

# SUMNER COUNTY COMMISSION

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

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## Commissioners

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

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

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

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

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

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

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

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

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

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

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

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

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

**Budget Committee..... March 14**

**Committee on Committees..... March 21**

**Education Committee..... March 14**

**Emergency Services Committee..... March 14**

**Employee Benefits Committee.....March 3, January 25**

**Financial Management..... March 21**

**Financial Management 1981.....March 7**

**General Operations Committee..... March 14**

**Highway Commission..... March 1**

**Law Enforcement Subcommittee..... March 7**

**Legislative Committee..... March 14**

**Public Services Committee.....March 1**

**Rules and Procedures Committee.....March 8**

MINUTES  
SUMNER COUNTY BUDGET COMMITTEE  
MEETING  
March 14, 2011  
7:00 P.M.

Members Present:

Jerry Stone - Vice Chairman Shawn Utleigh Jim Vaughn Moe Taylor David Satterfield

Also:

Anthony Holt David Lawing Leah Dennen Beth Browning John Isbell  
Maryanne Durski Merrol Hyde Keith Douglas Julianne Graham Keener Billups  
Mike Moulton

Vice Chairman Stone called the Budget Committee to order on Monday, March 14, 2011 at 7:00 P.M., in Room 112 at the County Administration Building in Gallatin, Tennessee.

**AGENDA:**

Mr. Stone added 2 items to the agenda under Appropriations: #3-request from the Circuit Court Clerk office, Mrs. Hughes asked for an appropriation of \$7,420.97 for shelves for storage of court records and #4-discussions and vote on vacation pay for the Law Director, Ms. Dennen. Motion to approve the agenda made by Mr. Taylor, seconded by Mr. Satterfield, motion passed 5-0.  
There was no public recognition.

**MINUTES:**

Motion to approve the minutes of February 14, 2011 made by Mr. Satterfield, seconded by Mr. Vaughn, motion passed 5-0.

**REPORT OF THE COUNTY EXECUTIVE:**

There is no report.

**REPORT OF THE COMMITTEE CHAIRMAN:**

Report from the County Trustee—no one from the trustee's office was present.

Report from the Assessor of Property — Mr. Isbell was available to answer any questions on his report, which was included in the packet. There were no questions.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

A. EMS — Keith Douglas spoke about the following:

1. New billing system — The current billing system hardware/software company is getting ready to upgrade. However, they will no longer support the software on the current system; it will need to be upgraded. A test was run using the current system along with the upgrade and it was not compatible. If they stay with the current system, they lose all support and will have to maintain their own hardware/software and computers in the ambulances. Intermedix offers a system that fully supports all hardware and software. The county would not be out any money upfront for this. They operate on a percentage basis — based on collection revenue. Intermedix did a review of current data (collected vs. billed). Based on this study, Intermedix feels that EMS is leaving about \$300,000 on the table that could have been collected through insurance companies. Mr. Vaughn checked with Ms. Dennen to make sure we were covered on the "kick out clause". Ms. Dennen nodded yes. Also, Mr. Vaughn questioned Intermedix being the sole source provider of this service. Mr. Douglas replied that he has not found any other company that offers what Intermedix offers. However, Ms. Dennen stated she requested Intermedix to send her info as to why they say they are the sole source provider; to date she has not received a response. The general consensus was to go ahead and put it out to bid. Mr. Vaughn requested the bid be brought back to the Emergency Services Committee for approval.
2. Delinquent collection contract — EMS sent collections out for bid and had several responses. The best response was from Intermedix. EMS currently uses Fox Collections (a local company) and is happy with their services. However, Mr. Douglas feels that Intermedix can do

much better. Fox Collections is currently collecting \$50-60K annually, out of \$900K annually sent to collections. Intermedix is a totally automated system. Any accounts not collected by Intermedix would then go to Fox Collections. Mr. Satterfield asked about the bids from other companies. They are as follows: Fox Collections 29%, MSB 23 ½% and had no mention of legal fees, Transworld \$9.99 per claim sent to them, Credit Tech 15% and legal fees were to be determined at time of filings, Armstrong & Associates 25% and Affiliated Group 19 1/2% with 34 ½% legal fees. Motion was made by Mr. Vaughn to approve the Intermedix collection system, seconded by Mr. Utley, motion passed.

- B. EMA – Homeland Security Grant (\$749,322) – the grant contract was included in the packet. Motion made by Mr. Vaughn to approve the grant, seconded by Mr. Utley, motion passed.

- C. Debt Restructuring – Mr. Lawing asked Julianne Graham from Wiley Brothers to speak about the restructure proposal on a 12 year debt. Julianne stated this restructure would free up funds for general government improvement projects. It would create an additional \$60 million of debt capacity without exceeding the amount of current annual debt service requirement. Mr. Holt said he couldn't emphasize enough that now is the time to do this, especially since interest rates are still low. Mr. Holt endorses the 12 year loan. Mr. Vaughn asked for the rates 12 year vs. 15 year. Per Keener Billups, 12 year rate is 3.25% and 15 year rate is 3.7% (roughly). Mr. Vaughn agreed with Mr. Holt that the 12 year option is what he would favor. Mr. Stone asked Mr. Lawing to clarify the following: in the first year of the restructure, it will free up cash that can be used for any capital project. Mr. Lawing stated it can go into a capital project fund. Mr. Satterfield does not think this is the answer. He thinks we are trying to borrow ourselves out of debt. Mr. Lawing responded that if we do not do the restructure, then the county would have to increase property taxes within 8 years in order to have funds for any project. Mr. Satterfield suggested we wait till we need it. Mr. Holt responded to Mr. Satterfield by saying that there is no way we can go 8 years without making any improvements, especially to the schools. It's not feasible or realistic, unless we raise property taxes – and that's unacceptable. Mr. Vaughn made a motion to accept the restructure on the 12 year amortization, seconded by Mr. Utley, passed 4-1, Mr. Satterfield opposed.

- D. Board of Education – Mrs. Durski spoke on the following:

1. 7 General Purpose budget amendments - the first 6 are all 100% grants and the 7<sup>th</sup> is a reallocation of previous appropriated funds in the career and technical budget. Motion made by Mr. Vaughn to group and approve, seconded by Mr. Utley, motion passed.
2. 6 Federal Projects budget amendments – these are all 100% federal money, no local money in any of these. Motion by Mr. Utley to approve, seconded by Mr. Taylor, motion approved.
3. Approval of lease/purchase through SPD Trash Solutions of 12 additional trash compactors (pending Board approval on March 29, 2011) – Mrs. Durski is requesting approval to lease/purchase 12 more trash compactors. There are currently 3 of them being used in schools at this time – saving around \$725 per month on trash pick-up fees. Therefore, they would like to put them in 12 other schools around the county. Mr. Moulton advised the Board that the company is offering a discount of \$2500 per school package discount. The offer is extended to the end of this month. The school board needs a commitment by March 31, 2011 in order to receive the discount. However, there is concern about ordering these during the time of the restructure of the debt. If it's done by April 14, 2011, it should not affect the bond restructure. Motion made by Mr. Utley to approve (as long as the School Board approves), seconded by Mr. Taylor, motion passed.

- E. Appropriations

1. Reappraisal - \$2,500 for gas from General Fund Undesignated Fund Balance – No questions for Mr. Isbell. Motion made by Mr. Taylor to approve, seconded by Mr. Utley, motion passed.
2. Courthouse & Jail Maintenance Fund - \$50,000 – Mr. Lawing stated this was for maintenance in the courthouse and jail fund. Motion made by Mr. Vaughn to approve, seconded by Mr. Satterfield, motion passed.
3. Request from Circuit Court Clerk's office by Mrs. Hughes for \$7,420.97 for shelves for storage of court records – Motion made by Mr. Taylor to approve, seconded by Mr. Vaughn, motion passed.

4. Discussion & vote on vacation pay for the Law Director, Ms. Dennen – Ms. Dennen stated that last fiscal year she lost 2 weeks of vacation due to the flood and the hospital deal. This fiscal year she will lose 3 weeks more. She is asking that she be paid for 3 weeks of vacation that she will lose. The amount for 3 weeks is \$8,048.40. Motion made by Mr. Utley to approve, seconded by Mr. Vaughn, motion passed.

F. Transfers

1. Between major categories
  - (a) Highway Department (from February meeting; omitted from February commission agenda) – Need to forward back to the Commission.
  - (b) Assessor of Property – Mr. Isbell stated it was for a printer. Motion made by Mr. Satterfield to approve, seconded by Mr. Vaughn, motion passed.
  - (c) Sheriff's Office – Motion made by Mr. Vaughn to approve, seconded by Mr. Taylor, motion passed.
2. Inter-budgetary transfers – Motion was made by Mr. Vaughn to group and approve both items below, seconded by Mr. Satterfield, motion passed.
  - (a) Greater than \$1,500
  - (b) Less than \$1,500

G. Tax Matters

1. Costello's Lullaby Cottage - \$20.77 – Motion made by Mr. Vaughn to approve, seconded by Mr. Satterfield, motion passed.
2. Hendersonville Hospital c/o HCA Indirect (2010) - \$61,543.87 – Mr. Taylor asked about this being the second month that HCA has been on here. Mr. Isbell responded by saying that yes, they were on here last month for this; however, there was an error from the state on the certificate. While making corrections, they accidentally removed this amount from the list. Motion made by Mr. Taylor to approve, seconded by Mr. Satterfield, motion approved.
3. Mr. Freels report (from February agenda) – Mr. Freels was not present – moved on.

**REPORT OF FINANCE DIRECTOR:**

- A. Revenue Analysis (to be passed out at meeting) – Mr. Lawing reported the following:
  - Adequate Facilities – 110.2%
  - Sales Tax – 101.5% (average)
  - Wheel Tax – 102.5%
  - EMS Transportation – 100%
  - Business Tax – 109%
- B. Annual Health Insurance Analysis – Mr. Lawing stated that the only one department needing additional appropriations by the end of the year is Election Commission; all others can be transferred to other categories within the same department. Reason being, an employee who previously chose not to accept insurance has now taken the insurance. It is a \$9,700 increase. Mr. Lawing just wanted to inform the Committee. The Committee will review closer to the end of the fiscal year.

**ADJOURNMENT** – Mr. Stone adjourned the meeting at 8:17 p.m.

**COMMITTEE ON COMMITTEES  
MINUTES  
MARCH 21, 2011**

**Present:**

Jerry Stone, Chairman  
Shawn Utley, V. Chairman  
Trisha LeMarbre  
Jo Skidmore  
Paul Goode

**Also Present:**

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

The meeting of the Committee on Committees was brought to order on Monday, March 21, 2011, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Stone was presiding.

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

Minutes. Upon motion of Comm. Skidmore, seconded by Comm. LeMarbre, the committee voted to approve the minutes of February 28, 2011.

Recognition of the Public. There was none.

Planning Commission. Chairman Stone announced the County Executive's recommendation of Jerry Kirby to represent the northern end of the County on the Sumner County Planning Commission. Mr. Kirby is a retired airline pilot and business man. Upon motion of Chairman LeMarbre, seconded by Comm. Goode, the Committee voted unanimously to appoint Mr. Kirby.

Redistricting Committee. Commission Chairman Hyde requested that the Committee modify the recently appointed Redistricting Committee to include a representative from the City of Gallatin proper. He recommended Commissioner Ben Harris, and Commissioner Goode so moved, seconded by Comm. Skidmore. The motion carried.

Next Month. There were no upcoming appointments.

Upon motion of Comm. Goode, seconded by Comm. LeMarbre, the Committee adjourned at 6:36 p.m.

Prepared by Maria Savage

**MINUTES  
EDUCATION COMMITTEE  
March 14, 2011**

**Present:**

Paul Decker, Chairman  
Trisha LeMarbre, Vice-Chairman  
Billy Geminden  
Paul Goode  
Ben Harris  
Joe Matthews  
Absent: Kirk Moser

**Also Present:**

Benny Bills, Director of Schools  
Maryanne Durski, Schools Finance Director  
Bill Kemp, County Clerk  
Leah Dennen, Law Director  
Commission Chairman Merrol Hyde  
Mike Moulton, citizen

Chairman Decker brought the Education Committee meeting to order with a prayer on Monday, March 14, 2011, at 6:00 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present to do business.

Agenda. Upon motion of Comm. Matthews, seconded by Comm. Geminden, the Committee members approved the agenda.

Minutes. Upon motion of Comm. Harris, seconded by Comm. Matthews, the Committee approved the minutes of February 14, 2010.

Recognition of the Public. There was none.

Report of Chairman. Chairman Decker had no report.

County Executive. County Executive Anthony Holt reported on the bond issue refunding, stating that it could free up funds to avoid overcrowding in schools.

Director of Schools. Benny Bills, Director of Schools, had no report except that the snow days had been made up.

Report on 2007 Bond Issue. Mrs. Maryanne Durski, School Director of Finance, reported that she is working on the final payment for the Drakes Creek utility project.

Report on 2010 Bond Issue. Mrs. Durski stated that the projects are underway and there are no pressing developments to bring before the committee.

General Purpose School Amendments. Upon motion of Comm. Harris, seconded by Comm. Geminden, the Committee voted to approve the General Purpose School Fund amendments as submitted.

Federal Projects School Amendments. Upon motion of Comm. Matthews, seconded by Comm. Harris, the Committee voted to approve the Federal Projects School Fund amendments as submitted. Comm. Goode abstained from the vote.

Trash Disposal. Ms. Durski brought forth a request to authorize the lease/purchase of 12 additional trash compactors by the Board of Education, subject to approval by the Board on April 15, 2011. These funds will be paid from the current Board of Education budgeted funds. Upon motion of Comm. Matthews, seconded by Comm. Geminden, the Committee voted to approve the request for approval of the lease/purchase.

The meeting was adjourned at 6:40 p.m. after a motion by Comm. LeMarbre, seconded by Comm. Matthews.

Prepared by Maria A. Savage

**MINUTES  
EMERGENCY SERVICES COMMITTEE**

**March 7, 2011**

**Present:**

Jim Vaughn, Chairman  
Michael Guthrie, Vice-Chairman  
Mike Akins  
Ben Harris  
Jerry Stone  
Steve Graves

**Absent:**

Moe Taylor

**Also Present:**

Keith Douglas, EMS Director  
Bill Kemp, Clerk  
David Lawing, Financial Director  
Major Carl Edison  
Anthony Holt, County Executive

Chairman Vaughn called the Emergency Services Committee to order on Monday March 7, 2011 at 5:30 PM in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Comm. Stone made a motion, seconded by Comm. Graves. The agenda was unanimously approved.

Approval of Minutes of February 14, 2011 Comm. Akins made a motion, seconded by Comm. Harris. The minutes of February 14, 2011 were unanimously approved. Comm. Graves abstained due to his absence.

Public Comments None.

Report from the Chairman. Comm. Matthews passed around a print-out reflecting the costs of paving the Sumner Training, Maintenance, and Impound Lot. The cost includes materials. Ms. Hardin, Highway Superintendent, has offered the labor at no cost. The estimate is in the amount of \$39,543.86. Comm. Matthews requested a vote to send to the General Operations Committee. Vice-Chairman Guthrie made a motion, seconded by Comm. Harris. Motion carried.

Report from the County Executive Mr. Holt stated he has not heard back from the Disaster Grant that was applied for several months ago. The County Executive advised he hoped to hear something by May. This is an eight million dollar grant which would be used for the new EMS facility, EMA, and the E-911 Board. This is a 100% grant with no matching.

Report from the Sheriff Major Edison requested a vote of approval on a list of Clothing and Equipment to be destroyed. Comm. Akins made a motion, seconded by Comm. Graves. Motion carried.



Report from the Director The Director reviewed the Emergency Services Committee Report. The figures were pretty standard.

It is being considered, as a joint venture with the City of Portland, for a new building to be built for the Portland station. No funding is requested from the county, but would come from private sources. It would be on the campus of HCA for EMS and the Portland Fire Department.

The Director stated that collections were rebid. Transworld Systems is being considered to do the automated portion of the collecting where phone calls and mailings are done automatically. If there is no reply to these, then it would be referred to the collection agency. (Fox Collections). There is an optional added service called Accelerator, which sends out reminder letters or phone calls after a 30 day period. The Director stated that a \$6000 would take care of the rates(\$9.99 price per account) until the end of the year. Recommendations are to move the money, or the potential for increased revenue would be considered. The Finance Director suggested increase of projected revenue as the best way for the funding. Comm. Harris made a motion, seconded by Comm. Akins. There was some discussion. Comm. Stone requested a six month review. There was a unanimous vote to send it to the Budget Committee.

#### Old Business

#### New Business

There was a motion to adjourn. The committee adjourned at 6:00pm

Prepared by Sheila Ashton

**MINUTES**  
**SPECIAL CALLED MEETING**  
**EMPLOYEE BENEFITS COMMITTEE**  
**March 3, 2011**

The Board of Education Compensation Committee requested a special called meeting with the Employee Benefits Committee. They met on Thursday, March 3, 2011 at 4:30 p.m. in Room 112 of the Sumner County Administration Building, 355 N. Belvedere Drive, Gallatin, TN, 37066.

Among those present from each committee were: Merrol Hyde, Anthony Holt, Maryanne Durski, Glen Gregory, Danny Hale, Beth Cox, David Brown

Also present: Leah Dennen, David Lawing, Kathy Courtelis, Debbie Robertson, Serpil Gilbert, Bob Shupe

Mr. Hyde called the meeting to order at 4:30.

Mr. Gregory began by stating that he would like to discuss the definition of full-time/part-time employees.

Mr. Shupe stated since our Evidence of Coverage is worded that to be covered under the insurance you must be a full-time employee working at least 32 hours per week or be a school bus driver or cafeteria worker, we can not exclude bus drivers and cafeteria workers. Custodians are not included in the plan so the Trust can remove that group as a mistake.

Mr. Shupe handed out a paper showing what would happen if we lost our grandfather status. If that were to happen, the IRS could challenge us. He stated we would probably lose our grandfather status in 2014 anyway unless something changed before then with the federal government. We can add benefits to our plan but not decrease or take away anything or we will lose grandfather status.

Discussion was made on finding extra jobs for bus drivers to do if they are working under the 32 hours. Ms. Dennen stated that could be a problem if they were physically unable to do the jobs. That could get into Worker's Comp expenses.

Mr. Hyde assured the Board of Education that the SIB Committee members would do everything they could to help them solve the problems.

Mr. Lawing asked that BCBS get an actuarial and study what it would cost us to lose our grandfather status.

There were no further questions and Mr. Hyde dismissed the meeting at 6:05.

MINUTES  
EMPLOYEE BENEFITS COMMITTEE

January 25, 2011

9:00 A.M.

Members Present:

Merrol Hyde      Maryanne Durski      Bob Pospisil      Anthony Holt

Also:

Leah Dennen      Bob Shupe      Kedree Marsh      Shannon Eubanks  
Debbie Robertson      Kathy Courtelis      Ernie Clevenger      Serpil Gilbert  
David Lawing

Mr. Hyde called the SIB Employee Benefits Committee meeting to order on Tuesday, January 25, 2011 at 9:00 a.m. in Room 112, County Administration Building, Gallatin, Tennessee.

Agenda: Motion was made by Mrs. Durski to approve the agenda; seconded by Mr. Hyde; unanimous approval.

Public Recognition: None

Minutes: Motion was made by Mrs. Durski to approve the minutes of November 16, 2010; seconded by Mr. Hyde; unanimous approval.

Report of Committee Chair: Discussion was made concerning the February meeting which is usually the Tuesday after the commission meeting. Commission meeting has been moved to the last Monday of the month since the 3<sup>rd</sup> Monday falls on a holiday and that would push the SIB meeting to March 1<sup>st</sup>. Motion was made by Mrs. Durski to have no meeting during the month of February and have the next meeting the Tuesday after the March Commission meeting; seconded by Mr. Holt; unanimous approval.

Report of Consultant: Mr. Shupe noted that the dental side is picking up money and we are ahead on the reserve which is good. On the medical side, the claims are high but he noted that it looks like a 5 week month. This pushes our trend up. We are continuing to decrease the negative reserve. The trend is at 2 ½ % which is well below the national average. We are still in good shape on the reinsurance.

CareHere: Mr. Clevenger reported that the CareHere Pharmacy is now 1 year old as of January 23, 2011. He presented a chart showing the growth of scripts and growth of generics filled. He noted that they are at capacity and may need to add more part-time help. Mr. Holt asked for a complete cost analysis –bottom line—if the pharmacy has been cost effective. Mr. Clevenger said he would present that to us at the next meeting. Mr. Clevenger reported that the Pharmacy has had 2 employees to call and say that they never received their medication through the mail. He is asking for guidance from the Board on how to handle the situation. Mrs. Durski made a motion for the CareHere Pharmacy to refill the medications and have the employee to come to the Pharmacy to pick it up and do not charge a co-pay; seconded by Mr. Pospisil; unanimous approval.

Old Business: None

**New Business:** There was a discussion on adding children up to age 26 back on insurance. Mr. Shupe reported that they can be added back on during our open enrollment with an effective date of July 1, 2011. They have that 30 day period in which to enroll their children and that is the only time they can be added back on concerning the age 26 amendment. We must send out a letter of notification to all eligible employees concerning the open enrollment period for this.

Mr. Lawing mentioned that we have to do the GASB 45 Actuarial every other year. It was bid out last year and the amount we have to pay for the 2 year bid is \$12,300. It has normally been paid out of the general fund but it is actually insurance related and partly county and partly school. Mr. Lawing states that it would be more appropriate to be paid out of the insurance fund. Mr. Pospisil made a motion to pay the GASB 45 Actuarial out of the insurance fund; seconded by Mrs. Durski; unanimous approval.

Motion was made by Mr. Pospisil for Mr. Shupe to get bids for the county life insurance; seconded by Mrs. Durski; unanimous approval.

Mr. Shupe will bring his recommendations on health insurance rates to the March meeting.

Mr. Shupe discussed the Dependent Eligibility Audit. He presented a chart with the top eight companies who had presented an RFP and gave his recommendation to use Continuous Health. Mr. Pospisil made a motion to go forward with Continuous Health and approach them with a contract for review; seconded by Mrs. Durski; unanimous approval.

Mr. Pospisil informed the committee that he had attended a presentation on a new group informing him about cost savings on drugs. He would like to invite them to make a presentation to the SIB Committee. Mr. Hyde asked Mr. Pospisil to contact the group and have them contact Ms. Dennen to set up a time for them to make their presentation at the April meeting.

There was no further business and Mr. Hyde adjourned the meeting at 10:10 a.m.

MINUTES  
SUMNERCOUNTY FINANCIAL MANAGEMENT COMMITTEE  
March 21, 2011

Members Present:

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

Also:

David Lawing   Leah Dennen   Beth Browning   Chris Hughes

Chairman Freels called the Financial Management Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, March 21, 2011 at 5:32 p.m.

**AGENDA:** Motion made by Mr. Moser to approve the agenda, seconded by Mr. Bills, motion passed unanimously.

**RECOGNITION OF PUBLIC:** There was no public recognition.

**APPROVAL OF THE MINUTES:** Motion to approve the minutes of February 28, 2011, made by Mr. Bills, seconded by Mr. Holt, motion passed 6-0.

**REPORT OF THE COMMITTEE CHAIRMAN:**

There was no report.

**REPORT OF THE COUNTY EXECUTIVE:**

There was no report.

**REPORT OF THE FINANCE DIRECTOR:**

A. Monthly Revenue Analysis – Per David Lawing: all revenue is currently above projections. If we continue on this path we will have a good year.

- Adequate Facilities Tax – 110.20%
- Sales Tax - 101.61%
- Wheel Tax – 102.28%
- EMS Transportation – 100.92%
- Business Tax – 109.15%

B. Debt Restructuring – David Lawing stated the proposed restructuring is on the commission agenda following approval from the state director of local finance and financial planning, which will be mapped out later tonight on the commission floor. The letter of approval came in after 3p.m. today, so all information will be passed out later tonight. Mr. Moser wanted to make sure that this restructuring does not include any additional debt. He also stated there seems to be some confusion in the public and he wanted to get it straight. David Lawing confirmed that this restructure is only to create capacity. Mr. Freels stated that there is a lot of work to be done before we ever spend a dime.

**REPORT OF THE LAW DIRECTOR:**

Ms. Dennen had no report.

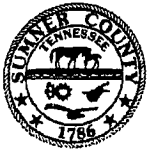
**REPORT OF THE BUDGET COMMITTEE:**

Mr. Moser passed out a packet for review. Mr. Moser stated that Ms. Pasteur from Snyder Electric contacted him regarding a proposal that could possibly save the county money on its utility costs. Ms. Pasteur/Snyder Electric has done a preliminary assessment of cost savings. If we spend approximately \$1.6M, we could save substantially. Mr. Moser informed Ms. Pasteur that he would hand out the packet at the Financial Management Meeting for review. Mr. Hughes (General Ops Chairman) stated he also spoke with Ms. Pasteur regarding this matter and informed her to bring it to the committee and that it may be a longshot, considering what the budgets are. Mr. Freels suggested everyone take time to look at it. Mr. Vaughn stated his concern is that the savings is over the entire Sumner county government (school board, sheriff's department, etc.) and suggested getting everyone together at one time and make sure they all agree before moving on. Mr. Freels suggested to kick it back to General Ops, have them bid it out and then present it again.

**OLD BUSINESS:** There is no old business to discuss.

**NEW BUSINESS:** There is no new business to discuss.

Being that there was no more business, Mr. Kimbrough motioned to adjourn at 5:45 p.m., seconded by Mr. Holt, motion passed 6-0.



## 1981 FINANCIAL MANAGEMENT COMMITTEE AGENDA

§ 5-21-104

Sumner County Administration Building

Chambers

March 7, 2011

7:00 p.m.

### MEMBERS Present:

David Kimbrough, Chairman

Frank Freels, Vice Chairman

Benny Bills

Judy Hardin

Anthony Holt

Merrol Hyde

### Others Present:

David Lawing

Maryanne Durski

Don Long

David Herndon

Bill Kemp

### I. **CALL TO ORDER** by Committee Chairman David Kimbrough at 7 p.m. in the Chambers of the County Administration Building.

- A. **Approval of Agenda** – Motion made by Mr. Freels, seconded by Mr. Bills to approve the agenda – motion passed unanimously.
- B. **Recognition of Public** – Mr. Ted Wise (School Board Rep, Dist #8 – speaking as one school board member) stated that this was not a personal attack on Mr. Lawing, however, he had 2 questions he wanted Mr. Lawing to answer: 1.) Can you tell me everything you know about the McKinney Vento Act and 2.) What committee has a separate account, no employee of the Finance Dept handles this...HINT: Mr. Wise is the Chairman of this committee and it deals with homeless children in the county. Mr. Wise is concerned with the dealing of the federal, county and local money for the schools. Mr. Kimbrough did not require Mr. Lawing to answer these questions.
- C. **Approval of Minutes**— Motion to approve the minutes of January 13, 2011 (no February meeting due to inclement weather), made by Mr. Bills, seconded by Mr. Freels, motion passed.

### II. **OLD BUSINESS**

- A. Report of positions and persons involved in the move – Mr. Hyde had requested this info: Mr. Lawing stated that Mrs. Durski has sent some info to him, but he feels they need to get with the HR Director and discuss how the information flows. Mr. Lawing's understanding is that there are currently 4 Payroll (PR) and 2 Insurance people, need to know how the data flows from HR to PR. Also, how they are handling PO's, the Cafeteria Plan and the Trust Fund.

### III. **NEW BUSINESS**

#### A. **Timekeeping Software**

1. **Kronos** (free payroll audit)—Mr. David Herndon gave a power point presentation highlighting who Kronos is, what they offer and how they do it. Kronos is an "all in one system". Mr. Herndon also discussed how the software works regarding clocking in, clocking out, handling vacation days and sick days, swiping of employee card on time clock, finger scanner, timestamp on computer, cell phone/smart phone. Mr. Herndon/Kronos is offering a free workforce assessment for the county, school and highway employees. Mr. Kimbrough asked if the audit would help with the info needed for the implementation process. Mr. Herndon stated it would indeed help. Mr. Kemp asked about a timeline on this process. Per Mr. Herndon: surveys will go out, once they receive them back they then come and do an interview process – onsite for 3-4 days. They request 300-400 timesheets for the audit, 2-4 weeks to compile this info. So start to finish = 4-8 weeks.
2. **Gorrie-Regan** (for discussion only) – no current users in Sumner County
3. **Qquest** (for discussion only) – Currently, the Sheriff's Office and EMS use this software

- B. Progress of Implementation Plan, Phase 2 Items 1 – 4: Mr. Kimbrough referred the members to the plan passed out at the first meeting. A progress report was given by Mr. Lawing.

#### C. **Timeline for Implementation**

1. **Letter from Sumner County Board of Education—Mr. Don Long** – Mr. Long spoke on behalf of the Board of Education, who voted unanimously to request that Mr. Long voice the following concerns: A) on 1/18/11, the school board received Mr. Lawing's request for information relative to

the implementation of the 1981 Financial Management Act. However, the timeline laid out in the request from Mr. Lawing did not permit their staff sufficient time to compile all of the information by the 1/25/11 deadline. B) The school board staff will have to work on this request in addition to their already full workloads. Mrs. Durski is beginning budget meetings with principals & department heads, overseeing numerous payroll projects and attending required state education meetings in Nashville in addition to her regular duties. They cannot allow this info gathering disrupt the operation of the school system. C) They ask that the info requested be prioritized so they can direct their efforts towards the most critical matters. Allowing them to better utilize their staff time while continuing their regular duties. D) The Board also asked that issues regarding furniture and equipment be clarified. All of the hardware, software, furniture and equipment are property of the Board of Education. A proposal should be sent to the Board regarding the transfer of any assets, should that be desired by the Commission. E) Because of the workload experienced by the Board and staff during this time of year, any work toward implementation would be more logical following budget approvals and hiring of the new Director of Schools. Therefore, working toward a July 1 start to implementation is going to be difficult at best.

Mr. Long expressed his concern regarding the hiring of the new Director of Schools and the effect the 1981 Act has had on it. Mr. Long stated that 2 people have contacted him: 1 applicant that is a Director of Schools in another TN district – this person has withdrawn their application. The second was from out of state – this person decided not to apply because of this.

Mr. Long made a request, that the Commission spend 1 year to work through this process.

Mr. Freels stated that they are not backing down now. They've come too far and will not rescind.

Mr. Freels told Mr. Long he would like to see letters from people (that have applied for the Director of Schools position) that are refusing to apply or withdrawing their application.

Mr. Hyde agreed with Mr. Freels. Mr. Hyde also stated that this went into effect with a 2/3 vote; therefore, it will take 2/3 vote of the Commission to repeal – it won't happen. So we need to concentrate our efforts on how to make this a success. Mr. Bills would like to make a motion to delay this. "DETAILS" is the word – give us time to study it and do it right. Mr. Kimbrough shares Mr. Long's concerns but we need to proceed. Mr. Holt suggested we come up with a plan, implement what we can but slowly go into the process. We don't need to rush into this and make too many mistakes. Mrs. Hardin stated that she has not seen a cost yet on any of this implementation process – she would like to see some cost on what the 1981 Act is going to cost the county. Mr. Kimbrough stated they are still gathering that information. Mrs. Hardin also wanted to know about the cost on the timekeeping system. Per David Lawing: that has yet to be determined – will know more after the free audit, but if it's not going to save the county money, then we should not change it. Mr. Long formally requested this committee ask the commission to delay implementation and let them debate it. Mr. Freels stated we have wasted the entire meeting being negative. Mr. Freels made a motion to go forward with the review of the timekeeping software (Kronos free payroll audit). Mr. Hyde seconded the motion. Motion passed 5-1, with Mr. Bills voting against.

Mr. Kimbrough opened it up to the committee to choose another Chairman going forward. Mr. Hyde suggested he continue. Mr. Kimbrough prefers to be removed as Chairman and suggested Mr. Freels take over as Chairman. Mr. Freels accepted, and is now the Chairman of this Committee. Mr. Bills voiced his concern that he believes it is a mistake to go forward at this time with the July 1 date. Mr. Freels suggested that Mr. Herndon get with Mr. Lawing regarding the audit.

2. **Tentative time to invite:** Mr. Lawing suggested he schedule, with the below organizations, times to meet and discuss the implementation of the 1981 Act. Mr. Holt moved for an approval to schedule the meetings. Mr. Lawing will schedule ½ for April and ½ for May.

- (a) CTAS
- (b) County Audit
- (c) Department of Education
- (d) Board of Education

3. **Discussion:**

- (a) **Employee benefits and salaries** – Mr. Lawing stated it was up to the Commission to decide if the school board employees will keep their benefits after becoming county employees on July 1, 2011. Mr. Kimbrough moved to make exceptions to the County's personnel policy to



allow the school board employees to keep current benefits. Mr. Hyde seconded the motion. Mr. Long asked what budget they will be under. Mr. Lawing stated they will be paid out of the general fund starting July 1, 2011 and will become county employees. Same for highway employees. Mr. Bills made an amendment that all current school board and highway finance employees, which move to the County Admin Building, will keep their benefits. Seconded by Mr. Holt, approved unanimously. A vote was taken on the original motion; passed unanimously. Mr. Lawing stated the commission can either move pennies from the tax levy or bill the school and highway departments. Mrs. Durski asked for clarification regarding the school's finance department employees becoming county employees as of July 1. Mr. Lawing reiterated his previous statement, but stated he would check with Ms. Dennen to be sure.

- (b) New departmental budgets – Mr. Lawing stated due to the MOE and 5 year average, it would be best to divide into separate programs for county, school and highway. That way each could be billed as contract services.
- (c) Request to school board regarding equipment – Mr. Hyde motioned we send a letter to the school board requesting this info, seconded by Mr. Kimbrough – approved unanimously.
- (d) Highway Department – same request was given to the highway department.
- (e) Floor plan – a copy of the floor plan was attached to the agenda for review. Mr. Lawing would like to visit with Mrs. Durski and others to discuss their processes and workflow.
- (f) Furniture and fixtures (under bid per General Operations Committee)

Mrs. Hardin asked Mr. Lawing which highway employee was supposed to move. In the highway department, there is not one employee that works only on AP, PO's, PR, etc. Jobs are delegated out every day to different people in the office. Mr. Lawing stated Purchasing/Bidding and Fixed Assets will need to move. Mrs. Hardin stated she has always done the Fixed Assets, but would love for Finance to come take it over.

#### IV. ADJOURNMENT – Meeting adjourned at 8:36 by Mr. Freels.

**MINUTES  
GENERAL OPERATIONS COMMITTEE  
CHRIS HUGHES, CHAIRMAN  
MARCH 14, 2011**

**Present:**

Chris Hughes, Chairman  
Shawn Utley, Vice-Chairman  
Steve Graves  
Baker Ring  
Jo Skidmore  
Paige Brown Strong  
Moe Taylor

**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  
Kim DeRenard, grant writer  
Joe Matthews, Commissioner

The regular meeting of the General Operations Committee was brought to order on Monday, March 14, 2011, at 5:00 p.m. in the Sumner County Administration Building. Chairman Hughes declared a quorum present to conduct business.

Agenda. Chairman Hughes added the following to the agenda: 1) Archives Contract Maintenance; 2) Request from Alexander Funeral Home; 3) HVAC Repair CAB (Old Business). Upon motion of Comm. Utley, seconded by Comm. Taylor, the committee approved the agenda as amended.

Minutes. Upon motion of Comm. Graves, seconded by Comm. Taylor, the committee approved the minutes of February 14, 2011. Comm. Skidmore abstained.

Recognition of the Public. There was none.

Report of Chairman. Chairman Hughes reported for next month's agenda he would like to add Capital Projects regarding the new EMA facility going out for bid. He said he would contact Ken Widener and Keith Douglas to appear before the committee. David Lawing is getting specs for furniture to accommodate the changes to the Financial Management Act of 1981.

County Executive's Report. County Executive updated the Committee on the construction of Congressman Black's office space. He said the maintenance crew and trustees did a good job. The lease for \$800 per month has not yet been approved by the Committee.

Circuit Court Shelving. Circuit Court Clerk Mahailiah Hughes reported that she needed to move 194 minutes books and docket books to the Sumner County Archives. The problem is that the Archives needed the roller shelving to store them. The bid for the shelving was \$7,400.00. Director of Finance David Lawing stated that the funds could come from the General Fund. Upon motion of Comm. Skidmore, seconded by Comm. Graves, the Committee voted to purchase the shelving from the General Fund.

Paving at Impound Lot. Chairman Hughes recognized Commissioner Joe Matthews who presented a request from the Sheriff's Department to pave the Sumner County Training and Impound Lot for \$39,543.86. He said Road Superintendent Judy Hardin was more than willing to do this project at no labor cost. Chairman Hughes moved, seconded by Comm. Taylor, to add this matter to the capital projects list. Chairman Hughes requested that Mr. Lawing prepare a financial report on the 2010 Bond Issue. The motion carried.

Archive Maintenance Contract. Chairman Hughes recognized David Pigna who stated that the Archives Building is 2.5 years old and will at some point require maintenance. He stated that a contract would cost \$7,200.00 annually. Chairman Hughes moved, seconded by Comm. Ring, to request that the Budget Committee consider the maintenance contract at the annual budget review. The motion carried.

Low Income Grant. Kim DeRenard, County Grant Administrator, stated that the County applied for the 2011 HOME Program Grant funds to complete housing rehabilitation activities within the county for qualified citizens. Part of the requirements of the grant is to hire a certified housing inspector. She stated that the public bid process is complete and after a rating process Michael Braly of Braly Inspection Service was chosen. Upon motion of Comm. Graves, seconded by Comm. Taylor, the Committee voted to approve Mr. Braly to perform the services.

Alexander Funeral Home. Executive Holt brought forth a request from Alexander Funeral Home on Dobbins Pike to swap .95 for 1.44 acres of County property near their business for parking. Comm. Hyde stated that the land they are offering dips lower than the surrounding property and may be of little use. Comm. Utley moved, seconded by Comm. Skidmore, to decline the offer from the funeral home. The motion carried.

County Administration HVAC Repair. Mr. Pigna presented a list of problems with the County Administration Building HVAC and stated that next month he would present a total cost for the projects.

County Courthouse. Mr. Pigna stated that another issue with the Courthouse remodeling was cracks in the plaster walls. The caulking and grouting has not been completed but is not part of this request. The Committee discussed combining the 2010 Bond Issue funds left over from the Animal Control Facility and the Courthouse and Administration Buildings to pay the estimated cost of \$4,765. Chairman Hughes recessed the committee for five minutes at 5:40 p.m. to allow Mr. Lawing to research the remaining funds. Comm. Ring moved, seconded by Comm. Graves, to move the matter to the heel of the agenda. The motion carried.

Surplus Property. Upon motion of Comm. Graves, seconded by Comm. Brown Strong, the Committee voted to declare surplus property from the following departments: Finance Department and the Sheriff's Office.

County Courthouse. Mr. Lawing stated that the amount in the contingencies was approximately \$17,569.00. Upon motion of Comm. Graves, seconded by Comm. Utley, the Committee voted to fund the \$4,765.00 for the plaster repair at the Courthouse from a combination of contingency funds.

The meeting adjourned at 5:50 p.m. after a motion by Comm. Taylor, seconded by Comm. Skidmore.

Prepared by Maria Savage

**SUMNER COUNTY HIGHWAY COMMISSION****March 1, 2011****MINUTES****MEMBERS PRESENT:**

Frank Freels, Commissioner  
Billy Geminden, Commissioner  
Steve Graves, Chairman  
Judy Harden, Road Superintendent  
Anthony Holt, County Executive  
Tom Neal, Citizen Member

**MEMBERS ABSENT:**

Paul Freels, Commissioner  
Bob Pospisil, Vice Chairman

**OTHERS PRESENT:**

Leah Dennen, Law Director  
Jerry Bean, Construction & Development MS4 Inspector  
Sandra Lee Hesson, Assessor of Property Adm. Assistant

**CALL TO ORDER**

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, March 1, 2011 at 4:00 P.M. in Conference Room #112 at the Sumner County Administration building.

**ADDITION TO AGENDA**

Under Chairman: Hollywood Hills and Island Brook  
Under Road Superintendent: Driveway Connections

**APPROVAL OF AGENDA**

Motion to approve: Commissioner F. Freels

Seconded by: Citizen Member Neal

Motion passed:

**APPROVAL OF MINUTES**

Motion by Commissioner Geminden to approve the February 2011 minutes.

Seconded by Road Superintendent Hardin. Motion passed with one abstention.

**PUBLIC RECOGNITION** - None**REPORT OF CHAIRMAN: OLD BUSINESS** - None**REPORT OF CHAIRMAN: NEW BUSINESS****A. Hollywood Hills**

County Executive Holt remarked how Mr. and Mrs. Charles Hudson's house almost flooded again because of a ditch. Supposedly, Commissioners Graves and Satterfield had been out there previously to observe the problem. The Hudson's are asking for help. Commissioner Graves made known the ditch is a creek.

**SUMNER COUNTY HIGHWAY COMMISSION****03/01/11****PAGE 2****REPORT OF CHAIRMAN: NEW BUSINESS** - continued**B. Island Brook**

Tim Caher has reported he is having drainage problems between himself and a vacant lot. MS4 Inspector Bean brought to light that next door, the previous owner installed a pipe that bumps out in the middle of the drainage ditch. Mr. Caher blames the County. He disclosed that at one time he had twenty Stop Work Orders in this subdivision. Law Director Dennen pointed out the original owner had many problems. The subdivision is not designed properly. Unfortunately, we cannot do anything because this is private property.

**REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS****A. Hogan Branch Road**

Road Superintendent Hardin per request of Commissioner P. Freels checked on Hogan Branch Road. She presented pictures (see attached) for the committee to observe. The creek is located on private property and she cannot work on or in it. She will build a berm at the road to try to help alleviate the problem.

**B. Ward Lane**

Road Superintendent Hardin per request of Commissioner P. Freels also checked out Ward Lane. There is not enough shoulder there to put guardrails up. Road Superintendent Hardin suggestion would be to extend the box culvert by 5' to connect with their box culvert, and build a retaining wall.

**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Personnel Policies**

Road Superintendent Hardin submitted the Sumner County Highway Department Personnel Policies (see attached) book. Some of the policies that affect the Highway Department employees are not covered under the County General Policy. There was discussion. **Motion** by Commissioner F. Freels to approve the Sumner County Highway Department Personnel Policies as presented. **Seconded** by Commissioner Geminden. **Motion passed** unanimously.

**B. Driveway Connections**

Road Superintendent Hardin and MS4 Inspector Bean discussed the need to do something about the sizing of tiles (see-attached photos) for driveway connections. There was discussion. **Motion** by County Executive Holt to add Driveway Permit to the Building Permit process. Citizen Member Neal **seconded**. **Motion passed** unanimously.

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

**MOTION TO ADJOURN:** Hardin **SECONDED BY:** Neal **ADJOURNMENT:** 5PM

**MINUTES**  
**LAW ENFORCEMENT SUBCOMMITTEE**  
**March 7, 2010**  
**5:00 p.m.**

**Present:**

Joe Matthews, Chairman  
Michael Guthrie, Vice-Chairman  
Paul Decker  
Ben Harris  
Baker Ring  
Paige Brown Strong

**Absent:**

Sonny Weatherford, Sheriff

**Also Present:**

Leah Dennen, Law Director  
Bill Kemp, County Clerk  
Anthony Holt, County Executive  
Jim Vaughn, Commissioner  
Major Carl Edison

The meeting of the Law Enforcement Subcommittee was called to order on March 7, 2011, at 5:00 p.m. in the Sumner County Administration Building. Chairman Matthews declared a quorum present.

Agenda. Comm. Harris moved, seconded by Comm. Ring, to approve the agenda. Without objection, Chairman Matthews added under New Business discussion of paving at the Sumner County Training Facility. The motion to approve the agenda with the changes carried.

Minutes. Comm. Guthrie moved, seconded by Comm. Harris, to approve the minutes of December 6, 2010. The motion carried.

Public Recognition. There was none.

Surplus Property. Major Carl Edison presented a list of Sheriff's Office clothing and equipment to be destroyed. Upon motion of Comm. Ring, seconded by Comm. Guthrie, the Committee voted to declare the items as surplus to be sold or destroyed as presented by Major Edison.

Paving at Impound Lot. Chairman Matthews presented a request from the Sheriff's Department to pave the Sumner County Training Maintenance and Impound Lot for \$39,543.86. He said the Road Superintendent Judy Hardin was more than willing to do this project at no labor cost. Comm. Harris moved, seconded by Comm. Ring, to approve and send the matter to the General Operations Committee for consideration. The motion was approved.

The committee adjourned at 5:07 p.m. after a motion from Comm. Harris, seconded by Comm. Ring.

Prepared by Maria Savage

**MINUTES**  
**LEGISLATIVE COMMITTEE**  
**BOB POSPISIL, CHAIRMAN**  
**March 14, 2011**

**Present:**

Bob Pospisil, Chairman  
Paul Goode, Vice-Chairman  
Paul Decker  
Chris Hughes  
Steve Graves  
Merrol Hyde, Chairman Commission  
Jim Vaughn  
Jerry Stone  
Absent: Kirk Moser

**Also Present:**

Bill Kemp, County Clerk  
Leah Dennen, County Law Director  
Baker Ring, Commissioner  
Shawn Utley, Commissioner  
Anthony Holt, County Executive  
Paige Brown Strong, Commissioner  
Ben Harris, Commissioner

The regular meeting of the Legislative Committee was called to order on Monday, March 14, 2011, at 6:00 p.m. in the Sumner County Administration Building in Gallatin. Vice-Chairman Goode declared a quorum present.

Agenda. Comm. Graves moved, seconded by Comm. Hughes, to approve the agenda. The motion carried.

Minutes. Comm. Graves moved, seconded by Comm. Goode, to approve the minutes of February 14, 2010. The motion carried.

Recognition of the Public. There was none.

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

Certificates of Recognition. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted unanimously to approve the certificate of recognition for Jonathan Roberts.

12<sup>th</sup> District Constable. Chairman Pospisil stated that the question was resolved regarding whether an auxiliary Sheriff's Deputy can serve as a Sumner County Constable. The answer is that he can serve in both positions. The matter will be placed on the Commission agenda along with a notification of a vacancy of Constable in the 7<sup>th</sup> District. Upon motion of Comm. Goode, seconded by Comm. Hughes, the Committee voted to move the election of the 12<sup>th</sup> District Constable to the floor of the full Commission.

Finance Director's Bond. Upon motion of Comm. Goode, seconded by Comm. Hughes, the Committee voted to approve and move the Director's bond to the floor of the full Commission.

Regional Transportation Authority. Upon motion of Comm. Graves, seconded by Comm. Vaughn, the Committee voted to approve the County's participation in the Regional Transportation Authority.

Redistricting Committee. Upon motion of Comm. Hyde, seconded by Comm. Vaughn, the Committee voted to assign the following members to the Redistricting

Ad Hoc Committee: Commissioners Moser, Pospisil, Vaughn, Stone, Decker, Taylor, Utley, and Hyde.

Judicial Magistrates. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted to docket the annual report of Judicial Magistrates for the March full Commission.

Dorothy Donoho. Ms. Dennen requested that the Committee add to the agenda and approve the certificate of recognition for Dorothy Turner Donoho. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted to approve the certificate.

Repeal Resolution 0807-03. Ms. Dennen reported that Resolution 0807-03 was sent to the Legislative Committee from the Education Committee for possible repeal. Comm. Hyde stated that this resolution is a mechanism for controlling athletic facility requests. Comm. Hyde moved, seconded by Comm. Decker, to keep Resolution 0807-03 intact. The motion carried with Commissioners Goode and Hughes voting against the motion.

Constable 7<sup>th</sup> District. Charles Bobbitt, 7<sup>th</sup> District Constable, resigned his position. Ms. Dennen stated that the position should be noticed in March, followed by an election in April. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted to move the notice and election forward.

Zoning Amendment. Ms. Dennen stated that a zoning amendment regarding regulations governing the health and safety of residential and nonresidential properties would be docketed for April Commission meeting.

Upon motion of Comm. Hughes, and duly seconded, the Committee adjourned at 6:20 p.m.

Prepared by Maria Savage



**MINUTES  
PUBLIC SERVICES COMMITTEE  
PAUL R. GOODE, CHAIRMAN  
MARCH 1, 2011**

**Present:**  
Paul Goode, Chairman  
Chris Hughes, Vice-Chairman  
Billy Geminden  
Trisha LeMarbre  
Anthony Holt, County Executive  
Judy Hardin, Highway Superintendent  
**Absent:** Frank E. Freels

**Also Present:**  
Leah Dennen, County Law Director

The regular meeting of the Public Services Committee was called to order with a quorum present on Tuesday, March 1, 2011, at 5:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Goode was presiding.

**Agenda.** Without objection, Chairman Goode added a under New Business the following: 1) The airport Authority; 2) Report from the Law Director. Comm. LeMarbre moved, seconded by Executive Holt, to approve the agenda as amended. The motion carried.

**Minutes.** Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the minutes of December 6, 2010, were approved by the committee.

**Public Recognition.** Chairman Goode recognized James Egan of 226 Bluegrass Drive in Hendersonville. Mr. Egan referred to an e-mail sent to county commissioners that stated on January 24, 2011, the Sumner County Airport Authority refused to seat the two newest members appointed by the County Commission. He stated that this action caused him to have grave concerns and hoped the Commission would defend itself vigorously.

**Water Grants.** Commissioner Steve Graves reported that Sumner County did not receive any grants related to expansion of water lines.

**Airport Authority.** The committee members, Mr. Egan and Damion Weber discussed the action by the Authority to file a declaratory judgment in regard to actions of the County Commission. Mr. Weber, the Fixed Base Operator, gave 90-day notice without cause that he plans to leave the airport.

Mr. Weber recounted the history of his operation at the Gallatin location, stating that his business here was not profitable and he felt the Authority had made it difficult for him. He suggested that the airport could run with an advisory board instead of an Authority that, in his opinion, had too much power.

Mr. Egan's primary concern was the lack of attention to safety at the airport, as well as security procedures. He recommended that the Committee take another look at the qualifications for membership to the Authority.

Executive Session. Chairman Goode declared the Committee in executive session at 6:00 p.m. The Committee reconvened at 6:10 p.m. Comm. Hughes moved, seconded by Comm. LeMarbre, that the Committee instruct the Law Director to defend the County Commission's interest concerning the impending declaratory judgment to be filed by the Airport Authority. The motion carried by unanimous voice vote.

Comm. Hughes moved, seconded by Comm. LeMarbre, that the committee begin planning and preparation for alternative plans of action in the event that the Airport Authority is dissolved. Ms. Dennen stated that the Committee needs to take a wait-and-see approach regarding the legal process. She said the results of the declaratory judgment would provide a good road map with which to move forward. The motion and second were withdrawn.

Chairman Goode stated that the Committee would be meeting regularly and in special session to deal with this matter. Ms. Dennen stated that she would forward a group e-mail to all commissioners notifying them of the Committee's decision.

Comm. Hughes moved, and was duly seconded, to adjourn the Public Services Committee meeting at 6:20 p.m.

Prepared by Maria Savage

**MINUTES**  
**RULES AND PROCEDURES COMMITTEE**  
**MERROL HYDE, CHAIRMAN**  
**March 8, 2010**

**Present:**

Merrol Hyde, Chairman  
Paige Brown Strong, Vice-Chairman  
Chris Hughes  
Joe Matthews  
David Kimbrough  
Jim Vaughn

**Also Present:**

Bill Kemp, County Clerk  
Leah Dennen, County Law Director  
Anthony Holt, County Executive  
Frank E. Freels, Commissioner

The regular meeting of the Rules and Procedures Committee was called to order on Monday, March 8, 2011, at 5:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Hyde declared a quorum present.

Rule 3, Section D, Committees.

County Law Director Leah Dennen stated that the committee needs to add new 12b and 12c, one of which is the designation of the 2002 1981 Financial Management Committee, which needs to be listed separately for the time being. The 1981 Financial Management Committee will drop off in about a year. The second thing is the state auditors are requiring that the County set up an Audit Committee composed of three to seven members. Ms. Dennen said that 5 members would be sufficient. The Committee discussed the authority of the Audit Committee. Upon motion of Comm. Matthews, seconded by Comm. Kimbrough, the Committee voted to approve the changes to the rules.

Rules Approval. The Committee discussed the adoption of the Commission Rules and Procedures. Clerk Kemp stated that the rules are initially approved by a majority vote with a new Commission and subsequently approved by a two-thirds vote.

Upon discussion, Comm. Matthews moved to make the approval of rules by a majority vote. The motion did not receive a second.

Comm. Vaughn moved, seconded by Comm. Kimbrough, to keep the approval of rule changes as two-thirds majority. The motion carried.

Bond Policy. Ms. Dennen said this matter needs a new section. County Finance Director David Lawing presented preliminary bond procedures. No action was taken.

Page 42, Section 1 and 2. Upon motion of Comm. Matthews, seconded by Comm. Kimbrough, the Committee voted to approve Section 1 and 2 on Page 43.

Page 43. Upon motion of Comm. Matthews, seconded by Comm. Brown Strong, the Committee voted to delete the mention of reserved seating for news media.

Page 53, Section C. Ms. Dennen stated that this section, which allows the public access to tape and re-broadcast the meetings, is not necessary. Mr. Kemp explained the process of recording and distributing copies to the media. Upon motion of Comm. Kimbrough, seconded by Comm. Matthews, the Committee voted to omit Section C.

Wireless Voting System. The committee discussed pursuing changes in the manner in which information is delivered to the commissioners, as well as the voting procedures.

Upon motion of Comm. Matthews, seconded by Comm. Brown Strong, the Committee adjourned at 5:35 p.m.

Prepared by Maria Savage