

SUMNER COUNTY COMMISSION

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

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Shawn Utley

Third District
Steve Graves
David Satterfield

Fourth District
Frank E. Freels
Joe C. Matthews

Fifth District
Ben Harris
Baker Ring

Sixth District
Paige Brown
Jim Vaughn

Seventh District
Trisha LeMarbre
Kirk Moser

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Chris Hughes
David Kimbrough

Tenth District
Paul R. Goode
Jo Skidmore

Eleventh District
Paul D. Freels
Jerry F. Stone

Twelfth District
Michael Guthrie
Bob Pospisil

The following minutes are included in this packet:

Beer Committee.....May 20

**Budget Committee.....April 2,8,
April 23, April 29, May 7**

Education Committee..... May 6

Emergency Services Committee..... May 6

Employee Benefits..... April 16

General Operations Committee.....May 13

Highway Commission.....May 7

Legislative Committee..... May 13

**MINUTES
MAY 20, 2013
BEER BOARD
PAIGE BROWN, CHAIRMAN**

Present:

Paige Brown, Chairman
Jo Skidmore
Frank Freels
Baker Ring
Paul Goode
Paul Freels

Also Present:

Leah Dennen, County Attorney

Absent:

Chris Hughes, Vice-Chairman

The regular meeting of the Beer Board was brought to order by Chairman Paige Brown on Monday, May 20, 2013, at 6:15 p.m. in the Sumner County Administration Building in Gallatin.

Agenda. Upon motion of Comm. Frank Freels, seconded by Comm. Skidmore, the Board voted to approve the agenda.

Minutes. Upon motion of Comm. Skidmore, seconded by Comm. Frank Freels, the Board voted to approve the minutes for April 15, 2013.

Recognition of the Public. There was none.

Beer Applications. The Beer Board considered the following application for an off premises permit:

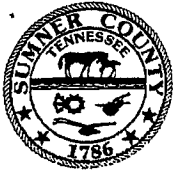
- Chirag Natwar Patel to operate George's #2 at 3212 Highway 76 in Cottontown, TN

County Law Director Leah Dennen reported that Sheriff Weatherford had checked out the owner and location for the distance requirement and saw no cause to deny the application.

Upon motion of Comm. Frank Freels, seconded by Comm. Ring, the Committee voted unanimously to approve the beer permit application for Chirag Natwar Patel.

Comm. Freels moved, and was duly seconded, to adjourn at 6:20 p.m.

Prepared by Maria A. Savage



BUDGET COMMITTEE MINUTES
April 2, 2013

MEMBERS PRESENT
Jerry Stone, Chairman
Moe Taylor, Vice-Chairman
Mike Guthrie
Ben Harris
Jim Vaughn
OTHERS PRESENT
Leah Dennen
Anthony Holt
David Lawing

- I. CALL TO ORDER—Chairman Stone called the meeting to order on April 2 at 5:30 p.m. in Conference Room 112 at the County Administration Building.
- II. REPORT OF THE COMMITTEE CHAIRMAN—Chairman Stone stated the purpose of this meeting is to discuss procedures for reviewing budgets for FY2014. He commented that last year's procedures were successful in that the committee reviewed the budgets and contacted any department heads or officials for clarification if necessary. Chairman Stone then asked the committee members if they had anything specific they would like to discuss regarding the procedures.

Chairman Stone commented that next year will be a reappraisal year, so the Assessor of Property will need a little extra money in his budget. He also stated there will be a primary election in May to account for.

Mr. Vaughn stated he would like to see the expected revenues and that he would like for the committee members to get budget updates emailed so they can have the opportunity to review them in advance. Mr. Vaughn commented that there are two areas that need to be looked at closely: Sheriff's Office and EMS.

Chairman Stone stated he had asked Mr. Lawing to put together a list of the capital projects that are being discussed. Chairman Stone commented the only projects that he knows of that are set are the school projects and that everything else is on a wish list. He stated that the jail needs work done, and that he expects the schools to request funding for buses at approximately \$3M. Mr. Taylor stated the county made a mistake in buying International buses in the past and would recommend the county not purchase them in the future. David Hyde, the BOE transportation director, recommended to Mr. Taylor that the buses be sold after seven years due to maintenance costs and the potential for a higher selling price. Mr. Taylor stated there are a couple of special needs buses that the floors are falling through on.

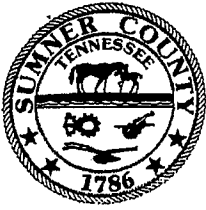
Mr. Lawing stated he would have all the budgets completed by Monday's regular budget meeting except for the County General Fund which will be emailed shortly after Monday's meeting. Mr. Lawing brought four items to the committee last year and wanted to clarify that these are the same items needed for this year.

1. The budget documents in basically the same format that will be approved
2. The worksheets showing the salaries of all county employees (with names removed)
3. A list of all capital items from the General Fund that could be moved to the Capital Projects Fund
4. A grid showing a summary of salary changes

Mr. Stone stated that it is his understanding that most departments requested a 3% salary increase with one department requesting 10%. Mr. Stone said he had spoken with the Director of Schools who had agreed to a 1% salary increase for Board of Education employees, and all of the county's elected officials that he had spoken with were amenable to that. Mr. Vaughn exited the meeting.

Mr. Stone reviewed the capital projects list, including the GHS and HHS additions, the new elementary school, the technology upgrades, and the jail project which consumes most of the available capital budget for the next three years (including the bond issue). There are many other capital projects, including the security upgrades for the schools (approximately \$2.7M), that are going to "squeeze" the county's funds. Mr. Holt discussed the repairs that need to be done at the jail, the inconvenience, and the cost of such.

- III. ADJOURNMENT—Mr. Taylor motioned to adjourn the meeting at 6:45 with Mr. Harris seconding the motion, unanimous approval.



BUDGET COMMITTEE MINUTES
APRIL 8, 2013

MEMBERS

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

OTHERS PRESENT

Ron Bargatze
Leah Dennen
Judy Hardin
Anthony Holt
David Lawing
Dr. Del Phillips
David Pigna

- I. CALL TO ORDER- Chairman Stone called the Budget Committee to order at 6:30 p.m. in Room 112 of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda - Motion to approve agenda by Mr. Harris, seconded by Mr. Guthrie; unanimous approval.
 - B. Recognition of Public - none
 - C. Approval of Minutes - March 11, 2013 - Motion to approve by Mr. Utley, seconded by Mr. Vaughn; unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN - none
 - A. Report from the Assessor of Property—included in packet
- III. REPORT OF THE COUNTY EXECUTIVE - none
- IV. OLD BUSINESS—County Phone System—Mr. Pigna disclosed the lowest bid on the phone system was \$51,397 by Fulton Communications. After talking with the Finance Director, Mr. Lawing, it was determined that it would not be more economical to lease the equipment with a \$1 buyout at the end of 60 months with maintenance for five years after purchase included; it is better to buy the equipment outright. New service will cover all four locations supporting as many as 450 to 1,500 lines and up to 2,000 lines if needed. Each location will have its own dial tone. Motion to approve by Mr. Vaughn, seconded by Mr. Taylor; unanimous approval.
- V. NEW BUSINESS
 - A. Education
 1. School Safety Discussion—Per Dr. Phillips, results of the security audits on all county schools has been completed. Due to security reasons, some older schools will need to be physically retrofitted due to wall structures, school offices not located near the entrances of the buildings, bad lighting, etc. Each school will have cameras affixed to entrance doors along with buzzers on locked doors and outside PA systems. Dr. Phillips also discussed bus cameras, which are transferrable. At this time, there are only 85 buses without cameras. Mr. Bargatze, who assisted with the audit, stated they are planning to create a baseline for all schools and that much of the work would need to be done during the summer when students are not present. Dr. Phillips stated he plans to have hard numbers on the total cost of the plan at the May Budget Committee meeting but current estimates are \$2.8M.
 - B. Appropriations
 1. Portland Library - \$840 memorial donations—motion to approve by Mr. Harris, seconded by Mr. Taylor; unanimous approval.
 2. Vol State Educate and Grow Program—Additional money appropriated will come from the Educate and Grow Scholarship Restricted Account. Motion to approve by Mr. Taylor, seconded by Mr. Utley; unanimous approval.

3. Court Order (Judge Hunter)—Money to purchase audio recording equipment needed as current equipment is not functional. Motion to approve by Mr. Vaughn, seconded by Mr. Harris; unanimous approval.

C. Transfers

1. Inter-budgetary

a. Greater than \$2500

1. Election Commission—Purchase of laptops. Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie; unanimous approval.
2. Courthouse and Jail Maintenance—Additional funds for supplies and maintenance. Motion to approve by Mr. Vaughn, seconded by Mr. Utley; unanimous approval.
3. Capital Projects Fund—Board of Education transfers for technology and HVAC equipment. Motion to approve by Mr. Harris, seconded by Mr. Freels; unanimous approval.

b. \$2500 or less—motion to approve by Mr. Taylor, seconded by Mr. Utley, unanimous approval.

c. Payroll items—motion to group and approve the following items by Mr. Utley, seconded by Mr. Guthrie, unanimous approval.

1. Law Director
2. Finance Department

D. Tax Refunds—motion to group and approve the following by Mr. Utley, seconded by Mr. Taylor; unanimous approval.

1. Cumberland Judgment Recovery-- \$164
2. Daniel L Etux Afton N Davis -- \$552.76
3. Foxs Pizza Den -- \$254.76

E. Resolution to authorize use of the old ambulance facility to be divided between Children are People and Gallatin Volunteer Fire Department and allocate up to \$200,000 from Capital Projects Fund for a new volunteer fire facility—motion to approve by Mr. Utley, seconded by Mr. Freels. Mr. Vaughn stated he thought it would be a problem for the county to start appropriating money to build volunteer fire departments. Motion to amend by Mr. Vaughn to remove the funding for the new facility for further study, seconded by Mr. Taylor; unanimous approval. Original motion unanimously approved as amended. Ms. Dennen stated that no resolution was required as the General Operations Committee allocates space.

VI. REPORT OF THE FINANCE DIRECTOR

A. Financial Reports—Mr. Lawing stated the March financial reports will be available on the website shortly. All revenues are still doing well; we are looking at being up 1 ½ - 2% for the year for local taxes.

B. FY2014 Budget—Mr. Lawing presented some of the FY2014 budgets as follows

1. Courthouse and Jail Maintenance Fund (Fund 112)—The jail is on the capital projects list for repair. This fund has not been self-sufficient for the past couple of years. Money has been taken out of the Capital Projects Fund to support it. Mr. Lawing stated he will be asking the County Commission for a \$200,000 appropriation from the General Fund to make up for the difference.

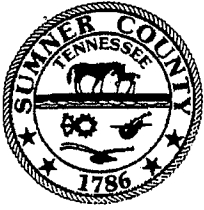
2. Drug Control Fund (Fund 122)—Per Mr. Lawing, this budget is in balance.
3. General Debt Service Fund (Fund 151)—This budget includes estimates for the 2013 bond which is anticipated to be issued in late May. The spreadsheet showing the bonded debt does not include the 2013 bond issuance.
4. Capital Projects Fund (Fund 171)—Mr. Lawing stated some items are not yet determined. However, amounts for the ERP, waterline, highway interchange, ERC facility and Greenway are included. This budget does not include books, buses, county general capital items, or other school projects. At year end, without additional appropriations, it is estimated that there will be \$2.1 million left in the Capital Projects Fund.
5. Highway/Public Works Fund (Fund 131)—The five year average will not be met due to the decrease in mineral severance taxes which has been caused by the increase in mineral severance extracting on-site; the county taxes have been cut in half. Mr. Lawing stated he can increase the mineral severance tax projections or increase the tax levy by .5% or increase revenue projections. Ms. Hardin stated that with the cost of hot mix going up, the county can only pave around 25 miles a year out of 800 miles of county roads. Ms. Hardin stated she also included a 3% salary increase for all employees in her budget.
6. Self-Insurance Funds (Fund 263)—Mr. Lawing suggested a 15% increase is needed in the OJI fund. Ms. Dennen stated the current rates were set in 1988 except for a 10% increase last year even though the number of employees and vehicles has doubled. Per Mr. Lawing, an increase of 25-30% may be needed next year to break even with liability claims that are sporadic and undeterminable.

Mr. Lawing stated he would be emailing the County General Fund budget soon.

Mr. Stone stated a special meeting needed to be called to begin discussing the FY2014 budgets. It was agreed by the committee to meet Tuesday, April 23 at 5:30 in Room 112.

Dr. Phillips commented that the Board of Education plans to have the first draft of their budgets to the Budget Committee by June 1.

VII. ADJOURNMENT—at 7:50 p.m. by Mr. Stone



BUDGET COMMITTEE MINUTES
APRIL 23, 2013

MEMBERS PRESENT
Jerry Stone, Chairman
Mike Guthrie
Ben Harris
Shawn Utley
Jim Vaughn
OTHERS PRESENT
David Lawing
Leah Dennen
Judy Hardin
Anthony Holt

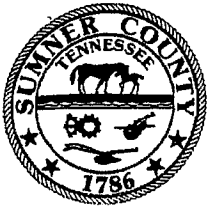
- I. CALL TO ORDER - Chairman Stone called the Budget Committee to order at 5:35pm in Room 112 of the County Administration Building in Gallatin, Tennessee.
 - A. Recognition of Public - none
- II. REPORT OF THE COMMITTEE CHAIRMAN - none
- III. REPORT OF THE COUNTY EXECUTIVE - none
 - A. Revenue Projection Summary - As explained by Mr. Lawing on General Fund Summary page 16, local revenues show a growth of \$626,757 with majority of growth available for operations from fees of county officials, adding \$1.5 million of additional revenue from flow through grants and other various sources. Mr. Holt asked if there would be some net gain from TVA's billion dollar improvement project due to investment in equipment used. Mr. Lawing replied he would look at the revenue again.
 - B. Personal Property Tax - Mr. Vaughn voiced his concern on the overall revenue of less than 1% growth in property tax. Mr. Lawing stated that with property tax rolls, there are two issues he is awaiting information on. Mr. Isbell's office has a new system in place and will not have an accurate number until mid-May. The amount of revenue captured from the Indian Lake project is not available.
 - C. Beginning Balances - Mr. Lawing presented last year's 2012-2013 budgeted amount of \$29,506,539 v/s this year's 2013-2014 amount of \$23,412,553 with the difference of (\$6,093,986). When adding all reserves left over from appropriations, the difference shows little variance from the beginning of the year.
- IV. BUDGETS
 - A. County Commission Budget - Mr. Holt is asking for a 3% increase in cost of living adjustment. Chairman Stone following in precedence to strike that. Mr. Holt asked that the decision be reconsidered. Chairman Stone stated that until the county is in better economical standing, the decision to strike stands as mentioned.
 - B. Board of Equalization - Mr. Lawing stated he has not received a request from the Board of Equalization, and the increase amount is based on historical value from the previous year's reappraisal amount which used more money. However, he does anticipate the coming year to be better due to a more stable economy.
 - C. Civil Service Commission- Department usually stays below budget; staying the same as previous year.
 - D. County Executive - Mr. Holt is requesting extra funding to purchase lawn equipment: zero turn diesel mower, smaller gas mower, and larger trailer for the new EMA facility. Also included in this budget is the relocation of the grant administrator from the Finance Department to the County Executive due to downsizing in Finance Department.
 - E. County Attorney - Ms. Dennen's request of additional funds is due to recent changes in personnel. The paralegal has put in for retirement, and the part time employee has given notice. This opens the door to hire a full time employee. The office also needs new computer equipment.

- F. Election Commission – Mr. Lawing spoke on behalf of Ms. Atchley who is requesting an additional \$17K to go with the salary of a vacant position she has eliminated to adjust salaries for full time employees. This will reduce the staff from six to five and changes one full time position to a part time position. All employees have been at the same salary level since 2010. Chairman Stone inquired if the skill set of employees justifies a 40% salary increase. Ms. Atchley will disclose the reasoning for the request at the next budget meeting.
- G. Construction and Development – Mr. Hammock requested a 3% cost of living raise and salary increases across the board for employees with benefits, but excluded himself.
- H. County Buildings – Mr. Lawing disclosed maintenance costs for the county jail at \$200,000 with an extended length of time for repairs due to full occupancy of the facility. There are no bids taken at this time for repairs, just an estimate. Mr. Lawing suggested moving \$50-100K of costs to the Capital Projects Fund.
- I. Animal Control – Mr. Lawing reported the budget may be slightly higher due to natural gas usage.
- J. Archives – Mr. Holt conveyed that due to work load, there is a need to make the part time employee full time. Mr. Holt stated the Archives has to close down when the full time employee is at lunch, sick, on vacation or travels to pick up documents.
- K. Finance
 - 1. School Finance Personnel—Dr. Philips has requested for the county to pay out the additional vacation days and comp time the school employees will be losing (total payout \$30,483). The county will be reimbursed for some of this money.
 - 2. Software Purchase—Mr. Lawing stated the 2012 Act requires that all the county have an electronic timekeeping system fully implemented that is wage and hour compliant. This system will have to have set standard operating procedures based on the personnel policy.
- L. Assessor of Property – Includes reclassification of one job and extra printing costs, reappraisal, postage.
- M. County Trustee – Mr. Lawing stated this budget is based on historical data; Ms. Nelson's office is asking for 3% cost of living, dues and memberships, and annual training increases.
- N. County Clerk – Mr. Kemp is requesting 3% cost of living, additional funds due to the 2014 data processing fees and supplies.
- O. Communications – Mr. Pigna has requested to speak to the budget committee on concerns over which department will pay for major repairs and who pays for office repairs.
- P. Risk Management – This is OJI staff salaries.
- Q. Circuit Court Clerk – Ms. Hughes is requesting a 3% cost of living increase and the movement of \$2,000 between line items.
- R. General Sessions Judge – The Judge's salary is a statutory amount based on average inflation over a two year period on his base salary (\$3,214 plus benefits). The remaining difference is for drug court which has a deficit of (\$46,000) which will have to be cut or covered locally.

The Committee requested the presence of the following department heads at the next Budget Committee meeting: Lori Atchley, Mr. Hammock and Judge Hunter.

Chairman Stone called for a special meeting of the Budget Committee on Monday, April 29, 2013, at 5:30pm.

- V. ADJOURNMENT— Motion to adjourn at 7:20 pm by Mr. Vaughn; seconded by Mr. Guthrie; unanimous approval.



BUDGET COMMITTEE MINUTES
APRIL 29, 2013

MEMBERS PRESENT
Jerry Stone, Chairman
Mike Guthrie
Ben Harris
Jim Vaughn
OTHERS PRESENT
David Lawing
Leah Dennen
Judge Hunter
Lori Atchley
Gary Hammock
Jimmy Johnson
Ryan Crawford

- I. CALL TO ORDER- Chairman Stone called the Budget Committee to order at 5:30 p. m. in the Commission Chambers of the County Administration Building in Gallatin, TN
 - A. Approval of Agenda – Motion by Mr. Vaughn, second by Mr. Taylor, unanimous approval
 - B. Recognition of Public – none
- II. REPORT OF THE COMMITTEE CHAIRMAN – none
- III. REPORT OF THE COUNTY EXECUTIVE – none
- IV. OLD BUSINESS – none
- V. NEW BUSINESS
 - A. FY2014 Budget Discussions
 1. Judge Hunter – Requesting 3% cost of living raise, respectfully asking county to pay salary for one full time employee at \$47K plus benefits, thus freeing up some of the program's self-fund money to enable Drug Court to continue helping those who are in need and are benefitting from this program. Sumner County's program is the third best in the state with a 34% success rate compared to the national average of 30%. Mr. Crawford and other representatives of Leadership Sumner, a not-for-profit association, are partnering with the Drug Court to continue with their success by reinstating the non-profit so that they can go out into the community and raise money through private donations, local businesses and fund raisers. Since all this takes time, they are asking Sumner County to partner with them, so they will have time to go out and raise those private donations.
 2. Elections Commission –Ms. Atchley's goals are to modernize her office and adjust salaries comparable to like positions of other counties of similar size. Currently, all employees in this department are at the same salary level. Also need to hire a certified assistant that would be able to take over Ms. Atchley's job duties if the need arises. Mr. Lawing stated that by Ms. Atchley making these changes, adding new computerization would cut down on personnel.
 3. Construction & Development – Mr. Hammock stated this year's budget is similar to the past budget with exception of a few salary increases for employees, with explanation for budgeting of multitasking and cross training. Mr. Hammock brought to the committee a planned negotiated contract with the City of Portland to do full code enforcement and attend board of appeals meetings at an annual cost of \$20K. Mr. Joyner, the county's planner, also negotiated a contract with the City of Portland to do their planning and attend planning commission meetings at a cost of \$15K a year. The Portland's mayor and town council have agreed to both service contracts with Mr. Holt in agreement. Mr. Stone and Mr. Lawing stated a contract would have to be drawn up and taken to the commission to be ratified

before it can be added to the budget. Mr. Lawing, asked if this additional will be collected from the City of Portland? Mr. Hammock responded it would be additional money and went on to say at this time, it is on an "as needed" basis; they run between thirteen to fifteen code inspections annually and are paid for mileage and travel. A building permit is based on construction costs (residential at \$75 per square foot). The average in Tennessee is around \$101 per square foot. We may be looking to possibly raise the building permit fees in the future to bring in at least a twenty five percent increase in building permit fees. Mr. Lawing asked when the Pulte development is complete, how large are the drop off in building permits expected? Mr. Hammock stated that in last week's Planning Commission meeting, there are new subdivisions that have been on hold for some time; now that the industry is improving, it is now economical to pick up phase II and phase III. Mr. Lawing asked if this is in an unincorporated area. Mr. Hammock stated yes. Mr. Stone asked if the new subdivision across from Big Station Camp is in Gallatin city limits. Mr. Hammock stated it also was in an unincorporated area. Salary adjustments of \$26,780 plus benefits across board. Fees will only net \$15K. Decision from committee not made at this time.

4. Other Discussion – Mr. Johnson from Forward Sumner (Economic Development) discussed his business with the committee.

VI. REPORT OF FINANCE DIRECTOR

- Trustee – follow up on Trustee budget: Training is specific for employees (tax relief training while other employees attend updates and various other trainings). Mr. Harris asked if all Ms. Nelson's employees attend some type of training. Mr. Lawing stated he would get more details.
- RTA - requested \$17,800; prior year received \$14,800. Mr. Stone suggested to keep it at \$14,800 and review again.
- Sheriff – 3% cost of living, request for 15 additional new personnel, with the majority of money for twelve SRO officers.
- Other Administration of Justice: Parenting Coordinator and cost of housing juveniles in Rutherford County which for the last four or five years has been running lower than expected. Mr. Lawing suggested cutting the budget from \$200,000 to \$150,000, watch for any changes, and if needed, amend in May or June. Mr. Stone instructed to cut the budget to \$150,000.
- Jail – Requesting 3% cost of living increase, one Sergeant, two correction officers, additional food supplies, and medical treatment due to inflation and increased jail population (to date holding between 650-725 with 125 being state prisoners).
- Juvenile Services – Requesting 3% cost of living increase
- Juvenile TCCY Grant – Flow through grant that has been in county for years
- Rural Fire Departments - have net increase of \$66K; White House Fire Department has not put in a request to date. Mr. Guthrie stated he would get that for the budget committee. Mr. Stone made a recommendation to mark the rest of the budgets back to last years' budget of \$168,000.
- Animal Control – Requesting 3% cost of living raise, increases in veterinary services, treatment for sick or injured animals, tires, gasoline.
- EMA – Requesting 3% cost of living increase, uniforms, data processing equipment, other equipment (search and rescue equipment-ATVs) and swift water rescue equipment. Also has an EMPG grant which Mr. Weidner will use for new Deputy Director. Committee would like to

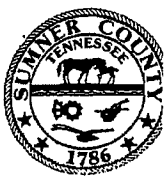
know what type of uniform is required. Committee requested Mr. Weidner to attend next meeting.

- Health Department – Mr. Hendricks has requested to eliminate the part time custodial position and take \$4,882 from the part time custodial position and give to the full time custodian due to extra duties and to keep salary to market. Mr. Vaughn asked if we buy supplies. Mr. Lawing stated yes.
- DGA is a flow through grant
- EMS – Requesting one new employee (mechanic) at a cost of \$36,953; and \$107,000 annually over five years for a lease for new heart monitors. Local coverage is \$3,727,296. Request four new ambulances which could be bought through capital projects. Mr. Harris informed the committee that the cost for fuel will go up because the new ambulances use the DEF fuel.
- Appropriations to State & Vocational Center are same as last year.
- Pauper's Burial – Mr. Lawing has asked for an increase of \$2,000 due to having to amend budget to \$3,000.
- Child Welfare – Department of Human Services has had issues in past of county paying rent, bills, etc. Mr. Lawing has asked if it can be paid through DHS. Mr. Vaughn stated Ashley's Place is run by a board, so why can we not let Ashley's Place handle it? Mr. Stone stated it needs to be discussed with Ashley's Place to see if they have a relationship with DHS or if they can develop one.
- Senior Citizens – Requesting additional \$6,600 for next fiscal year. Mr. Harris asked if the state has gotten behind on the elderly tax relief funding. He mentioned he had received several calls from people about delays. Mr. Lawing mentioned that the Trustee pays one check out of their office and the Finance Office sends out Tax Relief checks as well. Mr. Stone, suggested holding the line on the senior citizens assistance and let the budget reflect it.

Mr. Stone requested the committee instruct Mr. Lawing to adjust budgets to reflect 1% cost of living raise. Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie with an indirect conflict; unanimous approval.

Mr. Stone called for the next Budget Committee meeting for Tuesday, May 7 at 5:30 pm to discuss the General Purpose Budget and Highway Budget along with any and all other Sumner County budgets being considered for fiscal year 2013-2014, as well as financing of these budgets. The committee requested the presence of Keith Douglas, Ken Weidner and Hal Hendricks.

VII. ADJOURNMENT—at 7:30 p.m. by Mr. Stone



BUDGET COMMITTEE MINUTES
MAY 7, 2013

MEMBERS PRESENT
Jerry Stone, Chairman
Moe Taylor, Vice Chairman
Paul Freels
Mike Guthrie
Ben Harris
Shawn Utley
Jim Vaughn
OTHERS PRESENT
Keith Douglas
Hal Hendricks
Anthony Holt
David Lawing
Bruce McClure
Ken Weidner

- I. CALL TO ORDER at 5:30pm by Chairman Stone in Room 112 at the County Administration Building in Gallatin, Tennessee
 - A. Approval of Agenda—motion to approve agenda by Mr. Taylor, seconded by Mr. Harris; unanimous approval
 - B. Recognition of Public—none
- II. REPORT OF THE COMMITTEE CHAIRMAN—none
- III. REPORT OF THE COUNTY EXECUTIVE—Mr. Holt requested the Health Department be moved above the EMA and EMS discussions; no objection from the committee.
- IV. OLD BUSINESS—none
- V. NEW BUSINESS—Mr. Stone asked Mr. Lawing to continue with the FY2014 budget discussions. Mr. Lawing stated the memorandum that was passed out contains any changes that have been requested from the previous meetings. The FY2013 revenues and expenditures are estimated as close as possible to come up with a beginning fund balance for FY2014. There will be some variance from actual, but it should not be significant. The ending fund balance is currently projected at \$945,589 less than last year's budgeted ending fund balance. The desired minimum should be around \$7.5 million which would be approximately 15% of the appropriations.

To explain the changes in the budget, Mr. Lawing referred the committee to the memorandum that was handed out at the meeting. The best estimates of where the FY2013 fund balance will end is between \$50K-\$500K down, but this will be based on any unspent appropriations and any revenues for the rest of the fiscal year which are currently performing well.

The five-year average for the Highway Department, based on best estimates, is approximately \$2,617,916. The actual budgeted amount is \$2,607,355. If we do not meet the five-year average on the budget, the county would lose dollar for dollar of gas tax revenue. There are two ways to handle this: move a partial penny which would have a negative impact on the other funds or increase the mineral severance tax budget by \$20K. The wheel tax could be adjusted but that would also affect the school's maintenance of effort (MOE). The mineral severance tax is the reason for the shortage due to being at historical lows due to extraction techniques. Mr. Lawing suggested increasing the mineral severance tax budget by \$20K.

Under MOE, the same amount has to be budgeted for the schools as last year based on the same tax structure. In best estimates, the projections are to bring in an additional \$963,111 which is well within the MOE requirements.

The property tax levy, based on current budgets, includes a change in the General Debt Service Fund and the Capital Projects Fund to cover the anticipated cost of the 2013 bond issuance.

The changes requested at each of the special budget meetings are presented in the memo. Also included are some other adjustments to include the electricity cost for the new 109 bridge, errors found by the Assessor of Property in his budget after original confirmation, and projected expenses for traffic light repairs for the Highway Department. Mr. Lawing stated \$3,000 needs to be moved out of the Parenting Coordinator's salary into a supply line for that position. Any requests for salary adjustments and the 1% COLA are also presented in the memo. Capital items that were discussed to be removed from the County General Fund budget and placed into the Capital Projects Fund are listed in the memo. The non-profit requests and any changes were also presented. So far, there has been a decrease in the original draft budget of \$1,187,145, but this is not the full impact as some items are flow through with grants and reimbursables. Mr. Freels questioned how much the light bill will be for the 109 bridge. Mr. Lawing replied that he didn't know; this is only an estimate. Mr. Holt stated the cost is to be divided between the City of Gallatin, Sumner County, and Wilson County. Mr. Freels questioned what the land

taxes would be. Mr. Lawing stated the budget is based on last year's. The only changes are due to the projected issuance of the 2013 bond.

- A. Health Department—Mr. Stone asked Mr. Hendricks if he is planning to combine the full-time and part-time custodial positions. Mr. Hendricks stated he is due to the part-time custodian leaving last July and the current full-time custodian assuming the extra duties without any additional compensation. The increase would be approximately \$400/month. Mr. Freels inquired as to the size of the building. Mr. Hendricks stated the custodian cleans and maintains all three clinics three times each week. Mr. Taylor asked if the \$3,000 increase in travel is associated with the custodian to which Mr. Hendricks replied it is and that 95% of the departmental travel is custodial expense. Mr. Stone stated no motion is needed as this will be voted on at a later date. Mr. Stone inquired about the Direct Grant Access (DGA). Mr. Lawing stated it is a flow through grant that varies based on state funding.
- B. EMA—Mr. Weidner stated there were some questions about the uniform expense request in the EMA budget. He stated there are approximately 55 volunteers with 35 of them being active volunteers who are on call if needed and are at public events who need to look alike and need the necessary gear (such as rain gear). Mr. Weidner also discussed his swift water trailer/equipment request. He stated that swift water rescue events usually occur in multiples. The county currently has one trailer with one rescue boat; Hendersonville has one trailer with two rescue boats. The total cost budgeted is \$15K for this equipment with an additional \$17K budgeted for two ATVs.
- C. EMS—Mr. Holt stated that Mr. Douglas has someone to take care of the lawn maintenance at the new Emergency Response Complex, but Mr. Holt relayed his concerns with the maintenance of the building. He recommended that the county hire a custodian to clean the building. Mr. Harris stated this is unheard of since the employees have down time during their shifts and that he cannot support this recommendation. It is his opinion that the employees should be keeping the building clean. Mr. Stone asked if the trustees might be able to assist. Mr. Douglas stated the problem with having trustees is having one person assigned to follow them all day. Mr. Vaughn said it would be good to compromise and that he thought the supervisors needed to make sure the building is maintained properly. Mr. Vaughn also inquired about the cost of hiring a custodian. Mr. Stone stated the cost would be at least \$40,000 with benefits. Mr. Holt was adamant that a custodian be hired in order to properly maintain the building. Mr. Holt also stated that his maintenance personnel would take care of any maintenance that needed to be done at the building. Mr. Douglas said he could probably work out something within his current budget to take care of the custodial work; however, Mr. Holt said he did not like that idea and wanted someone who knows what they are doing especially since it is such a large building. Mr. Utley inquired as to how we know we need a custodian and suggested this issue be revisited in one year. During the discussions of purchasing this building, the custodian position was never mentioned. Mr. Vaughn suggested researching the possibility of contracting with a cleaning service.

Mr. Taylor questioned Mr. Douglas about the cost of using DEF fuel with the new ambulances. Mr. McClure stated that there probably wouldn't be an increase due to having more efficient units and that the fuel would be purchased in bulk. Mr. McClure stated they have also made changes within the department to conserve fuel. Mr. Vaughn asked about a lift to which Mr. McClure responded that a lift would need to be purchased in the future (3-4 years). Mr. Douglas stated all warranty work would be done at Miracle Ford which would eliminate the need for a lift right now. Mr. Douglas has asked for an additional technician for his department to assist with maintaining the vehicles. Mr. Vaughn asked Mr. Douglas if he had talked to the school board regarding vehicle maintenance as it was his understanding that the county and school board might pool resources for staff and supplies. Mr. Douglas stated he has not but would do that.

Mr. Taylor left the meeting at 6:30pm.

Mr. Douglas stated his operating lease payments line is up \$67K due to the anticipated lease/purchase of cardiac monitors. Mr. Lawing stated the cost to purchase the monitors would be approximately \$107K which means the monitors could be purchased from the Capital Projects Fund; if the decision is made to lease/purchase, this could be accomplished through the Debt Service Fund. Mr. Lawing stated it is

generally better to purchase outright with a three year warranty with the option of extending the warranty. Mr. Stone instructed Mr. Lawing to remove \$107K from the EMS budget and place it in the Capital Projects Fund. Mr. Lawing stated \$8,000 could also be removed from the maintenance and repair equipment line as this was included for maintaining the monitors. Mr. Douglas asked that he be allowed to get a firm number on that amount since that was just a guesstimate. Mr. Douglas stated the medical supply line request could be reduced by \$12,000. Mr. Harris asked if the county reimburses the employees for the cost of their health licenses. Mr. Douglas replied in the negative. Mr. Harris suggested the county pay for this cost at an estimated expense of \$9,000 over two years as this might help retain some employees. Mr. Vaughn stated that we also need to look at paying the employees for their recertification training. Mr. Douglas commented that the county pays for the books and the fees for any mandatory training, but the employee is not paid. Mr. Douglas stated the amount in the communication equipment line is for radio repair and testing equipment. The money in the health equipment line is for items to stock the ambulances which are relatively inexpensive. Mr. Stone stated the amount for the communication equipment could be moved to the Capital Projects Fund if the equipment is capitalizable. Mr. Utley inquired if the ER had opened in Portland. Mr. Douglas stated it is scheduled to be open by the end of the year, but the county would need to wait and see what the impact will be. Mr. Douglas stated he believes the additional revenue will justify a new ambulance.

- D. Other Discussion—The committee resumed the discussions on the FY14 General Fund budget with the library budgets. After some discussion with Mr. Lawing regarding additional salaries and/or changes for all the libraries, Mr. Stone instructed Mr. Lawing to invite Mr. Jim Young and Mr. Larry Hinton to the next special called budget meeting to discuss the library budgets. Mr. Utley asked if any decision had been made as to the ownership of the Hendersonville Library. Mr. Lawing replied that this matter went to the Audit Committee in April which sent it to the May Legislative Committee meeting. Mr. Stone suggested developing a budget for the new Millersville Library even though it probably will not open in FY14 but this would be just in case it did open. Mr. Utley motioned to appropriate \$50K in the other charges line, seconded by Mr. Freels, unanimous approval. Mr. Stone asked why there was money in the budget for Springfield and White House Libraries. Mr. Lawing stated there is an offsetting revenue for these items.

Civil War Grant—Mr. Lawing stated this is a carryover to FY14.

Agriculture Extension—Mr. Lawing stated this department failed to submit a budget and that the only increase is a 1% COLA.

Soil Conservation—Mr. Lawing stated this department failed to submit a budget and that the only increase is a 1% COLA.

Tourism—The request is the same as last year. Per Mr. Lawing, the projected hotel/motel tax revenues for FY14 are \$404,512. Mr. Vaughn stated he is concerned about the condition of the grounds at the tourism center. Mr. Stone asked if it could be handled out of the County Executive's Office to which Mr. Holt replied in the affirmative. Mr. Holt stated the director is allowing \$10K out of their budget to secure the perimeter with a fence. There is also work that needs to be done on the rock barn (replace the roof and some of the glass in the windows, paint, and some interior work).

Forward Sumner—Mr. Lawing stated they are asking for an additional \$20K. Mr. Holt stated they are instrumental in getting the free trade zone. Mr. Stone said he thought it would be ok to fund at the current level, but he sees no justification for the increase. Mr. Utley made a motion to fund at \$60K, seconded by Mr. Vaughn who stated Forward Sumner is a main draw and promoter for the county. The motion failed 3-3 with Mr. Stone, Mr. Freels, and Mr. Harris opposing the motion.

Veterans Services—Mr. Lawing stated that the director included an extra salary amount above the COLA. Mr. Guthrie recommended making his salary uniform with the remainder of the employees (1% COLA).

County Expenses—Mr. Lawing stated the increase is based on a 15% increase for building, liability, and workman's compensation insurance which has not been increased since 1988. Mr. Stone inquired as to

what the "Walk Across Sumner" line is for. Mr. Lawing stated it is pass through funds. Mr. Lawing said he thought the medical expenses line could be decreased. Mr. Harris motioned and Mr. Guthrie seconded to decrease the amount from \$60K to \$40K; motion passed 5-1 with Mr. Vaughn opposing.

Contributions—Mr. Lawing stated the \$500K each for Millersville and White House Libraries would carry over to the FY14 budget if not spent in FY13; this money is from the hospital proceeds. There is \$40K included to be paid to Vol State for the matching portion of the Adult Ed Program which was previously in the schools. There is an additional \$48,041 included for the Vol State Scholarship Program which will finish out that reserve. Mr. Holt inquired about the money for the Westmoreland Library addition. Mr. Lawing responded that some of that money will be spent in FY13, but the remaining funds will carry over to FY14. The remaining lines in this category are for non-profits. Mr. Stone stated the county is not in a position to add additional non-profits. Mr. Vaughn motioned to strike any new additions and any increases, seconded by Mr. Freels; unanimous approval.

VI. REPORT OF THE FINANCE DIRECTOR—none

- VII. ADJOURNMENT—Mr. Stone requested additional meeting dates/times be set to continue discussions of the budgets. Meetings were set for Tuesday, May 14 and Tuesday, May 21 at 5:30pm. Mr. Stone stated the committee could probably finish in two more meetings and may be able to set a budget by June 1st. Mr. Utley inquired as to where the committee stands. Mr. Stone stated the library people would come to the next meeting. Mr. Lawing indicated that the committee still needs to review the rest of the County General Fund and the Capital Projects Fund budgets. Mr. Stone said the board of education is going to try to have their budget to the committee by May 14th. Mr. Lawing also said that the Debt Service Fund will need to be adjusted for the 2013 bond and that salary adjustments have not been voted on.

Meeting adjourned by Mr. Stone at 7:40pm.

**MINUTES
EDUCATION COMMITTEE
May 6, 2013**

Present:

Paul Decker, Chairman
Trish LeMarbre, Vice-Chairman
Jerry Stone
Joe Matthews
Billy Geminden
Jim Vaughn
Kirk Moser

Also Present:

Leah Dennen, County Law Director
Hillary Marabeti, VSCC
Anthony Holt, County Executive
Amanda Prichard, School Finance Director

Chairman Decker called the Education Committee to order on Monday, May 6, 2013, at 5:30 pm, in the Sumner County Administration building in Gallatin. A quorum was present.

Adoption of the Agenda. Commissioner Decker requested the deletion of Item D. under New Business titled, School Roofs on the Amended Agenda. Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee members approved the agenda as amended.

Approval of Minutes of April 1, 2013. Upon motion of Comm. Stone, seconded by Comm. LeMarbre, the Committee approved the minutes of April 1, 2013. Comm. Vaughn abstained from the vote.

Recognition of the Public. There was none.

Report from the Chairman. Chairman Decker asked for consideration of a date change in June to hear a joint presentation with Budget Committee concerning the schools safety audit and the school budget. Without objection, Chairman Decker declared that the June meeting would be held on June 10th at 6:30 p.m. in conjunction with Budget Committee. He stated that there would be an opportunity to vote on the matters coming before the Committee that evening. County Law Director Leah Dennen stated that after the presentation, the Education Committee would convene separately to attend to its business.

Chairman Decker recognized Ron Bargatzi who stated that the construction documents for the school safety projects would be prepared and ready for the bid letting on May 15. The opening date had not been set, but the Committee will be notified well in advance.

Report from the Director of Schools. Director of Schools Del Phillips was not present. Chairman Decker recognized Amanda Prichard, School Finance Director.

Report from the County Executive. County Executive Anthony had no report.

Adult Education Program. Chairman Decker recognized Hillary Marabeti from Volunteer State Community College who provided the Committee with an update on the adult education program. Ms. Marabeti reported that the grant was applied for and awarded to VSCC. After receiving the reduced award, it was quickly learned that the RFP for adult education and ESOL grant was for adult education, only. The ESOL portion was eliminated, which meant that a second grant had to be written. She further stated that a critical needs grant was available that could provide more funding. She said that hiring is taking place for the program.

County Executive Holt said the state has consolidated adult education programs by counties, such that Macon and Sumner Counties are now combined. Ms. Marabeti stated that the number of 80 plus entities was reduced to 45 entities.

School Paving. Chairman Decker recognized Commissioner Frank Freels who presented the following chart:

JOB	SQU. FOOTAGE	GALLONS OF TACK OIL	HOT MIX TONAGE	TOTAL JOB COST
Lakeside School	10890	121.00	124.025	\$15,106.47
Walton Ferry	19169	212.99	218.31	\$26,291.00
Hawkins Middle	73645	818.28	838.73	\$102,159.42
Ellis Middle	48138	534.87	248.24	\$66,776.43
E.B. Wilson	43191	479.90	491.90	\$59,914.02
TOTAL	195033	2167.03	2221.21	\$270,547.34

Comm. Freels stated that the football field area and Hendersonville High School would not be paved, but the potholes would be fixed as soon as the rain clears. He requested that this proposal be sent to the Budget Committee.

He further stated that school parking lots are being core drilled and the parking lots are not repaired properly.

Another problem he stated was with the dumpsters. He said the big trucks unloading the dumpsters are tearing up the blacktop. He suggested pouring concrete pads for them.

He further stated that Ellis Middle School had undergone a recent exterior renovation. With the help of Lowes the school trim was painted and landscaping put in. Comm. Freels stated that he wanted to erect a sign stating that Lowe's had adopted the school, contingent upon approval by the Board of Education. He thought that other businesses may want to adopt schools.

Upon motion of Comm. Stone, seconded by Comm. LeMarbre, the Committee voted to approve the paving projects for the schools and forward the matter to the Budget Committee.

BOE General Purpose Fund Budget Amendment. Chairman Decker recognized Amanda Prichard, School Finance Director who stated that the General Purpose School Fund amendment did need approval by the body. She stated that a \$5,000.00 grant with Unity.com was one of the amendments. The second amendment was a request to take left over money from the purchase of books totaling \$181,477.00, and designate it in a reserved account for future textbook purchases. The intention was to add these funds with next year's request to purchase classroom sets for each high school literature teacher.

Upon motion of Comm. LeMarbre, seconded by Comm. Stone, the Committee approved the General Purpose Fund amendments.

BOE Federal Purpose Fund School Fund Amendment. This amendment pertaining to special education was presented for informational purposes only and did not require action.

Comm. LeMarbre motioned to adjourn and was duly seconded by Comm. Geminden. The Committee adjourned at 6:15 p.m.

Prepared by Maria Savage

**MINUTES
EMERGENCY SERVICES COMMITTEE
MAY 6, 2013**

Present:

Jim Vaughn, Chairman
Joe Matthews, Vice-Chairman
Mike Adkins
Paul Decker
Ben Harris
Jerry Stone
Absent
Bob Pospisil

Also Present:

Anthony Holt, County Executive
Sonny Weatherford, Sumner County Sheriff
Leah Dennen, Law Director
Keith Douglas, EMS Director
Buddy Schaefer, E-911 Director
David Pigna, Communications Director

Chairman Vaughn called the regular meeting of the Emergency Services Committee to order on Monday, May 6, 2013, at 5:00 p.m. in the Sumner County Emergency Operations Center. A quorum was present.

Approval of the Agenda Upon motion of Comm. Stone, seconded by Comm. Akins, the Amended Agenda was unanimously approved.

Approval of the Minutes of March 4, 2013. Upon motion of Comm. Akins, seconded by Comm. Matthews, the minutes of March 4, 2013 were unanimously approved.

Recognition of the Public None.

Report of the Chairman No Report.

Report of the County Executive Mr. Holt noted that there will be a grand opening of the Emergency Services complex on May 20, 2013, from 4:00 p.m. to 7:00 p.m.

Report from the Sheriff Sheriff Weatherford handed out the April 2013 Financial Report and Animal Control Statistics. The Sheriff went over these figures and stats. He explained that the line item Inmate Welfare showed a negative amount due to a refund.

(A) The Sheriff reported that his office entered into an agreement with Pet Supermarket to supply cats for adoption. He said that the Nashville branch has requested that he supply cats for adoption, as well.

(B) Since the Animal Control facility has been open, Sheriff Weatherford stated that rescue groups do not like the way the floor is designed because it is not sloped, such that animal wastes flow to the trough. He requested David Pigna obtain an estimate to slope the floor and put an automatic flush system. Mr. Pigna stated that the estimate was \$40,000 for the floor to be redone and the automatic flushing system was another \$5,000.00. There is a manual flusher in place now. He said the building was built according to the plan. Sheriff Weatherford stated that veterinarians who inspect the facility remark on how clean it is kept.

Chairman Vaughn requested that the Sheriff bring the matter back in August.

Report of the Fire Department. Fire Chief Earlywine handed out the 4/1/2013-4/30/2013 Report and reviewed these totals. Of the total 21,642 County residents served, there were 93 fire incidents and 191 medical calls for a total of 284 responses. Also the Chief advised that there is a fair amount of activity for budget requests, noting that insurance increases were not a problem. He said the chiefs of the different organizations are beginning to agree on certain matters.

Report of the Emergency Services Director. EMS Director Douglas handed out the EMS May 2013 Report, and reviewed a few items on the report.

- (A) Mr. Doulgas requested that the full County Commission recognize Emergency Medical Services Week on May 10-25, 2013, as proclaimed by Governor Bill Haslam.
- (B) Mr. Douglas reported that his department is saving \$2,000.00 per month by eliminating payments to a pre-collection agency. He said the work is done in-house with good results.
- (C) Mr. Douglas expressed concern that recently paramedics had been recruited by Metro Davidson County, with considerable loss of personnel. He stated that a previous solution to this problem with step increases was implemented but frozen in 2004. He said during the exit interviews the biggest pay/benefit differential that influenced the employees' decisions was the hours of work. He said in comparison Metro employees' work 2,191 while Sumner County employees work 2,920 hours, for a difference of 800 hours annually. Also, PTO time at Metro is 376 hours. He said that the way the schedule is set up employees lose overtime when scheduling time off.

Mr. Douglas mentioned several possible solutions including increases in vacation and sick time and the associated costs.

Chairman Vaughn requested the Director to put together a spreadsheet comparing the surrounding counties' benefits and pay to emergency services personnel.

Report of the Emergency Management Agency EMA Director Weidner was not present.

Old Business. None.

New Business.

- (A) Consolidated Dispatch Discussion. Chairman Vaughn handed out a proposed organizational chart that could be a beginning point of discussion on consolidating dispatch. Mr. Holt stated that the funding of the project is an important component to the operation moving forward. Chairman Vaughn asked the committee to review the chart and offer their input at the next meeting. Comm. Stone stated that he and others on the

E-911 Board had toured consolidated facilities in Indiana and Minnesota. Robertson and Montgomery Counties have similar facilities.

- (B) Governing Body Review of Grants. Comm. Matthews discussed the Equipment Grant for ballistic vests through the Justice Assistance Program and the C.O.P.S. Grant for New School Resource Officers. He said the County could qualify for five positions with the matching being 75 percent from the Federal government and 25 percent from the County for a three year period, at which time the County would assume full financial responsibility for the employees. The Sheriff's office would be applying for the grant. County Law Director Leah Dennen stated that the Sheriff needed the backing of the Commission to move forward. Comm. Stone moved, seconded by Comm. Akins, to approve the application for the federal grants and forward the matter to the Budget Committee, but at the same time examine the strings attached to the acceptance of Federal grants. The motion carried by unanimous voice vote of the body.

There was a motion of adjourn. The Committee adjourned at 5:45 p.m.

Prepared by Maria A. Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
April 16, 2013
9:00 A.M.

Members Present:

Joe Matthews Dr. Del Phillips Anthony Holt

Also:

Leah Dennen Jeremy Shupe Bob Shupe Kedree Marsh
David Lawing Debbie Robertson Kathy Courtelis Shannon Eubanks

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, April 16, 2013 at 9:05 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

Public Recognition: None

Minutes: Motion was made by Mr. Holt to approve the minutes of March 19, 2013 and the changes made on the minutes of February 26, 2013; seconded by Dr. Phillips; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe shared a renewal summary report from BCBS and went over the highlights of it. He presented his projections and stated that on the dental side, he projects having a \$60,000 increase in reserves by the end of the year. On the medical side, there is nothing but good news on this report. Eight out of nine months has all been positive on receipts over disbursements. We have taken in more than spent. Total claim payments were up 7% so we are starting to see trend go other way which is what we were hopeful would happen. The reserve is continuing to track up and we are going to hit almost \$1M in June.

CareHere: Ms. Marsh showed report on clinic utilization which was at 94% in March. She also showed details at this time concerning the HRA Wellness Program which came to a total of 737 people who have completed their HRA.

Ms. Eubanks reported on the final numbers of the Pharmacy. The county ended up with a credit of \$28,424 due in large to the medication returns.

Ms. Marsh stated that they still had some pedometers that were shipped to us from BCBS and that they will be handing those out to employees who participate in the walking program. She also stated that they have a group class for Tobacco Cessation and offer them Chantix at no charge if they participate. She asked if they should charge for Chantix if they do not participate in the group program. We have about 30% who smoke at this time taken from the numbers that have already gotten their HRA. Chantix costs about \$218 per month. It was decided to defer until the May meeting and get more accurate numbers on the amount of smokers and cost to the Plan. Mr. Shupe asked CareHere to check to see how it impacts claims for people who have stopped smoking.

Ms. Marsh reported that the EKG in Hendersonville is not reading right. It costs \$3200 for a new one. Dr. Phillips made a motion to spend up to \$3200 for an EKG machine; CareHere will get the information to Mr. Pigna to get the bid out and purchase through the county; seconded by Mr. Holt; unanimous approval.

Report of Finance Director: Mr. Lawing stated that the RFP for CareHere has been completed and they will get it out early next week.

Old Business: None

New Business: None

There was no further business so Dr. Phillips made a motion to adjourn; seconded by Mr. Matthews; the meeting was adjourned at 9:35 a.m.

**MINUTES
GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
May 13, 2013**

Present:

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

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Chairman Merrol Hyde
Sonny Weatherford, Sheriff
Merrol Hyde, Commission Chairman

The regular meeting of the General Operations Committee was brought to order on Monday, May 13, 2013, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business.

Agenda. Upon motion of Comm. Harris, seconded by Comm. Pospisil, the Committee approved the agenda as amended.

Minutes. Upon motion of Comm. Satterfield, seconded by Comm. Taylor, the Committee voted to approve the minutes of April 8, 2013.

Recognition of the Public. There was none.

Report of Chairman. Chairman Skidmore had no report.

County Executive. County Executive Anthony Holt had no report.

Recognition of the Public. There was none.

New Business

Surplus Property. Upon motion of Comm. Taylor, seconded by Comm. Graves, the Committee voted to declare surplus property from the following departments:

- Law Department – Various Items
- Assessor of Property – 2004 Impala car
- Mr. Pigna added to the list various items from the Emergency Services Department.

County Paving Projects.

- Sealing and Striping Parking Lot At Jail
- County Range – Paving the access road and parking area

Chairman Skidmore recognized David Pigna, Communications Director, who explained that he received estimates on the project involves sealing and striping the parking lot at the jail and Criminal Justice Complex. The cost estimate was \$30,000.00.

County Executive Holt stated that the parking area behind the jail really needs to be striped and sealed. He said across the street in the First Baptist Church parking lot needs to be graded with two loads of gravel added to the lot. Mr. Holt stated that this lot serves law enforcement and citizens. The gravel would cost around \$6-700.00 with the Highway Department to do the grading for a total cost not to exceed \$1,000.00.

The other item is paving the county firing range and training facility. Mr. Pigna said a base layer was put down a year ago. To finish the project would cost \$40,600. Mr. Pigna stated that the Highway Department could not do this parking lot because of it requires special equipment.

Upon motion of Comm. Graves, seconded by Comm. Pospisil, the Committee voted to approve unanimously these three projects and forward them to the Budget Committee, with the cost of the First Baptist Church parking lot not to exceed \$1,000.00.

State Vehicle Purchases. Comm. Hyde stated that quality vehicles can be obtained from the state auction.

The meeting adjourned at 5:20 p.m. after a motion by Comm. Graves, seconded by Comm. Harris.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION

May 7, 2013

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Steve Graves, Chairman

OTHERS PRESENT:

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

CALL TO ORDER

Vice Chairman Geminden called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, May 7, 2013 at 4:00 P.M. in Conference Room #112 at the Sumner County Administration building.

ADDITION TO AGENDA

Comm. Matthews - under Road Superintendent - New Business: Cragfont Estates Road

APPROVAL OF MINUTES

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

PUBLIC RECOGNITION - None

REPORT OF CHAIRMAN: OLD BUSINESS

Vice Chairman Geminden thanked Road Superintendent Hardin for working on Academy Road and the school parking lots so quickly.

REPORT OF CHAIRMAN: NEW BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS – None**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Cragfont Estates Road**

Commissioner Matthews expressed the concerns of the residents on that road. He will leave it up to Road Superintendent Hardin's expertise. There was discussion.

B. Budget Amendments & Appropriations 2012-13

Road Superintendent Hardin presented the budget amendments and appropriations (see attached). There was discussion. County Executive Holt **motioned** to approve the attached budget amendments and appropriations. **Seconded** by Commissioner Akins. **Motioned passed** unanimously.

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

MOTION TO ADJOURN: Commissioner Matthews
SECONDED BY: Citizen Member Neal
ADJOURNMENT: 4:18 P.M.

**MINUTES
LEGISLATIVE COMMITTEE
May 13, 2013**

Present:

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

Also Present:

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

Chairman Pospisil brought the Legislative Committee meeting to order on May 13, 2013, at 6:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Without objection, Chairman Pospisil added the discussion and/or action of a new Committee meeting time under Report of Chairman. He recognized Comm. Moser who requested deferral of Item 9c regarding recognition of himself. Comm. Moser made a motion to approve, seconded by Comm. Graves, the agenda as amended. The motion carried.

Approval of Minutes. Comm. Decker requested that he be shown as absent on the April 8, 2013 minutes. Upon motion of Comm. Skidmore, and duly seconded by Comm. Graves, the April 8, 2013, minutes were approved as amended by the body. Comm. Decker abstained from the vote.

Public Comments. There was none.

Report of Chairman. Chairman Pospisil asked that the meeting begin at 5:30 p.m. Upon motion of Comm. Moser, seconded by Comm. Decker, the Committee voted to approve the change in the meeting time from 6:00 p.m. to 5:30 p.m.

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

Old Business. There was none.

New Business.

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

Adoption of Library Rules for Fines and Adjustments. County Law Director Leah Dennen reported that the Audit Committee revealed that

the library system had no written rules in place for fines and adjustments. Upon motion of Comm. Hyde, seconded by Comm. Graves, the Committee adopted the library rules for fines and adjustments.

Ownership of Hendersonville Library. Chairman Pospisil recognized Commissioner Frank Freels who stated that he had conferred with the County Law Director who stated that this matter should go before Legislative and General Operations Committees. The auditors called the ownership of the Library into question because both the City of Hendersonville and the County are claiming ownership. Upon discussion, Comm. Hyde suggested that the Committee form a committee comprised of Commissioners Hyde (Commission Chairman), Frank Freels (Audit Committee Chairman), Commissioner Stone (Budget Committee Chairman), County Executive Anthony Holt and Comm. Decker. Ms. Dennen stated that she had had correspondence with the City Attorney on the matter, and County Executive Holt had met with the Hendersonville Mayor, with no resolution. Comm. Decker moved, seconded by Comm. Hyde, to set up the ad hoc committee to meet with the mayor and others to address the options and find resolution by the next Committee meeting, with a deadline for resolution of July 1, 2013.

Planning Commission (Frank Freels). Commissioner Frank Freels brought it to the attention of the Committee that the City of Gallatin is not citing property owners for violation of the junk car resolutions in the planning region, but depending upon the County to take out warrants and enforce the laws. Mr. Holt said the City is under no obligation to enforce these regulations. Upon motion of Comm. Moser, seconded by Comm. Graves, the Committee voted to defer the matter 30 days to allow the County Executive time to discuss the matter with city officials.

Ellis Middle School. Comm. Freels stated that the County needs to honor Lowe's for their financial contribution to upgrading the facilities at Ellis Middle School, by painting and landscaping. Comm. Hyde moved, seconded by Comm. Decker, to approve the resolution for the June Commission agenda. The motion carried unanimously.

Emissions Contract. Chairman Pospisil recognized County Clerk Bill Kemp who explained that the five-year contract with the State of Tennessee is up for renewal. The proposed contract would begin July 1, 2013 and provide the County with \$1.00 per vehicle tested, instead of the original contractual .25 cents per vehicle. Mr. Kemp stated that Sumner County is a non-attainment county and his office is required to get an emission test before vehicle tags can be renewed. He noted that the cost to test a vehicle will drop from \$10 to \$9, effective in 2014. Comm. Hyde moved, seconded by Comm. Graves, to approve the contract. The motion carried by unanimous voice vote of the body.

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

- Merrol Hyde Magnet Speech Team
- Station Camp High School DECA
- Scott Wietecha Winner of Country Music Marathon
- United Way for their record campaign
- Sgt. Donnie Roach – Purple Heart

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

Zoning. Upon motion of Comm. Moser, seconded by Comm. Graves, the Committee voted unanimously to docket the Castalian Springs Historic Overlay District Design Review Guidelines and Boundary Maps for the June 2013, County Commission meeting.

Report of the Law Director. There was no report.

Adjournment. Comm. Stone made a motion to adjourn, seconded by Comm. Graves. The Committee adjourned at 6:29 p.m.

Prepared by Maria Savage