



January 9, 2025 Board of Commissioners City Hall - Massie Chambers
6:30 PM

Agenda:

1. Call to order by the Mayor

Prayer

Pledge of Allegiance
2. Roll call by the Recorder.
3. Approval of minutes.
 - a. Reading of the December 12th regular meeting of the Board of Commissioners by the Recorder for approval or correction.
4. Comments from citizens.
5. Comments of the City Manager and staff.
 - a. Presentation of the Fiscal Year 2024 Audit.
6. Reports and comments from committees, members of the Board of Commissioners and other officers.
7. Consent agenda items.
8. Unfinished Business.
 - a. Consider Ordinance 24-1098, an ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Graves Road from R7, High Density Residential to RLSPUD, Residential Limited Scale Planned Unit Development and Preliminary Master Plan approval. **SECOND READING & PUBLIC HEARING**

- b. Consider Ordinance 24-1100, an ordinance to amend the Zoning Ordinance to define and include regulations for specialty smoke and vape shops and similar materials. **SECOND READING & PUBLIC HEARING**
- c. Consider Ordinance 24-1101, an ordinance to amend the Zoning Ordinance to permit additional commercial uses in the INT, Interchange Overlay for the I-65 Exit 98 Louisville Hwy 31W Overlay Section. **SECOND READING & PUBLIC HEARING**
- d. Consider Ordinance 24-1102, an ordinance to amend the Zoning Ordinance to define a reduction in the minimum lot width of commercial zoned lots including a shared driveway access easement. **SECOND READING & PUBLIC HEARING**
- e. Consider Ordinance 24-1103, an ordinance of the Board of Commissioners of the City of Goodlettsville establishing the recovery of costs by fees from users of fire protection and emergency medical services. **SECOND READING & PUBLIC HEARING**
- f. Consider Resolution 24-1244, a resolution pursuant to the authority granted by Section 6-54-11 of the Tennessee Code Annotated, and in accordance with the internal and compliance manual for Tennessee Municipalities authorizing appropriations for financial donation in the amount of \$5,000.00 to the Goodlettsville Area Chamber of Commerce, a non-profit civic organization whose services benefit the general welfare of the residents of Goodlettsville. **PUBLIC HEARING**

9. New Business.

- a. Consider Ordinance 25-1104, an ordinance of the Board of Commissioners of the City of Goodlettsville, Tennessee amending fees associated with the reconnection of water due to failure to pay wastewater consumer charges. **FIRST READING**
- b. Consider Resolution 25-1248, a resolution authorizing the execution of an agreement between the Madison Suburban Utility District and the City of Goodlettsville as it relates to consumption readings of Madison Suburban Utility District water meters within the corporate limits of the City of Goodlettsville.
- c. Consider Resolution 25-1249, a resolution of the City of Goodlettsville Board of Commissioners approving an agreement with the State of Tennessee Department of Transportation for an intergovernmental Communications Resource License Agreement.
- d. Consider Resolution 25-1250, a resolution authorizing the execution of an agreement between Jowers Cleaning Services and the City of Goodlettsville as it relates to cleaning services of city facilities.

10. Adjournment.

For more information regarding this agenda, please contact the city recorder by email at:

abaker@goodlettsville.gov

A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.

105 S. Main Street – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212

www.goodlettsville.gov



December 12, 2024 Board of Commissioners 6:30 PM City Hall - Massie Chambers

Minutes:

Present: Jimmy D. Anderson, Jennifer Duncan, Cisco Gilmore, and Jesse Walker.

Absent: Rusty Tinnin.

Also Present: Tim Ellis, Allison Baker, Sarah Jennings, Addam McCormick, Gary Goodwin, Kimberly Lynn, Julie High, Russell Freeman, Ken Reeves, Mary Laine Hucks, Larry DiOrio, and Sean Pfalzer.

Vice Mayor Jennifer Duncan called the meeting to order.

City Recorder Allison Baker called the roll: Mayor Tinnin absent, Vice Mayor Duncan present, Commissioner Anderson present, Commissioner Gilmore present, Commissioner Walker present.

Jason Kenyon offered prayer and Vice Mayor Duncan led the chambers in the pledge of allegiance.

Consider the minutes of the November 14, 2024 regular meeting of the Board of Commissioners by the Recorder for approval or correction. Commissioner Anderson made a motion to approve the minutes as written. Commissioner Walker seconded the motion and motion passed 4-0.

Comments from citizens.

Khris Pascarella addressed the board in opposition of the moratorium on second reading.

Josh Randolph addressed the board in opposition of the moratorium on second reading.

Mitzi Lindsay addressed the board in opposition of the moratorium on second reading.

John Cavin addressed the board in opposition of the moratorium on second reading.

Comments of the City Manager and staff.

City Manager Ellis thanked the Parks, Tourism, Police and Fire departments for the phenomenal jobs they have done through the Christmas season.

City Offices will be closed Tuesday, December 24th, Wednesday, December 25th, and Wednesday, January 1st.

Consider Reports and comments from committees, members of the Board of Commissioners and other officers.

Commissioner Walker echoed what Mr Ellis stated regarding the excellent events over the weekend.

Consider Consent agenda items.

Commissioner Anderson made a motion to add the following items under New Business to the consent agenda: b., g., h., i., j., and l. Commissioner Walker stated he would like to discuss item b. so it was automatically removed from consideration. Commissioner Gilmore seconded the motion. Motion passes. Commissioner Walker would like to add items m., q., and r. to the consent agenda. There was discussion. Commissioner Gilmore seconded the motion. The amended consent agenda was approved with a 4-0 vote.

The following items were approved on a consent agenda:

a. Resolution 24-1232, a resolution amending a contract between the City of Goodlettsville and the State of Tennessee Department of Transportation, by extending the expiration date of the contract as it relates to project number 125191.01-Caldwell Drive Sidewalks.

b. Resolution 24-1233, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

c. Resolution 24-1234, a resolution approving an application for a Staffing for Adequate Fire and Emergency Response Program (SAFER) Grant from the U.S. Department of Homeland Security to the City of Goodlettsville, Tennessee, acting by and through the Goodlettsville Fire Department, for the recruitment and hiring of six firefighters.

d. Resolution 24-1235, a resolution to adopt the City of Goodlettsville's Legislative Agenda for the first session of the 114th General Assembly of the State of Tennessee.

g. Resolution 24-1236, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee endorsing the community campaign of 'Project '072 a campaign which encompasses a body of work within the city that promotes smarter growth and development, community engagement, and overall improvements throughout the city.

h. Resolution 24-1237, a resolution approving a joint application along with the City of Gallatin, Tennessee and the City of Hendersonville, Tennessee for a Fire Prevention and Safety Program Grant from the U.S. Department of Homeland Security for the purpose of initial Emergency Medical Services training and backfill staffing.

i. Resolution 24-1238, a resolution to amend the City of Goodlettsville Personnel Policies and

Procedures Manual, by amending Section IV entitled, Leave Policies.

j. Resolution 24-1239, a resolution declaring a 2009 Ferrara Platform Ladder Truck surplus to the needs of the City of Goodlettsville and authorizing its sale by consignment to Brindlee Mountain Fire Apparatus, Inc. and designating all funds derived from its sale to be used in the purchase of other fire apparatus.

l. Resolution 24-1241, a resolution to dedicate two parcels of property within the City of Goodlettsville as public parkland for the enjoyment of Goodlettsville citizens.

m. Resolution 24-1242, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee authorizing the procurement method of competitive sealed proposals in procuring the services of a firm in order to provide billing and collection services as it relates to cost recovery of fire services.

q. Resolution 24-1246, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee authorizing the approval of a cooperative purchasing agreement between the City of Goodlettsville and the Region VIII Education Service Center for the interlocal purchasing system.

r. Resolution 24-1247, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee authorizing the procurement of two tornado sirens from Federal Signal Safety and Security Systems.

Vote was then taken which resulted in a 4-0 vote to pass the consent agenda items.

Consider Unfinished Business.

Consider Ordinance 24-1097, an ordinance imposing a temporary initial one (1) year moratorium on the acceptance, authorization, and approvals necessary for the subdivision, site planning, development with more than three (3) dwelling units per acre on real property in the City Limits by the Goodlettsville Municipal Planning Commission and the Board of Commissioners of the City of Goodlettsville Zoning Ordinance, second reading. Commissioner Anderson made a motion to consider Ordinance 24-1097. Commissioner Walker seconded the motion. City Manager Ellis offered two possible amendments to this ordinance. The first one would amend the effective date to February 1, 2024. The second amendment offered would change the effective date to February 1, 2024 and it would amend number 2) to say, "Any person having received preliminary master plan approval of high-density residential to the date of adoption of this ordinance, shall not be subject to this moratorium." Commissioner Walker confirmed that anything approved at the January Planning Commission would continue to move forward if the ordinance is amended. City Manager Ellis stated that is the intent of the amendment. Planning Director Addam McCormick addressed the board to let them know what projects would be included. He stated the Graves Street project was approved in December and there are two on the January Planning Commission agenda for High Density. One is a project on Windsor Green at Conference Drive for 224 apartment units and then Dry

Creek Cottages was originally 16 units but they want to come in and do 26 so it would require additional property to be rezoned. Commissioner Walker made a motion to amend Ordinance 24-1097 to read, "Any person having received preliminary master plan approval of high-density residential to the date of adoption of this ordinance, shall not be subject to this moratorium." and to amend the effective date to February 1, 2024. Vice Mayor Duncan seconded the motion to amend. There was discussion regarding the effective date. Commissioner Walker stated his motion to amend is based upon finding a balance for the groups that have been working with City departments to give them time to submit plans while also meeting the goal of the moratorium. There was discussion. If the Planning Commission deferred any of these items in January, they would then be in the moratorium as they would be outside of the effective date. Vote was then taken which resulted in a 4-0 vote to approve the amendment. Commissioner Anderson made a motion to approve Ordinance 24-1097 as amended. Commissioner Walker seconded the motion. Vote was then taken which resulted in a 4-0 vote to approve Ordinance 24-1097 as amended. City Attorney Freeman stated that the wording in item 2 needs to be amended to say "any person or entity." It also came up that the effective date needs to be amended to 2025 not February 1, 2024. Commissioner Anderson made a motion to amend Ordinance 24-1097 as stated by City Attorney Freeman. Commissioner Gilmore seconded the motion. Vote was then taken which resulted in a 4-0 vote to approve Ordinance 24-1097 as amended.

Consider New Business.

Consider Ordinance 24-1098, an ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Graves Road from R7, High Density Residential to RLSPUD, Residential Limited Scale Planned Unit Development and Preliminary Master Plan approval, first reading. Commissioner Gilmore made a motion to consider Ordinance 24-1098. Commissioner Anderson seconded the motion. Commissioner Walker commented on disliking the layout with the two homes being directly behind two other homes. Commissioner Gilmore stated this seems to be a popular development in the Metropolitan area. He stated the developer has been willing to work with the Planning Commission and adhering to our standards. There was discussion regarding the layout. Planning Director McCormick stated if this is approved the Planning Commission would have to approve a final master plan. Vote was then taken which resulted in a 4-0 vote to approve Ordinance 24-1098.

Consider Ordinance 24-1099, an ordinance to amend Ordinances 06-674 and 09-724 as amended, the Zoning Ordinance and Sign Ordinance of the City of Goodlettsville, to increase the permitted percentage of message boards on pole and ground type signs, first reading. Commissioner Anderson made a motion to consider Ordinance 24-1099. Commissioner Walker seconded the motion. Commissioner Walker stated he does not see the need to change the ordinance that effects the entire city for one business on Conference Drive that is not even located on Conference Drive. He is not in favor of it. There was discussion. Commissioner Walker stated this would allow every business in town to put the largest, lit sign possible with changing messages. Vote was then taken which resulted in a 1-3 vote to deny Ordinance 24-1099. Commissioner Gilmore voted in favor of the amendment with Vice Mayor

Duncan, Commissioner Anderson, and Commissioner Walker voting against the proposed amendment.

Consider Ordinance 24-1100, an ordinance to amend the Zoning Ordinance to define and include regulations for specialty smoke and vape shops and similar materials, first reading. Commissioner Walker made a motion to consider Ordinance 24-1100. Commissioner Gilmore seconded the motion. Commissioner Walker stated with the 5,000 population piece to this, nothing would really happen until the 11 shops that are currently open drops down to 2 and that would mean one more could open. He gets the purpose of the ordinance but wants to balance with these are small business and their right to open a shop if they choose and thinks three is pretty drastic. Commissioner Walker made a motion to amend the population number of 5,000 to 3,000 which would allow around 5-6 instead of the proposed 3. Commissioner Anderson seconded the motion. Vote was then taken which resulted in a 1-3 vote to deny the amendment. Commissioner Walker voted in favor of his proposed amendment with Commissioners Anderson and Gilmore, and Vice Mayor Duncan voting no. Commissioner Walker made a motion to amend the population figure from 5,000 to 4,000. Motion died due to a lack of a second. Vote was then taken which resulted in a 3-1 vote to approve Ordinance 24-1100 with Commissioner Walker voting no.

Consider Ordinance 24-1101, an ordinance to amend the Zoning Ordinance to permit additional commercial uses in the INT, Interchange Overlay for the I-65 Exit 98 Louisville Hwy 31W Overlay Section, first reading. Commissioner Anderson made a motion to consider Ordinance 24-1101. Commissioner Gilmore seconded the motion. Commissioner Gilmore stated the Planning Commission felt this would open up options for this exit that has come alive over the last few years. There was discussion. Planning Director McCormick confirmed that they have had to turn people away based off of what is allowed there now. Commissioner Walker made a motion to amend Ordinance 24-1101 to remove the number 2 category which states, "Auto servicing including only lubricating services and the sale and installation of tires, batteries, accessories, and replacement items." Commissioner Gilmore seconded the motion. There was discussion. Planning Director McCormick stated he felt if they took that out, they would still be able to accomplish what they wanted to do. Vote was then taken which resulted in a 4-0 vote to approve the amendment. Vote was then taken which resulted in a 4-0 vote to approve Ordinance 24-1101 as amended.

Consider Ordinance 24-1102, an ordinance to amend the Zoning Ordinance to define a reduction in the minimum lot width of commercial zoned lots including a shared driveway access easement, first reading. Commissioner Walker made a motion to consider Ordinance 24-1102. Commissioner Anderson seconded the motion. Vote was then taken which resulted in a 4-0 vote to approve Ordinance 24-1102.

Consider Ordinance 24-1103, an ordinance of the Board of Commissioners of the City of Goodlettsville establishing the recovery of costs by fees from users of fire protection and emergency medical services, first reading. City Manager Ellis stated on second reading there would be a resolution tied to this with proposed fees. Fire Chief Ken Reeves stated there is no intent to bill residents of Goodlettsville or businesses that operate in Goodlettsville. We are trying to recoup funds we are expending on the many others that do not live here and pay taxes. Commissioner Anderson made a motion to consider Ordinance 24-1103. Commissioner

Gilmore seconded the motion. Vote was then taken which resulted in a 4-0 vote to approve Ordinance 24-1103.

Consider Resolution 24-1240, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee, that hereby creates economic development incentive guidelines and authorizes the City of Goodlettsville Industrial Development Board, to negotiate and accept payments in lieu of ad valorem taxes when it is deemed beneficial to the residents of the City of Goodlettsville. Commissioner Gilmore made a motion to consider Resolution 24-1240. Commissioner Anderson seconded the motion. Vote was then taken which resulted in a 4-0 vote to approve Resolution 24-1240.

Consider Resolution 24-1243, a resolution authorizing a budgetary allocation for employee cost of living compensation adjustments effective January 1, 2025. Commissioner Anderson made a motion to consider Resolution 24-1243. Commissioner Walker seconded the motion. Vote was then taken which resulted in a 4-0 vote to approve Resolution 24-1243.

Consider Resolution 24-1244, a resolution pursuant to the authority granted by Section 6-54-11 of the Tennessee Code Annotated, and in accordance with the internal and compliance manual for Tennessee Municipalities authorizing appropriations for financial donation in the amount of \$5,000.00 to the Goodlettsville Area Chamber of Commerce, a non-profit civic organization whose services benefit the general welfare of the residents of Goodlettsville, public hearing. City Manager Ellis recommended this be deferred for 30 days until the next meeting. Commissioner Anderson made a motion to defer Resolution 24-1244. Commissioner Walker seconded the motion. Vote was then taken which resulted in a 4-0 vote to defer Resolution 24-1244.

Consider Resolution 24-1245, a resolution to ratify the membership and appointments to the Goodlettsville Beer Board, Tree Board, Planning Commission, Board of Zoning and Sign Appeals, and Parks Advisory Board. Commissioner Gilmore made a motion to consider Resolution 24-1245. Commissioner Anderson seconded the motion. Commissioner Walker wanted to ask the Mayor about qualifications he saw in these individuals and also stated he is the only elected Commissioner not serving on any of these boards. Vote was then taken which resulted in a 4-0 vote to approve Resolution 24-1245.

With no further business, Commissioner Anderson made a motion to adjourn. Commissioner Gilmore seconded the motion. The meeting adjourned at approximately 7:45pm.



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE: ORDINANCE 24-1098</u> An ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Graves Road from R7, High Density Residential to RLSPUD, Residential Limited Scale Planned Unit Development and preliminary master plan approval. SECOND READING & PUBLIC HEARING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: ORDINANCE 24-1098 Dept. of Origin: Planning For Agenda of: January 9, 2025 Originator: Addam McCormick Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 24-1098
Graves Road Cottages Preliminary Master Plan

SUMMARY STATEMENT:

An ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Graves Road from R7, High Density Residential to RLSPUD, Residential Limited Scale Planned Unit Development and preliminary master plan approval.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff and Planning Commission recommend approval of Ordinance 24-1098.

ORDINANCE NO. 24-1098

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF GOODLETTSVILLE ADOPTED PER ORDINANCE 15-851 BY CHANGING THE ZONING OF A PROPERTY ON GRAVES ROAD FROM R7, HIGH DENSITY RESIDENTIAL TO RLSPUD, RESIDENTIAL LIMITED SCALE PLANNED UNIT DEVELOPMENT AND PRELIMINARY MASTER PLAN APPROVAL

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, and use of residential buildings, structures; and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintain the stability of residential districts within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the purpose of the City's Zoning Ordinance Residential Limited Scale Planned Unit Development section includes is to provide flexible and efficient small scale residential designs for in-fill type developments in defined areas of the City currently designated as R7, High Density and R-10, Medium Density zoning districts; and,

WHEARAS, the City's Comprehensive Land Use defines the location of the property as High Density Conservation; and,

WHEREAS, the Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted on December 2, 2024 to recommend its passage to the Board of Commissioners based on the existing R7 High Density property zoning designation and the proposed design per the project preliminary master plan including four (4) detached one family dwelling units,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

By changing the property classification to RLSPUD, RESIDENTIAL LIMITED SCALE PLANNED UNIT DEVELOPMENT for the referenced portion properties attached as "EXHIBIT A" and described as follows:

THE 0.57 ACRE PROPERTY AT 208 GRAVES ROAD REFERENCED AS MAP/PARCEL 01816015100 SHOWN IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF DAVIDSON COUNTY, TENNESSEE.

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of

Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 24-1098
“EXHIBIT A”

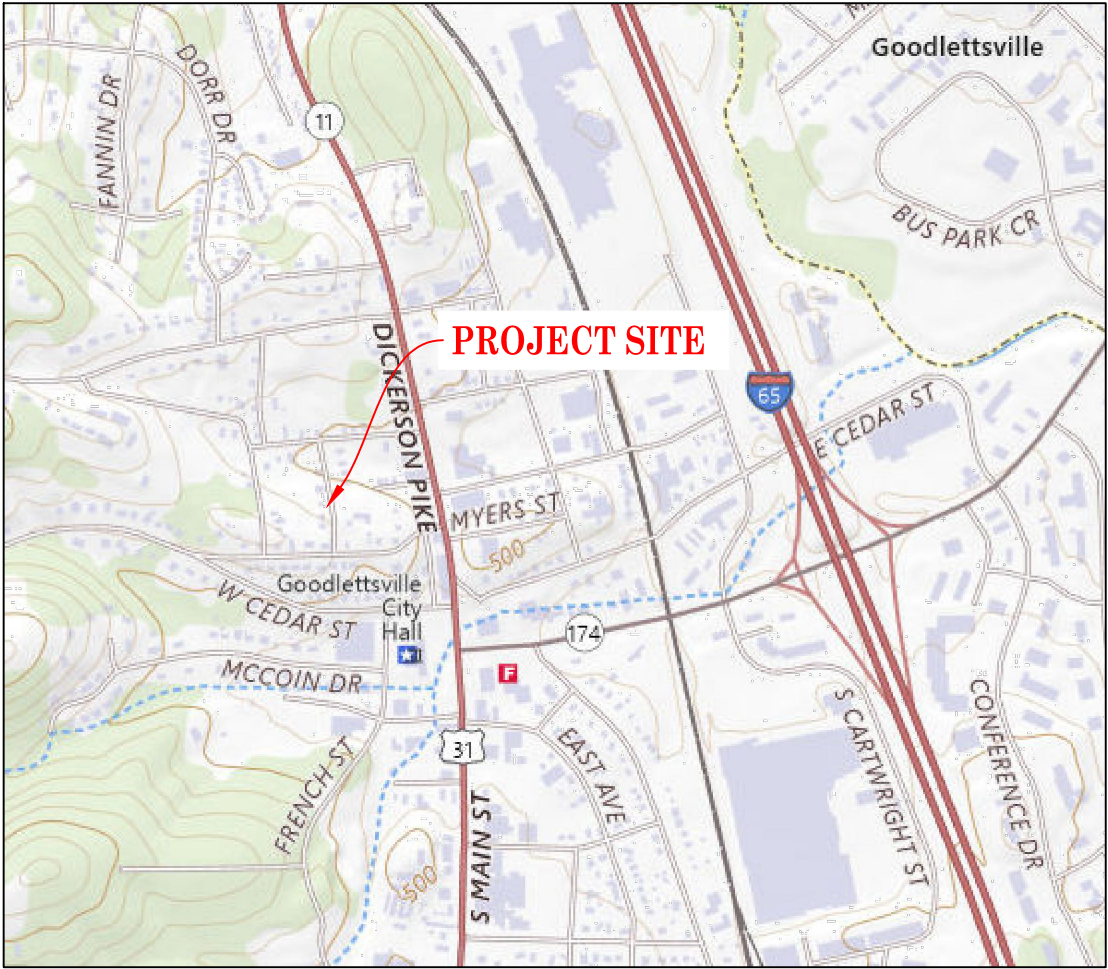
SUBJECT PROPERTY
208 Graves Road
Davidson County Tax Map/Parcel# 01816015100



PRELIMINARY MASTER PLAN
FOR
GRAVES ROAD COTTAGES

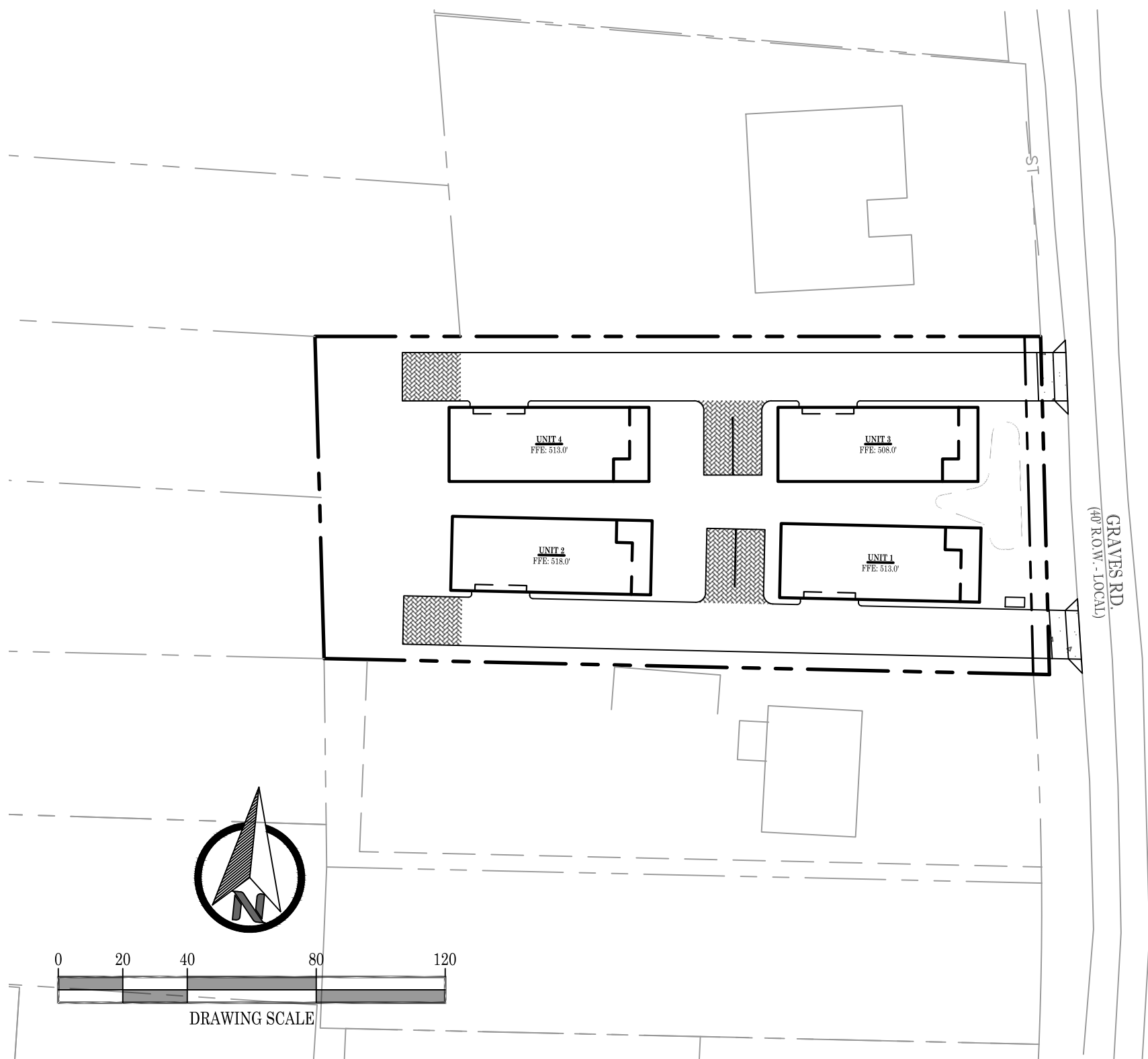
208 GRAVES ROAD
GOODLETTSVILLE, DAVIDSON COUNTY, TENNESSEE
DATE OF ISSUE: OCTOBER 24, 2024

DELTA PROJECT NUMBER: 24020



VICINITY MAP
NOT TO SCALE

INDEX OF SHEETS	
Sheet Number	Sheet Title
C000	COVER SHEET
C100	SITE SURVEY
C200	PRELIMINARY SITE PLAN
C300	CHARACTER IMAGERY



PROJECT INFORMATION

DEVELOPER:	JRS DEVELOPMENT, LLC
DEVELOPER ADDRESS:	PO BOX 60126 NASHVILLE, TN 37206
DEVELOPER EMAIL:	joshua.l.randolph@gmail.com
DEVELOPER PHONE:	615-601-2663
PROJECT REPRESENTATIVE:	DELTA CIVIL ENGINEERING, PLLC
PROJECT REP. ADDRESS:	P.O. BOX 330424 MURFREESBORO, TN 37133
PROJECT REP. PHONE:	256-577-5997
ENGINEER OF RECORD:	CATLIN PAUL, PE
PROPERTY OWNER:	KATHRYN ANN LEEMAN REVOCABLE LIVING TRUST
PROJECT ADDRESS:	208 GRAVES ROAD GOODLETTSVILLE, TN 37072
PARCEL LD:	01816015100
PARCEL AREA:	0.53 ACRES* (23,040 SQ. FT.) *PER DAVIDSON COUNTY GIS, PARCEL AREA IS 0.57 ACRES. ENTITLED DENSITY TAKEN FROM THIS VALUE.
ADJUSTED PARCEL AREA: (AFTER R.O.W. DEDICATION)	0.52 ACRES (22,510 SQ. FT.)
CURRENT ZONING:	R7 (HIGH DENSITY RESIDENTIAL)
PROPOSED ZONING:	RESIDENTIAL LIMITED SCALE PUD (RLSPUD)
LAND USE PROPOSED:	DETACHED TOWHOMES/COTTAGES
ALLOWABLE DENSITY:	7 DU/ACRE
ALLOWABLE UNITS:	4 UNITS
BUILDING SETBACKS:	
FRONT:	15 FT.
REAR:	15 FT.
SIDES:	15 FT.
ALLOWABLE BLDG. HEIGHT:	35 FT.
USE BREAKDOWN:	
DETACHED HOMES (3+ BR.):	4 UNITS
LAND & BUILDING COVERAGE*:	
BUILDING AREA:	5,704 SQ. FT. AS SHOWN
OTHER HARDSCAPE:	6,806 SQ. FT. AS SHOWN
COMMON OPEN SPACE:	10,000 SQ. FT. AS SHOWN
TOTAL SITE AREA:	22,510 SQ. FT. (AFTER R.O.W. DEDICATION)
OPEN SPACE REQUIRED:	15%
OPEN SPACE PROVIDED:	44% AS SHOWN*
*NOTE: BUILDINGS AND OTHER HARDSCAPE AREAS ARE PRELIMINARY AND MAY BE ALTERED IN THE FINAL SITE PLAN, BUT MUST COMPLY WITH THE STANDARDS OF THE CITY OF GOODLETTSVILLE FOR RESIDENTIAL LIMITED SCALE PUD.	
PARKING REQUIREMENTS	
REQUIREMENTS BY USE:	4 SP. PER UNIT (3+ BR.)
PARKING REQUIRED:	16 SPACES
PARKING PROVIDED:	8 SPACES (GARAGES) 6 SPACES (STD.) 4 SPACES (TANDEM, UNITS 2+4) 18 SPACES
FLOODPLAIN NOTE:	ALL OR A PORTION OF THE SUBJECT PROPERTY DOES NOT FALL WITHIN A SPECIAL FLOOD HAZARD AREA (SFHA) ACCORDING TO COMMUNITY PANEL NO. 37037C0126J, DATED 2/25/2022, FOR CITY OF GOODLETTSVILLE.

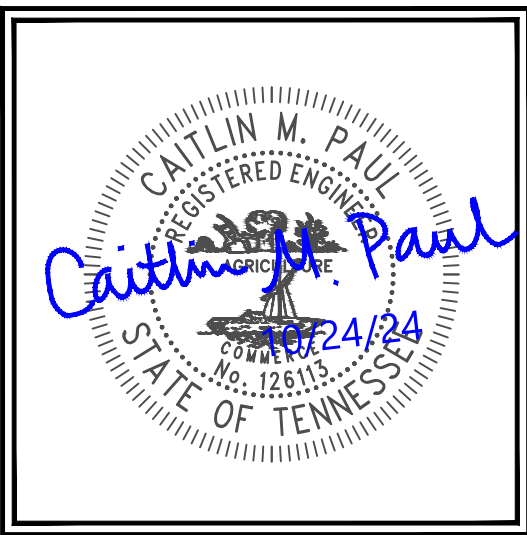
PREPARED FOR:

JRS DEVELOPMENT, LLC
PO BOX 60126
NASHVILLE, TN 37206
615-601-2663

CIVIL ENGINEER:



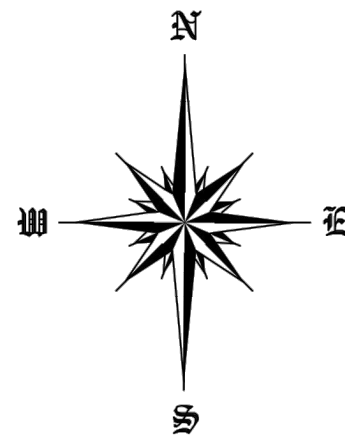
P.O. BOX 330424, MURFREESBORO, TN 37133
P: 256-577-5997 | www.delta-civil.com



ENGINEER SEAL

COVER SHEET

C000



NOTE: BEARINGS RELATIVE TO WGS84 (GRID NORTH)
ELEVATIONS RELATIVE TO EGM84
DATE OF OBSERVATION 09/23/2024

1 inch = 20 ft.



Utility Disclaimer

Surveyor has not physically located the underground utilities. Above grade and underground utilities shown were taken from visible appurtenances at the site, public records and/or maps prepared by others. Surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. Surveyor further does not warrant that the underground utilities are in the exact location indicated. Therefore, reliance upon the type, size and location of utilities shown should be done so with this circumstance considered. Detailed verification of existence, location and depth should also be made prior to any decision relative thereto is made. Availability and cost of service should be confirmed with the appropriate utility company. In Tennessee, it is a requirement, per "The Underground Utility Damage Prevention Act", that anyone who engages in excavation must notify all known underground utility owner, no less than three (3) nor more than ten (10) working days prior to the date of their intent to excavate and also to avoid any possible hazard or conflict. Tennessee One Call 811.

GPS NOTES:

- (1) Class of survey: IV
- (2) Type of GPS field procedure: RTK
- (3) Dates of survey: 23 September 2024
- (4) Datum: EGM84
- (5) Published/Fixed-control use: On-Site
500 BASE
N: 725718.26
E: 1757599.68
Z: 507.14'

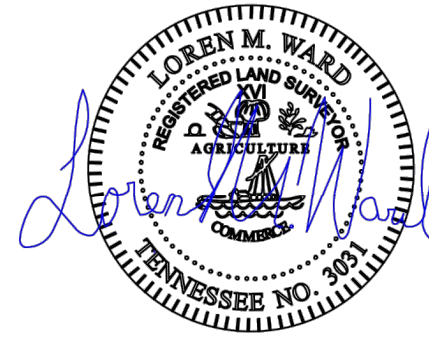
- (6) Combined grid factor(s): 1.00000000
- (7) Units: US Survey Feet

LEGEND

AREA DRAIN	□	IRON ROD OLD (IR OLD)	○
LIGHT POLE	☆	IRON PIPE OLD (IP OLD)	●
EXISTING MANHOLE	⊙	1/2" REBAR SET (IR NEW)	●
UTILITY POLE	⌵	"WARD RLS#3031"	
FIRE HYDRANT	⌵	FINISHED FLOOR ELEVATION	FFE
VALVE	⌵	BACKFLOW PREVENTER	BFPV
GAS METER	⌵	REGISTER'S OFFICE OF	R.O.D.C., TN
CATCH BASIN	⌵	DAVIDSON COUNTY	MFP
WATER METER	⌵	METAL FENCE POST	WFP
CLEAN OUT	⌵	WOOD FENCE POST	AC
HANDICAP PARKING	⌵	AIR CONDITIONING UNIT	P.U.D.E.
PULL BOX	⌵	PUBLIC UTILITY &	
SIGN	⌵	DRAINAGE EASEMENT	M.B.S.L.
GUY WIRE	⌵	MINIMUM BUILDING	
MAG NAIL	⌵	SETBACK LINE	
CONCRETE MONUMENT	⌵		
SUBJECT PROPERTY LINE	---		
RIGHT-OF-WAY/ADJOINER	---		
EXISTING EASEMENT	---		
M.B.S.L. - SETBACK LINE	---		
FENCE LINE	---		
SEWER LINE	---		
STORM LINE	---		
WATER LINE	---		
FIBER OPTIC LINE	---		
GAS LINE	---		
OVERHEAD ELECTRIC	---		

UTILITY PROVIDER LIST

MADISON SUBURBAN UTILITY DISTRICT: (615) 868-3201
GOODLETTSVILLE PUBLIC WORKS: (615) 851-3414
NASHVILLE ELECTRIC SERVICE: (615) 736-6900
CITY OF GOODLETTSVILLE: (615) 851-2200
COMCAST: (800) 266-2278

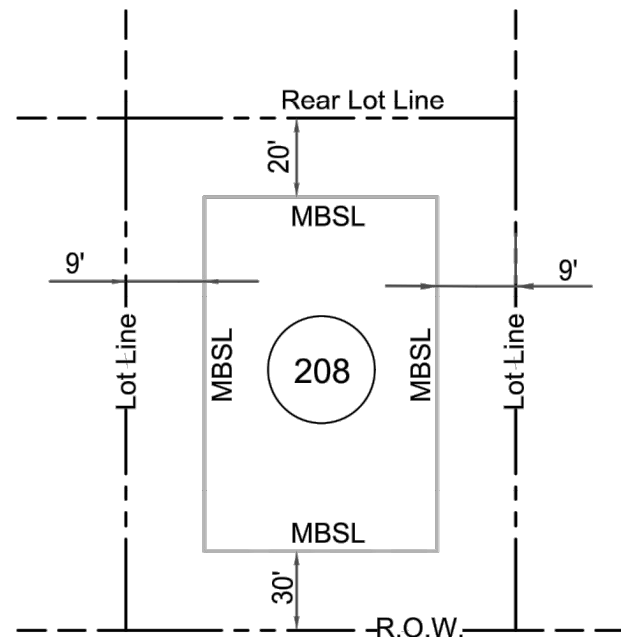


SURVEYOR'S CERTIFICATE:

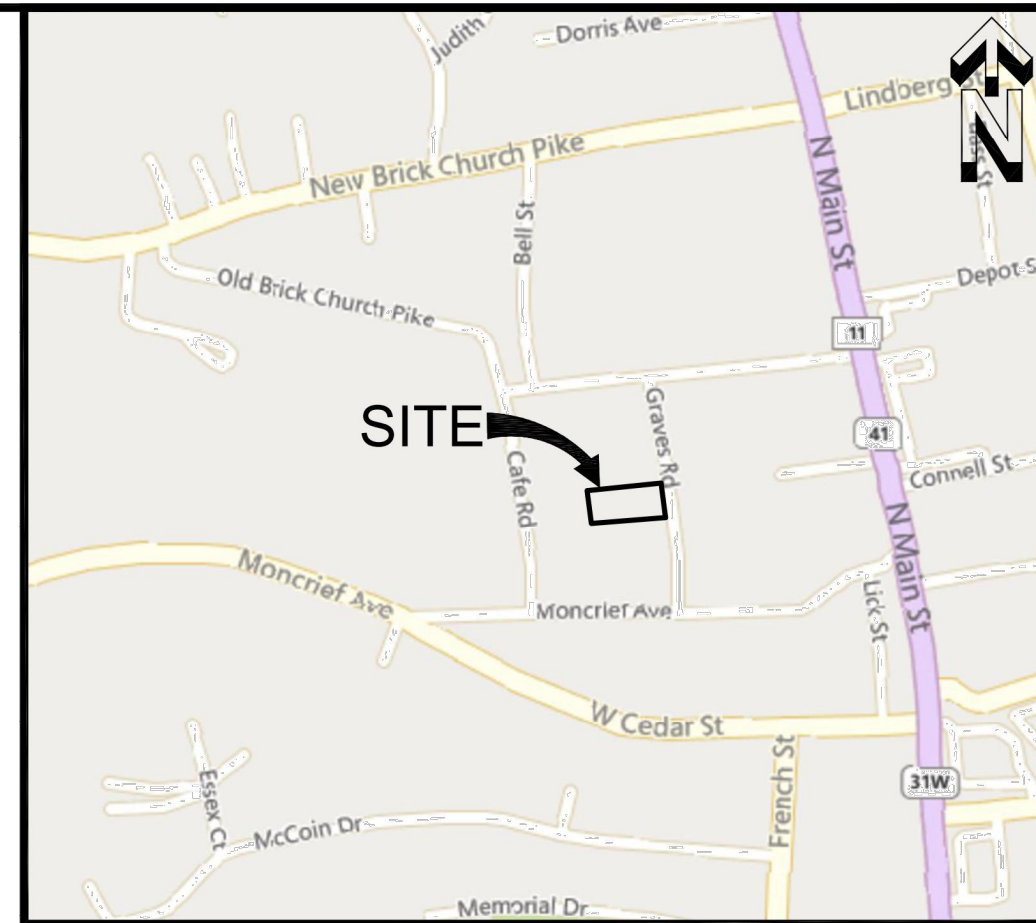
I, Loren Michael Ward, Registered Land Surveyor, Tennessee RLS #3031, do hereby certify that the survey shown hereon was made by myself or under my direct supervision on 23 September 2024, and the same is true and correct to the best of my knowledge and belief. I further certify this is a Category IV remote sensing survey, and is in compliance with the current Tennessee minimum standards of practice as defined under rule 0820-03-07C (5). The horizontal datum is WGS 1984, which was derived using a GPS network RTK observation taken by a dual frequency Carlson BRX7 with a published positional accuracy of 8mm horizontal and 15mm vertical. The unadjusted ratio of precision of the data shown hereon (in relative positioning accuracy given at the 95% confidence level) is at least 1:10,000.

Loren Michael Ward, RLS
Tennessee License Number: 3031

09/26/2024
Date



Minimum Building Setback
Detail for R7 (High Density Residential) Zoning
NOT TO SCALE



VICINITY MAP
NOT TO SCALE

General Notes

1. Date field survey completed: 09/26/2024.
2. Property contains 23,040.5± sq.ft. or 0.53± acres.
3. Except as specifically stated or shown on this survey, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements, other than possible easements that were visible at the time of this survey, building setback lines, restrictive covenants, subdivision restrictions, zoning or other land-use regulations, and other facts that an accurate and current title search may disclose. Surveyor was not furnished a title report.
4. This survey was made using the latest recorded deeds and other information, and there are no encroachments or projections other than those shown hereon. This survey is subject to the findings of a title report.
5. This parcel of land is subject to any and all right-of-ways and/or easements either by record and/or prescription that a complete title search may reveal.
6. Any location of underground utilities as shown hereon are based solely on observations and field locations of above-ground structures. Additional buried utilities and/or structures may exist.
7. This is a true and accurate portrayal of the boundaries and physical features array of methods including GNSS observations (Carlson BRX7 Dual Frequency Receivers), conventional total station observations (Topcon ES-103), robotic total station observations (Topcon DS-203), the available record data, aerial photography, LiDAR, and the physical evidence found in the field.
8. Based upon a graphic scale this property is located in an Area Designated as Zone "X" (Areas Determined to be outside the 100-Year Floodplain) on the most recent Federal Emergency Management Agency (F.E.M.A.) Flood Insurance Rate Map No. 47037C0129J, Dated February 25, 2022.
9. Property has access to public utilities.
10. Contour interval is one (1) foot.
11. Subject property and surrounding properties are zoned R7 (High Density Residential), and is intended for single and two-family dwellings. See detail for setback information.

BOUNDARY & TOPOGRAPHIC SURVEY FOR:
KATHRYN ANN LEEMAN
TRUSTEE OF THE KATHRYN ANN LEEMAN
RECOVERABLE LIVING TRUST AGREEMENT
TAX MAP 018-16, PARCEL 151.00
10TH COUNCILMANIC DISTRICT OF DAVIDSON COUNTY
INST.NO.: 20180424-0038436, R.O.D.C., TN
208 GRAVES ROAD
GOODLETTSVILLE, TN 37072

LOREN MICHAEL WARD, RLS #3031
23 MALLARD POINT CIRCLE
CAMDEN, TN 38320
(629) 333-8465
tnsurveyor@outlook.com

SHEET 1 OF 1
File No.: 2024-018

EXISTING CONDITIONS SHOWN HEREIN HAVE BEEN TAKEN FROM
SURVEY DATA PROVIDED BY LOREN MICHAEL WARD, RLS DATED
SEPTEMBER 26, 2024. DELTA CIVIL ENGINEERING, PLLC, AND ITS
SUBCONSULTANTS SHALL NOT BE LIABLE FOR ANY DEFICIENCIES OR
ERRORS IN THE PROVIDED DATA.

ENGINEER SEAL

PRELIMINARY MASTER PLAN
FOR
GRAVES ROAD COTTAGES
GOODLETTSVILLE, DAVIDSON COUNTY, TENNESSEE

JRS DEVELOPMENT,
LLC

PO BOX 60126
NASHVILLE, TN 37206
615-601-2663

REV.	DATE	DESCRIPTION

PROJECT NUMBER: 24020

ISSUED: OCTOBER 24, 2024

SITE SURVEY

C100

PROJECT INFORMATION	
DEVELOPER:	JRS DEVELOPMENT, LLC
DEVELOPER ADDRESS:	PO BOX 60126 NASHVILLE, TN 37206
DEVELOPER EMAIL:	joshua.l.randolph@gmail.com
DEVELOPER PHONE:	615-601-2663
PROJECT REPRESENTATIVE:	DELTA CIVIL ENGINEERING, PLLC
PROJECT REP. ADDRESS:	P.O. BOX 330424 MURFREESBORO, TN 37133
PROJECT REP. PHONE:	256-577-5997
ENGINEER OF RECORD:	CAITLIN PAUL, PE
PROPERTY OWNER:	KATHRYN ANN LEEMAN REVOCABLE LIVING TRUST
PROJECT ADDRESS:	208 GRAVES ROAD GOODLETTSVILLE, TN 37072
PARCEL I.D.:	01816015100
PARCEL AREA:	0.53 ACRES* (23,040 SQ. FT.)
	*PER DAVIDSON COUNTY GIS, PARCEL AREA IS 0.57 ACRES. ENTITLED DENSITY TAKEN FROM THIS VALUE.
ADJUSTED PARCEL AREA: (AFTER R.O.W. DEDICATION)	0.52 ACRES (22,510 SQ. FT.)
CURRENT ZONING:	R7 (HIGH DENSITY RESIDENTIAL)
PROPOSED ZONING:	RESIDENTIAL LIMITED SCALE PUD (RLSPUD)
LAND USE PROPOSED:	DETACHED TOWHOMES/COTTAGES
ALLOWABLE DENSITY:	7 DU/ACRE
ALLOWABLE UNITS:	4 UNITS

BUILDING SETBACKS:	
FRONT:	15 FT.
REAR:	15 FT.
SIDES:	15 FT.
ALLOWABLE BLDG. HEIGHT:	35 FT.
USE BREAKDOWN:	
DETACHED HOMES (3+ BR.):	4 UNITS
LAND & BUILDING COVERAGE*:	
BUILDING AREA:	5,704 SQ. FT. AS SHOWN
OTHER HARDSCAPE:	6,806 SQ. FT. AS SHOWN
COMMON OPEN SPACE:	10,000 SQ. FT. AS SHOWN
TOTAL SITE AREA:	22,510 SQ. FT. (AFTER R.O.W. DEDICATION)
OPEN SPACE REQUIRED:	15%
OPEN SPACE PROVIDED:	44% AS SHOWN*
*NOTE: BUILDINGS AND OTHER HARDSCAPE AREAS ARE PRELIMINARY AND MAY BE ALTERED IN THE FINAL SITE PLAN, BUT MUST COMPLY WITH THE STANDARDS OF THE CITY OF GOODLETTSVILLE FOR RESIDENTIAL LIMITED SCALE PUD.	
PARKING REQUIREMENTS	
REQUIREMENTS BY USE:	4 SP. PER UNIT (3+ BR)
PARKING REQUIRED:	16 SPACES
PARKING PROVIDED:	8 SPACES (GARAGES) 6 SPACES (STD.) 4 SPACES (TANDEM, UNITS 2+4) 18 SPACES
FLOODPLAIN NOTE:	
ALL OR A PORTION OF THE SUBJECT PROPERTY DOES NOT FALL WITHIN A SPECIAL FLOOD HAZARD AREA (SFHA) ACCORDING TO COMMUNITY PANEL NO. 47037C001291, DATED 2/25/2022, FOR CITY OF GOODLETTSVILLE.	

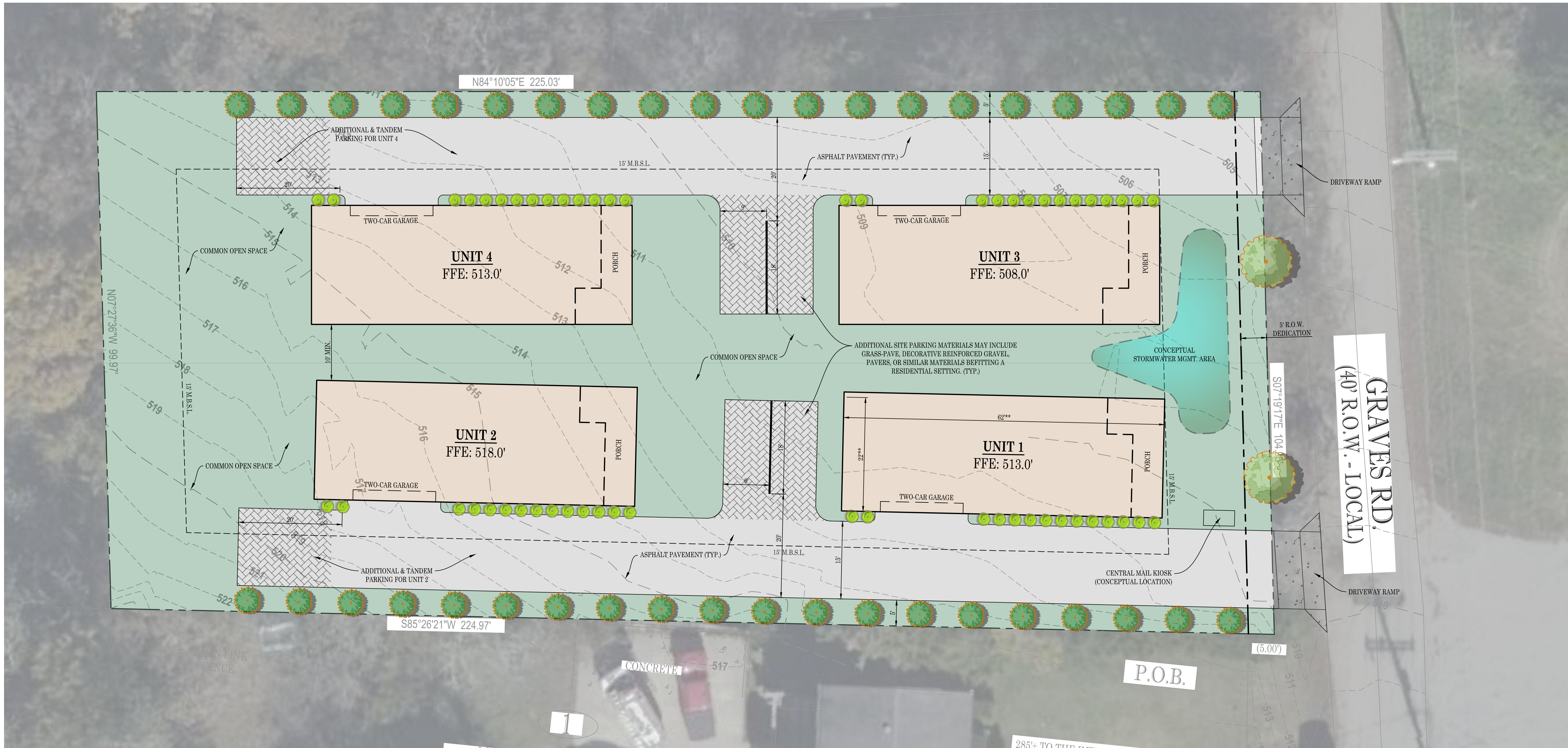
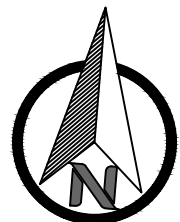
GENERAL PROJECT NOTES

- THE PURPOSE OF THIS PLAN IS TO OBTAIN APPROVAL OF A PRELIMINARY MASTER PLAN PERMITTING 4 DETACHED RESIDENTIAL UNITS ON THE SUBJECT PROPERTY.
- THE PROJECT SITE IS IDENTIFIED AS PARCEL I.D. 01816015100 OF THE DAVIDSON COUNTY TAX MAPS, AND CONTAINS APPROXIMATELY 0.53 ACRES.
- BASE OR EXISTING CONDITIONS FOR THESE PLANS HAVE BEEN TAKEN FROM SURVEY DATA PROVIDED BY LOREN MICHAEL WARD, RLS. DELTA CIVIL ENGINEERING IS NOT LIABLE FOR INACCURACIES OR OMISSIONS IN THE SURVEY DATA OR DESIGN ERRORS RESULTING THEREFROM. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW THE EXISTING SITE PRIOR TO COMMENCING WORK AND INFORM THE ENGINEER OF ANY OBSERVED DISCREPANCIES.
- ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY AS REFLECTED IN THESE PLANS SHALL BE PER THE STANDARDS OF THE JURISDICTIONAL AUTHORITIES. THE CONTRACTOR SHALL COORDINATE REQUIRED INSPECTIONS WITH THE JURISDICTIONAL AUTHORITY WHILE RIGHT-OF-WAY WORK IS ONGOING AND PRIOR TO CLOSE-OUT.
- PER THE STANDARDS OF THE CITY OF GOODLETTSVILLE, THE MINIMUM SIZE FOR A TWO-CAR GARAGE IS 22'x22'.
- A SITE LANDSCAPE PLAN AND A PARKING AREA LIGHTING PLAN WILL BE REQUIRED WITH FINAL SITE PLAN, PER CITY OF GOODLETTSVILLE STANDARDS.
- NEW UTILITY SERVICES TO THE PROPOSED HOMES SHALL BE UNDERGROUND.
- PROPOSED HOMES SHALL BE CONSTRUCTED OF A MINIMUM OF 50 PERCENT BRICK AND/OR STONE. ADDITIONAL EXTERIOR MATERIALS MAY INCLUDE WOOD, CEMENT FIBER BOARD, EIFS, SPLIT-FACE BLOCK, AND GLASS.
- SOLID WASTE SERVICE IS INTENDED TO BE PROVIDED BY THE CITY OF GOODLETTSVILLE. THE APPLICANT SHALL COORDINATE WITH CITY STAFF TO IDENTIFY AND PROVIDE ADEQUATE LOCATION(S) FOR CART STORAGE AND PICKUP WITH THE FINAL SITE PLAN.

LEGEND

ITEM	SYMBOL / LINETYPE / HATCH
ASPHALT PAVEMENT	
CONCRETE PAVEMENT	
OPEN SPACE	
BUILDING	

****NOTE:** FOOTPRINTS OF HOMES ARE PRELIMINARY IN NATURE AND WILL VARY BASED ON FINAL ARCHITECTURAL DESIGNS. DETAILED ARCHITECTURAL INFORMATION WILL BE PROVIDED WITH THE FINAL SITE PLAN.



DELTA
CIVIL ENGINEERING
P.O. BOX 330424, MURFREESBORO, TN 37133
P: 256-577-5997 | www.deltacivil.com



PRELIMINARY MASTER PLAN
FOR
GRAVES ROAD COTTAGES
GOODLETTSVILLE, DAVIDSON COUNTY, TENNESSEE

JRS DEVELOPMENT,
LLC
PO BOX 60126
NASHVILLE, TN 37206
615-601-2663

REV.	DATE	DESCRIPTION

PROJECT NUMBER: 24020

ISSUED: OCTOBER 24, 2024

PRELIMINARY
SITE PLAN

C200



NOTE: IMAGES ON THIS SHEET ARE CONCEPTUAL IN NATURE AND REPRESENT ONLY THE DESIGN INTENT FOR THE DEVELOPMENT. FINAL ELEVATIONS AND MATERIAL INFORMATION WILL BE PROVIDED WITH FINAL SITE PLAN.

PROPOSED HOMES SHALL BE CONSTRUCTED OF A MINIMUM OF 50 PERCENT BRICK AND/OR STONE. ADDITIONAL EXTERIOR MATERIALS MAY INCLUDE WOOD, CEMENT FIBER BOARD, EIFS, SPLIT-FACE BLOCK, AND GLASS.

ENGINEER SEAL

PRELIMINARY MASTER PLAN
FOR
GRAVES ROAD COTTAGES
GOODLETTSVILLE, DAVIDSON COUNTY, TENNESSEE

JRS DEVELOPMENT,
LLC
PO BOX 60126
NASHVILLE, TN 37206
615-601-2663

REV.	DATE	DESCRIPTION

PROJECT NUMBER: 24020

ISSUED: OCTOBER 24, 2024

CHARACTER
IMAGERY

C300



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE: ORDINANCE 24-1100</u> An ordinance to amend the Zoning Ordinance to define and include regulations for Specialty Smoke and Vape Shops and Similar Materials. SECOND READING & PUBLIC HEARING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: ORDINANCE 24-1100 Dept. of Origin: Planning For Agenda of: January 9, 2025 Originator: Addam McCormick Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 24-1100

SUMMARY STATEMENT:

An ordinance to amend the Zoning Ordinance to define and include regulations for Specialty Smoke and Vape Shops and Similar Materials.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff and Planning Commission recommend approval of Ordinance 24-1100.

ORDINANCE 24-1100

AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO DEFINE AND INCLUDE REGULATIONS FOR SPECIALTY SMOKE AND VAPE SHOPS AND SIMILAR MATERIALS

WHEREAS, the City’s Zoning Ordinance intent and purpose includes to promote and protect the public health, safety, and general welfare of the people; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes to fix reasonable standards to which buildings or structures shall conform; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes regulations to protect the character and maintain the stability of business, commercial areas within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the Zoning Ordinance amendment is due to the potential negative health impacts of the materials sold in the specialty smoke and vape shops including tobacco, vaping, edibles, concentrates, cannabis, cannabidiol oil, kratom and similar materials and accessories to limit the number and location of the facilities; and,

WHEREAS, the Goodlettsville Planning Commission at the December 2, 2024 meeting voted to recommend the amendment passage to the Board of Commissioners and,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That Ordinance No. O6-674 adopted on second and final reading on June 22, 2006, being the municipal zoning ordinance of Goodlettsville, Tennessee, be and the same is hereby amended including a new section 14-206 (8) and revisions to 14-202 (6)(o)(xliii) to define and include regulations for Specialty Smoke and Vape Shops and Similar Materials as defined in “EXHIBIT A”

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) day from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 24-1100
“EXHIBIT A”

AMENDMENT#1

Amendment#1- Section 14-206 Commercial District Regulations (8)

(8) Specialty Smoke and Vape Shops and Similar Materials

Specialty shops as defined in this section include smoke, vaping, and head shops that stock and sell tobacco, vaping, edibles, concentrates, cannabis, cannabidiol oil, kratom and similar materials and accessories. Specialty shops are defined as any retail shop that includes more than twenty-five (25%) percent of the shop’s public customer sales floor area dedicated to the stock and sale of the defined product materials and accessories defined in this section. The remaining public customer sales floor area shall be stocked for the sale of other retail product materials not including the product materials defined in this section. One specialty shop as defined in this section will be permitted per each 5,000 population of the City of Goodlettsville, Tennessee. The population is determined by the latest completed United State Decennial Census. The specialty shops as defined in this section shall not be located within a minimum 2,640 feet of another specialty shop as defined in this section within the Goodlettsville City Limits to prevent the collective location of the specialty shops in one area or on one street of the City. The 2,640 feet minimum separation shall be measured in a straight line between the closest proximity of a specialty shop building corner or section or tenant space building corner to the closest proximity of another specialty shop building or section or tenant space building corner. The specialty shops shall also not be located within 500 feet of a public or private school, day care, public park property as measured in a straight line between the closest proximity of the specialty shop building corner or section or tenant space building corner to the closest proximity property corner of a property containing a public or private school, day care, public park.

AMENDMENT#2- Section 14-202. – Use Classification Commercial Activities (6)(o) (xliii)

(xliii)~~Tobacco shops.~~ Specialty Smoke and Vape Shops and Similar Materials



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE: ORDINANCE 24-1101</u> An ordinance to amend the Zoning Ordinance to permit additional commercial uses in the INT, Interchange Overlay for the I-65 Exit 98 Louisville Hwy 31W Overlay Section. SECOND READING & PUBLIC HEARING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: ORDINANCE 24-1101 Dept. of Origin: Planning For Agenda of: January 9, 2025 Originator: Addam McCormick Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 24-1101

SUMMARY STATEMENT:

An ordinance to amend the Zoning Ordinance to permit additional commercial uses in the INT, Interchange Overlay for the I-65 Exit 98 Louisville Hwy 31W Overlay Section

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff and Planning Commission recommend approval of Ordinance 24-1101.

ORDINANCE 24-1101

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO PERMIT ADDITIONAL
COMMERCIAL USES IN THE INT, INTERCHANGE OVERLAY FOR THE I-65 EXIT 98
LOUISVILLE HWY 31W OVERLAY SECTION**

WHEREAS, the City’s Zoning Ordinance intent and purpose includes to promote and protect the public health, safety, and general welfare of the people; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes regulations to protect the character and maintain the stability of business, commercial areas within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and for business, commercial, and other specified uses;

WHEREAS, the Goodlettsville Planning Commission at the December 2, 2024 meeting voted to recommend the amendment passage to the Board of Commissioners due the property characteristic at the interchange including smaller property dimensions, limited visibility from the interstate, and designated flood zones and,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That Ordinance No. O6-674 adopted on second and final reading on June 22, 2006, being the municipal zoning ordinance of Goodlettsville, Tennessee, be and the same is hereby amended including a revision to Section 14-206 (7) (b) to include additional permitted commercial uses for the I-65 Exit 98 Louisville Hwy 31W INT, Interchange Overlay Section as defined in “EXHIBIT A”

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) day from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

CITY RECORDER

PASSED 1ST READING:_____

PASSED 2ND READING:_____

ORDINANCE 24-1101
“EXHIBIT A”

Amendment#1 Section 14-206 (7)(b) Commercial District Regulations

(7) Interchange Overlay District.

This district is intended to provide for uses which are compatible only with highway travel and the accommodation of all-night and rest-stop services.

(a)Application. The use provisions of the interchange overlay district shall be applied to those parcels and lots within the commercial base zoning and PUD districts as indicated as being within the INT on the official zoning map and shall control the use of property within the interchange overlay district.

(b)Use provisions. Within the interchange overlay district, only the following uses shall be permitted:

(i)Fuel and service stations.

(ii)Hotels and motels.

(iii)Restaurants and drive-in restaurants.

(iv)Wireless communications facilities.

Within the Exit 98 Louisville Highway Interchange Overlay Area the above listed uses (i)-(iv) are permitted in addition to the following additional uses:

- 1. Convenience Commercial***
- 2. Personal Services***
- 3. Financial, Consultative and Administrative Services***
- 4. General Retail Trade***



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> ORDINANCE 24-1102 An ordinance to amend the Zoning Ordinance to define a reduction in the minimum lot width of commercial zoned lots including a shared driveway access easement. SECOND READING & PUBLIC HEARING <u>PRESENTED BY:</u> Tim Ellis, City Manager Addam McCormick, Planning	Agenda Item: ORDINANCE 24-1102 Dept. of Origin: Planning For Agenda of: January 9, 2025 Originator: Addam McCormick Cost of Item: N/A
---	--

AGENDA ITEM ATTACHMENTS:

Ordinance 24-1102

SUMMARY STATEMENT:

An ordinance to amend the Zoning Ordinance to define a reduction in the minimum lot width of commercial zoned lots including a shared driveway access easement.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff and Planning Commission recommend approval of Ordinance 24-1102.

ORDINANCE 24-1102

AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO DEFINE A REDUCTION IN THE MINIMUM LOT WIDTH OF COMMERCIAL ZONED LOTS INCLUDING A SHARED DRIVEWAY ACCESS EASEMENT

WHEREAS, the City's Zoning Ordinance intent and purpose includes promoting the most desirable use of land and direction of building development and the stability of commercial development to strengthen the economic base of the area, to protect the character of the districts and their peculiar suitability for particular uses, to conserve the value of land and buildings; and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes regulations to protect the character and maintain the stability of business, commercial areas within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes establishing building lines and the location of buildings designated for business, commercial, manufacturing, or other uses within such lines;

WHEREAS, the Goodlettsville Planning Commission at the December 2, 2024 meeting voted to recommend the amendment passage to the Board of Commissioners, and

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That Ordinance No. O6-674 adopted on second and final reading on June 22, 2006, being the municipal zoning ordinance of Goodlettsville, Tennessee, be and the same is hereby amended including a revision to Section 14-206 (4)(e) to permit a reduction in the minimum lot width of commercial zoned lots including a shared driveway access easement as defined in "EXHIBIT A"

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) day from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

PASSED 1ST READING: _____

CITY ATTORNEY

PASSED 2ND READING: _____

ORDINANCE 24-1102
“EXHIBIT A”

Amendment#1 Section 14-206 (4)(e) Commercial District Regulations

(4) Bulk, lot, and open space requirements. The regulations appearing below apply to zone lots and buildings or other structures located on any zone lot or portion of a zone lot including all new development, enlargements, extensions, or conversions.

(a) Minimum lot size. Within all commercial districts, the minimum size lot and width of lot (measured at the building line) used for commercial purposes shall be as established in table III as presented in appendix A.

(b) Maximum lot coverage. Within all commercial districts, the maximum lot coverage by all buildings shall not exceed the percentage of lot area as established in table III as presented in appendix A.

(c) Maximum floor area ratio. Within all commercial districts, the maximum permitted floor area ratio shall be as established in table III as presented in appendix A.

(d) Maximum permitted height. No building shall exceed the height requirements as established in table III as presented in appendix A.

(e) Yard regulations. Within all commercial districts, the minimum yard regulations established in table III as presented in appendix A shall apply. *The minimum lot width may be reduced twenty-five (25') feet for lots in the CS, CSL, CG zoning district when the lot includes adjacent access easements with the dimension of the easement located on and split between the two (2) adjacent lots.*



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE: ORDINANCE 24-1103</u> An ordinance of the Board of Commissioners of the City of Goodlettsville establishing the recovery costs by fees from users. SECOND READING & PUBLIC HEARING <u>PRESENTED BY:</u> Tim Ellis, City Manager Ken Reeves, Fire Chief	Agenda Item: ORDINANCE 24-1103 Dept. of Origin: Fire For Agenda of: January 9, 2025 Originator: Ken Reeves Cost of Item: N/A
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AGENDA ITEM ATTACHMENTS:

Ordinance 24-1103

SUMMARY STATEMENT:

An ordinance of the Board of Commissioners of the City of Goodlettsville establishing the recovery costs by fees from users.

FINANCIAL SUMMARY:

Increased revenue estimate of \$100,000. Fees to be established by resolution in January.

RECOMMENDED ACTION:

Staff recommends approval of Ordinance 24-1103.

ORDINANCE 24-1103

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE ESTABLISHING THE RECOVERY OF COSTS BY FEES FROM USERS OF FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES.

WHEREAS, the City of Goodlettsville Fire Department is authorized to provide emergency response relating to the protection of lives and property within the corporate limits of the city and surrounding areas; and

WHEREAS, the City of Goodlettsville Fire Department in years past has provided services to its citizens by a variety of taxes and fees: and

WHEREAS, the emergency services response activity to incidents continues to increase each year; and

WHEREAS, Section 6-19-101 of the Code of Laws of Tennessee authorizes a municipality to perform many of its functions and provide many of its services within and outside the corporate limits of the City of Goodlettsville and to make charges therefore; and

WHEREAS, it is fiscally prudent and advisable to charge a fee for services including, but not limited to motor vehicle accidents, collisions, motor vehicle fires, motor vehicle extrications, hazardous materials spills or discharge, structure fires outside of the corporate limits of the City of Goodlettsville, false alarms; and

WHEREAS, it will be cost effective to utilize a third-party Fire/EMS billing service to bill and collect for fire engine response fees and such contract should be employed; and

NOW, THEREFORE, BE IT ORDAINED, BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE

Section 1. Short Title.

This ordinance shall be known and may be cited as the City of Goodlettsville Emergency Services Cost Recovery Ordinance.

Section 2. General Purpose

This Ordinance is adopted in order to provide reimbursement to the City of Goodlettsville for a portion of the costs incurred by the City of Goodlettsville Fire Department for certain emergency services provided.

Section 3. Fee Collection Authorized

The owner or occupant of a structure, vehicle, or property to which the fire department or other department of the City of Goodlettsville provides fire suppression, emergency management services, vehicle extrication, hazardous material mitigation, or other fire department services, (collectively referred to in this article as “Emergency Response Services”) or any person or entity causing the need for the fire or emergency services department to respond and/or provide any emergency response service (the “Responsible Party”) shall pay the cost of such service. Cost Recovery Fees shall be established by Resolution upon adoption of this Ordinance and are hereby found to not exceed the City of Goodlettsville’s actual expense in providing such emergency response services. The fees established by Resolution apply to any services rendered by any City

of Goodlettsville department to whatever property or person, whether within the city/county or if requested by any other entity, or if supplied by the city/county pursuant to any interlocal cooperation agreement.

Section 4. Fees and Charges

The cost recovery fees will be collected in the amounts established by Resolution, which may be revised periodically by the adoption of an amended resolution by the City of Goodlettsville Board of Commissioners. All individuals who reside within the corporate limits of the City of Goodlettsville are exempt from payment of said fees and charges. If the at-fault driver is a non-resident of the City of Goodlettsville then they would be responsible for all fees and charges.

Section 5. Use of Revenue

All revenues derived from the fees and charges created by Ordinance and Resolution shall be used solely for the purpose of procuring fire apparatus and expended in accordance with the City of Goodlettsville Purchasing Policies.

Section 6. Severability

If any provision of this ordinance or the application hereof to any person or circumstance is held invalid, or in any exception to or limitation upon any provision contained herein be held to be unconstitutional, invalid or ineffective, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect, and to this end, the provisions of this ordinance are declared to be severable.

Section 7. Repealer

All Ordinances and parts of Ordinances that are in conflict with this Ordinance are hereby repealed.

Section 8.

This ordinance shall take effect fifteen (15) days from and after its final passage, the public welfare requiring it.

Rusty Tinnin, Mayor

Passed: _____

Passed: _____

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

SUBJECT TITLE: RESOLUTION 24-1244

A resolution pursuant to the authority granted by Section 6-54-11 of the Tennessee Code Annotated, and in accordance with the internal control and compliance manual for Tennessee Municipalities authorizing appropriations for financial donation in the amount of \$5,000.00 to the Goodlettsville Area Chamber of Commerce, a non-profit civic organization whose services benefit the general welfare of the residents of Goodlettsville.

PUBLIC HEARING

PRESENTED BY: Tim Ellis, City Manager
Julie High, ACM

Agenda Item: Resolution 24-1244

Dept. of Origin: Administration

For Agenda of: January 9, 2025

Originator: Tim Ellis

Cost of Item: \$5,000.00 Tourism

AGENDA ITEM ATTACHMENTS:

Resolution 24-1244

SUMMARY STATEMENT:

As approved in FY2025 Budget the Goodlettsville Area Chamber of Commerce would receive a donation of \$5,000.00 for the purpose of tourism and economic development marketing.

FINANCIAL SUMMARY:

\$5,000.00 Tourism Fund

RECOMMENDED ACTION:

Staff recommends that the Board adopt Resolution 24-1244.

RESOLUTION NO. 24-1244

A RESOLUTION PURSUANT TO THE AUTHORITY GRANTED BY SECTION 6-54-111 OF THE TENNESSEE CODE ANNOTATED, AND IN ACCORDANCE WITH THE INTERNAL CONTROL AND COMPLINACE MANUAL FOR TENNESSEE MUNICIPALITIES AUTHORIZING APPROPRIATIONS FOR FINANCIAL DONATION IN THE AMOUNT OF \$5,000.00 TO THE GOODLETTSVILLE AREA CHAMBER OF COMMERCE, A NONPROFIT CIVIC ORGANIZATION WHOSE SERVICES BENEFIT THE GENERAL WELFARE OF THE RESIDENTS OF THIS MUNICIPALITY.

WHEREAS, Goodlettsville Area Chamber of Commerce is a nonprofit civic organization whose year-round services benefit the general welfare of the residents of this municipality; and

WHEREAS, Section 6-54-111 of Tennessee Code Annotated authorizes appropriation of funds for financial aid of such nonprofit charitable or nonprofit civic organizations; and

WHEREAS, the Internal Control and Compliance Manual for Tennessee Municipalities Title 4, Chapter 3, Section 1, requires that a special resolution be adopted for each such nonprofit charitable or nonprofit civic organization which is to receive such funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Goodlettsville, Tennessee, that;

Section 1. The Board of Commissioners hereby appropriates funds in the amount of \$5,000.00, for the financial aid of Goodlettsville Area Chamber of Commerce, a nonprofit civic organization whose year-round-services benefit the general welfare of the residents and businesses of this municipality.

Section 2. Such funds appropriated by the municipality for use by Goodlettsville Area Chamber of Commerce shall be spent for the following purposes:

1. Marketing and Business Development of the City of Goodlettsville

All such funds shall be used to promote the general welfare of the residents and businesses of this municipality.

Section 3. Goodlettsville Area Chamber of Commerce shall comply with all requirements of Section 6-54-111 of Tennessee Code Annotated and Title 4, Chapter 3, Section 1 of the Internal Control and Compliance Manual for Tennessee Municipalities, particularly with regard to submission of an annual report of its business affairs and transactions and the proposed use of the municipal assistance.

Section 4. This resolution shall take effect upon its passage, the public welfare requiring it.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Passed: January 9, 2025

Mayor Rusty Tinnin

City Recorder

Approved as to form and legality.

City Attorney



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE: ORDINANCE 25-1104</u> AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE AMENDING FEES ASSOCIATED WITH THE RECONNECTION OF WATER DUE TO FAILURE TO PAY WASTEWATER CONSUMER CHARGES. FIRST READING <u>PRESENTED BY:</u> Tim Ellis, City Manager	Agenda Item: Ordinance 25-1104 Dept. of Origin: Administration For Agenda of: January 9, 2025 Originator: Tim Ellis Cost of Item: Minimal
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AGENDA ITEM ATTACHMENTS:

Ordinance 25-1104

SUMMARY STATEMENT:

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE AMENDING FEES ASSOCIATED WITH THE RECONNECTION OF WATER DUE TO FAILURE TO PAY WASTEWATER CONSUMER CHARGES.

FINANCIAL SUMMARY:

This ordinance will better align charges for services and with charges that WHUD, MSUD, and MWS charge.

RECOMMENDED ACTION:

Staff recommends the Board adopt Ordinance 25-1104.

ORDINANCE NO. 25-1104

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE AMENDING FEES ASSOCIATED WITH THE RECONNECTION OF WATER DUE TO FAILURE TO PAY WASTEWATER CONSUMER CHARGES.

WHEREAS, it has been determined that a need currently exists to amend the fee for reconnection of water services due to the consumers' failure to pay for wastewater services; and

WHEREAS, the current rate is \$50.00 per reconnection; and

WHEREAS, the need to increase said fee to \$60.00 per reconnection is needed in order to cover direct costs and better align with charges assessed by other agencies.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, THAT:

Section 1. The sewer reconnection fee is set at Sixty Dollars (\$60.00) per occurrence.

Section 2. Date of effect. This ordinance shall take effect fifteen days after its final passage, the public welfare requiring it.

Mayor Rusty Tinnin

Passed first reading: January 9, 2025

Passed second reading: _____

Attest

City Recorder

Approved as to form and legality

City Attorney



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> Resolution 25-1248 A resolution authorizing the execution of an agreement between the Madison Suburban Utility District and the City of Goodlettsville as it relates to consumption readings of Madison Suburban Utility District water meters within the corporate limits of the City of Goodlettsville. <u>PRESENTED BY:</u> Tim Ellis, City Manager	Agenda Item: Resolution 24-1248 Dept. of Origin: Administration For Agenda of: January 9, 2025 Originator: Tim Ellis Cost of Item: See financial summary below

AGENDA ITEM ATTACHMENTS:

Resolution 24-1248

SUMMARY STATEMENT:

A resolution authorizing the execution of an agreement between the Madison Suburban Utility District and the City of Goodlettsville as it relates to consumption readings of Madison Suburban Utility District water meters within the corporate limits of the City of Goodlettsville.

FINANCIAL SUMMARY:

Currently readings are \$.45/meter and it will increase to \$.69/meter.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 24-1248.

RESOLUTION 25-1248

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE MADISON SUBURBAN UTILITY DISTRICT AND THE CITY OF GOODLETTSVILLE AS IT RELATES TO CONSUMPTION READINGS OF MADISON SUBURBAN UTILITY DISTRICT WATER METERS WITHIN THE CORPORATE LIMITS OF THE CITY OF GOODLETTSVILLE.

WHEREAS, the City of Goodlettsville has contracted with the Madison Utility Suburban Utility District for providing water meter consumption readings for such taps located within the corporate limits of Goodlettsville; and

WHEREAS, the most recent contract is set to expire April 1, 2025, and a new contract will need to be approved.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE THAT:

SECTION I. The City is authorized to enter into an agreement with Madison Suburban Utility District as attached as Exhibit I hereto.

SECTION II. This Resolution is effective upon adoption, and the welfare of the citizens of Goodlettsville requires it.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

ADOPTED, this 9th day of January, 2025.

Mayor Rusty Tinnin

Attest:

City Recorder

APPROVED AS TO FORM AND LEGALITY

City Attorney

EXHIBIT I

AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2025, by and between the City of Goodlettsville (“Goodlettsville”) and the Madison Suburban Utility District (“MSUD”).

WHEREAS, Goodlettsville provides sewer transportation and treatment service to customers receiving water service from MSUD; and

WHEREAS, Customer sewer bills are determined by water consumption measured by individual meters read monthly by MSUD; and

WHEREAS, pursuant to the terms of this agreement, MSUD proposes to provide and Goodlettsville proposes to pay for MSUD’s monthly water consumption meter readings for those customers with Goodlettsville sewer service.

PURSUANT TO THE NEEDS AND SERVICES OF BOTH PARTIES AS STATED ABOVE, IT IS AGREED AS FOLLOWS:

1. MSUD Meter Readings. Each month during the term of this Agreement, MSUD shall read the water consumption meter of each of Goodlettsville’s water service customers. MSUD shall submit the readings to Goodlettsville electronically in a format compatible with Goodlettsville’s computer billing system (“Compatible Format”), and on a mutually agreed upon schedule for billing. Goodlettsville will calculate and individually bill its sewer service customers using the meter readings provided by MSUD or otherwise in accordance with the Goodlettsville Code of Laws.
2. New Accounts, Closed Accounts and Status Changes. MSUD will notify Goodlettsville within 5 business days upon the establishment, termination or change in status of any water service account and will submit to Goodlettsville in Compatible Format such information about each such account as Goodlettsville may reasonably require to establish, terminate, or modify the corresponding sewer account.
3. Defective or Inoperable Meters. MSUD will maintain and assure the proper performance of the meters contemplated by this Agreement in accordance with AWWA standards. MSUD will promptly notify Goodlettsville in the event a water consumption meter within the scope of this Agreement is found to be malfunctioning or inoperable and shall repair or replace any such meter promptly.
4. Disconnections. At Goodlettsville’s request, MSUD will disconnect the water service of any customer who has failed to make payment for sewer service when due or fulfill other sewer customer responsibilities established by the Goodlettsville Code of Laws. Further, MSUD will reconnect the water service of a customer whose service was disconnected at Goodlettsville’s

request upon notification by Goodlettsville that the customer has made all required payments or otherwise corrected the problem leading to the disconnection. Goodlettsville or its agents will provide all legally required notices to each customer in connection with any request to MSUD to disconnect such customer's water service.

5. Reading Fee; Disconnection and Reconnection Fees. Effective April 1, 2025, and for the full performance of MSUD's responsibilities under this agreement, Goodlettsville shall pay MSUD each month \$0.69 (Basic Fee) per water meter reading data provided to Goodlettsville for its use in billing of sewage. Goodlettsville will also bill and collect its applicable current and future adopted reconnection fees from any customer whose water service is disconnected and reconnected at Goodlettsville's request, and will remit such fees to MSUD. Payments due under this paragraph shall be made on or before the 30th day of each month during the term of the Agreement. In addition to the Basic Fee, Goodlettsville agrees to add an annual inflation amount beginning October 1, 2025, and each year thereafter for the term of this contract. It is agreed that the annual inflation amount shall be determined by the smaller of either the previous calendar year annual average CPI-U (All Urban Consumers (CPI-U), U.S. City Average, All Items, 1982-1984=100, published by the United States Department of Labor, Bureau of Labor Statistics) or the previous calendar year Service Charge Index published by NACWA (National Association of Clean Water Agencies) indices. Goodlettsville shall not be liable for the payment of any fees or charges other than those specified in this paragraph.
6. Audit. It is agreed by the parties that every five (5) years beginning October 1, 2029, during the term of this Agreement, there will be a "true-up" audit/review based upon MSUD's most recent third-party cost of service analysis to examine the cost of meter reading and data transfer service being paid along, with considerations of the annual escalator for inflation. The firm for the cost-of-service analysis shall be chosen by agreement of the parties.
7. Term and Termination. The term of this Agreement shall be ten (10) years, beginning April 1, 2025 (the "Effective Date"), and may be extended by the parties on such terms as they may then agree. Either party may terminate the Agreement upon 180 days' written notice to the other party. The parties agree that no notice shall be necessary in order for the Agreement to terminate by expiration at the end of its term.
8. Assignment of Agreement. Neither party may assign its rights under this Agreement to any entity without the other party's written consent.
9. Modifications to Agreement. All of the terms of agreement and understandings of the parties are set forth in this document. No modification of this Agreement shall be effective unless in writing and signed by authorized representatives of both parties.
10. Filing of Agreement with Goodlettsville Clerk. This Agreement shall not be binding upon Goodlettsville until approved by the Goodlettsville Council and filed in the office of the Goodlettsville Clerk.
11. Governing Law, Forum Selection and Attorney Fees. This Agreement shall be governed by the laws of the state of Tennessee, and any action relating to this Agreement shall be brought only in a court of competent jurisdiction in Davidson County, Tennessee. To the extent that is

permitted by law, the prevailing party in any action relating to this Agreement shall recover reasonable attorney fees and litigation costs from the other party.

THE CITY OF GOODLETTSVILLE
GOODLETTSVILLE, TN

APPROVED:

Mayor, Goodlettsville, TN

APPROVED:

City Manager, City of Goodlettsville

APPROVED AS TO FORM
AND LEGALITY:

Goodlettsville City Attorney

THE MADISON SUBURBAN
UTILITY DISTRICT

APPROVED:

President, Madison Suburban Utility
District

General Manager, Madison
Suburban Utility District

APPROVED AS TO FORM AND
LEGALITY:

Attorney for Madison Suburban
Utility District



AGENDA SUMMARY SHEET

Board of Commissioners City of Goodlettsville

<u>SUBJECT TITLE:</u> Resolution 25-1249 A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS APPROVING AN AGREEMENT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR AN INTERGOVERNMENTAL COMMUNICATIONS RESOURCE LICENSE AGREEMENT. <u>PRESENTED BY:</u> Tim Ellis, City Manager	Agenda Item: Resolution 25-1249 Dept. of Origin: Administration For Agenda of: January 9, 2025 Originator: Tim Ellis Cost of Item: -0-
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AGENDA ITEM ATTACHMENTS:

Resolution 25-1249
Agreement

SUMMARY STATEMENT:

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS APPROVING AN AGREEMENT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR AN INTERGOVERNMENTAL COMMUNICATIONS RESOURCE LICENSE AGREEMENT.

FINANCIAL SUMMARY:

-0-

RECOMMENDED ACTION:

Staff recommends approval of Resolution 25-1249.

RESOLUTION 25-1249

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS APPROVING AN AGREEMENT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR AN INTERGOVERNMENTAL COMMUNICATIONS RESOURCE LICENSE AGREEMENT.

WHEREAS, it has been determined that it is in the best interest of the City of Goodlettsville to permit the Tennessee Department of Transportation to have access to dark fiber and / or conduit space for the purpose of improving its Intelligent Transportation System; and

WHEREAS, permitting such use of dark fiber and / or conduit space would provide great benefit to the City of Goodlettsville and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE THAT AN AGREEMENT WITH THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR AN INTERGOVERNMENTAL COMMUNICATIONS RESOURCE LICENSE AGREEMENT IS APPROVED AND IS ATTACHED HERETO AS EXHIBIT A.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Adopted: January 9, 2025

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
LOCAL PROGRAMS & COMMUNITY INVESTMENTS DIVISION
SUITE 1000, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
(615) 741-2208

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE
GOVERNOR

November 20, 2024

The Honorable Rusty Tinnin
Mayor, City of Goodlettsville
105 South Main Street
Goodlettsville, TN 37072

Re: Intergovernmental Communications Resource License Agreement
between the Tennessee Department of Transportation and the City of Goodlettsville

Dear Mayor Tinnin:

I am attaching a contract providing for the development of the referenced project. Please review the contract and advise me if it requires further explanation. If you find the contract satisfactory, please execute it in accordance with all rules, regulations, and laws. Adobe Sign will then forward the document for the signature of the attorney for your agency. Once the contract is fully executed Adobe Sign will send you a link to the download the contract for your files.

If you have any questions or need any additional information, please contact Cam Morris at 615-770-1778 or cam.morris@tn.gov.

Sincerely,

Steve Allen (Nov 22, 2024 06:31 CST)

Steve Allen
Director, Local Programs & Community Investments Division

Attachment

INTERGOVERNMENTAL COMMUNICATIONS RESOURCE LICENSE AGREEMENT

Between
STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
and
CITY OF GOODLETTSVILLE, TENNESSEE

THIS LICENSE AGREEMENT shall be effective on the last date of signature ("Effective Date"), is entered into by and between the STATE OF TENNESSEE, acting by and through its DEPARTMENT OF TRANSPORTATION ("TDOT"), and CITY OF GOODLETTSVILLE, TENNESSEE ("City").

RECITALS

1. The Commissioner of TDOT is empowered by Tennessee Code Annotated § 4-3-2303 to enter into this License Agreement.
2. City is empowered to enter into this License Agreement and has authorized the undersigned to execute this License Agreement on behalf of City.
3. TDOT has developed and is expanding an Intelligent Transportation System that lies within the limits of the City and contains a fiber optic communications backbone network ("State Fiber Optic Network").
4. City has previously constructed or plans to construct a fiber optic communication backbone network that covers extensive portions of the municipal area for the purpose of a City-operated fiber optic communications backbone network ("City's Fiber Optic Network").
5. TDOT and City both currently control or will control existing surplus dark fibers and conduit space contained within their own respective fiber optic communication networks, and both parties desire access to additional fiber circuits along alternative paths, or alternative paths for fiber installation from their existing facilities to improve each party's network reliability. A mutual licensing of access to and use of existing surplus facilities in lieu of independent facility construction is in the economic best interest of both parties.
6. TDOT wishes to retain the right to access to and use surplus dark fibers or conduit space within the City Fiber Optic Network, and City wishes to gain access to and use surplus dark fibers or conduit space within the State Fiber Optic Network in order to improve network reliability for both City and TDOT.

THEREFORE, in consideration of these premises and the mutual promises contained herein, the parties hereto agree as follows:

I. LICENSES

1. For the purpose of allowing TDOT to improve network reliability in the State Fiber Optic Network, City hereby gives a no-cost license to TDOT, revocable and terminable as provided herein, to have access to and use dark fiber optic strands within City's Fiber Optic Network, where available, subject to the approval of the CITY DIRECTOR OF PUBLIC SERVICES or CITY OF GOODLETTSVILLE's designee.

2. For the purpose of allowing City to improve network reliability in City's Fiber Optic Network, TDOT hereby gives at no cost a license to City, revocable and terminable as provided herein, to have access to and use dark fiber optic strands within the State Fiber Optic Network, where available, subject to the approval of the TDOT Traffic Design Division Director.

II. PARTY RESPONSIBILITIES

1. To achieve the purposes of this License Agreement, TDOT will:
 - a. Construct demarcation point at locations where the Licensed State Network Routes intersect with City's Fiber Optic Network. These demarcation cabinets will provide City with the point of entry to Licensed State Network Routes, and TDOT hereby permits authorized representatives of City to have reasonable access to these demarcation points for the purposes described in this License Agreement. City will not have access to the State Fiber Optic Network facilities beyond these demarcation points, apart from the licensed use of surplus dark fibers along the Licensed State Network Routes as provided herein, and the same restriction shall apply to TDOT regarding access to City's Fiber Optic Network facilities.
 - b. Provide City with the use of dark fiber optic strands along and within the Licensed State Network Routes in exchange for the use of comparable dark fiber optic strands along City's Network Routes. The fiber optic strands provided under this License Agreement will accommodate a power loss budget of no greater than 0.4dB/km and 0.3dB/km at 1310nm and 1550nm wavelengths, respectively.
 - c. Provide the necessary electronic means of lighting all dark fiber optic strands provided to TDOT by City under this License Agreement.
 - d. Maintain the fiber optic strands made available for City's use under this License Agreement. Upon notification from an authorized representative of City regarding the loss of service, TDOT will use its best efforts to respond with maintenance personnel within four (4) hours of notification. The goal will be to restore service within four (4) hours of response. If special circumstances prevent service restoration within eight (8) hours of notification, TDOT will notify City of the reason and estimated time to restore.
2. To achieve the purposes of this License Agreement, City will:
 - a. Populate TDOT demarcation points at locations where City's Network Routes intersect with the State Fiber Optic Network. These demarcation points will provide TDOT with the point of entry to City's Network Routes, and City hereby permits authorized representatives of TDOT to have reasonable access to these demarcation points for the purposes described in this License Agreement. TDOT will not have access to City's Fiber Optic Network facilities beyond these demarcation points, apart from the licensed use of surplus dark fibers along the Licensed City Network Routes as provided herein, and the same restriction shall apply to City regarding access to the State's Fiber Optic Network facilities.
 - b. Provide TDOT with the use of dark fiber optic strands along and within City's Network Routes in exchange for the use of comparable dark fiber optic strands along the Licensed State Network Routes. The fiber optic strands provided under this License Agreement will accommodate a power loss budget of no greater than 0.4dB/km and 0.3dB/km at 1310nm and 1550nm wavelengths, respectively.
 - c. Provide the necessary electronic means of lighting all dark fiber optic strands provided to City by TDOT under this License Agreement.

- d. Maintain the fiber optic strands made available for TDOT's use under this License Agreement. Upon notification from an authorized representative of TDOT regarding the loss of service, City will use its best efforts to respond with maintenance personnel within four (4) hours of notification. The goal will be to restore service within four (4) hours of response. If special circumstances prevent service restoration within eight (8) hours of response, City will notify TDOT of the reason and estimated time to restore.

III. MISCELLANEOUS PROVISIONS

1. The parties recognize that it is in their mutual interest for their respective fiber optic networks to be operated as efficiently as possible in accordance with the requirements set forth in this License Agreement. To achieve this, the parties agree to cooperate with each other in accordance with the terms and provisions of this License Agreement. Should either party believe that the other is not acting timely or reasonably in responding to a request for action under this License Agreement, that party shall notify the appropriate person or agent.
2. Nothing herein shall be deemed to create a joint venture or principal-agent relationship between the parties; and neither party is authorized to, nor shall either party act toward third persons or the public, in any manner which would indicate any such relationship with the other.
3. This License Agreement, with the attachment hereto as incorporated herein, represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof, superseding all prior oral negotiations between the parties. This License Agreement may be amended, supplemented, modified, or changed only by a written amendment executed by the parties hereto.
4. All notices or demands upon any party to this License Agreement shall be in writing and shall be hand delivered, emailed, or mailed to the following persons, or to such other persons as either party may hereafter identify in writing:

Tennessee Department of Transportation
Traffic Design Division
505 Deaderick Street, Suite 1800
James K. Polk Building
Nashville, TN 37243
Phone (615) 741-3909

Attn: Andy Barlow, P.E.
Director, Traffic Design Division
Andrew.Barlow@tn.gov

City Of Goodlettsville
Jeff McCormick, P.E.
Director, Public Works
215 Cartwright Street
Goodlettsville, TN, 37072
(615) 851-2200
jmccormick@goodlettsville.gov

5. The licenses granted under this License Agreement shall not be transferred or assigned to any other party without the prior written approval of the parties hereto.
6. Neither party shall hold the other responsible for any loss of service that may arise from any loss of communication connectivity in the surplus fibers licensed from the other party.
7. Either party may terminate this License Agreement at will upon giving written notice thereof to the other party at least twelve (12) months in advance of the effective date of termination.

8. This License Agreement shall be subject to applicable Federal, State or local laws. If any section, subsection, sentence, clause, phrase, or portion of this agreement is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY OF GOODLETTSVILLE, TENNESSEE

**STATE OF TENNESSEE
Department of Transportation**

Signature:

Email: tinninr@yahoo.com

Approved as to Form and Legality:

Signature:

Email: rfreeman@freemanbracey.com

Signature:

Email: TDOT.COMMISSIONER'S.Office@tn.gov

Approved as to Form and Legality:

Signature:

Email: TDOT.Legal.Attorneys@tn.gov

Signature:

Email: Steve.Allen@tn.gov
& Community Investments
Division



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<u>SUBJECT TITLE:</u> RESOLUTION 25-1250 A resolution approving an agreement between Jowers Cleaning Services and the City of Goodlettsville, Tennessee as it relates to cleaning services at city facilities. <u>PRESENTED BY:</u> Tim Ellis, City Manager Sarah Jennings, P & R Director	Agenda Item: Resolution 25-1250 Dept. of Origin: Parks, Recreation and Facilities For Agenda of: January 9, 2025 Originator: Sarah Jennings Cost of Item: \$52,000 per year
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AGENDA ITEM ATTACHMENTS:

Resolution 25-1250
Agreement
Bid Documents

SUMMARY STATEMENT:

Current Internal Janitorial Services cost approximately \$80,000 per year. By virtue of using “Managed Competition Concepts” it has been determined the city will experience a minimum cost savings of \$28,000 annually.

There were three firms which bid on the janitorial services advertised solicitation.

FINANCIAL SUMMARY:

Annual Contract Amount Year 1: \$52,000 / Year 2: \$53,248

RECOMMENDED ACTION:

Staff recommends approval of Resolution 25-1250.

RESOLUTION NO. 25-1250

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN JOWERS CLEANING SERVICES AND THE CITY OF GOODLETTSVILLE AS IT RELATES TO CLEANING SERVICES OF CITY FACILITIES.

WHEREAS, the City of Goodlettsville strives to operate in high quality, efficient manner; and,

WHEREAS, the cleaning of city facilities was recently evaluated as to its frequency and cost through a managed competition process; and,

WHEREAS, it has been determined that contracting for cleaning services will better serve the city facilities, as well as, creating a cost savings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT AN AGREEMENT WITH JOWERS CLEANING SERVICES AND THE CITY OF GOODLETTSVILLE AS IT RELATES TO CLEANING SERVICES OF CITY FACILITIES AND SAID AGREEMENT IS ATTACHED HERETO AS EXHIBIT I.

BE IT FURTHER RESOLVED THAT THE CITY MANAGER IS HEREBY AUTHORIZED TO SIGN ALL PERTINENT AGREEMENTS AND CONTRACTS ASSOCIATED WITH SAID SERVICES.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

MAYOR RUSTY TINNIN

Adopted: January 9, 2025

CITY RECORDER
APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY

CONTRACT

This CONTRACT, made and entered into this 13th day of January, 2025, by and between the City of Goodlettsville, Tennessee, a Tennessee municipal corporation, (hereinafter called the "City"), and Jowers Cleaning Service. (hereinafter called the "Contractor").

WITNESSETH:

NOW, THEREFORE, in consideration of the following mutual agreements and covenants, it is understood and agreed by and between the parties hereto as follows:

1. The Contractor agrees to provide equipment, labor, materials, and all other items necessary to provide goods or services in the manner prescribed in the Contract Documents.
2. The Contract Documents shall include the following items from the bid process and hereby expressly incorporates the same herein:
 - a. Invitation to Bid
 - b. Bid Instructions and Requirements
 - c. Bid Submittal/Proposal Form
 - d. General Specifications and Plans of the City of Goodlettsville (if applicable)
 - e. Any supplemental specifications (Title VI Compliance, Appendices A-E)
 - f. This Instrument
 - g. Any addenda or changes to foregoing documents as agreed to by the parties hereto.
3. All provisions of the Contract Documents shall be strictly complied with and conformed to by the Contractor, and no amendment to this Contract shall be made except upon the written consent of the parties, which consent shall not be unreasonably withheld. No amendment shall be construed to release either party from any obligation of the Contract Documents except as specifically provided for in such amendment.

4. This Contract is entered into subject to the following conditions:

a. The Contractor shall procure and keep in full force and effect throughout the term of this Contract all the insurance policies required by the Contract Documents. The contractor also agrees to comply with all Local, State, and federal employment requirements.

b. Neither the Contractor nor the City shall be liable for the failure to perform their duties if such failure is caused by a catastrophe, riot, war, governmental order or regulation, fire, accident, act of God, or other similar or different contingency beyond the reasonable control of the parties hereto.

c. In the event that any provision or portion thereof of any Contract Document shall be found to be invalid or unenforceable, then such provision or portion thereof shall be reformed in accordance with the applicable laws. The invalidity or unenforceability of any provision or portion of any Contract Document shall not affect the validity or enforceability of any other provision or portion of the Contract Documents.

5. Contractor warrants that it is either licensed in the State of Tennessee or authorized to do business in the State of Tennessee, and its full name is properly set forth above. Further, Contractor warrants that those persons signing below are authorized to sign on behalf of said company.

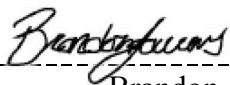
6. This instrument may be executed in one or more counterparts. It shall be fully executed when each party whose signature is required has signed at least one counterpart, even though no one counterpart contains the signatures of all the parties to this Instrument. Electronic, scanned, or facsimile signatures shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, we, the contracting parties, by our duly authorized agents, hereto affix our signatures and seals at 105 S Main St, Goodlettsville, Tennessee, 37072, as of this ____9th____ day of _January_ 2025.

CITY OF GOODLETTSVILLE

Jowers Cleaning Service

By: _____
Name: _____
Title: _____

By:  _____
Name: Brandon Jowers
Title: Owner/Proprietor

City of Goodlettsville, TN

Janitorial Services for the City of Goodlettsville 2025

Request for Bids



BID #2024-0006

Responses may be mailed/hand delivered in a sealed envelope or package with title and due date marked on the outside of the envelope to:

City of Goodlettsville
Rachel Hoover
105 S Main Street
Goodlettsville, TN 37072

Attn: Janitorial Services for the City of Goodlettsville

City of Goodlettsville
Request for Bids
Janitorial Services for the City of Goodlettsville

The purpose of these bid documents is to invite qualified and experienced janitorial service providers to submit their proposals for consideration. The city is seeking a reliable and professional partner to ensure the cleanliness of its facilities. All bidders must complete a pre-bid field inspection, by appointment only, of all subject areas under the guidance of the Parks and Recreation Department.

SECTION	SECTION DESCRIPTION	PAGE(S)
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3.0	Communications	3
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7.0	Submission Forms	7

Section 1.0 Instructions

- 1.1 Review the Request for Bids (RFB) issued and requirements within and return your complete proposal with the enclosed SUBMISSION FORMS by the due date.
- 1.2 The sealed bid submission must be complete and received by the Office of the Purchasing Agent, City of Goodlettsville, 105 S Main Street, Goodlettsville, TN 37072 by the deadline date of **December 2, 2024 at 10:00am**.
- 1.3 Bids may not be submitted by email or facsimile.
- 1.4 The person(s) authorized to sign on behalf of the Provider and to bind the Provider to statements made in response to the Request for Bids must sign the proposal.
- 1.5 All bids will be irrevocable for a period of thirty (30) days from the date of the proposal submission deadline.
- 1.6 All bidders **must** complete a pre-bid field inspection, by appointment only, of all subject areas under the guidance of the Parks and Recreation Department by calling (615) 851-2231.

Section 2.0 Scope of Request

The purpose of the RFB is to select a janitorial contractor for cleaning select facilities for the City of Goodlettsville. This contract is specific to the 2025 calendar year with the option for a one-year renewal at the city's request. The RFB is being issued through RFB process for interested providers. Cleaning products to be supplied by the City as agreed upon by the contractor.

Providers submitting a bid will receive fair and equitable treatment in the solicitation, receipt and evaluation of the bid received. Bids must address the RFB content requirements outlined herein, must be well ordered, detailed and

comprehensive. Clarity of language, adherence to suggested structuring, and adequate accessible documentation is essential to the City of Goodlettsville's ability to conduct a thorough evaluation. The City of Goodlettsville is interested in bids that demonstrate efficiency and value. Providers shall comply with the provisions of the RFB Process Terms and Conditions contained herein.

Section 3.0 Communications

Please contact the Purchasing Coordinator, Rachel Hoover at rhoover@goodlettsville.gov for any additional questions.

Section 4.0 Proposal Content

Bids submitted in response to this RFB should be detailed sufficiently and demonstrate attention to the scope of the request as outlined and include the following:

4.1 Letter of Introduction

Introduction of the Provider and signed by the person(s) authorized to sign on behalf of and to bind the Provider to statements made in response to this RRB.

4.2 Table of Contents

Include page numbers and identify all included materials in the proposal submission.

4.3 Section 1 – Executive Summary

The provider should clearly articulate how their proposal will, in addition to the base financial elements, satisfy the City of Goodlettsville's janitorial needs. Executive summary should include details of staff qualifications and company's estimated workload for 2025.

4.4 Section 2 – Serviced Areas

Serviced locations are to be cleaned within a 5-day week schedule:

- City Hall/Police Department – 105 S Main Street
- Community Development – 318 N Main Street
- Fire Department (admin side only) – 105 Long Hollow Pike
- Public Works (admin side only) – 215 Cartwright Street
- Sewer House – 215 Cartwright Street
- Lynn Hicks Building – 117 Memorial Drive
- Visitor Center – 705 Caldwell Drive

The service locations include the following serviced areas:

- Offices
- Restrooms
- Common Areas/Hallways
- Conference Rooms
- Kitchens/Breakrooms
- Auditorium
- Fitness Gym

Cleaning shall take place between 6:30am-4:00pm, Monday through Friday.

4.5 Section 3 – Cleaning Specifications

The following cleaning specifications should be highlighted in each proposal:

Daily required cleaning:**General Office:**

1. All trash receptacles will be emptied, wipe clean as needed and trash removed to dumpster area.
2. Clean and disinfect drinking fountains.
3. Wipe clean conference room tables and properly arrange chairs.
4. Spot clean partition glass as needed.
5. Vacuum traffic areas of carpeting.
6. Dust unobstructed tables, counters, and filing cabinets.
7. Sweep all hard surface floors.
8. Mop all hard surface floors.
9. Clean entrance area door glass.

Kitchen Areas:

1. Wipe clean tables, chairs, sink counters, and exterior of cabinets in kitchen.
2. Wipe clean exterior of all countertop appliances in kitchen with disinfect, including the interior of microwaves, refrigerator doors and vending machine touch points.
3. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off.

Restrooms:

1. Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
2. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
3. Empty trash receptacles and wipe, as needed.
4. Wipe clean exposed pipes, counters, ledges, mirrors, and air grills with an approved disinfectant.
5. Disinfect interior and exterior of toilet seats. Polish all chrome fittings.
6. Disinfect interior and exterior of urinals. Polish all chrome fittings.
7. Spot clean toilet partitions and dust tops.
8. Clean sinks, disinfect counter, and polish chrome fittings.
9. Remove splash marks from walls around sinks.
10. Clean and polish mirrors.
11. Sweep tile floor.
12. Wet mop restroom floors with disinfectant, pouring water down drains to eliminate odors.

Weekly Required Cleaning:**General Office**

1. Wipe clean all vertical surfaces of tables, filing cabinets, and other office furniture.
2. Dust all surfaces of tables, counters, filing cabinets, and other office equipment/furniture.
3. Dust windowsills.
4. Dust picture frames.
5. Detail vacuum all carpet areas including edges, corners and beneath furniture.
6. Dust and vacuum Chambers
7. Spot clean restroom walls.

Monthly Required Cleaning:**General Office**

1. Spot clean and disinfect light switches.
2. Spot clean doorframes.
3. Disinfect telephones.
4. Dust baseboards.
5. Dust all blinds and verticals.
6. Clean corners and edges of restroom floors.

7. High dust HVAC vents and louvers (where reachable with an extension duster).
8. Dust ceiling corners and remove cobwebs (where reachable with an extension duster).

Exit Procedures:

1. Keep janitorial closet well stocked, including keeping janitorial equipment clean, neat, and orderly.
2. Empty and rinse mop buckets nightly.
3. Complete a final walkthrough of the facility to ensure specifications have been completed.
4. Turn off designated lights, re-secure all previously locked doors, and areas, and set alarms.

All trash liners, restroom supplies, and cleaning supplies will be furnished by the city.

4.6 Section 4 – References

Vendors must provide a minimum of three references from similar agencies (two must be from governmental agencies).

4.7 Section 5 – Pre-Bid Field Inspection Form

All bidders must complete a pre-bid field inspection, by appointment only, of all subject areas under the guidance of the Parks and Recreation Department by calling (615) 851-2231. A Pre-Bid Field Inspection Form must be included in the submittal to acknowledge that inspection was complete.

Section 5.0 Time Period for Implementation

- 5.1 Intended start date for the Janitorial Services Contract is January 2025, pending a notice of intent to proceed or a signed contract. A signed contract will secure a one-year contract, with the option for the City to extend. Contract may be extended up to (2) two times for a (1) one year extension under the same terms of the original contract by approval from the City Manager.

Section 6.0 General Terms

6.1 Provider Assurance

Unless otherwise stated, the goods, material, articles, equipment, work or services specified, or called for in or under this Proposal shall be delivered, or completely performed, by the Provider as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion. The Provider shall clearly show any special charges as separate items on the invoice.

6.2 Official Agreement

No verbal arrangement or agreement relating to the work or services specified, or called for, under this Proposal, will be considered binding, and every notice, advice, or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

6.3 Insurance and Policies

Provide proof of Commercial Liability Insurance Coverage with a minimum of \$1,000,000 per occurrence listing the City as additional insured. All insurance policies shall be endorsed to provide minimum advance written notice of not less than thirty (30) days in the event of cancellation, termination or reduction in coverage or limits, such notice to be made to the City of Goodlettsville.

6.4 Guaranty of Proposal

All goods, material, articles, equipment, work or services specified, or called for, in or under this Proposal, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance

with the offer and this Proposal. The basis on which this Proposal is given shall include any specifications, plans, price schedules, samples, addenda, or other details pertaining thereto, or provided in connection therewith.

6.5 Formal Contract

The Provider will be required to execute and enter into a formal contract that is satisfactory to the City of Goodlettsville.

6.6 Warranty of Product

The Provider warrants any goods, material, articles or equipment to be supplied under, or pursuant to, this Proposal.

6.7 Proposal/Quotation Costs

The Provider shall bear all costs and expenses with respect to the preparation and submission of this proposal costs and the bidder participation in the proposal process, including, but not limited to: site visits and inspections, all information gathering processes, preparing responses to questions or requests for clarification by the City of Goodlettsville.

6.8 Addenda

If the Provider finds discrepancies in, or omissions from these specifications, or if he/she is in doubt as to their meaning, he/she shall notify the City of Goodlettsville, who may issue a written addendum.

6.9 City of Goodlettsville's Rights and Options Reserved

The City of Goodlettsville reserves the right to award the contract to any provider who will best serve the interest of the City of Goodlettsville. The City of Goodlettsville reserves the right, in its sole discretion, to exercise the following rights and options with respect to the proposal submission, evaluation, and selection process under this RFB:

- To reject any and all proposals
- To re-issue this RFB at any time prior to award of work
- To cancel this RFB with, or without, issuing another RFB
- To supplement, amend, substitute, or otherwise modify this RFB at any time prior to the selection of one of more providers for negotiation
- To accept or reject any or all of the items in any proposal and award the work in whole or in part
- To waive any informality, defect, non-responsiveness, and/or deviation from this RFB and its requirements
- To permit, or reject, at the City of Goodlettsville's discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections of proposals by some or all of the Providers following proposal submission
- To request that some, or all, of the Providers modify proposals based upon the City of Goodlettsville's review and evaluation
- To request additional, or clarifying information, or more detailed information from any Provider at any time, before or after proposal submission, including information inadvertently omitted by the Provider.

6.10 Performance

All work to be done under the Contract shall be done to the satisfaction of the City of Goodlettsville.

6.11 Termination of Contract

The City of Goodlettsville reserves the right to terminate any contract for any reason of:

- Non-conformance to the terms of the contract
- Inability to supply, or deficiencies in, the standard of service or products being supplied
- In the event that the Contractor shall fail to maintain, or keep in force, any terms and conditions of the contract, the City of Goodlettsville may notify the Contractor in writing of such failure and demand that

the same be remedied within thirty (30) days written notice. The City of Goodlettsville shall be the sole judge in what constitutes unacceptable service.

6.12 Coordination of Work

The Provider shall coordinate all work with the City of Goodlettsville, or their representative authorized to act for them, to ensure coordination and timely execution of service.

6.13 Assignment

The Contractor shall not assign, or subcontract, any of its obligations.

6.13 Background Checks

Personnel contracted to work within city facilities will be required to pass a background check at the expense of the city. The contractor is to make the City of Goodlettsville aware of any criminal charges of an employee that may occur during the term of the agreement.

Section 7.0 Submission Forms

7.1 Required submission forms include:

- RFB – Proposal Form
- RFB – Service Areas – Frequency Breakdown Proposal
- RFB – Reference Sheet
- RFB – Pre-bid Inspection Form

Proposal Form

APPENDIX A
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB – Service Areas – Frequency Breakdown Proposal

SERVICE AREAS	FREQUENCY	DAY OF WEEK	NUMER OF STAFF ASSIGNED (INCLUDING SUPERVISOR)	UNIT PRICE
City Hall – 105 S Main Street	Daily			
Community Development	2 x per week			
Fire Department (admin side only)	2 x per week			
Public Works (admin side only)	2 x per week			
Sewer House	1 x per week			
Lynn Hicks Building (includes workout room)	1 x per week			
Visitor Center – 705 Caldwell Drive	3 x per week			

APPENDIX B
City of Goodlettsville
Janitorial Services for the City of Goodlettsville
RFB - Reference Sheet

Bidding Company Name_____

Reference #1

Organization_____

Contact Person_____

Mailing Address_____

Phone Number_____

Email Address_____

Length of Association_____

Description of Services Provided_____

Reference #2

Organization_____

Contact Person_____

Mailing Address_____

Phone Number_____

Email Address_____

Length of Association_____

Description of Services Provided_____

Reference #3

Organization_____

Contact Person_____

Mailing Address_____

Phone Number_____

Email Address_____

Length of Association_____

Description of Services Provided_____

APPENDIX C
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB – Pre-Bid Inspection Form

All bidders must complete a pre-bid field inspection, by appointment only, of all subject areas under the guidance of the Public Works Department.

Company Name_____ Inspection Date_____

Inspection Complete by_____

City of Goodlettsville Representative Present_____

APPENDIX A
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB – Service Areas – Frequency Breakdown Proposal

SERVICE AREAS	FREQUENCY	DAY OF WEEK	NUMER OF STAFF ASSIGNED (INCLUDING SUPERVISOR)	UNIT PRICE
City Hall – 105 S Main Street	Daily	Mon - Fri	1 supervisor 1 staffperson	\$136.72
Community Development	2 x per week	Tues/Fri	1 supervisor 1 staffperson	\$ 54.68
Fire Department (admin side only)	2 x per week	Tues/Fri	1 supervisor 1 staffperson	\$ 54.68
Public Works (admin side only)	2 x per week	Tues/Fri	1 supervisor 1 staffperson	\$ 54.68
Sewer House	1 x per week	Fri	1 supervisor 1 staffperson	\$ 27.34
Lynn Hicks Building (includes workout room)	1 x per week	Fri	1 supervisor 1 staffperson	\$ 27.34
Visitor Center – 705 Caldwell Drive	3 x per week	Mon/Wed/Fri	1 supervisor 1 staffperson	\$ 82.03

** Unit price is per cleaning price.*

APPENDIX B
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB - Reference Sheet

Bidding Company Name Jowers Cleaning Service

Reference #1

Organization City of Hendersonville, TN

Contact Person Rick Michalec

Mailing Address 101 Maple Drive North, Hendersonville, TN 37075

Phone Number 615-806-1079

Email Address rmichalec@hvilletn.org

Length of Association 1 year

Description of Services Provided Jowers Cleaning Services provides daily and annual cleaning for the City of Hendersonville's City Hall, Police and Police Annex buildings, Public Works and Fire Dept Administration facilities. Tasks include restroom cleaning, vacuuming and dusting, trash removal, floor and window cleaning, and other tasks as needed.

Reference #2

Organization City of Mount Juliet, TN

Contact Person Dana Hire, CPA, CMFO

Mailing Address 2425 Mt. Juliet Rd, Mt. Juliet, TN 37122

Phone Number 615-754-2552

Email Address dhire@mtjuliet-tn.gov

Length of Association < One year

Description of Services Provided Jowers Cleaning Service provides janitorial cleaning services for the City of Mt Juliet's City Hall, Police Station, Police Annex facility, Public Works and Fire Administration offices. Tasks include restroom cleaning, floor cleaning, vacuuming, dusting, window cleaning, trash removal, and other tasks as required.

Reference #3

Organization Realty Trust Group (property manager for West TN Healthcare)

Contact Person Lisa Jones, CPM

Mailing Address 215 Centerview Drive, Ste 360, Brentwood, TN 37027

Phone Number 423-928-5263

Email Address ljones@realtytrustgroup.com

Length of Association >1 year

Description of Services Provided Jowers Cleaning Service provides commercial janitorial services for multiple buildings and medical suites which comprise West TN Healthcare. The facilities include offices, surgical suites, waiting rooms and common areas. Tasks include floor and carpet cleaning, restroom cleaning, disinfecting, trash removal, dusting, vacuuming, and other tasks.

APPENDIX C
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB – Pre-Bid Inspection Form

All bidders must complete a pre-bid field inspection, by appointment only, of all subject areas under the guidance of the Public Works Department.

Company Name Jowers Cleaning Service Inspection Date Nov 25, 2024

Inspection Complete by Brandon Jowers

City of Goodlettsville Representative Present Joel Perry

**Proposal for
Janitorial Services for
the City of
Goodlettsville
Bid #2024-0006
12/02/2024**



Jowers Cleaning Service
PO Box 781
Lexington, TN 38351



Jowers Cleaning Service
Corporate Headquarters
PO Box 781
Lexington, TN 38351
731-614-5328 | 678-373-2877

Atlanta, GA • Athens, TN • Camden, TN • Chattanooga, TN •
Clarksville, TN • Decaturville, TN • Hendersonville, TN
Humboldt, TN • Huntingdon, TN • Jackson, TN • Johnson City,
TN • Knoxville, TN • Lexington, TN • Manchester, TN •
Memphis, TN • Mt. Juliet, TN • Nashville, TN • Paris, TN •
Parsons, TN • Trenton, TN • Tullahoma, TN • and more...



December 2, 2024

City of Goodlettsville
Rachel Hoover
105 S Main Street
Goodlettsville, TN 37072

Dear Rachel:

Jowers Cleaning Service is pleased to have the opportunity to submit a proposal to provide Janitorial Services for the City of Goodlettsville, Tennessee.

Headquartered in Lexington, TN, Jowers Cleaning Service (JCS) is familiar with providing commercial janitorial services to municipal, manufacturing, medical, and educational clients across the State of Tennessee. The company has been in business for more than 20 years and has clients across the Southeast. For more than 10 years, JCS provided commercial cleaning for more than 200 State of Tennessee facilities and currently cleans public buildings such as courthouses, police and fire departments, and community centers in Hendersonville, Mt. Juliet, and Knoxville, Tennessee.

We have provided pricing as requested in the bid forms. Our rates for emergency cleaning requests have also been included. Feel free to contact us if any aspect of our pricing is unclear and requires further clarification.

Jowers Cleaning Service acknowledges that the company will perform all cleaning and other duties as outlined in the Scope of Work and will comply with all applicable Tennessee state laws, Federal guidelines, statutes, other regulations, and safety requirements of the City of Goodlettsville, TN.

Thank you again for this opportunity, the company looks forward to providing our excellent and economical janitorial services for the City of Goodlettsville, Tennessee.

Best Regards,

Brandon Jowers, Owner
Jowers Cleaning Service
jowerscleaning@hotmail.com
(731) 614-5328

Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024



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**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Section 1

Executive Summary



Jowers Cleaning Service is a privately-owned, professional commercial cleaning service that has been in operation for more than 15 years. The company is a full-service janitorial and facilities maintenance services provider that has provided janitorial services in more than 100 Tennessee cities and several Southeastern states.

JCS provided services at more than 200 locations – including ones in Jackson - for the State of Tennessee for more than 10 years as a subcontractor. JCS is familiar with the unique requirements of providing janitorial services for cities and municipalities including the Cities of Hendersonville, Mt. Juliet, and Knoxville, Tennessee. In addition, JCS provides commercial cleaning services for industrial facilities and manufacturing plants including Gerdau AmeriSteel and GA Pacific's Dixie location in Jackson, TN. We also provide janitorial services for schools and colleges, medical facilities, and commercial office buildings.

JCS is an equal opportunity employer and does not discriminate based on age, race, gender, national origin, religious preference, or disability in hiring or assigning employees.

Safety/Security/Criminal History Background Checks

Jowers Cleaning Service conducts thorough and extensive background checks for any personnel designated to work in facilities which have such requirements. JCS will comply with all Tennessee Annotated Code Statutes; local, state, and Federal laws regarding this including fingerprinting, TBI and FBI extended background checks, and other security measures.

JCS has worked with many clients who require background checks and security credentialing. Our managers have experience in this as well. Any background check measures requested by the City of Goodlettsville, TN would be enacted were we to be awarded this janitorial services contract.

Jowers Cleaning Service has a Safety Program in place which is used to train employees and serve as a guide on how to handle specific emergency situations including chemical spills, slips and falls, preparing an area for cleaning, and risk/hazard assessment. A copy of our Safety Program can be provided upon request.

Training

Jowers Cleaning Services' training program includes classroom instruction, field training, and on-site preparation. The training program includes both real-world applications and classroom



tests to measure skill levels and aptitude. In addition, Jowers Cleaning Service offers a complete Safety Training program leading to CIMS certification. A copy of Jowers' Training Manual and materials can be provided upon request.

Once awarded the cleaning contract for the City of Goodlettsville, Jowers Cleaning Services' personnel will be taken on an initial walk-through and provided with information binders on the facilities and cleaning specifications. Initial safety training, cleaning instructions, chemical use and safety classes will also be provided.

In addition to initial training, periodic training updates are provided as needed due to facility or health changes or mandates. For example, our team was well-prepared to handle the need for additional services required during the Covid pandemic and remains at the ready to adjust our services as needed or desired by our clients.

Jowers Cleaning Services' employees follow all applicable laws and guidelines regarding safety and janitorial services. Monthly safety bulletins are sent out to our general managers who in turn share this information with our cleaners. Safety is a large part of our training process with regular updates.

Jowers Cleaning Services' employees will also follow all site-specific safety requirements for all facilities to be cleaned in the City of Goodlettsville, Tennessee.

Uniforms

Jowers Cleaning Services provides shirts and work pants for its custodial services employees. Employees are responsible for laundering and routine upkeep. Uniforms are inspected periodically to ensure that they are in good condition and to obtain replacements if so needed. Depending on the number of uniforms required, Jowers Cleaning Services either purchases or rents uniforms to provide attire that is clean, comfortable, and easily recognizable for those who utilize the facilities where we provide services.

General Requirements

Jowers Cleaning Services attests that while providing janitorial services for BlueScope it will:

- Provide worker's compensation insurance for its employees and certification of this coverage
- Provide proof of liability insurance (a copy of the company's current certificate of



insurance is included in this proposal)

- Hire personnel who are able to pass a background check
- Hire only legal US citizens and those with the valid right to work in the US
- Not allow cleaners to be accompanied by animals, children, and/or casual visitors while in any City of Goodlettsville, TN facility
- Submit invoices at agreed upon times, dates, and according to instructions from City of Goodlettsville, TN personnel
- Provide a contact name of the individual who will oversee the account and who can be contacted regarding any issues

Further, Jowers Cleaning Services' employees will:

- Park in the appropriate, designated areas
- Dispose of trash in the appropriate, designated containers
- Conserve and properly utilize utilities (gas, electric, water, and sewer) only for janitorial purposes
- Ensure that City of Goodlettsville, TN property is not damaged or willfully neglected and notify city personnel if any damages or issues are identified
- Properly utilize chemicals per safety guidelines
- Be subject to pre-employment/random drug screenings

Quality Control and Reporting

Jowers Cleaning Services has extensive experience with maintaining quality control, conducting routine inspections, and reporting on these inspections to appropriate personnel. The company provided these services for the State of Tennessee at the more than 200 locations we cleaned for more than 10 years.

We would work with your staff to craft a reporting mechanism that fully supports the plant's needs and addresses all areas of concern.

Transitioning Service Providers

Jowers Cleaning Services understands that there may be a limited window of time to



transition from the existing provider and will work to ensure that no tasks remain outstanding. We will work alongside the existing providers and the City of Goodlettsville, TN staff and personnel to ensure that the transition is smooth, effective, and hassle-free as possible.

Jowers Cleaning Services would establish points of contact for the facility awarded to us and follow up with on-site inspections, creation of information binders, and training of staff.

Estimated Workload for 2025

In the last year, Jowers Cleaning Service has nearly doubled its business in the State of Tennessee. The company has scaled operations to provide these additional services at locations across the state. With our company history of providing services in more than 200 locations for the State of Tennessee, we have the capability to expand the business without difficulty. Our current contracts and future business known at this time for 2025 will not exceed our capabilities.

Staff Qualifications

Profiles of Jowers Cleaning Services key staff members are on the following pages. Additional lead personnel and primary workers for the City of Goodlettsville, TN would be identified upon award of the contract.



Profile



Phone

731-614-5328

Email

jowerscleaning@hotmail.com

Brandon Jowers is the owner and proprietor of Jowers Cleaning Services. A proven problem solver with significant skills in project management, Brandon brings his more than 20 years of facilities management experience to the company's many clients across the state of Tennessee.

Brandon's primary strengths are business development, quality improvement, and customer satisfaction. He is a very people-oriented with proven success as a commercial cleaning manager in municipal, corporate, and medical environments.

Brandon has overseen many details of projects from start to finish working with architects, contractors, and specialists such as plumbers, electricians, and telecommunications professionals. He very much understands what it takes to satisfy the needs and desires of tenants and customers even rolling up his sleeves as performing any work needed himself.

Brandon also excels at team building and encouraging teams to perform and reach for positive results.

He resides in Lexington, TN. .

Alisa Ashouri

Director of Marketing & Business Development



Profile

As the director of marketing and business development for Jowers Cleaning Service, Alisa acts as an account manager for new accounts where she manages the onboarding process and service transition. She handles any issues which come up with provided services and is available to clients to help resolve deficiencies.

Alisa has been involved in the commercial cleaning industry for more than 6 years. She also previously served as the B2B marketing manager for SavATree a commercial tree services provider and worked for the City of Knoxville's Transportation Planning department as the coordinator of the Smart Trips program.

Alisa graduated from East Tennessee State University and lived in Knoxville for more than 6 years. She is very familiar with the facilities in the RFP and still has friends among the City and County staff.

Alisa's strengths are handling details to ensure the scope of work and reporting requirements are adhered to and coordinating directly with clients regarding any concerns. She also excels at business development, quality improvement, and customer satisfaction.

She currently resides in Atlanta, GA.

Phone

678-373-2877

Email

alisa@goodpeoplecleaning.com

Proposal Form

Jowers Cleaning Service	
Company Name	
Brandon Jowers	Owner/Proprietor
Contact Name	Title
210 Elliot Power Dr, Lexington, TN 38351	
Address	
(731) 614 - 5328	jowerscleaning@hotmail.com
Phone Number	Email Address

Authorized Signature	12/1/2024 Date
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JOWECLE-01

BGALLION

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thompson & Smith, LLC 380 Carriage House Drive Jackson, TN 38305	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(731) 664-4750	FAX (A/C, No): (731) 664-5125
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Grange Insurance Company		14060
	INSURER B : Hanover American Insurance		36064
INSURED Jowers Cleaning Service PO Box 781 Lexington, TN 38351	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER: GENERAL AGGREGATE			CPP2853533	4/11/2024	4/11/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			CA 2853535	4/11/2024	4/11/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CUP 2853536	4/11/2024	4/11/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WZ5J650042	4/7/2024	4/7/2025	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For Information Only
Issued to Show Proof of Insurance Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Brandon Jowers	
	2 Business name/disregarded entity name, if different from above Jowers Cleaning Service	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. PO Box 781	Requester's name and address (optional)
6 City, state, and ZIP code Lexington TN 38351		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-			-			
or									
Employer identification number									
4	7		-	3	1	8	6	3	8 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Brandon Jowers</i>	Date ► 6/21/24
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Section 2

Serviced Areas

APPENDIX A
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB – Service Areas – Frequency Breakdown Proposal

SERVICE AREAS	FREQUENCY	DAY OF WEEK	NUMER OF STAFF ASSIGNED (INCLUDING SUPERVISOR)	UNIT PRICE
City Hall – 105 S Main Street	Daily	Mon - Fri	1 supervisor 1 staffperson	\$136.72
Community Development	2 x per week	Tues/Fri	1 supervisor 1 staffperson	\$ 54.68
Fire Department (admin side only)	2 x per week	Tues/Fri	1 supervisor 1 staffperson	\$ 54.68
Public Works (admin side only)	2 x per week	Tues/Fri	1 supervisor 1 staffperson	\$ 54.68
Sewer House	1 x per week	Fri	1 supervisor 1 staffperson	\$ 27.34
Lynn Hicks Building (includes workout room)	1 x per week	Fri	1 supervisor 1 staffperson	\$ 27.34
Visitor Center – 705 Caldwell Drive	3 x per week	Mon/Wed/Fri	1 supervisor 1 staffperson	\$ 82.03

** Unit price is per cleaning price.*

**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Serviced locations to be cleaned within a 5-day week schedule:

- City Hall/Police Department - 105 S Main Street, cleaned 5 days a week, Monday - Friday
- Community Development - 318 N Main Street, cleaned 2 days a week, Tuesday & Friday
- Fire Department (admin side only) -105 Long Hollow Pike, cleaned 2 days a week, Tuesday & Friday
- Public Works (admin side only) - 215 Cartwright Street, cleaned 2 days a week, Tuesday & Friday
- Sewer House - 215 Cartwright Street, cleaned once per week, Friday
- Lynn Hicks Building -117 Memorial Drive, cleaned once per week, Friday
- Visitor Center - 705 Caldwell Drive, cleaned 3 times per week; Monday, Wednesday, and Friday

The service locations include the following serviced areas:

- Offices
- Restrooms
- Common Areas/Hallways
- Conference Rooms
- Kitchens/Breakrooms
- Auditorium
- Fitness Gym

Cleaning will take place between 6:30am-4:00pm, Monday through Friday.

**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Section 3

Cleaning Specifications

**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Cleaning Specifications

If awarded the contract to provide janitorial services for the City of Goodlettsville, TN; Jowers Cleaning Service employees will provide the following services on the frequencies shown for the following facility types.

Daily Cleaning Requirements – performed on each day of cleaning

(5 days per week at the City Hall, 3 days per week at the Visitor Center, 2 days per week at the Fire Dept, Public Works and Community Development; 1 day per week at the Sewer House and Lynn Hicks Building)

General Offices

1. All trash receptacles will be emptied, wipe clean as needed and trash removed to dumpster area.
2. Clean and disinfect drinking fountains.
3. Wipe clean conference room tables and properly arrange chairs.
4. Spot clean partition glass as needed.
5. Vacuum traffic areas of carpeting.
6. Dust unobstructed tables, counters, and filing cabinets.
7. Sweep all hard surface floors.
8. Mop all hard surface floors.
9. Clean entrance area door glass.

Kitchen Areas

1. Wipe clean tables, chairs, sink counters, and exterior of cabinets in kitchen.
2. Wipe clean exterior of all countertop appliances in kitchen with disinfect, including the interior of microwaves, refrigerator doors and vending machine touch points.
3. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off.

Restrooms

1. Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
2. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
3. Empty trash receptacles and wipe, as needed.
4. Wipe clean exposed pipes, counters, ledges, mirrors, and air grills with an approved disinfectant.
5. Disinfect interior and exterior of toilet seats. Polish all chrome fittings.
6. Disinfect interior and exterior of urinals. Polish all chrome fittings.
7. Spot clean toilet partitions and dust tops.
8. Clean sinks, disinfect counter, and polish chrome fittings.
9. Remove splash marks from walls around sinks.
10. Clean and polish mirrors.
11. Sweep tile floor.
12. Wet mop restroom floors with disinfectant, pouring water down drains to eliminate odors.

Weekly Required Cleaning – performed one time per week for each location and in addition to daily requirements on the one day of cleaning at the Sewer House and Lynn Hicks Building.

General Office

1. Wipe clean all vertical surfaces of tables, filing cabinets, and other office furniture.
2. Dust all surfaces of tables, counters, filing cabinets, and other office equipment/furniture.
3. Dust windowsills.
4. Dust picture frames.
5. Detail vacuum all carpet areas including edges, corners and beneath furniture.
6. Dust and vacuum Chambers
7. Spot clean restroom walls.

Monthly Required Cleaning – performed on the first Monday of each month at City Hall and the Visitor's Center, performed on the first Tuesday of each month in Community Development, Fire Dept and Public Works (admin sides only). Performed on the first Friday of each month at the Sewer House and Lynn Hicks Building.

General Office

1. Spot clean and disinfect light switches.
2. Spot clean doorframes.

3. Disinfect telephones.
4. Dust baseboards.
5. Dust all blinds and verticals.
6. Clean corners and edges of restroom floors.
7. High dust HVAC vents and louvers (where reachable with an extension duster).
8. Dust ceiling corners and remove cobwebs (where reachable with an extension duster).

Exit Procedures

1. Keep janitorial closet well stocked, including keeping janitorial equipment clean, neat, and orderly.
2. Empty and rinse mop buckets nightly.
3. Complete a final walkthrough of the facility to ensure specifications have been completed.
4. Turn off designated lights, re-secure all previously locked doors, and areas, and set alarms.

All trash liners, restroom supplies, and cleaning supplies will be furnished by the city.

**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Section 4

References

APPENDIX B
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB - Reference Sheet

Bidding Company Name Jowers Cleaning Service

Reference #1

Organization City of Hendersonville, TN

Contact Person Rick Michalec

Mailing Address 101 Maple Drive North, Hendersonville, TN 37075

Phone Number 615-806-1079

Email Address rmichalec@hvilletn.org

Length of Association 1 year

Description of Services Provided Jowers Cleaning Services provides daily and annual cleaning for the City of Hendersonville's City Hall, Police and Police Annex buildings, Public Works and Fire Dept Administration facilities. Tasks include restroom cleaning, vacuuming and dusting, trash removal, floor and window cleaning, and other tasks as needed.

Reference #2

Organization City of Mount Juliet, TN

Contact Person Dana Hire, CPA, CMFO

Mailing Address 2425 Mt. Juliet Rd, Mt. Juliet, TN 37122

Phone Number 615-754-2552

Email Address dhire@mtjuliet-tn.gov

Length of Association < One year

Description of Services Provided Jowers Cleaning Service provides janitorial cleaning services for the City of Mt Juliet's City Hall, Police Station, Police Annex facility, Public Works and Fire Administration offices. Tasks include restroom cleaning, floor cleaning, vacuuming, dusting, window cleaning, trash removal, and other tasks as required.

Reference #3

Organization Realty Trust Group (property manager for West TN Healthcare)

Contact Person Lisa Jones, CPM

Mailing Address 215 Centerview Drive, Ste 360, Brentwood, TN 37027

Phone Number 423-928-5263

Email Address ljones@realtytrustgroup.com

Length of Association >1 year

Description of Services Provided Jowers Cleaning Service provides commercial janitorial services for multiple buildings and medical suites which comprise West TN Healthcare. The facilities include offices, surgical suites, waiting rooms and common areas. Tasks include floor and carpet cleaning, restroom cleaning, disinfecting, trash removal, dusting, vacuuming, and other tasks.



JOWERS CLEANING SERVICE

REFERENCES

Dana Hire, CPA, CMFO

Finance Director
City of Mt. Juliet, TN
2425 Mt. Juliet Rd
Mt. Juliet, TN 37122
Phone: (615) 754-2552
dhire@mtjuliet-tn.gov

Lisa Jones, CPM

Operations Manager
Realty Trust Group
215 Centerview Drive,
Suite 360
Brentwood, TN 37027
Phone: (423) 928-5263
ljones@realtytrustgroup.com

Rick Michalec

City of Hendersonville, TN
101 Maple Drive North
Hendersonville, TN 37075
Phone: (615) 806-1079
rmichalec@hvilletn.org

In addition, Jowers Cleaning Service cleaned more than 200 facilities in multiple locations for the State of Tennessee's janitorial contract for more than 10 years. Unfortunately, Tennessee state personnel and JLL staffers are not permitted to serve as references.

**Proposal for Janitorial Services
City of Goodlettsville, TN
Bid #2024-0006
12/02/2024**



Section 5

Pre-Bid Field Inspection Form

APPENDIX C
City of Goodlettsville
Janitorial Services for the City of Goodlettsville

RFB – Pre-Bid Inspection Form

All bidders must complete a pre-bid field inspection, by appointment only, of all subject areas under the guidance of the Public Works Department.

Company Name Jowers Cleaning Service Inspection Date Nov 25, 2024

Inspection Complete by Brandon Jowers

City of Goodlettsville Representative Present Joel Perry