

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION
MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, DECEMBER 07, 2020 AT 6:00 P.M.**

- I. Call to Order by the City Attorney
- II. Nominations for Mayor and Vice Mayor
- III. Invocation
- IV. Roll Call by City Recorder
- V. Approval of previous meeting minutes
 1. November 16, 2020-Commission Meeting
 2. November 23, 2020-Commission Workshop Meeting
- VI. Comments from Citizens
- VII. Unfinished Business
 1. Second Reading and Public Hearing, Ordinance #1087, to amend Title 12, Chapter 1-8 and Chapter 11 and 12 of the Municipal Code
- VIII. New Business
 1. Approval of the FY '20 Audit
 2. Confirmation of library name change
 3. Clarification of retiree benefits
 4. Employee telecommuting policy approval
- IX. Request for reports from City Administration/Commissioners by the Mayor
- X. Adjournment

**THE MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGEDALE BOARD OF
COMMISSIONERS MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE
ON MONDAY, NOVEMBER 16, 2020 AT 6:00 P.M.**

INVOCATION: Mayor Katie Lamb

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Debbie Baker, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, City Attorney Sam Elliott

KEY MANAGERS: Assistant City Manager & CFO Michelle Toro, Chief of Police Brian Hickman, Director of Public Works Eric Sines, Building & Codes Director Andrew Morkert, Planning & Economic Development Director Kelly Martin, Parks and Recreation Director Traci Bennett-Hobek, Airport & Safety Director Chris Swain, City Recorder Kristi Wheeler, City Engineer Wayon Hines

ABSENT:

GUESTS: Johnnie Hoskins, Sam Shorrosh, Christine Payne

11-16-2020 (1118) COMMISSION WORKSHOP MINUTES– October 26, 2020

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to accept the minutes of the commission workshop meeting on October 26, 2020.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

11-16-2020 (1119) COMMISSION MINUTES– November 02, 2020

It was moved by Commissioner Garver and seconded by Vice Mayor Johnson to accept the minutes of the commission meeting on November 02, 2020.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

Mayor Lamb opened the commission meeting for citizen comments at 6:01pm. Johnnie Hoskins, who resides at 5636 Jonquil Lane, inquired about the city adding lighting to the dog park. The commission decided to add the topic to the next workshop meeting for discussion.

11-16-2020 (1120) FIRST READING, ORDINANCE #1087, AN ORDINANCE TO AMEND TITLE 12, CHAPTER 1-8 AND CHAPTER 11 AND 12 OF THE MUNICIPAL CODE

It was moved by Commissioner Baker and seconded by Commissioner White to approve Ordinance #1087, an ordinance to amend Title 12, Chapter 1 through Chapter 8 and Chapter 11 and 12 of the City of Collegedale Municipal Code Regarding the Building, Plumbing, Gas, Property Maintenance, Mechanical, Fire, Residential, and Commercial Energy Code to adopt new editions pertaining thereto.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

11-16-2020 (1121) FSA ACCOUNT APPROVAL

It was moved by Commissioner White and seconded by Commissioner Garver to approve the city to open a bank account specifically for FSA funds.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	ABSTAIN
MAYOR LAMB	YEA

11-16-2020 (1122) CONTRACT AMENDMENT FOR APISON PIKE SEWER PROJECT

It was moved by Vice Mayor Johnson and seconded by Commissioner White to approve an amendment to the Apison Pike Sewer project contract for the amount of \$126,293 which will be reimbursed by the State of Tennessee.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

11-16-2020 (1123) REPLACEMENT OF POLICE DEPARTMENT VEHICLE

It was moved by Vice Mayor Johnson and seconded by Commissioner White to approve the purchase of a Dodge Durango to replace the Dodge Charger, which was damaged in an accident, for the police department. After the insurance reimbursement, the amount to be paid by the city is approximately \$2,000.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

11-16-2020 (1124) OCTOBER FINANCE REPORT

It was moved by Commissioner Garver and seconded by Commissioner Baker to accept the October finance report as presented by City Manager Ted Rogers.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

11-16-2020 (1125) MOTION TO ADJOURN

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to adjourn the meeting. No roll call was taken.

The meeting was adjourned 6:27pm.

Mayor, Katie Lamb

City Recorder, Kristi Wheeler

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL
BUILDING IN COLLEGEDALE, TENNESSEE, ON MONDAY,
NOVEMBER 23, 2020 BEGINNING AT 4:30 P.M.**

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Debbie Baker, City Manager Ted Rogers, Assistant City Manager & CFO Michelle Toro, Director of Public Works Eric Sines, Building & Codes Director Andrew Morkert, Chief of Police Brian Hickman, Parks & Recreation Director Traci Bennett-Hobek, Communications Strategist Bridgett Raper

ABSENT: Commissioner Phil Garver, Commissioner Ethan White, Director of Airport & Safety Operations Chris Swain, Strategic Planning & Economic Development Director Kelly Martin, City Engineer Wayon Hines, City Recorder Kristi Wheeler

GUESTS:

LIBRARY STRATEGIC PLAN

Library Director Natalie Wright presented to the commission the Collegedale Public Library Strategic Plan for 2021-2025. The Strategic Plan goals are to connect, communicate, enhance and educate. Marketing will be key for future development and growth over the next few years as well as adding senior programs for the community.

DOG PARK LIGHTING

Public Works Director Eric Sines informed the commission that after contacting several local area cities that have dog parks and being informed that they also close at dark, that he and other department managers recommend not to install lighting at the dog park. The commission agreed with the recommendations.

CITY TELECOMMUTING POLICY

City Manager Ted Rogers presented the City of Collegedale Telecommuting Policy to the commission. This policy covers approved temporary working remotely. Telecommuting is not suitable for all employees and/or positions at the City. The policy will be on the agenda for approval at the next commission meeting.

KEY MANAGER/STAFF REPORTS

Parks & Recreation Director Traci Bennett-Hobek informed the commission and staff that the Christmas Tractor Swing event will have games and that they are still trying to recruit more people with tractors to participate.

City Manager Ted Rogers addressed the retiree medical benefits plan and suggested a clarification to the package where retired previous employees can remain on the plan until age 65. This change will be brought before the commission for approval at the next commission meeting.

Director of Public Works Eric Sines informed the commission about an issue on Tucker Road where the road is breaking apart. Vice Mayor Johnson and Mayor Lamb agreed that TDOT should pay to repair the road due to continued use by trucks that are involved in the TDOT Apison Pike project.

Police Chief Brian Hickman informed the commission that the Dodge Durango had been shipped to be outfitted for the police department.

COMMISSIONER REPORTS

Commissioner Debbie Baker requested that a light pole be installed on High street.

Mayor Katie Lamb inquired about small blue signs that have been placed on Apison Pike. Public Works Director Eric Sines said they are for the current force main projects.

Meeting was adjourned at 4:59 PM.

Katie Lamb, Mayor

Kristi Wheeler, City Recorder

ORDINANCE NO. 1087

AN ORDINANCE TO AMEND TITLE 12, CHAPTER 1 THROUGH CHAPTER 8 AND CHAPTER 11 AND 12 OF THE CITY OF COLLEGEDALE MUNICIPAL CODE REGARDING THE BUILDING, PLUMBING, GAS, PROPERTY MAINTENANCE, MECHANICAL, ~~FIRE~~, RESIDENTIAL, AND COMMERCIAL ENERGY CODES ~~TO~~ ADOPT NEW EDITIONS PERTAINING THERETO.

Note: Words in **bold** are to be added or substituted to the ordinance. Words with a ~~strikethrough~~ are to be deleted.

BE IT ORDAINED BY THE CITY OF COLLEGEDALE, TENNESSEE:

Section 1: 12-101. Building Code Adopted is amended by deleting the words ~~International Building Code, 2012 edition as prepared and adopted by the International Code Council, Inc.~~ and substituting the words **International Building Code, 2018 edition with appendices A, C, F, G, I, and J as prepared and adopted by the International Code Council, Inc.**

Section 2: 12-201. Plumbing Code Adopted is amended by deleting the words ~~International Plumbing Code, 2012 edition as prepared and adopted by the International Code Council, Inc.~~ and substituting the words **International Plumbing Code, 2018 edition as prepared and adopted by the International Code Council, Inc.**

Section 4: 12-402. Gas Code Adopted is amended by deleting the words ~~International Fuel Gas Code, 2012 edition as prepared and adopted by the International Code Council, Inc.~~ and substituting the words **International Fuel Gas Code, 2018 edition as prepared and adopted by the International Code Council, Inc.**

Section 5: 12-501. Housing Code Adopted is amended by deleting the words ~~International Property Maintenance Code, 2012 edition as prepared and adopted by the International Code Council, Inc.~~ and substituting the words **International Property Maintenance Code, 2018 edition as prepared and adopted by the International Code Council, Inc.**

Section 8: 12-801. Mechanical Code Adopted is amended by deleting the words ~~International Mechanical Code, 2012 edition as prepared and adopted by the International Code Council, Inc.~~ and substituting the words **International Mechanical Code, 2018 edition as prepared and adopted by the International Code Council, Inc.**

Section 9: Section 7-201 of the Collegedale Municipal Code be amended by deleting the words ~~International Fire Code, 2012 edition with addendums as prepared and adopted by the International Code Council, Inc.~~ and substituting the words **International Fire Code, 2018 edition and Appendices A, B, C, D, E, F, G, H, I, J, K, L, M and N as prepared and adopted by the International Code Council, Inc.**

Section 10: 12-1101. Residential Code Adopted is amended by deleting the words ~~International Residential Code, 2012 edition as prepared and adopted by the International Code Council Inc.~~ and substituting the words **International Residential Code, 2018 edition with Appendices A, B, C, E, H, J and M as prepared and adopted by the International Code Council, Inc;** and amended as follows:

1. Section R101.1 Insert “City of Collegedale Tennessee” in “Name of Jurisdiction”
2. Table R301.2(1) adding the following Snow Load “10#”, Wind Speed “115”, Seismic “C”, Weathering “Severe”, Frost Line Depth, “12”, Termite “Moderate to Heavy”, Winter Design Temperature “20°F”, Ice Barrier Required, “No”, +Flood Hazards, See FIRM, Air Freezing Index, “1500 or Less”, and Mean Annual Temperature “59.4°F”
3. Section R314.6, Power Source, relating to Smoke Alarms, is amended to create Exception 3 that shall read:
Exception 3. Interconnection and hard-wiring of smoke alarms in existing areas shall not be required where alterations or repairs do not result in the removal or interior walls or ceiling finishes exposing the structure.
4. Section R-313 Automatic Fire Sprinkler Systems is deleted in its entirety.
5. R Chapter 11 entitled Energy Efficiency of the 2018 International Residential Code is deleted in its entirety.

Section 11. 12-1201. Energy Conservation Code Adopted is amended by deleting the words ~~International Energy Conservation Code, 2012 edition as prepared and adopted by the International Code Council Inc.~~ and substituting the words **International Energy Conservation Code, 2018 edition as prepared and adopted by the International Code Council Inc.**

Section 12: That this ordinance shall take effect at 12:01 a.m. on January 1, 2021, the public welfare of the City of Collegedale, Tennessee requiring it.

APPROVED AS TO FORM:

City Attorney

Mayor

Passed on First Reading

City Recorder

Passed on Second Reading

City of Collegedale Telecommuting Policy

Purpose

This policy establishes the guidelines for telecommuting (working remotely) for The City of Collegedale and their employees. This policy will be used to select and manage those employees approved to telecommute on a limited basis.

Scope of Telecommuting Policy

This policy covers approved temporary working remotely. Telecommuting is not suitable for all employees and/or positions at the City.

While telecommuting, employees are bound by all applicable City of Collegedale personnel rules and regulations, as well as applicable City and State laws and regulations. Only official duties should be performed while working remotely and employees must refrain from conducting personal business while teleworking.

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor. The supervisor will act as the employee's primary contact. Both the employee and his or her supervisor are expected to work together to keep each other informed of any developments that occur during the workday.

Telecommuting is an arrangement between the City and employee(s) who meet criteria. This allows an employee to work remotely on a temporary basis when offices are closed due to inclement weather, state of emergencies, disasters, etc. Once approved by the City, the employee(s) are required to report to work as usual via remotely.

The ability to work remotely is a privilege, and the City reserves the right to deny, limit, or revoke telecommuting privileges at the City's discretion.

Criteria for Eligibility

The City always strives to provide equal opportunities to all employees when it comes to working situations. Telecommuting is not conducive to every employee or position.

Keeping this in mind, the City Manager, Human Resources and the appropriate supervisor will review all employee requests to telecommute using the following criteria:

- Is the employee a good candidate for telecommuting? Do they possess the following characteristics?
 - Dependable
 - Trustworthy
 - Self-motivated
 - Proven performance
 - Proven need

- Can the duties of the position be successfully fulfilled through telecommuting? Does the position have:
 - Measurable work activities
 - Little need for face-to-face interaction with co-workers and/or the public
 - Duties can be performed alone and away from a worksite
 - Equipment needed is limited and can be easily stored at the off-site location

City of Collegedale Telecommuting Policy

- Are there extenuating circumstances for the request to telecommute? Examples would be:
 - Certain states of emergency (i.e. pandemic or other temporarily unsafe conditions)
 - Reasonable accommodations under the Americans with Disabilities Act (ADA)
 - Other valid personal needs that prevent in-person office attendance may be considered on a case-by-case basis
- Employees not considered eligible:
 - Employees not meeting performance standards
 - Any Position as determined by the City Manager

Off-site Work Areas

The City has a legal responsibility to provide liability and workers' compensation coverage to its employees. The City is responsible only for injuries, illnesses and damages that result directly from official job duties. The City accepts no responsibility for employee personal property.

Off-site Security

- Confidentiality and highly sensitive information may not disclose or share with anyone outside of the City government. Each employee is responsible to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of telecommuting privileges and could result in disciplinary action.
- Employees are not allowed to use off-site work areas, such as, restaurants, coffee shops, etc.
- Secure internet connections are required. All employees who work off-site are obligated to provide secure network connections and should not use unsecured WI-FI and hotspots.
- Data will be stored on the City user drive or server for back up purposes. Data should not be store on 'C' drive of employee laptop.
- Laptops should be secured nightly or anytime leaving the remote site.

Expenses

- The City will provide laptop to the approved telecommuting employees.
- The City may provide a locking laptop secure cable.
- The City will not provide or reimburse Wi-Fi charges to any employee for telecommuting.
- The City will not authorize additional expenses for telecommuting unless for ADA compliance.
- Any request for additional expenses would need to be submitted to supervisor to get approved by management.
- The City will evaluate individual requests as needed.

Equipment

Employees approved for telecommuting will be provided a laptop required to perform their duties. The City may, in limited circumstances, authorize additional equipment in order to work remotely. It must be kept in mind that:

- All equipment purchased by the City remains the property of the City.
- All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by providers approved by the City.
- Software provided by the City is to be used only for its intended purpose and should not be duplicated.
- Any equipment provided by the City for off-site use is intended for legitimate City business only.
- All hardware and software should be secured against unauthorized access.

City of Collegedale Telecommuting Policy

Telecommuting Agreement

The purpose of this Telecommuting Agreement ("Agreement") is to specify work expectations for those times an employee works at a remote workplace. The below outlines the conditions applicable to an arrangement for performing work remote workplace and must be fully reviewed prior to submitting this Agreement to your supervisor.

All normal policies associated with usage remain in place. If you are unable to work, you must request and be approved for leave. If you become sick while teleworking and your illness prevents you from working, you may use PTO/sick leave. If you become sick but wish to work, you may continue to do so while teleworking to the extent you are able.

This Agreement requires you to:

1. Be accessible via telephone, teleconferencing, and/or e-mail.
2. Regularly check voicemail and timely respond to messages and e-mails while teleworking.
3. Maintain the security of confidential or sensitive information and protect department/office records from unauthorized disclosure.
4. Submit time spent teleworking at the end of each week.

Revocation of telework privileges may occur at the sole discretion of the City Manager, and or supervisor if an employee fails to comply with the Telecommuting Policy or this Agreement. Nothing in this Agreement precludes the City from taking any appropriate action, up to and including termination, against an employee for failing to comply with the provisions of the Telecommuting policy and/or this Agreement.

Employee Acknowledgment and Acceptance of Agreement

I acknowledge that I have received, read, and understand the Telecommuting policy of the City of Collegedale. I agree to follow the guidelines of the policy, to protect Collegedale's equipment and information, and to perform the responsibilities of my position, as determined by my supervisor. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Employee Name (please print)

Supervisor Signature

Date