
**CITY OF GALLATIN
COUNCIL MEETING**

February 02, 2016

6:00 pm

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

- Call to Order – Mayor Brown
- Invocation
- Pledge of Allegiance – Councilman Alexander
- Roll Call: Alexander – Brackenbury – Camp – Vice Mayor Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: January 05, 2016 City Council Meeting; January 19, 2016 City Council Meeting
- Public Recognition on Agenda-Related Items
- Mayor’s Comments

AGENDA

1. **Second Reading Ordinance No. O1512-69** An ordinance of the City of Gallatin, Sumner County, Tennessee reaffirming the Mixed Use (MU) District zoning on three (3) lots totaling 1.35 (+/-) acres (S.B.E. Tax Map 124J, Group B, Parcels 013.00, 014.00 and 015.00) and approving a Preliminary Master Development Plan for 378, 382 & 386 Big Station Camp Boulevard, located south of the intersection of Big Station Camp Boulevard and Long Hollow Pike, authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date. (PC File #3-1283-15) **(Vice Mayor Hayes)**
2. **Second Reading Ordinance No. O1512-73** Ordinance appropriating \$22,000 for Environmental Services supplies **(Councilman Camp)**
3. **Second Reading Ordinance No. O1601-1** Ordinance appropriating \$104,630 for Street Department backhoe and \$120,370 for Environmental Services truck **(Councilman Camp)**
4. **Second Reading Ordinance No. O1601-2** Ordinance awarding bid and authorizing funds in the total amount of \$860,000.00 from water/sewer 2015 bond funds for Halewood Water Line Replacements Phase 2, Contract “115”, 2015 **(Vice Mayor Hayes)**
5. **Second Reading Ordinance No. O1601-3** Ordinance appropriating \$8,729.29 from revenue received for insurance recoveries and \$251.07 from revenue received for donations **(Councilwoman Kemp)**
6. **Second Reading Ordinance No. O1601-4** Ordinance establishing office of Building Codes Department in Municipal Code and approving employee positions and recognized certifications for Building Codes Department **(Councilman Overton)**

7. **Second Reading Ordinance No. O16Ø1-5** Ordinance appropriating funds from the sale of vehicles and misc. equipment for the Leisure Services Department in the amount of \$16,643.44 **(Councilwoman Brackenbury)**
8. **Second Reading Ordinance No. O16Ø1-6** Ordinance appropriating \$22,087 for Security Engineering Services for Payment Card Industry (PCI) compliance **(Councilman Alexander)**
9. **First Reading Ordinance No. O16Ø1-7** Ordinance appropriating \$2,390.62 from surplus property sales **(Councilman Overton)**
10. **Resolution R16Ø1-5** Resolution accepting payment of \$21,000 from Haynes Realtors for the completion of Albion Downs Phases One and Three in lieu of renewal of the Subdivision Letter of Credits **(Councilman Camp)**
11. **Resolution R16Ø1-6** Resolution authorizing the City of Gallatin to participate in the TML Risk Management Pool Property Conservation Matching Grant Program **(Councilman Mayberry)**
12. **Resolution R16Ø2-8** Resolution approving Interlocal Agreement between the Sumner County Emergency Communications District, The County of Sumner, and the Cities of Hendersonville, Gallatin, Portland, Millersville, and Westmoreland for Unified Dispatch and Operation of the Sumner County Emergency Communications Center **(Councilman Mayberry)**

- Other Business
- Public Recognition on Non-Agenda-Related Items
- Adjourn

**City of Gallatin
City Council Meeting**

January 5, 2016

The Gallatin City Council met in regular session on Tuesday, January 5, 2016 in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Paige Brown called the meeting to order at 6:00 P.M. Councilman John D. Alexander led the opening prayer and Councilman Jimmy Overton led the Pledge of Allegiance.

City Recorder Connie Kittrell called the roll and the following were present.

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

Zach Wilkinson, Public Works Director
Gallatin News, Reporter
David Brown, Leisure Services Dir.
News Examiner, Reporter
Connie Kittrell, City Recorder
David Gregory, Public Utilities Dir.
Nick Tuttle, City Engineer
Debbie Johnson, Human Resource Dir.

Rachel Nichols, Finance Director
Susan High-McAuley, City Attorney
Don Bandy, Police Chief
Bill McCord, City Planner
Lori Smiley, IT Director
Chuck Stuart, Building Official
Tommy Dale, Assistant Fire Chief
James Fenton, EDA director

Approval of Minutes

Mayor Brown presented the November 17, 2015 and December 1, 2015 City Council Minutes for approval.

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

Annual Report from Gallatin Electric Department

Gallatin Electric Department Director Mark Kimbell presented the annual audit report for the Gallatin Electric Department. Mr. Kimbell stated there were no prior year findings and no deficiencies were found.

Mr. Kimbell also reported on the total of residential and commercial customers, the number of current employees, being in the top five (5) of the lowest residential rates in Tennessee, a new sub-station and replacing street lights to save money.

Public Recognition on Agenda Related Items

Mayor Brown opened public recognition on agenda related items.

- Suzanne Simon of 322 Sea Biscuit gave an update on the compromises made between the residents of Albion Downs and the developer of Sumner Gardens.
- David Kleinfelter with the law firm of Reno and Cavanaugh in Nashville stated he represents the developer Roger Matchett. Mr. Kleinfelter spoke about the previous changes and requested moving the development forward.
- Roger Matchett, developer of Sumner Gardens deferred to the planning department the fence, berms, sidewalks and bus lane changes.

Mayor's Comments

- Happy New Year to everyone.
- Mayor asked everyone to remember the families of Alan Posey and Jeanette Oakley.

Agenda

1. Ordinance #O1510-59 – Second Reading

Councilman Camp presented this ordinance of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens, authorizing the severability, and providing for an effective date.

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

2. Ordinance #O1511-65 – Second Reading

Councilman Camp presented this ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning two lots and two parcels, comprising approximately .98 acres, from CS-Commercial Services District to the CC – Core Commercial District, located east of South Water Avenue, west of Woods Ferry Road and north of Coles Ferry Road; authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing from severability, and providing for an effective date.

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

3. Ordinance #O1512-69 – First Reading

Vice Mayor Hayes presented this ordinance of the City of Gallatin, Sumner County, Tennessee reaffirming the Mixed Use (MU) District zoning on three (3) lots totaling 1.35 (+/-) acres (S.B.E. Tax Map 124J, Group B, Parcels 013.00, 014.00 and 015.00) and approving a Preliminary Master Development Plan for 378, 382 & 386 Big Station Camp Boulevard and Long Hollow Pike, authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date. (PC File #3-1283-15)

Vice Mayor Hayes made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 7 ayes and 0 nays.

4. Ordinance #O1512-70 – First Reading

Councilman Mayberry presented this ordinance appropriating funds from sale of vehicles for the Building Department in the amount of \$4,525.00.

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

5. Ordinance #O1512-71 - First Reading

Councilman Alexander presented this ordinance modifying FY 2016 Budgets for Leisure Services Department.

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

6. Ordinance #O1512-72 - First Reading

Councilwoman Brackenbury presented this ordinance appropriating \$22,225 for Rose Mont Restoration Foundation, Inc. chimney repairs.

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

7. Resolution #R1512-65

Councilman Mayberry presented this resolution amending Gallatin Personnel Rules and Regulations relating to No-Smoking/Smoke-Free Policy.

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

8. Resolution #R1512-66

Councilwoman Kemp presented this resolution approving reclassification of two Public Works employees and approving a new job description for Service Technician.

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

9. Resolution #R1601-1

Councilman Overton presented this resolution of the City of Gallatin, Tennessee endorsing and supporting an application for a Safe Routes To School grant from the Tennessee Department of Transportation for the development of pedestrian and bicycle improvements in the City of Gallatin.

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

Other Business

Mayor Brown called for other business.

- Mayor Brown presented the Lions Club request to waive rental fees to continue to conduct weekly meetings in City Hall.

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

- Mayor Brown stated the census continues to go well.
- Human Resource Director Debbie Johnson presented Resolution #R1601-3 appointing Victor Bernard Williams as Fire Chief, establishing the initial salary at \$110,000 and reimburse moving expenses up to \$3,000.

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

Councilman Mayberry requested Ms. Johnson provide Council with the pay range of each department head.

- EDA Director James Fenton provided handouts and information on 2016 projects. Mr. Fenton also spoke about the following:
 - Solid numbers should be available on the census next week
 - Thanked Public Utilities Director David Gregory for GIS assistance
 - Thanked Tommy Dale for his assistance with knocking on doors and gathering information on the census
 - Discussion on a parking garage out back and projected costs
 - Discussion on a central business district for the downtown merchants
 - Beretta C.O. (Certificate of Occupancy) delivered with target date of April for a ribbon cutting
 - Monday Morning at 9:00 AM there is an hour long presentation at the County Administrative Building on the process to showcase local properties

- Mayor Brown thanked Councilman Mayberry, Rosemary Bates and the Fire Department for their assistance with the census.
- Councilman Overton asked for an update on the sign ordinance. City Planner Bill McCord explained there are two parts to the ordinance. There will be a joint work session coming in February.
- Councilman Overton asked about plans on a new fire hall. Mayor stated they are waiting on the new Fire Chief.

Public Recognition on Non-Agenda Related Items

Mayor Brown called for public recognition on non-agenda related items. No one came forward to speak therefore Mayor closed public recognition on non-agenda related items.

Adjourn

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

Mayor Brown adjourned the meeting at 6:46 P.M.

Mayor Paige Brown

City Recorder Connie Kittrell

**City of Gallatin
City Council Meeting**

January 19, 2016

The Gallatin City Council met in regular session on Tuesday, January 19, 2016 in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Paige Brown called the meeting to order at 6:00 P.M. Councilman Ed Mayberry led the opening prayer and Councilman Jimmy Overton led the Pledge of Allegiance.

City Recorder Connie Kittrell called the roll and the following were present.

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

Zach Wilkinson, Public Works Director
Gallatin News, Reporter
David Brown, Leisure Services Dir.
News Examiner, Reporter
Connie Kittrell, City Recorder
David Gregory, Public Utilities Dir.
Nick Tuttle, City Engineer
Debbie Johnson, Human Resource Dir.

Rachel Nichols, Finance Director
Susan High-McAuley, City Attorney
Don Bandy, Police Chief
Bill McCord, City Planner
Lori Smiley, IT Director
Chuck Stuart, Building Official
Tommy Dale, Assistant Fire Chief
Rosemary Bates, Special Projects Dir.

Approval of Minutes

There were no minutes presented for approval.

Public Recognition on Agenda Related Items

Mayor Brown opened public recognition on agenda related items.

Mike Hendrix of 1875 Long Hollow Pike had questioned about the changes in zoning near his property.

Mayor Brown stated there is a public hearing on the agenda tonight and directed Mr. Hendrix to City Planner Bill McCord to offer more information on this topic.

With no one else wishing to speak Mayor closed public recognition on agenda related items.

Mayor's Comments

- Mayor Brown thanked everyone that participated in Dr. J. Deotha Malone's visitation and memorial service.
- Mayor stated the Martin Luther King Unity Day Program was a great success.
- Mayor Brown informed everyone that Gallatin maintains a AA+ bond rating and the bond sale is tomorrow morning.

Agenda

1. Ordinance #O1512-69 – Public Hearing

Vice Mayor Hayes presented this ordinance of the City of Gallatin, Sumner County, Tennessee, reaffirming the Mixed Use (MU) District zoning on three (3) lots totaling 1.35 (+/-) acres (S.B.E. Tax Map 124J, Group B, Parcels 013.00, 014.00 and 015.00) and approving a Preliminary Master Development Plan for 378, 382 & 386 Big Station Camp Boulevard, located south of the intersection of Big Station Camp Boulevard and Long Hollow Pike, authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date. (PC File #3-1283-15)

Mayor Brown opened the public hearing. With no one wishing to speak Mayor closed the public hearing.

2. Ordinance #O1512-70 – Second Reading

Councilman Mayberry presented this ordinance appropriating funds from sale of trucks for the Building Department in the amount of \$4,525.00.

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

3. Ordinance #O1512-71 – Second Reading

Councilman Alexander presented this ordinance modifying FY 2016 Budgets for Leisure Services Department.

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

4. Ordinance #O1512-72 – Second Reading

Councilwoman Brackenbury presented this ordinance appropriating \$22,225 for Rose Mont Restoration Foundation, Inc. chimney repairs.

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

5. Ordinance #O1512-73 – First Reading

Councilman Camp presented this ordinance appropriating \$22,000 for Environmental Services supplies.

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

6. Ordinance #O1601-1 – First Reading

Councilman Camp presented this ordinance appropriating \$104,630 for Street Department backhoe and \$120,370 for Environmental Services truck.

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

7. Ordinances #O1601-2 - First Reading

Vice Mayor Hayes presented this ordinance awarding bid and authorizing funds in the total amount of \$860,000.00 from water/sewer 2015 bond funds for Halewood Water Line Replacements Phase 2, Contract "115", 2015.

Vice Mayor Hayes made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 7 ayes and 0 nays.

8. Ordinance #O1601-3 - First Reading

Councilwoman Kemp presented this ordinance appropriating \$8,729.29 from revenue received for insurance recoveries and \$251.07 from revenue received for donations.

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

Vice Mayor Hayes left the meeting at this time.

9. Ordinance #O1601-4 - First Reading

Councilman Overton presented this ordinance establishing office of Building Codes Department in Municipal Code and approving employee positions and recognized certifications for Building Codes Department.

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

10. Ordinance #O1601-5 - First Reading

Councilwoman Brackenbury presented this ordinance appropriating funds from the sale of vehicles and misc. equipment for the Leisure Services Department in the amount of \$16,643.44.

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

11. Ordinance #O1601-1-6 - First Reading

Councilman Alexander presented this ordinance appropriating \$22,087 for Security Engineering Services for Payment Card Industry (PCI) Compliance.

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

12. Resolution #R1601-4

Councilman Mayberry presented this resolution approving reclassification of five (5) Public Utilities employees and approving new job descriptions for Crew Supervisor-Natural Gas, Equipment Operator II-Natural Gas and Water Distribution Technician.

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

Other Business

Mayor Brown called for other business and there was none.

Public Recognition on Non-Agenda Related Items

Mayor Brown called for public recognition on non-agenda related items and there was none.

Councilman Alexander stated that on behalf of Dr. J. Deotha Malone's family they thank Council and everyone in the city for their outstanding support and love shown during this time.

Councilman Mayberry encouraged fellow council members to read the back page of the bond rating.

Adjourn

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

Mayor Brown adjourned the meeting at 6:16 P.M.

Mayor Paige Brown

City Recorder Connie Kittrell

ORDINANCE NO. 01512-69

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REAFFIRMING THE MIXED USE (MU) DISTRICT ZONING ON THREE (3) LOTS TOTALING 1.35 (+/-) ACRES (S.B.E. TAX MAP 124J, GROUP B, PARCELS 013.00, 014.00 AND 015.00) AND APPROVING A PRELIMINARY MASTER DEVELOPMENT PLAN FOR 378, 382 & 386 BIG STATION CAMP BOULEVARD, LOCATED SOUTH OF THE INTERSECTION OF BIG STATION CAMP BOULEVARD AND LONG HOLLOW PIKE, AUTHORIZING THE REVISION TO BE INDICATED ON THE OFFICIAL ZONING ATLAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE. (PC FILE #3-1283-15)

WHEREAS, the owner of property has submitted a complete application to reaffirm the zoning and for approval of a preliminary master development plan on three (3) lots totaling 1.35 (+/-) acres located in the City of Gallatin, Tennessee; and

WHEREAS, the property is located at the south of the intersection of Big Station Camp Boulevard and Long Hollow Pike and is zoned Mixed Use (MU); and

WHEREAS, the Gallatin Municipal-Regional Planning Commission reviewed and recommended approval of the proposed rezoning in GMRPC Resolution No. 2015-151; and

WHEREAS, a public hearing was held following public notice as prescribed by the Gallatin Zoning Ordinance and Section 13-7-203, T.C.A.; and

WHEREAS, The City Council approved by majority vote of the members present the rezoning request of the described property.

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

Section 1. The Gallatin City Council hereby reaffirms the Mixed Use (MU) District Zoning on the property described in Exhibit 'A' and approves the Preliminary Master Development Plan as described in Exhibit 'B'.

Section 2. The Gallatin City Council does hereby approve, authorize and direct the revision of the City's Official Zoning Atlas to reflect the reaffirmed zoning and approved Preliminary Master Development Plan herein made,

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provision or applications of this ordinance which can be given without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

Section 5. This Ordinance shall become effective immediately upon adoption.

PASSED FIRST READING: January 5, 2016.

PASSED SECOND READING:

PAIGE BROWN MAYOR

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

Exhibit 'A' – Legal description
Exhibit 'B' – Preliminary Master Development Plan for 378, 382 & 386 Big Station Camp
Boulevard with conditions

EXHIBIT 'A'

BEING located in the 8th Civil District of Sumner County, Tennessee, and southeasterly of the Big Station Camp Boulevard and State Route 174 (Long Hollow Pike) intersection and being all of the Thuan Lam Property as recorded in Record Book 3736, Page 452, Register's Office of Sumner County, Tennessee and being all of Lots 35, 36, and 37 of the Final Plat of Newman Downs Phase 2, as recorded in Plat Book 26, Page 37, Register's Office of Sumner County, Tennessee and being more particularly described as follows:

BEGINNING at a point in the easterly right-of-way of Big Station Camp Boulevard, said point being the northwesterly corner of Lot 35 of the Final Plat of Newman Downs Phase 2, as recorded in Plat Book 26, Page 37, Register's Office of Sumner County, Tennessee;

Thence leaving said easterly right-of-way of Big Station Camp Boulevard and continuing along with the northerly line of Lot 35 of the Final Plat of Newman Downs Phase 2, S 72°55'48" E a distance of 199.98' to a point, said point being the westerly property line of the James and Helenmary Hendrix Property as recorded in Record Book 421, Page 375, Register's Office of Sumner County, Tennessee;

Thence continuing along with the easterly line of Lots 35, 36 and 37 of the Final Plat of Newman Downs Phase 2 and westerly property line of the James and Helenmary Hendrix Property, S 17°04'20" W a distance of 295.00' to a point, said point being the southeasterly corner of Lot 37 of the Final Plat of Newman Downs Phase 2;

Thence leaving said James and Helenmary Hendrix Property and continuing along with the southerly line of Lot 37 of the Final Plat of Newman Downs Phase 2, N 72°55'48" W a distance of 199.97' to a point, said point being the easterly right-of-way of Big Station Camp Boulevard;

Thence continuing along with the easterly right-of-way of Big Station Camp Boulevard N 17°04'12" E a distance of 295.00', which is the point of beginning, having an area of 58,993 square feet, 1.35 acres more or less.

Being all of the following properties:

Tax Map 124J, Group "B" Parcel 013.00
Tax Map 124J, Group "B" Parcel 014.00
Tax Map 124J, Group "B" Parcel 015.00

EXHIBIT 'B'

The development shall be consistent with the Preliminary Master Development Plan for 378, 382 & 386 Big Station Camp Boulevard, consisting of a two (2) sheet plan, prepared by Bruce Rainey and Associates, Inc. of Hendersonville TN, with project No. 090022 and dated October 26, 2015, with a revised date of December 1, 2015, and Architectural Elevations of Retail Center and Phase 1, consisting of two (2) sheet plan, prepared by Matchett and Associates of Gallatin TN, with project No. 1534 and dated November 13, 2015 and December 1, 2015 with the following conditions:

1. Correct "Phase 5" to "Phases" in note about purpose.
2. Provide two (2) handicapped spaces, including one (1) van accessible handicapped space, to Phase 1 of development.
3. Submit copy of signed affidavit for Public Notice letters.
4. Update the proposed architectural elevations to reflect the additional box tower and add another box tower at the northern tenant space to ensure the front facade to be symmetrical in appearance or add a note to the proposed architectural elevations for Phase 1 stating the additional box tower will be removed when the remaining tenant spaces are built.
5. Provide a sidewalk from the building to the public sidewalk.
6. Remove the six (6) foot wide sidewalk on the western side of Big Station Camp Boulevard or indicate that the sidewalk will be provided by others.
7. Provide an Engineering letter confirming the trip generation for Phase 1 and provide a plan note indicating future development will be required to contribute to a pro-rata share of transportation improvements for the Big Station Camp Road Corridor on this corridor on this project.
8. Submit five (5) corrected and folded copies, one (1) full size and two (4) half-size, of the Preliminary Master Development Plan to the Planning Department.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

DECEMBER 8, 2015

DEPARTMENT: PLANNING DEPARTMENT

AGENDA # 3

SUBJECT:

Ordinance #O1512-69 of the City of Gallatin, Sumner County, Tennessee, re-affirming the Mixed Use (MU) zoning for 378, 382, & 386 Big Station Camp Boulevard, and authorizing the revision to be indicated on the official zoning atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date, (S.B.E. Tax Map#124J, Group B, Parcels 013.00, 014.00 and 015.00). (PC File 3-1283-15).

SUMMARY:

The owner and applicant are requesting approval of the re-affirming the Mixed Use (MU) District Zoning on three (3) lots totaling 1.35 (+/-) acres and a Preliminary Master Development Plan for 378, 382 & 386 Big Station Camp Boulevard. The property is zoned Mixed Use (MU) and is located south of the intersection of Big Station Camp Boulevard and Long Hollow Pike. The PMDP illustrates the site layout, landscaping, phases, and architectural elevations and materials.

On November 23, 2015 the Gallatin Municipal-Regional Planning Commission approved GMRPC Resolution 2015-151, recommending approval of Ordinance #01512-69 (PC File 3-1283-15)

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1512-73

ORDINANCE APPROPRIATING \$22,000 FOR
ENVIRONMENTAL SERVICES SUPPLIES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$22,000 is hereby appropriated from account 125-36533, Sale of Sanitation Supplies, to account 125-43230-350, Supplies for Resale, to purchase additional Garbage Containers, 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: January 19, 2016.

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
January 12, 2016

AGENDA # 1

DEPARTMENT: Public Works

SUBJECT: Transfer of funds from garbage container sales to purchase more containers for inventory.

SUMMARY: Ordinance moving funds from the sales of garbage containers to allow for purchase and sales of more containers.

RECOMMENDATION:

ATTACHMENT:

Resolution

Correspondence

Bid Tabulation

Ordinance

Contract

Other

Approved ✓
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$104,630 FOR
STREET DEPARTMENT BACKHOE AND
\$120,370 FOR ENVIRONMENTAL SERVICES TRUCK

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$225,000 previously appropriated to 12543230-941-33, for the purchase of a new Street Sweeper, will be transferred and re-appropriated as follows:

\$120,370 transferred to 12543230-941, Transportation Equipment, for the purchase of an Environmental Services truck, and

\$104,630 appropriated to 11043230-942, Street Department Equipment, for the purchase of a new backhoe; and,

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, amounts originally budgeted in accounts 11051640-760, Transfer to Other Funds, and 125-36961, Transfer from General Fund, will both be reduced by \$104,630 due to those funds no longer being necessary to balance the Environmental Services Fund; and,

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

PASSED FIRST READING: January 19, 2016.

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
January 12, 2016

AGENDA # 2

DEPARTMENT: Public Works

SUBJECT: Transfer of Environmental Services Street Sweeper Funds.

SUMMARY: With increasing backhoe maintenance and several large capital projects going on now and planned for the future, along with lack of personnel to have two street sweepers running simultaneously, Public Works recommends using the \$225,000 previously appropriated for a new street sweeper to instead purchase a new backhoe (\$104,630) and small garbage truck. (\$93,990), \$26,380 will remain unspent.

RECOMMENDATION:

ATTACHMENT:

Resolution

Ordinance

Correspondence

Contract

Bid Tabulation

Other

Approved

Rejected

Deferred

Notes:

ORDINANCE NO. 01601-2

ORDINANCE AWARDED BID AND AUTHORIZING FUNDS IN THE TOTAL AMOUNT OF \$860,000.00 FROM WATER/SEWER 2015 BOND FUNDS FOR HALEWOOD WATER LINE REPLACEMENTS PHASE 2, CONTRACT "115", 2015

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the bid for Halewood Water Line Replacements pursuant to the plans and specifications under Contract "115", 2015, submitted by JSJ Construction, LLC. in the amount of \$710,555.25 is hereby accepted and awarded.

BE IT FURTHER ORDAINED, BY THE CITY OF GALLATIN, TENNESSEE, that the funds in the amount of \$860,000.00 for said water line replacements are authorized and appropriated from 2015 water/sewer bond sales.

BE IT FURTHER ORDAINED, BY THE CITY OF GALLATIN, TENNESSEE, that the Mayor and Superintendent of Public Utilities are hereby authorized to execute all necessary contracts and agreements for said water line replacements.

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

PASSED FIRST READING: January 19, 2016.

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

JAMES C. HAILEY & COMPANY

Consulting Engineers

7518 Highway 70 South
Suite 100

Nashville, Tennessee 37221-1849

Telephone: 615-883-4933

Fax: 615-883-4937

JAMES C. HAILEY, P.E.

ROBERT L. RAMSEY, P.E.
MATTHEW R. TUCKER, P.E.
MICHAEL N. GREEN, P.E.

January 4, 2016

Mr. David Gregory
City of Gallatin
Department of Public Utilities
239 Hancock Street
Gallatin, TN 37066

**RE: Contract 115
Halewood Water Line Phase 2**

Dear Mr. Gregory:

On December 17, 2015, bids were received for the above-referenced project. A tabulation of bids is attached displaying the bids for each contractor for Contract 115.

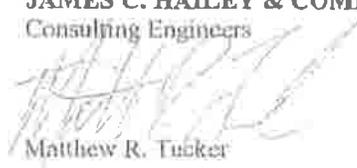
All bids were sealed with proper documentation, and no irregularities were apparent at the bid opening. Also, the lowest and best bid is within the estimated project budget. Enclosed is a project construction Budget. Based on our evaluation, we recommend that the City of Gallatin award the **Contract 115** – to **JSJ Construction, LLC**. in the amount of **\$710,555.25**

If you have any questions or if we can be of assistance, please let us know.

Sincerely,

JAMES C. HAILEY & COMPANY

Consulting Engineers



Matthew R. Tucker

Enclosures

MULTIPLICATION
CITY OF GALLATIN
CONTRACT #5 - HALEWOOD WATER LINE REPLACEMENTS - PHASE II
CITY OF GALLATIN
299 Hallowick Street
Nashville, TN 37066

DATE: 12/17/2015

3071 Amerstrong Road
Springfield, TN 37172

6956 Hwy 64 East
Wentzville, TN 37188

1671 Wilma Randolph Blvd
Chattanooga, TN 37041

BUILDING GROUP, LLC
2817 West End Ave #126-256
Nashville, TN 37203

JAMES C. BAILEY & COMPANY
Consulting Engineers
7518 Highway 70 South, Suite 300
Nashville, TN 37221
979-291-1190

ITEM	QTY	UNIT	DESCRIPTION	BID #001		BID #002		BID #003		BID #004	
				PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL
1	9,200	LF	F&I 6" SDR 17 CLASS 50 PVC WATER LINE	26.30	241,960.00	25.00	230,000.00	28.00	259,200.00	43.00	398,600.00
2	1,400	LF	F&I 6" CLASS 52 DUCTILE IRON WATER LINE	49.50	69,300.00	37.00	51,800.00	57.00	79,800.00	50.00	70,000.00
3	20	LF	F&I 2" SDR 17 CLASS 50 PVC WATER LINE	10.80	216.00	11.00	220.00	23.00	460.00	40.00	800.00
4	3,500	LF	F&I 3/4" COMP. SERVIC. LINE	6.60	23,100.00	10.50	36,750.00	9.00	31,500.00	15.00	52,500.00
5	1,700	LF	F&I 1 1/2" STEEL CASING (BY OPEN CUT)	03.20	55,400.00	126.00	214,200.00	118.00	200,600.00	100.00	170,000.00
6	40	LF	F&I 1 1/2" STEEL CASING (BY OPEN CUT)	13.00	520.00	47.00	1,880.00	21.00	840.00	40.00	1,600.00
7	25	LF	F&I 1 1/2" STEEL CASING (BY OPEN CUT)	1,093.00	27,325.00	1,250.00	31,250.00	1,300.00	32,500.00	1,000.00	25,000.00
8	25	EA	F&I 6" GATE VALVE & BOX	4,348.30	108,707.50	2,770.00	71,750.00	1,665.00	41,625.00	8,200.00	205,000.00
9	3	EA	F&I 6" X 6" TAPPING TEE & VALVE	3,456.60	10,369.80	2,570.00	7,710.00	2,700.00	8,100.00	8,000.00	24,000.00
10	1	EA	F&I 6" X 6" TAPPING TEE & VALVE	2,054.55	2,054.55	2,270.00	2,270.00	2,900.00	2,900.00	7,000.00	7,000.00
11	1	EA	F&I 6" INSULATION VALVE	7,536.20	7,536.20	6,700.00	6,700.00	8,400.00	8,400.00	10,000.00	10,000.00
12	1	EA	REPAIRS: RIVARANT AND CONNECTION TO EXISTING	513.10	513.10	665.00	665.00	1,025.00	1,025.00	1,000.00	1,000.00
13	4	EA	CUTTING AND/OR CONNECTION TO EXISTING LINE	551.30	2,205.20	765.00	3,060.00	1,500.00	6,000.00	1,500.00	6,000.00
14	4	EA	F&I FIRE HYDRANT ASSEMBLY	3,456.60	13,826.40	2,270.00	9,080.00	2,900.00	11,600.00	4,500.00	18,000.00
15	74	EA	F&I FIRE HYDRANT ASSEMBLY	135.60	10,034.40	980.00	72,520.00	2,700.00	200,100.00	1,000.00	7,000.00
16	56	EA	F&I 1 1/2" SERVIC. RELOCATION & RECONNECTION	421.10	23,511.60	800.00	44,800.00	725.00	40,600.00	700.00	49,000.00
17	1	EA	F&I 1 1/2" SERVIC. RELOCATION & RECONNECTION	1,212.30	1,212.30	2,430.00	2,430.00	2,900.00	2,900.00	2,000.00	2,000.00
18	5,700	LBS	F&I DUCT FITTINGS	2,345.00	13,376.50	2,310.00	13,117.00	2,700.00	15,390.00	1,500.00	8,100.00
19	450	TON	F&I CEMENT STONE	30.20	13,590.00	21.00	9,450.00	43.00	19,350.00	28.00	12,600.00
20	75	CY	F&I FLOW AID E-PILE	119.20	8,940.00	122.00	9,150.00	115.00	8,625.00	90.00	6,750.00
21	35	CY	F&I FLOW AID E-PILE	91.40	3,209.00	70.10	2,503.50	75.00	2,625.00	50.00	1,750.00
22	75	CY	F&I CLASS. A CONC. (BY DIRT/HAZARD REMEDIATION)	159.60	11,970.00	163.00	12,225.00	135.00	10,125.00	90.00	6,750.00
23	425	SY	F&I INVERT BENT AGREEMENT TO PERIOD	55.30	23,577.50	61.00	25,875.00	87.00	36,975.00	90.00	36,900.00
24	295	EA	F&I INVERT BENT AGREEMENT TO PERIOD	72.90	21,505.50	75.00	22,125.00	87.00	25,875.00	75.00	22,125.00
25	8,500	LF	F&I MAINTENANCE (F&I)	1.00	8,500.00	4.00	34,000.00	1.00	8,500.00	1.00	8,500.00
TOTAL BASE BID					710,555.25		785,515.00		817,295.00		1,144,975.00

I, Matthew R. Tucker, certify that the above Bid Tabulation reflects the actual bids submitted with the proposal for Contract #15 - Hallowick Water Line Replacements - Phase II



**CITY OF GALLATIN
SUMNER COUNTY, TN**

**CONSTRUCTION CONTRACT 115
HALEWOOD WATER LINE REPLACEMENTS - PHASE 2**

PROJECT BUDGET FOR WATER LINE CONSTRUCTION

ITEM	COST
CONSTRUCTION	\$ 710,555.25
ENGINEERING DESIGN	48,000.00
CONSTRUCTION INSPECTION	25,000.00
PROJECT CONTINGENCY @ 10.00%	76,444.75
TOTAL ESTIMATED PROJECT COST	\$ 860,000.00

**CONTRACT "115" 2015
WATER LINE REPLACEMENTS
BID - 12/17/15**

Johnson Street	(Rodney to Joslin Ave. & Dead End)
Britton	(Rodney to Joslin Ave. & Dead End)
Kenny	(Joslin to Dead End)
Duncan	(Joslin to Dead End)
Hale	(Long to South Water)
Juanita	(Long to South Water)
Witherspoon	(South Westland to Tupper)
Peninsula	(Nashville Pike to Existing 6")
Drivers Lane	(Applewood Ct. to Timberwood)
Brush Hill Court	(Drivers Lane to Existing 6")
Rockwood Terrace	(Lock 4 Road to End of Street)

NOTICE OF AWARD

TO: JSJ CONSTRUCTION, LLC
3671 ARMSTRONG ROAD
SPRINGFIELD, TN 37122

PROJECT DESCRIPTION: CON 115 – HALEWOOD WATER LINE REPLACEMENTS PH 2

The **OWNER** has considered the **BID** submitted by you for the above-described **WORK** in response to its Advertisement to Bid dated November, 2015, and Information for Bidders.

You are required by the Information for Bidders to execute the Agreement and furnish the required **CONTRACTOR'S** Performance and Payment Bond within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said bonds within ten (10) days from the date of this Notice, said **OWNER** will be entitled to consider all your rights arising out of the **OWNER'S** acceptance of your **BID** as abandoned and as a forfeiture of your Bid Bond. The **OWNER** will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this **NOTICE OF AWARD** to the **OWNER**.

Dated this _____ day of _____, 2016.

City of Gallatin
OWNER
BY _____
Title Mayor

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged

By _____
this the ___ day of _____, 2016

By _____
Title _____

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

[January 12, 2016]

DEPARTMENT: Utilities

AGENDA # 4

SUBJECT:

Ordinance O1601-2 Halewood Water Line Replacements, Phase II. Authorizing funds from 2015 water/sewer bond sales in the total amount of \$860,000.00 and award bid to JSJ Construction, LLC, Contract "115"

SUMMARY:

Halewood water line replacements

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING
\$8,729.29 FROM REVENUE RECEIVED FOR INSURANCE RECOVERIES
AND \$251.07 FROM REVENUE RECEIVED FOR DONATIONS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$6,518.47 is hereby appropriated from revenue received from Insurance Recoveries, account #110-36350, to the following accounts:

Engineering Operating Supplies, account #11041670-320, \$2,325, for traffic signal repairs,

Police Maintenance & Repairs Vehicles, account #11042110-261, \$438.46, for vehicle repairs,

Fire Department Maintenance & Repairs Vehicles, account #11042220-261, \$2,937.50, for vehicle repairs,

Street Department Sign Shop Materials, account #11043120-342, \$817.51, for damaged signs and accessories, and;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,791.80 is hereby appropriated from revenue received from Insurance Recoveries, account #413-36350, to Water Department Maintenance and Repairs Vehicles, account #41352114-261, and;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$419.02 is hereby appropriated from revenue received from Insurance Recoveries, account #415-36350, to Gas Department Maintenance and Repairs Vehicles, account #41552414-261, and;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$151.07 is hereby appropriated from revenue received from Donations from Businesses, account #110-36710, to Police Department Public Relations, account #11042110-236, and;

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$100 is hereby appropriated from revenue received from Donations from Individuals, account #110-36730, to Fire Department operating Supplies, account #11042220-320, 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: January 19, 2016.

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**

1/12/2016

DEPARTMENT: Finance

AGENDA #

SUBJECT:

Ordinance to appropriate Insurance Recoveries and Donations

SUMMARY:

Ordinance to appropriate Insurance Recoveries and Donations received year-to-date

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE ESTABLISHING OFFICE OF BUILDING CODES DEPARTMENT IN MUNICIPAL CODE AND APPROVING EMPLOYEE POSITIONS AND RECOGNIZED CERTIFICATIONS FOR BUILDING CODES DEPARTMENT

WHEREAS, the City of Gallatin is in the process of updating and recodifying the Gallatin Municipal Code; and

WHEREAS, the Building Codes Official has brought it to the attention of the Mayor and the City Council that the Municipal Code should be updated regarding the Building Codes Department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that Chapter 5 of the Gallatin Municipal Code shall be amended as follows:

1. Chapter 5 of the Municipal Code shall be amended by adding Section 5-1 as follows:

Sec. 5-1 Building Codes Department

The Building Codes Department is established within the City of Gallatin. The primary mission of the Building Codes Department is to assure that all projects completed within the City are built properly through the enforcement of the International Building Code in order to protect the life, health and safety of its citizens in the build environment.

2. Chapter 5 of the Municipal Code shall be amended by adding Section 5-2 as follows:

Sec. 5-2 Director of Building Codes

The office of Director of Building Codes is hereby established. The purpose of this position is to perform administration and supervision of the Building Codes Department. This position oversees the Building Codes Department and all functions within the Department. The Director of Building Codes shall perform such duties as set by ordinance. The Director of Building Codes shall be present at all meetings of the City Council, as directed by the Mayor and City Council.

3. Chapter 5 of the Municipal Code shall be amended by adding Section 5-3 as follows:

Sec. 5-3 Organization, Employee Positions and Certifications for Employment in the Building Codes Department

The following employee positions are recognized as standard Building Codes Department jobs and implemented into the City of Gallatin Personnel Classification System:

- Group I Receptionist
 Administrative Assistant
 Data Quality Specialist

- Group II Permit Technician I
 Permit Technician II
 Codes I Inspector
 Codes II Inspector
 Codes III Inspector
 Codes IV Inspector
 Assistant Building Official
 Certified Building Official/ Director of Building Codes

The employee positions in Group II must have ICC certifications.

The following ICC certifications are recognized as usable for the Building Codes Department:

- Certified Building Official
- Legal Management
- Zoning
- Permit Technician
- Commercial/Residential Building Inspector
- Commercial/Residential Plumbing Inspector
- Commercial/Residential Mechanical Inspector
- Commercial/Residential Electrical Inspector
- Residential Combo Inspector
- Commercial Combo Inspector
- Combination Inspector
- Plan Review Combo Inspector
- Building Plan Review
- Plumbing Plan Review
- Mechanical Plan Review

The following ICC certifications are not required for hiring in the Building Codes Department, but employees are expected to progress into these after the required certifications have been obtained:

- Commercial/Residential Energy Inspector
- Energy Plan Review
- Accessibility Inspector
- Accessibility Plan Review
- Fire I Inspector
- Fire Plan Review
- Other ICC Specialty Inspector/Plan Review

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

PASSED FIRST READING: January 19, 2016,

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**

JANUARY 12, 2016

DEPARTMENT: BUILDING CODES

AGENDA #

SUBJECT:

Ordinance establishing office of Building Codes Department and approving employee positions and recognized certifications.

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved X
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING FUNDS FROM SALE OF VEHICLES
AND MISC. EQUIPMENT FOR THE LEISURE SERVICES DEPARTMENT
IN THE AMOUNT OF \$16,643.44

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$16,643.44 is hereby appropriated from the General Fund account 110-36330, Sale of Vehicles/Misc. Equipment to the following account 110-44720-942, General Machinery and Equipment.

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: January 19, 2016.

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**

01/12/2016

DEPARTMENT: Leisure Services

AGENDA # 7

SUBJECT:

Appropriating funds from sale of vehicles for the Leisure Services Dept. in the amount of \$16,643.44.

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01601-6

ORDINANCE APPROPRIATING \$22,087 FOR SECURITY ENGINEERING SERVICES FOR PAYMENT CARD INDUSTRY (PCI) COMPLIANCE

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$22,087 is hereby appropriated from the undesignated balance of the General Fund to purchase Security Engineering Services to implement recommendations from the Payment Card Industry Gap Analysis to meet PCI compliance requirements.

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: January 19, 2016.

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**

1/12/2016

DEPARTMENT: **Information Technology**

AGENDA # 6

SUBJECT:

Ordinance O16Ø1-6 appropriating funds for Security Engineering Services for Payment Card Industry (PCI) Compliance

SUMMARY:

This Ordinance is to appropriate funds in the amount of \$22,087 for Security Engineering Services for PCI Compliance

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O16Ø1-7

ORDINANCE APPROPRIATING \$ 2,390.62 FROM SURPLUS PROPERTY SALES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$2,390.62 is hereby appropriated from account 110-36330, Sale of Equipment, to 11041700-941, Planning Transportation Equipment; 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 PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

01/26/2016

DEPARTMENT: Planning Department

AGENDA # 3

SUBJECT:

Ordinance appropriating funds from the sale of a Planning Department vehicle in the amount of \$2,390.62.

SUMMARY:

The funds were applied to the purchase of a replacement truck from state surplus.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R16Ø1-5

RESOLUTION ACCEPTING PAYMENT OF \$21,000 FROM HAYNES REALTORS FOR THE COMPLETION OF ALBION DOWNS PHASES ONE AND THREE IN LIEU OF RENEWAL OF THE SUBDIVISION LETTER OF CREDITS

WHEREAS, Haynes Realtors would like the City of Gallatin to accept public improvements and infrastructure in Albion Downs, Phase 1 and Phase 3. Due to deficiencies in the developments, Staff deferred the applicant's request for acceptance; and

WHEREAS, Haynes Realtors requested at the December 2015 Planning Commission meeting that the City of Gallatin accept a payment of \$21,000 and assume all responsibilities for the completion of the developments in lieu of renewal of the \$77,000 Subdivision Letter of Credit for Albion Downs Phase 1 and the \$77,000 Subdivision Letter of Credit for Albion Downs Phase 3; and

WHEREAS, THE CITY OF GALLATIN PLANNING COMMISSION has recommended acceptance by the City of Gallatin to agree to accept payment and responsibility of Albion Downs Phase 1 and Phase 3 in lieu of the subdivision letter of credits and remove all responsibility of the developer.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the City of Gallatin accepts \$21,000 from Haynes Realtors for the completion of Albion Downs, Phase 1 and Phase 3, therefore assuming all responsibility for this development.

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 PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

January 26, 2016

DEPARTMENT: Engineering

AGENDA # 1

SUBJECT:

Resolution Accepting \$15,000 for Completion of Albion Downs, Phase 1 and 3

SUMMARY:

The Planning Commission recommended at the December 2015 meeting that the City accept \$15,000 from Haynes Realtors for the completion of Albion Downs, Phase 1 and 3 in lieu of Haynes Realtors renewing the subdivision letter of credits in the amounts of \$77,000 for Phase 1 and \$77,000 for Phase 3. Accepting this payment would mean the City will assume all responsibility for the completion of those developments. Attached are the plats and cost estimates for completion of both phases.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

After some discussion Council voted to approve the Resolution after Clay Haynes agreed to pay \$21,000 instead of \$15,000. The Resolution has been changed to reflect the agreed amount.

Performance Bond Estimate

Date: 10/27/09

By: JZW

TNR No. _____

PC/BZA #: 1-13-03C

Subdivision Name: Albion Downs Phase 1

Road Specifications

ROAD NAME	LENGTH (ft)	WIDTH (ft)	CUL- DE-SAC RADIUS (ft)	BASE (in)	BINDER (in)	SURFACE (in)	R.O.W (ft)
James Street	710	24	0	6	2.5	1.5	50
Albion Circle	2016	20	0	6	2.5	1.5	50

Comments:

Total Project Cost(110%)= \$513,700

Cost To Complete(110%)= \$4,000
(Cost includes repair)

15% of Principal Amount= \$77,000

aintenance Bond Amount = \$51,370
(10% Total Project Cost)

0

Reduced:

JZW	11/15/2010	Updated Base, Prime Coat, and sidewalk costs. Updated 15% min provision.
TDR	2/14/2011	Updated cost to complete due to cost to repair for completion of phase. Original cost to complete was \$65,000.
TDR	11/13/2014	Updated bond calculation. Developer asked for acceptance and an inspection was completed. Developer has a few issues to resolve. Surety reduced to 15% minimum.

Performance Bond Estimate

Date: 4/24/26
By: TDR

PC/BZA #: 1-53-05-C

Subdivision Name: Albion Downs Phase 3

Road Specifications

ROAD NAME	LENGTH (ft)	WIDTH (ft)	CUL - DE -		A MIX (in)	BMOD (in)	TOPPING (in)	R.O.W (ft)
			SAC RADIUS (ft)	BASE STONE (in)				
Albion Circle	950	24	0	6	0	2.5	1.5	50
Hartford Circle	550	20	0	6	0	2.5	1.5	50
Seabiscuit Drive	600	24	0	6	0	2.5	1.5	50

Comments:

Total Project Cost(110%)=

Cost To Complete(110%)=

15% of Principal Amount=

Maintenance Bond Amount =
(10% Total Project Cost)

Updates:

<u>NAME</u>	<u>DATE</u>	<u>UPDATE</u>	<u>OLD AMOUNT</u>	<u>UPDATED AMOUNT</u>
Buck Rogers	10/24/2012	Surety Renewal	\$119,000	\$119,000
Buck Rogers	11/8/2013	Surety renewal update. Revised sidewalk completion % from 35% to 65%.	\$119,000	\$91,000
Buck Rogers	11/13/2014	Surety update. Developer asked for acceptance. Inspection was completed. A few issues were found that need attention.	\$91,000	\$77,000
Aaron Hickson	9/25/2015	Surety update. (15% minimum) Inspection was completed. Revised sidewalk completion from 90% to 95%. 5 Stopbars need to be installed.	\$77,000	\$77,000

RESOLUTION AUTHORIZING THE CITY OF GALLATIN TO PARTICIPATE IN THE TML RISK MANAGEMENT POOL PROPERTY CONSERVATION MATCHING GRANT PROGRAM

WHEREAS, the citizens of the City of Gallatin have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the City of Gallatin; and

WHEREAS, the TML Risk Management Pool seeks to encourage members with property coverage to develop and implement a property conservation program by offering the Property Conservation Matching Grant Program; and

WHEREAS, the City of Gallatin now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the City of Gallatin is hereby authorized to participate in the Property Conservation Matching Grant Program through the TML Risk Management Pool, seeking the maximum reimbursable grant of up to five thousand and 00/100 (\$5,000.00) by having expenditures in excess of up to ten thousand and 00/100 (\$10,000.00) for equipment to protect the physical assets of the City of Gallatin.

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 PAIGE BROWN

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY, CITY ATTORNEY



Property Conservation Matching Grant Program Guidelines

The Pool is pleased to announce the launch of its first annual **Property Conservation Matching Grant Program** for all members who have property coverage with The Pool.

OBJECTIVE: To help eligible Pool members purchase items designed to protect insured property from a variety of covered perils.

What is property conservation?

An organized and managed effort directed toward loss prevention and reduction.

Why is a property conservation program important?

- Loss prevention and reduction affect the frequency and severity of property losses. A property conservation program preserves and protects the physical assets of public agencies.
- Professional public organizations can — and should — manage their property loss prevention/control efforts through the use of available tools and technologies designed to meet the goals of a property conservation program.
- A comprehensive program can play a vital role in protecting agencies from the dangers of unforeseen property loss.

Please read this information in its entirety before completing the application:

- 1) The Pool will **reimburse up to 50 percent** of the cost of the property conservation-related approved item(s) with a maximum reimbursement based on the Priority Classification matrix rating.
- 2) **Matching grant funds must be used for property loss prevention/control items.** *(See participation rules in this document for additional information.)*
- 3) Entity must be an existing Pool member and must currently have **property coverage** with The Pool as of 7/1/2015.
- 4) Entity must be in good standing with The Pool **and in compliance with previous property loss control recommendations.**

DEADLINE: Friday, February, 19, 2016 (close of business)

GRANT NOTIFICATION DATE: Week of March 8, 2016

ELIGIBILITY: Available **ONLY** to Pool members with **Property Coverage** since **July 1, 2015**. Your **expenditure** may be made between **Jan 1, 2015 and May 1, 2016**.

RULES FOR PARTICIPATION

1. **Applications must be submitted online.** The application is **DATE SENSITIVE** and is subject to available funds. Direct all questions to your property conservation consultant (please refer to pg. 4).
2. **Matching grant funds must be used for property loss prevention/control items.** Examples include but are not limited to: lightning attenuation (lightning protection) systems, security fencing, infrared thermography, sprinkler head protective cages, affixed barricade devices (or other protective devices), security cameras or security lighting. Grant funds may also be used for recommended loss prevention/control items identified by The Pool's property conservation loss control surveys, transformer oil and gas testing recommendations to electric utilities generated by a transformer oil or gas analysis (TOGA) program, and/or deficiencies or maintenance recommendations generated by infrared thermography inspections. Items not eligible include but are not limited to: items subject to general wear and tear or operational items, such as new roofs, new water heaters, etc.
3. A signed **Resolution** or **Motion** (by the appropriate official: mayor or chairman of the board) passed by the governing body of the city/agency **MUST BE** provided. For boards of local government agencies that do not pass resolutions, a sample **Motion** is attached and may be signed by the appropriate Executive.

NOTE: IF your resolution/motion cannot be approved and signed when your application is ready, you may submit the application only by including a notation on the application stating that your resolution/motion will follow after your board or council meeting (list the date of meeting). Since the APPLICATION is date sensitive, it is NOT necessary to submit the application and resolution/motion together. (Samples of each are attached). Your grant check will not be sent to you until we have received this document.

4. The Pool will **reimburse** approved grants for one-half of the paid expenditures (50 percent), **up to the maximum funding level for the participant's assigned classification.**

5. If the Grant Committee approves your application, you will be asked to submit proof of payment(s) for your property conservation-related purchased item(s) **before** we can process your grant check. **Invoices** alone will **NOT** be used as proof of payment. We must have copies of **cancelled checks** or a **proof-positive paper trail** for approved items. Verification of payment should be submitted to Tahtia Carver at tcarver@thepool-tn.org or faxed to 615-371-9212, along with your grant "Notification of Approval" letter.
6. The **deadline** for us to receive your application and close this program is Friday, February 19, 2016 (close of business). Approval/pending/non-approval **grant notifications will be distributed the week of March 8, 2016.**
7. Only ONE grant application may be approved for each town/city/agency during any given FISCAL YEAR. You may not "roll-over" an application from one fiscal year to another.
8. **Total** all estimates and final paid receipts!
9. **If approved for a grant, your proof of payment for expenditures must be received in this office by May 1, 2016, or your grant money WILL be awarded to the next "pending" member's application.**

GRANT CONSIDERATIONS: Consideration of grants will be based on a variety of issues, such as your entity's risk management practices, loss experience, and availability of funding and submission date.

1. The primary consideration will be the amount of available funding for the fiscal year. The funding level for the current grant has been established by The Pool's Board of Directors for the fiscal year July 1, 2015, through June 30, 2016.
2. Priority will be given to risk exposures noted in the property loss control site surveys, recommendations and/or loss trends, and a history of sound property risk management practices.

Grant funding will depend on the matrix rating (*see Priority Classification in this document*) assigned to a Pool member. This rating assesses the **total insured values (TIV) for each insured entity**, along with that entity's loss experience for the **previous year**. This process allows all members that might have high losses, but are also in compliance with sound risk management practices, to have equal consideration.

If you need to know about your classification or if you have additional questions, please contact your property conservation consultant.

East Tennessee

Bill Magoon

423-667-3453

bmagoon@thepool-tn.org

West Tennessee

Andrew "Andy" Lacewell

731-225-0686

alacewell@thepool-tn.org

Rating Classifications Funding Levels

Class V – Up to \$5,000

Class IV – Up to \$4,000

Class III – Up to \$2,500

Class II – Up to \$1,000

Class I – Up to \$500

Property Coverage Classification Levels

Class V – Total Insured Property Value (TIV) of more than \$50 million

Class IV – TIV of more than \$20 million and up to \$50 million

Class III – TIV of more than \$8 million and up to \$20 million

Class II – TIV of more than \$2 million and up to \$8 million

Class I – TIV equal to or less than \$2 million

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

January 26, 2016

DEPARTMENT: City Attorney/Risk Management

AGENDA #

SUBJECT:

TML The Pool Property Conservation Matching Grant

SUMMARY:

The Pool is offering a new grant for members who have property coverage with The Pool. The objective of this grant is to assist pool members to purchase items to protect our insured property from covered perils. The City of Gallatin is eligible for this grant due to the expenses paid out by the Gallatin Police Department for security cameras and also the anticipated expense that Public Works will have for security fencing and gate around the property at Long Hollow Pike.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION APPROVING INTERLOCAL AGREEMENT BETWEEN THE SUMNER COUNTY EMERGENCY COMMUNICATIONS DISTRICT, THE COUNTY OF SUMNER, AND THE CITIES OF HENDERSONVILLE, GALLATIN, PORTLAND, MILLERSVILLE, AND WESTMORELAND FOR UNIFIED DISPATCH AND OPERATION OF THE SUMNER COUNTY EMERGENCY COMMUNICATIONS CENTER

WHEREAS, the Cities of Hendersonville, Gallatin, Portland, Millersville and Westmoreland, the County of Sumner, and the Sumner Emergency Communications District desire to conduct certain operations related to emergency communications jointly as contemplated by T.C.A. § 12-9-101 through §12-9-109 et. seq. and

WHEREAS, the conduct of certain operations under the agreement will enhance the ability of the City of Gallatin to promote and protect public health, safety, and welfare;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE that the Mayor be and hereby is authorized to execute the agreement attached to this resolution as Exhibit A.

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 PAIGE BROWN

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**INTERLOCAL AGREEMENT
BETWEEN THE SUMNER COUNTY EMERGENCY COMMUNICATIONS
DISTRICT,
THE COUNTY OF SUMNER
AND
THE CITIES OF HENDERSONVILLE, GALLATIN, PORTLAND,
MILLERSVILLE, AND WESTMORELAND
FOR UNIFIED DISPATCH
AND
OPERATION
OF THE SUMNER COUNTY EMERGENCY COMMUNICATIONS CENTER**

WHEREAS, this Agreement is entered into by and among the undersigned parties, for and on behalf of their respective governing bodies, that being the City of Hendersonville (“Hendersonville”), the City of Gallatin (“Gallatin”), the City of Portland (“Portland”), the City of Millersville (“Millersville”), and the City of Westmoreland (“Westmoreland”) (collectively referred to as “the Cities”), the County of Sumner (“County”) and the Sumner County Emergency Communication District (“E911”) in the State of Tennessee; and

WHEREAS, Tennessee Code Annotated, Sections 12-9-101 through 12-9-109 et seq., authorizes public agencies in this state to enter into interlocal agreements; and,

WHEREAS, E911, the Cities and the County, all which are parties to this agreement, wish to avail themselves of all authority conferred by these statutes and any other provision of law, to create and operate unified dispatch services through the Sumner County Emergency Communications Center (“ECC”) which will serve as the integrated and coordinated providers of dispatch services for the parties to the agreement (“Unified Dispatch”); and

WHEREAS, the parties deem it in the public interest hereto that such Unified Dispatch be created.

1/8/16

NOW, THEREFORE, in consideration of the covenants contained herein, the parties agree as follows:

1. **PURPOSE.** The purpose of Unified Dispatch is to consolidate the efforts, information, experience, training, and resources of the individual organizations to increase effectiveness, share resources and avoid duplication of effort in provision of E911 and dispatch services throughout the Sumner County area.

By the signatures of the executive officer of each entity to this Agreement, the parties hereto agree to be part of Unified Dispatch pursuant to terms and conditions of this Agreement.

2. MANAGEMENT AND ADMINISTRATION.

There will be two standing committees which shall oversee the operations of Unified Dispatch. The Executive Committee and the Operations Committee.

The Executive Committee shall be composed of the one executive member from each entity. This member shall be the Mayor, Executive or City Manager of each entity represented (or their designee). The Rules of the Executive Committee are attached herewith as Exhibit A to this Agreement and incorporated herein.

The Operations Committee shall report to the Executive Committee. The Rules of the Operations Committee are attached herewith as Exhibit B to this Agreement and incorporated herein.

The Operations Committee shall consist of the Sheriff (or his designee) and he shall have one vote; the EMA Director (or his designee) and he shall have one vote; and the EMS Director of Sumner County (or his designee) and he shall have one vote; and the Chief of Police (or other designated representative) of each city entity and he

shall have one vote; and Chief of the Fire Department (or other designated representative) of each city entity and he shall have one vote. Each city shall determine who shall cast such votes and the terms of participation in meetings with regards to their respective entity; and the Sumner County Volunteer Fire Chief, (or his designee) and he shall have one vote and the E-911 Director (or his designee) and he shall have one vote.

The Operations Committee shall have the responsibility of carrying out the general operations of the Unified Dispatch Plans. The Operations Committee shall draft all policies and procedures for the Unified Dispatch.

The day-to-day operations of the ECC shall be run by the Emergency Communications Center Director (“Director”)

Duties. Overall guidance of the ECC operations, including the setting of priorities and general operation procedures, is vested in the Operations Committee.

3. CONTRIBUTION OF PARTICIPATING ENTITIES. The participating governmental entities agree to contribute to the formation and operation of the ECC on the basis of the following standards:

The funding formula shall be constructed with one half (1/2) the cost to be based on population and one half (1/2) on “call for service” or “Calls to CAD” service participation.

To determine the population, the Sumner County population for Goodlettsville and White House was eliminated from the formula, since neither is participating. However, the county ambulance calls and any emergency management services in those areas are still a part of the “calls for service” calculations numbers.

The percentages for May 2014, based upon the above formula is:

1/8/16

Entity	Percentage of Budget attributable to the Entity	Original Contribution for fiscal year 2014-2015
Sumner Co	32%	\$38,000.00
Hendersonville	29%	\$34,800.00
Gallatin	23%	\$27,600.00
Portland	9%	\$10,800.00
Millersville	5%	\$6,000.00
Westmoreland	2%	\$2,400.00

These calculations, established in May of 2014, will be recalculated on or before July 1, 2016 and every other year thereafter, or as determined necessary by the ECC Executive Committee.

The member entities shall never be charged more than their percentage share determined by the formula for payment of the costs and expenses of operation as set forth by this Agreement.

4. FINANCIAL MATTERS. The financial affairs of the ECC shall be conducted in accordance with the state law and the procedures established by the State Comptroller. The Executive Committee shall oversee all funding decisions.

The County shall handle all financial matters on behalf of the facility and its operations.

Entities will be billed on a quarterly basis by the County for the costs attributable to each organization/entity. Once an invoice is sent, each entity has thirty (30) days to pay the County who is overseeing the daily financial obligations.

5. PROPERTY OF THE ECC. The ECC facility and all related equipment shall be the property of the County. All employees of the ECC shall be employees of the County.

1/8/16

6. DISPOSAL OF PROPERTY. Obsolete or surplus property obtained by the ECC will be disposed of as the Executive Committee directs. Such disposal must comply with the general law and practices of The County.

7. WAIVER OF CLAIMS. Each participating party agrees that it will make no claim for compensation for any damages or loss to its equipment, or for personal injury, including death, occurring as a consequence of ECC activities, against any other participating local governments and that all such claims are waived.

8. DURATION AND TERMINATION OF AGREEMENT. The duration of this Agreement is perpetual. The Agreement will be partially terminated by the withdrawal of a participating local government. A participating local government may withdraw at any time, provided it gives written notice of its intent to withdraw at least one year in advance. The Agreement will be completely terminated by agreement of the participating parties.

9. ADDITION OF PARTIES. Other local governmental entities may become parties to this Agreement by notification of all participating local governmental entities. Upon approval of this Agreement by the Executive Committee, this Agreement will be modified to include such governmental entity or entities.

10. EFFECTIVENESS. This Agreement shall become effective when executed by the Mayor of each city, the County Executive and the E911 Director pursuant to the resolution of each jurisdiction authorizing them to so execute.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this _____ day of _____, 2014.

Mayor of Hendersonville _____

Adopted: _____

Date: _____

Approved as to Form: _____ City Attorney

Mayor of Gallatin _____

Adopted: _____

Date: _____

Approved as to Form: _____ City Attorney

Mayor of Portland _____

Adopted: _____

Date: _____

Approved as to Form: _____ City Attorney

Mayor of Westmoreland _____

Adopted: _____

Date: _____

Approved as to Form: _____ City Attorney

Mayor of Millersville _____

Adopted: _____

Date: _____

Approved as to Form: _____ City Attorney

County Executive

Adopted: _____

Date: _____

Approved as to Form: _____ County Attorney

Director E-911

Adopted: _____

Date: _____

Approved as to Form: _____ County Attorney

Exhibit A

**RULES OF
THE EXECUTIVE COMMITTEE
OF THE
SUMNER COUNTY EMERGENCY COMMUNICATIONS CENTER**

ARTICLE I - Membership

Section A: Composition

The **Sumner County Emergency Communications Center (“ECC”)** shall be comprised of the county, cities and emergency service agencies of Sumner County, Tennessee who have joined the **Sumner County Emergency Communications Center** organization.

The **ECC** shall be overseen by the **Executive Committee (“Executive Committee”)**.

The **Executive Committee** shall be composed of the Executive Director, Mayor or City Manager or their designee (“**Mayor**”) from each of the following governmental organizations: Sumner County, Hendersonville, Gallatin, Portland, Millersville, and Westmoreland. Moreover, **Executive Committee** members shall reside in any city, town or other such political subdivision they serve as well as be a resident of Sumner County, Tennessee.

The **E-911 Director** shall serve as an ex-officio, non-voting member of the **Executive Committee**.

The **Operations Committee** shall elect one member from that Committee to attend all meetings of the **Executive Committee** to act as a liaison between the two committees. This **Operations Committee** representative will be a non-voting member of the **Executive Committee**.

Section B: Regular & Special Meetings

The Regular Meetings of the **Executive Committee** shall be on the _____ day of the month at _____ p.m. for the purpose of transacting such business as may come before the **Executive Committee**.

If the date fixed for the regular meeting shall be a legal holiday in the State of Tennessee, such meeting shall be held on the next succeeding business day.

Special Meetings of the **Executive Committee** may be called by the Chairman or a majority of the membership of the committee.

The Regular Meetings or any called Special Meeting shall be held at the **Sumner County Emergency Communication Center**, 253 Airport Road, Gallatin, TN 37066, unless otherwise specified by the Chairman or Secretary.

Section C: Voting and Quorum

The duly appointed members of the **Executive Committee** are entitled to vote at each meeting. Such votes shall be recorded on the minutes and shall be subject to the inspection of any member. Voting by proxy shall not be permitted.

A majority of the members of the **Executive Committee** entitled to vote, presented in person, shall constitute a quorum.

The Chairman shall have his vote as a member and shall have one super vote to cast only in the event of a tie.

ARTICLE II - Offices, Officers and Agent

Section A: Offices-

The principal office of the **Executive Committee** shall be located at the Sumner County Emergency Communications Center, City of Gallatin, County of Sumner located at 253 Airport Road, Gallatin, Tennessee 37066.

Section B: Election, Officers and Terms of Office -

The officers of the **Executive Committee** shall be a Chairman, a Vice-Chairman, and a Secretary. Each shall be elected by the membership of the **Executive Committee, pursuant to the rules of this Agreement**. Such other officers and committees as may be deemed necessary may be elected by the membership or appointed by the Chairman.

The Officers of the **Executive Committee** shall be elected annually by the members at the first meeting held in July of each year. If the election of officers shall not be held at that meeting, such election shall be held as soon thereafter as convenient to the membership. Each officer shall hold office until his successor shall have been duly elected.

The first Chairman of the Executive Committee shall be the representative of the entity contributing the most financially to the ECC. From that point forward, the Chairmanship shall rotate to the representative of the next highest contributor. The Chairmanship shall rotate through the representatives of the entities contributing more than twenty per cent (20%) of the annual budget. Terms of the Officers of the **Executive Committee** shall be one (1) year in term.

Section C: Vacancies -

1/8/16

A vacancy in any office because of death, resignation, removal or disqualification may be filled pursuant to these rules, of the unexpired portion of the term.

Vacancy in a post by a **Mayor** shall require an election to replace that officer for the remainder of the term as officer; i.e. a new **Mayor** serving because of change in leadership of that political entity does not automatically obtain any term of an officer of the **Executive Committee**.

Section D: Chairman -

The Chairman shall be the principal Executive officer of the **Executive Committee** and shall in general supervise and control all of the business and affairs of the **Executive Committee**. He/she shall, when present, preside at all meetings.

Section E: Vice-Chairman -

The Vice-Chairman shall perform the functions of the Chairman in his/her absence. In the event the Chairman is absent and the Vice Chairman is acting as Chairman, he does not obtain the right to a super vote.

Section F: Secretary -

The Secretary shall: record and keep the minutes of the meetings; be custodian of the **Executive Committee** records; sign with the Chairman any instruments which shall have to be authorized by resolution of the membership; have general charge of the books of the **Executive Committee**; and perform all duties incident to the office and such other duties as may from time to time be assigned by the Chairman or membership at large.

Section G: Agent for Service -

The agent for service of Process for the **Executive Committee** shall be the Sumner County Law Director, Leah May Dennen, whose offices are located at 355 North Belvedere Drive, Room 303, Gallatin Tennessee, 37066.

Section H: Compensation -

The members of the **Executive Committees** shall receive no compensation.

ARTICLE III - Contracts, Loans, Checks, and Deposits

Section A: Contracts -

The **Executive Committee** may authorize any officer or agent, to enter into any contract or instrument in the name of and on behalf of the **Executive Committee**.

Section B: Funds-

All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of the **Executive Committee** shall be signed by such officer or officers, as determined by resolution of the **Executive Committee**.

All funds of the **Executive Committee** shall be deposited to the credit of Sumner County, Tennessee and be accounted and handled pursuant to State of Tennessee financial rules and regulations.

ARTICLE IV - Fiscal Year

The Fiscal Year of the **Executive Committee** shall begin on the first day of July and end on the 30th day of June.

ARTICLE V - Duties

The **Executive Committee** shall oversee all business of the **Operations Committee** and the employment of the **Director of the Sumner County Emergency Communications Center ("Director")**.

The **Executive Committee** will make the final decision about the hiring, employment terms or dismissal of the **Director**.

ARTICLE VI - Amendments

These Rules may be altered, amended, or repealed and new Rules may be adopted by two-third vote of the **Executive Committee** at any regular or special meeting of the membership provided.

ARTICLE VII - Parliamentary Authority

All meetings and business conducted by the **Executive Committee** shall be governed by the latest edition of Robert's Rules of Order, except in the event those rules are inconsistent with these Rules and/or any special rules of order adopted by the **Executive Committee**.

ADOPTED this the _____ day of _____, 2014.

CHAIRMAN

SECRETARY

Exhibit B

**RULES OF
THE OPERATIONS COMMITTEE
OF THE
SUMNER COUNTY EMERGENCY COMMUNICATIONS CENTER**

ARTICLE I - Membership

Section A: Composition

The **Sumner County Emergency Communications Center (“ECC”)** shall be comprised of the county, cities and emergency service agencies of Sumner County, Tennessee who have joined the **Sumner County Emergency Communications Center** organization.

The **Operations Committee (“Operations Committee”)** shall be overseen by the **Executive Committee (“Executive Committee”)**.

The **Operations Committee** shall consist of the following members:

Sheriff (or his designee) and he shall have one vote; and

EMA Director (or his designee) and he shall have one vote; and

EMS Director (or his designee) and he shall have one vote; and

Chief of Police of each city entity (or other designated representative) and he shall have one vote; and

Chief of the Fire Department of each city entity (or other designated representative) and he shall have one vote.

Each city shall determine who shall cast such votes and the terms of participation in meetings; and

The **Sumner County Volunteer Fire Chief**, (or his designee) and he shall have one vote and

The **E-911 Director** (or his designee) and he shall have one vote.

Section B: Regular & Special Meetings

The Regular Meetings of the **Operations Committee** shall be on the _____ day of the month at _____ p.m. for the purpose of transacting such business as may come before the **Operations Committee**.

If the date fixed for the regular meeting shall be a legal holiday in the State of Tennessee, such meeting shall be held on the next succeeding business day.

Special Meetings of the **Operations Committee** may be called by the Chairman or a majority of the membership of the committee.

The Regular Meetings or any called Special Meeting shall be held at the **Sumner County Emergency Communication Center**, 253 Airport Road, Gallatin, TN 37066, unless otherwise specified by the Chairman or Secretary.

Section C: Voting and Quorum

The duly appointed members of the **Operations Committee** are entitled to vote at each meeting. Such votes shall be recorded on the minutes and shall be subject to the inspection of any member. Voting by proxy shall not be permitted.

A majority of the members of the **Operations Committee** entitled to vote, presented in person, shall constitute a quorum.

ARTICLE II - Offices, Officers and Agent

Section A: Offices-

The principal office of the **Operations Committee** shall be located at the Sumner County Emergency Management Building, City of Gallatin, County of Sumner located at 253 Airport Road, Gallatin, Tennessee 37066.

Section B: Election, Officers and Terms of Office -

The officers of the **Operations Committee** shall be a Chairman, a Vice-Chairman, and a Secretary. Each shall be elected by the membership of the **Operations Committee**.

Such other officers and committees as may be deemed necessary may be elected by the membership or appointed by the Chairman.

The Officers of the **Operations Committee** shall be elected

annually by the members at the first meeting held in July of each year. If the election of officers shall not be held at that meeting, such election shall be held as soon thereafter as convenient to the membership. Each officer shall hold office until his successor shall have been duly elected.

Terms of the Officers of the **Operations Committee** shall be one (1) year in term and no Officers shall hold a term for more than two (2) consecutive years before another member shall serve.

Section C: Vacancies –

A vacancy in any office because of death, resignation, removal or disqualification may be filled pursuant to these rules, of the unexpired portion of the term.

Section D: Chairman –

The Chairman shall be the principal Executive officer of the **Operations Committee** and shall in general supervise and control all of the business and affairs of the **Operations Committee**. He/she shall, when present, preside at all meetings.

Section E: Vice-Chairman –

The Vice-Chairman shall perform the functions of the Chairman in his/her absence. In the event the Chairman is absent and the Vice Chairman is acting as Chairman, he does not obtain the right to a super vote.

Section F: Secretary –

The Secretary shall: record and keep the minutes of the meetings; be custodian of the **Operations Committee** records; sign with the Chairman any instruments which shall have to be authorized by resolution of the membership; have general charge of the books of the **Operations Committee**; and perform all duties incident to the office and such other duties as may from time to time be assigned by the Chairman or membership at large.

Section G: Agent for Service –

The agent for service of Process for the **Operations Committee** shall be the Sumner County Law Director, Leah May Dennen, whose offices are located at 355 North Belvedere Drive, Room 303, Gallatin Tennessee, 37066.

Section H: Compensation –

The members of the **Operations Committees** shall receive no compensation.

ARTICLE III - Duties

The **Operations Committee** shall have the responsibility of carrying out the general operations of the Unified Dispatch Plans and shall draft all policies and procedures for the Unified Dispatch.

The **Operations Committee** shall undertake the interviewing and recommendation of a **Director** candidate to the **Executive Committee**.

The **Executive Committee** will make the final decision about the hiring, employment terms or dismissal of the **Director**.

The duties of the **Operations Committee** include, but are not limited to the following:

- (A) Acting as the integrated and coordinated providers of dispatch services for all law enforcement, fire, medical, emergency service, animal, wildlife and related calls as well as sewer and utility calls for the participant entities; and
- (B) Develop and update standard operating procedures for various duties and responsibilities of the Dispatch Center; and
- (C) Act as the liaison between their entity and the Executive Committee; and
- (D) Any other duties assigned by the Executive Committee.

ARTICLE IV - Amendments

These Rules may be altered, amended, or repealed and new Rules may be adopted by two-third vote of the **Operations Committee** at any regular or special meeting of the membership provided.

ARTICLE V - Parliamentary Authority

All meetings and business conducted by the **Operations Committee** shall be governed by the latest edition of Robert's Rules of Order, except in the event those rules are inconsistent with these Rules.

ADOPTED this the _____ day of _____, 2014.

_____ CHAIRMAN

_____ SECRETARY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

January 26, 2016

DEPARTMENT: Mayor Paige Brown

AGENDA # 4

SUBJECT:

Draft of Interlocal Agreement for Unified Dispatch and Operation of the Sumner County Emergency Communications Center

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes: