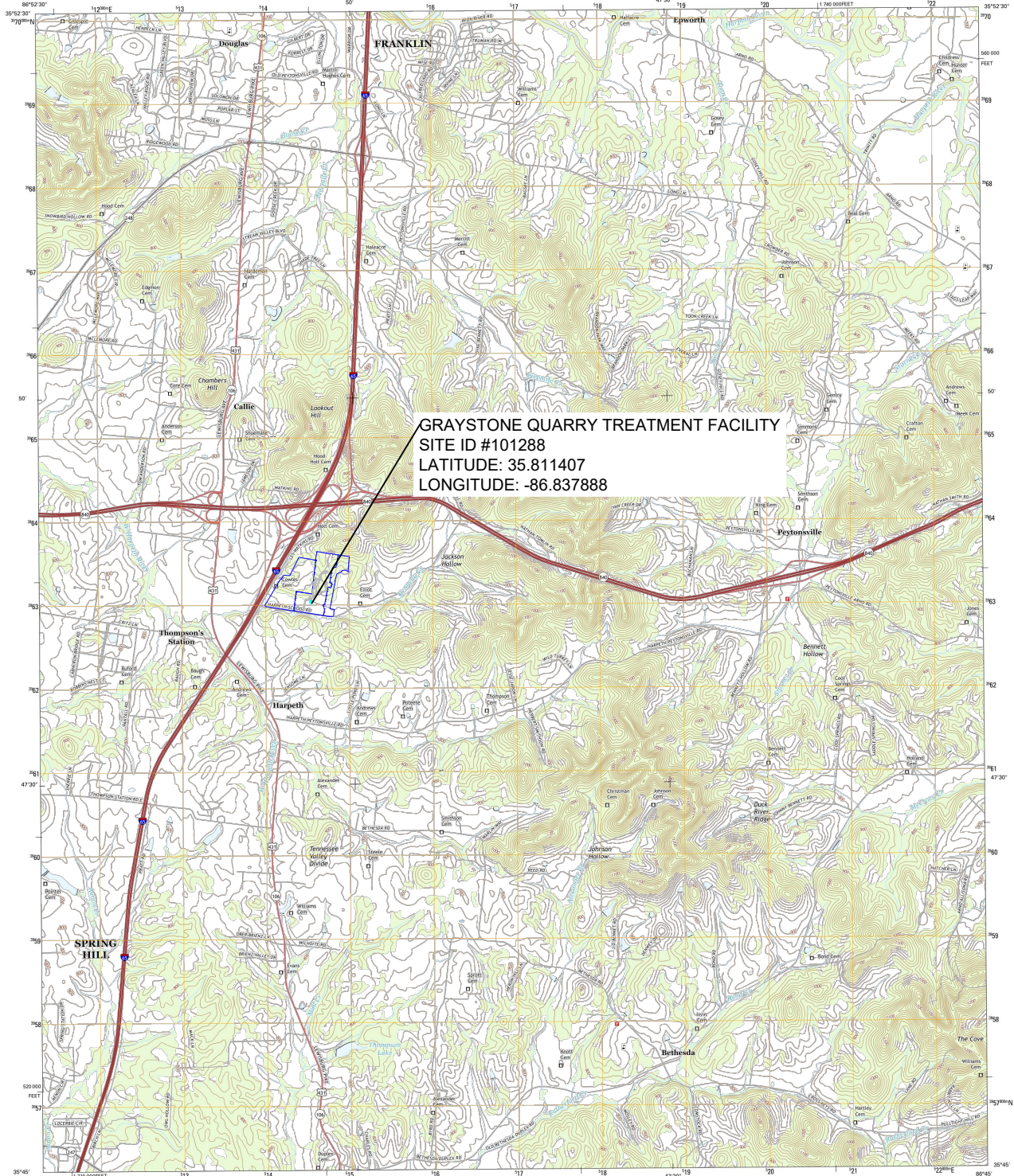
BETHESDA QUADRANGLE MAP - WILLIAMSON COUNTY, TENNESSEE



U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY



BETHESDA QUADRANGLE
TENNESSEE-WILLIAMSON CO.
7.5-MINUTE SERIES



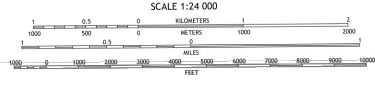
GRAYSTONE QUARRY TREATMENT FACILITY
SITE ID #101288
LATITUDE: 35.811407
LONGITUDE: -86.837888

Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84). Projection and
1 000-meter grid: Universal Transverse Mercator; Zone 16
10 000-foot ticks: Tennessee Coordinate System of 1983

This map is not a legal document. Boundaries may be
generalized for this map only. Please check with government
agencies for the most current information. Obtain permission before
reproducing or distributing.

1:24,000
1:50,000 and 30x30 METER GRID
DECLINATION AT CENTER OF SHEET

U.S. National Grid	U.S. National Grid
16E	16E
01N	01N

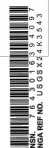


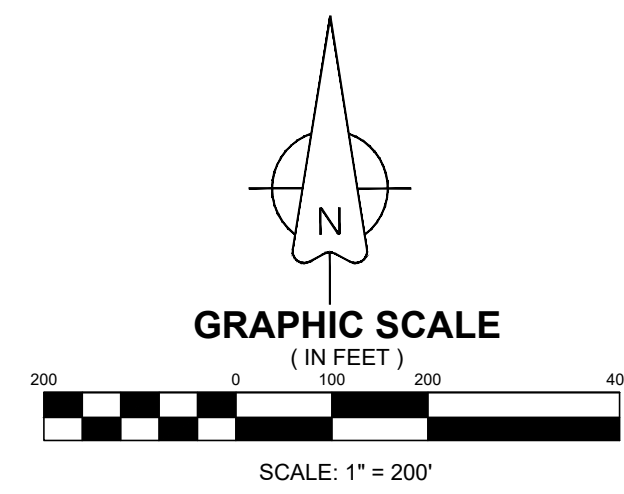
ROAD CLASSIFICATION

Expressway	Local Connector
Secondary Hwy	Local Road
Ramp	AWD
Interstate Route	US Route
	State Route

1	2	3	1 Lajava Fork
4	5	2 Naresville	
6	7	3 College Grove	
8	8	4 Carter Creek	
		5 Daily Hill	
		6 Chapel Hill	

BETHESDA, TN
2016





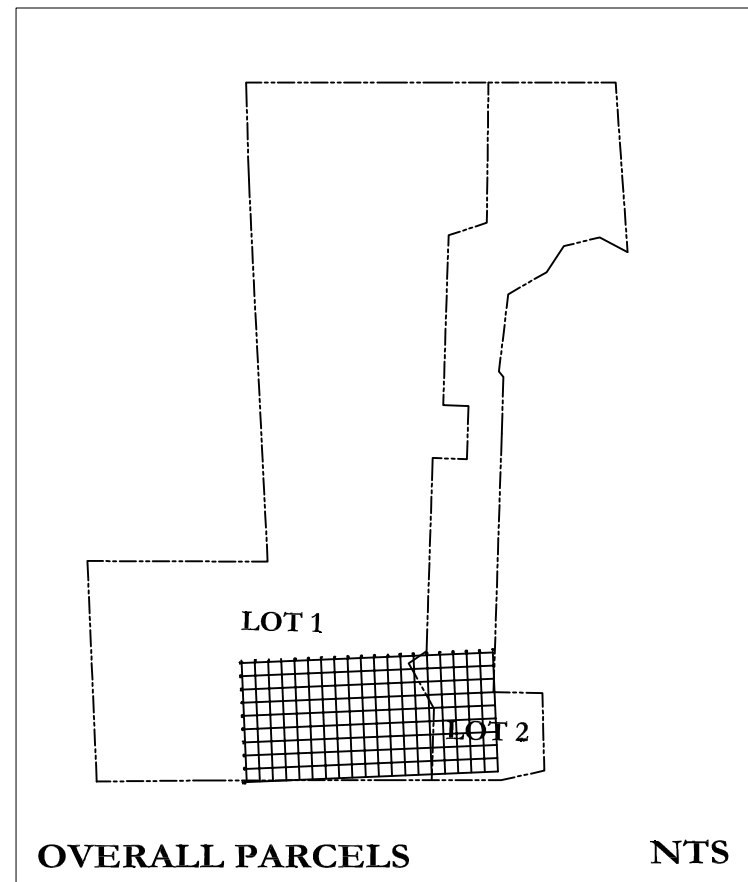
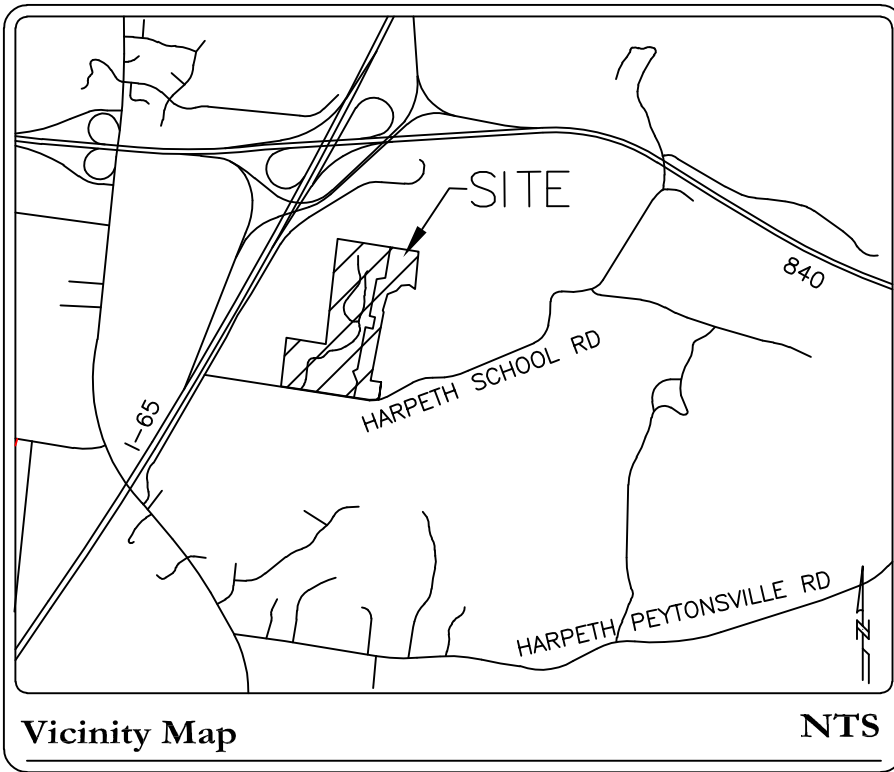
PRELIMINARY DRAFT FOR TDEC REVIEW

NO.	DATE	REVISIONS

EXISTING CONDITIONS
 4520 GRAYSTONE QUARRY LANE
 WILLIAMSON COUNTY, TENNESSEE
 TAX MAP 1 44 PARCEL 2.02

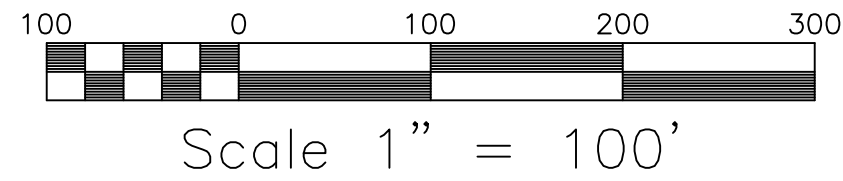
**GRAYSTONE QUARRY
 WASTEWATER TREATMENT FACILITY**

PROJECT
 18-0526



GENERAL NOTES

1. THE PURPOSE OF THIS EXHIBIT IS TO DEPICT A 50' X 50' SOILS GRID AS IT RELATES TO THE PROPERTY BOUNDARIES. THIS EXHIBIT IS NOT A GENERAL PROPERTY SURVEY AS DEFINED BY THE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS.
2. DISTANCES SHOWN WERE MEASURED BY ELECTRONIC MEASURING EQUIPMENT AND HAVE BEEN ADJUSTED FOR TEMPERATURE.
3. THE PROPERTY SHOWN IS NOT INCLUDED IN AREAS DESIGNATED AS "SPECIAL FLOOD HAZARD" ON THE MOST CURRENT FLOOD INSURANCE MAPS AVAILABLE TO THIS OFFICE BEING PANEL NO. 47187C0355 F & 4718C0365 F EFFECTIVE DATES: AUGUST 29, 2006.
4. BEARINGS SHOWN ARE RELATIVE TO TENNESSEE STATE PLANE COORDINATES NAD83.



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS EXHIBIT MEETS THE ACCURACY GUIDELINES FOR A CATEGORY I SURVEY AS DEFINED BY THE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS, HAVING A LINEAR ERROR OF CLOSURE NOT EXCEEDING 1 FOOT PER 10,000 FEET OF PERIMETER OF THE LOT OF LAND (1:10,000).



MAY 22, 2018
DATE

CHRISTOPHER LYLE GOETZ TN RLS #2660

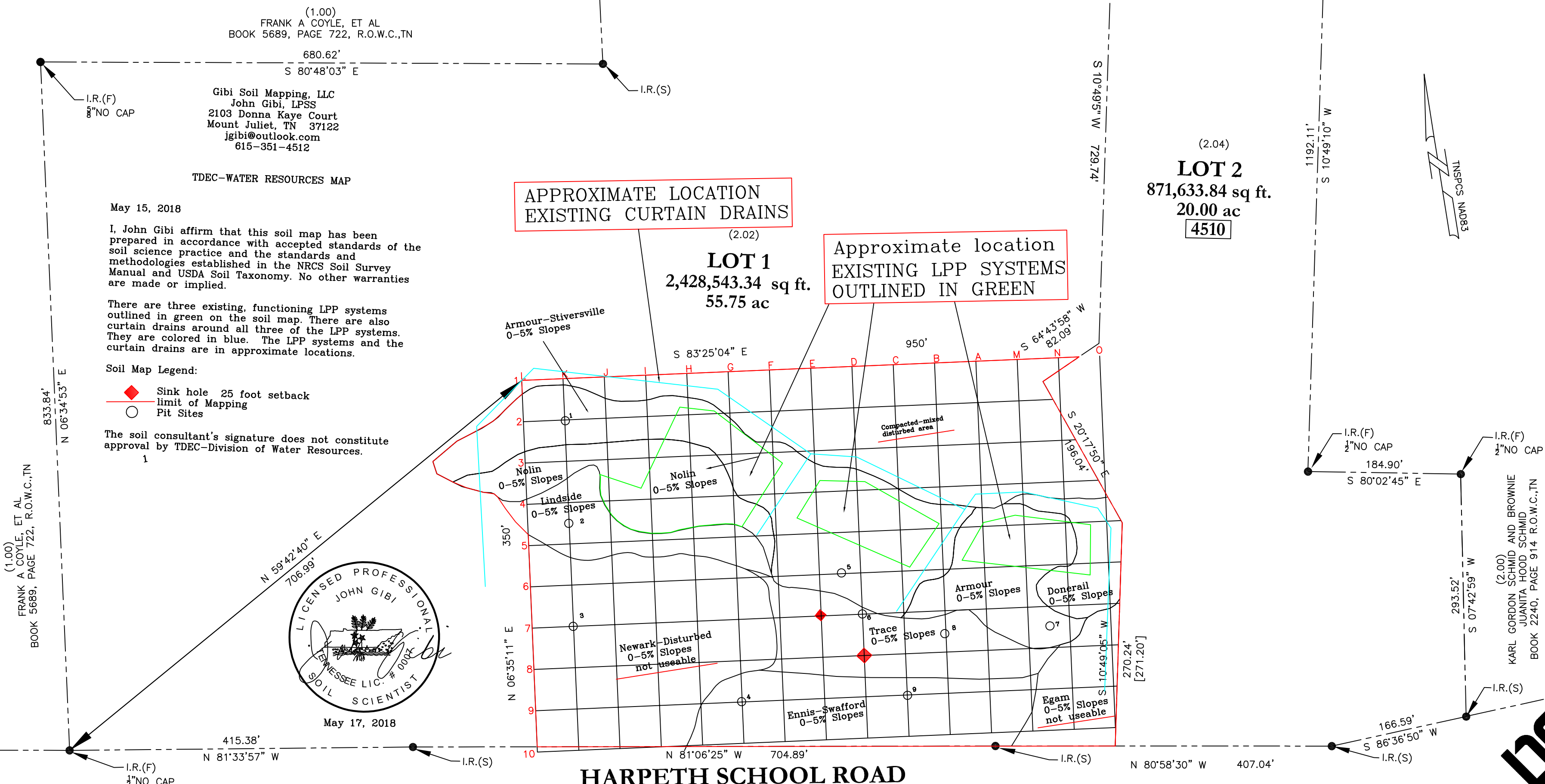


REVISIONS:

DATE: April 25, 2018

GRAYSTONE QUARRY

BEING PARCEL 2.02 AND 2.04 ON TAX MAP 144
THOMPSON STATION, WILLIAMSON COUNTY, TENNESSEE



(1.00)
FRANK A COYLE, ET AL
BOOK 5689, PAGE 722, R.O.W.C., TN

Gibi Soil Mapping, LLC
John Gibi, LPSS
2103 Donna Kaye Court
Mount Juliet, TN 37122
jgibi@outlook.com
615-351-4512

TDEC-WATER RESOURCES MAP
May 15, 2018

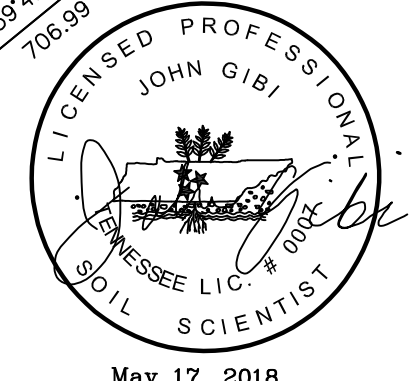
I, John Gibi affirm that this soil map has been prepared in accordance with accepted standards of the soil science practice and the standards and methodologies established in the NRCS Soil Survey Manual and USDA Soil Taxonomy. No other warranties are made or implied.

There are three existing, functioning LPP systems outlined in green on the soil map. There are also curtain drains around all three of the LPP systems. They are colored in blue. The LPP systems and the curtain drains are in approximate locations.

Soil Map Legend:
 ◆ Sink hole 25 foot setback
 ○ Pit Sites

The soil consultant's signature does not constitute approval by TDEC-Division of Water Resources.

1



(1.00)
FRANK A COYLE, ET AL
BOOK 5689, PAGE 722, R.O.W.C., TN

(2.00)
KARL GORDON SCHMID AND BROWNIE
JUANITA FLOOD SCHMID
BOOK 2240, PAGE 914 R.O.W.C., TN

DEED REFERENCE - LOT 1
TO: EVENT LAND TRUST
RECORD: DEED BK. 6431, PG. 654, R.O.W.C., TENNESSEE

TAX MAP REFERENCE
BEING PARCEL 2.02 ON TAX MAP 144

DEED REFERENCE - LOT 2
TO: RESIDENCE LAND TRUST
RECORD: DEED BK. 6431, PG. 648, R.O.W.C., TENNESSEE

TAX MAP REFERENCE
BEING PARCEL 2.04 ON TAX MAP 144

LEGEND

I.R.(S)	IRON ROD (SET)	●
I.R.(F)	IRON ROD (FOUND)	○
PARCEL NUMBER		(x)
PROPERTY LINE		---

LOT 1 = 55.75 ACRES
= 2,428,543.34 S.F.

LOT 2 = 20.00 ACRES
= 871,633.84 S.F.

TOTAL AREA = 75.75 ACRES
= 3,300,177.18 S.F.

Dale & Associates
 Consulting Civil Engineering
 Land Planning & Zoning
 Landscape Architecture

PROJECT #14038
SHEET NUMBER:
1
1 OF 1

516 Heather Place
Nashville, Tennessee 37204
(615) 297-5166

TDEC - DWR Soil Pedon Description Form

Date: May 10, 2018 Described By: John Gibi QA/QC By: Terry Henry
 Site Name & Location: Graystone Quarry - Harpeth School Road County: Williamson
 Stop or Pit #: 1 @ K+2 SOP # (office use only): _____
 Soil Series: Armour Drainage Class: Well
 Soil Control Section: fine-silty Ground Water or Water Table: None
 Parent Material: Alluvium Erosion: None
 Climate: Thermic Land Cover: Grass
 Slope of Map Unit: 2-5% Slope of Pit: 3%
 Geomorphic Description: Stream Terrace Latitude/Longitude (Center of soil area): _____
 Physiographic Location: Nashville Basin
 Additional Notes: 13" of overwash

Soil Pedon Description

Horizon	Depths (inches)	Matrix Color	Redox Depletions/Concentrations	Depth to Low Chroma Mottles (inches)	Soil Texture	Soil Structure			Soil Horizon Notes
						Grade	Size	Type	
Ap1	0-3			Sil	Sil	1	f	gr	
Ap2	3-13			Siel	Siel	2	m	Sbk	
Ab	13-17			Sil	Sil	1	m	Sbk	
Bb	17-22			Sil	Sil	1	m	Sbk	
Bb2	22-29			Sil	Sil	1	m	Sbk	
Bb3	29-34			Sil	Sil	1	m	Sbk	
Btb1	34-38			Siel	Siel	2	m	Sbk	
Btb2	38-45			Siel	Siel	2	m	Sbk	

TDEC - DWR Soil Pedon Description Form

Date: May 10, 2018 Described By: John Gibi QA/QC By: Terry Henry
 Site Name & Location: Graystone Quarry - Harpeth School Rd County: Williamson
 Stop or Pit #: 4 G-9 SOP # (office use only): _____
 Soil Series: Aumphreys Drainage Class: Well
 Soil Control Section: fine loamy Ground Water or Water Table: none
 Parent Material: Alluvium Erosion: none
 Climate: Thermic Land Cover: MIXED Grasses
 Slope of Map Unit: 0-5 Slope of Pit: 2%
 Geomorphic Description: Stream Terrace Latitude/Longitude (Center of soil area): _____
 Physiographic Location: Nashville Basin
 Additional Notes: overwash

Soil Pedon Description

Horizon	Depths (inches)	Matrix Color	Redox Depletions/Concentrations	Depth to Low Chroma Mottles (inches)	Soil Texture	Soil Structure			Soil Horizon Notes
						Grade	Size	Type	
Ap1	0-4				SIL	1	f	gr	
Ap2	4-10				SiCL	2	m	SBK	
B	10-15				SiCL	2	m	SBK	
AB1	15-18				CL	1	m	SBK	
Bw	18-22				SIL	1	m	SBK	
Bw2	22-26				SIL	1	m	SBK	
Bw3	26-32				L	1	m	SBK	
BtX1	32-37		10 yr 6/3		CL	1	m	SBK	
BtX2	37-43		10 yr 6/2	37"	CL	1	m	SBK	

TDEC - DWR Soil Pedon Description Form

Date: May 10, 2018 Described By: John Gibi QA/QC By: Terry Henry
 Site Name & Location: Graystone Quarry - Harpeth School Road County: Williamson County
 Stop or Pit #: 6 @ D7 SOP # (office use only): _____
 Soil Series: Trace Drainage Class: well
 Soil Control Section: fine-silty Ground Water or Water Table: none
 Parent Material: Alluvium / Residuum Erosion: none
 Climate: Thermic Land Cover: mixed grass
 Slope of Map Unit: 0-5% Slope of Pit: 2%
 Geomorphic Description: Stream Terrace Latitude/Longitude (Center of soil area): _____
 Physiographic Location: Nashville Basin
 Additional Notes: _____

Soil Pedon Description

Horizon	Depths (inches)	Matrix Color	Redox Depletions/Concentrations	Depth to Low Chroma Mottles (inches)	Soil Texture	Soil Structure			Soil Horizon Notes
						Grade	Size	Type	
A ₁	0-4				SIL	1	f	gr	
A ₂	4-8				SIL	1	m	SBK	
B ₁ A	8-14				SICL	2	m	SBK	
B ₂	14-18				SICL	2	m	SBK	
B ₁ C	18-23				XGR SICU	1	m	SBK	
C ₁	23-30				XGR LCS	0	-	SG	
C ₂	30-35				XGR LCS	0	-	SG	
2C	35-40				SC	0	m		

TDEC - DWR Soil Pedon Description Form

Date: May 10, 2018 Described By: John Gibi QA/QC By: Terry Henry
 Site Name & Location: Graystone Quarry - Harpeth School Rd County: Williamson
 Stop or Pit #: 8 between 7 & 8 ROWB SOP # (office use only): _____
 Soil Series: Trace Drainage Class: Well
 Soil Control Section: Fine-silty Ground Water or Water Table: None
 Parent Material: Alluvium Erosion: None
 Climate: Thermic Land Cover: mixed
 Slope of Map Unit: 0-5% Slope of Pit: 2%
 Geomorphic Description: Low Stream Terrace Latitude/Longitude (Center of soil area): _____
 Physiographic Location: Nashville Basin
 Additional Notes: _____

Soil Pedon Description

Horizon	Depths (inches)	Matrix Color	Redox Depletions/Concentrations	Depth to Low Chroma Mottles (inches)	Soil Texture	Soil Structure			Soil Horizon Notes
						Grade	Size	Type	
Ap1	0-5				SIL	1	f	gr	
Ap2	5-12				SIL	2	m	SBk	
B/A	12-19				SICL	2	m	SBk	
Bt1	19-24				SICL	2	m	SBk	
Bt2	24-28				SC	2	na	SBk	
B/C	28-31				VGRSICL	1	M	SBk	
C	31-40				XGR LCS	0	—	SG	



DATE: October 2, 2018
TO: Board of Mayor and Aldermen
FROM: Wendy Deats, Town Planner
SUBJECT: **2nd Reading Ordinance 2018-014** - Shepard Land Development Ordinance Amendment (Zone Amend: 2018-005)

Request

Aldermen Shepard has requested that the Planning Commission review and make recommendations on several sections of the Town's Land Development Ordinance.

On June 26, 2018, the Planning Commission reviewed the proposal and the staff report with recommended amendments.

On August 14, 2018, the Board of Mayor and Aldermen reviewed the recommended text from the Planning Commission and requested clarification of applicability to regulations for commercial and residential space definitions. The Board also requested a change to the definition for commercial building to create consistency with the language for residential space. Therefore, Staff recommends the revision of the definition as follows under 1.3 Definitions:

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.~~

Commercial space: the total amount of area including all usable square footage for office and retail purposes, including ancillary areas such as restrooms, mechanical equipment and storage rooms subject to applicable state and local codes.

~~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.~~

Residential space: total amount of area including heated living area and garage space measured in square feet inside a dwelling unit subject to applicable state and local codes.

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

The Board stated concerns, as did Staff, at Planning Commission regarding the enforcement of the



percentage requirement for commercial space. Staff reached out to Placemakers who authored the transect zoning standards within the Town's Land Development Ordinance. Placemakers expressed concern over the implementation of this type of standard due to the high percentages proposed and the difficulty of the enforcement/regulation such a standard. Staff agrees with the difficulty of implementing a standard based on total space as noted previously during discussions with the Planning Commission and the Board. Staff has considered the option for case by case project review or tracking based on land area, however, these options are problematic. Therefore, Staff recommends these two sections be removed prior to adoption of the ordinance and Staff can further discuss the issue with PlaceMakers to determine if there is an option that will accomplish this goal.

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%.**

On September 11, 2018, the Board of Mayor and Aldermen deferred the second reading to the October BOMA meeting directing Staff to work with Placemakers to reconsider the standard and provide information as it relates to the ability to implement the proposed standard. Staff reached out to PlaceMakers to further discuss the options for the amendment. Susan Henderson, Principal with Placemakers has prepared a memo for the Board of Mayor and Aldermen (see attached).

Recommendation

The Planning Commission recommends that the Board of Mayor and Aldermen hold a public hearing and adopt Ordinance 2018-014 incorporating these amendments with the proposed revisions.

Attachments

PlaceMaker Memo dated 9/26/2018
Ordinance 2018-014

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 space: the total amount of area including all usable square footage for office and retail purposes, including ancillary areas such as restrooms, mechanical equipment and storage rooms subject to applicable state and local codes.

Residential space: total amount of area including heated living area and garage space measured in square feet inside a dwelling unit subject to applicable state and local codes.

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: August 14, 2018

Passed Second Reading: _____

Submitted to Public Hearing on the 9th day of October, 2018, at 7:00 p.m., after being advertised in the *Williamson AM* Newspaper on the 26th day of August 2018.

APPROVED AS TO FORM AND LEGALITY:

Todd Moore, Town Attorney



REQUIRED RETAIL POSITION

To: Wendy Deats
From: Susan Henderson, PlaceMakers, LLC
Date: September 26, 18

Position

We understand the desire of the Board of Mayor & Aldermen to assure the Town Center develops into a mixed-use heart for the community. However, there are many administrative challenges and market realities that must be addressed under the current proposal.

Administrative Issues with Proposal

The Town Planner will be required to keep a database of all applications for the Town Center that catalogs total square footage per use. A change of use permit will be necessary, even for by-right uses, to assure the data is correct. This is a significant time commitment and will also require all applicants, and then all future owners/lessors to be diligent in providing updated information. With a limited staff, it isn't the most efficient use of their time.

The second, and potentially litigious, issue is the timeline of applicants. The last applicant will be required to correct the deficit, and with the available parcel size, this may not physically be possible. The order of application will become a race to be first, because of the desired flexibility of use, and this could undermine the Town's desire for quality projects.

Economic Issues with Proposal

To set a broad percentage, like 10% of the total area in T5, is virtually impossible with any basis in the regional, much less local market reality. We would never recommend this approach without a very detailed market study with experienced professionals since it's an arbitrary number that the market may never meet. With multistory buildings, the area multiplies, and 10% of the building area of the parcels in the Town Center can become a very large number. With the national implosion of retail under pressures from online stores, predicting the local market becomes even more challenging.

With record store closing in 2017 and the first half of 2018, brick and mortar retail is threatened nationally. In a context as rural as Thompson's Station, the density to support the proposed 10% will not occur for the foreseeable future, nor does the community really want the density that would

make it work. Even in downtown Franklin, there isn't that percentage of commercial space because it only works in concert with residential. Early Transect-based codes used to have a range for T5 that would say 10 - 30% commercial, but during the recession, this resulted in numerous cases of stalled development and empty shopfronts. Planners and politicians do not have the education or data to be able to predict, much less codify percentage of uses that will be economically successful. Picking a regulatory number will require constant amendments to adjust to the local economy, unless the goal is that nothing ever gets built.

This amendment will result in one of two things: no developer will opt into the advantages of the T-zones because they're smart enough to know it won't pencil and Thompson's Station will only get suburban applications on the fringes; or one or two developers may try it and the result will be lots of empty space in T5, along with devastating any future development in G3.

The G3 is the piece where the community really indicated wanting densification and development during the charrette, but under this system those are likely to be empty corners for a very long time. Because of the rural context, commercial has to follow residential, and it will be more like 3 – 5% of the total building area over both corners, if maximum density is permitted.

Alternatives

To assure the buildings can respond to increasing density over time, we sometimes use the tool of requiring buildings to be “retail ready.” This includes higher floor to ceiling heights on the first floor, required shopfronts, and fire-separation. This would assure the buildings could transition when the market is ready. In the case of the Town Center, we would suggest that buildings facing Thompson's Station Road or Columbia Pike be “retail ready” and avoid programming uses.

We would be very pleased to come to Thompson's Station for a BOMA/PC joint work session to look at implementable options, if that would be helpful.

Suggested reading: <https://planning.org/planning/2018/jul/retailrealities/>

ORDINANCE NO. 2018-016

**AN ORDINANCE OF THE TOWN OF THOMPSON'S STATION,
TENNESSEE, TO AMEND TITLE 1, CHAPTER 3 OF THE MUNICIPAL
CODE AND ADOPT A NEW CODE OF ETHICS**

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the Town to adopt a new Code of Ethics.

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 deleting Chapter 3 in its entirety and replacing with 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 Town, 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; 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

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.

Attorney Moore's comments

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Exhibit "A"

1-301. 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.

1-3026. 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 business 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.

1-3031. 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;

Commented [TM1]: Decisions related to subdivisions in which an official resides or owns property?

- 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**.

Commented [TM2]: Consider a time limit – employed by him or her within past 2 or 5 years?

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 interest can **require more than extenuating two separate issues** must resign or cease activity.
- (e) Rule of Necessity: If 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.

Commented [TM3]: Does this prohibit an individual from speaking to/commenting on an issue as a citizen of the Town even if they abstain from discussions and votes at meetings?

Commented [TM4]: What are parameters of collecting evidence? Investigations required before votes?

Commented [TM5]: Does the reason given have to justify withdrawal? What happens if it doesn't.

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official whose conflict of reasonably be expected to sporadic withdrawal (barring circumstances, no more than in a twelve month period) such outside employment or

Commented [TM6]: On all issues coming before the Town? I don't think the ordinance may require a resignation of an elected official from recusing themselves from votes on issues where they have conflicts of interest.

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.

Commented [TM7]: Considering a minimum value – ex. over \$500

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.

Commented [TM8]: I do not think this would be enforceable against a former employee or official that later represent themselves or another entity before a public board.

(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.

Commented [TM9]: Again, not sure how Town can enforce against former employee or official.

(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.~~

Commented [TM10]: Consider giving BOMA authority to waive if beneficial to 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.

1-3042. Exclusions from the Code of Ethics and from Transactional Disclosure.

The provisions section 1-3031 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.

1-3053. 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.

Commented [TM11]: Consider having BOMA approve advisory opinions to individuals that are not current Town employees or officials.

1-3064. 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

Commented [TM12]: We will want to include this language in all future contracts if adopted.

public notice. Such ratification does not affect the imposition of any penalties pursuant to this code or any other provision of law.

1-3075. 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~~\$50 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.

1-3086. 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.

1-3097. 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.

1-30108. 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 (a) 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.

1-30119. 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,

Commented [TM13]: As drafted, could keep the Ethics Officer, Town Attorney very busy.

Commented [TM14]:

Commented [TM15]: From whom?

- 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.

1-3120 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.

1-313+ 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.

Commented [TM16]: Writ of cert?

1-314+ 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.

1-315+ Liberal Construction of Code.

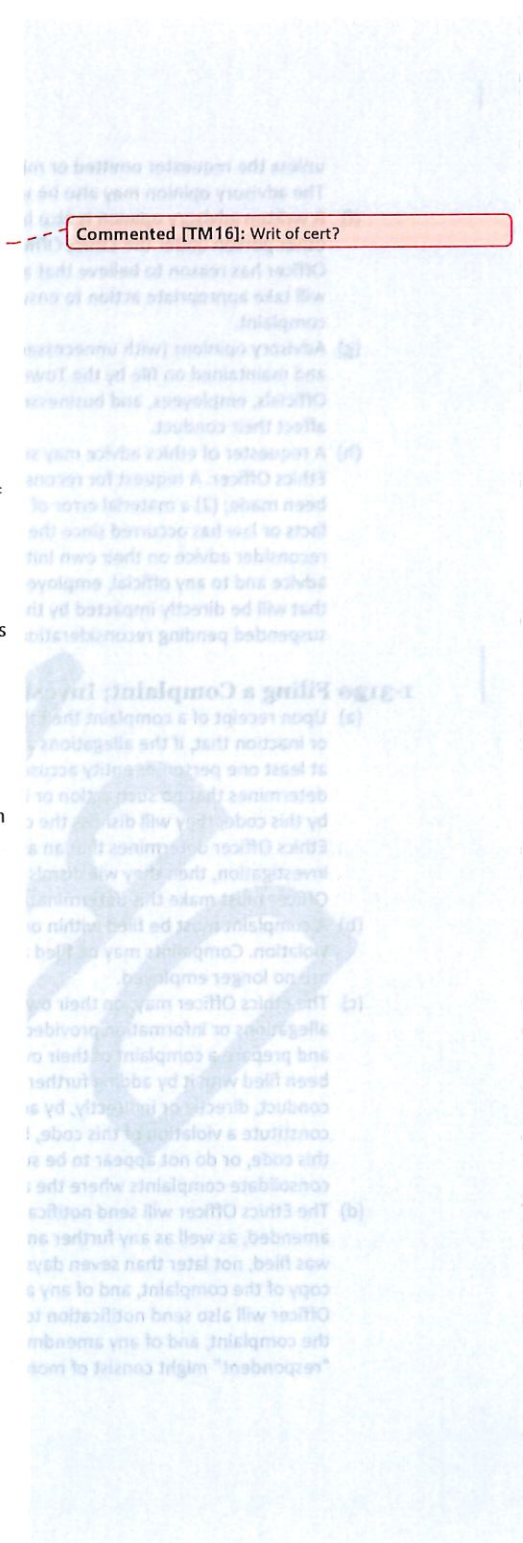
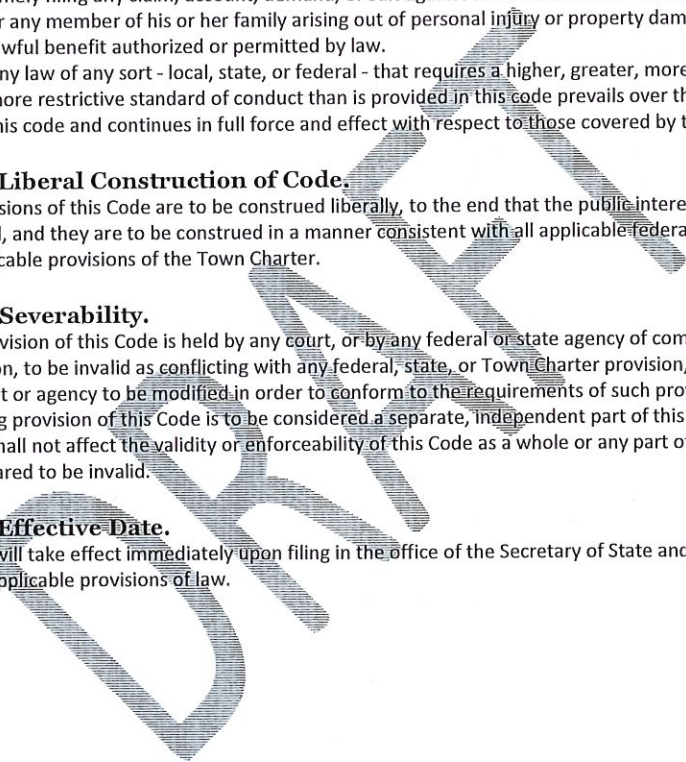
The provisions of this Code are to be construed liberally, to the end that the public interest be fully protected, and they are to be construed in a manner consistent with all applicable federal and state laws and applicable provisions of the Town Charter.

1-316+ 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.

1-317+ Effective Date.

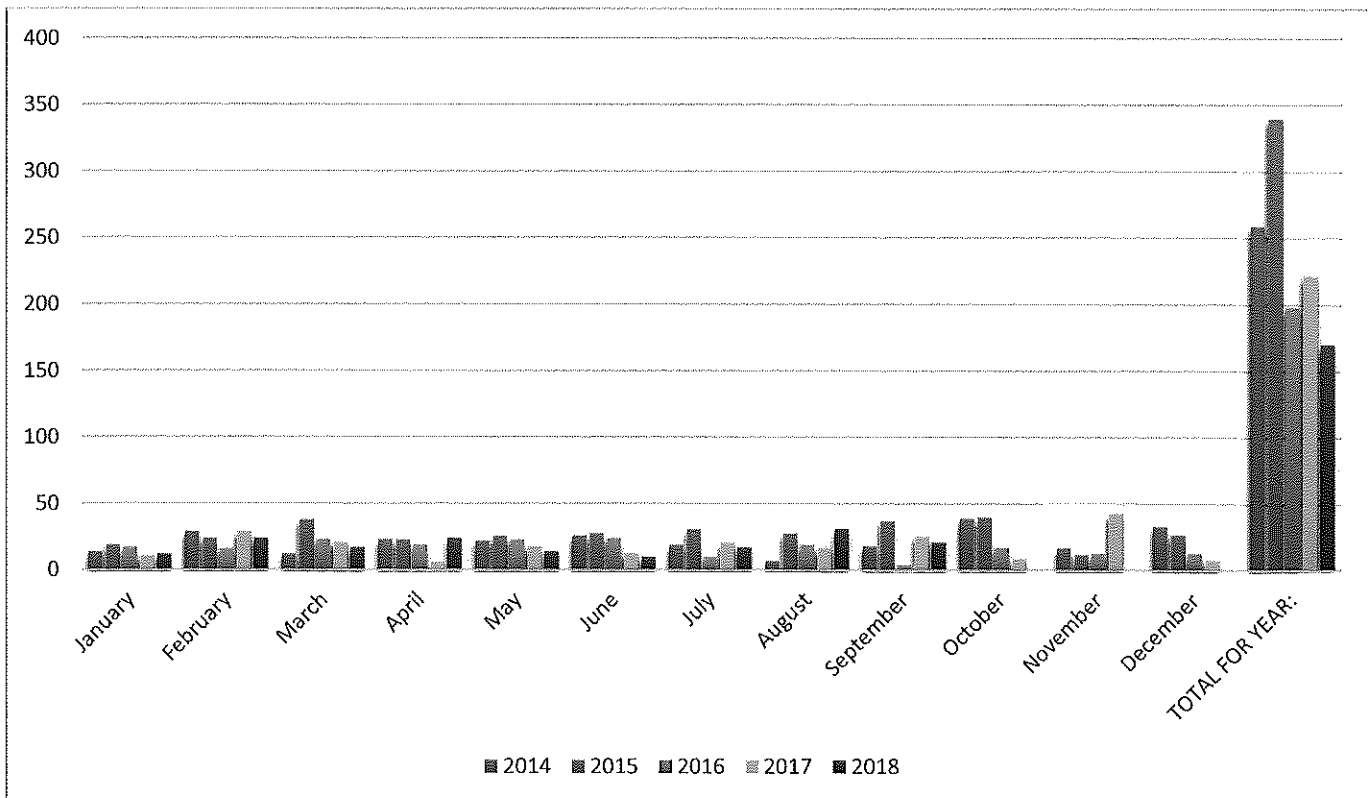
This law will take effect immediately upon filing in the office of the Secretary of State and in compliance with all applicable provisions of law.



New Residential Permits Issued 2014 -2018

Monthly Comparison

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
January	14	19	17	11	12
February	29	24	16	29	24
March	12	38	23	21	17
April	23	23	19	6	24
May	22	26	23	18	14
June	26	28	24	13	10
July	19	31	10	21	17
August	7	28	19	17	31
September	18	37	4	26	21
October	39	40	17	9	
November	17	12	13	43	
December	33	27	13	8	
TOTAL FOR YEAR:	<u>259</u>	<u>340</u>	<u>198</u>	<u>222</u>	<u>170</u>
SFR:	<u>191</u>	<u>284</u>	<u>153</u>	<u>181</u>	<u>144</u>
TWN:	<u>63</u>	<u>49</u>	<u>39</u>	<u>33</u>	<u>18</u>
OTHER:	<u>5</u>	<u>7</u>	<u>6</u>	<u>8</u>	<u>8</u>



Permit #	Issue Date	Issued To	Type	Res./	New/Acc.	Sq Ft	Lot #	Subdivision	Address
1916	9/10/2018	Premier Design Build	SFR	RES	ADDITION	447	NA	NA	2807 Critz Lane
1917	9/10/2018	Shaw Enterprises	SFR	RES	NEW	4,898	LOT 5025	Bridgemore	3700 Ronstadt Rd.
1918	9/10/2018	Shaw Enterprises	SFR	RES	NEW	4,405	LOT 5046	Bridgemore	3808 Everyman Way
1919	9/10/2018	Lennar Homes	SFR	RES	NEW	4,034	LOT 1538	Tollgate	3351 Vinemont Dr.
1920	9/10/2018	Crescent Homes TN, LLC	SFR	RES	NEW	5,280	LOT 8023	Bridgemore	3658 Martins Mill Rd.
1921	9/10/2018	Willow Branch Partners	TWN	RES	NEW	2,258	LOT 1261	Canterbury	3008 Sassafras Ln
1922	9/10/2018	Willow Branch Partners	TWN	RES	NEW	2,144	LOT 1262	Canterbury	3012 Sassafras Ln
1923	9/10/2018	Willow Branch Partners	TWN	RES	NEW	2,001	LOT 1263	Canterbury	3016 Sassafras Ln
1924	9/10/2018	Willow Branch Partners	TWN	RES	NEW	1,887	LOT 1264	Canterbury	3020 Sassafras Ln
1925	9/10/2018	Willow Branch Partners	TWN	RES	NEW	2,001	LOT 1265	Canterbury	3024 Sassafras Ln
1926	9/10/2018	Willow Branch Partners	TWN	RES	NEW	2,248	LOT 1266	Canterbury	3028 Sassafras Ln
1927	9/10/2018	Old South Construction	SFR	RES	NEW	5,731	LOT 6046	Bridgemore	3664 Ronstadt Rd.
1928	9/10/2018	Lennar Homes	SFR	RES	NEW	3,134	LOT 1537	Canterbury	3347 Vinemont Dr.
1929	9/10/2018	Robert Eddy	SFR	RES	ADDITION	1,596	NA	NA	2336 Coppergate Way
1930	9/14/2018	Arnold Homes LLC	SFR	RES	NEW	5,057	LOT 6076	Bridgemore	3609 Ronstadt Rd.
1931	9/26/2018	Willow Branch Partners	SFR	RES	NEW	3,411	LOT 1137	Canterbury	2713 Cloister Ln
1932	9/26/2018	Willow Branch Partners	SFR	RES	NEW	3,276	LOT 1144	Canterbury	2741 Cloister Ln
1933	9/26/2018	Willow Branch Partners	SFR	RES	NEW	3,411	LOT 1145	Canterbury	2745 Cloister Ln
1934	9/26/2018	Willow Branch Partners	SFR	RES	NEW	3,276	LOT 1147	Canterbury	2753 Cloister Ln
1935	9/26/2018	Shaw Enterprises	SFR	RES	NEW	4,878	LOT 5030	Bridgemore	3680 Ronstadt Rd.
1936	9/26/2018	Legacy Homes of TN, LLC	SFR	RES	NEW	5,710	LOT 6063	Bridgemore	3822 Pulpmill Dr.

SFR: 13 TWN: 6 OTHER: 2 TOTAL: 21



**Town of Thompson's Station
Cash Balance Report
As of September 30, 2018**

	August 2018	September 2018
General Fund:		
Checking Account	136,949	176,837
Money Market Investment Accounts	5,102,813	5,155,383
Total General Fund Cash	5,239,762	5,332,220
Less: Developer Cash Bonds Held	(169,300)	(169,300)
Less: County Mixed Drink Tax Payable	-	-
Less: Debt Principal and Interest Payments Due within 12 Months	(311,944)	(310,301)
Less: Hall Tax Refund Owed to State	(236,653)	(236,653)
Less: Adequate Schools Facilities Receipts (ITD starting Dec'07)	(321,161)	(326,363)
Less: Capital Projects (Project Budget)		
New Town Hall Construction Docs (75,600)	(18,980)	(18,980)
New Town Hall Construction		
Critz Lane Improvements	(2,849,600)	(2,849,600)
Critz Lane Redesign (596,000)	(24,820)	(24,820)
Grant Projects (Net after grant of \$1.6m received)		
Parks (265,000)	(94,102)	(94,102)
Cash Available - General Fund	1,213,202	1,302,100
Wastewater Fund:		
Checking Account	254,892	99,244
Money Market Investment Accounts	3,803,602	3,904,849
Total Wastewater Fund Cash	4,058,494	4,004,093
Less: Lagoon Clean Out (Professional Fees) (419,580+236,700)	(189,360)	(189,360)
Less: Debt Principal and Interest Payments Due within 12 Months	(123,283)	(122,567)
Less: Hood Development Prepaid System Dev. And Access Fees	(1,116,000)	(1,116,000)
Cash Available - Wastewater Fund	2,629,851	2,576,166
Total Cash Available	3,843,054	3,878,266



Town of Thompson's Station
General Fund Revenue Analysis
As of September 30, 2018

Year to Date
Budget versus Actual

	Sept YTD 2018	Budget	% of Budget	Budget Remaining	Comment
General Government Revenues:					
31111 Real Property Tax Revenue	569	270,000	0%	269,431	
31310 Interest & Penalty Revenue	18	-		(18)	
31610 Local Sales Tax - Trustee	228,232	900,000	25%	671,768	
31710 Wholesale Beer Tax	21,989	95,000	23%	73,011	
31720 Wholesale Liquor Tax	3,549	15,000	24%	11,451	
31810 Adequate School Facilities Tax	15,055	70,000	22%	54,945	
31900 CATV Franchise Fee Income	7,355	25,000	29%	17,645	
32000 Beer Permits	7,125	600	1,187%	(6,525)	
32200 Building Permits	152,317	300,000	51%	147,683	
32230 Submittal & Review Fees	1,725	20,000	9%	18,275	
32245 Miscellaneous Fees	51,750	2,000	2,588%	(49,750)	
32260 Business Tax Revenue	3,027	75,000	4%	71,973	
33320 TVA Payments in Lieu of Taxes	-	50,000	0%	50,000	
33510 Local Sales Tax - State	64,082	350,000	18%	285,918	
33520 State Income Tax				-	
33530 State Beer Tax	-	2,000	0%	2,000	
33535 Mixed Drink Tax	5,228	12,000	44%	6,772	
33552 State Streets & Trans. Revenue	793	8,000	10%	7,207	
33553 SSA - Motor Fuel Tax	16,694	80,000	21%	63,306	
33554 SSA - 1989 Gas Tax	2,585	12,000	22%	9,415	
33555 SSA - 3 Cent Gas Tax	4,789	20,000	24%	15,211	
33556 SSA - 2017 Gas Tax	5,532	20,000	28%	14,468	
36120 Interest Earned - Invest. Accts	6,475	20,000	32%	13,525	
37746 Parks Revenue	14,423	20,000	72%	5,577	
37747 Parks Deposit Return	(2,930)	(5,000)	59%	(2,070)	
37990 Other Revenue	2,650	10,000	27%	7,350	
Total general government revenue	613,032	2,371,600	26%	1,758,568	
Non-Operating Income:					
32300 Impact Fees	194,937	550,000	35%	355,063	
38000 Transfer from Reserves	-	5,812,000		5,812,000	
Total non-operating revenue	194,937	6,362,000		6,167,063	
Total revenue	807,969	8,733,600		7,925,631	



Town of Thompson's Station
General Fund Revenue Analysis
As of September 30, 2018

Month to Month
Trend Analysis

	August 2018	Sept 2018	Current Change	Mthly Avg Actual	Mthly Avg Budget	(Over) Under	Comment
General Government Revenues:							
31111 Real Property Tax Revenue	268	-	(268)	284	22,500	22,216	
31310 Interest & Penalty Revenue	-	-	-	9	-	(9)	
31610 Local Sales Tax - Trustee	70,259	81,018	10,759	114,116	75,000	(39,116)	
31710 Wholesale Beer Tax	2,716	9,950	7,234	10,995	7,917	(3,078)	
31720 Wholesale Liquor Tax	1,095	1,365	270	1,775	1,250	(525)	
31810 Adequate School Facilities Tax	5,981	5,203	(778)	7,528	5,833	(1,694)	
31900 CATV Franchise Fee Income	7,355	-	(7,355)	3,678	2,083	(1,594)	
32000 Beer Permits	7,125	-	(7,125)	3,562	50	(3,512)	
32200 Building Permits	60,899	36,189	(24,710)	76,159	25,000	(51,159)	
32230 Submittal & Review Fees	750	550	(200)	863	1,667	804	
32242 Miscellaneous Fees	50,922	-	(50,922)	25,875	167	(25,708)	
32260 Business Tax Revenue	50	2,594	2,544	1,514	6,250	4,736	
33320 TVA Payments in Lieu of Taxes	-	-	-	-	4,167	4,167	
33510 Local Sales Tax - State	-	28,932	28,932	32,041	29,167	(2,874)	
33520 State Income Tax	-	-	-	-	-	-	
33530 State Beer Tax	-	-	-	-	167	167	
33535 Mixed Drink Tax	-	3,591	3,591	2,614	1,000	(1,614)	
33552 State Streets & Trans. Revenue	-	-	-	397	667	270	
33553 SSA - Motor Fuel Tax	-	8,537	8,537	8,347	6,667	(1,680)	
33554 SSA - 1989 Gas Tax	-	1,291	1,291	1,292	1,000	(292)	
33555 SSA - 3 Cent Gas Tax	-	2,392	2,392	2,395	1,667	(728)	
33556 SSA - 2017 Gas Tax	-	3,094	3,094	2,766	1,667	(1,099)	
36120 Interest Earned - Invest. Accts	1,387	1,338	(49)	3,237	1,667	(1,571)	
37746 Parks Revenue	5,942	5,798	(144)	7,212	1,667	(5,545)	
37747 Parks Deposit Return	(1,250)	(580)	670	(1,465)	(417)	1,048	
37990 Other Revenue	1,050	800	(250)	1,325	833	(492)	
Total general government revenue	214,549	192,062	(22,487)	306,516	197,633	(108,883)	
Non-Operating Income:							
32300 Impact Fees	86,035	55,882	(30,153)	97,469	45,833	(51,635)	
38000 Transfer from Reserves	-	-	-	-	484,333	484,333	
39995 Capital Outlay Note Proceeds	-	-	-	-	-	-	
Total non-operating revenue	86,035	55,882	(30,153)	97,469	530,167	432,698	
Total revenue	300,584	247,944	(52,640)	403,985	727,800	323,815	



Town of Thompson's Station
General Fund Expenditure Analysis
As of September 30, 2018

Year to Date
Actual versus Budget

	Sept YTD 2018	Budget	% of Budget	Budget Remaining	Comment
General Government Expenditures:					
41110 Salaries	118,599	600,000	20%	481,401	
41141 FICA	7,664	37,200	21%	29,536	
41142 Medicare	1,792	8,700	21%	6,908	
41147 SUTA	255	2,400	11%	2,145	
41161 General Expenses	190	1,000	19%	810	
41211 Postage	100	1,000	10%	900	
41221 Printing, Forms & Photocopy	819	7,500	11%	6,681	
41231 Legal Notices	315	3,000	11%	2,685	
41235 Memberships & Subscriptions	1,448	4,000	36%	2,552	
41241 Utilities - Electricity	2,166	12,000	18%	9,834	
41242 Utilities - Water	531	2,500	21%	1,969	
41244 Utilities - Gas	168	2,000	8%	1,832	
41245 Telecommunications Expense	1,265	5,000	25%	3,735	
41252 Prof. Fees - Legal Fees	48,185	100,000	48%	51,815	
41253 Prof. Fees - Auditor	8,000	16,000	50%	8,000	
41254 Prof. Fees - Consulting Engineers	21,881	50,000	44%	28,119	
41259 Prof. Fees - Other	29,535	40,000	74%	10,465	
41264 Repairs & Maintenance - Vehicles	2,986	5,000	60%	2,014	
41265 Parks & Recreation Expense	28,158	40,000	70%	11,842	
41266 Repairs & Maintenance - Buildings	1,992	20,000	10%	18,008	
41268 Repairs & Maintenance - Roads	20,763	819,300	3%	798,537	
41269 SSA - Street Repair Expense	29,061	140,000	21%	110,939	
41270 Vehicle Fuel & Oil	5,391	15,000	36%	9,609	
41280 Travel	-	2,500	0%	2,500	
41285 Continuing Education	195	5,000	4%	4,805	
41289 Retirement	6,183	30,000	21%	23,817	
41291 Animal Control Services	7,355	7,500	98%	145	
41300 Economic Development	5,599	7,500	75%	1,901	
41311 Office Expense	4,278	100,000	4%	95,722	
41511 Insurance - Property	21,443	3,600	596%	(17,843)	
41512 Insurance - Workers Comp.	10,021	13,000	77%	2,979	
41513 Insurance - Liability	5,723	5,300	108%	(423)	
41514 Insurance - Medical	15,637	90,000	17%	74,363	
41515 Insurance - Auto	2,880	2,100	137%	(780)	
41516 Insurance - E & O	10,032	11,000	91%	968	
41551 Trustee Commission	6	5,500	0%	5,494	
41691 Bank Charges	531	2,000	27%	1,469	
41800 Emergency Services	100,000	145,000	69%	45,000	
41899 Other Expenses	-	10,000	0%	10,000	
Total general government expenditures	521,149	2,371,600	22%	1,850,451	
General government change in net position	91,884	-		(91,884)	
Non-Operating Expenditures:					
41940 Capital Projects	435,482	6,050,000	7%	5,614,518	
41943 Acquisition of Public Use Prop.	-	-		-	
41944 Capital Projects - Parks	3,350	-		(3,350)	
48000 Transfer to Reserves	-	-		-	
49030 Capital Outlay Note Payment	151,254	312,000		160,746	
Total non-operating expenditures	590,086	6,362,000		5,771,914	
Non-operating change in net position	(395,149)	-		395,149	
Total expenditures	1,111,234	8,733,600		7,622,366	
Change in Net Position	(303,265)	-		303,265	



Town of Thompson's Station
General Fund Expenditure Analysis
As of September 30, 2018

Month to Month
Trend Analysis

	August 2018	Sept 2018	Current Change	Mthly Avg Actual	Mthly Avg Budget	(Over) Under	Comment
General Government Expenditures:							
41110 Salaries	49,823	28,487	(21,336)	59,299	50,000	(9,299)	
41141 FICA	3,154	2,023	(1,131)	3,832	3,100	(732)	
41142 Medicare	738	473	(265)	896	725	(171)	
41147 SUTA	56	48	(8)	128	200	72	
41161 General Expenses	190	-	(190)	95	83	(12)	
41211 Postage	-	100	100	50	83	33	
41221 Printing, Forms & Photocopy	273	273	-	410	625	216	
41231 Legal Notices	60	256	196	158	250	92	
41235 Memberships & Subscriptions	1,419	-	(1,419)	724	333	(391)	
41241 Utilities - Electricity	2,166	-	(2,166)	1,083	1,000	(83)	
41242 Utilities - Water	175	160	(15)	265	208	(57)	
41244 Utilities - Gas	84	84	-	84	167	83	
41245 Telecommunications Expense	435	385	(50)	633	417	(216)	
41252 Prof. Fees - Legal Fees	21,520	15,825	(5,695)	24,093	8,333	(15,759)	
41253 Prof. Fees - Auditor	-	-	-	4,000	1,333	(2,667)	
41254 Prof. Fees - Consulting Engineers	15,677	3,309	(12,368)	10,940	4,167	(6,774)	
41259 Prof. Fees - Other	6,505	15,000	8,495	14,768	3,333	(11,434)	Sep LBMC Fee Fin. Dir.
41264 Repairs & Maintenance - Vehicles	2,621	365	(2,256)	1,493	417	(1,077)	
41265 Parks & Recreation Expense	5,372	22,285	16,913	14,079	3,333	(10,746)	Dog and Pony expenses
41266 Repairs & Maintenance - Buildings	1,168	500	(668)	996	1,667	671	
41268 Repairs & Maintenance - Roads	17,094	1,827	(15,267)	10,381	68,275	57,894	
41269 SSA - Street Repair Expense	6,015	29,546	23,531	14,531	11,667	(2,864)	Baugh Rd repaved
41270 Vehicle Fuel & Oil	4,037	1,354	(2,683)	2,695	1,250	(1,445)	
41280 Travel	-	-	-	-	208	208	
41285 Continuing Education	85	110	25	98	417	319	
41289 Retirement	2,458	1,679	(779)	3,092	2,500	(592)	
41291 Animal Control Services	-	-	-	3,678	625	(3,053)	
41300 Economic Development	5,000	599	(4,401)	2,800	625	(2,175)	
41311 Office Expense	1,533	1,938	405	2,139	8,333	6,194	
41511 Insurance - Property	22,693	(1,250)	(23,943)	10,722	300	(10,422)	
41512 Insurance - Workers Comp.	9,776	245	(9,531)	5,011	1,083	(3,927)	
41513 Insurance - Liability	5,723	-	(5,723)	2,862	442	(2,420)	
41514 Insurance - Medical	4,338	3,102	(1,236)	7,819	7,500	(319)	
41515 Insurance - Auto	2,880	-	(2,880)	1,440	175	(1,265)	
41516 Insurance - E & O	10,032	-	(10,032)	5,016	917	(4,099)	
41551 Trustee Commission	-	-	-	3	458	455	
41691 Bank Charges	521	-	(521)	266	167	(99)	
41720 Donations	-	-	-	-	-	-	
41800 Emergency Services	-	-	-	50,000	12,083	(37,917)	
41899 Other Expenses	-	-	-	-	833	833	
Total general government expenditures	203,621	128,723	(74,898)	260,574	197,633	(62,941)	
Non-Operating Expenditures:							
41940 Capital Projects	340,432	124,549	(215,883)	217,741	504,167	286,426	
41943 Acquisition of Public Use Prop.	-	-	-	-	-	-	
41944 Captial Projects - Parks	3,350	-	(3,350)	1,675	-	(1,675)	
48000 Transfer to Reserves	-	-	-	-	-	-	
49030 Capital Outlay Note Payment	-	151,254	151,254	75,627	26,000	(49,627)	
Total non-operating expenditures	343,782	275,803	(67,979)	295,043	530,167	235,124	
Total expenditures	547,403	404,526	(142,877)	555,617	727,800	172,183	



Town of Thompson's Station
 General Fund Capital Expenditures Report
 Fiscal Year to Date as of September 30, 2018

Capital Projects - General Fund		FY19 Budget	PTD 2019	Contracted Amts in Place	Remaining Budget
a	New Town Hall Design				
a	New Town Hall Construction Documents	29,620	10,640		18,980
a	New Town Hall Construction	1,200,000	0		1,200,000
a	Critz Lane Realignment Construction		0		0
a	Critz Lane Redesign	60,660	35,840		24,820
a	Clayton Arnold / TS Road E. Intersection	0	381,045		(381,045)
a	Critz Lane Improvements	2,850,000	266,000	266,000	2,584,000
b	Grant Projects	1,811,211	0		1,811,211
b	Land Purchase		0		0
d	Parks	88,509	18,175		80,334
	Total Capital Improvements	6,050,000	711,700	266,000	5,338,300

Projected Expenditures

Capital Projects - General Fund	Prior Expense	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		10,640											10,640
a	New Town Hall Construction													-
a	Critz Lane Realignment Construction													-
a	Critz Lane Redesign		35,840											35,840
a	Clayton Arnold / TS Road E. Intersection		256,495	124,550										381,045
a	Critz Lane Improvements	15,600	400			250,000								266,000
b	Grant Projects													-
c	Land Purchase - Encompass													-
d	Parks		4,407			13,768								18,175
	Total Capital Improvements		307,782	124,550		263,768								711,700

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 September 30, 2018

Year to Date
 Actual versus Budget

	Sept YTD 2018	Budget	% of Budget	Budget Remaining	Comment
Revenues:					
3100 Wastewater Treatment Fees	271,410	925,000	29%	653,590	
3101 Septage Disposal Fees	1,850	10,000	19%	8,150	
3105 Late Payment Penalty	10,887	-		(10,887)	
3109 Uncollectible Accounts	-	(5,000)		(5,000)	
3500 Other Income	-	-		-	
4009 Returned Check Charges	-	-		-	
Total Revenues	<u>284,147</u>	<u>930,000</u>		<u>645,853</u>	
Operating Expenses:					
Supply and Operations:					
4010 Payroll Expense	32,548	170,000	19%	137,452	
4210 Permits & Fees Expense	758	7,500	10%	6,742	
4220 Laboratory Water Testing	1,266	5,000	25%	3,734	
4230 Supplies Expense	533	5,000	11%	4,467	
4240 Repairs & Maint. Expense	7,765	65,000	12%	57,235	
4250 Postage, Freight & Express Chgs	2,755	8,000	34%	5,245	
4280 Billing Charges	946	12,000	8%	11,054	
4310 Utilities - Electric	15,222	90,000	17%	74,778	
4320 Utilities - Water	642	5,000	13%	4,358	
4350 Telecommunications	542	2,500	22%	1,958	
4390 Insurance Expense	-	21,000	0%	21,000	
4395 Insurance - Employee Medical	833	20,000	4%	19,167	
4400 Prof. Fees-Consulting Engineers	52,528	68,000	77%	15,472	
4420 Prof. Fees - Auditor	-	2,000	0%	2,000	
4490 Prof. Fees - Other	-	64,200	0%	64,200	
4710 Payroll Taxes - FICA	1,927	10,000	19%	8,073	
4720 Payroll Taxes - Medicare	451	2,200	20%	1,749	
4730 Payroll Taxes - SUTA	27	3,600	1%	3,573	
4789 Employee Retirement Expense	1,387	7,500	18%	6,113	
4800 Bank Charges	65	500	13%	435	
4900 Other Expense	-	1,000	0%	1,000	
Total Supply and Operations	<u>120,194</u>	<u>570,000</u>	<u>21%</u>	<u>449,806</u>	
Depreciation					
4990 Depreciation Expense	90,000	360,000	25%	270,000	
Total Operating Expenses	<u>210,194</u>	<u>930,000</u>	<u>23%</u>	<u>719,806</u>	
Operating result	73,953	-		(73,953)	
Non-Operating Income (Expense):					
3300 Tap Fees	160,126	550,000	29%	389,874	
3902 Interest Income - Invest Accts	3,821	5,000	76%	1,179	
4100 Capital Expenditures	-	(300,000)	0%	(300,000)	
4994 Interest Expense	(3,380)	(13,000)	26%	(9,620)	
Total non-operating income	<u>160,567</u>	<u>242,000</u>	<u>66%</u>	<u>81,433</u>	
Change in Net Position	<u>234,520</u>	<u>242,000</u>	<u>97%</u>	<u>7,480</u>	



Town of Thompson's Station
Wastewater Fund Revenue and Expense Analysis
As of September 30, 2018

Month to Month
Trend Analysis

	August 2018	Sept 2018	Current Change	Mthly Avg Actual	Mthly Avg Budget	(Over) Under	Comment
Revenues:							
3100 Wastewater Treatment Fees	76,910	90,980	14,070	90,470	77,083	(13,387)	Aug: 28d Sep: 30d
3101 Septage Disposal Fees	200	800	600	617	833	217	
3105 Late Payment Penalty	4,240	5,085	845	3,629	-	(3,629)	
3109 Uncollectible Accounts	-	-	-	-	(417)	(417)	
3500 Other Income	-	-	-	-	-	-	
4009 Returned Check Charges	-	-	-	-	-	-	
Total revenues	81,350	96,865	15,515	94,716	77,500	(17,216)	
Operating Expenses:							
Supply and Operations:							
4010 Payroll Expense	13,964	9,759	(4,205)	10,849	14,167	3,317	
4210 Permits & Fees Expense	-	-	-	253	625	372	
4220 Laboratory Water Testing	513	591	78	422	417	(5)	
4230 Supplies Expense	61	472	411	178	417	239	
4240 Repairs & Maint. Expense	3,995	3,046	(949)	2,588	5,417	2,828	
4250 Postage, Freight & Express Chgs	1,213	631	(582)	918	667	(252)	
4280 Billing Charges	428	455	27	315	1,000	685	
4310 Utilities - Electric	8,273	6,949	(1,324)	5,074	7,500	2,426	
4320 Utilities - Water	208	185	(23)	214	417	203	
4330 Telecommunications	246	296	50	181	208	28	
4390 Insurance Expense	-	-	-	-	1,750	1,750	
4395 Insurance - Employee Medical	417	417	-	278	1,667	1,389	
4400 Prof. Fees-Consulting Engineers	18,700	19,803	1,103	17,509	5,667	(11,843)	
4420 Prof. Fees - Auditor	-	-	-	-	167	167	
4490 Prof. Fees - Other	-	-	-	-	5,350	5,350	
4710 Payroll Taxes - FICA	778	302	(476)	642	833	191	
4720 Payroll Taxes - Medicare	182	71	(111)	150	183	33	
4730 Payroll Taxes - SUTA	9	13	4	9	300	291	
4789 Employee Retirement Expense	552	552	395	462	625	163	
4800 Bank Charges	-	-	-	22	42	20	
4900 Other Expense	-	-	-	-	83	83	
Total supply and operations	49,538	43,542	(5,601)	40,065	47,500	7,435	
Depreciation							
4990 Depreciation Expense	30,000	30,000	-	30,000	30,000	30,000	
Total operating expenses	79,538	73,542	(5,601)	70,065	77,500	7,435	
Operating result	1,812	23,323	21,116	24,651	-	(24,651)	
Non-Operating Income (Expense):							
3300 Tap Fees	72,500	45,000	(27,500)	53,375	45,833	(7,542)	
3902 Interest Income - Invest Accts	1,288	1,247	(41)	1,274	417	(857)	
4100 Capital Expenditures	-	-	-	-	(25,000)	(25,000)	
4994 Interest Expense	(1,133)	(1,133)	-	(1,127)	(1,083)	43	
Total non-operating income	72,655	45,114	(27,541)	53,522	20,167	(33,356)	
Change in Net Position	74,467	68,437	(6,425)	78,173	20,167	(58,007)	