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**CITY OF GALLATIN  
COUNCIL COMMITTEE MEETING**

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**May 28, 2013**

**6:00 pm**

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

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- Call to Order: Councilman Camp, Presiding
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton – Mayor Graves
- Approval of Minutes: May 14, 2013 Council Committee Meeting and the May 14, 2013 meeting on the 2013/2014 Proposed Budget Presentation
- Public Recognition
- Mayor's Comments

**AGENDA**

1. Resolution confirming appointment of L. K. Lannom to the Resource Authority in Sumner County (**Mayor Graves**)
2. Ordinance appropriating \$4,450.78 of insurance recoveries to the Street (\$301.88) and Police (\$4,148.90) departments for various damages (**Rachel Nichols, Finance/IT**)
3. Ordinance appropriating \$33,600 received from the State of Tennessee by the Fire Department for training supplements (**Rachel Nichols, Finance/IT**)
4. Resolution establishing policies and guidelines for an "Adopt-a-Stream" Program (**Nick Tuttle, Engineering**)
5. 2013-14 Paving List (**Nick Tuttle, Engineering**)
6. Life and Long Term Disability Benefit Plans (**Amy Summers, Personnel**)
7. Appropriate funds in the amount of \$84,000 for costs associated with Go Green Litter and Recycling Project Grant (**Ronnie Stiles, Public Works**)
8. Ordinance appropriating \$1,468.06 for damage to a decorative light and sign at Tulip Poplar Drive and Village Green Crossing (**Joe Thompson, City Attorney**)
9. Resolution – Distillery Opt Out (**Joe Thompson, City Attorney**)
10. Peach Valley Road, Sections Outside City Limits (**Councilman Overton**)
11. Intersection of Airport Road and Hartsville Pike (**Councilwoman Brackenbury**)
12. Ordinance to amend various sections of the Gallatin Municipal Code, Chapters 2 and 13, relating to the appointment and duties of the Director of Human Resources (**Councilman Camp**)

- Other Business
- Department Head Reports
- Adjourn

## City of Gallatin Council Committee Meeting

Tuesday, May 14, 2013  
Dr. J. Deotha Malone Council Chambers  
Gallatin City Hall

### PRESENT:

Mayor Jo Ann Graves  
Vice Mayor John D. Alexander  
Councilwoman Julie Brackenbury  
Councilman Steve Camp  
Councilman Craig Hayes  
Councilman Ed Mayberry  
Councilman Jimmy Overton

### ABSENT:

Councilwoman Anne Kemp

### OTHERS PRESENT:

Rosemary Bates, Special Projects Director  
Rachel Nichols, Finance/I.T. Director  
Nick Tuttle, City Engineer  
Amy Summers, Interim Personnel Official  
Ann Whiteside, Mayor's Office  
Connie Kittrell, City Recorder  
Addam McCormick, Building Official  
Elaine Hudson, Leisure Services Dept.

Don Bandy, Police Chief  
Ronnie Stiles, Public Works Dir.  
Billy Crook, Fire Chief  
David Gregory, Public Utilities Director  
Katherine Schoch, Interim Codes/Planning Dir.  
Joe Thompson, City Attorney  
News Examiner, Reporter  
Gallatin Newspaper, Reporter

### Call to Order

Councilman Steve Camp called the meeting to order.

### Approval of Minutes

Councilman Camp presented the minutes of the April 23, 2013 Council Committee Meeting for approval.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 4 ayes and 0 nays.

Councilman Camp presented the minutes of the May 3, 2011 Special Called Council Committee Meeting for approval.

Councilman Mayberry entered the meeting at this time.

Mayor Graves stated these minutes were not approved in 2011. She added that they need to be approved and made part of the record.

Councilman Hayes made motion to approve the May 3, 2011 minutes; Councilman Overton seconded. Motion carried with 3 ayes, 0 nays and Councilwoman Brackenbury and Councilman Camp abstaining.

### **Public Recognition**

Councilman Camp opened public recognition.

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

### **Mayor's Comments**

Mayor Graves made comments on the following:

- Third Thursday on Main kicks off this Thursday, May 16<sup>th</sup> with the WannaBeatles performing
- Taste of Gallatin is May 23<sup>rd</sup> at the Pavilion in Triple Creek Park

### **Agenda**

#### **1. Request from Morning Rotary Club regarding Liberty Branch Park**

Councilman Camp deferred this item.

#### **2. Request from Sumner County Administrator of Elections regarding Non-Resident Property Right Voters**

Mayor Graves explained the letter from the Sumner County Administrator of Elections Lori Atchley requesting non- resident property owners vote absentee ballots only.

Councilman Overton requested deferring this item for four weeks.

#### **3. Compression Brakes**

Councilman Overton stated he has had many citizen complaints from the residents in three different subdivisions on 109 South on the noise from compression "Jake" brakes.

Councilman Overton explained that the city cannot prohibit compression brakes but can regulate them by requiring an approved exhaust system.

Councilman Overton made motion to approve;

Vice Mayor John D. Alexander entered the meeting at this time.

There was much discussion on this issue.

Joe Debord of 1007 Hart Street, a retired truck driver spoke about requiring correct equipment.

Councilman Camp asked for a second on the motion. Councilman Mayberry seconded the motion. Motion carried with 6 ayes and 0 nays.

**4. City Property on South Water (Old Health Department Building) being vacated by Sumner County EMS**

City Attorney Joe Thompson and Mayor Graves confirmed that EMS dispatch is still in the building and will remain until approximately the middle of June, 2013.

Councilman Overton requested this issue be on the next agenda once the building is vacated by the county.

**5. Resolution Appointing Amy Summers as the Personnel Official and Establishing Initial Annual Salary**

Mayor Graves recommended the appointment of Amy Summers as Personnel Official. Mayor discussed the many reasons for this appointment.

Council discussed the salary of Mr. Dave Crawford before he retired.

Councilman Mayberry made motion to approve; Councilman Hayes seconded.

Councilwoman Brackenbury asked if anyone else wanted to apply for this position that had the same credentials.

Mayor Graves stated Ann Whiteside in her office expressed an interest in this position.

Council discussed the issue of dealing with relatives in the workplace.

City Attorney Joe Thompson explained the policies and procedures of the personnel official dealing with this issue.

There was discussion on creating a standard procedure for these types of appointments and opening the position to everyone.

Mr. Thompson explained that this is a different appointment. The Mayor makes the appointment for Personnel Official and Council votes yea or nay.

Discussion continued.

Councilman Camp called for the vote. It was unclear of the vote and a roll call vote was requested.

City Recorder Connie Kittrell called the roll call vote:

Vice Mayor John D. Alexander	No
Councilwoman Julie Brackenbury	No
Councilman Steve Camp	No
Councilman Craig Hayes	Yes
Councilman Ed Mayberry	Yes
Councilman Jimmy Overton	No

Motion failed with 2 ayes and 4 nays.

Mr. Thompson stated Ms. Summers continues in the current interim position until the Mayor brings another appointment to Council.

Council and Mayor continued discussions.

**6. Resolution Appointing Addam McCormick as Director of Codes and Planning and Establishing Initial Annual Salary**

Mayor stated her recommendation is Addam McCormick as Director of Codes and Planning.

There was discussion on separating the departments/positions; Building Official and Planning Director and opening the position(s) to all interested.

Councilman Mayberry made motion to appoint Addam McCormick as Director of Codes and Katherine Schoch as Director of Planning;

Motion failed for lack of a second.

Councilwoman Brackenbury made motion to defer and open positions for Director of Codes and Director of Planning; Councilman Hayes seconded. Motion carried with 6 ayes and 0 nays.

There was discussion on the pay grades, job descriptions and budget issues when splitting the two positions.

#### **7. Paving List**

City Engineer Nick Tuttle gave an update on the 2012/2013 paving list.

Mr. Tuttle requested Council's permission to move forward with the four remaining streets on the 2012/2013 and spend any remaining funds on the pavement markings that are shown on the 2013/2014 recommendations.

Councilman Overton made motion to approve; Councilman Hayes seconded.

Council discussed the \$500,000 for paving in the 2012/2013 budget.

Councilman Camp called for the vote. Motion carried with 6 ayes and 0 nays.

Mr. Tuttle added the Mayor has recommended \$700,000 for the 2013/2014 paving list. He advised Council members to drive their streets and see if any streets need to be added to the list.

Councilwoman Brackenbury requested Hitchcock Street be added to the list.

Mr. Tuttle requested Council notify him in advance of any streets to be added to the 2013/2014 paving list.

#### **8. Ordinance Appropriating \$3,347.77 from the Sale of Equipment to Facility Maintenance Repair and Maintenance Equipment and Street Department Repair and Maintenance of Equipment**

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

#### **9. Ordinance to make Quarterly Appropriation for Recycling Revenue in the amount of \$7,061.72**

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

**10. Appropriate \$12,350.25 of Insurance Recoveries to Various Accounts**

Finance/IT Director Rachel Nichols stated this appropriation is for insurance recoveries to various accounts for damages to city property.

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

**11. February Financial Report**

Finance/IT Director Rachel Nichols presented the February Financial Report. Ms. Nichols also passed out the sales tax collection report.

**12. Ordinance Appropriating \$54,000.00 of Unused Insurance Budget for Year-end Adjustments to Legal Services and Personnel Salaries**

Finance/IT Director Rachel Nichols stated she has asked the departments to make any adjustments to their budgets before year end.

Ms. Nichols stated this is \$54,000 of unused insurance budget for year-end adjustments to Legal Services due to various cases and Dave Crawford's sick leave payout due to his retirement.

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

**13. Ordinance Approving the 2013/2014 Budget**

Finance/IT Director Rachel Nichols stated this is the Mayor's recommended budget for 2013/2014. Ms. Nichols informed Council of the requirement to run the public notice of the budget in the newspaper.

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

**Other Business**

- Councilman Hayes requested a pay study.

Mayor Graves stated she has requested recent pay studies from other cities. She added that she has received one of those back and is waiting on the others. She will report when all studies have been received.

- Vice Mayor Alexander stated the newly paved parking area on Blakemore Street is not adequate for the residents, especially the handicapped residents. He requested any assistance for the residents.

Interim Planning Director Katherine Schoch stated this is designed to be done in phases.

### Department Head Reports

City Attorney Joe Thompson stated the lawsuit with a property owner on the public square has been settled and it is a good result for the City.

### Adjourn

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

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Mayor Jo Ann Graves

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City Recorder Connie Kittrell

**City of Gallatin**  
**2013/2014 Proposed Budget Presentation**

Tuesday, May 14, 2013  
Mayor's Conference Room  
Gallatin City Hall

PRESENT:

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

ABSENT:

Councilman Craig Hayes

OTHERS PRESENT:

Rosemary Bates, Special Projects Director  
Rachel Nichols, Finance/I.T. Director  
David Gregory, Public Utilities Director  
Connie Kittrell, City Recorder  
Vickie Willoughby, Finance Department  
News Examiner, Reporter

Mayor Graves stated Ms. Nichols will provide a PowerPoint presentation of the original capital requests from each department and the Mayor's recommendations for the proposed 2013/2014 budget.

Mayor stated that this budget includes:

- \$1 million in new fire fighters salaries/benefits
- No property tax increase
- No Change in Employee Benefits
- 1% Cost of Living Adjustment for City Employees
- Health Insurance Coverage remains the same
- \$7.5 million bond to finish existing projects:

Albert Gallatin/Hatten Track

GreenLea Extension  
Public Works Building Project  
Lights for Ball Fields in Triple Creek Park

- \$4 increase in Sanitation Fees

Finance/IT Director Rachel Nichols stated she budgeted the following for the operating budget:

- \$224,000 to put half of the rainy day requirement back in; half this year and half next year
- Additional \$100,000 in anticipation of health insurance increases

Ms. Nichols gave a detailed summary of all department capital requests and the Mayor's recommendations.

Mayor explained her seven year replacement policy on city vehicles and transferring used GPU vehicles to other departments.

Ms. Nichols passed out information on the schedule of principal and interest requirements on the general obligation debt (bond payments).

Ms. Nichols explained the bond payments and refinancing.

Mayor stated the \$4 sanitation fee produces \$560,000. She continued that the city has to repay the rainy day funds that were taken out; half this year and half next year.

Ms. Nichols stated there is a surplus of \$500,000 and \$4.6 million in the rainy day fund.

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Council discussed no new positions funded in this budget, splitting the Codes/Planning departments, and constructing the new buildings for Public Works.

Public Utilities Director David Gregory had questions on the service line items in his budget.

Ms. Nichols explained the formula used to determine the amounts for the services provided to the public utilities department.

Vice Mayor Alexander left the meeting at this time.

Cable TV fees were discussed.

2013/2014 Proposed Budget Presentation  
May 14, 2013

Councilman Hayes left the meeting at this time.

This year's budget process and timeline was discussed.

Mayor Graves stated that at the end of next week's Council meeting, department heads may come before the Council with any changes to their budgets.

With no more discussion, the presentation was adjourned.

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:** Mayor's Office

**AGENDA #** |

**SUBJECT:**

Resolution confirming appointment of L. K. Lannom to Resource Authority in Sumner County, Tennessee

**SUMMARY:**

Confirmation the appointment of L. K. Lannom to Resource Authority in Sumner County, TN; appointment will expire in 2017.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

**RESOLUTION NO. R1306-26**

**RESOLUTION CONFIRMING APPOINTMENT OF L. K. LANNOM TO RESOURCE  
AUTHORITY IN SUMNER COUNTY, TENNESSEE**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that,

WHEREAS, Chapter 198 of the Private Acts of 1979 authorizes the creation of the Resource Authority in Sumner County, Tennessee; and

WHEREAS, the governing body of the City of Gallatin, Tennessee appoints two (2) directors to such Board and the nomination of L. K. Lannom has been forwarded to the governing body for approval;

THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that L. K. Lannom is hereby confirmed to a four year term commencing July 1, 2013 and expiring June 30, 2017.

IT IS SO ORDERED.

AYE:

NAY:

DATE:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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JOE H. THOMPSON  
CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

5/28/2013

**DEPARTMENT:** Finance/I. T.

**AGENDA #** 2

**SUBJECT:**

Ordinance appropriating \$4,450.78 of insurance recoveries to the Street (\$301.88) and Police (\$4,148.90) departments for various damages

**SUMMARY:**

Ordinance appropriating \$4,450.78 of insurance recoveries to Streets account 11043120-268 in the amount of \$301.88 for damages on South Water Avenue and to Police account 11042110-261 in the amount of \$4,148.90 for vehicle damages

**RECOMMENDATION:**

approval

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

ORDINANCE NO. 01306-34

ORDINANCE APPROPRIATING \$4,450.78 FROM REVENUE RECEIVED FOR  
INSURANCE RECOVERIES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of  
\$4,450.78 is hereby appropriated from revenue received from Insurance Recoveries,  
account #110-36350,

with \$301.88 appropriated to Street Maintenance and Repairs, account  
#11043120-268, for damages on South Water, and

with \$4,148.90 appropriated to Police Maintenance and Repairs Vehicles, account  
#11042110-261, for patrol car damages, 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  
COUNCIL COMMITTEE AGENDA**

05/28/2013

**DEPARTMENT:** Finance/I.T.

**AGENDA #** 3

**SUBJECT:**

ORDINANCE APPROPRIATING \$33,600 RECEIVED FROM THE STATE OF TENNESSEE BY THE FIRE DEPARTMENT FOR TRAINING SUPPLEMENTS

**SUMMARY:**

ORDINANCE APPROPRIATING \$33,600 RECEIVED FROM THE STATE OF TENNESSEE BY THE FIRE DEPARTMENT FOR TRAINING SUPPLEMENTS

**RECOMMENDATION:**

Approval

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

ORDINANCE NO. 01305-30

ORDINANCE APPROPRIATING \$33,600 RECEIVED FROM THE STATE OF  
TENNESSEE BY THE FIRE DEPARTMENT FOR TRAINING SUPPLEMENTS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of  
\$33,600 is hereby appropriated from revenues received from the State of Tennessee,  
account # 110-33420, to the Fire Department Training Supplement account, #11042220-  
129, for training supplements, 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:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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JOE THOMPSON  
CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:**    **Engineering**

**AGENDA #**    4

**SUBJECT:**

RESOLUTION ESTABLISHING POLICIES AND GUIDELINES FOR AN "ADOPT-A-STREAM" PROGRAM

**SUMMARY:**

The Engineering Division would like to implement an Adopt-A-Stream Program. The Resolution, program guidelines, other forms, and an example of what the adoptees' sign will look like is attached for Councils approval.

As a part of this program, we would like to propose that signage, gloves, and trash bags will be provided by the City as stated in the Program Guidelines. Public Works will make the signs and install them at the section of adopted stream. The estimated cost per adoption is estimated at \$140. We are not asking for an appropriation of funds into the budget at this time.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

RESOLUTION ESTABLISHING POLICIES AND GUIDELINES FOR AN "ADOPT-A-  
STREAM" PROGRAM

WHEREAS, the City of Gallatin would like to implement an Adopt-A-Stream Program to help satisfy requirements set forth by the State of Tennessee through the MS4 NPDES General Permit issued to the City.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Adopt-A-Stream Guidelines and forms attached to this Resolution are hereby approved and adopted.

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:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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JOE H. THOMPSON  
CITY ATTORNEY

# Adopt-A-Stream Guidelines

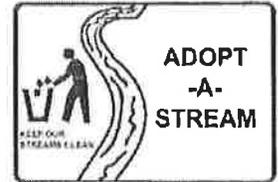
## *General Program Conditions*



1. The City of Gallatin encourages local businesses, civic organizations, watershed groups, church groups, academic institutions, scout groups, etc. to adopt local streams, rivers, and lakes for the purpose of managing litter along stream banks, shorelines, and in waterways.
2. Typically, a team of two people can cover one mile of a lightly littered stream channel in about one or two hours. The City of Gallatin suggests groups adopt no less than one mile of a stream or river. *Remember the number of volunteers needed for the cleanup will depend on the length of stream or river adopted.*
3. Adopting organizations will be honored with an Adopt-A-Stream sign, which will include the organization's name. The sign will be posted after the first cleanup.
4. Each group must include a participating adult of 18 years or older. Individuals under 18 years can participate in a stream cleanup if supervised by an adult. The City of Gallatin requires at least one adult per 6 youth.
5. Adopting groups agree to collect litter on both sides of the stream at least twice a year. It is recommend one cleanup in the late spring/early summer and one in the fall. Traditionally, the amount of litter is greatest during these times because of spring runoff and the beginning and the end of the water recreation season. **Please return "Stream Cleanup Event Notification Form" prior to cleanup event.**
6. Participants must adopt a stream for a period of three consecutive years. After three years, the adopting organization may renew their designation and agreement, modify their designation (*choose a different stream*), or terminate the agreement.
7. The Designated Representative for the adopting group must conduct a safety meeting prior to every clean up to review the supplied safety information. The Designated Representative may conduct the safety meeting immediately before a cleanup; however, this meeting must be held in a safe, appropriate area.
8. The adopting organization's Designated Representative must visit a city representative at least one week before a scheduled cleanup. At that time, city staff will provide the Designated Representative with safety information, gloves and trash bags for every member of the adopting group's cleanup crew.
9. The Designated Representative is responsible for notifying city staff if any of the adopting group's participants has a condition that might require special safety precaution or provisions covered under the Americans with Disabilities Act.
10. Adopting groups' members shall not trespass on private property. Permission from the property owner must be secured before entering private property.
11. The adopting group is responsible for notification to the appropriate Program Coordinator for location for all collected litter.
12. At least two weeks before the project date, the Designated Representative for the adopting group must send copies of the sign-in sheets all completed and signed safety liability release forms and the stream cleanup event notification form to the Adopt-A-Stream Program Coordinator.
13. The City of Gallatin reserves the right to deny an adoption request or cancel the adoption agreement of any group.

# Adopt-A-Stream Guidelines

*General Program Conditions*



14. Before an adopting group applies to adopt a stream, or before any program activities are initiated, the group's Designated Representative shall survey the stream on the days and during the hours the group intends to perform cleanups to determine if stream conditions are safe and appropriate for the ages and abilities of the group's members. If, at any time, the adopting group feels the adopted section of stream has become unsafe for litter pickups, the group's Designated Representative should call the Engineering Division and he or she will work with the group to identify a safer stream section or a different stream.
15. The Designated Representative of the adopting group must conduct a safety meeting prior to every cleanup to review the supplied safety information. The Designated Representative may conduct a safety meeting immediately before a cleanup; however, this meeting must be held in a safe, appropriate area.
16. Individuals under 18 may participate in a stream cleanup only if supervised by an adult. Adopting groups must provide at least one adult supervisor for every six (6) children under 18 years old.
17. Adopting groups should avoid working on steep slopes or in confined stream/river stretches with limited ingress/egress.
18. Adopting groups shall not work around/on class one rapids or greater.
19. Cleanup participants are encouraged to wear a bright orange safety vest or bright clothing (or, if appropriate a life-jacket) at all times. Participants shall also wear gloves.
20. Always work in groups of two or greater. **Do not work alone!**
21. Cleanup participants shall not drink water from any stream. Refreshments should be provided by the Contact Person and/or project organizer or participants may bring their own.
22. Cleanups shall be scheduled during daylight hours and during fair weather. Remember to schedule a "rain-date" ahead of time.
23. Cleanup participants are encouraged to take breaks, drink fluids, and avoid overexertion.
24. Do not pick up materials that appear hazardous or unsafe.
25. Be alert for snakes, stinging insects, and poisonous plants.
26. Applicants to whom an Adopt-A-Stream Program Designation and Agreement are issued shall at all times Indemnify and save harmless City of Gallatin. **All volunteers shall sign a liability release form prior to participating in any cleanup activities.** Liability forms must include the following language: *Adopt-A-Stream Program volunteers shall at all times indemnify and save harmless the City of Gallatin, agents and officers, from responsibilities, damage, or liability arising from the exercise of the privileges granted under designated programs.*
27. Adopting groups shall provide volunteers with emergency phone numbers, as well as a means to contact the appropriate authority in case of an emergency (a mobile phone or the location of the nearest pay phone), and first aid kits.

# Adopt-A-Stream



## Application for Program Designation and Agreement

As stewards of the City of Gallatin's water resources, we the members of \_\_\_\_\_ request permission to adopt a \_\_\_\_\_ mile segment of \_\_\_\_\_.

Name of Adopting Organization: \_\_\_\_\_

Number of stream cleanups per year (two required): \_\_\_\_\_

Designated Representative (**Primary**): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (*daytime*): \_\_\_\_\_

Designated Representative (**Secondary**): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (*daytime*): \_\_\_\_\_

*The work will be performed under and in accordance with the General Program Conditions and Safety Guidelines both attached to this application and incorporated herein by reference.*

*Applications to whom an Adopt-A-Stream Program Designation and Agreement are issued shall at all times indemnify and save harmless the City of Gallatin, and all employees, agents and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted under designated programs. The Program Designation and Agreement may be terminated by the City of Gallatin at any time. The City of Gallatin reserves the right to revise or discontinue the Adopt-A-Stream Program at any time.*

As a designated representative of \_\_\_\_\_

*I have read, understand and shall comply with the Adopt-A-Stream general program conditions and safety guidelines regarding participation in the program.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**  
City of Gallatin  
Engineering Division  
132 West Main Street  
Gallatin, TN 37066



## Adopt-A-Stream Stream Cleanup Checklist

- Submit Application for Local Program Designation to appropriate Adopt-A-Stream Program Coordinator
- Form an organizing committee
- Conduct visual survey of cleanup area
- Select the project date and the time of the event
- Locate and reserve a central meeting place
- Arrange for the disposal of collected litter through the appropriate Adopt-A-Stream Program Coordinator
- Obtain permission from landowners with property in the proposed cleanup area
- Recruit stream cleanup volunteers from your organization or community
- Publicize the stream cleanup project
- Gather cleanup equipment and materials
- Conduct safety meeting
- Send copies of sign-in sheets (*please attach all signed liability forms*) and the Stream Cleanup Event Notification Form
- Conduct stream cleanup and litter collection
- Begin planning next cleanup



## Stream Cleanup Event Notification Form

Organization: \_\_\_\_\_

Designated representative: \_\_\_\_\_

Representative phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of cleanup: \_\_\_\_\_

Stream cleanup site: \_\_\_\_\_

Central meeting location: \_\_\_\_\_

Approximate number of volunteers: \_\_\_\_\_

Please determine the number of supplies you need: \_\_\_\_\_ Bags \_\_\_\_\_ Gloves

Determine litter collection area (bags must be placed together at least 8 feet from edge of road):

\_\_\_\_\_

**At least two weeks prior to stream cleanup event, please return form to:**

**City of Gallatin**

**Engineering Division**

**132 West Main Street**

**Gallatin, TN 37066**

**[zach.wilkinson@gallatin-tn.gov](mailto:zach.wilkinson@gallatin-tn.gov)**







## Adopt-A-Stream Stream Cleanup Data Form

Date: \_\_\_\_\_

Stream Adopted: \_\_\_\_\_

Adopting organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Map location from county road map (if available): \_\_\_\_\_

Location of stream section cleaned (if possible please provide names of road crossings and or attach a map):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of miles cleaned: \_\_\_\_\_

Number of participants, Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Number of trash bags collected: \_\_\_\_\_

Type of trash collected: \_\_\_\_\_

\_\_\_\_\_

Most unusual item found: \_\_\_\_\_

Cleanup time (in hours): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Please return to:  
.. City of Gallatin  
Engineering Division  
132 West Main Street  
Gallatin, TN 37066  
[zach.wilkinson@gallatin-tn.gov](mailto:zach.wilkinson@gallatin-tn.gov)



## Adopt-A-Stream Visual Assessment Reporting Form

Date: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Stream location/ Name: \_\_\_\_\_

**Stream Assessment:** (Please list the following characteristics)

Water Color: (please describe) \_\_\_\_\_

Odor: yes\_\_ no\_\_ (if yes, please describe) \_\_\_\_\_

Oily sheen: yes\_\_ no\_\_ Foamy: yes\_\_ no\_\_ Algae: yes\_\_ no\_\_

**Stream Appearance:**

Did anything look unnatural or out of the ordinary during your visual inspection of the stream? (If yes, please explain)

\_\_\_\_\_  
\_\_\_\_\_

**Land Use and Ownership:** (check all that apply)

Farming/Agriculture  Residential  Private owner

Industrial  Commercial  School

Forest  Open space  Park

Government owned  Other \_\_\_\_\_

**Blockages:** (Were there any debris or debris piles that could cause the stream to flood? For example: blocked culverts, pipes, or bridges). If yes, please indicate the location as well as the types of debris causing the blockage.

**Pipe/tile discharge:** (Were there any pipes/tiles discharging liquid during a dry period (without rain for several days)). If yes, please indicate the location as well as the characteristics of the liquid discharge.

Please complete and return to:

City of Gallatin

Engineering Division

132 West Main Street

Gallatin, TN 37066

[zach.wilkinson@gallatin-tn.gov](mailto:zach.wilkinson@gallatin-tn.gov)

<sup>-2 1/2"</sup>  
**Adopt A Stream**

<sup>-2"</sup>  
**SPONSOR**

18"

24"

\$ 96.00 ea  
Installed

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:**    **Engineering**

**AGENDA #**    **5**

**SUBJECT:**

Paving List

**SUMMARY:**

Attached is the 2013-2014 Paving List for Council to review for budget purposes.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

2013-2014 PAVEMENT REHABILITATION PROGRAM

RECOMMENDED ROADS FOR REHABILITATION  
CAPITAL PROJECTS  
QUALIFIED FROM RECOMMENDATION

STREET NAME	RANGE	MODIFIED RATING	DATE RATED	ADT W/ CLASSIFICATION	DESCRIPTION OF WORK	TOTAL (ESTIMATED)
<b>DISTRICT 1</b>						
SOUTH WALTER AVENUE	FRANKLIN ST TO BROADWAY	62	5/5/2011	MAJ ARTERIAL	OVERLAY	\$ 16,204
PERROLEE ST	N. WILMORE TO N. HUME ST	68	1/14/2013		OVERLAY	\$ 16,106
N TRING AVE	MAIN ST TO E EASTLAND AVE	69	2/12/2012		DRAINAGE IMPROVEMENTS, MEDIAN FEATURES AND OVERLAY	\$ 8,635
PAK AVE EAST	SOUTH WESTLAND TO SOUTH WALTER	69			DRAINAGE IMPROVEMENTS, SIDEWALK AND OVERLAY	\$ 10,584
COLLEGE STREET	BROADWAY TO MAIN STREET	69			OVERLAY	\$ 8,197
WEAVER ST	N. WESTLAND N. HUME ST	70	2/12/2013		KEY JOINT @ ENDS AND OVERLAY	\$ 14,692
ANN AVE	EAST JACKSON TO JOANN	70	1/14/2013		MILL AND OVERLAY	\$ 7,299
DALEVIEW AVE	FACTORY STREET TO MAPLE STREET	72	2/12/2012	COLLECTOR	MILL AND OVERLAY	\$ 11,434
VALE AVE	COSCO DR TO SOUTH WESTLAND	72	4/12/2012		MILL AND OVERLAY	\$ 32,447
EAST BLEDSOE	SOUTH WESTLAND TO STEAMPLANT RD	73	2/12/2012		KEY JOINT @ ENDS AND OVERLAY	\$ 100,740
DUNCAN STREET	FACTORY STREET TO MAPLE STREET	73	2/12/2012		MILL AND OVERLAY	\$ 8,564
BAYHILL DR	CHIPWAY DR TO JOINT	73	1/14/2013		OVERLAY	\$ 32,235
HILLCREST ST	N. WILLOWMONT/PERROLEE ST TO W. HILLCREST	74	4/19/2012		OVERLAY	\$ 26,749
GRANDVIEW CIRCLE	ENTRE ROADWAY	74	5/11/2011		KEY JOINT ENDS AND OVERLAY	\$ 50,336
SPENCER AVE	FACTORY ST TO MAPLE ST	77	4/12/2012		MILL AND OVERLAY	\$ 19,106
RICHLAND CIRCLE	STEAMPLANT RD TO STEAMPLANT RD	77	2/12/2012	COLLECTOR	OVERLAY	\$ 22,389
CHIPWAY DR	CUL-DE-SAC TO CUL-DE-SAC	77	4/12/2012		KEY JOINT ENDS AND OVERLAY	\$ 5,183
EAST EASTLAND	NORTH WALTER TO HUME ST	76	5/8/2013		OVERLAY	
KRAFT STREET	HARTSVILLE PIKE TO HART STREET	78	3/26/2013		OVERLAY	
ALPHA DR	EAST BROADWAY TO CUL-DE-SAC	85	12/12/2012		KEY ENDS AND OVERLAY	
N. WILMORE ST	EAST EASTLAND TO PERROLEE ST	94	5/8/2013		OVERLAY	
<b>DISTRICT 2</b>						
STEPHANE STREET	DUNCAN ST. TO JOHNSON	69	2/12/2012		OVERLAY	\$ 17,290
DUNCAN ST	MAPLE ST TO MALVIN ST	69	5/8/2013		REPAIR FAILURES, KEY ENDS AND OVERLAY	\$ 18,363
JOSLIN AVE	GRUG ST TO SPENCER AVE	70	4/12/2012		OVERLAY	\$ 36,015
SOUTH WALTER AVE	GUID ELEMENTARY TO WOODS FERRY	71	3/18/2011	6795 MIN ARTERIAL	OVERLAY	\$ 59,991
COLES FERRY ROAD	SOUTH WALTER TO AIRPORT ROAD	71.2	2/5/2013	MIN ARTERIAL	MILL AND OVERLAY	\$ 42,477
HITCHCOCK AVENUE	SOUTH WALTER TO HALE AVE	72.0	5/29/2013	COLLECTOR	REPAIR FAILURES, KEY ENDS AND OVERLAY	\$ 21,261
MAPLE STREET	SOUTH WALTER TO 3 LANE SECTION	72.5	2/5/2013		MILL AND OVERLAY	\$ 77,993
DUNCAN ST	MALVIN ST TO DEAD END	73.0	5/8/2013		REPAIR FAILURES, KEY ENDS AND OVERLAY	\$ 57,621
WOODS FERRY RD	S. WATER TO COLES FERRY	73	1/14/2013		OVERLAY	\$ 40,262
SHOULDERS STREET	WOODS FERRY TO BALES STREET	73	2/12/2012		KEY JOINT ENDS AND OVERLAY	\$ 11,735
WOODOVAL DRIVE	COLES FERRY TO WOODCREST DR	74	4/5/2013		MILL ENTIRE ST. CURB REPAIR & OVERLAY	\$ 53,334
SPENCER AVE	MAPLE ST TO HALE AVE	74	4/12/2012		OVERLAY	\$ 72,949
CENTRAL DRIVE	COLES FERRY RD TO WEST AVE	75	2/12/2012		KEY JOINT ENDS AND OVERLAY	\$ 8,917
HALE AVE	SOUTH WALTER TO SPENCER AVE	75	4/12/2012		KEY JOINT ENDS AND OVERLAY	\$ 33,444
MORNINGSIDE DR	S. WATER TO SPENCER AVE	75	4/12/2012		OVERLAY	\$ 14,792
MAPLE STREET	HANCOCK ST TO 2 LANE SECTION	75.8	2/5/2013	7295 COLLECTOR	MILL AND OVERLAY	\$ 78,468
KATHERINE STREET	TOMMY STREET TO PHASE LINE	78.0	2/5/2013		MILL THE INS AND OVERLAY	\$ 20,184
TOMMY STREET	KATHERINE ST TO BALES ST	79	2/5/2013		OVERLAY	\$ 7,224
GREEN WAVE DR	HANCOCK ST TO AUTUMNDALE DR	79	4/12/2012		MILL & OVERLAY	\$ 19,670
DEER PATH	LONE OAK DR TO AUTUMNDALE DR	79	4/12/2012		MILL & OVERLAY	\$ 18,899
GLENN AVE	SPENCER AVE TO SOUTH WALTER	80	4/12/2012		OVERLAY	\$ 27,720
SKYE VIEW DR	LONE OAK DR TO CUL DE SAC	81	4/12/2012		MILL & OVERLAY	\$ 19,047
LONE OAK DR	HANCOCK ST TO AUTUMNDALE DR	82	4/12/2012		MILL & OVERLAY	\$ 24,863
WOODS FERRY RD	S. WATER TO COLES FERRY	84	1/14/2013		OVERLAY	\$ 12,787
AUTUMNDALE DR	SKYE VIEW TO JOINT PAST GREEN WAVE	86	4/12/2012		KEY JOINT @ ENDS AND OVERLAY	\$ 27,355
<b>DISTRICT 3</b>						
NICHOLS LAINE	NICHOLS CIRCLE TO LOCK 4 ROAD	67	2/18/2013	COLLECTOR	KEY THE ENDS AND OVERLAY	\$ 84,818
HAARLTON DR	BLACKSHEAR TO CUL-DE-SAC	68	1/15/2013		LEVEL & OVERLAY	\$ 13,902
CALVERT DR	BELVEDERE DRIVE TO CUL-DE-SAC	69	2/12/2012		MILL, REPAIR FAILED AREAS AND OVERLAY	\$ 56,141
VILLAGE GREEN BLVD	VILLAGE GREEN CROSSING TO WAL-MART	69	4/12/2012		MILL, REPAIR FAILED AREAS AND OVERLAY	\$ 23,248
SUMNERLIN DR	SR 25 TO CUL-DE-SAC	70	2/21/2013		REPAIR FAILED AREAS AND OVERLAY	\$ 27,720
PENINSULA DR	NASHVILLE PIKE TO PALADIN/HARRIS DR	70	1/15/2013		LEVEL & OVERLAY	\$ 40,803

2013-2014 PAVEMENT REHABILITATION PROGRAM

RECOMMENDED ROADS FOR REHABILITATION  
CAPITAL PROJECTS  
DEFERRED FROM REHABILITATION

STREET NAME	RANGE	MODIFIED RATING	DATE BATED	ADT W/ CLASSIFICATION	DESCRIPTION OF WORK	TOTAL (ESTIMATED)
LAKESHORE DRIVE	LOCK 4 TO DEAD END	70	2/18/2013		DRAINAGE IMPROVEMENTS, MILL AND OVERLAY	\$ 76,230
PENINSULA DR	LOCK 4 TO PALADIN/HARRIS DR	71	1/15/2013		LEVEL & OVERLAY	\$ 43,408
NANCY AVE	KATHY CIRCLE TO HARRIS DR	72	4/12/2012		OVERLAY	\$ 11,201
JEFFERSON AVE	KATHY CIRCLE TO HARRIS DR	72	4/12/2012		OVERLAY	\$ 8,931
ROBBIE LANE	PEACH VALLEY TO BELL ROAD	73	12/12/2012		OVERLAY	\$ 21,472
SOUTH-PARK CIRCLE	S WATER AVE TO CUL-DE-SAC	74	4/12/2012		MILL & OVERLAY	\$ 15,100
HAYMIE PL	DAVIS TO CUL-DE-SAC	75	4/12/2012		OVERLAY	\$ 7,755
BLACKSHEAR DR	LAKESHORE TO END OF STREET	76	1/15/2013		OVERLAY	\$ 10,796
HARRIS DR	JACOBS HEIGHTS LN TO PENINSULA DR	76	4/12/2012		OVERLAY	\$ 43,815
MALLARD DR	BELVEDERE DRIVE TO CUL-DE-SAC	77	2/12/2012		MILL, REPAIR FAILED AREAS AND OVERLAY	\$ 15,638
RAMSEY DR	LOCK FOUR TO HARRIS DRIVE	77	4/12/2012		OVERLAY	\$ 14,857
PALADIN PL	PENINSULA DR TO BELVEDERE DR	77	4/12/2012		OVERLAY	\$ 3,457
KATHY CIRCLE	HARRIS DR TO NASHVILLE PIKE	78	4/12/2012		OVERLAY	\$ 37,343
DURHAM DR	HARRIS DR TO HARRIS DR	81	4/12/2012		OVERLAY	\$ 12,937

DISTRICT 9						
CITY LIMIT TO LONG HOLLOW PIKE						
MIMOSA	BLUEWAY WAY TO RODMAN	59	2/14/2013		REPAIR FAILURES AND OVERLAY	\$ 104,462
INNESWOOD DR	BAY POINT DR TO CUL-DE-SAC	69	2/21/2013		MILL AND OVERLAY	\$ 29,565
BROWNS LANE	BAY POINT DR TO PHASE 1 FAIRVIEW	70	4/12/2012	COLLECTOR	MILL AND OVERLAY	\$ 104,627
BAY POINT DR	WOODHAVEN ON THE LAKE TO PHASE 1	71	2/21/2013	COLLECTOR	KEY JOINT ENDS & OVERLAY	\$ 54,331
BAY POINT DR	WOODHAVEN ON THE LAKE TO PHASE 1	71	4/12/2012	COLLECTOR	KEY JOINT ENDS AND OVERLAY	\$ 30,979
GREENWOOD CT	GREENWOOD TO FIELDS OF WOODHAVEN	74	4/12/2012		MILL & OVERLAY	\$ 98,811
NORTHBRIDGE DR	BAY POINT DR TO CUL-DE-SAC	74	4/12/2012		KEY JOINT ENDS & OVERLAY	\$ 12,095
	WOODLAKE DR TO INNESWOOD DR	78	4/12/2012		KEY JOINT ENDS & OVERLAY	\$ 39,975

DISTRICT 5						
CEMENTERY AVE						
SMITH STREET	MAIN ST TO WEST WINCHESTER	70	4/12/2012		MILL AND OVERLAY	\$ 21,815
DURHAM ST & CHURCH ST	SOUTH WATER TO SOUTH-PARADUE	70	2/12/2012	882 COLLECTOR	WIDEN EXISTING, EXTEND TO BROADWAY AND OVERLAY	\$ 41,364
EAGLE DRIVE	WEST EASTLAND TO DOROTHY JORDAN	71	4/12/2012		OVERLAY	\$ 15,348
HILL ST	LONG HOLLOW PIKE TO TRAIL DRIVE	71	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 22,112
UNION PARK	NORTH FORD TO DEAD END	72	1/18/2013		OVERLAY	\$ 6,802
BATE AVE	UNION PARK TO PEMBERTON	73	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 11,402
UNION PARK	LONG HOLLOW PIKE TO RED RIVER ROAD	73	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 55,111
CHURCH ST	SMALL ST TO WEST EASTLAND	74	2/12/2012		OVERLAY	\$ 24,130
HATTEN TRACK	DOROTHY JORDAN TO N BLAKEMORE AVE	75	4/12/2012		OVERLAY	\$ 9,132
PEMBERTON ST	NORTH WATER TO DEAD END	76	3/18/2011		OVERLAY	\$ 20,897
SOUTH ELECTRA ST	UNION PARK TO UNION PARK	77	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 9,770
PARADISE ST	LONG HOLLOW PIKE TO TRAIL DRIVE	77	2/12/2012		MILL ENTIRE ST AND OVERLAY	\$ 28,473
SCOTT DR	WEST EASTLAND TO DEAD END	78	1/18/2013		OVERLAY	\$ 20,777
HUBERT DR	CARSON ST TO ANTHONY ST	78	2/21/2013		OVERLAY	\$ 27,700
HALL ST	HUBERT DR TO HATTEN TRACK	78	2/21/2013		OVERLAY	\$ 18,996
ROOSEVELT CIRCLE	LINCOLN DR TO SCOTT DR	78	2/21/2013		OVERLAY	\$ 6,383
NORTH COUNCIL AVE	BLAYHE AVE TO ANTHONY ST	79	2/12/2012		OVERLAY	\$ 12,925
CREEKSIDE COURT	SOUTH WATER TO EAST BLEDSOE	79	2/12/2012		KEY JOINT ENDS AND OVERLAY	\$ 16,182
BLAKEMORE AVE	ENTIRE STREET	81	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 10,983
	ENTIRE STREET	81	2/12/2012		OVERLAY	\$ 13,294
	CEMENTERY TO SOUTH WATER	83	4/12/2012		KEY JOINT ENDS AND OVERLAY	\$ 24,038
	WALNUT CREST DRIVE TO CUL-DE-SAC	84	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 13,097
	SMALL ST TO WEST EASTLAND	87	2/12/2012		KEY JOINT INTERSECTIONS AND OVERLAY	\$ 24,468

SUB-TOTAL (ESTIMATED) = \$ 622,932  
TOTAL (10% CONTINGENCY) = \$ 685,225

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:** Personnel

**AGENDA #** 6

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**SUBJECT:**

Life and Long Term Disability Benefit Plans

**SUMMARY:**

The City of Gallatin has been offering Life and Long Term Disability benefits through The Hartford for the past 3 years to our employees at no cost to the employees. Employees can also purchase individual Voluntary Life insurance for themselves and dependents at their own expense.

Bids were recently obtained to match our current benefits, including the Voluntary Life. The attached sheets shows the top proposals and their rates.

**RECOMMENDATION:**

1. Recommend the City accept the Life and Long Term Disability proposal submitted by USABLE Life through agents Michael Wertenberger and Kelly Coley effective July 1, 2013. Their rates represented the lowest bid while still providing our employees with the same coverage. No formal enrollment process would be necessary.
  
2. Recommend the City accept the Voluntary Life proposal submitted by USABLE through agents Michael Wertenberger and Kelly Coley effective July 1, 2013. The cost of these benefits will continue to be paid for by currently enrolled employees. The rates will remain the same as with our current carrier.

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

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Approved   
Rejected   
Deferred

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**Notes:**

**RESOLUTION NO. R1306-25**

**RESOLUTION AWARDING LIFE & LONG TERM DISABILITY BENEFITS  
CONTRACT FOR THE CITY OF GALLATIN**

**BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE**, that the City of Gallatin approves and accepts a contract for life and long term disability insurance benefits provided by USable Life and that the Mayor is hereby authorized to sign said contract on behalf of the City of Gallatin. The base contract shall begin July 1, 2013, and end June 30, 2015. This contract will include basic life insurance and long term disability benefits for city employees. Optional life insurance benefits are also offered.

**BE IT FURTHER ORDAINED** that the Mayor is further authorized to give appropriate notice of termination to The Hartford to terminate services under the existing renewal contract.

**BE IT FURTHER ORDAINED** that Kelly Coley of Coley & Lyles Insurance and Michael Wertenberger of Premier Benefits Group be appointed as co-agents of record for this two-year contract.

**BE IT FURTHER ORDAINED**, 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

## July 1, 2013 Proposals for Life and Long Term Disability Benefits

Agent	No Agent(s) Direct with Company	Insurance Company	Rate Guarantee	Life Volume	Life Rate Per/\$1,000	Monthly Cost	Rate Guarantee	AD&D Volume	AD&D Rate Per/\$1,000	Monthly Cost	Rate Guarantee	LTD Volume	LTD Rate Per/\$100	Monthly Cost	Life/AD&D/LTD Total Monthly Cost	% Increase Over Current
		The Hartford - Current	2 Years	24,164,718	0.136	\$3,286.40	2 Years	1,828,750	0.026	\$47.55	2 Years	1,255,061	0.250	\$3,137.65	\$6,471.60	
		The Hartford - Renewal	2 Years	24,164,718	0.214	\$5,171.25	2 Years	1,828,750	0.026	\$47.55	2 Years	1,255,061	0.286	\$3,589.47	\$8,808.27	36.11%
		USABLE Life	2 Years	24,164,718	0.120	\$2,899.77	2 Years	1,828,750	0.030	\$54.86	2 Years	1,255,061	0.310	\$3,890.69	\$6,845.32	5.77%
		USABLE Life	2 Years	24,164,718	0.175	\$4,228.83	2 Years	1,828,750	0.020	\$36.58	2 Years	1,255,061	0.235	\$2,949.39	\$7,214.79	11.48%
		Sun Life - 2 years	2 Years	24,164,718	0.175	\$4,228.83	2 Years	1,828,750	0.020	\$36.58	2 Years	1,255,061	0.235	\$2,949.39	\$7,214.79	11.48%
		Sun Life - 2 years	2 Years	24,164,718	0.175	\$4,228.83	2 Years	1,828,750	0.020	\$36.58	2 Years	1,255,061	0.235	\$2,949.39	\$7,214.79	11.48%
		Sun Life - 2 years	3 Years	24,164,718	0.170	\$4,108.00	3 Years	1,828,750	0.025	\$45.72	3 Years	1,255,061	0.240	\$3,012.15	\$7,398.37	14.32%
		Symetra Life	3 Years	24,164,718	0.180	\$4,349.65	3 Years	1,828,750	0.020	\$36.58	3 Years	1,255,061	0.240	\$3,012.15	\$7,398.37	14.32%
		Sun Life - 3 years	3 Years	24,164,718	0.180	\$4,349.65	3 Years	1,828,750	0.020	\$36.58	3 Years	1,255,061	0.240	\$3,012.15	\$7,398.37	14.32%
		Sun Life - 3 years	3 Years	24,164,718	0.180	\$4,349.65	3 Years	1,828,750	0.020	\$36.58	3 Years	1,255,061	0.240	\$3,012.15	\$7,398.37	14.32%
		Sun Life - 3 years	3 Years	24,164,718	0.180	\$4,349.65	3 Years	1,828,750	0.020	\$36.58	3 Years	1,255,061	0.240	\$3,012.15	\$7,398.37	14.32%
		Lincoln Financial	2 Years	24,164,718	0.180	\$4,349.65	2 Years	1,828,750	0.030	\$54.86	2 Years	1,255,061	0.250	\$3,137.65	\$7,542.16	16.54%
		Lincoln Financial	2 Years	24,164,718	0.180	\$4,349.65	2 Years	1,828,750	0.030	\$54.86	2 Years	1,255,061	0.250	\$3,137.65	\$7,542.16	16.54%
		Prudential	2 Years	24,164,718	0.140	\$3,383.06	2 Years	1,828,750	0.019	\$34.75	2 Years	1,255,061	0.330	\$4,141.70	\$7,559.51	16.81%
		Sun Life - 3 years	3 Years	24,164,718	0.190	\$4,591.30	3 Years	1,828,750	0.035	\$64.01	3 Years	1,255,061	0.240	\$3,012.15	\$7,667.45	18.48%
		Aetna	2 Years	24,164,718	0.170	\$4,108.00	2 Years	1,828,750	0.020	\$36.58	2 Years	1,255,061	0.340	\$4,267.21	\$8,411.78	29.98%
		Aetna	2 Years	24,164,718	0.185	\$4,470.47	2 Years	1,828,750	0.020	\$36.58	2 Years	1,255,061	0.365	\$4,580.97	\$9,088.02	40.43%
		Unum	2 Years	24,164,718	0.170	\$4,108.00	2 Years	1,828,750	0.020	\$36.58	2 Years	1,255,061	0.400	\$5,020.24	\$9,164.82	41.62%

### VOLUNTARY LIFE RATES

CURRENT	RECOMMENDED
<b>The Hartford</b>	<b>USABLE Life</b>
Rate Basis	Rate Basis
Per 10,000	Per 10,000
Under 35	Under 35
\$0.67	\$0.67
35-39	35-39
\$1.00	\$1.00
40-44	40-44
\$1.60	\$1.60
45-49	45-49
\$2.36	\$2.36
50-54	50-54
\$4.03	\$4.03
55-59	55-59
\$6.89	\$6.89
60-64	60-64
\$10.84	\$10.84
65-69	65-69
\$17.07	\$17.07
70-74	70-74
\$27.15	\$27.15
75+	75+
\$48.08	\$48.08

### DEPENDENT LIFE RATES

CURRENT	RECOMMENDED
<b>The Hartford</b>	<b>USABLE Life</b>
Rate Basis	Rate Basis
\$8,000 Benefit	\$8,000 Benefit
\$1.82	\$1.82

CITY OF GALLATIN  
THE COUNCIL COMMITTEE  
AGENDA SUMMARY  
May 28,2013

AGENDA # 7

DEPARTMENT: Public Works

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SUBJECT: Appropriate funds in the amount of \$84,000.00 for costs associated with Go Green Litter and Recycling Project Grant

SUMMARY: This is a state grant and will incorporate a seasonal inmate crew for three years, a solar powered compactor, and 25 new recycling cans. It was previously voted on and approved by council to apply for the grant. \$70,000.00 is reimbursable by the state.

RECOMMENDATION:

Proceed with appropriation

ATTACHMENT:

Resolution       Correspondence       Bid Tabulation  
 Ordinance       Contract       Other

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Approved \_\_\_\_\_  
Rejected \_\_\_\_\_  
Deferred \_\_\_\_\_

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Notes:

ORDINANCE NO. 01306-33

ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$84,000.00 FOR COSTS ASSOCIATED WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION GO GREEN LITTER AND RECYCLING PROJECT GRANT

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the City is in receipt of a Tennessee Department of Transportation (TDOT) Grant in the amount of \$84,000.00 for project costs including but not limited to inmate crew leader salary, solar powered compactor, public awareness campaign, and 25 recycle cans; and

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$70,000.00 is hereby appropriated from State Grants, account #110-33490, and \$14,000.00 from the fund balance to the following:

110-41800-111-56	Facility Maintenance Salaries	\$48,114.35
110-41800-141-56	Facility Maintenance FICA	\$3,985.65
110-41800-720-56	Facility Maintenance Grant	\$31,900.00

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the City will monitor the work with City personnel, and will comply with all rules of the grant;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect on June 30, 2013 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**

May 28, 2013

**DEPARTMENT:** City Attorney

**AGENDA #** 8

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**SUBJECT:**

ORDINANCE APPROPRIATING \$1,468.06 FOR DAMAGE TO A DECORATIVE LIGHT AND SIGN AT TULIP POPLAR DRIVE & VILLAGE GREEN CROSSING

**SUMMARY:**

A one vehicle accident occurred on 4/1/2013 and as a result of the accident, there was damage to a decorative sign and also a turn lane sign. Lindsay Marie Kelley was cited to General Sessions Court where the Judge ordered Ms. Kelley to pay restitution by November 13, 2013. The invoice from the Electric Department will need to be satisfied now and can not wait until November to pay in full. If & when we are reimbursed from Ms. Kelley, the city can receipt that money back into the general fund, less Public Works part of the cost.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

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Approved   
Rejected   
Deferred

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**Notes:**

ORDINANCE NO. 01306-32

ORDINANCE APPROPRIATING \$1,468.06 FOR DAMAGE TO A DECORATIVE LIGHT AND SIGN AT TULIP POPLAR DRIVE & VILLAGE GREEN CROSSING

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,468.06 is hereby appropriated from the Undesignated Fund Balance of the General Fund for repairs to a decorative light and sign damaged by an accident on 4/1/2013. The funds will be payable to Gallatin Electric Department.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect on 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

**Gallatin Department of Electricity**

**P.O. Box 1555  
135 Jones Street  
Gallatin, TN 37066  
Phone: 615-452-5152  
Fax: 615-452-6060**

April 30, 2013

Lindsay M. Kelley  
124 Cotton Street  
Gallatin, TN 37066

**RE: Damage @ Tulip Poplar Dr./Village Green Crossing, Gallatin on 4/01/2013  
Gallatin Police Dept. Report No. 13-1482**

Costs to repair electrical facilities damaged on April 1, 2013.

Payroll (includes all applicable OH)	\$ 190.23
Transportation	23.80
Materials	<u>1,074.13</u>
<b>Total</b>	<b>\$ 1,288.16</b>

Cc: City of Gallatin  
ATTN: Jamiann Hannah  
jami.hannah@gallatin-tn.gov

## GALLATIN PUBLIC WORKS DEPARTMENT WORK ORDER

Address: TULIP BOULVARD Dr. (100' W OF VILLAGE GREENXING) Date: 4/18/13

Description of Work: REPLACEMENT OF POST AND "CENTER LANE ONLY" SIGN — DUE TO ACCIDENT.

Material Description	Quantity	Unit Price	Total
<u>GALV II POST 11 FT</u>	<u>1</u>	<u>17.91</u>	<u>17.91</u>
<u>1101 CONCRETE MIX</u>	<u>2</u>	<u>1.79</u>	<u>3.58</u>
<u>MATERIAL HI PRISMATIC 24"</u>	<u>3</u>	<u>2.34</u>	<u>7.02</u>
<u>MATERIAL BLACK VINYL 24" X 30"</u>	<u>3</u>	<u>2.03</u>	<u>6.09</u>
<u>PLANK 24" X 36"</u>	<u>1</u>	<u>17.00</u>	<u>17.00</u>
Total Cost of Material:			<u>51.60</u>
Overhead Charges (15 percent):			<u>7.74</u>
Total Material Charges:			<u>59.34</u>
Labor Used - List Employees	Hours Worked	Hourly Wage	Total
<u>MARK BASS</u>	<u>2</u>	<u>16.09</u>	<u>32.18</u>
<u>MARK CARTER</u>	<u>2</u>	<u>11.11</u>	<u>22.22</u>
Total Cost of Labor:			<u>54.40</u>
Overhead Charges (30 percent):			<u>16.32</u>
Total Labor Charges:			<u>70.72</u>
Equipment Used	Hours Used	Hourly Rate	Total
<u>SIGN STOP SERVICE TRUCK</u>	<u>2</u>	<u>25.00</u>	<u>50.00</u>
Total Equipment Charges:			<u>50.00</u>
TOTAL JOB CHARGES:			<u>180.06</u>

Completed By: *Mark Bass*

Crew Supervisor: *[Signature]*

GALLATIN PD ACCIDENT REPORT ATTACHED

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT: CITY ATTORNEY**

**AGENDA # 9**

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**SUBJECT:**

Resolution Distillery Opt Out

**SUMMARY:**

As discussed in the council meeting on May 21, 2013. See attached memorandum from MTAS

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

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Approved   
Rejected   
Deferred

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**Notes:**

**RESOLUTION NO. R1306-24**

**A RESOLUTION TO REMOVE THE MUNICIPALITY FROM THE APPLICATION OF  
MANDATORY ALLOWANCE OF THE MANUFACTURE OF ALCOHOLIC  
BEVERAGES**

**WHEREAS**, Tennessee Code Annotated, § 57-2-103, makes it lawful to manufacture intoxicating liquors or intoxicating drinks, or both, within the boundaries of certain jurisdictions; and

**WHEREAS**, Tennessee Code Annotated, § 57-2-103, allows a municipality to adopt a resolution to remove the municipality from the application of such provisions;

**WHEREAS**, no written notification has been filed with the legislative body of the municipality expressing an intent to pursue all lawful avenues to manufacture intoxicating liquors or intoxicating drinks, or both, within the boundaries of the municipality;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE**, that pursuant to Tennessee Code Annotated, § 57-2-103(d)(3) the City elects to remove itself from the application of Tennessee Code Annotated, § 57-2-103(d). Upon the effective date of this resolution the manufacture of intoxicating liquors or intoxicating drinks, or both, within the boundaries of the City of Gallatin, Tennessee shall not be lawful.

**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

Joe Thompson

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**From:** UT-MTAS [mtas@tennessee.edu]  
**Sent:** Tuesday, May 21, 2013 4:00 PM  
**To:** City Attorney  
**Subject:** Distilleries in Tennessee - Update from 2013 Legislative Session

If you're having trouble viewing this email, you may [see it online](#).

Share This:   

THE UNIVERSITY OF  
**TENNESSEE** UT  
INSTITUTE for  
PUBLIC SERVICE

Municipal Technical Advisory Service

At the tail end of their 2013 session, the Tennessee General Assembly passed SB0129/HB0102. The bill, which as of the date of this writing has yet to be assigned a public chapter number, amends Tennessee Code Annotated, §§ 57-2-103 and 57-3-202 to make the manufacture of intoxicating liquors, intoxicating drinks (including high-alcohol content beer), or both, lawful in the following jurisdictions:

1. A city or county that has approved the manufacture of intoxicating liquors or intoxicating drinks, or both, via a public referendum;
2. A city or county that has approved both retail package sales and consumption of alcoholic beverages on the premises through a referendum;
3. A city or county with a premier tourist resort district in which it is lawful to sell alcoholic beverages for on premises consumption;
4. A city with a population of less than 1,000 that is located in a county in which any jurisdiction within the county has approved retail package sales through referendum and any jurisdiction within the county has approved consumption of alcoholic beverages on the premises through referendum;
5. A city with a population of less than 1,000 that is located in a county that is included in a Tennessee River Resort District and has approved retail package sales through referendum; or
6. A city or county where it is lawful to have manufacturing of intoxicating liquors or intoxicating drinks, or both, prior to the effective date of the act.

Pursuant to the bill, distilleries and the manufacture of alcoholic beverages will become lawful upon its effective date. However, a city that wishes to continue to prohibit the manufacture of alcohol can do so via a resolution which removes application of this law. Such a resolution must be passed before a person files an official notice with city of his intent to pursue all lawful avenues to manufacture alcohol within the city limits. No notice may be filed prior to 45 days after the effective date of the bill which is assumed to be July 1, 2013. Thus a notice of intent can be filed with the city as early as August 14, 2013, assuming our prediction of the effective date of July 1, 2013 is correct. A city meeting one of the aforementioned criteria that wishes to continue to prohibit the manufacture of alcohol should pass a resolution prior to that date. Click here to [view a sample resolution in MORE](#) or [download a Word version](#).

Confirmation of the effective date and other details will be provided in a subsequent email once the public chapter is published. Should you have any questions, please contact your MTAS management consultant.

If you have any technical problems with this email or with MORE, please contact [Lisa Shipley](#) at 865.974.9822.

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:** Councilman Overton

**AGENDA #** \ 0

**SUBJECT:**

Peach Valley Road, Sections Outside the City Limits

**SUMMARY:**

Councilman Overton requested this item be placed on the agenda.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:** Councilwoman Brackenbury

**AGENDA #** \ \

**SUBJECT:**

Intersection of Airport Road and Hartsville Pike

**SUMMARY:**

Councilwoman Brackenbury requested this item be placed on the agenda.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

May 28, 2013

**DEPARTMENT:** Councilman Camp

**AGENDA #** 12

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**SUBJECT:**

ORDINANCE TO AMEND VARIOUS SECTIONS OF THE GALLATIN MUNICIPAL CODE, CHAPTERS 2 AND 13, RELATING TO THE APPOINTMENT AND DUTIES OF THE DIRECTOR OF HUMAN RESOURCES

**SUMMARY:**

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

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Approved   
Rejected   
Deferred

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**Notes:**

ORDINANCE TO AMEND VARIOUS SECTIONS OF THE GALLATIN MUNICIPAL CODE, CHAPTERS 2 AND 13, RELATING TO THE APPOINTMENT AND DUTIES OF THE DIRECTOR OF HUMAN RESOURCES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Municipal Code, Chapter 2, Article IV, Division 1, is hereby amended by adding a new Section 2-179 which shall read as follows:

**Sec. 2-179. Director of human resources.**

The director of human resources shall be appointed by a majority vote of the entire membership of the city council including the mayor. The director of human resources shall be subject to termination, with or without cause, by a vote of five (5) or more members of the city council with the mayor having a vote. The director of human resources shall devote full time to this position with no other outside employment during business hours.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Municipal Code, Chapter 13, Article V, is hereby amended as follows:

- (a) By deleting all instances of the term “personnel official” where it appears in said Article and replacing it with the term “director of human resources”.
- (b) Section 13-101 – by deleting the following: “*Chief executive* shall mean the mayor of the City of Gallatin.”
- (c) Section 13-103 (a) – by deleting the word “mayor” in the first sentence and replacing it with the words “director of human resources.”
- (d) Section 13-103(a)(2) & (3) – by deleting these subsections in their entirety and renumbering the remaining subsections accordingly.
- (e) Section 13-103(b) – by deleting “The mayor shall appoint a personnel official subject to confirmation by the governing body, or combine the duties of the personnel office with

that of another position, which official” in subsection (b) and replacing it with the words “The director of human resources”.

- (f) Section 13-103 (b)(3),(4) & (5) – by deleting the words “to the mayor” wherever they shall appear.
- (g) Section 13-103 (b)(7) – by deleting the words “as may be deemed necessary by the mayor”.
- (h) Section 13-103 (b)(10) – by deleting said subsection in its entirety and renumbering the remaining subsections accordingly.
- (i) Section 13-103 (b)(12) – by deleting the word “mayor” and replacing it with the words “governing body”.
- (j) Section 13-104 (a) – by deleting said subsection in its entirety and replacing it with the following: “The director of human resources shall be responsible for the preparation of such personnel rules and amendments thereto as may be necessary to carry out the provisions of this article to be submitted to the governing body for adoption.”
- (k) Section 13-104(b)(5) – by deleting the words “should they be deemed necessary by the mayor.”
- (l) Section 13-105(a) – by deleting the words “to the mayor”.
- (m) Section 13-105(b) – by deleting the words “after public hearing.”.
- (n) Section 13-105(d) – by deleting the words “to the mayor”.
- (o) Section 13-106(a) – by deleting the words “under the direction of the mayor and” in the first sentence of said subsection and the words “reviewed by the finance committee for approval, and then be” from the last sentence of said subsection.

- (p) Section 13-107 – by deleting the word “mayor” in the fourth sentence of said subsection and replacing it with the words “appropriate department head in consultation with the director of human resources”; and by deleting the word “mayor” in the sixth sentence of said subsection and replacing it with the words “director of human resources”.
- (q) Section 13-113 – by deleting the word “mayor” and replacing it with the words “director of human resources.”
- (r) Section 13-121 – by deleting said subsection in its entirety.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this ordinance shall take effect immediately upon 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 H. THOMPSON  
CITY ATTORNEY