

Monday, August 12, 2019

BOARD OF MAYOR AND ALDERMEN – REGULAR MEETING

6:00 PM

AGENDA

1. Prayer
2. Pledge Of Allegiance
3. Roll Call
4. Approval Of Agenda
5. Approve Minutes Of July 8, 2019

Documents:

[BMA MINUTES 7-8-19.PDF](#)

6. Terrance Fluker - 2020 Census
7. Lizzie Kelly - Millington YMCA
8. Jimmy Rout - Shelby County Historian
9. Public Comments
10. Public Hearing – Ordinance 2019-17 Amending Title 7, Fire Protection And Fireworks, Of The Millington Municipal Code
11. Consideration Of Ordinance 2019-17 Amending Title 7, Fire Protection And Fireworks, Of The Millington Municipal Code – Final Reading

Documents:

[ORDINANCE 2019-7 AMEND TITLE 7 OF CITY FIRE CODE.PDF](#)

12. Consideration Of Resolution 44-2019 Approving Award Of Bid 2020-2 For Chemicals

Documents:

[RESOLUTION 44-2019 APPROVING AWARD OF BID FOR CHEMICALS.PDF](#)

13. Consideration Of Resolution 45-2019 Approving Environmental Consultant To Assist In Municipal Separate Storm Sewer System (MS4) Permit Compliance

Documents:

[RESOLUTION 45-2019 CONSULTANT FORMS4 PERMIT COMPLIANCE.PDF](#)

14. Consideration Of Resolution 46-2019 Amending The City Of Millington Compensation Policy

Documents:

[RESOLUTION 46-2019 AMENDING COMPENSATION POLICY.PDF](#)
[RESOLUTION 46-2019 EXHIBIT A COMPENSATION POLICY.PDF](#)

15. Consideration Of Resolution 47-2019 Dismissing Uncollectable Taxes And Authorizing Removal Of Parcels From Tax Rolls

Documents:

[RESOLUTION 47-2019 - DISMISS UNCOLLECTABLE TAXES.PDF](#)
[RESOLUTION 47-2019 EXHIBITS A, B C.PDF](#)

16. Consideration Of Resolution 48-2019 Appointing Members To The Millington Airport Authority

Documents:

[RESOLUTION 48-2019 AIRPORT AUTHORITY BOARD APOINTMENTS.PDF](#)

17. Board Reports

18. Adjourn

ADA NOTICE

The City seeks to meet the needs of all individuals with disabilities. Should you need an accommodation to attend, speak or hear at this meeting, please call City Hall at 901.873.5701 at least eight (8) working hours in advance of the meeting.

CITY OF MILLINGTON BOARD OF MAYOR AND ALDERMEN
MINUTES OF REGULAR MEETING
July 8, 2019

Call to Order, Prayer, and Pledge of Allegiance

The Board of Mayor and Aldermen of the City of Millington, TN met in regular session at Millington City Hall Chambers on Monday, July 8, 2019. The meeting was called to order at 6:00 pm and Mr. McGhee led everyone in prayer, followed by the Pledge of Allegiance.

Roll Call and Quorum Determination

The following Board members were present:

Mayor Terry Jones
Bethany Huffman
Al Bell
Jon Crisp
Larry Dagen
Thomas McGhee
Don Lowry
Mike Caruthers

A quorum being present, the following proceedings were held:

4. Approval of Agenda

Approve Agenda

Motion: Lowry
Second: Caruthers
Vote: unanimous consent to approve

5. Approve Minutes of June 10, 2019

Approve Minutes

Motion: Bell
Second: Crisp
Vote: unanimous consent to approve

6. Terrance Fluker - 2020 Census

Because of a miscommunication, Mr. Fluker missed the meeting. He will attend the August meeting.

7. James Wilkinson - Meeman-Shelby Forest State Park

Mr. Wilkinson gave an update on what is happening out at the park. 75 years ago, the National Forest Service turned the park over to the State of Tennessee. Visitation has increased over the past year, with people coming from all over the world. The park has a bluegrass fest, spring fest, and fall fest, a Fun Run in the Forest, and just finished up with Junior Ranger camps.

8. Public Comments

Close Public Comments

Motion: McGhee
Second: Lowry
Vote: unanimous consent to close

9. Consideration of Ordinance 2019-17 Amending Title 7, Fire Protection and Fireworks, of the Millington Municipal Code - First Reading

This adjusts the code to be compatible with other sections of codes and to add the where Millington allows the sale of fireworks.

Approve Ordinance 2019-14

Motion: Lowry
Second: McGhee
Vote: unanimous vote to approve on first reading

10. Consideration of Resolution 37-2019 Authorizing Service Agreement with University of Memphis for Maintaining Wellhead Protection Plan

Approve Resolution 37-2019

Motion: Caruthers
Second: Lowry
Vote: unanimous consent to approve

11. Consideration of Resolution 38-2019 Rescinding Resolution 26-2019 Approving Lease Agreement for USA Stadium

Approve Resolution 38-2019

Motion: McGhee
Second: Dagen
Vote: unanimous consent to approve

12. Consideration of Resolution 39-2019 Approving Sale of USA Stadium Complex
The City received two bids, with the best bid from Mr. Kevin Kennedy, who plans to market the facility for competitive baseball and softball tournaments for ages 7-12.
Approve Resolution 39-2019
Motion: Huffman
Second: McGhee
Vote: unanimous vote to approve
13. Consideration of Resolution 40-2019 Approving Award of Bid 2019-5 Millington South Sports Complex
Approve Resolution 40-2019
Motion: Huffman
Second: Lowry
Vote: unanimous consent to approve
14. Consideration of Resolution 41-2019 Approving Non-Residential Subdivision Agreement for Lots 1 and 2 of McCaughan Subdivision
A convenience/gas station will be built on Lot 1 which is at the SE corner of Veterans Parkway and Navy Road.
Approve Resolution 41-2019
Motion: McGhee
Second: Lowry
Vote: unanimous consent to approve
15. Consideration of Resolution 42-2019 Ratifying Action of City Manager in Hiring Napoli Shkolnik PLLC as Special Counsel for Opioid Claims
Approve Resolution 42-2019
Motion: McGhee
Second: Caruthers
Vote: unanimous consent to approve
16. Consideration of Resolution 43-2019 Authorizing Hiring Napoli Shkolnik PLLC as Special Counsel for Groundwater Supply Contamination
Approve Resolution 43-2019
Motion: Bell
Second: Lowry
Vote: unanimous consent to approve
35. Board Reports
Ms. Huffman thanked everyone involved in the Flag City Celebration. A great time was had by all. Mr. Caruthers asked if we had any feedback on the sale of fireworks.

Adjourn

There being no further business, the meeting was adjourned at 6:30 pm.

These minutes are approved as of the 12th day of August, 2019.

Terry Jones, Mayor

Karen Findley, City Clerk

ORDINANCE 2019-17

ORDINANCE AMENDING TITLE 7, FIRE PROTECTION AND FIREWORKS, OF
THE MILLINGTON MUNICIPAL CODE

WHEREAS, The Board of Mayor and Aldermen have previously determined that it is in the best interest of the citizens of Millington to have our building codes uniform with those of Shelby County and have inspections conducted by the Memphis and Shelby County Office of Construction Code Enforcement; and

WHEREAS, It has been determined that it would also be in the best interest of the citizens of Millington to have our fire codes uniform with those of Shelby County; and

WHEREAS, It is necessary to amend the Millington Municipal Code to accomplish this change.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Millington, Tennessee, that Chapter 3 of Title 7 of the Millington Municipal Code is are repealed in their entirety.

BE IT FURTHER ORDAINED, that a new Chapter 3 titled Fire Codes is adopted to read:

CHAPTER 3

FIRE CODES

SECTION

7-301. Shelby County Fire Codes effective within City.

7-302. Fire lanes.

7-303. Key Lock Boxes.

7-304. Violations and penalties.

7-301. Shelby County Fire Codes effective within City. The fire code, including the NFPA Life Safety Code, in effect in Shelby County shall also be effective within the corporate limits and shall be enforced by Shelby County and/or City of Millington personnel.

7-302. Fire lanes. (1) All premises within the city which fire services may be called upon to protect in case of fire and which are not readily accessible from public roads shall be provided with suitable gates, access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. Fire lanes shall be provided for all buildings which are set back more than one hundred fifty feet (150') from a public road or exceed thirty feet (30') in height and are set back over fifty feet (50') from a public road. Fire lanes shall be at least twenty feet (20') in width with the road edge closest to the building at least ten feet (10') from the building. Any dead-end road more than three hundred feet (300') long shall be provided with a turn-around at the closed end at least eighty feet (80') in diameter.

(2) The designation and maintenance of fire lanes on private property shall be accomplished as specified by the fire chief. It shall be the responsibility of the property owner or owners to properly mark fire lanes(s) as specified by the fire chief including signs and curb and parking lot striping.

(3) A written document, agreeable to the fire chief and for the benefit of the city, may be required for emergency access over all fire lanes.

(4) It shall be unlawful for any person to park or cause to be parked a motor vehicle on, or otherwise, obstruct, in any manner, any marked fire lane in the city. No vehicle shall be left unattended at any time in any marked fire lane within the city.

(5) Loading and unloading on or across any marked fire lane shall be

limited to only the time necessary for said purpose and the operator of such vehicle shall always be within reasonable distance of said vehicle for the purpose of removing said vehicle which is preventing complete access to the fire lane by fire services.

(6) Whenever any motor vehicle without a driver is found parked or stopped in any marked fire lane in the city in violation of this section, the officer finding such vehicle may affix to such vehicle a citation for the driver and/or owner to answer for such violation in accordance with § 15-701 et seq., of this municipal code, and any person, firm or corporation violating any of the parking restrictions imposed by this section shall be subject to all of the provisions of said § 15-703, shall be guilty of a misdemeanor, and shall be fined as provided in said § 15-705.

(7) Whenever any motor vehicle is found parked or stopped in any marked fire lane in the city, or obstructing the same, the officer finding such vehicle may cause the same to be removed by towing or otherwise and the owner of such vehicle shall be liable for the cost of such removal.

(8) Any person, firm or corporation who shall violate or fail to comply with any of the provisions of this section shall be guilty of a misdemeanor and upon conviction of any such violation other than as provided in subsection (6) hereof shall be fined under the general penalty clause for this municipal code.

7-303. Key lock boxes. All facilities which provide proprietary services, such as, but not limited to, hotels, motels, hazardous, factory/industrial, etc, as well as buildings or parts of buildings served by an internal automatic fire detection or suppression system, having a connection to a central monitoring station facility, shall have a fire key lock box approved prior to installation by fire services. The lock box installed shall:

(1) Be installed after applying for and receiving a permit from fire services.

(2) Be located at or near the recognized public entrance, at a location approved by the fire chief or his designee.

(3) Be located at a height of not less than six feet (6') and not more than twelve feet (12') above final grade.

(4) Be located where no steps, displays, signs, or other fixtures or structure protrusions shall be located under the key lock box which would allow intruders to access the box without assistance

(5) Contain clearly marked keys to the locks within the building as identified during the plans review and permit process.

7-304. Violations and penalties. Any person, firm, corporation, tenant, occupant or agent who shall violate a provision of the fire code or fail to comply therewith or with any of the requirements thereof or cause such action to be taken in violation of the provisions of this code adopted by reference or locally adopted as modified shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation is committed or continued. Upon being found guilty of such violation, such person shall be punished according to the general penalty clause of the city or through injunctive remedies in state or federal court as appropriate. In the event court action is taken, the city shall be entitled to recover from any person adjudicated to have violated this chapter the city's reasonable attorney fees and litigation costs incurred in bringing the action(s) to enforce the provisions of this chapter. Further, a permit issued to a violator may be revoked

BE IT FURTHER ORDAINED, that all previous ordinances or portions thereof that are in conflict with this Ordinance are hereby repealed.

BE IF FURTHER ORDAINED, that this Ordinance shall take effect on the first day of the month following its passage, the public welfare requiring it.

Public Hearing: August 12, 2019
First Reading: July 8, 2019
Second Reading: August 12, 2019

Terry Jones, Mayor

Karen Findley, City Clerk

RESOLUTION 44-2019

RESOLUTION APPROVING AWARD OF BID 2020-2 FOR CHEMICALS

WHEREAS, Bid # 2020-2 for Chemicals was issued, advertised in the paper and due on August 7, 2019 at 10:00 AM; and

WHEREAS, Bid specifications did not include a guaranteed quantity order amount for each type of chemical but included an expected volume to be ordered for each chemical; and

WHEREAS, Bids were received from one company and one (1) additional company responded with no bid; and

WHEREAS, The bid was evaluated based on actual quantity of purchases for each chemical in the prior twelve (12) months, which have been approximately the same for several years, and the dollar amounts of the bid from Brenntag Mid-South Inc was \$ 27,935.81, which is a 3.1% increase in cost over the prior year.

WHEREAS, The Public Works Department, covering both the Water and Wastewater Funds requests approval of the lowest and best bidder covering all items, Brenntag Midsouth with the actual purchase quantities and amount to be determined based on actual needs during the year and subject to funds available in the budget at that time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Millington, Tennessee, that Bid # 2020-2 for Chemicals is awarded to the lowest and best bidder, Brenntag Midsouth.

BE IT FURTHER RESOLVED, That the Public Works Department may issue purchase orders/contract at the prices contained in this bid subject to available funds in their budget account at the time of the orders.

This Resolution is adopted as of the 12th of August 2019.

Terry G. Jones, Mayor

Karen Findley, City Clerk

RESOLUTION 45-2019

RESOLUTION APPROVING ENVIRONMENTAL CONSULTANT TO ASSIST IN MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT COMPLIANCE

WHEREAS, The City of Millington has a Municipal Separate Storm Sewer System (MS4) permit from the State to comply with federal and state environmental regulations; and

WHEREAS, As a part of the requirements of that permit, the City is responsible for both analytical and non-analytical monitoring of all sources and flows of storm waters within the city; and

WHEREAS, The city does not have a staff person qualified to conduct all required reviews and it has been determined that a consultant could best handle the functions; and

WHEREAS, A Request for Proposals # 2020-1 was advertised in the paper and due on August 7, 2019 at 10:00 AM; and

WHEREAS, Tioga Environmental Consultants submitted the only timely proposal; and

WHEREAS, After reviewing the Proposal submitted by Tioga Environmental Consultants, the Consultant Selection Review Committee recommends that the City employ Tioga Environmental Consultants as the environmental consultant for this project; and

WHEREAS, The City desires to enter into a contract with Tioga Environmental Consultants for their services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Millington, Tennessee, that the recommendation of the Consultant Selection Committee is approved with the City of Millington selecting Tioga Environmental Consultants to serve as the City's environmental consultant for the compliance with the conditions of the MS4 Permit and that said contract be funded from Stormwater Fees.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to sign a contract and any related documents with Tioga Environmental Consultants, upon approval by the City Attorney.

This Resolution is adopted as of the 12th day of August, 2019.

Terry G. Jones, Mayor

Karen Findley, City Clerk

RESOLUTION 46-2019

RESOLUTION AMENDING THE CITY OF MILLINGTON COMPENSATION POLICY

WHEREAS, The Board of Mayor and Aldermen of the City of Millington recognize that the City has many dedicated employees who work hard each day to deliver the best services possible to our citizens and that without these dedicated individuals the City would incur higher costs to deliver the same services; and

WHEREAS, The Board of Mayor and Aldermen adopted a revised Compensation Policy at its regular May 2019 meeting; and

WHEREAS, Issues raised during training of employees on the new policy identified that the issue of our of rank work should be administered in a different manner and this resolution revises that provision in the policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN, That the city's Compensation Policy, which is attached hereto and incorporated herein as Exhibit A, is hereby adopted and that the City Manager shall assign all salaries and/or hourly rates in accordance with this policy.

BE IT FURTHER RESOLVED, That the exists as a fair and equitable system for administering pay for City of Millington employees and to provide clear and concise procedures that are applied and utilized uniformly.

BE IT FURTHER RESOLVED, That the Compensation Policy is a guide on pay matters. All employee compensation related adjustments and fringe benefits must comply with each fiscal year's budget adopted by the Board of Mayor and Aldermen and/or this policy. The City Manager is authorized to make any necessary administrative interpretation concerning the Compensation Plan, not inconsistent with any existing personnel law. This Resolution and Compensation Policy supersedes previous salary policies, personnel systems, plans or guidelines and will remain in effect until a subsequent plan is approved by the Board of Mayor and Aldermen.

BE IT FURTHER RESOLVED, That the compensation for Elected Officials beginning their term of office on or after January 1, 2017 shall be \$500.00 per month for Alderman, \$1,450.00 per month for the Mayor, and \$3,000.00 per month for the City Judge.

This Resolution is adopted this 12th day of August, 2019.

Terry G. Jones, Mayor

Karen Findley, City Clerk

CITY OF MILLINGTON COMPENSATION POLICY

SECTION I: GENERAL PAY POLICY

The purpose of these guidelines, which are established by Resolution adopted by the Board of Mayor and Aldermen, is to establish procedures for determining rates of pay for new hires, promotions, demotions, reclassifications, job proficiency, and other situations in the Personnel System.

Each full-time employee shall be placed in a job classification with assigned pay range. Part-time employees shall be assigned pay according to the level of job they perform using these same pay ranges. Pay rates of individual employees will be set within those ranges as approved by the City Manager within budget resources. No employee shall be compensated at less than the minimum for their job classification and shall not be given any salary adjustment that causes their compensation to exceed the maximum for their job classification. Any approved changes should be promptly communicated to the employee impacted by the change.

The City compensates employees for all time worked and will not ask employees to work without compensation. References in this Policy to Salary are to annualized base pay for each employee based on their job classification and are not to be interpreted to be contrary to any provisions of the FLSA.

SECTION II: PROVISIONS OF THE PAY PLAN

A. Hire Rate for New Employees:

1. Pay Grades 1 through 8 and Fire and Police - A new employee to a position shall normally be hired into a position at the minimum of the hourly range in which the job is assigned. A Department Director desiring to hire an applicant at a salary above the minimum must submit written documentation to the City Manager for approval. Exceptions will be made only in exceptional cases.
2. Pay Grade 9 and 10 – Department Directors are selected based on their unique education and experience that may benefit the City. The Board of Mayor and Aldermen shall approve the hiring by resolution. The City Manager shall determine a salary.
3. Pay Grade 11 – The Board of Mayor and Aldermen shall approve the hiring and salary by resolution for a new City Manager.

B. Change of Status:

1. Promotion based on posted position: Employees who promote to a higher pay grade and who have completed the original new job orientation period will receive a 5% increase or will be placed at the minimum salary range of the new grade, whichever is higher. Employees promoted cannot receive an increase resulting in higher pay than those already in the classification nor shall they be caused to receive less than their base pay in the previous classification.
2. Out of Rank Work: Whenever an employee assumes responsibility and duties of a position for an entire shift in a higher salary grade, he/she will receive 5% out of rank pay for that shift. Provided however, that the out of rank pay shall not cause an employee to receive higher pay than any employee in the higher classification. Employees serving in such duty are also receiving valuable experience to improve their resume for promotion.
3. Position Responsibilities Change: Position responsibilities may change when management has an existing employee who is able and willing to perform significantly different or additional duties and their old duties can be included with their new duties or are no longer necessary. When an employee's duties are significantly increased or their classification changes as a result of a job audit being performed by Personnel and approved by the City Manager, the following will apply:
 - a. Employees whose positions are reclassified to a higher pay grade shall be placed at the entry salary of the new pay grade, if it is higher.
 - b. An employee whose position is reclassified and whose salary is already above the minimum salary of the reclassified position grade will not automatically receive a pay adjustment. The Department Director may recommend to the City Manager a proposed pay rate increase or decrease for the reclassified position.
 - c. An employee may receive a salary adjustment as determined by the City Manager due to a change in responsibilities or job duties within the approved pay range for the same pay grade.
4. Involuntary Demotion: An involuntary demotion is a decision of management and normally requires a reduction in both pay and salary grade. An employee may be involuntarily demoted as a result of disciplinary action, job reclassification or for other reasons, including budget limitations. A reduction in pay and salary grade shall be imposed such that the compensation of the employee being demoted does not exceed the maximum compensation rate for the lower position and is comparable to other employees in the lower pay grade. Such pay reductions must be approved by the City Manager.
5. Effective Date of Salary Changes: The effective dates of all salary changes (increases or decreases) should coincide with the beginning of a payroll

period unless there are compelling reasons not to do so.

C. Pay Increases:

The city pays for performance and does not offer general increases.

1. Pay for Performance Increase: The amount available for pay for performance increases will be determined as a part of the annual budget process.
2. General Eligibility: All full time employees are covered unless excluded by other provisions of this policy.
3. Excluded from Eligibility: Employees are not eligible for the pay for performance increase if one or more of the following conditions apply:
 - a. Elected officials – salary established prior to their election
 - b. Employees who have ceased active work but are still on the payroll in order to cover final payments to them
 - c. Increase will cause employee to exceed maximum pay rate for his or her classification
 - d. Employee receives a Performance Evaluation reflecting that their performance needs improvement to continue employment.
4. Effective Date of Pay for Performance Increase: The performance increase for firefighter, POST certified officer and dispatcher/jailer positions shall be effective at the beginning of the pay period that begins closest to December 25 and for all other employees shall be effective at the beginning of the pay period that begins in July.
5. Red-Lined Compensation: Red lined compensation is when an employee is frozen at their current pay rate. This condition occurs because the current pay rate meets or exceeds the salary range maximum for their correct classification. An employee's pay rate will not change until the maximum rate for their classification changes or the employee moves to a higher classification.

- D. Responsibility: The Personnel Office, under the direction of the City Manager, shall review and monitor all compensation policies in order to ensure compliance with all legal and regulatory requirements, and, insofar as feasible, ensure the City's ability to attract and keep quality employees through competitive wages.

Department Directors should implement these policies by communicating them to employees, placing high priority on training, development and performance appraisal of employees, and through even-handed administration of all approved procedures. Department Directors may communicate with the Personnel Office concerning any problems relating to administration of the compensation plan. Department Directors shall provide the Personnel Office any reports or other documents needed for administrative action or record

keeping. It is the responsibility of each Department Director to maintain an up-to-date copy of this salary policy and related information for employee access, if requested.

The Personnel Office shall maintain copies of these policies along with records of the current compensation plan and pay ranges, individual salary data, etc.

SECTION III: COMPENSATION PHILOSOPHY AND POLICIES FOR IMPLEMENTATION

A. Compensation Philosophy:

The City utilizes a market-based pay plan which is in accordance with local market compensation practices. Pay-for-performance increases may be given based on an employee's performance rating and may not be given without being funded in the budget. Increases such as performance and promotion are solely based on an employee's past and present job performance.

Employees will be informed of amount and effective dates of salary increases only after the approval by the City Manager.

B. Policies:

1. Part time and seasonal employees shall be paid for all hours worked and may not accrue any compensatory time. Such employees shall not be allowed to work any hours that will result in expenditures for compensation and fringe benefits in excess of the approved budget.
2. Overtime shall only be worked if it is essential to the public interest or to preserve public health and safety. Overtime work on any job shall be allocated as evenly as possible among all employees within the classification qualified to do the work. Overtime must be approved in advance by the Department Director, except in emergency conditions.

Employees, who are not exempt from the Fair Labor Standards Act (FLSA) and who are required to work overtime (generally Grades 6 and below), shall be compensated in accordance with the provisions of the FLSA by timely payment for overtime hours at one and one-half times the straight time pay rate.

Compensatory time may only be given in lieu of payment for extra time worked if approved by the City Manager and reported with time to the Personnel Office. All compensatory time earned must be taken in the same fiscal year it is earned. Compensatory time may only be given if the employee can take the time off at a future date and another employee will not be required to work extra to cover the first employee's function.

- a) Employees, whose work week routinely consists of forty (40) hours or less within a given seven (7) day period, and who are determined to be non-exempt from the overtime regulations in accordance with Title 29, Part 541 of the Code of Federal Regulations (better known as FLSA), will be compensated for hours actually worked on the job in excess of forty (40) hours as overtime. The work week begins at midnight on Friday night and ends at midnight the following Friday night.
 - b) Personnel in the Fire Department, who work special shifts involving continuous 24 hour days, are covered by special FLSA provisions related to overtime calculations. For hours worked in excess of 106 actual hours in a fourteen (14) day work cycle, these employees are to be compensated as overtime in accordance with Title 29, Part 541, Section 7(k), of the Code of Federal Regulations (better known as FLSA). These employees have a 24 hour work cycle beginning at 7 AM. The shift that begins at 7 AM on the first Saturday of a pay cycle begins the cycle and the shift that begins at 7 AM on the last Friday of a pay cycle ends the cycle.
 - c) Sworn personnel and dispatcher/jailers in the Police Department are covered by special FLSA provisions related to overtime calculations and are compensated as overtime for hours worked in excess of 86 actual hours in a fourteen (14) day work cycle. These employees have a work week beginning at the start of their first shift after midnight Friday night.
3. Exempt employees are generally considered to be compensated on a "whole job" basis in accordance with Title 29, Part 541 of the Code of Federal Regulations (better known as FLSA) and overtime compensation is not considered due. The City Manager may authorize a special payment to an exempt employee who is required to work an excessive number of hours, when compared to normal business conditions, in the event a natural disaster, civic disturbance or other emergency. Exempt personnel are not required to complete weekly time sheets, and are not charged for vacation or sick leave if absences are less than one working day. Approval for the absence must be granted by the City Manager for Department Directors, and by Department Directors for all other personnel. This time may not be used in conjunction with sick and vacation leave on the same day. Exempt personnel must have approval for their absences from their Department Director or to the City Manager, as appropriate, and must report being absent for one or more working days when they submit reports for the biweekly payroll.

SECTION IV: PAY PLAN

This policy revision implements a revised plan (EXHIBIT A) of pay grades with a minimum, midpoint and maximum for each grade. Each new employee shall be paid

at least the minimum rate for their grade. Employees, who are presently making less than the minimum rate for their grade upon adoption of this policy, shall receive an increase to at least the minimum at the same time as is established for a performance pay increase in Section II, part C. 4.

Future performance increases for all employees shall be determined by the City Manager as a part of the annual budget process.

In order to be eligible for an annual performance pay increase, the following applies for Police and Fire positions:

- (a) Police officers must be POST certified and approved for solo patrol,
- (b) Firefighters with less 24 months of employment must have basic EMT and Firefighter I certifications, and
- (c) After 23 months of employment, firefighters must have advanced EMT and Firefighter I certifications as a minimum.

Individuals in police officer and firefighter positions may receive annual performance pay increases that result in reaching the midpoint of their grade by the December following four full years of employment in that position.

**City of Millington
Job Classifications and Pay Grades**

EXHIBIT A

Grade	Position Title	Annualized			Hourly		
		Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum
1	Part time workers				7.2500	and up	
2	Clerical Specialist Crew Worker Custodian Office Assistant Property Room Clerk	24,960.00	30,576.00	36,192.00	12.0000	14.7000	17.4000
3	Accounting Technician Administrative Secretary Assistant Court Clerk Dispatcher/Jailer Facilities Coordinator Permit Technician Personnel Assistant Program Coordinator Recreation Leader Utility Worker	28,704.00	35,162.40	41,620.80	13.8000	16.9050	20.0100
4	Administrative Assistant Billing Coordinator Maintenance Assistant Recreational Sports Coordinator	33,009.60	40,436.86	47,863.92	15.8700	19.4408	23.0115
5	Athletic Turf Supervisor Court Clerk Crew Leader Equipment Operator Executive Secretary HR Analyst Lead Dispatcher/Jailer Office Coordinator Payroll Coordinator Vehicle/Equipment Mechanic	37,961.04	46,502.35	55,043.46	18.2505	22.3569	26.4632
TPT	Water TP Operator Trainee	37,546.91			18.0514	22.1129	
6	Accounting Coordinator Chief Maintenance Mechanic Codes Enforcement Officer GIS Technician Heavy Equipment Operator Maintenance Coordinator Plant Operator (Water or WasteWater) Shop Supervisor Supervisor USA Complex Coordinator	43,655.20	53,477.63	63,300.02	20.9881	25.7104	30.4327

**City of Millington
Job Classifications and Pay Grades**

EXHIBIT A

Grade	Position Title	Annualized			Hourly		
		Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum
7	Fire Inspector City Clerk Parks & Rec Manager Lead Plant Operator (Water or WasteWater) Manager	50,203.48	61,499.36	72,795.01	24.1363	29.5670	34.9976
8	Fire Marshall Superintendent - Water and WasteWater Water & Wastewater Plants Manager	57,734.00	70,724.16	83,714.38	27.7567	34.0020	40.2473
9	Parks and Recreation Director Fire Chief Police Chief Public Works Director	66,394.10	81,332.78	96,271.34			
10	City Engineer Finance Director IS Director Public Safety Director (Fire and safety)	76,353.21	93,532.61	110,712.16			
11	City Manager	87,806.19	107,562.62	127,318.88			
FT	Fire Trainee	33,072.00			12.0000		
FF	Firefighters				13.3424	16.3444	19.3465
FD	Fire Driver				15.3438	18.7962	22.2485
FL	Fire Lieutenant				17.6454	21.6156	25.5858
BC	Battallion Chief				20.2922	24.8579	29.4237
PT	Police Trainee	34,112.00			16.4000		
PO	Police Officers	39,000.00	47,775.10	56,550.00	18.7500	22.9688	27.1875
PS	Police Sergeant	44,850.00	54,941.33	65,032.45	21.5625	26.4141	31.2656
PL	Police Lieutenant	51,577.55	63,182.50	74,787.44	24.7969	30.3762	35.9555
PI	Police Inspector	59,314.11	72,659.78	86,005.46	28.5164	34.9326	41.3488

RESOLUTION 47-2019

RESOLUTION DISMISSING UNCOLLECTIBLE TAXES AND AUTHORIZING
REMOVAL OF PARCELS FROM TAX ROLLS

WHEREAS, the Shelby County Trustee has determined that the 12 parcels listed on Exhibit A with tax totaling \$313.55 are “Out of Business” and should be dismissed as uncollectable. Additionally, all interest, penalties, and associated costs should be dismissed with the tax; and

WHEREAS, the Shelby County Trustee has determined that the 4 parcels listed on Exhibit B with tax totaling \$142.92 are “Statute of Limitations” and should be dismissed as uncollectable. Additionally, all interest, penalties, and associated costs should be dismissed with the tax; and

WHEREAS, the Shelby County Trustee has determined that the 10 parcels listed on Exhibit C with tax totaling \$236.18 are “County Owned” and should be dismissed as uncollectable. Additionally, all interest, penalties, and associated costs should be dismissed with the tax.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Millington, Tennessee, that the personal property taxes for the parcels shown on Exhibit A, Exhibit B, and Exhibit C to this Resolution, and all interest, penalties and cost related thereto are dismissed as to each of the taxpayers listed on Exhibit A, Exhibit B, and Exhibit C.

BE IT FURTHER RESOLVED, that the Mayor be authorized to perform such acts and give such notice to the County Assessor, County Trustee or other tax collector necessary to dismiss the taxes set out on Exhibit A, Exhibit B, and Exhibit C, together with all interest, penalties and costs related thereto, and to remove the tax parcels listed on Exhibit A, Exhibit B, and Exhibit C from the tax rolls.

This Resolution is adopted this 12th day of August, 2019.

Terry G. Jones, Mayor

Karen Findley, City Clerk

Exhibit A

UNCOLLECTABLE TAXES FOR MILLINGTON

TRD	Exh #	Parcel ID	Year	Owner	Parcel Address	Res. #	Reason	Tax
		21100800000000	2012	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$9.22
		21100800000000	2013	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$13.77
		21100800000000	2014	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$14.69
		21100800000000	2015	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$15.61
		21100800000000	2016	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$16.52
		21100800000000	2017	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$17.44
		21100800000000	2018	BIO-GONE SERVICES LLC	0 MILLINGTON	295	Out of Business	\$18.36
5015-1	3804	20789200000000	2010	J.C.H. INDUSTRIAL SERVICES, LLC	4359 OAK SPRINGS DR	295	Out of Business	\$58.67
		20789200000000	2011	J.C.H. INDUSTRIAL SERVICES, LLC	4359 OAK SPRINGS DR	295	Out of Business	\$25.46
		20789200000000	2012	J.C.H. INDUSTRIAL SERVICES, LLC	4359 OAK SPRINGS DR	295	Out of Business	\$30.63
		20789200000000	2013	J.C.H. INDUSTRIAL SERVICES, LLC	4359 OAK SPRINGS DR	295	Out of Business	\$45.44
		20789200000000	2014	J.C.H. INDUSTRIAL SERVICES, LLC	4359 OAK SPRINGS DR	295	Out of Business	\$47.74
Total Parcels			12	Total Tax:		\$313.55		

Exhibit B

UNCOLLECTABLE TAXES FOR MILLINGTON

TRD	Exh #	Parcel ID	Year	Owner	Parcel Address	Res. #	Reason	Tax
5012-9	3058	17019400000000	2007	COOLING TECHNOLOGIES	8010 HORNET AVE	296	Statute of Limitations	\$120.66
5012-9	5186	18634500000000	2007	LYNN'S A/C & HEAT	7894 HARROLD ST	296	Statute of Limitations	\$3.69
5012-9	322	11889000000000	2007	MILLINGTON LAUNDRY CLEANERS	5135 EASLEY	296	Statute of Limitations	\$10.08
5012-9	4078	18124200000000	2007	PLEASURE TREASURE	5128 NAVY RD STE 201	296	Statute of Limitations	\$8.49
Total Parcels			4	Total Tax:				\$142.92

Exhibit C

UNCOLLECTABLE TAXES FOR MILLINGTON

TRD	Exh #	Parcel ID	Year	Owner	Parcel Address		Res. #	Reason	Tax
9488-3	23640	M0115000000790	2009	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$20.60
9490-2	25755	M0115000000790	2010	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$20.60
9492-1	26103	M0115000000790	2011	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$20.60
2015-2	25040	M0115000000790	2012	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$20.60
2015-2	25041	M0115000000790	2013	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$25.63
2016-3	21882	M0115000000790	2014	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$25.63
2017-1	21035	M0115000000790	2015	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$25.63
2018-2	21536	M0115000000790	2016	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$25.63
		M0115000000790	2017	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$25.63
		M0115000000790	2018	THORNBURG BARBARA J	0	NORTH	111	County Owned	\$25.63
Total Parcels			10	Total Tax:		\$236.18			

RESOLUTION 48-2019

RESOLUTION APPOINTING MEMBERS TO THE MILLINGTON AIRPORT
AUTHORITY

WHEREAS, the Board of Mayor and Aldermen of the City of Millington has established the Millington Airport Authority; and

WHEREAS, several members terms have expired and the Mayor wishes to reappoint them as well as appointing new members.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen, that the Mayor's appointments to the Millington Airport Authority are approved, and that they shall serve until the later of the end of their term or their successor is appointed:

Doug Scott, term ending July 31, 2021 (renewing)
Jim Brown, term ending July 31, 2020 (renewing)
Cliff Green, term ending July 31, 2024 (renewing)
John Perales, term ending, July 31, 2023 (renewing)
Bill Norvell, term ending, July 31, 2024 (renewing)
Jason Dupree, term ending July 31, 2022 (renewing)
Marlon Evans, term ending July 31, 2023 (replacing Brett Morgan)
Eddie Thomas, term ending July 31, 2024 (replacing Faustino De Los Santos)

This Resolution is adopted this 12th day of August, 2019.

Terry G. Jones, Mayor

Karen Findley, City Clerk