



# 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..... February 8**

**Committee on Committees..... February 22**

**Education Committee.....February 1**

**Emergency Services Committee.....February 1**

**Employee Benefits Committee..... January 26**

**Financial Management Committee 2012, Financial**

**Management Committee 2002, Investment Committee.**

**Purchasing Committee..... February 22**

**General Operations Committee.....February 8**

**Legislative Committee.....February 8**

**Liability Claims Committee.....October 5**

## AD HOC

**Long Hollow Corridor Plan Ad Hoc Committee.....February 2**

**Engineering and Architectural Fees Ad Hoc Committee...February 2**



BUDGET COMMITTEE MINUTES  
February 8, 2016

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  
Dcl Phillips

- I. CALL TO ORDER by Chairman Foster at 6:00pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Approval of Agenda- Motion to approve by Mr. Becker, second by Mr. Geminden, unanimous approval.
  - B. Recognition of Public-None
  - C. Approval of Minutes—January 11, 2016- Motion to approve by Mr. Chris Taylor, second by Mr. Goode, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. OLD BUSINESS-None
- V. NEW BUSINESS
  - A. Education
    1. Budget Amendments- Motion to approve by Mr. Goode, second by Mr. Chris Taylor, unanimous approval.
    2. Engineering design fees for new school campus--\$127,550 (education portion) from 2015 Bond- Dr. Phillips explained to the committee what the funds would be used for. Motion to approve by Mr. Goode, second by Mr. Bill Taylor, unanimous approval.
  - B. Appropriations
    1. Engineering design fees for new school campus--\$55,150 (county portion) from 2015 Bond- Motion to approve by Mr. Pomeroy, second by Mr. Goode, unanimous approval.
    2. County Executive--\$18,330.68 carryover of FY15 Home Grant funding- Motion to approve by Mr. Chris Taylor, second by Mr. Geminden, unanimous approval.
    3. Sheriff--\$31,484.63 state reimbursement for inmate medical expenses-Motion to approve by Mr. Geminden, second by Mr. Pomeroy, unanimous approval.
    4. Libraries- Motion to group and approve items V.B.4. a through b. by Mr. Pomeroy, second by Mr. Goode, unanimous approval.
      - a. Gallatin
        - i. \$6,947 LSTA technology grant for data processing equipment
        - ii. \$1,465.63 E-Rate funding for data processing equipment
      - b. Westmoreland--\$2,020 LSTA technology grant for data processing equipment
    5. Habitat for Humanity--\$1,515.03 contribution request (waiver of fees)-Motion to approve by Mr. Pomeroy, second by Mr. Bill Taylor, unanimous approval.
    6. County Executive--\$80,000 tractor and equipment from local capital projects funding- Mr. Holt explained to the committee a tractor is needed for maintenance jobs throughout the county. He informed the committee a shelter would be built to keep the tractor under. Chairman Foster pointed out this would be appropriated from the local capital projects fund. Motion to approve up to \$45,000 by Mr. Goode, second by Mr. Chris Taylor, unanimous approval.

C. Transfers- Motion to approve items V.C.1.a and b by Mr. Goode, second by Mr. Chris Taylor, unanimous approval.

1. Inter-budgetary

a. Greater than \$2,500

b. \$2,500 or less

D. Tax Refunds- Motion to group and approve items V. D. 1 and 2 by Mr. Pomeroy, second by Mr. Chris Taylor, unanimous approval.

1. US Tsubaki Conveyor Operations Div--\$2,781

2. Wheels Lt--\$27

VI. REPORT OF THE FINANCE DIRECTOR- Mr. Lawing provided a memo to the committee. He explained revenue compared to budget looks better than last month and everything is running according to budget.

VII. ADJOURNMENT- Motion to adjourn at 6:15pm by Mr. Bill Taylor.

**COMMITTEE ON COMMITTEES  
MINUTES  
FEBRUARY 22, 2016**

**Present:**

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

**Also Present:**

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

The regular meeting of the Committee on Committees was brought to order with an invocation by Comm. LeMarbre on Monday, February 22, 2016, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Vice-Chairman Krueger 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. Kemp, and duly seconded by Comm. LeMarbre, the Committee approved the minutes of January 25, 2016.

Public Recognition. There was none.

Report of the Chairman. Vice-Chairman Kreuger had no report other than the items on the agenda.

Report of the County Executive. None

Old Business None

9. New Business Highway Commission

Vice-Chairman Krueger introduced the expiring two-year term of Tom Neal, a citizen appointment on the Highway Commission.

Upon motion of Comm. LeMarbre, and duly seconded by Comm. Ring, the Committee voted to approve the reappointment (3-0-1) of Mr. Neal to the Highway Commission. Comm. Kemp abstained from the vote.

Next Month, March 21, 2016 Upon motion of Comm. LeMarbre, seconded by Comm. Ring, the Committee voted to cancel next month's meeting in March.

10. Adjournment. Upon motion of Comm. LeMarbre, and duly seconded by Comm. Ring, the Committee adjourned at 6:35 p.m.

Prepared by Maria Savage

**MINUTES  
EDUCATION COMMITTEE  
February 1, 2016**

**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  
Jim Harrison, Civil-Site Design Group  
Anthony Holt, County Executive

Chairman LeMarbre brought the meeting of the Education Committee to order with an invocation on Monday, February 1, 2016, 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 November 2, 2015. Upon motion of Comm. Guthrie, seconded by Comm. Schell, the Committee members approved the November 2, 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. Sumner County Board of Education Amendments.

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

10b. Approve Engineering Design Fees for New School Campus  
(County/Schools Share)

Chairman LeMarbre recognized Director of Schools Del Phillips who requested approval of design fees for a sewer and water system at the new school campus on Upper Station Camp Creek Road. Dr. Phillips said he hopes to break ground in June after the bids come in.

He explained that the cost is broken down as to the Board of Education portion (\$127,550.00) and the County portion (\$55,150.00) of the project. For audit purposes it is necessary to breakdown the sewer cost and the greenway cost. The bid includes 9,600 feet of sewer that will require easements. Dr. Phillips stated he hoped to come back in May with the hard bids and the required cost of easements that White House Utility is holding.

Upon motion of Comm. Decker, seconded by Comm. Schell, the Committee voted unanimously to approve design fees for the new school campus as requested.

Comm. Schell motioned to adjourn and was duly seconded by Comm. Geminden. The Committee adjourned at 5:40 p.m.

Prepared by Maria Savage

**MINUTES**  
**EMERGENCY SERVICES COMMITTEE**  
**February 1, 2016**

**Present:**

Michael Guthrie, Chairman  
Chris Taylor, V. Chairman  
Alan Driver  
Ben Harris  
Moe Taylor  
Jim Vaughn

**Absent:**

Jerry Foster

**Also Present:**

Leah Dennen, County Law Director  
Sheriff Sonny Weatherford  
Keith Douglas, Director EMS  
Anthony Holt, County Executive  
Bill Kemp, County Clerk  
Ken Widener

Chairman Guthrie called the meeting of the Emergency Services Committee to order with an invocation by Comm. Vaughn on Monday, February 1, 2016, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. County Law Director Leah Dennen stated that she handed out the inmate telephone contract that was finished in time for the meeting. Upon motion of Comm. Moe Taylor, seconded by Comm. Harris, the Committee unanimously approved the agenda.

Approval of Minutes of January 4, 2016 Upon motion of Comm. Harris, seconded by Comm. Driver, the Committee approved the minutes of January 4, 2016.

Public Comments. There were no comments.

Report from the Chairman Chairman Guthrie had no report.

Report from the County Executive. County Executive Anthony Holt reserved comments to agenda items.

Report from the Sheriff. Sheriff Sonny Weatherford handed out the January, 2016 financial reports and the Animal Control Division statistics. The jail population was 659 in January.

Fire Departments. There was no report.

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. Reports showed another month of record revenue. He said the call volume was tracking very high. He said his office had to modify ambulance services during the snow storm. Instead of ambulances, paramedics were sent to some scenes in four-wheel drive vehicles, and a paramedic was posted in dispatch to help with triage. Only one ambulance was involved in a collision after sliding into a ditch.

Mr. Douglas reported that concrete is being poured at the hardened facility.

With White House High School going through renovations, Mr. Douglas stated that ambulance repairs and maintenance performed at the school shop will not be available effective March 1. Mr. Douglas stated that the Board of Education may allow the ambulances to be serviced at the school maintenance garage.

Report of the Emergency Management Agency. Chairman Guthrie recognized Ken Widener, Director of the Emergency Management Agency, who stated that the Agency has added a drone for search and rescue operations, law enforcement, swift water rescue and other uses. He said his goal was to meet with all the law enforcement agencies and discuss the operations command center. During the snow event, EMA aided law enforcement and emergency services.

Old Business None

#### New Business

13a. Gate Damage at Jail. Chairman Guthrie recognized Ms. Dennen who spoke regarding the jail gate damaged during an attempted escape. She reported she reached out to the City of Westmoreland to determine what type of insurance policy the City has. She said the Budget Committee did not want to expend the funds to file the lawsuit against the individual who tried to escape custody. She reported that the District Attorney's Office has agreed to seek restitution, which will begin once when the individual is convicted.

Chairman Guthrie stated that the City has requested the insurance company reconsider denial of the claim.

13a. E-911 Unified Facility Agreement. Chairman Guthrie recognized Ms. Dennen who stated the agreement has been approved by all the cities and the County that serve on the E-911 Committee. Upon motion of Comm. Harris, seconded by Comm. Vaughn, the Committee approved and forwarded the agreement to the full Commission.



13b. Inmate Telephone Agreement. Chairman Guthrie recognized Ms. Dennen who presented the telephone services agreement for jail inmates. Included in the negotiations was replacement jail monitors provided free of charge. Upon motion of Comm. Vaughn, seconded by Comm. Harris, the Committee approved and forwarded the jail telephone agreement to the full Commission.

13c. Request by Gallatin Police Department for Allocation of Space on East Winchester Street. County Executive Anthony Holt stated that the Gallatin Police Department has requested the use of a bay at the East Winchester Street location shared between Children Are People, Inc., and the Gallatin Volunteer Fire Department. The GVFD uses only one of the two bays. Executive Holt stated the other tenants in the building have agreed to the space usage.

Upon motion of Comm. Harris, seconded by Comm. Vaughn, the Committee approved the assignment of space to the Gallatin Police Department.

With a motion by Comm. Moe Taylor and duly seconded, the Committee adjourned at 5:22 pm.

Prepared by Maria Savage

**MINUTES**  
**EMPLOYEE BENEFITS COMMITTEE**  
**January 26, 2016**  
**9:00 A.M.**

**Members Present:**

Bob Pospisil  
Michael Guthrie  
Dr. Del Phillips

**Also:**

Leah Dennen  
Erika Porter  
Debbie Robertson  
David Lawing

Bob Shupe  
Brittany Spradling  
Ernie Clevenger  
Melanie Sharp

Karen Tokarz  
Teresa Terry

Mr. Pospisil called the SIB Employee Benefits Committee meeting to order on Tuesday, January 26, 2016 at 9:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

**Agenda:** Mr. Pospisil added B) Meeting Times under New Business. Dr. Phillips made a motion to approve the agenda with the addition; seconded by Mr. Guthrie; unanimous approval.

**Public Recognition:** None

**Minutes:** Motion was made by Mr. Guthrie to approve the minutes of November 17, 2015; seconded by Dr. Phillips; unanimous approval.

**Report of Committee Chair:** None

**Report of Consultant:** Mrs. Spradling passed out their new updated report which shows the monthly report and the year-to-date figures. It also has bar graphs. From July to December, it shows how much is saved to put in the reserve. Large losses are reported from January to December of each year. Members stated they would also like to see the fund balance reported.

Mr. Shupe reported they had done a study with Wilson County BOE on their RX plan. On a new plan, they can save a considerable amount of money. They are still tracking their progress. Mr. Shupe requested to do a study of our Express Script program and will hopefully have that report by our February meeting. Mr. Guthrie made a motion for Mr. Shupe to get the Express Scripts Claims Data and bring report back to us; seconded by Mr. Pospisil; unanimous approval.

**CareHere:** Ms. Sharp handed out their report and mentioned that November had 98% utilization and December had 97% utilization. Our HRA events start January 29, 2016.

**Finance Director:** Mr. Lawing reported that on medical, we had \$5.5M in assets and \$800,000 in estimated liabilities. Looking at the trends, our decrease in claims is predominantly due to the Wellness Plan. The dental plan is positive. Assets are around \$593,000 and actual liabilities are estimated at \$37,000. He recommends that next year we do two actuarials –one for Preferred Plan and one for Non-Preferred Plan.

**Old Business:** None

**New Business:** Mr. Lawing stated that the Reinsurance is at the same rate as last year which renewed in January 2016. He recommends that if it stays on this same trend, not to renew the reinsurance next year.

Mr. Pospisil suggested we just have meetings once a quarter or as needed with a 30 day notice. We will have the February 23, 2016 meeting for CareHere to present their annual report. Mr. Lawing and Ms. Dennen will present a schedule of meetings at February meeting.

Dr. Phillips suggested the County and BOE work together to write the RFP.

There was no further business so Mr. Pospisil adjourned the meeting at 9:30 a.m.



INVESTMENT, PURCHASING, 2002 FINANCIAL  
MANAGEMENT, AND 2012 FINANCIAL  
MANAGEMENT COMMITTEES MINUTES  
February 22, 2016

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

- I. CALL TO ORDER by Chairman Schell at 5:30pm in Room 104 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Chairman Schell.
  - B. Approval of Agenda- Mr. Lawing requested a PO issue for Mr. Isbell be added to the agenda as VIII B.2.b. Motion to approve by Mr. Taylor, second by Dr. Phillips, unanimous approval.
  - C. Recognition of Public-None
  - D. Approval of Minutes—January 25, 2016- Motion to approve by Mr. Decker, second by Mr. Taylor, 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. She informed the committee that a check printer has been installed at the school board. Ms. Jennings explained 1099's were printed and mailed to all appropriate vendors.
- IV. REPORT OF THE TRUSTEE- Ms. Nelson explained 72.23% of taxes have been collected for the 2015 fiscal year and 98.28% has been collected for the 2014 fiscal year.
- V. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT
  - A. Financial Assessment-Mr. Lawing explained revenues look slightly better than last months and a small revenue surplus is expected. He pointed out everything else is running as expected.
- VI. REPORT OF THE LAW DIRECTOR-None
- VII. OLD BUSINESS-None
- VIII. NEW BUSINESS
  - A. Investment Committee
    1. Trustee's Report-Included in packet.
  - B. Purchasing Committee
    1. Purchase Order Exceptions list- Motion to approve by Mr. Taylor, second by Mr. Decker, unanimous approval.
    2. Purchase Order Issues
      - (a) EMS- Mr. Lawing recommended approval. Mr. Douglas explained a new employee is being trained and that is why this error occurred. Mr. Douglas explained he is working diligently with this individual to make sure this doesn't happen in the future. Motion to approve by Mr. Taylor, second by Mr. Holt, unanimous approval.

- (b) Assessor of Property-Mr. Isbell failed to obtain a purchase order for \$50,960.85 for aerial photos for the 2015 Fiscal Year. This resulted in two issues. First, failure to obtain a purchase order/report a contract, which also resulted in a liability not being recorded for the 2015 Fiscal Year. Second, the appropriation lapsed at the end of fyl5 pursuant to state statute. Motion to authorize Mr. Lawing to pay without purchase order contingent upon approval from the budget committee and county commission of necessary appropriation by Dr. Phillips, second by Mr. Decker, unanimous approval. The committee also advised Mr. Lawing to educate Mr. Isbell on the proper procedure of obtaining a purchase order. The committee also requested Mr. Isbell to provide an explanation of corrective action taken to ensure this does not happen in the future.

C. 2002 Financial Management Committee-None

D. 2012 Financial Management Committee

- 1. Finance Director's Bond- Motion to approve by Mr. Taylor, second by Dr. Phillips, unanimous approval.

IX. ADJOURNMENT- Motion to adjourn by Dr. Phillips, second by Mr. Taylor, unanimous approval.

**MINUTES  
GENERAL OPERATIONS COMMITTEE  
JERRY BECKER, CHAIRMAN  
FEBRUARY 8, 2016**

**Present:**

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

**Also Present:**

Leah Dennen, County Law Director  
Erika Porter, Staff Attorney  
Bill Kemp, County Clerk  
Anthony Holt, County Executive  
Chief Bandy, Gallatin Police Department

The scheduled meeting of the General Operations Committee was brought to order on Monday, February 8, 2016, at 5:00 p.m. in the Sumner County Administration Building. Comm. Schell gave the invocation and Chairman Becker declared a quorum present to conduct business.

Agenda. Comm. Harris moved to approve the agenda; Comm. Schell 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 January 11, 2016, regular meeting.

Report of Chairman. Chairman Becker yielded the floor to Comm. Hinton, Chairman of the Engineering and Architectural Ad Hoc Committee, who gave a report on the February meeting of the Ad Hoc Committee; in which Joey Rhyne of Dow Smith Contracting provided information on the rules of building projects. Comm. Hinton stated that the plan is to meet with an architect, then in a couple of months present a summary. The next meeting is scheduled for March 8, 2016, at 5:15 p.m.

County Executive. County Executive Anthony Holt reported that effective March 1 White House High School shop cannot service Sumner County ambulances due to renovations at the school. He further stated that Dr. Del Phillips agreed to allow the County's ambulance mechanic to work in a bay at the school bus garage until the WHHS shop is functional once again.

Mr. Holt stated he signed the contract with The Walker Collaborative, LLC to begin work on the Long Hollow Pike land use plan in conjunction with the Long Hollow Corridor Plan Ad Hoc Committee.

Recognition of the Public. There was none.

8a. Update on County Building Inspection. Executive Holt stated that the Board of Education maintenance personnel had inspected the Sumner County Administration Building. He said they were going building by building and should have a prioritized compilation of maintenance needs in the next two months.

County Executive stated that the replacement boiler for the Sumner County Administration Building is being installed.

New Business.

9a. Allocation of Space on East Winchester Street for Gallatin Police Department. County Executive stated the Gallatin Police Department has requested use of a bay at the East Winchester Street location now housed by Children Are People, Inc., and the Gallatin Volunteer Fire Department, which uses only one bay. Executive Holt stated that the Emergency Services Committee and the other tenants in the building have agreed to the space usage.

Chairman Becker recognized Gallatin Police Chief Bandy who stated that the City had paved the parking lots and plan to use the space as an impound lot.

Upon motion of Comm. Harris, seconded by Comm. Schell, the Committee voted to approve the use of one bay at the Winchester Street location for an indefinite time period.

9b. Surplus Items

Upon motion of Comm. Harris, seconded by Comm. Schell, the committee voted to approve the following request for disposal of surplus property:

- Surplus various items Portland Public Library
- Surplus various items Sumner County Courthouse
- Surplus various items Westmoreland Public Library
- Surplus various items Gallatin Public Library
- Surplus copier Judicial Commissioners
- Surplus various items Hendersonville Public Library

The meeting adjourned at 5:15 p.m. after a motion by Comm. Krueger, seconded by Comm. Schell.

**MINUTES  
LEGISLATIVE COMMITTEE  
CHRIS TAYLOR, CHAIRMAN  
FEBRUARY 8, 2016**

**Present:**

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

**Absent:**

Scott Langford, Commission Chairman  
Trisha LeMarbre

**Also Present:**

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

Chairman Chris Taylor brought the Legislative Committee meeting to order with an invocation by Comm. Guthrie on Monday, February 8, 2016, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

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

Minutes. Upon motion of Comm. Foster, seconded by Comm. Graves, the Committee voted to approve the January 11, 2016, minutes.

Public Comments. None

Report of Chairman. None

Report of County Executive. Executive Holt stated he signed the contract with The Walker Collaborative, LLC to begin work on the Long Hollow Pike land use plan in conjunction with the Long Hollow Corridor Plan Ad Hoc Committee.

Old Business. None

New Business.

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

9b. Finance Director's Bond. Upon motion of Comm. Graves, seconded by Comm. Foster, the Committee voted to approve and forward the Finance Director's bond to the full Commission.

9c. Resolution to Provide Broadband Services. Upon motion of Comm. Goode, seconded by Comm. Becker, the Committee voted to approve a resolution supporting Tennessee House Bill 1303/Senate Bill 1134 regarding additional authorization to provide broadband and internet services.

9d. Adoption of Joint 911 Agreement. Upon motion of Comm. Guthrie, seconded by Comm. Foster, the Committee voted to approve and forward the Joint 911 agreement to the full Commission.

10b. Certificates of Recognition. Upon motion of Comm. Foster, seconded by Comm. Becker, the Committee voted to group and approve the following certificates of recognition:

- Sumner County Schools for Advanced Placement District Honor Roll
- White House High School Bowling Team State Runner Up
- Keith Freemon, White House High School Bowling Coach retiring

11a. Zoning Request.

11a. Jane Sturgill, Trustee is requesting to have her property rezoned from Estate A to Industrial and are requesting Preliminary Site Plan approval. Subject property is located at 310 and 310A Lower Station Camp Creek Road, Gallatin, Tennessee, contains 13.45 acres, is on Tax Map 137, Parcel 10 and 10.02 and is zoned Estate A. (First reading).

11b. Robert C. Helson and Danny Hurst are requesting to have their property rezoned from Commercial A to Agricultural. Subject property is located on Highway 31-E, on Tax Map 106, Parcel 18 p/o. contains 40,000 square feet and is zoned Commercial (Commercial A), (First Reading)

Upon motion of Comm. Guthrie, and duly seconded by Comm. Goode, the Committee voted to docket the Sturgill rezoning for February 22, 2016, Commission meeting and the Helson/Hurst property for March 21, 2016.

Adjournment. Upon motion of Comm. Graves and duly seconded, the Committee adjourned at 5:38 p.m.



**LIABILITY CLAIMS COMMITTEE BOARD MEETING  
MINUTES  
October 5, 2015**

Paul Decker  
Billy Geminden  
Anthony Holt

Leah Dennen  
Erika Porter  
Kim White

The Liability Claims Committee Board meeting was called to order at approximately 4:00 p.m. in the Law Director's Conference Room on October 5, 2015.

**Minutes:** A motion was made by Mr. Holt, seconded by Mr. Geminden, to accept the June 2015 minutes. Motion passed

**Medical Payments:** Motion was made by Mr. Holt, seconded by Mr. Geminden, to accept the medical payments for June, July, August and September 2015. Motion passed.

**Old Business:**

None.

**New Business:**

SW was present to discuss her claim. Motion made by Dr. Glover, seconded by Mr. Geminden, to accept the claim as a compensable claim. Motion passed.

**Executive Session:**

CT – Vehicle Accident  
MG – Board of Education  
SW – Board of Education

A motion was made by Mr. Geminden, seconded by Mr. Holt, to adjourn the meeting. The meeting was adjourned at approximately 4:45 p.m.

Approved by:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES  
LONG HOLLOW CORRIDOR PLAN  
AD HOC COMMITTEE  
CAROLINE KRUEGER, CHAIRMAN  
FEBRUARY 1, 2016**

**Present:**

Caroline Krueger, Chairman  
Bill Taylor, Vice-Chairman  
Steve Graves  
Leslie Schell  
Jerry Foster

**Also Present:**

Erika Porter, Staff Attorney  
Leah Dennen, County Law Director  
Anthony Holt, County Executive  
Rodney Joyner, Planning Director

The called meeting of the Long Hollow Corridor Plan Ad Hoc Committee was brought to order on Tuesday, February 1, 2016, at 6:15 p.m. in the Sumner County Administration Building. Comm. Schell gave the invocation. Chairman Krueger declared a quorum present to conduct business.

Agenda. Comm. Schell moved, seconded by Comm. Bill Taylor, to approve the agenda. The motion carried.

Minutes. Upon motion of Comm. Schell, seconded by Comm. Bill Taylor, the Committee voted to approve the minutes of January 5, 2016.

a. Discuss researching possibilities of a county engineer in time for budget planning

Committee members discussed the options for county engineering services:

- Hire an engineer full time
- Hire a consulting firm

Chairman Krueger recognized County Executive Anthony Holt who cautioned the Committee to consider the cost involved in hiring a county engineer. He said the total cost could be upwards of \$1 million annually. He said the Planning and Storm Water Department are understaffed and in need of an extra person.

County Planning Director Rodney Joyner stated that the TDEC requirements are becoming more stringent with the impending Phase 3 Storm water implementation.

An engineer experienced in hydrology could lend his or her expertise in planning and development, as well as current public works issues. If someone were hired for the position, Mr. Holt suggested the engineer be supervised by Mr. Joyner.

Chairman Krueger requested a clear job description and specifications for an engineer for the next meeting.

b. Negotiations update with Walker Group

At the last meeting the Committee chose The Walker Collaborative, LLC as the planner for the Long Hollow Pike Corridor Plan, authorizing the County Executive and his staff to negotiate services and price with the firm. Mr. Holt stated that during negotiations two changes were made to the agreement: 1) Any reference to the Collaborative conducting

a study of economic impact; 2) Added in were updates to subdivision regulations. He said that some of the planning practices to be studied were land use density, transportation, connectivity and green space.

The Collaborative will provide services for the following: 1) Creation of a Long Hollow Pike Corridor Plan; 2) Countywide Zoning and Development Code Update.

The agreed on price was \$155,000.00 without affecting the agreed to scope of work. The completion time was changed to 7-9 months. Upon motion of Comm. Bill Taylor, seconded by Comm. Schell, the Committee voted to approve the Agreement for Professional Services. Mr. Holt emphasized that a drainage study was not included in the agreement.

c. Overall goals for this committee to work towards while we wait for results of the study.

Mr. Holt pointed out that with the annexation of cities at a standstill, more development will happen on municipal fringes, creating an additional burden on county services. The Committee drew comparisons between Sumner County's growth and Williamson County's 15 years ago and the need to increase staff to handle the additional work load. The Committee agreed on the importance of researching surrounding county operations to determine how engineering services are procured.

The Committee discussed making a decision in time to present a request to the Budget Committee for consideration in Fiscal Year 2016-17.

d. Discuss completion of the preliminary study that was done.

The Committee discussed a Drakes Creek Watershed hydrology study with a cost of \$30,000.00. Mr. Holt said Drakes Creek was just one of several watersheds that affect the area. He said the County is limited in its ability to control storm water runoff as a result of past development and state statutes. County responses are complicated by laws forbidding work on private property, in addition to the lack of homeowners associations in many of the subdivisions.

Mr. Joyner stated that in looking at soil maps, Middle Tennessee has more rock than soil, and, as a consequence, projects are harder to engineer. The new TDEC and EPA laws, that counties are required to adopt, involve much more detailed regulations.

Chairman Krueger set the next meeting Tuesday, March 8, 2016 at 6:00 p.m.

The meeting adjourned at 6:55 p.m. after a motion by Comm. Bill Taylor, seconded by Comm. Schell.

**MINUTES  
ENGINEERING AND ARCHITECTURAL FEES  
AD HOC COMMITTEE  
LARRY HINTON, CHAIRMAN  
FEBRUARY 2, 2016**

**Present:**

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

**Also Present:**

Erika Porter, Staff Attorney  
Leah Dennen, County Law Director  
Anthony Holt, County Executive  
Bill Taylor, Commissioner  
Joey Rhyne, Dow Smith Contracting

The meeting of the Engineering and Architectural Fees Ad Hoc Committee was brought to order with an invocation on Tuesday, February 2, 2016, at 5:15 p.m. in the Sumner County Administration Building. Chairman Hinton declared a quorum present to conduct business.

Minutes. Comm. Pomeroy moved, seconded by Comm. Krueger, to approve the minutes of January 5, 2016. The motion carried.

Report of the Chairman. Chairman Hinton stated that he had talked to contractors and an architect to request presentations for the next meeting set for March 8, 2016, at 5:15 p.m.

7a. Old Business. None

8a. New Business. Chairman Hinton introduced Joey Rhyne, Vice-President and Project Manager at Dow Smith Contracting, who, as a former Sumner County resident, offered his perspective on performing work for the public and private sectors.

Mr. Rhyne said his company shifted to a design-build process over the past ten years and away from the traditional method of design, bid and build. He said the traditional method is becoming outdated because of the necessity for cost containment and earlier access to vital information. In his experience with the design-build approach, change orders dropped from 15-20 percent to 3-5 percent.

Mr. Rhyne distributed the book by Jack Miller entitled, Rules You Should Know Before You Build Your Important Project: A Guide for the Buyer of Construction Services.

The book outlined five approaches to consider from the owner's standpoint:

- A. Bidding Contractor or traditional approach
- B. Design/Build Contractor (This is the one Dow Smith Contracting uses most, in which the owner deals directly with the contractor who hires the architect/engineer and subcontractors)
- C. Construction Manager acting as an advisor with no general contractor
- D. Construction Manager acting as an advisor with a general contractor
- E. Construction Manager at risk also acting as general contractor

He said the success of the project depends on the involvement of the builder, the owner and the design-build team early in the process.

Mr. Rhyne stated that Rutherford County has a Public Building Authority approved by the State General Assembly. Projects above \$1 million in cost are overseen by the PDA. He stated that the Rutherford County PBA is using the approach under Item E. on a current building project. He said the construction manager's general conditions and the fees were known up front, and from that point the owner and the construction manager worked closely to control the cost through the design phase in order to establish a guaranteed maximum price.

On another project to construct a fire hall in the City of Mt. Juliet, an owner representative was hired to oversee the design-build process. The City sent out Request for Qualifications responded to by contractors. The City rated the design-build contractors using a point system, and chose three out of five builders. These builders were then requested to respond to a Request for Pricing.

Those three design-build contractors priced the project based on parameters in regard to what the City needed to accomplish. Dow Smith Contracting, who performed the work, teamed up with local architects and engineers to submit a proposal for a design-build program that consisted of a preliminary floor plan and a reasonably sound budget. Mr. Rhyne clarified that design-builders do not bid out architects, engineers or other subcontractors but hand pick the teams based on quality of workmanship and experience.

In order to assure the owner of getting fair market value for the work performed, Mr. Rhyne stated that he would present the subcontractor bids to the owners. But, in his experience, most owners want to know the top budget number. His job as a design-build contractor is to respond to the owner's need for cost containment while maintaining quality workmanship.

Mr. Rhyne emphasized that the more information the owner provides the better proposals the contractors will deliver. In the book, Mr. Rhyne pointed out a six-phase service proposal that might be submitted by a design-build team and their consultants.

The book outlined contractual relationships of a design/build as follows:

Phase I

Preliminary Feasibility

Phase II

Facility Investigation and Development

Phase III

Schematic Design Study and Budget

Phase IV

Design Finalization Stage

Phase V

Construction

Phase VI

Post Construction

He said that a Construction Manager would need to be hired within 30 days of hiring an architect in order to identify cost issues in the early stages. He said architects and engineers do not know costs - that is the mind set change. The owner, construction manager and design-builder should be on the same page to insure value engineering.

Mr. Rhyne stated that there are three price checks in the design/build process in order to determine where the project stands. He said Phase III represents the preliminary drawings that allow for a budget check. During Phase IV the project develops to the point of another price check, followed by the Phase V when the project is reviewed and the price finalized.

When the initial Request for Qualifications are being formulated, the people using the building need to be involved. Mr. Rhyne stressed that a qualified person, such as an engineer with construction experience, should write the RFQ. Mr. Rhyne said that a construction narrative describes each phase of the project from site work through completion and highlights project specifics.

The Committee discussed hiring a consultant on a project-by-project basis to do the RFQ. Mr. Rhyne said owners have reasonable expectations regarding the project to come within budget.

Mr. Rhyne recommended that the County get the following

- Owner representative who is qualified
- A trusted design firm that is qualified

7

The meeting adjourned at 6:35 p.m. after motion by Comm. Decker, seconded by Comm. Pomeroy.

Prepared by Maria Savage