



SUMNER COUNTY COMMISSION

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

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Larry Hinton

Third District
Steve Graves
Alan Driver

Fourth District
Jerry Foster
Leslie Schell

Fifth District
Ben Harris
Baker Ring

Sixth District
Jim Vaughn
Kevin T. Pomeroy

Seventh District
JoAnne Kemp
Trisha LeMarbre

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline S. Krueger

Eleventh District
Scott Langford
Bill Taylor

Twelfth District
Michael Guthrie
Bob Pospisil

The following minutes are included in this packet:

Budget Committee.....	November 9
Committee on Committees.....	November 16
Education Committee.....	November 2
Emergency Services Committee.....	November 9
Employee Benefits Committee.....	September 22
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General Operations Committee.....	November 2
Highway Commission.....	October 6
Investment Committee	November 16
Legislative Committee.....	November 9
Purchasing Committee	November 16
Engineering Ad Hoc Committee.....	November 30



BUDGET COMMITTEE MINUTES
November 9, 2015

MEMBERS PRESENT

Jerry Foster, Chairman
Chris Taylor, Vice-Chairman
Jerry Becker
Billy Geminden
Paul Goode
Kevin Pomeroy
Bill Taylor

OTHERS PRESENT

David Lawing
Leah Dennen
Erika Porter
Dana Swinea
Fredia Carter
John Isbell
Mike Martin
Kim Ark

Dr. Victoria McGrath

- I. CALL TO ORDER by Chairman Foster at 6:10pm in the Chambers in the Sumner County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Mr. Foster added the Chancery Courthouse renovation for \$58,200 from the 2015 bond under the report of the Committee Chairman. Motion to approve by Mr. Pomeroy, second by Mr. Chris Taylor, unanimous approval.
 - B. Recognition of Public- None
 - C. Approval of Minutes—October 13, 2015- Motion to approve by Mr. Chris Taylor, second by Mr. Pomeroy, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-
 - A. Ms. Ark and Mike Martin from Cassetty Architecture discussed Chancery Court renovations for \$58,200. Motion to approve to be funded from 2015 bond proceeds by Mr. Chris Taylor, second by Mr. Goode, unanimous approval.
 - B. Mr. Foster started a discussion of why tax billing was late. First, Ms. Swinea from the City of Hendersonville discussed issues with the 671 file and the lateness of notices. Then, Ms. Carter from the City of Westmoreland discussed the lateness of the taxes and the resulting financial difficulties. Ms. Carter explained approximately 45% of the city's revenues were property taxes. Mr. Isbell explained the process of tax billing, issues, and potential resolutions. Various commissioners made inquiries and observations.
 - C. The joint meeting was called by Commissioner Guthrie, Chairman of Emergency Services. Dr. Victoria McGrath presented a PowerPoint presentation showing her study of the EMS's salaries compared to the market rate. She discussed various aspects, including strategies for increasing wages through step increases over time. Various commissioners made inquiries and observations. Mr. Foster requested Mr. Douglas to provide ways to reduce overtime and other costs to help fund potential hourly rate increases and bring back at December's budget meeting. Joint meeting was dismissed by Emergency Services Committee.
- III. REPORT OF THE COUNTY EXECUTIVE-No report.
- IV. OLD BUSINESS-None
- V. NEW BUSINESS- Motion to group and approve items V.A.1 through V.C.1.b, item V.B.5 with the boiler project to be funded at \$85,000 and items V. B.5 and 6 to be funded from the 2015 bond by Mr. Goode, second by Dr. Taylor, unanimous approval.
 - A. Education-
 1. Budget amendments (need approval)
 2. Budget amendments (for information only)
 - B. Appropriations
 1. Drug Court--\$60,000.01 TDOT grant for salary and benefits (appropriate \$43,814.01 for FY16)
 2. Sheriff's Office
 - a. \$52,498.17 pass through funds for state inmate medical expenses
 - b. \$31,874.50 TDOT Impaired Driving Enforcement Grant

3. Hendersonville Library--\$25 contribution for purchase of book
4. Clark House--\$100,716.17 carryover of FY15 funding for building improvements
5. County Administration Building Boiler Replacement (info to be passed out at meeting)
6. Paving/Sealing Projects--\$70,550 (Hendersonville Clerk's Office paving; Gallatin and Hendersonville Libraries sealing)
7. Capital Projects--carryover of FY15 funding
 - a. Enhancement Grant--\$40,734.04
 - b. Portland EMS Station and Clean TN Grant--\$1,104,680
 - c. Greenway TIP Grant and Clark House--\$821,562
 - d. Greenway MPO Grant--\$187,177.45
 - e. Portland Vocational Center and Burrus Elementary--\$26,018.20

C. Transfers

1. Inter-budgetary
 - a. Greater than \$2,500
 - b. \$2,500 or less

VI. REPORT OF THE FINANCE DIRECTOR-No report.

VII. ADJOURNMENT- Motion to adjourn at 8:35pm by Mr. Goode.

**COMMITTEE ON COMMITTEES
MINUTES
NOVEMBER 16, 2015**

Present:

Paul Goode, Chairman
Caroline Krueger, Vice-Chairman
JoAnne Kemp
Trisha LeMarbre
Baker Ring

Also Present:

Leah May Dennen, County Law Director
Erika Porter, Law Director's Office
County Executive Anthony Holt

The regular meeting of the Committee on Committees was brought to order with an invocation by Comm. LeMarbre on Monday, November 16, 2015, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Goode was presiding.

Agenda. Upon motion of Comm. Kemp, and duly seconded by Comm. Ring, the Committee approved the agenda.

Approval of Minutes Upon motion of Comm. LeMarbre, and duly seconded by Comm. Kemp, the Committee approved the minutes of October 19, 2015.

Public Recognition. There was none.

Report of the Chairman. Chairman Goode had no report other than the items on the agenda.

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

Old Business

9. New Business

Industrial Development Board, 6-Year Term. After discussion, Chairman Goode deferred the appointment of Earl Fischer to the Industrial Development Board with a request from Committee members that Mr. Fischer submit a resume.

Ethics Committee, 1-Year Term. After discussion, Chairman Goode deferred the appointment to the Ethics Committee to fill a vacancy created with the passing Register of Deeds Pam Whitaker.

Board of Construction Appeals, Two Alternates, 1-Year Terms. Upon motion of Comm. Ring, seconded by Comm. Krueger, the Committee voted unanimously to re-appoint Larry Brown and Shawn Utley to serve as alternates on the Board of Construction Appeals for one-year terms.

Zoning Board of Appeals. The Committee discussed the appointment to the Zoning Board of Appeals, five-year term of Bruce Rainey (County Executive recommendation).

Upon motion of Comm. Krueger, seconded by Comm. LeMarbre, the Committee voted (3-1-1) to pass the recommendation of the County Executive forward with no recommendation. Commissioners Krueger, LeMarbre and Goode voted in favor; Comm. Kemp voted no; and Comm. Ring abstained.

Next Month. Health, Safety Standards Board, 4-Year Term, Citizen or Official.
Present members are Daniel Koulianos and James Flockencier. (County Executive recommendation TBA)

10. Adjournment

Upon motion of Comm. LeMarbre, and duly seconded by Comm. Krueger, the Committee adjourned at 6:50 p.m.

Prepared by Maria Savage

**MINUTES
EDUCATION COMMITTEE
NOVEMBER 2, 2015**

Present:

Trisha LeMarbre, Chairman
Paul Decker, Vice-Chairman
Alan Driver
Billy Geminden
Paul Goode
Michael Guthrie
Leslie Schell

Also Present:

Bill Kemp, County Clerk
Leah Dennen, County Law Director
Anthony Holt, County Executive
Dr. Del Phillips

Chairman LeMarbre brought the meeting of the Education Committee to order with an invocation on Monday, November 2, 2015, at 5:30 p.m. in the Sumner County Administration building in Gallatin. A quorum was present.

Adoption of the Agenda. Upon motion of Comm. Decker, seconded by Comm. Geminden, the Committee members approved the agenda by unanimous voice vote.

Minutes of September 14, 2015. Upon motion of Comm. Decker, seconded by Comm. Schell, the Committee members approved the September 14, 2015, minutes by voice vote.

Recognition of the Public. There was none.

Report of the Chairman. Chairman LeMarbre had no report.

Report of County Executive. No report

Report of Director of Schools. Dr. Phillips referred to New Business.

Old Business. There was none.

New Business

10a. Upon motion of Comm. Geminden, seconded by Comm. Schell, the Committee voted unanimously to approve and forward the Board of Education amendments.

10b. Sumner County Board of Education Federal Amendments (Information Only)

10c. Enrollment Report. Director of Schools Del Phillips explained the enrollment data covering a 10-year period. The total school enrollment number in the first month of 2015 was 28,989 student, with new growth averaging 284 per year.

10d. Completion of Rucker Stewart Project - Credit

10e. Completion of Hendersonville High School Project Credit

10f. Completion of Gallatin High School Project - Credit

Dr. Phillips stated that three projects had closed out - Rucker Stewart Middle School, Hendersonville High School and Gallatin High School Project. He said there was a credit coming back because the contingency was not fully expended. The total credited to the bond fund was \$146,000.00.

10g. Update on Guild School Project

Dr. Phillips stated that the Guild Elementary School project had been rebid with changes to the bid specs. The redesign included building a new cafeteria and the bid came in \$350,000.00 less than the previous bid but \$650,000 over budget. He requested the Board of Education reject the bid. He said the Guild campus is bound by streets and congestion, making it a challenging construction site to manage. Dr. Phillips is hopeful that the next bid will be closer to the budget.

Dr. Phillips said that pre-bid conferences have been held for Jack Anderson Elementary School and Hawkins Middle School. There have been several meetings regarding the Clyde Riggs school.

Burriss Elementary School is in the punch list stage. The project completion date is not set at this time.

Comm. Schell motioned to adjourn and was duly seconded by Comm. Geminden. The Committee adjourned at 5:52 p.m.

Prepared by Maria Savage

MINUTES
EMERGENCY SERVICES COMMITTEE
November 9, 2015

Present:

Michael Guthrie, Chairman
Chris Taylor, V. Chairman
Jerry Foster
Ben Harris
Moe Taylor
Jim Vaughn
Alan Driver- Absent

Also Present:

Leah Dennen, County Law Director
Chief Deputy Sheriff Aaron Pickard
Erika Porter, Staff Attorney
EMS employees
Keith Douglas, Director EMS
Budget Committee members
Chief Jason Earlywine

Chairman Guthrie called the joint session of the Emergency Services Committee and Budget Committee to order with an invocation on Monday, November 9, 2015, at 7:10 PM in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Vaughn, seconded by Comm. Moe Taylor, the Committee unanimously approved the agenda.

Approval of Minutes of October 5, 2015 Upon motion of Comm. Harris, seconded by Comm. Moe Taylor, the Committee approved the minutes of October 5.

Public Comments. There were no comments.

Report from the Chairman Chairman Guthrie had no report.

Report from the County Executive. County Executive was not present.

Report from the Sheriff. Chief Deputy Aaron Pickard handed out the October, 2015 financial report from the Sheriff's Department.

Fire Departments. Chief Jason Earlywine stated that 270 calls were answered this past month. The Bethpage Volunteer Fire Department received a grant from Firehouse Subs in the amount of \$20,000.00.

Report from the Emergency Management Agency. There was no report.

Report from the Director.

Mr. Douglas submitted a report on the Sumner County Emergency Medical Services responses and transports. Revenue analysis showed the net transport

revenue above projections. He reported that SCEMS personnel were part of a team assisting with recovery from epic flooding in South Carolina.

Mr. Douglas introduced Victoria McGrath of McGrath Human Resources who was contracted by the County to conduct a pay study.

Ms. McGrath presented a final report. In the summary she stated the following were problem areas in Sumner County:

- base wages
- time off
- work schedule

Ms. McGrath stated that EMS turnover is 41 percent in field personnel and cost \$17,000.00 to \$ 20,000.00 in cost per employee.

She also stated the following

- Compensation is behind market for majority of employees (EMT/Paramedic)
- Need to get salaries competitive with market by way of step schedule
- Need to look at work schedule and time off
- Combination is answer to retention
- Maximum 2.5% between steps
Need to increase schedule annually
- Title change - More in line with industry
- Implementation Step 1 or closet step

The cost to implement the a change in the salary schedule for most of the positions were estimated as follows:

- Four-year phase in -\$534,000
- Three-year phase in - \$616,000
- Two-Year phase in - \$720,000
- No phase in - \$946,000

Ms. McGrath addressed time off with regard to overtime issues and vacation.

By consensus, the Committee agreed to include the pay study in the budget process for the Fiscal Year 2016-2017.

New Business None

With a motion by Comm. Vaughn and duly seconded, the Committee adjourned at 8:35 pm.

Prepared by Maria Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
September 22, 2015
8:00 A.M.

Members Present:

Michael Guthrie
Dr. Del Phillips
Anthony Holt

Also:

Leah Dennen
Erika Porter
Debbie Robertson
Bob Shupe

Brittany Spradling
Ernie Clevenger
Teresa Terry
Melanie Sharp

Karen Tokarz

Mr. Guthrie, in Mr. Pospisil's absence, called the SIB Employee Benefits Committee meeting to order on Tuesday, September 22, 2015 at 8:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

Public Recognition: None

Minutes: Motion was made by Dr. Phillips to approve the minutes of August 18, 2015; seconded by Mr. Guthrie; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe reported that he would not be at the October meeting as he and his staff would all be in Washington concerning self-insured issues. He had no data to report but we were in really good shape as of a couple of months ago and confident that we still were.

Mr. Shupe stated that our large loss is in better shape right now than it was at this time last year. He received a renewal from BCBS with two options. One would have a 7% increase and the other would be a 2% increase. We need to discuss whether to renew the reinsurance.

Vanderbilt Medical Group is in negotiations with BCBS concerning their contract. If they do not get this settled, the Vanderbilt group will not be in our network as of January 1, 2016.

CareHere: Ms. Sharp stated that the utilization of clinics for August was around 95%. They will be starting the flu clinics in 2-3 weeks.

Finance Director: None

Old Business: None

New Business: None

There was no further business so Mr. Guthrie adjourned the meeting at 8:10 a.m.



2012 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
November 16, 2015

MEMBERS PRESENT
Leslie Schell, Chairman
Paul Decker, Vice Chairman
Anthony Holt
Del Phillips
Judy Hardin
JoAnne Kemp
Chris Taylor
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Sandra Jennings

- I. CALL TO ORDER by Chairman Schell at 5:38pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Motion to approve by Dr. Phillips, second by Mr. Holt, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—October 19, 2015- Motion to approve by Mr. Holt, second by Dr. Phillips, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE
 - A. Munis Status Report- Ms. Jennings provided a Tyler update and explained various issues that the county and schools are having but explained everything is being resolved in a timely manner. Ms. Jennings explained weekly meetings with Tyler are still ongoing and things are going well.
- IV. REPORT OF THE FINANCE DIRECTOR-None
- V. REPORT OF THE LAW DIRECTOR-None
- VI. OLD BUSINESS-None
- VII. NEW BUSINESS-None
- VIII. ADJOURNMENT- Motion to adjourn at 5:42pm by Dr. Phillips, second by Mr. Holt, unanimous approval.



2002 FINANCIAL MANAGEMENT
COMMITTEE MINUTES
November 16, 2015

MEMBERS PRESENT
Leslie Schell, Chairman
Paul Decker, Vice Chairman
Anthony Holt
Del Phillips
Judy Hardin
JoAnne Kemp
Chris Taylor
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER by Chairman Schell at 5:35pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Approval of Agenda-Motion to approve by Ms. Hardin, second by Mr. Decker, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—October 19, 2015- Motion to approve by Mr. Decker, second by Dr. Phillips, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. REPORT OF THE FINANCE DIRECTOR-None
- V. REPORT OF THE LAW DIRECTOR-None
- VI. OLD BUSINESS-None
- VII. NEW BUSINESS
 - A. Portland EMS Station- Mr. Holt explained the bids came back for this project and are still over projected from what was originally budgeted. Mr. Lawing stated \$50,000 was budgeted for architectural fees and \$1.1M was needed for construction. Mr. Lawing explained \$446,000 was still needed for construction and any additional architectural fees to fully fund this project.
- VIII. ADJOURNMENT-Motion to adjourn at 5:37pm by Ms. Hardin, second by Mr. Decker, unanimous approval.

**MINUTES
GENERAL OPERATIONS COMMITTEE
JERRY BECKER, CHAIRMAN
NOVEMBER 2, 2015**

Present:

Jerry Becker, Chairman
Baker Ring, Vice-Chairman
Ben Harris
Larry Hinton
Caroline Krueger
Leslie Schell
Bob Pospisil

Also Present:

Leah Dennen, County Law Director
Erika Porter, Staff Attorney
Kim Ark, Grants Administrator
Bill Kemp, County Clerk
Mike Martin, architect
Louis Oliver, III, Chancellor

The rescheduled meeting of the General Operations Committee was brought to order on Monday, November 2, 2015, at 5:00 p.m. in the Sumner County Administration Building. Comm. Ring gave the invocation and Chairman Becker declared a quorum present to conduct business.

Agenda. Without objection, Chairman Becker added New Business, Item D, Architectural and Engineering Fees. Comm. Harris moved to approve the agenda; Comm. Pospisil seconded the motion, and the Committee approved the agenda.

Minutes. Upon motion of Comm. Hinton, seconded by Comm. Schell, the Committee voted to approve the minutes of October 5, 2015, regular meeting.

Report of Chairman. Chairman Becker noted that each committee member should have a draft of the county maintenance projects. He said this may give a long view of maintenance projects.

County Executive. County Executive Anthony Holt was not present.

Recognition of the Public. There was none.

Old Business.

9a.Chancery Court Bids. Chairman Becker recognized Kim Ark, Grants Administrator, who stated three bids were received for the Sumner County Chancery Courtroom Renovation. The low bid was ACT Contractors, LLC of Ashland City. The amount of the bid was \$58,200.00. Ms. Ark stated that the lower bid reflected less mobilization costs, as the contractor received the bid to remodel the Juvenile Justice Complex nearby.

Chairman Becker recognized Mike Martin, architect for the project, who explained the parameters of the project, which included carpet, drywall, patching, paint and witness chair reconfiguration.

Upon motion of Comm. Pospisil, seconded by Comm. Ring, the Committee voted unanimously to approve the lowest bid and forward the matter to the Budget Committee.

9b. Report from the Library. Chairman Becker recognized Jim Young who gave an update on the library system.

10a. Boiler Repair and Replacement. Chairman Becker recognized Kim Ark, Grant Administrator, who stated the original boiler in the Sumner County Administration Building has failed and needs replacement. She reviewed three different proposals, but has not received all of the pertinent information. She said the brick and wall could be repaired temporarily until the Bryan system is in place.

Upon motion of Comm. Hinton, seconded by Comm. Ring, the Committee voted unanimously to approve up to \$85,000.00 for the replacement of the boiler in the Sumner County Administration Building.

Architectural and Engineering Fees. Chairman Becker stated that he is creating an ad hoc subcommittee to study the architectural and engineering fees associated with building and remodel projects. He charged the ad hoc committee to gather information on surrounding counties and determine the cost/benefit to hiring in-house employees to do the job. He appointed Comm. Hinton as Chairman. Other appointees were Commissioners Schell and Krueger.

The meeting adjourned at 8:30 p.m. after a motion by Comm. Schell, seconded by Comm. Krueger.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION**October 6, 2015****MINUTES****MEMBERS PRESENT:**

Steve Graves, Chairman
Judy Hardin, Road Superintendent
Larry Hinton, Vice Chairman
Anthony Holt, County Executive
Tom Neal, Citizen Member
Kevin Pomeroy, Commissioner

MEMBERS ABSENT:

Merroll Hyde, Commissioner
Bill Taylor, Commissioner

OTHERS PRESENT:

Leah Dennen, Law Director
Erika Porter, Assistant 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 6, 2015 at 4:35 P.M. in Conference Room #112 at the Sumner County Administration building.

ADDITION TO AGENDA -None; Correction to Agenda: Removal of Item #2 Election

APPROVAL OF AGENDA

Motion to approve:

Vice Chairman Hinton

Seconded by:

Road Superintendent Hardin

Motion passed:

APPROVAL OF MINUTES

Motion by Road Superintendent Hardin to approve the September 2015 minutes.

Seconded by County Executive Holt. **Motion passed** unanimously.

PUBLIC RECOGNITION

A. James Suhr of 1693 Anderson Road presented a 2 page summary (see attached) for each of the members to read of his complaint. Basically, he has trees that has died on his property, and he thinks they died as a result of the County spraying the R.O.W. in front of his property. He also presented a statement from Ernie Hill (see attached) about some of his trees dying or doing poorly, since that same time. He has talked to the County Extension Agent, Mr. Ayers. There was discussion. Vice Chairman Hinton suggested and **motioned** to have the County Extension Agent examine this and have something in writing. **Seconded** by Commissioner Pomeroy. **Motion passed** unanimously.

REPORT OF CHAIRMAN: OLD BUSINESS -NONE

SUMNER COUNTY HIGHWAY COMMISSION**10/06/15****PAGE 2****REPORT OF CHAIRMAN: NEW BUSINESS****A. James Suhr** – addressed under Public Recognition**B. Eddie Maxwell** – has not been able to get in touch with him, will try to talk to him again before next month's meeting.**C. James Jenkins** and his wife are concerned about the entrance to their property at 465 Canoe Branch Road; mowers have hit some part of their entrance are absent from this meeting but, Chairman Graves thinks they still want the County to mow it.**REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS** – None**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Request 3 roads be accepted as county roads**

Road Superintendent Hardin requested **Tracey Lane, North Nikki Drive, and South Nikki Drive** (see attached) be accepted as County Roads. This will amend to current road list. Road Superintendent Hardin explained they had to call the bond. There was discussion. Vice Chairman Hinton **motioned** to approve the above mentioned roads becoming County Roads. **Seconded** by Commissioner Pomeroy. **Motion passed** unanimously.

B. Equipment/Vehicles to be declared surplus

Road Superintendent Hardin presented a list (see attached) of Equipment/Vehicles to be declared surplus. There was discussion. County Executive Holt **motioned** to approve the attached list as surplus. **Seconded** by Commissioner Pomeroy. **Motion passed** unanimously.

REPORT OF COUNTY EXECUTIVE – None**COMMISSION BUSINESS** – None**MOTION TO ADJOURN:****SECONDED BY:****ADJOURNMENT:**

Commissioner Pomeroy

Vice Chairman Hinton

5:05 P.M.



INVESTMENT COMMITTEE MINUTES
November 16, 2015

MEMBERS PRESENT
Leslie Schell, Chairman
Paul Decker, Vice Chairman
Anthony Holt
Del Phillips
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Marty Nelson

- I. CALL TO ORDER by Chairman Schell at 5:30pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Chairman Schell.
 - B. Approval of Agenda-Motion to approve by Mr. Holt, second by Dr. Phillips, unanimous approval.
 - C. Recognition of Public-None
 - D. Approval of Minutes—October 19, 2015- Motion to approve by Mr. Holt, second by Dr. Phillips, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. REPORT OF THE TRUSTEE-Ms. Nelson informed the committee that 2.3% of taxes have been collected so far.
- V. REPORT OF THE FINANCE DIRECTOR-None
- VI. REPORT OF THE LAW DIRECTOR-None
- VII. OLD BUSINESS-None
- VIII. NEW BUSINESS-None
- IX. ADJOURNMENT- Motion to adjourn at 5:32pm by Dr. Phillips, second by Mr. Holt, unanimous approval.

**MINUTES
LEGISLATIVE COMMITTEE
CHRIS TAYLOR, CHAIRMAN
NOVEMBER 9, 2015**

Present:

Chris Taylor, Chairman
Paul Goode, Vice-Chairman
Steve Graves
Jerry Foster
Michael Guthrie
Trisha LeMarbre

Not Present:

Jerry Becker
Scott Langford, Commission Chairman

Also Present:

Leah Dennen, County Law Director
Bill Kemp, County Clerk
Erika Porter, Staff Attorney

Chairman Chris Taylor brought the Legislative Committee meeting to order with an invocation by Comm. Langford on Monday, November 9, 2015, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Comm. Goode moved, Comm. Graves seconded, to approve the agenda. The motion carried.

Minutes. Upon motion of Comm. LeMarbre, seconded by Comm. Goode, the Committee voted to approve the October 13, 2015, minutes.

Public Comments. None

Report of Chairman. None

Report of County Executive. County Executive Anthony Holt was not present.

Old Business.

8a. Rules: Request change that allows those in queue to speak when a call for questions is made.

The rules say that debate ceases when a motion to call for the question is made and seconded. County Clerk Bill Kemp stated that given the limitations of the electronic voting system, calling for the question on an amendment complicates the process. With that being said, Mr. Kemp stated that he would honor the decisions of the body.

County Law Director stated that the Commission Chairman is charged with making sure that each commissioner is given time to speak before another speaks a second time.

Chairman Langford stated that he would take the concerns under advisement and made modifications to the process accordingly.

New Business.

9a. Veterans Service Report. Presented for docketing purposes only.

9b. Add "IN GOD WE TRUST" on Sheriff's Vehicles. Ms. Dennen stated that it is the responsibility of the Sheriff to decide what goes on the vehicles. She suggested that commissioners individually speak to the Sheriff about the matter. After discussion, no action was taken.

10. Certificates of Recognition

10a. Upon motion of Comm. LeMarbre, seconded by Comm. Graves, the Committee voted to approve a certificate of recognition honoring the Emergency Management Assistance Compact (EMAC) deployment to South Carolina.

10b. Upon motion of Comm. Becker, seconded by Comm. Graves, the Committee voted to honor the memory of the late Pam Whitaker.

10c. Upon motion of Comm. Goode, seconded by Comm. Foster, the Committee voted to honor Joy Plank, Administrator of "Backpack Ministry".

11a. Zoning Request. No report

Adjournment. Comm. LeMarbre made a motion to adjourn, seconded by Comm. Goode. The Committee adjourned at 5:36 p.m.



PURCHASING COMMITTEE MINUTES
November 16, 2015

MEMBERS PRESENT
Leslie Schell, Chairman
Paul Decker, Vice Chairman
Anthony Holt
Del Phillips
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter

- I. CALL TO ORDER by Chairman Schell at 5:33pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Approval of Agenda-Motion to approve by Mr. Decker, second by Dr. Phillips, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—October 19, 2015- Motion to approve by Mr. Holt, second by Mr. Decker, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT-None
- V. REPORT OF THE LAW DIRECTOR-None
- VI. OLD BUSINESS-None
- VII. NEW BUSINESS-None
- VIII. ADJOURNMENT-Motion to adjourn at 5:34pm by Dr. Philips, second by Mr. Decker, unanimous approval.

**MINUTES
ENGINEERING AND ARCHITECTURAL FEES
AD HOC COMMITTEE
LARRY HINTON, CHAIRMAN
NOVEMBER 30, 2015**

Present:

Larry Hinton, Chairman
Paul Decker
Caroline Krueger
Kevin Pomeroy
Chris Taylor

Also Present:

Erika Porter, Staff Attorney
Bill Kemp, County Clerk

The called meeting of the Engineering and Architectural Fees Ad Hoc Committee was brought to order on Monday, November 30, 2015, at 5:00 p.m. in the Sumner County Administration Building. Comm. Chris Taylor gave the invocation. Chairman Hinton declared a quorum present to conduct business.

Agenda. Comm. Decker moved, seconded by Comm. Chris Taylor, to approve the agenda. The motion carried.

Chairman Hinton led discussion on the charge of the committee to determine the best path forward in regard to processes used to hire engineers, architects and building contractors for County projects.

Chairman Hinton distributed a Montgomery County architect fee schedule that circumvents the Request for Proposal (RFP) process by predetermining architects' percentage of project fees based on defined cost parameters. Erika Porter stated that architectural services cannot be bid.

The Sumner County Finance Department provided a breakdown of \$2,030,571.00 in architect, engineering and surveying fees paid and encumbered since July 1, 2014, in the Capital Projects Fund as follows:

- Kaatz, Binkley, Jones and Morris Architects- Total \$1,231,825.00
- Oliver, Little, Gipson Engineering - Total \$466,199.00
- Cassetty Architecture- Total \$29,545.00
- Various other payments made in FY 2015 - Total \$303,002.00

The percentage ratio of fees to project costs varied from 4 to 11 percent.

Research on typical architectural fees charged on projects was furnished by the Law Director's Office from a March 2015 survey of 12 individual responses. A summary includes the following:

- Architectural fees are charged depending on the project scope, not an industry standard. Fees were charged using a fee schedule or scale, hourly or a lump sum.
- Consensus was that the smaller projects garner a higher fee depending on the complexity and number of specialists needed.
- Most of the firms base their fees on the work effort required to complete the scope of work.
- Typical percentages ranged from 6 to 12 percent.

Discussion among committee members yielded the following points for further action:

- Committee members discussed the County's over reliance on architects to determine the specifics of a project and absence of prior planning.
- Committee members discussed the lack of conceptualization on the County's part once the need is identified and lack of oversight by the County through to completion of a project. The County needs to implement a process which matches space allocation and needs with building solutions.
- The Committee discussed involving the department heads and officials in assessing building needs and creating guidelines for the scope of work. Comm. Decker pointed out that the school system is in charge of its own building projects and has someone in-house to oversee them.
- Committee members discussed creating a subcommittee under the General Operations Committee to monitor each individual project as it goes online through to completion.
- Committee members discussed the drawbacks of the present system of hiring an architect to design and oversee a construction project.
- Committee members agreed to continue the discussion on whether to hire or contract engineering services.
- The Committee discussed the advantages and disadvantages of a design-build system of bidding projects, in which the costs are inclusive of architectural, engineering and special consultant fees.
- Comm. Decker stated that he would contact personnel in the school system to get input and request their presence at the next meeting.
- Comm. Pomeroy stated that he would contact a general contractor to get input and request their presence at the next meeting.
- Chairman Hinton stated that he would contact an architect to get input and request their presence at the next meeting.
- Chairman Hinton stated he would call a meeting in January, 2016.

The meeting adjourned at 5:56 p.m. after a duly seconded motion by Comm. Decker.