

Regular Agenda of the Board of Mayor and Aldermen
Monday, September 14, 2026 - 5:30 p.m.
Tulahoma Municipal Building

Regular Meeting Agenda

Call to Order by Mayor Lynn Sebourn
Invocation – Rev. Jim Norman
Pledge of Allegiance to the Flag – Rev. Jim Norman
Roll Call

Comments from Citizens

All citizens interested will be invited to speak for up to 3 minutes about any matter within the purview of the Board. Please speak into the microphone and begin by stating your name and address.

Approval of the Agenda

Reports from the Aldermen
Report from the Mayor

- Assignments to Committees, Boards & Agencies by Mayor
- Election of Aldermanic Representative to Planning Commission
- Election of Mayor Pro Tem

Report from the City Administrator

Note: All matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items, unless a Board member or citizen so requests, in which case the item will be removed from the Consent Agenda and considered separately. During the portion of the meeting reserved for comments from citizens, as shown on the agenda, citizens may request that the Board remove an item from the Consent Agenda so that discussion may be held on the item.

<u>Consent Agenda</u>	<u>Page</u>
1. Item No. 26-99 – Approve Minutes of the August 24, 2026, Regular Meeting and Public Hearing.	1
2. Item No. 26-100 - Grant permission to the Mayor and City Recorder to execute and record Quit Claim Deed to clear the title of portion of alleyway to Mr. Steve Bruhn, owner of adjacent property.	8
3. Item No. 26-101 - Approval of request from the Police Department for the purchase of four (4) 2026 Ford Interceptor SUVs and upfit all four (4) four vehicles with emergency equipment through Lonnie Cob Ford for \$235,300.00, funding provided in equipment reserve account.	13
4. Item No. 26-102 - Approval of request from the Finance Department to Declare Surplus Items on list included in agenda packet.	20

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Unfinished Business

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5. Other Unfinished Business.

New Business

- | | |
|---|----|
| 6. ORDINANCE NO. 1697 – AN ORDINANCE TO AMEND TITLE 4, CHAPTER 1 OF THE TULLAHOMA MUNICIPAL CODE REGARDING THE TABLE OF ORGANIZATION, TO ADOPT AN UPDATED TABLE OF ORGANIZATION, AND TO CLARIFY THE REPORTING RELATIONSHIPS OF THE CITY RECORDER AND CHIEF OF POLICE,
for passage on the first of two readings. | 22 |
| 7. Item No. 26-103 - A request from the Parks and Recreation Department to approve the maintenance agreement (for dehumidifiers) in the amount of \$8,470.12 for year one, \$8,978.33 for year two, and \$9,486.53 for year three from Daikin Applied, and authorize Mayor to execute same. | 28 |
| 8. Item No. 26-104 - A request from the Parks and Recreation Department to approve the purchase of the playground package from Miracle Playgrounds of KY and TN, to include installation, new wood mulch surfacing, and mulch curbing for \$71,495.00, and authorize Mayor to sign purchasing contract. (Sourcewell Cooperative) | 36 |
| 9. Item No. 26-105 - Approval of request from the Public Works Department to approve the one-year extension of the contract with Benchmark for brush grinding and authorize Mayor to sign extension letter on behalf of the City. | 41 |
| 10. Item No. 26-106 - A request from the Public Works Department to approve the FY27 list of city streets for milling, paving, and striping. (List in agenda packet). | 44 |
| 11. Item No. 26-107 - A request from the Public Works Department to approve the purchase of two snowplows and one salt spreader in the amount of \$28,290.26 from Manning Equipment – (Sourcewell contracts), funding from ARPA Grant portion committed to stormwater budget. | 49 |
| 12. Item No. 26-108 - A request from the Planning, Codes and Life Safety Department to approve a request for Special Community Event Signs in the Public Ways and Waiver of Permit Fees for the Highland Rim Kiwanis Club", organizers of the "Dig Day on 41-A on Saturday, September 19, 2026. | 52 |
| 13. Item No. 26-109 - A request from the Planning, Codes and Life Safety Department to approve a request for Special Community Event Signs in the Public Ways and Waiver of Permit Fees for the South Jackson Performing Arts Center for Oktoberfest on Saturday, October 10. | 61 |

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| 14. Item No. 26-110 - A request from the Planning, Codes and Life Safety Department to approve the RFP for Griggs & Maloney. | 66 |

15. Other New Business

Adjourn

Beer Board

Call to Order by Mayor Lynn Sebourn
Public Comments

Consent Agenda

1. None.

Unfinished Business

2. Other Unfinished Business.

New Business

- | | |
|---|----|
| 3. Item No. 26-BB29 - A request to approve Beer Application (Special Event Permit / Non-Profit) and waive permit fees for the Beechcraft Heritage Museum, Beech Party – International Fly-In, on October 7-10, 2026. | 88 |
| 4. Item No. 26-BB30 - A request to approve Beer Application (Special Event Permit / Non-Profit) and waive permit fees for Community Care Ministries, Inc., Dba The Attic Outlet. Event to be held on October 10, 2026, at the South Jackson Civic Center – Outdoor Theater. Lisa Cardwell will oversee the beer sales for the event. | 94 |
| 5. Other New Business | |

Adjourn

Study Session

1. Review of Board Rules and Robert's Rules for the Board of Mayor and Aldermen.
2. Funding of Tullahoma Sports Council, South Jackson Performing Arts Center, and Tullahoma Chamber of Commerce.

BOARD OF MAYOR AND ALDERMEN (BMA)
MINUTES FOR
August 24, 2026

The Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee assembled at the Municipal Building, in Tullahoma, for a meeting on Monday, August 24, 2026, at 5:30 p.m. with Mayor Lynn Sebourn presiding and the following named members of the Board of Mayor and Aldermen: Matthew Bird, Kurt Glick, Mayor Pro Tem Jerry Mathis, Sernobia McGee, Busch Thoma, and Bobbie Sue Wilson.

Jeff Damron, City Administrator, Brittany Hoskins, City Attorney; Susan Wilson, Finance Director, and Mrs. Lori Ashley City Recorder, were present at the meeting.

Mayor Sebourn called the meeting to order.

The Invocation was said by Rev. Marvin Nutter, and he led the Pledge of Allegiance.

PROCLAMATIONS, AWARDS, AND SPECIAL PRESENTATIONS:

- Service Award Presentation for Mayor Pro Tem Jerry Mathis
- Service Award Presentation for Alderman Kurt Glick
- Service Award Presentation for Alderman Bobbie Wilson

COMMENTS FROM CITIZENS:

Hope Nunley, 135 West Lincoln St, addressed the board regarding Ordinance No. 1693.

Fran Gray, Regional Coordinator for Alzheimer's of TN, addressed the board regarding Item No. 26-98.

REPORTS FROM THE MEMBERS OF THE BOARD OF MAYOR AND ALDERMEN

ALDERMAN THOMA attended the city picnic held for the employees. He recognized each outgoing Alderman.

ALDERMAN GLICK thanked Busch for his comments and recognized and thanked all the Aldermen he has worked with over his term.

MAYOR PRO TEM MATHIS thanked all the Department Heads and Jeff Damron for their service.

ALDERMAN MCGEE attended the first school board meeting, she recognized the incoming and outgoing members of the Tullahoma School Board and the Board of Mayor and Aldermen.

ALDERMAN WILSON thanked the outgoing board members for their service.

ALDERMAN BIRD The airport authority is continuing to revise their SOP's. A new Deputy Manager, Steven Weber, has been hired for the Airport. He announced two openings on the Arts

Council. He thanked Ms. Madison Smith, a high school senior, who put together a list of all physicians in Tullahoma along with their contact information. The Tree Board continues to revise the Tree Ordinance, and he thanked the Tree Board for letting him be a part. He congratulated outgoing and incoming members of the Tullahoma School Board and Board of Mayor & Aldermen.

MAYOR SEBOURN announced an opening on the Tri County Railroad Authority. He thanked the outgoing members and welcomed the new Aldermen.

CITY ADMINISTRATOR recognized the three outgoing and incoming Aldermen. He highlighted two community events, the annual kids' day at Jefferson Street Park to be held September 6th and Dig Day at Christopher Equipment will be held September 19th.

THE CONSENT AGENDA AND UNFINISHED BUSINESS WERE PRESENTED FOR APPROVAL

A motion was made by Alderman Thoma and seconded by Alderman Mathis to approve the Consent Agenda and Unfinished Business.

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

CONSENT AGENDA:

Item No. 26-92 – Approve Minutes of the August 10, 2026, Regular Meeting and Public Hearings.

A motion was made by Alderman Bird and seconded by Alderman McGee to approve the consent agenda.

On roll call all members present voted as follows;

Aye(s): Bird, Glick, McGee, Mathis, Sebourn, Wilson

Abstain(s): Thoma

The vote being six (6) aye(s) and one (1) abstain(s) the motion passed and was so ordered.

UNFINISHED BUSINESS:

ORDINANCE NO. 1692 – AN ORDINANCE OF THE CITY OF TULLAHOMA, TENNESSEE TO AMEND ORDINANCE 1651 ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026, for passage on the third and final reading.

A motion was made by Alderman Glick and seconded by Alderman Mathis to approve Ordinance No. 1692.

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

ORDINANCE NO. 1693 – AN ORDINANCE TO REQUIRE EQUAL GENERAL FUND APPROPRIATIONS FOR THE TULLAHOMA SPORTS COUNCIL, THE SOUTH JACKSON CIVIC CENTERS, AND THE TULLAHOMA AREA CHAMBER OF COMMERCE, for passage on the third and final reading.

A motion was made by Alderman Glick and seconded by Alderman Wilson to approve Ordinance No. 1693.

A discussion ensued.

A motion to amend was made by Alderman Bird to postpone Ordinance No. 1693, section two in this Ordinance should take effect 120 days after the passage of the third reading. The motion died for a lack of a second.

On roll call all members present voted as follows;

Aye(s): Bird, Glick, McGee, Mathis, Wilson

Nay(s): Sebourn, Thoma

The vote being five (5) aye(s) and two (2) nay(s) the motion passed and was so ordered.

ORDINANCE NO. 1687 – AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF TULLAHOMA, TENNESSEE BY CREATING PROVISIONS IN TITLE 12 AND TITLE 13 FOR THE DESIGNATION OF CITY PERSONNEL FOR SERVICE OF NOTICES AND PROCESS FOR CODES VIOLATIONS, for passage on the second and final reading.

A motion was made by Alderman Glick and seconded by Alderman Bird to approve Ordinance No. 1687.

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

ORDINANCE NO. 1694 - AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF TULLAHOMA, TENNESSEE, AS SET FORTH IN THE TULLAHOMA MUNICIPAL CODE, TO RE-ZONE PARCELS LOCATED IN THE TULLAHOMA CITY LIMITS AT 707 E LINCOLN ST, COFFEE COUNTY TAX MAP 124K, GROUP F, PARCEL 021.00 FROM GENERAL COMMERCIAL C-2 TO HIGH DENSITY RESIDENTIAL R-3, for passage on the second and final reading.

A motion was made by Alderman Bird and seconded by Alderman Glick to approve Ordinance No. 1694.

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

ORDINANCE NO. 1696 - AN ORDINANCE TO AMEND THE TULLAHOMA MUNICIPAL CODE BY ADDING A NEW CHAPTER TO TITLE 11 (MUNICIPAL CODE OF ORDINANCES) TO ESTABLISH SEX-BASED ATHLETIC ELIGIBILITY CRITERIA FOR CITY SANCTIONED RECREATIONAL PROGRAMS AND FACILITIES; TO DEFINE RELEVANT TERMS; TO ESTABLISH VERIFICATION

PROCEDURES; TO PROVIDE FOR ENFORCEMENT AND LIABILITY INDEMNIFICATION; AND TO PROVIDE FOR SEVERABILITY, for passage on the first of two readings.

A motion was made by Alderman Glick and seconded by Alderman Wilson to approve Ordinance No. 1696.

A discussion ensued.

A motion to amend was made by Alderman Glick and seconded by Alderman Wilson to change Section 20.1301(4), removing “All future private organization leases, facility-use agreements, or other written agreements allowing the private organization to use city-owned recreational property shall expressly incorporate this chapter.”

On roll call all members present voted as follows;

Aye(s): Glick, Mathis, Wilson
Nay(s): Bird, McGee, Sebourn, Thoma

The vote being three (3) aye(s) and four (4) nay(s) the motion failed.

A motion to amend was made by Alderman Glick and seconded by Alderman Wilson, to remove the word “future” from Section 20.1301(4) to read “A private organization using city-owned recreational property is subject to this chapter. All private organization leases, facility-use agreements, or other written agreements allowing the private organization to use city-owned recreational property shall expressly incorporate in this chapter.”

On roll call all members present voted as follows;

Aye(s): Bird, Glick, McGee, Mathis, Wilson
Nay(s): Sebourn, Thoma

The vote being five (5) aye(s) and two (2) nay(s) the motion passed and was so ordered.

On roll call all members present voted aye on the original motion as amended and it was so ordered.

Swearing-In Ceremony

Introduction by Honorable Lynn Sebourn

Election Results Read by City Attorney

Administration of the Oath of Office by Mayor Lynn Sebourn for the Honorable Judge James F. Conley.

Administration of the Oath of Office by the Honorable Judge James F. Conley

Members of the Tullahoma City Schools Board of Education

Ms. Sherrie Cleveland

Ms. Teresa Lawson

Ms. Gigi Robison

Mr. Andy Whitt

Members of the Tullahoma Board of Mayor and Aldermen
The Honorable Alderman Mr. Daniel Berry
The Honorable Alderman Ms. Donna Bradford
The Honorable Alderman Mr. Mike Dent

Continuing Regular Meeting Agenda

APPROVAL OF THE AGENDA – NEW BUSINESS

A motion was made by Alderman Thoma and seconded by Alderman McGee to approve the agenda of New Business.

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

REPORTS FROM THE MEMBERS OF THE BOARD OF MAYOR AND ALDERMEN

ALDERMAN BERRY thanked all who supported him throughout his campaign, and congratulated Donna Bradford and Mike Dent. He is looking forward to working with the board and city staff.

ALDERMAN BRADFORD thanked all that came out to vote and supported her campaign. She attended the multi-county chamber function last Thursday.

ALDERMAN DENT expressed his gratitude for being elected to serve with the existing and new board members. He recently went on a ride along with Police patrol, he was thrilled to be a part of this.

CITY ADMINISTRATOR congratulated the newly elected Aldermen; he and the city staff are looking forward to working with everyone.

NEW BUSINESS:

Item No. 26-93 - A request from the Communications Manager/City Arborist to approve the application process for the 2026-27 Tennessee Agricultural Enhancement Program grant and if awarded, to accept the funding and authorize the mayor to sign any necessary agreements. The grant is a 50/50 match for a total amount of \$14,000 (\$7k grant funding and \$7k match approved in FY27 budget).

A motion was made by Alderman Bird and seconded by Alderman Thoma to approve Item No. 26-93.

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

Item No. 26-94 - A request from the Communications Manager to accept the Arts Council of Tullahoma's request for the new appointment and reappointments listed in the agenda packet and to announce two vacancies for members at large.

A motion was made by Alderman Bird and seconded by Alderman Thoma to approve Item No. 26-94.

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

Item No. 26-95 - A request from the Communications Manager to accept the Tullahoma Tree Board request to approve reappointment of all members to serve another 2-year term which will expire on August 10, 2028 (members listed in agenda packet).

A motion was made by Alderman Bird and seconded by Alderman Thoma to approve Item No. 26-95.

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

Item No. 26-96 - A request from the City Recorder for approval of Journal Entries for Property Tax Adjustments in FY25/26.

A motion was made by Alderman Thoma and seconded by Alderman McGee to approve Item No. 26-96.

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

Item No. 26-97 - A request from the City Recorder to approve the Certificate of Compliance for Brivan, LLC (Bonny M. Patel and Amiben B. Patel), 110 Ogee Street.

A motion was made by Alderman Bird and seconded by Alderman Thoma to approve Item No. 26-97.

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

Item No. 26-98 – A request from the Planning, Codes & Life Safety Department to approve a request for Special Community Events Signs in the Public Ways and Waiver of the Permit Fees for Alzheimer’s TN Walk.

A motion was made by Alderman Thoma and seconded by Alderman McGee to approve Item No. 26-98.

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

There being no further business to come before the Board of Mayor and Alderman at this time, the Board Meeting adjourned at 7:08 p.m.

CITY RECORDER

MAYOR

**PUBLIC HEARING
MINUTES
August 24, 2026**

The Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee assembled at the Municipal Building, in Tullahoma, for a Public Hearing meeting on Monday, August 24, 2026, at 5:30 p.m. Mayor Lynn Sebourn presided and the following named members of the Board of Mayor and Aldermen: Matthew Bird, Kurt Glick, Mayor Pro Tem Jerry Mathis, Sernobia McGee, Busch Thoma, and Bobbie Sue Wilson.

Jeff Damron, City Administrator, Brittany Hoskins, City Attorney; Susan Wilson, Finance Director, and Mrs. Lori Ashley, City Recorder, were also present at the meeting.

Mayor Lynn Sebourn opened the Public Hearing and read the notice for the following:

A Public Hearing on Ordinance 1692, an ordinance to amend Ordinance No. 1651 adopting the annual budget and tax rate for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Since there were other comments by the public; Mayor Lynn Sebourn closed this hearing.

All public hearing(s) for this evening were adjourned at 5:31 p.m.

CITY RECORDER

MAYOR

AGENDA ITEM NO. 26-100

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Jeff Damron, City Administrator

SUBJECT: Quit Claim Deed from City to Steve Bruhn
Alley adjacent to 210 Broadrick Street

BACKGROUND

The deed prepared is a Quit Claim deed from the city conveying whatever right, title and interest the city may have had and in and to this alleyway so the current owner, Mr. Bruhn, who has agreed to pay the property taxes that is due and owing on this property and to pay the property taxes henceforth assessed against this alleyway which is adjacent to the other property which he occupies as his home.

RECOMMENDATION

It is recommended that the Board of Mayor and Aldermen grant permission to the Mayor and Recorder to execute and record the Quit Claim Deed to clear the title of this portion of the alleyway to the owner of the adjacent property. Since Mr. Garner is now deceased and it is impossible to obtain a deed from him.

ATTACHMENTS

Letter from City Attorney
Quit Claim Deed

CITY OF TULLAHOMA

P.O. Box 807
Tullahoma, TN 37388



Phone 931-455-2648
Fax 931-455-0038
www.tullahomatn.gov

September 2, 2026

Re: Quit Claim Deed from City to Steve Bruhn
Alley adjacent to 210 Broadrick Street

We have prepared a Quit Claim Deed and seek the execution thereof by the Mayor and the City Recorder in relationship to a portion of a certain alleyway located in the Oakwood Subdivision in the City of Tullahoma, Tennessee which originally was conveyed to a Mr. Ricky L. Garner, who is now deceased by the City of Tullahoma, Tennessee, by deed dated the 2nd day of May 1988 of record in Deed Book 206, page 46, Register's Office Tullahoma, Tennessee. The alley was behind and adjacent to two (2) lots in the subdivision. This property was subsequently conveyed by Ricky L. Garner in a Warranty Deed to Toby Butler and wife, Brenda Butler, by deed dated June 10, 1999 of record in book W269, page 793, Register's Office Coffee County, Tennessee. However the description in that particular deed conveying the two (2) lots to which the certain alleyway was attached and adjacent thereto, inadvertently did not convey the alleyway itself to the Grantees therein. That deed was prepared by attorney Sam Sawyer. He is now deceased, so we cannot obtain a Scrivener's Affidavit from him to correct the deficiency. Subsequently the property to which the alley should have been attached but was not included, was conveyed by Toby Butler to Mr. Steve Bruhn, the current owner. Brenda Butler had passed away and Toby Butler became the surviving owner of that property. This portion of the alley is now taxed to Mr. Steve Bruhn. The deed to Mr. Bruhn also did not contain a description of the alleyway as it was simply copied from the deed conveyed to Toby Butler and Brenda Butler which deed also did not contain the alleyway.

The deed which we have prepared is a Quit Claim Deed from the city conveying whatever right, title and interest the city may have had and in and to this alleyway so the current owner, Mr. Bruhn, who has agreed to pay the property taxes that is due and owing on this property if paid in August 2026 is \$543.97 and to pay the property taxes henceforth assessed against this alleyway which is adjacent to the other property which he occupies as his home.

We recommend that the Board of Mayor and Aldermen grant permission to the Mayor and Recorder to execute and record the Quit Claim Deed to clear the title of this portion of the alleyway to the owner of the adjacent property. Since Mr. Garner is now deceased it is impossible to obtain a deed from him.

A handwritten signature in cursive script that reads "Steve M. Worsham".

Stephen M. Worsham
SMW/mbp

THIS INSTRUMENT PREPARED BY:
Stephen M. Worsham, Attorney
Robertson, Worsham, Gregory,
Giffin & Hoskins, PLLC
105 W. Lincoln Street
Tullahoma, TN 37388

OWNER and REAL PROPERTY TAX
RESPONSIBILITY:
Mr. Steve Bruhn
210 Broadrick Street
Tullahoma, TN 37388

Tax Information: Map 124E; Group K; Parcel 002.08

THE PREPARER OF THIS INSTRUMENT MAKES NO WARRANTIES AS TO TITLE, OWNERSHIP, BOUNDARY LINES OR ANY OTHER REPRESENTATIONS RELATIVE TO THE PROPERTY DESCRIBED HEREIN AND WAS PREPARED WITHOUT A SURVEY OR COMPREHENSIVE TITLE SEARCH.

QUITCLAIM DEED

FOR AND IN CONSIDERATION of the sum of ONE DOLLAR (\$1.00), and for other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, THE CITY OF TULLAHOMA, TENNESSEE, a Municipal Corporation, (Grantor) does hereby demise, release, and forever quitclaim unto STEVE BRUHN (hereinafter Grantee), his heirs and assigns, all of its right, title, interest and claim, legal and equitable, in and to a certain tract or parcel of land lying and being in the Ninth Civil District of Coffee County, State of Tennessee, bounded and described as follows, to-wit:

Being an unnamed and undeveloped alley leading in a southeasterly direction, 391 feet, more or less, from the southeasterly margin of Leona Street, being 30 feet in width and 160 feet in length immediately adjacent to and southwest of the back lot lines of parcel number 2.04 as shown on the Coffee County, Tennessee tax map, which are all of lots number 10 and 11 in the Oakwood Subdivision a plat of which is of record in Trust Deed Book 69 at page 257, Register's Office, Coffee County, Tennessee.

The above property having been dedicated to the City of Tullahoma, Tennessee as memorialized by a plat of Oakwood Subdivision Tullahoma, Tennessee, of record in Plat Envelope 260-A, and Trust Deed Book 69, page 257, Register's Office of Coffee County, Tennessee

The property conveyed hereby is shown on Coffee County Tax Map 124E, Group K, and is shown as Parcel 002.08, and was acquired by the Grantor by dedication from the developers of said subdivision.

Property Address: adjacent to 210 Broadrick Street, Tullahoma, Coffee County, Tennessee.

This property is conveyed subject to Restrictive Covenants of record in Book 269, page 793, Book 69, page 343, Book 119, page 660 and matters as shown on the plat of record in Book 69, page 257 and Plat Cabinet 260-A, Register's Office, Coffee County, Tennessee.

The property is conveyed AS IS in all respects and so accepted by the Grantee.

This property is conveyed subject to any and all easements for utilities, drainage, etc. all of which shall be nonexclusive, perpetual and run with the land.

WITNESS OUR SIGNATURES this _____ day of _____, 2026.

THE CITY OF TULLAHOMA, TENNESSEE

By: _____
CHARLES LYNN SEBOURN, Mayor

ATTEST:

LORI ASHLEY, City Recorder

STATE OF TENNESSEE
COUNTY OF COFFEE

Personally appeared before me, Stephen M. Worsham, a Notary Public in and for said County and State, CHARLES LYNN SEBOURN and LORI ASHLEY, with whom I am personally acquainted, and who acknowledged themselves to be, respectively, the Mayor and City Recorder of the City of Tullahoma, Tennessee, and that they as such Mayor and City Recorder, being authorized so to do, executed the foregoing instrument for the purposes therein contained, the former by signing for the City of Tullahoma, Tennessee, as Mayor and the latter attesting the execution thereof by the Mayor.

Witness My Signature and Official Seal this _____ day of _____, 2026.

Notary Public
My Commission Expires: _____

I, or we, hereby swear or affirm that the actual consideration for this transfer or value of the property transferred, whichever is greater is \$ -0-, which amount is equal to or greater than the amount which the property transferred would command at a fair voluntary sale.

AFFIANT

Subscribed and sworn to before me this the _____ of _____, 2026.

NOTARY PUBLIC

My commission expires:

AGENDA ITEM NO. 26-101

DATE: September 14, 2026
TO: Board of Mayor and Alderman
FROM: Chase Sons, Chief of Police
Jeff Damron, City Administrator
SUBJECT: Purchase of Police Vehicles

BACKGROUND

The Police Department requests authorization to purchase four (4) 2026 Ford Interceptor SUVs. The state contract/fleet price for a 2026 Ford Interceptor SUV is \$48,550.00, which totals \$194,200 for the four (4) SUVs. We also request emergency equipment, lights, and siren upfitting for \$14,512 for each vehicle. After emergency equipment installation and fleet discounts, each vehicle will cost \$58,825. These vehicles were approved by BOMA for the 2026/2027 budget.

This purchase would be through Lonnie Cobb Ford in Henderson, TN on state contract (209).

The dealership currently has all four (4) vehicles available. This purchase would be used to replace current high mileage units and units that have costly repairs.

RECOMMENDATION

The Police Department requests that the BOMA approve the purchase of the four (4) 2026 Ford Interceptor SUVs and upfit all four (4) four vehicles with emergency equipment through Lonnie Cob Ford for \$235,300.00.

FISCAL IMPACT

The funds for the purchase are provided in equipment reserve account # 611-42100-949-012.

ATTACHMENTS

The quote from Lonnie Cob Ford in Henderson TN on statewide contract (209) is attached. The dealership currently has four (4) vehicles available.



Prepared by: STEVEN BLACKSTOCK

03/31/2026

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

Re: Vehicle Proposal 03/31/2026

To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

STEVEN BLACKSTOCK

SWC 209

Lonnie Cobb Ford contract # 88764



2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

Warranty

Standard Warranty

Basic Warranty

Basic warranty 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty 60 months/100,000 miles

Corrosion Perforation

Corrosion perforation warranty 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty 60 months/60,000 miles

Hybrid/Electric Components Warranty

Hybrid/electric components warranty 96 months/100,000 miles



Prepared by: STEVEN BLACKSTOCK

03/31/2026

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

As Configured Vehicle

Code	Description	MSRP
K8A	Base Vehicle Price (K8A)	\$48,550.00
500A	Order Code 500A <i>Includes:</i> - Engine: 3.3L V6 Direct-Injection Hybrid System 136-MPH top speed. Police-calibrated. - Transmission: 10-Speed Automatic Includes manual police pursuit mode (steering wheel execution). - 3.73 Axle Ratio - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes black wheel-lip molding, polished stainless steel hub cover and center caps. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way power lumbar), passenger 8-way power track with 2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks. - Radio: AM/FM/MP3 Capable Includes 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem. Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673). - SYNC Phoenix Communication & Entertainment System Includes hands-free voice command support compatible with most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.	N/C
99W	Engine: 3.3L V6 Direct-Injection Hybrid System 136-MPH top speed. Police-calibrated.	Included
44B	Transmission: 10-Speed Automatic Includes manual police pursuit mode (steering wheel execution).	Included
STDAX	3.73 Axle Ratio	Included
STDTR	Tires: 255/60R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes black wheel-lip molding, polished stainless steel hub cover and center caps.	Included
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way power lumbar), passenger 8-way power track with 2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks.	Included
PAINT	Monotone Paint Application	STD
119WB	119" Wheelbase	STD
STDRD	Radio: AM/FM/MP3 Capable	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

03/31/2026

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

As Configured Vehicle (cont'd)

Code	Description	MSRP
	Includes 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem. Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673).	
	Includes: - SYNC Phoenix Communication & Entertainment System Includes hands-free voice command support compatible with most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.	
51R	Driver Only LED Bulb Spot Lamp (Unity)	\$400.00
68G	Rear-Door Controls Inoperable Locks, handles and windows. Can manually remove window or door disable plate with special tool. Locks/windows operable from driver's door switches.	\$80.00
60R	Noise Suppression Bonds (Ground Straps)	\$100.00
425	50-State Emissions System	STD
UM_01	Agate Black	N/C
9W_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear	N/C
light pkg	light package Choice of Roof mounted lightbar or interior lightbar and rear traffic stick push bumper console with cupholder and armrest dual gunlock prisoner transport cages - choice of full front or single prisoner transport siren and speaker rumbler headlight led's - corners headlight wig wag tail light flasher (4) LED's on front of pushbumper led's on side of pushbumper under mirror lights led's in rear side quarter glass (2) Led's on liftgate (2) led's in lower bumper cover led's on inside lip of liftgate rear door window bars	\$11,495.00
tint	tint	\$195.00
radar	radar	\$2,822.00
SUBTOTAL		\$63,642.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK
03/31/2026

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

As Configured Vehicle (cont'd)

Code	Description	MSRP
	Destination Charge	\$1,695.00
TOTAL		\$65,337.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$48,550.00
Options	\$580.00
Colors	\$0.00
Upfitting	\$14,512.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,695.00
Subtotal	\$65,337.00

Pre-Tax Adjustments

Code	Description	MSRP
fleet discount	fleet discount	-\$6,512.00
Total		\$58,825.00

Customer Signature

Acceptance Date

AGENDA ITEM NO. 26-102

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Susan Wilson, Finance Director
Jeff Damron, City Administrator

SUBJECT: Declare Surplus Items

BACKGROUND

Finance staff periodically inventories unused vehicles and equipment and other items to be declared surplus in order to be sold, scrapped, donated, or disposed of by other appropriate means. Generally, the vehicles and equipment will either be scrapped or sold on-line through GovDeals.com or a negotiated sale with another government agency. When applicable, staff evaluates active vehicles and equipment to see if they can be transferred internally to another department. A list of proposed surplus items is attached.

RECOMMENDATION

Staff recommends approval.

FISCAL IMPACT

As in the past, revenue generated will be returned to the equipment reserve fund for use towards departmental replacement items.

ATTACHMENTS

Proposed Surplus Items with details of each item attached.

Items Declared for Surplus

Mileage

Planning Department:

V381-2013 Ford Explorer	86031 Miles
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Police Department:

V382-2010 Ford Explorer	152283 Miles
V399-2015 Ford Interceptor	61688 Miles
V400-2015 Ford Interceptor	61316 Miles
V407-2017 Ford Interceptor	65230 Miles
V413-2018 Ford Interceptor	121464 Miles

Public Works Department:

Car Lift (from fire)	NA
Chevy Bed	NA
E26591-CX-15 Brush Cutter	NA
E1619-1996 John Deere 5300	APPROXIMATELY 5000 HRS
E1717-1997 GEHL 5635DX	9387 Hours
E1913-2000 John Deere 410E	1371 Hours
E2337-Baler	NA
E2503-2006 OBD LCT40	NA
E2659-2008 John Deere 5403	4338 Hours
HX-6 Brush Cutter	NA
JD Bucket	NA
ODB Frame	NA
V255-2000 International 4700 Dump Truck	38352 Miles
V264-2001 ford F750	196080 Miles
V267-2002 Ford F150	142153 Miles
V304-2005 Ford F150	116173 Miles
V328-2007 Ford F150	184087 Miles
V396-2014 Peterbilt 320	127139 Miles
V409-Peterbilt 520	128824 Miles

Parks & Recreation Department:

V299-1997 Jeep	
V322-2006 Impala	153596 Miles

Airport:

1987 Ford 700 - Avgas Truck	8916 Miles or 4604.4 Hours
1988 Beacon Tower, Pole and Catwalk	

ORDINANCE NO. 1697

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Jeff Damron, City Administrator
Brittany Hoskins, City Attorney

SUBJECT: Consideration of Proposed Organizational Chart

BACKGROUND

The proposed Organizational Chart is intended to provide clearer reporting relationships, strengthen accountability, and better reflect the City's organizational structure, departmental functions, and reporting relationships. The proposed structure groups departments and functions under the City Administrator into Support Functions and Service Functions. These designations are organizational categories only and do not create additional levels of management.

The proposal establishes Employee Relations as the City's human resources function, reporting directly to the City Administrator. Human resources responsibilities are currently assigned within the City Recorder's Office. This change would provide a dedicated focus on employees, personnel matters, and workforce needs while allowing the City Recorder to focus on the responsibilities of that office.

The proposed Organizational Chart also recognizes the unique roles of the City Recorder and Chief of Police, consistent with the City Charter and the proposed ordinance. While maintaining the reporting relationships established by the City Charter and Municipal Code, the City Recorder and Chief of Police work with and receive day-to-day administrative direction from the City Administrator in carrying out City operations.

The TAEDC Executive Director and Airport Manager are City of Tullahoma employees. They work with and receive day-to-day administrative direction from the City Administrator in carrying out City operations, while continuing to work with and respect the authority and oversight responsibilities of their respective boards. Their placement on the Organizational Chart is intended to reflect both relationships.

The proposed structure is intended to provide a clearer and more functional organization, establish defined reporting relationships, and improve accountability and coordination across City operations.

RECOMMENDATION

The Board is recommended to approve Ordinance 1697 amending Title 4, Chapter 1 of the Tullahoma Municipal Code and adopting the Proposed Organizational Chart as presented.

ATTACHMENTS

Ordinance No. 1697
Exhibit "A" Proposed Organizational Chart
Current Organizational Chart

ORDINANCE NO. 1697

AN ORDINANCE TO AMEND TITLE 4, CHAPTER 1 OF THE TULLAHOMA MUNICIPAL CODE REGARDING THE TABLE OF ORGANIZATION, TO ADOPT AN UPDATED TABLE OF ORGANIZATION, AND TO CLARIFY THE REPORTING RELATIONSHIPS OF THE CITY RECORDER AND CHIEF OF POLICE

WHEREAS, Section 4-101 of the Tullahoma Municipal Code currently provides that the Board of Mayor and Aldermen may establish, amend, or repeal a table of organization by resolution and shall keep a current table on file in the office of the recorder at all times; and

WHEREAS, Tennessee Code Annotated § 6-54-512 provides that municipal governing body action that is permanent in nature shall be taken by ordinance unless otherwise allowed by general law to be done by resolution; and

WHEREAS, on December 8, 2025, the Board of Mayor and Aldermen approved the City of Tullahoma Table of Organization under Agenda Item No. 25-136; and

WHEREAS, the Board of Mayor and Aldermen desires to update the City's Table of Organization to accurately reflect the City's current organizational structure, departmental titles, and reporting relationships; and

WHEREAS, Sections 15 and 16 of the Charter of the City of Tullahoma provide that the City Recorder and Chief of Police are elected by the Board of Mayor and Aldermen, hold office at the will and pleasure of the Board, are considered permanent employees, and may be suspended or dismissed only for cause; and

WHEREAS, the Board of Mayor and Aldermen desires to confirm that the City Recorder and Chief of Police report directly to the Board of Mayor and Aldermen and to provide for the application of the City's Personnel Regulations to those offices except where such provisions conflict with the City's Charter, the Tullahoma Municipal Code, or authority vested in the Board of Mayor and Aldermen.

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

SECTION 1. Section 4-101 of Title 4, Chapter 1 of the Tullahoma Municipal Code is hereby deleted in its entirety and replaced with the following:

4-101. Table of organization.

The Board of Mayor and Aldermen may establish, amend, or repeal a table of organization by ordinance and shall keep a current table on file in the office of the recorder at all times.

SECTION 2. Title 4, Chapter 1 of the Tullahoma Municipal Code is hereby amended by adding the following new Section 4-110:

4-110. City recorder and chief of police: reporting relationship; personnel regulations applicable.

The city recorder and chief of police shall each report directly to the Board of Mayor and Aldermen. The city recorder and chief of police shall be subject to the City's personnel policies adopted by the Board of Mayor and Aldermen, except where such policies are inconsistent with the City Charter, this Code, or the authority vested in the Board of Mayor and Aldermen by the City Charter with respect to those offices. Except where otherwise provided by the City Charter or this Code, the city recorder and chief of police shall be entitled to the rights and benefits and shall be subject to the duties, standards, and requirements established by the City's Personnel Regulations.

SECTION 3. The City of Tullahoma Table of Organization attached hereto as Exhibit A and incorporated herein by reference is hereby approved and adopted as the official Table of Organization of the City of Tullahoma pursuant to Section 4-101 of the Tullahoma Municipal Code, as amended herein. A current copy shall be maintained in the office of the City Recorder.

SECTION 4. The City of Tullahoma Table of Organization approved by the Board of Mayor and Aldermen on December 8, 2025, under Agenda Item No. 25-136, and any other prior table of organization inconsistent with Exhibit A, are hereby superseded upon the effective date of this ordinance.

SECTION 5. All ordinances, or parts of ordinances, in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6. If any section, subsection, paragraph, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this ordinance.

SECTION 7. This ordinance shall take effect upon final passage, the public welfare requiring it.

CITY OF TULLAHOMA, TENNESSEE

Charles Lynn Sebourn, Mayor

ATTEST:

Lori Ashley, City Recorder

APPROVED AS TO FORM:

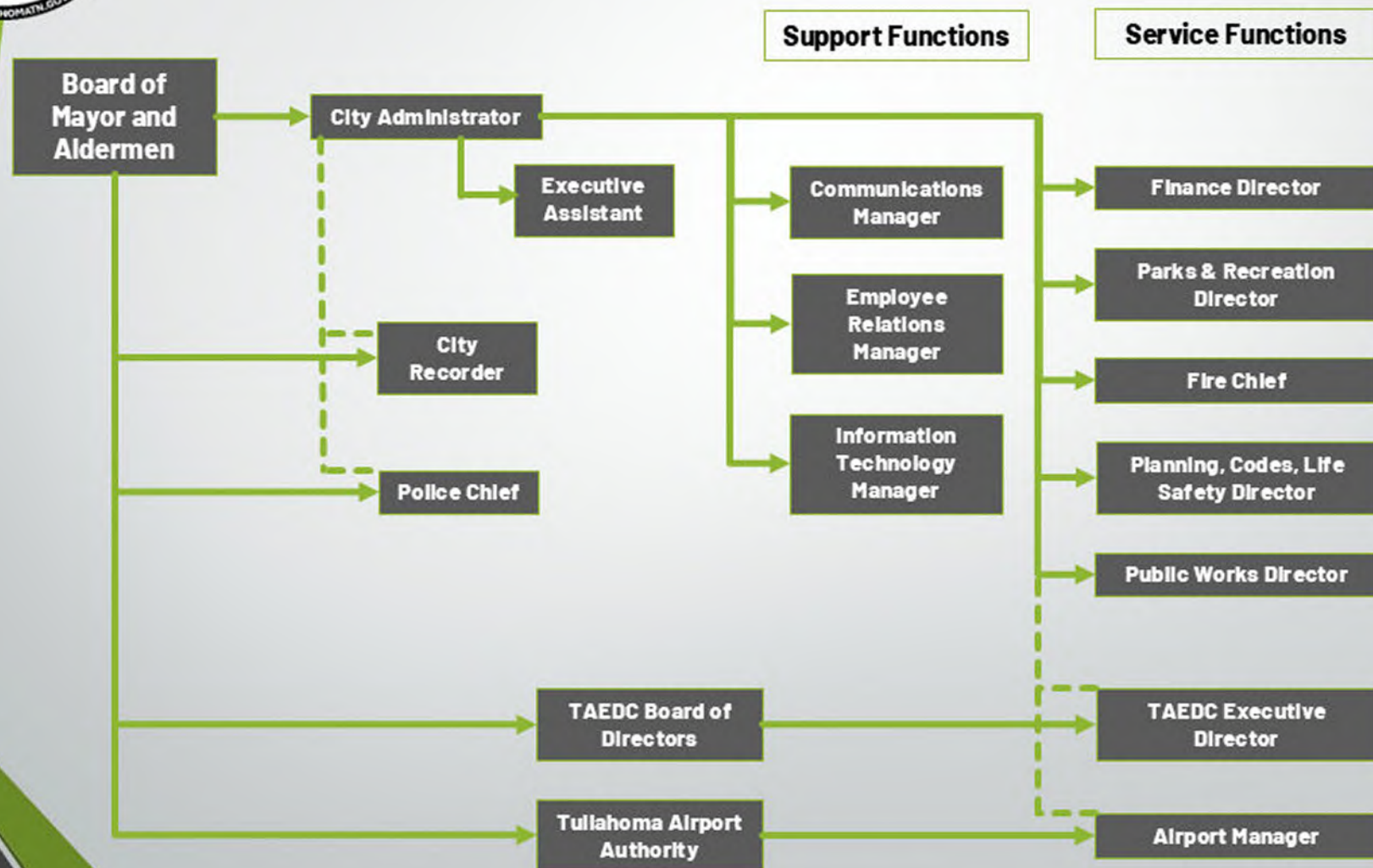
Stephen M. Worsham, City Attorney

PASSED ON FIRST READING: _____

PASSED ON SECOND AND FINAL READING: _____

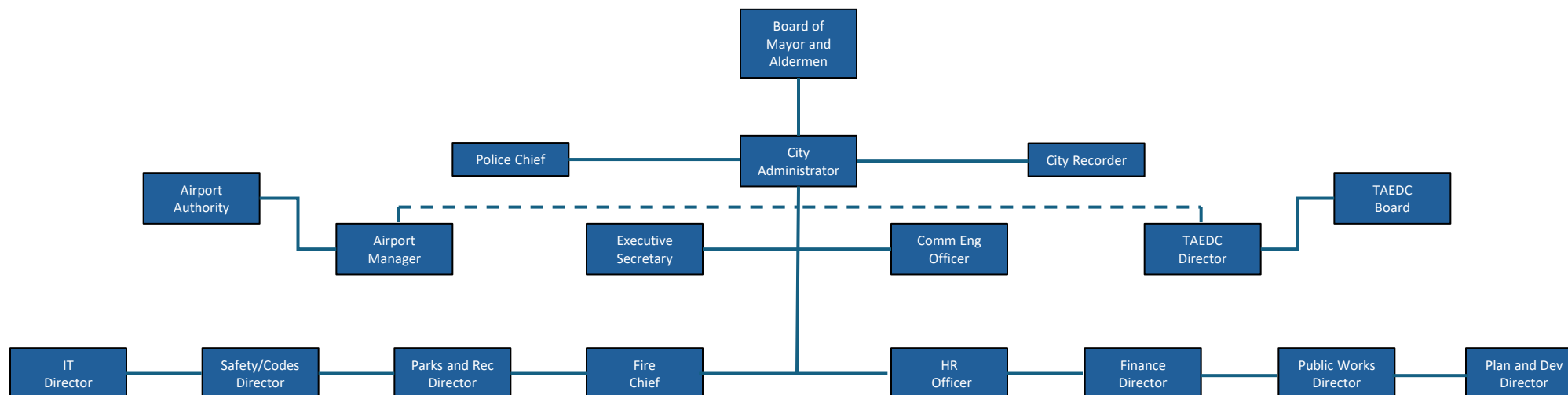


Exhibit A to the Ordinance No. 1697





City of Tullahoma Table of Organization



AGENDA ITEM NO. 26-103

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: J.P. Kraft, Parks and Recreation Director
Jeff Damron, City Administrator

SUBJECT: Preventative Maintenance Agreement – Daikin Applied

BACKGROUND

The Parks and Recreation Department would like to enter into a three-year maintenance agreement to provide preventative maintenance services for the Indoor Pool Aeon Dehumidifiers (2008) and Raypak Pool Boiler (2021). This equipment is the most important part of the Indoor Pool and locker room facilities. It protects the metal structure through dehumidification while providing a comfortable environment for users. The life expectancy of this equipment was estimated at 15 years, but through proper preventative maintenance servicing, the life of these dehumidification units has been extended.

RECOMMENDATION

The Board is recommended to approve the maintenance agreement in the amount of \$8,470.12 for year one, \$8,978.33 for year two, and \$9,486.53 for year three from Daikin Applied and authorize the Mayor to execute the agreement. Daikin Applied participates in Omnia Partners Contract Pricing. (Region 4 ESC Contract #R240901)

FISCAL IMPACT

The funds for this work are budgeted in the community center building repair account.
110-44400-266-034

ATTACHMENTS

1. Daikin Applied Omnia Public Maintenance Agreement Maintenance Agreement

DAIKIN MAINTENANCE AGREEMENT QUOTE



OMNIA[®]
P A R T N E R S

DW Wilson - HVAC Maintenance Agreement, 2026-2029

DW Wilson Community Center
501 N Collins Street
TULLAHOMA, TN, US 37388

Certified Quote #: R240901-TN-401783
Quote #: Q-122794
OMNIA Membership #: 4033449

Prepared for:

J.P. Kraft
City of Tullahoma
CITY OF TULLAHOMA TENNESSEE
Quote Document Date: 09/02/26

Prepared by:

Derek Lee
Account Manager
Phone: (615) 371-1107 Mobile: (615) 636-7423
E-mail: derek.lee@daikinapplied.com
Daikin Applied Americas, Inc.

Scope of Services

Daikin Applied Americas, Inc. is pleased to offer the following Maintenance Agreement Quote for your consideration. Thank you for selecting Daikin Applied Service Group to care for your building's system. Our service personnel have the knowledge and experience to deliver the best support available.

SCOPE OF WORK

DW Wilson Community Center – Preventive Maintenance Agreement

Daikin Applied will provide scheduled preventive maintenance services for the HVAC and pool heating equipment serving the DW Wilson Community Center. Services will focus on maintaining equipment operation, identifying developing issues, and helping extend equipment service life.

EQUIPMENT COVERED

- (1) Large packaged HVAC unit serving the indoor pool / natatorium
- (1) Pool heating boiler and associated accessible components
- (1) Large split-system HVAC unit serving the office / occupied areas

PACKAGED POOL HVAC UNIT

During scheduled maintenance visits, Daikin Applied will:

- Inspect general unit condition and operation
- Inspect fans, motors, bearings, belts, and drive components as applicable
- Check belts for wear, condition, alignment, and proper tension
- Inspect accessible electrical components and connections
- Check contactors, relays, capacitors, and controls as applicable
- Inspect condensate pans, drains, and traps
- Check refrigerant system operating conditions
- Inspect compressors and refrigerant piping for signs of abnormal operation or leakage
- Check heating and cooling operation as seasonal conditions allow
- Inspect accessible dampers, actuators, and outside-air components
- Check operating temperatures and general system performance
- Visually inspect coils during each scheduled service
- Clean accessible evaporator and condenser coils **two (2) times annually**
- Document deficiencies or recommended repairs identified during inspection

OFFICE SPLIT SYSTEM

During scheduled maintenance visits, Daikin Applied will:

- Inspect indoor and outdoor equipment condition
- Check compressor and refrigeration system operation
- Inspect accessible electrical components and connections
- Check motors, fans, bearings, belts, and drive components as applicable
- Inspect condensate drain, pan, and trap
- Check heating and cooling operation as seasonal conditions allow
- Check operating temperatures and general system performance
- Visually inspect indoor and outdoor coils
- Clean accessible evaporator and condenser coils **two (2) times annually**
- Document deficiencies or recommended repairs identified during inspection

POOL BOILER – ANNUAL SERVICE

Daikin Applied will perform **one (1) annual preventive maintenance service** on the pool heating boiler, including:

- Inspect boiler for general condition and proper operation
- Inspect burner and combustion components
- Inspect ignition system and flame-sensing components
- Inspect heat exchanger and accessible fireside surfaces
- Clean accessible burner and combustion components as required
- Inspect venting and combustion-air provisions
- Check operating and safety controls
- Inspect accessible water piping, valves, and connections for leakage
- Check system operating temperatures and pressures
- Verify proper boiler operation following service
- Document deficiencies or recommended repairs identified during inspection

FILTERS

Air filters will be **furnished and replaced by the Owner**. Daikin Applied will visually inspect filter condition during scheduled maintenance visits and notify the Owner of any observed concerns.

GENERAL CONDITIONS

- Preventive maintenance will be performed during Daikin Applied's normal business hours unless otherwise agreed.
- Equipment must be accessible and available for service at the scheduled time.
- Maintenance activities will be performed in accordance with generally accepted industry practices and applicable manufacturer recommendations.
- Repairs, replacement parts, refrigerant, chemicals, major cleaning, and corrective work outside the preventive maintenance tasks listed above are not included unless specifically stated.
- Any deficiencies requiring additional labor or materials will be reported to the Owner and can be quoted separately upon request.
- This agreement does not include responsibility for pre-existing equipment deficiencies, concealed conditions, or failures unrelated to the maintenance services described above.

Program Overview

The Owner is requesting a planned maintenance program which will provide routine inspection and maintenance of the covered equipment. Timely inspections can minimize unscheduled down-time by detecting deficiencies early. Scheduled factory recommended maintenance will help promote efficient operation and maximum equipment life. Repairs by trained technicians help keep the equipment operating to specification guidelines.

Owner operator knowledge is a key component of any maintenance program. During equipment inspections, Daikin Applied recommends Owner participation to help the Owner technicians learn proper equipment operation and early problem recognition that can minimize service outages and increase satisfaction.

Duration:

This agreement shall remain in effect for an initial term of three (3) years beginning October 1, 2026 (the "Effective Date"). Following expiration of the initial three-year term, this agreement may be renewed only by mutual written agreement of the parties, subject to applicable City approval requirements.

Payment will be In Arrears as follows: Daikin will invoice \$2,117.53 at the end of each quarter during the first year of the agreement, with the first quarterly billing occurring following completion of the first quarter. Quarterly invoice amounts for Years 2 and 3 will adjust in accordance with the annual amounts shown in the Investment Amount and Billing Terms.

Emergency Service Response

Emergency service is available on a 7-day, 24 hour basis. For scheduled service and repairs covered under this agreement and performed at the Customer's request outside of normal working hours, the Customer agrees to pay the difference between the prevailing standard billing rate and the prevailing overtime rate.

Equipment Repair

Daikin will perform all services during its regular working hours unless otherwise specified. Any services requested or agreed to by Customer that are outside the Scope of Work will be performed by Company at an additional cost. Company will invoice such services at a special service and repair billing rate at Company's published labor rate for the service area.

Standard Inclusions:

The agreement includes travel to and from the site, planned maintenance materials, and any trips to supply depots to procure materials. The Owner will receive a written report for the inspection or services provided. For specific activities associated with the equipment covered under the agreement, reference the planned maintenance activities section.

Standard Exclusions:

- All work to be performed during 'normal working hours'
- Any and all recommended/required repairs to be quoted separately
- Asbestos identification, abatement, and pipe insulation are not included
- Vibration analysis testing is not included
- Refrigerant is not included

Equipment Schedule & Coverage

Emergency Coverage: Available 24 hours a day, 7 days a week, 365 days a year. Emergency Response is on a time and material basis, unless otherwise noted within the Equipment Schedule or Tasking herein.

Qty	Tag	Site	Annual	Operational
1	AC – Pool Room	DW Wilson	X2	X2
1	HVAC Split	DW Wilson	X1	X3
1	B-1 Pool Boiler	DW Wilson	X1	X3

OMNIA Pricing and Acceptance

Feel free to contact me if you have any questions or concerns regarding the information contained in this Maintenance Agreement Quote. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy so that we can begin to mobilize our efforts to complete services as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and servicing your needs in the future.

Investment Amount and Billing Terms:

Investment required to implement the proposed solution

\$8,470.12 (Eight Thousand, Four Hundred Seventy dollars and Twelve cents) **for the first year of the agreement.**

**Price does not include applicable sales tax*

Multi-year per annum amounts are represented in the table by term year below:

Year	Amount
Year 1	\$ 8,470.12
Year 2	\$ 8,978.33
Year 3	\$ 9,486.53

This proposal for the sale of Daikin Applied's services, parts, and/or equipment, including the pricing and scope of work as described herein, is subject to the terms and conditions of and will be governed exclusively by Region 4 ESC Contract # R240901 ("OMNIA"), incorporated herein by reference. Any other terms and conditions, including those that may be contained in customer's Purchase Order or other customer documents, will have no force or effect unless mutually agreed to by the Parties. The OMNIA contract is available through OMNIA Partners at:

<https://www.omniapartners.com/suppliers/daikin-applied/public-sector/contract-documents?hsCtaAttrib=159983312301#c3797>

"This Agreement, together with the Region 4 ESC/OMNIA Partners Contract No. R240901 and the related contract documents provided by Daikin to the City, constitutes the entire agreement

between the parties. In the event of any conflict between this Agreement and any incorporated document, this Agreement shall control."

Billing/Payment Terms*

*All billings are Milestone Billing

Contract customers receive the following discounts on time and material not covered under this contract:

Labor: 10% Off Street Rate

Parts & Materials: 10% off Daikin Materials

This Quote will be honored by Daikin Applied for 30 days from the date on the front of the Quote. After 30 days, Daikin Applied reserves the right to evaluate cost changes (both increases and decreases) from the Quote.

J.P. Kraft
CITY OF TULLAHOMA TENNESSEE
PO BOX 807
TULLAHOMA, TN 37388

Daikin Applied Americas Inc.
13600 Industrial Park Blvd
Minneapolis, MN 55441

Accepted by:

Charles Lynn Sebourn

(Print Full Legal Name of Customer)

Approved by:

(Print Full Legal Name of Daikin Applied Representative)

(Signature)

Mayor

(Title)

Date:

(Signature)

(Title)

Date:

Note: This Agreement is subject to final credit approval by Daikin Applied.

Inspection Program Responsibilities

1. **Daikin Applied agrees to:**

- a) Furnish its Inspection Service during normal working hours, unless otherwise specified on page 1 herein, on the Equipment, in accordance with the Maintenance Agreement Service Program(s) at the price stated herein and subject to the terms and conditions set forth herein.
- b) Provide a written report to the Customer about the condition of the Equipment and any recommendations for necessary repairs or enhancements to maintain capacity, reliability, and efficiency.
- c) Instruct the person(s) responsible for Equipment operation and familiarize them with normal operation.

2. **Customer agrees to:**

- a) Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from Daikin Applied in conjunction with the performance of this Agreement.
- b) Allow Daikin Applied to start and stop the Equipment in order to perform services specified in this Agreement.
- c) Operate the Equipment in accordance with Daikin Applied instruction and to notify Daikin Applied promptly of any change in the usual operating conditions.
- d) Provide reasonable means of access to the Equipment and building.
- e) Employ only Daikin Applied personnel or persons authorized by Daikin Applied to perform all work on the Equipment, except for operation of same.

3. **It is understood that,** except to the extent otherwise provided in the Maintenance Agreement Equipment Schedule, the services and maintenance provided for herein includes only those items listed herein. It does not, for example, include any of the following:

- a) Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- b) The maintenance of space conditions or system performance.
- c) The changing or cleaning of air filters.
- d) Piping or ductwork.
- e) Damage due to freezing weather.
- f) Water treatment.
- g) Corrosion or erosion damage to water and/or air side of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils.)
- h) Disconnect switches, fuses and circuit breakers.
- i) Portable recorders
- j) Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines, and painting for appearance).
- k) Boiler shell, tubes, and refractory material.
- l) Replacement of complete unit.
- m) Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.

AGENDA ITEM NO. 26-104

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: J.P. Kraft, Parks and Recreation Director
Jeff Damron, City Administrator

SUBJECT: Jefferson Street Park Playground Replacement

BACKGROUND

The Parks and Recreation Department was approached by members of the community last year to look into replacing the Jefferson Street Playground. The current playground built in 2011, is very small and weathered and does not offer popular amenities such as swings.

Both elected officials and City staff met with the group and later identified the desired playground amenities and a funding source using remaining contingency funds from the 2017 Tennessee Municipal Bond Fund Construction Loan.

Miracle Playgrounds of Kentucky and Tennessee offers a playground unit with 11 play events to include STEM, tactile, and sensory panels. The package also includes a dome climber, dish swing, and two traditional belt swings. This package targets children 5 years to 12 years and will accommodate 50 – 60 children.

RECOMMENDATION

The Board is recommended to approve the purchase of the playground package to include installation, new wood mulch surfacing, and mulch curbing for \$71,495.00. Miracle participates in the Sourcewell Cooperative Purchasing Contract. (Contract #101625-PLP-3)

FISCAL IMPACT

The funds for this work are available in the remaining contingency funds from the 2017 Tennessee Municipal Bond Fund Construction Loan.

ATTACHMENTS

1. Miracle Playgrounds of Kentucky and Tennessee Quote

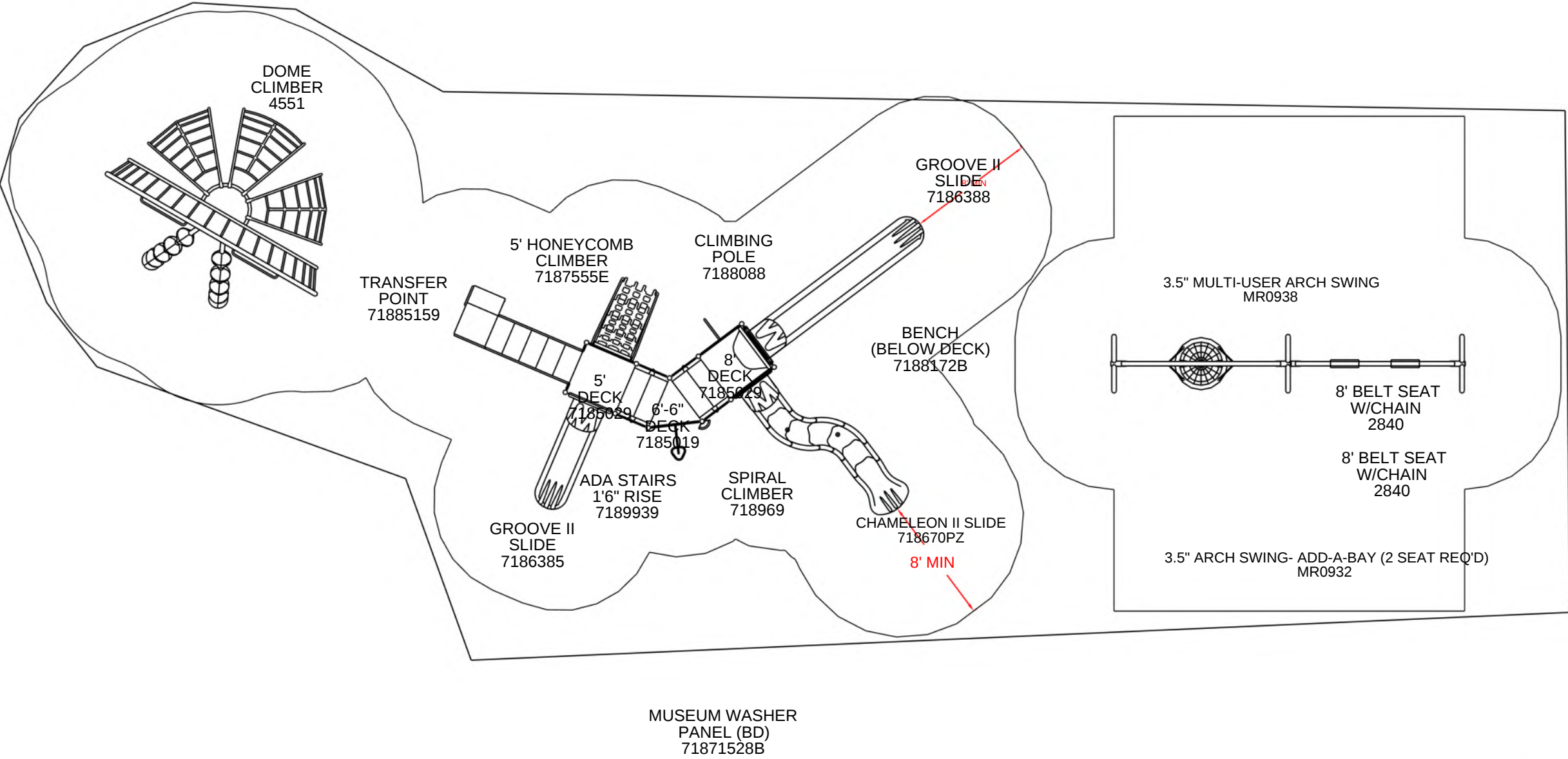




Jefferson Park Tullahoma, Tn.

AGE GROUP:	5-12_ASTM
ELEVATED PLAY ACTIVITIES - TOTAL:	6
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	6 REQ'D 3
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	0 REQ'D 0
GROUND LEVEL ACTIVITY TYPE:	5 REQ'D 2
GROUND LEVEL QUANTITY:	7 REQ'D 2

FOR KIDS AGES
5-12
YEARS



Miracle Playgrounds of Ky. & Tn.

931 Commerce Drive
Leitchfield, Ky. 42754

PHONE NO: 800-251-5578

EMAIL: tami@miraclekytn.com

GROUND SPACE: 88'-6" x 26'-6"

PROTECTIVE AREA: 100'-6" x 40'-6"

DRAWN BY: Tami Phillips

DATE: 08/05/2026

26015526

COMPLIES TO ASTM/CPSC

39

COMPLIES TO ADA

To promote safe and proper equipment use by children. Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS

Miracle of KY & TN

931 Commerce Drive
Leitchfield, KY 42754
Phone: (800) 251-5578
Email: Tami@miraclekytn.com
Prepared By: Tami Phillips



Customer

Tullahoma Parks & Recreation
501 N. Collins St.
Tullahoma, Tn. 37388

Quote

Date:	8/5/2026
Quote #	26-0805-14
Project:	Jefferson Park
Contact:	J.P.

QTY	Model #	Description	Total
1	718-S231	Play Unit	\$41,541
1		Orb Dome Climber	\$10,457
1	718	Two bay arch swing w/ two belts & one dish Swing	\$6,850
1		sensory Panel washer drop	\$3,061
120cy		Wood Mulch	\$5,520
65	4401	4' long 12" high black timbers	\$2,600
		Sourcewell Contract # 101625-PLP-3	

Discount - \$16,682

Freight \$2,148

Install \$16,000

Total Due: \$71,495

Quote valid for 30 Days

Terms and Conditions

Installation prices will assume normal soil conditions and does not include rock excavation \$75 per foot for rock break minimum plus equipment rental fees. Installation charges are not included in quote unless stated. Unless otherwise noted quote does not include prevailing wages, taxes, freight, permits, state or local approvals, performance bond, engineering seals, testing, site preparation, borders, safety surfacing, unloading, storage, security, fencing, landscaping, trash removal or soils. (We are not responsible for the seed and straw of disturbed areas.) Must be given clear path 10' to playground area. Not responsible for damage to existing concrete or asphalt. Not responsible for underground utilities or drain pipes. Any product that is coming from a vendor, other than Miracle, needs to be inspected when shipment is received. Please note any damage on the freight bill before signing for the shipment. This quotation, after acceptance by the buyer and when thereafter approved by an authorized official of the seller, in writing, will become a contract. Until so approved, is not a contract and is not binding on the seller in any way. If buyer does not give acceptance within 15 days, this quotation is subject to possible price revision. Replacement Parts are non-returnable.

Name of Buyer: Charles Lynn Sebourn Authorized Signature: _____ Date: _____

Mayor, City of Tullahoma

Seller: Miracle of KY & TN Authorized Signature: _____ Date: _____

AGENDA ITEM NO. 26-105

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Eric Pierce, Director of Public Works

SUBJECT: Brush Grinding & Debris Removal

BACKGROUND: The services for brush grinding were bid on FY25/26 and the successful bidder was Benchmark Mulch & Grinding. The contract document included a provision to extend the bid for a second year if both parties agreed in writing to extend the contract. A letter from Benchmark requesting to extend the second year is on the following attached page along with a letter to be signed by Mayor Sebourn requesting to extend the contract on the City's behalf if so, approved by the BOMA.

RECOMMENDATION:

Approve the extension of the contract and authorize Mayor to sign the letter requesting extension of the contract on the City's behalf.

FISCAL IMPACT:

Funds for the Brush Grinding & Debris removal service in the amount \$150,000.00 will come from the Chipping-Contractor budget account # 120-43200-190-027.

Attachments:

Letter from Benchmark agreeing to the contract extension.
Letter from Mayor to Benchmark accepting the contract extension.



August 28, 2026

Good morning,

Please accept this letter as confirmation that Benchmark Companies, LLC agrees to extend the contract with City of Tullahoma, Public Works, for another year.

Thank you for your business – we appreciate it very much.

Best Regards,

A handwritten signature in black ink, appearing to be "S Graby", is placed below the "Best Regards," text.

Scott Graby
President
Benchmark Companies, LLC
615-203-6655



City of Tullahoma

September 14, 2026

Mr. Luke Bradly

Benchmark Mulch Company

Christiana, TN

Re: City of Tullahoma Brush Grinding

Mr. Luke Bradly:

Benchmark Brush Grinding Co was awarded the contract for brush and limb grinding in the fiscal year 2025/2026. In the bid document there was a prevision to extend the contract for (2) additional years, contingent upon both parties requesting the extension in writing. The city has received your written request to extend the contract, and the Board of Mayor and Alderman has approved the extension.

Please accept this letter as our request to continue the brush grinding contract through June 30, 2027. You will continue to work with the Public Works department as our brush and limb grinding contractor as needed.

Sincerely:

Charles Lynn Sebourn
Mayor

AGENDA ITEM NO. 26-106

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Eric Pierce, Director of Public Works
Jeff Damron, City Administrator

SUBJECT: Street Paving

BACKGROUND:

The Public Works Department is planning to do fall/spring asphalt paving/stripping for FY 2026-2027 which is covered under our existing contract with Volunteer Paving. Attached is a list of streets to be paved. The list of streets is subject to change due to unforeseen circumstances prior to paving.

RECOMMENDATION:

Public Works Department requests the BOMA to approve the list of city streets for milling, paving, and striping. The list contains 6.72 miles of paving in the amount of \$1,455,400.00. See attachment for the list of streets.

FISCAL IMPACT:

Funds for the paving in the amount \$1,500,000.00 will come from the permanent street budget account # 110-43120-268-023.

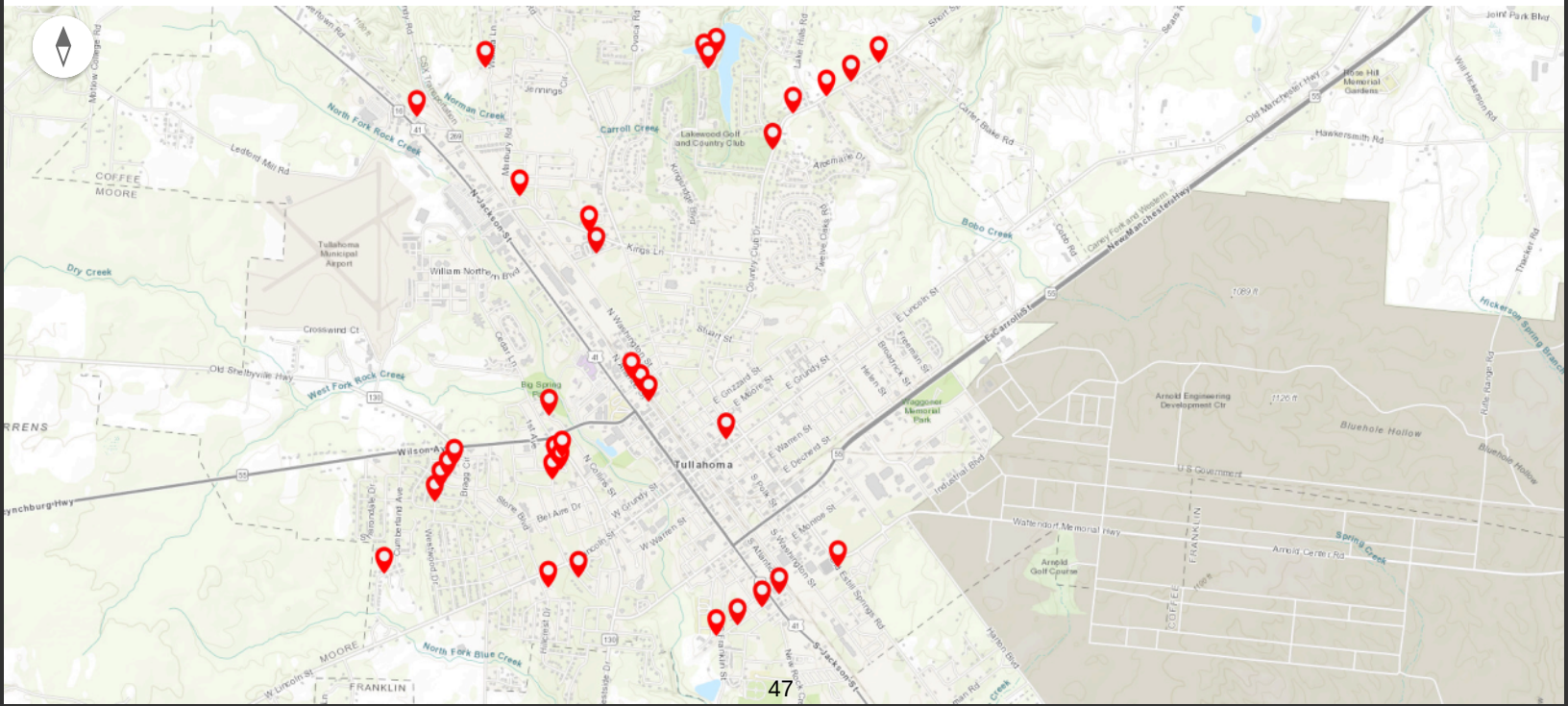
Attachments:

26-27 Master Paving List
Map of Street Paving
Pictures

Street Name	From - To
Atlantic St. N.W.	Brown Street - Catron Street
Atlantic St. N.W.	W. Hogan - W. Blackwell
Atlantic St. N.W.	Catron Street - Ogee Street
Atlantic St. N.W.	W. Blackwell - Brown St.
Crestwood	Bragg Cir - Redbud Ln
Crestwood	Redbud Lane - Bel-Aire Drive
Crestwood	Bel-Aire Dr. - Dogwood Ln
Crestwood	Dogwood Lane - Greenwood
Hamilton Ln	W. Lincoln St - Heights Ave
Iris Cir	Iris Dr - Iris Dr
Iris Dr	Cedar Ln - Iris Cir
Iris Dr	Iris Cir - Central Ave
Iris Dr	Central Ave. - Circle Dr.
Old Estill Springs	Forrest Blvd - Chamberlain Cir
Setters Ln. East	Setters Point - Dead End
Setters Ln. West	Setters Point - Dead End
Setters Point	Country Club - Setters Point Ln
Short Springs Rd	Lake Circle - Lakehills Rd
Short Springs Rd	Yorktown - Carter Blake Rd
Short Springs Rd	Lakehill Rd - Huntington Pl
Short Springs Rd	Country Club Dr -Lake Circle
Short Springs Rd	Huntington Pl - Yorktown
Flowertown Rd	N.W. Atlantic St. - Ledford Mill
Kings Ln	Ovoca Rd. - N. Washington
Lake Crest Ln	Lake Hills Rd - Lake Hills Rd
Lake Hills Rd	Woodmont - Lake Crest
Lake Hills Rd	Craighead - Woodmont
Lake Hills Rd	Grosch Ln - Craighead
Lake Hills Rd	Lake Crest Ln - Grosch Ln
Maplehill Dr	Cedar Ln - Wilson Ave
Marbury Rd	Veterans Dr. - Hillwood Rd
Mockingbird Cir	Wanda Ln - Cul-de-sac

Polk St, N	E. Lincoln - E. Grundy
Reeves St	Ovoca - Washington
Waggoner St	Thomas - S. Franklin
Waggoner St	Atlantic - Jackson
Waggoner St	Jackson - Thomas
Waggoner St	Franklin - Maplewood
Cumberland ct	Hillcrest-Dead Ends
Veterans Dr	N. Washington - Marbury

Street Paving 26/27





Waggoner - Thomas.jpg



Waggoner (2).jpg



Waggoner (3).jpg



Waggoner.jpg



Atlantic at Ogee.jpg



Atlantic.jpg



Crestwood (2).jpg



Crestwood (3).jpg



Crestwood.jpg



Cumberland Trace 1.jpg



Cumberland Trace 2.jpg



Flowertown.jpg



Hamilton.jpg



Iris Circle - Iris Dr.jpg



Iris Drive (2).jpg



Iris Drive (3).jpg



Iris Drive.jpg



Kings Lane.jpg



Lake Crest.jpg



Lake Hills.jpg



Marbury.jpg



Mockingbird.jpg



Old Estill.jpg



Polk.jpg



Reeves Street.jpg



Setters Point.jpg



Short Springs 1.jpg



Short Springs.jpg



Veterans.jpg

AGENDA ITEM NO. 26-107

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Eric Pierce, Director of Public Works
Jeff Damron, City Administrator

SUBJECT: Two Snowplows / One Salt Spreader

BACKGROUND:

The Public Works Department received pricing through Sourcewell contract #033 126-AEB-3 for two snowplows and contract #033126-BPC for one salt spreader and additional parts for installation on existing fleet vehicles.

RECOMMENDATION:

The Public Works Department requests BOMA to approve the purchase of the two snowplows and one salt spreader with various attachments in the amount of \$28,290.26 from Manning Equipment – Sourcewell contracts # 033 126-AEB-3 and #033126-BPC

FISCAL IMPACT:

100% ARPA Grant funding.

The funds for the two snowplows and one salt spreader with various attachments will be provided from the ARPA grant portion committed to stormwater budget account #302-43120-900-015.

Attachments:

Quote from Manning Equipment



Manning Equipment KY
12000 Westport Rd
PO Box 23229
Louisville KY 40223

(502) 426-5210
www.truckequip.com

QUOTE

Quote ID: JW555

Quote Date: 8/18/2026

Quote Valid Until: 9/17/2026

Page 1 of 2

Customer: City of Tullahoma
 201 W. Grundy St
 Mailing Address PO Box 807
 Tullahoma TN 37388

Contact: BLAINE LENZNER
Phone: (931) 273-0698
Email: BLENZNER@TULLAHOMATN.GOV

Salesperson: Joe Winkie

Description	Amount
WE PROPOSE TO PROVIDE THE FOLLOWING MEYER PLOW PARTS UNDER THE SOURCEWELL CONTRACT NUMBER: 033 126-AEB-3	\$19,211.36
(2) 8' STEEL MOLDBOARDS (PN: 09401) (2) LOT PRO PACKAGE (PN:41750) (3) PARK/TURN CONTROL HARNESS (PN: 23080) (3) MOUNTING CARTON FOR F250-550 2017+ (PN:17195) (2) LOT PRO 45° WING KIT (PN:08375) (3) QUARTS OF HYDRAULIC OIL (PN:15134) NOT INSTALLED	
WE PROPOSE TO PROVIDE : UNDER THE SOURCEWELL CONTRACT NUMBER: 033126-BPC	\$7,184.80
(1) BUYERS POLY HOPPER SPREADER MODEL: PRO2000 2.0 CUBIC YARD CAPACITY ELECTRIC MOTOR POLY HOPPER SPREADS: 5-30 FEET HOPPER LENGTH IS 96 INCHES NOT INSTALLED	
(2) TWO PLOW AND (3) THREE TRUCK SIDE MOUNTS FOR: 2022 F-250, 4X4, CREW CAB, SRW, 6.2, 10,000 GVW, PICK-UP, PLOW PREP PKG 2021 F-450, 4X4, CREW CAB, DRW, 7.3, 16,500 GVW, CAB-CHASSIS, NO PLOW PREP PKG. 2026 F-350, 4X4, CREW CAB, DRW, 7.3, 14,000 GVW, CAB CHASSIS, PLOW PREP PKG.	\$0.00
SHIPPING CHARGES TO THE CITY OF TULLAHOMA	\$1,894.10

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

Sub Total:	\$28,290.26
Sales Tax:	\$0.00
Grand Total:	\$28,290.26

* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

Notes:



SHIPPED TO:
CITY OF TULLAHOMA
942 MAPLEWOOD AVE.
TULLAHOMA, TN 37388

Manning Equipment KY
12000 Westport Rd
PO Box 23229
Louisville KY 40223

(502) 426-5210
www.truckequip.com

QUOTE

Quote ID: JW555

Quote Date: 8/18/2026

Quote Valid Until: 9/17/2026

Page 2 of 2

CITY OF TULLAHOMA

Planning, Codes & Life Safety
PO Box 807, 321 N. Collins Street
Tullahoma, TN 37388



Phone 931-455-2282
www.tullahomatn.gov

September 14, 2026

AGENDA NO.

TO: The Honorable Board of Mayor and Aldermen

FROM: Nick Kimbro, Director of Planning, Codes & Life Safety

RE: Request for Special Community Events Signs in the Public Ways and Waiver of Permit Fees

BACKGROUND:

Per the Tullahoma Zoning Ordinance Section 704.5 Signs for Special Community Events in the public way require approval from the Board of Mayor and Aldermen. The waiver of permit fees also requires approval from the Board of Mayor and Aldermen.

The request is to allow temporary signs to be erected in the Tullahoma City rights-of-way and for the permit fee to be waived. The signs will not be located in any required traffic sight triangle.

APPLICANT:

The applicant is the Highland Rim Kiwanis Club", organizers of the "Dig Day on 41-A" event.

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time. This is a hands-on day where kids climb equipment, meet people who build our communities, and discover careers that shape the future. This is not a fundraiser event nor will any admission fees be charged. The purpose of the signs is to make the citizens of Tullahoma aware of the event, and that they are welcome to attend.

The applicants are also requesting that the \$30/per sign permit fee be waived as this organization has limited funds.

Most of the signs will be approximately 18" - 24"

ATTACHMENTS:

1. Sign permit application
2. Example of the proposed signs
3. Sign Locations (25 proposed)

ALTERNATIVES:

1. Vote to approve the request
2. Vote to deny the request
3. Take no action

RECOMMENDATIONS:

Staff recommends alternative number 1.



CITY OF TULLAHOMA

SIGN PERMIT APPLICATION

SIGN TYPE (Submit a separate application for each elevation)

☐ Permanent Sign

☒ Temporary Sign

☐ Special Event Sign (Requires a separate Special Event permit)

SIGN LOCATION

Street Address: Various city Rows

Name of Business: Kinkinis Club of Highland Rim

PROPERTY OWNER *Required

Name: City of Tullahoma

Address: 201 W. Grundy Street City/ST/Zip: Tullahoma, TN 37308

Phone: 931-455-2648 Email: _____

APPLICANT *Required

Name: Tracy Sergeant for Highland Rim Kinkinis Club

Address: 113 Kin Haven Lane City/ST/Zip: Manchester, TN 37355

Phone: 615-477-7683 Email: TBSERGEANT7@gmail.com

INSTALLER *Required

Name: Kinkinis club volunteers

Address: _____ City/ST/Zip: _____

Phone: _____ Email: _____

SIGN DETAILS *Required

N/A

☐ Building/Wall ☐ Freestanding/Pole ☐ Billboard ☐ Monument ☐ Canopy/Awning

☐ Illuminated ☐ Non-Illuminated ☐ LED or EMC Reader Board ☐ Demolition ☐ Relocate

Sign Dimensions ____ x ____ Location on Building __ Front __ Side __ Rear Height From Ground ____ Ft. ____ In

Building or Tenant Space Dimensions Building Length ____ x Building Height ____

Submitted drawings must show dimensions of sign and building or tenant space.

Total Square Feet of proposed signs : ____ Number of Faces: ____

Estimated Cost of Proposed Sign \$ ____

(State Contractor License and Insurance Required for Projects \$25,000 and Over)

TEMPORARY SIGN INFORMATION

Signs temporarily displayed to advertise special promotions, events and grand openings shall be permitted for nonresidential uses in a residential district, and for all commercial and industrial districts subject to the following limitations:

- Such signs shall be limited to one sign per street front.
- Such signs may be displayed for not more than 30 consecutive days in any 3-month period, and not more than 60 days in any calendar year. The signs shall be erected no more than 10 days prior to the event or grand opening, and shall be removed not more than 3 days after the event or grand opening.
- The total area of all such signs shall not exceed 50 square feet in any single-family residential district, 50 square feet in any multiple-family residential district and 100 square feet in any commercial or industrial district.

****Special Event signage in the public rights-of-way requires approval by the Tullahoma Board of Mayor and Aldermen prior to the erection of any signs.**

Sign Type ☒ Special Promotion ☐ Grand Opening ☒ **Special Community Event (*A separate Special Events Permit is required)
☐ Banner ☐ Flag/Feather ☐ Portable Sign ☐ Development / Construction

Display Dates: From 9/4 Through: 9/21 (Not to exceed 30 days)

Sign Dimensions _____ x _____ Total Square Feet of Sign: _____ Estimated Cost of Sign \$ 600

REQUIRED DOCUMENTS

1 x 4' x 4' sign
1 x 18' x 24' directional
25 x 18' x 24' yard signs
Detailed drawing showing dimensions, total square feet, proposed location on building or property, side, end, and top views, construction materials, stamped footing details (if over 15' in height), mounting details, colors, and illumination.
State electrical permits required for all illuminated signs.

FACE-CHANGE ONLY SIGNS DO NOT REQUIRE A PERMIT

All requests for a waiver of Sign Permit fees requires submittal in writing and approved by the Tullahoma Board of Mayor and Aldermen.

SIGN PERMIT FEES

Signs not exempt from a permit: \$20.00 plus \$1.00 per square foot of sign display area

Temporary sign: \$30.00 Flat Fee

Relocated sign: \$30.00 Flat Fee (current location must be in the Tullahoma City Limits).

Failure to Obtain a Permit Before Installation: Sign Permit Fee is Doubled

AUTHORIZATION

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by the City of Tullahoma. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in the sign permit application are true and correct to the best of my knowledge, information and belief.

Signature of **PROPERTY OWNER** *Required _____ Date _____

Printed Name of **PROPERTY OWNER** *Required _____

Signature of **APPLICANT** *Required _____ Date 8/28/26

Printed Name of **APPLICANT** *Required Tracy Sergeant

OFFICE USE ONLY

Permit # _____

Total Square Feet of Sign _____

Total Sign Permit Fee _____

1. Sign Permit Fee
\$1 per square foot of sign display _____
2. Permit Review Fee _____
3. Sign Relocation Fee _____
4. Sign Demolition Fee _____
5. Temporary Sign Fee _____
6. Failure to Obtain Permit Fee
Double sign permit fee in Line 1. _____

Highland Rim Kiwanis

Temporary Sign Placements

for Dig Day on 41A

18"x24"

1. N Jackson 917
2. North Jackson and Cedar Lane
3. N. Jackson 1806
4. N. Jackson between 1708 and 1704
5. N. Jackson 1600
6. N Jackson 1611
7. N Jackson and Hunters Lane
8. N Jackson 1947
9. N Jackson 1969
10. N Jackson and Hoover
11. N Jackson 2111
12. N Jackson 2117
13. N Jackson between 2102 and 2104
14. N Jackson 2209
15. N Jackson 2221
16. N Jackson W Grudy
17. S Jackson / Carroll
18. S Jackson 309
19. Jackson and Lincoln
20. S. Jackson & Lauderdale
21. S. Jackson and Golf Club Lane
22. Robert E. Lee Elementary
23. Bel-Aire Elementary
24. East Lincoln
25. Jack T Farrar Elementary

4'x4'

N Jackson 2211 and Ledford Mill

18" x 24" Arrow for Day of Event

2-N Jackson and Ledford Mill



Kiwanis
CLUB OF HIGHLAND RIM

BIG MACHINES. BIG DREAMS.

DIG DAY ON 41A

A hands-on day where kids
climb equipment, meet the people
who build our communities, and
discover careers that shape
the future.

CLIMB EQUIPMENT • MEET OPERATORS
HANDS-ON ACTIVITIES • CAREER EXPLORATION



**SATURDAY,
SEPTEMBER 19, 2026
9:00 AM – 5:00 PM**

RAIN DATE: SEPTEMBER 20 AT 9:00 AM



**107 LEDFORD MILL RD.
TULLAHOMA, TN**

FREE COMMUNITY EVENT

Kiwanis is a global organization
of **volunteers** dedicated to
improving the world **one child**
and **one community** at a time.

**BUILDING TOMORROW'S
LEADERS TODAY**



SPONSOR OPPORTUNITIES AVAILABLE!



CONTACT JOE ORR AT 247-5056
OR JOHN MCCORD AT 247-5223





Join us for this
FREE
kids event!

9:00AM - 5:00PM
107 Ledford Mill Rd
SATURDAY

September 19, 2026

kiwanishighlandrim  

18" x 24"



18" x 24"



Highland Rim Kiwanis
Temporary Signs for Dig Day on 41A 2026

Join us for this
FREE
kids event!



SATURDAY
September 19, 2026

9:00AM - 5:00PM
107 Ledford Mill Rd

highlandrimkiwanis  

4' X 4'



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

KIWANIS CLUB OF HIGHLAND RIM
TULLAHOMA TENNESSEE
C/O DAVIS MCCORD
PO BOX 1072
TULLAHOMA, TN 37388

Date:
01/11/2024
Employer ID number:
62-1305040
Person to contact:
Name: Christopher Mak
ID number: 11796
Telephone: 877-829-5500
Accounting period ending:
September 30
Form 990/990-EZ/990-N required:
Yes
Effective date of exemption:
June 2, 2023
Contribution deductibility:
No
Addendum applies:
No
DLN:
26053557001833

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(4). This letter could help resolve questions on your exempt status. Please keep it for your records.

Donors cannot deduct contributions they make to you under IRC Section 170(c)(2).

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the postmark date of your application.

Our records show you were previously tax exempt as a subordinate under group exemption number 0026. Because you applied for and were granted your own individual tax-exempt status, you no longer rely on your affiliation with a parent organization for recognition of your tax exemption.

If, in the future, you choose to become a subordinate under a group ruling, you'll lose your individual recognition of tax-exempt status. Moreover, if you become a subordinate under a group ruling and your parent organization loses its tax-exempt status, you also will lose your exempt status. To reestablish your individual tax exemption after rejoining a group exemption, you'll be required to reapply and pay the appropriate user fee.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Letter 948 (Rev. 3-2020)
Catalog Number 35151E

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

CITY OF TULLAHOMA

Planning, Codes & Life Safety
PO Box 807, 321 N. Collins Street
Tullahoma, TN 37388



Phone 931-455-2282

September 14, 2026

AGENDA NO.

TO: The Honorable Board of Mayor and Aldermen

FROM: Nick Kimbro, Director Planning, Codes & Life Safety

RE: Request for Special Community Events Signs in the Public Ways and Waiver of Permit Fees

BACKGROUND:

Per the Tullahoma zoning ordinance Section 704.5 Signs for Special Community Events in the public way require approval from the Board of Mayor and Aldermen. The waiver of permit fees also requires approval from the Board of Mayor and Aldermen.

The request is to allow twenty-nine (29) temporary signs to be erected in the listed locations in the Tullahoma City rights-of-way and for the permit fees to be waived. The banners and signs will not be located in any required traffic sight triangle.

APPLICANT:

The applicant is Ms. Coleen Saunders, representing the South Jackson Performing Arts Center at 404 S. Jackson Street for the annual Oktoberfest event.

The purpose of the signs is to make the citizens of Tullahoma aware of the event, and that they are welcome to attend. The applicants are also requesting that the \$30/per sign permit fee be waived as this organization has limited funds.

ATTACHMENTS:

1. Sign permit application
2. Sign Example
3. Sign Locations (29 proposed)

ALTERNATIVES:

1. Vote to approve the request
2. Vote to deny the request
3. Take no action

RECOMMENDATIONS:

Staff recommends alternative number 1.



CITY OF TULLAHOMA

PLANNING AND CODES DEPARTMENT

PO Box 807, 321 North Collins Street, Tullahoma, TN 37388
P: 931-455-2282 F: 931-454-1765 www.tullahomatan.gov

REV 12/2024

Sign Permit Application

Submit a separate application for each elevation and sign type
FACE-CHANGE ONLY SIGNS DO NOT REQUIRE A PERMIT

TYPE OF SIGN

☐ Permanent Sign ☐ Temporary Sign ☒ Special Event Sign (Requires a separate Special Event permit)

LOCATION OF SIGN

Street Address: List attached

Name of Business: Oktoberfest

PROPERTY OWNER INFORMATION *Required

Name: City of Tullahoma

Address: _____ City/ST/Zip: _____

Phone: _____ Email: _____

APPLICANT INFORMATION *Required

Name: South Jackson Performing Arts Center

Address: 404 S. Jackson St. City/ST/Zip: Tullahoma, TN 37388

Phone: 931-455-5321 Email: office@southjackson.org

INSTALLER INFORMATION *Required

Name: Volunteers

Address: _____ City/ST/Zip: _____

Phone: _____ Email: _____

PERMANENT SIGN INFORMATION A copy of the Final state electrical inspection must be submitted for illuminated signs

*Required ☐ Building/Wall ☐ Freestanding/Pole ☐ Billboard ☐ Monument ☐ Canopy/Awning
☐ Illuminated ☐ Non-Illuminated ☐ LED or EMC Reader Board ☐ Demolition ☐ *Relocate

Sign Dimensions _____ x _____ Location on Building __ Front __ Side __ Rear Height From Ground _____ Ft. _____ In

Building or Tenant Space Dimensions Building Length _____ x Building Height _____

Total Square Feet of proposed signs : _____ Number of Faces: _____

Submitted drawings must show dimensions of sign and building or tenant space.

Total Square Feet of existing signs that will remain on building / space: _____

Estimated Cost of Proposed Sign \$ _____

(State Contractor License and Insurance Required for Projects \$25,000 and Over)

TEMPORARY SIGN INFORMATION

Signs temporarily displayed to advertise special promotions, events and grand openings shall be permitted for nonresidential uses in a residential district, and for all commercial and industrial districts subject to the following limitations:

- Such signs shall be limited to one sign per street front.
- Such signs may be displayed for not more than 30 consecutive days in any 3-month period, and not more than 60 days in any calendar year. The signs shall be erected no more than 10 days prior to the event or grand opening, and shall be removed not more than 3 days after the event or grand opening.
- The total area of all such signs shall not exceed 50 square feet in any single-family residential district, 50 square feet in any multiple-family residential district and 100 square feet in any commercial or industrial district.

****Special Event signage in the public rights-of-way requires approval by the Tullahoma Board of Mayor and Aldermen prior to the erection of any signs.**

Sign Type ☐ Special Promotion ☐ Grand Opening ☒ ****Special Community Event** (*A separate Special Events Permit is required)
☐ Banner ☐ Flag/Feather ☐ Portable Sign ☐ Development / Construction

Display Dates: From 9/10/26 Through: 10/5/26 (Not to exceed 30 days)

Sign Dimensions 24 x 30 Total Square Feet of Sign: _____ Estimated Cost of Sign \$ _____

REQUIRED DOCUMENTS

Detailed drawing showing dimensions, total square feet, proposed location on building or property, side, end, and top views, construction materials, stamped footing details (if over 15' in height), mounting details, colors, and illumination.
 State electrical permits required for all illuminated signs.

FACE-CHANGE ONLY SIGNS DO NOT REQUIRE A PERMIT

All requests for a waiver of Sign Permit fees requires submittal in writing and approved by the Tullahoma Board of Mayor and Aldermen.

SIGN PERMIT FEES

Signs not exempt from a permit: \$20.00 plus \$1.00 per square foot of sign display area

Temporary sign: \$30.00 Flat Fee

Relocated sign: \$30.00 Flat Fee (current location must be in the Tullahoma City Limits).

Failure to Obtain a Permit Before Installation: Sign Permit Fee is Doubled

AUTHORIZATION

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by the City of Tullahoma. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in the sign permit application are true and correct to the best of my knowledge, information and belief.

Signature of **PROPERTY OWNER** *Required _____ Date _____

Printed Name of **PROPERTY OWNER** *Required _____

Coleen Saunders 9/2/26
 Signature of **APPLICANT** *Required _____ Date _____

Coleen Saunders
 Printed Name of **APPLICANT** *Required _____

OFFICE USE ONLY-----

Permit # _____

Total Square Feet of Sign _____

Total Sign Permit Fee _____

1. Sign Permit Fee	_____
\$1 per square foot of sign display	
2. Permit Review Fee	20.00
3. Sign Relocation Fee	30.00
4. Sign Demolition Fee	30.00
5. Temporary Sign Fee	30.00
6. Failure to Obtain Permit Fee	_____
Double sign permit fee in Line 1.	

South H¹im¹ JACKSON
CIVIC CENTER



Free!

2nd SATURDAY
in OCTOBER

f On the grounds of the South Jackson Civic Center

OKTOBERFEST SPECIAL EVENT SIGN LOCATIONS

1. 41A and Carroll
2. 41A and Cedar
3. 41A and Christopher Equipment
4. 41A and Decherd
5. 41A and Hogan
6. 41A and Golf Club
7. 41A and Lauderdale
8. 41A and Lincoln
9. 41A and McNabb
10. 41A and Northgate Mall
11. 41A and Weichert Realtors
12. 41A and Wilson
13. 41A and Washington
14. 41A and U.S. Bank
15. Grundy and NW Atlantic St
16. Grundy and Cedar
17. Grundy and Washington
18. Grundy and W Lauderdale
19. Kings Way and Country Club Drive
20. East Lincoln and North Anderson St
21. West Lincoln and North Wall St
22. West Lincoln and NW Atlantic St
23. West Lincoln and 130
24. West Lincoln and N Eddie ST
25. West Lincoln and Cedar/Westside Dr
26. Ovoca and Riley Creek
27. Ovoca and Kings Way
28. Cedar and William Northern
29. Franklin and Carroll

AGENDA ITEM NO. 26-110

DATE: September 14, 2026

TO: Board of Mayor and Alderman

FROM: Nick Kimbro, Director of Planning, Codes & Life Safety
Jeff Damron, City Administrator

SUBJECT: RFP – Planning Consultant

BACKGROUND

The Planning Department has completed the Request for Proposal process for a Planning Consultant. There were two RFP packages submitted. This is the result of the vacancy of the Senior Planner position and no qualified candidates applying for the position. This vacancy has applied significant strain on staff and the services obtained from Griggs & Maloney will greatly benefit both the department and the City in the fields of planning and zoning responsibilities.

RECOMMENDATION

The Board is recommended to approve the RFP for Griggs & Maloney.

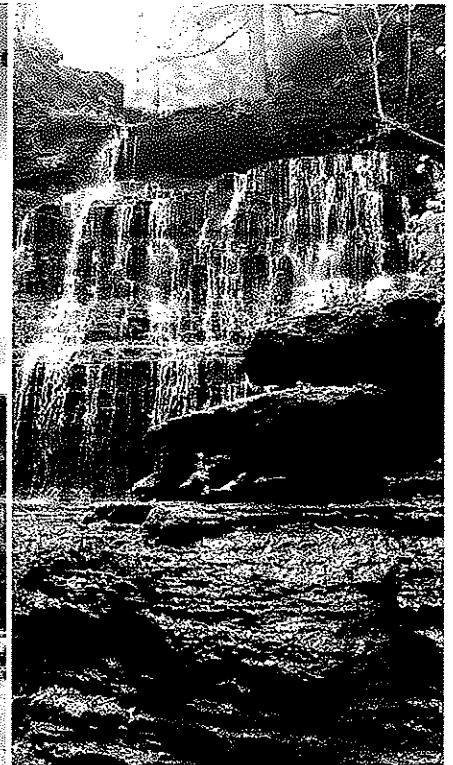
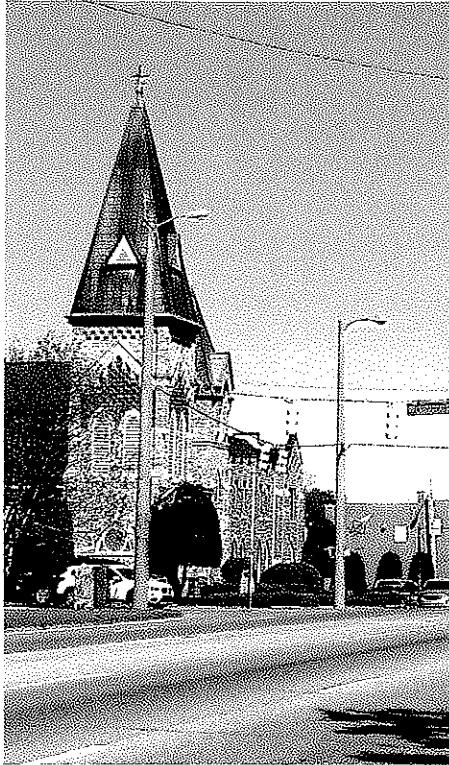
FISCAL IMPACT

Funds are budgeted for these services. The expense account number will be Planning – Professional Services line 110-41700-190-008.

ATTACHMENTS

1. Request for Proposal from Griggs & Maloney (19 pages)
2. Scoring tabulation sheet (1 page)

TULLAHOMA, TENNESSEE



RFP RESPONSE - PLANNING CONSULTANT

ORIGINAL



STATEMENT OF QUALIFICATIONS - PLANNING CONSULTANT
TULLAHOMA, TENNESSEE

PREPARED BY:



Griggs and Maloney, Inc.
813 South Church Street
Suite 205
P.O.Box 2968 (37133-2968)
Murfreesboro, Tennessee 37130
(615) 895-8221 (O)
(615) 895-0632 (F)

PREPARED FOR:



City of Tullahoma, Tennessee
Assistant Finance Director
201 West Grundy Street
P.O. Box 807
Tullahoma, TN 37388

SECTION 1: INTRODUCTION

SECTION 2: GENERAL EXPERIENCE AND KNOWLEDGE BASE

SECTION 3: SPECIALIZED EXPERIENCE AND TECHNICAL EXPERTISE

SECTION 4: KEY PERSONNEL

SECTION 5: STAFF RESUMES

SECTION 6: FEE STRUCTURE

SECTION 1: INTRODUCTION

STATEMENT OF PURPOSE:

The following Statement of Qualifications (SOQ) has been prepared in response to the City of Tullahoma's Request for Proposal (RFP) for the city's desire to retain the services of a professional planning consultant. To address the specific tasks and response items, this proposal is broken down for the reviewers ease into the requested format of SOQ outlined in the RFP issued by the City of Tullahoma. The following sections address these primary areas of the SOQ with supporting information included within each section.

WHO WE ARE:

Griggs & Maloney, Inc. is a full-service civil and environmental engineering consulting firm that employs 22 staff members who provide civil and environmental design, land planning, and environmental consulting services for numerous municipalities across Tennessee, with an emphasis on the Middle Tennessee Region.

Since its creation in 1988, G&M's has provided services to over 1,500 clients in both the governmental and private sectors. In a typical calendar year at G&M we serve approximately 110 clients. Our firm has provided services to a diverse array of governmental and private clients, which the following list provides a summary of some representative clients for which we have provided stormwater and environmental and engineering consulting services:

- Tennessee Valley Authority
- Champion International Corporation
- Vulcan Materials Company
- City of Murfreesboro, Tennessee
- Shelbyville Bedford County Chamber of Commerce
- City of Shelbyville, Tennessee
- Alltrista Zinc Products Company
- City of Lawrenceburg, Tennessee
- City of Tullahoma, Tennessee
- Resources Authority in Sumner County
- Coffee County Industrial Development Board
- Wal-Mart, Inc.
- Tennessee Wildlife Resources Agency
- U.S. Department of Justice

WHERE WE ARE:

Griggs & Maloney, Inc. maintains a main office located in Murfreesboro, Tennessee, as a central location to provide state-wide services. This office is approximately fifty (50) minutes from Tullahoma City Hall. G&M has also opened a Lawrenceburg office, where three (3) of our team members are located.

Griggs & Maloney, Inc.
P.O. Box 2968
813 South Church Street
Murfreesboro, Tennessee 37130
Phone: 615-895-8221
Fax: 615-895-0632

SECTION 1: INTRODUCTION

NUMBER OF EMPLOYEES:

APPROXIMATE ANNUAL VOLUME OF ENGINEERING DESIGN, ENVIRONMENTAL CONSULTING, AND PLANNING SERVICES WORK COMPLETED BY OFFICE ASSIGNED:

Griggs & Maloney, Inc. has an annual volume of engineering design, environmental consulting, and construction administration work of approximately \$5,000,000.00.

OWNERSHIP OF FIRM:

PRINCIPALS:

Ryan Maloney, P.E. LEED
Griggs & Maloney, Inc.
P.O. Box 2968
813 South Church Street
Murfreesboro, Tennessee 37130
Phone: 615-895-8221
RMaloney@griggsandmaloney.com

Will Owen, P.E., C.F.M.
Griggs & Maloney, Inc.
P.O. Box 2968
813 South Church Street
Murfreesboro, Tennessee 37130
Phone: 615-895-8221
WOwen@griggsandmaloney.com

SECTION 2: GENERAL EXPERIENCE AND KNOWLEDGE BASE

GENERAL EXPERIENCE AND KNOWLEDGE BASE

Griggs & Maloney, Inc. (G&M) has significant experience providing planning services to cities, towns, and counties throughout the Middle Tennessee region. G&M began providing planning assistance to communities more than a decade ago. This RFP response will demonstrate the planning capabilities and services offered by Griggs & Maloney, Inc. and our capacity to perform any service needed for a City Planning Department, a planning commission, and/or a Board of Mayor and Aldermen.

EXPERIENCE AND QUALIFICATIONS

G&M is primarily a full service civil and environmental engineering and planning firm that has been assisting a variety of clients through out the Middle Tennessee region for 38 years. The Griggs & Maloney, Inc. Project Management team provides to the City of Tullahoma a large base of project experience history to effectively manage and complete all requirements listed within the Scope of Request found within the RFP. The team has provided and continues to provide assistance to municipal planning, engineering, and public works departments throughout the Middle Tennessee region. These services include reviewing all types of projects including annexations, rezonings, subdivision plats, site plans, Planned Unit Developments (PUD), as well as construction plans. G&M also provides several professional engineers that provide assistance with storm water questions, plans and remedies to issues. More specific information about these services and communities G&M serves, as well as contact information each community, is provided in Section 3 of this response.

ORGANIZATIONAL STRUCTURE

Griggs and Maloney, Inc. was created in 1988 with two (2) principals and that holds true today. The company leadership is Ryan Maloney, P.E. and Will Owen, P.E., who are active principals who assist communities and other clients on a daily basis. The G&M team for assisting Tullahoma will consist of Kevin Chastine, AICP, Director of Land Planning, and Will Owen, P.E., with Mr. Chastine being the primary contact and Mr. Owen and other staff providing review assistance as needed. Resumes for Mr. Maloney, Mr. Owen, and Mr. Chastine are provided in Section 5 of this response.

GRANT MANAGEMENT

G&M has assisted in overseeing more than 120 projects that were funded through granting funding secured through G&M efforts in preparing and submitting grant application on behalf of communities. These grants have provided over \$64,000,000 to communities in completing projects such as utility upgrades and improvements, road improvements, sidewalk improvements, and many other project types. As a result of our continued involvement with grant projects that span a multitude of state and federal agencies, we maintain strong relationships with not just the agencies but the individuals working within those agencies who are vital in offering sound advice and guidance for obtaining grant funding and helping insure a smooth completion of projects receiving grant funding.

PENDING CLAIMS

Griggs & Maloney has no outstanding administrative or judicial proceedings related to the company or its finance.

SUBCONSULTANTS

G&M will not be utilizing subconsultants to provide the planning services outlined withing the Scope of Request section of the RFP. All work will be completed by employees of G&M.

SECTION 2: GENERAL EXPERIENCE AND KNOWLEDGE BASE

FAMILIARITY OF THE FIRM WITH TULLAHOMA

Griggs and Maloney has partnered with the City of Tullahoma in the past as well as more recently. G&M assisted with the culvert replacement project on Waggoneer Street. Also, Griggs and Maloney assisted the City in the design and construction oversight of Hermitage Drive between Westside Drive and Turkey Creek Road in relation to the West Middle School. Additionally, G&M partnered with the City on the design and construction oversight of the Johnson Lane Softball Complex, Phase I, II, and III of the Rock Creek Greenway, Industrial Park Drainage Improvements, and the Anderson Subdivision Drainage Improvements and revisions to the Rock Creek Flood Maps and G&M completed a TDOT Pavement Upgrade project for Tullahoma in 2019-2020. This project involved the excavation of existing pavement on Lincoln Street for the installation of traffic loops, road reconstruction, and installation of crosswalks.

SECTION 3: SPECIALIZED EXPERIENCE AND TECHNICAL EXPERTISE

CITY OF SHELBYVILLE
SHELBYVILLE, TENNESSEE

CITY OF SHELBYVILLE CONTACTS:

CITY PLANNER:
MR. TOM BATCHELOR
THOMAS.BATCHELOR@SHELBYVILLETN.ORG
(931) 488-4221

SHELBYVILLE PLANNING & ENGINEERING SERVICES

Griggs & Maloney has provided municipal engineering services to the City of Shelbyville, Tennessee for more than 15 years. Those responsibilities include providing review of all project types submitted for consideration by the Shelbyville Planning Commission and/or Shelbyville City Council. G&M also assist the Shelbyville Public Works Department for any engineering needs within the City.

G&M began providing planning services to the City of Shelbyville in 2017 when the current city planner left their position. Kevin Chastine served as the Interim City Planner for approximately nine (9) months until the hiring of a full time City Planner. Mr. Chastine served as the interim City Planner on two (2) other occasions during times of staff transitions. Each of these tenures as Interim City Planner lasted for approximately six (6) months. During these tenures as Interim City Planner, Mr. Chastine handled all aspects of the planning process from receiving and processing new projects to shepherding each project through the full review process. These responsibilities included distributing plans to all City Departments, organizing pre-planning meetings with all departments and applicants, collecting

and organizing all review comments to providing those to the applicants. Additionally, Mr. Chastine created all Planning Commission and City Council reports and presented all projects to those commissions. G&M staff reviewed all types of projects ranging from consolidation plats, to Planned Unit Development rezoning and master development plans.

Following these tenures, G&M has continued to provide planning services to the City of Shelbyville. Over the last several years G&M has been utilized to assist in updates to the zoning ordinance, providing planning commission and board of zoning appeals training.

SECTION 3: SPECIALIZED EXPERIENCE AND TECHNICAL EXPERTISE

CITY OF FAIRVIEW
FAIRVIEW, TENNESSEE

CITY OF FAIRVIEW CONTACTS:

CITY MAYOR:
Ms. LISA ANDERSON
(629) 277-0090

FAIRVIEW PLANNING & ENGINEERING SERVICES

Griggs & Maloney began providing municipal engineering and planning services to the City of Fairview, Tennessee in 2023 and continue to provide the same services today. the creation of a new development that was adopted in April 2026.

G&M staff assists with all aspects of the development review process including reviewing plans to ensure compliance with zoning requirements as well as engineering and stormwater regulations. G&M staff attends all staff/applicant meetings to discuss all newly submitted projects. G&M staff creates all staff reports and resolutions for the Planning Commission, Board of Zoning Appeals, and the Board of Commissioners. G&M staff attends all Planning Commission meeting and Board of Commissioner meetings as requested.

G&M staff has also assisted the City of Fairview with updates to the previous zoning ordinance, codifying updates in zoning ordinances and subdivision regulations as well as providing required training for the Planning Commission.

G&M staff also provided support as members of a review committee for the selection of a consultant and

SECTION 3: SPECIALIZED EXPERIENCE AND TECHNICAL EXPERTISE

TOWN OF WARTRACE
WARTRACE, TENNESSEE

TOWN OF WARTRACE CONTACT:

TOWN ADMINISTRATOR:
MRS. TYRA HAUGHT
(931) 389-6144
THAUGHT@TOWNOFWARTRACE.COM

WARTRACE PLANNING & ENGINEERING SERVICES

Griggs & Maloney has provided municipal planning services for the Town of Wartrace on two (2) occasions. G&M first provided services from 2017 through 2020 and began assisting the community again in 2024. Also, G&M has begun providing engineering services to Wartrace as of 2026.

G&M staff has provided plans review through the years for all projects that have been submitted, which include annexation requests, rezoning requests, site plans, and subdivision plats. G&M staff has also assisted in making updates to the zoning ordinance and reviewing all building permits to ensure compliance with zoning ordinance requirements and/or requirements of the Planning Commission.

G&M has recently created regulations for the creation of historic zoning, which has recently been approved by the Board of Mayor and Aldermen and is a new tool for revitalization of the downtown area.

Most recently G&M has created and submitted a Community Development Block Grant (CDBG) for improvement to the existing wastewater facilities.

SECTION 3: SPECIALIZED EXPERIENCE AND TECHNICAL EXPERTISE

LINCOLN COUNTY
LINCOLN COUNTY, TENNESSEE

LINCOLN COUNTY CONTACTS:

COUNTY PLANNER:
MRS. TRACI PERKINS
112 MAIN AVE S
ROOM 107
FAYETTEVILLE, TN 37334
(931) 438-5186
TPERKINS@LINCOLNCOUNTYTN.GOV

LINCOLN COUNTY PLANNING & ENGINEERING SERVICES

Griggs & Maloney was hired in 2023 to provide planning services to Lincoln County, Tennessee following the retirement of their County Planner. Kevin Chastine served as the Interim County Planner for eight (8) months until the hiring of a new full time County Planner.

During the eight (8) month tenure Mr. Chastine reviewed all projects submitted to the County that required review and approval by the Planning Commission and County Commission. The project types include subdivision plats, rezonings, and commercial site plans. Mr. Chastine attended all Planning Commission and County Commission meetings.

In addition to reviewing all projects, Mr. Chastine responded to citizen and developer calls related to property zoning, development potential, as well as providing training for the planning commission and assisting the Planning Commission in beginning the process to hire a consultant to create a comprehensive plan for the County.

SECTION 4: KEY PERSONNEL



WILL OWEN, P.E.

RYAN MALONEY, P.E.

KEVIN CHASTINE, AICP

During the last 38 years, Griggs & Maloney personnel have established and maintained long standing relationships with numerous communities throughout Tennessee and especially within the Middle Tennessee Region. A focus of our company is providing engineering and consulting services to local municipalities, public works departments, planning and zoning departments, and utility providers. We are able to provide a full range of engineering, land planning, and construction services due to the diversity of experience and expertise of our personnel.

Currently our team provides planning services to several Middle Tennessee communities including the City of Fairview, Town of Wartrace, and City of Shelbyville. Additionally, our team provides municipal engineering services in support of planning commissions in the City of Shelbyville, the City of Fairview, the City of Thompson Station and the Town of Eagleville. G&M staff are also consulting engineers to numerous other communities throughout the Middle Tennessee Region, including, the City of Lawrenceburg, Marshall County, Franklin County, and Lincoln County.

RYAN MALONEY, P.E., LEED-AP

PRESIDENT AND PRINCIPAL

EXPERIENCE: Ryan has 24 years' experience in the civil and environmental engineering fields. He is a registered Professional Engineer in Tennessee and California as well as a Leadership in Energy and Environmental Design - Accredited Professional (LEED-AP). Ryan's project experience encompasses a variety of project types including site design and development, drainage design, recreation facilities, environmental site assessments, water and wastewater facility design, and solid waste management projects. A more detailed listing of experience, certifications, and project types are provided in Ryan's resume provided in Section 5 of this report.

WILL OWEN, P.E., C.F.M.

VICE-PRESIDENT AND PRINCIPAL

EXPERIENCE: Will has 27 years' experience in the fields of roadway design, utilities design, land planning, site development, Industrial and Municipal permitting, and stormwater. In addition to serving as a Vice President for Griggs & Maloney, he has been the lead engineer and project manager on all TDOT projects. He is a Certified Floodplain Manager in addition to being a registered Professional Engineer in Alabama, Kentucky, and Tennessee. A more detailed listing of experience, certifications, and project types are provided in Will's resume provided in Section 5 of this report.

SECTION 4: KEY PERSONNEL

KEVIN CHASTINE, A.I.C.P.

DIRECTOR OF LAND PLANNING

EXPERIENCE: Kevin Chastine, A.I.C.P. has 23 years of experience providing planning, zoning, historic preservation, and project management at the state and local levels and is a member of the American Institute of Certified Planners (AICP). He has provided municipalities with extensive support in their planning departments including technical review of plats, site plans, master development plans, property rezoning requests, as well as annexation requests. Additionally, Kevin has assisted communities with planning commission training sessions, public hearings, community engagement meetings, reviewing and revising subdivision regulations, zoning ordinances, and providing guidance on development of design guidelines. A more detailed listing of experience, certifications, and project types are provided in Ryan's resume provided in Section 5 of this report.

SECTION 5: STAFF RESUMES



RYAN MALONEY, P.E.

MURFREESBORO, TENNESSEE 37130
(615) 895-8221 • (615) 895-0632 FAX
RMALONEY@GRIGGSANDMALONEY.COM

BACKGROUND

Mr. Maloney has 24 years of experience in the civil and environmental engineering field. He is also a principal in the firm and manages Griggs & Maloney's engineering staff.

EDUCATION

- University of Tennessee, Knoxville - B.S. in Civil Engineering (2000)
- University of Tennessee, Knoxville - M.S. in Environmental Engineering (2002)

CERTIFICATIONS & ACCREDITATIONS

- Registered Professional Engineer - Tennessee, California
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- TDOT Local Programs & ROW Certification
- HAZWOPER
- Site Safety
- First Aid/CPR

PROJECT EXPERIENCE

- Environmental engineering including expertise in earthen dam design, groundwater monitoring, hydraulic design and modeling, stream bank stabilization and restoration design, wetland creation, and water and wastewater facilities and distribution/collection design and solid waste management and design of landfills and transfer stations.
- Civil design including transportation design, site development, drainage design, earthen dams, parks and recreation facilities, docks, marinas, boat ramps, and multi-use and mountain bike trails.
- Environmental consulting including asbestos abatement, building characterization, Phase I Environmental Site Assessments, environmental compliance including NPDES and air permitting, and sinkhole evaluation and repair.
- Architectural project lead including coordinating architects and structural, mechanical, and electrical engineers to renovate or newly construct municipal facilities including parks and recreation facilities, public works facilities, and city administration buildings.

PREVIOUS EXPERIENCE

GRIGGS & MALONEY, INC. • MURFREESBORO, TENNESSEE

2008 – 2011 • Production Manager

2011 – 2022 • Vice-President

2022 – present • President

BROWN AND CALDWELL • WALNUT CREEK, CALIFORNIA

2005 – 2008 • Project Manager/Engineer

BROWN AND CALDWELL • NASHVILLE, TENNESSEE

2002 – 2005 • Design Engineer/Construction QA/QC Engineer



WILL OWEN, P.E.

MURFREESBORO, TENNESSEE 37130
(615) 895-8221 • (615) 895-0632 FAX
WOWEN@GRIGGSANDMALONEY.COM

BACKGROUND

Will has 27 years experience in fields of roadway design, utilities design, land planning, site development, Industrial and Municipal permitting, and stormwater. In addition to serving as a Vice President for Griggs & Maloney, he has been the lead engineer and project manager on all TDOT projects. He is a certified floodplain manager in addition to being a registered Professional Engineer in Alabama, Kentucky, and Tennessee.

EDUCATION

- Civil Engineering & Transportation Engineering – Tennessee Technological University (2001)
- Master of Business Administration – Middle Tennessee State University (2004)

PROJECT EXPERIENCE

- Will's transportation experience includes planning and design of roadways and intersections, sidewalks, greenways and multiuse paths, downtown enhancements, and transportation planning studies. Will manages and provides input to all phases of TDOT projects executed by G&M, from project development to design, to construction closeout. Will also has substantial TDOT R.O.W. permitting and railroad utility crossing permitting experience.
- Will has also provided municipalities with extensive support in their planning and engineering departments including technical engineering reviews of plats and site plans with regards to MS4 stormwater and drainage compliance as well as floodplain compliance, conducting public hearings, and providing guidance on municipal regulations including Subdivision Regulations, Zoning Ordinances, and Stormwater Regulations. Annual MS4 sampling and reporting requirements.
- Will has also aided with transportation planning documents, parks and recreation planning and design, downtown and transportation enhancement grants and project design, Safe Routes to School projects, disaster grant projects, assistance with FEMA floodplain regulations, and roadway improvements planning and design.

CERTIFICATIONS & ACCREDITATIONS

- Professional Engineer –
Alabama, No. 37286-E
Kentucky, No. 33288
Tennessee, No. 110439
- TDOT Construction Engineering Inspection (CEI)
- TDOT Local Programs and R.O.W. Certification
- TN EPSC Certified Level I – No. 117082
- ASFPM Certified Floodplain Manager

PREVIOUS EXPERIENCE

GRIGGS & MALONEY, INC. • MURFREESBORO, TENNESSEE
2001 – 2011 • Engineer
2011 – 2017 • Vice-President
2017 – Present • Principal and Vice-President

WISER COMPANY • MURFREESBORO, TENNESSEE
1999 – 2000 • Field Surveyor



KEVIN CHASTINE, AICP

MURFREESBORO, TENNESSEE 37130
(615) 895-8221 • (615) 895-0632 FAX
KCHASTINE@GRIGGSANDMALONEY.COM

EDUCATION

- Lander University – Political Science (1997)
- University of Georgia – Master of Historic Preservation (2002)
- Ohio State University – Master of City and Regional Planning (2007)

CERTIFICATIONS & ACCREDITATIONS

- The American Institute of Certified Planners (AICP)

PROFESSIONAL AFFILIATIONS

- Tennessee State Review Board for the National Register of Historic Places (2010 – 2019)

BACKGROUND

Mr. Chastine has over 23 years of experience providing planning, zoning, historic preservation, and project management at the state and local levels.

PROJECT EXPERIENCE

- Mr. Chastine has provided municipalities with extensive support in their planning departments including technical review of plats, site plans, master development plans, property rezoning requests, as well as annexation requests.
- Mr. Chastine has experience conducting planning commission training sessions, public hearings, community engagement meetings, reviewing and revising subdivision regulations, zoning ordinances, and providing guidance on development of design guidelines.
- Mr. Chastine has assisted communities with National Register of Historic Places nominations, historic resources surveys, development of historic district design guidelines, as well as the establishment of local historic districts through his professional experience with the Tennessee Historical Commission (SHPO), the City of Columbus, Ohio Historic Preservation Office, and the City of Gallatin, TN.
- Mr. Chastine performs all Section 106 compliance reviews for G&M clients.

PREVIOUS EXPERIENCE

GRIGGS & MALONEY, INC. • MURFREESBORO, TENNESSEE

2017 – present • Director of Land Planning

CITY OF GALLATIN • GALLATIN, TENNESSEE

2008 – 2017 • Planner II

CITY OF COLUMBUS • COLUMBUS, OHIO

2005 – 2007 • Preservation Planner & Planner (Graduate Assistant)

TENNESSEE HISTORICAL COMMISSION (SHPO) • NASHVILLE, TENNESSEE

2002 – 2005 • Certified Local Government Coordinator

SECTION 6: FEE STRUCTURE



STANDARD RATES JANUARY 2026

POSITION	HOURLY RATE
Principal	\$215.00
Senior Engineer/Project Manager	\$160.00 - \$205.00
Project Engineer	\$140.00 - \$175.00
Engineer II	\$120.00 - \$140.00
Engineer I	\$110.00 - \$125.00
Senior Municipal Consultant	\$205.00 —
Senior Planner	\$140.00 - \$150.00 —
Environmental/Health & Safety	\$150.00 - \$160.00
Sr. Environmental Scientist/Biologist	\$120.00 - \$160.00
Environmental Scientist/Biologist	\$105.00 - \$120.00
Sr. Geologist	\$130.00 - \$150.00
Environmental Specialist	\$90.00 - \$100.00
Drafting/CADD Operator	\$115.00 - \$125.00
Technician	\$90.00 - \$125.00
Clerical	\$80.00 - \$90.00
Administrative	\$100.00-\$110.00
Resident Representative (Engineer)	\$125.00 - \$155.00
Resident Representative (Inspector)	\$105.00 - \$125.00
ADDITIONAL CHARGES	
Mileage	\$0.725 per mile
Per Diem	2026 IRS rate for geographic location of work performed
Direct Costs/Subcontractor Costs	Cost plus 15 %
Copies (8.5"x11")	\$0.50 per copy
Printing: 24"x36" Black & White	\$4.00 each
Printing: 24"x36" Color	\$30.00 each
Printing: 24"x36" Aerial-Gray	\$20.00 each

Sadler & Associates

References:		9	
Fee Structure:		11	
License(s):		8	
Litigation Matters:		11	
Conflict of Interest(s):		8	
Experience and qualifications with Planning:		9	
Total:		56	

Griggs & Maloney

13
13
14
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14
14
81

AGENDA ITEM NO. 26-BB29

DATE: September 14, 2026

TO: Beer Board

FROM: Lori Ashley, Beer Board Secretary

SUBJECT: Beer Application (Special Event Permit / Non-Profit)
Beechcraft Heritage Museum
Beech Party – International Fly-In
Event to be held on: October 7-10, 2026

BACKGROUND:

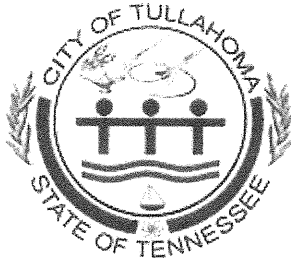
Attached please find a copy of an application for a Special Event beer permit. This application was completed by Ms. Jody Curtis with the Beechcraft Heritage Museum. She is requesting to sell beer on Wednesday, October 7 – Saturday, October 10, 2026, at the Beech Party International Fly-In. Ms. Jody Curtis will oversee the beer sales for the weekend event.

RECOMMENDATION:

Approve the Beer Permit
Waive the fees for non-profit

ATTACHMENTS:

Completed Beer Permit Application.
Completed Background check from the Police Department on Ms. Jody Curtis.



APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF TULLAHOMA, TENNESSEE

Application for (check one):

- ☒ On-Premises Permit
☐ Off-Premises Permit
☐ On and Off Premises Permit
☐ Manufacturer's or Distributor's Permit
☐ Special Events Permit

I hereby make application for a permit to sell, store, manufacture, or distribute beer or other beverages authorized to be sold, stored, manufactured or distributed under the provisions of the *Tennessee Code Annotated 57-5-101 ET SEQ.* and the *Municipal Code of the City of Tullahoma, Tennessee*, Title 8, Chapter 3, and base my application upon the answers to the following questions:

1. Full name of Applicant (Owner): Jody C. Curtis

Person ☐ Firm ☐ Corporation ☒ Joint-stock Co. ☐ Syndicate ☐ Association ☐
Other ☐

2. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a (5%) ownership interest in the business (attach additional sheet, if needed).

Beechcraft Heritage Museum

3. What is your present home address?

APPLICATION FOR BEER PERMIT CITY OF TULLAHOMA, TENNESSEE

4. Previous address (es) within the last ten (10) years:

5. Date of birth 1965 Home telephone: 477 22

Sex: Female Race: White

6. Driver's License No.: 0 Work Phone #: 931.455.1974

7. Under what name will this business operate?

Beechcraft Heritage Museum

8. Location of business by street address or other geographical description and phone number of the business:

570 Old Shelbyville Hwy
Tullahoma, TN 37388

9. Will this establishment's primary business be the sale of prepared on-premises food that will be consumed on-premises, with not more than 30% of the Applicant's income being derived from the sale of beer?

NO

10. Specify the identity and address of the person to receive annual privilege tax notices and any other communication from the City:

Sherry Rappke, P.O. Box 550 Tullahoma, TN
37388

11. Give name and address of property owner, if other than business owner:

APPLICATION FOR BEER PERMIT CITY OF TULLAHOMA, TENNESSEE

12. Will the permit be used to operate one or more restaurants or other businesses under the same permit as permitted by Section 57-5-103(a)(4) within the same building?
Yes ____; No ☒. If Yes, please specify number _____. List the names of the restaurants or other businesses and describe their location (attach additional sheet, if needed): (Please note that if operator has separate locations, a permit will be required for each location.)

13. Give name, date of birth, and address of any manager other than applicant: (Please note, if you change managers, City Hall must be notified and a new background check must be completed.)

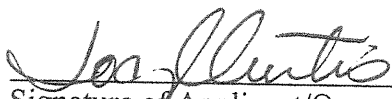
14. Has any person having at least a 5% ownership interest, any of the managers listed in question 13, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years? ND If Yes, then give particulars of each charge, court and date convicted.

15. Has this owner or the owner's organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ____ No ☒ If Yes, then please specify where, when and why:

16. Give the name, relationship to applicant (if applicable) and address of the former beer permittee at this location:

APPLICATION FOR BEER PERMIT CITY OF TULLAHOMA, TENNESSEE

I am knowledgeable of the laws prohibiting the sale of beer to minors. I hereby certify that no person having at least a 5% ownership interest or any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past five (5) years. I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other places of public gathering, or otherwise interferes with public health, safety and morals.

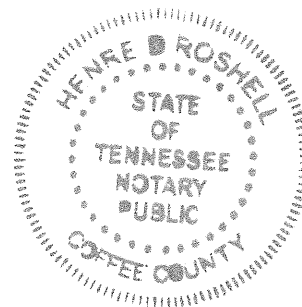


Signature of Applicant/Owner
(or Authorized Corporate Officer)

Sworn to and subscribed before me this 21st day of August, 2026.

 Henri D. Rostell
Notary Public

My Commission Expires: 07/22/2030





Bill Lee
Governor

TENNESSEE BUREAU OF INVESTIGATION

ATTN: TORIS

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4057
Facsimile (615) 744-4289



David B. Rausch
Director

08/24/2026

LORI A ASHLEY
201 W GRUNDY ST
TULLAHOMA TN 37388

Tennessee Criminal History Records Request

NO TENNESSEE CRIMINAL HISTORY RECORD HAS BEEN FOUND FOR THE PERSON LISTED BELOW. NOTE: All aliases submitted have been searched.

JODY C CURTIS

Please be aware that, unless a fingerprint comparison is performed, it is impossible for the Tennessee Bureau of Investigation to be sure the record belongs to the individual you requested . A fingerprint comparison will only be performed in the event of a written appeal of criminal history results. The information you receive will be based on only those arrests which occurred within the state of Tennessee.

The Tennessee Bureau of Investigation found no Tennessee criminal history based on the information provided. No criminal record check was conducted for other states or for the Federal Bureau of Investigation.

Tennessee Open Records Information Services
Tennessee Bureau of Investigation
901 R.S. Gass Blvd.
Nashville, TN 37216



INTERNATIONALLY ACCREDITED SINCE 1994

AGENDA ITEM NO. 26-BB30

DATE: September 14, 2026

TO: Beer Board

FROM: Lori Ashley, Beer Board Secretary

SUBJECT: Beer Application (Special Event Permit / Non-Profit)
Community Care Ministries, Inc.
Db a The Attic Outlet
Event to be held on: October 10, 2026

BACKGROUND:

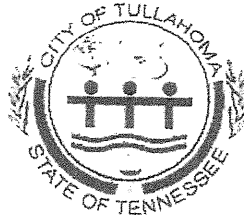
Attached please find a copy of an application for a Special Event beer permit. This application was completed by Lisa Cardwell with Community Care Ministries / dba The Attic Outlet. She is requesting to sell beer on Saturday, October 10, 2026, at the South Jackson Civic Center – Outdoor Theater. Lisa Cardwell will oversee the beer sales for the event.

RECOMMENDATION:

Approve the Beer Permit
Waive the fees for non-profit

ATTACHMENTS:

Completed Beer Permit Application.
Completed Background check from the Police Department on Lisa Cardwell.



APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF TULLAHOMA, TENNESSEE

Application for (check one):

☐ On-Premises Permit

☐ Off-Premises Permit

☐ On and Off Premises Permit

☐ Manufacturer's or Distributor's Permit

☒ Special Events Permit

I hereby make application for a permit to sell, store, manufacture, or distribute beer or other beverages authorized to be sold, stored, manufactured or distributed under the provisions of the *Tennessee Code Annotated 57-5-101 ET SEQ.* and the *Municipal Code of the City of Tullahoma, Tennessee, Title 8, Chapter 3*, and base my application upon the answers to the following questions:

1. Full name of Applicant (Owner): Community Care Ministries, Inc
Lisa Cardwell, President

Person ☐ Firm ☐ Corporation ☐ Joint-stock Co. ☐ Syndicate ☐ Association ☐
Other ☒ non-profit

2. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a (5%) ownership interest in the business (attach additional sheet, if needed).

Non-profit

3. What is your present home address?

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APPLICATION FOR BEER PERMIT CITY OF TULLAHOMA, TENNESSEE

4. Previous address (es) within the last ten (10) years:

5. Date of birth: 1-1-60 Home telephone: cell
Sex: F Race: Caucasian

6. Driver's License No.: _____ Work Phone #: 931-393-3002

7. Under what name will this business operate?

Community Care Ministries, Inc/dba The Attic Outlet

8. Location of business by street address or other geographical description and phone number of the business:

302 W. Hogan St Tullahoma, TN 37388

9. Will this establishment's primary business be the sale of prepared on-premises food that will be consumed on-premises, with not more than 30% of the Applicant's income being derived from the sale of beer?

No

10. Specify the identity and address of the person to receive annual privilege tax notices and any other communication from the City:

N/A

11. Give name and address of property owner, if other than business owner:

South Jackson Civic Center

APPLICATION FOR BEER PERMIT CITY OF TULLAHOMA, TENNESSEE

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Yes ___; No ☒. If Yes, please specify number _____. List the names of the restaurants or other businesses and describe their location (attach additional sheet, if needed): (Please note that if operator has separate locations, a permit will be required for each location.)

13. Give name, date of birth, and address of any manager other than applicant: (Please note, if you change managers, City Hall must be notified and a new background check must be completed.)

N/A

14. Has any person having at least a 5% ownership interest, any of the managers listed in question 13, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years? ____ If Yes, then give particulars of each charge, court and date convicted.

N/A

15. Has this owner or the owner's organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ____ No ☒ If Yes, then please specify where, when and why:

16. Give the name, relationship to applicant (if applicable) and address of the former beer permittee at this location:

N/A

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APPLICATION FOR BEER PERMIT CITY OF TULLAHOMA, TENNESSEE

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Leo Cardwell

Signature of Applicant/Owner
(or Authorized Corporate Officer)

Sworn to and subscribed before me this 14 day of August, 2020

Shelby Marie Vickery
Notary Public

My Commission Expires: May 18, 2030

