



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:

Beer Board.....February 26

Budget.....February 12

Committee on Committees.....February 26

Employee Benefits.....November 21

General Operation Committee.....February 5

Investment, Purchasing, 2002 Financial Management and

2012 Financial Management.....January 22

Legislative Committee.....February 12

**MINUTES
FEBRUARY 26, 2018
BEER BOARD
CHAIRMAN, MIKE AKINS**

Present:

Steve Graves, Vice-Chairman
Alan Driver
Bob Pospisil

Absent:

Mike Akins, Chairman
Kevin Pomeroy

Also Present:

Leah Dennen, County Attorney
Ben Allen, Staff Attorney
Anthony Holt, County Executive
Barry Young, Director of Tourism

The regular meeting of the Beer Board was brought to order by Vice-Chairman Steve Graves on Monday, February 26, 2018, at 6:15 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Agenda. Upon motion of Comm. Driver, seconded by Comm. Pospisil, the Board voted to approve the agenda.

Minutes. Upon motion of Comm. Driver, seconded by Comm. Pospisil, the Board approved the minutes for September 18, 2017.

Recognition of the Public. Barry Young, Director of Tourism, was present to answer questions.

Beer Applications.

The purpose of the meeting was to discuss and vote on the beer applications of the following:

Sumner County Tourism at Bledsoe's Lick Fort Historical Park,
Highway 25, Castalian Springs, TN 37031. The application was for
SPECIAL EVENTS PERMIT ONLY.

County Law Director Leah Dennen stated the applicant passed background checks. The location meets the distance requirement from a church or school.

Upon motion of Comm. Pospisil, seconded by Comm. Driver, the Board voted unanimously to approve the beer permit for Sumner County Tourism.

Comm. Pospisil moved, and was duly seconded, to adjourn the meeting at 6:18 p.m.

Prepared by Maria Savage



BUDGET COMMITTEE MINUTES
February 12, 2018

MEMBERS PRESENT
Kevin Pomeroy, Chairman
Jerry Foster, Vice-Chairman
Billy Geminden
Paul Goode
JoAnne Kemp
Bill Taylor
Chris Taylor
OTHERS PRESENT
Leah Dennen
Ben Allen
David Lawing
John Isbell
Bill Kemp

- I. CALL TO ORDER by Chairman Pomeroy at 6:00pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Geminden.
 - B. Approval of Agenda- Motion to approve by Commissioner Bill Taylor, second by Commissioner Goode, unanimous approval.
 - C. Recognition of Public- None.
 - D. Approval of Minutes—December 11, 2017 (no meeting in January) - Motion to approve by Commissioner Geminden, second by Commissioner Goode, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- Chairman Pomeroy informed the committee that the hearings for the FY19 budget will be April 17th beginning at 8:00am and ending at 4:30pm and April 25th beginning at 8:30am and ending at 2:00pm. Chairman Pomeroy explained, to start off the hearings, Finance Director Lawing will present a budgetary timeline under his report and explain the existing finances and also go over any upcoming projects. He informed the committee he has been discussing possible new capital expenditures that he would like to discuss at the budget hearings. Chairman Pomeroy informed the committee that he has been in discussion with Ms. Lea at Emergency Communications, and she will be operating at a 2 ½-3% overall increase like all other departments in the upcoming fiscal year, but she will have capital expenditures that the committee will need to look at.
- III. REPORT OF THE COUNTY EXECUTIVE- None.
- IV. REPORT OF THE FINANCE DIRECTOR- Finance Director Lawing told the committee that items A, B and C are housekeeping items.
 - A. Financial Statement memo- Finance Director Lawing informed the committee that the financials for January are now on the website.
 - B. Highway/Public Works Fund analysis- Finance Director Lawing explained the cash flows included in the packet. He explained the memorandum points out which ones are actuals and which ones are projections.
 - C. Board of Education Cash Flow Forecast Schedule- Finance Director Lawing stated the school board has informed him that the cash flows through December are actuals and the remaining months are projections.
 - D. Financial Analysis of County (to be passed out at meeting)

Finance Director Lawing directed the committee to the sheet in the packet labeled "Financial Summary". He said, "I am estimating the unassigned balance, the portion of the County General Fund completely unencumbered, to increase by approximately \$2M by June 30, 2018." Finance Director Lawing explained to the committee that the reasons he believes the balance will increase are four fold. 1) The disparity in the budget between revenues and expenditures over the last four budget years has been relatively stable. He explained, since 2015, it has been approximately \$3.3M and last budget year was approximately \$60K less than the prior budget year. 2) He explained year-to-date expenditures, through January 31, 2018, were virtually the same percentage expended during the same period last fiscal year at approximately 54.5% of total budget. 3) Finance Director Lawing informed the committee that he estimates this year's local revenues to be approximately 1.7% above projections; last year was approximately 2% at this time. 4) He explained that last year the unassigned fund balance increased by \$2.4M. He further explained the budgeted revenues are designed to be able to sustain a small economic down turn; these are conservative revenue projections. However, the local economy is fairing very well. Therefore, if everything holds constant, we will bring in an estimated additional \$2M this year in unassigned fund balance. He also explained the county's current debt capacity is somewhere in excess of \$280M over the next twenty years. Finance Director Lawing stated

currently, if as much debt was issued as current capacity would sustain between now and 2023, the county could issue somewhere between \$80M to \$90M with a 20 year amortization. In 2024, an additional \$85M could be issued. In 2025, you have somewhere north of \$125M, if everything else holds constant. Also, in 2037 an additional \$70M plus could be issued. Finance Director Lawing informed the committee he does not have a definite amount on the interest rates, and he is not accounting for any growth. County Executive Holt stated he wanted to add that the TIFF at Indian Lake will probably be paid off in three years, and once that is paid off, in today's terms, that would be approximately \$2.5M additional revenue. He proposed that this is something the committee needs to consider because the commission has spoken of several projects that will require bond issuances. He suggested, once the TIFF is paid off, to take that money and put it into debt service. Finance Director Lawing stated if it was put into the debt service fund today, it would extend our capacity by roughly \$40M. Finance Director Lawing pointed out that's not taking into account that at the end of 2018, we are projecting the debt service fund to have about \$20M. If the \$80M from now until 2023 does not cover the debt for needed projects, we could use part of the \$20M from debt service and part of the TIFF, if approved, or various other scenarios. Commissioner Kemp asked how much is left in the hospital funds. Finance Director Lawing replied \$10.4M but this includes an \$800K note that the commission has agreed to write off. Finance Director Lawing stated the local capital fund, as of today, has approximately \$6.5M. If the property tax levy is put back where it was in the 2017 budget year, because we adjusted the levy for \$10M to the capital projects fund for one year, it's going to bring in \$5.5M of capital funds for the 2019 budget year. With that being said, over the past year, items equating to around \$4.9M have been appropriated on a regular basis, which leaves approximately \$600K available. Finance Director Lawing explained he has met with Chairman Pomeroy, Mr. Holt, and Ms. Lea, and there are several capital needs coming up. Commissioner Goode stated the county is in the best shape it's ever been. County Executive Holt asked Finance Director Lawing how close we are this year on actual revenues to what was projected at the beginning of the budget year. Finance Director Lawing replied 1.7% above projections, last year was approximately 2%. Mr. Lawing went on to emphasize each budget stands alone. Therefore, if budget requests for next year exceed revenue growth by any material magnitude, the budget process will still be very tough.

V. OLD BUSINESS

A. Items Previously Discussed

1. Sheriff's Office-Offsite Backup Server; need additional \$3,358- This item only requires one reading. Motion to approve and be funded from the local capital projects fund by Commissioner Goode, second by Commissioner Foster, unanimous approval.

VI. NEW BUSINESS

A. Education Motion to group and approve items VI.A.1 and 2 by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.

1. Budget Amendments (for approval)
2. Budget Amendments (for information only)

B. Appropriations

1. Assessor of Property-up to \$28,000 from Capital Projects fund balance (local) for replacement vehicle- Mr. Isbell informed the committee he is looking at the state bid process. He also stated he was trying to save money and buy a used vehicle but that cannot really be bid out. Law Director Dennen explained the process of this to the committee. She stated Mr. Isbell would need to find the used vehicle he wishes to purchase. He would then need to get three bids from recognized sources of a similar type vehicle, and show that it's in line with the vehicle he wishes to purchase. Chairman Pomeroy asked that Mr. Isbell try to have this for next month so he could be ready to purchase. Motion to approve first reading and to come back in March with bids by Commissioner Chris Taylor, second by Commissioner Goode, unanimous approval.
2. County Clerk-\$5,400 from county clerk data fees for point-to-point fiber connection between Gallatin and Hendersonville offices and approval of three year contract- County Clerk Kemp briefly spoke to this. This item is flow through and only requires one reading. Motion to approve by Commissioner Chris Taylor, second by Commissioner Kemp, unanimous approval.
3. Sheriff's Office-\$315,109.92 reimbursement for state inmate medical bills- This item only requires one reading. Motion to approve by Commissioner Foster, second by Commissioner Goode, unanimous approval.

4. Health Department-\$2,500 ETSU Meaningful Improvement Grant- Commissioner Bill Taylor requested in the future to provide more detail for grants so they know what they are. This item only requires one reading. Motion to approve by Commissioner Geminden, second by Commissioner Kemp, unanimous approval.
 5. EMS-\$6,500 increase in EMS revenue for an increase in refund payments- Finance Director Lawing stated he believes the revenues will be there to cover this. Motion to approve first reading by Commissioner Goode, second by Commissioner Bill Taylor, unanimous approval.
 6. Pauper Burials-\$3,700 additional from general fund unassigned fund balance for increase in number of pauper burials- Finance Director Lawing stated he is requesting to double this line in FY18-19. Mr. Lawing requested this be the first reading and leave this sitting because it may go up. Motion to approve by Commissioner Chris Taylor, second by Commissioner Foster, unanimous approval.
 7. Libraries- These items are flow through and only require one reading. Motion to group and approve items VI.B.7.a through c by Commissioner Foster, second by Commissioner Kemp, unanimous approval.
 - a. Gallatin Library-\$2,431 TSLA Grant
 - b. Westmoreland Library-\$652 TSLA Grant
 - c. Millersville Library-\$500 City of Millersville additional donation for books
 8. AOC Grant-\$9,000 with \$1,000 match from Courthouse and Jail Maintenance Fund for a bullet proof bench upgrade- Motion to approve on first reading by Commissioner Goode, second by Commissioner Bill Taylor, unanimous approval.
 9. 2018 CDBG Waterline Extension Application-up to \$525,000 grant proceeds and \$400,000 match (already budgeted)- Motion to approve on first reading by Commissioner Chris Taylor, second by Commissioner Kemp, unanimous approval.
 10. ADA Self-Evaluation and ADA Transition Plan Update-Must be completed by Sep; approp up to \$50K- Motion to approve first reading and be funded from by the county general unassigned fund balance by Commissioner Chris Taylor, second by Commissioner Goode, unanimous approval.
- C. Transfers- Motion to group and approve items VI.C.1.a through b by Commissioner Goode, second by Commissioner Kemp, unanimous approval.
1. Inter-budgetary
 - a. Greater than \$2,500
 - i. Judge Hunter
 - b. \$2,500 or less
- D. Miscellaneous Items
1. Juvenile upgrades (from \$500K)-Report Only-Motion to approve by Commissioner Goode, second by Commissioner Geminden, unanimous approval.
 2. EMS Surplus Items- Chief Douglas inquired to the committee about receiving these funds to pay for repairs, etc. Finance Director Lawing explained this money goes back into the general fund were it was originally purchased by the county. Finance Director Lawing also referred the committee back to Resolution 0912-08 from December 21, 2009. Finance Director Lawing stated, based on his recollection of the discussion from that time, these requests from departments have no relationship to items purchased. The sales and the appropriations are independent events and should not be treated as one. Any new requests are new funding requests from unassigned fund balance. Motion to approve surplus items by Commissioner Geminden, second by Commissioner Kemp, unanimous approval.
- E. Tax Refunds- Motion to group and approve items VI.E.1 through 5 by Commissioner Foster, second by Commissioner Goode, unanimous approval.
1. Evonne Cheek-\$330
 2. ITW CIP Fasteners-\$844
 3. ITW Dynatec-\$443
 4. Mike Albert Leasing for Dubois Chemicals-\$87
 5. National Industrial Concepts-\$466

VII. ADJOURNMENT- Motion to adjourn at 6:48pm by Commissioner Chris Taylor.

**COMMITTEE ON COMMITTEES
MINUTES
FEBRUARY 26, 2018**

Present:

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

Also Present:

Leah May Dennen, County Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Executive

The regular meeting of the Committee on Committees was brought to order with an invocation by Chairman LeMarbre on Monday, February 26, 2018, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman LeMarbre declared a quorum to conduct business.

Agenda. Upon motion of Comm. Goode, seconded by Comm. Kemp, the Committee approved the agenda unanimously.

Approval of Minutes of January 22, 2018. Upon motion of Comm. Ring, and duly seconded by Comm. Kemp, the Committee approved unanimously the minutes of January 22, 2018. Chairman LeMarbre abstained.

Public Recognition. Kevin Baigert of 242 A B Wade Road in Portland requested more information on the vacated seat of Millard Bridges on the Board of Construction Appeals. County Law Director Leah Dennen said Mr. Bridges resigned. The term expires November 2018.

Report of the Chairman. Chairman LeMarbre had no report.

Report of the County Executive. County Executive Anthony Holt deferred to items on the agenda.

Old Business. None

New Business.

Highway Commission Citizen. Chairman LeMarbre brought forth the nomination of the following to serve on the Highway Commission for a two-year term:

Tom Neal, citizen two-year term

Upon motion of Comm. Ring, seconded by Comm. Goode, the Committee voted unanimously to approve the appointment of Mr. Neal to the Highway Commission.

Board of Construction Appeals. Chairman LeMarbre brought forth the nomination of the following to serve on the Board of Construction Appeals for a two-year term:

Millard Bridges – term to expire November 2018 – to be replaced by Kenny LouAllen

Upon motion of Comm. Krueger, seconded by Comm. Ring, the Committee voted unanimously to approve the appointment of Mr. LouAllen.

Agricultural Extension Office. Chairman LeMarbre brought forth the nomination of the following to serve on the Agricultural Extension Office for a two-year term:

Dwight Dixon (farmer) – two-year term- to be replaced by Frosty Gregory

Upon motion of Comm. Goode, seconded by Comm. Ring, the Committee voted unanimously to approve the appointment of Mr. Gregory to fill the farmer position.

Sumner County Library Board. Chairman LeMarbre brought forth the following information regarding the Sumner County Library Board:

Kenneth Cox (letter of resignation attached)

Without objection, Chairman LeMarbre deferred the appointment to the Library Board.

10. Adjournment. Upon motion of Comm. Goode, and duly seconded by Comm. Ring, the Committee adjourned at 6:37 p.m.

Prepared by Maria Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
November 21, 2017
9:00 A.M.

Members Present:

Michael Guthrie
Anthony Holt

Also:

Leah Dennen
David Lawing
Debbie Robertson

Brittney Spradling
Teresa Terry
Scott Karner

Christy Freedle
Kelly Ballinger

Mr. Guthrie called the SIB Employee Benefits Committee meeting to order on Tuesday, November 21, 2017 at 9:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

Public Recognition: None

Minutes: Motion was made by Mr. Holt to approve the minutes of May 16, 2017; seconded by Mr. Guthrie; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Ms. Spradling reported that everything is tracking really well and we are in the positive on medical and dental. We are doing well on the large losses.

One to One: Ms. Pfeiffer was on the phone giving her report on clinic utilization which was normal. Reports were handed out. OTC meds were taken out of the clinics. Portland Clinic will be moving December 15th back to a BOE site reducing the rent. They will be having an open house at the new site at the first of the year. The County continues to see a downward trend with healthcare spending overall.

HRA event dates are in process of being finalized now. BOE is moving to Saturday dates. All emergency uniformed employees will take 1st priority in getting HRA completed.

Finance Director: Mr. Lawing had financial reports showing projections. He stated we were on a downward cost trend per employee.

Mr. Lawing reported we do an OPEB actuarial every other year for the County and the BOE. The BOE reimburses us for their part. He also reported that the Committee approved that any new hires after January 1, 2018 will not be eligible for Retiree Insurance which should help curtail liability which is somewhere over \$1M.

Old Business: None

New Business: Hal Hendricks reported that the Healthier TN Communities is the Governor's initiative to improve the quality and health of Tennesseans. He is trying to get 20% of businesses

over 50 employees to sign up to be recognized as a healthier community. By 2021, he is trying to move Sumner County to the healthiest county in the State. We are in 5th place now.

Mr. Lawing discussed new hires which are not being charged the smoking fee or put on Standard Plan if they are nicotine positive when they are first hired. Mr. Holt made a motion to immediately put employees on the Standard Plan and charge the smoking fee when they are first hired if they are nicotine positive when they have their initial bloodwork completed; seconded by Mr. Guthrie; unanimous approval.

Reinsurance was discussed. Mr. Lawing recommended we continue with the Reinsurance. Mr. Guthrie made a motion to continue the Reinsurance in 2018; seconded by Mr. Holt; unanimous approval.

There was no further business so Mr. Guthrie adjourned the meeting at 9:25 a.m.

**MINUTES
GENERAL OPERATIONS COMMITTEE
LESLIE SCHELL, CHAIRMAN
February 5, 2018**

Present:

Leslie Schell, Chairman
Caroline Krueger, Vice-Chairman
Joanne Kemp
Baker Ring
Moe Taylor
Absent:
Jerry Becker
Larry Hinton

Also Present:

Leah Dennen, County Law Director
Kim Ark, County Grants Administrator
Anthony Holt, County Executive
Ben Allen, Staff Attorney
Paul Decker, Commissioner
Juvenile Judge David Howard

The scheduled meeting of the General Operations Committee was brought to order on Monday, February 5, 2018, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell opened the meeting with an invocation and declared a quorum present to conduct business.

Agenda. Comm. Kemp moved, seconded by Comm. Ring, to approve the agenda. The Committee voted to approve the agenda unanimously.

Minutes. Upon motion of Comm. Kemp, seconded by Comm. Moe Taylor, the Committee voted to approve unanimously the minutes of November 6, 2017, regular meeting.

Report of Chairman. Chairman Schell reported that a sophomore at Beech High School passed away. Also, JPA will be at the April full Commission meeting to give a presentation.

County Executive. County Executive deferred to items on the agenda.

Recognition of the Public. None

8. Old Business.

1. Update: Judge Carter's hallway renovations. Chairman Schell recognized Kim Ark, Grants Administrator, who reported that materials and a door have been ordered for the hallway renovation. The project should take three to four weeks with completion at the end of February.

2. Update: Bridal House furniture delivery. Ms. Ark said the Bridal House furniture was delivered in December from Oklahoma. The value of the period furniture is estimated to be about \$28,000.00. She said the furniture was showcased at the December 10, 2017, open house. April 7, 2018, is the grand opening. The kitchen and bathroom renovation is near completion.

3. Update: Castalian Springs Community Club. Ms. Ark said funding was approved in December. The bidding of the roof will be in February with completion in April. She said the County is working with the Bethpage Castalian Springs Water District to supply water to the building. County maintenance is installing the restroom and kitchen.

4. Update: Judicial Planning Advisory. County Executive Anthony Holt stated that the Sumner County Courthouse continues to have maintenance problems and he was glad the justice complex is moving forward.

5. Hendersonville Health Department. Chairman Schell recognized Commissioner Paul Decker who stated that the old Hawkins School property in Hendersonville is a prime location for the new health department. Negotiations with the City of Hendersonville are underway with the next step being an appraisal of the property. The deadline to use the \$500,000.00 grant awarded to the County to build a new health department has been extended. Mr. Decker said he is working with Alderman Andy Gilley to come to some timely resolution.

If the Hawkins property does not work, the search for land will expand to other areas. Another option is to complete the basement of the Gallatin Health Department and close the Hendersonville location.

Ms. Ark stated that the present Hendersonville location is no longer a suitable location because of deficiencies, such as outdated electrical, too small for the population and multiple maintenance issues.

Chairman Schell stated that she would be putting together an ad hoc committee in the next couple of months to explore more possibilities for a new health department.

6. Capital Projects Update: Station Camp Greenway, Roof Clerk's Office and Jail Paving and Chilled Water Pipe. Ms. Ark reported that construction on the Station Camp Greenway was completed in October, 2017 for Phase 1 and 3b. The grand opening and ribbon cutting will be on March 8.

The final inspection for the County Clerk's roof was completed in January.

The final inspection for the Jail roof is underway with a punch list of six or seven things, with a deadline for the contractor to respond to by February 15.

The work on the paving and chilled water pipe (completed in July) was completed.

7. Washer Bids for Criminal Justice Center. Ms. Ark stated that the washer was installed in October 19 and was within budget.

8. Building Maintenance Report Update. Ms. Ark stated that occupant surveys for County department heads will be sent in the next few weeks before budget hearings.

Captain Canter is working on pricing for an ice machine and better ventilation in the evidence room. Also, he expressed the need for an HVAC at the Sheriff's training facility. New mowers are needed with a forklift attachment. Mentioned also was the need for a HVAC replacement at the Hendersonville Clerk's Office.

9. New Business.

1. Juvenile Justice Center – Painting and Carpet Improvements; Back Door Security. Ms. Ark stated that she and Mr. Holt met with Judge David Howard to discuss maintenance items that needed attention in Juvenile court to include paint and carpet. Chairman Schell recognized Juvenile Judge David Howard who added to discussion on back door security issues.

2. Waterline Extension. Ms. Ark stated a public hearing was held on January 4 regarding the need for waterline extensions. Based on input from the public hearing, surveys were conducted for several areas where citizens expressed an interest. The roads under consideration are as follows: Abshear Branch Road in Portland area; three in Westmoreland- Harrison Road, Pumping Station Road, Rabe Coats Road; five in White House – West Boiling Springs, West Roberts Road, Brandy Hollow Road, Penny Morris Road, Wilson Road.

Ms. Ark's recommendation was three fold:

- Move forward with the grant application with roads the Commission chooses knowing the grant may not be as competitive.
 - Choose roads to fund locally
 - Wait and not apply this cycle and continue to survey and update the list
- Ms. Ark advised to wait for the next cycle.

Comm. Graves discussed the situation on Carter Road which is 1.1 miles long. A lot of homes have water from an old waterline paid by individuals that cuts through a farmer's land. He said there were multiple problems with it now.

Chairman Schell asked for a detailed list of those roads without water for budgeting purposes.

Upon motion of Comm. Moe Taylor, seconded by Comm. Krueger, the Committee voted unanimously to move forward with a waterline extension grant for Rabe Coats Road, Abshear Branch Road and Harrison Road.

Comm. Krueger moved, seconded by Comm. Moe Taylor, to update the County waterline list. The motion carried by unanimous voice vote.

10. Adjournment. Chairman Schell declared the Committee adjourned at 7:12 p.m. after a motion by Comm. Kemp, seconded by Comm. Moe Taylor.



INVESTMENT, PURCHASING, 2002 FINANCIAL
MANAGEMENT, AND 2012 FINANCIAL
MANAGEMENT COMMITTEES MINUTES
January 22, 2018

MEMBERS PRESENT
Jerry Becker, Chairman
Chris Taylor, Vice Chairman
Judy Hardin
Anthony Holt
Danny Sullivan
OTHERS PRESENT
Leah Dennen
Ben Allen
David Lawing

- I. CALL TO ORDER by Chairman Becker at 5:30pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Taylor.
 - B. Approval of Agenda- Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes-November 20, 2017 (no meeting in December 2017) - Motion to approve by Commissioner Taylor, second by Road Superintendent Hardin, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None
- III. REPORT OF THE COUNTY EXECUTIVE
 - A. Munis Status Report- County Executive Holt suggested it may be appropriate for IT Director Cary to give the report moving forward. County Executive Holt informed the committee that IT Director Cary had been in contact with Circuit Court Clerk, Kathryn Strong, and she stated it may be a possibility, in the future, to provide Mr. Cary funding from her budget for IT personnel to take care of the courts. Finance Director Lawing informed the committee that the receipting portion of Munis should be done by the end of February; we are still looking to implement payroll the first quarter of next fiscal year. He also explained the county will be moving to the newest version of Munis before payroll is implemented.
- IV. REPORT OF THE TRUSTEE-None
- V. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT- Finance Director Lawing provided the committee a handout explaining the county is 1½% above projections. He explained, if the current path is continued, we will pick up about \$2.3M in additional revenue. Finance Director Lawing informed the committee that the general fund's unassigned fund balance is following a good pattern with 1½% total revenues above projections. He stated he had compared expenditures to last year, and to date, we are at about 46% of projections; last year at this time, we were about 47%. He stated the budgetary disparity compared to last year is about \$60K less; the prior year, we picked up about \$2M worth of fund balance. Finance Director Lawing stated if we continue on our current path, we are looking to pick up \$1M-\$2M positive this year, minus some adjustments. Chairman Becker requested that Finance Director Lawing provide the commissioners with a detailed spreadsheet of where we are in February.
- 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. EMS-PO obtained after contract signed and for only part of the contracted amount-Mr. Lawing briefly explained this and stated Mr. Douglas has provided a corrective action plan. Motion to group and approve items VIII. B. 1 and 3 by Commissioner Taylor, second by County Executive Holt, unanimous approval.
 2. Purchase Order Exceptions List- Included in packet.
 3. EMS-Corrective Action Plan
 - C. 2002 Financial Management Committee- None
 - D. 2012 Financial Management Committee- None
- IX. ADJOURNMENT -- Motion to adjourn at 5:39pm by County Executive Holt.

**MINUTES
LEGISLATIVE COMMITTEE
PAUL R. GOODE, CHAIRMAN
February 12, 2018**

Present:

Paul R. Goode, Chairman
Kevin Pomeroy, Vice Chairman
Paul Decker
Steve Graves
Leslie Schell
Trisha LeMarbre

Absent:

Scott Langford, Commission Chairman
Chris Taylor

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Executive
John Isbell, Assessor of Property

Chairman Goode brought the Legislative Committee meeting to order with an invocation by Comm. LeMarbre on Monday, February 12, 2018, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. County Law Director Leah Dennen requested the removal of 9.f. Hendersonville Stormwater billing and collection. Upon motion of Comm. Decker, seconded by Comm. Graves, the Committee voted unanimously to approve the agenda as amended.

Minutes of January 8, 2018 for approval. Upon motion of Comm. LeMarbre, seconded by Comm. Pomeroy, the Committee voted unanimously to approve the minutes of January 8, 2018.

Recognition of the Public. There was none.

Report of Chairman. Chairman Goode had no report.

Report of County Executive. County Executive Anthony Holt asked to address matters on the agenda.

8. Old Business.

9. New Business.

9a. Veterans Service Report. Upon motion of Comm. LeMarbre, seconded by Comm. Graves, the Committee voted to approve unanimously the docketing of the Veterans Service report.

9b. Accepting Requalification for the Three-Star Program. Chairman Goode recognized County Executive Anthony Holt who requested a letter dated January 19, 2018, be made a part of the record as follows:

**Fiscal Strength and Efficient Government Fiscal Confirmation Letter
ThreeStar Program requirement**

This document confirms that Sumner County has taken the following actions in accordance with the requirements of the ThreeStar Program:

1. The county mayor has reviewed with the county commission at an official meeting the county's debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that the local elected officials are aware and knowledgeable of the county's debt management policy.
2. The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to issuance of debt. The purpose of this requirement is to ensure elected officials are aware that prior to the issuance of debt the county must go through the process of assessing the county's cash flow. This is done to evaluate the county's finances and confirm that sufficient revenues are available to cover additional debt service associated with the proposed issuance of debt.
3. The county mayor and county commission acknowledge that all county offices are required to have a documented system of internal controls. (TCA Section 9-18-102).

Upon motion of Comm. Pomeroy, seconded by Comm. Schell, the Committee voted unanimously to approve the ThreeStar Program requirements and forward it to the full Commission.

9c. Adopting Board of Equalization Rules. Chairman Goode recognized County Law Director Leah Dennen who stated the County must approve a mandate that the county legislative body establish a minimum of at least four (4) hours of annual training for county board of equalization members and county hearing officers and the minimum recordkeeping requirements related to the members' certificates of attendance.

Upon motion of Comm. Pomeroy, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the adoption of the Board of Equalization rules.

9d. Accepting Finance Director's Bond. Upon motion of Comm. LeMarbre, seconded by Comm. Pomeroy, the Committee voted unanimously to approve the Director of Finance's bond.

9e. Highway Request by Castalian Springs-Bethpage Water Utility District.
Chairman Goode recognized Comm. Graves who presented the follow signed resolution from the Castalian Springs-Bethpage Water Utility District as follows:

BE IT RESOLVED – That the Castalian Springs-Bethpage Water Utility District of Sumner County and Trousdale County, Tennessee, wants to be on record and urges the Sumner County Commission to contact the Tennessee Department of Transportation regarding the stretch of Highway 31-E in the Bethpage, Tennessee, area due to its heavy traffic causing a dangerous condition and urges the Department of Transportation to lower the speed limit in the Bethpage community.

Dated this 11th day of January, 2018.

Steve Graves,

President

Attested to:

By: Gary Pickard, Secretary

Comm. Graves stated that along a stretch of approximately two miles on Highway 31E there have been numerous wrecks and fatalities due to the lack of safety on that stretch of road. He suggested slowing traffic with caution lights or speed limits. Executive Holt suggested adding to the language of the resolution that the Commission request a TDOT traffic study of that area. Comm. Graves asked commissioners to call TDOT and discuss the matter. Upon motion of Comm. LeMarbre, seconded by Comm. Schell, the Committee voted unanimously to approve the above-stated resolution with the added language.

10. Certificates of Recognition. Chairman Good introduced the certificates of recognition honoring the following:

- Gary Tessar Probation Officer - retirement
- Theresa Allan - retirement

Comm. Decker moved to group and approve the above-stated resolutions. Comm. Pomeroy seconded the motion and the Committee voted unanimously to approve the certificates of recognition.

11. Zoning.

11a. Ricky McGuire requesting to have P/O property at 3200 Highway 25 rezoned from residential to C2 PUD, Map 074 Parcel 039.00 Planning Commission voted on October 24, 2017 to move on to County Commission. (First Reading)

Upon motion of Comm. LeMarbre, seconded by Comm. Graves, the Committee voted unanimously to docket the request for rezoning at 3200 Highway 25 for the March, 2018 meeting.

12. Adjournment. Upon motion of Comm. LeMarbre, and duly seconded, the Committee adjourned at 5:44 p.m.

Prepared by Maria Savage