



# SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111  
Gallatin, Tennessee 37066-5410

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Commissioners

*First District*  
*Moe Taylor*  
*Terry Wright*

*Second District*  
*Billy Geminden*  
*Larry Hinton*

*Third District*  
*Alan Driver*  
*Steve Graves*

*Fourth District*  
*Jerry Foster*  
*Leslie Schell*

*Fifth District*  
*Baker Ring*  
*Danny Sullivan*

*Sixth District*  
*Deanne DeWitt*  
*Luke Tinsley*

*Seventh District*  
*Gene Rhodes*  
*Brian Stewart*

*Eighth District*  
*Merrol N. Hyde*  
*Shellie Young Tucker*

*Ninth District*  
*Jerry F. Becker*  
*Chris Taylor*

*Tenth District*  
*Paul R. Goode*  
*Caroline S. Krueger*

*Eleventh District*  
*Scott Langford*  
*Jeremy Mansfield*

*Twelfth District*  
*Michael Guthrie*  
*Justin Nipper*

The following minutes are included in this packet:

**Budget Committee.....July 12**

**Committee on Committees.....July 19**

**Financial Management.....July 19**

**Legislative Committee.....July 12**

**Policy Sub-Committee.....July 19**



BUDGET COMMITTEE MINUTES  
July 12, 2021

MEMBERS PRESENT  
Chris Taylor, Chairman  
Deanne DeWitt  
Billy Geminden  
Justin Nipper  
OTHERS PRESENT  
David Lawing  
Leah Dennen  
Ben Allen  
Moe Taylor

- I. CALL TO ORDER at 6:02 pm by Chairman Taylor in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Geminden.
  - B. Approval of Agenda- Motion to approve by Chairman Taylor, second by Commissioner Nipper, unanimous approval.
  - C. Recognition of Public- None
  - D. Approval of Minutes – June 14, 2021- Motion to approve by Commissioner DeWitt, second by Commissioner Nipper, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- Chairman Taylor stated any item approved unanimously will automatically waive the second reading. Chairman Taylor requested that Commissioner Moe Taylor call a waterline ad hoc subcommittee meeting and invite the utility departments to see what they can do and how much it will cost. Chairman Taylor mentioned when events arise for tourism, the committee will discuss funding them at that time.
- III. REPORT OF THE COUNTY MAYOR-None
- IV. REPORT OF THE FINANCE DIRECTOR- Finance Director Lawing pointed out that we are working on closing out fiscal year 2021 financials. He stated things are progressing better than expected, and we still have another month of revenue coming in due to accruals. He pointed out that it appears fund balances will meet budget or be slightly stronger.
- V. OLD BUSINESS-None
- VI. NEW BUSINESS
  - A. Education
    1. Budget amendments (for information only)- included in packet.
    2. Architectural services and fees for Liberty Creek Middle School - \$1,416,500- Motion to group and approve items VI.A.2 and 3 by Commissioner Nipper, second by Commissioner DeWitt, unanimous approval.
    3. Architectural services and fees for White House Intermediate School - \$797,500
  - B. Appropriations
    1. County Mayor
      - a. \$99,723 matching grant funds for Music City Executive Airport Apron Expansion- Motion to approve and fund from the hospital funds by Commissioner DeWitt, second by Commissioner Nipper, unanimous approval.
      - b. Funding for consultant for American Recovery Act- Motion to initiate an RFQ by Chairman Taylor, second by Commissioner Nipper, unanimous approval.
      - c. Carryovers from FY202- Motion to approve by Chairman Taylor, second by Commissioner DeWitt, unanimous approval.
  - C. Transfers
    1. Within payroll lines
      - a. Development Services -Motion to group and approve items VI.C.1a through 1.b by Chairman Taylor, second by Commissioner DeWitt, unanimous approval.
        - i. \$2,500 for GIS personnel
        - ii. \$2,500 additional part time funds needed for digitization project intern
      - b. IT - \$2,500 for GIS personnel
      - c. Health Department - \$2,488 salary/benefits increase for nurse assistant- Motion to approve by Commissioner Geminden, second by Commissioner Nipper, unanimous approval.

2. Other inter-budgetary- Motion to approve by Chairman Taylor, second by Commissioner DeWitt, unanimous approval.

D. Tax Refunds

1. Charles Duncan – waive outstanding interest and penalty to get parcels back on tax rolls (\$3,216.33)- Motion to approve by Commissioner Nipper, second by Commissioner Geminden, unanimous approval.

VII. ADJOURNMENT- Motion to adjourn at 6:17 pm by Commissioner Geminden.

**COMMITTEE ON COMMITTEES  
MINUTES  
PAUL R. GOODE, CHAIRMAN  
JULY 19, 2021**

Present:  
Paul R. Goode, Chairman  
Deanne DeWitt, Vice-Chairman  
Jerry Becker  
Brian Stewart  
Shellie Young Tucker

Also Present:  
Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Anthony Holt, County Mayor

The regular meeting of Committee on Committees was brought to order with an invocation by Comm. Stewart on Monday, July 19, 2021, at 6:30 p.m. Chairman Goode declared a quorum to conduct business.

Agenda. Upon motion of Comm. Becker, seconded by Comm. Tucker, the Committee voted unanimously to approve the agenda.

Approval of Minutes of June 21, 2021. Upon motion of Comm. DeWitt, seconded by Comm. Becker, the Committee voted unanimously to approve the minutes of June 21, 2021.

Public Recognition. None

Report of the Chairman. No report

Report of the County Mayor. No report

8. Old Business. None

9. New Business.

Chairman Goode announced the following appointment to the Library Board:

- Beth Key, reappointment, 3 year term
- Anita Ellis, 3 year term to replace Jessica Hunter

Upon motion of Comm. Becker, seconded by Comm. Stewart to group and approve, the Committee voted unanimously to group and approve the appointments of Beth Key and Anita Ellis.

Chairman Goode announced the following appointment to the Redistricting Committee:

Chairman Goode stated that after consulting with Administrator of Elections Lori Atchley, Law Director Leah Dennen and County Mayor Anthony Holt, the recommendation is to appoint the sitting Legislative Committee members to the Redistricting Committee with Ms. Atchley as an ex officio, non-voting member.

Chairman Goode moved for approval, seconded by Comm. Stewart. After discussion, the Committee voted unanimously to approve the appointment of the sitting Legislative Committee members to the Redistricting Committee.

Chairman Goode announced the following appointment to the Music City Executive Airport Authority:

- Time Lynch, Jr., 5 year term – No action taken

Next Month, August 2021

Library Board:

10. Adjournment. Upon motion of Chairman Becker, and duly seconded, the Committee adjourned at 6:39 p.m.

Prepared by Jennifer Mitchell

**MINUTES  
LEGISLATIVE COMMITTEE  
BAKER RING, CHAIRMAN  
JULY 12, 2021**

Present:

Baker Ring, Chairman  
Danny Sullivan, Vice-Chairman  
Alan Driver  
Larry Hinton  
Chris Taylor

Absent:

Paul Goode  
Scott Langford, Commission Chairman  
Leslie Schell

Also Present:

Leah Dennen, Law Director  
Ben Allen, Staff Attorney  
Kim Ark, Grants Administrator  
Commissioners: Moe Taylor, Mansfield &  
Geminden

Chairman Baker Ring brought the regular scheduled Legislative Committee meeting to order with an invocation on July 12, 2021, at 5:40 p.m. Chairman Ring declared a quorum present to conduct business.

3. Approval of Agenda. County Law Director Leah Dennen stated an addition to item 10f to include giving Nicky Booker service weapon. Upon motion of Comm. Chris Taylor, seconded by Comm. Driver, the Committee voted unanimously to approve the agenda as amended.

4. Minutes of June 14, 2021 for approval. Upon motion of Comm. Sullivan, seconded by Comm. Chris Taylor, the Committee voted unanimously to approve the minutes of June 14, 2021.

5. Recognition of the Public.

6. Report of Chairman. Chairman Ring had no report.

7. Report of County Mayor. County Mayor Anthony Holt was not present

8. Old Business.

9. New Business.

a. Veterans' Service report (attached).

No action taken

b. Surplus Sheriff's Office.

c. Surplus Health Department.

Commissioner Sullivan moved to group and approve items 9b and 9c, seconded by Comm. Driver, the Committee voted unanimously to group and approve items 9b and 9c.

- d. Approval of right-of-way for the SR174 Long Hollow Pike at Upper Station Camp Creek Road. Upon motion by Comm. Chris Taylor, seconded by Comm. Sullivan, the Committee voted unanimously to approve the right-of-way for the SR174 Long Hollow Pike at Upper Station Camp Creek Road.
- e. Resolution to allow prepayments of real and personal property taxes in the office of the Sumner County Trustee. Upon motion by Comm. Hinton, seconded by Comm. Driver, the Committee voted unanimously to approve the resolution.
- f. EMS Employee Policy Amendment. Upon motion by Hinton, seconded by Comm. Sullivan, the Committee voted unanimously to approve the amendment.
- g. Resolution authorizing the number of members on the Sumner County Library Board to be increased from nine to eleven members. Comm. Mansfield asked if it is a paid position, County Law Director stated it is not a paid position. Upon motion by Comm. Hinton, seconded by Comm. Driver, the Committee voted unanimously to approve the resolution.

10. Certificates of Recognition.

- a. Honoring Taylor Black
- b. Honoring Rock Castle
- c. Honoring Beech High School Baseball Team
- d. Honoring Evan Puckett and Whisper Thomas – State Track and Field Champions
- e. Memorial for Bobby Leon Thompson
- f. Honoring Nicky Booker
- g. Honoring Helen Johnson's 96<sup>th</sup> Birthday
- h. Honoring Blanche Putman – Sheriff's Office - retiring

Comm. Sullivan moved to group and approve items 10a through 10h, seconded by Comm. Driver, the Committee voted unanimously to approve the Certificates or Recognition.

11. Zoning.

12. Adjournment. Chairman Ring declared the meeting adjourned at 5:50 p.m. upon motion of Comm. Hinton, and seconded by Comm. Driver.



INVESTMENT, PURCHASING, 2002 FINANCIAL  
MANAGEMENT, AND 2012 FINANCIAL  
MANAGEMENT COMMITTEES' MINUTES  
July 19, 2021

MEMBERS PRESENT  
Jerry Becker, Chairman  
Justin Nipper, Vice Chairman  
Judy Hardin  
Anthony Holt  
Scott Langford  
Jeremy Mansfield  
OTHERS PRESENT  
David Lawing  
Leah Dennen  
Ben Allen

- I. CALL TO ORDER by Chairman Becker at 6:15pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Mansfield.
  - B. Approval of agenda- Motion to approve by Commissioner Mansfield, second by Commissioner Nipper, unanimous approval.
  - C. Recognition of public- None
  - D. Approval of minutes – March 22, 2021- Motion to approve by Commissioner Langford, second by Commissioner Nipper, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None
- III. REPORT OF THE COUNTY MAYOR- None
- IV. REPORT OF THE LAW DIRECTOR- None
- V. REPORT OF THE TRUSTEE- None
- VI. REPORT OF THE FINANCE DIRECTOR
  - A. Finance director approved exceptions- Included in packet.
- VII. NEW BUSINESS
  - A. Use of County Vehicles policy- Finance Director explained the changes in the proposed policy and provided the attached current vehicle policy. Motion to approve the proposed use of county vehicle(s) policy by Commissioner Langford, second by Commissioner Mansfield, unanimous approval.
- VIII. ADJOURNMENT – Motion to adjourn at 6:22pm by Commissioner Mansfield, second by Commissioner Langford, unanimous approval.



Commissioner Pospisil introduced the following resolution and moved for approval;  
Commissioner Goode seconded the motion.

**0905-04      A RESOLUTION AMENDING THE SUMNER COUNTY  
PERSONNEL POLICIES**

**BE IT RESOLVED**, by the Sumner County Board of County Commissioners meeting in regular session on this the 18<sup>th</sup> day of May 2009 that this body does adopt the following addition/amendment to the Sumner County Personnel Policies.

**USE OF COUNTY VEHICLE(S) – General Operation**

**Section 1 – General Obligations**

Sumner County Government is committed to promoting safe and responsible driving for all of its employees. To ensure that this commitment is followed through, all employees who operate County owned vehicles during the performance of their jobs, to do so in a lawful and safe manner. An employee who, at the County's request and through the County's authorization, is asked to operate a County vehicle or a rented vehicle will do so for County business use only and will not be considered available for personal use in any way. No unauthorized persons will be permitted to operate a County vehicle or ride as a passenger in said vehicle.

The County has the sole discretion in determining who may operate County or County-sponsored vehicles, therefore, the County has the right to review any appropriate documents including but not limited to driving records, proof of a valid license, and automobile insurance information and must be made aware of any driving violations or changes to driver information immediately.

Employees must be 18 years of age to operate a County vehicle

Employees are expected to take all steps necessary to avoid endangering themselves and others while operating County or County-sponsored vehicles on County business. To ensure this, employees authorized to operate County/County-sponsored vehicles are expected to ensure that all occupants wear safety belts when the vehicle is in operation and that the vehicle to which the employee is assigned is maintained in a safe driving condition. Employees driving county owned or rented vehicles should comply with respective laws governing motor vehicle operations. Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the County up to and including termination.

**Section 2 – Vehicle Location**

All County vehicles shall be available for use in connection with County business. County vehicles not being used for County business (off-hours) shall be kept on County premises unless temporarily located elsewhere, for example, for maintenance.

**Section 3 – Accident Reporting**

Any employee involved in an accident while driving a County owned vehicle must immediately report it to the Risk Management Office. If the accident occurs while commuting or during non-work-related usage of the vehicle, the claim should also be filed with the employee's personal insurance carrier.

All accidents, regardless of damage, must be reported to the appropriate law enforcement agency, and the complaint number, along with a completed County Vehicle Accident Report Form must be forwarded to the Risk Management Office.

**Section 4 – Operation of Take-Home Vehicles**

In addition to the above stated policies, an employee driver ("ED") assigned a take-home vehicle due to work related calls or trips either before working hours or after ("Extra Duties") must adhere to the following rules and standards.

- A. ED must keep a daily log of trips ("Use Log") made in the county vehicle that would qualify as Extra Duties. **This log should also show the daily mileage commute of the vehicle operation.**
- B. In this Use Log, ED must justify why these trips were necessary as Extra Duties instead of being performed after coming to county premise to retrieve a county vehicle for use during the work day.
- C. On a monthly basis, ED must turn into his/her supervisor for review the Use log. Each quarter, the Use Log must be reviewed by the supervisor and based upon past usage determine if continued take home use is appropriate. **Monthly reports should be turned into Finance Department and Finance Director will make report when necessary to Financial Management Committee.**
- D. Employees and official of the County are prohibited from using County owned vehicles for personal use, except for commuting when authorized and in case of an emergency. Such authorization shall be granted for bona fide non-compensatory reasons promoting County business and for incidental personal use.
- E. All employees and County officials who are assigned vehicles with take-home privileges are required to do the following:
  - I. Complete a Vehicle Usage Report and submit it to Financial Management, who will forward it to Payroll for calculation of the Social Security tax on this fringe benefit (annual for the period of November 1 thru October 31 by November 15<sup>th</sup> IRS-Special Accounting Rule) **If any employee leaves employment this information must be turned in before final payroll can be processed.**
  - II. Acquire and maintain liability insurance on the vehicle assigned, to provide coverage for commuting and non-work related usage of the vehicle. Liability coverage can be obtained by adding an endorsement to the employee's personal auto insurance policy that extends to a non-owned vehicle. Minimum amounts of liability coverage shall be not less than three hundred fifty thousand dollars (\$350,000.00) for bodily injury or death of one person in any one accident, and to a limit of not less than one hundred thousand dollars (\$100,000.00) for damage or destruction of property of others in any one accident.
  - III. The endorsement showing proof of the amount of liability coverage is to be forwarded to Risk Management at the time take home privileges are granted. It is the employee's responsibility to ensure that their insurance agent provides an updated certificate of insurance to Risk Management.

**Section 5 – Exemptions**

Emergency personnel and emergency vehicles (defined to include but not be limited to the Office of the Sheriff, the Sumner County Ambulance Service and Sumner County Emergency Management), are exempt from this policy during their normal course of duty.

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Commissioner Vaughn moved, seconded by Commissioner Goode, to exempt from the Vehicle Use Policy the emergency vehicles. The concern was emergency agency directors not being able to carry passengers in their vehicles in the normal course of their duty.

The electronic vote was recorded in the following manner:

**Exempt Emergency Vehicles**

MINUTE BOOK SEVENTEEN  
MAY 18, 2009

Akins	Y	Fennell	Y	Cummings	Y
Utley	Y	Graves	Y	Satterfield	Y
F. Freels	Y	Matthews	Y	Boyd	Y
England	Y	Hendricks	Y	Vaughn	Y
LeMarbre	Y	Decker	Y	Hyde	Y
Hughes	Y	Kimbrough	Y	Goode	Y
Skidmore	Y	P. Freels	Y	Stone	Y
Hobbs	Y	Pospisil	Y		

0905-04 AMEND1 Yes: 23 No: 0 Abs: 0 07:53 PM

Chairman Hyde declared the amendment approved by the body

Commissioner Matthews moved, seconded by Commissioner Frank Freels, to clarify the resolution to state that four vehicles that were no longer being taken home in the Codes, Planning, Engineering and Health Risk Management Departments.

The electronic vote was recorded in the following manner:

**No take home vehicles**

Akins	Y	Fennell	N	Cummings	N
Utley	N	Graves	Y	Satterfield	N
F. Freels	Y	Matthews	Y	Boyd	A
England	N	Hendricks	N	Vaughn	N
LeMarbre	N	Decker	N	Hyde	Y
Hughes	N	Kimbrough	N	Goode	N
Skidmore	Y	P. Freels	Y	Stone	Y
Hobbs	N	Pospisil	N		

0905-04AMEND2 Yes: 8 No: 14 Abs: 1 07:59 PM

Chairman Hyde declared the amendment failed to be approved by the body.

The electronic vote was recorded in the following manner:

Akins	Y	Fennell	Y	Cummings	Y
Utley	Y	Graves	Y	Satterfield	Y
F. Freels	Y	Matthews	Y	Boyd	Y
England	Y	Hendricks	Y	Vaughn	Y
LeMarbre	Y	Decker	Y	Hyde	Y
Hughes	Y	Kimbrough	Y	Goode	Y
Skidmore	Y	P. Freels	Y	Stone	Y
Hobbs	Y	Pospisil	Y		

0905-04 Yes: 23 No: 0 Abs: 0 07:59 PM

Chairman Hyde declared the resolution approved by the body.

Commissioner Pospisil introduced the following resolution and moved for approval; Commissioner LeMarbre seconded the motion.

**0905-05 A RESOLUTION ADOPTING UNIFORM POLICIES AND PROCEDURES FOR GRANT ADMINISTRATION**

WHEREAS, sound accounting internal controls and the procedures of the State of Tennessee, Division of County Audit require that all grants, endowments and other third party contributions of funding (hereinafter referred to as "Grant")



POLICY SUB-COMMITTEE MINUTES  
July 19, 2021

MEMBERS PRESENT  
Jerry Becker-Chairman  
Kathryn Strong-Vice Chairman  
Judy Hardin  
Anthony Holt  
David Lawing  
OTHERS PRESENT  
Leah Dennen  
Ben Allen

- I. CALL TO ORDER by Chairman Becker at 6:02pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Chairman Becker.
  - B. Approval of Agenda- Motion to approve by Circuit Court Clerk Strong, second by Road Superintendant Hardin, unanimous approval.
  - C. Recognition of Public-None
  - D. Approval of Minutes – February 24, 2020- Motion to approve by Circuit Court Clerk Strong, second by County Mayor Holt, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None
- III. REPORT OF THE FINANCE DIRECTOR
  - A. Discussion and possible approval of the Draft 2021 Vehicle Use Policy
    1. Current Vehicle Use Policy- included in packet.
    2. Proposed Vehicle Use Policy- Finance Director Lawing briefly explained the changes in the proposed policy. Motion to approve and send to the financial management committee by Finance Director Lawing, second by County Mayor Holt, unanimous approval.
- IV. ADJOURNMENT- Motion to adjourn at 6:10pm by Chairman Becker.