



SUMNER COUNTY COMMISSION

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

Commissioners

First District
Mike Akins
Shawn Fennell

Second District
David A. Cummings
Shawn Utley

Third District
Steve Graves
David Satterfield

Fourth District
Frank E. Freels
Joe C. Matthews

Fifth District
Saundra Ridings Boyd
Steve Camp

Sixth District
Bob Hendricks
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
Billy S. Hobbs
Bob Pospisil

The following minutes are included in this packet:

Budget Committee.....April 6, 12, 22
May 6

Committee on Committees..... May 17

Education Committee..... May 10

Financial Management..... May 17

General Operations Committee.....May 10, 24

Highway Commission..... May 10

Investment Committee.....May 17

Legislative Committee..... May 10

Financial Mgt. Ad Hoc Committee.....April 27

Purchasing Committee.....May 17

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
April 6, 2010
8:30 A.M.

Members Present:

Kirk Moser –Chairman	Billy Hobbs	Paul Freels
David Kimbrough – Vice Chairman	Jerry Stone	David Satterfield

Also:

David Lawing Leah Dennen Anthony Holt Beth Browning

Chairman Moser called the Budget Committee to order on Tuesday, April 6, 2010 at 8:30 a.m. in Room 112 of the County Administration Building, Gallatin, Tennessee.

Discussion on 2010-2011 FY Budget for Sumner County –

Chairman Moser noted this would be an information gathering meeting.

Dr. Hobbs made a motion to send a message through the Budget Committee Chairman to the Board of Education, with the expectation that their General Purpose Budget and all other budgets be submitted to the Budget Committee, in order for all budgets to be presented at the June County Commission Meeting, seconded by Mr. Satterfield, motion passed unanimously.

Mr. Holt reported the Board of Education projected budget for FY2010-2011 is at a \$9(M) deficit.

Mr. Lawing reported, per the committee's request, that any open position that is vacant and has not been filled within the year has been removed to give the Estimated Actual amounts for 2009-2010 FY. This removed approximately \$800,000 in unused expenditures. Mr. Lawing projects a good safe-mark would be approximately \$500,000 to \$1(M) to be returned back to the General Fund at the end of FY 09-10.

Mr. Lawing reported the projected budget for FY 2010-2011 is as follows:

• Expenditures	\$42,946,946
• Revenues	<u>\$38,462,824</u>
• Total Shortfall	\$ 4,484,122

Ending Balances:

• Designations	\$4,656,999
• Reserves	\$ 706,079
• Undesignated	<u>\$4,079,260</u>
• Ending Balance	\$9,442,338

With the bond rating, we are required to have \$7,000,000 in the Undesignated Fund Balance. This leaves Sumner County needing to trim approximately \$2.5(M) from the 2010-2011 FY Budget. The committee agreed \$2.5(M) is a good solid number to either trim expenditures or raise revenues in order to balance the FY 2010-2011 Budget.

Mr. Kimbrough requested that Mr. Lawing report to the committee, as the elected official/department head's budgets are reviewed, if they have had an open position for more than a year.

County Commission -

- Dues and Membership – Mr. Lawing noted this amount includes no extra dues or membership fees and may be able to be reduced if the commission decides not to be in the County Commissioners Association.
- Other Salaries and Wages – Mr. Lawing noted this account line is for employees that take minutes and are monetarily reimbursed. The additional retirement has been factored in to this amount

therefore causing an increase. Mr. Lawing noted that TCRS has increased the amount due per employee for FY 10-11.

- Other Costs – Chairman Moser questioned why this line item was amended up to \$20,210. Mr. Lawing will research that and report to the committee.
- Printing and Stationery – Mr. Lawing noted that this line item could be examined and possibly reduced.

County Executive – Mr. Holt reported the changes in this budget are as follows:

- Salary – Mr. Holt stated there is a \$1,500 increase because he received his Certified Public Administrator through the University of Tennessee.

Mr. Lawing stated that the majority of the increase in the County Executive's budget was benefits and Mr. Holt receiving his Certified Public Administrator.

The committee wanted to know what are some of the expenditures of the 599 – Other Charges line. Mr. Holt noted this is where Compass, Grant Writing, TDEC, etc. are paid from.

Mr. Stone asked what the % increase was for the Health Insurance. Mr. Lawing noted that it will be a 10% increase. Mr. Lawing stated that due to the fact we are self-insured, no budget has been required for the Self Insurance Board. However, just for good financial management, Mr. Lawing and Mrs. Browning will be composing a budget. Mr. Stone requested the total health care cost for County General Employees.

Board of Equalization –

- Mr. Lawing noted due to the fact that last year was the reappraisal and there are several large properties on appeal, Mr. Lawing feels \$3,500 is a good estimate for FY 11.

Other Boards & Committees –

- Civil Service Commission—this would be the first full year this committee has been established. This is the first year the committee members have been paid for their services.

County Buildings –

- Electricity – decreased \$8,000
- Water and Sewer – decreased \$5,000
- Gas – decreased \$22,000
- Other Contracted Services Resource Auth - Mr. Lawing noted this \$30,000 was for brush cleanup. Mr. Lawing noted there is still a vacant cleaning position at the courthouse. Mr. Holt requested this position be left in the budget. This position may need to be filled in FY 11.

Archives –

- Mr. Moser noted the increase in the Archives budget reflects the following:
 - Request new director position - \$40,000
 - Request part time position – 15 hrs. per week at \$7.50 per hour

Mr. Holt reminded the committee that last year the acting director retired, and a one year grant funded the part time employee. Mr. Holt noted that Ms. Settle is requesting to be moved to the director position and a part time employee be added to keep the Archives open during business hours. Mr. Moser replied maybe other personnel could report to the Archives Building in Ms. Settle's absence or persons requesting the information could come to the County Executive's office and request the door be opened. Mr. Moser noted that as long as the records were accessible to the public, these may be options. Ms. Settle noted she reduced everything with the exception of communication and postal line items. Mr. Moser noted she has reduced the publication line item. Ms. Settle reported she is not planning to publish any books. Mr. Satterfield asked if more than 5 people are entering the door. Ms. Settle explained there may only be 5 people entering the door, however, one customer may take 3 hours to research the information they are requesting. Ms. Settle stated a \$5 search fee can be charged, as well as a copy fee.

Finance/ Purchasing/IT –

- **Information Technology** - Mr. David Pigna reported there is a \$1,400 increase to the Contracted Services line. Mr. Pigna noted Sumner County pays approximately \$15,000 a year for data processing support; however, if a contract can be signed to include all departments in one contract, the cost could decrease by 15% to 20%. Mr. Pigna noted if the contract is signed, then the \$1,000 increase would not be required. Mr. Moser questioned the increase in the Maintenance and Repair Equipment line. Mr. Pigna explained that, historically, every few years, maintenance and repair is needed on a server. The increase is to cover the replacement of a server should it arise. Mr. Moser stated that \$1,044 has been expended YTD for office supplies. Mr. Moser asked if this line item can be reduced by \$500 to \$1,500. Mr. Pigna noted that reduction would be acceptable. Mr.

Pigna noted the line items in his budget support the whole building and not just the information technology department.

- **Finance/Purchasing** - Mr. Lawing reminded the committee that Purchasing and HR have been absorbed into the Finance Department budget for FY 09-10. Mr. Lawing noted there are two line item increases in the Finance department.
 - Data Processing Services - \$13,000 – this is an increase for an upgrade to the accounting software currently used in the Finance Office.
 - Payroll Project - \$100,000 - This would be the cost to correct the audit finding for payroll issues. This item would only be added if the commission decides to proceed with this project. Mr. Lawing noted this amount represents the software option to correct the payroll audit findings. Mr. Lawing stated four bid packets were received but will not be opened until it is determined if the committee is going to proceed. Mr. Lawing noted this is a reasonable estimate on the payroll software.

Mr. Lawing noted there were several reductions made in Finance:

- Postage – \$2,750 - Mr. Lawing reported this savings is due to the emailing of committee packets.

Mr. Moser asked what the Other Finance Risk Management item was in the proposed budget. Mr. Lawing noted this is a reimbursement from the Self Insurance Trust for the Risk Management Department.

County Attorney –

- Ms. Dennen reported that if you take out the insurance and retirement, the Law Director's Office has reduced their budget by approximately \$25. Mr. Moser asked if the printing and stationery line can be reduced. Ms. Dennen responded this line item is used to purchase the certificates of recognition used by the County Commission. Ms. Dennen stated she pays for her own cell phone and office supplies, and she is certain there is no more trimming that can be done in her budget. Ms. Dennen noted she has reduced some costs in the law library line item by renegotiating her contract with West Law.

Mr. Hobbs and Mr. Stone requested Mr. Lawing provide the committee with a list of employees in the building who have a cell phone. All of the cell phones are in the communications line item of each budget. Mr. Lawing also reported the cell phones are not to be used for personal usage.

Judicial Magistrates –

- Ms. Dennen stated since the establishment of this program, the judicial commissioners were required to have 12 hours of continuing legal education. This has been absorbed in their budget. Ms. Dennen noted all the positions, except one, are part-time employees. Ms. Dennen noted a dues and membership line has been added into the budget for joining a Judicial Commissioners Association. By being a member, it saves on continuing legal education classes.

Election Commission –

- The proposed budget request document the committee has and the budget Mrs. McDougal requested is not matching. The committee requested Mrs. McDougal's request be postponed until the next budget hearing.

Register of Deeds-

- Mrs. Pam Whitaker reported the fees collected by her office YTD are \$710,058.28, noting this more than covers her current budget. Mrs. Whitaker stated she has reduced her postage by \$7,000 by requesting a self-addressed stamped envelope be enclosed for return mailings. Mrs. Whitaker reported that by asking for the self-addressed stamped envelope, she reduced her printing and stationery line item by \$500 because this also saves on envelopes. Mrs. Whitaker noted she still has some required mailings. Mrs. Whitaker stated she can "live with" the operating budget submitted for FY 2011. Mr. Moser asked if the state passed the \$5 fee that could potentially be collected by the Register of Deeds, how much extra work this fee collection would be for her department. Mrs. Whitaker responded the software is currently set up to collect this fee. Mr. Lawing reported Mrs. Whitaker's department has a vacant employee position that has been there for more than a year. Mrs. Whitaker requested this position not be removed from her budget. She noted she has no plan on filling the position now; however, if things start picking up, she may need to hire an employee in the future. Mrs. Whitaker noted the operating lease payments are for the leased copier. This cost varies from month to month depending upon the number of copies

made. Mrs. Whitaker reported the maintenance and repair equipment line item is used for the plat printer in her office. She noted this was the only one in her office, and the money in that line is for repairs should they be needed. Mr. Moser asked if Mrs. Whitaker could reduce the maintenance and repair equipment line from \$15,000. Mrs. Whitaker stated she would look at that line item again. Mr. Kimbrough suggested she look at the duplicating line item as well as data processing equipment. Mrs. Whitaker noted that her department copies the data on the CD's. There are companies that purchase the CD's. Mrs. Whitaker noted her office can not sell data; however, they can sell the CD's. All the money collected more than covers her duplicating expense. Mrs. Whitaker clarified the Data Processing Equipment cost comes from her Reserve Account. Mr. Moser clarified that the committee may be looking at reducing duplicating supplies and operating lease payments.

Mr. Kemp clarified to the committee that the increase to the TCRS retirement is less than a 5% increase not the earlier 20% increase stated by Mr. Lawing.

Trustee –

- Mrs. Marty Nelson stated her collections for the FY 09-10 at the end of March were at the same place as this time last year, but the Trustee's office had a month less for collections. Mrs. Nelson reported that their software is currently through Local Government, but she plans to change vendors. Mrs. Nelson stated this will require the purchase of two PCs in order to handle the software. Mrs. Nelson requested the committee not reduce her budget. Mrs. Nelson informed the committee she has a vacant full time position included in her FY 11 budget request. Mrs. Nelson stated she is not planning on filling this position; however, with the tax relief and tax freeze implemented, she may need to hire part-time personnel during collection times. Mrs. Nelson reminded the committee that the commission voted to match what the state provides for the Elderly Tax Relief. Mrs. Nelson noted that for FY10, the matching amount is \$126.30. Mrs. Nelson noted the state currently owes Sumner County \$45,000. Mrs. Nelson stated the amount currently appropriated is \$200,000 for FY 10. Mrs. Nelson stated the commission may want to review the matching amount. Mr. Kimbrough requested Mrs. Nelson supply a number to the committee on how many people we are matching at the maximum amount to see if lowering the rate is an option. Mr. Lawing noted due to the annual 25% growth occurring yearly, the amount for FY 11 in the budget is \$240,000. Mrs. Nelson reminded the committee she collects the Tax Freeze applications for all of Sumner County and invoices the municipalities for the collection. She stated she is currently working with the cities again to propose the collection of the Tax Relief Applications in the Trustee's Office. Mrs. Nelson noted this would help to better serve the citizens of Sumner County by applying for both programs at one location. Mr. Moser questioned Mrs. Nelson about the postage line item in the FY 11 budget. Mrs. Nelson stated a portion of this expense is a contracted amount with the company that mails the tax notices; however, Mrs. Nelson's office is responsible for the Delinquent Tax Notice mailings. Mr. Moser asked if the Data Processing Equipment line could be reduced. Mrs. Nelson stated previously she would be purchasing two new computers for her office. Mr. Lawing reminded the committee this is a legally reserved data processing fee. Mr. Kimbrough questioned if there could be a reduction in the furniture and equipment line. Mrs. Nelson noted this money would be used to purchase approximately eight chairs. Mrs. Nelson explained due to the large number of elderly customers in her office, she would no longer be able to use the rolling office chairs, due to the liability.

Veteran Services –

- Mr. Bill McRee explained to the committee that his department is responsible for managing all service connected claims, non-service connected pension claims for war time veterans and widows, and helping the families of veterans with various claims. Mr. McRee stated that he is requesting a status quo budget for the Veteran Services Department. Mr. Moser requested Mr. McRee explain the travel charges in his budget. Mr. McRee stated this is for visiting Veterans that are homebound, in a nursing home, or for meeting with case workers. Mr. McRee further explained this mileage expense includes the quarterly Veteran Services required training. Mr. Moser stated the Office Supplies line has currently expensed \$32 in FY10. Mr. Moser asked if this line item could be reduced to \$500. Mr. McRee stated this would be a workable reduction.

Construction and Development –

- Mr. Gary Hammock stated some line items have been reduced and some have increased. Mr. Hammock reminded the committee of the part-time administrative assistant hired for the MS4

administration causing an increase in the salary line item. Mr. Hammock stated there is also a \$10,000 increase for a grant received by his department. Mr. Hammock reported he reduced the Data Processing line item \$1,000 making the total \$3,000. Mr. Hammock noted with the Land Use Plan being worked on, this has increased the use of color ink in the copier. Mr. Hammock reported the gasoline line item may have room for reduction. Mr. Hobbs questioned if C&D could do without the state planner. Mr. Hammock noted that with the development of Sumner County's Land Use Plan that discontinuing the state contract would not be advisable for FY 11. Mr. Hammock stated that somewhere in the future, we would be able to discontinue this contract. Mr. Kimbrough asked if the contract with the state planner is negotiable. Mr. Hammock responded that it is not because the price is set by population.

Property Assessor/Reappraisal – Assessor

- Mr. John Isbell noted there are not a lot of changes to the Assessor's budget. Mr. Isbell stated that most of the changes in this budget reflect the chart of account changes made by the auditors. Mr. Isbell reported he reduced the GIS line item by \$200.

Mr. Lawing noted that estimated actual this FY is less than FY 11 proposed budget. This is due to an employee being on unpaid leave.

Reappraisal

- Mr. Isbell noted that the Reappraisal Budget request is lower in the 2009-10FY. Mr. Isbell noted the following changes in the Reappraisal budget:
 - Contracted Services – \$6,200 increase. Mr. Isbell reported this is for the state mandated audits. Mr. Isbell noted this is a set price.
 - Office Supplies - Mr. Isbell responded he could probably reduce \$1,000 in this line item making the total \$3,000.
 - Contract with Government Agencies – Mr. Isbell stated this is grant funds. This number changes due to the number of reviews and changes made.
 - Gasoline – Mr. Isbell stated that this amount depends upon the price of gasoline. Mr. Isbell would review this line and see if any reductions could be made.

The committee questioned Mr. Isbell when he may have the pending appeal judgments. Mr. Isbell hopes all the judgments will be settled within the next 90 days. Mr. Lawing reported to the committee that due to the large amount of appeals, Sumner County could be off on FY10 revenue by approximately \$1(M) causing property tax to be revenue negative. Mr. Holt asked if the commission could reset the certified the tax rate. Mr. Lawing replied you could reset the tax rate at any time; however, the perception of the public is that it would be a tax increase, not an adjustment of the certified tax rate. Greenbelt could also affect the property tax.

Health Department –

Mr. Moser noted the Health Department budget is divided into three sections: Health Dept, Health Dept-DGA, and Health Dept-H1N1. Mr. Moser noted we would be looking at the Health Department Budget only.

Mr. Hal Hendricks addressed the committee on the Health Department budget.

- Utilities - \$58,000 + \$12,000 City of Portland Donation – this item has been separated into three separate line items for FY 11.
- Other Cost – Misc. charges not counted under the other line items. Mr. Hendricks noted a reduction of \$1,000 would be workable.
- Communications – Mr. Hendricks stated that he is currently in negotiation with AT&T to try to reduce this line item.
- Custodial Supplies – This item is for the floor wax and there is no room for reductions.

Mr. Moser noted there is a change to the schedule:

Drug Court – 3:00 p.m.

General Sessions – 3:15 p.m.

Juvenile – 3:30 p.m.

Libraries – unable to attend

Soil Conservation –

Debbie Rippey and Carolyn Dillard, District Conservationist, prepared a brief presentation on the Soil Conservation Organization and some before and after photos on projects. Ms. Dillard stated Sumner County funds the secretary position. Ms. Dillard noted most projects are federally funded.

Mr. Moser questioned the 599 – Other Charges line item. Mr. Lawing reported that in the past, the total budget was under the line item 599 - Other Charges. Mrs. Rippy and Ms. Dillard reported a \$500 reduction from Other Charges would be workable. This would make the total budget for Soil Conservation \$4,000. The committee questioned how many employees were in this budget. Mrs. Rippy noted Sumner County pays only her salary and benefits.

Agricultural Extension -

Mr. Clint Parker reported the majority of this budget is comprised of mostly salary items. Mr. Parker noted since the move to the new building, there have been a few expenses (boiler room inspection, boiler expenses) that have been added to the budget. Mr. Parker noted he has removed some of the funds from communication and added the Other Equipment line for computers, scanners, cameras, etc. that would not go into the Data Processing line item. Mr. Moser asked Mr. Parker to explain the travel charges. Mr. Parker noted the largest expense in this line item is the 4-H Club meetings at Sumner County Schools. Mr. Moser questioned \$500 for Other Equipment. Mr. Parker responded this is the line item chosen for equipment such as projectors and cameras. Mr. Parker noted \$1,000 in Data Processing reflects the computers.

Clerk & Master/Chancery Court –

- Mrs. Brenda Page stated that she is requesting a status quo budget for 2010-11FY request. Mrs. Brenda Page reported the projected return to the General Fund for FY 09-10 is approximately \$1,072,333.86 (total monies). Mrs. Page requested the state refund approximately \$181,638.93 in unclaimed monies to Sumner County for FY10. Mrs. Page noted there will not be another delinquent tax sell until November 2010. Mrs. Page stated this is due to the large number of parcels added. Mr. Moser questioned if the Office Supply line item could be reduced from \$12,000 to \$10,000. Mrs. Page responded, “It is not going to make me happy, but I will do it.” Mr. Moser noted the Data Processing Equipment line item has been reduced to align with expenditures. Mr. Stone questioned Mr. Lawing on the Health insurance \$87,000 increase. Mr. Lawing stated this reflects a change of coverage made during the year. Mr. Moser asked if the Capital Outlay could be reduced by \$1,000 making the total \$3,000. Mrs. Page stated she could make this reduction.
- Mr. Lawing stated for FY 11 this is the cost of health insurance:
 - Single - \$5,004.68
 - Employee + One – \$10,211
 - Family - \$20,562.66

Mr. Lawing noted this is very good rates for the health insurance.

EMA -

- Mr. Ken Weidner reported this budget is basically the same as FY10. The only changes made have been to accommodate the maintenance on the towers installed with the grant funds. Mr. Weidner noted some of the maintenance includes generator maintenance, weed killer, and batteries. This reflects \$400 per site for the seven communication towers. Mr. Weidner noted this was added to the 336 – Maintenance and Repair/Equipment line item. Mr. Moser questioned what’s in the Capital Outlay line item for FY10. Mr. Weidner noted this will be spent by the end of FY10. Mr. Moser asked Mr. Weidner about the 499 line item. Mr. Weidner noted this line is for operational supplies needed in the disaster. Mr. Stone asked about the Animal and Food Supplies line item. Mr. Weidner stated that item was removed from the FY10 budget.

Mr. Stone asked if any departments are maintenance in house. Mr. Lawing responded “No, each department has their own vendor.”

County Clerk –

- Mr. Bill Kemp reported his office has one position that has remained vacant all year. Mr. Kemp noted this position is reflected in the FY11 budget request. Mr. Kemp reported March 2010 was the largest month in Wheel Tax collection (\$12,500) in his 20 year tenure. Mr. Moser questioned Mr. Kemp on the following line items:
 - Data Processing Services – \$37,850 – Mr. Kemp stated most of this is hardware and software maintenance – pass through funds (\$1.25 from each title printed and \$2 from each business tax application)
 - Data Processing Equipment - \$53,000 – Mr. Kemp noted this was broken into three different line items for FY10. Mr. Kemp stated this is not a reduction.
 - Postage – Mr. Kemp noted the machine has been filled and this item has been expensed.

- Office Supplies – Mr. Moser asked if \$1,000 could be reduced in this line item. Mr. Kemp stated “If you want \$1,000, I could possibly reduce another line item, however, not office supplies.”
- Salary - Mr. Moser asked if the vacant position could be removed from his FY11 Budget Request. Mr. Kemp stated “I would prefer not.” Mr. Kemp reminded the committee of Section 10 of the Private Act stating the budget committee shall fully provide for any court ordered expenses. The Budget Committee appropriates funds to fully fund the court order. Mr. Kemp noted the budget committee is still not currently fully funding his court order. Mr. Kemp stated if April collections are large like March 2010, then he may need to hire this position. Mr. Kemp stated he does not plan on filling this position.
- Mr. Lawing reported Mr. Kemp’s retirement figure changed to \$113,587 reducing his budget by approximately \$10,000.
- Mr. Kemp noted the state has taken over collection of the Business Tax and currently the payment is behind. Mr. Kemp stated Sumner County is hoping this will be received by the end of FY10.

Sheriff’s Office –

- Mr. Bob Barker reported to the committee on his budget. Sheriff Barker noted that the budget is reviewed daily in order to identify cost savings. Sheriff Barker stated yearly bids are done on all items. Sheriff Barker reported on the following:

➤ Sheriff’s Office

- Medical Services – Sheriff Barker noted this line item is currently running at 100% expenditures. This is due to the increase in population.

Sheriff Barker reported there is a bill in legislation, if it passes, the counties would become responsible for fees for TBI investigations. The estimated cost for Sumner County is \$10,000. However, there is a way for counties to recover some of the lost fees. Sheriff Barker stated the salary line item increased due to adding three part-time personnel to the Warrants Division. Sheriff Barker stated the issuance of warrants is increasing.

Mr. Moser questioned Sheriff Barker about the following items:

- Data Processing Supplies – YTD \$53,000 vs. FY 11 \$100,000 - can any reduction be made. Sheriff Barker noted this would be where all of the computer upgrades are expensed as well as communication supplies.
- Gasoline – YTD \$159,000 vs. FY 11 \$339,000 - can any reduction be made. Sheriff Barker responded that we are not sure how high the cost of gasoline will become. Sheriff Barker stated a possible reduction could be made; however, reducing this line may result in the committee having to appropriate more in the future.
- Uniforms – YTD currently 50% expensed. Sheriff Barker stated this is for outfitting approximately 250 employees. Sheriff Barker reported this is not a matter of trying to spend this line before the end of the year but more like make sure we make it through the budget year.

Mr. Hobbs asked how many employees were in Animal Control. Sheriff Barker responded with five employees (one clerical and four deputies). Mr. Hobbs asked if the Sheriff’s Office was supplying cell phones to employees. Sheriff Barker replied with, “Yes, administrative personnel.” Sheriff Barker then explained that every employee receives a cell phone; however, it is a limited calling cell phone. The phones are programmed to only call other Sheriff Office cell phones, and the contract for each phone is \$0.05 a month.

➤ Animal Control –

- Sheriff Barker stated that due to the fact euthanasia is being done in-house, the Veterinary Services line has reduced drastically.
- Animal Food – YTD \$2,300 vs. FY 11 \$13,000 - any reduction. Sheriff Barker noted Sgt. McCleran had been very lucky in utilizing every resource for donations. Sheriff Barker stated food donations are something they plan on continuing to pursue; however, donations are not guaranteed.

➤ Sex Offender Registry

- Sheriff Barker noted these funds are all designated for this program by state statute.

➤ Jail

- Sheriff Barker reported most of this budget is salaries, food, supplies, and medical costs. Sheriff Barker stated the jail population has decreased from six months ago. Sheriff

Barker stated judges in Sumner County are looking for alternative programs, such as Drug Court, for non-violent offenders.

Mr. Moser asked about the state reimbursement rate. Sheriff Barker reported that the state cap is \$35 per day and Sumner County is currently at \$30 per day. Sheriff stated he has requested an increase and will continue to negotiate this rate.

Circuit Court Clerk –

Mr. Lawing stated Mrs. Hughes's department currently has two vacant positions.

- Court Cost – YTD \$30,000 vs. FY 11 \$60,000. Mrs. Hughes stated this is for Jury Cost. Mrs. Hughes pays for Chancery Court Jury out of this line item also. Mrs. Hughes stated that she has no control on the number of jury trials in Sumner County. Mr. Kimbrough stated historically the FY06 had the highest jury cost. Mr. Moser asked if this line could be reduced \$10,000. Mrs. Hughes stated this reduction could be made with the understanding there may need to be additional appropriations during the year.
- Office Supplies – Mr. Moser asked if there could be any reduction in this line item. Mrs. Hughes stated she waits until closer to the end of the fiscal year to purchase her supplies.

Mrs. Hughes reported collected fees for March 2010 were \$212,000 and that YTD fees will be close to \$2(M). Mr. Moser asked how many employees are in her department. Mrs. Hughes replied 13 employees and fee collection for four judges.

EMS -

Mr. Keith Douglas reported he has further changes to his FY 11 budget request; however, this will not change the total FY 11 request. The changes are as follows:

- Data Processing Services – FY 11 \$23,205 original FY 11 \$30,903 amended
- Other Capital Outlay– FY 11 \$53,008 original FY 11 \$45,350 amended
- Dues and Membership - FY 11 \$590 original FY 11 \$620 amended
- Operating Lease Pmts. – FY 11 \$ 59,745 original FY 11 \$59,715 amended

Mr. Douglas stated the increases and decreases in the above line items are just shifting the money for a more accurate budget. Mr. Lawing stated that in FY10 there is an increase in overtime/part time staff due to the large number of call volume. Mr. Hobbs asked the number of cell phones provided by his department. Mr. Douglas replied only supervisors have phones. Mr. Douglas stated all units have the limited calling phones at \$0.05 per month.

Mr. Holt stated Mr. Douglas may have a way to increase revenue. Mr. Douglas stated that currently EMS is turning over approximately \$120,000 to the local collection agency. Mr. Douglas noted EMS is seeing a small amount of collections recovered. Mr. Holt stated that some people know the county is not aggressive on their collections. Mr. Douglas stated other counties, more aggressive than Sumner County, are collecting approximately \$350,000 a month. Mr. Holt stated with the budgets being as they are, this may be a way for the revenues to increase. Mr. Holt and Mr. Douglas wanted the committee to be aware that this is an option to review for a more successful collection.

Mr. Moser questioned if any reductions could be made in the following:

- Vehicle Parts - Mr. Douglas noted he would speak to the mechanic to make sure this is an option.
- Operating Lease Payments - Mr. Douglas stated this is used for copiers and lease agreements and would be expensed before the end of the year.
- Diesel - Mr. Douglas replied diesel fuel is rising, and this may not be an option.
- Gasoline - Mr. Douglas stated he could reduce this line item by \$1,000.
- Medical Supplies – Mr. Douglas reported there is no room to reduce.
- Motor Vehicles - Mr. Douglas stated this is for three replacement ambulances.

Drug Court

Judge Jim Hunter stated there is a clarification to the Drug Court FY 11 budget – Correct Total Budget should be \$202,897 which is a reduction from \$270,497. Judge Hunter stated this is due to the elimination of an employee and a grant being received to replace that employee. Also, another grant was received to purchase a portable lab, allowing the drug testing to be done in-house and reducing outsourcing costs. These two grants have reduced the FY 11 budget request by \$68,000. Mr. Lawing noted the fees in this budget are designed for DUI treatment.

General Session Judge I

Judge Jim Hunter reported his FY 11 budget request is \$289,045. The salary included in this FY 11 budget is \$258,906.13 leaving little to his operating expense budget. Judge Hunter reported the state is sending a lot of DUI offenders to treatment.

CASP/County Probation

Judge Jim Hunter reported FY 10 budget is \$370,722.65, and fees collected are approximately \$360,000. Judge Hunter stated this program is self funded. Judge Hunter stated there are six full time employees and two part time employees.

Youth Services and General Sessions I

Judge Brown stated that he is submitting a status quo budget for FY 11. Mr. Moser asked if a reduction could be made to the Printing, Stationery and Forms line. Judge Brown stated he would need all the requested funds for FY 11.

This concluded the discussion with the constitutional and non-constitutional office holders. The committee reviewed the following items in the County General Budget Request:

Fire and Prevention Agencies –

The committee requested Mr. Lawing keep the funding for the Volunteer Fire Departments at \$12,000 each.

Mr. Kimbrough requested the committee review the Budget Comparison in order to collect the historical data and hopefully adjust the budget accordingly. Mr. Kimbrough stated the only option for Sumner County is to either raise revenues or to reduce expenditures. Mr. Kimbrough urged the committee to look at the historical data and FY 11 budget requests and make adjustments to the FY 11 Budget. Mr. Stone interjected that the only option for Sumner County is to raise taxes or reduce employees. Mr. Holt stated that the County General Budget is slim. Mr. Kimbrough clarified he is not advocating a tax increase; however, the options for Sumner County are very limited.

Being there was no further business before the committee; the meeting was adjourned at 3:25 p.m.

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
MEETING
April 12, 2010
7:00 P.M.

Members Present:

Jerry Stone – Vice Chairman Paul Freels David Satterfield
Billy Hobbs David Kimbrough

Also:

David Lawing Leah Dennen Beth Browning Jim Young Maryanne Durski
Don Long Benny Bills Frank Freels Paul Goode

Vice Chairman Stone called the Budget Committee to order on Monday, April 12, 2010 at 7:00 P.M., in Room 112 of the County Administration Building, Gallatin, Tennessee. Vice Chairman Stone noted that Chairman Moser and Mr. Utley would not be present for the meeting.

AGENDA: Vice Chairman Stone added Under (VI) New Business (A) Education – Item (5) Grading of practice field at Drakes Creek Middle School and under (VIII) Report of Finance Director – Item (E) setting aside part of 2010 Bond for Roof Repair. Motion to approve the agenda made by Mr. Hobbs, seconded by Mr. Freels, motion passed 5-0.

MINUTES: Motion to approve the minutes of March 8, 2010 made by Mr. Satterfield, seconded by Mr. Kimbrough, motion passed 5-0.

REPORT OF THE COUNTY EXECUTIVE:

Expense Reduction Analysts report – No report

Archives Sale Proceeds - Mr. Holt reported on Thursday, April 22, 2010 the Old Archives Building would be auctioned. This would be an absolute auction.

REPORT OF THE COMMITTEE CHAIR:

Report from the County Trustee – included in packet

Report from the Assessor of Property – included in packet

NEW BUSINESS:

Board of Education –

Update on Continuing Growth Building Program Phase I Construction Projects – Mrs. Durski noted that one wing of the Portland East renovations are complete. Mrs. Durski noted that the SCBOE is still waiting to balance from March on the 2007 bond. Mrs. Durski reported that a small amount of the 2010 Bond will be needed to fund outstanding projects.

Report on the status of the October 2007 Bond Issue (at meeting) – Mrs. Durski will email this item to all the committee members when completed.

Fourteen General Purpose School Fund Budget Amendments – Motion to approve 1-13 General Purpose School Fund Budget Amendments made by Mr. Hobbs, seconded by Mr. Freels, motion passed 5-0. Mr. Hobbs noted the 14th Budget amendment on the Growth fund is not necessary to spend this close to the end of the school year.

Six Federal Projects Budget Amendments – Mrs. Durski reported this was no local money. Motion made by Mr. Satterfield to group and approve, seconded by Mr. Freels, motion passed 5-0.

Grading of practice field at Drakes Creek Middle - Commissioner Goode stated this item passed unanimously in Education. Mrs. Durski stated there is approx \$32,000 allocated in the 2010 bond issue for the grading of Drakes Creek Middle, however, the total project will cost \$41,363. Motion to approve made by Mr. Kimbrough, motion failed for lack of a second. Motion made by Mr. Kimbrough, seconded by Mr. Hobbs to approve the funding for the grading and reducing another project by the difference in the 2010 bond and hereafter, providing the committee with a listing of all the additions or subtractions on the projects in the 2010 bond issue, motion passed 4-1, with Mr. Freels voting against.

Appropriations

Sheriff - \$35,000 from Health Insurance – Jail to Health Insurance – Sheriff's Office - Mr. Lawing reported this was all pass thru funds. Motion made by Mr. Kimbrough to approve, seconded by Mr. Freels, motion passed 5-0.

EMS - \$131,929 from Patient Charges/Ambulance revenue to Part-Time, Overtime, Health, Social Security, and Medicare expense lines – Mr. Douglas reported these funds would be used for part-time staff to keep units running when the full time staff is absent. Mr. Holt reminded the committee the commission endorsed not shutting any units down in the County. Mr. Douglas reminded the committee last year he informed the committee with the BLS units still running, the budget would be tight. Mr. Kimbrough suggested this funding should come from the General Fund and not from the Ambulance Patient Revenue. Motion made by Mr. Hobbs to defer for 30 days pending Mr. Douglas bring a study to the committee on full-time staffing vs. part-time staffing, seconded by Mr. Freels, motion passed 4-1, with Mr. Kimbrough voting against.

White House Community VFD - \$54,500 request for additional funding – This additional request would help to fund a new engine. Motion to deny additional funding request made by Mr. Satterfield, seconded by Mr. Kimbrough, motion passed 5-0.

Transfers – Various transfers to correct chart of accounts – included in packet – Motion to approve all transfers made by Mr. Kimbrough, seconded by Mr. Freels, motion passed 5-0.

Tax Matters

- a) Economou, Judith G Estate - \$5,832.73
- b) Kroger Limited Partnership I - \$12,124.80
- c) McKinney, Jason A etux Christy L - \$155.61
- d) New Vision Ministries of Westmoreland - \$1.80
- e) Pitt, Jasper D - \$398.10
- f) Portland Church of Nazarene Inc - \$495.60
- g) TN Lodge #1 and Nash Encamp #1 \$1,327.26
- h) TN Metro Holding XLL, LLC - \$18,436.97

Motion to group and approve the above tax refunds made by Mr. Hobbs, seconded by Mr. Kimbrough, motion passed 5-0.

2008 Property Tax Roll Pick-Ups Settlement

Credit to Trustee's Office in the Final Settlement of the 2008 Property Tax Roll totaling \$93,254.94 due to changes of errors and releases –

Motion made by Mr. Freels, seconded by Mr. Kimbrough to group and approve the above two items, motion passed 5-0.

Libraries – Jim Young

Employee Replacements - Mr. Young requested the committee temporarily lift the hiring freeze for the libraries to replace a library clerk leaving in Portland. Mr. Young also requested a 10% increase for the library clerk taking the interim Head Librarian position in Gallatin until a new Head Librarian is hired. Mr. Young noted they would be hiring 2 head librarians, one in Gallatin and one in Hendersonville to replace the retired head librarians. Mr. Young noted this cost would be included in the FY11 Budget. Motion made by Mr. Hobbs, seconded by Mr. Kimbrough to approve the hiring of the new clerk and the 10% increase for the interim head librarian, motion passed 5-0.

FY11 Budgets - moved to the budget hearing

Vice Chairman Stone and the committee scheduled the next budget hearing for Thursday, April 22, 2010 at 5:30 p.m.

REPORT OF INVESTMENT COMMITTEE:

Mr. Kimbrough, chairman of the Investment Committee reported an in depth discussion would take place next meeting over the Debt Service Fund.

REPORT OF FINANCE DIRECTOR:

Lower Station Camp Greenway Cash Flow Status – Mr. Lawing informed the committee there would be a possible cash flow issue from the \$195(K) Greenway grants. Mr. Lawing noted that due to the internal

control findings found in the audit, the grants funds would now have to be reimbursement grants. Mr. Lawing requested the committee discuss two possible options for the cash flow problem:

- 1) Inter-Fund Loan – This would allow for the sale of the Archives to be put into the Capital Projects Fund and pay all of the necessary expenditures from this fund, reimbursing the grant funds when received.
- 2) Using the “Hospital Fund”/General Fund to pay all the necessary expenditures and to reimburse as the grants are received.

Motion made by Mr. Hobbs to fund the Greenway project from the “Hospital Fund” as needed and to reimburse the funds when they are received, seconded by Mr. Kimbrough, motion fails 2-3 with Mr. Hobbs and Mr. Kimbrough voting in favor and Mr. Satterfield, Mr. Stone, and Mr. Freels voting against.

Motion made by Mr. Kimbrough, seconded by Mr. Freels to receipt the funds from the Archives sale into the General Fund and to allow all expenditures to be processed through the General Fund and reimburse funds as received, motion passed 5-0.

Change limit on bidding from \$5,000 to \$7,500 – Mr. Lawing noted that raising the limit would help to speed up the purchasing process. Motion made by Mr. Kimbrough, seconded by Mr. Freels, motion passed unanimously.

Revenue Analysis – (distributed at meeting) – For Information Purpose Only
FY11 Budget- discussed earlier in the meeting.

Commissioner Frank Freels urged the committee to review adding funds from the 2010 Bond Issue into the Roof Repair Fund.

Being there were no further items before the committee, motion to adjourn at 8:10 p.m. made by Mr. Stone, seconded by Mr. Hobbs, motion passed 6-0.

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
HEARINGS
April 22, 2010
5:30 P.M.

Members Present:

Jerry Stone – Vice Chairman Paul Freels David Satterfield
Billy Hobbs Shawn Utley

Also:

David Lawing Leah Dennen Beth Browning Jim Young Darlean McDougal

Vice Chairman Stone called the Budget Committee to order on Thursday, April 22, 2010 at 5:30 P.M., in Room 112 of the County Administration Building, Gallatin, Tennessee. Vice Chairman Stone noted that Chairman Moser and Mr. Kimbrough were not present.

AGENDA: Motion to approve the agenda made by Mr. Satterfield, seconded by Mr. Utley, motion passed unanimously.

NEW BUSINESS:

Budget Discussion:

Libraries- Mr. Jim Young addressed the committee about the Sumner County Libraries. Mr. Young noted that some for the line items have been reduced. Mr. Young stated he has met with all the librarians and some policies and procedures have been changed. The libraries have started using pre-printed receipts. This is for better financial management, hopefully increasing revenue in the libraries. Mr. Young noted he has met with all municipalities and requested their donations to Sumner County for FY 11. Mr. Young stated if the municipalities choose not to make the donation, the donated amount will not be added into the budget. Mr. Young requested the committee approve the hiring of 2 head librarians, one in Gallatin and one in Hendersonville to replace the retired head librarians. Mr. Young noted this cost is included in the FY11 Budget. Mr. Lawing reminded the committee of FY 10 library books was funded from the Hospital Reserve and for FY 11 \$110,000 has been added back into the library budget causing a total budget increase. Mr. Young stated \$16,000 has been added to the Portland budget for the expansion on the building. Mr. Lawing reported \$17,000 has been added into Gallatin for cleaning, increasing the total library budget by \$156,000. Mr. Young stated he is requesting a library administrator position to be added to the total budget of \$22,000 annually causing a salary increase. Mr. Young noted there is a mistake in Hendersonville's Budget in the maintenance and repair/equipment line - \$15,000 should be the total request. Mr. Hobbs stated the library administrator position should not be included in the library budget, however, it should be moved to the Finance Department Budget to continue the proper accounting procedures. Mr. Hobbs questioned Mr. Young on the number of employees in the library budget. Mr. Young responded:

Gallatin – 10 FT / 2 PT

Hendersonville – 10 FT / 10 PT

Portland – 5 FT / 2 PT this will increase in January when the new building opens to 3 additional PT staff

Westmoreland – 2 FT / 2 PT

Mr. Hobbs questioned Mr. Young on the amount of books being checked out at the libraries. Mr. Young answered with approx. 69(K) a quarter in Hendersonville and 50(K) a quarter in Gallatin. Mr. Young noted the books are just part of the traffic in/out of the libraries. Mr. Young stated Gallatin and Hendersonville have approximately 65 computers at each site. Also, the libraries are very active with a variety of children's programs. Mr. Young stated this has been an eye opening experience as to the important role of the libraries in Sumner County. Motion made by Mr. Satterfield, seconded by Mr. Hobbs, to approve the hiring of 2 head librarians (Gallatin and Hendersonville), motion passed 5-0.

Election Commission – Mr. Lawing reported after further talks with Mrs. Darlean McDougal she would be able to lower her salaries – deputies \$140,797 would be the new total. Mr. Lawing noted this would also lower her social security and medicare. Mrs. Darlean McDougal addressed the committee on the FY 11 Budget proposal. Mr. Hobbs asked Mrs. McDougal the number of employees in her office and if the state has a formula for the number of employees allowed. Mrs. McDougal responded there is no formula for the

number of staff and her department employees 6 FT and 2 PT employees. Mrs. McDougal stated the cities will be invoiced for all the municipal elections. Mrs. McDougal noted the increase in her budget is due to the elections for FY 11. Mr. Hobbs questioned Mrs. McDougal to explain salary other personnel. Mrs. McDougal explained this is part time employees; the PT is not included in the salary deputy line item. Mr. Lawing stated the total increase in her budget with salaries is \$122,117 for FY 11. Election workers salaries are \$83,105 of the total. Mr. Hobbs questioned several line item additions made to Mrs. McDougal's budget. Mrs. McDougal stated due to using the correct chart of accounts, it appears line items have been created, however, funds have just been shifted.

Non-Profits - Mr. Lawing noted he received a late non-profit request from Forward Sumner, requesting \$100,000 appropriation. Mr. Lawing stated FY 10 the appropriation was \$15,000. The committee discussed the Rural Fire Protection. Mrs. Browning stated Cottontown Vol. Fire Dept requested an additional \$12,000 due to an opening of a new station. Motion made by Mr. Hobbs to approve all Rural Fire Protection to \$12,000 for FY 11 and not adding any new depts., seconded by Mr. Utley, motion passed, 5-0.

Motion made by Mr. Hobbs, seconded by Mr. Freels to approve all Senior Citizens to the same funding as FY 10 amended budget, motion passed 5-0.

Motion made by Mr. Satterfield, seconded by Mr. Hobbs, to deny all new non-profit funding applications, motion passed 5-0.

Motion made by Mr. Hobbs, seconded by Mr. Freels, to fund Vocational Training Center \$141,175.00, motion passed 5-0.

The committee reviewed the Elderly Tax Relief. Mr. Lawing stated there has been an additional \$40,000 added to FY 11 budget, due to the high number of participants in the program. The committee requested Mrs. Nelson attend the next hearing to explain any changes to the program. Mrs. Dennen explained there are two programs: tax freeze and tax relief.

Mr. Lawing requested the committee look at the amount appropriated to the Tourism board. Mr. Lawing stated currently the FY 11 budget reflects the amount estimated collections of hotel/motel tax. Mr. Lawing reported the revenue may not equal the \$350,000 request. Mr. Lawing stated the current resolution stated the CVB board receives the first \$350,000 collected. The committee requested Mr. Lawing leave the \$350,000 in the budget for FY 11.

Mr. Lawing discussed the line items Other Cost – focusing on unemployment and health insurance. Mr. Lawing explained this line item \$200,000 is allocated for health insurance which covers retiree's. Mr. Lawing stated he believes he could reduce the insurance line item from \$75,000 to \$40,000. Mr. Lawing noted the Unemployment could be reduced to \$165,000 for FY 11. Mr. Lawing stated this is a very tight number and there may need to be adjustments. Ms. Dennen stated the resolution passed by the county commission states the county pays 50% of the coverage at the employee's time of retiring. Mr. Stone requested Mr. Lawing break down the coverage of all the retiree's insurance.

The committee reviewed the certified tax rate to determine if a recertification of the tax rate is an option. The committee noted this would not be a tax rate increase, however, this would allow the property tax revenue to be revenue neutral and currently revenue is revenue negative losing approx. \$1(M) due to the high amount of properties on appeals. The committee stated this is a last option resort.

Debt Service Fund - Mr. Lawing disbursed to the committee the different options in the allocation of pennies to the debt service fund. Mr. Lawing made a couple of assumptions on the debt service fund, revenue will remain constant and the county does not change the tax rate nor issue additional debt. Mr. Stone asked Mr. Lawing the safe number of pennies able to be taken out of debt service and not jeopardize the fund balance. Mr. Lawing responded if you take it the funds for one year up, to \$.03 pennies or reoccurring \$.01 penny. Mr. Lawing stated that one penny will bring in \$370,000 to \$380,000. Mr. Utley asked the bottom line shortfall facing Sumner County. Mr. Lawing responded currently \$2.9 (M). Mr. Lawing stated there are estimates on several items, and this also captures approx. \$500,000 in budgetary savings in FY 10. Mr. Lawing stated he would review the MOE with the schools and look at the 5 yr. average in the Highway Dept.

Courthouse and Jail Maintenance Fund - Mr. Lawing stated all the funds received are from litigation tax. Mr. Lawing noted this fund is stable. Mr. Lawing stated there have been a lot of unforeseen expenses to county buildings this year and \$60,000 will be used from this reserve fund. Mr. Lawing stated currently Sumner county has a \$2.00 continuance fee on courthouse security. Mr. Lawing stated you could raise this tax according to statute. Mr. Lawing reported there is a \$6.00 fee. This would allow you to recover the cost for the General Sessions Judge. This amount does not include his health insurance. Sumner County could potentially raise this tax also.

Mr. Lawing stated the Highway Department budget has not been reviewed. Mr. Lawing stated he is unsure when this budget will be able to be reviewed.

Mr. Stone stated he spoke with Mr. Moser about the school board meeting. Mr. Moser stated he relayed the expectation of the budget committee to have all budgets submitted and ready for approval by the June commission.

Mr. Lawing reported the state has changed the reimbursement rate for prisoners from \$30.00 per day to \$35.00 per day.

The committee set the next budget hearing on May 6, 2010 at 5:30 p.m..

Being there were no further items before the committee, motion to adjourn at 7:47 p.m. made by Mr. Hobbs, seconded by Mr. Utley, motion passed 5-0.

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
HEARINGS
May 6, 2010
5:30 P.M.

Members Present:

Kirk Moser – Chairman Paul Freels David Satterfield Billy Hobbs
Jerry Stone – Vice Chairman David Kimbrough Shawn Utley

Also:

David Lawing Leah Dennen Beth Browning

Chairman Moser called the Budget Committee to order on Thursday, May 6, 2010 at 5:30 P.M., in Room 112 of the County Administration Building, Gallatin, Tennessee.

AGENDA: Motion to approve the agenda made by Mr. Stone, seconded by Mr. Satterfield, motion passed unanimously.

REPORT OF THE COMMITTEE CHAIR:

Mr. Moser noted all departments have been reviewed. Mr. Moser stated that Mr. Lawing has made all volunteer reductions to the FY 11 Budget.

Mr. Hobbs requested Mr. Satterfield have the fund balance for the Sumner County Resource Authority available to committee members at this meeting. Listed below is the information Mr. Satterfield reviewed with the committee:

Cash on Hand - \$409,268 as of 4/26/10
Include \$135,000 for sale & demo of WTE Plant
Upcoming Cost
Building Addition - \$80,000
New Loader - \$150,000 - \$200,000
Monthly Cost
Fuel prices fluctuations effect the waste management price
Pay \$150,000 - \$225,000 monthly for waste disposal.

NEW BUSINESS:

Budget Discussion:

Tax Relief – Mary Nelson stated there are two programs that help lower income families in Sumner County. Mrs. Nelson stated the Tax Freeze freezes elderly persons property tax if the applicant falls within the limit. Mrs. Nelson stated the combined household income for 2009 was \$32,000; 2010 \$33,860 for combined household income. Mrs. Nelson stated currently 41 more people are on tax freeze for 2009 than 2008 tax year. Mrs. Nelson stated as the income increases more people will qualify for 2010 tax year. Mrs. Nelson noted the state sets the income limits. Mrs. Nelson reported this would not affect revenue as long as the property taxes stay the same.

Tax Relief is the second program handled by Mrs. Nelson's office. Mrs. Nelson noted this program was passed by the 2005 commission and it matches the elderly taxes only. Mrs. Nelson stated she has disabled veterans and disabled widows also on this program. However, Sumner County only matches the elderly. Mrs. Nelson noted the income limit for 2009 is \$24,000 and \$26,500 for 2010. Mrs. Nelson stated she had her office review the A-B files for Tax Relief and there are 165 people on this program just in these two letters. Mrs. Nelson noted out of the 165 people, 67 of them have a household income of \$12,000 and under. Mr. Moser stated FY 10 there is \$200,000 in this program and FY 11 it increased to \$240,000 and asked if Mrs. Nelson was comfortable with this amount. Mrs. Nelson stated it is hard to make that estimate. Mrs. Nelson understands the budget is tight, but she would hate to see this program pulled from Sumner Co. Mrs. Nelson stated this program truly helps the citizens of Sumner County.

Highway - Estimated 5 year average - Mr. Lawing stated that after further review of the Highway Dept. 5 year average you could reduce no more than \$30,000. If looking at redistribution, you may need to wait

until closer to the end of the FY 10. Mr. Lawing stated if we do not meet the 5 year average, Sumner County could potentially lose in excess of approx. \$1(M) of gas taxes.

Mr. Holt reported on preliminary numbers from Mr. Ken Weidner at EMA for flood damage total:

\$35 (M) in total damages thus far
\$25 (M) – Homes
\$500,000 - Buildings
\$1.65(M) – Mobile Homes
\$2.3(M) - Public Buildings
\$4.3(M) – Businesses
\$2(M) – Farms
\$1.2(M) – Roads and Bridges

Mr. Holt stated Sumner County is just waiting to be declared a Federal Disaster Area. Mr. Holt stated these estimates keep increasing. Mr. Holt stated FEMA will cover 75% and the state will pick up an additional 12 ½ % clean up total. Mr. Holt stated Sumner County is in the process of getting victims to take brush debris out to the road and the Highway Dept. will collect it. Sumner County will have to contract with a private hauler for all other debris.

Local Revenues - Mr. Lawing stated there was a question if a penny could be removed from the schools department. Mr. Lawing stated the committee may want to wait until closer to the end of FY 10 to make sure of the actual value of the penny. Mr. Lawing stated that Mrs. Nelson informed them that refunds potentially could be made on the appeals and interest must be paid on the appealed portion. Mr. Lawing stated this could affect the actual value of the penny. Mr. Lawing noted we somewhat accounted for a decrease in the penny. Mr. Lawing stated if any pennies are taken away from the school board then Sumner County would have a hard time meeting MOE.

Mr. Moser requested Mr. Lawing review the information about Debt Service ending in 2020. Mr. Lawing provided the committee a Debt Service Fund balance. This allowed 2 options for the Debt Services Fund

- 1) Estimated Ending Balance – with no pennies removed
- 2) Estimated Fund Balance with \$0.01 removed from Debt Service

This is for the committee's information.

Mr. Lawing stated due to the fact Sumner County has no letter of intent to fund from the cities, Mr. Lawing requested the committee determine the funding of the library book issue. Mr. Lawing stated there are 3 options:

- 1) Reduce all book money from the libraries
- 2) Reduce the book money and hope the cities donate the historical amounts to Sumner County
- 3) Remove all books and allow Westmoreland and Portland to make up the difference from the Periodical Line item.

Motion made by Mr. Stone, seconded by Mr. Utey to have Mr. Lawing adjust the budget with option #3, motion passed 7-0.

Mr. Moser asked Mr. Lawing if a penny is removed from Debt Service and put into the General Fund what is the shortfall? Mr. Lawing stated that reducing County General by the \$127,000 for the library books, \$500,000 budgetary savings from FY 10 and removing \$0.01 from Debt Service and adding it to the General Fund, the shortfall is \$3,650,424 in County General.

Mr. Lawing noted our Undesignated Fund balance would be at \$5,738,860 after the removal of \$1.5(M). Mr. Moser stated if the committee wanted to keep \$7(M) in the Undesignated Fund Reserve, then we must reduce expenditures or raise revenues by this amount.

Litigation Tax for Courthouse Security - Mr. Lawing stated there is a \$2.00 continuance fee and a \$6.00 litigation tax also. Mr. Lawing and Mrs. Dennen have contacted CTAS to make sure these fees can increase. Mr. Doug Bodary from CTAS has offered to make a presentation to the committee on the fees and amounts Sumner County can collect. Mr. Moser asked who would be responsible for the collection of the taxes. Mr. Lawing responded with Circuit Court Clerk. Mr. Moser requested a representative or Mrs. Hughes be present with Mr. Bodary to discuss this matter further.

General Fund - Motion made by Mr. Kimbrough to increase property taxes \$0.08, motion failed for lack of a second. Mr. Moser stated it is very obvious there is not going to be a property tax increase. Mr. Moser stated if we are short approx. \$3(M) that is about 8% of County General's budget. Mr. Hobbs reviewed reducing County General by the \$127,000 for the library books, \$500,000 budgetary savings from FY 10

and removing \$0.01 from Debt Service and adding it to the General Fund, the shortfall is \$3,650,424 in County General. Mr. Hobbs stated he feels that \$1(M) could be safely taken, reducing the total below \$7(M) and allowing for a reduction. Mr. Lawing stated \$1.9(M) could be taken out of the Undesignated Reserve and leave \$7(M). Mr. Hobbs replied he felt that \$6(M) would be a healthy reserve balance. Mr. Stone stated he has asked the Finance Dept. to look at staffing issues to reduce cost. Mr. Stone stated one department that was currently overstaffed, by state statute, was the Assessor of Property's Office. Mr. Lawing stated that by statute, the number of parcels determines the number of employees. Mr. Isbell's office currently has 18 full time staff and 1 part time staff; statute states he is allowed 16.07 employees. Mr. Moser stated they are overstaffed by 1 part time and 1 full time employee. Mr. Lawing stated 2 employees could save roughly \$80,000 or less depending upon the employees reduced.

Mr. Stone stated he has asked the Finance Dept. to review some things

- 1) Look at changing the insurance split down to 80 -20 split - \$300,000 savings
- 2) Look at the longevity pay – either freezing it or eliminating

Mr. Stone stated there are other options besides cutting staff.

Mr. Moser questioned, other than emergency employees, what would the impact be to take 1 furlow day a month? Mr. Lawing stated if you take out the emergency employees, this would affect maybe 200 employees. Mr. Lawing stated this would be a 4% decrease in salary for those employees.

Motion made by Mr. Hobbs to maintain a fund balance of \$6(M) and take \$0.01 from Debt Service, and the remaining balance of \$900,000 be reduced in County General Fund, seconded by Mr. Utley, motion failed 3-4, with Mr. Hobbs, Mr. Utley, and Mr. Moser voting in favor and Mr. Kimbrough, Mr. Freels, Mr. Satterfield, and Mr. Stone voting against.

Mr. Stone stated Sumner County's certified property tax rate was set too low and Sumner County is losing approx. \$1(M) making the tax rate revenue negative. If the committee increases the certified tax rate, this would not be a property tax increase, this would be a recertification of the tax rate to keep the revenue neutral. Mr. Hobbs stated this would be considered a tax raise to the general public. The committee agreed this would be an option to further discuss.

Mr. Moser reminded the committee he presented a deadline to the School Board for budget presentation, and that puts pressure on the Budget Committee to adhere to the same deadline. Mr. Hobbs stated the committee is fully aware there will be several large amendments to the School Board budget.

The committee will meet again Thursday, May 13, 2010 at 5:30 in room 112.

Mr. Holt announced Sumner County has just been declared a Federal Disaster Area.

Being there were no further items before the committee, motion to adjourn at 7:47 p.m. made by Mr. Hobbs, seconded by Mr. Utley, motion passed 5-0.

**COMMITTEE ON COMMITTEES
MINUTES
MAY 17, 2010**

Present:

Trisha LeMarbre, Chairman
Chris Hughes, V. Chairman
Bob Pospisil

Absent: David Satterfield,
Shawn Fennell

Also Present:

Leah Dennen, Law Director

The meeting of the Committee on Committees was brought to order on Monday, May 17, 2010, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman LeMarbre was presiding.

Agenda. Upon motion of Commissioner Pospisil, seconded by Commissioner Hughes, the Committee voted to approve the agenda.

Minutes. Upon motion of Comm. Pospisil, seconded by Comm. Hughes, the committee voted to approve the minutes of April 19, 2010.

Recognition of the Public. There was none.

County Executive's Report. There was none.

Chairman LeMarbre announced a deferral of appointments to the Solid Waste Board until the July meeting. With no business to conduct in June 21, the meeting, by consent, was cancelled.

Upon motion of Comm. Hughes, seconded by Comm. Pospisil, the committee adjourned at 6:34 p.m.

Prepared by Maria Savage

**MINUTES
EDUCATION COMMITTEE
May 10, 2010**

Present:

Paul Decker, Chairman
Trisha LeMarbre, Vice Chairman
Steve Camp
Paul Goode
Joe Matthews
Jim Vaughn, Chris Hughes - Absent

Also Present:

Benny Bills, Director of Schools
Maryanne Durski, Schools Finance Director
Leah Dennen, Law Director
Commission Chairman Merrol Hyde
Don Long, Board of Education

Chairman Paul Decker brought the Education Committee meeting to order on Monday, May 10, 2010, at 4:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Agenda. Upon motion of Comm. Matthews, seconded by Chairman Decker, the Committee members approved the agenda with the additions.

Minutes. Upon motion of Comm. LeMarbre, seconded by Comm. Camp, the Committee approved the minutes of April 5, 2010.

Recognition of the Public. There was none.

Report of Chairman. Chairman Decker had no report.

County Executive. County Executive Anthony Holt had no report.

Director of Schools. Benny Bills, Director of Schools, reported that one wing is complete on the Portland East Middle School renovation. There is a temporary cafeteria at this time and a new wing is scheduled to begin in June. Mr. Bills reported minimal damage from the floods.

Update on Construction. Mrs. Maryanne Durski reported that somewhere in the neighborhood of \$200,000.00 would be needed from the 2010 Bond Issue to complete the projects approved under the 2007 Bond Issue.

Report on 2007 Bond Issue. Maryanne Durski reported there was no update.

Report on 2010 Bond Issue. The Board of Education is in the process of letting bids for the projects to be paid for by the 2010 Bond Issue. Ms. Durski stated bids would be brought before the committee next month.

General Purpose Amendments. Upon motion of Comm. LeMarbre, seconded by Comm. Matthews, the Committee voted to approve the General Purpose School Fund amendments as presented.

Federal Projects Amendments. Upon motion of Comm. LeMarbre, seconded by Comm. Camp, the committee voted to approve 8 Federal Purpose School Fund amendments as presented. Comm. Goode abstained from the vote on the matter.

Portland East Appropriation. Ms. Durski introduced an appropriation request from 2010 Bond for additional renovation work at Portland East Middle in the amount of \$106,581.27, which is part of the original request from the Board of Education. Upon discussion, Comm. Matthews moved, seconded by Comm. LeMarbre, to approve the request from the 2010 bond. The motion carried.

Beech High School Renovation. As part of original request from BOE, Ms. Durski brought forth an appropriation from 2010 Bond for engineering services in the amount of \$19,500.00 for HVAC upgrade at Beech High School. Upon discussion, Comm. Matthews moved, seconded by Comm. LeMarbre, to approve the request from the 2010 bond. The motion carried.

Update on Race To The Top. Mr. Bills stated that the Board of Education is monitoring the process and preparing for the new standards and professional development in math, technology and science.

Merrol Hyde Magnet School. Board of Education Chairman Don Long reported that the BOE is prepared to build new science laboratories at Merrol Hyde Magnet School with verification from the Education Committee that it is still a priority. County Law Director stated that the matter has been approved by the full Commission and no further action is required.

The meeting was adjourned at 5:00 p.m. after a motion by Comm. LeMarbre, seconded by Comm. Matthews.

Prepared by Maria A. Savage

MINUTES
SUMNER COUNTY FINANCIAL MANAGEMENT COMMITTEE
May 17, 2010
5:33 P.M.

Members Present:

David Kimbrough - Chairman	Benny Bills	Kirk Moser
Frank Freels – Vice Chairman	Anthony Holt	Jim Vaughn

Also:

David Lawing Leah Dennen Beth Browning Maryanne Durski

Chairman Kimbrough called the Financial Management Committee to order in Bethel Brown Commission Chambers of the Sumner Co. Administration Building, on Monday, May 17, 2010 at 5:33 p.m.

AGENDA: Motion made by Mr. Freels to approve the agenda, seconded by Mr. Bills, motion passed 6-0.

APPROVAL OF THE MINUTES: Motion to approve the minutes of April 19, 2010, made by Mr. Bills, seconded by Mr. Moser, motion passed 5-1-0, with Mr. Vaughn abstaining.

REPORT OF THE FINANCE DIRECTOR:

Monthly Revenue Analysis – disbursed at meeting

- Adequate Facilities –89.851% of budget
- Wheel Tax – 100.661% of budget
- SCEMS Transportation Revenue – 107.168% of budget
- Sales Tax - 96.582% of budget
- Business Tax – 68.790% of budget
- Current Property Tax –
 - General Fund – 20.804%
 - Debt Service – 18.290%
 - Highway – 0.876%
 - School – 60.031%

Capital Projects Questions and Concerns – Mr. Lawing stated that during reconciliation of the Capital Projects Fund he discovered (\$-13,831.23) in Cash/Roof and HVAC Projects. However, he also discovered \$19,800.97 of unused funds in Cash/Health Department. Mr. Lawing stated he is speaking with Hal Hendricks to find out if the in the Health Department line, were transfers made from debt service for Health Department Projects or state appropriation funds. Mr. Lawing requested, pending on source of funding for the Health Dept. Line item, the committee approve transferring \$13,831.23 from the Health Dept. Projects line to Roof and HVAC Projects. Motion to approve the transfer made by Mr. Vaughn, seconded by Mr. Moser, motion passed unanimously.

Mr. Lawing reminded the committee the October 2007 Bond is close to the allotted amount of time. Mr. Lawing stated he is requesting the committee's guidance on the remaining balance of this bond. The committee requested Mr. Lawing and Mrs. Durski review this item before the August 2010 Financial Management Meeting and present the information at that time.

Discussion of bids received for the Time-Keeping System – Mr. Lawing reported this item was removed from the finance department's FY 11 budget request. Mr. Lawing noted in order to continue receiving the ARRA funds, all audit findings must be corrected. Mr. Lawing stated this has been an audit finding for Sumner County, and there are three options to correct this finding:

1. Additional Staff – this would allow someone to key and check the time cards submitted.
2. Time – Keeping System – this would have employees leave records kept accurately and submitted to the Finance Dept.
3. Do Nothing – this could potentially affect the ARRA grants currently being received by Sumner County.

Mr. Lawing stated before his tenure, time sheets were not submitted to Finance; however, this has been corrected.

Discussion of bids received for the OPEB Actuarial Study for GASB 45 (43) - Mr. Lawing reported 9 bids have been received and at least 6 bids have not met specifications.

NEW BUSINESS:

Purchase Order Matters – Mr. Lawing noted PO's were requested after the invoice dates. Motion to approve for payment made by Mr. Freels, seconded by Mr. Vaughn, motion passed 6-0.

Being that there was no more business, Mr. Moser motioned to adjourn at 5:58 p.m., seconded by Mr. Bills, motion passed 6-0.

**MINUTES
GENERAL OPERATIONS COMMITTEE
CHRIS HUGHES, CHAIRMAN
MAY 10, 2010**

Present:

Chris Hughes, Chairman
Shawn Utley, Vice-Chairman
David Cummings
Joe Matthews
Saundra Ridings Boyd
Steve Graves
Jim Vaughn

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Merrol Hyde, Commission Chairman
David Lawing, Director of Finance
Bill Kemp, County Clerk
Anthony Holt, County Executive

The regular meeting of the General Operations Committee was brought to order on Monday, May 10, at 5:00 p.m. in the Sumner County Administration Building. Chairman Hughes declared a quorum present to conduct business.

Agenda. Upon motion of Comm. Graves, seconded by Comm. Matthews, the committee approved the agenda as submitted.

Minutes. Upon motion of Comm. Cummings, seconded by Comm. Boyd, the committee approved the minutes of April 12, 2010. Commissioners Vaughn and Utley abstained.

Recognition of the Public. There was none.

Report of Chairman. There was no report.

County Executive's Report. County Executive Anthony Holt had no report.

Building Subcommittee. Comm. Utley reported that the new bids for the Animal Control Facility had been opened. The Subcommittee recommended the bid go to TG Constructors from Brentwood, TN in the amount of \$1,112,847.00. The base bid was \$1,005,847.00. Two alternates were added as follows: to build out the administration suite, \$97,000.00; and the air conditioning in the kennel area, \$10,000.00. Chairman Hughes stated that costs not included in the bid, such as fencing and cages, would be priced at a later time. The \$1.2 million will be used fully. He said that the Committee would be approving this portion of the project to get it moving. Sheriff Bob Barker stated that inmate labor would be used in the project. Comm. Utley moved, Comm. Vaughn seconded, to approve the bid with the alternates. The motion carried.

Administration Building/Courthouse. Comm. Utley reported that regarding the Sumner County Administration Building a list of 14 different items were prioritized with windows and doors being the most important. Also, items considered as priorities were also a handicapped access on the south side and mini-blinds.

The first priority was the roof and the parapet and block around the roof. Also considered was a handicapped accessible bathroom on the first floor and then the aesthetics of the building. The bidding will take place in July.

Administration Building HVAC. Chairman Hughes reported that an electrical portion of the screw chiller project was in question and the bids needed further review with an electrical engineer before bringing them before the committee.

Administration Parking Lot. Chairman Hughes reported that Sessions Paving had the lowest bid (\$96,618.00) for the paving of the Administration Building and as an alternate, \$1,750 for the striping. He related concerns from County Commission Chairman Merrol Hyde who expressed his displeasure with the job performed by Sessions Paving on the Merrol Hyde Magnet School parking lot. Chairman Hughes asked County Law Director Leah Dennen to comment on whether this contractor could be disqualified for unsatisfactory work. She responded saying the company could sue. Chairman Hughes stated that the Board of Education signed off on the parking lot project. Ms. Dennen suggested that Sessions Paving be asked to explain their side of the story and to speak with BOE on the matter. Furthermore, she suggested Mr. Pigna contact Tim Williams at the BOE. Ms. Dennen stated she would contact Sessions Paving. The bids expire in 90 days. Chairman Hughes moved, seconded by Comm. Graves, to defer the matter for 30 days. The motion carried.

County Executive Anthony Holt requested that the in-house maintenance crew go ahead with the underground conduit to serve the Veterans Memorial, with a commitment from the committee that the parking lot would be re-paved. The current circuit is overloaded. Upon motion of Comm. Vaughn, seconded by Comm. Utley, the Committee approved the laying of new conduit.

Courthouse Jail Appropriation. Chairman Hughes recognized County Director of Finance David Lawing who presented a need in Courthouse and Jail Maintenance for an appropriation from the Litigation Tax Reserve. Sheriff Barker spoke to the needs of the Sheriff's Department and Jail. Upon motion of Comm. Matthews, seconded by Comm. Cummings, the Committee voted to approve an appropriation in the amount of \$74,208.64 from Litigation Tax Reserve to various expenses in the Courthouse and Jail Fund.

Old Archives Auction. Chairman Hughes announced the absolute auction of the old Sumner County Archives Building netted \$216,400.00 purchased by the Gallatin First Baptist Church. The final closing will be May 25, 2010.

Surplus Property. Surplus property was presented as follows:

- Gallatin Library requested surplus of books and computers to be donated to the White House Library.
- Hendersonville Library requested books to be declared surplus and sold as salvage.
- Election Office, the Assessor of Property and the Department of Information Technology requested items. Upon motion of Comm. Cummings, seconded by Comm. Vaughn, the Committee voted to group the requests and declare the items as surplus.
- Last month the online auctions brought in \$930.00

FEMA Funds. County Executive Holt reported that the only flood damage to county property was to school buildings and county roads. He said the County had 30 days to finalize total monetary damages. He said FEMA will provide 75 percent of repairs from the flood, with the State and County to pay 12.5 percent.

The meeting adjourned at 6:37 p.m. after a motion by Comm. Graves.

Prepared by Maria Savage

MINUTES
GENERAL OPERATIONS COMMITTEE
CHRIS HUGHES, CHAIRMAN
May 24, 2010

Present:

Chris Hughes, Chairman
David Cummings
Steve Graves
Joe Matthews
Absent: Shawn Utley
Jim Vaughn
Saundra Ridings Boyd

Also Present:

David Pigna, Purchasing Director
Leah Dennen, County Law Director
David Lawing, Director of Finance

The special meeting of the General Operations Committee was brought to order on Monday, May 24, at 4:00 p.m. in the Sumner County Administration Building. Chairman Hughes declared a quorum present to conduct business.

David Pigna reported on the bids to replace the HVAC system that broke down at the Sumner County Administration Building. He reported the following bid information:

Screw Chiller RFP results*

- Mid South Maintenance of Tennessee \$115,106.00
- John E. Green Co. \$117,000.00
- Southern Heating & Cooling \$126,272.00
- Trinity Contractors, LLC \$131,500.00
- Dillingham & Smith \$135,514.00

Mr. Pigna reported that a necessary electrical addition was added on to the lowest bid in the amount of \$27,035.00. County Law Director Leah Dennen said the other bidders would need to have the opportunity to bid on the electrical addition and suggested that it be bid separately as Phase 2 of the project. Comm. Cummings moved, seconded by Comm. Graves, to approve the lowest bid from Mid South Maintenance of Tennessee as Phase 1 of the project and instruct Mr. Pigna to bid the electrical work as Phase 2. The motion carried.

David Pigna reported on the bids to pave the parking lot at the Sumner County Administration Building. He reported the following bid information:

Parking Lot RFP results

- Sessions Paving - \$ 96,618.00
- ADC Inc. - \$102,011.00
- Rogers Group - \$115,785.00
- Cantrell Construction - \$144,900.00

Chairman Hughes moved, seconded by Comm. Matthews, to approve the bid from Sessions Paving in the amount of \$98,368.00, which includes the alternate of striping the parking lot for \$1,750.00. The motion failed to carry (2-2) with Chairman Hughes and Comm. Matthews voting in favor and Commissioner Cummings and Graves voting no. Being on the prevailing side Comm. Graves

made a motion to reconsider. The motion carried by voice vote of the body. Upon motion of Comm. Graves, seconded by Comm. Matthews, the Committee voted to approve Sessions Paving bid for \$96,618.00 with the alternate of striping. The motion carried (3-1) with Comm. Cummings voting no.

Mr. Pigna related the following information:

- Bids to be released in June to repair the internal ducts, VAV and FPB units – est. @ \$75,000.00
- Total cost for HVAC project (lowest bid) ~195,000.00
- Budgeted @ \$275,000.00 from CAB remodeling project

The meeting adjourned at 4:35 p.m. after a motion by Comm. Matthews.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION**May 10, 2010****MINUTES****MEMBERS PRESENT:**

Steve Graves, Chairman
Joe Matthews, Vice Chairman
Frank Freels, Commissioner
Tom Neal, Citizen Member
Anthony Holt, County Executive
Scotty Parker, Road Superintendent

MEMBERS ABSENT:

David Cummings, Commissioner
Shawn Fennell, Commissioner

OTHERS PRESENT:

Leah Dennen, Law Director

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Monday, May 10, 2010 at 4:00 P.M. in conference room #112 at the Sumner County Administration building.

ADDITION TO AGENDA

Leah Dennen: Discussion of potential legal matter
Leah Dennen: Discussion of bridge name

APPROVAL OF AGENDA

Motion to approve: Commissioner Freels
Seconded by: Vice Chairman Matthews
Motion passed: Unanimously

APPROVAL OF MINUTES

Motion was made by Road Super. Scotty Parker to approve the April 2010 minutes.
Seconded by Commissioner Freels. **Motion passed** unanimously.

PUBLIC RECOGNITION - None

SUMNER COUNTY HIGHWAY COMMISSION**05/03/10****PAGE 2****REPORT OF CHAIRMAN: OLD BUSINESS** - None**REPORT OF CHAIRMAN: NEW BUSINESS** - None**REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS** - None**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS**

A. Budget Appropriation Request: (See attached) Need a budget appropriation of \$300,000 for Hot Mix. Mr. Matthews asked if the department needed more or if the Federal Aid would assist. Mr. Parker stated Grant/Federal Aid would assist by paying back money spent. Mr. Neal **motioned** to let Road Superintendent Parker appropriate the funds. **Seconded** by Commissioner Freels. **Motion passed** unanimously.

B. Budget Transfer Request: (See attached) The Salt fund ran over this year. Need to transfer funds from Hwy. & Br.- Engineer Ser. Fund to Hwy. & Br. - Salt and Quarry - Other Chgs. Mr. Graves **motioned** to agree to the transfer of the funds. **Seconded** by Mr. Neal. **Motion passed** unanimously.

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

A. Naming of Bridge: Commissioner Stone suggested naming the bridge located on Hwy. 386 over Center Point Rd. after Benjamin Pat Hartment, Jr. He was a highly decorated soldier killed in 1968 in Vietnam. If approved will need to proceed through the proper channels for the official naming. Mr. Parker **motioned** to start the process of the naming of the bridge. **Seconded** by Commissioner Freels. **Motion passed** unanimously.

B. Executive Session: Threatened litigation- after explanation of facts, committee returned to open session to vote. Mr. Neal **motioned** to approve for Co. Atty. Leah Dennen to act on this road matter in the manner proposed. **Seconded** by Commissioner Freels. **Motion passed** unanimously.

MOTION TO ADJOURN: Commissioner Frank Freels
SECONDED BY: Citizen Member Tom Neal
ADJOURNMENT: 4:20 p.m.

MINUTES
SUMNER COUNTY INVESTMENT COMMITTEE
MEETING
May 17, 2010
5:00 P.M.

Members Present:

David Kimbrough - Chairman	Anthony Holt	Jim Vaughn
Frank Freels – Vice Chairman	Benny Bills	Kirk Moser

Also:

David Lawing Leah Dennen Beth Browning David Pigna Maryanne Durski

Vice Chairman Freels called the Investment Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, May 17, 2010 at 5:00 p.m. Mr. Holt reported Chairman Kimbrough would be late to the meeting.

AGENDA:

Motion made by Mr. Bills to approve the agenda, seconded by Mr. Holt, motion passed 5-0.

APPROVAL OF THE MINUTES: Mr. Vaughn made a motion to approve the minutes of March 15, 2010, seconded by Mr. Bills, motion passed 4-1-0, with Mr. Moser abstaining.

REPORT OF THE COUNTY EXECUTIVE:

Mr. Holt reported sales tax collections for this month has improved.

REPORT OF THE TRUSTEE:

Investment Reporting – included in packet

REPORT OF THE FINANCE DIRECTOR:

Internal Loan to SCBOE - Mr. Lawing requested guidance from the committee on whether the loan made to the school board to fund payroll until BEP money is received should be interest free or if interest should be calculated. Mr. Vaughn stated the committee should make sure a short term note is drawn up to insure repayment from the SCBOE. Motion made by Mr. Moser, seconded by Mr. Vaughn to approve the SCBOE loan interest free, motion passed unanimously.

Chairman Kimbrough arrived for the meeting.

Motion to adjourn at 5:10 p.m. made by Mr. Vaughn, seconded by Mr. Moser, motion passed 6-0.

NMINUTES
LEGISLATIVE COMMITTEE
BOB POSPISIL, CHAIRMAN
May 10, 2010

Present:

Bob Pospisil, Chairman
Paul Goode, Vice-Chairman
Paul Decker
Steve Graves
Chris Hughes
Trisha LeMarbre
Kirk Moser
Jim Vaughn
Merrol Hyde, Chairman Commission

Also Present:

Bill Kemp, County Clerk
Leah Dennen, County Law Director
David Lawing, Director of Finance
Frank E. Freels, Commissioner

The regular meeting of the Legislative Committee was called to order on Monday, May 10, 2010, at 6:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Pospisil declared a quorum present.

Agenda. Comm. Hughes moved, seconded by Comm. Hyde, to add under New Business the following: Compensation incentives for school personnel. County Law Director Leah Dennen requested the addition of the Hotel/Motel Private Act under Report of Chairman. Comm. LeMarbre moved, and was duly seconded, to approve the agenda as amended. The motion carried.

Minutes. Comm. Goode moved, seconded by Comm. Graves, to approve the minutes of April 12, 2010. Commissioners Vaughn and Moser abstained.

Recognition of the Public. There was none.

County Executive's Report. No report.

Certificates of Recognition. Upon motion of Comm. Hyde, seconded by Comm. Goode, the committee voted unanimously to approve certificates of recognition for Cody and Cory Sullins.

Bid Limit Changes. Ms. Dennen reported that the Financial Management Committee had approved for adoption a bid procedure whereby no bids are required for purchases less than \$7,500.00; all purchases between \$7,500.00 and \$10,000.00 may be made in the open market without newspaper notice but based on three competitive bids whenever possible; purchases \$10,000.00 or more, formal bids are required. Upon motion of Comm. Hughes, seconded by Comm. LeMarbre, the Committee voted to approve the measure with Comm. Hyde voting against the motion.

Benjamin Hartman Bridge. Ms. Dennen reported that Commissioner Jerry Stone has requested that the bridge over Center Point Road on Highway 386 be named in honor of Benjamin "Pat" Hartman, Jr. who served in Vietnam. Upon motion of Comm. Hughes, seconded by Comm. Vaughn, the Committee voted to approve the

request and to send the matter to the Budget Committee for an appropriation to cover the costs.

Airport Promissory Note. Chairman Pospisil recognized Commissioner Frank E. Freels who reported that the Airport Authority had voted on repayment terms to the County for a \$300,000.00 loan. Monthly payments of \$2,500.00 would begin immediately until the loan is paid in full. The Committee discussed the charge of the Airport Authority Ad Hoc Committee related to this matter. Comm. Vaughn moved, seconded by Comm. LeMarbre, to approve the agreement. Comm. Hughes moved, seconded by Comm. Goode, that if the Airport Authority refuses the agreement, the County would then call for full payment of the \$300,000.00 loan. Ms. Dennen stated that the full loan would be hard to collect fully when the terms included a ten-year payback. The vote on the amendment failed (3-4-2) to pass with Commissioners Hughes, Goode and Hyde voting in favor; Commissioners LeMarbre, Graves, Decker and Pospisil voting against; and Comm. Moser and Vaughn abstaining. The vote on the original motion passed (8-1) with Comm. Hughes voting no.

Motorcycle Awareness Week. Upon motion of Comm. Hughes, seconded by Comm. LeMarbre, the Committee voted to approve a resolution recognizing Motorcycle Awareness Week.

\$4.8 Million School Maintenance Building. Chairman Pospisil recognized County Finance Director David Lawing who stated that bond counsel has reaffirmed the rules regarding the use of bond funds to repay the County \$4.8 million for the purchase of the Fleetwood property in Gallatin designated as a new School Maintenance Facility. The latest the money could be repaid is November 19, 2011, and the County does not have a current source of funds for this purpose. Comm. Goode requested clarification of this point, because some commissioners had voted for the matter with the understanding that the funds would be repaid with bond proceeds. Comm. Goode requested the matter be forwarded to the full Commission for disclosure.

Judicial Magistrates. Upon motion of Comm. Moser, seconded by Comm. LeMarbre, the Committee approved Erica Porter as a Judicial Magistrate and forwarded the matter to the full Commission.

School Compensation Benefits. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted to recommend that Ms. Dennen to write the Board of Education attorney in regard to recent retirement incentive offers contrary to the teacher bargaining contract.

Hotel/Motel Private Act. Ms. Dennen reported that the Hotel/Motel Private Act should be signed and returned to the County next month for a second vote by the Commission.

Zoning Report. Upon motion of Comm. Vaughn, seconded by Comm. LeMarbre, the Committee voted to docket for May 17, 2010, the following: 1) Amendment to Article

VII, Sections 4,5 and 7 pertaining to Commercial PUD; 2) Add to Article IV, Section 20 pertaining to tents not to be used for permanent occupancy.

Upon motion of Comm. LeMarbre, seconded by Comm. Hughes, the Committee adjourned at 6:50 p.m.

Prepared by Maria Savage

MINUTES
SUMNER COUNTY AD HOC COMMITTEE FOR CHAPTER 21
April 27, 2010
5:00 P.M.

Members Present:

Dr. Billy Hobbs – Chairman	Paul Decker	David Lawing	Frank Freels	Bob Pospisil
Jerry Stone	Jim Vaughn	Kirk Moser	David Kimbrough	Maryanne Durski

Also:

Merrol Hyde	Leah Dennen	Anthony Holt	Mickey Hall	Mike Nichols
John Newman	Beth Cox			

Chairman Hobbs called the Ad Hoc Committee for Chapter 21 to order on Tuesday, April 27, 2010 at 5:00 P.M., in Room 112 of the County Administration Building, Gallatin, Tennessee. Mr. Don Long was not present for this meeting.

AGENDA:

Motion to approve the agenda made by Mr. Pospisil, seconded by Mr. Freels, motion passed 10-0.

APPROVAL OF MINUTES:

Mrs. Durski would like the minutes to reflect her objection to the statement made “it looks as though some of the things reported in the legal documents could have been purposeful in Wilson County.” (2pg, 3rd to the last paragraph). This correction has been made in the March 23, 2010 minutes. Motion to approve the minutes with the addition made by Mr. Freels, seconded by Mr. Pospisil, motion passed 9-1-0, with Mr. Moser abstaining.

REPORT OF THE COMMITTEE CHAIR:

Mr. Hobbs and Commissioner Hyde requested Mrs. Durski and Mr. Lawing be ex officio members of this committee. Mr. Hobbs stated these two would be allowed to participate in the meetings; however, they will no longer be voting members. The committee voting members will be 9 and a quorum will be 5.

NEW BUSINESS:

Q & A with Mr. Mickey Hall, Deputy Director of Schools for Wilson County - Mr. Mickey Hall, Deputy Director with the Wilson County Schools, has been employed with Wilson County Schools since February 1993. Upon Mr. Hall's arrival to the WCBOE the system was operating under the 1981 Financial Management Act. Mr. Hall informed the committee all the preliminary work, such as implementation, was final. Mr. Hall stated Wilson County operated under the 1981 Financial Management Act for approximately 2 ½ years until the school board sought judgment. Mr. Hobbs clarified that Mr. Hall was present during the legal process. Mr. Hall responded “Yes.” Mr. Hobbs requested Mr. Hall give 3 reasons as to why Sumner County should not be under this act. Mr. Hall responded with the following:

1. Payroll – there is a lot of paperwork involved in this at the school level. Mr. Hall stated payroll and personnel issues were still handled at the school board as well as bid and other various functions.
2. Turnover - Mr. Hall noted under the 1981 act only one employee left the school board and reported to the County Finance Dept. Mr. Hall stated payroll and personnel issues were still handled at the school board. Mr. Hall noted this was Wilson County's experience only; this may not be an issue for Sumner County. However, this caused a problem in information flow among the department in Wilson County. Mr. Hall stated in the minutes from March 23, 2010 there was a statement made that some of the things were intentional. Mr. Hall felt that was very disrespectful to the Wilson County School Systems staff and nothing was done intentional.
3. Liability for school board – Grants, compliance with state and federal funds, ARRA and accountability. Mr. Hall reported there are several things the school board is accountable for that must be reported and required for grants and the federal funding.

Mr. Hobbs questioned as to why only one employee reported over to the County Finance Department. Mr. Hall responded, those details were already final before his tenure at Wilson County; however, this was the

best solution for Wilson County. Mr. Hall stated there is more financial accounting and reports done by several people, who are not a part of the finance dept in the school system. Again, Mr. Hall reiterated this is what worked for Wilson County it may be different in Sumner County.

Mr. Hobbs noted the charge before this committee would be to examine all aspects of the 1981 Act to see if this is an option for Sumner County. This committee is not responsible for the implementation of the 1981 Act for Sumner County. Mr. Hobbs continued by stating it appears, based on Mr. Gilbert's statements, Wilson County did not phase in the School Board. Mr. Hall responded prior to his tenure, the payroll had not yet been turned over to the County Finance Office. Mr. Hall recalled county government and road dept. went first to the county finance dept., then the purchasing side of the school system and the next phase was payroll for the school system. Mr. Hall stated the payroll aspect was still handled at the school board when he took his duties. Mr. Hall stated for Wilson County, the 1981 only involved one Accounts Payable Clerk.

Mr. Lawing asked if the county finance office was just a bill paying department for Wilson County. Mr. Lawing asked if the county finance dept. was doing any of the budgeting or purchase orders for the school board. Mr. Hall clarified no because the county finance director did not know the intention of the school board or what was required for the BEP standards or 'No Child Left Behind' qualifications. Therefore the board of education must still administer all of those aspects. The budgeting has always been done at the school system for Wilson County.

Mr. Decker asked why Wilson County would hire a school finance director if they were operating under the 1981 Financial Management Act prior to his appointment. Mr. Hall responded there are other job duties that he is responsible for other than finance. Mr. Hall stated his job duties include transportation, nutrition, federal funding, instructional supplies, etc. and not just finance. Mr. Decker clarified once the judgment was granted, then the one staff person returned to the school system. Mr. Hall affirmed the staff returned to the school board.

Mr. Hyde stated, with all due respect, only moving one person to the county finance department is a recipe for failure. Mr. Hyde reminded the committee that in Sumner County things should be done differently. Mr. Hyde stated an implementation committee would work out the details for Sumner County.

Mr. Kimbrough asked Mr. Hall if he knew of any preexisting conditions that caused the school board to look into the 1981 Act. Mr. Hall responded the school system overestimated their BEP Funds. The school system continued to spend the funds causing Wilson County to be operating on deficit budget. Mr. Kimbrough asked if this was problem re-occurred after the combining of departments. Mr. Hall responded no.

Mrs. Durski commented that many of the larger school systems that are consolidated do still operate at the school board level. Rutherford County moved only a few employees in their consolidation for payroll purposes, however, the school board still prepares all reports and payroll and then forwards it to the county finance office. Mr. Durski stated she understands this committee's charge to examine the 1981 Act for Sumner County, however, the logistics of the consolidation is a very important piece that also needs to be examined. Mrs. Durski asked what Mr. Hall would see as logistical challenges in a school system as large as Sumner County may be. Mr. Hall responded that one big issue may be software. All departments must be on the same software for a smooth flow. Mr. Hall also stated travel was a challenge. Many employees spent time traveling to the County Finance Office to insure all aspects of paperwork were handled. Mr. Hall also stated due to this it caused a longer delay in paperwork. Mr. Hyde stated all of these are concerns, but if the implementation is done correctly this may not be a worry for Sumner County.

Q & A with Mr. Mike Nichols, Finance Director for Madison County - Mr. Mike Nichols, Finance Director and Mr. John Newman, Chairman of Financial Management Committee for Madison County we present to speak to the committee. Mr. Nichols has been the Finance Director for Madison County for 5 years. Mr. Nichols was a part of County Commission in Madison County prior to his appointment as finance director. Mr. Nichols stated all of the school board's finance dept. (9 employees) moved to County Finance. Mr. Nichols noted there was just a shift in location, not job duties. Mr. Nichols stated the school board still has employees that handle school specific operations such as transportation. Mr. Nichols disbursed a list of specific reasons as to why this consolidation was a feasible option for Madison County. This list was composed by Tom McAnulty from Stephens Inc. Madison County has been fully

consolidated under the 1981 Act for 5 years. Mr. Nichols stated the school payroll has been the most difficult undertaking of the 1981 Act. Mr. Nichols stated the paperwork from personnel, checking credentials is still handled by the school board.

Mr. John Newman, Chairman of the Financial Management Committee, stated the 1981 Act was examined for approx. 10 years before the implementation actually took place. Mr. Newman stated there have been some growing pains; however, Madison County has worked through them. Mr. Newman also noted there was a change in superintendant in Madison County. The superintendant must have certain reports to perform the job duties. Mr. Newman stated all department heads and commission must be on board with this consolidation before implementation. Mr. Newman stated Mr. Nichols reported to the school board members as well as the county commission to insure smooth implementation. Mr. Newman stated there was a big time commitment on all parts to smooth the implementation of the 1981 Act. Mr. Newman stated the County Government has been able to piggy back off the school system to help save the county money. Mr. Newman stated the logistics is an important detail to make for a successful transition.

Mr. Stone asked the total county budget for Madison County. Mr. Nichols responded \$170(M) and including subs for the schools approx. 3,000 employees. Mr. Newman noted that until county finance had a liaison that dealt with only schools, there were issues. Mr. Newman stated one of the things that caused the move to the 1981 Act, the schools system went into a self funding plan, without the county commission's knowledge. The self funding plan cost the county approx. \$10(M). Mr. Newman noted also in accounting there was \$5(M) "lost" on the books that could not be accounted for. Mr. Newman stated trust among all participants is the key to success.

Mr. Hobbs asked if all of Madison County is self funded in insurance. Mr. Newman stated county general is self funded, and the school system is all insured under the state system. Mr. Nichols stated the school superintendant and county officials are all a part of the Financial Management Committee. Mr. Decker clarified that Mr. Nichols does report to the school board. Mr. Decker requested what the budget specialist does at the school system. Mr. Nichols stated the school department compiles their own budget and submits it to County Government. Mr. Kimbrough asked if the budget specialist and the deputy director of schools needed additional positions. Mr. Nichols stated this is important in order to make sure all the compliances were made with all aspects of the schools. Mr. Nichols stated the schools have transportation, nutrition and various other things that the budget specialist position is needed. Mr. Decker asked Mr. Nichols to clarify how the budget process for the schools is completed. Mr. Nichols stated that it is all done through the budget specialist at the school board, then submitted to the Financial Management Committee.

Mr. Kimbrough asked the appropriation of the tax rate for the county. Mr. Nichols stated currently in both the General Fund and Schools the allocation is \$0.68 on a \$2.38 tax rate. Mr. Kimbrough responded with 5 years ago? Mr. Newman stated it was over \$1.00 for the schools. Mr. Newman stated there is a large amount of sales tax that goes into the school system. That is not a fair question because sales tax and property tax is a large portion of school funding. Sales Tax in Madison County has been raised; however, property tax has not increased in 18 budget years. Mr. Newman clarified sales tax was not raised during consolidation.

Mr. Freels asked about how the implementation went with the Road Dept. Mr. Nichols stated that has been a smooth transition. Mr. Newman stated yearly the financial management committee picks a "theme" of things to examine for money saving techniques. For example one year they looked at the communication line items in the total budget and were able to save the county \$100,000 a year by being able to have the whole county on the same carrier. In another year, they examined copier service and were able to get a better deal with one vendor saving the county money.

Mr. Kimbrough inquired about any school building programs that have taken place. Mr. Newman stated not since the consolidation. Mr. Hobbs asked how long the 1981 Act has been implemented. Mr. Nichols stated about 20 years. Mrs. Durski asked if Madison County has a growing school system. Mr. Nichols responded with "No, matter of fact they are losing." Mr. Newman stated that from a political view point this has made Madison County general government and school board better partners.

Response to what prompted this matter to adopt the 1981 Act as it applies to the school department –

Mr. Hobbs stated included in the agenda is the response from Mr. Hyde the commissioner that brought this matter to the commission floor. Mrs. Durski responded stating the school board reviewed the issues that have been raised: requests for additional reports, joint purchasing, tracking of revenues, encumbrances from this. Mrs. Durski raised the question could some of this have been addressed in away less intrusive to the operation of the school system. Mrs. Durski asked if additional reports are desired by the commissioners or financial management, could that not be done in a way that would not disrupt the operation of the school system less. As for joint purchasing, bids could be written to include the county general government. Mrs. Durski stated there may a much simpler solution than a 3rd Floor renovation and a move of this magnitude. Mr. Hobbs responded to Mrs. Durski stating that is not the charge before this committee. Mr. Hobbs stated that would be a question for the implementation committee. Mrs. Durski stated at that time it would be too late. Mr. Hobbs stated the implementation committee could take all the time need to work out the transition. Mr. Kimbrough responded with "Mr. Chairman I disagree completely." Mr. Kimbrough further explained the implementation is the center question as to whether or not Sumner County pursues this consolidation further. Mr. Kimbrough stated he does not feel as though this committee could approve consolidation in theory. Mr. Kimbrough noted that after the recommendation is made, it may be too late to just say the implementation committee could just solve all the problems. Mr. Hobbs can see the direction in which the argument is made, however, he envisioned that the implementation committee would work out the nuts and bolts of the process. Mr. Hobbs stated they would recommend to the commission if this consolidation would be in the best interest of Sumner County. Mr. Kimbrough replied based on what? Mr. Hobbs stated there is some merit in consolidation, and would this be the best option for Sumner County to save tax payers dollars.

Mr. Freels stated that now that the committee is playing "hard ball," the school board wants to extend all offers to cooperate. Mr. Freels continues where was this partnership earlier. Mrs. Durski responds it is disturbing that now during this consolidation effort there has been information that has not been provided. Mrs. Durski states she was unaware of any information requested that was not delivered. Mrs. Durski continued by agreeing with Mr. Kimbrough what does this committee intend to accomplish. If the goal is joint purchasing or better reporting, that can be addressed. Mrs. Durski noted joint purchasing has been offered to county government and been refused in the past. What is the goal or outcome of this committee? Mr. Hobbs responded with the goal is one finance department, one payroll and one purchasing department working cooperatively will the board of education and road department. Mr. Hobbs stated this would not relieve the board of education from their budgeting responsibilities. Mr. Kimbrough stated maybe that needs to be the question asked "Will we be better off for doing it?" Mr. Kimbrough is still unsure of that answer at this point. Mr. Kimbrough stated a consolidated accounting system does work better; but from a business stand point, is this really the best direction? Admittedly we have still not matched an outcome with a goal, Mr. Kimbrough stated. Mr. Kimbrough said it is time to look at Sumner County and how this will benefit us.

Mr. Decker said there are a lot of unanswered questions, some issues and questions that need to be addressed that we need information on. For example: who has legal responsibility for budget and finance? Who's going to develop that budget and how are we going to prepare it? What about staff: transferred over, pay, benefits? These are questions that need to be addressed and not sure this committee can do that. Once the commission makes a vote that this is the way to go, it may be too late to answer these questions of whether it would be a benefit to the county.

Mrs. Beth Cox, school board member, stated there are only 19 counties that are operating under this act, and we have yet to see one that is relative in size to Sumner County. Sumner County is a growing system. Mrs. Cox urged this committee to look at a county that is our size, noting there are not any, operating under the 1981 Act. Mrs. Cox clarified there are some that do purchasing or payroll, but not full consolidation. Mrs. Cox stated that voting the 1981 Act up or down could be narrow minded on the committee's part. Mr. Hobbs reminded Mrs. Cox the committee may be narrow minded however they are just following the charge brought to them by the County Commission.

Mr. Stone stated one important is the non-biased financial information presented. Mr. Stone specifies the paving of Beech High School and Gallatin High School parking lots that were not approved prior to completion. The school board requested the county commission fund the projects after completion. After

denying the request, the funds were found in the school budget. Mr. Stone feels under one finance department, this would have been handled differently.

Mr. Decker wants to consider a recommendation to put the implementation committee together before we vote and do this with the highway person, two finance folks, some county commissioners and school board members to let them talk about it and see how we're going to put this together and see what kind of agreement we can come up with and present to the county commission (here's what we've worked on, what we think will work, and what we think will not work) and then make a decision on whether we need to implement this policy. Mr. Decker said he would like to consider this at the next meeting.

Item for the May meeting - CTAS representatives will be present at the next meeting. Mr. Hobbs requested Mr. Decker's request be added to the agenda. Mr. Hobbs stated costs associated with the consolidation will also be discussed.

Being there was no further business before the committee, motion made by Mr. Freels to adjourn at 6:38p.m., seconded by Mr. Decker, motion passed 8-0.

MINUTES
SUMNER COUNTY PURCHASING COMMITTEE
MEETING
May 17, 2010
5:10 P.M.

Members Present:

David Kimbrough - Chairman	Kirk Moser	Benny Bills
Frank Freels – Vice Chairman	Anthony Holt	Jim Vaughn

Also:

David Lawing Leah Dennen Beth Browning David Pigna Maryanne Durski

Chairman Kimbrough called the Purchasing Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, May 17, 2010 at 5:10 p.m.

AGENDA:

Motion made by Mr. Vaughn to approve the agenda, seconded by Mr. Bills, motion passed 6-0.

APPROVAL OF THE MINUTES: Mr. Bills made a motion to approve the minutes of March 15, 2010, seconded by Mr. Vaughn, motion passed 5-1-0, with Mr. Moser abstaining.

REPORT OF THE FINANCE DIRECTOR:

Exempting drug testing from purchase orders - Mr. Lawing requested the committee exempt drug testing from the purchase order policy. Motion to exempt drug testing from purchase orders made by Mr. Moser, seconded by Mr. Vaughn, motion passed 6-0.

REPORT OF THE PURCHASING DIRECTOR:

Mr. Pigna reported on the following issues:

Animal Control contract awarded to T G Contractors - \$1,112,847 - This bid has been awarded. This will leave approx. \$87,000 in the 2010 bond appropriation for materials.

CAB Parking Lot bid –decision deferred to June meeting - Sessions Paving was the current lowest bidder at \$96,000. This amount does include the French drain system. This item will be on the General Ops Agenda for approval. Mr. Freels stated he is unsure about using Sessions Paving due to the issues that have occurred at Merrol Hyde Magnet School Parking Lot. Ms. Dennen noted that is the reason for the deferral, pending investigation. Mr. Holt reminded the committee the bid for MHMS did not include a drain. Mr. Holt stated the company completed the job per the bid specifications.

Remodeling bids for Courthouse and CAB – due in July – These bids will be executed in July

CAB chiller replacement – awaiting electrical contractor bids –Mr. Holt noted this would change the \$850,000 allocated in the 2010 Bond for the renovation of the CAB. Mr. Pigna stated the chiller would cost \$112,000. Mr. Pigna stated that after further examination there must be a breaker plug changed. The cost for changing the breaker plug box would be an additional \$32,000.

Archives Building sold for \$240,000; net proceeds are approximately \$214,000 – Ms. Dennen corrected Mr. Pigna stating the net proceeds are \$216,400 and will be added to County General.

The committee requested Mr. Pigna make a summary sheet of the bid projects and report the committee status of each.

Motion to adjourn at 5:33 p.m. made by Mr. Bills, seconded by Mr. Vaughn, motion passed 6-0.