



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 [www.germantown-tn.gov](http://www.germantown-tn.gov)

April 20, 2016

Board of Mayor and Aldermen  
Municipal Center  
Germantown, TN 38138

Dear Board Members:

The following is a brief summary of the agenda items to be discussed at the meeting of the Board of Mayor and Aldermen scheduled for Monday, April 25, beginning at 6:00 p.m.

1. **Call to Order**

The Mayor will call the meeting to order.

2. **Invocation**

Parks & Recreation Director Pam Beasley will give the invocation.

3. **Pledge of Allegiance**

Alderman Mary Anne Gibson will lead the Pledge of Allegiance.

4. **Approval of Agenda**

The Board is asked to set the agenda for the meeting. Any additions or changes are to be made at this time.

5. **Approval of Minutes**

Approval is requested of the minutes of the regular meeting held April 11, 2016.

6. **Proclamation**

In celebration of the accomplishments of Matt Ross-Spang, who at age 29 won a Grammy on Feb. 15, 2016 as the Recording Engineer when "Something More Than Free", won the Grammy for Best Americana Album.

7. **Special Recognition**

**Grant Writing**

In less than three years, Alexa Robinson has secured 22 grants adding more than \$1 million to the City's revenue stream.

**City Clerk**

After 26 years of public service for the City of Germantown, Dotty Johnson will retire May 1, 2016.

8. **Alderman Liaison Reports**

Aldermen will give reports on their respective commissions and any upcoming events.

9. **Citizens to be Heard**

This item is to give citizens the opportunity to address the BMA on issues of concern.

10. **CONSENT**

a. **Employee Uniforms**

This is a five-year uniform rental contract, including laundry and repair service with UniFirst Corporation.

b. **Approval of Household Hazardous Waste Inter-Governmental Agreement**

Shelby County has been operating the Household Hazardous Waste Facility since 2007 and over those years the City has entered into agreements to support the facility. All municipalities in Shelby County participate in the funding of this operation.

c. **GPAC Lobby Painting**

In 1994, the lobby and all restroom walls were primed and covered with vinyl wall covering. In 2003, the vinyl wall covering was painted to change the décor. The specifications to repaint the lobby area and all restrooms require that all vinyl wall covering be removed, and then thorough preparation before painting begins.

d. **Peer Fitness Trainer Class**

The Fire Department received a grant for Fire Fighter Wellness and Fitness through the FEMA Assistance to Fire Fighters Grant Program. Of the \$165,870.00 grant, \$20,000.00 was earmarked for Peer Fitness Training. The 5-day certification course includes scientific foundations and practical applications of exercise science, techniques, nutrition, safety and fire fighter wellness/fitness.

e. **Approval of Library Donations – Germantown Community Library**

Donations have been made to the Germantown Community Library totaling \$3,453.00 and to the Germantown Regional History and Genealogy Center in the amount of \$78.00.

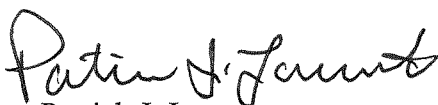
11. **Norfolk Southern Railway Corporation – Poplar Culvert Replacements Project**

This is Phase III of the on-going Poplar Culverts Replacement Project. One of ten culverts to be replaced is located within Norfolk Southern Railway right-of-way. In order to proceed, an agreement with NSR must be executed that allows the City's contractor to enter and perform work within their right-of-way.

12. **Extension of Tennessee Genealogical Agreement**

The Tennessee Genealogical Society voted in 2005 to donate and transfer its collection of books and materials to the Germantown Community Library. The City made available to the Society space in the C.O. Franklin Center for the collection to be housed. The initial agreement was for 10 years, expiring in 2016. Recently the Library Board recommended to the Board of Mayor and Aldermen that another ten year contract be considered for approval thereby greater certainty for the location of this resource to our community.

Sincerely,



Patrick J. Lawton  
City Administrator



# CITY OF GERMANTOWN

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## TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901)757-7200 Fax (901)757-7292 [www.germantown-tn.gov](http://www.germantown-tn.gov)

### Board of Mayor and Aldermen Meeting

Monday, April 25, 2016 – 6:00 p.m.

Council Chambers – Municipal Building

1. Call To Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Proclamation
7. Special Recognition
  - Alexa Robinson Exceeds \$1 Million in Grant Funding
  - City Clerk Dotty Johnson Retiring
8. Alderman Liaison Reports
9. Citizens to be Heard
10. **CONSENT**
  - a. Employee Uniforms
  - b. Approval of Household Hazardous Waste Inter-Governmental Agreement
  - c. GPAC Lobby Painting
  - d. Peer Fitness Trainer Class for Fire Department
  - e. Approval of Library Donations – Germantown Community Library
11. Norfolk Southern Railway Corporation – Poplar Culvert Replacements Project
12. Extension of Tennessee Genealogical Agreement

The City of Germantown complies with the American with Disabilities Act. Should you need accommodations for this meeting, please call 757-7200 at least 48 hours in advance of the meeting.



# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** April 25, 2016  
**FROM:** Patrick J. Lawton, City Administrator  
**SUBJECT:** SET AGENDA

**INTRODUCTION:**

The Agenda must be set before the meeting. The Board must agree on the contents of the agenda and make changes to the agenda before the meeting begins.

**PROPOSED MOTION(S), RESOLUTION(S), OTHER ACTION:**

To approve the agenda (as amended).

**BOARD ACTION:** \_\_\_\_\_ **MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

VOTE/TOTAL	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain





## ***City of Germantown*** ***PROCLAMATION***

**WHEREAS,** Mr. Matt Ross-Spang, son of Germantown residents Mike and Carol Ross-Spang and brother of Allison Ross-Spang, is a proud graduate of Germantown Elementary, Middle and High Schools, and

**WHEREAS,** Matt began his career in the music industry at Sun Studio in 2004 as an intern in the recording studio while a student at Germantown High, and was promoted to Assistant Engineer in 2006 and then Head Recording Engineer in 2010, and

**WHEREAS,** Matt garnered considerable local, regional and national recognition for his engineering prowess and dedication to honoring Sam Phillips' legacy by returning the recording studio to its original analog roots, and was featured on NBC Nightly News, NPR's "All Things Considered," the Commercial Appeal and Memphis Flyer, and the Flyer's "Top 20 Under 30", and

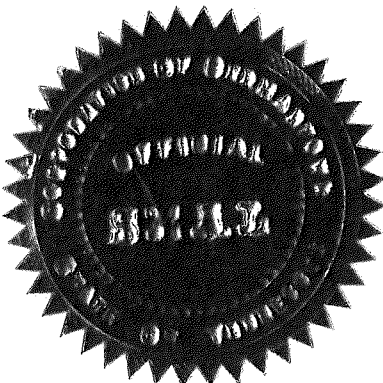
**WHEREAS,** Matt started his own production company, Southern Grooves, Inc., in 2015 and was the Recording Engineer for Jason Isbell's album "Something More Than Free" which received national acclaim and broke records when it went #1 on the Billboard Country, Rock, Indie, and Folk charts, and

**WHEREAS,** Matt, at age 29, won a Grammy on February 15, 2016 as the Recording Engineer when "Something More Than Free" won the Grammy for Best Americana Album.

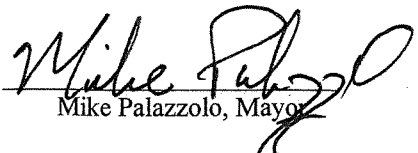
**NOW, THEREFORE,** I, Mike Palazzolo, Mayor of the City of Germantown, Tennessee, on behalf of the Board of Mayor and Aldermen and all the citizens of Germantown, congratulate Matt Ross-Spang on his achievement and do hereby proclaim April 25, 2016 as

### **Matt Ross-Spang Day**

in our community, and invite all citizens to join with us as we celebrate his accomplishment.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Germantown to be affixed this 11 day of April 2016.

  
Mike Palazzolo, Mayor



# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** April 25, 2016

**FROM:** Patrick J. Lawton, City Administrator *PSU*

**SUBJECT:** Special Recognition – Alexa Robinson Exceeds \$1 Million in Grant Funding

Alexa Robinson became a part-time member of the City team in July 2013 as the grants manager. In less than three years, Alexa has secured 22 grants adding more than \$1 million to the City's revenue stream. These funds have been used to build greenway trail connectors, improve safety for children walking and biking to school, encourage families to read together, promote wellness among the City's firefighters, educate entrepreneurs, support economic development activities, create historical archives at the Germantown Community Library and much, much more.

**PREPARED BY:** Stacey Ewell  
Stacey Ewell, Assistant to the City Administrator



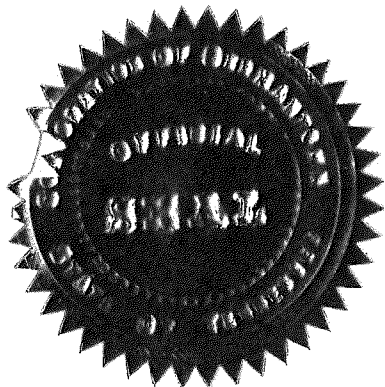
## *City of Germantown* **PROCLAMATION**

- WHEREAS, Dotty Johnson began her career with the City of Germantown in 1990, and
- WHEREAS, in 2003, Dotty was appointed City Clerk for the City of Germantown by the Board of Mayor and Aldermen and has during this period of time served with integrity and demonstrated a high degree of organizational skill, and
- WHEREAS, as a valued member of the city administration, Dotty has demonstrated her commitment and loyalty to the City of Germantown for the past 26 years, and
- WHEREAS, Dotty has been involved in her state and national city clerks' associations, participating in numerous hours of training each year. In 2014 Dotty received the prestigious TAMCAR President's Award in recognition of her dedication, dependability and hard work, and
- WHEREAS, Dotty has been a dedicated employee for the City of Germantown and gives meaning to the term "public servant" through her commitment to the basic values of the City's core values also known as the SPIRIT of Germantown, and
- WHEREAS, after 26 years of public service Dotty has decided to retire to spend more time sewing and enjoying her family.

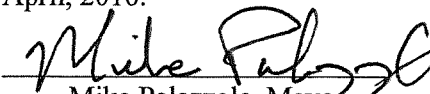
NOW, THEREFORE, I, Mike Palazzolo, Mayor of the City of Germantown, Tennessee, on behalf of the Board of Mayor and Aldermen and all the citizens of Germantown, congratulate Dotty Johnson on her many achievements and accomplishments during her tenure with the City of Germantown and express great appreciation for her dedication to our community, and do hereby proclaim Monday, April 25, 2016 as

### **DOTTY JOHNSON DAY**

in our community, and invite all citizens to join with us as we bid farewell to Dotty and offer our best wishes for her well earned retirement.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Germantown to be affixed this 25th day of April, 2016.

  
Mike Palazzolo, Mayor





# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: April 25, 2016

FROM: Patrick J. Lawton, City Administrator *PL*

SUBJECT: Employee Uniforms

### INTRODUCTION:

The purpose of this agenda item is to request authorization to enter into a five-year uniform rental contract, including laundry and repair service with UniFirst Corporation.

### BACKGROUND:

During the focus groups discussions on employee improvements, a recommendation was made to create a multi-department committee for the purpose of selecting better quality uniforms for employees. Employees from Public Services, General Services, Court and Procurement completed a survey of all affected employees, sampled different types of uniforms and made a final recommendation to the Procurement Department. From this recommendation, Procurement Staff coordinated the selection of uniforms utilizing the cooperative contracts. All employees were able to view examples and provide input on the selections.

The rental agreement including the laundry services will assure that all personnel will be properly dressed and presentable to the public. Industrial work and manager/supervisor uniforms will be furnished for Public Works/Grounds Maintenance, Water, Sewer, Community Development, Facility Services, Fleet Services, Storm Water Maintenance, Procurement and Finance Departments.

### DISCUSSION:

The City is utilizing the National Joint Power Alliance (NJPA) cooperative purchasing program to acquire weekly rental and cleaning of uniforms. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline of the purchasing processes and maximize efficiencies. Procurement has reviewed and verified that the terms, conditions and bidding methods are acceptable to the City.

Eleven sets of uniforms per person will be furnished for approximately 100 employees. A typical set of uniforms includes work shirts, trousers, a jacket and coveralls.

- Industrial Uniform: Consist of 11 shirts, 11 pants and 1 jacket
- Manager/Supervisor Uniform: Consist of 11 shirts, 11 pants and 1 jacket
- Non-insulated Coverall: One non-insulated coverall
- Insulated Coverall: One insulated coverall

The contract calls for the contractor to take on-site measurements for each employee. Services also include pressing, repairs, size exchanges and automatic garment replacements are included in the weekly pricing.

**GERMANTOWN FORWARD 2030:**

This purchase supports the Vision 2030 City Services and Finances objective of providing exceptional service levels to our citizens with a professional workforce properly identified and recognizable for operating effectiveness.

**BUDGET AND STAFFING IMPACT:**

This is a unit cost contract and funding for the contract is budgeted in each department's FY2017 budget.

**SOURCE OF FUNDING:**

<b>Fund</b>	<b>Line Item No.</b>	<b>Dept</b>	<b>Line Item Description</b>	<b>Budget Balance</b>	<b>Recommended Expenditures</b>
General	010-3010-430-32.60	PS/Grounds	Uniforms	\$20,000	\$20,000
General	010-1610-438-32.60	Development	Uniforms	\$3,950	\$3,950
General	010-1710-418-32.60	Facility Services	Uniforms	\$8,000	\$8,000
General	051-5510-481-32.60	Fleet Services	Uniforms	\$6,600	\$6,600
General	010-1325-417-32.60	Procurement	Uniforms	\$2,500	\$2,500
Utility	040-9010-521-32.60	Water	Uniforms	\$12,000	\$12,000
Utility	040-9510-523-32.60	Sewer	Uniforms	\$3,000	\$3,000
Stormwater	045-4910-551-32.60	Stormwater	Uniforms	\$3,000	\$3,000

**ATTACHMENTS**

UniFirst Corporation NJPA Product and Pricing  
UniFirst Corporation Customer Service Agreement Exhibit "A"  
Depreciation Schedule





# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** April 25, 2016

**FROM:** Patrick J. Lawton, City Administrator *PSL*

**SUBJECT:** Approval of Household Hazardous Waste Inter-Governmental Agreement

**INTRODUCTION:**

This item is to authorize the Mayor to enter into an inter-governmental agreement with Shelby County Government (Shelby County) for the operation and participation in funding of the Shelby County Household Hazardous Waste (HHW) Facility. The agreement is for a period of one year commencing July 1, 2015. This item also authorizes the annual payment to Shelby County in the amount of \$15,000.00.

**BACKGROUND:**

Shelby County has been operating the Household Hazardous Waste Facility since 2007 and over those years the City has entered into agreements to support the facility. It is partially funded with a grant from the Tennessee Department of Environment and Conservation (TDEC). All municipalities in Shelby County participate in the funding of this operation. The Board of Mayor and Aldermen approved Resolution 2006-01 on February 13, 2006 authorizing the Mayor to execute an agreement with Shelby County confirming the City of Germantown's participation in the annual funding of the HHW facility.

This facility collects known household hazardous waste materials (paints, chemicals, etc.) from all residents in Shelby County. Germantown residents are among the most frequent users of the facility.

**DISCUSSION:**

This agreement covers the current fiscal year and will end on June 30, 2016. The term of the previous agreement expired on June 30, 2015 and an interim one year agreement was necessary until a new multi-year agreement is presented to the Board for FY17 and beyond. The payment for FY 16 is \$15,000.00 and money is in the Sanitation budget.

**GERMANTOWN FORWARD 2030:**

The proper disposal of household hazardous waste provides residents with a service that is responsive to customer needs and protects our natural resources by providing a safe disposal for these materials.

**BUDGET AND STAFFING IMPACT:**

There is no staffing impact with this item.





# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** April 25, 2016

**FROM:** Patrick J. Lawton, City Administrator *PJL*

**SUBJECT:** GPAC LOBBY PAINTING

**INTRODUCTION:**

The purpose of this agenda item is to request authorization for the Mayor to contract with Bland R. Matthews dba Professional Painters Enterprises to paint the lobby and restrooms within the lobby area of GPAC in the amount of \$28,400.

**BACKGROUND:**

GPAC interior was completed for use in 1994. As specified in the original plans and specifications, all lobby walls and all restroom walls within the lobby area were primed, and then covered with a vinyl wall covering. During the summer of 2003 the lobby of was painted to change the décor from 1994. The painting project consisted of painting over the existing vinyl wall covering that was installed in 1994. Painting over wall covering is an acceptable economical practice but it can make imperfections with the wall covering more visible. The specifications to repaint the lobby area and all restrooms requires that all vinyl wall covering to be removed, then thorough preparation before painting begins. It is anticipated that the wall covering removal process will have little drywall damage since the original drywall was primed prior to the installation of the wall covering.

**DISCUSSION:**

The opportunity to bid the project was advertised on the City's website, and e-mail notification was sent to nine hundred fifty-seven vendors. Six contractors attended the prebid meeting that was held on April 5, 2016, a total of two bids were received. The attached analysis sheet reflects the City's options to use base bid for one coat of paint, base bid for two coats of paint, and four alternates that reflects pricing for painting only the restrooms. However, the recommendation of the base bid for two coats of paint does include the entire lobby and all of the restrooms.

**FORWARD 2030:**

Strategic Objective 2 within City Services and Finance – The City of Germantown is responsible for significant physical assets. The City believes that stewardship of City assets is essential to deliver high quality services to its customers consistently, as well as effectively.





# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: April 25, 2016

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: PEER FITNESS TRAINER CLASS FOR FIRE DEPARTMENT

### INTRODUCTION:

The purpose of this agenda item is to request authorization for payment to the International Association of Fire Fighters in the total amount of \$20,000.00 to host a Fire Service Peer Fitness Trainer Class for the Fire Department.

### BACKGROUND:

The Fire Department received a grant for Fire Fighter Wellness and Fitness through the FEMA Assistance to Fire Fighters Grant Program. The Board approved this grant on November 23, 2015. The grant is for \$165,870.00. \$20,000.00 of this was earmarked for Peer Fitness Training. This training will prepare qualified fire fighters to lead the fitness and wellness program for the Fire Department, design and implement fitness programs, assist with fitness training for new recruits, assist fire fighters recovering from injuries, oversee annual physical ability testing, and improve the wellness and fitness of fire fighters.

### DISCUSSION:

The Peer Fitness Training Certification Program was the result of a Fire Service joint labor management initiative between the International Association of Fire Chiefs (IAFC), the International Association of Fire Fighters (IAFF), and the American Council on Exercise (ACE). The IAFF administers the program. This is a 5-day certification course that includes scientific foundations and practical applications of exercise science, techniques, nutrition, safety and fire fighter wellness/fitness. Germantown Fire Department will host the class. The Fire Department hopes to have a few Peer Fitness Trainers for each of the 3 shifts. Any additional spaces in the class will be opened to other area Fire Departments.

### GERMANTOWNFORWARD 2030:

This meets the GermantownForward 2030 goals of hiring and retaining quality employees, ensuring all personnel are full qualified and trained, and improved health and wellness of City employees.

### BUDGET AND STAFFING IMPACT:

As specified with the acceptance of this grant, FEMA will reimburse the City for up to \$150,791.00. The City will make the initial purchases and then submit to FEMA for reimbursement. The City's portion of \$15,079.00 will come from reserve funds with the year end Budget Adjustments. The Federal share of the funds will be returned to the budget upon receipt of reimbursement, although the fund will have a negative balance until receipt of reimbursement from FEMA.







# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

DATE: April 25, 2016

FROM: Patrick J. Lawton, City Administrator <sup>RSV</sup>

SUBJECT: APPROVAL OF LIBRARY DONATIONS-GERMANTOWN COMMUNITY LIBRARY

**INTRODUCTION:**

The purpose of this agenda item is to recognize and accept donations made to the Germantown Community Library in the amount of \$3453.00 and to the Germantown Regional History and Genealogy Center in the amount of \$78.00 and to approve Budget Adjustment Number 16-63.

**BACKGROUND:**

The following organizations and individuals have contributed these donations to the Germantown Community Library:

Germantown Women's Club \$150.00  
Anonymous \$10.00  
Stephen and Melissa Olson \$25.00  
Friends of the Germantown Community Library \$3218.00  
Nexus Leaders, Inc. \$50.00

The following organizations and individuals have contributed a donation to the Germantown Regional History and Genealogy Center.

Joe Arthur and Rosemary Burns \$18.00  
Tennessee Genealogy Society \$60.00

**DISCUSSION:**

The Germantown Community Library works in partnership with many local organizations to provide top quality services to its patrons. Whenever the Germantown Women's Club has a speaker at one of their meetings, they honor the speaker by donating a book to the library in his or her honor. This is just one of the ways the Germantown Women's Club supports the library. They have recently donated \$150.00 to the library so they can continue the tradition of honoring their speakers in this way. We have an anonymous donor who wished to contribute \$10.00 for materials to add to the collection and The Nexus Leaders, Inc., donated \$50.00 for the same purpose. We also had some donated money that was earmarked for enhancing programs in the library: \$42.00 from the Friends and \$25.00 from Stephen and Melissa Olson. The Friends of the Library also donated \$3,176.00 to pay for 8 chairs that will replace worn out chairs in the library.

The \$78.00 that was donated to the Genealogy Center was designated by the Burns and TGS to purchase books for the Genealogy collection.

**VISION 2030:**

This complies with Key Performance Area City Services and Finance, Objective 5 "City will provide community services that are responsive to customer needs."





# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

DATE: April 25, 2016

FROM: Patrick J. Lawton, City Administrator *PL*

SUBJECT: NORFOLK SOUTHERN RAILWAY (NSR) CORPORATION – POPLAR CULVERT REPLACEMENTS PROJECT

**INTRODUCTION:**

The purpose of this agenda item is to consider approval of an agreement with Norfolk Southern Railway (NSR) Corporation in the amount of \$19,758.00 related to the City's on-going Poplar Culverts Replacement project.

**BACKGROUND:**

In response to several surface roadway failures along Poplar Avenue, the City initiated a program in 2009 to inventory and assess the condition of the stormwater conveyances beneath Poplar Avenue throughout the Germantown City Limits. This inventory and assessment portion of the project, Phase I, determined that there were a total of forty-six (46) culverts, seventeen (17) of which were rated "Priority 1" meaning the culvert was beyond its service life and either had failed or was showing signs of imminent failure and eleven (11) culverts that were rated "Priority 2" meaning the culvert was at the end of its service life but still maintained a cross section that adequately allowed stormwater to pass.

Phase II of the project involved the design and construction of six (6) Priority 1 culverts which was completed in 2013. We are currently in design of Phase III of the project that involves the replacement of ten (10) Priority 1 culverts.

All expenditures related to all phases of this project are 100% reimbursable through the Surface Transportation Program (STP).

**DISCUSSION:**

One (1) of the ten (10) culverts to be replaced in Phase III is located within Norfolk Southern Railway right-of-way. In order to proceed with this project, an agreement with NSR must be executed that allows the City's contractor to enter and perform work within their right-of-way. The agreement is attached to this agenda sheet and has been reviewed by the City Attorney. Staff recommends approval.

Assuming approval of this agreement, we anticipate advertising for construction in the first quarter of FY17.

**FORWARD 2030:**

City Services and Finance – Strategic Objective 2 – The City believes that stewardship of City assets is essential to deliver high quality services to its customers consistently, as well as effectively.



