CITY OF GALLATIN
COUNCIL COMMITTEE MEETING

April 14, 2015 **6:00 p.m.** **Dr. J Deotha Malone Council Chambers**

- Call to Order – Vice Mayor Hayes
- Roll Call: Alexander – Brackenbury – Camp – Kemp – Mayberry – Overton– Mayor Brown
- Approval of Minutes: March 10, 2015 and March 24, 2015 Council Committee Meetings
- Public Recognition
- Mayor's Comments

AGENDA

1. Ordinance to Appropriate $9,000.00 from the Sale of Equipment Account #110-36330 Crediting Street Department Repair and Maintenance Vehicles 110-43120-261 **(Ronnie Stiles, Director of Public Works)**
2. Ordinance to Vacate Right of Way on West Smith Street **(Nick Tuttle, City Engineer)**
3. GreenLea Boulevard Extension Project **(Nick Tuttle, City Engineer)**
4. Section 205, Flood Risk Management Study **(Nick Tuttle, City Engineer)**
5. Transfer of Animal Control from Public Works to Police Department **(Councilman Steve Camp)**
6. Project Island **(James Fenton, Executive Director of EDA)**
7. Request to Add Streetlight on Randolph Circle **(Don Bandy, Police Chief)**
8. Downtown Signage **(Councilwoman Brackenbury)**
9. Reappointment of Ed Wyatt to the Municipal Board of Zoning Appeals **(Mayor Paige Brown)**
10. Reappointment of Councilman Ed Mayberry to the Electric Power Board **(Mayor Paige Brown)**
11. Superintendent of Public Works **(Debbie Johnson, Director of Human Resources)**
12. Mayor's Budget Presentation to Council **(Mayor Paige Brown)**

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin
Council Committee Meeting

Tuesday, March 10, 2015
Dr. J. Deotha Malone Council Chambers

PRESENT:

Mayor Paige Brown
Councilman John D. Alexander
Councilwoman Julie Brackenbury
Councilman Steve Camp
Vice Mayor Craig Hayes
Councilwoman Anne Kemp
Councilman Ed Mayberry
Councilman Jimmy Overton

ABSENT:

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance Director
Ronnie Stiles, Public Works Director
David Gregory, Public Utilities Dir.
David Brown, Leisure Services Director
Susan High McAuley, City Attorney
Bill McCord, City Planner
Lori Smiley, IT Director
James Fenton, EDA
Chuck Stuart, Building Codes Dir.
Debbie Johnson, Human Resource Dir.
Don Bandy, Police Chief
Connie Kittrell, City Recorder
News Examiner Reporter
Nick Tuttle, City Engineer
Gallatin News Reporter
Tommy Dale, Assistant Fire Chief
Russ Steinike, Asst. Building Codes

Vice Mayor Hayes called the meeting to order.

Approval of Minutes

No minutes were presented for approval.

Public Recognition

Vice Mayor Hayes called for public recognition.

- Sydney Lunn stated she and Kristi Frankenheimer are with the TV show "Nashville" and are planning to do some filming here in Gallatin.

Special Projects Director Rosemary Bates stated they have not locked down their locations but have completed the proper paperwork.

Councilman Overton made motion to approve contingent upon all the proper paperwork submitted with the required signatures; Councilwoman Brackenbury second. Motion carried with 7 ayes and 0 nays.

With no one else wishing to speak Vice Mayor Hayes closed public recognition.

Mayor's Comments

- Mayor Brown announced the "Shamrock Run" this Saturday beginning at Calvin Short Football Field

Agenda

1. **Preliminary Master Development Plan for Long Hollow Farms Subdivision**

Councilman Camp stated he requested more discussion on this issue. Councilman Overton stated Mr. Kimbro will bring some concessions at the public hearing.

2. **Total Compensation Study (Pay and Benefits) – Final Report**

Human Resource Director Debbie Johnson introduced Dr. Victoria McGrath. Dr. McGrath provided an in-depth power point presentation with an overview of the study and recommendations.

3. **Expanding the Scope of the Work by McGrath Human Resources Group to Include the Development of Job Descriptions**

Human Resource Director Debbie Johnson asked Council to consider expanding the scope of work by Dr. McGrath to include the development of job descriptions.

Council discussed.

Councilman Mayberry made motion to approve; Councilwoman Brackenbury second.

Mayor Brown asked about an updated job evaluation.

Councilman Mayberry asked about retainer fees and Dr. McGrath suggested a per project basis.

Vice Mayor Hayes called for the vote. Motion carried with 7 ayes and 0 nays.

4. Request to Reclassify a Police Records Clerk to Police Officer

Human Resource Director Debbie Johnson explained the reclassification of Police Records Clerk Janel Wilson back to a reclassified Police Officer.

Councilman Alexander made motion to approve; Councilwoman Brackenbury second. Motion carried with 7 ayes and 0 nays.

5. Use of City Owned Vehicle for Commuting

Mayor Brown explained her purpose for bringing this forward and asked for a deferral to allow City Attorney Susan High-McAuley time to review.

6. Resolution Authorizing the Sale of a 1980 Ford F800 to Oglethorpe County Board of Commissioners (Georgia) for the Purchase Price of $9,000

Public Works Director Ronnie Stiles stated he has to have permission from Council to sell this truck because it's over $5,000.

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

7. Ordinance Appropriating Funds from Sale of Trucks for the Building Department in the amount of $7,481.18.

Building Official Chuck Stuart stated he sold two (2) trucks and would like to move that money to another account.

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

8. Gallatin Civic Center Pool Expansion

Leisure Services Director David Brown provided a schedule of events for the Pool Expansion project. Mr. Brown said there are a set of plans for review in his office and the Mayor's office.

9. Ordinance Moving Downtown Signage Money from Engineering to Streets

Public Works Director Ronnie Stiles stated this is moving the money from one account to another to start working on the downtown signs.

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

Other Business

Vice Mayor Hayes called for other business.

- Councilman Alexander asked City Engineer Nick Tuttle about moving the crosswalk signs overhead instead of on the road. Mr. Tuttle suggested a mast arm; he will research and report back.

- Councilman Overton asked City Engineer Nick Tuttle about the signage on the road behind Panera Bread. Mr. Tuttle stated he will work with Mr. Stiles. There was discussion on some of this roadway being private and some being public.

- City Recorder Connie Kittrell informed Council of the property tax due for Sumner County and the City of Gallatin were different dates this year and it had caused some confusion to tax payers. Ms. Kittrell provided council with a report on property tax collections.

Department Head Reports

Vice Mayor Hayes called for Department Head Reports.

- City Engineer Nick Tuttle requested permission from Council to apply for a grant for traffic signals.

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

- Finance Director Rachel Nichols presented a new ordinance to Council. Ms. Nichols explained that #O1502-16 presented last week for second reading was incorrect but the first reading ordinance was correct. Ms. Nichols requested to bring the correct ordinance back next week for second reading.

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

- Finance Director Rachel Nichols informed Council she is working with Financial Advisor to refinance the 2008 Water/Sewer Bond to save money in interest.

- City Planner Bill McCord asked for direction over his concerns of the 109 Access Management Study. Mr. McCord explained that after a recent meeting the

committee's recommendations are a more uniform design/reasonable access in this corridor.

Councilman Overton stated he felt the committee addressed his concerns.

Councilwoman Kemp left the meeting at this time.

Councilman Overton encouraged all council members to attend the next meeting.

Adjourn

With no other business to discuss Vice Mayor Hayes adjourned the meeting.

Mayor Paige Brown

Connie Kittrell, City Recorder

City of Gallatin
Council Committee Meeting

Tuesday, March 24, 2015
Dr. J. Deotha Malone Council Chambers

PRESENT:

Mayor Paige Brown
Councilman John D. Alexander
Councilman Steve Camp
Vice Mayor Craig Hayes
Councilwoman Anne Kemp
Councilman Ed Mayberry
Councilman Jimmy Overton

ABSENT:

Councilwoman Julie Brackenbury

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance Director
Ronnie Stiles, Public Works Director
David Gregory, Public Utilities Dir.
David Brown, Leisure Services Director
Susan High McAuley, City Attorney
Bill McCord, City Planner
Lori Smiley, IT Director
James Fenton, EDA
Chuck Stuart, Building Codes Dir.
Debbie Johnson, Human Resource Dir.
Don Bandy, Police Chief
Connie Kittrell, City Recorder
News Examiner Reporter
Nick Tuttle, City Engineer
Gallatin News Reporter
Tommy Dale, Assistant Fire Chief
Russ Steinike, Asst. Building Codes

Vice Mayor Hayes called the meeting to order.

Approval of Minutes

Vice Mayor Hayes presented the February 10, 2015 and February 24, 2015 Council Committee Minutes for approval. Councilman Overton made motion to approve; Councilman Alexander second. Motion carried with 6 ayes and 0 nays.

Public Recognition

Vice Mayor Hayes called for public recognition.

- Jimmy Conklin of 653 Harris Lane spoke of his concerns and the homeowners concerns about the rezoning of the Long Hollow Farms Subdivision. He stated they would be back in two (2) weeks for the public hearing.

- James Gill of Castalian Springs spoke about Sumner County Food Bank partnering with the City to coordinate the 4th of July Celebration. Mr. Gill spoke about the time constraints and presenting a first class program. Mr. Gill stated he and his organization are willing to partner with the City and accept the challenge of taking on the 4th of July Celebration.

  Councilman Overton made motion to approve;

  There was discussion on responsibilities, fireworks, and an event insurance policy.

  Councilman Mayberry second. Motion carried with 6 ayes and 0 nays.

- Rita Jones of 1303 Long Hollow Pike gave a history of her family living on the property at 1303 Long Hollow Pike. Ms. Jones spoke about her stake in her property and the people that have lived here all their lives.

With no one else wishing to speak Vice Mayor Hayes closed public recognition.

Mayor's Comments

- Mayor Brown stated she had Mayor's After Hours today from 4:30 to 6:00 and nine (9) people stopped in.

- The TV show "Nashville" shot here last week and they were very complimentary of Gallatin.

Agenda

1. **Ordinance Amending Zoning on 10.525 (+/-) Acres from Agricultural Residential (A) Zone District to Multiple Residential and Office (MRO) Zone District with a Preliminary Master Development Plan for Long Hollow Farms Subdivision**

Councilman Camp stated he requested more discussion on this issue.

Charles Kimbro, representing developer David Miller provided council members with an aerial photograph of the property. Mr. Kimbro referenced the 20/20 Plan and the recent changes to the previous plan.

Autrey Dye of GAM Engineering Inc. spoke about the proposed plantings along the existing homes.

There was discussion on the sewer hookup and Mr. Kimbro stated he met with Mr. Griffin this afternoon about the hookups.

2. **Project Island PILOT**

EDA Director James Fenton made Council aware of the PILOT incentives agreement package for Project Island. Mr. Fenton stated no cities will be affected.

Councilman Overton made motion to approve; Councilwoman Kemp second.

Vice Mayor Hayes stated this is information only and no motion is necessary.

3. **Resolution Reassigning Animal Control Duties from Public Works Department to Gallatin Police Department**

Police Chief Don Bandy stated this is a request to move Animal Control from Public works to under the Gallatin Police Department direction. Chief Bandy stated the response will flow better and save money.

Councilman Alexander made motion to approve; Councilman Overton second.

There was much discussion.

Public Works Director Ronnie Stiles stated he has had conversations with Chief Bandy. Mr. Stiles added that he is not for this and the employees are not for this.

Mayor Brown stated this is an enforcement duty, saves money and is more efficient.

Discussion continued.

Vice Mayor Hayes requested a deferral to allow all parties to get together to discuss.

Councilman Overton withdrew his second; Councilman Alexander withdrew his motion.

Discussion continued and this item will be on the April 7th Council meeting agenda for further discussion.

4. Ordinance Appropriating Funds to Implement the 2015 Compensation Plan

Councilman Mayberry questioned when the implementation of the compensation plan would begin; immediately or on July 1. He spoke about the costs for beginning the new plan in this budget year and beginning July 1.

Mayor Brown stated delaying the implementation could have some bearing on some pending key hiring's for the City.

5. Approving New Job Description for Data Quality Control Specialist

Building Official Chuck Stuart stated the new position is a business necessity of his department that will touch many other departments. Mr. Stuart gave stats and explanations for this request. He also stated that he is not requesting any new money to fund this position but will be added in next year's budget.

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

6. Water/Sewer Revenue Bond Resolution

Finance Director Rachel Nichols provided reference material for council and explained the purpose for the request.

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

7. Ordinance Appropriating Revenue from Sign Shop Sale

City Engineer Nick Tuttle stated this is the stop sign behind Wendy's on Nashville Pike.

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

8. Stormwater Ordinance

City Engineer Nick Tuttle stated this is the entire Chapter 18 of the Gallatin Municipal Code. Mr. Tuttle gave council a short introduction to the proposed changes; some mandatory and some optional. Mr. Tuttle gave his suggested timeline for the presentations to council.

Mr. Tuttle gave a short summary on each addition/revision to the stormwater ordinance.

Council agreed for Mayor Brown and Nick to schedule a special called meeting for this item.

9. Adventure Tourism Districts

Mayor Brown stated this is based on the Adventure Tourism and Rural Development Act of 2011 that encourages development of tourism in rural areas. Mayor said Sumner County is requesting a resolution in support from the city with the Mayor's signature.

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

Other Business

Vice Mayor Hayes called for other business.

- Police Chief Don Bandy requested guidance/direction from council on the impound lot location.

  There was discussion on the location options.

  City Attorney Susan High-McAuley stated she was working on the lease with Sumner County on the lot behind Children Are People Too and is requesting a 20 year lease.

  Council requested this item be on the next committee meeting for more discussion.

- Mayor Brown presented renaming the street Billy J. Crook Boulevard in honor of retired Fire Chief Crook.

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

- Mayor Brown stated she had received a request from Judge Joe Thompson to pick-up trash/empty boxes at the Court House. Mayor stated the trash cans were used by the filming of "Nashville" and are full.

  Councilman Overton made motion to approve; Councilwoman Kemp second.

  There was discussion.

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

- Human Resource Director Debbie Johnson stated 44 applications have been received as of today. Mayor Brown suggested H.R. review the candidates and submit that list to a committee to narrow the applications down to a final list. Mayor also suggested a new interview process by council members.

- Councilman Overton requested a list of all boards that the Mayor appoints and Council confirms; terms and Council oversight. City Attorney Susan High-McAuley stated she would prepare that listing.

Department Head Reports

Vice Mayor Hayes called for Department Head Reports.

- Human Resource Director Debbie Johnson announced the upcoming Employees Benefits Health and Safety Fair on Friday, April 10th from 1:00 to 5:30 for employees and their families. Ms. Johnson said the event will be at the Civic Center.

Adjourn

With no other business to discuss Vice Mayor Hayes adjourned the meeting.

Mayor Paige Brown

Connie Kittrell, City Recorder

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
4/14/2015

AGENDA # 1

DEPARTMENT: Public Works

SUBJECT: Ordinance to appropriate $9000.00 from the Sale of Equipment account #110-36330 crediting Street Department Repair and Maintenance Vehicles 110-43120-261

SUMMARY: Ordinance to appropriate $9000.00 from the Sale of Equipment account #110-36330 to Street Department Repair and Maintenance Vehicles 110-43120-261. (Sale of Oil Distributor truck -1980 Ford F-800)

RECOMMENDATION:

ATTACHMENT:

____Resolution	____Correspondence	____Bid Tabulation
_x_Ordinance	____Contract	____Other

Approved _____
Rejected _____
Deferred _____

Notes:

ORDINANCE NO. O15Ø4-24

ORDINANCE APPROPRIATING FUNDS FROM SALE OF EQUIPMENT TO THE STREET DEPARTMENT IN THE AMOUNT OF $9000.00

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of $9000.00 is hereby appropriated from the General Fund account 110-36330, Sale of Equipment, to account 110-43120-261, Street Department Repair and Maintenance Vehicles.

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

PASSED FIRST READING:

PASSED SECOND READING:

_____
MAYOR PAIGE BROWN

ATTEST:

_____
CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

_____
SUSAN HIGH-MCAULEY, CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Engineering** **AGENDA #** 2

SUBJECT:
Ordinance to Vacate Right of Way on West Smith Street

SUMMARY:
Please see attached Memorandum.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☒ **Ordinance**	☐ **Contract**	☒ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

ORDINANCE NO. O15Ø3-22

ORDINANCE TO VACATE RIGHT-OF-WAY BETWEEN 266 AND 272 WEST SMITH STREET TO RANDALL L. STONE

WHEREAS, THE CITY OF GALLATIN has determined that it no longer needs the right-of-way between 266 and 272 West Smith Street and proposes to vacate said right-of-way and transfer said property to Randall L. Stone;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE:

Section 1. That any portion of right-of-way shown or referenced as "Alley" in the deeds recorded for 266 and 272 West Smith Street, Parcels 126C/H/019.00 and 126C/H/020.00, Deed Book 182, Page 556 and Deed Book 158, Page 547, at the Sumner County Register of Deeds Office, is wholly vacated and shall no longer be a part of the street and alley systems of the City of Gallatin and is hereby transferred to Randall L. Stone.

Section 2. That the Mayor is authorized to execute any and all documents necessary to effectuate the terms of this agreement.

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 PAIGE BROWN

ATTEST:

_____
CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

_____
SUSAN HIGH-MCAULEY, CITY ATTORNEY

City of Gallatin
Engineering Division
Memorandum

To : Planning Commission

From : Engineering Division

Date : 3-23-2015

Subject : Smith Street Alley ROW Abandonment

The owner of properties located on 266 and 272 Smith Street has requested the City abandon any interest it may have in the old 16' alley right of way located between the properties. A paved drive is located in the right of way, and connects to the property to the north (253 W. Main St.).

No records were found of the City maintaining the alley, and most of the deed references call the alley private. The tax assessor's map shows the alley as public though. At this time, Gallatin Public Utilities, Gallatin Electric Department, Gallatin Public Works, and the Gallatin Fire Department have indicated they have no desire to keep any public interest in the alley.

Be aware there may still be a private easement in affect for the property. The City would just be abandoning any interest they may have in the alley

The abandonment request will be sent to City Council for their consideration, with any comments this body may have regarding the request.

Please find attachment for reference.

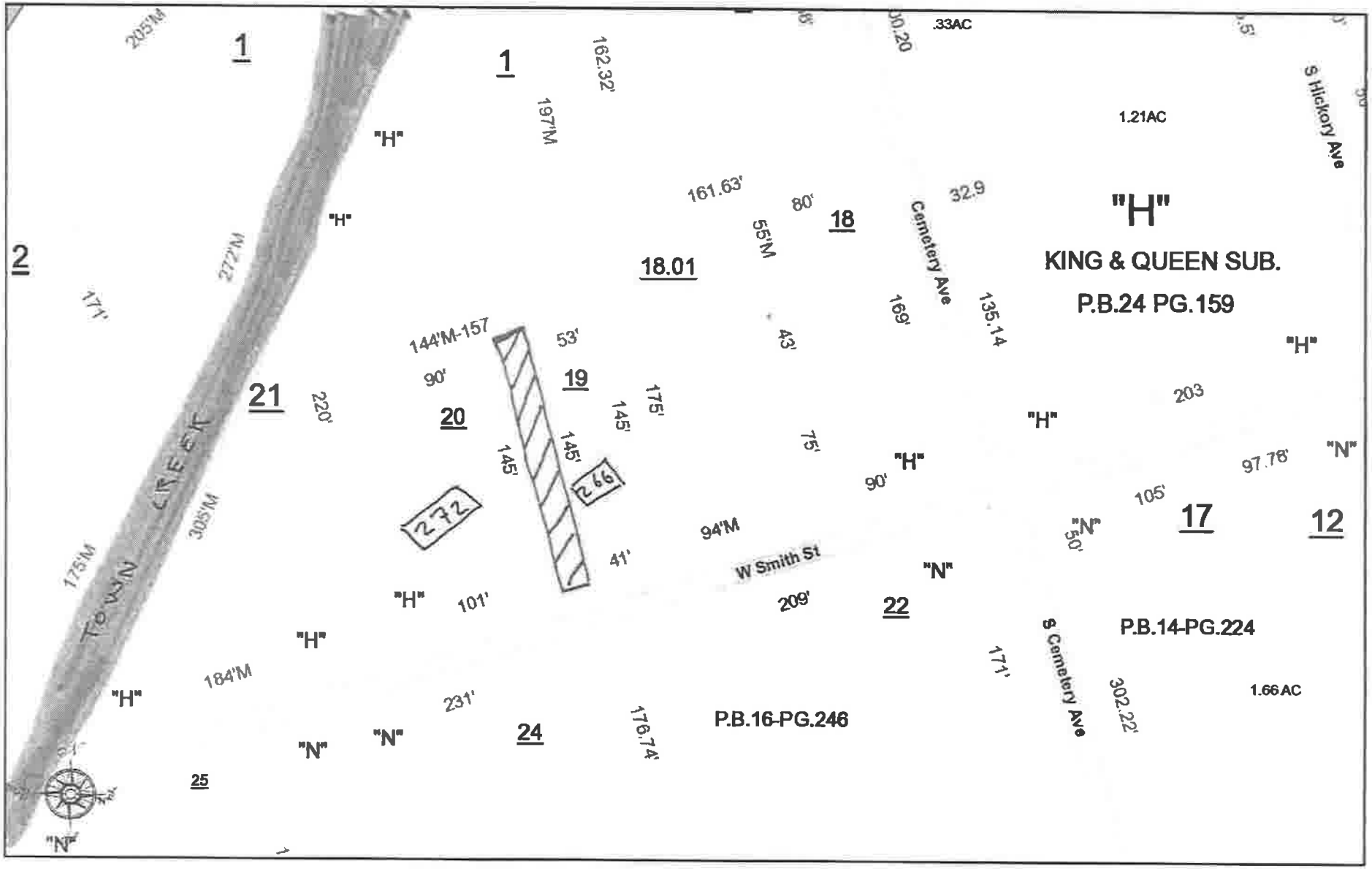
Randall L Stone Property

This is a request to remove an old easement and or alley located between 266 and 272 West Smith Street, Gallatin, TN 37066 Parcel 126C H 019.00 and Parcel 126C H 020.00

Randall L. Stone

Randall L Stone

266/272 W Smith St



SUMNER COUNTY, TENNESSEE

DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.

MAP DATE: March 11, 2015

0 90 180
ft

- ADDRESS

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Engineering** **AGENDA #** 3

SUBJECT:
Greenlea Boulevard Extension Project

SUMMARY:
Item to be discussed at the meeting.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution** ☐ **Correspondence** ☐ **Bid Tabulation**
☐ **Ordinance** ☐ **Contract** ☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Engineering** **AGENDA #** 4

SUBJECT:
Section 205, Flood Risk Management Study

SUMMARY:
The US Army Corps of Engineers has received funding to initiate a feasibility study on the East Camp Creek Basin, which includes Town Creek. The feasibility phase is 100% federally funded up to the first $100,000. If the project is deemed viable, the costs for design and implementation are then shared. Attached is a fact sheet and a sample letter of intent. Item will be discussed further at the meeting.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☒ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

US Army Corps
of Engineers
Nashville District

CONTINUING AUTHORITIES PROGRAM
SECTION 205
FLOOD RISK MANAGEMENT

Purpose

Section 205 of the Flood Control Act of 1948 (PL 80-858), as amended, authorizes the Corps to plan, design, and construct non-structural and structural measures for flood damage reduction, also referred to as flood risk management, through a partnership with non-federal government agencies such as cities, counties, and tribes. Projects under the Section 205 authority allow the Corps to reduce flood damages experienced in a community if a cost effective solution is identified.

Process and Funding

The first step of the two step study process is the completion of a federal interest determination, or FID, which is a quick justification for moving to a more detailed feasibility level of study. The purpose of the second phase of study, or feasibility phase, is to confirm a federal interest in participating in a solution to the identified problem. The feasibility phase is 100% federally funded up to the first $100,000. Any feasibility costs that would exceed $100,000 are cost shared 50% federal, 50% non-federal and requires execution of a Feasibility Cost Sharing Agreement (FCSA).

Costs for design and implementation are cost shared 65% federal and 35% non-federal after signing a Project Partnership Agreement (PPA). Work-in-kind can be credited if included in the scope and performed after the FCSA or PPA has been signed. The federal cost limit for Section 205 projects is $7 million.

Local Responsibilities

The non-federal sponsor is responsible for acquiring all lands required for the project, more specifically, lands, easements, rights-of-way, relocations, and disposal sites (LERRDS), but this cost is credited towards their 35% share of the total project cost; a minimum of 5% cash, and for the operation, maintenance, repair, rehabilitation, and replacement once the project is completed.

Request for Assistance

Requests for assistance should be submitted in the form of a Letter of Intent from a state or local government agency. Samples are available upon request and should be mailed to the **U.S. Army Corps of Engineers, Nashville District, Attn: Chief, Planning, Programs, and Project Management Division, P.O. Box 1070, Nashville, TN 37202-1070**. After receipt of a written request, the Nashville District will contact the applicant by telephone to discuss the problem and our processes.

For more information contact:

Russ Rote, P.E., PMP, CFM
Chief, Project Planning Branch
U.S. Army Corps of Engineers, Nashville District
P.O. Box 1070
Nashville, TN 37202-1070
(615)736-7865
Email: russ.l.rote@usace.army.mil

-------EXAMPLE LETTER OF INTENT-------

Mike Wilson, P.E. Date
Chief, Planning, Programs, and Project Management Division
U.S. Army Corps of Engineers, Nashville District
P.O. Box 1070
Nashville, TN 37202-1070

Dear Sir:

In accordance with the provisions of Section 205 of the Flood Control Act of 1948, as amended, the (*state, city, county, town*) is requesting the U.S. Army Corps of Engineers assistance in addressing a flooding problem at (*name and location of the flooding and the body of water causing the problem*).

We are aware of the following non-federal cost sharing requirements associated with projects undertaken under this authority.

- The Feasibility Phase is federally funded up to $100,000. Costs in excess of $100,000 are cost shared on a 50/50 basis with the local sponsor. All of the sponsors share can be in-kind services.

- The sponsor's share of implementation (design and construction) costs includes providing all lands, easements, rights-of-way, relocations, and disposal areas (LERRD's), in addition to a cash contribution of at least 5% of the total project cost. If this amount is less than 35% of the implementation cost, the sponsor is required to provide an additional cash contribution to equal 35%. The sponsor's cost share is limited to a maximum of 50% of the total cost. The federal limit for a Section 205 is $7,000,000.

- The sponsor is responsible for providing clean lands and for the operation, maintenance, repair, rehabilitation, and replacement of the project after it is completed.

We are aware that this letter serves as an expression of intent and not a contractual obligation and either party may discontinue the study process at any stage prior to construction.

Sincerely,
Name of Sponsor
Title (Official Capacity)

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Councilman Camp** **AGENDA #** 5

SUBJECT:
Transfer of Animal Control from Public Works to Police Department

SUMMARY:
At the April 7 Council Meeting, Council deferred this item back to Committee upon a motion by Councilman Camp. While Council did not approve the attached resolution at the April 7 meeting, Council did amend it to make the action effective July 1, 2015.

RECOMMENDATION:

ATTACHMENT:

- [x] **Resolution**
- [ ] **Ordinance**
- [ ] **Correspondence**
- [ ] **Contract**
- [ ] **Bid Tabulation**
- [ ] **Other**

Approved [ ]
Rejected [ ]
Deferred [ ]

Notes:

AMENDED RESOLUTION NO. R15Ø3-16

RESOLUTION RESASSIGNING ANIMAL CONTROL DUTIES FROM PUBLIC WORKS DEPARTMENT TO GALLATIN POLICE DEPARTMENT

WHEREAS, the Animal Control division of the City of Gallatin currently is housed within the Public Works Department, but due to the close working relationship Animal Control must maintain with the Police Department, the City has determined it is in the best interest of the City to transfer Animal Control to the Gallatin Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, as follows:

1. That all aspects of Animal Control including, but not limited to, the supervision, property, vehicles, equipment, assets, budget, and control be transferred from Public Works Department to Gallatin Police Department.

2. That the Animal Control Officer positions and their job descriptions be transferred from Public Works Department to Gallatin Police Department.

3. This Resolution shall take effect July 1, 2015, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE:

NAY:

DATED:

_____
MAYOR PAIGE BROWN

ATTEST:

_____
CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

_____
SUSAN HIGH-MCAULEY
CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Economic Development Agency** **AGENDA #** 6

SUBJECT:
Project Island

SUMMARY:
Discussion needed about the revision of the incentives for Project Island.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Police** **AGENDA #** 7

SUBJECT:
Request to Add Streetlight on Randolph Circle

SUMMARY:
Mr. John Dowell has requested that a street light be added to an existing pole on Randolph Circle. The Police Department has investigated the area and is recommending the light be added. Chief Bandy can share more information at the meeting, but he is asking the Council to approve the addition of a street light at this location.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution** ☐ **Correspondence** ☐ **Bid Tabulation**
☐ **Ordinance** ☐ **Contract** ☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Councilwoman Brackenbury** **AGENDA #** 8

SUBJECT:
Downtown Signage

SUMMARY:
Councilwoman Brackenbury requested this item be placed on the agenda.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Mayor Brown** **AGENDA #** 9

SUBJECT:
Reappointment of Ed Wyatt to the Municipal Board of Zoning Appeals

SUMMARY:
Mayor Brown is recommending the reappointment of Ed Wyatt to the MBZA.

RECOMMENDATION:

ATTACHMENT:

☒ **Resolution** ☐ **Correspondence** ☐ **Bid Tabulation**
☐ **Ordinance** ☐ **Contract** ☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes:

RESOLUTION NO. R1504-19

RESOLUTION CONFIRMING REAPPOINTMENT OF ED WYATT TO GALLATIN MUNICIPAL BOARD OF ZONING APPEALS

WHEREAS, Section 15.04.020(c) of the Gallatin Zoning Ordinance authorizes the Mayor to appoint members to the Gallatin Board of Zoning Appeals; and

WHEREAS, the Mayor has forwarded the appointment of Ed Wyatt to serve until May 2019 to the City Council for confirmation; and

WHEREAS, Section 15.04.020(c) requires that the City Council confirm the appointment by resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that Ed Wyatt is confirmed as appointee to the Gallatin Municipal Board of Zoning Appeals.

BE IT FURTHER RESOLVED that this resolution shall take effect upon passage, the public welfare requiring it.

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE:

NAY:

DATE:

_____
MAYOR PAIGE BROWN

ATTEST:

_____
CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

_____
SUSAN HIGH-MCAULEY
CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Mayor Paige Brown** **AGENDA #** 10

SUBJECT:
Reappointment of Councilman Ed Mayberry to the Electric Power Board

SUMMARY:
Mayor Paige Brown is recommending the reappointment of Councilman Ed Mayberry to the Electric Power Board as the Council representative on that body.

RECOMMENDATION:

ATTACHMENT:

☒ Resolution	☐ Correspondence	☐ Bid Tabulation
☐ Ordinance	☐ Contract	☐ Other

☐ Approved
☐ Rejected
☐ Deferred

Notes:

RESOLUTION NO. R1504-20

RESOLUTION REAPPOINTING ED MAYBERRY TO THE GALLATIN ELECTRIC POWER BOARD

WHEREAS, Tenn. Code Ann. § 7-52-108 provides that directors of a municipal electric board shall be appointed by the chief executive with confirmation by the governing body of the municipality; and

WHEREAS, the Mayor has nominated Councilman Ed Mayberry for reappointment as the City Council representative to the board until his City Council term expires on January 8, 2019.

NOW, THEREFORE, BE IT RESOLVED, that Ed Mayberry is hereby reappointed to the Gallatin Electric Power Board.

BE IT FURTHER RESOLVED 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 PAIGE BROWN

ATTEST:

_____
CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

_____
SUSAN HIGH-MCAULEY
CITY ATTORNEY

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Human Resources** **AGENDA #** 11

SUBJECT:
Superintendent of Public Works

SUMMARY:
Public Works Superintendent Ronnie Stiles has submitted his notice of resignation/retirement effective "on or before June 30, 2015." HR Director Debbie Johnson will present options to the Council for determination on how to proceed with hiring a new Superintendent of Public Works.

RECOMMENDATION:

ATTACHMENT:

☐ Resolution	☐ Correspondence	☐ Bid Tabulation
☐ Ordinance	☐ Contract	☒ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

SUPERINTENDENT OF PUBLIC WORKS

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work directing all activities of the Public Works Department; does related work as required. Work is performed under the general supervision of the Mayor and City Council. Supervision is exercised over all departmental personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; 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.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- **Planning, coordinating, directing and supervising the operations and staff of the department.**
- **Plans, organizes, directs and administers the activities of the Public Works Department including *animal control*, streets, environmental services, vehicle maintenance, and facilities maintenance.**
- **Directs studies to assess current operations and determine future needs.**
- **Evaluates community needs for services and recommends or implements appropriate programs.**
- **Prepares proposals for bids, helps select contractors, and evaluates their performance.**
- **Prepares operational reports and recommends policy changes to improve service delivery.**
- **Responds to citizen inquiries and complaints.**
- **Establishes and implements departmental policies and procedures.**
- **Develops department's operating and capital improvement budgets and monitors expenditures.**
- **Evaluates employee performance.**
- **Consults regularly with department heads and advises them on difficult problems, as the need of the department requires.**
- **Provides technical assistance to other departments on various projects and activities.**
- **Performs related tasks as required.**

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of civil engineering as applied to a comprehensive public works system; comprehensive knowledge of modern management principles and practices; ability to plan, direct and review the work of employees; ability to interpret community needs for public works improvements; thorough knowledge of the need for and attention to proper safety precautions; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city officials, the business community and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering or related field and extensive progressively responsible public works operation experience.

SPECIAL REQUIREMENTS:

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

Superintendent of Public Works

City of Gallatin, Tennessee

The City of Gallatin, TN, a growing, well-established city of 30,000, located 25 miles northeast of the Nashville, is seeking qualified applicants for the position of Superintendent of Public Works. The city is a full service community, with its own airport, regional hospital, community college, and excellent city services, and a popular destination for tourism and recreation.

The Public Works department has 47 employees, a $4+ million budget, and serves a diverse community. Starting salary: $73,989 Current salary range is $73,989 to $111,468 with excellent benefits. Reporting to the Mayor, and responsible to the City Council, the Chief plans, programs, directs, and evaluates the operation of the department; will be responsible for development of annual department budgets; controls budgeted expenses; formulates and implements policies; manages employee relations; attends community meetings; and makes presentations.

Minimum qualifications include: Comprehensive knowledge of the principles and practices of civil engineering as applied to a comprehensive public works system; comprehensive knowledge of modern management principles and practices; ability to plan, direct and review the work of employees; ability to interpret community needs for public works improvements; thorough knowledge of the need for and attention to proper safety precautions; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city officials, the business community and the general public. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering or related field and extensive progressively responsible public works operation experience. Possession of an appropriate driver's license valid in the State of Tennessee.
Must be willing to meet residency requirement to maintain their residence within the corporate limits or within two (2) miles of the corporate limits, but in no event outside the boundaries of Sumner County, Tennessee. Residency requirement does not apply until ninety (90) days after appointment.

To apply, please submit an online application, cover letter and resume at www.gallatinonthemove.com. Deadline to submit applications is May 18.

The City of Gallatin is an equal opportunity employer, drug-free with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service. Telephone 615-451-5890 (HR).

Superintendent of Public Works Vacancy 2015
Recommended Sources of Advertisement

"Tennessee Town & City" newsletter, published by TML
Will place ad in newsletter

American Public Works Association website

"Gallatin Newspaper"
Will place ad in newspaper.

"Public Sector Job Bulletin"
Will place ad in bulletin.

Jobs4TN Website (State of Tennessee Career Service website)
Will place ad on website.

Government Jobs website
Will place ad on website.

Careers in Government website
Will place ad on website.

Minority Recruitment List

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

April 14, 2015

DEPARTMENT: **Mayor Paige Brown** **AGENDA #** 12

SUBJECT:
Mayor's Budget Presentation to Council

SUMMARY:
Mayor Paige Brown will present her proposed budget for FY 2015/2016.

RECOMMENDATION:

ATTACHMENT:

☐ **Resolution**	☐ **Correspondence**	☐ **Bid Tabulation**
☐ **Ordinance**	☐ **Contract**	☐ **Other**

Approved ☐
Rejected ☐
Deferred ☐

Notes: