
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

March 10, 2015

6:00 p.m.

**Dr. J Deotha Malone
Council Chambers**

- Call to Order – Vice Mayor Hayes
- Roll Call: Alexander – Brackenbury – Camp – Kemp – Mayberry – Overton– Mayor Brown
- Approval of Minutes: None Provided
- Public Recognition
- Mayor's Comments

AGENDA

1. Preliminary Master Development Plan for Long Hollow Farms Subdivision (**Councilman Steve Camp**)
2. Total Compensation Study (Pay and Benefits) – Final Report (**Debbie Johnson, Director of Human Resources**)
3. Expanding the Scope of the Work by McGrath Human Resources Group to Include the Development of Job Descriptions (**Debbie Johnson, Director of Human Resources**)
4. Request to Reclassify a Police Records Clerk to Police Officer (**Debbie Johnson, Director of Human Resources**)
5. Use of City Owned Vehicle for Commuting (**Mayor Paige Brown**)
6. Resolution Authorizing the Sale of a 1980 Ford F800 to Oglethorpe County Board of Commissioners (Georgia) for the Purchase Price of \$9,000.00 (**Ronnie Stiles, Director of Public Works**)
7. Ordinance Appropriating Funds from Sale of Trucks for the Building Department in the amount of \$7481.18 (**Chuck Stuart, Building Official**)
8. Gallatin Civic Center Pool Expansion (**David Brown, Director of Leisure Services**)
9. Ordinance Moving Downtown Signage Money from Engineering to Streets (**Ronnie Stiles, Director of Public Works**)

- Other Business
- Department Head Reports
- Adjourn

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 10, 2015

DEPARTMENT: Councilman Camp

AGENDA # /

SUBJECT:

Preliminary Master Development Plan for Long Hollow Farms Subdivision

SUMMARY:

Councilman Camp asked that this item, which passed on first reading March 3, be placed on the Council Committee Meeting agenda for further discussion. Bill McCord, Director of Planning, will have the plans available at the meeting if any Councilperson needs to reference them. At this time, the Public Hearing for this development is scheduled for the April 7, 2015, Council Meeting.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1501-3

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REZONING AN APPROXIMATE 10.525 (+/-) ACRE PARCEL, LOCATED SOUTH OF HARRIS LANE AND WEST OF GREENLEA BOULEVARD, FROM THE AGRICULTURAL RESIDENTIAL (A) ZONING DISTRICT TO THE MULTIPLE RESIDENTIAL AND OFFICE (MRO) ZONING DISTRICT AND APPROVING A PRELIMINARY MASTER DEVELOPMENT PLAN FOR LONG HOLLOW FARMS SUBDIVISION, 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 to rezone 10.525 (+/-) acre lot located on Harris Lane; and

WHEREAS, the property to be rezoned is located south of Harris Lane and west of GreenLea Drive and is currently zoned Agricultural Residential (A); and

WHEREAS, the Gallatin Municipal-Regional Planning Commission has reviewed and recommended approval of the proposed rezoning in GMRPC Resolution 2014-108; 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 has approved by majority vote of the members present the rezoning request of the described property; and

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 the rezoning of a 10.525 (\pm) acre parcel from the Agricultural Residential (A) zoning district to the Multiple Residential and Office (MRO) zoning district as described in Exhibit 'A' and approves the Preliminary Master Development Plan as described in Exhibit 'B'.

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: 3/3/2015

PASSED SECOND READING:

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY

EXHIBIT 'A'

Legal Description – Tax Map Parcel 125//020.07, 10.525 (+/-) Acres

BEGINNING at an iron pin set in the southerly margin, 25 feet from the center line of Harris Lane, the most northwest corner of this tract, and being a corner to Randall Glenn Jones (deed book 357, page 302); thence, with said Harris Lane, S58 deg. 43 min. 11 sec. E, a distance of 102.20 feet to the point of curvature of a non-tangent curve, concave to the southwest, having a radius of 523.53 feet a central angle of 22 deg. 58 min. 33 sec., and a chord of 208 53 feet bearing N 47 deg. 43 min. 46 sec. W; thence southeast along said curve, a distance of 209.34 feet to an iron pin set in the margin of said Harris Lane, a corner to tract 7; thence, leaving said Harris Lane, S 8 deg. 48 min 44 sec. W, a distance of 1590.15 feet to an iron pin set; thence, N 82 deg. 43 min. 08 sec. W, a distance of 246.57 feet to an iron pin set in the line of said Jones; thence, with said Jones, N 8 deg. 08 min. 00 sec. E, a distance of 1850.91 feet to the point of beginning, containing 10.53 acres, more or less, and being described as Tract No.8 according to a survey by Ray G. Cole, Registered Land Survey No. 924. Dated June 3, 1998.

Being the same property conveyed to Emmett I. Jenkins and Debra B. Jenkins, husband and wife by Transfer dated 06/11/2004 from Jimmie' D. Hunter and Carolyn Hunter, husband and wife of record in Record Book 2030, Page 425, Register's Office for Sumner County, Tennessee.

EXHIBIT 'B'

The rezoning shall be substantially consistent with the Preliminary Master Development Plan for Miller Development Long Hollow Farms Subdivision, consisting of a one sheet plan prepared by GAM Engineering, Inc. of Hendersonville, TN with job No. 14-222, dated 11-17-14 with revision date of 1-19-2015 and the architectural renderings for Long Hollow Farms by Miller Development, GAM Engineering, Inc., Reliant Realty and Dye Design Studio comprising a 11 sheet plan set.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 10, 2015

DEPARTMENT: Human Resources

AGENDA # 2

SUBJECT:

Total Compensation Study (pay and benefits) - Final Report

SUMMARY:

Dr. Victoria McGrath with McGrath Human Resources Group will present the final report for the Total Compensation Study (pay and benefits).

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 10, 2015

DEPARTMENT: Human Resources

AGENDA # 3

SUBJECT:

Expanding the scope of the work by McGrath Human Resources Group to include the development of job descriptions

SUMMARY:

McGrath HR Group has proposed to develop job descriptions for the City at a cost of \$8,550.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE EXPANDING THE SCOPE OF THE WORK AND AUTHORIZING FUNDS IN THE TOTAL AMOUNT OF \$8,550.00 TO DEVELOP CITY JOB DESCRIPTIONS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the scope of the work by McGrath Human Resources Group is expanded to include the development of job descriptions for all positions in the City at a cost of \$8,550.00.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$8,550.00 is appropriated from the undesignated balance of the general fund for the development of job descriptions for each position in the City.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the Mayor is hereby authorized to execute all necessary contracts and agreements to expand said compensation and benefits study by McGrath Human Resources to include development of job descriptions for each position in the City.

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**

March 10, 2015

DEPARTMENT: Human Resources

AGENDA # 4

SUBJECT:

Request to reclassify a police records clerk to police officer

SUMMARY:

Chief Bandy states that the needs of the department are that a records clerk, Janel Wilson, be reclassified to an officer position.

Ms. Wilson served as a Police Officer from 05/14/01 to 01/27/14 and was assigned to Records on 01/27/14 at her request due to personal reasons beyond her control with the understanding that she might have the opportunity to return to a police officer position.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**RESOLUTION APPROVING RECLASSIFICATION OF ONE POLICE
DEPARTMENT EMPLOYEE FROM POLICE RECORDS CLERK TO POLICE
OFFICER**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that one Police Records Clerk, Janell Wilson, is reclassified to Police Officer. Ms. Wilson's new pay grade will be N 8 and new hourly rate will be \$22.21, for an annual salary of \$46,196.80. Ms. Wilson served as a Police Officer from 05/14/01 to 01/27/14

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**

March 10, 2015

DEPARTMENT: Mayor's Office

AGENDA # 5

SUBJECT:

Use of City Owned Vehicle for Commuting

SUMMARY:

Mayor Brown would like to discuss Resolution No. R0711-64 (attached) approved by Council December 4, 2007, particularly Section 22.5 regarding monthly reports to the Mayor.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION AMENDING GALLATIN PERSONNEL RULES AND REGULATIONS, RULE XVII SECTION 22. - USE OF CITY OWNED VEHICLE FOR COMMUTING

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Gallatin Personnel Rules and Regulations are hereby amended by deleting Section 22 of Rule XVII, in its entirety and replacing it with the following:

Section 22. Employee Use of City Owned Vehicles

Under some circumstances it is in the best interest of the City of Gallatin to allow employees to take home City-owned vehicles on a long term basis. Long term basis is defined as a period of more than thirty (30) days. An employee's ability to respond to emergencies and/or respond while on call shall be considered the primary criteria for establishing what is in the best interest of the City of Gallatin.

The purpose of this policy is to provide direction concerning the circumstances under which it may be appropriate to assign City-owned vehicles to be taken home by City employees.

- 22.1 Nothing in this policy implies that any employee by virtue of their job duties or position is entitled to the assignment of a take home vehicle.
- 22.2 Department Heads shall submit to the Mayor justifications for the assignment of take home vehicles in their departments. Approval of the assignment of a take home vehicle shall be the responsibility of the Mayor.
- 22.3 City vehicles shall not be taken home by employees living outside of the city's planning region, unless the Mayor determines that it is in the best interest of the City.
- 22.4 Employees who use their personal vehicles to conduct city business are eligible for reimbursement pursuant to Rule XVII, Section 21 of these rules.
- 22.5 All employees assigned a take home vehicle shall keep a log of the usage of that vehicle outside of normal duty hours. This log shall include at least the name of the employee, date of call out, service address, nature of call out, and time of service initiation and service completion. In addition, those individuals in possession of take home vehicles will keep a log of any additional personnel called out for assistance by the person in

possession of a take home vehicle. The log shall include the person called, the reason for the need of additional assistance and the date, time and location of the additional callout. Department Heads may require that additional information be logged. These logs shall be submitted at least monthly to the Department Head, who shall verify the accuracy of and approve the logs, and, shall then submit the same to the Mayor for his/her approval.

22.6 Department Heads shall review, on a quarterly basis, the assignment of take home vehicles in their departments. Department Heads shall report to the Mayor in writing whether the assignments are justified by this policy.

22.7 No assignment of a take home vehicle shall be considered unless it is justified by one or more of the following criteria:

Primary Criteria:

- The employee is subject to frequent service calls requiring the use of a vehicle to conduct City business during the employee's non-duty hours. Frequent shall be defined as an average, over the time period of the assignment, of at least one call every week during non-duty hours.
- The employee is required to respond to emergencies during non-duty hours, and the use of a City-owned vehicle is necessary for proper emergency response. Emergencies shall be defined as unforeseen circumstances requiring immediate action.
- The employee is required to respond to non-duty hour calls within a limited time frame established by the department, and traveling to secure a City vehicle would prevent the employee from meeting response time standards
- The employee must use specialized equipment carried in a City-owned vehicle, during non-duty hours, to effectively carry out their job duties.

Secondary Criteria:

- There may be exceptional circumstances where operational efficiency necessitates a vehicle be taken home by an employee. The efficiency impact must be documented to the Mayor in writing and should reference the benefits versus the costs of the assignment or the department's service standards.
- The Mayor deems that it is in the best interest of the City to assign a take home vehicle to an employee by virtue of the responsibilities of their position.

- 22.8 Any attempt by an employee, whether classified, appointed or otherwise exempt, to directly or indirectly circumvent the spirit, purpose or letter of these rules, by act of commission or omission, shall subject that employee to automatic termination.
- 22.9 In instances where an employee is permitted the use of a take-home vehicle, the vehicle will not be used for personal purposes other than *de minimis* personal use such as stopping at the grocery, laundry, or other establishment while actually commuting to and from the workplace and residence.

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

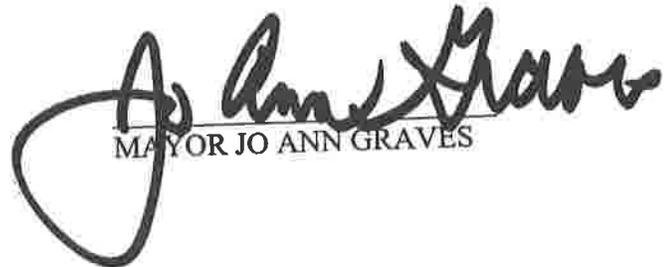
IT IS SO ORDERED.

PRESENT AND VOTING:

AYE: 5

NAY: 0

DATED: December 4, 2007.


MAYOR JO ANN GRAVES

ATTEST:


CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:


JOE H. THOMPSON
CITY ATTORNEY

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
Mar 10, 2015

AGENDA # 6

DEPARTMENT: Public Works

SUBJECT: Resolution authorizing the sale of a 1980 Ford F800 to Oglethorpe County Board of Commissioners (Georgia) for the purchase price of \$9000

SUMMARY: Due to the selling price this sale must be approved by resolution

RECOMMENDATION:

ATTACHMENT:

Resolution Correspondence Bid Tabulation
 Ordinance Contract Other

Approved _____
Rejected _____
Deferred _____

Notes:

RESOLUTION NO. R1503-13

RESOLUTION AUTHORIZING THE SALE OF A 1980 FORD F-800 TO OGLETHORPE COUNTY BOARD OF COMMISSIONERS (GEORGIA) FOR THE PURCHASE PRICE OF \$9,000

WHEREAS, the Gallatin Public Works Department has a 1980 Ford F-800, VIN N80HUHA9633, that it no longer uses; and

WHEREAS, the Oglethorpe County Board of Commissioners (Georgia) has requested to purchase the 1980 Ford F-800 for \$9,000; and

WHEREAS, the Gallatin Public Works Department requests that the Council approve the sale of the 1980 Ford F-800, VIN N80HUHA9633, as surplus property, pursuant to Resolution R1501-3.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the City of Gallatin, Tennessee approves the sale of the 1980 Ford F-800, VIN N80HUHA9633, for the amount of \$9,000 to Oglethorpe County Board of Commissioners (Georgia).

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE that this Resolution shall take effect upon final passage, the public welfare requiring it.

IT IS SO ORDERED:

PRESENT AND VOTING:

AYE:

NAY:

DATED: March __, 2015.

MAYOR PAIGE BROWN

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 10, 2015

DEPARTMENT: **Building**

AGENDA # **7**

SUBJECT:

Ordinance #01503-19 appropriating funds from sale of trucks for the Building Department in the amount of \$7,481.18

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01503-19

ORDINANCE APPROPRIATING FUNDS FROM SALE OF TRUCKS FOR THE
BUILDING DEPARTMENT IN THE AMOUNT OF \$7,481.18

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$7,481.18 is hereby appropriated from the General Fund account 110-36330, Sale of Vehicles to the following account 110-41990-259, Other Professional Services.

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**

March 10, 2015

DEPARTMENT: Leisure Services

AGENDA # 8

SUBJECT:

Gallatin Civic Center pool expansion.

SUMMARY:

To discuss the final plans of the Gallatin Civic Center pool expansion.

RECOMMENDATION:

Discussion only.

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

3/10/2015

DEPARTMENT: Public Works

AGENDA # 9

SUBJECT:

Ordinance moving Downtown Signage money from Engineering to Streets

SUMMARY:

Ordinance moving Downtown Signage money, \$30,000, that was appropriated to Engineering in August over to Streets. Mr. Stiles has indicated his department could do the required work.

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

