
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

December 11, 2012

6:00 pm

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

- Call to Order: Councilman Hayes Presiding
- Roll Call: Alexander – Camp – Hayes – Garrott – Kemp – Vice Mayor Mayberry – Overton
Mayor Graves
- Approval of Minutes: November 27, 2012
- Public Recognition
- Mayor's Comments

AGENDA

1. Ordinance to make a quarterly appropriation for recycling revenue (**Ronnie Stiles, Public Works**)
2. Ordinance to appropriate funds from the sale of equipment to account 110-36330; \$882.18 to the Service Center Building fund and \$5,719 to the Street Dept. Vehicle Repair and Maintenance fund (**Ronnie Stiles, Public Works**)
3. Resolution reclassifying Denise Knight to Planner I (**Tony Allers, Codes/Planning**)
4. Appropriation ordinance for 2011/2012 carry-over projects (**Rachel Nichols, Finance/ I. T.**)
5. Appropriation ordinance for 2012/2013 health insurance expenses (**Rachel Nichols, Finance / I. T.**)
6. Appropriation ordinance for additional expenses related to 2013 budget (**Rachel Nichols, Finance / I. T.**)
7. June Financial Reports (**Rachel Nichols, Finance / I. T.**)
8. Grants List (**Councilman Overton**)
9. Rainy Day Fund Discussion (**Councilman Overton**)

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin

Council Committee Meeting

Tuesday, November 27, 2012
Dr. J. Deotha Malone Council Chambers
Gallatin City Hall

PRESENT:

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

ABSENT:

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
David Gregory, Public Utilities Director
Don Bandy, Police Chief
David Brown, Leisure Services
Connie Kittrell, City Recorder
Ann Whiteside, Mayor's Office
Kevin Chastine, Planning Dept.
Katherine Schoch, Codes/ Asst. Planning Dir.

Rachel Nichols, Finance Director
Dave Crawford, Personnel
Ronnie Stiles, Public Works
Billy Crook, Fire Chief
Nick Tuttle, City Engineer
Joe Thompson, City Attorney
News Examiner, Reporter
James Fenton, EDA Director

Councilman Craig Hayes called the meeting to order.

Approval of Minutes

Councilman Hayes presented the minutes of the November 13, 2012 Council Committee Meeting for approval.

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

Public Recognition

Councilman Hayes opened public recognition.

Mark Brault of 665 Davis Drive spoke about the speed bumps and temporary stop signs on his street. Mr. Brault requested the city return to the way it used to be with no stop signs or speed bumps on Davis Drive.

Mayor's Comments

Mayor Graves made the following comments:

- Mayor Graves read a thank you note from Roy Dycus
- Merry Mantels of Rose Mont will be this Saturday, December 1st
- Tuba Christmas will be Tuesday, December 4th at the First United Methodist Church at 7:00 P.M. and Tennessee Tech Tuba Ensemble will be participating this year
- Christmas Tree Lighting will be Friday, December 7th at 5:00 P.M. with children choirs performing, followed by a Christmas movie at the Palace Theater. The Library will also have an event
- Chamber of Commerce Christmas Parade will be Saturday, December 8th beginning at 12:00 Noon
- Shop with a Cop will be this Saturday, December 1st at Wal-Mart beginning at 9:00 A.M.

Councilman Jimmy Overton entered the meeting at this time.

Agenda

1. Resolution to Accept 401(k) Retirement Amendment Recommendation

Dave Crawford of the Personnel Department presented this item.

Councilman Overton made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

2. Appointments of Clay Haynes, Allen Parks, and Derrick Jackson to the Industrial Development Board

EDA Director James Fenton presented reappointments to the IDB Board for council approval.

Councilman Overton made motion to approve; Councilman Alexander seconded. Motion carried with 7 ayes and 0 nays.

3. Ordinance Appropriating Funds in the amount of \$10,000 to reimburse property owner for damages caused by a service line break at 870 Newton Lane

Councilman Alexander made motion to approve; Councilman Camp seconded. Motion carried with 7 ayes and 0 nays.

4. Request for approval of new and revised Job Description for Facility Maintenance position

Public Works Director Ronnie Stiles presented this request.

Councilman Alexander made motion to approve; Vice Mayor Mayberry seconded. Motion carried with 7 ayes and 0 nays.

5. Quarterly Sign Shop Appropriation Ordinance

Finance Director Rachel Nichols stated this is the revenue received for the Sign Shop.

Councilman Overton made motion to approve; Councilman Camp seconded. Motion carried with 7 ayes and 0 nays.

6. Quarterly CPR Appropriation Ordinance and Appropriation of Donation to Fire Department

Finance Director Rachel Nichols stated this is revenue received for the CPR class and a \$1,000 donation from TVA for the new fire boat.

Councilman Overton made motion to approve; Councilman Camp seconded. Motion carried with 7 ayes and 0 nays.

7. Quarterly Insurance Recovery Appropriation Ordinance

Finance Director Rachel Nichols stated this is revenue received for Insurance Recoveries.

Councilman Alexander made motion to approve; Councilman Overton seconded. Motion carried with 7 ayes and 0 nays.

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Councilman Alexander made motion to approve; Councilman Overton seconded.
Motion carried with 7 ayes and 0 nays.

8. Ordinance Appropriating Funds in the amount of \$90,000 from the General Fund to the Civic Center Capital Fund for replacement of Civic Center Skylights

Leisure Services Director David Brown stated the insurance payment was \$120,100 and \$90,000 is the balance needed to replace the Civic Center skylights.

Councilman Overton made motion to approve; Vice Mayor Mayberry seconded.
Motion carried with 7 ayes and 0 nays.

9. Ordinance Amending Zoning Ordinance by Amending Property Located at 307 Hancock Street from Multiple Residential and Office - Planned Unit Development (MRO-PUD) Zone District to Multiple Residential and Office (MRO) Zone District

Kevin Chastine of the Planning Department stated the applicant is requesting the zoning amendment.

There was discussion on notification to all affected owners, brick, windows, the number of units/buildings and one entrance in and out.

Councilman Overton made motion to approve; Councilman Alexander seconded.
Motion carried with 7 ayes and 0 nays.

Other Business

There was discussion on amending two sections of the City Charter concerning the rainy day fund and being consistent with all Federal and State guidelines.

Councilman Overton requested this item be on the next Committee Meeting agenda.

Councilman Overton asked the status of the list of grants he requested earlier.

Special Projects Director Rosemary Bates stated she was working on the list but was waiting on information from several Department Heads.

Department Head Reports

Finance Director Rachel Nichols informed Council on closing accounts for 2012.

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November 27, 2012

Ms. Nichols also informed Council that any money appropriated comes out of the rainy day fund and that amount is estimated to be around \$500,000. She also requested Council wait on approving the \$90,000 or any other special appropriations until she gets the 2012 numbers. Ms. Nichols added that there is no reserve; the rainy day fund is all that's left.

Mayor Graves explained that there is no reserve at this time, only the rainy day fund. Mayor added that the County Assessor had issues with the property taxes this year and the city tax bills have not gone out so therefore, there is no tax revenue coming into the city at this time.

Discussion continued on the budget, rainy day fund and spending money.

Adjourn

With no further business to discuss, Councilman Hayes adjourned the meeting.

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
12/11/2012

AGENDA # 1

DEPARTMENT: Public Works

SUBJECT: Ordinance to make quarterly appropriation for recycling revenue

SUMMARY: Please appropriate \$8086.80 to 125-43230-489 and \$2194.00 to 311-43000-847

RECOMMENDATION:

ATTACHMENT:

Resolution Correspondence Bid Tabulation
 Ordinance Contract Other

Approved _____
Rejected _____
Deferred _____

Notes:

ORDINANCE NO. 01212-69

ORDINANCE APPROPRIATING FUNDS FROM REVENUE RECEIVED BY
ENVIRONMENTAL SERVICES RECYCLING PROGRAM

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$10,280.80 is hereby appropriated from revenue received by Environmental Services recycling program, account #125-36000 to the following account numbers:

\$8,086.80 to 12543230-489, Recycling Programs;

\$2,194.00 to 311-43000-847, Service Center Building Fund; and

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

PASSED FIRST READING:.

PASSED SECOND READING:.

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
12/11/2012

AGENDA # 2

DEPARTMENT: Public Works

SUBJECT: Ordinance to appropriate funds from the Sale of Equipment account #110-36330 crediting \$882.18 to 311-43000-847 the Service Center Building Fund and \$5719.00 to 110-43120-261 Street Department Vehicle Repair and Maintenance

SUMMARY: Ordinance to appropriate funds from the Sale of Equipment account #110-36330 crediting \$882.18 to 311-43000-847 the Service Center Building Fund and \$5719.00 to 110-43120-261 Street Department Vehicle Repair and Maintenance.

RECOMMENDATION:
Approval

ATTACHMENT:
 Resolution Correspondence Bid Tabulation
 Ordinance Contract Other see attached

Approved _____
Rejected _____
Deferred _____

Notes:

4th Qtr 2011/2012 Gov Deals				
Date	Item	Dept	Amt	Acct
5/15/2012	tractor	street	\$ 2,675.00	110-43120-261
6/15/2012	blocks	bldg fund	\$ 36.00	311-43000-847
6/5/2012	blocks	bldg fund	\$ 36.00	311-43000-847
6/5/2012	winch	street	\$ 301.00	110-43120-261
6/5/2012	wood chuck chipper	street	\$ 2,175.00	110-43120-261
			\$ 5,223.00	

1st Qtr 2012/2013 Gov Deals				
Date	Item	Dept	Amt	Acct
7/24/2012	blocks	bldg fund	\$ 601.00	311-43000-847
	engines	street	\$ 156.00	110-43120-261
10/11/2012	engines	street	\$ 412.00	110-43120-261
11/13/2012	blocks	bldg fund	\$ 209.18	311-43000-847
			\$ 1,378.18	

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

DECEMBER 11, 2012

DEPARTMENT: Codes/Planning

AGENDA # 3

SUBJECT:

Reclassifying Denise Knight to Planner I

SUMMARY:

This resolution is to promote Denise Knight in line with the job she has actually been doing since 2009. The total cost this year is \$713.00. There is no new money needed. Denise's former position as Planning Assistant will not be funded for this or next budget.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1212-52

RESOLUTION RECLASSIFYING DENISE KNIGHT, PLANNING ASSISTANT, TO
THE POSITION OF PLANNER I FOR THE CITY OF GALLATIN
CODES/PLANNING DEPARTMENT

WHEREAS, under direction of the Gallatin City Council, Codes and Planning were combined into one Department in 2009;

WHEREAS, to accomplish this restructuring, it was necessary to revise the duties and job descriptions of certain existing positions;

WHEREAS, Planning Assistant Denise Knight has been performing the duties of a Planner I since September, 2009;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that Denise Knight be reclassified from Planning Assistant, Pay Grade M-6 (\$40,747.20) to Planner I, Pay Grade P-1 (\$41,766.40).

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 H. THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA # 4

SUBJECT:

Appropriation ordinance for 2011/2012 carry-over projects

SUMMARY:

Appropriation ordinance for 2011/2012 carry-over projects

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING FUNDS FOR 2011/2012
CARRY-OVER CAPITAL PROJECTS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,951,085 is hereby appropriated from the water and sewer fund reserve for the following projects which were not yet complete at the end of 2012:

Woodvale sewer project, 41352212-934-16 - \$1,235,000

Halewood water line, 41352114-934-14 - \$188,257

Sewer flow monitoring, 41352211-934-15 - \$75,880

Easement for Woodvale sewers, 41352211-934 - \$60,555

W.W.T.P. biosolids facility, 41352213-922 - \$75,861

Woodvale pump station design, 41341000-900 - \$27,600

Engineering design 109 bridge project, 41341000-939 - \$11,842

109 bridge project improvements, 41341000-939 - \$263,590

Leak survey (water), 41352114-934 - \$12,500

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,956,127 is hereby appropriated from the gas fund reserve for the following projects which were not yet complete at the end of 2012:

Contract "208" gas lines, 41552414-934 - \$1,067,823

2012 gas line contract addition, 41552414-934-19 - \$500,000

Engineering Warehouse imp, 41541000-900 - \$4,000

Warehouse & Site improvements, 41552417-922 - \$384,304

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,190,591 is hereby appropriated from the general fund reserve for the following projects which were not yet complete at the end of 2012:

Repaving, 11041670-923 - \$220,389

Gateway drive, 11041670-931-2 - \$185,160

North Water Avenue, 11041670-931-3 - \$253,418

East Park Avenue, 11041670-931-4 - \$36,000

Greenlea Extension, 11041670-931-5 - \$100,000

Intersections, 11041670-931-6 - \$139,750

Subdivision Regulations, 11041670-932 - \$11,695

Commerce Way extension, 11041670-939 - \$155,317

Sidewalks, 11043000-865 - \$45,937

Drainage, 11043000-868 - \$21,222

Coles Ferry/Woodvale, 11043000-912 - \$21,703

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

PASSED FIRST READING:

PASSED SECOND READING: _____.

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA # 5

SUBJECT:

Appropriation ordinance for 2012/2013 health insurance expenses

SUMMARY:

Appropriation ordinance for 2012/2013 health insurance expenses

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01212-71

ORDINANCE APPROPRIATING FUNDS FOR 2013 EMPLOYEE HEALTH
INSURANCE PROGRAM

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$60,000.00 is hereby appropriated from the undesignated balance of the general fund to 11041590-142, HRA Health Expenses, for costs associated with the 2012/13 health insurance renewal, and,

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

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA # 6

SUBJECT:

Appropriation ordinance for additional expenses related to 2013 budget

SUMMARY:

Appropriation ordinance for additional expenses related to 2013 budget

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1212-73

ORDINANCE APPROPRIATING FUNDS FOR ITEMS NOT INCLUDED IN THE
ORIGINAL 2013 BUDGET

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$45,725 is hereby appropriated from the undesignated balance of the general fund for the following expenses that were not included in the original budget passed on November 13, 2012:

\$4,100 to account 11041500-255, Data Processing, for existing time and attendance program,

\$10,000 to account 11041500-253, Accounting Services, for additional time required on annual audit,

\$5,000 to account 11041640-111, Salaries, for payment of excess comp time wages,

\$16,625 to account 11044450-290, Other Contractual, for month-to-month cart lease after old agreement expired, and,

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

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA # 7

SUBJECT:

June financial reports

SUMMARY:

Reports will be presented at the meeting.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

December 11, 2012

DEPARTMENT: Councilman Overton

AGENDA # 8

SUBJECT:

Grants

SUMMARY:

Per Councilman Overton's request, the Mayor's Office is preparing a comprehensive list of grants the city has received and/or applied for and is awaiting word on award. The list will be handed out at the meeting as it is still be compiled.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

December 11, 2012

DEPARTMENT: COUNCILMAN JIMMY OVERTON

AGENDA # 9

SUBJECT:

Rainy Day Fund

SUMMARY:

Discussion of amending the City Charter

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes: