



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:

Budget Committee.....January 13

Committee on Committees.....January 27

Employee Benefits.....December 17

2012 Financial Management Committee.....December 16

2012 Financial Management Committee.....December 16

Ad Hoc General Operation Committee.....January 8

General Operations Committee.....January 22

Highway Committee.....January 7

Investment Committee.....December 16

Legislative Committee.....January 13

Purchasing Committee.....December 16



BUDGET COMMITTEE MINUTES
January 13, 2014

MEMBERS PRESENT
Jerry Stone, Chairman
Moe Taylor, Vice-Chairman
Mike Guthrie
Ben Harris
Shawn Utley
Jim Vaughn

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Anthony Holt

- I. CALL TO ORDER - at 6:15 pm by Chairman Stone in Room 112 of the Sumner County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Chairman Stone added an additional item under New Business as A.5. Motion to approve by Mr. Harris, seconded by Mr. Guthrie, unanimously approved.
 - B. Recognition of Public – None
 - C. Approval of Minutes—December 9, 2013 - Motion to approve by Mr. Taylor, seconded by Mr. Guthrie, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report
 - A. Report from the Assessor of Property – Included in packet.
- III. REPORT OF THE COUNTY EXECUTIVE – No report
- IV. OLD BUSINESS – None
- V. NEW BUSINESS
 - A. Appropriations
 1. Sheriff's Office—\$4,000,000 from 2013 Bond for jail plumbing and electrical repairs – Mr. Lawing requested a change in appropriation for jail repairs in the amount of \$292,500 for engineering and project management fees. Motion to approve by Mr. Guthrie, seconded by Mr. Utley, unanimously approved.
 2. Nashville Area MPO (SR109)—\$12,000 for access management study – Mr. Lawing stated this was Sumner County's contract amount for the study and would be paid out of the General Fund unassigned fund balance. Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie, unanimously approved.
 3. Hendersonville Library—\$6,250 FOALS donation for books and data processing services and equipment. Motion to approve by Mr. Utley, seconded by Mr. Taylor, unanimously approved.
 4. Portland Library—\$1,249 LSTA Technology Grant for data processing equipment - Motion to approve by Mr. Harris, seconded by Mr. Taylor, unanimously approved.
 5. Resolution CDBG Community Development Block Grant Application – Waterline extension project with Sumner County providing local match funds up to \$100,000 and an additional \$200,000 if grant is received. Motion to approve by Mr. Taylor, seconded by Mr. Harris, unanimously approved.
 - B. Transfers
 1. Inter-budgetary
 - a. Greater than \$2,500
 - b. \$2,500 or lessMotion to pull page 24 (General Sessions –Drug Court request) from agenda and to group and approve items a. and b. by Mr. Utley, seconded by Mr. Taylor, unanimously approved.
- VI. REPORT OF THE FINANCE DIRECTOR

- A. Form CT-0253 and Airport Note – Mr. Lawing requests approval to forward Airport note to County Commission to spread on minutes. Motion to approve by Mr. Taylor, seconded by Mr. Harris, unanimously approved.
- B. FY2015 Budget Worksheets Request Letter – Mr. Lawing stated this is a copy of the memo sent to all department heads to have all FY15 budget requests turned in to finance department by March 1, 2014. Non-profit requests are also due by March 1. Any department budgets turned in late will default to the original fiscal year 2014 budget amounts.
- C. Capital Projects 2013 Bond Analysis – For informational purposes only.
- D. Revenue Analysis – Mr. Lawing reported December's revenue was slightly down with slowing in building permits but still up above budget and strong overall. If current trend continues, estimate 2% above projections equaling \$2.2 million dollars.
- E. Financial Reports—December (available at Commission meeting if requested)

VII. ADJOURNMENT – Motion to adjourn at 6:32 pm by Chairman Stone.

**COMMITTEE ON COMMITTEES
MINUTES
JANUARY 27, 2014**

Present:

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

Anthony Holt, County Executive
Leah May Dennen, County Law Director
Merrol Hyde, Commission Chairman
Erika Porter, Law Director's Office
Baker Ring, Commissioner

The meeting of the Committee on Committees was brought to order on Monday, January 27, 2014, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Moe Taylor was presiding.

Agenda. Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee voted to approve the agenda.

Minutes. Upon motion of Comm. Geminden, seconded by Comm. LeMarbre, the Committee approved the minutes of December 16, 2013.

Recognition of the Public. There was none.

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

Report of the Chairman. Chairman Taylor had no comment.

Old Business. None.

New Business.

Health Board. Chairman Taylor brought forth the following appointments on the Health Board for 4-year terms:

- Dr. Glenn Jones, Dentist
- Dr. Robert Phillips, Doctor
- Dr. Wayne Hooper, Doctor

Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee voted to re-appoint the members to the Health Board.

Agricultural Extension Service Committee. Chairman Taylor brought forth the following appointments on the Agricultural Extension Service Committee:

- Baker Ring, Commissioner
- Charlie Carr - Farmer
- Edie Kirkpatrick - Farm Woman
- Ben Harris, Commissioner

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

Next Month. Chairman Taylor brought forth the matters for consideration next month:

- Zoning Board of Appeals, Five-year term, Richard Jones, Alternate
- Highway Commission, Tom Neal, Citizen

Upon motion of Comm. LeMarbre, seconded by Comm. Moser, the Committee adjourned at 6:33 p.m.

Prepared by Maria Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
December 17, 2013
9:00 A.M.

Members Present:

Joe Matthews Bob Pospisil Del Phillips

Also:

Leah Dennen Karen Tokarz Teresa Terry
Erika Porter Bob Shupe Kedree Marsh
Debbie Robertson Jeremy Shupe Ernie Clevenger

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, December 17, 2013 at 9:00 a.m. in the Commission Chambers, County Administration Building, in Gallatin, Tennessee.

Agenda: Mr. Pospisil made a motion to approve the agenda; seconded by Mr. Matthews; unanimous approval.

Public Recognition: Mr. David Pigna, a county employee, asked to be recognized to request to expand provisions for hearing aids to extend beyond the current age limit of 18 and under. Mr. Matthews made a motion to pursue more information on this and to put it on the agenda for January; seconded by Mr. Pospisil; unanimous approval.

Minutes: Motion was made by Dr. Phillips to approve the minutes of November 19, 2013; seconded by Mr. Pospisil; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe said we had a good month on dental. There were positive receipts over disbursements. He projects a positive cash flow at end of year. He stated there was a very good claim month on medical. The reserve for the end of June is at \$1.4M for the cash balance. The large claims are trending less than last year. We are looking at negative trends for the end of the year which is good. Mr. Shupe handed out a page with Premium-Claims Breakout.

CareHere: Ms. Marsh stated utilization was good at all clinics except White House. There are 11 more individuals who are now non-tobacco users. She stated that the HRA schedules are now on the web page.

Finance Director: none

Old Business: none

New Business: Mr. Matthews asked BCBS to get with Mr. Pigna concerning their phone number which he could not get to do anything. Mr. Matthews also wished everyone a Merry Christmas and Happy Holidays. Mr. Matthews informed everyone that because of the holidays the meetings would be moved for the next two months. We will meet on January the 28th and February the 25th.

There was no further business so Mr. Pospisil made a motion to adjourn the meeting; seconded by Dr. Phillips; Mr. Matthews adjourned the meeting at 9:20 a.m.



2002 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
December 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Kaci Lantz
Natalie Daniels

- I. CALL TO ORDER - Chairman Freels called the 2002 Financial Management Committee to order at 5:30 pm on December 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Chairman Freels requested to move New Business to I-D. Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimously approved.
 - B. Recognition of Public – None
 - C. Approval of Minutes—November 18, 2013 – Motion to approve by Mr. Pospisil, seconded by Mr. Holt, unanimously approved.
 - D. State of Tennessee Deferred Compensation Plan (401k) – Mr. Lawing stated after comparing the county's current plans through Nationwide verses the plan from Great West Financial, he found fees through Great West are significantly lower. Mr. Lawing requested approval to send to county commission for approval.
 1. Presentation by Kaci Lantz, State of Tennessee Department of Treasury – Ms. Lantz stated the Treasurer from the local government sector noticed high fees and responsibilities that some local governments were unaware of and introduced the plan to open the 401k and 457 plans to local government.
 2. Presentation by Natalie Daniels, Great West Financial - Ms. Daniels stated if the Great West plan passes, they will set up workshops to help assist with enrollment and help educate employees on an ongoing basis.

Mr. Moser made a motion to defer until the Constitutional Office Holders have a chance to review the plan.
- II. REPORT OF THE COMMITTEE CHAIRMAN – None
- III. REPORT OF THE COUNTY EXECUTIVE – None
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Monthly Revenue Analysis – Mr. Lawing reported revenue is up by 1½% for the year, with sales tax above 5.3% year. Budget up 5% over last year and all other revenues are showing strong and expect to pick up from 1-1½% extra local revenue over projections.
- V. REPORT OF THE LAW DIRECTOR – None
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS – (moved to I. D.)
 - ~~A. State of Tennessee Deferred Compensation Plan (401k)~~
 - ~~1. Presentation by Kaci Lantz, State of Tennessee Department of Treasury~~
 - ~~2. Presentation by Natalie Daniels, Great West Financial~~
- VIII. ADJOURNMENT - Motion to adjourn at 6:00 PM by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.



2012 FINANCIAL MANAGEMENT COMMITTEE
MINUTES
December 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER - Chairman Freels called the 2012 Financial Management Committee to order at 6:16 pm on December 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimously approved.
 - B. Recognition of Public - None
 - C. Approval of Minutes—November 18, 2013- Motion to approve by Mr. Pospisil, seconded by Mr. Graves, 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 currently in implementation stage with Tyler and Kronos, planning to close contract with Tyler this week with an implementation period of eighteen months.
- V. REPORT OF THE LAW DIRECTOR – No report this month.
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS – None
- VIII. ADJOURNMENT - Motion to adjourn at 6:17 pm by Mr. Pospisil, seconded by Mr. Graves.

MINUTES
AD HOC GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
January 8, 2014

Present:

Jo Skidmore, Chairman
Merrol Hyde, Commission Chairman
Steve Graves
Frank E. Freels
Jerry Stone

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Paige Brown, Commissioner
Erika Porter, Law Department
Anthony Holt, County Executive
Ted Wise, BOE Chairman

The meeting of the Ad Hoc General Operations Committee was brought to order on Wednesday, January 8, 2014, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business.

Report of Chairman. Chairman Skidmore announced that the matter before the Committee was the White House land transfer.

Recognition of the Public. Chairman Skidmore recognized the following persons to speak on the White House land transfer:

- Ted Wise, Chairman of the Board of Education, presented information to the Committee regarding the cost associated with maintaining the White House High School football field if the County decides to take over the maintenance and upkeep of the stadium. He cited a report that said there were a number of repairs needed at the facility, including load-bearing walls, fencing, seating ramps and walkways for the handicapped, the press box and restrooms, among others. He said for the County to take over the facility was too costly.
- Jeff Porter, Coach of the White House High School football team, opposed the transfer of the football stadium to the County. He said it would put an undue burden on the coaching staff and the White House Quarterback Club to come up with funding. He said the startup costs would be \$50,000-\$75,000 and the Club did not have that kind of money.
- Gerald Herman, City Manager of the City of White House, spoke in favor of removing the deed restriction that states the City will upkeep the football stadium forevermore, so that plans for the library can go forward.
- Jeff Cordell, Principal of White House High School, spoke against the land transfer.
- Mike Arnold, Mayor of the City of White House, stated that the City built the stadium and maintained it at a cost to the City, but wanted out of the football business.
- County Executive Anthony Holt stated that he wanted the new library built on the Sumner County side of White House. He suggested the County

work out an agreement with the City to release it from the deed restriction to hold the City responsible for maintaining the football stadium and field.

After further discussion, the Committee took no action.

The meeting adjourned at 6:00 p.m. after a motion by Comm. Graves, seconded by Comm. Hyde.

Prepared by Maria Savage

MINUTES
GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
January 22, 2014

Present:

Jo Skidmore, Chairman
Paige Brown, Vice-Chairman
Ben Harris
David Satterfield
Bob Pospisil
Absent: Moe Taylor, Steve Graves

Also Present:

Leah Dennen, County Law Director
Erika Porter, Law Department
Anthony Holt, County Executive
Merrol Hyde, Commission Chairman
Frank E. Freels, Commissioner
Bill Kemp, County Clerk
Jerry Stone, Commissioner
Gerald Herman, White House City Manager
Mike Arnold, Mayor of White House

The called meeting of the General Operations Committee was brought to order on Wednesday, January 22, 2014, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business.

Chairman Skidmore reported that the matter to be considered was the White House land transfer agreement attached to the agenda. She recognized Merrol Hyde, Commission Chairman, who suggested accepting the most current agreement as presented regarding the White House land request. The agreement sets aside property to build a new White House library and releases White House from its obligation to provide and maintain a football stadium for the use of Sumner County schools. In the agreement White House city agrees to continue normal and usual maintenance of the Stadium Property until the end of the 2016 White House High School football season and afterward winterize the facility as is customary. The Board of Education agrees to separate utilities and bear the cost of doing so.

Comm. Harris moved, seconded by Comm. Pospisil, to approve the agreement and forward it to the full Commission. The motion carried (4-1) with Comm. Satterfield voting against the matter.

The meeting adjourned at 5:12 p.m. after a motion by Comm. Pospisil, seconded by Comm. Brown.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION

January 7, 2014

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

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, January 7, 2014 at 4:00 P.M. in Conference Room #112 at the Sumner County Administration building.

APPROVAL OF MINUTES

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

PUBLIC RECOGNITION – None

REPORT OF CHAIRMAN: OLD BUSINESS - None

REPORT OF CHAIRMAN: NEW BUSINESS

A. Hinton Road

Commissioner Graves presented an aerial map of Hinton Road requesting that the fence row be cleaned out because the road needs to be widened. Road Superintendent Hardin responded she would be glad to if he can get the owners to give the Right-of-Way deeds. He will work on that task.

B. Turning Lane at 109 to 386

Commissioner Geminden requests a turning lane be added for those turning off of Highway 109 onto 386. As it is now, you have to stop and turn back at an awkward angle. Law Director Dennen pointed out the same situation at Station Camp. Commissioner Strong suggested putting in two requests to the State.

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS – None**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Sumner County Road List**

Road Superintendent Hardin requested the annual approval of the Sumner County Road List (see attached), changes listed on the last page. County Executive Holt **motioned** to approve the official 2014 Sumner County Road List (see attached). **Seconded** by Commissioner Akins. **Motion passed** unanimously.

B. Resolution request

Road Superintendent Hardin requested a Resolution honoring Thomas Crowder for his 37 years of service. Commissioner Strong **motioned** to approve this resolution. **Seconded** by Commissioner Akins. **Motion passed** unanimously.

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

MOTION TO ADJOURN: Commissioner Akins
SECONDED BY: Commissioner Geminden
ADJOURNMENT: 4:25 P.M.



INVESTMENT COMMITTEE MINUTES
December 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Marty Nelson

- I. CALL TO ORDER – Chairman Freels called the Investment Committee to order at 6:01pm on December 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Graves, seconded by Mr. Holt, unanimous approval.
 - B. Recognition of Public – None
 - C. Approval of Minutes—November 18, 2013 – Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN— None
- III. REPORT OF THE COUNTY EXECUTIVE — None
- IV. REPORT OF THE TRUSTEE – Mrs. Nelson reported new applicants for tax relief continued to rise due to increase in income limit. Persons with a combination of all household incomes totaling up to \$27,000 annually can now apply for tax relief.
- V. REPORT OF THE FINANCE DIRECTOR – None
- VI. REPORT OF THE LAW DIRECTOR – None
- VII. OLD BUSINESS – None
- VIII. NEW BUSINESS – None
- IX. ADJOURNMENT - Motion to adjourn at 6:02 pm by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.

MINUTES
LEGISLATIVE COMMITTEE
January 13, 2014

Present:
Bob Pospisil, Chairman
Paul Decker, Vice-Chairman
Steve Graves
Joe Matthews
Jo Skidmore
Jerry Stone
Moe Taylor
Jim Vaughn
Merrol Hyde, Commission Chairman

Also Present:
Leah Dennen, County Law Director
Erika Porter, Law Director's Office
County Executive Anthony Holt
Frank Freels, Commissioner
Anthony Holt, County Executive
Shawn Utley, Commissioner
Trisha LeMarbre, Commissioner
David Lawing, County Finance Dir.

Chairman Pospisil brought the Legislative Committee meeting to order on January 13, 2014, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Comm. Skidmore made a motion, seconded by Comm. Graves, to approve the agenda. The motion carried.

Approval of Minutes. Upon motion of Comm. Taylor, and duly seconded by Comm. Matthews, the December 9, 2013, minutes were approved.

Public Comments. There was none.

Report of Chairman. Chairman Pospisil had no report.

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

Old Business. There was none.

New Business.

Veterans Service Report. This was presented for docketing purposes only.

State Inmate Reimbursement. Chairman Pospisil recognized County Law Director Leah Dennen who stated the County is currently paid \$35.00 per diem for housing state inmates in the Sumner County Jail. This resolution encourages the state to increase that amount up to \$50.00 per diem. Upon motion of Comm. Vaughn, seconded by Comm. Matthews, the Committee voted to encourage the State Department of Corrections to increase the rate of inmate reimbursement.

Inmate Medical Co-pays. Ms. Dennen stated that although indigent care is not denied, the County charges other inmates who have balances in their commissary accounts for medical services. The intent of the resolution was to raise the co-pays for medicine to \$5.00 and medical visits to \$10.00. Upon

motion of Comm. Vaughn, seconded by Comm. Hyde, the Committee voted to approve the increase of inmate medical co-pays.

Educate and Grow Scholarship. Chairman Pospisil recognized Comm. Decker who stated that the Education and Grow Scholarship program had been very successful and the funding for the program had been depleted, with a deficit of \$60,000.00 to fund the upcoming semester. Commissioners cited the program as being not only a help to students, but an excellent economic development tool.

Comm. Decker moved, seconded by Comm. Hyde, to recommend funding the continuation of the program in the amount of \$560,000.00 with the following revisions to the program:

- Limit each student to \$300.00 each semester for two years
- \$1,200.00 total in scholarship funds for two years
- Counselors at each school will administer program and notify Volunteer State who qualifies
- Appeals made to school principal
- Keep same qualifications
- Private school and home school students will apply to their zoned school
- Military veterans would apply directly to Volunteer State
- Deadline of March 1 for applications
- New students beginning the fall of 2014 will be covered by these rules
- Continue same commitment with students currently enrolled at Volunteer State
- Students who started the program the fall of 2013 will be covered by previous program

Comm. Graves moved, seconded by Comm. Vaughn, to increase to \$500.00 the amount each student could receive per semester with a maximum of \$2,000.00. The motion failed (4-5) with Commissioners Decker, Hyde, Graves and Vaughn voting in favor and Commissioners Matthews, Taylor, Stone, Skidmore and Pospisil voting against the measure. The vote on the original motion was approved unanimously.

State Plan 401(K) and 457 (b). Chairman Pospisil recognized Director of Finance David Lawing who stated that the state plan 401(k) and 457(b) were bid by the state and have lower maintenance fees associated with them than the current employee plan with Nationwide. Mr. Lawing stated that he had not heard any negative comments about the new program administrator. Upon motion of Comm. Stone, seconded by Comm. Vaughn, the Committee voted unanimously to approve the changes and forward the matter to the full Commission.

Agricultural Extension Service Calendar. Upon motion of Comm. Taylor, seconded by Comm. Graves, the Committee voted unanimously to change the office calendar of the Agricultural Extension Service.

Hendersonville Library Letter. Upon motion of Comm. Hyde, seconded by Comm. Decker, the Committee voted unanimously to refer the letter regarding the Hendersonville library to the ad hoc committee dealing with this matter.

Four Lake Regional Industrial Development Authority. Chairman Pospisil recognized County Executive Anthony Holt who stated that the Four Lake Regional Industrial Development Authority, on which board he sits, has begun a grant process that will benefit the area and he recommended granting the request for refunding. Upon motion of Comm. Matthews, seconded by Comm. Graves, the Committee voted unanimously to recommend to the full Commission the request.

Register of Deeds Private Act Repeal. Chairman Pospisil recognized County Law Director Leah Dennen who stated that a 1967 private act pertaining to the Register of Deeds operations was antiquated and should be repealed. Upon motion of Comm. Taylor, seconded by Comm. Matthews, the Committee voted unanimously to take the necessary action to repeal the private act.

White House School Land Transfer. Comm. Decker moved, seconded by Comm. Hyde, to refer the matter to the General Operations Committee for review. The motion carried unanimously.

Certificates of Recognition. Upon motion of Comm. Graves, seconded by Comm. Taylor, the Committee voted to group and approve the certificates of recognition for the following:

- Thomas Crowder, Highway Department Employee Retirement
- Juanita Frazor, retiring as the Director of the Sumner County Museum
- Recognizing Palace Theater's 100th anniversary

Zoning Amendment Agri-Tourism. Ms. Dennen stated the Committee needed to docket the zoning amendment. Comm. Taylor moved, seconded by Comm. Graves, to docket the Jeff and Earl Clark zoning request to have their property rezoned from Zone A (Agricultural) to Zone C-2 PUD (Commercial 2-Planned Unit Development) per Article VII, Section 5, Commercial 2 Districts of the Sumner County Zoning Resolution: 3256 Highway 31-E, Bethpage TN; Tax Map 84, Parcel 7.00, containing 1.47 acres. The motion carried unanimously to docket the matter for the February Commission meeting.

Report of the Law Director. There was no report.

Adjournment. Comm. Vaughn made a motion to adjourn, seconded by Comm. Matthews. The Committee adjourned at 6:15 p.m.

Prepared by Maria Savage



PURCHASING COMMITTEE MINUTES
December 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Sonny Weatherford

- I. CALL TO ORDER - Chairman Freels called the Purchasing Committee to order at 6:03 pm on December 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Pospisil, seconded by Mr. Graves, unanimous approval.
 - B. Recognition of Public - None
 - C. Approval of Minutes—November 18, 2013 - Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- No report
- III. REPORT OF THE COUNTY EXECUTIVE – No report
- IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT – No report
- V. REPORT OF THE LAW DIRECTOR- No report
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS
 - A. Purchase Order Issues
 1. Sheriff's Office—purchase of cars without purchase order - Mr. Lawing stated the vendor called to discuss purchase of cars and was informed the purchase could not take place on an expired bid. Sheriff Weatherford stated the 2013 state contract had expired and was informed by Mr. Lawing that he had to rebid. Sheriff Weatherford requested the purchase order on Monday, December 2nd due to the county offices being closed for Thanksgiving holiday. However, the vendor worked Friday, November 29th which caused the date of purchase to be before PO request. Motion to approve by Mr. Moser, seconded by Mr. Graves, unanimous approval.
 - B. Purchasing Policy Update – Mr. Lawing stated it is statutory requirement to use the state chart of accounts. When changes are made to the purchasing policy, it is posted immediately on the finance website and emailed to all department heads and any persons responsible for requesting purchase orders and processing invoices. Most recent changes are in housekeeping- special provisions. Motion to approve purchasing policy update by Mr. Graves, seconded by Mr. Moser, unanimously approved.

Mr. Lawing also requested the committee give him permission to grant each department one PO exception per year if department: has not failed to obtain a PO (when required) in the last 12 months, has filed adequate documentation with finance department detailing the circumstances resulting in failure to follow policy, and has no prior violation of state statutes. If there is an emergency that requires an appropriation from county commission, there is no need for it to go back to committee a second time. Motion to amend purchasing policy by Mr. Moser, seconded by Mr. Graves, unanimous approval.
- VIII. ADJOURNMENT – Motion to adjourn at 6:15pm by Mr. Graves, seconded by Mr. Moser, unanimous approval.