
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

June 26, 2012

6:00 pm

**Dr. J. Deotha Malone
Council Chambers**

- Call to Order: Vice Mayor Mayberry Presiding
- Roll Call: Alexander – Camp – Garrott – Hayes – Kemp – Vice Mayor Mayberry – Overton
Mayor Graves
- Approval of Minutes: June 12, 2012
- Public Recognition
- Mayor's Comments

AGENDA

1. E-911 Public Safety Addressing Policy (**Mayor Graves & Representatives of Sumner County Emergency Communications**)
2. Resolution for Continuation Budget (**Rachel Nichols, Finance**)
3. Budget discussion (**Mayor Graves/Rachel Nichols, Finance**)
4. Resolution approving revised Personnel Rules and Regulations (**Dave Crawford, Personnel**)
5. Resolution to approve job description for Risk Management Coordinator (**Joe Thompson, City Attorney**)
6. Request for abandonment of Right of Way – Dixon Street (**Nick Tuttle, Engineering**)
7. Dangerous Building – 145 N. Trigg Avenue (**Tony Allers, Codes/Planning**)
8. Dangerous Building – 303 E. Winchester Street (**Tony Allers, Codes/Planning**)
9. Dangerous Building – 469 Small Street (**Tony Allers, Codes/Planning**)

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin Council Committee Meeting

Tuesday, June 12, 2012
Dr. J. Deotha Malone Council Chambers

PRESENT:

Mayor Jo Ann Graves
Vice Mayor Ed Mayberry
Councilman John D. Alexander
Councilman Steve Camp
Councilman Tommy Garrott
Councilwoman Anne Kemp
Councilman Jimmy Overton

ABSENT:

Councilman Craig Hayes

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance Director
Ronnie Stiles, Public Works Director
David Gregory, Public Utilities Director
Connie Kittrell, City Recorder
Katherine Schoch, Codes/Planning
Ann Whiteside, Mayor's Office
News Examiner, Reporter

Billy Crook, Fire Chief
Nick Tuttle, City Engineer
Dave Crawford, Personnel
Don Bandy, Police Chief
Joe Thompson, City Attorney
Joseph Crass, IT Department
David Brown, Leisure Services
Gallatin Newspaper, Reporter

Vice Mayor Mayberry called the meeting to order.

Approval of Minutes

Vice Mayor Mayberry presented the minutes of the May 8, 2012 and May 22, 2012 Committee Meeting for approval.

Councilman Overton made motion to approve; Councilwoman Kemp seconded.

Councilman Garrott made correction to May 8, 2012 minutes on page 4; change Johnny Maddox playing at the First Presbyterian Church instead of Methodist Church.

Vice Mayor Mayberry called for the vote. Motion carried with 6 ayes and 0 nays.

Public Recognition

Vice Mayor Mayberry opened public recognition.

Greater Gallatin Director Donna Belote requested street closures for June through October for all Third Thursday's on Main events for 2012.

Councilman Overton made motion to approve; Councilwoman Kemp seconded. Motion carried with 6 ayes and 0 nays.

With no one else wishing to speak, public recognition was closed.

Mayor's Comments

Mayor announced the following:

- Nashville Post Article on Gallatin's Foreign Trade Zone
- New EDA Director James Fenton to begin July 2, 2012
- Third Thursday on Main will be June 21st with the Nashville Alternators playing
- July 4th Picnic in the Park with the WannaBeatles; North Water Avenue will be closed
- Fundraisers for Police Officer Kevin Thomas; Pancake Breakfast on June 23rd at City Hall and Golf Tournament at Long Hollow Golf Course on June 29th

Councilman Garrott asked the salary of the new EDA Director.

Mayor stated she understood it was \$10,000 less than previous Director.

Agenda

1. Transfer Funds - Fire Department

Fire Chief Billy Crook requested City Council approve the transfer of \$5,300 from one capital account (Communications Equipment 110-42220-945) to another capital account (Other Improvements 110-42220-939) to purchase 28 mattresses from Gibson's Furniture for Station 1.

Councilwoman Kemp made motion to approve; Councilman Overton seconded.
Motion carried with 6 ayes and 0 nays.

2. Donate Fire Hose to Portland and Lafayette, TN

Fire Chief Billy Crook requested City Council approve donating 15 sections of surplus 3" fire hose to Portland Fire Department and 15 sections to Lafayette Fire Department.

Councilman Alexander made motion to approve; Councilman Overton seconded.
Motion carried with 6 ayes and 0 nays.

3. Accepting Cumberland Place North, Section Two

City Engineer Nick Tuttle stated the Planning Commission voted to accept these public improvements.

Councilwoman Kemp made motion to approve; Councilman Camp seconded. Motion carried with 6 ayes and 0 nays.

4. Water/Sewer Rate Increase

Public Utilities Director David Gregory requested authorization for new water and sewer rates.

Mr. Gregory stated there was a mistake on the water rate survey and they have been corrected.

Councilwoman Kemp made motion to approve; Councilman Overton seconded.

Councilman Overton asked about some other numbers on the survey.

Mr. Gregory stated it should be a 5% increase.

There was discussion on replacing sewer lines and other upcoming projects. Also discussion on residents outside city paying White House water rates but Gallatin sewer rates.

Vice Mayor Mayberry called for the vote. Motion carried with 6 ayes and 0 nays.

5. Finance/IT Security SOP

Councilman Garrott discussed his concerns with the security plan.

Councilwoman Kemp made motion to approve; Vice Mayor Mayberry seconded.

There was discussion that Council had already voted on and passed this resolution so no action was taken.

Other Business

Councilman Overton discussed sections of Peach Valley Road that have never been annexed by the City of Gallatin.

There was continued discussion on options to annex the pockets of property within the city limits of Gallatin that have never been annexed.

Discussion continued.

Council determined to have the annexation of these properties come back to them for more discussion.

Department Head Reports

Finance Director Rachel Nichols asked for clarification of Council's previous actions on item #5. Ms. Nichols stated it was deferred at last week's Council meeting and has not been voted on.

Councilman Overton made motion to approve; Councilman Camp seconded.

Councilman Garrott stated this is not the item he requested be on tonight's agenda; he stated he requested the Steam Plant Road issue be on tonight's agenda for more discussion.

Vice Mayor Mayberry called for the vote. Motion carried with 6 ayes and 0 nays.

Adjourn

With no further business to discuss, the meeting was adjourned.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 22, 2012

DEPARTMENT: Mayor

AGENDA # 1

SUBJECT:

Public Safety Addressing Policy

SUMMARY:

Richard Shaffer, Director of Sumner County Emergency Communications, and Tonya Jetton, Assistant Director, will present information regarding their Public Safety Addressing Policy.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

INTER LOCAL COOPERATIVE AGREEMENT

PUBLIC SAFETY ACKNOWLEDGEMENT

The legislative body and Sumner County ECD acknowledge the risk to public safety resulting from erroneous road and street names, and property numbers and agree to act promptly to correct discrepancies, duplications and other anomalies; as needed or requested by the Sumner County ECD. All legislative body and Sumner County ECD agree to enforce all corrections without allowing any waivers.

DURATION AND TERMINATION OF AGREEMENT

This agreement shall continue in effect until such time as the legislative body or SECD exercises the option to amend or terminate same upon at least ninety (90) days written notice to the other entity.

Signature hereto signifies agreement of the parties to the terms provided herein:

_____ Date: _____

Sumner County Emergency Communications District

_____ Date: _____

Each Entity

DRAFT ONLY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

6/26/2012

DEPARTMENT: Finance

AGENDA # 2

SUBJECT:
Resolution for continuation budget

SUMMARY:
After reorganization of the State Comptroller's Office this spring, the Office of State and Local Finance implemented new requirements. One such requirement is that all governments must acknowledge via resolution that they understand they are operating under a continuation budget. After approval, the resolution has to be submitted to the Comptroller's Office.

RECOMMENDATION:
approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1206-32

**RESOLUTION ACKNOWLEDGING OPERATION UNDER A
CONTINUATION BUDGET**

WHEREAS, THE CITY OF GALLATIN has authority under State of Tennessee laws to operate under a continuation budget if a new budget has not been approved by the beginning of a fiscal year, and;

WHEREAS, THE CITY OF GALLATIN adopted Ordinance #O1104-49 by final vote on May 17, 2011, and;

WHEREAS, Ordinance #O1104-49, Section 9 allows for a continuation budget for fiscal year 2013 based on the fiscal year 2012 appropriations, and;

WHEREAS, Ordinance #O1205-39 appropriating funds for fiscal year 2013 has been vetoed;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the City understands that it will be operating under a continuation budget for fiscal year 2013 until such point in time that a budget for the year is approved by Council, and;

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this Resolution shall take effect July 1, 2012, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

**CONNIE KITTRELL
CITY RECORDER**

APPROVED AS TO FORM:

**JOE H. THOMPSON
CITY ATTORNEY**

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 26, 2012

DEPARTMENT: Mayor/Finance

AGENDA # 3

SUBJECT:
Budget Discussion

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

JUNE 26, 2012

DEPARTMENT: PERSONNEL

AGENDA # 4

SUBJECT:

Updated Personnel Rules & Regulations Manual

SUMMARY:

Personnel is recommending a revised Personnel Rule Manual, switching from a Roman numeral system to an Arabic numeral system and is incorporating all previously approved Council actions. Some grammar and typing errors were corrected, but no subject changes were made.

For tonight's Committee Meeting attached is a Sample of the rules to show the format rather than producing the entire manual at this meeting. A complete manual will be provided for the Recorder's Office to go along with the final approved Resolution.

RECOMMENDATION:

1. Approval of manual style and format and Resolution.
2. Approve a distribution system of either hard bound copies or, to save paper expenses, providing the rules in electronic device format. This would pertain to Council Members, Department Heads, Supervisors, or other personnel as deemed appropriate. The rules would also be displayed on the City website.

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION APPROVING REVISED PERSONNEL RULES & REGULATIONS

WHEREAS the Gallatin Municipal Code authorizes the development of personnel rules and regulations and their submission to Council for approval, therefore

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Personnel Rules and Regulations Manual attached to this resolution, be approved in its entirety. All prior versions of the Personnel Rules and Regulations Manual are hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall take effect from and after the date of final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

CITY OF GALLATIN
PERSONNEL RULES AND REGULATIONS

RULE 4 - PAY PLAN

Section 4-1 Composition – Hourly Paid Employees

The pay plan shall consist of minimum and maximum rates of pay and, if appropriate, intermediate steps for each existing class of positions as adopted in accordance with Section 13-106 of the Municipal Code.

Section 4-2 Maintenance of the Hourly Pay Plan

The pay plan is intended to provide fair compensation for all classes in the classification plan. The plan is predicated on general rates of pay for similar employment in private establishments and other public jurisdiction in the area, the financial condition of the City, and other factors. To this end, the Personnel Official will, from time to time, normally on an annual basis, make comparative studies of all factors affecting the level of pay ranges. The Personnel Official, in consultation with the Finance Director, will then recommend to the Mayor such changes in pay ranges as appear to be in order. The Mayor will then submit the pay plan to the City Council for adoption according to the Municipal Code, Section 13-106 (b).

Section 4-3 Step Increases Within the Same Pay Grade

- (a) No employee shall be paid more than the maximum step level of that position classification.
- (b) The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances (such as the inability to fill the position at the hiring rate or exceptional qualifications of an applicant) warrant employment of an employee at a higher rate in the pay range. The department head desiring to appoint an applicant to start at a pay rate above the minimum must submit a written justification to the Mayor for approval. Such appointments shall be made only in exceptional cases.
- (c) Except as may be authorized elsewhere in this Rule, increases shall be granted no more frequently than annually, to be effected on the anniversary review date. Effective on that date:

If the employee is currently below the maximum step level of that position classification, he/she shall be advanced to the next higher step, provided his total annual performance evaluation rating is in the acceptable range or higher. If the total annual performance evaluation rating is unacceptable or marginal, the

employee shall not qualify for a step increase until the following anniversary review date. No employee shall be granted a step increase at any time when his/her overall performance rating is less than acceptable.

Section 4-4 Rates of Pay for Promotion, Demotion, Transfer, and Reclassification

The following pay rates shall be established when an employee is promoted, demoted, transferred, or reclassified:

- (a) When an employee is promoted to a position in a higher class:
 - (1) If their pay is below the minimum for the new class, their pay shall be increased to the minimum of the new class (Step 0), and they shall thereafter be eligible for subsequent step increases according to Section 4-3(c) above.
 - (2) If their pay is above the minimum of the new class, their pay shall be increased to the step in the new class that provides the smallest pay increase, and they shall thereafter be eligible for subsequent step increases according to Section 4-3(c) above.
- (b) When an employee is demoted without cause to a position for which he/she is qualified, he/she shall be placed at the step in the class to which demoted that equals his/her current pay rate but does not exceed the maximum pay rate of the lower position. If the demotion is taken for cause or if the demotion is requested by the employee pursuant to Rule 11, Section 11-2(d), the employee shall be placed at the entry level (Step 0) in the class to which demoted. (See Section 4-4(e) also.) Demoted employees shall thereafter be eligible for subsequent step increases according to Section 4-3(c) above.
- (c) When an employee is transferred from a position of one class to another position within the same class, his/her pay shall continue at the same rate. The action shall have no effect on their review anniversary date and they shall thereafter be eligible for subsequent step increases according to Section 4-3(c) above.
- (d) When an employee is reclassified to a position of one class to another position within a higher class, their pay shall be set as under the criteria for promotion in Section 4-4(a) above and their review anniversary date shall be changed to the promotion date. When an employee is reclassified to a position of one class to another position within a lower class, their pay shall be set as under the criteria for demotion in Section 4-4(b) above.
- (e) Notwithstanding any provision of this section to the contrary, a department head upon written request and evidence of a compelling reason to establish salaries at a step in class other than that provided by this section, may request approval from the Mayor to vary the terms of this section.

Section 4-5 Pay Rate for Temporary or Seasonal Work

When employment is on a temporary or seasonal basis, only the minimum rate for that position for the time actually worked will be paid. The department head shall set the rate of pay within the constraints of his/her budget.

Section 4-6 Pay Rate for Reinstated Employee

An employee who is reinstated in accordance with Rule 11, Section 11-3, shall be placed at the step within their former class that will most closely compare with their former rate of pay without a decrease. The review anniversary date shall be recalculated to adjust for any break in employment, and thereafter the employee shall be eligible for subsequent step increases, based on their adjusted employment date, according to the criteria in Section 4-3(c) above.

Section 4-7 Overtime

Overtime shall be approved only when necessary for work essentially in the public interest or to preserve and protect public health and safety. Except as indicated below, all employees who are subject to the provisions of the Fair Labor Standards Act shall receive overtime compensation at the rate of one and one-half times the employee's regular hourly rate or accrue compensatory time at the rate of one and one-half times for all quarterly (15 minutes) hours actually worked in excess of 40 hours in the established seven-day work week. (Note: employees must work 8 minutes beyond the 40 hours to be credited with one-quarter hour.) Paid leave time, such as but not limited to vacation leave, holiday pay, or sick leave, shall not count towards the 40 hour calculation; however, occupational disability leave time will be computed. Compensatory time is considered a benefit and privilege granted by the Department Head and is not a right for the employee to use at his/her discretion.

- (a) It is established that some overtime hours will be necessary to cover staffing shortages, special city projects, and other circumstances, and therefore all employees may be expected and scheduled to assume their fair share of overtime. Except in the case of bona fide emergencies, all overtime must be approved in advance by the department head or authorized representative. Daily work schedules may be modified within the forty (40) hour workweek to accommodate workload fluctuations without accrual of compensatory time or payment of overtime.
- (b) Payment of overtime and compensatory time shall be strictly governed and limited by budgetary appropriation.
- (c) Personnel who are compensated by salary and determined to be exempt from the Fair Labor Standards Act are not entitled to payment of overtime.

- (d) Law enforcement officers who are not otherwise salaried and exempted from overtime provisions of the Fair Labor Standards Act shall be paid overtime at the rate of one and one-half times their hourly rate of pay for all hours actually scheduled and worked in excess of 171 hours in a 28-day work period.
- (e) Uniformed fire personnel who are not otherwise salaried and exempted from overtime provisions of the Fair Labor Standards Act shall be paid overtime at the rate of one and one-half times their hourly rate of pay for all hours actually scheduled and worked in excess of 212 hours in a 28-day work period.
- (f) Compensatory time shall not be used as a means of circumventing the overtime requirements of the Fair Labor Standards Act; however, the employee may agree in advance to the use of compensatory time as long as such agreement is made freely and without coercion or pressure.
 - (1) Prior to any exemption from overtime and use of compensatory time, the department head shall notify the Personnel Official, who shall confirm that all criteria of the Fair Labor Standards Act have been met for such exemption.
 - (2) After such exemption has been approved, hours worked will be carefully recorded on weekly time sheet documents, and the Finance Department shall keep a record of accumulated time earned and taken by each employee in city service. When compensatory time is accrued in this manner for hours worked in excess of 40 hours in the established seven-day work week, it shall normally be paid at the straight-time hourly rate to the extent possible in the first week in which the employee works less than 40 hours.
 - (A) Employees who work in a public safety activity, emergency response activity, or regular seasonal activity may earn up to 160 hours of overtime worked or 240 hours of compensatory time. If the maximum amounts are exceeded, the employee will be paid for any overages on the next payroll date.
 - (B) Employees other than those defined in Section 4-7(f)(2)(A) may earn up to 30 hours of overtime worked or 45 hours of compensatory time. If the maximum amounts are exceeded, the employee will be paid for any overages on the next payroll date.
 - (C) Exceptions to the above require approval of the Mayor.
- (3) An employee must have the appropriate supervisor's/DH prior approval to use earned compensatory time. The dates when compensatory time off shall be granted shall be determined by agreement between employees and their supervisor/DH. The supervisor/DH may, in his/her sole discretion, require the employee to use earned compensatory time for any period the supervisor/DH so desires.

- (4) Employees who terminate employment for any reason and who have compensatory time accrued under this criteria shall, as soon as practicable after termination, be paid the compensatory time at the straight-time hourly rate of pay, as of the date of separation, or the average regular rate received by the employee during the last three (3) years of the employee's employment, whichever is higher.

Section 4-8 Longevity Pay

In order to recognize those employees of the City who have provided continuous service to the government and create an incentive for employees to remain in the service of the City government, the City has adopted a Longevity Pay Plan as a supplement to the existing pay plan. The Longevity Pay Plan is adopted as additional compensation to be paid to the employees based on length of continuous employment. To be eligible, employees must be on the active payroll of the City of Gallatin as of November 30 of each year. Longevity pay, as set out herein, shall not be paid in any year if this pay plan is repealed prior to November 30 of that year.

<u>YEARS OF SERVICE</u>	<u>\$ PER YEAR</u>
LESS THAN 5	0
5	150
6	175
7	200
8	225
9	250
10	275
11	325
12	375
13	425
14	475
15	525
16	600
17	675
18	750
19	825
20	900
OVER 20	900

Longevity payments will be made in a single amount each year, payable on the second Friday of December.

- (a) To receive longevity pay, an employee must be continuously employed without any interruption in service. Continuous service is defined as the most recent period of employment with the City, void of any unauthorized breaks in City service as evidenced by separation from the City payroll. If the City has

authorized any leave of absence without pay in excess of 14 consecutive calendar days, it shall be deducted from the employee's length of service except when federal and state laws prohibit loss of seniority for certain absences. Suspensions for disciplinary reasons which exceed a one-day period shall also be deducted from the employee's total length of service.

- (b) Any action which results in the removal of an employee's name from the payroll will constitute a break in service resulting in total loss of any accumulated time, unless the employee is reinstated by the City in accordance with its rules.
- (c) For the purpose of this plan, employment with the City government shall be defined as that time worked within a department for which the employee receives compensation which is paid in accordance with the City's pay plan.
- (d) For the purpose of completing the total service for longevity purposes, pension time will not be added to the length of service. For example, an employee who has five years active service, is on disability pension for five years, and returns to work, will be given only five years credit for prior service.
- (e) An employee on a service or disability pension as of November 30 would not be considered to be on an active payroll for the purpose of longevity pay.
- (f) Except as noted in Section 4-8(g) below, there will be no pro rata payments for individuals who are not actively employed as of November 30 of the current year.
- (g) Employees who have completed at least five continuous years active service and are retired for disability upon the recommendation of a licensed medical practitioner will be entitled to longevity pay. The amount of longevity pay will be prorated based on the number of full months actively employed in the year of retirement.

Section 4-9 Reporting Pay

An employee who reports for a regularly scheduled shift and is unable to perform assigned duties through no fault of their own will be paid a minimum of two hours pay at their straight-time rate. This compensation shall be known as "reporting pay" and is intended to offset the employee's expense and effort in commuting to and from work for an incomplete shift. The department head will evaluate the circumstances which cause the employee to be released from work and will authorize the reporting pay.

- (a) Reporting pay will not be paid under any one or more of the following circumstances:

- (1) When an employee is capable of performing alternate work consistent with this job qualifications and is assigned that alternate work at the same or higher rate of pay as that of the regularly assigned position;
 - (2) When an employee is absent without leave on the shift immediately preceding the incomplete shift on which reporting pay would otherwise be appropriate. Absence without leave is determined by the criteria contained in Rule 16, Section 16-10;
 - (3) When the employee is able to perform his/her regularly assigned job or alternate duties for at least two hours after reporting for work. For periods of less than two hours, reporting pay will be authorized by the department head only to the extent necessary to provide the employee two hours total compensation for the interrupted shift. For example, if the employee begins work at 7:00 a.m. and is sent home at 8:30 a.m., he/she will be paid one and one-half hours at the straight-time rate and ½ hour reporting pay; and/or,
 - (4) When the employee is unable to complete his/her shift due to circumstances beyond his/her control, reporting pay is limited to those instances in which the employee is unable to work due to work-related circumstances beyond his/her control. Examples appropriate for reporting pay are sanitation crews unable to work because of ice and snow and closure of the Resource Authority, or clerical workers unable to operate equipment due to interruption of electric power.
- (b) Reporting pay is not considered “hours worked” for computation of overtime pay under the Fair Labor Standards Act. For example, an employee working 40 hours in a 7-day work week and receiving two hours reporting pay will not be paid overtime since his/her hours actually worked did not exceed 40.

Section 4-10 General Pay Increases

The City Council may, at its discretion, approve from time to time a general pay increase to adjust for cost-of-living or market wage conditions. In the event such increase is approved, its percentage equivalent shall be applied equally to all grades of the pay plan in order to maintain the same degree of spread between grades and steps within grades.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 26, 2012

DEPARTMENT: CITY ATTORNEY

AGENDA # 5

SUBJECT:

Approve Job Description for Risk Management Coordinator

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**RESOLUTION APPROVING JOB DESCRIPTION FOR
RISK MANAGEMENT COORDINATOR**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the job description for Risk Management Coordinator in the City Attorney's office is attached hereto and are hereby approved and ordered implemented into the Personnel Classification System for the City of Gallatin, Tennessee. This position is exempt pursuant to Sec. 13-102 of the Gallatin Municipal Code.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this resolution shall take effect from and after its final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED: _____.

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

RISK MANAGEMENT COORDINATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

The purpose of this classification is to inspect city facilities to maintain a comprehensive and proactive safety program, while identifying and eliminating any risks that may result in property loss, injury, or legal liability to the City from employees or third-parties. Duties and responsibilities include conducting inspections of work sites, inspecting equipment and working conditions in city facilities, investigating accidents, interviewing employees, maintaining city property/casualty policies and property records, administering workers compensation insurance, developing and presenting safety training to employees, preparing documentation, and maintaining records. Work is performed under the supervision of the City Attorney. Work will also be performed in cooperation with Human Resources.

This is light to medium work requiring the exertion of 30 pounds of force occasionally, up to 10 pounds of force occasionally, and up to 5 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Maintains City property and liability insurance policies; maintains current inventory of city real property holdings, vehicles, and equipment; adjusts insurance coverage as appropriate. Administers and handles all claims that fall within the City's deductibles. Administers, reports and coordinates the claims management effort with the city attorney and insurance companies on all claims filed against the City by employees and third-parties.

Responsible for the identification of all risk of loss to which the City's assets are exposed. Analyzes the risks of loss and determines the method by which they can be controlled, treated or transferred. Assists department heads in addressing and resolving site specific risk related concerns and problems.

Works closely with Personnel to ensure compliance with Occupational Safety & Health Act (OSHA), Tennessee Occupational Safety & Health Act (TOSHA), established safety procedures, and all other applicable codes, laws, rules, regulations, standards, policies and procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Develops, implements, and maintains the components of a proactive accident prevention program by conducting trend analyses and providing recommendations for corrections or improvement; provides safety training for departments.

Assists Departments in conducting inspections of equipment and working conditions in buildings and on job sites for compliance with occupational health and safety regulations; inspects machines and equipment for accident prevention devices; inspects specified areas for fire prevention equipment and other safety/first-aid supplies; observes workers to determine use of prescribed safety equipment and adherence to established safety procedures.

Investigates accidents to ascertain causes; utilizes information in recommending preventive safety measures and in developing safety program.

Prepares reports of findings with recommendations for corrective action: sets time limits in which locations should comply with recommendations.

Receives requests from TOSHA to check up on complaints and report updates back to them; Responsible for taking TOSHA representatives on inspections of sites they select; Follows up with TOSHA on any violations or complaints found.

Prepares or completes various forms, reports, correspondence, inspection reports, recommendations, notices, citations, or other documents. Receives various forms, reports, correspondence, claims, invoices, incident reports, accident reports, laws, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Communicates with supervisor, employees, other departments, insurance companies, medical providers, state/federal agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other duties as assigned by the City Attorney.

Chairs City Safety Committee to accomplish above objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Risk Management principles and practices; Insurance principles and practices; Customer service principles; Financial analysis principles and practices; Investigative techniques; Negotiation methods; monitoring and evaluating employees; conducting investigations, adjustments and risk assessments; using a computer and related software; Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, ~~etc.~~ *upper Management and Elected Officials.*

EDUCATION AND EXPERIENCE:

Minimum of high school degree with preferably an Associates or Bachelor's Degree in a related field. Obtain the Certification of Risk Management for Public Entities (RMPE).

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

JUNE 26, 2012

DEPARTMENT: **Engineering**

AGENDA # 6

SUBJECT:

REQUEST FOR ABANDONMENT OF RIGHT-OF-WAY - DIXON STREET

SUMMARY:

The City has been requested to abandon the right-of-way on Dixon Street to the adjacent property owner. E-mails were sent June 8, 2012, to Public Utilities, the Department of Electricity, Planning/Codes, and Public Works asking for their input. No one has indicated any problems with abandoning this right-of-way.

RECOMMENDATION:

Give Engineering permission to request a legal description from the property owner so that the abandonment can be described in an ordinance.

ATTACHMENT:

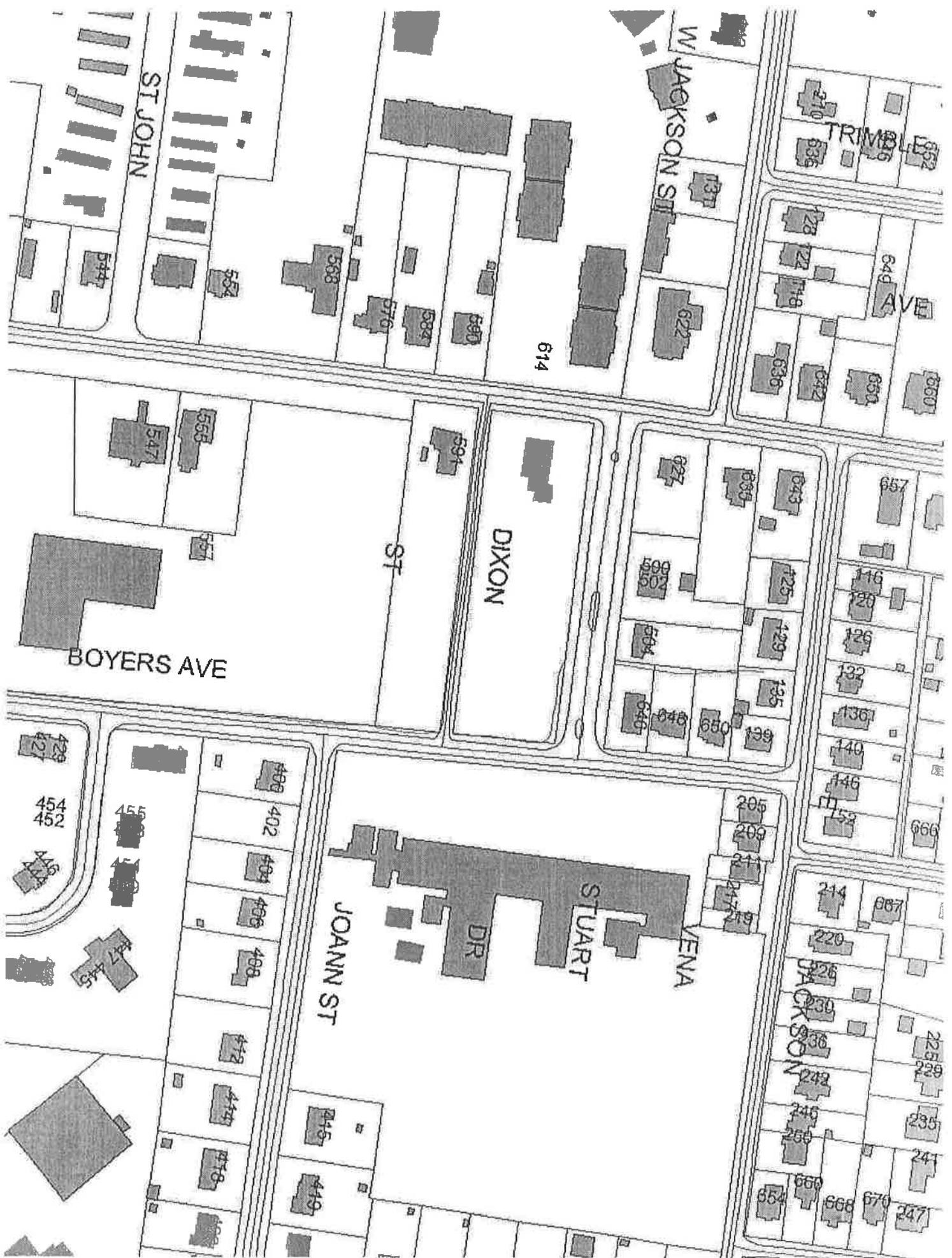
Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:



ST JOHN

W JACKSON ST

TRIMBLE

649 AVE

614

622

588

576

584

590

547

553

557

DIXON ST

DIXON

591

627

633

643

657

725

729

116

120

126

132

136

140

146

152

666

BOYERS AVE

429

427

454

452

458

406

402

404

406

408

412

414

418

422

JOANN ST

STUART DR

VENA

205

209

213

217

219

214

218

220

224

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229

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241

247

DICKSON

660

664

668

670

674

678

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 26, 2012

DEPARTMENT: Codes/Planning

AGENDA # 7

SUBJECT:

Dangerous Building
Tax Map: 113N/E/015.01
Owner: Frances Nunley C/O Frances Black
Address: 145 N. Trigg Ave.

SUMMARY:

Notice of violation was issued on February 7, 2012; as of that date, a dangerous building notice was posted at the above referenced location pursuant to Gallatin Municipal Code Chapter 5, Article IX, Section 5-241, (5), (9); the latter of which defines a dangerous building as:

"Those which because of their condition are unsafe, unsanitary, or dangerous to the health, morals, safety, or general welfare the people of this City."

Owner was advised she had 30 (thirty) days from receipt of said notice in which to repair so as to comply with the Gallatin Municipal Code.

Request directive to demolish, clean, and clear all debris.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

PROPERTY ADDRESS

145 N. Trigg Ave.

113N/E/015.01

OWNER

Frances Nunley

C/O Frances Black

145 N. Trigg Ave.

	Task	Assigned To	Due Date	Result	Notes
1	Initial Inspection	Johnny Morris	2/3/2012	Valid Complaint	House posted as a Dangerous Building. Will send letter.
2	Mail Violation Letter	Johnny Morris	2/3/2012	Complete - Proceed to Next Task	
3	Re-Inspection	Johnny Morris	2/13/2012	Valid Complaint	House is still Dangerous. The house is also secured at time of inspection. I will re-check this in thirty (30) days.
4	Re-Inspection	Johnny Morris	2/23/2012	Valid Complaint	NO CHANGE - GOING TO COMMITTEE MEETING ON JUNE 19
5	Mail Violation Letter	Johnny Morris	5/21/2012	Complete - Proceed to Next Task	Mail Cert. & Regular Mail letter for dangerous building meeting for Council Committee.
6	Re-Inspection	Johnny Morris	5/30/2012	Valid Complaint	PREVIOUS LETTER SENT WAS FOR COUNCIL COMMITTEE FOR June 19, 2012. This date is wrong and a new corrected letter is being mailed out today with the corrected date of June 26, 2012.
7	Re-Inspection	Johnny Morris	6/14/2012	Record Result	Take pictures and get info for Cindy for Committee on 6-26-12

NOTE: Due Date is incorrect on this file. - Computer software messed up dates.



Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Katherine Scoch
Assistant Director

February 7, 2012

Via: Regular Mail

Frances Nunley
C/O Frances Black
173 Hillcrest Dr.
Gallatin, TN 37066

RE: 145 N. Trigg St. = Tax Map = 113N/E/015.01

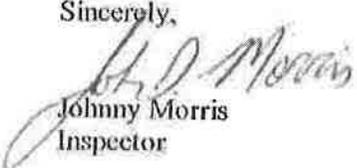
Dear Ms. Black:

Please be advised that as of this date a **DANGEROUS BUILDING NOTICE** has been posted at the above referenced location pursuant to the Gallatin Municipal Code Chapter 5, Article IX, Sections 5-241, (5), (9); the latter of which defines dangerous buildings as:

“Those which because of their condition are unsafe, unsanitary, or dangerous to health, morals, safety, or general welfare of the people of this city.”

As provided for in the above referenced Article IX, 5-244, (5) you have until Wednesday, April 11, 2012 in which to demolish the structure or make the necessary repairs to bring this structure back up to codes to avoid further action from this office.

Sincerely,


Johnny Morris
Inspector

Cc: Randy Lucas
111 College St.
Gallatin, TN 37066

Cc: File



Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Katherine Schoch
Assistant Director

REVISED LETTER

May 30, 2012

Via: Regular Mail
Cert. Mail # 7007 2680 0000 0976 9744

Frances Nunley
C/O Frances Black
173 Hillcrest Dr.
Gallatin, TN 37066

RE: 145 N. Trigg St. = Tax Map = 113N/E/015.01

Dear Mrs. Black:

The City of Gallatin Codes/Planning Department previously notified you of a Dangerous Building meeting to be held for the property located at 145 N. Trigg St. with the City Council Committee on Tuesday, June 19, 2012 at 6:00 p.m.

Please disregard that date. The new meeting date will be on Tuesday, June 26, 2012 at 6:00 p.m.

This letter is to inform you that the property located at 145 N. Trigg St. will be going before the City Council Committee for review as a Dangerous Building on Tuesday, June 26, 2012 at 6:00 p.m. in the Dr. J. Deotha Malone City Council Chambers located at 132 W. Main St. in the Gallatin City Hall on the second (2nd) floor.

Your appearance is requested at this meeting to discuss this property. If you have any conflicts of time or date, please contact the Codes/Planning Department as soon as possible to re-schedule.

Sincerely,


Johnny Morris
Inspector

7007 2680 0000 0976 9744

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

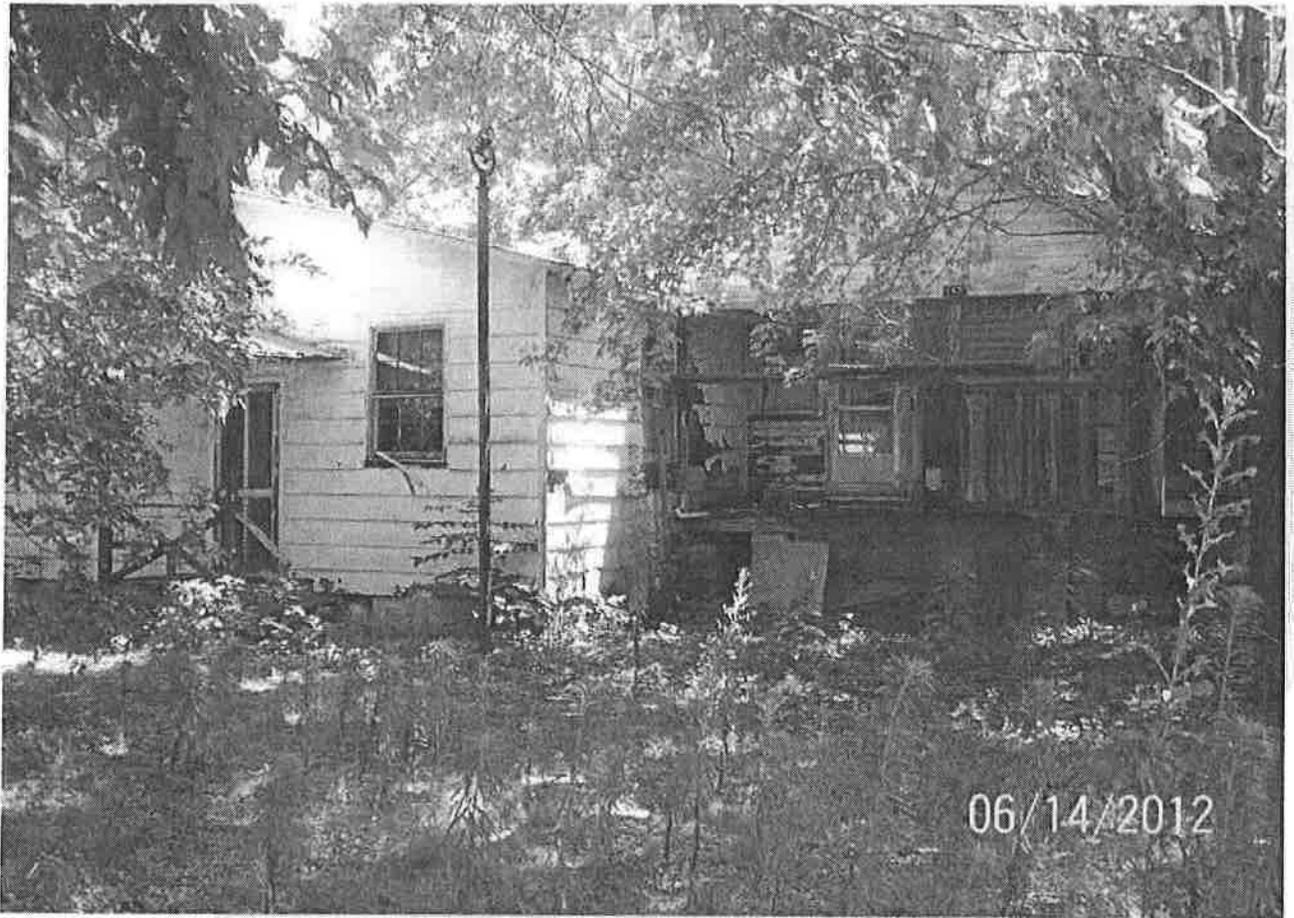
For delivery information visit our website at www.usps.com
OFFICIAL USE

Postage	\$.45	
Certified Fee	2.95	
Return Receipt Fee (Endorsement Required)	2.35	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 5.75	

Sent to _____
 Street or PO _____
 City, St. _____
 PS Form _____ (uctions)

Frances Nunley
C/O Frances Black
173 Hillcrest Dr.
Gallatin, TN 37066

145 N. TRIGG AVE.



145 N TRIGG AVE.



Rotten Wood, Siding Falling off, Broken windows,
improper foundation supports



Rotten Wood - PORCH ROOF SUPPORTS

Water Damage

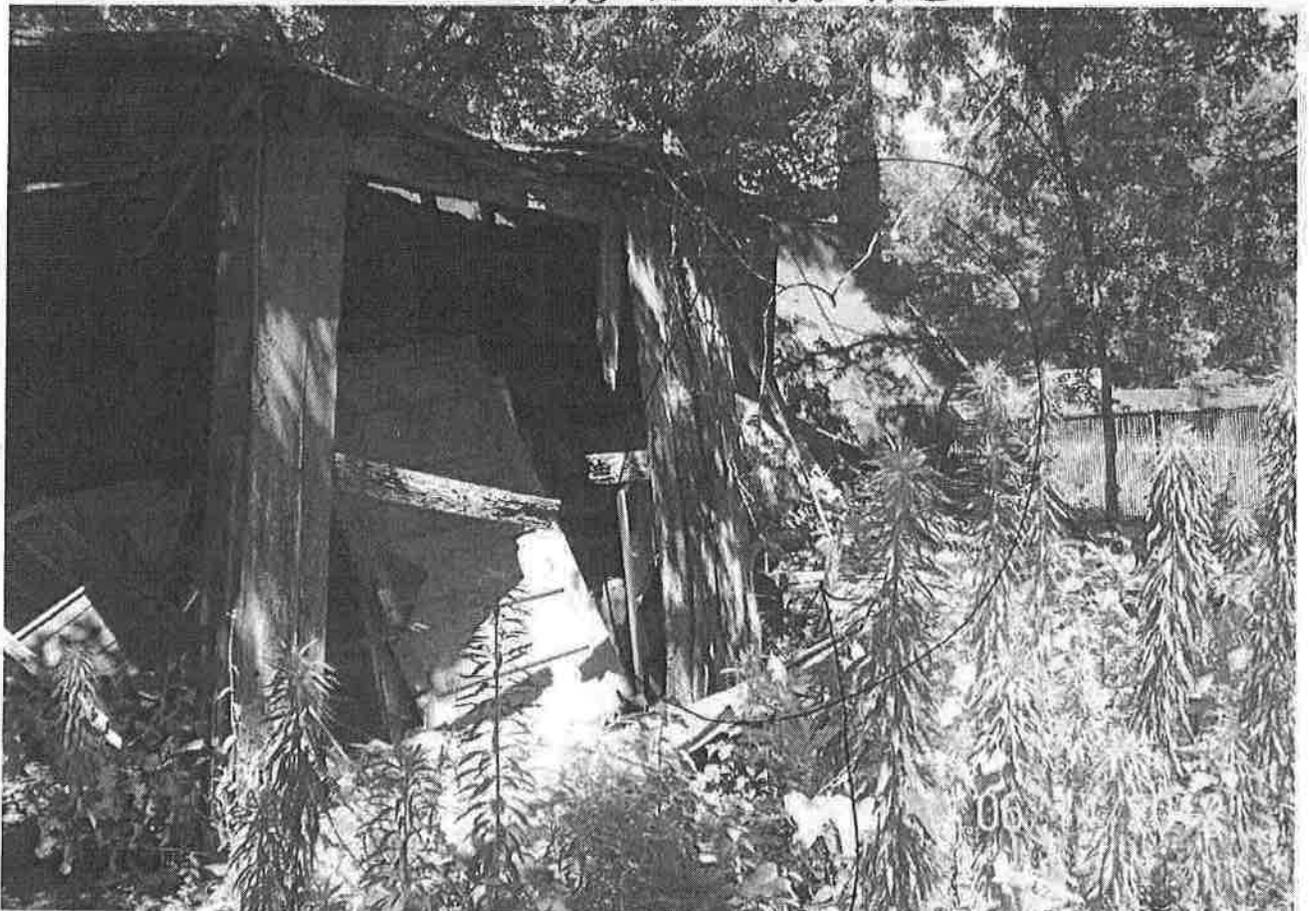


145 N. TRIGG AVE.

Water Damage



145 N. TRIGG AVE.



HIGH GRASS
BUILDING PARTIALLY COLLAPSED IN BACK

MEMORANDUM
City of Gallatin
Codes Administration Division

TO: CONNIE KITTRELL, CITY RECORDER
FROM: Johnny Morris, Property/Housing Inspector
DATE: August 29, 2011
SUBJ: CERTIFICATION-ABATEMENT OF NUISANCE

Tax Map: 113N/E/015.01
Owner: Frances Nunley
C/O Frances Black
Address: 145 N. Trigg Ave.
Amount: \$ 6831.75
Administrative Charge: -NA-

This is to certify that the City of Gallatin, after due notice as required by Section 10-60 of the Gallatin Municipal Code, has mowed all vegetation and cleaned and cleared all debris on the referenced property. The expense shall constitute a lien and charge upon the property which shall be payable with interest at the rate of six (6) percent per annum from this date until paid as required by Section 10-62 of the Gallatin Municipal Code.

enclosure

COPY

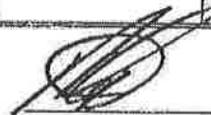
GALLATIN PUBLIC WORKS DEPARTMENT WORK ORDER

Address: 145 N. Trigg Date: 8-9-11

Description of Work: mow all vegetation & clean and clean all debris

Material Description	Quantity	Unit Price	Total
tipping fees			1312.52
tools			47.40
Total Cost of Material:			1359.92
Overhead Charges (15 percent):			203.99
Total Material Charges:			1563.91
Labor Used - List Employees	Hours Worked	Hourly Wage	Total
Joe Casteel	42 hrs	10.31	433.02
Jerman Ladd	35 hrs	11.96	418.60
Carry Bonclan	42 hrs	10.57	443.94
Inelie Barry	6 hrs	18.20	109.20
Molle Parker	14 hrs	14.22	199.08
D'anna Johnson	1/2	18.20	9.10
Total Cost of Labor:			1612.94
Overhead Charges (30 percent):			483.88
Total Labor Charges:			2096.83
Equipment Used	Hours Used	Hourly Rate	Total
1-Ton Dump	42	28.00	1176.00
3-Ton Dump	42	28.00	1176.00
Bob Cat	35	21.00	735.00
Chain Saw 16"	6 hr	5.00	30.00
Brush Truck	6 hr	43.00	258.00
Total Equipment Charges:			3375.00
TOTAL JOB CHARGES:			6831.75

Completed By: Jerman & Creech

Crew Supervisor: 

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 26, 2012

DEPARTMENT: Codes/Planning

AGENDA # 8

SUBJECT:

Dangerous Building Tax Map: 126F/D/018.00
Owner: Harriett Ballard C/O Mary Branham
Address: 303 E. Winchester St.

SUMMARY:

Notice of violation was issued on May 16, 2011; as of that date, a dangerous building notice was posted at the above referenced location pursuant to Gallatin Municipal Code Chapter 5, Article IX, Section 5-241, (5), (9); the latter of which defines a dangerous building as:

"Those which because of their condition are unsafe, unsanitary, or dangerous to the health, morals, safety, or general welfare of the people of this City."

Owner was advised she had 30 (thirty) days from receipt of said notice in which to repair so as to comply with the Gallatin Municipal Code.

Request directive to demolish, clean, and clear all debris.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

PROPERTY ADDRESS

303 E. Winchester St.

126F/D/018.00

OWNER

Harriett Ballard

C/O Mary Branham

303 E. Winchester St.

	Task	Assigned To	Due Date	Result	Notes
1	Initial Inspection	Johnny Morris	5/12/2011	Valid Complaint	I will send a dangerous building letter.
2	Mail Violation Letter	Johnny Morris	5/12/2011	Complete - Proceed to Next Task	
3	Re-Inspection	Johnny Morris	6/17/2011	Valid Complaint	house is still standing, but the entire shingle system on the roof has been removed. It does appear that someone is in the process of taking the house down. I will re-check this again in thirty (30) days for more progress.
4	Re-Inspection	Johnny Morris	7/19/2011	Valid Complaint	I can't tell if any other work has taken place on this property. I will give thirty (30) additional days before I speak to Tony about putting this on the Council agenda to demolish.
5	Re-Inspection	Johnny Morris	8/18/2011	Valid Complaint	no change in status of this property. Re-check later.
6	Re-Inspection	Larry Mathews	9/23/2011	Valid Complaint	structure is boarded up and remains standing
7	Re-Inspection	Johnny Morris	10/28/2011	Valid Complaint	house still empty. very little to no progress. Re-Check - 90 days.
8	Re-Inspection	Johnny Morris	1/31/2012	Valid Complaint	Someone has done a lot of work on this house. They have replaced a lot of wood and are in the process of re-modeling this house. There were not any permits on this house at the time of my inspection, therefore I posted the house with a STOP WORK ORDER. I will re-check this in a week or so for permits.
9	Re-Inspection	Art Brese	2/9/2012	Valid Complaint	no change in job status since last inspection. Will send letter for debris and no building permit
10	Mail Violation Letter	Johnny Morris	2/13/2012	Complete - Proceed to Next Task	mail debris letter and no building permit letter
11	Re-Inspection	Art Brese	2/28/2012	Valid Complaint	Permit to be obtained and all debris to be clean
12	Sent to Public Works	Johnny Morris	2/29/2012	Complete - Proceed to Next Task	
13	Re-Inspection	Johnny Morris	3/12/2012	Valid Complaint	All debris has now been cleaned by the Public Works Dept. This portion of this file is RESOLVED. / But the house remains open. I will re-check this in one (1) week. If the house is still open, I will move forward and get with Tony to see when he wants this placed on the Council Agenda.
14	Re-Inspection	Johnny Morris	3/19/2012	Valid Complaint	still no change in the status of this house. I will get with Tony on this and send this to City Council Committee for evaluation. I will update accordingly.
15	Mail Violation Letter	Johnny Morris	5/21/2012	Complete - Proceed to Next Task	Mail Cert. & Regular letter for Dangerous Building meeting with Council Committee
16	Re-Inspection	Johnny Morris	5/30/2012	Valid Complaint	PREVIOUS LETTER SENT WAS FOR COUNCIL COMMITTEE FOR June 19, 2012. This date is wrong and a new corrected letter is being mailed out today with the corrected date of June 26, 2012.
17	Re-Inspection	Johnny Morris	6/14/2012	Record Result	Take pictures and get info for Cindy and Committee meeting on 6-26-12

303 E. Winchester St.

I spoke to Mary Branham @ 3:30 p.m. on 3-5-12 about the property. I told her that PW was cleaning the property and that someone needed to get the permits for this and secure the house ASAP. I told her the next step was going to be to go to City Council and petition for this house to be torn down. She said that hopefully next week she will be in town to start resolving this issue. - 1-614-294-2406

I spoke to Mary Branham on the phone on 5-30-12 @ 3:20 p.m. and she was calling to find out if she needed to be at the meeting concerning her house. I told her yes, and that I sent a new, revised letter to her today with a corrected date of June 26, 2012. I also mentioned to her that I am sending her a letter for high grass as well.

Johnny Morris

From: Mary Branham [branny614@yahoo.com]
Sent: Monday, February 13, 2012 10:56 AM
To: branhamm@ohlodominican.edu; Johnny Morris
Subject: Re: 303 Winchester St

On Thu, Feb 9, 2012 9:04 PM EST Branham, Mary wrote:

>Hello,
>My name is Mary Branham , the property at 303 Winchester street belongs to my great grandmother, We are trying to bring it back . The neighbors called and told me to contact you today. I will call you via phone on Friday as well. Here is my contact number614-294-2406 my email is branny614@yahoo.com<<mailto:branny614@yahoo.com>> as well as the one I am using now. We want to save the house I plan on moving in there once all is complete. Please do not condemn it until we can talk and come up with some sort of plan it has been in our family since 1856 . I hope you will be willing to work me and my family to save our home.
>Sincerely,
>Mary E. Branham
>
>614-294-2406
>Branny614@yahoo.com

Johnny Morris

From: Mary Branham [branny614@yahoo.com]
Sent: Friday, March 02, 2012 2:16 AM
To: Johnny Morris
Subject: Re: 303 E. Winchester St.

Hello Johnny,

I am responding to your email. We have a contractor that was suppose to come to your office and obtain the work permits. We thought he had one for the property. I did recieve your letters, and called you back. I am planning to come there in four weeks. We had the contractor secure a dumpster for 303 as they were doing the work there. The contractor was to secure the property for us by boarding up all the openings. and securing the roof. We were told that the foundation had to be repaired first. my sister became very ill and we stopped the project until the spring the contractor was to take care of everything for us. Please advise me what we need to do as of today. We do want to keep this property. I plan to move to Gallatin. I truly apolgize for this mess. does Gallatin have any resources to help us obtain the proper workers to complete this job? Jeremy the dumpster guy will bring me another dumpster for \$595 dollars he is also a fireman in Hendersonville, TN Please advise us what to do to keep our home.

ThankYou,
Mary Branham

MS. Mary Branhami

From: Johnny Morris <Johnny.Morris@gallatin-tn.gov>
To: "branny614@yahoo.com" <branny614@yahoo.com>
Cc: Tony Allers <tony.allers@gallatin-tn.gov>
Sent: Wednesday, February 29, 2012 7:59 AM
Subject: 303 E. Winchester St.

Ms. Branham,

My name is Johnny Morris and I am the Property/Housing & Zoning Inspector with the City of Gallatin, TN.

I have responded to your e-mails and phone calls and have also sent you letters concerning the property located at 303 E. Winchester St. I have not had any response from you or anyone else concerning this property.

As of today, the debris is being sent to the Public Works Department to be cleaned. This cleanup will be place as a lien on this property.

As to the house itself having repairs made without the proper permits, you will have until Friday, March 2, 2012 at 12:00 noon to have a licensed, general contractor obtain the proper permits for the work and for the house to be fully secured or this house will be placed on the next City Council Committee Agenda as a Dangerous Building and possibly torn down.

Please respond to this e-mail or call me before 12:00 noon Friday, March 2, 2012 concerning this property and your intentions with this property.

Johnny Morris

From: Mary Branham [branny614@yahoo.com]
Sent: Monday, March 05, 2012 11:45 AM
To: Johnny Morris
Subject: Re: 303 E. Winchester St.

Johnny,
d
D

Did you get my email friday? We will resume the work after we get the permits.
we will be there in 6 days the contractor will be there tomorrow to get the work permits.

MS. Mary Branhami

From: Johnny Morris <Johnny.Morris@gallatin-tn.gov>
To: "branny614@yahoo.com" <branny614@yahoo.com>
Cc: Tony Allers <tony.allers@gallatin-tn.gov>
Sent: Wednesday, February 29, 2012 7:59 AM
Subject: 303 E. Winchester St.

Ms. Branham,

My name is Johnny Morris and I am the Property/Housing & Zoning Inspector with the City of Gallatin, TN.

I have responded to your e-mails and phone calls and have also sent you letters concerning the property located at 303 E. Winchester St. I have not had any response from you or anyone else concerning this property.

As of today, the debris is being sent to the Public Works Department to be cleaned. This cleanup will be placed as a lien on this property.

As to the house itself having repairs made without the proper permits, you will have until Friday, March 2, 2012 at 12:00 noon to have a licensed, general contractor obtain the proper permits for the work and for the house to be fully secured or this house will be placed on the next City Council Committee Agenda as a Dangerous Building and possibly torn down.

Please respond to this e-mail or call me before 12:00 noon Friday, March 2, 2012 concerning this property and your intentions with this property.

Sincerely,

Johnny Morris
Inspector
615-451-5968



Jo Ann Graves
Mayor

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Tony Allers
Building Official

May 16, 2011

Via: Regular Mail

Harriett Ballard
C/O Mary Branham
1004 East 12th Ave.
Columbus, OH 42311

RE: 303 E. Winchester St. = Tax Map = 126F/D/018.00

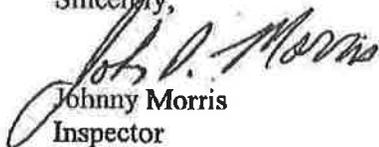
Dear Ms. Branham:

As of this date a **DANGEROUS BUILDING NOTICE** has been posted at the above referenced location pursuant to the Gallatin Municipal Code Chapter 5, Article IX, Sections 5-241, (5), (9); the latter of which defines dangerous buildings as:

“Those which because of their condition are unsafe, unsanitary, or dangerous to health, morals, safety, or general welfare of the people of this city.”

As provided for in the above referenced Article IX, 5-244, (5) you have until **05/16/2011** in which to demolish the structure or make the necessary repairs to bring this structure back up to codes to avoid further action from this office.

Sincerely,


Johnny Morris
Inspector

Cc: File



Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Katherine Schoch
Assistant Director

February 13, 2012

Via: Regular Mail

Mary Branham
1004 East 12th Ave.
Columbus, OH 42311

RE: 303 E. Winchester St. = Tax Map = 126F/D/018.00

Dear Ms. Branham:

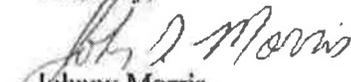
It has come to the attention of this department that some form of construction, alteration or addition is in progress or has been completed at the above referenced location without the proper Building Permits having been issued.

Any structural work to a dwelling, construction of an accessory structure in excess of 100 square feet of area or major alteration/renovation requires a permit from the Codes Department.

Please come to the Codes Department in Room 202 at Gallatin City Hall for review and issuance of any permits. Failure to do so by Monday, February 27, 2012 will result in the issuance of a citation to the City of Gallatin Municipal Court.

If you have any questions or concerns, feel free to call me at (615) 451-5968.

Sincerely,


Johnny Morris
Inspector

Cc: File



Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Katherine Schoch
Assistant Director

REVISED LETTER

May 30, 2012

Via: Regular Mail
Cert. Mail # 7007 2680 0000 0976 9775

Harriett Ballard
C/O Mary Branham
1004 East 12th Ave.
Columbus, OH 43211

RE: 303 E. Winchester St. = Tax Map = 126F/D/018.00

Dear Ms. Branham:

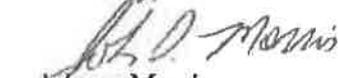
The City of Gallatin Codes/Planning Department previously notified you of a Dangerous Building meeting to be held for the property located at 303 E. Winchester St. with the City Council Committee on Tuesday, June 19, 2012 at 6:00 p.m.

Please disregard that date. The new meeting date will be on Tuesday, June 26, 2012 at 6:00 p.m.

This letter is to inform you that the property located at 303 E. Winchester St. will be going before the City Council Committee for review as a Dangerous Building on Tuesday, June 26, 2012 at 6:00 p.m. in the Dr. J. Deotha Malone City Council Chambers located at 132 W. Main St. in the Gallatin City Hall on the second (2nd) floor.

Your appearance is requested at this meeting to discuss this property. If you have any conflicts of time or date, please contact the Codes/Planning Department as soon as possible to re-schedule.

Sincerely,


Johnny Morris
Inspector

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <input type="checkbox"/> C. Date of Delivery</p> <p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p style="text-align: center;">Harriett Ballard C/O Mary Branham 1004 East 12th Ave. Columbus, OH 43211</p>	<p style="text-align: center; font-size: 24pt;">REC'D JUN 04 2012</p> <p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p>	<p>7007 2680 0000 0976 9775</p>
<p>PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540</p>	

7007 2680 0000 0976 9775

U.S. Postal Service CERTIFIED MAIL RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$ 1.45
Certified Fee	2.95
Return Receipt Fee (Endorsement Required)	2.35
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.65
Sent To Street, or PO Box City, State, ZIP+4®	<div style="text-align: center;"> <p>Harriett Ballard C/O Mary Branham 1004 East 12th Ave. Columbus, OH 43211</p> </div>
PS Form	<div style="text-align: center;"> <p>GALLATIN, TN JUN 1 2012 USPS - 3700</p> </div>



303 E. Winchester St.

06/14/2012

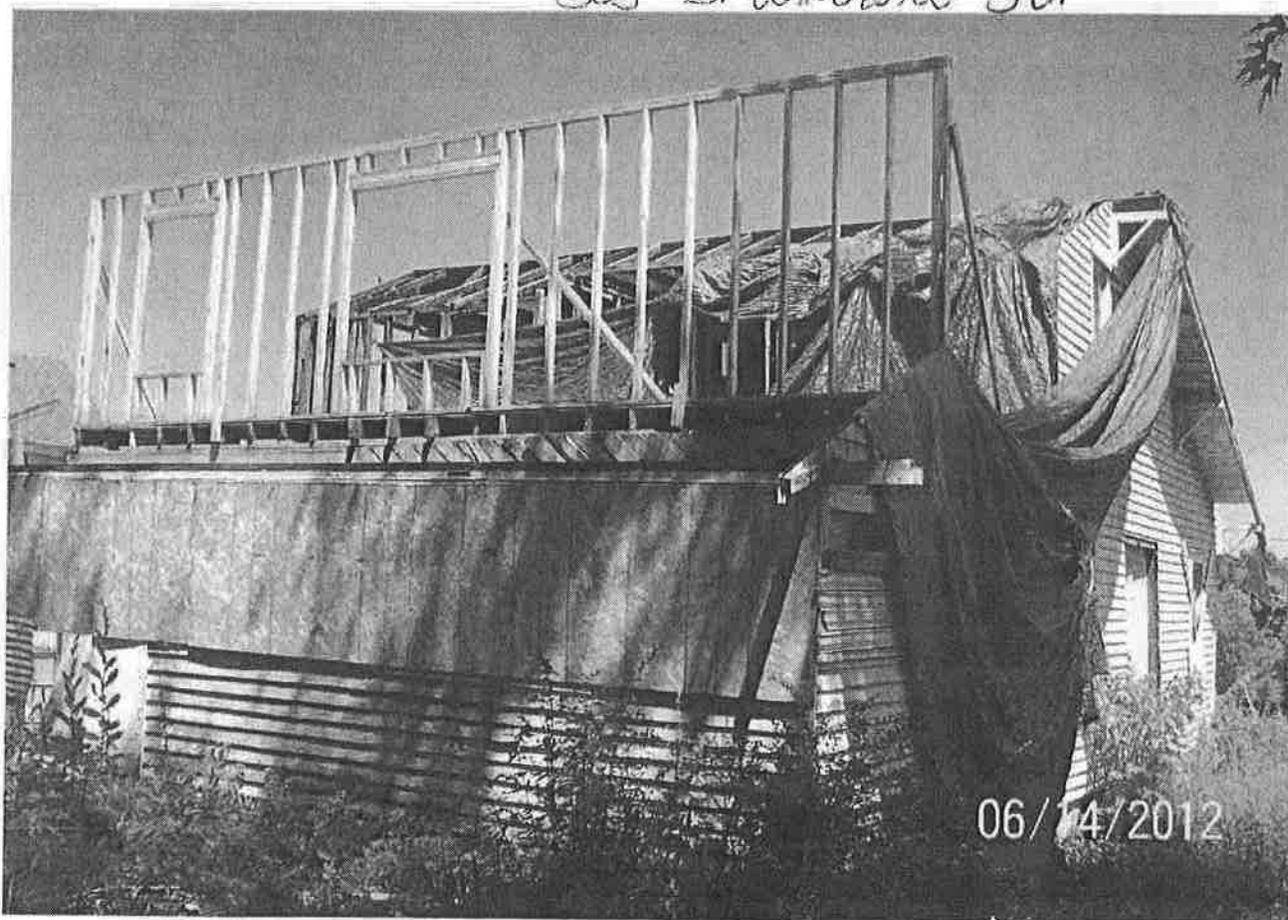


06/14/2012

House is Falling APART!



303 E. Windcrest St.



Water & Weather Damages

MEMORANDUM
City of Gallatin
Codes Administration Division

TO: CONNIE KITTRELL, CITY RECORDER
FROM: Johnny Morris, Property/Housing Inspector
DATE: March 12, 2012
SUBJ: CERTIFICATION-ABATEMENT OF NUISANCE

Tax Map: 126F/D/018.00
Owner: Harriett Ballard
C/O Mary Branham
Address: 303 E. Winchester St.
Amount: \$ 1157.52
Administrative Charge: -NA-

This is to certify that the City of Gallatin, after due notice as required by Section 10-60 of the Gallatin Municipal Code, has cleaned and cleared all debris on the referenced property. The expense shall constitute a lien and charge upon the property which shall be payable with interest at the rate of six (6) percent per annum from this date until paid as required by Section 10-62 of the Gallatin Municipal Code.

enclosure

COPY

GALLATIN PUBLIC WORKS DEPARTMENT WORK ORDER

Address: 303 E Winchester St Date: 3-6-12

Description of Work: clear lot of all debris

Material Description	Quantity	Unit Price	Total
Tipping Fees			276.09
Total Cost of Material:			/
Overhead Charges (15 percent):			/
Total Material Charges:			276.09
Labor Used - List Employees	Hours Worked	Hourly Wage	Total
John Bull	7	18.00	126.00
John Drury	6	12.88	77.28
Danny M	7	13.53	94.71
Don D	7	10.31	72.17
Total Cost of Labor:			370.16
Overhead Charges (30 percent):			111.11
Total Labor Charges:			481.27
Equipment Used	Hours Used	Hourly Rate	Total
Brush trucks & Trailer	7	46.00	322.00
Pickup	7	19.00	133.00
24" chainsaw	1	3.70	3.70
36" chainsaw	1	3.70	3.70
Total Equipment Charges:			462.40
TOTAL JOB CHARGES:			1157.52

Completed By: _____

Crew Supervisor: _____

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

June 26, 2012

DEPARTMENT: Codes/Planning

AGENDA # 9

SUBJECT:

Dangerous Building
Tax Map: 113O/J/005.00
Owner: Edgar and Mary Frances Rutledge
Address: 469 Small St.

SUMMARY:

Notice of violation was issued on August 29, 2011; as of that date, a dangerous building notice was posted at the above referenced location pursuant to Gallatin Municipal Code Chapter 5, Article IX, Section 5-241, (5), (9); the latter of which defines a dangerous building as:

"Those which because of their condition are unsafe, unsanitary, or dangerous to the health, morals, safety, or general welfare of the people of this City."

Owner was advised he had 30 (thirty) days from receipt of said notice in which to repair so as to comply with the Gallatin Municipal Code.

Request directive to demolish, clean, and clear all debris.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

PROPERTY ADDRESS

469 Small St.

1130/J/005.00

OWNER

Edgar & Mary Frances Rutledge

469 Small Street

	Task	Assigned To	Due Date	Result	Notes
1	Initial Inspection	Johnny Morris	8/18/2011	Valid Complaint	send letters
2	Mail Violation Letter	Johnny Morris	8/29/2011	Complete - Proceed to Next Task	
3	Re-Inspection	Johnny Morris	9/13/2011	Valid Complaint	send veg. & debris to p.w.
4	Sent to Public Works	Johnny Morris	9/14/2011	Complete - Proceed to Next Task	
5	Re-Inspection	Johnny Morris	10/3/2011	Valid Complaint	no change in dangerous building. re-check 30 days.
6	Re-Inspection	Johnny Morris	10/7/2011	Compliant	The high grass has now been mowed by p.w. this portion of the file is now in-compliance. I will re-check the dangerous building on 11-3-11
7	Re-Inspection	Johnny Morris	11/3/2011	Valid Complaint	there has been no change in the status of this property. Re-Check = 60 days.
8	Re-Inspection	Johnny Morris	1/4/2012	Valid Complaint	There has been nothing done to this house. I will send a second (2nd) letter for Dangerous Building on this file.
9	Re-Inspection	Johnny Morris	1/17/2012	Valid Complaint	Mailed second (2nd) violation letter for Dangerous Building.
10	Re-Inspection	Johnny Morris	3/30/2012	Valid Complaint	There has been no change in the status of this property. I will get with Tony, Supervisor and ask about going to City Council on this. I will update this file accordingly.
11	Mail Violation Letter	Johnny Morris	5/21/2012	Complete - Proceed to Next Task	Mail Cert. & Regular mail letter for Dangerous building for Council Committee
12	Re-Inspection	Johnny Morris	5/30/2012	Valid Complaint	PREVIOUS LETTER SENT WAS FOR COUNCIL COMMITTEE FOR June 19, 2012. This date is wrong and a new corrected letter is being mailed out today with the corrected date of June 26, 2012.
13	Re-Inspection	Johnny Morris	6/14/2012	Record Result	Take pictures and get info for Cindy for Committee for 6-26-12



Jo Ann Graves
Mayor

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Tony Allers
Building Official

August 29, 2011

Via: Regular Mail

Edgar & Mary Frances Rutledge
2645 Old Buena Vista Pike
Nashville, TN 37218

RE: 469 Small St. = Tax Map = 1130/J/005.00

Dear Mr. & Mrs. Rutledge:

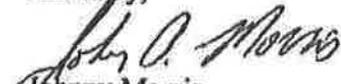
As of this date a **DANGEROUS BUILDING NOTICE** has been posted at the above referenced location pursuant to the Gallatin Municipal Code Chapter 5, Article IX, Sections 5-241, (5), (9); the latter of which defines dangerous buildings as:

"Those which because of their condition are unsafe, unsanitary, or dangerous to health, morals, safety, or general welfare of the people of this city."

As provided for in the above referenced Article IX, 5-244, (5) you have until September 30, 2011 in which to demolish the structure or make the necessary repairs to bring this structure back up to codes to avoid further action from this office.

NOTE: The structure was open at the time of inspection. The structure must be secured at all entrances immediately upon receipt of this letter.

Sincerely,


Johnny Morris
Inspector

Cc: File



Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch
Assistant Director

January 17, 2012

Via: Regular Mail

Edgar & Mary Frances Rutledge
2645 Old Buena Vista Pike
Nashville, TN 37218

RE: **469 Small St. = Tax Map = 1130/J/005.00**

Dear Mr. & Mrs. Rutledge:

Please be advised that you were sent a previous notice of the referenced property above being in violation of the Gallatin Municipal Code Chapter 5, Sections 5-241, (5), (9); the latter of which defines dangerous buildings as: "Those which because of their condition are unsafe, unsanitary, or dangerous to health, morals, safety, or general welfare of the people of this city."

This previous notice was sent on August 29, 2011 and there has been no visible or verbal responses to the previous violation letter that was sent. As provided for in the above referenced Article IX, 5-244, (5) you have until March 30, 2012 in which to demolish the structure or bring the structure up to the current adopted code of the City of Gallatin to avoid further action from this office. If you choose to make the necessary repairs to this structure please make sure all proper permits have been obtained prior to making those repairs.

Sincerely,


Johnny Morris
Inspector

Cc: File



Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes Administration

Katherine Schoch
Assistant Director

REVISED LETTER

May 30, 2012

Via: Regular Mail
Cert. Mail # 7007 2680 0000 0976 9751

Edgar & Mary Rutledge
2645 Old Buena Vista Pike
Nashville, TN 37218

RE: 469 Small St. = Tax Map = 1130/J/005.00

Dear Mr. & Mrs. Rutledge:

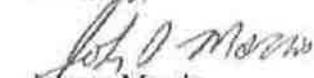
The City of Gallatin Codes/Planning Department previously notified you of a Dangerous Building meeting to be held for the property located at 469 Small St. with the City Council Committee on Tuesday, June 19, 2012 at 6:00 p.m.

Please disregard that date. The new meeting date will be on Tuesday, June 26, 2012 at 6:00 p.m.

This letter is to inform you that the property located at 469 Small St. will be going before the City Council Committee for review as a Dangerous Building on Tuesday, June 26, 2012 at 6:00 p.m. in the Dr. J. Deotha Malone City Council Chambers located at 132 W. Main St. in the Gallatin City Hall on the second (2nd) floor.

Your appearance is requested at this meeting to discuss this property. If you have any conflicts of time or date, please contact the Codes/Planning Department as soon as possible to re-schedule.

Sincerely,


Johnny Morris
Inspector

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete Items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee <i>Edgar Rutledge</i>	
1. Article Addressed to: <p style="text-align: center;">Edgar & Mary Rutledge 2645 Old Buena Vista Pike Nashville, TN 37218</p>	B. Received by (Printed Name) <i>CM</i>	C. Date of Delivery <i>6-1-12</i>
2. Article Number (Transfer from service label)	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
PS Form 3811, February 2004	3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
Domestic Return Receipt	4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes	
7007 2680 0000 0976 9751		

U.S. Postal Service	
CERTIFIED MAIL RECEIPT	
(Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$.45
Certified Fee	2.95
Return Receipt Fee (Endorsement Required)	2.35
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 5.75
Sent To	COOPER, TN Postmark Here JUN 1 2012
Street, or PO 1	
City, St	
PS For	Edgar & Mary Rutledge 2645 Old Buena Vista Pike Nashville, TN 37218

7007 2680 0000 0976 9751



469 Small St.



469 Small St.