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# CITY OF GALLATIN COUNCIL COMMITTEE MEETING

**October 28, 2014**

**6:00 p.m.**

**Dr. J Deotha Malone  
Council Chambers**

\*This meeting will start immediately following the Director of Information Technology interviews

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- Call to Order – Councilman Mayberry
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Overton – Mayor Graves
- Approval of Minutes: October 14, 2014 Council Committee
- Public Recognition
- Mayor's Comments

## **AGENDA**

1. Appropriation of \$40,000 in Grant Funds from the State of Tennessee Department of Transportation (**Don Bandy, Police Chief**)
2. Appropriate Insurance Recovery Money (**Nick Tuttle, City Engineer**)
3. Finance Report (**Rachel Nichols, Finance Director**)
4. Purchase Property for Gas Regulator Station (**David Gregory, Superintendent of Public Utilities**)

- Other Business
- Department Head Reports
- Adjourn

## City of Gallatin Council Committee Meeting

Tuesday, October 14, 2014  
Dr. J. Deotha Malone Council Chambers

### PRESENT:

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

### ABSENT:

### OTHERS PRESENT:

Rosemary Bates, Special Projects Director  
Rachel Nichols, Finance/IT Director  
Ronnie Stiles, Public Works Director  
Don Bandy, Police Chief  
David Brown, Leisure Services Director  
Tommy Dale, Assistant Fire Chief  
Susan High McAuley, City Attorney

Bill McCord, City Planner  
Nick Tuttle, City Engineer  
Debbie Johnson, Personnel Director  
David Kellogg, Public Utilities Dept.  
Connie Kittrell, City Recorder  
News Examiner Reporter  
James Fenton, EDA Director

Councilman Mayberry called the meeting to order at 6:00 P.M.

### Approval of Minutes

Councilman Mayberry presented the minutes of the September 23, 2014 Committee Meeting and September 23, 2014 Special Called Council Committee Meeting for approval.

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

### Public Recognition

Councilman Mayberry called for public recognition.

- Mackenzie Morgan and Natalie Flores from Station Camp High School came before Council to speak about their DECA Project, "Justice 4 the Silent". They spoke about their cause to fight human sex trafficking. The young ladies announced a fund raising event, "Tea 4 Hope" on October 18, 2014 from 2:00 to 4:00 PM at the First Baptists Church in Hendersonville.
- Joe Debord of 1007 Hart Street complimented Ms. Morgan and Ms. Flores on their project and stated the trucking industry also supports this issue. Mr. Debord spoke about Mayor Graves political mail outs, requesting grants, recycling, the importance of more sidewalks and the drainage issue in his neighborhood. Mr. Debord also said that today is his 64<sup>th</sup> birthday.

With no one else wishing to speak Councilman Mayberry closed public recognition.

### Mayor's Comments

Mayor commented on the following:

- The last Third Thursday on Main is this Thursday, October 16<sup>th</sup> with Savannah Jack playing at 6:30 PM. Mayor suggested a blanket may be needed if the temperature drops as predicted.
- Saturday, October 18<sup>th</sup> at 9:00 AM is the rescheduled Scenic Sumner Fall Motorcycle Ride for Food to assist the Sumner County Food Bank.
- The MPO has scheduled a public meeting on SR 109 Access Management Study on Monday, October 27<sup>th</sup> from 5:30 - 7:00 PM at Camp Boxwell in Lebanon and Tuesday, October 28<sup>th</sup> from 6:00 - 7:00 PM at the Gallatin Civic Center which is a conflict with the committee meeting that night.
- Mayor thanked Mr. Stiles for pursuing the litter grant for the 109 Bypass and the great job of keeping that area clean and picked up.
- Mayor stated Mr. McCord had applied for a sidewalk grant and we should hear from that in November. Mayor asked Mr. McCord to get with Mr. Debord about sidewalks in his neighborhood.
- Mayor stated the interviews on the IT Director position will be in two weeks but they have begun the process of expanding the offices in the IT Department. Lyndon and Gary will be moving their offices downstairs; this makes those offices available to keep that department in one area.

## Agenda

### **1. Crosswalk on Blakemore Avenue**

City Engineer Nick Tuttle stated he went back and looked at the Planning Commission's approval of the designs on the new church and everything looks good and in working order for the crosswalk and signage.

Vice Mayor Alexander stated they would like to have a raised crosswalk or something to slow the traffic down. Mr. Tuttle stated this is similar to the Church on Winchester and they put two (2) cones out during church hours and it seems to be working well for them.

Discussion continued.

Councilman Mayberry stated this will be on the agenda at the next Council meeting.

### **2. Resolution Authorizing the City of Gallatin to Participate in the TML Risk Management Pool "Safety Partners" Loss Control Matching Grant Program**

City Attorney Susan High-McAuley explained the resolution authorizing the city to participate in the TML Risk Management Pool "Safety Partners" matching grant. Ms. High-McAuley stated this provides body armor for the Police Department.

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

### **3. Resolution #R1410-53 Approving the Policies and Procedures for the City of Gallatin's HOME Grant Housing Rehabilitation Program for the 2012-2013 Grant Cycle**

City Planner Bill McCord explained that this is approving the policies and procedures for the HOME Grant Housing Rehab Program for the 2012-2013 grant cycle.

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

Vice Mayor Alexander left the meeting at this time.

### **4. Request for Approval to Apply for a TDOT Multimodal Access Grant**

City Planner Bill McCord explained the grant is a 95%/5% matching grant with the local government providing only 5% as a cash match. He stated that this grant is limited to

projects that make improvements to the non-motorized transportation modes on the state system including sidewalks, bikeways or bike lanes, transit amenities, traffic calming and Americans with Disabilities facility improvements to enhance pedestrian or bicycle use and safety. Mr. McCord stated staff recommends that Council apply for a grant to construct a sidewalk along the south side of Nashville Pike from Green Wave Drive to the west side of the Lock 4 Road intersection. He said this will provide an important pedestrian link between major retail hubs and connect the area on the west side of SR 109 to the central portion of the City. He said the estimated cost is approximately \$1,000,000 which will require a local match of \$50,000 and only two projects will be selected from each MPO jurisdiction.

Councilman Hayes made motion to approve; Councilman Camp second.

Council discussed the location, safety issues, other location options and the timeline for submitting the application.

Councilman Mayberry requested Mr. McCord provide all options considered to Council in their packets.

Councilman Mayberry made motion to defer; Councilwoman Kemp second. Motion carried with 6 ayes and 0 nays.

#### **5. Appropriation Ordinance for Funds Received for Signage**

Finance/IT Director Rachel Nichols stated funds have been received from developers as they build-out their areas for the city to install their signage. Ms. Nichols added that Mr. Stiles is requesting the funds be appropriated to the Street Department Sign Shop expense account so he can do the work.

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

Councilman Mayberry asked Ms. Nichols if she knew what was in the undesignated fund. Ms. Nichols said the city has appropriated an additional \$300,000 since July 1<sup>st</sup> and there was roughly \$250,000 based on pre-year and closing numbers. She added that at the moment we are about \$50,000 over but she thinks we are going to close the year better than anticipated.

#### **6. Appointment of Tom Givens to the Economic Development Agency Board**

Mayor Graves stated she is appointing Tom Givens to the Economic Development Agency Board.

Councilman Hayes made motion to approve; Councilman Camp second. Motion carried with 6 ayes and 0 nays.

7. Discuss Attorney's Office Moving to South Water Building

Councilwoman Brackenbury stated this issue has been resolved for the moment. Ms. Brackenbury added that Ms. High-McAuley looked at the Health Department and Long Hollow Golf Course Club House but they were not plausible options. Ms. High-McAuley will remain in City Hall for now.

Other Business

Councilman Mayberry called for other business.

- Councilman Overton stated the Geotechnical Survey has been received and he asked about a closing date on the Nichols Lane property.

City Attorney Susan High-McAuley stated she would work with Assistant Fire Chief Tommy Dale to get that closed as soon as possible.

- Special Projects Director Rosemary Bates stated Mayor Graves mentioned the rescheduled Sumner County Scenic Fall Ride for this Saturday. This organization is requesting to close the square so she asked for a motion and second.

There was much discussion on whether anyone had make the property owners aware of the date change.

Councilman Overton made motion to approve; Councilwoman Brackenbury second.

Councilman Overton asked someone to get Mr. Homer Bradley or someone to check with the property owners on this event.

Councilman Mayberry called for the vote. Motion carried with 6 ayes and 0 nays.

- Councilwoman Brackenbury asked City Engineer Nick Tuttle about the signage previously approved for the parking downtown. Mr. Tuttle stated he would check on that and report back.
- Councilman Overton asked if the Park Avenue project will come back to Council and Mr. Tuttle stated no.

- Councilman Hayes asked Mr. Tuttle about the striping on Inneswood Drive. Mr. Tuttle said the weather had delayed this project.
- Police Chief Don Bandy asked for an appropriation up to \$32,000 for paving at the South Water property (old Health Department Building). He said that's moving the impound lot to that location and paving the Children Are People Too lot.

There was discussion on the county owning the land. Council requested City Attorney Susan High-McAuley check on this before paving.

Councilman Overton made motion to move onto Council and there was no objection.

- Human Resource Director Debbie Johnson provided a hand out to Council on a monthly update for October.
- Councilwoman Brackenbury asked about reimbursing an IT Director candidate travel expenses for their second interview.

There was discussion on past policies and this being a second interview requested by the City. Council determined not to pay the travel expenses.

### **Department Head Reports**

Councilman Mayberry called for Department Head Reports and there were none.

### **Adjourn**

With no other business to discuss, Councilman Mayberry adjourned the meeting.

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Mayor Jo Ann Graves

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Connie Kittrell, City Recorder

Committee Minutes  
October 14, 2014

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

October 28, 2014

**DEPARTMENT: POLICE**

**AGENDA # /**

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**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

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Approved   
Rejected   
Deferred

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**Notes:**

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:

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:**    **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. 01411-63

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: \_\_\_\_\_

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

THE POOL CLAIMS – Serviced by Public Risk Services, Inc.  
5100 Maryland Way • Brentwood, TN 37027  
Phone (615) 370-4180 • Fax (615) 370-0593

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

64-7B  
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 1 ⑈ ⑆ 06 1 100 790 ⑆ ⑈ 88006 24 72 1 ⑈

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

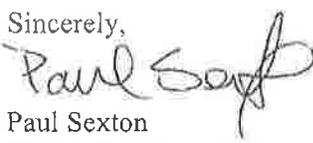
**Claim Number:** LIX000736A  
**Insured:** City of Gallatin  
**Vehicle:** 2006 Dodge Charger SXT (VIN ...4621)  
**Accident Date:** 9/23/2014

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

THE POOL CLAIMS – Serviced by Public Risk Services, Inc.  
5100 Maryland Way • Brentwood, TN 37027  
Phone (615) 370-4180 • Fax (615) 370-0593

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

**THE POOL**  
Economic & Financial Management Services

(615) 371-0049

SunTrust  
401 Commerce St  
Nashville, TN 37219-2405

CHECK NUMBER **2030817**

Date: 10/16/2014

64-79  
611-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 Erlenda & original check to Rachel  
*(Ant)*

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

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

10/28/2014

**DEPARTMENT:** Finance/I. T.

**AGENDA # 3**

**SUBJECT:**  
Finance report

**SUMMARY:**  
Finance reports will be distributed at meeting

**RECOMMENDATION:**  
approval

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

[ October 28, 2014 ]

**DEPARTMENT:**    Utilities

**AGENDA # 4**

**SUBJECT:**

Purchase property for gas regulator station.

**SUMMARY:**

Purchase 0.7 of an acre of property for a required regulator station needed in the expansion of gas lines to serve the new industrial park expansion area.

**RECOMMENDATION:**

Authorization for appraisal and negotiations with seller for proposed property purchase.

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

Will have plat available at Committee Meeting.