CITY OF GALLATIN
COUNCIL MEETING

January 19, 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: None Provided
- Public Recognition on Agenda-Related Items
- Mayor's Comments

AGENDA

1. **Public Hearing 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. O1512-70** Ordinance appropriating funds from sale of trucks for the Building Department in the amount of $4525.00 **(Councilman Mayberry)**

3. **Second Reading Ordinance No. O1512-71** Ordinance modifying FY 2016 Budgets for Leisure Services Department **(Councilman Alexander)**

4. **Second Reading Ordinance No. O1512-72** Ordinance appropriating $22,225 for Rose Mont Restoration Foundation, Inc. chimney repairs **(Councilwoman Brackenbury)**

5. **First Reading Ordinance No. O1512-73** Ordinance appropriating $22,000 for Environmental Services supplies **(Councilman Camp)**

6. **First Reading Ordinance No. O16Ø1-1** Ordinance appropriating $104,630 for Street Department backhoe and $120,370 for Environmental Services truck **(Councilman Camp)**

7. **First Reading Ordinance No. O16Ø1-2** 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)**

8. **First Reading Ordinance No. O16Ø1-3** Ordinance appropriating $8,729.29 from revenue received for insurance recoveries and $251.07 from revenue received for donations **(Councilwoman Kemp)**

9. **First Reading Ordinance No. O16Ø1-4** Ordinance establishing office of Building Codes Department in Municipal Code and approving employee positions and recognized certifications for Building Codes Department **(Councilman Overton)**

10. **First 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)**

11. **First Reading Ordinance No. O16Ø1-6** Ordinance appropriating $22,087 for Security Engineering Services for Payment Card Industry (PCI) compliance **(Councilman Alexander)**

12. **Resolution R16Ø1-4** Resolution approving reclassification of five Public Utilities employees and approving new job descriptions for Crew Supervisor-Natural Gas, Equipment Operator II-Natural Gas and Water Distribution Technician **(Councilman Mayberry)**

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

PUBLIC HEARING: JANUARY 19, 2016
2ND READING: FEBRUARY 2, 2016

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)

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 Sation Camp Bulevard, and authorizing the revision to be indicated o the official zoning atlas; repealing conflicting ordinances; providing for severability, and provideing 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-RegionalPlanning Commission approved GMRPC Resolution 2015-151, recommending approval of Ordinance #01512-69 (PC File 3-1283-15)

RECOMMENDATION:

ATTACHMENT:

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

Approved ☒
Rejected ☐
Deferred ☐

Notes:

ORDINANCE NO. O1512-70

ORDINANCE APPROPRIATING FUNDS FROM SALE OF TRUCKS 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: January 5, 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

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

Approved [x]
Rejected [ ]
Deferred [ ]

Notes:

ORDINANCE NO. O1512-71

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: January 5, 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

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 NO. O1512-72

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: January 5, 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

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:

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:

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 gabage container sales to purchase more containers for inventory.

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

RECOMMENDATION:

ATTACHMENT:

____Resolution	____Correspondence	____Bid Tabulation
_x_Ordinance	____Contract	____Other

Approved ✓
Rejected
Deferred

Notes:

ORDINANCE NO. O16Ø1-1

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:

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 # 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	____Correspondence	____Bid Tabulation
_x_Ordinance	____Contract	____Other

Approved ✓
Rejected
Deferred

Notes:

ORDINANCE NO. O16Ø1-2

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

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:

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

JCH Proj No. 11181

BID TABULATION
CITY OF GALLATIN
CONTRACT 115 - HALEWOOD WATER LINE REPLACEMENTS - PHASE II

CITY OF GALLATIN
229 Hancock Street
Gallatin, TN 37066

BID DATE: 12/17/2015

JAMES C. HAILEY & COMPANY
Consulting Engineers
7518 Highway 70 South, Suite 100
Nashville, TN 37221

Project No. 11181

BID SECURITY

BIDDER AND ADDRESS	BID BOND		BID BOND		BID BOND		BID BOND	
	JSJ CONST., LLC 3671 Armstrong Road Springfield, TN 37172		HAWKINS & PRICE, LLC 5096 Hwy 64 East Wartrace, TN 37183		MOORE CONST. CO., INC 1671 Wilma Rudolph Blvd Clarksville, TN 37041		WALKER BUILDING GROUP, LLC 2817 West End Ave #126-256 Nashville, TN 37203	

BASE BID

ITEM	QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	9,200	LF	F & I 6" SDR-17 CLASS 250 PVC WATER LINE	26.30	241,960.00	25.00	230,000.00	26.00	239,200.00	43.00	395,600.00
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 250 PVC WATER LINE	30.80	616.00	14.00	280.00	22.00	440.00	40.00	800.00
4	3,300	LF	F & I 3/4" COPPER SERVICE LINE	6.60	21,780.00	10.50	34,650.00	9.00	29,700.00	25.00	82,500.00
5	40	LF	F & I 12" STEEL CASING BY OPEN CUT	92.20	3,688.00	126.00	5,040.00	118.00	4,720.00	100.00	4,000.00
6	1,700	LF	F & I 3" PVC SERVICE LINE CASING BY D.D.	14.00	23,800.00	47.00	79,900.00	21.00	35,700.00	40.00	68,000.00
7	25	EA	F & I 6" GATE VALVE & BOX	1,053.00	26,325.00	1,250.00	31,250.00	1,300.00	32,500.00	2,000.00	50,000.00
8	1	EA	F & I 16" X 6" TAPPING TEE & VALVE	4,348.30	4,348.30	2,770.00	2,770.00	3,665.00	3,665.00	8,200.00	8,200.00
9	6	EA	F & I 8" X 6" TAPPING TEE & VALVE	3,456.60	20,739.60	2,570.00	15,420.00	2,700.00	16,200.00	8,000.00	48,000.00
10	11	EA	F & I 6" X 6" TAPPING TEE & VALVE	2,054.25	22,596.75	2,270.00	24,970.00	2,900.00	31,900.00	7,800.00	85,800.00
11	1	EA	F & I 6" INSERTION VALVE	7,536.20	7,536.20	6,700.00	6,700.00	9,400.00	9,400.00	10,000.00	10,000.00
12	6	EA	REMOVE HYDRANT AND CONNECT TO EXISTING	513.40	3,080.40	665.00	3,990.00	1,625.00	9,750.00	1,000.00	6,000.00
13	4	EA	CUT-IN AND/OR CONNECT TO EXISTING LINE	551.40	2,205.60	765.00	3,060.00	1,200.00	4,800.00	2,500.00	10,000.00
14	16	EA	F & I FIRE HYDRANT ASSEMBLY	2,345.00	37,520.00	2,310.00	36,960.00	2,700.00	43,200.00	4,500.00	72,000.00
15	74	EA	F & I 3/4" SERVICE RELOCATION & RECONNECTION	435.60	32,234.40	980.00	72,520.00	1,100.00	81,400.00	700.00	51,800.00
16	56	EA	F & I 3/4" SERVICE RECONNECTION	421.70	23,615.20	800.00	44,800.00	725.00	40,600.00	650.00	36,400.00
17	1	LS	F & I 12" RECONNECTION (PENNISULA)	1,212.30	1,212.30	2,440.00	2,440.00	2,900.00	2,900.00	2,000.00	2,000.00
18	3,700	LBS	F & I D.I.M.J. FITTINGS	2.60	9,620.00	4.00	14,800.00	5.60	20,720.00	2.00	7,400.00
19	450	TON	F & I CRUSHED STONE	30.70	13,815.00	23.00	10,350.00	43.00	19,350.00	28.00	12,600.00
20	75	CY	F & I FLOWABLE FILL	119.20	8,940.00	122.00	9,150.00	115.00	8,625.00	90.00	6,750.00
21	350	SY	F & I CLASS "A" CONCRETE (DRIVEWAY REPAIRS)	94.40	33,040.00	30.40	10,640.00	25.00	8,750.00	90.00	31,500.00
22	75	CY	F & I CLASS "B" CONCRETE	159.60	11,970.00	165.00	12,375.00	125.00	9,375.00	90.00	6,750.00
23	425	SY	F & I PAVEMENT REPLACEMENT TYPE "D"	85.20	36,210.00	63.00	26,775.00	87.00	36,975.00	75.00	31,875.00
24	225	EA	F & I 6" MEGALUG RESTRAINT	72.90	16,402.50	75.00	16,875.00	45.00	10,125.00	40.00	9,000.00
25	9,500	LF	F & I MAINLINE CLEAN-UP	4.00	38,000.00	4.00	38,000.00	4.00	38,000.00	4.00	38,000.00
			TOTAL BASE BID	corrected for errors	710,555.25		785,515.00		817,795.00		1,144,975.00

I, Matthew R. Tucker, certify that the above Bid Tabulation reflects the actual Bids submitted with errors corrected for Contract 115 - Halewood Water Line Replacements - Phase II

MATTHEW RUSSELL TUCKER
STATE OF TENNESSEE

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

Approved ☒
Rejected ☐
Deferred ☐

Notes:

ORDINANCE NO. O16Ø1-3

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:

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 NO. O1601-4

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 positon 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:

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

Approved _X___
Rejected _____
Deferred _____

Notes:

ORDINANCE NO. O16Ø1-5

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 12, 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**
- [x] **Ordinance**
- [ ] **Correspondence**
- [ ] **Contract**
- [ ] **Bid Tabulation**
- [ ] **Other**

Approved [X]
Rejected [ ]
Deferred [ ]

Notes:

ORDINANCE NO. O16Ø1-6

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: _____.

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

1/05/2016

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:

RESOLUTION NO. R1601-4

RESOLUTION APPROVING RECLASSIFICATION OF FIVE PUBLIC UTILITIES EMPLOYEES AND APPROVING NEW JOB DESCRIPTIONS FOR CREW SUPERVISOR-NATURAL GAS, EQUIPMENT OPERATOR II-NATURAL GAS AND WATER DISTRIBUTION TECHNICIAN

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the new job descriptions for Crew Supervisor – Natural Gas (Grade GM), Equipment Operator II – Natural Gas (GJ), and Water Distribution Technician (GJ) 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 upon the approval of Council, that Crew Supervisor, Thomas K. Withers, is reclassified to Crew Supervisor-Natural Gas. Mr. Withers' new pay grade is GM 1, and his new hourly rate is $18.86.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that upon the approval of Council, that Utility Service Technician-Water, Brandon A. Clark, is reclassified to Water Distribution Technician. Mr. Clark's new pay grade is GJ 2, and his new hourly rate is $16.69.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that upon the approval of Council, that Utility Service Technician-Water, Shawn R. Moore, is reclassified to Water Distribution Technician. Mr. Moore's new pay grade is GJ 1, and his new hourly rate is $16.30.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that upon the approval of Council, that Utility Service Technician-Water, Cleveland E. Fuller, is reclassified to Water Distribution Technician. Mr. Fuller's new pay grade is GJ 1, and his new hourly rate is $16.30.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that upon the approval of Council, that Utility Engineering Technician, Charles E. Hunt, is reclassified to Utility GIS Coordinator. Mr. Hunt's new pay grade is GQ 1, and his new hourly rate is $22.93.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that upon the approval of Council, that the currently vacant position of Utility Location Technician (Grade GJ) is changed to a Gas Service Technician (Grade GK).

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: Crew Supervisor – Natural Gas
PG: GM
DEPARTMENT: Public Utilities
REPORTS TO: General Supervisor – Natural Gas
REVISION DATE: January 2016

PURPOSE OF POSITION:
The purpose of this position is to perform skilled and technical work in the installation, construction, repair and maintenance of natural gas lines and related appurtenances. Supervision will be exercised over subordinate personnel.

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. Assists with the coordination, oversight, and supervision of the work performed by utility crews involved in the installation, maintenance, or repair of natural gas facilities; ensuring the best use of manpower, supplies and equipment as directed.
2. Assists with the scheduling and oversight of utility crew work projects and assigns men and equipment.
3. Responds to emergencies involving the natural gas distribution system.
4. Responds to and investigates gas leaks.
5. Performs as a first responder to emergencies involving gas leaks.
6. Locates and repairs gas leaks.
7. Inspects and maintains pressure regulating stations.
8. Performs patrol and leakage survey activities.
9. Assists in establishing, maintaining, and monitoring proper odorant levels in the natural gas system.
10. Monitors corrosion control performance in the natural gas system.
11. Operates trucks, tractors, loaders and mechanical equipment in connection with the above tasks.
12. Locates, marks, and/or inspects underground utilities for construction and/or repair.
13. Assists gas service technicians and field personnel on difficult jobs.
14. Assists with the coordination of outside contractors.
15. Meets with customers and contractors concerning natural gas installation.
16. Maintains records and detailed reports.
17. Runs errands, picks up supplies and materials.
18. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
19. Performs related tasks as required.

Note: Assignment of function will be dictated by the Division each Crew Supervisory works for. Not all essential functions apply to all divisions.

MINIMUM QUALIFICATIONS:

High School Diploma/Equivalent; an Associates Degree or Bachelor's degree in a related field preferred; two (2) years recent and related work experience in the maintenance, repair, or construction of natural gas systems or an equivalent combination of education, experience, and training. Previous supervisory/leadership experience preferred.

Must have a valid, appropriate driver's license.

Special Requirements:

Must successfully complete Operator Qualification training administered by the Gallatin Natural Gas Department within 6 months of hire/promotion into the class, and must retain qualification throughout employment in order to work on the City of Gallatin's natural gas system.

This position is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance, and repair of natural gas lines and related appurtenances.
- Thorough knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair, and replacement of natural gas lines and appurtenances.
- Thorough knowledge of the hazards and safety precautions used when working with gas lines and related appurtenances.
- General knowledge in the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Ability to operate back-hoe and other medium construction equipment.
- Ability to prepare detailed plans and reports.
- Ability to multitask and prioritize requests and projects.
- Ability to work under tight time frames to meet target dates.
- Ability to take control of situations in a responsible manner.
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
- Ability to perform manual and skilled labor for extended periods, often under unfavorable weather conditions.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- 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.

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, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

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.

TITLE: Equipment Operator II (formerly Motor Equipment Operator III) – Natural Gas
PG: GJ
DEPARTMENT: Public Utilities
REPORTS TO: General Supervisor – Natural Gas
REVISION DATE: January 2016

PURPOSE OF POSITION:
The purpose of this positon is to perform skilled work in the operation of motorized heavy equipment. Work is performed under regular supervision. This position may provide directives to subordinate personnel.

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. Operates heavy construction equipment; maintains and services equipment; coordinates and oversees construction activities.
2. Operates equipment such as dump truck, bush hog, bulldozer, compactor, heavy front end loader, back-hoe, track-hoe, crane, and other equipment related to the installation, maintenance and construction of natural gas lines.
3. Performs equipment maintenance, minor repairs, and service as needed.
4. Directs the work of subordinate workers and operators assisting in the work.
5. Services and makes repairs and adjustments on equipment.
6. When not operating heavy equipment, operates lighter equipment, trains other operators or performs skilled and semiskilled laboring tasks for utility.
7. Responds to emergencies involving the natural gas distribution system.
8. May oversee subordinate workers assisting in the work.
9. May be required to work overtime and/or be on call after hours.
10. Perform other related tasks as required and cross-train to cover other department positions when necessary.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

HS Diploma/Equivalent, with one (1) year of recent heavy equipment operation experience; or an equivalent combination of education and experience.

Must have a valid, appropriate driver's license.

Special Requirements:

Must successfully complete Operator Qualification training administered by the Gallatin Natural Gas Department within 6 months of hire/promotion into the class, and must retain qualification throughout employment in order to work on the City of Gallatin's natural gas system.

This position is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment.
- Mechanical aptitude.
- Knowledge of the maintenance, repair and manual tasks of the area assigned.

- Knowledge of the use of hand and specialized power tools required in the work.
- Knowledge of the safe use and operative and preventive maintenance of mechanical equipment required in the work.
- General knowledge of the traffic laws and regulations governing equipment operation.
- General knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment.
- Knowledge of trench excavation.
- Skill and care in the operation of several types of trucks and construction equipment.
- Skill in making repairs and adjustments to equipment.
- Ability to safely move furniture, boxes, equipment, etc.
- Ability to detect flaws in the operation of equipment and to determine proper remedial measures.
- Ability to perform manual labor for extended periods including under unfavorable weather conditions.
- Ability to calculate surface, volumes, weights and measures.
- Ability to maintain simple records and prepare reports, manual or computerized.
- Knowledge of the principles and practices of operating and servicing trucks and heavy construction equipment.
- Knowledge of the traffic laws and regulations governing equipment operation.
- Skill and care in the operation of several types of trucks and construction equipment.
- Ability to make minor repairs and adjustments to equipment
- Ability to operate all types of automotive equipment.
- Skill in the operation of a variety of small, medium and heavy equipment.
- Ability to make decisions to accomplish specific tasks and operations within the scope of the position.
- Ability to interact with the public effectively, professionally and politely, and with discretion.
- Ability to effectively communicate with and establish and maintain an effective working relationship with department staff and other personnel.
- Ability to understand and effectively carry out written and oral instructions.
- 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.
- Must qualify within the Gallatin Natural Gas Department's approved Operator Qualification Program, subject to the current requirements of said program.

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, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

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.

TITLE: Water Distribution Technician
PG: GJ
DEPARTMENT: Public Utilities
REPORTS TO: General Supervisor – Water Distribution
REVISION DATE: January 2016

PURPOSE OF POSITION:

The purpose of this position is to perform skilled work in the installation, construction, repair, and maintenance of water distribution lines and appurtenances. May direct the work of other subordinate staff.

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. Installs water distribution main and service lines.
2. Makes service connections to the water distribution system and installs water meters.
3. Makes repairs to water distribution lines and related infrastructure.
4. Replaces water distribution system lines and related infrastructure.
5. Responds to emergencies involving the water distribution system.
6. Ensures that proper disinfection techniques are utilized to provide safe water service to the public.
7. Must be able to operate and maintain motorized equipment (backhoe, dump truck, valve exercisers, etc.) to complete assignments.
8. Performs water valve and fire hydrant maintenance and repair.
9. Performs a wide range of water meter maintenance and replacement duties.
10. Flushes fire hydrants and flushing hydrants. Maintains data as required.
11. Collects Chlorine and bacteriological samples to be delivered to the Water Plant.
12. Reads and interprets distribution maps and records.
13. Performs locating of the water distribution system.
14. Prepares records, completes service orders, and makes detailed reports.
15. Ensures safe work methods are followed and appropriate safety equipment and precautions are utilized.
16. Is required to be on-call and may be required to work overtime; and be able to respond to emergencies within a reasonable time.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma/equivalent, with two to five (2-5) years recent work experience in water distribution operations or related utilities experience; or an equivalent combination of education, experience, and training.

Must have a valid, appropriate driver's license.

Special Requirements:

Must Possess Grade II Water Distribution System Operator certificate in the State of Tennessee; and must retain certification throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

- General knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- General knowledge in the use of common hand and power tools.
- Some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Ability to operate back-hoe and other medium construction equipment.
- Ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, ans 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 direct the work of others.
- 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.

PHYSICAL REQUIREMENTS:

This is 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, and some very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

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, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

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.