

## **BOARD MEETING**

**FEBRUARY 12, 2007**

The Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee met in a public session at the Municipal Building, in Tullahoma, on Monday, February 12, 2007 with Mayor Troy Bisby presiding and the following named members of the Board of Mayor and Aldermen: Janice Bowling, Lane Curlee, Jonathan James, Sandy Lindeman, and Scott Shasteen. Absent was Phil Trimble.

Louis J. Baltz III, City Administrator; Randall Morrison, City Attorney; and Rosemary Womack, City Recorder, were also present at the meeting.

The meeting was opened with an invocation delivered by Rev. Elbert Smith and the pledge of allegiance to the flag.

Mayor Bisby read a letter from Sean Hendrix, Operations Manager with Charter Communications with an update regarding the video connection between the Tullahoma City Hall and Charter's city-wide network.

Mr. John Woodall, Event Chairman for the International Dogwood Festival in Winchester, Tennessee, invited the Board of Mayor and Aldermen to participate in the bicentennial celebration of Franklin County. He invited them to participate in the parade and festivities of the event. Mr. Woodall asked the Board to consider a monetary donation to help sponsor the event. Mr. Woodall informed the Board that this will be the third year for the Dogwood Festival and provided economic impact information regarding past years events and invited the Board to access the website ([www.winchesterdogwoodfestival.com](http://www.winchesterdogwoodfestival.com)) for more information regarding the event. Mr. Woodall informed the Board that this is a free event and if the Board could support the event with a monetary donation they would appreciate it.

### **PROCLAMATIONS; AWARDS; SPECIAL PRESENTATIONS; COMMENDATIONS; AND CERTIFICATES**

Mayor Bisby and Police Chief J. C. Ferrell presented a plaque to honor Sergeant Tony Fuller for his retirement from the Police Department after 32 years of service.

**Alderman Phil Trimble arrived at the meeting (5:38 p.m.)**

**COMMENTS FROM CITIZENS - None**

## **REPORT FROM MEMBERS OF THE BOARD OF MAYOR AND ALDERMEN**

**ALDERMAN BOWLING** – Mrs. Bowling said that she wanted to join with the entire senatorial district in wishing Senator Jerry Cooper a speedy recovery from his accident. Mrs. Bowling reported that tonight later in the agenda there will be a presentation from the Policy Committee regarding updates to the City Personnel Regulations. Mrs. Bowling explained that many hours from the Policy Committee and City Staff, Mr. Jody Baltz and Ms. Casta Brice, had gone into this process and she felt that Staff had done an outstanding and thorough job. Mrs. Bowling referenced the Drug Task Force minutes and said that she was saddened to see that the minutes referenced that 75% of our high school students have had or are drinking alcohol on a regular basis. Mrs. Bowling discussed a group when her children were in school called PRIDE that worked to make help make parents aware of drugs or alcohol abuse. She further commented on information from that group that stuck in her mind was that an adult uses alcohol on a consistent basis for three years they can develop a dependency, but that if a young person (up to the age of 21) uses alcohol for three months they can develop a dependency. Mrs. Bowling said that she wanted to thank Ms. Lindeman and the Drug Task Force because it seems like they are really coming together with some good activities and programs to try to help parents that are not aware. Mrs. Bowling said that she had a couple of questions regarding the litigation report and requested that they plan an attorney/client meeting with the Board members and City Attorney for the near future. Mrs. Bowling said that she had several phone calls about the litter in Tullahoma and what is the City going to do about it. Mrs. Bowling said that she explained that the City can not take care of the whole town and that it is the responsibility of the people. She said that now is a good time for neighborhood associations, or civic clubs, or businesses, or “John Q. Public”, etc., to join in the “adopt a mile” program. She said if you see someone littering, call in their license number and report it.

**ALDERMAN CURLEE** – Mr. Curlee reported that the Housing Authority will meet Thursday night so he will have a report at the next meeting.

**ALDERMAN LINDEMAN** – Mrs. Lindeman reported that she attended the Drug Task Force Meeting last Wednesday and it was very informative. She reported that District Attorney Mickey Layne was present and Criminal Investigator and Director of the 14<sup>th</sup> Judicial District Drug Task Force, Billy Cook presented information regarding drug trends in our area along with Drug and Violent Crime Task Force Agents Lee Nettles and Wendell Norton. Mrs. Lindeman announced that the next meeting for the Drug Task Force in Tullahoma is the first Wednesday in March at C. D. Stamps at 11:45 and invited anyone interested to attend. She also commented that some of the East and West middle school students are attending along with the principals and have given some insight on some of the problems. Mrs. Lindeman reported on the “Save a Life” program presented last Friday at the high school dealing with drunk driving. She said the

program was fantastic and commented on the slogan they try to impress is to “take the keys” – make sure you take the keys if you know someone has been drinking. Mrs. Lindeman reported that she has been in contact with Doris Pearson at the Senior Citizens Center discussing the emergency shelter that had been started on and thought they would be meeting with the City Administrator soon. Mrs. Lindeman said that next Monday night is the Board of Education meeting and she plans on attending it.

**ALDERMAN TRIMBLE** – No Report.

**ALDERMAN JAMES** – Mr. James reported that on the 2<sup>nd</sup> of February he went on a tour of the Airport with the new Director of Planning & Codes, Mr. Hicks, and said that it was very useful for him and also for Mr. Hicks in that he got a good view of the airport and the layout of the airport and buildings. Mr. James reported that the Planning Commission met on February 5<sup>th</sup> and had a work session where they reviewed documents. He said that they were very pleased when they looked back at some documents that were ten years old and some even older, that much of what they had anticipated had come into play and they were very encouraged by that. Mr. James said that he would let Mayor Pro-Tem expound on the Planning Commission meeting. Mr. James said that he attended the Policy Committee and that it was a very thorough review and he could not expound any further than Alderman Bowling already had. Mr. James announced that the Airport Authority meets tomorrow and they will be working on something very important which is the airport layout plan. He said that is a study of the airport and its immediate surroundings and how it’s impacted and how it impacts the immediate surroundings. He said it is an important document that also includes planning implications.

**MAYOR PRO-TEM SHASTEEN** – Mr. Shasteen reported that the Planning Commission will meet again next Monday and it will be a regular meeting where they will deal with a number of issues. Mr. Shasteen said that in lieu of his report he would introduce Mr. Lance Baxter who is the Chairman of the Planning Commission to provide and update on the City Planning Commission 2007 Agenda. Mr. Baxter went over the goals of the Planning Commission for 2007. (Attached is a typed handout from Mr. Baxter). Mr. Shasteen thanked Mr. Baxter and commended him and the Planning Commission for the time and commitment into this goal for the coming year. He thanked Mr. Baxter and other citizens who volunteer to serve on the boards and commissions but that are also willing to work hard and help to make Tullahoma what it is.

**MAYOR BISBY** – Mayor Bisby handed out notes taken and prepared by Mr. Baltz from the meeting with TDOT to each Board member for their information. Mayor Bisby also passed out a draft letter for the Board and Planning Commission to review regarding Cedar Lane. Mayor Bisby said that the letter goes over potential options for Cedar Lane expansion.

Mayor Bisby said that he wanted to mention some Staff loading issues that he has observed. He said that we now have a new Planning & Codes Director and that they have been operating without a director for several months now and they and also without a Codes Enforcement Officer and have been working on the revised transportation plan and several other important issues for the City. Mayor Bisby said that we also have several things going on in Finance and Administration as well. He said they were providing support for Planning & Codes and Mr. Baltz was essentially the interim Director there and juggling quite a lot of tasks. He said that he could go through a long list of things that they are into right now and that we are about to start the budget cycle for this next year. He said that we have probably one of the most involved Boards and he thinks it is a great thing, but that he asked over the next couple of months, if they can, to hold off on any more new initiatives until we get through the budget process and local option sales tax issue is passed. He said this would help folks catch up with what they are doing right now and get their feet on the ground. Mayor Bisby said that obviously, as always is the case, if there is something they need attention to, certainly do not hesitate to call, but to keep the previous comments in mind.

**REPORT FROM THE CITY ATTORNEY** – No report.

**REPORT FROM THE CITY ADMINISTRATOR** – Mr. Baltz reminded the Board that the TML Annual Legislative Conference will be held on March 5 – 6 and that it is not too late to sign up so if anyone else is interested to let Mrs. Morrison know tomorrow. Mr. Baltz commented that in the legislative bulletin, of which copies were provided to the board, that Governor Bredesen anticipated that he will pass legislation to delay starting the streamline sales tax system for several years.

## **CONSENT AGENDA**

**Agenda Item 07-11 - Minutes of the January 22, 2007 Board Meeting**  
**Agenda Item 07-12 – Minutes of the January 29 Special Call Board Meeting**

A motion was made by Mrs. Bowling and seconded by Mrs. Lindeman to accept the Consent Agenda. Mr. James wanted to note for the record that he feels inadvertently something has happened twice. He said that when somebody brings an amendment for something that is in the agenda package and the amendment gets voted on, but sometimes that amendment has not record in our minutes or anywhere of what the actual amendment was. He sited two examples one being an amendment that was voted down on November 13, but was not put in the minutes. Mr. James referred to the current minutes of January 22, 2007 on page 7, he had three proposed amendments for Ordinance 1349 – the ethics policy and the first and the third one passed, the second one did not, however when he looks in the minutes on page 7, he can't find the amendment. It says that a motion was

made by Mr. James and seconded by Mr. Shasteen on the amendment 2 on attached sheet, but that sheet is not anywhere to be found here, so it is impossible to tell what they voted on. A motion was made by Mr. James and seconded by Mrs. Bowling to amend the minutes to include the content of Amendment 2 that was provided. Mayor Bisby called for a vote on the amendment to include the content of Amendment 2. On roll call all members present voted aye and it was so ordered. Mayor Bisby called for a motion to accept the Consent Agenda as amended. On roll call all members present voted aye and it was so ordered.

## **OLD BUSINESS – NONE**

## **NEW BUSINESS**

### **RESOLUTION NO. 1332 – A RESOLUTION TO REPEAL THE EXISTING PERSONNEL REGULATIONS AND TO ENACT NEW PERSONNEL REGULATIONS FOR THE CITY OF TULLAHOMA, TENNESSEE**

Mayor Bisby read the caption of Resolution No. 1332. Mrs. Bowling said that they did meet as a Policy Committee so that she would make a motion to accept these revisions and to replace our existing Personnel Regulations with this document. Mr. James seconded the motion. Mrs. Bowling said that coming from the committee they did not have to have a second but that was okay. Mrs. Bowling said that the revisions to the Personnel Regulations would be adopted by Resolution No. 1332. Mayor Bisby questioned the comp time balance of Exempt Employees referred to on page 53 and 64. After discussion by the Board, a motion was made by Mr. James and seconded by Mr. Trimble to add to the date (December 31<sup>st</sup>) on the end of the first sentence in italics on page 63, therefore reading as follows: *Effective December 31, 2008, exempt employees may not have a comp time balance of more than 320 hours by the end of each calendar year. Hours in excess of the 320 hours will be adjusted off the balance at the end of the pay period that includes December 31.* Mayor Bisby called for a vote on the amendment. On roll call all members present voted aye and it was so ordered.

Mayor Bisby discussed the vacation accrual schedule on page 98, where the schedule shows after the first year of completed employment the vacation accrual changes to 80 hours annual accrual, but then it does not change again until the employee has reached 10 years of employment. Mayor Bisby suggested a change at 5 years employment. Mr. Trimble said that corporations would typically have a five year change. It was agreed by the Board to change to put in a schedule to change to 100 annual hours earned at 5 years and maximum accrual cap would be 200. A motion was made by Mrs. Lindeman and seconded by Mrs. Bowling to amend the accrual schedule, effective June 5, 2000, that applies to all employees hired ON or AFTER July 1, 1998 to change the accrual change to reflect at 5 years of service the employee's annual hours earned would change to 100 and the maximum accrual cap would change to 200. On roll call all members present

voted aye and it was so ordered.

Mr. Shasteen said that he didn't necessarily want to make an amendment but wanted to discuss information on page 42 under 5.1 Types of Separation, where it states in the first paragraph that all separating full-time employees will have a scheduled exit interview with the Human Resources Director before leaving employment, with the exception of employees who are dismissed from employment. He said that he assumed that this takes place now, and Ms. Casta Brice, Human Resources Director, affirmed that statement. Mr. Shasteen asked if there would be a reason to add other personnel to the exit interview process in order to perhaps gather more information about the reason for the exit. He said that he was curious as to how effective Ms. Brice thought the interviews are and if that process has proven to provide information that is useful in the future. Ms. Brice conveyed that it is a one-on-one interview and that she does receive feedback from employees during the course of the interview and documents the information as to what may be shared that they want documented and what they don't want documented may be different. Ms. Brice discussed compiling the information of all of the employees that have had exit interviews. Mr. Shasteen asked how that information is used once she receives it. Ms. Brice explained that she has the information and then it is conveyed to the department head and the city administrator. Mr. Shasteen asked if she feels that is the best process. Mrs. Bowling said that this is an official document and becomes part of the record. She said that the Board has access to that information and they were considering whether the Chairman of the Internal Affairs Committee and the Policy Committee would sit down and look at the exit interviews, or if they were to conduct a separate exit interview that is obviously not mandatory, but available should they request. Mrs. Bowling stated that they did not want to get into the business of administering policy, but at the same time if they are hearing "political" overtones or undertones and if they wanted to have an exit interview and then they line up data points and if there seemed to be something that was not showing up in official documentation that they were willing to go to then go to department heads or to the city administrator or to the Human Resources Director. Mr. Shasteen then asked what their conclusion was. Mrs. Bowling said that right now they have asked them to compile about the last nine months of exit interviews and they are going to look and see if they think that additional step might have been helpful, or if they see a trend – they don't look at them the same way we might look at them. Mr. Trimble said that he feels the City Administrator that needs to be involved in this process. He said that he doesn't see the Board stepping in over him and that he feels that they have to rely on Mr. Baltz and his judgment. Mrs. Bowling said that she agreed. Mr. James requested to speak on this issue. He said that they did have quite a discussion on this matter and that the only reason they were thinking and considering it was where a case was beyond what the normal process could handle. He said that is why we have the Human Resources Director and City Administrator and that he does agree that they should not usurp over them,

and that it why it is not listed today and that there was reservation that they need to use their judgment at that time. At the same time, Mr. James said that the last thing that he wants to see is anybody quitting their job over something that they don't feel comfortable bringing forward or if they feel that for some reason they can't bring it up through their department heads, he would think that is unfortunate, but the last thing that he wants to do is see a turnover of employees on something like that. He said now they have their ethics policy and if there is some sort of thing that they can't go to your department head and certainly the city administrator over because you think something "bad" is going on, then the appropriate thing would be to look at that ethics policy and go to the ethics officer and then we have a process in place to handle things like that. Mrs. Bowling agreed with Mr. James and said they had discussed those concerns at length. She said that they also recognized the fact that although the tendency is to assume it will fault the negative, but that it could be very positive feedback. Mrs. Bowling said having said that, that is why it is not in this policy and after looking at nine months of exit interviews, should they need to amend the policy, they could come back and look at that after they see the trends. Mrs. Shasteen asked if that would be the Policy Committee that would be looking over the exit interviews. Mrs. Bowling said it would be the Policy Committee and that Mr. Shasteen would be welcome to sit in on that as the Chairman of the Internal Affairs Committee. Mrs. Lindeman asked if they had to have a second step since they already have an Internal Affairs and that if someone had a problem would they either call Mr. Morrison or the Internal Affairs Chairman. She asked didn't they already have that in place? Mrs. Bowling said not as an exit interview process, with a formalized exit interview. Mrs. Bowling said that their recommendation is that there be a questionnaire which is already done with some room for dialog. Mayor Bisby said he was asking out of curiosity, but what would be the difference to them that if 1) the employee exiting isn't probably obligated to have the exit interview with Casta. Mr. Baltz said it is an opportunity that you can not make or force them. Mayor Bisby asked, do they need to formalize this, he said that even if you felt like you need it, the Board is always available. Mr. James agreed with Mayor Bisby. Mrs. Bowling said that brings up the continuation of that and that often times they individually get all kinds of phone calls and that this would, politically, more formalize and give an orderly venue for the political aspect for an exit interview. Mr. Trimble said that it would only politicize it more once you involve an elected officials and that layer without it being something that was truly exceptional he thinks they would run the risk of politicizing it even more. He said that he is willing to fix something that is broke, but he doesn't see that anything is broke. Mrs. Bowling agreed that they didn't either at that point and that is why they are asking for the nine month compilation results. Mr. Trimble said that he certainly thinks that the idea of getting a report on a regular basis of turnover and generic reasons where it doesn't have to reveal exactly what the employee said, he said it would be good if they could have codified reasons if they fall in certain categories and if they spot a

trend then the Board could take that up through one if the committees or as a whole. Mr. Baltz said that Staff agrees that they can provide the statistical information on a departmental basis to determine what the turnover rates are and then the Board can review because if you get an above average turnover rate then it is important for the Board to know why because the City does incur training costs by having to hire new people. Mr. Baltz said there is a valid reason when looking at aggregate information to determine the reason; is it a management issue, is something that is going on in the department, or due to the nature of the work. Mr. Shasteen thanked Mr. Baltz for his comments and said to Mrs. Bowling that he would welcome the opportunity to be a part of the process. Mayor Bisby called for a vote to approve Resolution No. 1332 to approve the new regulations as amended. On roll call all members present voted aye and it was so ordered.

### **AGENDA ITEM 07-13 – APPROVAL OF BID OF POLICE VEHICLE**

Police Chief J. C. Ferrell presented the background information and indicated that Staff recommends that they accept and approve the bid from Alexander Automotive Family in Murfreesboro for \$18,977.00. A motion was made by Mr. James and seconded by Mrs. Bowling to accept the bid from Alexander Automotive Family for \$18,977.00. Mr. Shasteen asked if this is to replace a vehicle that will be for surplus. Chief Ferrell said they would surplus the vehicle. Mr. Shasteen asked traditionally what they do with surplus police vehicles. Chief Ferrell said the vehicle that they are replacing is probably about ready for the junk yard. Mr. Baltz said it would go into the surplus sale. Mr. Shasteen refereed to fire department vehicles being donated to Hickerson Station fire department and wanted to know if the police department considered anything like that. Chief Ferrell said they have donated vehicles from surplus to the Airport but with this particular vehicle he believes the maintenance would far outweigh the benefit. Mr. Trimble commented that there is a liability issue that could go along with that and didn't think it would be a good idea. Mayor Bisby called for a vote on the motion. On roll call all members present voted aye and it was so ordered.

### **AGENDA ITEM 07-14 – APPROVAL OF GREEN FIELD PRESS BOX IMPROVEMENTS**

Mayor Bisby presented the background information. A motion was made by Mr. Shasteen (for the sake of discussion) and seconded by Mrs. Lindeman to accept Alternative No. 1 to designate required funding of \$7,565.00 and instruct Parks and Recreation Department to contract the repairs. Mr. Shasteen asked Mayor Bisby how this should be paid for. Mayor Bisby said that it would be the most appropriate to use some of the interest money from the bond money received from the bank and use that interest income to fund the repairs. Mr. Trimble said that he is not against keeping our park facilities in good shape, but that he feels that because of where we are located, we are providing recreation facilities for a lot

of non-Tulahoma residents and that the leagues should be distinguishing between the residents and non-residents and be charging higher fees for non-residents since they are not paying City property tax. He said that this would help with maintenance costs for the use of the facilities. Mrs. Bowling suggested that at budget time they could review and have Mr. Glick bring some information as to the number of non-residents in the leagues using the fields. Mr. James said that he thinks it would be a good idea maybe to have this in a study session to discuss something like that. Mayor Bisby said maybe over the next couple of meetings we can have something like that in the study session to see what we can come up with. Mr. Shasteen discussed that the driving force behind this improvement seems to be for the appearance of the entrance of the City. Mayor Bisby agreed with that being a large piece of it. Mr. Trimble said that in lieu of everything else we need to keep our facilities up, that he just brought that up as tan general to this issue and something he feels they need to address. Mrs. Bowling called for question. Mr. Curlee asked Mr. Baltz where this would fall in the line of priorities when the Recreation department submits their wish list to him, where does this fall. Mr. Baltz said this project was not submitted in the budget process last year so it is a totally new project. Mr. Curlee said then by approving this he asked they will cause what to be bumped? Mr. Baltz said that they will be using the interest income so it would reduce the available funds that would show up as an interest income it would show up as expenditure for the Parks & Recreation. He said that it does dovetail into the overall improvements that they have been trying to do with the gateway coming into the City. Mrs. Bowling called for question. On roll call all members present voted aye and it was so ordered.

There being no further business to come before the Board of Mayor and Aldermen at this time, the Board Meeting adjourned.

---

**CITY RECORDER**

---

**MAYOR**