



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.....December 9

Committee on Committees.....December 16

Education Committee.....December 2

Employee Benefits.....November 19

Emergency Services Committee.....December 2

General Operations Committee.....December 9

**Highway Committee.....October 1,
November 5**

Legislative Committee.....December 9



BUDGET COMMITTEE MINUTES

December 9, 2013

MEMBERS PRESENT

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

OTHERS PRESENT

David Lawing
Leah Dennen
Erika Porter
Ken Weidner

- I. CALL TO ORDER - at 6:10 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. Vaughn, seconded by Mr. Harris, unanimously approved.
 - B. Recognition of Public - None
 - C. Approval of Minutes — November 12, 2013 - Motion to approve by Mr. Vaughn, seconded by Mr. Guthrie, 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 - No report
- IV. OLD BUSINESS - None
- V. NEW BUSINESS
 - A. Education
 1. Budget amendments (need approval) - Mr. Lawing reported all are flow through or have the proper documented explanation for each amendment. Motion to approve by Mr. Vaughn, seconded by Mr. Harris, unanimous approval.
 2. Budget amendments (for informational purposes only)
 - B. Appropriations
 1. Sheriff's Office—\$9,963 SCAAP Grant - Mr. Lawing stated this is an annual flow through fund for the alien assistance program for the jail. Motion to approve by Mr. Harris, seconded by Mr. Vaughn, unanimously approved.
 2. EMA— Insurance recovery funds for lightening damage to towers
 - a. \$11,311.30 – Mr. Lawing reported the tower at Mutton Hollow was damaged by a lightning strike. This has been reported, repaired and insurance recovered. Requesting transfer from insurance recovery to maintenance equipment line. Motion to approve by Mr. Harris, seconded by Mr. Vaughn, unanimously approved.
 - b. Unknown amount (see attached/to be discussed) - Mr. Weidner stated a second lightning strike hit the tower at Music Mountain damaging the transformer and meter on building with estimated repairs at \$50,000-\$60,000. Mr. Lawing requested amending the EMA budget for \$70,000 with the funding source to come from insurance recovery and \$250 deductible coming from EMA budget. Mr. Weidner stated unless the insurance falls short, he did not anticipate problems recovering the full amount. Motion to approve by Mr. Utley, seconded by Mr. Vaughn, unanimous approval.

3. Hendersonville Library

- a. State of Tennessee Technology Grant--\$2,750 for data processing equipment (from November agenda-was not addressed)
 - b. E-rate Rebate — \$3,152.70 to be used as matching portion for above grant
- Motion to group and approve both items by Mr. Taylor, seconded by Mr. Harris, unanimously approved.

C. Transfers

1. Inter-budgetary

- a. Payroll (pro-rate) - Mr. Lawing stated Mr. Isbell recently had an employee to retire, and has changed the existing full time position to part time. Mr. Isbell would like to promote one of his employees to Chief Deputy and increase his salary closer to market value, and pro-rate that amount for the remainder of the fiscal year. This will be an inter-departmental fund transfer. Motion to approve by Mr. Utley, seconded by Mr. Vaughn, unanimously approved.
 - b. Greater than \$2,500
 - c. \$2,500 or less
- Motion to group and approve items b and c by Mr. Utley, seconded by Mr. Taylor, unanimously approved.

- D. Safe Routes to School Grant Application—approval for application – Requesting approval to submit application for 100% grant-funded sidewalk project (up to \$250,000) at Greenway and Station Camp Schools. Motion to approve by Mr. Taylor, seconded by Mr. Harris, unanimously approved.

VI. REPORT OF THE FINANCE DIRECTOR

- A. Approval of interfund capital outlay note to the airport – Mr. Lawing requested to send to commission to add to meeting minutes. Motion to approve by Mr. Taylor, seconded by seconded by Mr. Vaughn, unanimous approval.
- B. Resolution and Participation Agreement for 401K - Mr. Lawing reported the county currently has a 457 plan and other products through Nationwide. Because it is pre-tax and the contract is through the county, the county has certain fiduciary responsibilities. The state, through TGFOA and the County Mayor's Association, has approached the county with their plan. After comparing fees of our current plan to those of Great West with the State of Tennessee, the fees from Great West were significantly lower. Mr. Lawing requested approval to forward to County Commission. Motion to approve by Mr. Vaughn, seconded by Mr. Harris, unanimously approved.
- C. Budgetary Procedures for FY2015 – Mr. Lawing stated this is to keep the county in compliance with all private acts. Mr. Lawing's recommendation to the committee is to proceed as in the previous year and have the finance department send out budgetary requests in early January to all departments as set within guidelines of the 2012 Act and to have all information returned to finance department by the March 1st deadline per local law and ordinance or have their budget entered as the prior year operational amount. Motion to approve by Mr. Taylor and seconded by Mr. Guthrie, unanimous approval.
- D. Revenue Analysis (pass out at meeting) – Mr. Lawing reported local revenue is up due to economic and population growth, with building, wheel and sales taxes up significantly from last year and property taxes up by one quarter to one half percent.
- E. Financial Reports — November (available at Commission meeting if requested)

- VII. ADJOURNMENT – Motion to adjourn at 6:40 pm by Mr. Taylor, seconded by Mr. Vaughn, unanimously approved.

**COMMITTEE ON COMMITTEES
MINUTES
DECEMBER 16, 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, December 16, 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. Geminden, seconded by Comm. LeMarbre, the Committee approved the minutes of November 18, 2013.

Recognition of the Public. There was none.

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

Report of the Chairman. Chairman Taylor had no comment.

Old Business. None.

New Business.

Emergency 911 Board. Chairman Taylor announced the expiring terms of the following: Jerry Stone and Archie P. McKinnis, four-year expiring terms on the Emergency 911 Communications Board.

Upon motion of Comm. Moser, seconded by Comm. Geminden, the Committee voted to re-appoint Commissioner Stone and Mr. McKinnis to the Emergency 911 Communications Board.

Next Month. Chairman Taylor brought forth the matters for consideration next month:

Health Board, 4-year terms of the following:

- Dr. Glenn Jones, Dentist
- Dr. Robert Phillips, Doctor
- Dr. Wayne Hooper, Doctor

Agricultural Extension Service Committee

- Baker Ring, Commissioner
- Charlie Carr - Farmer
- Edie Kirkpatrick - Farm Woman
- Ben Harris, Commissioner

Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee adjourned at 6:35 p.m.

Prepared by Maria Savage

**MINUTES
EDUCATION COMMITTEE
December 2, 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
Ericka Porter, Law Director's Office
Ted Wise, BOE Chairman
Bill Kemp, County Clerk

Chairman Decker called the Education Committee to order on Monday, December 2, 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. Matthews, seconded by Comm. LeMarbre, the Committee members approved the agenda.

Approval of Minutes of November 4, 2013. Upon motion of Comm. Geminden, seconded by Comm. LeMarbre, the Committee approved the minutes of November 4, 2013.

Recognition of the Public. There was none.

Report from the Chairman. Chairman Decker reported that he and Comm. LeMarbre met with Dr. Jerry Faulkner, President of Volunteer State Community College, about the Education and Grow Scholarship impact and future funding needs. Since its inception, the scholarship has provided funds for 360 students. The remaining funds in the budget line item for Educate and Grow are \$36,399.20. Chairman Decker stated that estimated funding will be short \$56,659.49, for the January, 2014 semester. He stated that he invited Dr. Faulkner to the January meeting.

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

Report from the Director of Schools. Director of Schools Del Phillips distributed information on 2013-14 Sumner County report card and explained the improvements in the school system. He said that the achievement letter grade was straight As and he was proud of that.

Compensatory Payout Amendment. Dr. Phillips requested the Committee to approve a compensatory payout in the amount of \$140,000.00 for employees whose compensatory time was more than the guidelines by the Department of Labor. He said principles have been told to work these balances down and there will be no more compensatory time without prior approval from the central office. Upon motion of Comm. Stone, seconded by Comm. LeMarbre, the Committee approved the request unanimously and forwarded it to the Budget Committee.

Federal Projects Budget Amendments. Upon motion of Comm. Moser, seconded by Comm. Matthews, the Committee members voted to approve the 2013-14 Federal Projects Fund amendments (for informational purposes only) as presented.

General Purpose Budget Amendments. Upon motion of Comm. Moser, seconded by Comm. Stone, the Committee members voted to approve the 2013-14 General Purpose Fund amendment as presented.

LEAPS Grant Amendment. Upon motion of Comm. Stone, seconded by Comm. Geminden, the Committee members voted to approve the LEAPS grant amendment.

White House Land Transfer. Dr. Phillips said this deals with the City of White House and their desire to build a new library on property that has a deed restriction on it currently by the Board of Education and the County.

County Executive suggested forwarding the issue to the General Operations Committee. He said that taking off the deed restriction was essential to building a new library in White House. He said the deed is clouded and it makes it more difficult to issue bonds.

BOE Chairman Ted Wise stated that the City wants a resolution re-worded to delete "forevermore" regarding the City of White House providing the football stadium maintenance and use by White House schools for football.

Upon motion of Comm. Matthews, and duly seconded by Comm. Moser, the Committee voted to defer the matter.

Comm. LeMarbre motioned to adjourn and was duly seconded by Comm. Matthews. The Committee adjourned at 6:06 p.m.

Prepared by Maria Savage

**MINUTES
EMERGENCY SERVICES COMMITTEE
DECEMBER 2, 2013**

Present:

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

Also Present:

Anthony Holt, County Executive
Sonny Weatherford, Sumner County Sheriff
Leah Dennen, Law Director
Erika Porter, Law Department
Keith Douglas, EMS Director
Chief Erlewine, Volunteer Fire Departments
Joe McGlothlin, Fire Chief, Cottontown
Joe Williams, Assistant Fire Chief, White House
Community Fire Department
Curtis Williams, White House Community Fire
Department

Vice-Chairman Matthews called the regular meeting of the Emergency Services Committee to order on Monday, December 2, 2013, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of the Agenda Comm.Pospisil mentioned the White House Volunteer Fire Department property that was discussed at the November meeting. It was agreed to add to the agenda as Old Business. Comm. Pospisil made a motion to approve, seconded by Comm. Akins. Motion carried.

Vice-Chairman Matthews gave an invocation.

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

Recognition of the Public None.

Report of the Chairman Vice-Chairman Matthews had no report.

Report of the County Executive None.

Report from the Sheriff Sheriff Weatherford handed out the November 2013 Financial Report, and the Animal Control statistics. The Sheriff reviewed these figures and statistics. The Sheriff stated the adoptions were going pretty good.

Report of the Fire Department. Law Director Dennen stated she would be happy to answer any questions concerning the Fire Tax Districts information that she had sent out to the Commissioners. Fire Chief Erlewine advised the departments had answered 244 calls. This time of the year they are a little more involved with chimney and heater fires. The Chief said everything was in good shape.

Joe McGlothlin, Fire Chief of Cottontown announced that they would be adding a fourth bay to Cottontown Fire Hall, and on down the road would be adding a tanker to the fleet. Chief McGlothlin advised he was writing a grant for a tanker at this time, but would be another year before it would be considered. Chief McGlothlin said he would probably be back next month to request additional funds.

Report of the Emergency Services Director Director Douglas handed out his report. The Director went over some figures. There was a drop in revenue. Responses were down. The Director also reviewed the Emergency and Non Emergency calls. He also stated that he has placed a hold on putting anyone in a full time position until January, due to the billing staff getting caught up. Also included was a missing revenue report. The report included a list of checks from insurance companies yet to be accounted for. The Director stated they are doing some tracking. Comm. Pospisil and Vice-Chairman Matthews both commended Director Douglas for holding off on hiring any full time employees at this time.

Report of the Emergency Management Agency None.

Old Business Joe Williams, Assistant Fire Chief with White House Community Fire Department, reviewed the stats on the property that Chief Wakefield had mentioned in the November meeting. Chief Williams advised it would not exceed \$515,000 including improvements. Comm. Pospisil suggested forming an ad hoc committee to determine if this can be done, and what alternatives there might be. Law Director Dennen stated that it would need to be in the budget, and that it was a good idea for it to be studied, and have it ready before budget time. There was some discussion. Curtis Williams, White House Community Fire Department, mentioned the accessibility of the location. Also there were civic groups that could use the property, and the homes in that area would save between \$850,000 to \$900,000 on their insurance premiums. Comm. Pospisil made a motion to form an ad hoc committee in order to study the Fire Districts, and possible figures to recommend to budget on the White House Community Fire Department property. Comm. Akins seconded. Motion approved unanimously.

New Business None.

There was a motion to adjourn. The Committee adjourned at 5:25.

Prepared by
Sheila Ashton

MINUTES
EMPLOYEE BENEFITS COMMITTEE
November 19, 2013
9:00 A.M.

Members Present:

Joe Matthews

Bob Pospisil

Anthony Holt

Also:

Leah Dennen

Lauren Heath

Karen Tokarz

Erika Porter

Teresa Terry

Shawn Curtis

Ben Baker

Kedree Marsh

Debbie Robertson

David Lawing

Jeremy Shupe

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, November 19, 2013 at 9:05 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

Public Recognition: None

Minutes: Motion was made by Mr. Pospisil to approve the minutes of October 22, 2013; seconded by Mr. Holt; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Bob Shupe was unable to attend the meeting but Mr. Jeremy Shupe was there to hand out the reports. He did point out that we had saved over \$600,000 in reinsurance. He asked for questions but there were none. Ms. Dennen noted that the dental report had leveled off.

Ms. Marsh with CareHere handed out reports on the utilization of clinics. She noted that the utilization in White House was down. They are looking at possibly changing the provider in that location to see if that will effect utilization. There has been a slight decrease in tobacco users.

Ms. Marsh proposed a schedule for the HRA events to run from January to April 2014 from 6:00 am. until 10:00 a.m. She noted that the last hour was not highly utilized last year. Mr. Lawing made a suggestion to change the times to run between 6:00 a.m. until 9:00 a.m. and change the number of events from 42 to 54 events. Mr. Pospisil made a motion to approve this change; seconded by Mr. Holt; unanimous approval.

Mr. Baker handed out the CareHere Annual Report for our review. He stated there are 5 major areas included in the report which consists of financial, health, utilization, wellness, and surveys. He appointed out that appointments are up 36% due to Health Risk Assessments. The total cost is up 14%. The majority of the cost increase is due to the meds switching from the closed pharmacy over to the clinics. We are up about \$150,000. The appointment cost is down 22% which is good news. Mr. Baker noted that if we did not have the clinics and everyone utilized outside clinics through BCBS, the cost would have been \$1.4M higher. We are up 50% participation this year over last year.

Ms. Heath spoke about the Wellness Program and the goals set forth for the benchmark areas. Clients have a chance to work with Wellness coaches if they desire. Ms. Marsh pointed out the surveys at the end of the report to show how employees rated CareHere clinics and programs.

Finance Director: Mr. Lawing stated that the reports are attached and noted that the current month was bad. He said that it was a 5-week claim month which will skew the numbers by about 25%. The trend should be pretty close to even at the end of the year where we started.

Old Business: none

New Business: none

There was no further business so Mr. Pospisil made a motion to adjourn the meeting; Mr. Matthews adjourned the meeting at 9:30 a.m.

MINUTES
GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
December 9, 2013

Present:

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

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Chairman Merrol Hyde
Erika Porter, Law Department
Anthony Holt, County Executive
Merrol Hyde, Commission Chairman
Frank E. Freels, Commissioner
Bill Kemp, County Clerk

The regular meeting of the General Operations Committee was brought to order on Monday, December 9, 2013, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business.

Agenda. Chairman Skidmore reported that she was not informed on the matter of Item a. under New Business, regarding the White House Land Transfer. As a result, she deferred the matter but welcomed the public to speak on the matter under Recognition of the Public.

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

Minutes. Upon motion of Comm. Harris, seconded by Comm. Brown, the Committee voted to approve the minutes of October 15, 2013.

Report of Chairman. Chairman Skidmore had no further report.

County Executive. County Executive Anthony Holt had no report.

Recognition of the Public. Chairman Skidmore recognized the following persons to speak on the White House land transfer:

- Jeff Cornell, Principal of White House High School, said that neither he nor the coach wanted the Robertson County football stadium and field.
- Mike Arnold, Mayor of the City of White House, stated that the City built the stadium and maintained it at a cost to the City. Documents he submitted stated that the City had paid in excess of \$540,000.00 in stadium expansion/maintenance and had received approximately \$106,000 in return in the form of stadium fees. Not included in these costs were employee and maintenance costs that were absorbed in the City parks operating budget. He encouraged the committee members to consider taking over the football field.
- Eddie Anderson, White House High School football announcer, stated that the Mayor and the White House City Council had a good idea to turn the football field over to the Board of Education.

Old Business. None

New Business

White House Land Transfer. Chairman Skidmore suggested forming an ad hoc committee to study the matter. Comm. Pospisil moved, seconded by Comm. Brown, to direct the Chairman to form an ad hoc committee that would meet and walk the grounds and determine the facts of the matter.
The motion carried.

Surplus Property. David Pigna reported the following departments' lists for surplus property:

- Health Department
- Portland Library
- Emergency Services

Upon motion of Comm. Taylor, seconded by Comm. Graves, the Committee voted to group and declare the items presented as surplus property.

The meeting adjourned at 5:27 p.m. after a motion by Comm. Pospisil, seconded by Comm. Brown.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION

September 3, 2013

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

OTHERS PRESENT:

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

"Meeting canceled"

SUMNER COUNTY HIGHWAY COMMISSION

October 1, 2013

MINUTES

MEMBERS PRESENT: Mike Akins, Commissioner
Billy Geminden, Vice Chairman
Steve Graves, Chairman
Judy Hardin, Road Superintendent
Tom Neal, Citizen Member

MEMBERS ABSENT: Frank Freels, Commissioner
Anthony Holt, County Executive
Joe Matthews, Commissioner
Paige Brown Strong, Commissioner

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

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, October 1, 2013 at 4:00 P.M. in Conference Room #112 at the Sumner County Administration building.

ADDITION TO AGENDA

Under Chairman: Possible widening of Hinton Road
Under Road Superintendent: # of miles hot mixed this year
Morgans Way and Cages Bend Court

APPROVAL OF MINUTES

Motion by Commissioner Akins to approve the previous minutes. **Seconded** by Commissioner Geminden. **Motion passed** unanimously.

PUBLIC RECOGNITION – None

REPORT OF CHAIRMAN: OLD BUSINESS - None

REPORT OF CHAIRMAN: NEW BUSINESS

A. Hinton Road widening

Chairman Graves presented a plat and an aerial picture of 5.5 Acres on the corner of Hinton Road and Highway 31E that the Utility District is buying to build a new Utility Office, with enough room for a future Volunteer Fire Department. The Utility District will donate the Right-of-Way for Hinton Road to be widened for another ingress/egress to the property.

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS – None**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Mowing Back of R.O.W.'s**

Chairman Graves had several calls about Right-of-Ways that needed mowing. Road Superintendent Hardin said to call her or the office anytime and if the bush-hogs were not in that area, she would send some guys with weed eaters right out to take care of it.

B. Morgans Way and Cages Bend Court

Road Superintendent Hardin reminded the committee of a lady who came before them asking for help with sight distance at Morgans Way and Cages Bend Court. This was accomplished this past week.

C. Miles of Road Paved

Road Superintendent Hardin reported 22.63 miles of roads paved this year. There are 800+ miles of paved roads. There is 1.72 miles of gravel roads left. All bridges are concrete topped now.

D. R.O.W. and fences

Chairman Graves asked if someone gives Right-of-Way to the County and it has a fence row down through it, would the County clean it out and replace it. Road Superintendent Hardin replied that if they give the Right-of-Way, then yes, they would replace it with a similar fence.

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

MOTION TO ADJOURN: Citizen Member Neal
SECONDED BY: Chairman Graves
ADJOURNMENT: 4:20P.M.

SUMNER COUNTY HIGHWAY COMMISSION

November 5, 2013

MINUTES

MEMBERS PRESENT: Mike Akins, 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: Frank Freels, Commissioner
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, November 5, 2013 at 4:03 P.M. in Conference Room #112 at the Sumner County Administration building.

APPROVAL OF MINUTES

Motion by County Executive Holt to approve the October 2013 minutes. **Seconded** by Commissioner Akins. **Motion passed** unanimously.

PUBLIC RECOGNITION – None

REPORT OF CHAIRMAN: OLD BUSINESS - None

REPORT OF CHAIRMAN: NEW BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS

A. Request for approval of Construction Procedures: (See attached)
Sumner County Road Engineering Construction Procedure for Expedited Approval

REPORT OF COUNTY EXECUTIVE - None

COMMISSION BUSINESS - None

REPORT OF LAW DIRECTOR – No report

Law Director Dennen did tell the committee that there has been 2 cases pending for the last 3 years that Sumner County Roads are unsafe. They gave their first depositions and it scared them and now their cases have been dismissed.

<u>MOTION TO ADJOURN:</u>	Commissioner Akins
<u>SECONDED BY:</u>	Commissioner Matthews
<u>ADJOURNMENT:</u>	4:10 P.M.

**SUMNER COUNTY ROAD ENGINEERING CONSTRUCTION PROCEDURE FOR
EXPEDITED APPROVAL**

1. Road Plan

(a) Sumner County requires a Development Packet which will include four (4) sets of Engineering/Construction Drawings Plans, along with written documentation showing that a consultant or an engineer has been hired to oversee the construction of the road plan.

(b) Each step of the road construction will require that the consultant/engineer of the project be responsible for maintaining records and completing certifications that will be submitted to the road superintendent at a minimum of six-month intervals with all certifications being required by the end of the project.

2. Road Plan Approval

(a) Construction and Development Department staff (C & D), the Road Superintendent and any necessary consultants as well as storm water personnel will be given copies of the packet to review the application.

(b) Once all county departments have received the application, the Road Superintendent will set a Road Bond amount for the project.

(c) This bond shall be a surety bond with a ten (10) percent maintenance bond to be kept for twelve (12) months after the road is officially accepted as a county road.

(d) Letters of credit will only be accepted if drawn on financial institutions with a local office.

(e) No construction shall begin until the road bond is in place with the Road Department.

(f) Once all erosion control requirements are in place and the land disturbance permit is issued, the Road Superintendent shall be notified in writing.

(g) Infrastructure shall be constructed according to the prior-approved plans. Minimum Required inspections shall include:

- Drainage— including pipes, ditches, structures, and stabilization
- Sub-grade of roads for location, compaction, and grade
- Base stone for width, depth, crown, and compaction
- Binder for width, depth, crown, and compaction
- Stabilization of all disturbed areas

(h) It shall be the responsibility of the Consultant/Engineer to ensure that the above inspections are completed at the proper intervals in the road construction process and notify the road superintendent of any unforeseen problems and/or construction change approvals.

(i) The Consultant/Engineer shall be liable for all costs incurred if the road has to be later cut for inspection because of failure to perform an inspection at the proper interval in the road construction process. The Consultant/Engineer shall be held liable for reconstruction of any road or portions thereof that were inaccurately and/or falsely certified acceptable.

(j) After each inspection is completed, the Consultant shall certify, using the certification form provided, to the Road Superintendent that such inspection has been completed along with a copy of any supporting documents or test for each certification test at a minimum interval of every six (6) months.

(l) A total of five (5) "Inspection Certification" forms will be provided to the Road Superintendent, throughout the term of the road construction process.

3. Once Completed

(a) An as built survey of the roads and drainage portions of the Project must be provided.

(b) The subdivision plat shall be recorded.

(c) A reduction in the letter of credit may be considered at that time.

SUMNER COUNTY HIGHWAY COMMISSION

December 3, 2013

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

OTHERS PRESENT:

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

"Meeting canceled"

**MINUTES
LEGISLATIVE COMMITTEE
December 9, 2013**

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

Also Present:
Leah Dennen, County Law Director
Erika Porter, Law Director's Office
County Executive Anthony Holt
Frank Freels, Commissioner
Anthony Holt, County Executive
Shawn Utley, Commissioner
Ben Harris, Commissioner
David Lawing, County Finance Dir.

Chairman Pospisil brought the Legislative Committee meeting to order on December 9, 2013, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Commission Chairman Hyde requested the addition of a certificate of recognition for the Merrol Hyde Magnet School Robotics team. Comm. Hyde made a motion, seconded by Comm. Vaughn, to approve the agenda as amended. The motion carried.

Approval of Minutes. Upon motion of Comm. Taylor, and duly seconded by Comm. Graves, the November 12, 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.

Veterans Service Report. This was presented for docketing purposes only.

General Sessions Judgeship. Chairman Pospisil yielded the floor to County Law Director Leah Dennen who presented a private act to send to the General Assembly concerning an additional General Sessions judge position. This requires a two-thirds vote to send it to the General Assembly and, after it is approved, the Act requires the Commission to approve it by a two-thirds vote before September 1, 2013. After approval, the Commission would appoint a judge within the following year and that person would serve until the 2016 election. Specified in the resolution were the addition of one District Attorney, one Public Defender and, if necessary, a pro rata cost for additional office space

for those employees. Additional personnel include a secretary to the judge and space for the judge. A court officer and clerk would be needed, too.

The committee members discussed the cost and the means to pay for an additional court.

Comm. Vaughn moved, seconded by Comm. Graves, to approve an additional General Sessions judgeship for action by the General Assembly. The motion carried (6-2) with Commissioners Skidmore and Taylor voting against the matter.

Magistrate Re-appointments. Upon motion of Comm. Decker, seconded by Comm. Taylor, the Committee voted to approve the re-appointment of the list of 12 magistrates. Comm. Hyde abstained from the vote.

Anti-Discrimination Statement. Upon motion of Comm. Decker, seconded by Comm. Taylor, the Committee voted to approve the anti-discrimination statement.

2014 Commission Meeting Dates. Upon motion of Comm. Vaughn, seconded by Comm. Taylor, the Committee voted to approve the 2014 Commission meeting dates.

State 401K and 347 Employee Retirement Program. Chairman Pospisil recognized David Lawing, County Finance Director, who proposed that the County change from Nationwide plan that manages pretax contributions for retirement because the fees are high compared to other companies. He said the County has a fiduciary responsibility to make sure the fees are the lowest. The State has offered to incorporate the County employees into the state plan which will lower the fees and transfer the employees funds to the state program. The third party administrator, Great West Financials, would be handling the employee investments, which are approximately \$2 million.

Chairman Pospisil recognized County Clerk Bill Kemp who requested a clarification on whether the 457 would be offered, as well as a 401-K and 401-K Roth. Mr. Lawing stated that all three are included in the plan. \

The Committee voted by unanimous voice vote to approve the changes in the retirement program.

Safe Routes to Schools. County Executive Holt introduced the Safe Routes to School grant and stated that the Board of Education had approved the grant process. Upon motion of Comm. Stone, seconded by Comm. Decker, the Committee approved the grant process for sidewalks around the Station Camp area. Mr. Lawing stated that the grant would be funded at 100 percent unless the cost exceeds \$250,000.00.

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

- Merrol Hyde Magnet School Girls Soccer Coach Jason Bentley named District 9-AAA Coach of the Year
- Merrol Hyde Magnet School Robotics Team
- Beech High School Head Coach Tim Guinn name District 9-AAA Soccer Coach of the Year
- Beech High School student, Auren Winters named Co-Most Valuable Player

Zoning Amendment Agri-Tourism. Ms. Dennen stated the Commission referred the zoning amendment regarding Agri-tourism: Article IV: Provisions Governing Agricultural Districts; Section 1:1.1 Agricultural Districts; Uses Permitted. Comm. Stone moved, seconded by Comm. Graves, to send that matter to the Planning Commission for more detail and its purpose. The motion carried. Ms. Dennen suggested the committee members attend the next Planning Commission to fund out more.

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