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**CITY OF GALLATIN  
COUNCIL MEETING**

**October 7, 2014**

**6:00 pm**

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

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- Call to Order – Mayor Jo Ann Graves
- Invocation – Jim Huffman
- Pledge of Allegiance – Councilman Mayberry
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: City Council Meeting September 16, 2014
- Public Recognition on Agenda-Related Items
- Mayor’s Comments

**AGENDA**

1. **Second Reading Ordinance No. O1408-47** An ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning a 9.34 (+/-) acre portion of a parcel (S.B.E. Tax Map #111//Parcel 001.00), located at the east end of Gateway Drive from Agricultural-Residential (A) Zoning District to the Industrial Restrictive (IR) Zoning District; authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date **(Councilwoman Kemp)**
2. **Second Reading Ordinance No. O1409-55** Ordinance appropriating \$83,427.10 to the State of Tennessee for prior State collections pursuant to Tennessee Code Annotated §55-9-603 **(Councilman Mayberry)**
3. **Second Reading Ordinance No. O1409-56** Ordinance authorizing funds in the amount of \$285,902.00 for the repair and renovation of the structure located at 411 South Water Avenue, Gallatin, Tennessee **(Councilwoman Kemp)**
4. **First Reading Ordinance No. O1410-57** Ordinance appropriating an amount not to exceed \$18,500 for the purchase of Codes Department vehicles **(Councilman Hayes)**
5. **First Reading Ordinance No. O1410-58** Ordinance appropriating \$4,000 for the construction of a crosswalk on North Boyers Avenue **(Councilwoman Kemp)**
6. **Resolution No. R1409-50** Resolution approving new and revised job descriptions and pay grades **(Councilwoman Brackenbury)**
7. **Resolution No. R1410-52** Resolution to disburse remainder of allocated 2014-2015 funds from Community Enhancement Fund to Rosemont Restoration Foundation, Inc. & to waive sanitation fees for Rosemont **(Councilman Camp)**

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

**City of Gallatin  
City Council Meeting**

**September 16, 2014**

The Gallatin City Council met in regular session on Tuesday, September 16, 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 Craig Hayes 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  
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  
Zach Wilkinson, Engineering Dept.  
Chuck Stuart, Codes Dept. Tommy  
Susan High McAuley, City Attorney  
Gallatin Newspaper, Reporter

**Approval of Minutes**

Mayor Graves presented the minutes of the September 2, 2014 City Council Meeting for approval. Councilman Overton made motion to approve; Councilwoman Brackenbury second. Motion carried with 7 ayes and 0 nays.

### Public Recognition on Agenda Related Items

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

### Mayor's Comments

Mayor announced the following:

- Third Thursday on Main will be this Thursday, September 16<sup>th</sup> with Jonnell Mosser performing at 6:30 PM
- GrandFondo Gallatin Bike Race is this Saturday, September 20<sup>th</sup> benefiting the Gallatin Lions Club
- Gallatin Sertoma Club Truck and Tractor Pull is this Saturday, September 20<sup>th</sup> at Triple Creek Park at 4:00 PM
- The 75<sup>th</sup> Anniversary of the Electric Department is next Friday, September 26<sup>th</sup>
- 5K Race benefiting Cystic Fibrosis is next Saturday, September 27<sup>th</sup>
- Saturday, October 4<sup>th</sup> is the closing ceremony for the "Walk Across Sumner Event"
- Saturday, October 4<sup>th</sup> is the Main Street Festival beginning at 10:00 AM with the Cemetery Tour that evening
- Gallatin Police Department Reserve Graduation is September 18<sup>th</sup> at the Hartsville Pike Church of Christ at 6:00 PM

### Agenda

#### **1. Ordinance #O1408-47 - Public Hearing**

Councilwoman Kemp presented this ordinance of the City of Gallatin, Sumner County, Tennessee, rezoning a 9.34 (+/-) acre portion of a parcel (S.B.E. Tax Map 111//Parcel 001.00), located at the east end of Gateway Drive from Agricultural-Residential (A) Zoning District to the Industrial Restrictive (IR) Zoning District; authorizing the revision to be indicated on the Official Zoning Atlas; repealing conflicting ordinances; providing for severability, and providing for an effective date.

Mayor Graves called for the Public Hearing. No one came forward to speak; the public hearing was closed.

**2. Ordinance #O1408-51 – Second Reading**

Councilman Overton presented this ordinance authorizing funds in the amount of \$119,000.00 to purchase Lots #103 and #104 in Clear Lake Meadows development, Section 7, Phase 1 for the purpose of building Gallatin Fire Station #5.

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

**3. Ordinance #O1408-53 – Second Reading**

Councilman Hayes presented this ordinance appropriating funds in the amount of \$3,085.71 for groundwater monitoring and reporting for the Resource Authority in Sumner County, Tennessee.

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

**4. Ordinance #O1409-54 – Second Reading**

Councilman Mayberry presented this ordinance waiving tap fees for Habitat for Humanity.

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

**5. Ordinance #O1409-55 – First Reading**

Councilman Mayberry presented this ordinance appropriating \$83,427.10 to the State of Tennessee for prior State collections pursuant to Tennessee Code Annotated §55-9-603.

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

**6. Ordinance #O1409-56 – First Reading**

Councilwoman Kemp presented this ordinance authorizing funds in the amount of \$285,902.00 for the repair and renovation of the structure located at 411 South Water Avenue, Gallatin, Tennessee.

Councilwoman Kemp made motion to approve; Councilman Overton second.

Councilwoman Brackenbury requested an estimated building cost to build onto the current Gallatin Police Department.

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

**7. Resolution #R1409-44**

Councilman Hayes presented this resolution approving the use of right-of-way located on Chloe Drive near the intersection of Noah Lane for the installation of community identity markers for The Retreat at Fairvue Homeowners Association.

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

**8. Resolution #R1409-45**

Councilwoman Brackenbury presented this resolution for the amended section 125 Cafeteria Plan for the City of Gallatin.

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

**9. Resolution #R1409-46**

Councilwoman Kemp presented this resolution authorizing Mayor to execute purchase of sale agreement related to Project Bindle locating in the City's Industrial Center, Phase I.

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

**10. Resolution #R1409-47**

Councilwoman Kemp presented this resolution authorizing Mayor to execute purchase of sale agreement related to Project Innio locating in the City's Industrial Center, Phase I.

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

**11. Resolution #R1409-48**

Councilwoman Kemp presented this resolution authorizing Mayor to execute purchase of sale agreement related to Project Buffalo locating in the City's Industrial Center, Phase II.

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

**Other Business**

Mayor Graves called for other business.

- EDA Director James Fenton provided informational material on the Economic Impact and Benefit/Cost Analysis for Beretta. Mr. Fenton also provided information on Younger Associates, the company that provided the analysis. Mr. Fenton gave a detailed summary of the analysis as it involves/impacts the City of Gallatin.
- City Recorder Connie Kittrell presented the Certificate of Compliance for the sale of Plantation Fine Wine & Spirits located at 940 Memory Lane. Ms. Kittrell stated the new applicant Rupal Amin met the requirements of the city.

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

- Councilman Mayberry asked if the contract on the Civic Center addition had been signed. Mayor stated she would be signing the contract tomorrow morning. Councilman Mayberry recommended Leisure Services Director David Brown be the point manager/person on this project. Mayor Graves and Mr. Brown agreed.
- Councilwoman Julie Brackenbury informed Council on the process and progress of the Director of Information Technology interviews.

Human Resource Director Debbie Johnson stated the IT Interview Committee interviewed all 48 applicants and recommends nine candidates for further interviews by the Council. Ms. Johnson suggested the interview time of 5:00 - 6:00 PM next Tuesday night, September 23<sup>rd</sup> before the Committee Meeting.

There was discussion and determined the Committee Meeting will begin immediately following the interviews.

Councilwoman Brackenbury explained there were some ties in the interview process so that is the reason for nine candidates. Ms. Johnson read the names of the nine candidates. Vice Mayor Alexander asked for a copy of the list of candidates.

- Vice Mayor Alexander read a letter from City Recorder Connie Kittrell.

There was much discussion.

Councilwoman Brackenbury made motion to obtain outside counsel to conduct an investigation as stated in the letter; Councilman Camp second. Motion carried with 7 ayes and 0 nays.

Councilman Overton asked City Attorney Susan High-McAuley to inform Council of the outside counsel obtained at the next work session.

#### **Public Recognition on Non-Agenda Related Items**

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

- Mr. Bob Thomas of 166 Grandview Circle spoke about broken workout equipment at the Civic Center. Mr. Thomas suggested installing cameras to determine who is breaking the equipment and having respect for the equipment.

Mr. Thomas added that the neighborhood of Grandview hopes this is the last Tractor Pull at Triple Creek Park.

- Mr. Joe Debord of 1007 Hart Street spoke about city mechanics having the proper ASC Certification, the police officers being CVSA Certified, needing a plan to correct water issues, widening city streets and installing more sidewalks. Mr. Debord announced the Driver Appreciation Week.
- Mr. Bob Thomas added that he wanted to thank Chad and Pat for repairing the equipment at the Civic Center.

#### **Adjourn**

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

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Mayor Jo Ann Graves

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City Recorder Connie Kittrell

City Council Minutes  
September 16, 2014

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REZONING A 9.34 (+/-) ACRE PORTION OF A PARCEL (S.B.E. TAX MAP #111//PARCEL 001.00), LOCATED AT THE EAST END OF GATEWAY DRIVE FROM AGRICULTURAL-RESIDENTIAL (A) ZONING DISTRICT TO THE INDUSTRIAL RESTRICTIVE (IR) ZONING DISTRICT; AUTHORIZING THE REVISION TO BE INDICATED ON THE OFFICIAL ZONING ATLAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Gallatin Municipal-Regional Planning Commission, pursuant to Section 15.07.040 of the Gallatin Zoning Ordinance has reviewed and recommended approval in GMRPC Resolution No. 2014-70 ; and

WHEREAS, notice and public hearing before the Gallatin City Council has or will occur before final passage pursuant to Section 15.07.060 of the Gallatin Zoning Ordinance.

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

1. The Gallatin City Council hereby concurs with the recommendations of the Gallatin Municipal-Regional Planning Commission and hereby approves changing the zoning from the Agricultural-Residential (A) District to the Industrial Restrictive (IR) District on the property described in Exhibit A, Exhibit B, and Exhibit C; and
2. Based upon the recommendation of approval by the Gallatin Municipal-Regional Planning Commission and after public notice and public hearing in compliance with Section 15.07.060 of the Gallatin Zoning Ordinance, that Industrial Restrictive (IR) District zoning is hereby established for the property described in Exhibit A, Exhibit B, and Exhibit C; and
3. The Gallatin City Council hereby approves, authorizes and directs the revision of the City's Official Zoning Atlas in accordance with Section 15.07.080 of the Gallatin Zoning Ordinance, the official zoning map of the City of Gallatin, Tennessee, and shall, upon the effective date of this ordinance, amend the Atlas to reflect the established zoning for the property; and
4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict; and
5. 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.

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: September 2, 2014.

PASSED SECOND READING:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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SUSAN HIGH-MCCAULEY  
CITY ATTORNEY

# EXHIBIT A

## Gateway Drive cul de sac east of the Gregory West Line, Gallatin Industrial Park, Phase 3 Legal Description

BEING located in the 2<sup>nd</sup> Civil District of Sumner County, Tennessee, being located north of State Route 25 (Hartsville Pike) and being a portion of the Gregory Real Estate, LLC Property as recorded in Record Book 3371, Page 518, in the Register's Office of Sumner County, Tennessee and being more particularly described as follows:

BEGINNING at an existing 1" iron pin monument at the base of an existing rock wall, said monument also being the northeasterly corner common to the City of Gallatin Property as recorded in Record Book 2962, Page 808, in the Register's Office of Sumner County, Tennessee and southerly corner common to the Gregory Real Estate, LLC Property as recorded in Record Book 1811, Page 783, in the Register's Office of Sumner County, Tennessee

Thence continuing along with the easterly line of the City of Gallatin Property and continuing along with the westerly line of the Gregory Real Estate, LLC Property S 07°07'14" W a distance of 1381.72' to a new iron pin monument, said monument being the TRUE POINT OF BEGINNING;

Thence with a dedicated right-of-way across the Gregory Real Estate, LLC Property the following five calls: S 82°33'41" E a distance of 72.46' to a new iron pin monument;

Thence with a curve turning to the left with an arc length of 42.70', with a radius of 50.00', with a chord bearing of N 72°58'19" E, with a chord length of 41.42', to a new iron pin monument;

Thence with a reverse curve turning to the right with an arc length of 421.92', with a radius of 87.00', with a chord bearing of S 07°26'19" W, with a chord length of 114.31', to a new iron pin monument;

Thence with a reverse curve turning to the left with an arc length of 42.70', with a radius of 50.00', with a chord bearing of N 58°05'41" W, with a chord length of 41.42', to a new iron pin monument;

Thence N 82°33'41" W a distance of 72.02' to a new iron pin monument, said monument being a point in the easterly property line of the City of Gallatin Property;

Thence continuing along with easterly line of the City of Gallatin Property N 07°07'14" E a distance of 80.00' to a new iron pin monument, which is the point of beginning, having an area of 31,294 square feet, 0.72 acres more or less.

All bearings based on Tennessee State Plane (NAD 83)

This description was prepared by Blue Ridge Surveying, Inc., certified by Brian M. Reifschneider RLS #2487, and dated June 6, 2014.

PC 0329-14

# EXHIBIT B

## Gallatin Industrial Park Phase 3 far easterly portion of Lot 6 Legal Description

BEING located in the 2<sup>nd</sup> Civil District of Sumner County, Tennessee, being located north of State Route 25 (Hartsville Pike) and being a portion of the Gregory Real Estate, LLC Property as recorded in Record Book 3371, Page 518, in the Register's Office of Sumner County, Tennessee and being more particularly described as follows:

BEGINNING at an existing 1" iron pin monument at the base of an existing rock wall, said monument also being the northeasterly corner common to the City of Gallatin Property as recorded in Record Book 2962, Page 808, in the Register's Office of Sumner County, Tennessee and southerly corner common to the Gregory Real Estate, LLC Property as recorded in Record Book 1811, Page 783, in the Register's Office of Sumner County, Tennessee

Thence continuing along with the easterly line of the City of Gallatin Property and continuing along with the westerly line of the Gregory Real Estate, LLC Property S 07°07'14" W a distance of 2075.78' to a new iron pin monument, said monument being the TRUE POINT OF BEGINNING;

Thence with a severance line across the Gregory Real Estate, LLC Property the following three calls: S 14°06'46" E a distance of 173.89' to a new iron pin monument;

Thence S 09°05'58" W a distance of 154.40' to a new iron pin monument;

Thence S 31°53'02" W a distance of 137.62' to a new iron pin monument, said monument being a point in the easterly property line of the City of Gallatin Property;

Thence continuing along with easterly line of the City of Gallatin Property, N 07°07'14" E a distance of 441.36' to a new iron pin monument, which is the point of beginning, having an area of 18,012 square feet, 0.41 acres more or less.

All bearings based on Tennessee State Plane (NAD 83)

This description was prepared by Blue Ridge Surveying, Inc., certified by Brian M. Reifschneider RLS #2487, and dated June 6, 2014.

PC 0329-14

# EXHIBIT C

## Gregory Land for easterly portion of Lot 4, Gallatin Industrial Park, Phase 3 Legal Description

BEING located in the 2<sup>nd</sup> Civil District of Sumner County, Tennessee, being located north of State Route 25 (Hartsville Pike) and being a portion of the Gregory Real Estate, LLC Property as recorded in Record Book 3371, Page 518, in the Register's Office of Sumner County, Tennessee and being more particularly described as follows:

BEGINNING at an existing 1" iron pin monument at the base of an existing rock wall, said monument also being the northeasterly corner common to the City of Gallatin Property as recorded in Record Book 2962, Page 808, in the Register's Office of Sumner County, Tennessee and southerly corner common to the Gregory Real Estate, LLC Property as recorded in Record Book 1811, Page 783, in the Register's Office of Sumner County, Tennessee

Thence leaving said City of Gallatin Property and continuing along with the southerly line of the Gregory Real Estate, LLC Property S 82°33'41" E a distance of 262.53' to a new iron pin monument;

Thence with a new severance line across the Gregory Real Estate, LLC Property the following four calls: S 07°07'14" W a distance of 1420.76' to a new iron pin monument;

Thence with a curve turning to the left with an arc length of 210.00', with a radius of 87.00', with a chord bearing of N 62°20'46" W, with a chord length of 162.60', to a new iron pin monument;

Thence with a reverse curve turning to the right with an arc length of 42.70', with a radius of 50.00', with a chord bearing of S 72°58'19" W, with a chord length of 41.42', to a new iron pin monument;

Thence N 82°33'41" W a distance of 72.46' to a new iron pin monument, said monument being a point in the easterly property line of the City of Gallatin Property;

Thence continuing along with easterly line of the City of Gallatin Property N 07°07'14" E a distance of 1381.72' to an existing 1" iron pin monument, which is the point of beginning having an area of 357,592 square feet, 8.21 acres more or less.

All bearings based on Tennessee State Plane (NAD 83)

This description was prepared by Blue Ridge Surveying, Inc., certified by Brian M. Reifschneider RLS #2487, and dated June 6, 2014.

PC0329-14

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

AUGUST 26, 2014

**DEPARTMENT: PLANNING DEPARTMENT**

**AGENDA # 2**

**SUBJECT:**

Ordinance No. O1408-47 an ordinance of the City of Gallatin, Sumner County, Tennessee, amending the zoning on 9.34 (+/-) acres from Agricultural-Residential (A) to Industrial Restrictive (IR)

**SUMMARY:**

Applicant requests approval to amend the Gallatin Zoning Ordinance Official Zoning Atlas, to rezone a portion of one (1) parcel (Tax Map 111//Parcel 001.00) containing 9.34 (+/-) acres located at the east end of Gateway Drive. The Gallatin Municipal-Regional Planning Commission will review this rezoning request at the August 25, 2014 Planning Commission Meeting. (PC0329-14) (Z-2014-26).

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

ORDINANCE NO. 01409-55

ORDINANCE APPROPRIATING \$83,427.10 TO THE STATE OF TENNESSEE FOR  
PRIOR STATE COLLECTIONS PURSUANT TO TENNESSEE CODE ANNOTATED  
§55-9-603

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum  
of \$83,427.10 is hereby appropriated from the General Fund unassigned balance to  
account 11041510-569, Other State Fees, for prior State collections of seat belt fines,  
pursuant to Tennessee Code Annotated §55-9-603; 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: September 16, 2014.

PASSED SECOND READING:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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SUSAN HIGH-MCAULEY  
CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

9/9/2014

**DEPARTMENT:** City Attorney

**AGENDA #**

**SUBJECT:**

Ordinance appropriating funds to the State of Tennessee in the amount \$83,427.10

**SUMMARY:**

Ordinance appropriating funds to the State of Tennessee for prior state collections, pursuant to T. C. A. Section 55-9-603.

**RECOMMENDATION:**

approval

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

ORDINANCE NO. 01409-56

**ORDINANCE AUTHORIZING FUNDS IN THE AMOUNT OF \$285,902.00 FOR THE  
REPAIR AND RENOVATION OF THE STRUCTURE LOCATED AT 411 SOUTH WATER  
AVENUE, GALLATIN, TENNESSEE**

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the total funds in the amount of \$285,902.00 for the repair and renovation of the structure located at 411 South Water Avenue, Gallatin, Tennessee, is authorized from the general fund.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that \$167,645.00 is hereby appropriated from funds previously appropriated for the purchase of 170 West Franklin Street, Gallatin, Tennessee and \$118,257.00 is appropriated from the general fund unassigned balance.

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: 9/16/14

PASSED SECOND READING:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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SUSAN HIGH-MCAULEY  
CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

September 9, 2014

**DEPARTMENT:** Councilman Overton

**AGENDA #** 9

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**SUBJECT:**

Old Health Department Building on South Water

**SUMMARY:**

Councilman Overton asked that this item be placed on the agenda.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

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Approved   
Rejected   
Deferred

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**Notes:**

ORDINANCE NO. 01410-57

ORDINANCE APPROPRIATING AN AMOUNT NOT TO EXCEED \$18,500 FOR  
THE PURCHASE OF CODES DEPARTMENT VEHICLES

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$18,500 is hereby appropriated from account 110-32610, Building Permits revenue to account 11041990-941, Codes Department Transportation Equipment, for the purchase of department vehicles, 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:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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SUSAN HIGH-MCAULEY  
CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

September 23, 2014

**DEPARTMENT: Building Codes**

**AGENDA # 3**

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**SUBJECT:**  
Vehicles

**SUMMARY:**

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

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Approved   
Rejected   
Deferred

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**Notes:**

ORDINANCE NO. 01410-58

ORDINANCE APPROPRIATING \$4,000 FOR THE CONSTRUCTION OF A  
CROSSWALK ON NORTH BOYERS AVENUE

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$4,000 is hereby appropriated from the Undesignated Fund Balance of the General Fund for the construction of a crosswalk on North Boyers Avenue between Christian Towers and the Senior Citizen Center.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$4,000 be appropriated to account number 11043120-268-108, Boyers Crosswalk;

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

PASSED FIRST READING:

PASSED SECOND READING:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL  
CITY RECORDER

APPROVED AS TO FORM:

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SUSAN HIGH-MCAULEY  
CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

September 23, 2014

**DEPARTMENT:   Engineering**

**AGENDA # 7**

**SUBJECT:**

Crosswalk on Boyers

**SUMMARY:**

Councilwoman Brackenbury asked Engineering to look at putting a crosswalk on Boyers between Christian Towers and the Senior Citizen Center. Attached is a drawing for Council to review.

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

**RESOLUTION NO. R1409-50**

**RESOLUTION APPROVING NEW AND REVISED JOB DESCRIPTIONS AND PAY GRADES**

**BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE**, that the new and revised job descriptions attached hereto be approved and ordered implemented into the City of Gallatin Personnel Classification System.

CDS	Assistant Building Official	Pay Grade S
CDS	Codes Inspector I	Pay Grade N
CDS	Executive Assistant to the Building Official	Pay Grade K
CDS	Building Permit Technician	Pay Grade K
CDS	Technical Services Switchboard Operator/Records Clerk	Pay Grade G

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

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

\_\_\_\_\_  
MAYOR JO ANN GRAVES

ATTEST:

\_\_\_\_\_  
CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
SUSAN HIGH-MCAULEY, CITY ATTORNEY

## **ASSISTANT BUILDING OFFICIAL**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult technical and administrative work in the examination of plans and specifications for construction of residential, multi-family, commercial and industrial buildings; performs requisite field inspections; exercises all the powers of the Building Official during his/her absence or disability; does related work as required. Work is performed under the general supervision of the Building Official. Assist Building Official with personnel, department budget, and administrative issues for the building permit and inspection process.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work sometimes requires climbing, balancing, reaching, fingering, grasping, and repetitive motions; vocal communication is required to perceive information at a normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, 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.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Conducts plans and specification reviews; prepares and maintains files and records; conducts building and related inspections.

- Serves as the Building Official in his/her absence.
- Serves as a resource on code requirements for Inspectors and Permit Specialist.
- Provide technical guidance to Department Staff.
- Review plans and specifications for conformance with code requirements.
- Provides information and answers questions regarding building and codes requirements.
- Performs field inspections and re-inspections of residential, commercial, industrial and public facilities for compliance with building, plumbing and mechanical codes.
- Receives and assists in resolving complaints in regard to defective construction and handles enforcement issues.
- Inspects existing buildings for hazardous conditions, structural failures or improper uses.
- Receives applications, issues and logs construction permits and maintains appropriate records thereof.
- Assists Permit Specialist with permit issuance.
- Interprets various codes and ordinances, recommends changes as appropriate to the Building Official.
- Where construction is not in compliance with regulations as to methods and/or materials, works with the builder to bring the construction into compliance, and
- Issues warnings and stop-work orders if necessary.
- May testify in court on code violation cases.
- Assists in assessing technology needs for automated databases, etc.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.
- Attends staff meeting for professional services.
- Stay abreast of changes to model building code services.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of all types of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of State and City building and related codes laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of collapse; ability to read and interpret plans and specifications accurately and to compare them with construction in progress; ability to contact building owners, contractors, architects and the public and affect satisfactory working relationships; computer literacy; consistency and tact in enforcing building ordinances and codes.

### **EDUCATION AND EXPERIENCE:**

Five (5) years experience in building department administration and any combination of education and experience equivalent to graduation from a community college with major course work in a variety of inspection specialties.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the State of Tennessee. Certification as a Plans Examiner and Building, Mechanical, Plumbing Inspector. (ICC or other approved model code agency is acceptable.)

## CODES INSPECTOR I

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate technical work in the inspection of residential and commercial building construction sites; does related work as required. Work is performed under the regular supervision of the Building Official.

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; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; 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, visual inspection involving small defects and/or small parts, use of measuring devices, 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, noise, hazards, and atmospheric conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Conducts building, health code and related inspections.

Performs field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, plumbing and mechanical codes, and other ordinances.

Receives and resolves complaints regarding defective constructive and handles enforcement issues.

Inspects existing building for hazardous conditions, structural failure.

Receives applications, maintains files of various permits and updates records as required.

Assists with plan reviews.

Where construction is determined to be non-compliant with adopted codes as to methods and/or materials, works with the builder to bring the construction into compliance, and issues warnings and stop-work orders if necessary. Reports hazardous or life threatening conditions to the Building Official.

Frequently answers questions from private citizens, contractors and builders, and provides code interpretations as required.

Checks plans to determine code compliance.

Compiles reports, data, and photographic evidence as required for meetings of the Board of Adjustments and Appeals.

Testifies in court on code violation cases.

Files reports, prepares and maintains records regarding inspections.

Serves as Health Officer.

Assists with various other types of inspections where required.

Performs related tasks as required.

**(Note: Achieving the same certification level as required by the State of Tennessee to perform building codes inspections attains Codes Inspector II level eligibility. Duties and performance requirements at the Codes Inspector II level have greater expectations and responsibilities than that of the Codes Inspector I level.)**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge with State and City building and related codes, laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building ordinances and codes.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by course study in a variety of inspection specialties and considerable experience in the building construction trade.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the State of Tennessee. Certification by the State of Tennessee as a building inspector pursuant to T.C.A. § 68-120-113.

## **EXECUTIVE ASSISTANT TO THE BUILDING OFFICIAL**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult skilled clerical and intermediate administrative work assisting the Building Official with tasks requiring a qualified word processor; does related work as required. Work is performed under the regular supervision of the Building Official. Limited supervision is exercised over subordinate 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 climbing, stooping, reaching, fingering, grasping, 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:**

Assisting the Building Official with preparation, meeting schedules and correspondence; providing clerical and administrative support; preparing and maintaining detailed records and files;  
Receives calls and callers for the Building Official and ascertains nature of business;  
Answers questions and responds to inquiries or complaints on departmental operations, policies and procedures,  
Assists with meeting preparation, coordinates ordinance and resolutions;  
Attends meetings of Council and committees if required;  
Prepares minutes of meetings, prepares files and forwards action needs to Building Official and staff;  
Assists with budget preparation;  
Undertakes special projects as assigned by the Building Official;  
Maintains calendar, schedules appointments, responds to invitations and schedules interviews;  
Coordinates building maintenance and repair of vehicles;  
Coordinates meetings and schedules meeting rooms;  
Reviews accounts payable;  
Prepares reports as required by the Building Official;  
Maintains various files and records; maintain data base;  
Transcribes correspondence, composes routine correspondence, types a variety of reports and materials;  
Operates standard office, word and data entry equipment,  
Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and extensive experience in secretarial and office work in the office of an executive.

### **SPECIAL REQUIREMENTS:**

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

## **BUILDING PERMIT TECHNICIAN**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Assists the public and provides technical office support duties related to the processing and issuance of building permits. Performs related duties as required.

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 climbing, stooping, reaching, fingering, grasping, 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:**

Reviews plot plans, plats, and permit documents for pertinent information in order to verify accuracy and completeness of information; determines permit, plan, and process requirements for prospective applicants; review building plans and permit applications for completeness and compliance with established codes, ordinances, policies and procedures; processes permit applications and plan intake; determines processing needs for projects;

Assists building inspectors by performing code and records research and compiling data;

Provides information to members of the public/permit applicants regarding building permit requirements, inspection, and general requirements of the permit process; obtains general information from customers regarding permitting needs; assists the public in completing building permit applications; responds to telephone inquiries regarding permits, permit processes, building codes, and other related ordinances and local laws;

Processes and issues building, plumbing, mechanical, and other related permits;

Calculates fees based on established fee schedules and monitors approval of plans by other regulatory agencies;

Maintains computer files and other manual logs on all building permits and related documents;

Interviews and obtains information from customers in order to determine their needs; obtains technical and code information from customers regarding permitting needs; informs customers of special requirements and special problem areas such as flood zones and historic districts in for to expedite the permit process;

Performs records research in order to document project history compliance; coordinates permit processes with outside agencies to ensure that all permit requirements are being met;

Processes appeals and suspension or revocation of approvals, decisions and/or permits.

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of internal and external public agency permitting requirements; knowledge of construction plans, construction terminology, construction practices, and basic math; ability to use and manipulate Microsoft Office; ability to review, interpret, and explain written documents; ability to use a computer and related software applications; ability to communicate effectively in both written and oral formats; ability to maintain effective working relations with other employees and the public and to deal with public relation problems courteously and tactfully.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience equivalent to a bachelor's degree and at least 5 years of clerical experience

### **SPECIAL REQUIREMENTS:**

Certification as a Permit Technician through a recognized certification organization;

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

## **TECHNICAL SERVICES SWITCHBOARD OPERATOR/RECORDS CLERK**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate technical and clerical work in a public contact setting by answering telephone calls from customers and the public, routing calls to the appropriate personnel or department; by greeting and directing customers and the public that visit the Building, Engineering and Planning Departments to the appropriate personnel or department. Assists in the maintenance files and records, and provides assistance to the staff of the Building, Engineering and Planning Departments; does related work as required. Work is performed under regular supervision.

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 climbing, stooping, reaching, fingering, grasping, 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:**

Operates a multi-line telephone system to route incoming calls to the appropriate office, department, or employee,  
Assists customers and the public by referring them to the appropriate office, department, or employee,  
Receives the various files and records (applications, invoices, work orders, etc.) of the Building, Engineering, and Planning Departments and processes these documents for the purpose of electronic scanning and storage,  
Prepares and maintains files and records as required,  
Receives and processes mail,  
Accurately enters data on a personal computer,  
Assists with other clerical functions of the department as required,  
Performs related tasks as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the operation of a multi-line telephone; thorough knowledge of standard office methods and procedures, business English, spelling and business mathematics; general knowledge in the use of a personal computer and related equipment; general knowledge in the use of standard office equipment; ability to speak clearly and distinctly; ability to deal with customers and citizens in a courteous and effective manner; ability to understand and follow moderately complex oral and written instructions; ability to keep detail records and files; ability to type accurately.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to completion of high school, and considerable clerical and computer experience in a public contact setting.

### **SPECIAL REQUIREMENTS:**

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

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

September 23, 2014

**DEPARTMENT:**    **Human Resources**

**AGENDA # 2**

**SUBJECT:**

New and revised job descriptions for the Building Codes department.

**SUMMARY:**

Building Codes department is restructuring.

**RECOMMENDATION:**

Approve

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**

**RESOLUTION TO DISBURSE REMAINDER OF ALLOCATED 2014-2015 FUNDS FROM COMMUNITY ENHANCEMENT FUND TO ROSEMONT RESTORATION FOUNDATION INC & TO WAIVE SANITATION FEES FOR ROSEMONT**

**BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE**, that the City of Gallatin previously awarded \$20,000.00 to Rosemont Restoration Foundation, Inc. through the Community Enhancement Fund for fiscal year 2014-2015 but did not disburse funds directly to Rosemont Restoration Foundation, Inc.; however, the City has now determined it will make a lump sum disbursement to Rosemont Restoration Foundation, Inc. of the remainder of the funds allocated to Rosemont Restoration Foundation, Inc. but not used to date from the 2014-2015 Community Enhancement Fund.

**BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE**, Rosemont is a city owned building, and Rosemont Restoration Foundation, Inc. is strongly encouraged to continue the purchasing process and procedures that are currently required by the City of Gallatin, Tennessee.

**BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE**, that Rosemont Restoration Foundation, Inc. shall submit semiannual reports in January and July of each year to the Director of Finance detailing how the Community Enhancement Funds have been distributed.

**BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE**, that the City of Gallatin Public Works Department shall waive sanitation fees for trash pickup associated with Rosemont, 810 South Water Avenue.

**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.

PRESENT AND VOTING

AYE:

NAY:

DATED:

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MAYOR JO ANN GRAVES

ATTEST:

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CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

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SUSAN HIGH-MCAULEY, CITY ATTORNEY

**CITY OF GALLATIN  
COUNCIL COMMITTEE AGENDA**

September 23, 2014

**DEPARTMENT:** Councilman Camp

**AGENDA #**

**SUBJECT:**  
Rose Mont

**SUMMARY:**

**RECOMMENDATION:**

**ATTACHMENT:**

Resolution  
 Ordinance

Correspondence  
 Contract

Bid Tabulation  
 Other

Approved   
Rejected   
Deferred

**Notes:**