



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 Board.....October 21

**Budget Committee.....September 9,
October 15**

Committee on Committees.....October 21

Employee Benefits.....September 17

Emergency Services Committee.....October 7

2002 Financial Management Committee.....September 16

2012 Financial Management Committee.....September 16

Investment Committee.....September 16

General Operations Committee.....October 15

Legislative Committee.....October 15

Public Services Committee.....October 1

Purchasing Committee.....September 16

**MINUTES
OCTOBER 21, 2013
BEER BOARD
PAIGE BROWN, CHAIRMAN**

Present:

Paige Brown, Chairman
Chris Hughes, Vice-Chairman
Jo Skidmore
Frank Freels
Baker Ring
Absent: Paul Freels and Paul Goode

Also Present:

Leah Dennen, County Attorney
County Executive Anthony Holt
Erika Porter, County Law Officer

The regular meeting of the Beer Board was brought to order by Chairman Paige Brown on Monday, October 21, 2013, at 6:15 p.m. in the Sumner County Administration Building in Gallatin.

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

Minutes. Upon motion of Comm. Frank Freels, seconded by Comm. Skidmore, the Board voted to approve the minutes for August 19, 2013.

Recognition of the Public. There was none.

Beer Applications. The Beer Board considered the following permit applications:

- On and Off Premises permit for Paul's Repair, LLC, (DBA Kuntry Fried Burgers and Thangs) to operate at 1196 Harve Brown Road in Bethpage, TN

Erika Porter from the Law Director's office 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. Hughes, the Committee voted unanimously to approve the beer permit application for Paul's Repair.

- Off Premises permit only for Westmoreland Food, Inc., (DBA Turner Station Market), to operate at 3801 Old Highway 31E, Westmoreland, TN

County Law Director Leah Dennen reported that the location was grandfathered in to the law and saw no cause to deny the application.

Upon motion of Comm. Skidmore, seconded by Comm. Ring, the Committee voted unanimously to approve the beer permit application for Westmoreland Food, Inc.

Comm. Frank Freels moved, and was duly seconded by Comm. Skidmore, to adjourn at 6:23 p.m.

Prepared by Maria A. Savage



BUDGET COMMITTEE MINUTES
September 9, 2013

MEMBERS PRESENT
Moe Taylor, Vice-Chairman
Mike Guthrie
Ben Harris
Shawn Utley
OTHERS PRESENT
David Lawing
Leah Dennen
Anthony Holt

- I. CALL TO ORDER – at 6:05 pm by Vice-Chairman Taylor in Room 112 of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Ms. Dennen requested to remove New Business items D and E from agenda. Mr. Taylor added c. under New Business Appropriations for ERP additional funding.
 - B. Recognition of Public – None
 - C. Approval of Minutes—August 12, 2013- Motion to approve by Mr. Harris, seconded by Mr. Utley, approved 3-1-0 with Mr. Taylor abstaining.
- II. REPORT OF THE COMMITTEE CHAIRMAN –
 - A. Report from the Assessor of Property (no report)
- III. REPORT OF THE COUNTY EXECUTIVE – Mr. Holt reported the chairman of the Airport Board will be approaching the Budget Committee for financial assistance with previous year's debt of \$640,000.
- IV. OLD BUSINESS
 - A. Lighting Retrofit – State flow through grant of \$75,440 with remaining \$8,807.39 to be paid by SCBOE from General Purpose School Fund. Motion to approve by Mr. Harris, seconded by Mr. Guthrie, unanimous approval.
- V. NEW BUSINESS
 - A. Education (none)
 - B. Appropriations
 1. Drug Court--\$30,015 carryover of FY13 balance – Carryover from GHSO Grant #2 and decrease in beginning reserve balance. Motion to approve by Mr. Utley, seconded by Mr. Harris, unanimous approval.
 2. EMA--\$218,857 decrease revenue received in FY13 but budgeted in FY14 – Mr. Lawing reported the revenue had been anticipated to be received in FY2014 but was actually received in FY2013. Closed EMA 2010 grant. Motion to approve by Mr. Utley, seconded by Mr. Guthrie, unanimous approval.
 3. Hendersonville Library--\$5,826 carryover of FY13 FOALS contribution – Carryover of unspent FOALS donation from FY13. Motion to approve by Mr. Harris, seconded by Mr. Utley, unanimous approval.
 4. Walk Across Sumner Program--\$12,268 carryover of FY13 balance and appropriate additional FY14 revenue. Motion to approve by Mr. Utley, seconded by Mr. Harris, unanimous approval.
 5. Capital Projects
 - a. Home Grant--\$500,000 carryover of FY13 balance - Mr. Lawing reported this was a carryover balance from FY2013 Home Grant Program. Motion to approve by Mr. Utley, seconded by Mr. Harris, unanimous approval.
 - b. Greenway--\$79,446.28 decrease appropriation for late payment request of FY13 invoice - Mr. Lawing stated there is a decrease in appropriation for a request for payment presented to the Finance Department on Aug 22 for prior year expense. Motion to approve by Mr. Utley, seconded by Mr. Harris, unanimous approval.
 - c. ERP – Mr. Lawing requested \$105,000 additional funds for ERP servers and software. Motion to approve by Mr. Guthrie, seconded by Mr. Utley, unanimous approval.

C. Transfers

1. Inter-budgetary – Motion to group and approve transfer items a. and b. by Mr. Utley, seconded by Mr. Harris, unanimous approval.
 - a. Greater than \$2,500
 - b. \$2,500 or less

~~D. Airport Authority (Leah Dennen)~~

~~E. Economic Development Plan presentation (Anthony Holt)~~

VI. REPORT OF THE FINANCE DIRECTOR

- A. Revenue Analysis – Mr. Lawing reported August revenue is steady and following trend at 101%.
- B. Financial Reports—August (available at Commission meeting if requested)

Budget Committee voted to move the October 14 Budget Committee meeting to Tuesday, October 15 due to Columbus Day. Motion to approve by Mr. Utley, seconded by Mr. Guthrie, unanimous approval.

VII. ADJOURNMENT – Motion to adjourn at 6:25 pm by Mr. Utley, seconded by Mr. Guthrie, unanimous approval.



BUDGET COMMITTEE MINUTES
October 15, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Anthony Holt
Jim Egan
Keith Douglas

- I. CALL TO ORDER - at 6:03 pm by Chairman Stone in Room 112 of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Chairman Stone added an additional appropriation as V.B.10. Motion to approve by Mr. Harris, seconded by Mr. Vaughn, unanimous approval.
 - B. Recognition of Public – None
 - C. Approval of Minutes—September 9, 2013- Motion to approve by Mr. Taylor, seconded by Mr. Utley, approved 5-1-0 with Chairman Stone abstaining.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report this month
 - A. Report from the Assessor of Property (passed out at meeting)
- III. REPORT OF THE COUNTY EXECUTIVE – No report this month
- IV. OLD BUSINESS - None
- V. NEW BUSINESS
 - A. Education
 1. Budget amendments (need approval) - Motion to group and approve by Mr. Utley, seconded by Mr. Harris, unanimous approval.
 2. Budget amendments (for informational purposes only)
 - B. Appropriations
 1. Election Commission--\$213,710 State and Federal Grant for voting systems – Mr. Lawing reported the state did not follow appropriations statutes buying the machines without forwarding to county commission and obtaining a PO. Mr. Lawing's recommendation to committee to approve and forward to Financial Management Committee. Motion to approve by Mr. Harris, seconded by Mr. Utley, unanimously approved.
 2. Assessor of Property--\$996.09 from state for master assessor salary supplement – Motion to approve by Mr. Vaughn, seconded by Mr. Harris, unanimous approval.
 3. Circuit Court Clerk--\$15,000 from restricted fees for data processing equipment – Motion to approve by Mr. Taylor, seconded by Mr. Harris, unanimous approval.
 4. Drug Court--\$55,853.77 TDOT Grant for Assistant salary – Motion to approve by Mr. Taylor, seconded by Mr. Vaughn, unanimous approval.
 5. EMA—FY13 EMA 2011 Grant carryover – Remaining funds left from previous year. Motion to approve by Mr. Vaughn, seconded by Mr. Harris, unanimous approval.
 6. Drug Control Fund (Federal)--\$8,209 from the restricted fund balance for training and travel for new forensic mapping system – Motion to approve by Mr. Vaughn, seconded by Mr. Taylor, unanimous approval.
 7. Station Camp Greenway--\$7,583 Community Tree Planting Grant from State Department of Agriculture with county match of same – Mr. Lawing proposed taking funds of \$7,500 from the Pulte donation and remaining funds from Johnny Spears Road Waterline Project. Motion to approve by Mr. Harris, seconded by Mr. Taylor, unanimous approval.
 8. Gaines Hill Waterline Project—\$1,593.80 from remaining funds from Johnny Spears Road Waterline Project to finish Gaines Hill Project – Motion to approve by Mr. Taylor, seconded by Mr. Vaughn, unanimously approved.
 9. Capital Projects Fund requests for Rigsby and ERP projects – Mr. Lawing requested an additional appropriation to purchase all servers at one time for the ERP to keep from paying an additional \$12,000 for the second server installation. The Board of Education also requested to carryover the remaining Rigsby project funds from the FY13 budget to complete the Rigsby project. Motion to approve by Mr. Vaughn, seconded by Mr. Harris, unanimous approval.

10. District Attorney General – Part time employee – Funded from Attorney General’s economic crime fund. Motion to approve by Mr. Harris, seconded by Mr. Taylor, unanimously approved.

C. Transfers

1. Inter-budgetary

- a. Greater than \$2,500 - Motion to group and approve by Mr. Harris, seconded by Mr. Guthrie, unanimously approved.
- b. \$2,500 or less – Motion to group and approve by Mr. Taylor, seconded by Mr. Harris, unanimous approval.

D. Tax Refunds – Motion to group and approve items 1, 2, and 3 by Mr. Taylor, seconded by Mr. Utley, unanimous approval.

- 1. Reostone LLC--\$1,009
- 2. Rogers Group Inc--\$1,005
- 3. R R Donnelley & Sons--\$15,771

E. Airport Authority – Jim Egan discussed the Sumner County Airport’s financial distress. Chairman Stone discussed loaning \$800,000 from the hospital fund to the Airport Authority to pay off the bank loan and the existing county loan and to cover 5% grant match to repair the runway, which will allow the airport to continue with ongoing operations. This would also have to be approved by the state comptroller. Motion by Mr. Vaughn to approve \$800,000 loan with 3% interest-only payments for 9 years with balloon payment of principal at end of 9 years to go back into the hospital fund. Motion seconded by Mr. Taylor, unanimously approved.

F. “The County Loan Authorization Act” (contingent upon approval by the Legislative Committee) – This would authorize the county to make loans to any other component of county government not on the tax rate. Motion to approve by Mr. Utley, seconded by Mr. Taylor, unanimous approval.

G. Inter-loan Capital Outlay Notes to Airport Authority – Mr. Lawing reported this request requires approval from state director of local finance which is under the existing statutes. Motion to approve by Mr. Taylor, seconded by Mr. Vaughn, unanimous approval.

H. Economic Development Plan presentation – Mr. Holt discussed an economic development plan for the City of Portland, which includes loaning the city \$500,000 from the hospital fund on a 10 year payback plan. Mr. Holt stated he would like for the county to do what it can to help with economic development in the county. No action taken at this time.

I. EMS Request – Emergency transfer request (Hand out) – Motion to add request to agenda approved by Mr. Taylor, seconded by Mr. Harris, unanimous approval. Mr. Douglas’s requested to move \$5,777 from Capital Projects Fund health equipment line to the vehicle line to purchase an additional emergency vehicle. Motion to approve transfer of funds between line items by Mr. Vaughn, seconded by Mr. Harris, unanimously approved. Mr. Douglas also requested to move six part time employees into full time positions; salaries are within the current budget. However, this would not cover benefits. Mr. Douglas believes his revenue is under budgeted. He estimates the benefits will be \$106,000. Motion to increase ambulance fee revenue to fund benefits by Mr. Vaughn, seconded by Mr. Harris, unanimously approved.

VI. REPORT OF THE FINANCE DIRECTOR

- A. Revenue Analysis – Mr. Lawing reported revenue steady at 1.25% above projections across the county, included in packet.
- B. Financial Reports - September (available at Commission meeting if requested)
- C. Database Administrator position – Mr. Lawing reported on the status of the database administrator position and stated there is not a large market of database administrators, and the average annual salary is \$75-\$85,000. Will advertise and interview again for the position.

VII. ADJOURNMENT – Motion to adjourn at 7:16 by Mr. Taylor, seconded by Mr. Harris, unanimous approval.

**COMMITTEE ON COMMITTEES
MINUTES
OCTOBER 21, 2013**

Present:

Moe Taylor, Chairman

Trisha LeMarbre, V. Chairman

Jo Skidmore

Billy Geminden

Kirk Moser

Anthony Holt, County Executive

Leah May Dennen, County Law Director

Merrol Hyde, Commission Chairman

Frank Freels and Joe Matthews, Commissioners

The meeting of the Committee on Committees was brought to order on Monday, October 21, 2013, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Moe Taylor was presiding.

Agenda. Comm. Skidmore requested that the Solid Waste Board be discussed at the next Committee on Committees meeting. Upon motion of Comm. Skidmore, seconded by Comm. Geminden, the Committee voted to approve the agenda.

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

Recognition of the Public. There was none.

Report of the County Executive. County Executive Anthony Holt asked to comment on the appropriate items.

Report of the Chairman. Chairman Taylor had no comment.

New Business.

Health, Education and Housing Facilities Board. Chairman Taylor brought forth the nominations of Jimmy Anderson to be reappointed to another term and Rodney Runyon to replace Lillian High on the Health, Education and Housing Facilities Board .

Upon motion of Comm. LeMarbre, seconded by Comm. Skidmore, the Committee voted unanimously to approve the reappointment of Mr. Anderson and the appointment of Mr. Runyon.

Board of Zoning Appeals . Chairman Taylor brought forth the reappointment of

Sandy Webster to serve on the Board of Zoning Appeals.

Upon motion of Comm. Moser, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the reappointment Ms. Webster.

Next Month. Chairman Taylor announced the following appointments for next month:

Board of Construction Appeals - Steve Coates, Henry Brown, Michael Barnes,
Alternates Larry Brown and Ted Williams (1 year)

Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee adjourned at 6:37 p.m.

Prepared by Maria Savage

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

Members Present:

Bob Pospisil	Dr. Del Phillips	Anthony Holt
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Also:

Leah Dennen	Bob Shupe	Ernie Clevenger
David Lawing	Karen Tokarz	Ben Baker
Debbie Robertson	Shawn Curtis	Amanda Pritchard

In Mr. Matthews' absence, Mr. Pospisil called the SIB Employee Benefits Committee meeting to order on Tuesday, September 17, 2013 at 9:10 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

Public Recognition: None

Minutes: Motion was made by Dr. Phillips to approve the minutes of August 20, 2013; seconded by Mr. Holt; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe stated that he was going to do an in-depth study of the dental report since something was going on internally. The claims are exceptionally high for the first two months. He will get back to us on his findings. He also reported that Cigna came off of this report as of August 1st since that will be handled by the BOE entirely now. On the medical side, we have had a couple of bad claims months in a row. We need to monitor that. We have had 2 large losses so far over \$100,000 since July. We are projected to spend slightly more on total claims next year than we did last year.

Mr. Shupe stated he had a new report to hand out each month now. This will be an actual report instead of an estimate like the other report. The loss ratio does not include any fixed costs. It is strictly claims against revenue. We should be able to see what is going on internally in the County and the Highway in a few months. He is also tracking large loss by department.

CareHere: Mr. Clevenger reported utilization of clinics has increased in all clinics but White House and they have lowered the hours there. CareHere is making sure there is sufficient capacity to handle all the follow-up of the health risk assessments. Mr. Clevenger reported we have 11 people who are no longer smokers. He also handed out a tentative schedule for the flu vaccine. Ms. Dennen noted they need to make a change to the statement that says they need to make an appointment for the flu vaccine. Mr. Clevenger stated they would make that change.

Report of Finance Director: Reports are attached.

Old Business: Ms. Dennen reported that they waited to see what the BOE was going to do to get the start and cut-off dates on the RX RFP. Since they voted to make the change, we need to aim our changes to start January 15th also. The March date that was set to have the bids may need to be changed to December 31st to have more time to look at it and not have a 6 month lapse.

Ms. Dennen stated that since we are going to bid, BCBS is going to allow us to continue under our old contract so that is what we are going to do.

The CareHere contract has been completed and goals worked out.

Mr. Shupe checked out the actuarial cost and he says it will run \$500-\$600 per vendor.

New Business: none

There was no further business so Dr. Phillips made a motion to adjourn the meeting; seconded by Mr. Holt; Mr. Pospisil adjourned the meeting at 9:25 a.m.

**MINUTES
EMERGENCY SERVICES COMMITTEE
OCTOBER 7, 2013**

Present:

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

Also Present:

Anthony Holt, County Executive
Sonny Weatherford, Sumner County Sheriff
Leah Dennen, Law Director
Erica Porter, Law Department
Keith Douglas, EMS Director
Ken Weidner, EMA Director
Chief Earlywine, Volunteer Fire Departments

Chairman Vaughn called the regular meeting of the Emergency Services Committee to order on Monday, October 7, 2013, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present. Chairman Vaughn started the meeting with an invocation.

Approval of the Agenda Upon motion of Comm.Akins, seconded by Comm. Harris, the agenda was unanimously approved.

Approval of the Minutes of August 5, 2013. Upon motion of Comm. Stone, seconded by Comm. Akins, the minutes of August 5, 2013 were unanimously approved.

Recognition of the Public None.

Report of the Chairman There was no report from the Chairman.

Report of the County Executive County Executive Holt advised E-911 approved additional funds for the construction of the new hardened facility. Bids have come back and the lowest bidder will be awarded the bid. Comm. Decker asked how long it would take. The County Executive stated the contract was for a year.

Report from the Sheriff Sheriff Weatherford handed out the September 2013 Financial Report, and the Animal Control statistics. The Sheriff reviewed these figures. Comm. Stone questioned a revenue item. The Sheriff explained the Homewav Video Visitation was approved several months ago and has been utilized at the jail. The Sheriff advised that they could be taking in up to \$16,000 monthly. The revenue on the September report was \$23.85 due to the fact that it had not been put in that long.

The Sheriff stated a nine year veteran was retiring. Sheriff Weatherford wanted to clarify the policy on a retiree with less than 20 years, receiving their service weapon. Chairman Vaughn suggested separating the situations. Comm. Decker suggested leaving it up to the Sheriff for making a determination. Law Director Dennen stated CTAS had recommended the 20 year or more requirement. Comm. Harris made a motion that they meet the 20 year or more requirement and are in good standing. Comm. Stone seconded the motion, on the condition that it not apply in this case.

Comm. Harris withdrew his previous motion. Comm. Stone withdrew the second on the motion.

Comm. Harris made another motion that the individual's request for his sidearm not be granted. Motion failed for lack of second. Comm. Stone made a motion to grant the retiree's request only because there was not a policy in place. Comm. Akins seconded. Law Director Dennen advised it would be used as setting the policy after the fact. It will go before the Full Commission. The vote was as follows: 5 (Yes) Comm. Harris voted No. Motion carried.

Comm. Harris made a motion that there be a standard set at 20 years or more service, and that they be in good standing. Comm. Akins seconded. Motion carried.

Report of the Fire Department. Chief Earlywine passed out the report covering July through September. He reviewed the breakdown on the report.

Report of the Emergency Services Director The Director handed out the October 2013 Emergency Services Report, and went over some of the figures on the report. The Director also went over figures to cover benefits for six part time employees to be promoted to full time. This would be to continue with the unit used for non emergency transports. The Law Director stated after 30 hours, employees are entitled to medical benefits due to the Affordable Care Act. There was some discussion. Chairman Vaughn questioned the amount. Director Douglas stated for six employees it would run \$102,000, with increased revenue there would be a \$40,000 deficit. There was further discussion. Vice Chairman made a motion to make the six part time employees full time with benefits. Comm. Decker seconded. The motion was approved unanimously.

Director Douglas requested approval of funds for a service unit used for transport of equipment, medical supplies, and would have the capability to set up a triage from the unit. \$33,000 is requested plus an additional \$2500 to \$3000 for lighting. Comm. Harris made a motion for approval, seconded by Comm. Akins. Motion approved

Director Douglas also reviewed a chart regarding figures for Sick Leave, Vacation Leave, and Salaries for Sumner and other counties. The Director requested that the Committee take a serious look at the pay scale for paramedics and EMT's, maybe at a later date creating some type of step pay plan. Comm. Stone stated would need to be able to look at a dollar amount.

Report of the Emergency Management Agency EMA Director Weidner gave an update on the Emergency Services Complex.

Director Douglas added a part that was left off the report on the benefits package. He recommended allowing, if an employee has prescheduled time off, that they not lose their overtime. Comm. Stone requested assigning costs to this. Chairman Vaughn stated that it was an incentive not to take non scheduled time off. He recommended bringing numbers next month.

Old Business

New Business Chairman Vaughn advised Robert Law, Fire Marshall for City of Portland Fire Districts had a family emergency, and was not able to attend the meeting. The Chairman requested that he be put on the agenda next month.

There was a motion to adjourn. The committee adjourned at 5:55pm.

Prepared by
Sheila Ashton



2002 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
September 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Marty Nelson

- I. CALL TO ORDER - Chairman Freels called meeting to order at 5:47 pm on September 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda- Motion to approve by Mr. Holt, seconded by Mr. Graves, unanimous approval.
 - B. Recognition of Public – None
 - C. Approval of Minutes—August 19, 2013 – Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report
- III. REPORT OF THE COUNTY EXECUTIVE – No report
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Monthly Revenue Analysis – Mr. Lawing reported the on revenue for the first 45-60 days of the fiscal year compared to budget. Mr. Lawing estimated the annual budget variance to be less than 1% at this time. The county is making a remarkable recovery.
- V. REPORT OF THE LAW DIRECTOR – No report
- VI. REPORT OF THE BUDGET COMMITTEE – No report
- VII. OLD BUSINESS – No report
- VIII. NEW BUSINESS
 - A. Personnel Policy for General Sessions II – Mr. Lawing stated most personnel policies were updated in 2012 to specify when employees earn annual leave and how many days may carry over. When Judge Brown made a change in his personnel policy, he inadvertently failed to change policy to 20 days with vacation time over 20 days to roll to sick time. Mr. Lawing recommended sending to legislative and have time retro back to 2012 so employees' time will not be forfeited. Motion to approve by Mr. Holt, seconded by Mr. Pospisil, unanimous approval.
- IX. ADJOURNMENT – Motion to adjourned at 5:51 pm by Chairman Freels.



2012 FINANCIAL MANAGEMENT COMMITTEE
MINUTES
September 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Marty Nelson

- I. CALL TO ORDER - Chairman Freels called meeting to order at 5:52 pm on September 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda--Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.
 - B. Recognition of Public - None
 - C. Approval of Minutes—August 19, 2013 – Motion to approve by Mr. Holt, seconded by Mr. Graves, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report this month.
- III. REPORT OF THE COUNTY EXECUTIVE – No report this month.
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Status Report (pass out at meeting) – Mr. Lawing updated the committee on the Implementation of 2012 Finance Act (ERP system). Mr. Lawing stated the rebids from Tyler with Kronos and Denovo have been received with Tyler and Kronos being the lowest and best for the county. Tyler and Kronos combined discounts after rebids resulted in savings of approximately \$750,000. The DBA position has been advertised. Mr. Lawing expects general ledger to be set up by July 1, 2014; and Kronos to be up and running in some departments by January.
- V. REPORT OF THE LAW DIRECTOR – No report this month.
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS – None
- VIII. ADJOURNMENT – Meeting adjourned at 5:56 pm by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.



INVESTMENT COMMITTEE MINUTES
September 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Marty Nelson

- I. CALL TO ORDER – Chairman Freels called meeting to order at 5:30 pm on September 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Election of Chairman and Vice-Chairman
 1. Motion to nominate Mr. Frank Freels as Chairman by Mr. Graves, seconded by Mr. Holt, unanimous approval.
 2. Motion to nominate Mr. Steve Graves for Vice Chairman by Mr. Pospisil, seconded by Mr. Holt, unanimous approval.
 - B. Approval of Agenda – Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes—August 19, 2013 – Motion to approve by Mr. Pospisil, seconded by Mr. Holt, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN - No report.
- III. REPORT OF THE COUNTY EXECUTIVE - No report.
- IV. REPORT OF THE TRUSTEE --Included in packet
- V. REPORT OF THE FINANCE DIRECTOR - No report this month.
- VI. REPORT OF THE LAW DIRECTOR - No report this month.
- VII. OLD BUSINESS - None
- VIII. NEW BUSINESS - None
- IX. ADJOURNMENT - Motion to adjourn at 5:34 pm by Chairman Freels.

**MINUTES
GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
October 15, 2013**

Present:

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

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Chairman Merrol Hyde
Kim Arc, County Grant Writer
Erika Porter, Law Department
Joe Matthews, Commissioner

The regular meeting of the General Operations Committee was brought to order on Monday, October 15, 2013, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business.

Agenda. Without objection, Chairman Skidmore added the Westmoreland Library Project to the agenda. Upon motion of Comm. Graves, seconded by Comm. Brown, the Committee approved the agenda as amended.

Minutes. Upon motion of Comm. Brown, seconded by Comm. Graves, the Committee voted to approve the minutes of August 12, 2013.

Recognition of the Public. There was none.

Report of Chairman. Chairman Skidmore had no report.

County Executive. County Executive Anthony Holt reported under the business items.

Recognition of the Public. There was none.

Old Business

New Business

Hardened Facilities Contract. David Pigna, Communications Director, reported that the hardened facility (Sumner County Emergency Response Complex) will house emergency communications for the County. The 9,000 square-foot structure will withstand natural disasters and will be built at the EMS/EMA location. Kim Ark, Grant Writer, said Clark and Associates Architects, Inc., reported that the low bidder on the project was McCall Contracting Firm, Inc., with a total bid price of \$2,500,000.00. She said there are no costs to the County, because of a \$2 million grant from the CDBG and \$900,000.00 from the Emergency 911 Board. The 2.5 million is just the construction and does not include architectural fees and contingency fees. The overall project is \$2.9 million, according to County Executive Holt. He said the architect stated that the bidder does meet the qualifications, having designed and constructed the Robertson County hardened facility.

Upon motion of Comm. Graves moved, seconded by Comm. Taylor, to approve the bid and forward the matter to the full Commission.

Surplus Property. David Pigna reported the following items for surplus property:

- Sumner County Sheriff - Jail

Mr. Pigna stated that the County may realize a better return by salvaging the old stainless steel equipment rather than selling it.

Upon motion of Comm. Harris, seconded by Comm. Graves, the Committee declared surplus property from the Sheriff's Department as salvage to be disposed of in the most appropriate manner.

Westmoreland Library. Mr. Holt reported that after Cassetty Architecture reviewed the bids, the lowest bidder did not acknowledge on the bid form the receipt and acceptance of Addenda No. 1. As a result, Cassetty recommended rejecting the bid from Chris Crowder Construction and accepting the second lowest bidder, Coates Construction Company. The bid amount was \$218,000.00, which did not exceed the bid target.

Executive Holt reported that the County Commission appropriated \$250,000.00 for the Westmoreland Library addition and received a \$50,000.00 grant for the project.

Comm. Graves moved, seconded by Comm. Brown, to approve the bid from Coates Construction and forward the matter to the full Commission. The motion passed (4-1) with Comm. Harris abstaining from the vote.

CDBG Water Grant. Executive Holt informed the Committee that the CDBG for the waterlines did not come through this year. He said Commission appropriations will not be enough to complete a water line project.

The meeting adjourned at 5:25 p.m. after a motion by Comm. Taylor, seconded by Comm. Harris.

Prepared by Maria Savage

**MINUTES
LEGISLATIVE COMMITTEE
October 15, 2013**

Present:

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

Also Present:

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

Vice-Chairman Decker brought the Legislative Committee meeting to order on October 15, 2013, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

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

Approval of Minutes. Upon motion of Comm. Hyde, and duly seconded by Comm. Skidmore, the September 16, 2013, minutes were approved. Comm. Taylor abstained from the vote.

Public Comments. There was none.

Report of Chairman. Vice-Chairman Decker had no report.

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.

Solid Waste Board/Resource Authority Butch Moore. Item was withdrawn.

Reappointment of Tax Increment Finance Committee. County Law Director Leah Dennen reported that the Committee need to reappoint the Tax Increment Finance Committee comprised of Commissioners Stone, Graves, Shawn Utley, Skidmore and Pospisil.

Upon motion of Comm. Vaughn, seconded by Comm. Graves, the Committee voted to approve the reappointment of the Tax Increment Finance Committee members.

Federal and State Law Passage to Address Health and Safety Issues.

Upon motion of Comm. Hyde, seconded by Comm. Taylor, the Committee voted to approve a resolution seeking to encourage State and Federal representatives to support changes to address health and safety issues as it relates to all facilities which house disabled persons.

New County Lending Law. Committee members discussed the endorsement of a new state law to allow counties to lend funds to city or county entities.

Commissioner Stone moved, seconded by Commissioner Taylor, to delete references to city components in the resolution, with the intent to fund County components, only. The motion carried (5-3) with Commissioners Hyde, Graves and Skidmore voting no.

The motion as amended passed (5-2-1) with Comm. Skidmore voting no and Commissioner Hyde and Graves abstaining from the vote.

Personnel Policy Amendments. Upon motion of Comm. Vaughn, seconded by Comm. Graves, the Committee voted to approve the amendments to personnel policies for the Juvenile Court and Highway Department.

Certificates of Recognition. Vice-Chairman Decker introduced the following certificates of recognition:

- Sumner Academy 40 Years of Service
- Laura Agnes Trammel 100th Birthday
- Declaring November 1 through January 31 as Holidayfest in Sumner County

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

Zoning. Upon motion of Comm. Vaughn, seconded by Comm. Matthews, the Committee approved for docketing a Sumner County zoning resolution to include Agri-tourism: Article IV: Provisions Governing Agricultural Districts; Section 1:1.1 Agricultural Districts; Uses Permitted.

Issues With Sumner County Regional Airport Authority. Vice-Chairman Decker added the matter to the next meeting's agenda.

Report of the Law Director. There was no report.

Adjournment. Comm. Skidmore made a motion to adjourn, seconded by Comm. Graves. The Committee adjourned at 6:15 p.m.
Prepared by Maria Savage

**MINUTES
PUBLIC SERVICES COMMITTEE
JOE MATTHEWS, CHAIRMAN
October 1, 2013**

Present:
Joe Matthews, Chairman
Mike Akins, Vice-Chairman
David Satterfield
Judy Hardin, Highway
Superintendent
Absent:
Anthony Holt, County Executive
Paul Freels
Shawn Utley

Also Present:
Jim Eagan, Airport Authority

The regular meeting of the Public Services Committee was called to order with a quorum present on Tuesday, October 1, 2013, at 5:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Matthews was presiding.

Agenda. Comm. Satterfield moved, seconded by Comm. Akins, to approve the agenda. The motion carried.

Minutes. Upon motion of Comm. Satterfield, seconded by Mrs. Hardin, the Committee voted to approve the minutes of January 8, 2013. Chairman Matthews abstained from the vote.

Public Recognition. There was none.

Chairman's Report. Chairman Matthews had no report.

County Executive. County Executive Anthony Holt was not present.

Airport Authority Status. Jim Eagan, Sumner County Regional Airport Authority member, reported on the status of the Airport Authority without any action by the Committee.

Mr. Eagan reported that the legal issues were being solved gradually since the new membership has been appointed to the Authority. He presented a financial statement to the Committee. He said the Authority has incurred costs associated by protracted legal battles.

Mr. Eagan stated that the runway extension is complete and adds 1,300 feet to the existing 5,000 foot runway. He stated that the new length is suitable for jet traffic.

He said fuel sales have increased with increased usage of the airport. Since the extension of the runway the FAA has changed the specifications of the runway gradient, which rendered the current gradient out of compliance. The cost to comply would be \$3.1 to \$3.9 million. Mr. Eagan stated that 95-5 matching grants are available to meet the new runway standards.

Mr. Eagan spoke about the moving of Airport Road, which will give the Airport much more room to build hangers. The city of Gallatin and the State of Tennessee are paying to move the road. He said perimeter fencing and construction of new hangers was in the longer term forecast.

The financial report showed that the Airport Authority had a line of credit at Volunteer State Bank in the amount of \$750,000 from which two draws had been made totaling \$440,000.00. The status of the current financial situation includes payments to Sumner County (\$2,500/mo) and Volunteer State Bank (\$2,700/mo). Other costs include rental for fuel trucks (\$1,500.00) to temporarily replace trucks in need of repair. He said an RFP had been sent out to replace the old trucks.

Mr. Eagan said the Authority hoped to get some assistance from the County in the form of a consolidation loan to pay off the Line of Credit and other financial obligations.

Comm. Satterfield moved, and was seconded by Comm. Akins, to adjourn the Public Services Committee meeting at 5:28 p.m.

Prepared by Maria Savage



PURCHASING COMMITTEE MINUTES
September 16, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Marty Nelson

- I. CALL TO ORDER - Chairman Freels called meeting to order at 5:34 pm on September 16, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Mr. Holt, seconded by Mr. Pospisil, unanimous approval.
 - B. Recognition of Public- None
 - C. Approval of Minutes—August 19, 2013 – Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
 - II. REPORT OF THE COMMITTEE CHAIRMAN – No report this month
 - III. REPORT OF THE COUNTY EXECUTIVE - No report this month
 - IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT - No report this month
 - V. REPORT OF THE LAW DIRECTOR - No report this month
 - VI. OLD BUSINESS – None
 - VII. NEW BUSINESS
 - A. Purchasing Policy Revision – Mr. Lawing recommended changes to the purchasing policy language in order to make it work more efficiently, especially for single purchases.
 - B. Vendor letter for departments for non-compliance with purchasing policy – Mr. Lawing stated the purpose of the vendor letter is to notify vendors of the purchasing policy that requires a PO except for certain instances. Motion to approve items A and B by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
 - C. Purchase Order Issues
 1. Courthouse and Jail Maintenance Fund
 - (a) Gallatin Fire Extinguisher (no PO) – Mr. Lawing recommended the committee approve payment and stated the finance office will notify the department of requirements for obtaining emergency PO and to send vendor letter out to vendor stating a PO is needed for any future services.
 - (b) SimplexGrinnell (no PO) – Mr. Lawing stated Mr. Pigna had sent required documentation to vendor and is prepared to send notification of purchasing policy to vendor. Mr. Lawing recommended the committee approve payment.
 - (c) Demand Mechanical (call for service placed July 22; emergency PO dated Aug 19) - Mr. Lawing stated even though this was an emergency situation, the Sheriff's Office failed to obtain a PO for three weeks. The finance office will send email notification on the requirements of obtaining an emergency PO, and failure to follow the purchasing policy will result in personal liability.
 2. County Clerk (2 invoices without PO's) - Mr. Lawing recommended committee approve payment as this is the first offense.
- Motion to group and approve all items in VII.C. by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
- VIII. ADJOURNMENT – Motion to adjourn at 5:46 pm by Mr. Pospisil, seconded by Mr. Graves, unanimous approval.