THE UNIVERSITY of TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE

Municipal E-News

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City Spotlight: Dresden

Dresden Post Office

Dresden, the county seat of Weakley County, is located in the northwest corner of the state. Dresden is the home of Tennessee's 46th governor, Ned Ray McWherter. Dresden has a cooperative municipal government and citizenry, maintains a sound business climate which is receptive to business, believes in and encourages the free enterprise system, has a realistic tax structure and encourages good labor management relations.

Date of Incorporation:
1827

Population:
3,005

County:
Weakley

Grand Division:
West Tennessee

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Parliamentary Procedure:

Minute Acceptance

Margaret Norris, Municipal Management Consultant

Margaret Norris

In the last edition of the Municipal E-News, I talked about what is required to be kept in the minutes according to state statutes and *Robert's Rules of Order Newly Revised*. This month is a continuation on the topic with the focus on acceptance of the minutes.

A motion is not required to approve the minutes but many cities do this anyway. Similarly, minutes do not actually need to be read aloud at the meeting if they are sent to elected officials in advance of the meeting; yet, some cities and towns choose the formality. If you are looking for ways to streamline your council or board meetings, then this is one option to explore.

According to *Robert's* (§ 41 pp. 354-355), this is how the mayor could handle minute approval in the meeting:

> "The Recorder will read the minutes." OR "The minutes have been sent to you in advance."
>
> "Are there any corrections to the minutes?"

If no one has changes then the mayor proceeds with:

> "There being no corrections to the minutes, the minutes are approved as read."

If someone proposes a change to the minutes that is agreeable to the governing body, then the mayor would say:

> "There being no further corrections to the minutes, the minutes are approved as corrected."

In the event someone contests the proposed change to the minutes, then the proper way to handle it would be to use the subsidiary motion to amend, which "is a motion to modify the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is acted upon" (§ 12 p. 130).

Tennessee Municipal Benchmarking Project Wraps Up a Successful Year for 2011

MTAS staff, joined by a group of dedicated city leaders, hosted the end-of-year meeting for the Tennessee Municipal Benchmarking Project (TMBP) on March 6. Held at the Nashville Doubletree, the meeting corresponded with the end of the Tennessee Municipal League Legislative Conference. MTAS Research and Information Center Director Frances Adams-O'Brien led the event, presenting and distributing the final draft of the FY11 Annual Report to representatives from participating cities. The meeting provided status updates and discussed directions forward for the project, including introduction of new staff members Sarah Young as TMBP project coordinator and John Crawford as TMBP project outreach coordinator.

Two participants presented in addition to Adams-O'Brien. Young, who worked as an intern on the project this year, gave a segment on trend highlights from this year's report. Some interesting findings included: increases in full time equivalents levels for police services, continued waste diversion from landfills in residential refuse services, noteworthy decreases in financial services costs and regional variations in FTE costs in human resources and employee benefits. MTAS staff reinforced goals to clarify reporting in the newest service area, Building/Planning/Codes. Demand for services in fire, including fire calls, inspections and structure fires, all increased from last year. Participants discussed possible reasons for this including better consistency in reporting of data and tight budgets depleting resources devoted to prevention and inspections activities. Despite the overall upswing in fire demand, staff noted that Kingsport actually reduced the number of fire calls and structure fires this year. Kingsport representative Judy Smith identified increased prevention efforts and the building of a new fire station as reasons for Kingsport's improvement.

The special guest speaker for the meeting was Susan Moyer, the executive director of the Florida Benchmarking Consortium, who presented to the group via internet. She highlighted the innovative structure of Florida's project, which uses an online data reporting platform and various committees to deliver core functions of the project including strategic planning, performance (involving data collection and analysis) and training.

Moyer described the consortium as "virtual," utilizing a bottom-up approach that places ownership of the project directly in the hands of participants by giving them access to data online. This less centralized approach has allowed the FBC to grow from 10 members in 2004 to more than 60 currently.

Adams-O'Brien wrapped up the meeting by highlighting goals for Tennessee's project that will help it advance, including plans in-the-works to transition to online data reporting and a more vigorous push to recruit additional cities. She extended a special thank you to the project's long-time participating cities: Bartlett, Brentwood, Chattanooga, Cleveland and Collierville.

City representatives reported positive assessments of their involvement in the project this year. "I think the finished product is the best looking one we've had since the project started," said Brian Smart, the project's representative from Chattanooga. City Manager Mitch Moore was particularly pleased with Adams-O'Brien's leadership noting, "Thank you for all of your hard work! We are way ahead of where we were before your involvement."

For more information on the Tennessee Municipal Benchmarking Project, contact Sarah Young, TMBP project coordinator, at (865) 974-8964 or by e-mail at syoung27@utk.edu.

TREEDC Forum Held February 24 at Hiwassee College

Warren Nevad, Municipal Management Consultant

The mayors of TREEDC held their first 2012 Community Energy forum at Hiwassee College on February 24. TREEDC 2012 Founding members Hiwassee College, the University of Tennessee Institute for Public Service, Municipal Technical Advisory Service (MTAS), USDA Rural Development, Tennessee Valley Authority (TVA) and the Tennessee Gas Association sponsored this free community outreach forum for Hiwassee College students, staff and Monroe County area clean energy stakeholders.

A diverse crowd of 74 attendees heard various presentations ranging from bioenergy to biofuels development along with the positive developments from the TVA Green Power Switch and Genera Energy Initiatives.

This was the 12th statewide forum since 2009 organized by TREEDC, a statewide organization of 70 city and county mayors and businesses dedicated to creating a path to fast track renewables in Tennessee.

The next TREEDC forum is scheduled to be held at Jackson State Community College in West Tennessee on April 12. Please contact Ducktown Mayor/TREEDC President James Talley at treedc08@yahoo.com if your community or organization is interested in becoming a 2012 TREEDC member.

Individuals or businesses that enroll under the TVA Green Power Switch program will be entitled to membership privileges for 2012. For more information about TREEDC, contact warren.nevad@tennessee.edu.

TREEDC Student Session: Hiwassee College Green Initiatives

During a student break out session held at the February 2012 TREEDC forum, UT Graduate Student/MTAS Intern Candice Graham was able to speak with Tim Watts, a student of Hiwassee College regarding the college's current green initiatives and to brainstorm some new ideas on becoming more sustainable and energy efficient. Following is a recap of the ideas that they discussed:

- Turn off the lights when not in use.
- Place recycling bins throughout campus and in each dorm room.
- Trade in old light bulbs for newer, more efficient ones at a light bulb exchange.
- Come up with a unique sustainability idea through a student competition!
- Gain involvement, awareness, and brainstorming groups.

Left to right: TREEDC President/Ducktown Mayor James Talley; UT MTAS Executive Director Steve Thompson; TREEDC Chairman/UT President Emeritus Dr. Joe Johnson; Hiwassee College President Dr. Robin Tricoli; TVA Green Power Switch Product Manager Jenny Wright; TREEDC East Tennessee Coordinator/Kingston Mayor Troy Beets; UT MTAS Consultant/ TREEDC Director Warren Nevad; and Wayne County Economic Development Director Tom Cauley.

"Six Qualities of Innovation" at April 2012 TNCMA Conference

Innovation is recognized as the cornerstone to success for local governments navigating their way through uncertain times. What are the qualities and skills of innovative organizations? The Alliance for Innovation and Arizona State University, School of Public Affairs, developed The Six Qualities of Innovation, which is the result of hundreds of case study reviews of local governments. At the Tennessee City Management (TNCMA) Spring Conference in Nashville, East Regional Director with the Alliance for Innovation Toni Shope will share information from this study.

As a sneak preview, leadership is the first of six qualities. Jim Collins, in his book Good to Great, expressed this as "Level Five Leadership," those leaders focused on the organization's success rather than for their own benefit. This quality is essential as leadership sustains the effort, rightly manages risk and propels the morale of the group at all levels to achieve greater and greater success. Innovative leaders stress collaboration, patience and genuine sharing that, in turn, encourages trust and change within and outside of the organization.

Join us April 12 at 8:15 a.m. to learn more about the qualities and the resources available through the Alliance to assist in nurturing your organizations innovative culture.

For more information on the Alliance for Innovation, CLICK HERE.

Newly-Updated TnPRIMA Website Has Been Launched!

Visit www.tnprima.org to check out our association's newly-updated website!

Be sure to check out the new "Roundtables" tab for all of the current issues and materials being discussed around the state at the regional Risk Management Roundtable luncheons.

Also, we hope everyone is getting ready for the national PRIMA Conference at the Gaylord Opryland Hotel in Nashville June 3-6. Make plans now to attend!

Tennessee Public Risk Management Association

1986 - 2012

26 Years of Excellence in Public Risk Management!

New or Updated MTAS Publications

COMPENSATION AND EMPLOYEE STATUS OF VOLUNTEER FIREFIGHTERS

Dennis Wolf, MTAS Fire Management Consultant

This publication addresses the complex issues surrounding the rules and opinions on whether a volunteer firefighter is a volunteer or an employee and whether any compensation or remuneration the volunteer firefighter receives for services provided is subject to withholding for income tax, social security, or Medicare. CLICK HERE to read or download.

ADOPTING BUILDING CODES AND BUILDING CODE AMENDMENTS BY REFERENCE (2012)

Stephanie Allen, MTAS Legal Consultant

Cities adopting building codes by reference must adopt the complete codes by ordinance. Includes sample ordinances and resolution. CLICK HERE to read or download.

MUNICIPAL BIODIESEL PRODUCTION PROGRAMS (2011)

Warren Nevad, MTAS Municipal Management Consultant

Small-scale production of biodiesel by municipalities has been conducted successfully by several cities in Alabama and appears to be a concept that can be duplicated in other municipalities across the state and nation. CLICK HERE to read or download.

THE FAIR LABOR STANDARDS ACT: REVISED AND UPDATED (2011)

Richard Stokes, MTAS Human Resource Consultant

This document details the specifics of the act: what the act requires, who is covered and who is not covered, hours worked and compensation, overtime pay, record keeping, and penalties. CLICK HERE to read or download.

Mark Your Calendar! MTAS Training Events and Conferences

MUNICIPAL MANAGEMENT ACADEMY OPEN ENROLLMENT CLASSES

Planning and Organizing
April 11 Chattanooga

Performance Management: Positive Disciplinet
April 25 Chattanooga

CLICK HERE for more information or to register for MMA classes

MUNICIPAL ADMINISTRATOR PROGRAM CLASSES

Improving Your ISO Rating
April 26 Knoxville

CLICK HERE for more information or to register for MAP classes

TENNESSEE INNOVATION IN EVIDENCE-BASED PROGRAMMING CONFERENCE

May 1-2 Chattanooga

For event information or to register, CLICK HERE.

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