

**Agenda for Regular Meeting of the Board of Mayor and Alderman
Monday, April 27, 2020 – 5:30 p.m.
Tulahoma Municipal Building**

Due To The COVID-19 Emergency, The Board of Mayor and Aldermen Will Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans. This meeting is in compliance with the Governor’s Executive Order No. 16 issued on March 20, 2020 and in effect until May 18, 2020.

<u>Regular Meeting of the Board of Mayor and Aldermen</u>	<u>Page</u>
Call to Order by Mayor Lane Curlee	
Roll Call	
Invocation – Rev. Elbert Smith	
Pledge – Rev. Elbert Smith	
Commendations and Certificates	
Proclamations, Awards, and Special Presentations	
Comments from Citizens	
Reports from the members of the Board of Mayor and Aldermen	
Report from the Mayor	
Report from City Attorney	
Report from City Administrator	
Linda Bean, Houshoulder Artman, Delivery of FY 2019 Audits	
Summary of Agenda Items and Voting Log	1
Department Reports	7

<u>Consent Agenda:</u>	<u>Page</u>
1. Item No. 20-32 – Minutes of April 13, 2020 Regular Meeting	22
2. Item No. 20-33 – March Financial Summary – General Fund	29
3. Item No. 20-34 – Approve an Addendum to the Recyclable Solid Waste Processing Agreement between the City of Tulahoma and City of Manchester to suspend performance for six months and allow City of Manchester to seek an alternative disposition for recyclable materials	31
4. Item No. 20-35 – Approve the one-year renewal of an Agreement with Houshoulder Artman, PLLC to perform audit services for the City of Tulahoma, Tulahoma City Schools, Tulahoma Industrial Development Board, Tulahoma Airport Authority, and Tulahoma Area Economic Development Corporation, in the total amount for all agencies of \$44,000, for Fiscal Year 2020	38
5. Item No. 20-36 – Approve Proposed Changes to the By-Laws of the Tulahoma Arts Council, including a re-naming to the Arts Council of Tulahoma (ACT)	41
6. Item No. 20-37 – Accept Delivery of the FY 2019 Audits	47

Note: All matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items, unless a Board member or citizen so requests, in which case the item will be removed from the Consent

Monday, April 27, 2020

Agenda and considered separately. During the portion of the meeting reserved for comments from citizens, as shown on the agenda, citizens may request that the Board remove an item from the Consent Agenda so that discussion may be held on the item.

Old Business:

Page

- 7. Other Old Business

New Business:

Page

- 8. **AGENDA ITEM No. 20-38** – Award Bid and Authorize the Mayor to Sign a Contract with Curl Construction in the amount of \$223,874 for the Construction of Phase 1 of a new park at 126 Silver Street 48
- 9. **RESOLUTION No. 1825** – A Resolution to Amend the City of Tullahoma FY 2020 Operating Budget to support adjustments necessary in anticipation of economic losses due to the COVID-19 pandemic. 52
- 10. **RESOLUTION No. 1826** – Consider Approval of a Resolution to Approve an Urban Development Action Grant (UDAG) loan in the amount of \$52,000 for JAD Enterprises, Inc. 56
- 11. **ORDINANCE No. 1536 - AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO.1392, TO RE-ZONE SIX PARCELS ADDRESSED AS 421 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 015.00), 423 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 014.00), 427 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 013.00), 429 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 012.00), 503 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP F, PARCEL 029.00), AND 507 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP F, PARCEL 028.00), FROM R-2, MEDIUM-DENSITY RESIDENTIAL DISTRICT TO R-3, HIGH-DENSITY RESIDENTIAL DISTRICT, adopt on the first of two readings and set a public hearing for Monday, May 11, 2020 at 5:30 p.m.** 58
- 12. **ORDINANCE No. 1537 - AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO. 1392, TO RE-ZONE AN APPROXIMATELY 1.03 ACRE PARCEL LOCATED AT 520 E. MOORE STREET (COFFEE COUNTY TAX MAP 124K, GROUP E, PARCEL 006.00) FROM R-2, MEDIUM-DENSITY RESIDENTIAL DISTRICT, TO R-3, HIGH-DENSITY RESIDENTIAL DISTRICT, adopt on the first of two readings and set a public hearing for Monday, May 11, 2020 at 5:30 p.m.** 68
- 13. **ORDINANCE No. 1538 - AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO.1392, TO RE-ZONE THREE PARCELS ADDRESSED AS 1801 N. WASHINGTON STREET (COFFEE COUNTY TAX MAP 109P, GROUP B, PARCEL 002.03), 1807 N. WASHINGTON STREET (COFFEE COUNTY TAX MAP 109P, GROUP B, PARCEL 002.04), AND 1821 N. WASHINGTON STREET (COFFEE COUNTY TAX MAP 109P, GROUP B,** 77

Monday, April 27, 2020

PARCEL 002.00), FROM I-1, RESTRICTED MANUFACTURING AND WAREHOUSING DISTRICT TO C-2, GENERAL COMMERCIAL DISTRICT, adopt on the first of two readings and set a public hearing for Monday, May 11, 2020 at 5:30 p.m.

- | | | |
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| 14. | ORDINANCE No. 1539 - AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF TULLAHOMA, TENNESSEE, WHICH IS ORDINANCE NO. 1392, BY AMENDING ARTICLE II, DEFINITIONS, ARTICLE IV, SPECIFIC DISTRICT REGULATIONS, AND ARTICLE VI, SPECIAL REGULATIONS, BY CREATING A NEW SECTION 606, DEVELOPMENT STANDARDS FOR microbrewery, micro-distillery, and micro-winery , adopt on the first of two readings and set a public hearing for Monday, May 11, 2020 at 5:30 p.m. | 85 |
| 15. | Other New Business | N/a |

Adjourn

Beer Board

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- | | |
|------------------------------------|----|
| Call to order by Mayor Lane Curlee | |
| Public Comments | |
| Summary of Beer Board Agenda Items | 90 |

Consent Agenda:

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|---|----|
| 1. Item No. 20-BB13 – Minutes of April 13, 2020 Beer Board Meeting | 91 |
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Old Business:

- | | |
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| 2. Other Old Business | N/a |
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New Business:

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| 3. Other New Business | N/a |
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Adjourn

Anyone requesting accommodations due to disabilities should contact Ms. Casta Brice, A.D.A, Coordinator, at 931-455-2648, prior to the meeting.

**TULLAHOMA BOARD OF MAYOR AND ALDERMEN
SUMMARY OF ACTION AND VOTING LOG ON AGENDA ITEMS-CY20**

Agenda Item No.	Description	Action	Mayor Curlee	Mayor Pro Tem Blanks	Alderman Blackwell	Alderman Berry	Alderman Dunn	Alderman Mathis	Alderman Knowis
20-01	Minutes of 12/9/19 Meeting	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-02	Set a Municipal Election Date for first Thursday in August 2020- August 6, 2020	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-03	Approve Grant Application to TDOT Planning Grant for study of Cedar Ln/Westside Dr	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-04	Approve Participation & Mayor's signature for wellness benefit programs -- Silver and Fit and Healthy Contributions	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
Ord. 1531	Ordinance to amend zoning map; rezone 2 parcels; 412 N. Jackson St. & 107 W. Hogan St	Approved 12/9/19 on the 1 st of 2 readings	Y	Y	Y	Y	Y	Y	Y
		Approved on 2 nd reading 01/13/20	Y	Y	Y	Y	Y	Y	Y
20-05	Approve a Downtown Resurfacing Project with Rogers Group	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
Ord. 1532	Ordinance to amend zoning map; rezone 2 parcels; 509 W. Grundy St.	Approved 1/13/20 on the 1 st of 2 readings	Y	Y	Y	Y	Y	Y	Y
		Approved on 2 nd reading 2/10/20	Y	A	Y	Y	Y	Y	Y

Disclaimer: This summary is provided for reference only and is not the official record of any action, the only official record may be found in the approved minutes on file maintained by the City Recorder.

Agenda Item No.	Description	Action	Mayor Curlee	Mayor Pro Tem Blanks	Alderman Blackwell	Alderman Berry	Alderman Dunn	Alderman Mathis	Alderman Knowis
20-06	Minutes of 1/13/20 Meeting	Approved 1/27/20	A	Y	Y	Y	Y	A	Y
20-07	Accept the December Financial Report	Approved 1/27/20	A	Y	Y	Y	Y	A	Y
20-08	Approve & Authorize Mayor to sign application for CDGB grant program to assist neighborhood stabilization	Approved 1/27/20	A	Y	Y	Y	Y	A	Y
20-09	Approve & Authorize Mayor to sign Professional Services Agreement with SAFEbuilt, LLC and Municipal Inspection Services, LLC for Planning & Codes	Approved 1/27/20	A	Y	Y	Y	Y	A	Y
20-10	Announce vacancy on the Coffee County Public Building Authority for Tullahoma Resident	N/a							
Res. 1820	Resolution to support grant application to CDDBG program of TDECD to support neighborhood stabilization and revitalization projects	Adopted 1/27/20	A	Y	Y	Y	Y	A	Y
20-11	Minutes of 01/27/20 Meeting	Approved 02/10/20	Y	A	Y	Y	Y	Y	Y
20-12	Adopt the FY 2021 Budget Adoption Schedule	Adopted 2/10/20	Y	A	Y	Y	Y	Y	Y

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Agenda Item No.	Description	Action	Mayor Curlee	Mayor Pro Tem Blanks	Alderman Blackwell	Alderman Berry	Alderman Dunn	Alderman Mathis	Alderman Knowlis
20-13	Approve cancellation of 03/23/20 & 05/25/20 BMA mtgs.	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
20-14	Approve reappointment of Dr. Don Daniel to TAA	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
20-15	Authorize Finance Director to negotiate a Municipal Advisor agreement with Stephens Inc.	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
20-16	Approve a License Agreement between City of Tullahoma and International Soap Box Derby for 5-2-20	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
20-17	Approve renewal of a two-year Facility Use Agreement with American Red Cross for DW Wilson & CD Stamps Centers	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
20-18	Approve grant application to the Appalachian Regional Commission (ARC) to support construction of 2 airport hangars	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
Ord. 1533	Ord. to amend Code of Ord. Ch. 3 (Beer) Sec. 8-326 (prohibited conduct or activities by beer permit holders) of Title 8 (Alcoholic beverages)	Approved 2/10/20 on the 1 st of 2 readings	Y	A	Y	Y	Y	Y	Y

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Agenda Item No.	Description	Action	Mayor Curtee	Mayor Pro Tem Blanks	Alderman Blackwell	Alderman Berry	Alderman Duinn	Alderman Mathis	Alderman Knowis
		Approved on 2 nd reading 2/24/20	A	Y	Y	Y	Y	Y	Y
Ord. 1534	Ordinance to amend Code of Ord. Ch. 2 (Intoxicating liquors) Sec. 8-223 (visible open containers on streets, etc. prohibited of Title 8 (Alcoholic beverages))	Approved 2/10/20 on the 1 st of 2 readings	Y	A	Y	Y	Y	Y	Y
		Approved on 2 nd reading 2/24/20	A	Y	Y	Y	Y	Y	Y
Res. 1821	Res. to support application to USDA, RDCF grant program funds to construct two hangars- Tullahoma Municipal Airport	Adopted 2/10/20	Y	A	Y	Y	Y	Y	Y
20-19	Minutes of 02/10/20 Meeting	Approved 2/24/20	A	Y	Y	Y	Y	Y	Y
20-20	Accept the December Financial Report	Approved 2/24/20	A	Y	Y	Y	Y	Y	Y
20-21	Approve & Authorize the Mayor to execute a Municipal Advisor Agreement with Stephens Inc.	Approved 2/24/20	A	Y	Y	Y	Y	Y	Y
20-22	Approve a request to display temporary signage promoting the Tullahoma Farmer's Market	Approved 2/24/20	A	Y	Y	Y	Y	Y	Y

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Agenda Item No.	Description	Action	Mayor Curree	Mayor Pro Tem Blanks	Alderman Blackwell	Alderman Berry	Alderman Dunn	Alderman Mathis	Alderman Knowlis
20-23	Ratify approval of the purchase of real property at 114 SW. Atlantic St. and 108 S. Atlantic St. in Downtown Tullahoma for \$152,000	Approved 2/24/20	A	Y	Y	N	Y	Y	Y
Res. 1822	Vote to amend par. 4 of Res. 1822 to remove the words "and parking fees"	Approved 2/24/20	A	N	Y	Y	Y	Y	Y
Res. 1822	Resolution to approve UDAG loan in the amount of \$75,000 to the TIDB to support acquisition of downtown property	Adopted 2/24/20	A	Y	Y	N	Y	Y	Y
Ord. 1535	Ordinance to amend zoning map; rezone 2 parcels; 330 Broadrick St. & Ann St.	Approved 2/24/20 on the 1st of 2 readings	A	Y	Y	Y	Y	Y	Y
		Approved on 2 nd reading 4/13/20	Y	Y	Y	Y	Y	Y	Y
20-25	Approve purchase of new radio repeater equip. for Police Dept.	Approved 3/9/20	Y	Y	Y	Y	Y	Y	Y
20-26	Approve purchase of two new vehicles for Police Dept.	Approved 3/9/20	Y	Y	Y	Y	Y	Y	Y
20-27	Approve Painting Services from EEP to restore fencing, gate & arches at Maplewood Cemetery	Approved 3/9/20	Y	Y	Y	Y	Y	Y	Y

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Agenda Item No.	Description	Action	Mayor Curlee	Mayor Pro Tem Blanks	Alderman Blackwell	Alderman Berry	Alderman Dunn	Alderman Mathis	Alderman Knowis
20-28	Accept Mayor's appointment of David Bethae to Arts Council	Approved 3/9/20	Y	Y	Y	Y	Y	Y	Y
20-29	Minutes of 03/09/20 Meeting	Approved 4/13/20	Y	Y	Y	Y	Y	Y	Y
20-30	Approve Interlocal Agreement between City & THA to support the use of City's Engineering firm for Professional Design Services & Contracted Fees schedule	Approved 4/13/20	Y	Y	Y	Y	Y	Y	Y
Res. 1823	Resolution to approve Amendments to the Personnel Regs. In Response COVID-19 Pandemic	Adopted 4/13/20	Y	Y	Y	Y	Y	Y	Y
Res. 1824	Resolution to approve an Amendment to the Public Records Policy for City of Tullahoma	Adopted 4/13/20	Y	Y	Y	Y	Y	Y	Y
20-31	Approve Change Order No. 1 for \$21,984 for materials testing & inspection services related to TPD building project	Adopted 4/13/20	Y	Y	Y	Y	Y	Y	Y

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DATE: April 27, 2020
TO: Mayor and Board of Alderman
FROM: Jennifer Moody, City Administrator
SUBJECT: City Department Reports

Enclosed please find a copy of our departmental monthly reports and highlights below:

Under Construction

Construction of Tullahoma's new Police Building is progressing well despite all the rain in January – March of this year and, at this time, American Constructors has only increased the projected completion date by one day. I receive regular field reports regarding progress of special inspections and much of the work to-date has been to establish the building foundation, retaining walls, and structural steel. In addition, there has been a significant amount of dirt work to create what will be a much more level parking surface for the entire lot in the end.

City Personnel

We continue to be under a hiring freeze in all areas except Police patrol division and Fire suppression personnel. Currently, we have five (5) open patrol positions and will be conducting interviews in early May to fill those positions. We have no vacant full-time firefighter positions.

In addition, we will continue with alternate work schedules and temporary telecommuting, although we have developed a phased plan where some will be returning to a more typical work schedule beginning in May, along with the expiration of the Governor's stay at home order.

Census 2020

Nationally, as of mid-April about 48% of America's 70 million households have responded to the Census. As of April 15th, Coffee County has 55.6% who have completed the Census. We have been able to receive completion data by census tract and the reporting has been nearly equal across all census tracts. We hoped this would help us target marketing to underreporting in some areas and we do know that all but 4 tracts are over 51%; 10 tracts are over 51%, 6 tracts are over 57% and 2 tracts are over 64% complete. This demonstrates an excellent return rate – thank you Tullahoma citizens!

Encl.

CITY OF TULLAHOMA GRANT STATUS APRIL 2020						
Dept.	Program Title	Project	Total project \$ (includes match)	Match \$ approved	Status	Deadline
Finance/Admin	UDAG		650,000.00		15 open loans	
Finance/Admin	USDA Rural Development Enterprise Grant	Revolving loan fund (for small businesses)	\$ 148,000.00	\$ 10,000.00	New program re-started	NA
Finance/Codes	THDA Homes	Refurbish residential	\$ 500,000.00	\$ -	Managed by TPA/hold due to CV-19	6/1/2021
Admin	CDBG	East Tullahoma Neighborhood Revitalization	\$250,000.00	\$ 32,000.00	in progress	2/21/2019
Admin	ARC Broadband	Downtown Wi-Fi	\$ 10,000.00	\$ -	ordered wifi; complete	4/1/2020
Admin	USDA Rural Business Development Grant (RBEG)	Downtown Wi-fi	\$ 41,020.00	\$12,305	Funding is still providing lighttube service	9/1/2018
Admin	Project Diabetes	Silver St Lighting	\$ 30,000.00	n/a	Awarded July 2019	5/4/2020
Admin	Tennessee Downtown	Downtown Branding and design	\$ 15,000.00	n/a	Complete, 100% reimbursed	5/1/2020
Admin	ARC Business Development	Airport Hangar Construction	\$500,000	\$100,000	Withdrawn	TBD
Admin	USDA Community Facilities	Airport Hangar Construction	\$180,000		Withdrawn	TBD
Airport	TDOT Aeronautics	Airport Hangar Construction	\$452,843		Awarded	6/1/2021
TAEDC	Tennessee Department of Tourism Development	Tourism Guide	\$8,000	\$ 3,000.00	Going to print	5/1/2020
Recreation	Department of Health	Access to Health/Silver St Park	\$10,000	N/A	Awarded 2/25/19	43983
Recreation	Department of Health	Silver St Fitness Park	\$ 85,000.00	N/A	Awarded 6/18	6/1/2020
Planning	TDOT Mobility	Transportation Study	\$ 100,000.00	\$ 5,000.00	6-Jun-18	6/20/2019
Police	DOJ	BVP	\$ 8,000.00	\$ 3,749.00	Filed for reimbursement on July 16, 2019	
Police	THSO	Traffic Enforcement	\$ 3,570.00	\$ 1,785.00	Submitted July 16, 2019	
Police	THSO	Misc traffic control programs/OT	\$14,819.60	N/A	on going 11/16	10/1/2020
Public Works	CFMT	Medical Funds for Shelter	\$5,000.00	N/A	In progress	6/30/2020
Public Works	TDOT TAP	Anderson Street	\$1,000,000.00	\$ 200,000.00	Applied for; BMA 10/14/19	TBD
Public Works	TDOT	Traffic Signal Modernization	\$15,000.00	N/A	Applied	TBD
Public Works	TDEC	Used Oil Equipment	\$ 14,050.00	\$ 5,620.00	Awarded Jan 29, 2018/Applied 10/17	
Public Works	TDEC	Recycling Equipment	\$ 13,826.00	\$ 5,530.00	Awarded Jan 29, 2018/Applied 10/17	10/1/2020
Public Works	TDOT Safe Routes	East Lincoln sidewalks	\$ 227,000.00	No match	ROW acquisition	7/1/2020
TOTALS			\$ 3,629,128.60	\$ 378,990.00		
					Prepared by Winston Brooks/Community Development Director	

CITY OF TULLAHOMA
Human Resources Department
March 2020

Recruitment

FULL-TIME		PART-TIME	
<i>Filled Positions</i>	<i>Open Positions</i>	<i>Filled Positions</i>	<i>Open Positions</i>
Firefighter	Police Officer (4) Building Inspector Investigations Sergeant Animal Control Attendant Grounds Technician	Reserve Firefighter (2)	PW Laborer Service Specialist School Crossing Guard Reserve Firefighter Recreation Leader

	<i>FY20-YTD</i>	<i>FY19</i>	<i>FY18</i>	<i>FY17</i>
FT Employee Turnover	12.03%	20.26%	15.54%	8.90%
# Full-time Hired	23	33	25	17
# Part-time Hired	27	70	77	71
# FT Promotions	8	18	8	15

Workers' Compensation

Employees who are injured on the job and require medical attention are reported to OSHA on a calendar year basis. Employees report injuries that do not require a doctor's appointment in the event they have a future need for medical attention.

	<i>CY20 - YTD</i>	<i>CY19</i>	<i>CY18</i>	<i>CY17</i>
Medical Attention Required	7	15	23	18
No Medical Attention	15	24	29	26

Personnel Regulations

In response to COVID-19, policies were developed in our efforts to minimize exposure to this virus for our employees and the community. The revisions to our personnel regulations support alternative work schedules and temporary telecommuting. The changes include a contagious illness policy which provides more guidance on steps to maintain a healthy workplace for all employees.

Employee Furloughs

Part-time employees who were unable to work due to the pandemic were furloughed in March. Recreation was the department most significantly impacted. The department is providing assistance to employees and responding to requests for additional information from the unemployment office.

Committee Meetings / Professional Development

- TN SHRM Webinar– Coronavirus Update for HR Professionals

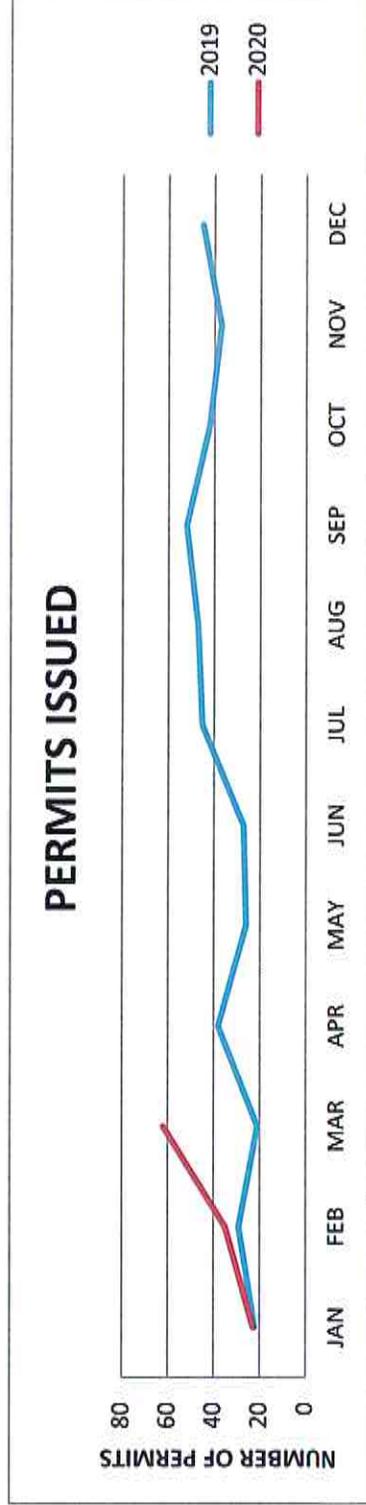
In Process

- Compensation Study
- Job Descriptions
- HR Webpage – Employee Access

TULLAHOMA PLANNING AND CODES DEPT

Permit and Inspection Activity Summary - March 2020

PERMITS & INSPECTIONS	MAR-20 QTY	FEB-20 QTY	YTD QTY	MAR-20 VALUATION	YTD VALUATION	2019 EOY QTY	2019 EOY VALUATION
Total Building Inspections	184	106	434				
Total Permits Issued	62	35	120	\$6,482,790	\$8,007,628	446	\$35,469,887
Residential New Construction	4	1	6	\$1,595,042	\$2,205,042	57	\$13,869,676
Residential Additions/Remodels/Accessory	4	5	14	\$110,429	\$524,613	115	\$3,039,655
Mechanical	9	7	18	\$3,850	\$16,830	2	\$33
Plumbing	8	6	16	\$1,350	\$6,375	5	\$5,868
Commercial/Industrial New Construction	2	1	3	\$4,540,803	\$4,565,841	5	\$16,248,411
Commercial/Industrial Additions/Remodels	3	4	7	\$201,700	\$637,676	42	\$1,994,405
New Signage	14	5	24	\$25,406	\$32,486	85	\$211,549
Demolitions	2	2	5	\$150	\$375	20	\$2,225
Storm Water, Culvert & Bonds	13	2	21	\$4,000	\$17,300	80	\$63,040
Tower Permits	0	0	0	\$0	\$0	1	\$20,000
Occupancy / Change of Occupancy	3	1	5	\$60	\$90	11	\$8,025
Temporary Use	0	1	1	\$0	\$1,000		
Fireworks Tents	0	0	0	\$0	\$0	7	\$7,000



TULLAHOMA PLANNING AND CODES DEPT

Property Maintenance Activity Summary - March 2020

VIOLATION	QTY
Code Enforcement Officers	1
Admin Assistants	1
Complaints Received	10
Complaints Closed	3
Complaints Unresolved	176
City Attorney Cases	0
Citation / AHO	2
Citation / City Court	0
Total Site Inspections	28
Average Response Time (Days)	30
Average Resolution Time (Days)	60
Complaints Resolved by Owner	2
Unfounded Complaints	1
Rubbish Complaints	3
Inoperable Vehicles	3
Zoning Ord. Violation (Mobile Home & RV Parks)	1
Working without Permits	2
Dumping Activities - TMC 17-128	1
Unfit for Human Occupancy	3
Failure to Maintain Exterior	2
Illegal Signage	0

CITY OF TULLAHOMA

Public Works Department

March 2020

Department Staffing:

Streets/Stormwater Management: 16 full time
Sanitation: 19 full time, 2 part-time
Public Works Administration: 4 full time
Animal Control: 3 full time
Mechanics: 3 full time, 1 part time

Monthly Manhours Worked:

Mar 2020 = 7334.5 hrs. = 42 Full-Time Equivalent Employees
(4 weeks reporting period)

Budget Appropriation:

Total Public Works: \$4,907,986.00

Monthly Activity Summary:

Streets/Stormwater Management:

No. Signs Installed / Repaired	47
Asphalt Placed in Tons (cold patching/hot mix)	1
Asphalt Monitored in Tons (placed by others)	
Stone / rock spread (Tons)	22
Road Salt Spread (Tons)	1
Sidewalks and Curbs Repaired	2
Ditches / Tile Cleaned During Storm (Man hours)	360
Ditch work/Tile Installed (L.F)	248
Tree Removal or Trimming (Man hours)	80
No. of Drainage Complaints Received	30
No. of Drainage Complaints Corrected	27
Street striping / painting	0
Christmas Parade Street Hours	0
ADA Transition Plan Fieldwork (Man hours)	8

Sanitation:

Residential Garbage Collection (Tons / No. Of Homes)	605.43/ 8250 +
Commercial Garbage Collection (Tons / No. Of Businesses)	473.84/ 725
New/Replacement Residential Garbage Cans Provided	9
New/Replacement Dumpsters Provided	13
City Cemetery Maintenance (Man hours)	16
Other maintenance, weeding/mowing (man hours worked)	8
Brush/Leaf Collected (No. of Flat Bed Trucks)	113 loads
Brush/Leaf Collected (No. of Swa-car Loads)	82 loads
Litter Pickup (Man hours Worked)	216
No. of calls received (Sanitation / Streets)	329
Work Orders	252
Total Bio Bags	761 bags
Total Bags of Litter	1116 bags
Loads of Loose Leaves for 2019/2020 Season	391.25 loads
Call Out Overtime Hours	86 hours

Parks and Recreation Monthly Report

March 2020

Total Usage	D.W. Wilson	Member	Non-Member	Insurance Benefit	Resident	Non-Resident
424	Weight Room	294	59	71		
292	Indoor Pool Lap Swim	90	159	43		
102	Basketball (over 18)	0		0	81	21
311	Basketball (under 18)	311				
51	Pickleball	7		12	21	11
405	Fitness Classes Land	251	88	66		
131	Aquatic Fitness Classes	68	31	32		
71	Public Swim	6	65	0		

	C.D. Stamps	Member	Non-Member		
7	Weight Room	2	0	0	5
276	Gymnasium	0		0	254

Tulahoma Police Department Monthly Statistics for March 2020



Total miles patrolled for this month:	24,970
Total miles patrolled for same time last year:	26,216
Total police calls answered this month:	1,373
Total police calls answered for same time last year:	1,830
Total traffic accidents for this month:	52
Total traffic accidents for same time last year:	48
Total citations issued this month:	167
Total citations issued for same time last year:	371
Total arrests made for this month:	123
Total arrests made for same time last year:	148

TPD News/Notes:

Recently 1st shift, and officers Medley, Maloney, and Investigator Gore were recognized for their work in solving several market burglaries as well as the arrest of an individual who was wanted on 1st Degree Murder warrants out of Nashville.

DATE: MARCH 2020

TULLAHOMA
FIRE/RESCUE
OPERATION SHEET

STRUCTURES FIRES	<u>1</u>
MEDICAL 1st RESPONDER	<u>58</u>
TRASH OR RUBBISH	<u>0</u>
FIRE ALARM	<u>9</u>
LEAKS OR SPILLS	<u>4</u>
TOTAL RESPONSE CALLS	<u>111</u>
DOLLAR AMOUNT SAVED	<u>164,453.00</u>

MOTOR VEHICLE ACCIDENT	<u>11</u>
PUBLIC ASSIST.	<u>6</u>
INVESTIGATE	<u>0</u>
MUTUAL AID	<u>0</u>
OTHER	<u>22</u>
DOLLAR AMOUNT LOSS	<u>41,00.00</u>

INSPECTORS ACTIVITY SHEET

FIRE RESPONSE	<u>2</u>
FIRE INVESTIGATIONS	<u>3</u>
NEW FACILITY INSPECTION	<u>1</u>
TRAINING HOURS	<u>2</u>

COMM. ASSIST	<u>26</u>
STORM WATER INSPECTION	<u>4</u>
EXISTING FACILITIES	<u>26</u>

PUBLIC EDUCATION

TOTAL PROGRAMS	<u>0</u>
CONTACT WITH CHILDREN	<u>0</u>

CONTACT WITH ADULTS	<u>0</u>
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TRAINING IN-HOUSE & OUTSIDE THE DEPT.

PUBLIC RELATIONS

DAILY TRAINING 33 (ffs) 960hrs

3/4 Development Meeting

Bail out & Egrees class TFACA 36 (ffs) 8hrs 288hrs

No Public Meetings or Events Due to Covid -19

TFACA Pump II 2 (ffs) 16hrs 32hrs

Off site classes have been cancelled due to Covid-19

TOTAL HOURS 1,280

BURNING PERMITS 168

Summary By Incident Type

Report Period: From 03/01/2020 to 03/31/2020

All Selected Fire Departments

Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123)	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138)	2	1.82 %	2	0	0	0	0	0	2
Other Fires (100, 140-173)	0	0.00 %	0	0	0	0	0	0	0
Total Fires	2	1.82 %	2	0	0	0	0	0	2
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	71	64.55 %	71	0	0	0	0	0	71
All Others (331-381)	1	0.91 %	1	0	0	0	0	0	1
Total Rescue Calls	72	65.45 %	72	0	0	0	0	0	72
Hazardous Condition Calls (400-482)	4	3.64 %	4	0	0	0	0	0	4
Service Calls (500-571)	18	16.36 %	18	0	0	0	0	0	18
Good Intent Calls (600-671)	5	4.55 %	5	0	0	0	0	0	5
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	9	8.18 %	9	0	0	0	0	0	9
Total False Calls	9	8.18 %	9	0	0	0	0	0	9
TOTAL CALLS	110	100.00 %	110	0	0	0	0	0	110

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 0.00
Total Exposure Fires	0	Total Dollar Loss	\$ 0.00
Casualty Summary			
	Civilian	Fire Service	
Fire Related Injuries	0	0	
Non-Fire Injuries	0	0	
Fire Related Deaths	0	0	
Non-Fire Deaths	0	0	

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 03/01/2020 to 03/31/2020

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
131	Passenger vehicle fire	2	1.82 %	0	5.00	0.00	0.00	2.00	0.00	0.00	4.02	8.03	4.00
300	Rescue, emergency medical call (EMS) call, other	2	1.82 %	0	9.00	2.00	2.00	2.00	1.00	1.00	17.62	35.23	8.50
311	Medical assist. assist EMS crew	58	52.73 %	0	2.28	1.93	0.00	1.05	0.97	0.00	2.78	161.17	3.79
322	Vehicle accident with injuries	11	10.00 %	0	4.55	2.00	0.00	1.36	1.00	0.00	3.60	39.55	3.00
331	Lock-in (if lock out, use 511)	1	0.91 %	0	2.00	0.00	0.00	1.00	0.00	0.00	0.53	0.53	2.00
411	Gasoline or other flammable liquid spill	1	0.91 %	0	4.00	2.00	0.00	1.00	1.00	0.00	1.20	1.20	2.00
412	Gas leak (natural gas or LPG)	3	2.73 %	0	9.67	0.00	0.67	2.33	0.00	0.33	7.79	23.36	3.67
531	Smoke or odor removal	4	3.64 %	0	9.50	0.00	0.00	2.50	0.00	0.00	6.14	24.57	4.50
553	Public service	6	5.45 %	0	4.67	1.00	0.00	1.50	0.50	0.00	3.30	19.78	6.17
561	Unauthorized burning	8	7.27 %	0	2.25	1.00	0.00	1.12	0.50	0.00	1.19	9.50	4.38
651	Smoke scare, odor of smoke	5	4.55 %	0	8.00	0.00	0.00	2.60	0.00	0.00	4.92	24.60	4.60
745	Alarm system sounded, no fire - unintentional	9	8.18 %	0	7.56	0.22	0.00	2.67	0.11	0.00	3.93	35.33	4.78
	Totals	110	100.00 %	0	3.97	1.42	0.05	1.44	0.71	0.03	3.48	382.88	4.08
	Mutual Aid Given incidents	0											

Summary By Incident Type

Report Period: From 03/01/2020 to 03/31/2020

All Selected Fire Departments

Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invaliid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123)	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138)	2	1.82 %	2	0	0	0	0	0	2
Other Fires (100, 140-173)	0	0.00 %	0	0	0	0	0	0	0
Total Fires	2	1.82 %	2	0	0	0	0	0	2
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	71	64.55 %	71	0	0	0	0	0	71
All Others (331-381)	1	0.91 %	1	0	0	0	0	0	1
Total Rescue Calls	72	65.45 %	72	0	0	0	0	0	72
Hazardous Condition Calls (400-482)	4	3.64 %	4	0	0	0	0	0	4
Service Calls (500-571)	18	16.36 %	18	0	0	0	0	0	18
Good Infant Calls (600-671)	5	4.55 %	5	0	0	0	0	0	5
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	9	8.18 %	9	0	0	0	0	0	9
Total False Calls	9	8.18 %	9	0	0	0	0	0	9
TOTAL CALLS	110	100.00 %	110	0	0	0	0	0	110

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 0.00
Total Exposure Fires	0	Total Dollar Loss	\$ 0.00
Casualty Summary			
Fire Related Injuries	0	Fire Service	0
Non-Fire Injuries	0		0
Fire Related Deaths	0		0
Non-Fire Deaths	0		0

AGENDA ITEM NO. 20-32
**PUBLIC HEARING
MINUTES
APRIL 13, 2020**

The Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee met in a Public Hearing at the Municipal Building, in Tullahoma, on Monday, April 13, 2020, with Mayor Lane Curlee presiding and the following named members of the Board: Daniel Berry, Rupa Blackwell, Jimmy Blanks, Robin Dunn, Ray Knowis and Jerry Mathis. All Board Members were present.

Due To The COVID-19 Emergency, The Board of Mayor and Aldermen Will Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans. This meeting is in compliance with the Governor's Executive Order No. 16 issued on March 20, 2020 and in effect until May 18, 2020.

Jennifer Moody, City Administrator; Stephen M. Worsham, City Attorney; and Rosemary Golden, City Recorder were also present at the meeting.

The Mayor opened the Public Hearing and read the notice (advertised in Tullahoma Newspaper on Sunday, March 1, 2020) for the following:

ORDINANCE NO. 1535 - AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO. 1392, TO RE-ZONE TWO PARCELS ADDRESSED AS 330 BROADRICK STREET (COFFEE COUNTY TAX MAP 124E, GROUP J, PARCEL 005.02) AND ANN STREET (COFFEE COUNTY TAX MAP 124E, GROUP J, PARCEL 005.01), FROM C-2, GENERAL COMMERCIAL DISTRICT TO I-1, RESTRICTED MANUFACTURING AND WAREHOUSING DISTRICT.

Mr. Lee Lawson, Planning and Codes Director, gave the background information. He also stated that at the Planning Commission meeting on February 17, 2020 they voted to send the Board of Mayor and Aldermen a favorable recommendation regarding this issue.

There were no public comments; therefore Mayor Curlee closed this public hearing and the meeting was adjourned at 5:35pm.

CITY RECORDER

MAYOR

**BOARD OF MAYOR AND ALDERMEN (BMA)
MINUTES FOR
APRIL 13, 2020**

The Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee assembled at the Municipal Building, in Tullahoma, for a meeting on Monday, March 9, 2020 at 5:30 p.m. with Mayor Lane Curlee presiding and the following named members of the Board of Mayor and Aldermen: Jimmy Blanks, Daniel Berry, Rupa Blackwell, Robin Dunn, Ray Knowis and Jerry Mathis. All Board Members were present.

Due to the Covid-19 Emergency, the Board of Mayor and Aldermen will conduct its essential business by electronic means rather than being required to gather a quorum of the members physically present in the same location because it is necessary to protect the health, safety, and welfare of Tennesseans. This meeting is in compliance with the Governor's Executive Order No. 16 issued on March 20, 2020 and in effect until May 18, 2020.

Jennifer Moody, City Administrator; Stephen M. Worsham, City Attorney and Rosemary Golden, City Recorder; were also present at the meeting.

The meeting was called to order by Mayor Lane Curlee.

The invocation was said by Rev. Elbert Smith and he led us in the pledge of allegiance to the flag.

COMMENDATIONS AND CERTIFICATES: - NONE -

PROCLAMATIONS, AWARDS AND SPECIAL PRESENTATION:

Mayor Curlee read a proclamation regarding "Fair Housing Month" and he proclaimed the month of April 2020 as Fair Housing Month in Tullahoma, TN. He then said he would forward this proclamation to the Middle TN. Association of Realtors.

COMMENTS FROM CITIZENS:

Mr. Greg Sandlin, 112 Thomaswood Chase, (had emailed his comments earlier in the week to Ms. Jennifer Moody) asked the Board of Mayor and Aldermen to once again consider reducing the property tax rate especially for the small businesses for this upcoming budget year.

REPORTS FROM THE MEMBERS OF THE BOARD OF MAYOR AND ALDERMEN

ALDERMAN MATHIS - Mr. Mathis said he had no report.

ALDERMAN BERRY - Mr. Berry stated he had watched the swearing in ceremony of the newest Coffee County Judge, Mr. Greg Perry. He thanked all of Nurses, Doctors, Police, Fire, First Responders and central workers. He said Hamilton County and Bradley County got hit with some bad weather the other night and his prayers are with them.

ALDERMAN BLACKWELL - Ms. Blackwell said she "ditto's" Alderman Berry's thank you to the First Responders. She asked citizens to shop locally and to shop smart. Ms. Blackwell said she attended a Tullahoma Board of Education meeting (virtually).

MAYOR PRO TEM BLANKS - Dr. Blanks stated he had attended a Tullahoma Utility Authority meeting (virtually). The Duck River Utility Commission met in person several weeks ago. He also asked citizens to shop locally and said to shop safely, wear a mask. He thanked the front line people, health care workers and Ms. Jennifer Moody the City Administrator, for keeping us all well informed.

ALDERMAN DUNN - Ms. Dunn said there is a "We are Tullahoma" website that has some helpful information regarding food and help for those affected by the COVID 19 virus. She said "Earth Day" has been postponed. Alderman Dunn said the Farmers Market is still happening but they have modified it by making it a drive through. She said Public Works has started a "rain garden" at the East Lincoln Elementary school. Ms. Dunn thanked the City of Tullahoma Employees and the Health Care Workers during this COVID 19 crisis.

ALDERMAN KNOWIS - Mr. Knowis said "Thank you" to the front line responders. He said his church held their Easter Sunday service on Facebook.

MAYOR CURLEE - Mayor Lane Curlee stated the Mayor's Youth group recently helped out some Senior Citizens by checking on them and shopping for them.

CITY ATTORNEY - Mr. Stephen M. Worsham stated he is working on several items for the City. His office is still open. He is considering a different way to serve people that are delinquent on their property taxes.

CITY ADMINISTRATOR - Ms. Jennifer Moody reported Governor Lee has extended his "Stay at Home" Order until April 30, 2020. An airport expansion project has been suspended until further notice, therefore the City has withdrawn their grant application. The Soap Box derby had been cancelled for this year. The Police Department Building project has been slowed down by all of the rain, however it is still expected to be completed by the end of the year. The city is expected to receive approximately \$18,000.00 in dividends from our worker compensation insurance company. The governor said they may have up to \$500,000 in grants for the City of Tullahoma to apply for in the very near future.

CONSENT AGENDA:

ITEM NO. 20-29 - MINUTES OF MARCH 9, 2020 REGULAR MEETING

ITEM NO. 20-30 - APPROVE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF TULLAHOMA AND TULLAHOMA HOUSING AUTHORITY TO SUPPORT THE AUTHORITY'S USE OF THE CITY'S ENGINEERING FIRM FOR PROFESSIONAL DESIGN SERVICES AND THE CITY'S CONTRACTED FEE SCHEDULE

Mayor Curlee read the captions for the items on the Consent Agenda.

A motion was made by Alderman Blanks and seconded by Alderman Blackwell to approve the items listed on the consent agenda.

A roll call was taken and the results were as follows:

Mayor Curlee:	Yes
Mayor Pro-Tem Blanks:	Yes
Alderman Berry:	Yes
Alderman Blackwell:	Yes
Alderman Dunn:	Yes
Alderman Knowis:	Yes
Alderman Mathis:	Yes

All members present voted aye and it was so ordered.

OLD BUSINESS:

ORDINANCE 1535 - AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO. 1392, TO RE-ZONE TWO PARCELS ADDRESSED AS 330 BROADRICK STREET (COFFEE COUNTY TAX MAP 124E, GROUP J, PARCEL 005.02) AND ANN STREET (COFFEE COUNTY TAX MAP 124E, GROUP J, PARCEL 005.01), FROM C-2, GENERAL COMMERCIAL DISTRICT TO I-1, RESTRICTED MANUFACTURING & WAREHOUSING DISTRICT, adopt on the second and final of two readings.

Mayor Curlee read the caption for Ordinance No. 1535 and he said we had a Public Hearing on this issue earlier in the evening and he said this item has been to the Planning Commission already.

A motion was made by Alderman Knowis and seconded by Alderman Blackwell to adopt Ordinance No. 1535 on the second and final of two readings.

A discussion ensued.

A roll call was taken and the results were as follows:

Mayor Curlee:	Yes
Mayor Pro-Tem Blanks:	Yes
Alderman Berry:	Yes
Alderman Blackwell:	Yes
Alderman Dunn:	Yes
Alderman Knowis:	Yes
Alderman Mathis:	Yes

All members present voted aye and it was so ordered.

NEW BUSINESS:

RESOLUTION NO. 1823 - A RESOLUTION TO APPROVE AMENDMENTS TO THE PERSONNEL REGULATIONS IN RESPONSE TO THE COVID-19 PANDEMIC

Mayor Curlee read the caption for Resolution No. 1823 and said there are three (3) exhibits in the agenda packet.

A motion was made by Alderman Blanks and was seconded by Alderman Berry to approve Resolution No 1823.

Ms. Jennifer Moody, City Administrator, gave further detailed information about this resolution.

A discussion ensued.

A roll call was taken and the results were as follows:

Mayor Curlee:	Yes
Mayor Pro-Tem Blanks:	Yes
Alderman Berry:	Yes
Alderman Blackwell:	Yes
Alderman Dunn:	Yes
Alderman Knowis:	Yes
Alderman Mathis:	Yes

All members present voted aye and it was so ordered.

RESOLUTION NO. 1824 - A RESOLUTION TO APPROVE AN AMENDMENT TO THE PUBLIC RECORDS POLICY OF THE CITY OF TULLAHOMA, TENNESSEE

Mayor Curlee read the caption for Resolution No. 1824.

A motion was made by Alderman Berry and was seconded by Alderman Blackwell to approve Resolution No 1824.

Mayor Lane Curlee gave the background information.

A roll call was taken and the results were as follows:

Mayor Curlee:	Yes
Mayor Pro-Tem Blanks:	Yes
Alderman Berry:	Yes
Alderman Blackwell:	Yes
Alderman Dunn:	Yes
Alderman Knowis:	Yes
Alderman Mathis:	Yes

All members present voted aye and it was so ordered.

ITEM NO. 20-31 - APPROVE CHANGE ORDER NO. 1 IN THE AMOUNT OF \$21,984 TO INCLUDE CONSTRUCTION MATERIALS TESTING AND SPECIAL INSPECTION SERVICES TO THE PROFESSIONAL SERVICES AGREEMENT WITH SEVALUS, LLC RELATED TO THE TULLAHOMA POLICE BUILDING PROJECT

Mayor Curlee read the caption for Item No. 20-31.

A motion was made by Alderman Knowis and seconded by Alderman Blackwell to approve Agenda Item No. 20-31/ Change Order No. 1 for Construction Materials Testing & Special Inspection.

City Administration, Ms. Jennifer Moody, gave the details and background information regarding this Agenda Item/Change Order.

A discussion ensued.

A roll call was taken and the results were as follows:

Mayor Curlee:	Yes
Mayor Pro-Tem Blanks:	Yes
Alderman Berry:	Yes
Alderman Blackwell:	Yes
Alderman Dunn:	Yes
Alderman Knowis:	Yes
Alderman Mathis:	Yes

All members present voted aye and it was so ordered.

There being no further business to come before the Board of Mayor and Aldermen at this time, the Board Meeting adjourned at 6:12p.m.

CITY RECORDER

MAYOR

AGENDA ITEM NO. 20-33

DATE: April 27, 2020
TO: Board of Mayor and Aldermen
FROM: Susan Wilson, Finance Director
SUBJECT: March 2020 Financial Summary - General Fund

BACKGROUND:

A summary of preliminary financial results through March 31, 2020 for general operations is attached. Highlights for the revenues and expense categories are provided below.

Revenue Highlights:

- Property taxes are billed in October, with collections primarily received in December and February. Current Property taxes collected through March 2020 show as 96% collected, with \$495,662 uncollected.
- Sales tax revenue collections through March are up 5%. The City budgeted for an increase of 4% so this will help going into the fourth quarter uncertainty.
- Motel tax through March is up 14% from FY20, also having experienced a good year prior to the COVID-19 crisis.
- Hall Income Tax has been received and actually exceeds budget despite the state's phase-out program.

Expense Highlights:

- Operating insurances for FY20 have been paid for liability, property and workman's compensation premiums.
- Sales tax allocations to Tullahoma City Schools are remitted after amounts are received from Coffee County, with appropriation payments commencing in the fall after property taxes are billed.
- The majority of debt service payments are paid biannually with interest in September and principal payments due in March. Although interest rates in general have been low, market fluctuation and economic uncertainty in March caused the demand for municipal debt to fall, and increased interest rates on variable debt briefly (for a week). Once the federal reserve stepped in to back the debt, rates again fell.

A detailed General Fund report was provided for review prior to the meeting and is also available in the Finance Office.

ATTACHMENTS

Financial Summary

CITY OF TULLAHOMA - GENERAL FUND				
March 31, 2020				
REVENUES	FY19-20	FY19-20	FY19-20	% YTD
	Budgeted	Amended	YTD	
	Revenues	Revenues	Revenues	March=75%
LOCAL TAXES	24,129,452	24,129,452	20,270,274	84.01%
LICENSES & PERMITS	144,945	144,945	120,487	83.13%
INTERGOVERNMENTAL	3,033,476	3,078,226	2,198,364	71.42%
FEES, COMMISSIONS & FINES	772,400	780,400	353,779	45.33%
OTHER REVENUE	275,505	301,889	179,807	59.56%
TOTAL OPERATING REVENUES:	28,355,778	28,434,912	23,122,711	81.32%
USE OF RESERVES	465,000	997,395	-	
TOTAL REVENUES & RESERVES:	28,820,778	29,432,307	23,122,711	78.56%
OPERATING EXPENDITURES	FY19-20	FY19-20	FY19-20	% YTD
	Budgeted	Amended	YTD	
	Expense	Expense	Expense	March=75%
ADMINISTRATION	2,360,520	2,373,591	1,516,127	63.87%
POLICE	3,496,730	3,539,563	2,313,614	65.36%
FIRE	2,818,893	2,824,786	2,092,149	74.06%
PUBLIC WORKS	2,804,923	2,813,165	1,623,002	57.69%
RECREATION & MAINT.	2,136,131	2,171,385	1,496,499	68.92%
TOTAL OPERATING EXPENDITURES	13,617,197	13,722,490	9,041,391	65.89%
OTHER EXPENDITURES-CITY				
DEBT SERVICE	1,167,913	1,167,913	137,275	11.75%
CONTINGENCY	50,000	24,112	0	0.00%
TRANSFER TO SOLID WASTE	1,574,712	1,574,712	1,181,034	75.00%
TRANSFER TO CAPITAL PROJECTS	315,000	847,395	315,000	37.17%
TRANSFER TO TUB - HYDRANT RENTAL	149,734	149,734	100,190	66.91%
TRANSFER TO TIDB- SUBSTATION PYMT	60,000	60,000	60,000	100.00%
	3,317,359	3,823,866	1,793,499	46.90%
TULLAHOMA CITY SCHOOLS				
EDUCATION-APPROPRIATION	4,738,867	4,738,867	3,000,000	63.31%
EDUCATION-SALES TAX-1st HALF	4,200,701	4,200,701	3,094,840	73.67%
EDUCATION-SINKING FUND	2,163,365	2,163,365	1,339,070	61.90%
STATE LIQUOR TAX ALLOCATION	56,180	56,180	30,221	53.79%
EDUCATION-SOLID WASTE SERVICES	100,000	100,000	74,934	74.93%
TOTAL OTHER EXPENDITURES	11,259,113	11,259,113	7,539,064	66.96%
BOARDS AND AGENCIES				
AIRPORT AUTHORITY	160,410	160,410	107,183	66.82%
TAEDC	258,477	258,477	156,358	60.49%
TN BACKROADS HERITAGE	5,410	5,410	4,612	85.25%
CHAMBER OF COMMERCE	32,455	32,455	27,674	85.27%
CITY BEAUTIFICATION	14,636	14,636	10,115	69.11%
KEEP COFFEE COUNTY BEAUTIFUL	4,058	4,058	1,001	24.67%
CIVIL AIR PATROL	800	800	603	75.38%
COMMUNITY PLAYHOUSE	1,000	1,000	419	41.92%
HEALTH DEPT.	14,129	14,129	10,789	76.36%
LANNOM LIBRARY	15,000	15,000	11,250	75.00%
SENIOR CITIZENS CTR	30,876	30,876	25,189	81.58%
HANDS ON SCIENCE CTR	8,114	8,114	6,918	85.27%
OLD RED CROSS BLDG	2,000	2,000	1,827	91.34%
HISTORIC PRESERVATION	1,354	1,354	1,153	85.16%
SKILLS DEVELOPMENT SERVICES	2,267	2,267	1,701	75.03%
SOUTH CENTRAL HUMAN RESOURCES	2,798	2,798	2,099	75.00%
SO. JACKSON CIVIC CENTER	27,864	27,864	22,884	82.13%
TN REHABILITATION CTR	5,333	5,333	4,005	75.10%
TRINITY CARE CENTER	800	800	603	75.38%
TULLAHOMA DAY CARE	6,400	6,400	4,800	75.00%
TULLAHOMA ARTS CENTER	16,228	16,228	13,837	85.27%
TULL. SPORT COUNCIL-APPROPRIATION	15,000	15,000	11,250	75.00%
TULLAHOMA YOUTH DEVELOPMENT	500	500	0	0.00%
YOUTH ACTIVITIES/DRUG TASK FCE	1,200	1,200	0	0.00%
TOTAL BOARDS AND AGENCIES	627,109	627,109	426,270	67.97%
TOTAL EXPENDITURES	28,820,778	29,432,578	18,800,224	63.88%
TOTAL OPERATING REVENUES	28,355,778	28,434,912	23,122,711	
RESERVES UTILIZED	465,000	997,666	-4,322,486	

AGENDA ITEM NO. 20-34

DATE: April 27, 2020
TO: Board of Mayor and Alderman
FROM: Jennifer Moody, City Administrator
SUBJECT: Addendum to the Recyclable Solid Waste Processing Agreement

BACKGROUND

Since March 2012, the City of Tullahoma and City of Manchester have had a mutual agreement for the City of Tullahoma to accept certain recycled materials from the City of Manchester for processing. As a result of the COVID-19 pandemic, the City of Tullahoma has temporarily suspended processes these materials because it is a job done by hand and the CDC has provided guidance that the virus may live for varying amounts of time depending on the material. For plastics, the virus is thought to remain and therefore, is able to be spread to persons for up to 72 hours. At this time, the City has not announced a specific date for re-opening of the recycling facility.

As a result, the City of Manchester is seeking an addendum that would allow them to seek an alternative service. It is recommended that the Board approve the Addendum, which stipulates a time period of six (6) months, as it is of mutual benefit to both communities in light of the current events.

RECOMMENDATION

The Board is recommended to approve the proposed Addendum to the Recyclable Solid Waste Processing Agreement for a six (6) month period.

FISCAL IMPACT

The Agreement allowed the City of Tullahoma to accept materials from City of Manchester and return a percent of the proceeds back to them once they were sold. Unfortunately, with China reducing their demand for recyclables and other market forces driving down the value of these commodities, there has been little to no revenue from these materials. As a result, there will likely not be a significant financial impact from this suspension of accepting materials from Manchester. It is not the reduced quantity of materials that is significant, but rather the low market value for them that is causing this reduction in revenue.

ATTACHMENTS

Addendum to Agreement
Original Agreement

**ADDENDUM TO RECYCLABLE SOLID WASTE PROCESSING AGREEMENT
DATED MARCH 7, 2012**

On or about April 10, 2020, the City of Tullahoma gave notice to the City of Manchester that it would no longer accept recyclable material under this Agreement.

The City of Manchester searched for an alternative disposition for the recyclable materials and the only realistic alternative requested a six (6) month commitment.

The parties, as evidenced by the signatures of their respective representative below, hereby agree to suspend performance of this Agreement for a period of six (6) months from the date of execution. This does not suspend settlement of any amounts due for deliveries prior to the date of suspension.

This ____ day of April 2020.

CITY OF MANCHESTER, TENNESSEE

CITY OF TULLAHOMA, TENNESSEE

By: _____

By: _____

Lonnie J. Norman, Mayor

Title: _____

**Recyclable Solid Waste Processing Agreement
Between
City of Tullahoma
And
City of Manchester**

THIS AGREEMENT, effective on the 14th day of MARCH, 2012 is made by and between the CITY OF TULLAHOMA, TENNESSEE, hereinafter referred to as the "City" and the City of Manchester, hereinafter referred to as the "Agency."

NOW, THEREFORE, IT IS HEREBY AGREED:

**SECTION I
Scope of Services of the Agency**

The Agency will deliver, at its sole expense, Acceptable Recyclable Solid Wastes (ARSW) collected by the Agency through its solid waste collection program to the City of Tullahoma Public Works Recycling (PWR) Facility at 942 Maplewood Avenue in Tullahoma. Acceptable Recyclable Solid Waste (ARSW) as defined herein is cardboard, newspaper and plastic that has been sorted and is neither hazardous nor has been contaminated by hazardous substances.

**SECTION II
Scope of Services of the City**

The City will properly, legally and appropriately process, sale and/or dispose of the Acceptable Recyclable Solid Wastes (ARSW) delivered by the Agency to PWRF or will provide for the proper, legal, and appropriate processing and/or disposal of the recyclable sorted solid wastes so delivered.

**SECTION III
Compensation**

1. The Agency shall not be required to pay the City a tip fee for Agency ARSW delivered to PWR facility.
2. As the City and Agency will, to their mutual benefit, share in the revenues derived from collecting and processing ARSW collected by the Agency, the City will make every effort to obtain the best market price for the ARSW. Due to either the volume delivered or the current market value of the ARSW, the City will have sole discretion on the timing of the sale of ARSW. The base rate will be based on the value of the ARSW on the date of sale.
3. The City will share with the Agency revenue derived from the processing of any ARSW delivered by the Agency according to the following schedule:

Sale Price Per Ton	Revenue Sharing Percentage with Agency		
	Cardboard	Newspaper	Plastic
\$75.01 +	35%	35%	35%
\$50.01 - \$75.00	30%	30%	30%
\$20.01 - \$50.00	25%	25%	25%
\$0.00 - \$20.00	0%	0%	0%

- The City will remit any funds due the Agency within ten (10) days following the City's receipt of payment for the sale of any Agency ARSW. The City will provide an itemized statement with any remittance.

SECTION IV

Effective Date/Termination Date

This agreement shall be in full force and effect from _____ and shall remain in force until cancelled by either party with 30 days written notice.

SECTION V

Miscellaneous

- In no event will the City accept or process mixed residential or mixed commercial solid waste or hazardous waste delivered by the Agency or its agents.
- Nothing in this agreement shall be construed as requiring the City to provide solid waste collection services outside the City's corporate limits.
- The Agency will deliver its ARSW to the PWR facility between the operating hours of 7:00 A.M. to 3:30 P.M., Monday through Friday, except City holidays.
- The City will weigh the ARSW and provide the Agency's driver a weigh bill for the delivery.

SECTION VI

Hold Harmless for Acts in Performing This Agreement

The City and the Agency will take all precautions necessary to protect the public against injury from acts taken in performance of this agreement. The City will defend, indemnify, and hold the Agency its officers, its employees, and its guests harmless from any and all damages and claims of damages that may arise by reason of any negligence, malfeasance, misfeasance, or nonfeasance on the part of the City, its contractors, officers, employees, subcontractors, or agents and anyone directly or indirectly employed by the City for acts or omissions relating to the delivery, weighing, handling, or unloading of recyclable solid waste at the PWR facility of other facility designated by the City.

The Agency will defend, indemnify, and hold the City, its officers, its employees, and its agents harmless from any negligence, malfeasance, misfeasance, or nonfeasance on the part of the Agency, its contractors, officers, employees, subcontractors, agents, and anyone directly or indirectly employed by the Agency for acts or omissions relating to the delivery, weighing, or

handling or unloading of mixed municipal solid waste at the PWR facility or other facility designated by the City.

SECTION VII
Immunities and Limitations on Liability

Nothing in this agreement shall constitute a waiver, explicit, implied, or otherwise, of any immunities or statutory limitations on liability.

SECTION VIII
Assurances

The City and the Agency will comply with all applicable equal opportunity and affirmative action laws, directives, and regulations of the federal, state, and local governing bodies or agencies including Title VI of the Civil Rights Act of 1964.

SECTION IX
Inspection of Books and Records

The City and Agency agree that the other party of this Agreement, the Municipal Auditors, or any other duly-authorized representatives shall at any time during normal business hours and as often as they may reasonably deem necessary, have access to and the right to examine, audit, except, and transcribe any book, documents, papers, records, weight bills, etc., which are pertinent to the accounting practices and procedure of the City and/or the Agency and involve transactions relating to this agreement. Such access shall survive termination of this agreement for a period of three years or such other period as consistent with state law.

SECTION X
Tennessee Laws Govern

The laws of the State of Tennessee shall govern all questions arising out of or relating to this Agreement. If any provision of this agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

SECTION XI
Independent Services

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Agency as the agent, representative, or employee of the City for any purpose or in any manner whatsoever. The parties are to be and shall remain independent with respect to all services performed under this Agreement.

SECTION XII
Cancellation

This Agreement may be terminated by either the City or the Agency upon thirty (30) days written notice by the other party. Such termination shall not affect any rights of the City or the Agency against the Agency or the City for any breach of the Agreement.

SECTION XIII
Notices

Any notice or demand, which may or must be given or made by a party hereto, under the terms of this Agreement or any statute or ordinance, shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To City: Mayor Lane Curlee
City of Tullahoma
Tullahoma Municipal Building
201 West Grundy St.
P.O. Box 807
Tullahoma, TN 37388

To Agency: Mayor Betty Superstein
City of Manchester
200 W. Fort Street
Manchester, TN 37349

SECTION XIV
Compliance with Law

The City and Agency shall each comply with all applicable federal, state, and local laws, together with all ordinances and regulations.

SECTION XV
Disagreements or Disputes

Should the City and Agency disagree on the terms and conditions or payment as herein above described, they must make a good faith effort to resolve the issue by the process of mediation before any legal action is taken by either party. Said mediation shall occur at a neutral agreed upon venue and attended by one member of the Tullahoma Board of Mayor and Aldermen and one member of the Manchester Board of Mayor and Aldermen, in addition to the director of said Agency and the city administrator of the City or his designee. Said mediation shall be performed by a mediator chosen by the City and Agency and shall be non-binding on either party. The parties further agree that in the event court action becomes necessary, the proper venue and situs should be the Chancery Court of Coffee County, Tennessee.

SECTION XVI
Entire Agreement

This Agreement represents the entire Agreement between the City and the Agency, and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement may be amended only by a written instrument signed by both the City and the Agency.

Upon proper execution, this contract will be legally valid and binding.

Approved as to form and execution:

CITY OF TULLAHOMA, TENNESSEE

By: *Ubel White*
Mayor

ATTEST: *George Wood*
City Recorder

Approved as to Form: By: *[Signature]*
Randall W. Morrison, City Attorney

CITY OF MANCHESTER

By: *Betty Carpenter* Mayor
Authorized Representative

ATTEST: *[Signature]* *Kelley Chance, Finance Director*
CFO

Approved as to Form: By: *[Signature]*
Attorney for Agency *Conrad Moore, Jr.*

AGENDA ITEM NO. 20-35

DATE: April 27, 2020
TO: The Board of Mayor and Aldermen
FROM: Susan Wilson, Finance Director
SUBJECT: Re-new contract for FY2020 audit

BACKGROUND

Housholder Artman, PLLC, the city's current auditors, submitted a multi-year proposal to provide audit services for the City of Tullahoma, Tullahoma City Schools, Tullahoma Industrial Development Board, Tullahoma Airport Authority and Tullahoma Area Economic Development Corporation. The total FY20 audit fee proposed for all entities is \$44,000, the same as FY19. The contract with the rates for the individual agencies is attached.

It should be noted that our audit is actually completed as a Comprehensive Annual Financial Report (CAFR), as is required for GFOA awards consideration and for debt issuance and creditor updates. This involves the completion of additional schedules and management discussion beyond the basics of a single audit. We have successfully obtained the GFOA CAFR award for several years, with the June 2019 submission still pending approval. Housholder Artman, PLLC is familiar with CAFR requirements, and has several years' experience working with the individual agencies and the required consolidation for state and federal reporting.

RECOMMENDATION

Staff recommends renewal of audit contract with Housholder Artman, PLLC.

FISCAL IMPACT

Audit funds included in each agency's budget.

ATTACHMENT

Audit Proposal

**HOUSHOLDER ARTMAN, PLLC
CERTIFIED PUBLIC ACCOUNTANTS**



P.O. Box 1568
Tullahoma, Tennessee 37388

Telephone 931-455-4248
Fax 931-393-2122

April 21, 2020

Susan Wilson
City of Tullahoma
Finance Director
201 West Grundy Street
Tullahoma, Tennessee 37388

Dear Sue:

Thank you for inviting us to submit this proposal to perform a financial and compliance audit for the City of Tullahoma, Tennessee for the year ended June 30, 2020.

We sincerely appreciate the opportunity to propose on this engagement and hope to get started on the audit in coming weeks. If you wish additional information, please contact me.

Sincerely,

Linda J. Bean

Housholder Artman PLLC

MEMBERS

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

TENNESSEE SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

**CITY OF TULLAHOMA, TENNESSEE
FINANCIAL AND COMPLIANCE AUDIT PROPOSAL
by
HOUSHOLDER ARTMAN, PLLC**

AUDIT FEE

We would propose a fee, as detailed below to perform the audit of the City of Tullahoma and its agencies in accordance with generally accepted government auditing standards for the year ended June 30, 2020 as a whole:

City of Tullahoma (including IDB)	\$17,500
Tullahoma City Schools	19,500
Tullahoma Airport Authority (City report only)	5,500
Tullahoma Area Economic Development Agency (City report only)	<u>1,500</u>
	<u>\$44,000</u>

CONSULTATION

We would propose the following for other consulting services:

Special project questions and engagements requiring one (1) hour or more time involvement	\$95 per hour
Incidental consulting requiring less than one half hour time involvement	No charge

AGENDA ITEM NO. 20-36

DATE: April 27, 2020
TO: Board of Mayor and Alderman
FROM: Winston Brooks, Community Development Director
SUBJECT: Accept Changes to the Tullahoma Arts Council's By-laws

BACKGROUND

The Tullahoma Arts Council has made recommendations to changes to the Tullahoma Arts Council By-laws. A summary of the changes are as follows:

1. Changing the name to Arts Council of Tullahoma
2. Representative members do not need to reside in the city limits if they work for a representative arts organization. Representative members include South Jackson Civic Center, Tullahoma Art Center, Tullahoma City Schools.
3. Make Motlow a representative member
4. TCS member appointed by TCS Fine Arts Coordinator

RECOMMENDATION

Authorize a re-naming of the Tullahoma Arts Council to the Arts Council of Tullahoma and all other proposed changes to the By-laws as recommended by its members.

ATTACHMENTS

Revised By Laws

Arts Council of Tullahoma (ACT)
MISSION STATEMENT AND BY-LAWS
Mission Statement

There is hereby created the Arts Council of Tullahoma (ACT) that is vested with the responsibility to promote the arts in the community of Tullahoma through awareness, appreciation, education and support thereby creating a connection between artists and audiences to enrich the quality of life for all and position Tullahoma as an arts rich community and regional arts destination.

Purpose. The Arts Council is formed to implement the mission statement through development of a unified arts calendar, improved communication among various arts groups and promotion of participation of professional artists, interested amateurs, educators, students and audiences. It is also responsible for the acquisition and maintenance of the City's public artwork collection, as well as to serve as advisors and advocates for the enhancement and integration of the arts in the community. The arts community includes artists and organizations that comprise the dramatic, literary, performing, visual and all cultural art forms.

Composition. The Arts Council Tullahoma shall be composed of no more than eleven voting members, appointed by the Board of Mayor and Aldermen. Members shall serve without compensation.

(a) Members should be selected based upon interest and involvement in the various arts and represent a cross-section of the arts community. The Arts Council will be comprised of:

- One representative from the Motlow College, appointed annually;
- One representative from the South Jackson Civic Association, appointed annually;
- One representative from the Tullahoma Arts Center, appointed annually;
- One representative from the Tullahoma City Schools, appointed annually;
- Seven at-large members, appointed for three-year terms.

(b) The Tullahoma City Schools representative will be appointed with the recommendation of the City Schools Fine Arts Coordinator.

(c) At-large Members shall be residents of the city or the urban growth boundary of Tullahoma. Arts Organizations Representative Council members may live outside the city limits if an employee of the designated arts organization, but said Council members shall not serve as Chairperson

(d) At-large members will serve three-year terms. Terms will be staggered for organizational continuity.

(e) The initial terms for the at-large members will be: two members for three years; two members for two years; and three members for one-year.

Officers of the Council Officers will consist of a Chair, Vice-Chair, Secretary and Treasurer elected by a simple majority vote of the Council.

Elections of the officers will take place annually with new terms commencing immediately thereafter.

The Chair will preside at all Council meetings, represent the Arts Council at public functions and may call special meetings as needed. In the event that the Chair is absent, the Vice- Chair will assume the duties of the Chair .

The Secretary will take minutes of all regular and special meetings and provide copies to the City Recorder with the supporting documentation as necessary. The Chair will prepare meeting agendas and work with city staff on correspondence for the Council.

Meeting Time and Place Regular meetings will be held according to a schedule adopted by the Council.

All meetings will adhere to Tennessee Code Annotated regarding open meetings and ethics.

All meetings will be conducted under Robert's Rules of Order.

Responsibilities of Council Members Members shall attend regular meetings and special meetings as needed on a consistent basis, and members should notify the Chair in advance of any instance of a meeting that cannot be attended.

Members serve at the pleasure of the Mayor. Excessive absences may result in the Council's request that the Mayor ask for a resignation from and/or replacement of the member involved.

Responsibilities of the Arts Council of Tullahoma: The Arts council shall have responsibilities in the following areas:

Budget and Finance The Council will prepare a budget and monitor spending of any special endowments or funds.

The members of the Council will participate in all decisions regarding the use, expenditure or investment of all funds from all sources, including public and private donations and grants, which have been provided specifically to the Arts Council. The ACT will assist in the soliciting and receipt of private contributions to the Arts Council operations and functions.

Community Arts Planning The ACT will develop strategic plans and recommendations for implementation to serve the needs of the arts community and citizens and submit said plans to the Board of Mayor and Aldermen for approval.

Promotion of the Plan The ACT will promote and publicize the plans, goals, objectives and services of the Arts Council.

Arts Programming

The ACT may recommend the establishment of specific Arts programs.

Public Artwork Artwork may be added to the City's collection by: 1) Donation (initiated by the public). An artist or agency requests to have a piece of artwork placed on public property and submits the piece for review and approval. Generally, donations of artwork are not accepted into the City collection unless sufficient funds are available to pay for installation, framing or base, display needs, and an identification plaque. Required documents for the donation include a release form from the donor, written acknowledgement of acceptance from the ACT, and a completed Deed of Gift transferring title to City. 2) Call for Art (initiated by the ACT). A Call for Art is issued when the Council is seeking to acquire and pay for a specific piece of artwork at a defined location. Calls for art may be *open entry* (anyone can submit) or *limited entry* (a select group of artists are asked to apply). Submittals are reviewed by a jury made up of a stakeholder (i.e. adjacent business owner), Board of Mayor and Aldermen member, Representative from the initiating department, Arts Commissioner(s) and/or other professional representatives from the arts community.

Review and Acceptance of New Artwork: When a person or agency is proposing to create or locate a piece of artwork on City property, the following procedures must be followed:

1) Staff Review – Prior to review by the ACT, staff will review the proposal to make sure it is compliant with applicable codes and regulations. The proposal will be reviewed by Planning and Codes staff, and by staff of other affected departments (i.e. Parks Department staff if the project is proposed to be located in a public park, Public Works Department staff if the project is proposed within the City right-of-way).

2) ACT Preliminary Review – All projects must be presented to the ACT for conceptual review prior to final design. The project proponent may request preliminary review(s) prior to final approval. Materials to be submitted for review shall include: a) Conceptual drawings or photos; b) Site plan showing the proposed location of the project; and c) Any additional information the project proponent believes will aid the ACT in their review and recommendation. The ACT will send the project proponent a written response to the preliminary design within 15 days following the meeting, including notation of additional information needed for final design approval.

3) Approval by Other Boards and Commissions. The project may require review by another City Board or Commission. For example, projects located on property managed by the Tullahoma City Schools may require review by the Tullahoma Board of Education.

4) ACT Final Approval – A meeting shall be requested by the initiating department or individual at such time as sufficient design and/or detailed information is available for the ACT to make an informed recommendation of approval. Materials to be submitted shall include:

- a) Final drawings, including a site plan showing the location of the project;
- b) Any additional information that was requested by the ACT during the preliminary design review;
- c) Verification of review by other Boards or Commissions which have jurisdiction (if applicable);
- d) Any additional information the project proponent believes will aid the ACT in their review and final recommendation.

The ACT will send the project proponent a final letter approving or denying the project within 15 days following the meeting. The ACT may request additional review(s) prior to final approval.

Review Criteria: Artwork, including donated artwork, is approved based upon the following criteria: a) Is of high quality; b) Has an identified location for installation; c) Is appropriate in size, scale, material, form and style for the social and physical environment in which it is to be placed; d) Is durable and resistant to vandalism; e) Is maintainable at a reasonable cost; f) Is reasonably able to be installed; and g) Complies with other criteria as established by the ACT.

Other Responsibilities: The responsibilities of the ACT may be added, amended or deleted by the Board of Mayor and Aldermen.

Amendment of Bylaws: Bylaws can be amended by a majority vote of the Arts Council Board and with approval of the Board of Mayor and Aldermen. Any amendment of the bylaws required by City of Tullahoma ordinances or policies established by the Board of Mayor and Aldermen does not require a majority vote of the Council.

AGENDA ITEM NO. 20-37

DATE: April 27, 2019
TO: Board of Mayor and Aldermen
FROM: Susan Wilson, Finance Director
SUBJECT: Acceptance of Fiscal Year 2019 Audits

BACKGROUND

The annual audit for the fiscal year ended June 30, 2019, has been completed. A representative from the firm Housholder, Artman, and Associates, P.L.L.C. will be present at the Board meeting to address any questions. Copies of the audit have been provided, and are available for review in the Finance office as well and will be posted on the City website. The City audit received an unqualified opinion, and also includes information pertaining to the Tullahoma City Schools under primary government, and the Tullahoma Airport, Tullahoma Area Economic Development Corporation, and Tullahoma Industrial Development Board are shown as component units.

The City, Airport, TAEDC & TIDB had no findings. This represents the work of not only the Finance staff, but the high standards and due diligence demonstrated by our department heads who manage city funds and projects on a daily basis. I would particularly like to thank City Recorder Rosemary Golden who meticulously tracks all receipts, property taxes and credit card payments and Airport Manager Jon Glass whose capital projects always involve detailed state grants and who can tell you how those grants were spent down to the penny. It's a joy and a privilege to work with them and the other members of this team!

RECOMMENDATION

Staff recommends accepting the FY 2019 audits as presented.

AGENDA ITEM NO. 20-38

Date: April 27, 2020
From: Kurt Glick, Director of Parks and Recreation
Through: Jennifer Moody, City Administrator
Subject: Construction Bid Award for Park at 126 Silver Street

BACKGROUND

The City of Tullahoma received grants to develop a new park with lighted basketball courts at 126 Silver Street in east Tullahoma. Engineers, Lose and Associates, completed the design, the design was accepted by the Board of Mayor and Aldermen, and the project was let for bid.

On April 14th, three bids were received for consideration as follows:

	<u>Base Bid</u>
Curl Construction and Excavating	\$ 223,874
American Constructors	\$ 312,775
Lee Adcock Construction Company	\$ 286,206

Lose and Associates has evaluated the bids and has recommended accepting the bid from Curl Construction and Excavating (see letter and bid tab attached). Lose recommends accepting the base bid (\$223,874) and add alternate 1 (\$49,410) for a construction total project price of \$273,284. The addition of Alternate 1 brings the total project costs over the currently available balance in the capital projects fund, which is currently \$243,581.68.

It is the recommendation of the City Administrator that, in light of the current economic conditions, the City move forward with only the base bid utilizing funds currently allocated and available for this project. This allows for the City to complete work as proposed to support approximately \$130,000 in awarded state grant funding for this project. Then, the City Administrator may recommend initiating the addition of the work proposed in add alternate 1 through either self-performance of the work or a change order with the contractor. Funds may be available in the FY 2021 budget depending upon the actual revenues received and decisions made regarding the Governor's local government support grants.

Phase 1 of the Park Master Plan includes construction of basketball courts (2 fulls and 4 half-courts) with lighting and grading of the entire site to prepare it for not only future amenities, but primarily to allow it to be more easily maintained and create an attractive, passive park space for recreational use. Future phases would include a walking trail, pedestrian crossings on Silver Street and Freeman Street, parking, pavilions, playground, public art feature, and other amenities as may be recommended by this Board.

RECOMMENDATION

The Board is recommended to accept the bid awards and authorize the Mayor to sign a Contract with Curl Construction and Excavating, LLC for the construction of the new park at Silver Street.

FISCAL IMPACT

The funds for this project are budgeted and available in the Capital Projects Fund, account # 315-44400-900-011.

ATTACHMENT

Lose Design Bid Recommendation
Bid Summary Sheet

April 15, 2020

Kurt Glick
Director Tullahoma Parks and Recreation Department
501 N Collins Street
Tullahoma, TN 37388

Re: Silver Street Park Phase 1 – Bid Recommendation

Mr. Glick:

Lose Design has reviewed all bids for Silver Street Park Phase 1 publicly opened on April 14, 2020 @ 2:00 PM. Three bids were submitted – Curl Construction & Excavating, LLC with a base bid of \$223,874.00, American Constructors with a base bid of \$312,755.00, and Lee Adcock Construction Company with a base bid of \$286,206. Our review of the submitted bids included the following:

- All contractors included the required licensing information on the bid envelope.
- All contractors acknowledged the addenda.
- All contractors completed all Project Manual forms.

Given that project bid requirements have been met, Lose Design recommends that the project construction negotiations for a contract be started with Curl Construction & Excavating, LLC. We recommend accepting the base bid of \$223,874.00, as well as Additive Alternate 1 (\$49,410), with the understanding that the sum of such is \$8,034.00 above the currently funded construction budget of \$265,250.00.

If additional information is required, please do not hesitate to contact me via the information listed below.

Respectfully,
LOSE DESIGN



Joshua Gulick, PLA
Senior Landscape Architect
P: (615)-242-0040

Attachments: Bid Tab

BID TAB Page 1 of 1

Silver Street Park Phase 1
 Project - 18287-1
 BID OPENING DATE - 04/14/2020

Bids opened at:
 City of Tulsa
 Target: 120-180 Days
 Liquidated Damages: \$500/day

Owner represented by: Josh Gulick, Lose Design
 Owner represented by: Paige Jackson, Purchasing Department
 Bid opening conducted by: Josh Gulick, Lose Design

Pursuant to the Invitation to Bid for: Silver Street Park - Phase 1	Bids and modifications must have been received here by: 04/14/2020 - 2PM I thus declare the bidding closed, and will now proceed to open and read the bids and modifications received.	Additive Alternate 1 (Includes grading and all work specified on the Bidding Key, Construction Drawings, and any subsequent Addenda.)	Additive Alternate 2 (Includes grading and all work necessary to construct sidewalk, drainage, signage, curbing, traffic table, etc. as illustrated on the Bidding Key, Construction Drawings, and any subsequent Addenda.)	Construction Days Base:120 Construction Days Deduct 1:180 Construction Days Add 1:180 Construction Days Add 2:180	SUBCONSULTANTS

Bidders of Record name, city, license number	Curl Construction & Excavating, LLC	License # 42526	223,874.00	21,500.00	49,410.00	75,525.00	Construction Days Base:120 Construction Days Deduct 1: Construction Days Add 1: Construction Days Add 2:180	SUBCONSULTANTS
American Constructors Inc	License # 19054	312,755.00	20,000.00	55,000.00	84,000.00	Construction Days Base:sept 25,2020 Construction Days Deduct 1: Construction Days Add 1: Construction Days Add 2:october 23	Electrical Concrete Asphalt Other	
Lee Adcock Construction Company, Inc	License # 27767	286,206.25	38,100.00	44,533.78	53,229.00	Construction Days Base:120 Construction Days Deduct 1:140 Construction Days Add 1:140 Construction Days Add 2:140	Electrical Concrete Asphalt Other	

SEALD ENVELOPE, PROPERLY LABELED	X							
NON-COLLUSION AFFIDAVIT	X							
DRUG-FREE WORKPLACE AFFIDAVIT	X							
CERTIFICATE OF DEPARTMENT	X							
CERTIFICATE OF LIABILITY INSURANCE	X							
CONTRACTOR LICENSE	X							
ACKNOWLEDGEMENT OF ADDENDUM (3)	X							
5% BID BOND	X							

"X" Indicates material provided is acceptable
 "na" Indicates Not Applicable

RESOLUTION NO. 1825

DATE: April 27, 2020
TO: Board of Mayor and Alderman
FROM: Jennifer Moody, City Administrator
Sue Wilson, Finance Director
SUBJECT: Proposed Amendments to the Current Fiscal Year 2020 Budget

BACKGROUND

The City of Tullahoma adopts budgets on an annual basis based upon forecasting of revenues and expenditures in the spring of each calendar year. The fiscal year budget is then adopted on or before June 30th of each calendar year for a budget year that begins on July 1st. Local governments are mandated by state law to pass only balanced budgets, meaning that anticipated expenditures may not exceed anticipated revenues.

Due to unprecedented events in our community and nation, it is both prudent and necessary to make adjustments to our anticipated city revenues and, in-turn, our anticipated expenditures. This recommendation is informed by the underperforming trends we are already experiencing in our actual revenue collections and in light of recent events. The proposed budget adjustments have been prepared by the City Administrator and Finance Director in consultation with the affected city department heads and independent agencies. We agree that this is a necessary and reasonable step to both control costs and address the actual and anticipated shortfalls in city revenue collections, when comparing budgeted amounts to actual collections.

Further, while some may consider this an appropriate time for the use of city reserves, it is the recommendation of the City Administrator that due to the uncertain, and potentially long-lasting, economic consequences of the COVID-19 pandemic, the Board is recommended to approve these proposed budget adjustments, limiting expenditures, now and reserve the use of rainy day funds for a point in the future. It is anticipated that the Board may need to rely on such reserves more significantly to balance the next fiscal year budget (beginning July 1, 2020).

RECOMMENDATION

Approve Resolution No. 1825 and related adjustments to the Fiscal Year 2020 Budget.

ATTACHMENTS

Resolution

RESOLUTION NO. 18-25

A RESOLUTION TO AMEND THE CITY OF TULLAHOMA FY 2020 OPERATING BUDGET

BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Tullahoma, Tennessee that it intends to amend its annual budget to reflect current revenue projections and make the associated expenditure adjustments.

BE IT FURTHER RESOLVED that the Board of Mayor and Aldermen understands that that expenditure of funds in a budget amendment ordinance require identification of a corresponding source of funds and/or expenditure reduction, as provided in Section 5-104 of the Tullahoma Municipal Code.

BE IT FURTHER RESOLVED that the Board of Mayor and Aldermen of the City of Tullahoma, Tennessee hereby identifies the following income source and expenditure line to provide for a balanced budget for FY2020. The following budget changes will be included in a forthcoming ordinance amending the annual budget:

GENERAL FUND

<i>Account No.</i>	<i>Description</i>	<i>Revenue</i>	<i>Amount</i>
110-31100	Property Tax		-\$100,000
110-31611	Sales Tax		- 265,000
110-31800	Business Tax		- 40,000
110-31920	Motel Tax		- 20,000
110-33510	State Sales Tax		- 80,000
110-33551	State Gas Tax		- 60,000
110-34740	Community Center Passes		- 30,000
110-35110	City Court		- 150,000
110-36512	Sale of Gas		- 15,000
			<u>-\$760,000</u>

<i>Account No.</i>	<i>Description</i>	<i>Expenditure</i>	<i>Amount</i>
110-41100-142-001	Health Insurance- OPEB		-\$ 25,000
110-41100-254-001	Legislative Professional Services		- 6,500
110-41500-255-006	Human Resources- Technology		- 10,000
110-41500-111-008	City Recorder – Salaries		- 10,000
110-41500-257-090	Community Dev. – Arts Festival		- 8,500
110-41700-111-008	Planning - Salaries		- 30,000
110-41800-266-009	Municipal Building Repair		- 50,000
110-42100-111-011	Investigation – Salaries		- 50,000
110-42100-111-012	Patrol – Salaries		- 40,000
110-42200-111-017	Suppression – Salaries		- 20,000
110-43120-190-023	Public Works- Professional Services		- 15,000

110-43170-331-031	Gas Purchases for Sale	- 15,000
110-44143-111-016	Animal Control – Salaries	- 10,000
110-44400-111-033	Parks – Salaries	- 7,000
110-44400-114-034	Community Center- Part-time	- 20,000
110-44400-240-034	Community Center – Utilities	- 10,000
110-44400-320-037	Concessions- Op. Supplies	- 9,000
110-44400-797-039	Programs- League Expense	- 6,000
110-44400-799-039	Programs - General	- 5,000
110-52000-760-010	Transfer to TAEDC	- 8,000
110-52000-766-020	Transfer to Tourism	- 5,000
110-51640-760-010	Transfer to Capital Projects	<u>-\$400,000</u>
		<u>-\$760,000</u>

SOLID WASTE

<i>Account No.</i>	<i>Description</i>	<i>Revenue</i>	<i>Amount</i>
120-37700	Recycling Revenue		-\$135,000
120-37810	Appropriated Fund Balance		<u>98,000</u>
			<u>-\$ 37,000</u>

<i>Account No.</i>	<i>Description</i>	<i>Expenditure</i>	<i>Amount</i>
120-43000-142-010	Admin.- Health Insurance		-\$ 15,000
120-43200-290-025	Residential Disposal		36,000
120-43200-262-026	Comm. Garbage- Vehicle Repair		- 20,000
120-43200-111-028	Leaf Collection – Salaries		- 10,000
120-43200-262-028	Leaf Collection – Equip. Repair		- 10,000
120-43200-111-069	Recycling – Salaries		- 8,000
120-43200-142-069	Recycling - Health Insurance		<u>- 10,000</u>
			<u>-\$ 37,000</u>

TAEDC

<i>Account No.</i>	<i>Description</i>	<i>Revenue</i>	<i>Amount</i>
140-37800	Transfer from General- Operating		-\$ 8,000
140-37801	Transfer from General-Tourism		<u>- 5,000</u>
			<u>-\$ 13,000</u>

<i>Account No.</i>	<i>Description</i>	<i>Expenditure</i>	<i>Amount</i>
140-52000-010	General Operations		-\$ 8,000
140-52000-020	Tourism		<u>- 5,000</u>
			<u>-\$ 13,000</u>

To adjust current operating budgets for some aspects of anticipated economic impact due to interim Covid-19 restrictions.

PASSED AND APPROVED BY The Board of Mayor and Aldermen of the City of Tullahoma, Tennessee this 27th Day of April, 2020.

Lane Curlee, Mayor

Attest:

Rosemary Golden, City Recorder

Approved as to form:

Steve Worsham, City Attorney

RESOLUTION NO. 1826

DATE: April 27, 2020
TO: Board of Mayor and Aldermen
FROM: Susan Wilson, Finance Director
SUBJECT: Resolution Approving UDAG Loan for JAD Enterprises, Inc.

BACKGROUND:

JAD Enterprises, Inc. has requested funding through the City of Tullahoma UDAG commercial loan program. The \$52,000 loan proceeds would be used for improvements and updates to the Auto Pride Car Wash on West Lincoln Street. The business owners wish to take advantage of this slower economic period to upgrade their equipment.

The UDAG Revolving Loan Program was established in 1981 through an Urban Development Action Grant from the Department of Housing and Urban Development. The city has made 38 loans through this program, primarily for industrial job creation or retention. Loans are for up to 10 years at 4% below prime, adjusting annually, with a 1% floor. HUD regulations restrict the use of loan funds to purposes enumerated under section 5305 of the Act originating the program. In addition to commercial loans for economic development, job creation & retention, loans may be made to non-profit entities for acquisition, reconstruction and rehabilitation of public facilities (except general government) for historic preservation and community use. All loans are subject to credit check, financial and legal review, and must be secured. Loan payments are returned to the fund.

RECOMMENDATION:

Based upon Loan Committee review, staff recommends loan approval subject to legal review.

ATTACHMENT

Loan Resolution

RESOLUTION NO. 1826

**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMAN TO APPROVE A UDAG
LOAN APPLICATION**

WHEREAS, JAD Enterprises, Inc. has heretofore contacted officials of the City of Tullahoma and inquired about the possibility of obtaining a UDAG loan to be utilized toward the improvement of the applicant's business located in Tullahoma, Tennessee and

WHEREAS, JAD Enterprises, Inc. has provided certain financial information as a part of the application and whereas the information has been found, in the sole judgment of the reviewers, to be adequate, satisfactory and supportive of good lending practices; and

WHEREAS, the Loan Committee of the City of Tullahoma has provided a positive recommendation in the amount of \$52,000, and whereas the Board of Mayor and Aldermen of the City of Tullahoma, Tennessee, desires to approve the loan request of JAD Enterprises, Inc. and said

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Tullahoma, Tennessee, that the Mayor and City Recorder are authorized to enter into an agreement with JAD Enterprises, Inc. to grant its request for UDAG funds, subject to legal review and the execution of whatever documents are necessary in order to consummate such loan and bind JAD Enterprises, Inc. to repayment and the offering of adequate collateral to ensure repayment all within the guidelines of the UDAG program.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after its passage, the public welfare requiring it, this 27th day of April, 2020.

CITY OF TULLAHOMA, TENNESSEE

Lane Curlee, Mayor

ATTEST:

Rosemary Golden, City Recorder

APPROVED AS TO FORM:

Stephen M. Worsham, City Attorney

ORDINANCE NO. 1536

DATE: April 27, 2020

TO: Board of Mayor and Alderman

FROM: Lee Lawson, Planning & Codes Director

SUBJECT: Conduct the first reading of Ordinance 1536, and to set the public hearing with the second reading on May 11, 2020 at 5:30 pm.

BACKGROUND

The applicant is requesting six (6) lots along E. Lincoln Street be rezoned from R-2 to R-3. The reason for the request is for the applicants to convert their 1,308 square foot single family house at 423 E. Lincoln Street to a congregate residence to house college students from Motlow State. The subject lot (423 E. Lincoln St.) is zoned R-2 and is not contiguous to an R-3 district. The closest lot zoned R-3 is four lots down east along E. Lincoln Street (515 E. Lincoln St.).

Current Property Information (all lots are addressed on E. Lincoln Street)						
Street #:	421	423	427	429	503	507
Land Use:	Residential	Residential	Residential	Residential	Residential	Residential
Site Features:	Single-family dwelling	Single-family dwelling	Single-family dwelling	Single-family dwelling	Single-family dwelling	Single-family dwelling
Lot Size +/-:	17,762 sq. ft.	15,359 sq. ft.	12,711 sq. ft.	15,649 sq. ft.	22,229 sq. ft.	19,582 sq. ft.
Water & Sewer:	Public water and sewer are available					
Flood Areas:	The site is <u>not</u> located in a special flood hazard area					
Vehicle Access:	E. Lincoln Street (Minor Arterial Street) and N. Summit Street (Local Street)					

Surrounding Zoning and Land Use:		
	Zoning:	Land Use:
North:	Medium-density residential (R-2)	Single-family dwellings
South:	Medium-density residential (R-2)	Single-family dwellings and a school
East:	High-density residential (R-3)	Single-family dwellings
West:	General Commercial (C-2)	Townhouse development

Zoning District Summary (Existing/ Proposed):		
	Existing Zoning: Medium-Density Residential (R-2)	Proposed Zoning: High-Density Residential (R-3)
Zoning District Intent:	The R-2 district is intended to accommodate increased density of development (medium density) by decreasing lot size requirements and allowing one- and two-family dwellings (duplexes).	The R-3 district is intended to promote and encourage the establishment and maintenance of a suitable environment for urban residence in areas appropriate by location and character for occupancy by high-density, multiple-family dwellings.
Permissible Uses:	<ol style="list-style-type: none"> 1. Single-family dwellings 2. Two-family dwellings 3. Accessory buildings 4. Temporary buildings 	<ol style="list-style-type: none"> 1. Single-family dwellings 2. Two-family dwellings 3. Multifamily dwellings 4. Townhouses 5. Boarding Houses 6. Condominiums 7. Congregate residences 8. Accessory buildings 9. Temporary buildings
Uses permitted upon review	<ol style="list-style-type: none"> 1. Churches 2. K-12 Schools, and colleges, public and private 3. Parks, playgrounds & ball fields. 4. Country Clubs/ Golf Courses 5. Police & Fire Stations 6. Public & Governmental Services 7. Public Libraries 8. Public Parking Lots 9. Temporary Uses 	<ol style="list-style-type: none"> 1. Churches 2. K-12 Schools, and colleges, public and private 3. Parks, playgrounds & ball fields. 4. Country Clubs/ Golf Courses 5. Police & Fire Stations 6. Public & Governmental Services 7. Public Libraries 8. Public Parking Lots 9. Temporary Uses
Water and Sewer Service:	Public water & sewer are not required.	Public water and sewer are required.

Zoning District Summary (Existing/ Proposed):		
Lot and/ or Density Requirements:	Single-family dwelling in R-2:	Single-family dwelling in R-3:
	Minimum Lot Area: 10,000 sq. ft.	Minimum Lot Area: 7,500 sq. ft.
	Minimum Lot Width: 75 ft.	Minimum Lot Width: 50 ft.
	Maximum Impervious Lot Coverage(%): 30	Maximum Impervious Lot Coverage(%): 25
	Two-family dwellings in R-2	Two-family dwellings and Townhomes in R-3
	Minimum Lot Area: 10,000 square feet per unit	Minimum Lot Area: 7,500 square feet per unit
	Minimum Lot Width: 125 feet	Minimum Lot Width: 125 feet
	Maximum Impervious Lot Coverage(%): 35	Maximum Impervious Lot Coverage(%): 30
		Multifamily dwellings in R-3
		Minimum Lot Area: 3,000 square feet per unit
	Minimum Lot Width: 150 feet	
	Maximum Impervious Lot Coverage(%): 35	
Height Restrictions:	Maximum Building Height: 35 ft.	Maximum Building Height: 50 ft.
Off-Street Parking Requirements:	Minimum Number of Parking Space:	Minimum Number of Parking Space:
	Single-family dwelling: 2 space per dwelling	Single-family dwelling: 2 per dwelling
	Two-family dwelling: 2 space per unit	Two-family dwelling/ Townhome: 2 per unit
		Multifamily dwelling: 1.5 per unit
Setback Requirements:	Single-family dwelling	Single-family dwelling
	Front: 35 ft.	Front: 35 ft.
	Side: 5 ft.	Side: 5 ft.
	Rear: 25 ft.	Rear: 25 ft.
	Two-family dwelling	Two-family dwelling/ Townhomes
	Front: 35 ft.	Front: 35 ft.
	Side: 10 ft.	Side: 10 ft.
	Rear: 25 ft.	Rear: 25 ft.
		Multifamily dwelling
		Front: 50 ft.
	Side: 20 ft.	
	Rear: 35 ft.	

RECOMMENDATION

The amendment was presented to the Planning Commission on April 20, 2020, for its consideration, at which time the Planning Commission held a public hearing and voted to send the Board of Mayor and Aldermen a favorable recommendation. The staff gives a favorable recommendation for the request because it meets the Housing & Community Development Goal #2 and Housing & Community Development Land Use Objectives 1, 6, 7, 13, and 24 of the Comprehensive Development Plan.

FISCAL IMPACT

None

ATTACHMENTS

Rezoning Application

Ordinance Number 1536

Exhibit "A"- Property Map



TULLAHOMA MUNICIPAL REGIONAL PLANNING COMMISSION

321 N. Collins Street, Tullahoma, Tennessee 37388
OFFICE 931.455.2282 FAX 931.454.765

REZONING APPLICATION

\$300 Fee

Applicant's Name <i>Tina Nguyen</i>			
Applicant's Mailing Address <i>410 E. Lincoln St.</i>		City <i>Tullahoma</i>	State <i>TN</i>
Phone Number <i>931-455-5488</i>	Fax Number	Email	

The applicant is responsible for notifying the Planning & Codes Department if any contact information has changed.

PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Property Owner (If different from Applicant)					
Property Address <i>423 E. Lincoln Street</i>			City <i>Tullahoma</i>	State <i>Tennessee</i>	Zip <i>37388</i>
Tax Map <i>124K</i>	Group <i>J</i>	Parcel <i>014.00</i>	Size of Parcel <i>15,660 sq ft</i>	Deed Book <i>392</i>	Page <i>618</i>
Present Zoning of Property <i>R-2</i>		Zoning Designation Requested <i>R-3</i>		Present Use of Property <i>Boarding House</i>	

Do you wish to rezone the entire parcel? YES NO
If No, how much of the property do you wish to rezone?

NOTE: If you wish to rezone less than the entire parcel, a legal description will be required along with this application. If the rezoning is approved, a subdivision plat will be required prior to being able to use the property under the new zone.

PLEASE COMPLETE THE FOLLOWING PROPOSED USE INFORMATION:

Explain in detail what you propose to do with this property and outline any long term plans for the property. Refer to the use of the zoning district for which you are requesting and explain how your project will fit within that district.

Student housing (Basketball Team)

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature

[Handwritten Signature]

Applicant's Name (Printed)

Tina Nguyen

Date

3/3/20

PLEASE INITIAL THE FOLLOWING POLICIES STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM:

Please note that this is the first step to completing your rezoning request. Under most circumstances, a professional engineered site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. All buildings must comply with applicable building codes and the American Disabilities Act (ADA) for handicap accessibility. Please contact the Planning & Codes Department at 931-455-2282 with any questions about building permit application process, site inspections, fees, or requirements.

Applicants Initials TN

Applicant Deferral/Withdrawal Policy: It is the policy of the Planning Commission that any requests to defer their consideration of a rezoning application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Planning Commission public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicants Initials TN

Commission Deferment/ Denial Policy: When an applicant or their representative is not present at the regularly scheduled meeting of the Planning Commission (PC), the PC shall defer said application to their next scheduled meeting. If the applicant or their representative fails to be present at the next meeting, then the PC shall forward the zoning request on to the Board of Mayor and Aldermen with a recommendation for denial.

Applicants Initials TN

The Board, its members, and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by the Zoning Ordinance.

Applicants Initials TN

CHECKLIST

Before we can accept your rezoning application, please make sure you have all the items listed below:

- A completed application \$300 application fee paid
- A copy of the deed to the property
- A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner.

STAFF USE ONLY

Accepted by

Lee Lawson

Application Number

ORDINANCE NO. 1536

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO.1392, TO RE-ZONE SIX PARCELS ADDRESSED AS 421 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 015.00), 423 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 014.00), 427 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 013.00), 429 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP J, PARCEL 012.00), 503 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP F, PARCEL 029.00), AND 507 E. LINCOLN STREET (COFFEE COUNTY TAX MAP 124K, GROUP F, PARCEL 028.00), FROM R-2, MEDIUM-DENSITY RESIDENTIAL DISTRICT TO R-3, HIGH-DENSITY RESIDENTIAL DISTRICT

WHEREAS, a public hearing before this body was held on the 11 th day of May, 2020 commencing at 5:30 p.m. and notice thereof published in the *Tullahoma News* on the 26th day of April, 2020 at which hearing members of the public were allowed to be present and to speak on the issues, and

WHEREAS, there being no substantial opposition to the re-zoning of subject property as is hereinafter set out and same being in the best interest of the safety, welfare, and ordinary growth of the City of Tullahoma and its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF TULLAHOMA, TENNESSEE AS FOLLOWS:

SECTION 1. The Zoning Map of the City of Tullahoma, Tennessee known be hereby amended by the rezoning of properties at 423 E. Lincoln Street (Coffee County Tax Map 124K, Group J, Parcel 015.00), 423 E. Lincoln Street (Coffee County Tax Map 124K, Group J, Parcel 014.00), 427 E. Lincoln Street (Coffee County Tax Map 124K, Group J, Parcel 013.00), 429 E. Lincoln Street (Coffee County Tax Map 124K, Group J, Parcel 012.00), 503 E. Lincoln Street (Coffee County Tax Map 124K, Group F, Parcel 029.00), and 507 E. Lincoln Street (Coffee County Tax Map 124K, Group F, Parcel 028.00) from R-2, Medium-Density Residential District

to R-3, High-Density Residential District, said properties more particularly identified as on Exhibit "A" to this ordinance.

SECTION 2. That all Ordinances in conflict herewith and all provisions in the Code of Ordinances of the City of Tullahoma, in conflict herewith are hereby repealed in their entirety, to the extent of any conflicts.

SECTION 3. That if any section, subsection, paragraph, sentence, item or clause of this Ordinance shall for any reason be declared unconstitutional or invalid, such declaration shall not affect any other portion of this Ordinance, it being the intent that the sections, subsections, paragraphs, sentences, items or clauses of this Ordinance shall be treated as severable.

SECTION 4. That this Ordinance shall take effect and be in full force and effect from and after its passage and from and after its caption being published one time in a newspaper of general circulation in Coffee County, Tennessee, the public welfare requiring it.

CITY OF TULLAHOMA

BY: _____
Lane Curlee, Mayor

ATTEST:

Rosemary Golden, City Recorder

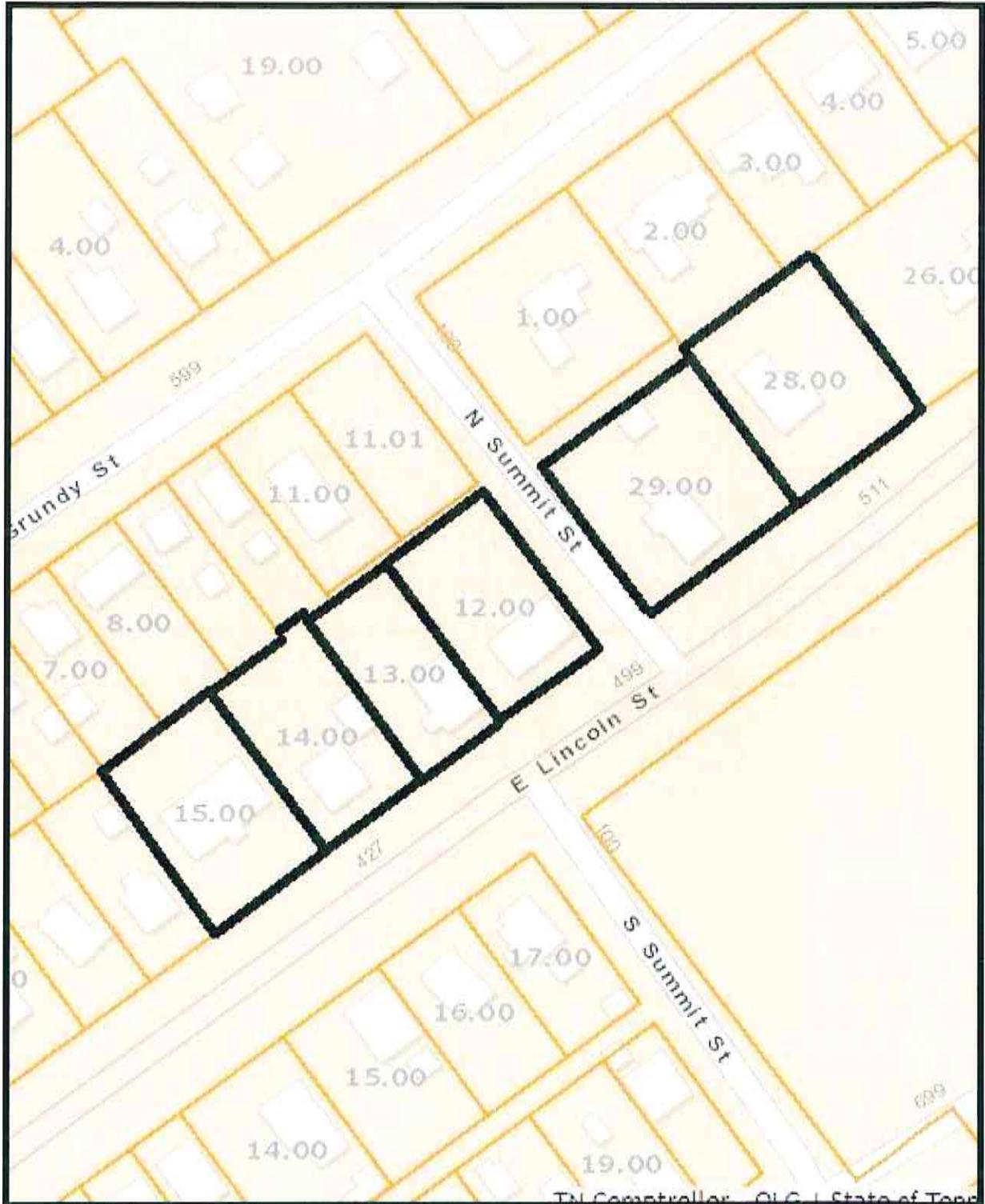
APPROVED AS TO FORM AND LEGALITY:

Stephen M. Worsham, City Attorney

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

Ordinance 1536-Exhibit "A"



ORDINANCE NO. 1537

DATE: April 27, 2020
TO: Board of Mayor and Alderman
FROM: Lee Lawson, Planning & Codes Director
SUBJECT: To conduct the first reading of Ordinance 1537 and set the public hearing with the second reading on Monday, May 11, 2020, at 5:30 p.m.

BACKGROUND

The applicant is requesting the rezoning to accommodate a proposed multifamily development.

Current property Information	
Land Use:	Residential
Site Features:	Vacant
Water & Sewer	Public water and sewer is available
Flood Areas	The site is <u>not</u> located in a special flood hazard area
Vehicle Access	E. Moore Street (Local Street)

Surrounding Zoning and Land Use:		
	Zoning:	Land Use:
North:	High-Density Residential (R-3) and R-4)	Multifamily development and a church
South:	Medium-density residential (R-2)	Townhouse development
East:	Medium-density residential (R-2)	Single-family dwellings
West:	Medium-density residential (R-2)	Townhouse development

Zoning District Summary (Existing/ Proposed):		
	Existing Zoning: Medium-Density Residential (R-2)	Proposed Zoning: High-Density Residential (R-3)
Zoning District Intent:	The R-2 district is intended to accommodate increased density of development (medium density) by decreasing lot size requirements and allowing one- and two-family dwellings (duplexes).	The R-3 district is intended to promote and encourage the establishment and maintenance of a suitable environment for urban residence in areas appropriate by location and character for occupancy by high-density, multiple-family dwellings.
Permissible Uses:	<ol style="list-style-type: none"> 1. Single-family dwellings 2. Two-family dwellings 3. Accessory buildings 4. Temporary buildings 	<ol style="list-style-type: none"> 1. Single-family dwellings 2. Two-family dwellings 3. Multifamily dwellings 4. Townhouses 5. Boarding Houses 6. Condominiums 7. Congregate residences 8. Accessory buildings 9. Temporary buildings
Uses permitted upon review	<ol style="list-style-type: none"> 1. Churches 2. K-12 Schools, and colleges, public and private 3. Parks, playgrounds & ball fields. 4. Country Clubs/ Golf Courses 5. Police & Fire Stations 6. Public& Governmental Services 7. Public Libraries 8. Public Parking Lots 9. Temporary Uses 	<ol style="list-style-type: none"> 1. Churches 2. K-12 Schools, and colleges, public and private 3. Parks, playgrounds & ball fields. 4. Country Clubs/ Golf Courses 5. Police & Fire Stations 6. Public& Governmental Services 7. Public Libraries 8. Public Parking Lots 9. Temporary Uses
Water and Sewer Service:	Public water & sewer are not required.	Public water and sewer are required.

Zoning District Summary (Existing/ Proposed):		
Lot and/ or Density Requirements:	Single-family dwelling in R-2:	Single-family dwelling in R-3:
	Minimum Lot Area: 10,000 sq. ft.	Minimum Lot Area: 7,500 sq. ft.
	Minimum Lot Width: 75 ft.	Minimum Lot Width: 50 ft.
	Maximum Impervious Lot Coverage(%): 30	Maximum Impervious Lot Coverage(%): 25
	Two-family dwellings in R-2	Two-family dwellings and Townhomes in R-3
	Minimum Lot Area: 10,000 square feet per unit	Minimum Lot Area: 7,500 square feet per unit
	Minimum Lot Width: 125 feet	Minimum Lot Width: 125 feet
	Maximum Impervious Lot Coverage(%): 35	Maximum Impervious Lot Coverage(%): 30
		Multifamily dwellings in R-3
		Minimum Lot Area: 3,000 square feet per unit
	Minimum Lot Width: 150 feet	
	Maximum Impervious Lot Coverage(%): 35	
Height Restrictions:	Maximum Building Height: 35 ft.	Maximum Building Height: 50 ft.
Off-Street Parking Requirements:	Minimum Number of Parking Space:	Minimum Number of Parking Space:
	Single-family dwelling: 2 space per dwelling	Single-family dwelling: 2 per dwelling
	Two-family dwelling: 2 space per unit	Two-family dwelling/ Townhome: 2 per unit
		Multifamily dwelling: 1.5 per unit
Setback Requirements:	Single-family dwelling	Single-family dwelling
	Front: 35 ft.	Front: 35 ft.
	Side: 5 ft.	Side: 5 ft.
	Rear: 25 ft.	Rear: 25 ft.
	Two-family dwelling	Two-family dwelling/ Townhomes
	Front: 35 ft.	Front: 35 ft.
	Side: 10 ft.	Side: 10 ft.
	Rear: 25 ft.	Rear: 25 ft.
		Multifamily dwelling
		Front: 50 ft.
	Side: 20 ft.	
	Rear: 35 ft.	

RECOMMENDATION

The map amendment was presented to the Planning Commission on April 20, 2020, for its consideration, at which time the Planning Commission held a public hearing and voted to send the Board of Mayor and Aldermen a favorable recommendation. The staff recommends approval of the request for the following:

1. The rezoning request is consistent with the Land Use Map and with the Housing and Community Development Goal #2 and the Housing and Community Development Land Use Objectives 2, 6, 10, 13, and 16 of the Comprehensive Development Plan.
2. The lot meets the standards required in the R-3 district.

FISCAL IMPACT

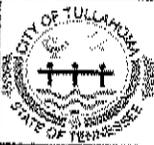
None

ATTACHMENTS

Rezoning Application

Ordinance Number 1537

Exhibit "A"- Property Map



TULLAHOMA MUNICIPAL REGIONAL PLANNING COMMISSION

321 N. Collins Street, Tullahoma, Tennessee 37388
OFFICE 931.455.2282 FAX 931.454.765

REZONING APPLICATION

\$300 Fee

Applicant's Name
Joe Denby / Andy Best 931-808-4715

Applicant's Mailing Address 3523 Awalt Road	City Tullahoma	State TN	Zip 37388
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Phone Number 931-205-7473	Fax Number	Email jabest.surveyor@gmail.com
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The applicant is responsible for notifying the Planning & Codes Department if any contact information has changed.

PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Property Owner (if different from Applicant)
Joe Denby

Property Address 520 East Moore Street	City Tullahoma	State Tennessee	Zip 37388
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Tax Map 124K	Group E	Parcel 006.00	Size of Parcel 1.02 acres	Deed Book 399	Page 520
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Present Zoning of Property R-2	Zoning Designation Requested R-3	Present Use of Property vacant
-----------------------------------	-------------------------------------	-----------------------------------

Do you wish to rezone the entire parcel? YES NO
If No, how much of the property do you wish to rezone?

NOTE: If you wish to rezone less than the entire parcel, a legal description will be required along with this application. If the rezoning is approved, a subdivision plat will be required prior to being able to use the property under the new zone.

PLEASE COMPLETE THE FOLLOWING PROPOSED USE INFORMATION:

Explain in detail what you propose to do with this property and outline any long term plans for the property. Refer to the use of the zoning district for which you are requesting and explain how your project will fit within that district.

The owner desires to rezone the property from R-2 to R-3. The rezoning would allow the owner to build multi-family (apartments or townhouses) dwelling units. This lot is currently surrounded by R-2 on three sides. Across the street is R-3 and R-4. This area contains several multi-family developments. The land use plan shows this lot in the high density residential / multi-family area.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature

Applicant's Name (Printed)

Joe Deuby

Date

PLEASE INITIAL THE FOLLOWING POLICIES STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM.

Please note that this is the first step to completing your rezoning request. Under most circumstances, a professional engineered site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. All buildings must comply with applicable building codes and the American Disabilities Act (ADA) for handicap accessibility. Please contact the Planning & Codes Department at 931-455-2282 with any questions about building permit application process, site inspections, fees, or requirements.

Applicants Initials JD

Applicant Deferral/Withdrawal Policy: It is the policy of the Planning Commission that any requests to defer their consideration of a rezoning application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Planning Commission public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicants Initials JD

Commission Deferment/ Denial Policy: When an applicant or their representative is not present at the regularly scheduled meeting of the Planning Commission (PC), the PC shall defer said application to their next scheduled meeting. If the applicant or their representative fails to be present at the next meeting, then the PC shall forward the zoning request on to the Board of Mayor and Aldermen with a recommendation for denial.

Applicants Initials JD

The Board, its members, and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by the Zoning Ordinance.

Applicants Initials JD

CHECK LIST

Before we can accept your rezoning application, please make sure you have all the items listed below:

- A completed application
- \$300 application fee.
- A copy of the deed to the property
- A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner.

STAFF USE ONLY

Accepted by

Nena Abbott

Application Number

897946

ORDINANCE NO. 1537

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO. 1392, TO RE-ZONE AN APPROXIMATELY 1.03 ACRE PARCEL LOCATED AT 520 E. MOORE STREET (COFFEE COUNTY TAX MAP 124K, GROUP E, PARCEL 006.00) FROM R-2, MEDIUM-DENSITY RESIDENTIAL DISTRICT, TO R-3, HIGH-DENSITY RESIDENTIAL DISTRICT

WHEREAS, a public hearing before this body was held on the 11th day of May, 2020 commencing at 5:30 p.m. and notice thereof published in the *Tullahoma News* on the 26th day of April, 2020 at which hearing members of the public were allowed to be present and to speak on the issues, and

WHEREAS, there being no substantial opposition to the re-zoning of subject property as is hereinafter set out and same being in the best interest of the safety, welfare, and ordinary growth of the City of Tullahoma and its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF TULLAHOMA, TENNESSEE AS FOLLOWS:

SECTION 1. The Zoning Map of the City of Tullahoma, Tennessee known be hereby amended by the rezoning of an approximately 1.03 acre property located at 520 E. Moore Street, Coffee County Tax Map 124K, Group E, Parcel 006.00 from R-2, Medium-Density Residential District to R-3, High-Density Residential District, said property more particularly identified on the attached map.

SECTION 2. That all Ordinances in conflict herewith and all provisions in the Code of Ordinances of the City of Tullahoma, in conflict herewith are hereby repealed in their entirety, to the extent of any conflicts.

SECTION 3. That if any section, subsection, paragraph, sentence, item or clause of this Ordinance shall for any reason be declared unconstitutional or invalid, such declaration shall not affect any other portion of this Ordinance, it being the intent that the sections, subsections, paragraphs, sentences, items or clauses of this Ordinance shall be treated as severable.

SECTION 4. That this Ordinance shall take effect and be in full force and effect from and after its passage and from and after its caption being published one time in a newspaper of general circulation in Coffee County, Tennessee, the public welfare requiring it.

CITY OF TULLAHOMA

BY: _____
Lane Curlee, Mayor

ATTEST:

Ms. Rosemary Golden, City Recorder

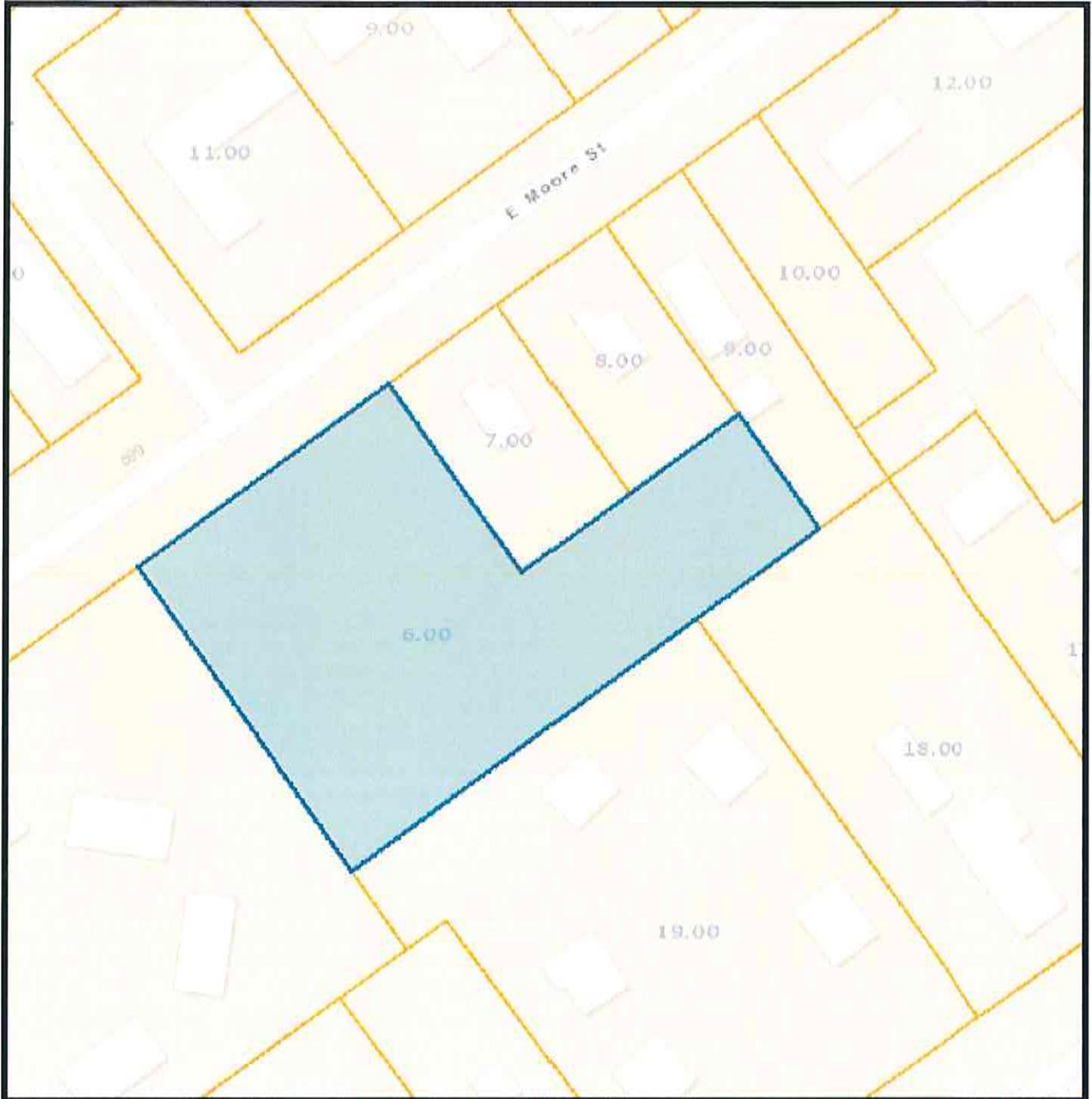
APPROVED AS TO FORM AND LEGALITY:

Mr. Steve Worsham, City Attorney

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

Ordinance 1537-Exhibit "A"



ORDINANCE NO. 1538

DATE: April 27, 2020

TO: Board of Mayor and Alderman

FROM: Lee Lawson, Planning & Codes Director

SUBJECT: Conduct the first reading of Ordinance 1538, and to set the public hearing with the second reading on Monday, May 11, 2020 at 5:30 pm.

BACKGROUND

The applicant is requesting the rezoning to use the existing office building at 1801 N. Washington Street has a medical office or general office use. Office use is not permissible in the I-1 district. All three of the parcels that are a part of the rezoning request was once zoned C-2. In 2007, the City adopted a new citywide zoning map that changed the zoning classification of these lots to I-1.

Current Property Information			
Addresses:	1801 N. Washington St.	1807 N. Washington St.	1821 N. Washington St.
Tax Map:	109P-B-002.03	109P-B-002.04	109P-B-002.00
Land Use:	None	Office	Medical Office
Site Features:	Office Building (4,930 sq. ft.)	Two Office Buildings (4,930 sq. ft. each)	Office Building (7,950 sq. ft.)
Flood Areas:	The site is <u>not</u> located in a special flood hazard area		
Vehicle Access:	N. Washington St.(Major Collector Street)		

Surrounding Zoning and Land Use (entire subdivision site):		
	Zoning:	Land Use:
North:	Medium-density residential (R-2) and General Commercial (C-2)	Single-family dwellings and a vacant salon
South:	Restricted Manufacturing & Warehousing District (I-1)	Electrical substation
East:	General Commercial (C-2)	Office building, Parking lot, Mobile home
West:	Restricted Manufacturing & Warehousing District (I-1)	Railroad right-of-way

Zoning District Summary (Existing/ Proposed):		
Districts:	Existing Zoning:	Proposed Zoning:
	Restricted Manufacturing and Warehousing (I-1)	General Commercial (C-2)
Zoning District Intent:	The I-1 district is established to provide areas in which the principal use of land is for light manufacturing and assembly plants, processing, storage, warehousing, wholesaling, and distribution. It is the intent that permitted uses are conducted, so that noise, odor, dust, and glare of each operation are completely confined within an enclosed building. These industries may require direct access to rail, air, or highway transportation systems; however, the size and volume of the raw materials and finished products involved should not produce the volume of freight generated by the uses of the I-2, Heavy Industrial District.	The C-2 district is for personal and business services and general retail business. The C-2 District is intended to include areas where commercial development, has displaced or is displacing residential development, or is moving in on vacant lands along major arterials bisecting the community.
Permissible Uses:	<ol style="list-style-type: none"> 1. Food and kindred products manufacturing, except meat products. 2. Textile mill products manufacturing except dyeing and finishing of textiles. 3. Apparel and other finished products manufacturing. 4. Furniture and fixtures manufacturing. 5. Printing, publishing, and allied industries. 6. Stone, clay, and glass products manufacturing. 7. Fabricated metal products manufacturing except ordinance and accessories. 8. Professional, scientific, and controlling instruments 9. Electrical appliances assembly. 10. Wholesaling and warehousing enterprise. 11. Building materials storage and sales. 12. Offices which are directly related to the industrial function. 	<ol style="list-style-type: none"> 1. Light commercial 2. Group care facilities 3. Physical fitness centers 4. Religious, cultural and fraternal activities 5. Rehabilitation centers 6. Schools and colleges 7. Amusement centers 8. Automotive Sales 9. Building material supply sales 10. Cultural institutions 11. Health & medical institutions 12. Hotels & motels 13. Commercial printing & publishing 14. Taverns and cocktail lounges 15. Self-storage warehouses 16. Indoor theaters 17. Community commercial centers

Zoning District Summary (Existing/ Proposed) continued:		
Uses permitted upon review	1. Regional Commercial Centers 2. Schools (private & public) (primary and secondary)	Other uses of the same general character as those listed above deemed appropriate by the Board of Zoning Appeals.
Water and Sewer Service:	Public water & sewer is not required	Public water and sewer are required.
Lot and/ or Density Requirements:	Minimum Lot Area: None	Minimum Lot Area: None
	Minimum Lot Width: None	Minimum Lot Width: None
	Maximum Impervious Lot Coverage(%): 80	Maximum Impervious Lot Coverage(%): 80
Height Restrictions:	Maximum Building Height: 35 ft.	Maximum Building Height: 50 ft.
Off-Street Parking Requirements:	Minimum Number of Parking Space: Determined by use	Minimum Number of Parking Space: Determined by use
Setback Requirements:	Front Yard Setback: 35 feet from the right-of-way	Front Yard Setback: 35 feet from the right-of-way
	Rear Yard Setback: 10 feet from the rear lot line	Rear Yard Setback: 25 feet from the rear lot line
	Side Yard Setback: 10 feet from side lot lines	Side Yard Setback: 15 feet from side lot lines

RECOMMENDATION

The amendment was presented to the Planning Commission on April 20, 2020, for its consideration, at which time the Planning Commission held a public hearing and voted to send the Board of Mayor and Aldermen a favorable recommendation.

Staff recommends alternative #1 for the following:

1. The Comprehensive Plan calls for all three properties to be General Commercial.
2. The request meets the Economic Development Goals #3 and #5 and Economic Development Land Use Objectives 1,3,6,7, and 8 of the Comprehensive Development Plan.

FISCAL IMPACT

None

ATTACHMENTS

- Rezoning Application
- Ordinance Number 1538
- Exhibit "A"- Property Map



TULLAHOMA MUNICIPAL REGIONAL PLANNING COMMISSION

321 N. Collins Street, Tullahoma, Tennessee 37388

OFFICE 931.455.2282 FAX 931.454.765

REZONING APPLICATION

\$300 Fee

Applicant's Name

Tennessee Vascular and Thoracic Surgical Associates PC

Applicant's Mailing Address

PO Box 1958

City

Tullahoma

State

TN

Zip

37388

Phone Number

931-841-3948

Fax Number

931-841-3906

Email

ckirksey@drummondmd.com

The applicant is responsible for notifying the Planning & Codes Department if any contact information has changed.

PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Property Owner (if different from Applicant)

Property Address

1801 N. Washington St.

City

Tullahoma

State

Tennessee

Zip

37388

Tax Map

109P

Group

B

Parcel

002.03

Size of Parcel

72,310 sq ft

Deed Book

276,281

Page ~

720,546,242

Present Zoning of Property

I-1

Zoning Designation Requested

C-2

Present Use of Property

Medical Office

Do you wish to rezone the entire parcel? YES NO

If No, how much of the property do you wish to rezone?

NOTE: If you wish to rezone less than the entire parcel, a legal description will be required along with this application. If the rezoning is approved, a subdivision plat will be required prior to being able to use the property under the new zone.

PLEASE COMPLETE THE FOLLOWING PROPOSED USE INFORMATION:

Explain in detail what you propose to do with this property and outline any long term plans for the property. Refer to the use of the zoning district for which you are requesting and explain how your project will fit within that district.

Medical Office - continued use since building was built

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature



Applicant's Name (Printed)

Charles S. Drummond III, MR

Date

02-11-2020

PLEASE INITIAL THE FOLLOWING POLICIES STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM:

Please note that this is the first step to completing your rezoning request. Under most circumstances, a professional engineered site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. All buildings must comply with applicable building codes and the American Disabilities Act (ADA) for handicap accessibility. Please contact the Planning & Codes Department at 931-455-2282 with any questions about building permit application process, site inspections, fees, or requirements.

Applicants Initials CS

Applicant Deferral/Withdrawal Policy: It is the policy of the Planning Commission that any requests to defer their consideration of a rezoning application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Planning Commission public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicants Initials CS

Commission Deferment/ Denial Policy: When an applicant or their representative is not present at the regularly scheduled meeting of the Planning Commission (PC), the PC shall defer said application to their next scheduled meeting. If the applicant or their representative fails to be present at the next meeting, then the PC shall forward the zoning request on to the Board of Mayor and Aldermen with a recommendation for denial.

Applicants Initials CS

The Board, its members, and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by the Zoning Ordinance.

Applicants Initials CS

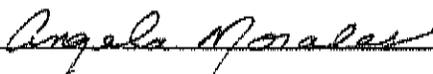
CHECKLIST

Before we can accept your rezoning application, please make sure you have all the items listed below:

- A completed application \$300 application fee.
- A copy of the deed to the property
- A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner.

STAFF USE ONLY

Accepted by



Application Number

897947

ORDINANCE NO. 1538

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, WHICH IS ORDINANCE NO.1392, TO RE-ZONE THREE PARCELS ADDRESSED AS 1801 N. WASHINGTON STREET (COFFEE COUNTY TAX MAP 109P, GROUP B, PARCEL 002.03), 1807 N. WASHINGTON STREET (COFFEE COUNTY TAX MAP 109P, GROUP B, PARCEL 002.04), AND 1821 N. WASHINGTON STREET (COFFEE COUNTY TAX MAP 109P, GROUP B, PARCEL 002.00), FROM I-1, RESTRICTED MANUFACTURING AND WAREHOUSING DISTRICT TO C-2, GENERAL COMMERCIAL DISTRICT

WHEREAS, a public hearing before this body was held on the 11th day of May, 2020 commencing at 5:30 p.m. and notice thereof published in the *Tullahoma News* on the 26th day of April, 2020 at which hearing members of the public were allowed to be present and to speak on the issues, and

WHEREAS, there being no substantial opposition to the re-zoning of subject property as is hereinafter set out and same being in the best interest of the safety, welfare, and ordinary growth of the City of Tullahoma and its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF TULLAHOMA, TENNESSEE AS FOLLOWS:

SECTION 1. The Zoning Map of the City of Tullahoma, Tennessee known be hereby amended by the rezoning of properties at 1801 N. Washington Street (Coffee County Tax Map 109P, Group B, Parcel 002.03), 1807 N. Washington Street (Coffee County Tax Map 109P, Group B, Parcel 002.04), and 1821 N. Washington Street (Coffee County Tax Map 109P, Group B, Parcel 002.00), from I-1, Restricted Manufacturing and Warehousing to C-2, General Commercial District, said properties more particularly identified as on Exhibit "A" to this ordinance.

SECTION 2. That all Ordinances in conflict herewith and all provisions in the Code of Ordinances of the City of Tullahoma, in conflict herewith are hereby repealed in their entirety, to the extent of any conflicts.

SECTION 3. That if any section, subsection, paragraph, sentence, item or clause of this Ordinance shall for any reason be declared unconstitutional or invalid, such declaration shall not affect any other portion of this Ordinance, it being the intent that the sections, subsections, paragraphs, sentences, items or clauses of this Ordinance shall be treated as severable.

SECTION 4. That this Ordinance shall take effect and be in full force and effect from and after its passage and from and after its caption being published one time in a newspaper of general circulation in Coffee County, Tennessee, the public welfare requiring it.

CITY OF TULLAHOMA

BY: _____
Lane Curlee, Mayor

ATTEST:

Rosemary Golden, City Recorder

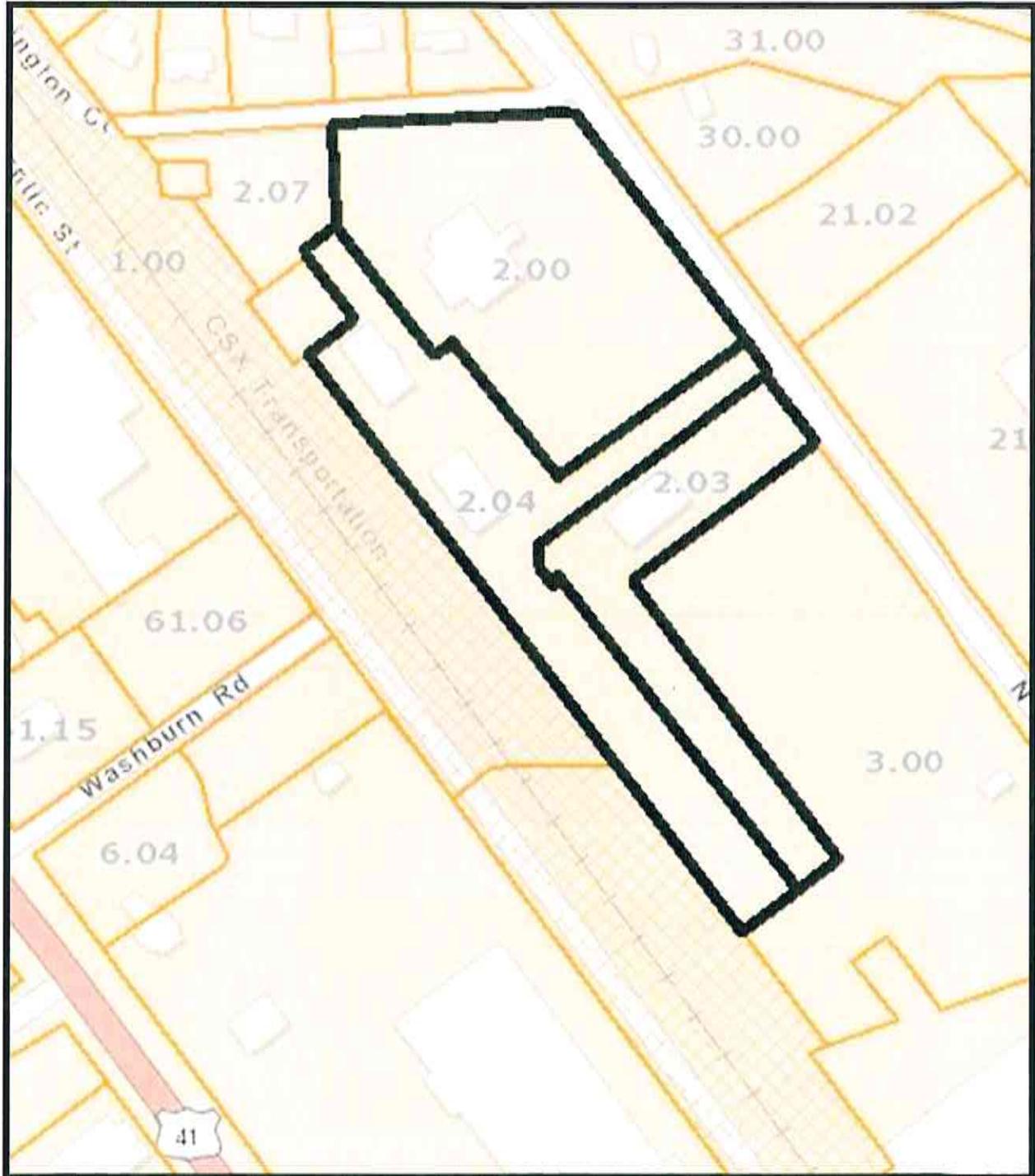
APPROVED AS TO FORM AND LEGALITY:

Stephen M. Worsham, City Attorney

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

Ordinance 1538-Exhibit "A"



ORDINANCE NO. 1539

DATE: April 27, 2020
TO: Board of Mayor and Alderman
FROM: Lee Lawson, Planning & Codes Director
SUBJECT: Conduct the first reading of Ordinance No. 1539 and set a public hearing with the second reading on Monday, May 11, 2020 at 5:30 pm.

BACKGROUND

The proposed amendments of the City’s Zoning Ordinance are to create the opportunity, designating the appropriate zone districts, and creating standards for microbreweries, micro-distilleries, and micro-wineries to develop in Tullahoma. In preparing the recommendation, regulations from many cities were reviewed. In them, there was a clear pattern of establishing a threshold to differentiate between “craft” operations and “standard” breweries, wineries, and distilleries. Some cities used an annual volume of production measure, while others used an area of operation threshold. The proposed recommendation was to adopt an area of production threshold to provide for a one-time review at the time of issuing building permits and eliminate the need to revisit the volume of production on an annual basis.

Among the cities that used an area of operation threshold, there was a range of threshold areas, roughly from 5,000 square feet to 15,000 square feet to differentiate between “craft” and “standard” operations. The staff recommendation represents the midpoint in the range of thresholds identified. There is room to move and still stay within the scope of what several other cities have established as a cap on the size of a craft brewery, winery or distillery.

The Staff’s recommendation mirrors the threshold established in Seattle, Washington, with a 10,000 square foot threshold in commercial zone districts. In two cities, St. Paul, MN, and Boulder, CO, both with strong traditions in craft brewing, a 15,000 square foot maximum size was established for the area of craft breweries, wineries, and distilleries.

RECOMMENDATION

The Planning Commission held a public hearing on April 20, 2020, and voted to send the Board of Mayor and Aldermen a favorable recommendation on the proposed text amendment. Staff recommends approval of the text amendment for the following:

- The text amendment is consistent with Economic Development Goals #1 and #2, Economic Development Goals: Land Use Objectives 1, 3, 5, 6, 7, 12, & 13 and the Comprehensive Development Plan.

ATTACHMENTS

Ordinance No. 1539

ORDINANCE NO. 1539

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF TULLAHOMA, TENNESSEE, WHICH IS ORDINANCE NO. 1392, BY AMENDING ARTICLE II, DEFINITIONS, ARTICLE IV, SPECIFIC DISTRICT REGULATIONS, AND ARTICLE VI, SPECIAL REGULATIONS, BY CREATING A NEW SECTION 606, DEVELOPMENT STANDARDS FOR MICROBREWERY, MICRO-DISTILLERY, AND MICRO-WINERY

WHEREAS, a public hearing before this body was held on the 11th day of May, 2020 commencing at 5:30 p.m. and notice thereof published in the Tullahoma News on the 26th day of April, 2020 at which hearing members of the public were allowed to be present and to speak on the issues, and

WHEREAS, there being no substantial opposition to the change in the ordinance as is hereinafter set out and same being in the best interest of the safety, welfare, and ordinary growth of the City of Tullahoma and its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF TULLAHOMA, TENNESSEE AS FOLLOWS:

SECTION 1. That Ordinance No. 1392 of the City of Tullahoma, Tennessee known as the Zoning Ordinance of the City of Tullahoma, Tennessee, as amended from time to time, that Article II, Definitions, be amended by inserting the following additional definitions, as follows:

MICRO-BREWERY. A facility for the production and packaging of malt beverages of alcoholic content for wholesale distribution, with a capacity of fewer than 15,000 barrels per year and may include a tasting room for consumption on-premises. A tasting room allows customers to taste/consume products manufactured on-site and purchase beverages manufactured on-site and related items. Brewery facilities that exceed this capacity are considered light industrial uses light manufacturing.

MICRO-DISTILLERY. A facility for the production and packaging of alcoholic spirits in quantities not to exceed twelve 12,000 gallons per year and may include a tasting room for consumption on-premises. A tasting room allows customers to taste/consume products manufactured on-site and purchase beverages manufactured on-site

and related items. Distillery facilities that exceed this capacity are considered light industrial uses light manufacturing.

MICRO-WINERY. A facility for the production and packaging of any alcoholic beverages obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar, including such beverages when fortified by the addition of alcohol or spirits, in quantities not to exceed 25,000 gallons per year and may include a tasting room for consumption on-premises. A tasting room allows customers to taste/consume products manufactured on-site and purchase beverages manufactured on-site and related items. Wineries that exceed this capacity are considered light industrial uses light manufacturing.

SECTION 2. That Ordinance No. 1392 of the City of Tullahoma, Tennessee known as the Zoning Ordinance of the City of Tullahoma, Tennessee, as amended from time to time, that Article IV, Specific District Regulations, be amended by adding Section 3.B, as follows:

- A. C-1. The following uses are permitted in the Central Commercial District (C-1):
9. Microbrewery, micro-distillery, and micro-winery*
- B. C-2. The following uses are permitted in the General Commercial District (C-2):
25. Microbrewery, micro-distillery, and micro-winery*
- D. Uses permitted upon review.
3. C-3. District
c. Microbrewery, micro-distillery, and micro-winery*

SECTION 3. That Ordinance No. 1392 of the City of Tullahoma, Tennessee known as the Zoning Ordinance of the City of Tullahoma, Tennessee, as amended from time to time, that Article VI, Special Regulations, be amended by creating a new section, as follows:

SECTION 606. DEVELOPMENT STANDARDS FOR MICROBREWERY, MICRO-DISTILLERY, AND MICRO-WINERY

- A. Where production facilities of craft breweries, distilleries, and wineries of 10,000 square feet or less in gross floor area abut a residential district, a buffer yard per Section 505(D)(4) is required. Production facilities of craft breweries, distilleries, and wineries that are greater than 10,000 square feet*

in gross floor area must be separated from residential districts by 200 feet, as measured on a straight line from lot line to lot line.

- B. All malt, vinous, or distilled liquor production must be within completely enclosed structures.*
- C. Loading areas in a newly constructed facility cannot be located on the side of any building facing a residential district. Where such district abuts on all sides of the lot, these loading areas must be screened by a solid wall or opaque fence with a minimum height of six feet to a maximum of eight feet, in addition to any required landscape buffer.*
- D. Service doors in a newly constructed facility facing an adjacent residential district must be screened by a solid wall or opaque fence with a minimum height of six feet to a maximum of eight feet, in addition to any required landscape buffer.*
- E. For adaptive reuse of existing buildings, newly constructed loading areas and service doors should be located to minimize any impact on surrounding public streets. Existing loading areas and services doors should be screened to the extent feasible from view from any adjacent residential districts.*
- F. Development standards for Microbrewery, micro-distillery, and micro-winery in the C-3 District.*
 - 1. No outdoor storage shall be permitted;*
 - 2. All malt, vinous or distilled liquor production shall be within completely enclosed structures;*
 - 3. Loading areas shall not be oriented toward a public street, nor shall loading docks be located on the side of any building facing an adjacent zone district primarily for residential uses. Where these districts or streets abut all sides of the property, the loading areas shall be screened by a solid wall or opaque fence with a minimum height of six (6) feet, in addition to any required landscape buffer.*
 - 4. Service doors facing a public street or an adjacent zone district primarily for residential uses shall be screened by a solid wall or opaque fence with a minimum height of six (6) feet, in addition to any required landscape buffer.*
 - 5. By-products or waste from the production of the malt, vinous or distilled liquor shall be properly disposed of off the property.*

SECTION 4. That all Ordinances in conflict herewith and all provisions in the Code of Ordinances of the City of Tullahoma, in conflict herewith are hereby repealed in their entirety, to the extent of any conflicts.

SECTION 5: That if any section, subsection, paragraph, sentence, item or clause of this Ordinance shall be for any reason be declared unconstitutional or

invalid, such declaration shall not affect any other portion of this Ordinance, it being the intent that the sections, subsections, paragraphs, sentences, items or clauses of this Ordinance shall be treated as severable.

SECTION 6: That this Ordinance shall take effect and be in full force and effect from and after its passage and from and after its caption being published one time in a newspaper of general circulation in Coffee County, Tennessee, the public welfare requiring it.

CITY OF TULLAHOMA

BY: _____

Lane Curlee, Mayor

ATTEST:

Rosemary Golden, City Recorder

APPROVED AS TO FORM:

Stephen M. Worsham, City Attorney

PLANNING COMMISSION REVIEW: _____

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

TULLAHOMA BEER BOARD
CY 2020

SUMMARY OF ACTION TAKEN ON AGENDA ITEMS

ITEM NO.	TYPE	APPLICANT/ PERMIT HOLDER	LOCATION	DISPOSITION	Mayor Curlee	Mayor Pro Tem Blanks	Aid. Blackwell	Aid. Berry	Aid. Dunn	Aid. Mathis	Aid. Knowis
20-BB01	Minutes of 12/9/19 Meeting	N/a	N/a	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-BB02	Beer Permit (On and Off-Premises)	4 The Win Cigar Shop and Lounge	110 W. Lincoln Street	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-BB03	Beer Permit (On-Premises)	Tulahoma Bowling Lanes Inc.	900 S. Anderson Street	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-BB04	Beer Permit (Off-Premises)	Joung, Inc. dba Piggly Wiggly	811 E. Lincoln Street	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-BB05	Beer Permit (Special Event - Non-Profit)	Hands On Science Center Family Fun Day & Evening Social	101 Mitchell Blvd.	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-BB06	Beer Permit (Special Event - Non-Profit)	Tulahoma Sports Council Hall of Fame Dinner	501 N. Collins Street	Approved 1/13/20	Y	Y	Y	Y	Y	Y	Y
20-BB07	Minutes of 1/13/20 Meeting	N/a	N/a	Approved 1/27/20	A	Y	Y	Y	Y	A	Y
20-BB08	Minutes of 1/27/20 Meeting	N/a	N/a	Approved 2/10/20	Y	A	Y	Y	Y	Y	Y
20-BB09	Minutes of 2/10/20 Meeting	N/a	N/a	Approved 2/24/20	A	Y	Y	Y	Y	Y	Y
20-BB11	Minutes of 2/24/20 Meeting	N/a	N/a	Approved 3/9/20	Y	Y	Y	Y	Y	Y	Y
20-BB12	Minutes of 3/9/20 Meeting	N/a	N/a	Approved 4/13/20	Y	Y	Y	Y	Y	Y	Y

Disclaimer: This summary is provided for reference only and is not the official record of any meeting or action, the only official record may be found in the approved minutes on file maintained by the Beer Board Secretary/City Recorder.

AGENDA ITEM NO. 20-BB13
BEER BOARD MEETING
MINUTES
APRIL 13, 2020

The Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee met in a Beer Board Meeting on Monday, April 13, 2020 at the Municipal Building in Tullahoma with Mayor Lane Curlee presiding and the following named members of the Board of Mayor and Aldermen: Jimmy Blanks, Daniel Berry, Rupa Blackwell, Robin Dunn, Ray Knowis and Jerry Mathis. All Board Members were present.

Due to the COVID-19 Emergency, The Board of Mayor and Aldermen will conduct its essential business by electronic means rather than being required to gather a quorum of the members physically present in the same location because it is necessary to protect the health, safety, and welfare of Tennesseans. This meeting is in compliance with the Governor's Executive Order No. 16 issued on March 20, 2020 and in effect until May 18, 2020.

Jennifer Moody, City Administrator; Stephen M. Worsham, City Attorney and Rosemary Golden, City Recorder; were also present at the meeting.

Mayor Lane Curlee called the meeting to order.

PUBLIC COMMENTS: - NONE -

CONSENT AGENDA:

ITEM NO. 20-BB12 – MINUTES OF MARCH 9, 2020 BEER BOARD MEETING

Mayor Curlee read the caption for the item on the Consent agenda.

A motion was made by Alderman Blanks and seconded by Alderman Blackwell to approve the minutes of the March 9, 2020 Beer Board Meeting.

A roll was taken and the results were as follows:

Mayor Curlee:	Yes
Mayor Pro-Tem Blanks:	Yes
Alderman Berry:	Yes
Alderman Blackwell:	Yes
Alderman Dunn:	Yes
Alderman Knowis:	Yes
Alderman Mathis:	Yes

On roll call all members present voted aye and it was so ordered.

OLD BUSINESS: - NONE -

NEW BUSINESS: - NONE -

There being no further business to come before the Beer Board at this time so the Beer Board Meeting adjourned at 6:13pm.

CITY RECORDER

MAYOR