Cross Plains City Commission
Regular Meeting Agenda

Thursday, April 16, 2026 at 6:30 P.M.
at Cross Plains City Hall

1. Call to Order.

2. Invocation and Pledge of Allegiance.

3. Presentation of the City's Annual Financial Report for the year ending June 30, 2025, as audited by John R. Poole, CPA

4. Minutes of Previous Meeting.
   a. March 16, 2026 Regular Commission Meeting.

5. Financial Reports:
   a. March 2026 - General Fund checking: $280,957.39; Fire Fund checking: $75,993.74
   b. CD's: Playground $ 13,721.20
      General $ 934,970.72
      Roads $ 100,932.60

6. Reports - Mayor Graves
   a. Fire Dept: 89 calls (39 inside city/45 outside city/5 mutual aid).
      Fuel – 144.7 gas/115.2 diesel
   b. Police Dept: 46 calls (186 calls went through RC Dispatch/8 calls answered by RCSO).
      Fuel –288.4 gallons
   c. Building Dept Permits/Inspections: 0 permits/3 inspections and/or consultations
   d. Parks Dept Update

7. Public Comments (Limited to 3 minutes).

8. Old Business –
   a. ISO Update – Fire Chief.
   b. Update on Village Green property – City Manager

9. New Business –
   a. **Ordinance 26-06**, amend Ordinance 25-03, the 2025-2026 FY Budget, to reflect the actual revenue and expenses related to the Blue Festival, Kilgore Park, and Street Maintenance.
   b. **Ordinance 26-07**, Mobile Food Vendor Ordinance.
   c. Approve Agreement with BTA Consulting to perform a Compensation Study for the City of Cross Plains.

10. Adjournment.

Cross Plains City Commission
Regular Meeting Minutes

Thursday, March 19, 2026, at 6:30 P.M.

The Cross Plains City Commission met in a regular session on Thursday, March 19, 2026 at Cross Plains City Hall with the following board members present: Marlene Graves, Mayor; Ronald "Dukie" Eden, Vice Mayor; Commissioners: Sherry Johnson and Jimmie Vaughn. Also present: City Manager Jeff Woodfin and City Recorder Holly Murphy. Absent: Commissioner Barry Faulkner

1. Call to Order.
   Mayor Graves welcomed the delegation and called the meeting to order at 6:31 p.m.

2. Invocation and Pledge of Allegiance
   Mayor Graves introduced Ms. Becky Wall for the invocation. Ms. Wall is the Chaplain of the Charlotte Reeves Robertson Chapter DAR (Daughters of the American Revolution) and is also known as the 'Constitution Lady'. Following the invocation was the Pledge to the Flag led by Mayor Graves.

3. Minutes of Previous Meetings.
   a. February 19, 2026 Regular Commission Meeting.
   Vice Mayor Eden made a motion to approve the minutes from the February 19th Commission Meeting, seconded by Commissioner Johnson. Motion passed unanimously.

4. Financial Report – February 2026
   Mayor Graves reported on the February bank and CD balances as follows:
   General Fund checking $239,141.75; Fire Fund checking: $84,625.25; CD's: Playground $13,721.20; General: $934,970.72; Roads: $100,932.60.
   Vice Mayor Eden made a motion to approve the February 2026 Financial Report, seconded by Commissioner Vaughn. Motion passed unanimously.

5. Reports – Mayor Graves gave the February department reports as follows:
   a. Fire Dept: 80 calls (33 inside city/47 outside city).
      Fuel – 118.8 gas/35.5 diesel;
   b. Police Dept: 39 calls (127 calls went through RC Dispatch/4 calls answered by RCSO).
      Fuel – 229.5 gallons;
      Chief Stan Hilgadiack advised that the St. Jude's Roadblock Fundraiser they approved last month raised $1,870 in donations. He also gave an update on Officer Davaloz, who is still out on workers comp. He continues to do physical therapy and has more testing scheduled in April.
   c. Building Dept Permits/Inspections: 1 permit/3 inspections.
   d. Parks Dept Update – Chief Hilgadiack gave the parks update for Jim Ring. He first advised of an Eagle Scout project proposed at the park by Miles Rust who addressed the Board about his plans to make a wooden trailhead with a map and information about Kilgore Park. There were no objections from the Board.
      The Chief advised that ongoing field maintenance and rentals are still being handled by Jimmy. Soccer and baseball season begins March 31st. The Brothers Keeper Tournament is April 18th & 19th. Netting and drainage resolutions are underway.

6. Public Comments. (Limited to 3 minutes)
   There were no public comments.

7. Public Hearings:

a. **Ordinance 26-01**, an ordinance to increase court costs pursuant to State Law by amending Ordinance 19-01, "An ordinance to establish reasonable court costs and levy a local litigation tax." (Passed 1st Reading 1/15/26).

1. Open Public Hearing for comments on Ordinance 26-01.
   Mayor Graves opened the Public Hearing on Ordinance 26-01. There were no comments.
2. Close Public Hearing on Ordinance 26-01.
   Mayor Graves closed the Public Hearing on Ordinance 26-01.

b. **Ordinance 26-02**, an ordinance to amend Ordinance 25-03, the 2025-2026 Fiscal Year Budget, to reflect grant revenue and expenses in the Fire Department Fund. (Passed 1st Reading 2/19/26.

1. Open Public Hearing for comments on Ordinance 26-02.
   Mayor Graves opened the Public Hearing on Ordinance 26-02. There were no comments.
2. Close Public Hearing on Ordinance 26-02.
   Mayor Graves closed the Pubic Hearing on Ordinance 26-02.

8. Ordinances –

a. **Second Reading of Ordinance 26-01**, to increase court costs pursuant to State Law by amending Ordinance 19-01, "An ordinance to establish reasonable court costs and levy a local litigation tax." (Passed 1st Reading 1/15/26).

Vice Mayor Eden made a motion to approve Ordinance 26-01 on second reading, seconded by Commissioner Vaughn. Motion passed by a vote of 3 – 0 and one abstention, with Commissioner Johnson abstaining due to her relationship to the city judge.

b. **Second Reading of Ordinance 26-02**, to amend Ordinance 25-03, the 2025-2026 Fiscal Year Budget, to reflect grant revenue and expenses in the Fire Department Fund. (Passed 1st Reading 2/19/26.)

Commissioner Johnson made a motion to approve Ordinance 26-02 on second reading, seconded by Commissioner Vaughn. Motion passed unanimously.

9. Old Business -

a. ISO Update – Fire Chief Tommy Jackson
   Chief Jackson advised that ISO is scheduled to come in April for the city's new rating.

10. New Business –

a. **Ordinance 26-03**, rezone 7128 Dogwood Lane from Commercial 1 (as shown on City's zoning map) back to Residential 1.

Commissioner Johnson made a motion to approve Ordinance 26-03 on first reading, seconded by Vice Mayor Eden. Motion passed unanimously.

b. **Ordinance 26-04,** rezone 7139 Dogwood Lane from Commercial 1 (as shown on City's zoning map) back to Residential 1.

Commissioner Johnson made a motion to approve Ordinance 26-04 on first reading, seconded by Commissioner Vaughn. Motion passed unanimously.

c. **Ordinance 26-05**, update the City's Personnel Policy.

Commissioner Johnson made a motion to approve Ordinance 26-05 on first reading, seconded by Vice Mayor Eden. Motion passed unanimously.

d. Roadblock permit request for April 4th from Mt. Carmel Church.

Mt. Carmel requested to have an Easter Bunny at the 4-way stop on April 4th to give out candy. They will not be collecting money, just spreading Easter cheer.

Vice Mayor Eden made a motion to approve Mt. Carmel's request for a roadblock permit at the 4-pway stop on April 4th, seconded by Commissioner Johnson. Motion passed unanimously.

e. Music for 4th of July event.

City Manager Jeff Woodfin inquired about the music from last year's July 4th event and whether there would be a need for extra amps and speakers, which would cost an additional $800. After a brief discussion, it was agreed that the music was fine last year and no additional speakers were necessary.

Vice Mayor Eden asked if the city would consider local sponsors for kid events which Mr. Woodfin said was fine, provided they have the proper insurance.

f. Request from Bluegrass Festival to add the event to city's insurance.

Ms. Faye Stubblefield was present on behalf of the Bluegrass Festival and addressed questions regarding insurance coverage. It's her understanding the festival has always been covered by the City's insurance. She said she didn't bring this up and didn't know anything about it until a few days ago.

City Manager Woodfin acknowledged that he brought it up due to the other events at the park including the Chamber and Mt. Carmel Church who are required to provide certificates naming the city as additional insured against liability.

City Recorder Holly Murphy confirmed that she listed the Bluegrass Festival as a city event on our PEP insurance renewal because she thought it was a city event.

Ms. Stubblefield said the Bluegrass Festival has always been considered a joint activity between Cross Plains and Kilgore Station but it was never just a city event. The concept came from her and David Mitchell and the city let them use the park and they always helped any way they could. They furnish employees and garbage detail/cleanup and they've always provided insurance coverage to the Robertson County Chamber for the Festival's use of their equipment. When asked about the money, Ms. Faye stated that the festival keeps all the money they bring in, which goes towards the next year's event. They currently are not a 501(c)(3) organization but they have applied for it.

Vice Mayor Eden advised that the city requires all other organizations that use the park to provide an insurance certificate. He asked what makes the Bluegrass Festival different. The city isn't receiving any of the funds and it's not a city-scheduled event. Ms. Faye replied that she didn't think it was any different other than for 14 years that's the way it's always been. The event is always in May, everybody knows it's coming and for 14 years they've never been asked about insurance and to ask at the last minute to come up with that kind of money is not an easy thing for them to do. They've not planned, scheduled, or budgeted for it and they don't have the money this year. She asked for grace this year and to not be charged and they'll readdress it for next year's festival. She said they break even every year and they don't have any extra money.

Commissioner Johnson called around to other cities and none of them furnish insurance for a festival like this. Everybody is required to provide their own insurance. Springfield recommended gatherguard.com which is $75 for a one-day event, $150 for two days. Ms. Faye appreciated the information and said they could cover that if that's what the city wants them to do. They've just never thought about it or considered it because it was always covered by the city.

Mayor Graves said it is a great event to have in their park but she believes the consensus is for them to look into getting some insurance for the festival because the city has to protect their liabilities as well and they require everyone else to have their own event insurance.

Commissioner Vaughn asked that the city check with our insurance company to see what kind of coverage we have for this event and to make sure the city is adequately protected.

Ms. Faye expressed appreciation to the city and employees for their help and always participating, and to the Cross Plains Community Chamber for always supporting them and volunteering with them.

11. Adjournment.

Vice Mayor Eden made a motion to adjourn, seconded by Commissioner Johnson. Motion passed unanimously.

Meeting adjourned at 7:14 p.m.

_____

Holly Murphy, City Recorder

_____

Marlene Graves, Mayor

City Of Cross Plains
Year to Date Budget
For the Nine Months Ending March 31, 2026

	Year to Date Actual	Total Budget	Budget Balance
Revenues			
Intergovernmental Revenues			
Local Opt Sales Tax	458,753.89	600,000.00	141,246.11
State - TVA Allocation	12,045.32	21,700.00	9,654.68
State Sales Tax	174,026.39	230,000.00	55,973.61
State - Sportsbetting	3,098.83	4,000.00	901.17
State Beer Tax	388.74	1,200.00	811.26
State - Mixed Drink Tax	8,493.50	12,000.00	3,506.50
State City Street & Trans.	2,439.29	3,300.00	860.71
State Transp. Modernization	755.62	780.00	24.38
State Gas-Motor Fuel Tax	24,285.13	35,000.00	10,714.87
State Gas-1989 Tax	3,816.08	5,500.00	1,683.92
State Gas-Improve Tax	12,228.76	16,700.00	4,471.24
State Gas-3 cent tax	7,046.37	9,700.00	2,653.63
Total Intergovernmental Revenues	707,377.92	939,880.00	232,502.08
Other Revenues			
Wholesale Beer Tax-7%	57,292.94	73,000.00	15,707.06
Springfield Gas	0.00	4,500.00	4,500.00
Cable TV Franchise Fees	4,244.74	7,000.00	2,755.26
Beer Permits/Priv Tax	800.00	800.00	0.00
Building Permits	13,274.00	15,000.00	1,726.00
Driveway Permits	300.00	1,500.00	1,200.00
Pavilion Revenue	1,050.00	1,500.00	450.00
Accident Reports	35.00	100.00	65.00
Ballfield Rental Revenue	875.00	2,000.00	1,125.00
Fines and Tickets	120,672.00	200,000.00	79,328.00
County Court Fines Allocation	479.75	200.00	(279.75)
Billboard Sign Revenue	0.00	1,200.00	1,200.00
SBA Telecomm. Tower Inc.	15,887.26	21,000.00	5,112.74
Rent - Wheat commission	0.00	10,000.00	10,000.00
Crop Proceeds	13,697.57	7,550.00	(6,147.57)
Interest Income	25,629.91	50,000.00	24,370.09
State Supplement	1,600.00	1,600.00	0.00
THSO Grant Proceeds	166.86	10,000.00	9,833.14
Police Retention Grant	3,000.00	3,000.00	0.00
Miscellaneous Income	1,103.97	15,000.00	13,896.03
Donations	4,805.00	0.00	(4,805.00)
Insurance Proceeds	4,000.00	0.00	(4,000.00)
Total Other Revenues	268,914.00	424,950.00	156,036.00
Total Revenues	976,291.92	1,364,830.00	388,538.08

City Of Cross Plains
Year to Date Budget
For the Nine Months Ending March 31, 2026

	Year to Date Actual	Total Budget	Budget Balance
Police - Training	68.93	5,000.00	4,931.07
E911 Communication District	23,025.66	28,457.00	5,431.34
Police - Veh r&m	13,984.20	14,000.00	15.80
~~Police - Station & Bldg~~	~~0.00~~	~~2,000.00~~	~~2,000.00~~
Police - Uniforms	4,468.31	3,750.00	(718.31)
Police Supplies	1,708.74	1,000.00	(708.74)
PD Subscriptions & Dues	917.50	700.00	(217.50)
Police - Gas & Oil	8,271.98	10,000.00	1,728.02
Litigation Tax	10,524.30	19,000.00	8,475.70
City Judge Salary	6,750.00	9,000.00	2,250.00
Police - Misc Expense	2,605.06	2,000.00	(605.06)
Police Equip - Capital Outlay	15,834.70	38,000.00	22,165.30
Police - Cell phones/jetpacks	1,820.80	1,700.00	(120.80)
Police - Supplement pay	1,600.00	1,600.00	0.00
Police retirement	5,400.00	7,200.00	1,800.00
Total Police Dept. Expenses	310,932.59	448,341.00	137,408.41
Fire Department			
Fire Chief Salary	40,706.64	54,815.00	14,108.36
PR Taxes/SS&Med-Employer	3,815.70	5,400.00	1,584.30
Fire - Emp Insurance	7,903.06	10,354.00	2,450.94
FD Cell phone/ipad service	0.00	900.00	900.00
Volunteer Firemen	9,735.00	15,000.00	5,265.00
Total Fire Department	62,160.40	86,469.00	24,308.60
Highways and Streets			
Public Works -Street Lights	28,822.32	40,000.00	11,177.68
~~Public Wks - Soccer lights~~	~~1,050.21~~	~~1,400.00~~	~~349.79~~
Public Wks - Street Signs	381.43	2,000.00	1,618.57
Public Wks - Street Maint.	7,323.35	0.00	(7,323.35)
Public Wks Cap Outlay-Paving	25,000.00	75,000.00	50,000.00
Total Highways and Street	62,577.31	118,400.00	55,822.69
Building and Grounds Maintenance			
Electricity (buildings)	2,948.48	5,700.00	2,751.52
Water (bldgs)	2,542.44	4,000.00	1,457.56
Natural Gas (bldgs)	1,295.50	3,000.00	1,704.50
Maintenance/Bldg	9,611.85	16,826.00	7,214.15
Janitorial Supplies	680.74	1,400.00	719.26
Total Bldg and Grounds Maint.	17,079.01	30,926.00	13,846.99
Total Expenditures	732,641.41	1,115,393.00	382,751.59
Excess Revenues over Expenses	**243,650.51**	**249,437.00**	**5,786.49**
Transfers			
Total Transfers	0.00	0.00	0.00
Excess Revenues over Expenditures	**$ 243,650.51**	**$ 249,437.00**	**5,786.49**

City Of Cross Plains
Year to Date Budget
For the Nine Months Ending March 31, 2026

	Year to Date Actual	Total Budget	Budget Balance
Expenditures			
General Government			
City Recorder - Salary	40,706.93	55,704.00	14,997.07
Mayor Salary	3,200.00	4,800.00	1,600.00
Commissioners Salary	6,000.00	12,000.00	6,000.00
Building Inspector Salary	9,300.00	13,950.00	4,650.00
City Manager - Salary	12,000.00	18,000.00	6,000.00
Maintenance Salaries	33,552.54	40,256.00	6,703.46
P/Time Clerical	0.00	5,000.00	5,000.00
Employee Health Ins.	7,504.84	10,355.00	2,850.16
PR Taxes/SS&Med-Employer	7,978.79	11,912.00	3,933.21
Other Medical Expenses	144.00	0.00	(144.00)
Christmas Bonus	1,786.70	7,000.00	5,213.30
Workers Comp. Insurance	16,593.00	25,000.00	8,407.00
Printing and Advertising	235.37	1,500.00	1,264.63
Dues and Subscriptions	2,484.68	7,000.00	4,515.32
Miscellaneous	5,405.68	10,000.00	4,594.32
Telephone&Internet	4,987.68	7,500.00	2,512.32
Cell Phones	743.62	2,400.00	1,656.38
Cell Phone-City Mgr/Maint	679.55	360.00	(319.55)
Contractual Services	5,941.18	5,000.00	(941.18)
Legal & Audit	1,100.00	5,100.00	4,000.00
Office Supplies	1,465.68	3,200.00	1,734.32
Postage	52.40	500.00	447.60
Education	635.60	2,000.00	1,364.40
Insurance (Auto & Liab.)	40,303.00	45,000.00	4,697.00
Insurance (Property)	17,015.00	20,000.00	2,985.00
Retirement Funding	1,800.00	2,400.00	600.00
Pavilion rent/dep refund	250.00	500.00	250.00
Fireworks/July 4th Festivites	7,212.26	20,000.00	12,787.74
Surety Bonds	160.00	140.00	(20.00)
Bank Charges	0.00	50.00	50.00
Donations	8,500.00	8,500.00	0.00
Landscaping Expenses	203.99	500.00	296.01
Office Equipment	0.00	2,000.00	2,000.00
Gen Fund - Capital Outlay	0.00	7,500.00	7,500.00
Transfer to Fire Dept Fund	0.00	33,712.00	33,712.00
Total General Govt. Expenses	237,942.49	388,839.00	150,896.51
Parks & Recreation			
Park Salaries - p/time	7,317.65	12,000.00	4,682.35
PR Taxes/SS&Med-Employer	671.50	918.00	246.50
Park Utilities (elec&water)	15,436.51	15,000.00	(436.51)
Park Activities/Classes	0.00	1,000.00	1,000.00
Park Supplies (inc.janitorial)	2,558.57	2,500.00	(58.57)
Park Miscellaneous	448.47	1,000.00	551.53
Park Maintenance	15,516.91	10,000.00	(5,516.91)
Total Park Expenses	41,949.61	42,418.00	468.39
Police Department			
Police Chief Salaries	63,242.10	83,430.00	20,187.90
Police Salaries	83,524.19	125,704.00	42,179.81
Police Salaries-Crossing Guard	6,160.00	13,000.00	6,840.00
Court Clerk Salary	30,107.78	41,200.00	11,092.22
Police - Health Insurance	14,108.60	18,300.00	4,191.40
PR Taxes/SS&Med-Employer	13,974.46	20,000.00	6,025.54
PD Contractual Services	2,835.28	3,300.00	464.72

City Of Cross Plains
Year to Date Budget
For the Nine Months Ending March 31, 2026

FIRE DEPT SPECIAL REVENUE	Year to Date Actual	Total Budget	Budget Balance
Interest Income - Fire Dept	$ 57.74	$ 50.00	(7.74)
County Fire Revenue	275,840.15	391,800.00	115,959.85
Grant Proceeds	0.00	33,596.00	33,596.00
Donations to FD	2,350.00	0.00	(2,350.00)
Robt Co EMS 1/2 Utilities	2,700.00	3,600.00	900.00
Sale of Assets/Auction	0.00	3,000.00	3,000.00
From Fund Balance-FD	0.00	62,500.00	62,500.00
From General Fund	0.00	33,712.00	33,712.00
Total Revenues	280,947.89	528,258.00	247,310.11
Fire Dept - Equip Purchases	824.00	8,000.00	7,176.00
Fire Dept - Supplies	2,353.32	1,500.00	(853.32)
Vehicle Maintenance	7,394.75	12,000.00	4,605.25
FD Station 1 Exp & Utilities	11,302.93	12,500.00	1,197.07
Fire Dept - Telephone	902.68	0.00	(902.68)
Fire Dept - Uniforms	2,296.25	6,000.00	3,703.75
Fire Prevention Expenses	2,530.08	2,500.00	(30.08)
Owens Chapel Fire Hall	2,459.57	6,000.00	3,540.43
Volunteer Fireman	165.00	5,000.00	4,835.00
FD-Janitorial Supplies	680.64	750.00	69.36
Fire Dept - Misc Expense	617.81	5,000.00	4,382.19
Fire Dept - Training	1,601.68	7,000.00	5,398.32
Fire Dept - 911 Costs	6,242.94	8,900.00	2,657.06
Fire Dept Salaries (f/t&p/t)	140,164.28	223,000.00	82,835.72
Firemen retirement	1,800.00	9,600.00	7,800.00
Firemen Insurance cost	14,159.40	41,416.00	27,256.60
FD Gas & Diesel	5,590.68	8,000.00	2,409.32
PR Taxes-SS&Med-Employer	13,878.20	18,590.00	4,711.80
FD Overtime	22,173.24	15,000.00	(7,173.24)
FD Turnout Gear	2,200.78	33,596.00	31,395.22
Contractual Services	6,259.44	1,500.00	(4,759.44)
FD Other Medical Exp (pre-emp)	370.00	375.00	5.00
Dues & Subscriptions	3,500.64	0.00	(3,500.64)
Capital Outlay-Fire Dept	54,815.69	77,500.00	22,684.31
Debt Service-Prin (Fire Truck)	15,515.25	15,515.00	(0.25)
Debt Service-Int (Fire Truck)	9,015.77	9,016.00	0.23
Total Expenses	328,815.02	528,258.00	199,442.98
Excess Revenues over Expenses	$ (47,867.13)	$ 0.00	47,867.13

CITY OF CROSS PLAINS, TENNESSEE

ORDINANCE 26-06

AN ORDINANCE TO AMEND ORDINANCE 25-03, THE 2025-2026 FISCAL YEAR BUDGET, TO REFLECT THE ACTUAL REVENUE AND EXPENSES IN THE GENERAL FUND RELATED TO THE BLUEGRASS FESTIVAL, KILGORE PARK, AND STREET MAINTENANCE.

WHEREAS, the City of Cross Plains adopted the 2025-2026 Fiscal Year Budget by passage of Ordinance 25-03 on June 5, 2025; and

WHEREAS, the City has since identified the following revenues and expenditures that were not included as part of the original budget:

a. Grant proceeds of $5,000 from the State of Tennessee's America 250 Exhibitions and Programs Grant and the Tennessee State Museum for the 2026 Bluegrass Festival and related expenses; and
b. Park & Recreation supplies, utilities and maintenance at Kilgore Park estimated to be $17,500 higher than anticipated; and
c. Highways and Street maintenance of roads and equipment estimated to be $10,000 higher than anticipated; and

WHEREAS, the Governing Body finds it necessary to amend the budget to reflect the actual revenues and appropriations as outlined below; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF CROSS PLAINS, TENNESSEE that Ordinance 25-03, the 2025-2026 Fiscal Year Budget, is hereby amended as follows:

Section 1. REVENUES:

Anticipated Revenue in the General Fund for Contributions & Grants will increase by $5,000 and change from $13,000 to $18,000.

Total Revenue in the General Fund will increase by $5,000 and change from $1,364,830 to $1,369,830.

Section 2. APPROPRIATIONS:

Appropriations in the General Fund for the General Government budget will increase by $5,000 and change from $347,626 to $352,626.

Appropriations in the Parks & Recreation budget will increase by $17,500 and change from $42,418 to $59,918.

Appropriations in the Highways & Street budget will increase by $10,000 and change from $43,400 to $53,400.

Total Appropriations in the General Fund will increase by $32,500 and change from $1,115,392 to $1,147,892.

Section 3. FUND BALANCE:

The Proposed Fund Balance for the Fiscal Year 2025-26 will change from $1,469,182 to $1,231,954 in accordance with the June 30, 2025 Audit Report. The Estimated Fund Balance at the end of 2026 will change from $1,520,682 to $1,453,892.

Section 4. A copy of Budget Ordinance 25-03 with the proposed amendments described above will be attached to this ordinance as Exhibit A.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

Board of Commissioners

_____

Marlene Graves, Mayor

Attest:

_____

Holly L. Murphy, City Recorder

EXHIBIT "A" ORDINANCE 26-06 BUDGET AMENDMENT#3

ORDINANCE 25-03

AN ORDINANCE OF THE CITY OF CROSS PLAINS, TENNESSEE TO ADOPT THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 THROUGH JUNE 30, 2026.

Whereas *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

Whereas the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

Whereas the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF CROSS PLAINS, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources as follows:

General Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed	Budget Amd#3 Ord 26-06
Local Taxes	$ 687,610	$ 677,039	$ 685,300	
Licenses & Permits	$ 19,692	$ 15,500	$ 16,500	
Intergovernmental Revenue	$ 324,379	$ 332,880	$ 341,480	
Charges for Services	$ 1,500	$ 3,500	$ 3,500	
Fines and Fees	$ 169,921	$ 217,131	$ 200,200	
Contibutions & Grants	$ 4,250	$ 13,250	$ 13,000	+$5,000=18,000
Miscellaneous Revenue	$ 146,251	$ 75,724	$ 104,850	
Other Financing Sources				
Total Revenue	$ 1,353,602	$ 1,335,024	$ 1,364,830	+5,000=$1,369,830
Fund Balance	$ 1,265,285	$ 1,365,989	$ 1,231,954	
Total Available Funds	$ 2,618,887	$ 2,701,013	$ 2,596,784	+5000=2,601,784

Fire Department Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed
Intergovernmental Revenue	$ 244,230	$ 233,314	$ 395,400
Miscellaneous Revenue	$ 3,929	$ 4,043	$ 3,050
Grant Revenue	$ 1,942		$ 33,596
Transfer from General Fund		$ 42,925	$ 33,712
Other Financing Sources			
Total Revenue	$ 250,101	$ 280,282	$ 465,758
Fund Balance	$ 17,474	$ 149,009	$ 114,521
Total Available Funds	$ 267,575	$ 429,291	$ 580,279

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed	Budget Amd#3 Ord 26-06
General Government	$ 282,414	$ 408,875	$ 347,626	+5,000=352,626
Parks & Recreation	$ 124,166	$ 51,500	$ 42,418	+17,500=59,918
Police Department & City Court	$ 307,288	$ 326,317	$ 410,341	
Fire Department	$ 76,379	$ 83,164	$ 86,469	
Highways & Streets	$ 64,856	$ 44,200	$ 43,400	+10,000=53,400
Building/Grounds Maintenance	$ 62,397	$ 52,752	$ 30,926	
Capital Outlay	$ 327,335	$ 397,806	$ 120,500	
Transfer to Fire Fund	$ -	$ 77,925	$ 33,712	
Debt Service	$ -	$ -	$ -	
Other Financing Sources	$ -	$ -	$ -	
Total Appropriations	$ 1,244,835	$ 1,442,539	$ 1,115,392	+32,500=1,147,892

Fire Department Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed
Salaries & Volunteer Firemen	$ 77,369	$ 150,677	$ 243,000
Miscellaneous&Supplies	$ 6,590	$ 10,132	$ 81,231
Uniforms & Turnout Gear	$ 2,356	$ 3,919	$ 39,596
Building Maint & Utilities	$ 15,480	$ 15,000	$ 18,500
Training	$ 200	$ 2,000	$ 7,000
911 Costs	$ 9,556	$ 8,839	$ 8,900
Vehicle expenses	$ 10,183	$ 19,800	$ 20,000
Equipment	$ 7,134	$ 13,776	$ 8,000
Capital Outlay	$ -	$ 80,000	$ 77,500
Debt Service	$ -		$ 24,531
Other Financing Sources			
Total Appropriations	$ 128,868	$ 304,143	$ 528,258

SECTION 3: At the end of the 2026 fiscal year, the governing body estimates fund balances as follows:

General Fund	$ 1,481,392
Fire Dept Fund	$ 52,346

SECTION 4: That the governing body recognizes that the municipality has bonded and/or other indebtedness as follows:

Bonded or Other Indebtdness	Principal (current yr)	Interest (current yr)	Principal oustanding @ 6/30/26
Capital Lease	$ 15,515	$ 9,016	$ 176,813
Loan Agreements			
Other Debt			
Total Debt	$ 15,515	$ 9,016	$ 176,813

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated.*

SECTION 6: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated.* Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the Tennessee Code Annotated, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances

SECTION 10**:** This ordinance shall take effect July 1, 2025, the public welfare requiring it.

Passed First Reading: 5/1/2025

Public Hearing: 6/5/2025

Passed Second Reading: 6/5/2025

BOARD OF COMMISSIONERS

Marlene Graves

Marlene Graves, Mayor

ATTESTED:

Holly L. Murphy

Holly Murphy, City Recorder

		2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#3 Ord 26-06
Litigation Tax		10,121.36	10,891.11	17,000.00	16,305.59	18,600.00			
Election Expense				200.00	-	-		-	
Printing & Advertising		330.34	307.21	1,500.00	1,628.30	1,986.00		1,500.00	
Dues and Subscriptions		1,708.15	1,597.84	1,575.00	6,654.71	6,655.00		7,000.00	
Sage Accounting Software $4,462									
M'ship dues $1,977 TML,GNRC,TGFOA,AMZ									
.gov hosting $216									
Miscellaneous Expense		24,433.67	39,754.20	23,500.00	19,332.00	23,500:00		10,000.00	
RC Planners Zoning Ord	contractual								
Emp Christmas Dinner	misc								
City US Flags	supplies								
Ins Deductible/DeRose	misc								
Hvac/Plumbing Insp	contractual								
Safety Day bikes/helmets	misc								
Video Services	contractual								
I.T. Services	contractual								
Other misc									
Contractual Services								5,000.00	
Telephone&Internet		6,546.49	9,782.60	10,500.00	5,753.00	7,472.00		7,500.00	
City Cell Phones		4,278.76	4,898.59	4,200.00	1,787.78	2,400.00		2,400.00	
City Manager/Maint Cell Phone		360.00	360.00	360.00	120.00	180.00		360.00	
Legal and Audit		4,622.25	4,800.00	10,000.00	4,500.00	4,800.00		5,100.00	
Mileage				250.00	72.00	150.00			
Office/Operating Supplies		4,134.61	552.61	2,500.00	1,699.00	2,500.00		3,200.00	
Postage		529.98	278.96	500.00	278.96	444.00		500.00	
Training/Education				1,200.00	972.00	972.00		2,000.00	
Insurance (Auto & Liab.)		23,826.00	25,462.00	39,171.00	39,171.00	39,171.00		45,000.00	
Insurance (Liability)		9,925.00	11,172.00	14,948.00	14,948.00	14,948.00		20,000.00	
Retirement Funding		1,800.00	1,800.00	2,200.00	1,800.00	2,400.00		2,400.00	
Surety Bonds		140.00	140.00	200.00	140.00	140.00		140.00	
Bank Charges				50.00	-	-		50.00	
Donations		7,628.03		32,500.00	32,500.00	32,500.00		8,500.00	
Landscaping Expenses		394.99		500.00	-	500.00		500.00	
Pavilion Rental Refunds		350.00	550.00	300.00	600.00	500.00		500.00	
Office Equipment		1,022.38		1,500.00	2,042.00	2,042.00		2,000.00	
24-25 Server									
25-26 Replace Copier (front office)									
Fireworks/July 4th Festivities				20,000.00	-	20,000.00		20,000.00	
Bluegrass Festival TN250								5,000.00	added line item BG Festival expense
City Judge Salary		3,900.00	6,000.00	9,000.00	6,750.00	9,000.00			
Txfr to Fire Fund				77,925.00	77,925.00	77,925.00		33,712.00	deducted $158,486 / added $916 (add'l RC Funds reduced amt GF has to contribute to fund FD exp's)
24-25 Personnel $42,925/air cylinders $35k									
Fire Personnel									
Capital Outlay - 1/2 Generator (split w/FD)								7,500.00	
Total Gen Govt Expenses		**227,443.27**	**276,669.14**	**529,366.36**	**401,449.95**	**486,800.00**		**393,838.81**	
Parks & Recreation									
Park Salaries - p/time								12,000.00	
PR Taxes-SS&Med Employer								918.00	
Contractual Services									
Park Expenses		(43,140.30)	124,166.10	20,000.00	18,949.00	27,000.00		-	
Park Activities/Classes								1,000.00	
Park supplies (inc Janitorial)								5,000.00	added $2,500
Park Miscellaneous								1,000.00	
Park Utilities (lights&water)								20,000.00	added $5,000
Park Maintenance								20,000.00	added $10,000
Park Loan Payment		336,506.78		-					
Park- Restroom		128,214.00		1,500.00	-	-		-	
Parks- Junior Pro Football field exp				10,000.00	-	8,500.00		-	
Parks- Batting Cage				5,000.00	4,000.00	4,000.00		-	
Parks- PA System				4,000.00		-			
Parks (Capital Outlay)			100,000.00	152,806.00	152,806.00	152,806.00		-	
Park-Soccer Expense				500.00		-		-	
Park Mowing and Maintenance				20,420.00	7,116.00	12,000.00		-	
Total Park Expenses		**421,580.48**	**224,166.10**	**214,226.00**	**182,871.00**	**204,306.00**		**59,918.00**	
Total General Govt Expenses		**649,023.75**	**500,835.24**	**743,592.36**	**584,320.95**	**691,106.00**	-	**453,756.81**	
Police Department & City Court									
Police Salaries									
Police Chief	*83,430*	65,000.00	73,500.00	81,000.00	59,192.41	81,000.00		83,430.00	
Officers	*122,704*	67,059.20	105,690.00	109,719.97	80,815.75	111,500.00		122,704.00	
1 f/t Sgt	*58,968*								
2.5 p/t	*63,736*								
Court Clerk	*41,200*							41,200.00	
PD Salary Supp/State	*1,600*	800.00	800.00	-	1,600.00	1,600.00		1,600.00	
PD Retention Bonus/State	*3,000* DD			-	3,000.00	3,000.00		3,000.00	
CrossGuards 2 PT	*9,500*	2,223.24	2,161.08	9,500.00	8,363.77	12,500.00		9,500.00	
PR Taxes/SS&Med-Employer								20,000.00	
1/2 Robertson Co Crossing Guard								3,500.00	

	2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#3 Ord 26-06
Police Health Insurance	23,127.86	18,783.51	16,000.00	11,562.00	15,500.00		18,300.00	
Police Training	4,594.81	3,076.92	3,000.00	3,288.00	5,000.00		5,000.00	
E911 Communication District	25,162.92	23,739.48	28,457.13	21,342.87	28,457.16		28,457.00	
Police Vehicle R&M	3,298.48	6,244.65	6,200.00	4,255.71	6,000.00		14,000.00	added $7,000
Police Station & Bldg.	9,364.84	7,577.44	8,500.00	359.24	360.00		2,000.00	
Police Uniforms	4,426.73	5,904.69	7,000.00	5,152.79	6,000.00		3,750.00	
Police fuel	22,742.60	24,270.54	25,000.00	9,202.61	11,500.00		10,000.00	
PD Supplies							1,000.00	
Subscriptions & Dues							700.00	
Litigation Tax							19,000.00	
Contractual Services (inc I.T.)							3,300.00	
Police Miscellaneous Exp			2,500.00	9,007.35	10,000.00		2,000.00	
Contractual Services (inc I.T.)								
Pre-employment screening								
supplies & ammo								
PD/Court Software annual support								
Printing								
Subscription&Dues								
Capital Outlay - Police Equipment	18,319.94	30,939.09	25,000.00	22,148.68	25,000.00		38,000.00	
2 in-car cameras THSO$$ 10,000								
Axon Body camera 9,000								
3 LPR Cameras 9,000								
Firing range ammo&equip 10,000								
Police phone,inet&jetpacks			-	1,260.00	1,700.00		1,700.00	
Police Retirement Funding	1,800.00	4,600.00	7,200.00	3,600.00	7,200.00		7,200.00	
Capital Outlay-Police vehicles	13,238.00	50,435.20	55,000.00	55,000.00	55,000.00		-	
City Judge Salary							9,000.00	
Total Police Dept. Expenses	**261,158.62**	**357,722.60**	**384,077.10**	**299,151.18**	**381,317.16**		**448,341.00**	
Fire Department								
Fire Chief Salary	22,929.12	41,597.32	53,218.20	38,890.34	53,218.36		54,814.91	
Chief Per Call Pay	11,423.00	17,262.00	20,000.00	10,440.00	13,920.00		15,000.00	
PR Tax-SS&Med Employer							5,400.00	
Chief Insurance/City's share	-	17,520.00	20,000.00	11,390.55	15,187.40		10,354.00	deducted $5,646
City cell & ipad service					838.00		900.00	
Fire Equip/C.Outlay (truck down pmt)			140,000.00	140,000.00	140,000.00		-	
Total Fire Department	**34,352.12**	**76,379.32**	**233,218.20**	**200,720.89**	**223,163.76**		**86,468.91**	
Highways and Streets								
Public Wks - Soccer Lights	1,095.41	1,169.65	1,400.00	1,539.68	2,200.00		1,400.00	
Public Wks - Street Signs	1,790.00	2,689.52	2,000.00	455.06	2,000.00		2,000.00	
PW-C/Outlay-Str Paving (Solar&Dogwood)	(127,281.38)	26,201.68	50,000.00	9,138.06	50,000.00		75,000.00	added $10,000 per bids
Public Wks - Street Lights	43,355.46	34,220.38	46,000.00	28,649.07	40,000.00		40,000.00	
Public Wks - Street Maintenance							10,000.00	added line item
Village Green/Hwy 25 Engineering and Costs	93.80	574.28	35,000.00	-	-		-	
Total Highways & Streets	**(80,946.71)**	**64,855.51**	**134,400.00**	**39,781.87**	**94,200.00**		**128,400.00**	
Building and Grounds Maintenance								
Electricity (buildings)	4,343.43	7,084.43	5,700.00	3,002.00	5,400.00		5,700.00	
Water (buildings)	5,640.69	4,588.19	4,300.00	2,532.59	3,600.00		4,000.00	
Natural Gas (bldgs)	2,263.85	1,765.60	3,000.00	1,164.18	2,000.00		3,000.00	
Maintenance/Bldgs (inc's salaries)	36,286.56	47,823.88	28,249.81	35,068.31	40,352.00		16,826.00	added $6,826 seal CH parking lot
Janitorial Supplies	1,082.68	1,134.57	1,400.00	1,088.61	1,400.00		1,400.00	
Total Bldg and Grounds Maint	**49,617.21**	**62,396.67**	**42,649.81**	**42,855.69**	**52,752.00**		**30,926.00**	
Total Expenditures- General Fund	**913,204.99**	**1,062,189.34**	**1,537,937.47**	**1,166,830.58**	**1,442,538.92**		**1,147,892.72**	
Excess Revenues over Expenses (General Fund)	**508,868.46**	**291,412.89**	**(201,067.47)**	**(180,940.88)**	**(107,514.92)**		**221,937.28**	

	2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#3 Ord 26-06
GENERAL FUND								
REVENUES								
Intergovernmental Revenue								
Local Option Sales Tax/Robt Co	556,660.26	597,398.52	645,000.00	450,040.22	600,000.00		600,000.00	
State - TVA Allocation	21,509.60	21,924.32	18,000.00	10,867.08	21,700.00		21,700.00	
State Sales Tax	211,663.08	220,447.03	221,000.00	168,409.18	225,000.00		230,000.00	
State Sportsbetting	2,908.80	3,321.25	3,500.00	2,829.69	3,500.00		4,000.00	
State Income Tax	117.06	-	150.00	-	-		-	
State Beer Tax	817.19	786.34	9,000.00	410.73	1,200.00		1,200.00	
State Mixed Drink Tax		8,591.12		8,893.50	12,000.00		12,000.00	
State City Street & Tax	3,277.63	3,277.44	3,200.00	2,450.60	3,300.00		3,300.00	
State Transp. Modernization	-	-	600.00	577.85	780.00		780.00	
State Gas Tax	59,845.10	61,431.48	-		-			
State Gas Motor Fuel Tax			33,300.00	24,483.77	32,000.00		35,000.00	
State Gas 1989 Tax	-	-	5,200.00	3,856.86	5,200.00		5,500.00	
State Gas Improve Tax	-	-	16,700.00	12,325.27	16,300.00		16,700.00	
State Gas 3 cent tax	-	-	9,700.00	7,549.07	9,500.00		9,700.00	
EMS Utility	3,000.00	3,600.00			-			
Total Intergovernmental Revenue	**859,798.72**	**920,777.50**	**965,350.00**	**692,693.82**	**930,480.00**		**939,880.00**	
Other Revenue								
Wholesale Beer Tax (7%)	80,804.79	75,686.22	73,000.00	50,588.54	65,000.00		73,000.00	
Springfield Gas Franchise	16,271.70	4,016.45	4,500.00	-	4,500.00		4,500.00	
Cable TV Franchise Fees	10,306.00	9,508.68	9,500.00	4,746.40	6,500.00		7,000.00	
Beer Permits/Priv Tax	500.00	1,000.00	1,000.00	1,038.76	1,039.00		800.00	
Building Permits	26,468.00	19,691.65	13,500.00	3,957.00	14,000.00		15,000.00	
Driveway Permits							1,500.00	
Pavilion Rentals	900.00	1,500.00	1,000.00	1,000.00	1,500.00		1,500.00	
Accident Reports	95.00	165.00	100.00	65.00	100.00		100.00	
Ballfield Rentals			-	270.00	2,000.00		2,000.00	
City Court Fines and Tickets	113,240.00	169,841.20	175,000.00	162,149.06	217,000.00		200,000.00	
County Court Fines Allocation	552.90	79.80	600.00	131.10	131.00		200.00	
Billboard Sign Revenue			1,320.00		1,200.00		1,200.00	
SBA Telecomm. Tower	17,490.10	19,239.11	17,000.00	15,741.09	20,988.00		21,000.00	
Rent - Wheat Commission	17,857.01	13,945.13	15,000.00	5,352.00	7,136.00		10,000.00	
Crop proceeds							7,550.00	
Interest Income	4,503.41	88,497.23	30,000.00	18,887.64	31,000.00		50,000.00	
PD State Supplement	800.00	1,000.00	-	2,400.00	2,400.00		1,600.00	
ARPA Grant Revenue	254,114.93	-	-	-	-		-	
Grant Revenue-PD Retention	4,145.00	4,250.00	10,000.00	3,250.00	3,250.00		3,000.00	
Grant Revenue-THSO				7,980.00	10,000.00		10,000.00	
Grant Proceeds							~~5,000.00~~	added $5,000 BG Festival grant
Misc. Income *($247.40)*	1,847.58	12,459.66	20,000.00	13,839.29	15,000.00		15,000.00	
Crop proceeds $7550								
Driveway Permit $1500								
PEP Pkg Bonus $3,000								
GovDeals '08 Chev Impala $530								
St of TN-Susp/Rev DL $305								
parts ref (prior yr) &sales tx ref $646.83								
Donations	12,378.31	11,944.60	-	1,800.00	1,800.00		-	
Total Other Revenue	**562,274.73**	**432,824.73**	**371,520.00**	**293,195.88**	**404,544.00**		**429,950.00**	
TOTAL REVENUE- General Fund	**1,422,073.45**	**1,353,602.23**	**1,336,870.00**	**985,889.70**	**1,335,024.00**		**1,369,830.00**	
From Fund Balance/CAPITAL OUTLAY			370,731.00	370,731.00	370,731.00			
			1,707,601.00	**1,356,620.70**	**1,705,755.00**			
EXPENDITURES								
General Govermental Expenses								
City Manager Salary	7,200.00	8,400.00	18,000.00	5,794.50	7,966.00		18,000.00	
City Recorder Salary	52,000.00	53,820.00	55,703.70	42,139.86	55,669.00		55,704.00	
Part-time clerical	4,500.00	7,000.00	12,000.00	6,081.75	7,000.00		5,000.00	
Court Clerk	2,339.07	2,420.91	40,000.00	27,257.97	40,982.00			
Building Inspector Salary	13,084.08	13,084.13	13,542.02	10,156.50	13,542.00		13,950.00	
Maint. Supervisor	2,950.44	3,053.71	3,160.64	2,370.51	3,160.00		3,256.00	
Maintenance/Marty PT	-	-	-	-			17,000.00	
Maintenance/Warren PT	-	-	-	-			20,000.00	
Christmas Bonuses	5,000.00	5,000.00	5,850.00	6,900.00	6,900.00		7,000.00	
Mayor Salary	4,800.00	4,800.00	4,800.00	3,740.00	4,800.00		4,800.00	
Commissioners Salary	5,166.00	5,781.00	5,904.00	4,059.00	5,166.00		12,000.00	
PR Taxes/SS&Med-Employer (all depts)	8,528.67	38,001.27	70,000.00	33,341.69	45,500.00		11,911.81	
Employee Health Ins	-	-	8,100.00	3,901.83	6,603.00		10,355.00	added $1,855
Worker Comp Insurance	15,823.00	16,961.00	20,727.00	20,727.00	20,727.00		25,000.00	

ORDINANCE NO. - 26-07

AN ORDINANCE TO AMEND TITLE 9, BY ADDING CHAPTER 5 TO THE CITY OF CROSS PLAINS, CODE OF ORDINANCES, SO AS TO ALLOW SELF-CONTAINED MOBILE FOOD VEHICLES TO OPERATE IN THE CITY OF CROSS PLAINS.

WHEREAS, cities and towns across the country have enjoyed the popularity of street food and the popularity has increased over the past few years; and

WHEREAS, citizens in this community have expressed an interest in the opportunity to establish a mobile food operation venture while others have expressed the desire to have these additional food and location choices; and

WHEREAS, the Board of Mayor and Commissioners deem it in the best interest of the citizens of Cross Plains that such mobile food operations be located regulated as a matter of health and public safety, and for the general welfare of the people.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED BY THE BOARD OF MAYOR AND COMMISSIONERS OF THE CITY OF CROSS PLAINS, that the following be added as title 9, chapter 5 in the municipal code of ordinances:

9-501. Definitions.

(1) Commissary means any State of Tennessee licensed stationary food establishment that serves mobile food dispensers, mobile food facilities, vending machines or other food dispensing operations where:

(a) Food, containers or supplies are stored;

(b) Food is prepared or prepackaged for sale or service at other locations;

(c) Utensils are cleaned; or

(d) Liquid and solid wastes are disposed of or potable water is obtained.

(2) Menu change means a modification of a food establishment's menu that requires a change in the food establishment's food preparation equipment, storage equipment or storage capacity previously approved by the health department. The term "menu change" shall include, but is not limited to, the addition of potentially hazardous food to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.

(3) Mobile food preparation vehicle. A mobile food preparation vehicle is any motorized vehicle that includes a self-contained or attached trailer kitchen in which food is prepared, processed or stored and used to sell and dispense food to the ultimate consumer. Mobile units must be mobile at all times during operation. The unit must be on wheels at all times. Any mobile food unit that removes such wheels or becomes stationary must meet Tennessee Department of Health Regulations 1200-23-1, et. seq in their entirety.

(4) Ice Cream Trucks are vehicles from which the operator vends only pre-packaged frozen dairy or frozen water-based food products, soft serve, or hand-dipped frozen dairy products or frozen water-based food products, and both pre-packaged created beverages.

(5) Servicing area. A mobile food unit servicing area shall be provided and shall include at least overhead protection from any supplying, cleaning, or servicing operation. Within this servicing area, there shall be a location provided for the flushing and drainage of liquid wastes separate from the location provided for water servicing and for the loading and unloading of food and related supplies.

(6) Mobile Food Service Permit means a permit issued by the City for the operation of Food Trucks within the city limits, including special events, City co-sponsored events, or other City approved function.

9-502. Permit fee. Owners of mobile food vehicles shall pay a daily permit fee of sixty dollars ($60.00) per mobile food vehicle. In instances where the activity is being conducted in conjunction with an official City of Cross Plains event, the daily fee may be reduced to a permit fee of thirty dollars ($30.00) per mobile food vehicle.

9-503. Mobile food vehicles. Mobile food vehicles shall meet all applicable requirements of this chapter in addition to the requirements outlined as follows:

(1) No person shall engage in the business of a mobile food vehicle within the municipal limits without first having obtained a permit required by § 9-502 of the municipal code of ordinances and the State of Tennessee.

(2) A mobile food vehicle license, as authorized by the State of Tennessee and local ordinances, will not be issued to a person unless the following conditions are met:

(a) The vehicle must be specially designed as defined as a mobile food vehicle and be approved by the health department.

(b) No person shall engage in the business of a mobile food vehicle without first having obtained a commissary license or having a written commissary agreement, if required by the health department.

(c) Each mobile food vehicle must display its business name and state and local permit numbers, with letters and numbers at least three inches (3") in height, in a prominent and visible location on the vehicle.

(d) The driver of the truck must have a current Tennessee driver's license, current auto insurance (including liability insurance) and a current vehicle registration as required by Tennessee law and enforced by law enforcement authorities.

(e) The vehicle can only operate in locations where the operation of motorized vehicles are permitted under local zoning ordinances, as specified in § 9-509 of this chapter, and enforced by local code enforcement authorities.

(f) All current permits must be posted in a conspicuous manner, in compliance with Tennessee Code Annotated, § 68-14-305.

9-504. Operational requirements.

(1) When parked on private property with permission of the property owner, a mobile food vehicle may operate at the times and for the duration provided in its permission by the property owner but shall be removed from site to be sanitized.

(2) No mobile food vehicle shall be equipped with any external electronic sound-amplifying device.

(3) Cooking shall not be conducted while the vehicle is in motion.

(4) Mobile food vehicle shall be parked only at its commissary or other location approved by the health department that does not violate an applicable municipal ordinance.

(5) No detached signs are permitted. All signs used must be permanently affixed to, or painted on, the mobile food preparation vehicle and shall extend no more than six inches (6") from the vehicle. No sign shall flash, cause interference with radio, telephone, television or other communication transmissions; produce or reflect motion pictures; be animated; or produce any rotation or motion. A sign on which the message is changed electronically not more than one (1) time per eight (8) seconds shall not be considered to be an animated sign or a sign with movement but is classified as a changeable copy sign. Changeable copy signs shall be permitted, but the total area of such signs on the vehicle, when parked and the vehicle is set up to operate, must not exceed thirty (30) square feet.

(6) Vendor must provide for the sanitary collection of all refuse, litter and garbage generated by the patrons using that service and remove all such waste materials daily.

9-505. Food handler requirements. All food handlers shall meet the standards as set forth in. Tennessee Code Annotated, § 53-8-108, Tennessee Department of Health Rules and Regulations.

9-506. Equipment standards. All mobile food vehicles shall meet the standards as set forth in Tennessee Department of Health Rules and Regulations.

9-507. Maintenance of premises. All mobile food vehicles shall meet the standards as set forth in Tennessee Code Annotated, § 53-8-102 and Tennessee Code Annotated, § 53-8-103, Tennessee Department of Health Rules and Regulations.

9-508. Vehicle sanitation requirements.

(1) Each vehicle shall be constructed so that the portions of the vehicle containing food shall be covered so that no dust or dirt will settle on the food; and such portions of the vehicles which are designed to contain the vehicle are being used for the conveyance of food.

(2) The food storage areas of each vehicle shall be kept free from rats, mice, flies and other insects and vermin. No living animals shall be permitted in any area where food is stored.

(3) Hazardous non-food items such as detergents, insecticides, rodenticides, plants, paint and paint products that are poisonous or toxic in nature shall be stored in the food area of the vehicle.

(4) The vehicle shall be enclosed with a top, bottom and sides.

(5) The vehicle shall not be used for any purpose other than for the purpose described in this chapter.

9-509. Zoning Districts. Mobile food vehicles are allowed to operate on sites within the C-1 (Central Business District), C-2 (General Commercial District), and R-1 (Low-Density Residential District) zoning districts.

9-510. Enforcement.

(1) Enforcing Authority. The City of Cross Plains Police Department and the City of Cross Plains Codes Department shall have authority to investigate and address violations of the regulations set forth in Title 9, Chapter 5.

(2) Violations. If an Operator is found to be in violation of any part including the failure to obtain a permit, the violation will be enforced by warning or citation.

(a) Warnings. The enforcing authority may issue one (1) warning to any Operator for violation of this section except in the case of an Operator's failure to obtain a permit.

(b) Citation. The enforcing authority will issue citations to any Operator as notice of the violation and a scheduled time to appear to answer the violation.

(3) Penalties. An Operator cited for a violation is subject to the penalties set forth below:

(a) Failure to Obtain a Permit. Any Mobile Food Unit/Vehicle failing to obtain a permit is in violation of this section and is subject to pay double the current permit fee on the first offense. On second and subsequent offenses, the operator may pay an increased fee or be disallowed from operating within the City.

(b) Suspension. A Mobile Food Unit/Vehicle Permit shall be suspended upon the issuance of a citation and pending the disposition of violation proceedings and the satisfactory completion of any requirements to become compliant with all regulations.

(c) Revocation. The City shall revoke a Mobile Food Unit/Vehicle Permit after two suspensions within a twelve (12) month period or if the Operator fails to show satisfactory compliance within ninety (90) days after being cited for a violation.

(d) Fees. The Operator will pay a fee of $250 to offset the City's costs of compliance measures, inspections, and correction of any circumstance resulting from Operator's failure to comply with the provisions of Title 9, Chapter 5.

(4) Reinstatement

(a) Suspension. An Operator may apply for reinstatement of a suspended Mobile Food Unit/Vehicle Permit after the payment of the fee and the completion of necessary inspections, and the correction of any circumstance that lead to the suspension.

(b) Revocation. The City may allow an Operator to reapply for a Mobile Food Unit/Vehicle Permit after three (3) months from the date of revocation. The Operator must show that all circumstances that lead to the violations have been corrected, and the Operator must pay the fee of $250 to offset the City's costs of compliance measures, completion of necessary inspections, and the correction of any circumstance that lead to the suspension.

(G) Notice. Upon denial, suspension or revocation of a Mobile Food Unit/Vehicle Permit, the City shall give notice to the Operator in writing. There shall be no refund of any other fee paid to the City.

SECTION 2. BE IT FURTHER ORDAINED, that the provisions of this Ordinance are hereby severable. If any of these sections, provisions, sentences, clauses, phrases or parts are held unconstitutional or void, the remainder of this Ordinance shall continue in full force and effect.

SECTION 3. BE IT FURTHER ORDAINED, that this Ordinance shall take effect from and after the date its passage, the public welfare requiring it.

Approved 1st Reading: _____

Public Hearing Held: _____

Approved 2nd Reading: _____

_____ _____

Mayor Date

Attest: _____

Recorder

City of Cross Plains

7622 Highway 25 East
Cross Plains, TN 37049

VENDOR PERMIT APPLICATION

Event / Business Name: _____

Street Address: _____

City/State/Zip Code: _____

Point of Contact Name: _____

Telephone Number: _____ Email: _____

Where do you plan to set up? _____

Is this in conjunction with an event? ☐ Yes ☐ No If so, what is the event name? _____

What type of shelter or structure will you be using? _____

What type of items will you be selling? ☐ Food ☐ Merchandise

Have you provided a Certificate of Liability Insurance? ☐ Yes ☐ No

(Must have minimum Three Hundred Thousand Dollars ($300,000) per person and One Million Dollars ($1,000,000) per accident for injuries to persons and property. Must list the City of Cross Plains as additional insured.)

<u>This Section for Food Vendors Only:</u>

- Do you have a health department license? ☐ Yes ☐ No What is your current rating? _____
- What type of fuel(s) will you be using to cook food? _____
- List the cooking equipment you will be using? _____

  _____
- What method will you use to dispose of trash and other waste materials? _____

  _____

_____ Date _____
Vendor Signature

_____ Date _____
City of Cross Plains Representative

Payment types Accepted: Check, Cash (exact amount only), or Credit Card. Make checks payable to: City of Cross Plains. Credit Card payments can be made over phone or in person. Submission of application does NOT guarantee acceptance. This completed form, Certificate of Liability Insurance, and payment MUST be received at the City office 14 days prior to event. All City of Cross Plains Rules and Regulations are to be strictly adhered to. It is your responsibility to read them and to instruct all personnel who are to be on site to read them as well.

Vendor Permits are $60 per day ~ Vendor Permits in conjunction with OFFICIAL City of Cross Plains Events are: $30 per day

BTA CONSULTING
Compensation & Talent Management

STATEMENT OF WORK

This Statement of Work ("SOW") is between the Town of Cross Plains ("the Town") and BTA Consulting ("BTA), effective as of the date executed below (the "Effective Date").

PURPOSE

The purpose of this SOW is to define the scope of work for a **Compensation Study** for the Town of Cross Plains.

SCOPE OF WORK AND FEES

The **Compensation Study** will encompass all (approximately 15) full-time and part-time Town jobs and 22 employees. BTA Consulting will perform the following services:

Pay Study Component	**Fees**
1) Define **Pay Plan Objectives** - Discussions with public officials and/or management concerning issues to be addressed, desired competitive position in the market, and other parameters.	$ 450
2) Review Job Documentation - Review of Town job descriptions or (optional) employee questionnaires	$ 225
3) Compile Market Data - Compilation of market data from salary survey data sources: • Set of ten to fifteen nearby or demographically similar **cities or counties** from our 2025 Public Sector Salary Survey. • Published database for the **private sector** representing all industries in the area.	$ 675
4) Develop Pay Structure – Development of a pay structure (pay grades and pay ranges or steps), including job pay grade assignments.	$ 675
5) Employee Pay Adjustments - Determination of needed employee pay adjustments and projection of budgetary cost of pay adjustments. Can include in-depth review of job tenure and pay and pay adjustments to minimize pay compression; review with the Town.	$ 450
6) Pay Policy - Development/revision of the Town pay administration policy.	$ 675
7) Implementation Plan - Final revisions; development of plan for implementation; employee communications.	$ 450
8) Report - Documentation of findings, recommendations, and pay administration tools.	$ 450
9) Presentation (Optional) - Presentation to Commission if needed.	$ 450
Total Professional Fees	**$ 4,500**
Administrative/Travel Expenses @2.5%	$ 110.00
TOTAL	**$ 4,610.00**

RESPONSIBILITIES

The Town will provide existing job descriptions in an electronic format (either Word or PDF compatible) and an employee roster. The employee roster should include name, job title, pay rate, standard hours, date of hire and if possible, date in job.

PROJECT SCHEDULE

The tentative schedule for the project (assuming BTA's timely receipt of 1) salary survey data from the benchmark group; and 2) job descriptions and employee data from the Town) is as follows:

Milestone	Date
Kick-off Meeting	TBD
Initial Draft of Job Table with Market Comparison	Two Weeks
Develop Pay Structure and Recommend Pay Adjustments	One Week
Final Review with Town Manager	One Week
Presentation to BOMA (if requested)	TBD
Final Report	TBD

PROJECT FEES

Based on the scope of the services outlined above, BTA's estimated fees for the project, including expenses, are provided in the table below. We anticipate the project will require approximately 20 consulting hours and our fees will not exceed **$4,610.**

If the scope of the project is significantly increased by the Town from the services outlined above, BTA will bill additional hours at the rate of $225 per hour. Such hours would be subject to Town approval in advance. Similarly, BTA's fees will be less if BTA's involvement is less than that specified in the proposal.

Fees are invoiced monthly as services are incurred.

Signatures below will indicate agreement with the scope of services outlined above and BTA's estimated fees for the project.

_____ _____

Town of Cross Plains Authorized Representative Date

_____

Title

_____ _____

BTA Consulting Date