
**CITY OF GALLATIN
COUNCIL MEETING**

January 05, 2016

6:00 pm

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

- Call to Order – Mayor Brown
- Invocation
- Pledge of Allegiance – Councilman Overton
- Roll Call: Alexander – Brackenbury – Camp – Vice Mayor Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: November 17, 2015 City Council Meeting; December 01, 2015 City Council Meeting
- Annual Report from the Gallatin Department of Electricity (Mark Kimbell, Manager)
- Public Recognition on Agenda-Related Items
- Mayor’s Comments

AGENDA

1. **Second Reading Ordinance No. O1510-59** An ordinance of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens, authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date. **(Councilman Camp)**
2. **Second Reading Ordinance No. O1511-65** An 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)**
3. **First 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)**
4. **First Reading Ordinance No. O1512-70** Ordinance appropriating funds from sale of vehicles for the Building Department in the amount of \$4525.00 **(Councilman Mayberry)**
5. **First Reading Ordinance No. O1512-71** Ordinance modifying FY 2016 Budgets for Leisure Services Department **(Councilman Alexander)**

6. **First Reading Ordinance No. O1512-72** Ordinance appropriating \$22,225 for Rose Mont Restoration Foundation, Inc. chimney repairs **(Councilwoman Brackenbury)**
7. **Resolution R1512-65** Resolution amending Gallatin Personnel Rules and Regulations relating to No-Smoking/Smoke-Free Policy **(Councilman Mayberry)**
8. **Resolution R1512-66** Resolution approving reclassification of two Public Works employees and approving a new job description for Service Technician **(Councilwoman Kemp)**
9. **Resolution R1601-1** A 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)**

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

**City of Gallatin
City Council Meeting**

November 17, 2015

The Gallatin City Council met in regular session on Tuesday, November 17, 2015 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 Vice Mayor Craig Hayes 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
Debbie Johnson, Human Resource Dir.
News Examiner, Reporter
Connie Kittrell, City Recorder
Rosemary Bates, Special Projects Director
David Gregory, Public Utilities Dir.
Nick Tuttle, City Engineer
Donnie Sullivan, Asst. Building Official

Rachel Nichols, Finance Director
Susan High-McAuley, City Attorney
Don Bandy, Police Chief
Bill McCord, City Planner
Lori Smiley, IT Director
Elaine Hudson, Leisure Services Dept.
Chuck Stuart, Building Official
Tommy Dale, Assistant Fire Chief

Approval of Minutes

There were no minutes presented.

Public Recognition on Agenda Related Items

Mayor Brown opened public recognition on agenda related items and with no one wishing to speak public recognition was closed.

Mayor's Comments

- Mayor Brown read a Proclamation supporting "Small Business Saturday" and presented the Proclamation to three local small business owners; Rachel Mullins of The Red Tulip, Paula Rainey with Stella's and Kayla West with Southern Gypsy. Kim Myers and Zena Parks were also present from the Gallatin Chamber of Commerce.
- Police Chief Don Bandy recognized Philip Brown for his heroic actions taken during an automobile crash on Hartsville Pike. Mayor Brown presented the Police Department Commendation and Key to the City to her brother, Philip Brown.
- Mayor Brown reminded everyone to return their census forms.
- Mayor Brown said donations are still being received for "Wreaths Across America" scheduled for December 12th at the Gallatin Cemetery. She added that the deadline for donations is November 23rd.

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 revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date.

Councilman Camp made motion to defer to December 8th work session; Councilman Alexander seconded. Motion to defer carried with 7 ayes and 0 nays.

2. Ordinance #O1511-64 - Second Reading

Councilman Overton presented this ordinance appropriating \$5,889 for Payment Card Industry (PCI) Gap Analysis and Annual Cost for Quarterly Scans.

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

3. Ordinance #O1511-63 - First Reading

Councilman Camp presented this ordinance of the City of Gallatin, Tennessee vacating an approximate 5000 foot long segment of Airport Road right-of-way located east of Steam Plant Road and south of Cairo Road and vacating an approximate 1000 foot long segment of Cairo Road right-of-way from the Airport Road/Cairo Road intersection to southeast of Airport Road and Accepting right-of-way in fee simple for the newly relocated roadway.

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

4. Ordinance #O1511-65 - First 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; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

5. Ordinance #O1511-66 - First Reading

Councilman Mayberry presented this ordinance appropriating funds for 2016 Water/Sewer Capital Projects and correcting original 2016 Budget.

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

6. Ordinance #O1511-67 - First Reading

Councilman Overton presented this ordinance amending Article III, Section 1 of the City of Gallatin, Tennessee Charter as established in Chapter 67 of the Private Acts of 1953 and as amended thereafter regarding eligibility of office and holding other public office.

City Attorney Susan High-McAuley explained the charter amendment.

There was much discussion.

Councilman Overton made motion to approve; Councilman Alexander seconded. Motion carried with 4 ayes and 3 nays. Councilwoman Brackenbury, Councilman Alexander, Councilman Camp and Councilman Overton voted aye. Councilman Mayberry, Vice Mayor Hayes and Councilwoman Kemp voted nay.

Much discussion continued.

7. Ordinance #O1511-68 - First Reading

Councilman Alexander presented this ordinance amending Article III, Section 1 of the City of Gallatin, Tennessee Charter as established in Chapter 67 of the Private Acts of 1953 and as amended thereafter to establish term limits for the offices of the Mayor, District Alderman, and Alderman-at-Large.

Councilman Alexander made motion to approve; Councilman Overton seconded.

City Attorney Susan High-McAuley explained the amendment. Ms. High-McAuley also explained the process that Council would approve on two readings, sent to the legislature for their approval and then the amendment would be sent to a referendum vote by the public.

Council discussed.

Mayor Brown called for the vote. Motion carried with 5 ayes and 2 nays. Councilman Overton, Councilman Alexander, Councilwoman Brackenbury, Vice Mayor Hayes and Councilman Camp voted aye. Councilman Mayberry and Councilwoman Kemp voted nay.

8. Resolution #R1510-55

Councilwoman Brackenbury presented this resolution amending Gallatin Personnel Rules and Regulations relating to workplace violence.

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

9. Resolution #R1511-59

Vice Mayor Hayes presented this resolution revising the adopted Utility Easement Acquisition Procedure.

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

10. Resolution #R1511-61

Vice Mayor Hayes presented this resolution amending Gallatin Personnel Rules and Regulations relating to emergency conditions.

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

11. Resolution #R1511-65

Mayor Brown explained that there is no need for a resolution; this is not part of the written process.

Discussion continued.

Mayor Brown stated she needed a motion on the candidate list to move forward with the interviews.

There was much discussion.

Councilwoman Brackenbury made motion to defer; Councilman Alexander seconded.

Discussion continued.

Councilwoman Brackenbury and Councilman Alexander withdrew their motion and second to defer.

Discussion continued on approving the list of candidates from the expert panel and enhancing the list.

Councilman Camp made motion to defer to December 8th work session; Councilman Alexander seconded.

Discussion continued.

Councilman Camp and Councilman Alexander withdrew their motion and second to defer.

Councilwoman Brackenbury made motion to approve the expert panel candidate list and add the four (4) internal candidates; Councilman Mayberry seconded.

Councilman Alexander asked to see the list of candidates.

Council continued to discuss.

Councilman Alexander made motion to amend the motion to add Erron Kinney to the candidate list; Councilman Camp seconded.

Councilwoman Brackenbury requested the ranking form from the panel on all the candidates.

Mayor Brown stated she would check with the expert panel.

Councilwoman Kemp called for the vote.

Mayor Brown called for the vote on the amendment. Motion carried with 7 ayes and 0 nays.

Mayor Brown called for the vote on the motion. Motion carried with 7 ayes and 0 nays.

Other Business

- City Recorder Connie Kittrell informed Council that the City Property taxes will hopefully be mailed out this Friday. Ms. Kittrell thanked everyone for their patience and consideration.
- Councilman Overton asked everyone to keep the family of Buck Troutt in their prayers. Mr. Troutt was a 25 year employee of the Gallatin Fire Department.
- Councilman Camp requested the two charter amendments added to the next work session.

There was much discussion on the process of each charter amendment and the scheduled Council meetings and Work Sessions for December.

- Building Official Chuck Stuart passed out first quarter reports for 2015/2016 to Council.

Public Recognition on Non-Agenda Related Items

Mayor Brown called for public recognition on non-agenda related items and with no one wishing to speak Mayor Brown closed public recognition on non-agenda related items.

Adjourn

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

Mayor Brown adjourned the meeting at 7:01 P.M.

Mayor Paige Brown

City Recorder Connie Kittrell

**City of Gallatin
City Council Meeting**

December 1, 2015

The Gallatin City Council met in regular session on Tuesday, December 1, 2015 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 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
Rosemary Bates, Special Projects Director
Chuck Stuart, Building Official
Tommy Dale, Assistant Fire Chief

Rachel Nichols, Finance Director
Susan High-McAuley, City Attorney
Don Bandy, Police Chief
Bill McCord, City Planner
Lori Smiley, IT Director
David Gregory, Public Utilities Dir.
Nick Tuttle, City Engineer

Approval of Minutes

Mayor Brown presented the November 3, 2015 City Council Minutes for approval.

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

Public Recognition on Agenda Related Items

Mayor Brown opened public recognition on agenda related items and with no one wishing to speak public recognition was closed.

Mayor's Comments

- Tuba Christmas is tonight at the First Baptist Church on Main Street at 7:00 P.M.
- Christmas Tree Lighting is Friday, December 4th at 5:00 P.M.
- "Wreaths Across America" will be Saturday, December 12th at the Gallatin Cemetery
- The Christmas Parade is also Saturday, December 12th
- Mayor encouraged everyone to shop local.

Agenda

Mayor Brown stated she had received requests to change the order of the agenda; move Item #4. before Item #2. and move Item #6. before Item #5.

Councilwoman Brackenbury made motion to change the order of the agenda; Councilman Alexander seconded. Motion carried with 7 ayes and 0 nays.

1. Ordinance #O1511-65 - Public Hearing

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 for severability, and providing for an effective date.

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

4. Ordinance #O1511-68 - Second Reading

Councilman Alexander presented this ordinance amending Article III, Section 1 of the City of Gallatin, Tennessee Charter as established in Chapter 67 of the Private Acts of 1953 and as amended thereafter to establish term limits for the offices of the Mayor, District Alderman, and Alderman-at-Large.

Councilman Alexander made motion to approve; Councilman Overton seconded.

Councilwoman Brackenbury amended to include all elected positions including the City Recorder; Councilman Overton seconded.

Mayor Brown called for the vote and requested a roll call vote.

Ms. Kittrell called for the roll call vote on the amendment:

Vice Mayor Hayes	Yes
Councilman Alexander	No
Councilwoman Brackenbury	Yes
Councilman Camp	No
Councilwoman Kemp	No
Councilman Mayberry	No
Councilman Overton	Yes

The motion to amend failed with 3 ayes and 4 nays.

Mayor called for a roll call vote on second reading of the original motion.

Ms. Kittrell called the roll call vote on second reading of the original motion.

Vice Mayor Hayes	Yes
Councilman Alexander	Yes
Councilwoman Brackenbury	Yes
Councilman Camp	Yes
Councilwoman Kemp	No
Councilman Mayberry	No
Councilman Overton	Yes

The motion passed with 5 ayes and 2 nays.

2. Ordinance #O1511-63 - Second Reading

Councilman Camp presented this ordinance of the City of Gallatin, Sumner County, Tennessee vacating an approximate 5000 foot long segment of Airport Road right-of-way located east of Steam Plant Road and south of Cairo Road and vacating and approximate 1000 foot long segment of Cairo Road right-of-way from the Airport Road/Cairo Road intersection of southeast of Airport Road and accepting right-of-way in fee simple for the newly relocated roadway.

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

3. Ordinance #O1511-66 - Second Reading

Councilman Mayberry presented this ordinance appropriating funds for 2016 Water/Sewer Capital Projects and correcting original 2016 Budget.

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

6. Resolution #R1511-64

Vice Mayor Hayes presented this initial resolution authorizing the issuance of not to exceed \$11,500,000 of general obligation bonds of the City of Gallatin, Tennessee.

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

5. Resolution #R1511-63

Vice Mayor Hayes presented this resolution authorizing the issuance, sale and payment of general obligation bonds of the City of Gallatin, Tennessee an aggregate principal amount of not to exceed \$11,500,000; and providing for the levy of taxes for the payment of debt service on the bonds.

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

Other Business

Mayor Brown called for other business.

- Council discussed and determined there would not be a Council Meeting on December 15, 2015
- Special Projects Director Rosemary Bates gave an update on the census.
- Special Projects Director Rosemary Bates presented a road closure request from St. Luke AME Church on December 16 -18 from Blue Place to Blythe Street for a Christmas Event.

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

- Councilman Overton requested prayers and thoughts for Mr. Joe Debord after an accident/surgery that occurred this past weekend.
- Councilwoman Brackenbury stated " Santa on the Square" begins December 11th
- Mayor Brown also announced that after the Christmas Tree Lighting the Library will be hosting some special events.
- Public Utilities Director David Gregory stated he had an independent analysis done on the lake water samples testing for Hexavalent Chromium levels. Mr. Gregory said he had received the results and there were no detectable levels in city water or the water coming from the lake.
- Mayor Brown thanked the Public Works department and everyone who helped with the Christmas decorations.

Public Recognition on Non-Agenda Related Items

Mayor Brown called for public recognition on non-agenda related items.

Suzanne Simon of 322 Sea Biscuit Drive read a prepared statement requesting several changes to the proposed development next to Albion Downs Subdivision. Ms. Simon also provided a petition with signatures from the homeowners in the subdivision.

Adjourn

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

Mayor Brown adjourned the meeting at 6:28 P.M.

Mayor Paige Brown

City Recorder Connie Kittrell

ORDINANCE NO. O151Ø-59

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, APPROVING A PRELIMINARY MASTER DEVELOPMENT PLAN FOR SUMNER GARDENS, AUTHORIZING THE REVISION TO BE INDICATED ON THE OFFICIAL ZONING ATLAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of property has submitted a complete application for the Sumner Gardens Preliminary Master Development Plan on one (1) parcel totaling 12.32 (+/-) acres located in the City of Gallatin, Tennessee; and

WHEREAS, the property is located at 146 Coles Ferry Road, north of Coles Ferry Road and east of South Westland Avenue and is zoned Residential-6 High Density Residential; and

WHEREAS, the Gallatin Municipal-Regional Planning Commission has reviewed and recommended approval of the Sumner Gardens Preliminary Master Development Plan in GMRPC Resolution No. 2015-119; and

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

WHEREAS, The City Council has 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 City Council of the City of Gallatin does hereby approve the Preliminary Master Development Plan as described in Exhibit 'A'.

Section 2. The City Council of the City of Gallatin does hereby approve, authorize and direct the revision of the City's Official Zoning Atlas to show the classification for the area as hereby rezoned.

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: October 20, 2015.

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

EXHIBIT 'A'

The Preliminary Master Development Plan for Sumner Gardens, consists of a two (2) sheet plan prepared by Rogers Engineering Group of Gallatin, TN with Project Number 15-034, dated August 26, 2015 with a final revision date of September 17, 2015, and Architectural Elevations, consisting of two (2) sheets, prepared by Matchett and Associates Architects of Gallatin, TN with Project Number 1524 dated August 16, 2015, with the following conditions:

1. Planning Commission consider the amendment to the Preliminary Master Development Plan as a minor amendment.
2. Planning Commission approve the proposed architectural elevations.
3. Planning Commission approve the proposed bufferyards and landscaping plan as submitted with the understanding the final landscaping plan will be submitted with the Final Master Development Plan.
4. Provide Plat Book and Page number for each surrounding property that has been platted.
5. Submit a tree survey with the Final Master Development Plan to document the existing trees that will be retained for the bufferyards.
6. Change acreage to 12.32 under Project Description and Site Data Table to match the legal description.
7. Correct eastern yard line to 10 foot side yard, the western yard line to a 20 foot double side yard, and the southern property boundary to a 25 foot rear yard.
8. Provide rood heights for amenity buildings.
9. Provide building material percentages for the amenity buildings.
10. Verify legal description calls for boundary adjacent to Tax Map 126L/C/026.00 and 126M/A/008.00.
11. Show landscaping screening for the HVAC on the Final Master Development Plan.
12. Submit three (3) corrected folded copies of the Amended Preliminary Master Development Plan, including one (1) full size and two (2) half size copies, to the Planning Department.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

OCTOBER 13, 2015

DEPARTMENT: PLANNING Department

AGENDA # 6

SUBJECT:

Ordinance #O1510-59 of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens 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 #126L Group C Parcel 025.00).
(PC File #3-1067-15)

SUMMARY:

The owner and applicant is requesting approval of the Sumner Gardens Preliminary Master Development Plan, consisting of 148 multi-family dwelling units, in two (2) phases, on a 12.32 (+/-) acre parcel. The parcel is zoned R6 High Density Residential and is located north of Coles Ferry Road and east of South Westland Avenue (146 Coles Ferry Road). The Dwelling Multi-Family use is a permitted use within the R6 High Density Residential zone district.

On September 28, 2015 the Gallatin Municipal-Regional Planning Commission approved GMRPC Resolution 2015-119, recommending approval of Ordinance #O1510-59. (PC File# 3-1067-15)

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

NOVEMBER 10, 2015

DEPARTMENT: PLANNING Department

AGENDA # 4

SUBJECT:

Ordinance #O1510-59 of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens 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 #126L Group C Parcel 025.00). (PC File #3-1067-15)

SUMMARY:

The owner and applicant is requesting approval of the Sumner Gardens Preliminary Master Development Plan, consisting of 148 multi-family dwelling units, in two (2) phases, on a 12.32 (+/-) acre parcel. The parcel is zoned R6 High Density Residential and is located north of Coles Ferry Road and east of South Westland Avenue (146 Coles Ferry Road). The Dwelling Multi-Family use is a permitted use within the R6 High Density Residential zone district.

On September 28, 2015 the Gallatin Municipal-Regional Planning Commission approved GMRPC Resolution 2015-119, recommending approval of Ordinance #O1510-59. (PC File# 3-1067-15) Following the Public Hearing on November 3, 2015, the City Council requested that this item be scheduled for the November 10, 2015 Council Committee meeting for discussion. Attached is the Preliminary Master Development Plan recommended by the Planning Commission and the previously approved, but expired plan for Albion Downs Condominiums (PC File# 3-14-06/8-41-06 on the site.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

DECEMBER 8, 2015

DEPARTMENT: PLANNING Department

AGENDA # 2

SUBJECT:

Ordinance #O1510-59 of the City of Gallatin, Sumner County, Tennessee, approving a Preliminary Master Development Plan for Sumner Gardens 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 #126L Group C Parcel 025.00).
(PC File #3-1067-15)

SUMMARY:

The owner and applicant is requesting approval of the Sumner Gardens Preliminary Master Development Plan, consisting of 148 multi-family dwelling units, in two (2) phases, on a 12.32 (+/-) acre parcel. The parcel is zoned R6 High Density Residential and is located north of Coles Ferry Road and east of South Westland Avenue (146 Coles Ferry Road). The Dwelling Multi-Family use is a permitted use within the R6 High Density Residential zone district.

On September 28, 2015 the Gallatin Municipal-Regional Planning Commission approved GMRPC Resolution 2015-119, recommending approval of Ordinance #O1510-59. (PC File# 3-1067-15) Following the Public Hearing on November 3, 2015, the City Council requested that this item be scheduled for the November 10, 2015 Council Committee meeting for further review and discussion. At the November 17, 2015 City Council meeting, Council deferred the 2nd Reading of this file and requested that it be sent to the December 8, 2015 Council Work Session for further discussion.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01511-65

AN 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 FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Gallatin Municipal-Regional Planning Commission requested to rezone two lots and two parcels, consisting of .98 (+/-) acres, located in the City of Gallatin, Tennessee; and

WHEREAS, the proposed zoning amendment conforms to the *Gallatin on the Move 2020* Plan general plan of the area including the established Commercial Corridor Revitalization Character Area and that the public necessity, convenience, and the general welfare, will be served by approving the proposed amendment; and

WHEREAS, the properties proposed for rezoning have adequate public utilities, infrastructure and private or municipal services necessary to serve the existing and proposed development and population permitted by the requested zoning or such necessary services and facilities will be provided upon redevelopment of the property; and

WHEREAS, the proposed rezoning will provide opportunities for redevelopment of the properties, reduce existing non-conforming conditions on the properties and provide for in-fill development that will compliment the scale, setbacks and style of existing adjacent structures, and

WHEREAS, the proposed rezoning will be compatible with surrounding community, protect the public health, safety and welfare, and will not be injurious to other property or public improvements in the area in which the property is located.

WHEREAS, the Gallatin Municipal-Regional Planning Commission has reviewed and recommended approval of the proposed rezoning in GMRPC Resolution 2015-122; and

WHEREAS, a public hearing was held following public notice as prescribed by the Gallatin Zoning Ordinance and Tenn. Code Ann. §13-7-203; and

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

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

Section 1. The City Council of the City of Gallatin does hereby approve rezoning two lots and two parcels, comprising .98(±) acres, from the CS – Commercial Services District to the CC – Core Commercial District as described in Exhibit ‘A’.

Section 2. The City Council of the City of Gallatin does hereby approve, authorize and direct the revision of the City’s Official Zoning Atlas to show the classification for the area as hereby rezoned.

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, the public welfare requiring such.

PASSED FIRST READING: November 17, 2015.

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MACAULEY
CITY ATTORNEY

Exhibit ‘A’ – Legal Description of the property

EXHIBIT 'A'

Legal Description for South Water Avenue-Woods Ferry Pike Rezoning (Planning File No. 3-1088-15)

Land lying and being situated in the Third Civil District of Sumner County, Tennessee, and described as follows:

Beginning at the point of intersection of the west edge of the old pike (known as Woods Ferry Pike) with the east right-of-way line of the new highway (Highway 109, also known as South Water Avenue), said point being 20 feet from the center line of the old pike; thence with the west right-of-way line of the old pike, South 21 degrees East, 180 feet to a stake 20 feet from the center of said old pike; thence continue along the west right-of-way line of the old pike, South 22 degrees, 46 minutes, 16 seconds East a distance of 169.87 feet to a iron rod; thence continue along the west right-of-way line of the old pike, South 22 degrees, 46 minutes, 16 seconds East a distance of 105 feet to a iron pin; thence South 77 degrees, 15 minutes West to an iron pin located on the east right-of-way line of Highway 109 (also known as South Water Avenue); thence north 11 degrees West, a distance of 454.74 feet to the point of beginning, containing approximately .98 acres located east of South Water Avenue and West of Woods Ferry Pike.

The property includes all of tax parcels:

126N G 001.00 000

126N G 002.00 000

126N G 003.00 000

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

NOVEMBER 10, 2015

DEPARTMENT: PLANNING DEPARTMENT

AGENDA # 3

SUBJECT:

Ordinance No. O1511-65. An Ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning two lots and two parcels, comprising .98 (+/-) acres from the CS - Commercial Services to CC - Core Commercial District. (File #3-1088-15)

SUMMARY:

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

The City Planning Department recommends rezoning the properties to encourage redevelopment and to eliminate a number of non-conformities. The Gallatin Municipal-Regional Planning Commission reviewed the request at the October 26, 2015 meeting and voted unanimously to approve GMRPC Resolution No. 2015-122.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

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:

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. O1512-70

ORDINANCE APPROPRIATING FUNDS FROM SALE OF VEHICLES FOR THE
BUILDING DEPARTMENT IN THE AMOUNT OF \$4525.00

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum
of \$4525.00 is hereby appropriated from the General Fund account 110-36330, Sale of
Vehicles to the following account 110-41990-941, Transportation 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:

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**

December 8, 2015

DEPARTMENT: **Building**

AGENDA #

SUBJECT:

Appropriating funds from sale of vehicles for the Building Department in the amount of \$4,525.00.

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE MODIFYING FY 2016 BUDGETS FOR LEISURE SERVICES
DEPARTMENTS

WHEREAS, the 2015-16 Fiscal Year Budget for the City of Gallatin, Tennessee segregated appropriations for Leisure Services, Civic Center, Golf and Parks; and

WHEREAS, daily operations of Leisure Services, Civic Center, Golf and Parks are managed by the Director of Leisure Services; and

WHEREAS, combining the budgeted appropriations to eliminate the Leisure Services department-level budget and maintain the remaining three departments would promote efficiency and have a neutral budgetary impact;

THEREFORE BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the 2015-16 Fiscal Year Budget for the City of Gallatin, Tennessee is amended by combining the budgets for Leisure Services and Parks as follows:

Description	Amount	From	To
Salaries	324,795.00	11044410-111	11044720-111
Temporary Wages	100,000.00	11044410-122	11044720-122
Longevity Pay	3,600.00	11044410-132	11044720-132
Training	225.00	11044410-140	11044720-140
Fica (Employer's Share)	32,313.00	11044410-141	11044720-141
Hospital / Health Ins	30,225.00	11044410-142	11044720-142
Retirement - Current	29,561.00	11044410-143	11044720-143
Group Life Insurance	697.00	11044410-145	11044720-145
Disability Ins	1,591.00	11044410-149	11044720-149
Postage	600.00	11044410-211	11044720-211
Printing Duplicating	2,000.00	11044410-220	11044720-220
Ad Legal Notice	3,000.00	11044410-231	11044720-231
Membership/Reg /Dues	1,000.00	11044410-235	11044720-235
Marketing/P R	15,000.00	11044410-236	11044720-236
Telephone	2,400.00	11044410-245	11044720-245
Emp Physical	200.00	11044410-251	11044720-251
Travel	2,000.00	11044410-280	11044720-280
Other Contractual	2,500.00	11044410-290	11044720-290
Small Equipment	2,500.00	11044410-312	11044720-312
Operating Supplies	41,500.00	11044410-320	11044720-320

Food	60,000.00	11044410-323	11044720-323
Clothing & Uniforms	1,000.00	11044410-326	11044720-326
Gas Oil Diesel Grease	1,000.00	11044410-331	11044720-331
Hardware Software	1,171.15	11044410-944	11044720-944

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:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

December 8, 2015

DEPARTMENT: Leisure Services

AGENDA # 7

SUBJECT:

Modifying fiscal year 2016 budgets for Leisure Services.

SUMMARY:

To discuss and approve combining Leisure Services - Administration division budget with Parks division budget.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$22,225 FOR ROSEMONT RESTORATION
FOUNDATION, INC. CHIMNEY REPAIRS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$22,225 is hereby appropriated from the General Fund unassigned balance to account 11044300-720-143, Rosemont Community Enhancement Grants, earmarked for chimney repairs; 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**

December 8, 2015

DEPARTMENT: Councilwoman Brackenbury

AGENDA # 10

SUBJECT:
Rose Mont Chimney Repair

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

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1512-65

RESOLUTION AMENDING GALLATIN PERSONNEL RULES AND REGULATIONS RELATING TO NO-SMOKING/SMOKE-FREE POLICY

WHEREAS, Section 13-104 of the Gallatin Municipal Code provides for amendment of the Personnel Rules;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Personnel Rules and Regulations, **Rule 17, General Policies and Procedures** is hereby amended with the following addition:

Section 17-27. No-Smoking/Smoke-Free Policy

The City complies with the Non-Smoker Protection Act of 2007 which prohibits smoking in all public places such as buildings, equipment, and City-owned vehicles. The City of Gallatin is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As required by Tennessee Non-Smoker Protection Act and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of City of Gallatin.

It is the policy of City of Gallatin to prohibit smoking on all City property in effect 24 hours a day, year round, except as outlined in designated smoking areas as listed below. The no-smoking policy restricts the use of the following products, including but not limited to, cigarettes, pipes, cigars, as well as smokeless electronic cigarettes and other similar devices.

Smokeless/vaporless tobacco products are allowed at the discretion of the department head.

The Smoke-Free Workplace policy applies to:

- All City employees, including full-time, part-time, temporary, volunteers, and seasonal employees;
- All contractors, consultants and their employees and agents visiting or working on City property;
- All visitors to City property.

The Smoke-Free Workplace policy will be enforced in all enclosed public places owned or operated by the City and in all vehicles/equipment owned or leased by the City.

Smoking will be permitted in the designated areas as listed below:

- Non-enclosed areas of public places, including parking lots, open-air porches, patios or decks;
- Areas enclosed by garage type doors on one or more sides when all such doors are completely open; and

- Areas enclosed by tents or awnings with removable sides or vents when all such sides or vents are completely removed or open.

Employees who violate this smoking policy will be subject to disciplinary action in the form of an oral reprimand.

Also, a person who knowingly smokes in an area where smoking is prohibited by the provisions of this policy shall be subject to a civil penalty of fifty dollars (\$50). If the management of the premises knowingly fails to comply with any provision of this policy, the fine can be as high as \$500.

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

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

December 8, 2015

DEPARTMENT: Human Resources

AGENDA #9

SUBJECT:

Smoke-Free Workplace Policy

SUMMARY:

The updated Smoke-Free Workplace policy restricts the use of the following products, including but not limited to, cigarettes, pipes, cigars, as well as smokeless electronic cigarettes and other similar devices on all City property in effect 24 hours a day, year round, except as outlined in designated smoking areas.

Smokeless/vaporless tobacco products are allowed at the discretion of the department head.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**RESOLUTION APPROVING RECLASSIFICATION OF TWO PUBLIC WORKS EMPLOYEES
AND APPROVING A NEW JOB DESCRIPTION FOR SERVICE TECHNICIAN**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the new job description for Service Technician (Grade GF) attached hereto be approved and ordered implemented into the City of Gallatin Personnel Classification System.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that effective 04/05/15, the General Laborer in the Vehicle Maintenance Division of Public Works, Jacob Sullivan, is reclassified to Service Technician. Mr. Sullivan's new pay grade is GF 1, and his new hourly rate is \$13.41.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that upon the approval of Council, that Custodian, Dan Dyer, is reclassified to General Laborer. Mr. Dyer's new pay grade of GB 6, and his new hourly rate is \$12.44.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this Resolution shall take effect on the approval of the Council, 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

TITLE: Service Technician
PG: GF
DEPARTMENT: Public Works
REPORTS TO: Equipment Maintenance Supervisor
REVISION DATE: JUNE 2015

PURPOSE OF POSITION:

The purpose of this position is perform semi-skilled mechanical work on a variety of automotive equipment. This includes but is not limited to diagnosing, servicing, and repairing cars, light and heavy trucks, equipment, and machinery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Diagnoses, troubleshoots, services, maintains, repairs and rebuilds components of cars, light and heavy trucks, truck equipment, trailers, tractors, heavy equipment and machinery including gasoline and diesel engines, hydraulic systems, pneumatic systems, exhaust, electrical, steering, cooling, air conditioning, suspension, frames, lighting and communications systems.
2. Trouble shootings equipment and vehicles through various types of equipment – laptop computers; hand held scanners, diagnostic equipment, etc.
3. Performs preventative maintenance including lubrication, oil changes and tune-ups on cars, light and heavy trucks, truck equipment, trailers, tractors, heavy equipment and machinery.
4. Maintain work area in a safe and clean manner.
5. Responds to service, maintenance and repair calls at job sites.
6. Installs lights and radio equipment on vehicles and equipment.
7. Performs building systems maintenance as required.
8. Maintain written records as required.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma/Equivalent with 1 year of full time recent work experience in motor vehicle engine repair.

Must have valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the methods, tools and equipment including electronic diagnostic equipment used in the repair of passenger cars, trucks, construction and maintenance or specialized equipment.
- Knowledge and skill in the use and operation of shop tools and machinery, such as drills, presses, grinders, micrometers, brake relining and drum grinding machines, welding equipment.
- Ability to diagnose the more common defects in the drive trains, chassis and other components of automotive equipment.
- Ability to detect by inspection any worn or broken automotive parts.
- Ability to keep records of repairs and service.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to interpret and work from sketches, diagrams and installation and repair charts.
- Knowledge of the principles and practices of automotive repair.
- Knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment.
- Knowledge of the hazards and safety precautions of shop operation.
- Knowledge or the principles of operation of gasoline and diesel engines and/or of the repair and maintenance characteristics of a variety of municipal automotive equipment.

- Ability to work under tight time frames to meet target dates.
- Ability to establish and maintain effective and professional working relationships with other employees, department heads and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position, including after hours for 24/7 operations.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions but hot and cold.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

December 8, 2015

DEPARTMENT: **Human Resources**

AGENDA # 8

SUBJECT:

New job description for Public Works and employee reclassifications

SUMMARY:

New job description for Service Technician in the Vehicle Maintenance Division of Public Works. The existing General Laborer in Vehicle Maintenance would be reclassified to the new job title.

Custodian, Dan Dyer, would be reclassified to a General Laborer position.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1601-1

A 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 FACILITY IMPROVEMENTS IN THE CITY OF GALLATIN

WHEREAS, the City supports the development of continuous and well placed pedestrian and bicycle facilities that enable and encourage children, including those with disabilities, to walk or bicycle to school; make walking and bicycling to school safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age, and to facilitate the planning, development and implementation of projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools; and

WHEREAS, the Tennessee Department of Transportation promotes and offers funding assistance to communities to improve accessibility and mobility options for school aged children to access neighborhood schools through the Safe-Routes-To-Schools Program; and

WHEREAS, the Tennessee Department of Transportation has issued a call for projects for Safe Routes to Schools grant funding for up to \$250,000 per grant for 2016; and

WHEREAS, The Gallatin On the Move 2020 General Development and Transportation Plan Update 2008-2020 promotes the development of a comprehensive pedestrian transportation system that includes a sidewalk network to connect established and new neighborhoods to green space, commercial and recreational areas; and

WHEREAS, the Gallatin on the Move 2020 Plan also promotes implementation of a sidewalk master plan that identifies gaps in the existing sidewalk system and includes a list of prioritized sidewalk projects including new projects and maintenance/repairs; and

WHEREAS, there are significant sidewalk deficiencies and gaps in the city sidewalk network, including in close proximity to schools, resulting from development that occurred before the adoption of the comprehensive sidewalk construction ordinance; and

WHEREAS, the City identified a pedestrian access improvement project to improve a pedestrian facilities in the vicinity of Rucker-Stewart Middle School as generally described in Exhibit 'A' ; and

WHEREAS, the City Council has recognized the need to improve pedestrian and other multi-modal facilities within the City, particularly in close proximity to schools, by allocating and seeking funds to develop a comprehensive pedestrian system.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the City Council of the City of Gallatin endorses and supports the City's application for a Safe Routes to School grant from the Tennessee Department of Transportation to plan and construct pedestrian activated signals and sidewalk improvements within the City as identified in Exhibit 'A' for the planning, design and construction of these pedestrian access facility improvements.

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

EXHIBIT 'A'

Pedestrian Signals and Sidewalk Improvements at the following locations:

- Pedestrian activated signals, marked cross walks and related signs at the intersection of Hancock Street and SR 109
- Sidewalk extension of approximately 790 feet along the north side of Hancock Street from the west side of the Brookdale Gallatin development to Lock 4 Road
- An additional Crosswalk on Greenwave Drive

