



# SUMNER COUNTY COMMISSION

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

## Commissioners

*First District*  
**Mike Akins**  
**Moe Taylor**

*Second District*  
**Billy Geminden**  
**Shawn Utley**

*Third District*  
**Steve Graves**  
**David Satterfield**

*Fourth District*  
**Frank E. Freels**  
**Joe C. Matthews**

*Fifth District*  
**Ben Harris**  
**Baker Ring**

*Sixth District*  
**Paige Brown**  
**Jim Vaughn**

*Seventh District*  
**Trisha LeMarbre**  
**Kirk Moser**

*Eighth District*  
**Paul Decker**  
**Merrol N. Hyde**

*Ninth District*  
**Chris Hughes**  
**David Kimbrough**

*Tenth District*  
**Paul R. Goode**  
**Jo Skidmore**

*Eleventh District*  
**Paul D. Freels**  
**Jerry F. Stone**

*Twelfth District*  
**Michael Guthrie**  
**Bob Pospisil**

**The following minutes are included in this packet:**

<b>Committee on Committees .....</b>	<b>July 15</b>
<b>Employee Benefits.....</b>	<b>June 25</b>
<b>Financial Management 2002.....</b>	<b>June 24</b>
<b>Financial Management 2012.....</b>	<b>June 24</b>
<b>Highway Commission.....</b>	<b>July 2</b>
<b>Investment Committee.....</b>	<b>June 24</b>
<b>Legislative Committee.....</b>	<b>June 8</b>
<b>Purchasing Committee.....</b>	<b>June 24</b>

**COMMITTEE ON COMMITTEES**  
**MINUTES**  
**July 15, 2013**

Present:

Kirk Moser, Chairman  
Moe Taylor, V. Chairman  
Jo Skidmore  
Billy Geminden  
Trisha LeMarbre- Absent

Anthony Holt, County Executive  
Leah May Dennen, County Law Director  
Merrol Hyde, Commission Chairman

The meeting of the Committee on Committees was brought to order on Monday, July 15, 2013, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Kirk Moser was presiding.

Agenda. Upon motion of Comm. Taylor, seconded by Comm. Skidmore, the Committee voted to approve the agenda.

Minutes. Upon motion of Comm. Skidmore, seconded by Comm. Taylor, the Committee voted to approve the minutes of June 24, 2013.

Recognition of the Public. There was none.

Report of the County Executive. County Executive Anthony Holt had no report.

Report of the Chairman. There was none.

Regional and Library Boards. Chairman Moser brought forth the recommendations for the Library Board to replace Rhea Condra, who resigned her term ending July 2013, with Mary Anne Mudd and reappoint Johnnie Freedle. Shelly Ames was recommended for another term on the Regional Library Board. Deferral was recommended for John Bradley on the Library Board and Virginia Duffet on the Regional Library Board. Upon motion of Comm. Geminden, and duly seconded by Comm. Taylor, the Committee voted unanimously to elect Ms. Mudd and Ms. Freedle to the Library Board and Mrs. Ames to the Regional Library Board and defer appointments of Mr. Bradley and Ms. Duffet.

Airport Authority. Chairman Moser brought forth the recommendation of Diane Denson to serve on the Sumner County Airport Authority to replace Wayne Hooper who resigned his position. Upon motion of Comm. Taylor, and duly seconded by Comm. Geminden, the Committee voted unanimously to elect Mrs. Denson.

Committee on Committee Recommendations for 2013-14. Chairman Moser opened the floor for nominations for the Committee on Committees recommendations for the 2013-2014 year. Comm. Taylor moved the nominations of Commissioners Moser, Skidmore, LeMarbre, Geminden and Taylor to serve on the Committee on Committees. The motion carried unanimously by the body.

Design and Review Committee. Chairman Moser brought forth the recommendations to the seven-member Design and Review Committee. There were as follows:

Jim Williams - Planning Commission Member  
Steve Graves - County Commission  
Martha Akins - Tennessee Historical Commission  
Rita Lee - Sumner County Master Gardener  
Roger Matchett - Matchett & Associates Architects  
Mark McKee III - Bledsoe Lick Historical Association  
Michelle Haynes - Area Citizen/Business Owner

Upon motion of Comm. Geminden, and duly seconded by Comm. Taylor, the Committee voted unanimously to elect the seven-member committee.

Next Month. Chairman Moser announced the following appointment for next month: Airport Authority- Charlie Moore, term ending July 2013.

Upon motion of Comm. Geminden, seconded by Comm. Taylor, the Committee adjourned at 6:40 p.m.

Prepared by Maria Savage

**MINUTES**  
**EMPLOYEE BENEFITS COMMITTEE**  
**June 25, 2013**  
**9:00 A.M.**

**Members Present:**

Joe Matthews                      Bob Pospisil                      Dr. Del Phillips                      Anthony Holt

**Also:**

Leah Dennen                      Shawn Curtis                      Bob Shupe                      Kedree Marsh  
David Lawing                      Debbie Robertson                      Kathy Courtelis                      Ernie Clevenger  
Michelle Alford                      Jeremy Shupe

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, June 25, 2013 at 9:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

**Agenda:** Mr. Matthews added 2 items under Report of the Consultant: Drug Card and Addition of Option 2. Mr. Pospisil made a motion to approve the agenda with these 2 additions; seconded by Dr. Phillips; unanimous approval.

**Public Recognition:** None

**Minutes:** Motion was made by Dr. Phillips to approve the minutes of May 21, 2013; seconded by Mr. Pospisil; unanimous approval.

**Report of Committee Chair:** None

**Report of Consultant:** Mr. Shupe reported that our dental expenses have been up this year. In receipts over disbursements in the past 5 months we have had expenses over income. We will still end the year ahead of where we started the year and we will add to surplus. On the medical side, we have 2 large claims over \$150,000 but we are still doing good on the reserve fund. We are projected to spend \$1M less this year. We are trending claims downward due to changes in benefits.

Mr. Shupe handed out a promotion for a state program for a free Tennessee Drug card. Anyone can apply for it. Mr. Pospisil made a motion for Mr. Shupe to look more into the program and bring back details next month; seconded by Dr. Phillips; unanimous approval.

Mr. Shupe reported that BCBS cannot set up the Option 2 (Standard Plan) in the system until July 2014 when it is populated by employees. Mrs. Courtelis said she would work up a draft for employees to see before then to state what the plan includes and the effective date of July 1, 2014.

Mr. Shupe stated we changed the deductible to coincide with our fiscal year effective date and not penalize the employee. BCBS stated we may have a legal issue with this but it is up to us to make that call. The committee decided they wished to go ahead with changing the deductible to 7/1/14 as was originally voted on.

**CareHere:** Ms. Marsh reported that clinic utilization was about 97%. She stated we have had about 1029 participants in the HRA events. About 679 have not participated.

**Report of Finance Director:** Mr. Lawing agreed with Mr. Shupe's report on the large claim reports.

**Old Business:** none

**New Business:** Mr. Lawing reported on a County employee who came in our office and wanted to drop his wife from the insurance but failed to report his wife received insurance at her work several months previous. He stated we are charging him the \$100 per month spousal surcharge for the months that he failed to report his wife's change in status. Mr. Lawing asked the committee to waive the penalty of the extra \$100 per month since the employee did not willfully mislead us and the wife has had no claims the entire year. Dr. Phillips made a motion to exempt him from the extra penalty; seconded by Mr. Pospisil; unanimous approval.

Mr. Lawing reported that he feels we need to match the Wilson County Plan concerning the smoking affidavit. Mr. Shupe handed out a sample copy of the Wilson County affidavit. Mr. Lawing feels that instead of being smoke-free for 30 days, they should notify us within 3-30 days if they begin using tobacco products again and they will be swapped to the standard plan at open enrollment but we would start charging the \$50 per month surcharge. Mr. Shupe is to draw up a smoking affidavit draft and present it to the committee at next month's meeting.

Mr. Lawing presented a summary of the 3 clinic bids and gave a short presentation. He summarized by stating he did not feel that there was a cost advantage to switching at this point. Mr. Holt made a motion to hear a representative from each group to present a 5 minute presentation on what they could offer the county if they were chosen; seconded by Mr. Pospisil; unanimous approval. A representative from Novia, H2U, and CareHere each gave their presentation before the committee. Dr. Phillips made a motion to continue with our current provider until a new contract including a performance language can be provided and approved by this Board in July; seconded by Mr. Pospisil; unanimous approval.

Mr. Holt would like to take a look at taking bids for consultant, pharmacy bids, and everything across the board. Ms. Dennen stated we need to address the Occupational Compensation plan and look at savings on that side. Mr. Holt suggested that Mr. Lawing and Ms. Dennen get together and make a schedule to make changes.

There was no further business so Mr. Pospisil made a motion to adjourn; seconded by Mr. Matthews; the meeting was adjourned at 10:40 a.m.



2002 FINANCIAL MANAGEMENT  
MINUTES  
June 24, 2013

MEMBERS PRESENT  
Frank Freels, Chairman  
Steve Graves, Vice-Chairman  
Judy Hardin  
Anthony Holt  
Kirk Moser  
Del Phillips  
Bob Pospisil

OTHERS PRESENT  
David Lawing  
Leah Dennen  
Marty Nelson

- I. CALL TO ORDER- Meeting called to order at 5:58pm by Chairman Freels in Room 112 of the County Administration Building in Gallatin, Tennessee.
  - A. Approval of Agenda- Motion to approve by Mr. Pospisil, seconded by Dr. Phillips, unanimous approval.
  - B. Recognition of Public – None
  - C. Approval of Minutes—April 15, 2013 (no May meeting) - Motion to approve by Mr. Pospisil, seconded by Dr. Phillips.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report this month.
- III. REPORT OF THE COUNTY EXECUTIVE – No report this month
- IV. REPORT OF THE FINANCE DIRECTOR
  - A. Monthly Revenue Analysis (pass out at meeting) – Mr. Lawing reported if continue on current path, we can expect to be up to 102% on local revenue and 110% from Licenses and Permits with largest contributors coming from marriage licenses, sales tax and building permits. Ms. Nelson reported tax collections are up due to now taking partial payments.
- V. REPORT OF THE LAW DIRECTOR – No report this month.
- VI. REPORT OF THE BUDGET COMMITTEE –No report
- VII. OLD BUSINESS - None
- VIII. NEW BUSINESS - None
- IX. ADJOURNMENT- Meeting adjourned at 6:01 pm, motion by Mr. Holt, seconded by Ms. Hardin, unanimous approval.



2012 FINANCIAL MANAGEMENT  
MINUTES  
June 24, 2013

MEMBERS PRESENT  
Frank Freels, Chairman  
Steve Graves, Vice-Chairman  
Judy Hardin  
Anthony Holt  
Kirk Moser  
Del Phillips  
Bob Pospisil

OTHERS PRESENT  
David Lawing  
Leah Dennen  
Marty Nelson

- I. CALL TO ORDER- meeting called at 6:02pm by Chairman Freels in Room 112 of the County Administration Building in Gallatin, Tennessee.
  - A. Approval of Agenda – Motion to approve by Mr. Pospisil, seconded by Dr. Phillips, unanimous approval.
  - B. Recognition of Public - none
  - C. Approval of Minutes—April 15, 2013 (no May meeting) – motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report this month
- III. REPORT OF THE COUNTY EXECUTIVE - No report this month
- IV. REPORT OF THE FINANCE DIRECTOR
  - A. Status Report –Mr. Lawing reported the bids are in for the ERP system, and he has narrowed it down to two contracts: Munis partnered with Kronos combination systems, which are used in Montgomery County, and J.D. Edwards, which is serving Metro Nashville. Anticipate returning to committee in August or September to request the committee to move forward on a contract for one of the two vendors for the ERP software. Mr. Lawing stated he had started working on the SOP (Standard Operating Procedures) and will have a report back to the committee later on in the year.
- V. REPORT OF THE LAW DIRECTOR - No report this month
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS
  - A. Direct deposit and/or pay card for new employees effective August 1 – Mr. Lawing disclosed a plan to phase out written checks and have all new employees go to direct deposit or pay card going along with the new ERP system. He asked the Committee to send a request to the commission to pass a resolution that within a year, all county employees will be paid through either direct deposit or pay card.
- VIII. ADJOURNMENT - motion to adjourn at 6:14 pm by Dr. Phillips, seconded by Mr. Graves.

**SUMNER COUNTY HIGHWAY COMMISSION****July 2, 2013****MINUTES****MEMBERS PRESENT:**

Mike Akins, Commissioner  
Frank Freels, Commissioner  
Billy Geminden, Vice Chairman  
Steve Graves, Chairman  
Judy Hardin, Road Superintendent  
Anthony Holt, County Executive  
Tom Neal, Citizen Member  
Paige Brown Strong, Commissioner

**MEMBERS ABSENT:**

Joe Matthews, Commissioner

**OTHERS PRESENT:**

Leah Dennen, Law Director  
Sandra Lee Hesson, Assessor of Property Adm. Assistant

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, July 2, 2013 at 4:00 P.M. in Conference Room #112 at the Sumner County Administration building.

**ADDITION TO AGENDA**

Chairman Graves: Under Report of Chairman – New Business: Caution light @ Mt. Vernon and 31E Hwy

**APPROVAL OF MINUTES**

**Motion** by Commissioner Freels to approve the May 2013 minutes. **Seconded** by Commissioner Akins. **Motion passed** unanimously.

**PUBLIC RECOGNITION**

**A. Sally Ticaric of 1051 Cages Bend Court**, Gallatin was present to say thank you. The stop sign at Morgans Way and Cages Bend Court was totally obstructed, she wrote letters to Commissioner Strong, Road Superintendent Hardin, and County Executive Holt, and in 24 hours, it was taken care of. She appreciates it. Road Superintendent Hardin let "Miss" Ticaric know she has a couple of other things to take care of (cedar trees) before she is completely done.

**REPORT OF CHAIRMAN: OLD BUSINESS - None****REPORT OF CHAIRMAN: NEW BUSINESS****A. Caution Light at Mt. Vernon & Hwy 31E**

Chairman Graves asked for discussion if it was possible for a caution light to be put up at Mt. Vernon Road and 31E Hwy. County Executive Holt gave a couple of examples where the caution lights were even approved in plats (Carrolton was one of them) and the State will not let you, as they have never been done.



**SUMNER COUNTY HIGHWAY COMMISSION****07/02/13****PAGE 2****REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS****A. Water Crossing on Cragfront Road**

Road Superintendent Hardin had her Engineer look at the water crossing on Cragfront Road, and under State Aid Bridge Fund, we will be able to do this project after we finish the Tuttle Road project.

**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Frontage Road**

Road Superintendent Hardin recommended the County accept Frontage Road (see attached) as a County Road. County Executive Holt **motioned** to approve Frontage Road as a County Road. **Seconded** by Commissioner Akins. **Motion passed** unanimously.

**B. Subdivision Developments**

Road Superintendent Hardin wanted to discuss "Cost of development inspections". Case in point: She had not seen plans, so they had not been signed; she had to hire someone to inspect the road. The report was \$1,225.00. The road was core drilled, and found standing water. The bond would have been \$80,000. The developer did not like that. County Executive Holt specified the roads should be inspected as constructed. Developers pay fees, roads constructed as specs required. The developer needs to be accountable. Third party to be inspector. Road Superintendent Hardin, County Executive Holt, and Law Director Dennen will get together and bring something back for approval to this committee. The County Highway Department holds bonds, renewals, maintenance.

**C. Drainage Issues**

Road Superintendent Hardin says that this is a matter of ownership issues, people fill up their drainage ditches, etc. We do not have the right to go off County property onto private property.

**D. Rogues Fork Road**

Road Superintendent Hardin let the committee know that Rogues Fork Road is a State Aid Paving Project and she is waiting on the contract.

**REPORT OF COUNTY EXECUTIVE - None****COMMISSION BUSINESS - None****REPORT OF LAW DIRECTOR - None**

**MOTION TO ADJOURN:** Commissioner Geminden  
**SECONDED BY:** Citizen Member Neal  
**ADJOURNMENT:** 4:45 P.M.



INVESTMENT COMMITTEE MINUTES  
June 24, 2013

MEMBERS PRESENT  
Frank Freels, Chairman  
Steve Graves, Vice-Chairman  
Judy Hardin  
Anthony Holt  
Kirk Moser  
Del Phillips  
Bob Pospisil

OTHERS PRESENT  
David Lawing  
Leah Dennen  
Marty Nelson

- I. CALL TO ORDER – at 5:30 pm by Chairman Freels in Room 112 of the County Administration Building in Gallatin, Tennessee.
  - A. Approval of Agenda- Motion to approve by Mr. Pospisil, seconded by Dr. Phillips, unanimous approval.
  - B. Recognition of Public- None
  - C. Approval of Minutes—April 15, 2013(no May meeting)-Motion to approve by Mr. Pospisil, seconded by Ms. Hardin, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report this month.
- III. REPORT OF THE COUNTY EXECUTIVE – No report at this time.
- IV. REPORT OF THE TRUSTEE – Ms. Nelson reported her office had no audit findings and her office has collected 97% of the 2012 taxes.
- V. REPORT OF THE FINANCE DIRECTOR – No report
- VI. REPORT OF THE LAW DIRECTOR – No report
- VII. OLD BUSINESS - None
- VIII. NEW BUSINESS- None
- IX. ADJOURNMENT - motion to adjourn at 5:35 pm by Mr. Pospisil, seconded by Mr. Moser, unanimously approved.

**MINUTES  
LEGISLATIVE COMMITTEE  
July 8, 2013**

**Present:**

Bob Pospisil, Chairman  
Kirk Moser, Vice-Chairman  
Jo Skidmore  
Shawn Utley  
Jerry Stone  
Steve Graves  
Paul Decker  
Merrol Hyde  
Jim Vaughn

**Also Present:**

Leah Dennen, County Law Director  
County Executive Anthony Holt  
Bill Kemp, County Clerk  
Gary Hammock, Building  
Commissioner

Chairman Pospisil brought the Legislative Committee meeting to order on July 8, 2013, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Without objection, Chairman Pospisil added a certificate of recognition honoring Judge Fred A. Kelly. Comm. Hyde made a motion to approve, seconded by Comm. Graves, the agenda as amended. The motion carried.

Approval of Minutes. Comm. Moser requested a correction to the minutes to reflect a time of 5:30 p.m. when the meeting began. Upon motion of Comm. Hyde, and duly seconded by Comm. Skidmore, the June 10, 2013, minutes were approved as amended by the body. Comm. Vaughn abstained from the vote.

Public Comments. There was none.

Report of Chairman. Chairman Pospisil had no report.

Old Business.

Voting Precinct. Comm. Hyde stated that the Office of Elections had mailed out a letter misrepresenting the role that the County Commission played in closing voting precincts. The letter falsely insinuates that the Commission's actions resulted in precinct closings when the Sumner County Election Commission bears responsibility, having taken a vote to close precincts. The Committee discussed whether the first paragraph of the letter should be reworded. Comm. Hyde pointed out that the state representatives and senator can ultimately change the situation. Comm. Skidmore moved, seconded by Comm. Pospisil, to ask the Election Commission to send a postcard to the voters correcting the misstatement. The motion was later withdrawn. Comm. Stone suggested running an newspaper advertisement at commissioners' expense. The Committee discussed the costs of mailing a postcard to voters.

Comm. Vaughn moved, seconded by Comm. Graves, to request Commission Chairman Hyde discuss the matter with the Administer of Elections to see if the letter can be rewritten and report next month. The motion carried.

Report of County Executive. County Executive Anthony Holt had no report.

Old Business. There was none.

New Business.

Veterans Service Report. County Law Director Leah Dennen stated that the report was for docketing purposes.

No Texting Resolution. Comm. Vaughn moved, seconded by Comm. Graves, to approve a resolution encouraging no texting while driving. The motion carried.

Certificates of Recognition. Chairman Pospisil introduced the following certificates of recognition:

- Evan Mullinax, Eagle Scout
- Brett Neelly, Discus Throw Champion
- Fred A. Kelly, retired Judge

Upon motion of Comm. Hyde, seconded by Comm. Graves, the Committee voted to group and approve the certificates of recognition.

Zoning. Chairman Pospisil recognized County Executive Anthony Holt who stated that he conferred with the City of Gallatin Mayor about this matter. He explained that zoning violations are not being enforced in the County planning region outside the city limits of Gallatin. Gallatin city officials have turned oversight of zoning violations to the Gallatin Police Department, that maintains it does not have authority outside the city limits. As a result, the job of enforcing the laws in the County have been neglected. Other cities that exercise jurisdictional authority in the county planning regions have not been a problem. A possible solution would be to allow the police to operate outside the city limits for code enforcement, only. Mr. Holt requested an opportunity to work this out with city officials. Building Commissioner Gary Hammock stated that his department does not have the manpower to take over these responsibilities.

Comm. Hyde moved, seconded by Comm. Vaughn, to hold the matter in abeyance for 60 days to allow time for a solution. The motion carried.

Report of the Law Director. There was no report.

Adjournment. Comm. Skidmore made a motion to adjourn, seconded by Comm. Graves. The Committee adjourned at 6:07 p.m.

Prepared by Maria Savage



PURCHASING COMMITTEE MINUTES  
June 24, 2013

MEMBERS PRESENT  
Frank Freels, Chairman  
Steve Graves, Vice-Chairman  
Judy Hardin  
Anthony Holt  
Kirk Moser  
Del Phillips  
Bob Pospisil

OTHERS PRESENT  
David Lawing  
Leah Dennen  
Marty Nelson

- I. CALL TO ORDER – at 5:36 pm by Chairman Freels in Room 112 of the County Administration Building in Gallatin, Tennessee.
  - A. Approval of Agenda – Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.
  - B. Recognition of Public - None
  - C. Approval of Minutes—April 15, 2013 (no May meeting) - Motion to approve by Ms. Hardin, seconded by Mr. Pospisil, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN - None
- III. REPORT OF THE COUNTY EXECUTIVE - None
- IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT – No report.
- V. REPORT OF THE LAW DIRECTOR – No report this month.
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS
  - A. Emergency purchase orders
    1. Law Director – Mr. Lawing reported the request was to purchase a replacement server for the law office that had stopped working. Motion to approve by Mr. Moser, seconded by Mr. Pospisil, unanimous approval.
  - B. Purchase more than estimated
    1. Circuit Court Clerk – Mr. Lawing stated there was a county wide shred day and the clerk underestimated the number of boxes. Requesting approval for payment of invoice. Motion to approve by Ms. Hardin, seconded by Mr. Pospisil, unanimous approval.
  - C. No purchase order requested or requested after invoice date - Motion to group and approve items 1-4 by Mr. Moser, seconded by Pospisil, unanimously approved.
    1. Health Department
    2. Emergency Management Agency
    3. Emergency Medical Services
    4. Sheriff's Office
    5. Archives – Mr. Lawing reported the Clerk had forgotten to get a purchase order. Motion to approve by Mr. Pospisil, seconded by Mr. Moser, unanimous approval.
    6. Drug Court (3) – Committee deferred decision on these items and requested Mr. Merryman's presence at the next committee meeting. Motion to approve by Mr. Moser, seconded by Mr. Graves, unanimously approved.
  - D. Review of purchase order policy – Mr. Lawing informed the committee that as changes are made in the purchasing policy, the Finance Department sends out an email as well as posting on the county web site, so everyone is aware of the changes. Mr. Lawing went on to quote, as written in Sumner County 2012 Purchasing Policy :
    1. Page 36 -General Provisions (II – F) “The County will not be liable for payment for any purchases made contrary to state statute or any of the purchasing procedures.”