



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
Danny Sullivan
Baker Ring

Sixth District
Jim Vaughn
Kevin T. Pomeroy

Seventh District
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.....April 3, 17 & 25

Committee on Committees..... May 21

Emergency Medical Services Committee.....May 7

General Operations Committee..... May 7

Highway Commission.....May 8

Legislative Committee.....May 14

Sumner County Library Board.....January 10



BUDGET COMMITTEE MINUTES
April 3, 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
Brad Staats

- I. CALL TO ORDER by Chairman Pomeroy at 6:02pm in the Commission Chambers of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Geminden.
 - B. Approval of Agenda- Motion to approve by Commissioner Foster, second by Commissioner Chris Taylor, unanimous approval.
 - C. Recognition of Public- Brad Staats, 656 Chipman Road, Bethpage TN expressed his concerns regarding hiring additional school resource officers.
- II. REPORT OF THE COMMITTEE CHAIRMAN- Chairman Pomeroy explained the county is projecting \$1.8M in growth for fiscal year 2019. Chairman Pomeroy informed the committee that the sheriff's office is requesting twenty new SRO positions. He explained the committee will be discussing hiring ten of the requested SRO positions in the current fiscal year and the additional ten in fiscal year 2019. He explained ten SRO positions would be an annual cost of approximately \$675K, and twenty would be approximately \$1.35M. Chairman Pomeroy explained if funded, all other departments would only be able to increase their budget by approximately 1.7% from last year's budget. Chairman Pomeroy pointed out the rule for any unbudgeted money for the county must be unanimously passed by the budget committee to forfeit a second reading and if not then it could not be passed on to the special called commission meeting. He also stated that May 1st has been discussed as a start date for the new SROs but he recommended the start date be May 4th so that insurance benefits would not begin until fiscal year 2019, saving the county approximately \$10K.
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. NEW BUSINESS
 - A. Appropriations
 1. Additional school resource officers plus materials and equipment- Motion to fund ten SRO officers to begin May 4, 2018 by Commissioner Chris Taylor, second by Commissioner Foster. There was brief discussion between the budget committee. Sheriff Weatherford also answered some of the questions the committee had. He informed the committee that all high schools and middle schools have SROs. Sheriff Weatherford informed the committee an assessment is performed every year on every school, and a report is given to Dr. Phillips. To get this to the commission floor, motion was amended by Commissioner Chris Taylor to fund one new SRO officer to start on May 4, 2018, second by Commissioner Foster, unanimous approval.
- V. ADJOURNMENT-Motion to adjourn by Commissioner Chris Taylor



BUDGET COMMITTEE MINUTES

April 17, 2018

MEMBERS PRESENT
Kevin Pomeroy, Chairman
Billy Geminden
Paul Goode
Chris Taylor
OTHERS PRESENT
David Lawing
Bethany Browning
Leah Dennen
Ben Allen
Anthony Holt

- I. CALL TO ORDER at 8:50am by Chairman Pomeroy. Chairman Pomeroy informed the committee that nothing will be voted on today. He explained this will be a workshop only to let all non-profits and departments present and the committee will discuss.
 - A. Invocation- Led by Commissioner Chris Taylor.
 - B. Approval of Agenda- Chairman Pomeroy stated the approval of agenda and recognition of public would be skipped since this was a workshop only.
 - C. Recognition of Public
- II. REPORT OF THE COMMITTEE CHAIRMAN-Chairman Pomeroy explained that the committee will be working off a spreadsheet that the finance department provided, which covers all the main areas. He stated the county is projecting \$1.8M in growth this year. He stated the commission approved five new SRO officers so that will cut out part of the \$1.8M of available growth. The finance department has emailed all departments to come to their hearing prepared to work with a 2% or less increase. He explained to the committee that they will listen to all non-profits and departments today but will not vote on anything. They will be emailed later what was approved. Chairman Pomeroy explained each non-profit would have three minutes to speak. He also pointed out to the committee that the assessor of property has not provided updated property tax assessments. He explained the county budget process will not be slowed down but will take more of a conservative approach, and the finance department has shown this in their projections.
- III. REPORT OF THE FINANCE DIRECTOR (On Screen)
 - A. Memorandum- See below
 - B. Budget Worksheet- Finance Director Lawing stated to the committee he will start with items B, C and D. Item B is an interactive budget worksheet. It contains the following: Column A contains a description of the department; Column C is the department's 2017/2018 original budget; Column E shows any adjustments made for comparability purposes (insurance changes due to coverage type-selection (increases and decreases) and mid-year budget adjustments); Column F shows the sum of columns C and E; Column G shows April 20th draft budget appropriations (for the April 25th budget hearing); Column H shows any adjustments made by the budget committee not incorporated into the draft; Column I shows the sum of columns G and H ; Column J shows the difference of column I less column F; Column K shows the percentage differences of columns J and F, and any amounts in column K in excess of 1.75% are displayed in red; Column L shows a summary of the most pertinent information. Finance Director Lawing pointed out anything that is above 3% will turn red. He stated if the committee later decides on 2%, that can be changed easily. Chairman Pomeroy instructed Finance Director Lawing to go ahead and change everything to be at a 2% increase. Finance Director Lawing stated the only thing he did not address was individual payroll increases as that is between the committee and the department heads. Finance Director Lawing directed the committee to the bottom right corner on the budget worksheet that shows the total revenue increases. He stated the committee has been discussing \$1.8M, but that amount shown is net of a \$222K decrease, an amount that was reimbursed to the county and expended, compared to the requested appropriations of \$4.8M. For FY2019, the excess of increases in requested appropriations over the increase in estimated revenues is \$3.1M. Finance Director Lawing also stated the fiscal year ended 2019 drug court reserve is budgeted at a deficit of \$6,054. He also showed mid-year adjustments that were made for SRO's, EMS's Medicaid reimbursements, and other small mid-year budget adjustments. Chairman Pomeroy requested that when the sheriff's department is looked at, that inmate medical expenses will need to be increased based on the last several years of adjustments. Finance Director Lawing recommended starting with \$300K, but he stated it could increase because that cannot be predicted. Finance Director Lawing informed the committee that he does not have updated personal property tax numbers from the assessor. He also informed the committee that he had not received the personal property tax numbers for the Indian Lake Development

Area. Finance Director Lawing stated for the last six years, he has estimated those amounts without having the necessary information from the assessor's office. He stated currently, he has \$3M in the budget for the TIF. He informed the committee he does not know if that estimate is high or low until he receives the assessment values from the assessor of property. He stated, for property tax revenues, he used last year's personal property tax numbers adjusted down by the estimated equalization ratio. He explained the preliminary numbers he pulled for personal property tax assessments shows approximately \$30M less than last year and that some of these must be re-entered and audited so it probably will change. Finance Director Lawing also expressed his concerns in the number he has for EMS fees. As of right now, the budget contains \$6.2M, which is prior year's budgeted revenues, plus the Medicaid reimbursement. Historically, since 2006, the EMS fees have been increasing, on average, about 5% annually, so Finance Director Lawing asked if EMS is to be given credit for the Medicaid less the average growth. He stated Chief Douglas will be presenting various options that will affect revenues today. He informed the committee that there is an excess balance in the debt service fund of approximately \$6M. Finance Director Lawing informed the committee that a one-time reduction could be accomplished by moving approximately \$6M of the property tax levy to the capital projects fund for fiscal year ended June 30, 2019. He explained Highway's estimated 2017-2018 expenditures are based on the original budget and should be adjusted for any amendments made in May or June; consequently, the ending fund balance estimates will also need to be revised.

- C. Payroll Summary- Finance Director Lawing briefly went over the payroll worksheet. He stated this shows what individuals were budgeted for last year, any mid-year adjustments that were made, their current salary, any adjustments that are requested for the upcoming fiscal year, and the total and percentage changes.
- D. Non-Profit Worksheet-Finance Director Lawing showed the committee the non-profit worksheet, which shows a summarization of the current year and the request for the upcoming fiscal year.

IV. BUDGET HEARINGS-NON-PROFITS

- A. Cottontown Volunteer Fire - Joe McGlaughlin presented budget.
- B. Gallatin Volunteer Fire-No change.
- C. Highland Volunteer Fire (Stations 1, 2, and 3)- Robert Plumber presented budget.
- D. Number One Fire Department-Craig Erlewine presented budget. Commissioner Chris Taylor requested an email to be sent to him regarding large home with no fire hydrant.
- E. Oak Grove Community Fire District- No change.
- F. Westmoreland Fire- No change.
- G. White House Community Fire (Stations 1 and 2)- Joe Williams presented budget.
- H. Shackle Island Fire Department-Steve Frost presented budget.
- I. Southeast Volunteer Fire (Station 1 and 2)- No change.
- J. Portland Senior Citizens-Jaime Rose presented budget.
- K. Westmoreland Senior Citizens- Barbara Calvert presented budget.
- L. Gallatin Senior Citizens-Beverly Stovall presented budget.
- M. White House Senior Citizens- Kevin Whittaker presented budget.
- N. Hendersonville Senior Citizens- Julie White presented budget.
- O. Forward Sumner-Jimmy Johnston and Susan Peach presented budget. The committee tentatively added \$15K back into Forward Sumner.
- P. Sumner County Tourism- Barry Young presented budget. He is requesting \$679K, which is 80% of occupancy tax.
- Q. Tennessee Small Business Development Center-Charles Alexander presented budget.
- R. Sumner Teen Center- Dustin Hanby presented budget.
- S. HomeSafe- Anat Anias presented budget.
- T. Mid Cumberland -Jane Hamrick and Tommy Decker presented budgets.
 - 1. Dues
 - 2. Meals on Wheels
 - 3. Ombudsman (New)
 - 4. Homemaker Services (New)
 - 5. Youth CAN (New)
- U. Tennessee Rehabilitation Center-Linda Suddarth presented budget.
- V. Salvus Center- Jennifer Flannigan presented budget.
- W. Ashley's Place-Amy Burke-Salyers presented budget.

X. Cumberland Crisis Pregnancy Center- Laura Stehl presented budget.

V. NEW REQUESTS-NON-PROFITS

- A. Spay and Neuter Alliance-June McMahon presented budget.
- B. Sumner County Anti-Drug Coalition-Liz Johnson presented budget.
- C. Sumner County Fire Buffs Association- Mark Harrison presented budget.
- D. Sumner County CASA- Sonya Manafred presented budget.
- E. Cumberland River Compact- Gwen Griffith presented budget.
- F. Sumner County Museum- Ryan Baker presented budget.

VI. BUDGET HEARINGS-DEPARTMENTS

- A. Election Commission- Lori Atchley presented budget. The committee requested she come back to the April 25th meeting.
- B. Agricultural Extension- Bob Ary presented budget.
- C. Assessor of Property-John Isbell presented budgets. He requested that the assessor's and reappraisal's budgets be looked at together and possibly combine them next year. Mr. Isbell stated this is a reappraisal year, and that he wanted to start with some good news. Last reappraisal, the sales ratio study came in that Sumner County was overvalued at 5.87%. He stated, he expects there to be about a 25% increase in values countywide. He stated, looking at the budget going into a reappraisal year, he has made cuts wherever he could because there will be increases in some line items. Chairman Pomeroy requested that John email him and let him know when he would have the updated personal property numbers. He stated he brought them and handed them to Finance Director Lawing. He explained he had already added in the equalization ratio. Finance Director Lawing asked Mr. Isbell, "do we have anything that we think is going to go to audit in that number or that I need to be worried about?" Mr. Isbell replied, "No, no we don't have anything that's really looming out there".
 - 1. Assessor of Property
 - 2. Reappraisal
 - 3. Board of Equalization
- D. Building and Codes-Marshall Wright presented budget.
- E. Data Processing- Dennis Cary presented budget.
- F. Highway Department-Judy Hardin presented budget. Judy stated that something would need to be done next year for additional revenue for hot mix. Commissioner Chris Taylor inquired if the gas tax increase was helping at all and she replied, "a little". The committee requested that Ms. Hardin provide Mr. Lawing with quarterly reports to show how much paving will need to be done so that the committee will have a better idea before the next budget cycle.
- G. Register of Deeds-Cindy Briley presented budget. She informed the committee that she would need a new server next year but has funds in EDP for this. Commissioner Chris Taylor requested that she coordinate with IT Director Dennis Cary.
- H. Soil Conservation-Debbie Rippy presented budget.
- I. County Clerk-Bill Kemp presented budget.
- J. Health Department-Hal Hendricks presented budget.
- K. Clerk and Master-Mark Smith presented budget.
 - 1. Clerk and Master
 - 2. Other Administration of Justice (Parenting Coordinator)

VII. RECESS FOR LUNCH- Recessed for lunch at 12:30pm.

VIII. BUDGET HEARINGS-DEPARTMENTS (Continued)

- A. General Sessions II-Judge David Howard presented budgets.
 - 1. Juvenile Court
 - 2. Juvenile Services
- B. Emergency Medical Services-Keith Douglas presented budgets. The committee requested that Mr. Douglas come back on April 25th after he has re-worked his budget worksheet.
- C. Consolidated Dispatch/Emergency Communications Center-Rhonda Lea presented budget.
- D. Emergency Management Agency- Ken Weidner presented budget.

- E. Libraries-Jim Young presented budgets.
 - 1. Hendersonville
 - 2. Gallatin
 - 3. Portland
 - 4. Westmoreland
 - 5. Millersville
- F. General Sessions I-Judge Hunter presented budgets.
 - 1. General Sessions I
 - 2. CASP/Probation Drug Court
- G. Habilitation and Training Services-(new) Ben Minnix presented budget.
- H. General Sessions III-Judge Mike Carter presented budget.
- I. Discuss Remaining Budgets
 - 1. County Attorney-Leah Dennen presented budget.
 - 2. Judicial Commissioners- Leah Dennen presented budget.
 - 3. Risk Management-Chairman Pomeroy inquired about the additional funds. Law Director Dennen stated it is for part-time.
 - 4. Archives- County Executive Holt presented budget.
 - 5. County Executive- County Executive Holt presented budget.
 - 6. County Buildings- County Executive Holt presented budget.
 - 7. County Commission- County Executive Holt presented budget.
 - 8. Courthouse and Jail Maintenance Fund- County Executive Holt presented budget.
 - 9. Finance Department-David Lawing presented budget.
 - 10. District Attorney General-David Lawing presented budget.
 - 11. Drug Task Force- David Lawing presented budget.
 - 12. Public Defender- David Lawing presented budget.
 - 13. Self-Insurance- David Lawing presented budget.
 - 14. Capital Projects Fund- David Lawing presented budget.
 - 15. Miscellaneous- David Lawing presented budget.

IX. WORKSHOP- Finance Director Lawing asked the committee what they would like to see on the next budget draft. The committee directed Finance Director Lawing to have a draft with raises at 1.75% each. Finance Director Lawing asked for clarification on anything that was reduced by the departments, such as part-time, additional funds, etc. He was instructed to leave those reductions. He also inquired about additional staffing and positions with change in classification such as part-time to full-time. He was instructed to remove those unless specifically approved by the committee. The committee requested the finance department to email all departments to be prepared to reduce their overall increase on their budget to 1.75% or less and remove all new staffing, part-time and full-time except for five new SRO officers that were approved mid-year and two new employees for the IT Department.

X. RECESS-Recessed at 3:45pm.



BUDGET COMMITTEE MINUTES

April 25, 2018

MEMBERS

Kevin Pomeroy, Chairman
Jerry Foster, Vice-Chairman
Billy Geminden

Paul Goode
Bill Taylor

Chris Taylor

OTHERS PRESENT

David Lawing
Leah Dennen
Ben Allen

- I. CALL TO ORDER by Chairman Pomeroy at 2:30pm in the Commission Chambers 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
- II. REPORT OF THE COMMITTEE CHAIRMAN- Chairman Pomeroy informed the committee that the budget process was started without current numbers from the assessor of property. He explained that Finance Director Lawing used last year's numbers with the equalization ratio and that's what has been used to begin this year's budget process. Chairman Pomeroy informed the committee that the assessor of property has brought in those numbers now and has shown that the total personal property in the county has now dropped \$70M from last year. Chairman Pomeroy informed the committee that due to these circumstances, they will need to have a third meeting.
- III. REPORT OF THE FINANCE DIRECTOR- Finance Director Lawing stated he has placed a memorandum on all committee members' desks that explains the differences between the April 17th and April 25th drafts. He explained the request was to change each existing position to a 1.75% increase in the budget worksheets except for the general sessions judges' increases that are statutory amounts. Finance Director Lawing explained that all additional employees were removed except for the mid-year five SRO officers that were added, the tentatively approved four new dispatchers in Consolidated Dispatch, two mid-year EMS employees that were added in Portland, and two new employees in the IT department. He stated all non-profits were adjusted to last year's amounts except for an increase of \$15K for Forward Sumner and \$110K increase for Tourism. Finance Director Lawing stated \$500K was added to be funded from the hospital proceeds for Capps Gap; Archives data processing services line-item was reduced by \$1,260 for internet line costs that was eliminated by point-to-point connection; Juvenile Court communications and data processing equipment decreased by \$2,000 and \$3,000 respectively. This is to be discussed with IT and is not included in budget draft. Finance Director Lawing stated the \$2K was for new phones, which is part of a capital request, and \$3K was for new software that Judge Howard was sharing the cost with the circuit court clerk and stated that they would probably need the \$3K to complete the software upgrade. Finance Director Lawing stated with all those changes made, it leaves a difference between the growth of estimated revenues and the growth of estimated expenditures of \$730K and that does not account for anything involving the personal property taxes. He informed the committee that he still has concerns over the amounts projected for property taxes, specifically the current projection for personal property taxes and the Indian Lake TIF. For personal property taxes, he takes current year's tax roll less an amount equal to the change in the equalization ratio, which equates to the prior year amount of approximately \$245 million less about \$32 million for the equalization ratio to a net amount of about \$212 million. The current summary assessment is approximately \$186 million. Finance Director Lawing noted that these amounts must be filed by the businesses, keyed by the assessor's office, and audited. The assessor informed Mr. Lawing that the process is still not complete. For the Indian Lake TIF, Finance Director Lawing informed the committee that the property tax estimate contains \$3 million. He informed the committee that he needs the 2018 tax year assessment amount from the assessor's office. He said the assessor historically has failed to provide these in time for the budget. Without these assessments, that estimated amount lacks a solid foundation. It is basically a guess.

IV. BUDGET HEARINGS-DEPARTMENTS

- A. Trustee- Marty Nelson presented budget.
- B. Veterans Services-Darryl Eubanks presented budget. Dave Mooney briefly spoke to the committee regarding his concerns of veterans being under represented in Sumner County.
- C. Planning and Stormwater- Tracey Barrow and Linda McCollough presented budget. New planner Josh Suddath was introduced to the committee. Mr. Barrow informed the committee that he has requested permit fees be increased by \$100; it will be voted on this month. The committee discussed that if the permit increase is approved, that will allow planning and stormwater to hire an additional inspector.
- D. Circuit Court Clerk- Kathryn Strong presented budget.
- E. Sheriff- Sheriff Weatherford and Aaron Pickard presented budget.
 - 1. Sheriff's Office
 - 2. Animal Control
 - 3. Jail
 - 4. Sex Offender Registry
 - 5. Drug Control Fund
 - 6. Civil Service
- F. EMS- Chief Keith Douglas presented budget. He informed the committee that he will be taking Hendersonville non-emergency back and that he expects to be back at normal capacity for call volume in May. The committee requested that Chief Douglas and Finance Director Lawing track his revenue until the committee meets again.
- G. Consolidated Dispatch-Rhonda Lea presented budget. The committee requested Ms. Lea to provide the finance department with rates by position type before the committee meets again.
- H. Clerk and Master- Mark Smith presented budget.
- I. Assessor of Property- John Isbell presented budget. Finance Director Lawing inquired about the personal property taxes being significantly lower than prior year. Mr. Isbell stated that the sales ratio was applied. Finance Director Lawing explained he had applied the ratio to prior year's amount for an estimate; the current amount is significantly lower. Mr. Isbell asked Finance Director Lawing if he applied the sales ratio to the number he had provided him, that he had asked him not to do that because the sales ratio was already included in that number. Finance Director Lawing explained he had taken last year's number, loaded in the tax roll and applied the difference in the ratio this year; the amount that comes back is \$212M compared to \$183M. He explained there is depreciation and additions but asked Mr. Isbell if he knew what properties were making that big of a change. Mr. Isbell stated he doesn't know why there is regression showing. There are over 5K properties, and he hasn't audited each one. Finance Director Lawing asked Mr. Isbell once his audit is done if he thought he would pick up significant numbers? Mr. Isbell replied, "I would think so, once we finish it and get all of the companies keyed in". Mr. Isbell discussed the class reimbursement line item. He explained this line item was to reimburse employees who took a class and received a certification. This is a \$1,500 increase in his budget. Chairman Pomeroy stated that the budget process does not need to be started for next year until these numbers are confirmed. The committee requested that Mr. Isbell give Finance Director Lawing the updated numbers when he receives them.
- J. Election Commission- Lori Atchley presented budget. Commissioner Chris Taylor pointed out that the committee would make a conservative effort to try and increase this department's salaries to get closer to other departments next budget cycle.

- V. WORKSHOP- Finance Director Lawing informed the committee that if the earlier estimates for personal property taxes are good, then the budget is approximately \$730K out of balance in the general fund. He also explained that the medical in the jail still needs to be looked at. Finance Director Lawing informed the committee that \$13,100 was removed from Portland Library's budget because they now do their own cleaning versus hiring someone to clean for them, and this will need to be added back into the budget.

VI. ADJOURNMENT-Motion to adjourn at 4:55pm.

**COMMITTEE ON COMMITTEES
MINUTES
MAY 21, 2018**

Present:

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

Also Present:

Ben Allen, Staff Attorney
Leah Dennen, County 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, May 21, 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. Ring, seconded by Comm. Krueger, the Committee approved the agenda unanimously.

Approval of Minutes of April 16, 2018. Upon motion of Comm. Goode, and duly seconded by Comm. Ring, the Committee approved unanimously the minutes of April 16, 2018.

Public Recognition. None

Report of the Chairman. Chairman LeMarbre reported on the vacancy in the Seventh Commission District. She stated that the County Clerk's Office received Loren Echols' resume. No one else applied.

Comm. Ring moved, seconded by Comm. Goode, to nominate Ms. Echols for the Seventh District position, considering she won in the primary and is unopposed in the August County General election.

Comm. Goode amended the motion with the agreement of the maker of the motion, to state that the Committee would also recommend that Ms. Echols fill the vacant position on the Committee on Committees if she is elected.

The motion as amended carried unanimously.

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

Old Business. None

New Business.

Sumner County Regional Airport Authority. Chairman LeMarbre brought forth the resignation of Camden McConnell (letter of resignation attached).

Without objection, Chairman LeMarbre deferred the appointment.

Board of Equalization. Chairman LeMarbre announced the following expiring term on the Board of Equalization:

Terry Nichols, two-year term to be replaced by Al Bennett

Upon motion of Comm. Ring, seconded by Comm. Goode, the Committee voted to approve unanimously the appointment of Mr. Bennett to the Board of Equalization.

Solid Waste Board- Six-Year Terms.

Chairman LeMarbre announced the following expiring terms on the Solid Waste Board for appointment:

- Larry Hinton, County Commission, six-year term - re-appointed
- Elaine Gore, Gallatin six-year term –deferred to next month
- Jo Skidmore, six-year term- replaced by Bob Bristol

Upon motion of Comm. Goode, seconded by Comm. Ring, the Committee voted to approve unanimously the appointment of Mr. Bristol and re-appointment of Commissioner Hinton to the Solid Waste Board.

Next Month June 2018

Library Board –three year terms of the following:

Jessica Hunter to be re-appointed

Dan Toole to be re-appointed

Johnnie Freedle (resigned) – Jackie Wilbur to be appointed

Sumner County Resource Authority – six-year term

Billy Geminden to be re-appointed

Tourism Board- Mandy Christianson

10. Adjournment. Upon motion of Comm. Goode, and duly seconded, the Committee adjourned at 6:42 p.m.

MINUTES
EMERGENCY SERVICES COMMITTEE
Chairman Chris Taylor
MAY 7, 2018

Present:

Chris Taylor, Chairman
Michael Guthrie, V. Chairman
Alan Driver
Jerry Foster
Danny Sullivan
Jim Vaughn
Absent:
Paul Decker

Also Present:

Keith Douglas, E-911 Director
Jay Austin, Assistance E-911 Director
Anthony Holt, County Executive
Leah Dennen, County Law Director
Ben Allen, Staff Attorney
Ken Widener, Emergency Management Agency
Rhonda lea, Director of Emergency
Communications
Sheriff Chief Deputy Aaron Pickard

Chairman Chris Taylor called the meeting of the Emergency Services Committee to order with an invocation by Comm. Guthrie on Monday, May 7, 2018, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Guthrie, seconded by Comm. Sullivan, the Committee unanimously approved the agenda.

Approval of Minutes of April 2, 2018. Upon motion of Comm. Sullivan, Comm. Driver seconded, the Committee approved unanimously the minutes of April 2, 2018.

Public Comments. None

Report from the Chairman. Chairman Chris Taylor had no report.

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

Report from the Sheriff. Sheriff Deputy Aaron Pickard distributed and discussed the April, 2018 financial reports. The jail population was 714 in April.

Fire Departments. Joe McLaughlin reported that the Volunteer Fire Departments responded to approximately 1330 calls year-to-date. The number of calls reported in April was 296 with more facilities to report.

Report from the EMS Director. Emergency Medical Services Director Keith Douglas and Jay Austin, Assistant Director EMS, presented the EMS reports.

Monthly revenue for April was \$434,044.00. The net transport revenue through April, 2018 was \$4,567,372.00. Responses for the month of April were 1,782 with 1,331 transports. Included for review was a payroll summary that showed the expenditures were on target with the projected budget numbers.

Mr. Douglas stated that the EMS billing company documented \$531,793.97 for monthly revenue in April, which did not reconcile with the Finance Department's figures. He said the discrepancy will work out at the end of the budget year. Chairman Taylor requested Mr. Douglas research the reason for the discrepancy. Mr. Douglas said revenues are on target for the 2017-2018.

Mr. Douglas noted the decrease in responses. He said the non-emergency personnel are fully staffed, such that Hendersonville transports were taken back from a private ambulance that had been designated to provide assistance.

He said payroll expenses are on target. According to a document submitted to the Committee, payroll is projected to have a surplus of \$114,503.53.

Mr. Douglas reported on staffing needs. He said the budget allows for four scholarships for emergency medical technicians, but he said that the scholarships have been removed. Chairman Taylor suggested that the scholarship funds be funded in the budget.

Report of the Emergency Communications Center. Rhonda Lea, Director of Emergency Communications Center, reported on staffing and training. Ms. Lea said she is implementing procedures to improve the management of calls.

13. Old Business. None

14. New Business

14a. Resolution Re-Adopting the Sumner County Multi-Jurisdictional Hazard Mitigation Plan and approval from EMA. Ken Widener, Director of Emergency Management Agency, reported that the Hazard Mitigation Plan is complete and needs approval. Upon motion of Comm. Driver, seconded by Comm. Guthrie, the Committee voted unanimously to approve the Hazard Mitigation Plan and forward the matter to the Commission.

14b. Surplus items from Emergency Medical Services. Upon motion of Chairman Taylor, seconded by Comm. Vaughn, the Committee voted unanimously to approve the surplus items from the Emergency Medical Services department.

County Executive Anthony Holt brought up the volunteer fire department locations that are in poor condition, namely the Number One and Gallatin Volunteer Fire Departments. He suggested the Commission consider including these two in the capital projects budget for renovation. Chairman Chris Taylor said that a CTAS survey will study the volunteer fire system and make recommendations.

15. Adjournment. With a motion by Comm. Vaughn, and duly seconded by Comm. Guthrie, the Committee adjourned at 5:26 p.m.

Prepared by Maria Savage

**MINUTES
GENERAL OPERATIONS COMMITTEE
LESLIE SCHELL, CHAIRMAN
MAY 7, 2018**

Present:

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

Also Present:

Leah Dennen, County Law Director
Kim Ark, County Grants Administrator
Ben Allen, Staff Attorney
Anthony Holt, County Executive
Rhonda Lea, ECC Director

The scheduled meeting of the General Operations Committee was brought to order with an invocation by Chairman Schell on Monday, May 7, 2018, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

Agenda. Comm. Becker moved, seconded by Comm. Krueger, to approve the agenda. The Committee voted to approve the agenda unanimously.

Minutes of April 2. Upon motion of Comm. Becker, seconded by Comm. Ring, the Committee voted to approve unanimously the minutes of April 2, 2018, regular meeting.

Report of Chairman. Chairman Schell had no report except to remind commissioners of the May presentation of Justice Planning Associates.

County Executive. County Executive had no report.

Recognition of the Public. None

8. Old Business.

8(1.) Update: Judge Carter's hallway renovations. Chairman Schell recognized Kim Ark, Grants Administrator, who reported that the flooring and security cameras were installed in regards to Judge Carter's project, which should take two more weeks to complete.

8(2.) Update: Castalian Springs Community Club. Ms. Ark said the roof was completed in March at the Castalian Springs Community Club. Inmates have ripped up the flooring and removed carpet. The waterline construction is next and she said the project should take two more months.

8(3.) Hendersonville Health Department. Chairman Schell stated that the City of Hendersonville Board of Mayor and Alderman have yet to appraise the old Hawkins School property in Hendersonville – a potential site for the Hendersonville Health Department.

8(4.) Building Maintenance Report Update. Ms. Ark reported that the maintenance reports were used to create a list of capital projects, which were submitted to the Budget Committee.

9. New Business.

9(1). Surplus various items for the Emergency Services Department. Upon motion of Comm. Ring, seconded by Comm. Becker, the Committee voted to approve the various items for surplus property from the Emergency Services Department.

9(2). Requesting to put up a wall and door in the Emergency Communications Center. Chairman Schell recognized Rhonda Lea, Emergency Communications Director, who stated that during the construction phase of the Emergency Communications Center, the Tennessee Bureau of Investigation issued an inspection report stating that the operations of the center could not be in public site. As a temporary measure, a tinted film was placed on glass to obstruct the public's view. Ms. Lea requested a permanent fix that would construct a wall with a secure door between the public area and the EEC Operations room.

Ms. Lea stated that the bids came in at \$8,225.00 and \$7,850.00 - and the ECC has funds for the project. Upon motion of Comm. Becker, seconded by Comm. Ring, the Committee approved the project and forwarded the matter to the Budget Committee.

9(3). First Baptist Church Gallatin South Parking Lot (see attached). Executive Holt presented a proposal from the Gallatin First Baptist Church as follows:

- Provide Sumner County a 30-day first right of refusal based on sell price of \$199,500
- First Baptist Church to engage realtor in April to list lot for sale for 30 day, if no response from the County
- Following restrictions would be included in sales agreement
 - a. Property to be used for parking
 - b. Require access through a twelve-foot gate to our property
 - c. First Baptist Church parking during weekend/Sunday events

Upon motion of Comm. Ring, seconded by Comm. Hinton, the Committee approved the plan and forwarded the matter to the Budget Committee.

10. Adjournment. Chairman Schell declared the Committee adjourned at 6:25 p.m. after a motion by Comm. Krueger.

SUMNER COUNTY HIGHWAY COMMISSION

May 8, 2018

MINUTES

MEMBERS PRESENT:

Steve Graves, Chairman
Judy Hardin, Road Superintendent
Larry Hinton, Commissioner
Anthony Holt, County Executive
Merroll Hyde, Vice Chairman
Caroline Krueger, Commissioner
Tom Neal, Citizen Member

MEMBERS ABSENT:

OTHERS PRESENT:

Bill Taylor, Commissioner
Leah Dennen, Law Director
Ben Allen, Staff Attorney
Sandra Lee Hesson, Administrative Assistant
Luke Tinsley

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, May 08, 2018 at 5:30 P.M. in Conference Room #112 at the Sumner County Administration building.

ADDITION TO AGENDA - None

APPROVAL OF AGENDA

Motion to approve: Road Superintendent Hardin
Seconded by: Citizen Member Neal
Motion passed: Unanimously

APPROVAL OF MINUTES

Motion by Commissioner Hinton to approve the April 2018 minutes. **Seconded** by Vice Chairman Hyde. **Motion passed** unanimously.

PUBLIC RECOGNITION - None

REPORT OF CHAIRMAN: OLD BUSINESS - None

REPORT OF CHAIRMAN: NEW BUSINESS - None

SUMNER COUNTY HIGHWAY COMMISSION**05/08/18****PAGE 2****REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS - None****REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Budget Amendments**

Road Superintendent Hardin submitted Amendments (see attached) for the 2017-18 Budget. There was discussion. Vice Chairman Hyde **motioned** to approve the 2017-18 Budget Amendments as submitted. **Seconded** by Commissioner Hinton. **Motion passed** unanimously.

REPORT OF COUNTY EXECUTIVE**A. Signal Light at 174 & Upper Station Camp Creek Rd**

County Executive Holt presented letters (see attached) he and the State have conveyed back and forth to each other regarding the need for a traffic light at the intersection of Highway 174 and Upper Station Camp Creek Road. The final result is their traffic study warrants a traffic signal. Holt is working on funding, round 1 - TIF 80/20 match or CMAQ. Upper Station Camp Creek Road may have to be widened, under State Aid.

COMMISSION BUSINESS

Commissioner Krueger gave a "shout out" to Road Superintendent and her staff. She has received many compliments on the County Roads.

REPORT OF LAW DIRECTOR - None**MOTION TO ADJOURN:**

Commissioner Hinton

SECONDED BY:

Commissioner Krueger

ADJOURNMENT:

6:12 P.M.

**MINUTES
LEGISLATIVE COMMITTEE
PAUL R. GOODE, CHAIRMAN
MAY 14, 2018**

Present:

Paul R. Goode, Chairman
Steve Graves
Kevin Pomeroy
Leslie Schell
Scott Langford, Commission Chairman
Absent:
Paul Decker, Vice Chairman
Trisha LeMarbre
Chris Taylor

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Bill Kemp, Clerk
Rhonda Lea, Communication Center
Anthony Holt, County Executive
Josh Suddath, Director of
Planning/Stormwater

Chairman Goode brought the Legislative Committee meeting to order with an invocation by Comm. Langford on Monday, May 14, 2018, at 5:45 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted unanimously to approve the agenda.

Minutes of April 9, 2018 for approval. Upon motion of Comm. Schell, seconded by Comm. Graves, the Committee voted unanimously to approve the minutes of April 9, 2018.

Recognition of the Public. There was none.

Report of Chairman. Chairman Goode had no report

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

8. Old Business.

9. New Business.

9a. Veterans Service Report. Ms. Dennen stated no vote was required for docketing of the Veterans Service report.

9b. JoAnne Kemp- fill resignation spot. County Law Director Leah Dennen stated that the matter will appear on the May Commission agenda.

9c. County Clerk Contract. Chairman Goode recognized County Clerk Bill Kemp who requested renewal of a contract with the State Air Pollution Control Board which allows the County to collect \$1 for every emissions test. He stated that the emissions testing will be in effect for some time to come. Upon motion of Comm. Pomeroy, seconded by Comm. Schell, the Committee voted unanimously to approve the contract and forward it to the full Commission.

9d. Change in Employee Benefit Committee membership. Chairman Goode recognized Ms. Dennen who stated that the school system ceased to be a part of the County's insurance program and the Director of Schools should no longer serve on the County's Employee Benefits Committee.

Upon motion of Comm. Pomeroy, seconded by Comm. Schell, the Committee voted to approve the changes and forward them to the full Commission.

9e. Amending County Clerk Personnel Policy. Clerk Kemp stated that he added a statement to the Clerk's personnel policy regarding vacation to satisfy the requirements of the Finance Department. He is required to file any changes to the Policy with the County Commission. No action was taken.

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

- Oakmont Elementary STEM School

Comm. Pomeroy moved, Comm. Graves seconded, to approve the certificate of recognition. The Committee voted unanimously to approve the certificates of recognition.

11. Zoning.

11.a. Canine Command LLC requesting to have property located at 1607 Scotty Parker Road, Gallatin, Tennessee, 37066 rezoned from Residential 1A to C2 PUD. Subject property is on Tax Map 104, Parcel 002.00, contains 1 acre, and is currently zoned Residential 1A. (Second Reading)

Upon motion to approve 11.a by Comm. Pomeroy, seconded by Comm. Graves, the Committee voted unanimously to docket the request for rezoning for Canine Command LLC.

11.b. Robert L. Worsham – Worsham’s Market requesting to have property located at 2030 New Hope Road, Hendersonville, Tennessee, 37075 rezoned from Residential 1A to C1 PUD. Subject property is on Tax Map 123, Parcel 042.00, contains 1.6 acres, and is currently zoned Residential 1A. (Second Reading)

Upon motion to approve 11.b. by Comm. Pomeroy, seconded by Comm. Langford, the Committee voted unanimously to docket the request a rezoning for Robert L. Worsham’s property.

11.c. Increase of Stormwater permit fee requesting to increase for Stormwater permits from \$200.00 to \$300.00 in order to recover costs associated with these inspections. (Second Reading)

Josh Suddath, Director of Planning/Stormwater, explained the use of the permit fee increase and other matters.

Upon motion to approve 11.c. by Comm. Pomeroy, seconded by Comm. Schell, the Committee voted ((4-0-1) to docket the request for an increase in Stormwater permits from \$200.00 to \$300.00. Comm. Graves voted against the measure. Comm. Graves expressed concern about the drainage problems with the Shiloh development.

12. Adjournment. Upon motion of Comm. Schell, and duly seconded by Comm. Graves, the Committee adjourned at 5:57 p.m.

Prepared by Maria Savage

Sumner County Library Board | Meeting Minutes

Date: January 10, 2018

Location: Portland Public Library 1:30 PM

Board Members Present: Amy Eller, Ronnie Fox, Dan Toole, Shelley Ames, Johnnie Freedle, and J.J. Hunter

Library Representatives: Ginger Graves, Lelani Sabo, Debra Elledge, April Mangrum, and Jim Young

Regional Representatives: Caitlyn Haley

Guests: Lori Melching, Dennis Cary, Jack McCleary, and Alesia Moss

Absent: Willie Ruth Borders, Larry Hinton, Ken Cox, and Mary Ann Mudd

I. Announcements

- Called to order by J.J. Hunter on January 10, 2018 at 1:30pm.
- Introduced new Sumner County Director of IT, Dennis Cary and guest, Jack McCleary (Hendersonville Public Library Patron).
- Motion to approve agenda for current meeting made by Shelley Ames, seconded by Johnnie Freedle. Motion passed.
- Motion to approve minutes from previous meeting made by Ron Fox, seconded by Dan Toole. Motion passed.

II. Roundtable

- Library Finance Administrator, Jim Young
 - Conversation with Finance Department, the budget worksheet to be received before January 22nd. Completed budget worksheets due March 1. The Sumner County Commission is set to review budgets late May/early June.
 - Reviewed the budget process with SCLB of Trustees. Advised he will notify us when budget committee meets.
- Library Managers, Monthly Report (each manager provided circulation statistics, expenditure report, upcoming programs, etc).
 - Portland Public Library
 - Library decorations (created by staff) currently include snowmen, snowflakes, and snowballs.
 - Winter Reading Program is in process (read a book, write name on snowball paper, roll up into ball, put in can, draw each Friday for prizes). Other games such as Tic Tac Snow, Selfie Station, etc. also available.
 - Sumner County Worship Choir visited the library on November 30th, large crowd/very successful, will return in 2018.

- Take your child to the library day Saturday, February 3, 2018.
- Valentine Creation Station - crafts, games, etc. - on Saturday, February 10, 2018. Event Brite Registration Page for events held at the Portland Public Library to know how many plan to be in attendance - chrome book specifically for signing up at the registration desk.
- Launch new website in January 2018, not completed, but moving along.
- Added a bicycle rack to the parking lot, snowman will be stored in the closet in the community room.
- Westmoreland Public Library - Library Manager, Willie Ruth Borders, absent.
- Gallatin Public Library
 - Window decorations have been painted (wintery design).
 - Charles Dickens presentation in December, successful, recorded and can be found on GPL's YouTube Channel.
 - Gallatin Christmas Parade - gave out 120 ornaments.
 - January - Monthly Newsletters at local restaurants, businesses, etc.
 - Added new program - Zumba class - first meeting Saturday, fun, all ages (under 12 accompanied by adults) - 14 for the first one, video game on projector with surround sound system.
 - Statistics are good November and December, budget negative for food supplies.
 - New - mobile printing, Friends paid for two pieces of art (Walter Durham and picture of eclipse 56x84).
- Millersville Public Library
 - Attended Public Library Institute (good networking opportunity, information).
 - November and December, circulation slows but steady foot traffic, had a "people counter" at the door, analyzing busy times versus not so busy times, may alter schedule to meet the customer needs.
 - Offering "Reading Recovery" Program for kids that have fallen behind in reading.
 - Noon Years Eve Party - continues to grow.
 - Several Christmas Cards to Military personnel.
- Hendersonville Public Library
 - Customer cards for positive/negative comments, majority for last month very positive.
 - Outreach Program - Beech Elementary - toured the library, 9am, offered hand written notes from the students thanking the library.
 - Whitten Elementary - Resource Night, invited the HPL Library staff
 - Outreach goal has been met for the fiscal year.
 - Online newsletter - talks about what they've done and will do.
 - Boot Scootin' Book Bash - Saturday Story Times for Families, taught line dancing.

- Cookies Coco and Critters - Nashville Zoo came to visit, the sloth was the favorite animal.
- Teen Group - thank you cards, ornaments and food 'around the world.'
- Three day weekend, cleaned carpets, antibacterial cleaning.
- Library book sale is over, but did not make as much money as anticipated.
- Geothermal - system is not fixed, immediate repairs made, Mr. Holt has been notified and county will have to decide when to schedule a more permanent solution.
- Guest Questions (McCleary): Procedure request for purchase, notify patron via email if available or when available. Items on loan - one renewal, to ensure everyone has an opportunity to read popular items.
- Motion to approve reports for the Library Managers made by Ron Fox, seconded by Johnnie Freedle. Motion passed.

- Regional Director Cecilie Maynor (Caitlyn Haley stepped in for Cecilia).

III. Old Business

- Library Logo
 - Hendersonville Public Library - incorporated the lakes (city by the lake), motion to approve made by Shelley Ames, seconded by Dan Toole. Motion passed.
 - Westmoreland Public Library - postponed until March 2018.
- Follow Up Discussion: Sex Offender Use of Public Libraries Policy.
 - Motion to adopt policy drafted by the Office of the Law Director made by Ron Fox, seconded by Johnnie Freedle. Motion Passed

III. New Business

- Discussion: *Letter of Agreement for Reciprocal Lending and Elimination of Out-of-District Service Fees* Motion to sign for each Sumner County Library made by Dan Toole, seconded by Ron Fox.
- Discussion: Mobile Library (Debra Elledge) - PPL has the opportunity to have a mobile library, large lawn trailer (approximately 7x12), Friends budgeted \$500 toward cost of the library, steel structure, metal roof, rest wood, etc. Private donation \$400 toward construction. County Attorney, any issues with having one, actual library not insured, but will have liability. Hoping to house it at the impound lot at the police station or parks department for security purposes. It would not leave the city of Portland. Motion to approve the build/use of mobile library made by Ron Fox, seconded by Shelley Ames. Motion passed.
- Discussion: SCLB By-Laws Updates Needed, additional assistance requested. (Location - Hendersonville Public Library; Attendee Volunteers - Lelani, Shelley, Cecilia)

- Request for Disposal: The Gallatin Public Library requested the Board Approve the list of items to be disposed of and added to the Gov Deals Auction. Due to the item taking up considerable space, SCLB Trustee President requested the SCLB Secretary request a vote via email. The email was forward to all SCLB Trustee Members on February 11, 2018. Vote included six (6) approvals, three (3) no responses. Vote approved on February 23, 2018.

IV. Adjournment

- Motion to adjourn meeting made by Shelley Ames, seconded by Ron Fox. Motion passed.

Minutes respectfully submitted by Amy G. Eller, Secretary.



BUDGET COMMITTEE MINUTES
April 3, 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
Brad Staats

- I. CALL TO ORDER by Chairman Pomeroy at 6:02pm in the Commission Chambers of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Geminden.
 - B. Approval of Agenda- Motion to approve by Commissioner Foster, second by Commissioner Chris Taylor, unanimous approval.
 - C. Recognition of Public- Brad Staats, 656 Chipman Road, Bethpage TN expressed his concerns regarding hiring additional school resource officers.
- II. REPORT OF THE COMMITTEE CHAIRMAN- Chairman Pomeroy explained the county is projecting \$1.8M in growth for fiscal year 2019. Chairman Pomeroy informed the committee that the sheriff's office is requesting twenty new SRO positions. He explained the committee will be discussing hiring ten of the requested SRO positions in the current fiscal year and the additional ten in fiscal year 2019. He explained ten SRO positions would be an annual cost of approximately \$675K, and twenty would be approximately \$1.35M. Chairman Pomeroy explained if funded, all other departments would only be able to increase their budget by approximately 1.7% from last year's budget. Chairman Pomeroy pointed out the rule for any unbudgeted money for the county must be unanimously passed by the budget committee to forfeit a second reading and if not then it could not be passed on to the special called commission meeting. He also stated that May 1st has been discussed as a start date for the new SROs but he recommended the start date be May 4th so that insurance benefits would not begin until fiscal year 2019, saving the county approximately \$10K.
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. NEW BUSINESS
 - A. Appropriations
 1. Additional school resource officers plus materials and equipment- Motion to fund ten SRO officers to begin May 4, 2018 by Commissioner Chris Taylor, second by Commissioner Foster. There was brief discussion between the budget committee. Sheriff Weatherford also answered some of the questions the committee had. He informed the committee that all high schools and middle schools have SROs. Sheriff Weatherford informed the committee an assessment is performed every year on every school, and a report is given to Dr. Phillips. To get this to the commission floor, motion was amended by Commissioner Chris Taylor to fund one new SRO officer to start on May 4, 2018, second by Commissioner Foster, unanimous approval.
- V. ADJOURNMENT-Motion to adjourn by Commissioner Chris Taylor