



SUMNER COUNTY COMMISSION

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

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Shawn Utley

Third District
Steve Graves
David Satterfield

Fourth District
Frank E. Freels
Joe C. Matthews

Fifth District
Ben Harris
Baker Ring

Sixth District
Paige Brown
Jim Vaughn

Seventh District
Trisha LeMarbre
Kirk Moser

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Chris Hughes
David Kimbrough

Tenth District
Paul R. Goode
Jo Skidmore

Eleventh District
Paul D. Freels
Jerry F. Stone

Twelfth District
Michael Guthrie
Bob Pospisil

The following minutes are included in this packet:

Budget Committee.....November 12

Committee on Committees.....November 18

Employee Benefits.....October 22

Emergency Services Committee.....November 4

**2002 Financial Management Committee.....October 21,
November 18**

**2012 Financial Management Committee..... October 21,
November 18**

**Investment Committee..... October 21,
November 18**

Legislative Committee.....November 12

Public Services Committee.....November 5

**Purchasing Committee..... October 21,
November 18**



BUDGET COMMITTEE MINUTES
November 12, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Anthony Holt
Keith Douglas

- I. CALL TO ORDER —at 6:07 pm by Chairman Stone in Room 112 of the Sumner County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Mr. Taylor, seconded by Mr. Guthrie, unanimous approval.
 - B. Recognition of Public—None
 - C. Approval of Minutes — October 15, 2013 – Motion to approve by Mr. Harris, seconded by Mr. Vaughn, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN—No report
 - A. Report from the Assessor of Property (included in packet)
- III. REPORT OF THE COUNTY EXECUTIVE
 - A. Douglass-Clark House —Mr. Holt requested additional funds of \$120,000 to complete the restoration of the Douglass-Clark House. This includes \$36,000 contingency to ensure there is enough money to complete the actual project. Part of the money will also be used for Civil War interpretive center and an ADA required wheelchair accessible lift for the handicapped. Mr. Lawing stated the money would come out of the County General Fund. Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie, unanimously approved.
- IV. OLD BUSINESS
 - A. \$106,000 appropriation to increase ambulance fee revenue for 6 part-to full- time employees' benefits - Mr. Douglas estimated the revenue brought in from the non-emergency transports would be an additional \$102,000 to \$132,000 annually. This would cover benefits for six full time positions. Mr. Lawing stated the money would have to come out of County General Fund. Motion to approve by Mr. Vaughn, seconded by Mr. Harris. Motion carries, 5-1 with Mr. Stone voting against.
- V. NEW BUSINESS
 - A. Education
 1. Budget amendments (need approval)—Mr. Lawing stated this was an inter-fund request from General Purpose School Fund to Federal Projects Fund for \$200,000. Several of the school funds are reimbursement basis; there is a lag in reimbursement which requires the school to need temporary operating funding. The remainder are flow through reserves and revenues except for the three new employees that will be funded by the premiums from the school teachers' trust fund. Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie, unanimous approval.
 2. Budget amendments (for informational purposes only)
 - B. Appropriations
 1. Sheriff's Office --\$1,380 state inmate medical reimbursement —Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie, unanimous approval.
 2. CASP--\$5,000 for additional part-time hours from General Fund unassigned fund balance—Judge Hunter requested funding for additional part time hours needed due to caseload. Motion to approve by Mr. Taylor, seconded by Mr. Guthrie, unanimous approval.
 3. Grants
 - a. Election Commission--\$1,539.61 from State Division of Elections for data processing equipment and software. Motion to approve by Mr. Vaughn, seconded by Mr. Freels, unanimous approval.

- b. Sheriff's Office --\$22,775 from TDOT for Impaired Driving Enforcement—Motion to approve by Mr. Harris, seconded by Mr. Vaughn, unanimous approval.
- c. Hendersonville Library--\$2,750 from State of Tennessee for data processing equipment (To be placed on December agenda)
- d. Greenway—local match for TDOT grant (estimated at \$43,720 from General Fund)—Mr. Holt stated this request is for the grant application for “intent to fund” paving, striping and lighting the existing gravel parking lot at the Long Hollow Pike park n’ ride facility. Funding to come out of General Fund. Motion to approve by Mr. Guthrie, seconded by Mr. Harris, unanimous approval.

C. Transfers

1. Inter-budgetary

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

D. Tax Refunds

- 1. Littlestone LLC--\$6,554.67—Motion to approve by Mr. Taylor, seconded by Mr. Guthrie, unanimous approval.

- E. E-911 Hardened Facility—Mr. Holt reported the contractor has received the proper bond and has now been passed to state for approval. Mr. Lawing stated \$210,000 has been paid for architects leaving \$1,790,000. The E911 has agreed to transfer up to \$900,000 which would leave some contingency funds and finish funding project. Will need a budget amendment of \$900,000 as a transfer from component units and budget into Capital Projects Fund. After approval is received, a PO can be sent out for the actual construction. Motion to approve by Mr. Vaughn, seconded by Mr. Harris, unanimously approved.

- F. White House/Cottontown Volunteer Fire Department purchase of property—Motion to defer by Mr. Taylor, seconded by Mr. Guthrie, unanimous approval.

- G. Waterlines--\$264,000 —Motion to approve by Mr. Taylor, seconded by Mr. Harris. Mr. Taylor stated \$300,000 was set aside for matching funds for grant which was denied. He stated he would like to use this money to run water lines on some of the county roads that might not be competitive for the grant. Per Mr. Lawing, there was \$6,497 not used on the Johnny Spears Road project that can be transferred to this project. The roads are Switchboard Road and Claypool Road along with Gravely Hill, if any funds remain. Unanimously approved.

VI. REPORT OF THE FINANCE DIRECTOR

- A. Form CT-0253 for 2008 Airport Note—Mr. Lawing recommended sending dead issuance form for the 2008 note to County Commission to spread on their minutes so it can be sent to the state to cure that note and move forward to gain approval for the 2013 note. Motion to approve by Mr. Vaughn, seconded by Mr. Taylor, unanimous approval.
- B. ~~Revenue Analysis (pass out at meeting)~~ —Mr. Lawing reported data not available for report at this time.
- C. Financial Reports—October (available at Commission meeting if requested)

- VII. ADJOURNMENT—Motion to adjourn at 6:48 pm by Mr. Harris, Guthrie, unanimously approved.

**COMMITTEE ON COMMITTEES
MINUTES
NOVEMBER 18, 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
Erika Porter, Law Director's Office

The meeting of the Committee on Committees was brought to order on Monday, November 18, 2013, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Moe Taylor was presiding.

Agenda. 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. Skidmore, the Committee approved the minutes of October 21, 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.

Old Business. None.

New Business.

Chairman Taylor announced the expiring terms of the following:
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 voted to re-appoint the above-named members to the Board of Construction Appeals, respective of their terms.

Health, Education and Housing Facilities Board. Chairman Taylor brought forth the nomination of Shawn Fennell to be appointed to fulfill the term of the late Virginia Thigpen on the Health, Education and Housing Facilities Board, which expires September, 2015.

Upon motion of Comm. LeMarbre, seconded by Comm. Skidmore, the Committee voted to approve the appointment of Mr. Fennell. Chairman Taylor abstained from the vote.

Airport Authority. Chairman Taylor brought forth the County Executive's recommendation for reappointment of Steve Nelson to serve on the Sumner County Regional Airport Authority.

Upon motion of Comm. Geminden, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the reappointment of Mr. Nelson.

Agricultural Extension Committee. Chairman Taylor brought forth the recommendation of Edie Kirkpatrick to fulfill the term of Sarah McGlothlin who resigned her position on the Sumner County Agricultural Extension Committee.

Upon motion of Comm. Geminden, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the appointment of Ms. Kirkpatrick to fulfill the term ending January 2014.

Solid Waste Board. Chairman Taylor brought forth the resignation of Ragan Hall on Solid Waste Board and recommendation of Larry Hinton to fulfill the term of Mr. Hall, which expires on May, 2018.

Upon motion of Comm. Moser, seconded by Comm. Geminden, the Committee voted unanimously to approve the appointment of Mr. Hinton to fulfill the term of Ragan Hall.

Next Month. Chairman Taylor brought forth the matters for consideration next month: The expiring terms of Jerry Stone and Archie P. McKinnis on the Emergency 911 Board.

Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee adjourned at 6:42 p.m.

Prepared by Maria Savage

**MINUTES
EDUCATION COMMITTEE
November 4, 2013**

Present:

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

Also Present:

Leah Dennen, County Law Director
Del Phillips, Director of Schools
Anthony Holt, County Executive

Chairman Decker called the Education Committee to order on Monday, November 4, 2013, at 5:30 pm, in the Sumner County Administration building in Gallatin. A quorum was present.

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

Approval of Minutes of June 10, 2013. Upon motion of Comm. Moser, seconded by Comm. LeMarbre, the Committee approved the minutes of June 10, 2013.

Recognition of the Public. There was none.

Report from the Chairman. Chairman Decker reported a bid opening scheduled for the Gallatin High and Hendersonville High School additions.

Report from the Director of Schools. Director of Schools Del Phillips distributed information on 2013-14 attendance by school. As of the second month, the total school enrollment was 28,409. He presented a Facility Planning Study that analyzed capacity and utilization of school buildings. Dr. Phillips stated that the annual Report Card should be available online in the next ten days. Regarding the retrofits and safety upgrades at the schools, he said that construction is on target to be completed in January or February.

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

Federal Projects and General Purpose Budget Amendments/Transfer. Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee members voted to group and approve the 2013-14 Federal Projects and General Purpose Fund amendments and a transfer as presented.

Portland Vocational Center. Comm. Geminden reported on the progress to create a Portland vocational center in partnership with local industry.

Comm. LeMarbre motioned to adjourn and was duly seconded by Comm. Geminden. The Committee adjourned at 5:35 p.m.

Prepared by Maria Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
October 22, 2013
9:00 A.M.

Members Present:

Joe Matthews Bob Pospisil Dr. Del Phillips Anthony Holt

Also:

Leah Dennen Lauren Heath
Teresa Terry Shawn Curtis
Debbie Robertson

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, October 22, 2013 at 9:04 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

Public Recognition: None

Minutes: Motion was made by Mr. Pospisil to approve the minutes of September 17, 2013; seconded by Dr. Phillips; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe was unable to attend the meeting as he and Jeremy Shupe were in a meeting in Chicago. He sent his monthly projections and reports along with comments on each section. Reports were read by committee members with only one comment to be addressed at next meeting concerning the dental down trend.

Ms. Heath reported that utilization of CareHere clinics was good and at 82%. They have decreased the White House hours because of the decrease in utilization there. There are about 64 employees who have not participated in the Wellness Program. They still need an updated census on employees and spouses to see where we stand on more accurate numbers on spouses that have not participated. Ms. Heath also had a report showing the status of tobacco users which showed a small change since last month.

Ms. Heath reported that since October 1st, they have given 294 vaccines. She asked if the Committee would like to give flu shots to uninsured employees and dependents and charge them \$20 per vaccine. Mr. Pospisil made a motion to give flu shots to uninsured employees and dependents at a charge of \$20 per vaccine in the form of cash or check and remit funds to the Finance Department; seconded by Dr. Phillips; unanimous approval. It was discussed that since CareHere is unable to collect the funds, a County employee would have to be present to collect the money. CareHere is to get out a notice to inform employees of this policy.

Ms. Heath asked for a new lock and key system to replace the current key system at each clinic. The new system would be a punch code system for each dispensary and would cost a total of

\$450. Motion was made by Mr. Pospisil to approve this new system; seconded by Mr. Matthews; unanimous approval.

CareHere reported that they are adding provider hours to each clinic to accommodate the BOE teachers that will be added to the system. They are doubling the hours in Hendersonville for a total of 40 provider hours added; 8 hours added in Westmoreland; 20 hours added in Portland; 8 hours added in White House. They are looking at leasing a place on GreenLea Blvd. in Gallatin to add 80 more provider hours. This place will not be ready to open by January 1st so they will put another provider nurse in Shafer Clinic until the new location is available. They are also going to open a new location in Portland. They will have a total of 23,400 new hours opened for appointments.

Dr. Phillips announced that they have already worked out how the expenses will be paid for new clinics. Everyone on the County insurance will be able to use these clinics. Mr. Lawing has provided a very detailed calculation on how the expenses will be disbursed between the County General and the BOE. CareHere will code if they are treating classified or certified employees.

Old Business: none

New Business: none

There was no further business so Mr. Pospisil made a motion to adjourn the meeting; seconded by Dr. Phillips; Mr. Matthews adjourned the meeting at 9:18 a.m.



2002 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
October 21, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen

- I. CALL TO ORDER - Chairman Freels called the meeting to order at 5:39 pm on October 21, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
 - B. Recognition of Public – None
 - C. Approval of Minutes—September 16, 2013 – Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN - No report
- III. REPORT OF THE COUNTY EXECUTIVE - No report
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Monthly Revenue Analysis – Mr. Lawing reported, based on first 90 days of collections if continue on current trend, the county should bring in an estimated 1% above budget. Revenue projections are accurate at this time with sales tax up 8% county wide as well as building permits, and adequate facilities is having a record year since 2000.
- V. REPORT OF THE LAW DIRECTOR - No report
- VI. OLD BUSINESS – None
- VII. NEW BUSINESS – None
- VIII. ADJOURNMENT – Motion to adjourn at 5:45 pm by Mr. Pospisil, seconded by Mr. Graves, unanimously approved.



2012 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
October 21, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen

- I. CALL TO ORDER – Chairman Freels called the meeting to order at 5:46 pm on October 21, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Ms. Hardin asked to add pcard purchases of bid items under the report of the Finance Director. Motion to approve by Mr. Graves, seconded by Mr. Pospisil. (Vote not taken)
 - B. Recognition of Public – None
 - C. Approval of Minutes — September 16, 2013 - Motion to approve by. Mr. Pospisil, seconded by Mr. Graves, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN - No report
- III. REPORT OF THE COUNTY EXECUTIVE – No report
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Highway P Card Charges – Mr. Lawing stated that the highway pcard rebate goes into County General Fund to help pay operational expenses of the ERP, as previously discussed. An issue came up in which one vendor wanted to charge a 3% fee after the fact, but due to the fact that it wasn't disclosed at the time of payment, the county refused to pay the fee. Ms. Hardin stated the highway department is being charged 3% vendor fees passed along from banks on items paid with purchasing card. The highway superintendent requests to have changes made to bid specification so the vendor can bid based on how items will be paid: i.e. purchase card, warrant or bank transfer. By making said changes, this should cut down on additional fees or charges from various vendors. Ms. Hardin also stated, up to this time, the department is paying charges when using pcard but the rebates are going to county general instead of the highway fund. Mr. Lawing asked Ms. Hardin to send a list of items and vendors to the finance department for accounts payable to be aware of selected vendors that are not to be paid with the pcard.
 - B. Status Report – Mr. Lawing reported he currently has a signed contract with Kronos Incorporated for the ERP timekeeping portion. Implementation to start within two to three weeks with a seven month implementation period. The Tyler contract should be signed by the end of this month and start the implementation process within sixty days. The current timeline is: January 1st - October 2014 for general ledger, October 2014 - April 2015 Payroll and HR and by April 2015 expect to have a fully operational enterprise, and by May- August 2014 a fully operational timekeeping system. Mr. Lawing stated there is a budget amendment in the October Commission packet for additional servers. By purchasing the servers now, it will save a second installation charge by Tyler. Chairman Freels asked Mr. Lawing to compile a list of all implementation dates for the ERP system and send out to each committee member.
- V. REPORT OF THE LAW DIRECTOR – No report
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS – None
- VIII. ADJOURNMENT - Motion to adjourn at 5:56 pm by Mr. Pospisil, seconded by Mr. Graves, unanimously approved.



2002 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
November 18, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER—Chairman Freels called the meeting to order at 5:37 pm on November 18, 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—October 21, 2013—Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN —No report
- III. REPORT OF THE COUNTY EXECUTIVE —No report
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Monthly Revenue Analysis —Mr. Lawing reported that if the revenue progression through the end of October and early November continues the county will be 1% above budget. Sales tax was budgeted up 5% from last year, currently 7% over last year with wheel tax and adequate facilities tax holding strong. Expecting 1% surplus at the end of the year if no changes occur.
- V. REPORT OF THE LAW DIRECTOR — No report
- VI. OLD BUSINESS —None
- VII. NEW BUSINESS —None
- VIII. ADJOURNMENT— Motion to adjourn at 5:39 pm by Chairman Freels.



2012 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
November 18, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER — Chairman Freels called the meeting to order at 5:40 pm on November 18, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda — Motion to approve by Mr. Graves, seconded by Mr. Moser, unanimously approved.
 - B. Recognition of Public — None
 - C. Approval of Minutes — October 21, 2013 — Motion to approve by Mr. Moser, seconded by Mr. Pospisil, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN — No report
- III. REPORT OF THE COUNTY EXECUTIVE — No report
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Status Report — Mr. Lawing reported the ERP system is within budget and estimating all software contracts will be closed out by the end of November and expect to have all bids back and hardware purchased by first or second week of December. Implementation of ERP system to start December 2013 through next eighteen months.
- V. REPORT OF THE LAW DIRECTOR — No report
- VI. OLD BUSINESS — None
- VII. NEW BUSINESS — None
- VIII. ADJOURNMENT — Motion to adjourn at 5:43 pm by Mr. Pospisil, seconded by Mr. Graves, unanimously approved.



INVESTMENT COMMITTEE MINUTES
October 21, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen

- I. CALL TO ORDER – Chairman Freels called the meeting to order at 5:30 pm on October 21, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda – Motion to approve by Mr. Graves, seconded by Mr. Holt, unanimous approval.
 - B. Recognition of Public- None
 - C. Approval of Minutes—September 16, 2013 – Motion to approve by Mr. Holt, seconded by Mr. Pospisil, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN — No report
- III. REPORT OF THE COUNTY EXECUTIVE — No report
- IV. REPORT OF THE TRUSTEE — No report
- V. REPORT OF THE FINANCE DIRECTOR – No report
- VI. REPORT OF THE LAW DIRECTOR – No report
- VII. OLD BUSINESS – None
- VIII. NEW BUSINESS – None
- IX. ADJOURNMENT – Motion to adjourn at 5:31 pm by Mr. Holt, seconded by Mr. Graves.



INVESTMENT COMMITTEE MINUTES
November 18, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER — Chairman Freels called the meeting to order at 5:31 pm on November 18, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda — Motion to approve by Mr. Moser, seconded by Mr. Graves, unanimous approval.
 - B. Recognition of Public— None
 - C. Approval of Minutes—October 21, 2013 – Motion to approve by Mr. Graves, seconded by Mr. Pospisil, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN— No report
- III. REPORT OF THE COUNTY EXECUTIVE — No report
- IV. REPORT OF THE TRUSTEE — No report
- V. REPORT OF THE FINANCE DIRECTOR— No report
- VI. REPORT OF THE LAW DIRECTOR— No report
- VII. OLD BUSINESS — None
- VIII. NEW BUSINESS — None
- IX. ADJOURNMENT — Motion to adjourn at 5:32 pm by Mr. Pospisil, seconded by Mr. Moser.

**MINUTES
EMERGENCY SERVICES COMMITTEE
NOVEMBER 4, 2013**

Present:

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

Also Present:

Anthony Holt, County Executive
Sonny Weatherford, Sumner County Sheriff
Leah Dennen, Law Director
Erika Porter, Law Department
Keith Douglas, EMS Director
Ken Weidner, EMA Director
Chief Erlewine, Volunteer Fire Departments
Robert Law, Portland Fire Marshal
Gerald Wakefield, White House Volunteer
Department Fire Chief

Chairman Vaughn called the regular meeting of the Emergency Services Committee to order on Monday, November 4, 2013, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of the Agenda Chairman Vaughn requested that the introduction of Robert Law by Comm.Geminden be added to the agenda. Upon motion of Comm. Akins, seconded by Comm.Pospisil, the agenda was unanimously approved as amended.

Approval of the Minutes of October 7, 2013. Upon motion of Vice-Chairman Matthews, seconded by Comm. Akins, the minutes of October 7, 2013 were unanimously approved.

Recognition of the Public None.

Report of the Chairman Comm. Geminden introduced Robert Law, as the Fire Marshal for the City of Portland, as well as representing several Volunteer Fire Departments. Mr. Law went over his credentials. Mr. Law requested a policy be put in place to increase fire protection for the citizens of the Graball area. In doing so they would need to come forward and request a new district be initiated. Comm. Harris asked Law Director Dennen if that could be done, and the reply was that it could not be done. The Law Director stated when the statutes were changed they tried to meet with some of the then existing Volunteer Fire Departments to let them know about the changes being made in the law. There was no consensus, so the Volunteers agreed to determine their areas. The Law Director also had previously recommended setting up Fire Tax Districts. Taking a step forward with the recommendation Mr. Law had made would raise the liability for the county. County Executive questioned as to what could be done to fix it. Law Director Dennen advised the Fire Tax Districts would be what is needed. There was some discussion. Chairman Vaughn requested sending the resolution and law to the Committee for review, and for Mr. Law to come back next month.

Report of the County Executive None.

Report from the Sheriff Sheriff Weatherford handed out the October 2013 Financial Report, and the Animal Control statistics. The Sheriff reviewed these figures and statistics. The Sheriff stated a grant in the amount of \$22,775 was awarded for the

Impaired Driving Enforcement. It is specified for equipment and overtime. There was some discussion on the new Visitation System.

Report of the Fire Department. Chief Erlewine reviewed the Volunteer Fire Department Activity report for the month of October 2013. The Chief stated everything was running well with most of the departments.

Report of the Emergency Services Director The Director handed out the November 2013 Emergency Services Report. The Director stated there was nothing really significant to report. Comm. Stone requested clarification on part of the Financial Summary Report. The Director went over some of those figures. There was some discussion on revenue, and the mandatory write-offs.

Director Douglas advised there were nine ambulance stretchers that they did not have a use for. The person supplying the emergency lighting equipment on the mass casualty vehicle has expressed an interest in these. They may take some of the cots in trade. The Director requested they be declared surplus before being sold. Vice-Chairman Matthews made a motion for approval, seconded by Comm. Akins. Motion carried.

Chief Erlewine stated there was a plan in place for Graball to have a station. Also Gerald Wakefield, White House Community Volunteer Fire Chief advised two years ago there was a discussion for a second station to be built, and the money was put in the budget. They have been looking for property. A location at 201 Bowling Branch is a lot, including two buildings. One would be for living quarters, and the other to be use as a Community Center. Some work would have to be done. Also a garage would need to be built. The total price is \$165,000. Chairman Vaughn questioned as to whether money had been approved. He suggested putting this on the agenda next month, and to give the information to the County Attorney.

Report of the Emergency Management Agency None.

Old Business

New Business

Vice-Chairman Matthews made a motion to adjourn, seconded by Comm. Akins. The Committee adjourned at 5:32.

Prepared by
Sheila Ashton

**MINUTES
LEGISLATIVE COMMITTEE
November 12, 2013**

Present:

Bob Pospisil, Chairman
Steve Graves
Joe Matthews
Jo Skidmore
Jerry Stone

Moe Taylor
Jim Vaughn

Absent:

Paul Decker, Vice-Chairman
Merrol Hyde, Commission Chairman

Also Present:

Leah Dennen, County Law Director
Erika Porter, Law Director's Office
County Executive Anthony Holt
General Sessions Judge Jim Hunter
Mike Akins, Commissioner
Paige Brown, Commissioner
Frank Freels, Commissioner
Kim Ark, Grant Writer

Chairman Pospisil brought the Legislative Committee meeting to order on November 12, 2013, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Without objection, Chairman Pospisil moved the matter of the General Sessions judgeship to Old Business. Comm. Taylor made a motion to approve, seconded by Comm. Matthews, the agenda as amended. The motion carried.

Approval of Minutes. Upon motion of Comm. Skidmore, and duly seconded by Comm. Graves, the October 15, 2013, minutes were approved.

Public Comments. There was none.

Report of Chairman. Chairman Pospisil had no report.

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

Old Business. There was none.

New Business.

General Sessions Judgeship. Chairman Pospisil yielded the floor to Comm. Vaughn who spoke concerning the need for an additional General Sessions judge to handle the burgeoning case load. The case dockets are as big as 400 per day burdening the judge and his staff. Comm. Vaughn moved, seconded by Comm. Matthews, to approve an additional General Sessions judgeship and forward it to the General Assembly. Committee members discussed the fiscal impact of increasing the office of the Public Defender in conjunction with expanding the court system.

Leah Dennen, County Law Director, stated that the Public Defender lobbying groups and the District Attorney groups will talk to local people to see if their

requests will be met. Comm. Vaughn suggested forming a subcommittee to discuss this matter with the Sumner County Public Defender and the District Attorney.

Ms. Dennen stated that her understanding is that limited space has prevented the Public Defender from expanding staff.

Comm. Vaughn moved, seconded by Comm. Matthews, to suspend the rules to allow General Sessions Division II Judge Jim Hunter to speak. The motion carried unanimously. Judge Hunter stated that the daily case load, between 325 and 425, is not the biggest problem. He stated that seating capacity, managing large numbers of people and their families, parking and inconveniencing victims, police officers and witnesses are a few of the problems, aside from being dangerous. Judge Hunter said that few counties operate like this.

Comm. Stone stated that additional revenue would be needed to staff and operate a new courtroom.

The motion was approved with Comm. Skidmore voting against the measure.

Multi-Modal Access Fund from TDOT. Ms. Dennen reported that a grant is available for a multi-modal access for ride sharing with the chosen site being the Ocana Community Club House, which ties into the greenway. County Executive Holt reported that the match would be 10 percent or approximately \$20,000.00 for paving and lighting. The project is estimated to cost between \$400,000 and \$500,000. Upon motion of Comm. Stone, seconded by Comm. Matthews, the Committee voted to approve the grant process.

Airport Authority Discussion. Executive Holt said he expects the Controller's Office to approve the loan to the Sumner County Regional Airport Authority.

Highway Exchange New Addition. Ms. Dennen reported that the Highway Commission has passed rules about building streets. The rules are to prevent substandard roads. Upon motion of Comm. Graves, seconded by Comm. Matthews, the Committee voted to approve the rules and forward them to the full Commission.

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

- Phyllis Copenhaver, retiring from Workforce Essentials
- Noah Trenkler, Hendersonville High School golfer
- Hendersonville High School Golf Team
- Jacob Aker, student at Westmoreland Elementary School

Zoning Amendment Agri-Tourism. Ms. Dennen distributed a summary of the zoning amendment regarding Agri-tourism: Article IV: Provisions Governing Agricultural Districts; Section 1:1.1 Agricultural Districts; Uses Permitted and recommended moving the amendment forward to the floor. Upon motion of Comm. Matthews, seconded by Comm. Vaughn, the Committee voted to approve the amendment and forward it to the full Commission.

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

Report of the Law Director. There was no report.

Adjournment. Comm. Stone made a motion to adjourn, seconded by Comm. Matthews. The Committee adjourned at 6:03 p.m.

Prepared by Maria Savage

**MINUTES
PUBLIC SERVICES COMMITTEE
JOE MATTHEWS, CHAIRMAN
November 5, 2013**

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

Also Present:
Jim Egan, Airport Authority
Leah Dennen, County Law Director
Moe Taylor, Commissioner
Erika Porter, Law Director's office

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

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

Minutes. Upon motion of Comm. Akins, seconded by Chairman Matthews, the Committee voted to approve the minutes of October 1, 2013, with the correction Jim Egan's name.

Public Recognition. There was none.

Chairman's Report. Chairman Matthews distributed a newspaper article concerning the potential for cities in the northern portion of the County to access the Cumberland River as a source of long range water independence.

County Executive. County Executive Anthony Holt had no report.

Waterlines Extension. Chairman Matthews recognized Comm. Akins who stated that since the County was not awarded the Community Development Block Grant this year, he recommended using County funds set aside for water lines on Claypool and Switchboard, two roads which would likely never meet the criteria for CDBG funds.

Chairman Matthews recognized Commissioner Moe Taylor who had talked with a past project engineer who had said the projected costs were probably still good. The total estimated costs were as follows:

- Switchboard Road - \$175,000.00
- Claypool Road - \$65,000.00

Mr. Holt stated that in order to do other connecting roads, these two roads will need water lines and suggested the addition of a 10 percent contingency for a total projected amount of \$264,000.00. Mr. Holt stated that any remaining funds could be used for a CDBG match next year. He then moved to approve water line construction on the two roads and to appropriate up to \$264,000.00 and forward the matter to the Budget Committee. Comm. Akins seconded the motion. The motion carried unanimously.

Comm. Satterfield moved, and was seconded by Comm. Akins, to adjourn the Public Services Committee meeting at 5:16 p.m.

Prepared by Maria Savage



PURCHASING COMMITTEE MINUTES
October 21, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen

- I. CALL TO ORDER – Chairman Freels called the meeting to order at 5:31 pm on October 21, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda- Motion to approve by Mr. Pospisil, seconded by Ms. Hardin, unanimously approved.
 - B. Recognition of Public- None
 - C. Approval of Minutes—September 16, 2013- Motion to approve by Mr. Pospisil, seconded by Mr. Graves, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN – No report
- III. REPORT OF THE COUNTY EXECUTIVE – No report
- IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT - No report
- V. REPORT OF THE LAW DIRECTOR – No report
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS
 - A. Purchase Order Issues
 1. Courthouse and Jail Maintenance Fund
 - (a) Star Distributing Laundry Equipment (invoice amount ~43% greater than PO amount) - Mr. Lawing stated the Sumner County Sheriff failed to follow purchasing policy to obtain POs for two separate repair bills for laundry machines at the county jail. Chairman Freels suggested the Sumner County Law Director, Finance Director, Chairman of Purchasing Committee (Frank Freels) and Sheriff will meet to determine how the repair bills should be addressed and paid. Motion to do this by Mr. Pospisil, seconded by Mr. Moser, unanimously approved.
 2. Election Commission (no PO) – Mr. Lawing reported the state had directed for voting equipment to be delivered to counties before the state and county grants were agreed upon therefore failing to follow purchasing policy and state statute. Ms. Atchley has spoken to state and election office and has sent notification to vender to inform them going forward a PO is required in advance. Mr. Lawing's recommendation for committee to approve Ms. Atchley's PO of \$213,710 for voting machines. Motion to approve by Mr. Holt, seconded by Ms. Hardin, unanimous approval.
- VIII. ADJOURNMENT – Motion to adjourn at 5:38 pm by Mr. Pospisil, seconded by Mr. Graves, unanimously approved.



PURCHASING COMMITTEE MINUTES
November 18, 2013

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

OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER—Chairman Freels called the meeting to order at 5:32 pm on November 18, 2013 in Room 112, of the County Administration Building in Gallatin, Tennessee.
 - A. Approval of Agenda—Motion to approve by Mr. Moser, seconded by Mr. Pospisil, unanimously approved.
 - B. Recognition of Public- None
 - C. Approval of Minutes—October 21, 2013—Motion to approve by Mr. Holt, seconded by Mr. Graves, unanimously approved.
- II. REPORT OF THE COMMITTEE CHAIRMAN—No report
- III. REPORT OF THE COUNTY EXECUTIVE —No report
- IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT —No report
- V. REPORT OF THE LAW DIRECTOR—No report
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS
 - A. Purchase Order Issues —Per Chairman Freels, Greenway TDOT Grant will be added as item number 3.
 1. Construction & Development —Mr. Lawing reported there were multiple purchases made within one week with the same vendor which far exceeded the \$500 amount allowed. This would be the second offense for this department. Mr. Lawing went on say that after meeting with Mr. Hammock, the required forms were submitted to finance office. Mr. Lawing requested approval for payment. Motion to approve by Mr. Moser, seconded by Mr. Graves, unanimous approval.
 2. Westmoreland Library — Mr. Lawing stated this is the first offense and requests approval for payment, upon receiving the required forms. Motion by Mr. Moser, seconded by Mr. Pospisil, unanimously approved.
 3. Greenway TDOT Grant — Mr. Lawing stated this particular contract is in progress; he requests approval to pay remaining change orders up to the budgeted amount with or without a purchase order. Motion to approve Mr. Moser, seconded by Mr. Pospisil, unanimously approved.
- VIII. ADJOURNMENT —Motion to adjourn at 5:36 pm by Chairman Freels.