
**CITY OF GALLATIN
COUNCIL MEETING**

November 18, 2014

6:00 pm

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

- Call to Order – Mayor Jo Ann Graves
- Invocation
- Pledge of Allegiance – Councilman Overton
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: October 21, 2014 & November 4, 2014
- Mark Kimbell to Present Audit Reports
- Public Recognition on Agenda-Related Items
- Mayor’s Comments

AGENDA

1. **Second Reading Ordinance No. O1410-62** Ordinance appropriating \$40,000 in funds from revenue received by the Gallatin Police Department in the form of a state and federal grant **(Councilwoman Kemp)**
2. **Second Reading Ordinance No. O1411-63** Ordinance appropriating \$3,227.36 from revenue received for insurance recovery **(Councilman Hayes)**
3. **First Reading Ordinance No. O1411-64** Ordinance appropriating \$14,685.33 from revenue received for insurance recoveries **(Councilwoman Brackenbury)**
4. **First Reading Ordinance No. O1411-65** Ordinance appropriating \$10,378.70 from revenue received from sale of scrap metal, vehicles, and mowers **(Councilman Camp)**
5. **First Reading Ordinance No. O1411-66** Ordinance appropriating 2014 General Obligation Bond Premium in the amount of \$75,000 for the installation of soccer field lighting at Triple Creek Park **(Councilwoman Kemp)**
6. **Resolution No. R1409-49** Resolution approving reclassifying Director of Finance **(Councilman Mayberry)**
7. **Resolution No. R1411-59** Resolution authorizing Mayor to execute settlement agreement related to mobile home sale to Payless Buildings **(Vice Mayor Alexander)**

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

City of Gallatin City Council Meeting

October 21, 2014

The Gallatin City Council met in regular session on Tuesday, October 21, 2014 in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Jo Ann Graves called the meeting to order at 6:00 P.M. Vice Mayor John D. Alexander led the opening prayer and Councilman Ed Mayberry led the Pledge of Allegiance.

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

Present:

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

Absent:

Others Present

David Brown, Leisure Services Dir.
Rachel Nichols, Finance/IT Director
Debbie Johnson, Human Resource Dir.
Bill McCord, City Planner
News Examiner, Reporter
Rosemary Bates, Special Projects Director
Tommy Dale, Assistant Fire Chief
Ronnie Stiles, Public Works Director

David Gregory, Public Utilities Dir.
James Fenton, EDA Director
Don Bandy, Police Chief
Connie Kittrell, City Recorder
Nick Tuttle, City Engineer
Chuck Stuart, Building Official
Susan High McAuley, City Attorney

Approval of Minutes

Mayor Graves presented the minutes of the October 7, 2014 City Council Meeting for approval. Councilman Overton made motion to approve; Councilwoman Kemp second. Motion carried with 7 ayes and 0 nays.

Public Recognition on Agenda Related Items

Mayor Graves opened public recognition on agenda related items.

- Joe Debord of 1007 Hart Street spoke about Resolution #R1410-55. Mr. Debord requested Council look at the intersection of Lock Four Road and Nashville Pike very closely.

Mr. Debord also spoke about grants, their restrictions and looking for assistance and donations from the community and other sources. He gave an example of the Morning Rotary Club adopting the lake access, the Boy Scout Troop that did a project on the Greenway and the State Farm Insurance Agents sponsoring Third Thursday on Main.

With no one else wishing to speak public recognition was closed.

Mayor's Comments

Mayor Graves presented a Proclamation to City Planner Bill McCord declaring the month of October the "National Community Planning Month". Mr. McCord thanked Mayor Graves. Mr. McCord also complimented the Planning Commission and his staff for the great job they do and he welcomed ideas from Council.

Mayor Graves announced the following events:

- Wednesday, October 22nd at 9:00 AM is the ground breaking ceremony for the Greenway Phase III on College Street
- Vena Stuart School "Souper Bowl" fund raiser is Friday, October 24th at the Sumner Regional Medical Center first floor parking garage from 11:00 AM - 1:30 PM
- Pumpkin Splash is Sunday, October 26th at the Gallatin Civic Center from 1:00 - 5:00 PM for kid's Kindergarten - 5th grades and all entries are to sign up by October 24th
- "Trunk or Treat" at Newton Nissan is this Sunday, October 26th from 4:00 - 7:00 PM with more than 100 decorated cars and this event is open to the public with parking available across the street at Vol State College

- Nashville Area MPO will have a workshop on October 27th at Camp Boxwell and October 28th at the Civic Center to discuss the corridor vision of SR 109 in Sumner and Wilson Counties
- Friday, October 31st will be Trick or Treat on the Square from 10:00 AM - 2:00 PM

Agenda

Mayor Graves stated Item #5. has been deferred.

1. Ordinance #O1410-57 - Second Reading

Councilman Hayes presented this ordinance appropriating an amount not to exceed \$18,500 for the purchase of Codes Department vehicles.

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

2. Ordinance #O1410-58 - Second Reading

Councilwoman Kemp presented this ordinance appropriating \$4,000 for the construction of a crosswalk on North Boyers Avenue.

Councilwoman Kemp made motion to approve; Vice Mayor Alexander second.

Council discussed.

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

3. Ordinance #O1410-59 - First Reading

Councilman Mayberry presented this ordinance appropriating \$8,820.24 from revenue received by sign shop sale of materials.

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

4. Ordinance #O1410-60 - First Reading

Vice Mayor Alexander presented this ordinance appropriating \$4,000 for the construction of a crosswalk on North Blakemore Avenue.

Vice Mayor Alexander made motion to approve; Councilman Overton second.

Council discussed.

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

5. Ordinance #O1410-61 - First Reading

Councilwoman Kemp presented this ordinance appropriating funds in the amount of \$32,000 for paving at 411 South Water Avenue, Gallatin, Tennessee.

Mayor stated this item has been deferred.

6. Resolution #R1410-51

Councilwoman Brackenbury presented this resolution authorizing the City of Gallatin to participate in the TML Risk Management Pool "Safety Partners" Loss Control Matching Grant Program.

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

7. Resolution #R1410-53

Councilman Overton presented this resolution approving the policies and procedures for the City of Gallatin's Home Grant Housing Rehabilitation Program for the 2012-2013 grant cycle.

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

8. Resolution #R1410-54

Councilman Hayes presented this resolution appointing Tom Givens as board member of the Gallatin Economic Development Agency Board.

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

9. Resolution #R1410-55

Councilman Overton presented this resolution of the City of Gallatin, Tennessee supporting an application for the Multimodal Access Grant from the Tennessee

Department of Transportation for the development of pedestrian facility improvements in the City of Gallatin.

Councilman Overton made motion to approve; Councilman Hayes second,

Council discussed.

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

Other Business

Mayor Graves called for other business.

- Police Chief Don Bandy presented a road closure request from First Baptist Church on October 29th; South Boyers from East Main Street to East Smith Street from 5:00 PM to 8:00 PM. Chief stated everything is in order.

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

- Police Chief Don Bandy requested permission to apply for a \$25,000 State Farm Grant.

Councilman Overton made motion to approve; Councilwoman Brackenbury second.

Councilman Hayes stated he would abstain from voting on this request.

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

- Human Resource Director Debbie Johnson reminded Council of the IT Director interviews set for next Tuesday, October 28th at 5:00 PM.
- Councilman Overton asked for an update on the City Recorder's report. City Attorney Susan High-McAuley stated she did not have the report but had requested Mr. Burns expedite the report.
- City Recorder Connie Kittrell presented a Certificate of Compliance for Surati Retail Investment LLC d/b/a Broadway Discount Liquors. Ms. Kittrell stated everything was in order.

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

- City Recorder Connie Kittrell presented a Certificate of Compliance for Plantation Fine Wines and Spirits. Ms. Kittrell explained this location is in the process of being sold and the current owner, Bonnie Parker is required to obtain the Certificate of Compliance.

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

- City Recorder Connie Kittrell presented Certificate of Compliance for 109 Wines and Liquors in the name of Donna Hudson.

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

- Councilman Mayberry requested a running total on the undesignated fund including all items approved and items subject to being approved from Finance/IT Director Rachel Nichols for next week. Councilman Mayberry also requested a timeline on when the 2013-2014 books will be closed.
- Vice Mayor Alexander asked City Planner Bill McCord if he had additional information on Item #9.? City Planner Bill McCord provided a handout to Council on the TDOT Multimodal Access Grant, proposed sidewalk/bikeway options and explained other options and alternatives.
- Councilman Overton asked for an update on the design of the Civic Center addition. Mayor Graves stated things were moving with a stakeholders meeting set for October 30th at the Civic Center.

Adjourn

With no other business to discuss Mayor Graves adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

City Council Minutes
October 21, 2014

City of Gallatin City Council Meeting

November 4, 2014

The Gallatin City Council met in regular session on Tuesday, November 4, 2014 in the Dr. J. Deotha Malone Council Chambers Gallatin City Hall. Mayor Jo Ann Graves called the meeting to order at 6:00 P.M. Vice Mayor John D. Alexander led the opening prayer and Councilman Jimmy Overton led the Pledge of Allegiance.

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

Present:

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

Absent:

Others Present

David Brown, Leisure Services Dir.
Rachel Nichols, Finance/IT Director
Debbie Johnson, Human Resource Dir.
Bill McCord, City Planner
News Examiner, Reporter
Rosemary Bates, Special Projects Director
Tommy Dale, Assistant Fire Chief
Ronnie Stiles, Public Works Director

David Gregory, Public Utilities Dir.
Gallatin News, Reporter
Don Bandy, Police Chief
Connie Kittrell, City Recorder
Nick Tuttle, City Engineer
Chuck Stuart, Building Official
Susan High McAuley, City Attorney

Approval of Minutes

There were no minutes presented.

Public Recognition on Agenda Related Items

Mayor Graves opened public recognition on agenda related items.

With no one else wishing to speak public recognition was closed.

Mayor's Comments

This Saturday, November 8th is the Veteran's Day Parade and there will be a Candlelight vigil at the Veteran's Park that evening. Mayor reminded people to remember our veterans.

Agenda

1. Ordinance #O1410-59 - Second Reading

Councilman Mayberry presented this ordinance appropriating \$8,820.24 from revenue received by sign shop sale of materials.

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

2. Ordinance #O1410-60 - Second Reading

Vice Mayor Alexander presented this ordinance appropriating \$4,000 for the construction of a crosswalk on North Blakemore Avenue.

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

3. Ordinance #O1410-62 - First Reading

Councilwoman Kemp presented this ordinance appropriating \$40,000 in funds from revenue received by the Gallatin Police Department in the form of a state and federal grant.

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

4. Ordinance #O1410-63 - First Reading

Councilman Hayes presented this ordinance appropriating \$3,227.36 from revenue received for insurance recovery.

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

5. Resolution #R1411-58

Councilwoman Brackenbury presented this resolution appointing Director of Information Technology and establishing initial salary.

Councilwoman Brackenbury made motion to approve; Vice Mayor Alexander second. Mayor Graves stated this will fill in the blanks.

Councilwoman Brackenbury thanked everyone that worked so hard on this and read the job description. Councilwoman Brackenbury stated she is making this appointment based on the rankings of Brian Kraus. Mr. Kraus assisted in the interview process.

Councilwoman Brackenbury made motion to appoint Lori Smiley as the new IT Director and establish the salary at \$95,126.39; Councilman Overton second. This motion will fill in the blanks of the original motion.

There was much discussion on the starting salary.

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

Other Business

Mayor Graves called for other business.

- Councilman Camp requested the repaving of Skyview Drive in Foxfire Subdivision be placed on next week's agenda for discussion.
- Councilman Mayberry stated that on behalf of Christian Towers and the Senior Citizens Center, he and Councilwoman Brackenbury thanked Public Works Director Ronnie Stiles for working on the crosswalk on North Boyers.
- Vice Mayor Alexander asked City Engineer Nick Tuttle about street lighting at Walnut Crest. There was much discussion. Mr. Tuttle stated he will report back on this issue.
- Councilwoman Brackenbury asked for an update on the issues in Fairway Farms. Special Projects Director Rosemary Bates gave the update.

Public Recognition on Non Agenda Related Items

Joe Debord of 1007 Hart Street presented brooms assembled by the blind connected to the Lions Club in Nashville to Mayor Graves and Rosemary Bates. Mr. Debord presented Mr. Stiles an extra part to a mobile to save the city money, recycling is the

City Council Minutes
November 4, 2014

purpose. He spoke about providing good working tools to city employees to clean out culverts and making Gallatin a better place for everyone.

Councilman Overton asked that the City Recorder's office resolution be placed on the agenda for next week.

Adjourn

With no other business to discuss Mayor Graves adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

ORDINANCE APPROPRIATING \$40,000.00 IN FUNDS FROM REVENUE RECEIVED BY
THE GALLATIN POLICE DEPARTMENT IN THE FORM OF A STATE AND FEDERAL
GRANT

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$40,000.00 is hereby appropriated from a State of Tennessee Department of Transportation Grant, account no. 110-33490-110, to account no. 11042110-941-110, Gallatin Police Department for the purpose of Law Enforcement Equipment, and;

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

PASSED FIRST READING: 11/04/14

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 28, 2014

DEPARTMENT: POLICE

AGENDA #

SUBJECT:

Appropriation of \$40,000 in Grant Funds from the State of Tennessee Department of Transportation.

SUMMARY:

Appropriate \$40,000 in reimbursed grant funds to be used for Law Enforcement Equipment.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01411-63

ORDINANCE APPROPRIATING \$3,227.36 FROM REVENUE RECEIVED FOR
INSURANCE RECOVERY

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$3,227.36 is hereby appropriated from revenue received from Insurance Recoveries, account 110-36350, to Repair and Maintain Vehicles, account 11041670-261, to repair damaged Engineering vehicle.

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: November 4, 2014

PASSED SECOND READING: _____

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

THE
POOL
Tennessee's Leader in Risk Management Services

October 7, 2014

Ms. Jamiann Hannah
City of Gallatin
132 West Main St, Room 212
Gallatin, TN 37066

Claim Number: LIX000736A
Insured: City of Gallatin
Accident Date: 9/23/2014

Dear Ms. Hannah,

Please find enclosed a check in the amount of \$2427.36 as payment for the repairs to the city's 2006 Dodge Charger SXT (VIN ...4621) less the applicable \$1000 Collision deductible, in reference to the captioned claim. I have also enclosed a copy of the estimate.

Please submit the enclosed estimate to the shop of the city's choice. Should the shop find additional related damage, they will contact our appraiser. We will issue supplemental payments to the shop direct.

In order for us to consider a hit and run claim under the Uninsured Motorist endorsement, we will need a copy of the police report. Please forward a copy of the report to the undersigned.

Should you have any questions concerning this matter, please feel free to call me toll free at 1-855-460-3684.

Sincerely,



Paul Sexton
Claims Representative

Enclosures

THIS CHECK IS VOID WITHOUT A GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW - BORDER CONTAINS MICROPRINTING



(615) 371-0049

SunTrust
401 Commerce St.
Nashville, TN 37219-2405

CHECK NUMBER 2030641

Date: 10/08/2014

64-29
611-TN

VOID AFTER 120 DAYS

\$2,427.36

PAY Twenty Four Hundred Twenty Seven Dollars And 36/100

TO THE ORDER OF Gallatin, City Of
132 West Main St, Room 212
Gallatin, TN 37066-

Two Signatures Required for Amounts over \$50,000

⑈ 203064 ⑈ ⑆ 06 ⑆ 100790⑆ 88006 24 72 ⑈

The Pool (615)371-0049

Payee: Gallatin, City Of
IRS/SSN: 620762210
Incident Date: 09/23/2014
Claim Number: LIX000736A

Examiner: PSEXTON
Claimant Name: City of Gallatin
Insured: Gallatin, City Of

Check Number: 2030641
Check Total: 2,427.36
Check Date: 10/08/2014

From	Through	Account Number Invoice Number	Description Comment	Payment Amount
09/23/2014	09/23/2014		L-Property damage/collision	2,427.36

10.14.14-
Original check to Rachel and a copy to Glenda in Engineering.
Re: Nick Tuttle's vehicle; hit + run

Gallatin, City Of
132 West Main St, Room 212
Gallatin, TN 37066-

THE
T.M.L. POOL
Tennessee's Leader in Risk Management Services

October 14, 2014

Ms. Jamiann Hannah
City of Gallatin
132 West Main St, Room 212
Gallatin, TN 37066

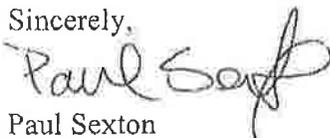
Claim Number: LIX000736A
Insured: City of Gallatin
Vehicle: 2006 Dodge Charger SXT (VIN ...4621)
Accident Date: 9/23/2014

Dear Ms. Hannah,

Please find enclosed a check in the amount of \$800.00 as partial reimbursement of the city's Collision deductible under the terms of the Uninsured Motorist endorsement. Pursuant to the endorsement a \$200.00 deductible is applicable in case of hit and run by and unknown driver.

Should you have any questions concerning this matter, please feel free to call me toll free at 1-855-460-3684.

Sincerely,



Paul Sexton
Claims Representative

Enclosures

THIS CHECK IS VOID WITHOUT A GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW - BORDER CONTAINS MICROPRINTING



(615) 371-0049

SunTrust
401 Commerce St
Nashville, TN 37219-2495

CHECK NUMBER 2030817

Date: 10/16/2014

54-79
811-TN

VOID AFTER 120 DAYS

\$**800.00

PAY Eight Hundred Dollars And 00/100

TO THE ORDER OF Gallatin, City Of
132 West Main St, Room 212
Gallatin, TN 37066-

Two Signatures Required for Amounts over \$50,000

⑈ 2030817⑈ ⑆061100790⑆ 8800624721⑈

The Pool (615)371-0049

Payee: Gallatin, City Of
IRS/SSN: 620762210
Incident Date: 09/23/2014
Claim Number: LIX000736A

Examiner: PSEXTON
Claimant Name: City of Gallatin
Insured: Gallatin, City Of

Check Number: 2030817
Check Total: 800.00
Check Date: 10/16/2014

From	Through	Account Number Invoice Number	Description Comment	Payment Amount
09/23/2014	09/23/2014		L-Property damage/collision reimbursement of collision	800.00

10-17-14- Another check for Nick Tuttle's vehicle.
See attached letter.

Copy to Glenda + original check to Rachel

Gallatin, City Of
132 West Main St, Room 212
Gallatin, TN 37066-

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

October 28, 2014

DEPARTMENT: Engineering

AGENDA # 2

SUBJECT:

Appropriate Insurance Recovery Money

SUMMARY:

This Ordinance was written to appropriate funds received from TML to repair a Engineering vehicle that sustained damage from a hit and run.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01411-64

ORDINANCE APPROPRIATING \$14,685.33 FROM REVENUE RECEIVED FOR
INSURANCE RECOVERIES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$14,685.33 is hereby appropriated from revenue received from Insurance Recoveries, account #110-36350, to the following accounts:

Police Maintenance & Repairs Vehicles, account #11042110-261, \$8,532.83, for vehicle repairs,

Downtown Streetscape, account #11041310-863, \$1,152.50, for damaged bench,

Safety Supplies, account #11041620-328, from TML for improved workplace safety, 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 JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

11/11/2014

DEPARTMENT: Finance/I. T.

AGENDA #

SUBJECT:
Quarterly insurance recovery ordinance

SUMMARY:
Ordinance to appropriate funds received from insurance recoveries

RECOMMENDATION:
approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING \$10,378.70 FROM REVENUE RECEIVED FROM SALE
OF SCRAP METAL, VEHICLES, AND MOWERS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of
\$2,446.20 is hereby appropriated from the Sale of Materials, account #110-36500, and \$7,932.50
is hereby appropriated from the Sale of Equipment, account #110-36330, to account #11044720-
312, Parks department Small Items of Equipment, and

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

PASSED FIRST READING: _____, 2014.

PASSED SECOND READING: _____, 2014.

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 11, 2014

DEPARTMENT: **Leisure Services**

AGENDA #

SUBJECT:

Approval of transfer of funds from Sale of Materials to Parks: Small Items of Equipment.

SUMMARY:

To approve transfer of \$8,327.60 from Sale of Materials - scrap metal, vehicles, and mowers, account #110-36500, to account #110-44720-312, Parks: Small Items of Equipment.

RECOMMENDATION:

Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING 2014 GENERAL OBLIGATION BOND PREMIUM
IN THE AMOUNT OF \$75,000 FOR THE INSTALLATION OF
SOCCER FIELD LIGHTING AT TRIPLE CREEK PARK

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$75,000 is hereby appropriated from the 2014 GO Bond Premium, account 313-36910, to Triple Creek soccer lights, account 31344410-939-89; 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 JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

SUSAN HIGH-MCAULEY
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 11, 2014

DEPARTMENT: Leisure Services

AGENDA #

SUBJECT:

Discussion of installation of soccer lights.

SUMMARY:

To discuss installation of lights at Triple Creek Park Soccer Complex.

RECOMMENDATION:

Discussion only.

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1409-49

RESOLUTION APPROVING RECLASSIFYING DIRECTOR OF FINANCE

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, the attached revised job description for of Director of Finance is hereby approved and ordered implemented into the City of Gallatin's Personnel Classification System.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the position of Director of Finance is hereby reclassified from the Non-Classified Pay Grade MD to a Non-Classified Pay Grade MC, and that the incumbent, Rachel Nichols, be changed from a Pay Grade MD 16 (\$97,151.91) to Pay Grade MC 19 (\$95,126.39). Ms. Nichols' anniversary date shall remain August 29th.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this resolution shall take effect on the start date of the Director of IT, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY, CITY ATTORNEY

DIRECTOR OF FINANCE

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and administrative work in planning, organizing and directing the financial activities of the City; does related work as required. Work is performed under the general supervision of the Mayor and City Council. Supervision is exercised over all departmental and division staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, organizes and directs the activities of the Department of Finance.

Oversees and supervises purchasing, accounting, budgeting, accounts payable, investments, cash management, financial risk assessment, payroll and any other functions which City Council may deem appropriate;

Oversees the maintenance of all accounting and financial records of the City;

Establishes and maintains all financial and accounting systems for the City;

Examines and audits all accounts, claims and demands against the City;

Reviews and approves all disbursement of City funds;

Oversees the preparation of the annual fiscal statements;

Oversees the preparation of all reports of the fiscal condition of the City;

Certifies as to the availability of City funds;

Assists the department heads and the City Council in the preparation of the City budget and advises departmental officials regarding the same;

Assists other departments with the development and implementation of financial systems;

Assists independent auditors with annual audit;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general laws and administrative policies governing municipal financing practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with other department heads and governmental officials; ability to formulate long-range fiscal planning.

EDUCATION AND EXPERIENCE:

Four year degree from an accredited college or university in accounting, finance or business administration with emphasis in accounting and/or finance, supplemented by extensive experience in public finance and accounting and considerable experience in local government. Must hold CMFO certification or be able to obtain certification within 2 years of hire date as required by the State of Tennessee, or be exempted from the certification as noted in T.C.A. 6-56-405.

SPECIAL REQUIREMENTS:

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

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

November 11, 2014

DEPARTMENT: Human Resources

AGENDA # 1

SUBJECT:

Reclassifying Director of Finance

SUMMARY:

The Director of Finance position is being reclassified due to the separation of duties for the newly created Director for Informatin Technology..

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION AUTHORIZING MAYOR TO EXECUTE SETTLEMENT AGREEMENT
RELATED TO MOBILE HOME SALE TO PAYLESS BUILDINGS

WHEREAS The City of Gallatin previously sold a mobile home it owned to Payless Buildings and issues have arisen following the sale that require a settlement agreement and payment to Payless Buildings in the amount of \$2,452.50.

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the Director of Finance is authorized to make payment to Payless Buildings in the amount of \$2,542.50 from account #31141100-911, 500 Steam Plant Road Project, in exchange for a full and final settlement with Payless Buildings through the City Attorney.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute any and all settlement documents related hereto.

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

IT IS SO ORDERED.

AYE:

NAY:

DATE:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

SUSAN HIGH-MCAULEY
CITY ATTORNEY