



## SUMNER COUNTY COMMISSION

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

### Commissioners

*First District*  
**Moe Taylor**  
**Terry Wright**

*Second District*  
**Billy Geminden**  
**Larry Hinton**

*Third District*  
**Alan Driver**  
**Steve Graves**

*Fourth District*  
**Jerry Foster**  
**Leslie Schell**

*Fifth District*  
**Baker Ring**  
**Danny Sullivan**

*Sixth District*  
**Deanne Dewitt**  
**Luke Tinsley**

*Seventh District*  
**Loren S. Echols**  
**Gene Rhodes**

*Eighth District*  
**Merrol N. Hyde**  
**Shellie Young Tucker**

*Ninth District*  
**Jerry F. Becker**  
**Chris Taylor**

*Tenth District*  
**Paul R. Goode**  
**Caroline S. Krueger**

*Eleventh District*  
**Scott Langford**  
**Jeremy Mansfield**

*Twelfth District*  
**Michael Guthrie**  
**Justin Nipper**

The following minutes are included in this packet:

**Beer Board.....February 25**

**Budget Committee.....February 11**

**Committee on Committees.....February 25**

**Education Committee.....February 4**

**Emergency Services Committee.....February 4**

**Employee Benefits Committee.....November 20**

**Investment, Purchasing, 2002 Financial Management,**

**2012 Financial Management.....January 28**

**General Operations Committee.....February 4**

**Legislative Committee.....February 11**

**Sumner County Library Board.....November 14**

**Policy Sub-Committee.....February 6**

**MINUTES  
FEBRUARY 25, 2019  
BEER BOARD  
CHAIRMAN JERRY BECKER**

**Present:**

Jerry Becker, Chairman  
Deanne Dewitt, Vice-Chairman  
Loren S. Echols  
Paul R. Goode  
Shellie Young Tucker

**Also Present:**

Leah Dennen, County Attorney  
Ben Allen, Staff Attorney  
Anthony Holt, County Executive  
Bill Kemp, County Clerk

The regular meeting of the Beer Board was brought to order by Chairman Jerry Becker on Monday, February 25, 2019, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Agenda. Upon motion of Comm. Dewitt, seconded by Comm. Goode, the Board voted to approve the agenda unanimously.

Minutes. Upon motion of Comm. Echols, seconded by Comm. Tucker, the Board approved unanimously the minutes for October 15, 2018.

Recognition of the Public. None

Beer Applications.

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

- Special Events Permit-Halfbatch Brewing LLC will operate at Bledsoe's Fort Historical Park, Highway 25, Castalian Springs, TN 37031 under the name of County Sumner Irish Festival on March 9, 2019, from 10:00 am to 4:00 pm. There will be on premises consumption at this location.

County Attorney Leah Dennen stated the applicant passed background checks. The location meets the distance requirement from a school and church.

Upon motion of Comm. Goode, seconded by Comm. Echols, the Board voted unanimously to approve the special events beer permit for Halfbatch Brewing LLC to operate on March 9, 2019, at Bledsoe's Fort Historical Park, Castalian Springs, TN 37031 .

Comm. Dewitt moved, and was duly seconded, to adjourn the meeting at 6:35 p.m.

Prepared by Maria Savage



## BUDGET COMMITTEE MINUTES February 11, 2019

MEMBERS PRESENT  
Chris Taylor, Chairman  
Jerry Foster, Vice-Chairman  
Jerry Becker  
Billy Geminden  
Paul Goode  
Justin Nipper  
Leslie Schell  
OTHERS PRESENT  
Leah Dennen  
Ben Allen  
David Lawing  
Moe Taylor  
Steve Graves  
Anthony Holt  
Luke Tinsley  
Ken Weidner  
Dennis Cary

- I. CALL TO ORDER by Chairman Taylor at 6:30pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation-Led by Commissioner Schell.
  - B. Approval of Agenda- Motion to approve by Commissioner Schell, second by Commissioner Goode, unanimous approval.
  - C. Recognition of Public-None
  - D. Approval of Minutes – January 14, 2019- Motion to approve by Commissioner Geminden, second by Commissioner Schell, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- Chairman Taylor stated he would defer anything he has to say. He explained Finance Director Lawing will go over the county's debt. He pointed out that all committee members should have received a twenty-one-page strategic proposal from IT Director Cary and a three-year strategic plan from Planning Director Suddath. Chairman Taylor stated there will be a request for additional staff in IT that will be brought to this committee in the next few months.
- III. REPORT OF THE COUNTY EXECUTIVE -None.
- IV. REPORT OF THE FINANCE DIRECTOR
  - A. Debt capacity presentation- Finance Director Lawing provided a three-page handout to the committee and stated he will explain the county's debt capacity. He directed the committee to the far left of page one. He explained the amounts are in \$5M increments and the fiscal years are shown at the bottom of the sheet, all the way to payoff. He explained the large green area shows the county's annual debt payments for each year, and the white area shows the county's debt capacity. The line across the top of the page shows projected revenue of \$29M, based on zero growth. He stated, because of the successful bond issuance, fiscal year 2020 shows \$470K of additional revenue until 2024. He stated \$7M could be issued at this time. Assuming nothing will be issued, \$100M could be issued in 2024; \$251M in 2025; \$306M in 2037, with the last debt payment in 2039. Finance Director Lawing directed the committee to page two of the handouts, which shows the capacity if debt was issued as early as possible. He explained these numbers are based on two improbable scenarios: zero growth and zero increases in interest rates. He explained if \$7M is issued in 2020, an additional \$93M will be available in 2024. Finance Director Lawing pointed out that the first payment is generally not due until approximately six months after issuance. He explained in 2025, an additional \$151M could be issued followed by a long stretch due to earlier structuring. Finance Director Lawing stated an additional \$55M could be issued in 2037. Finance Director Lawing directed the committee to page three of the handouts. He stated, looking back to the original slide and assuming no issuances, a 1% growth from the \$29M projected revenue over a 20-year period would increase the capacity to \$39.4M. Finance Director Lawing pointed out that, historically, the county has had significant growth above 1%. He stated \$7M could be issued in 2020; \$117M in 2024; \$273.6M in 2025; and \$400.7M in 2037.

Finance Director Lawing explained the longer the county waits to issue debt, the more cash builds in the debt service fund, and historically, that has been transferred to the capital projects fund.

County Executive Holt stated that the Indian Lake TIF will be paid off in approximately three years. He asked Finance Director Lawing, in today's terms, if the \$3M from the payoff was going straight into debt service, how much would capacity increase? Finance Director Lawing stated, even at a 1% growth, the capacity would be \$60M plus. Chairman Taylor and the committee felt it would be beneficial for Finance Director Lawing to present this information to the full commission.

- B. Original bond estimate (10/26/2018)- Finance Director Lawing stated he will discuss items IV.B. and C. He directed the committee to page nine of the packet and explained \$146,743,653.33 was the projected cost to net \$103M and cover the cost of issuance. He directed the committee to page nineteen of the packet, showing the actual cost of \$138,394,519.05. The difference between the original and actual cost is approximately \$8.4M. Finance Director Lawing stated the sale was January 24, 2019 at 10:00am. There were eleven bidders, with one being from Canada. Our true all in interest cost was approximately 2.9501%. He stated the bond issuance was very successful.
- C. Final bond issuance (01/24/2019)-See above.
- D. S&P Global rating- Finance Director Lawing explained the county received a AA+ stable rating. There are five AAA rated municipalities in Tennessee, seven AA+, and two AA. Hendersonville and Gallatin both have AA+, so we are in par with them. He stated that there was a couple of items that the rating agency said would possibly get the county a higher rating. Finance Director Lawing read from page 22 of the packet, "The county's formal reserve policy requires the county to maintain at least two months' operating expenses in unassigned balances to protect against unanticipated expenditures or revenue volatility. We understand that the county is working toward a five-year long-term financial plan and a 20-year comprehensive capital improvement plan." Finance Director Lawing stated this is something the budget and financial management committee has been working on. He also read an upside scenario on page 24 of the packet, "We could consider a higher rating if the county were to see sustained economic expansion, leading to improved wealth and income metrics, combined with formalization of long-term plans."
- E. Debt issuance to state (Form CT0253)- Finance Director Lawing stated this must be presented to the commission. He stated it shows all the costs and breakdowns for the bond.
- F. Financial statement memo-Included in packet.

## V. NEW BUSINESS

### A. Education-

- 1. Budget amendments (for approval)- Motion to approve first reading by Commissioner Goode, second by Commissioner Schell, unanimous approval.
- 2. Budget amendments (for information only)- Included in packet.

### B. Appropriations

- 1. Gallatin Library - \$3,073 TSLA technology grant- Motion to approve by Commissioner Goode, second by Commissioner Schell, unanimous approval.
- 2. County Executive
  - a. \$127 Clark House donation for books and other supplies- Motion to approve first reading by Commissioner Becker, second by Commissioner Goode, unanimous approval.
  - b. \$865,000 from capital projects local funding for purchase of site from church for new courthouse- Commissioner Geminden inquired about a timeline regarding this project. Commissioner Schell explained she could not get a timeline from the architect until they are under contract. She stated that she has requested a timeline from them as we get ready to go into budget season. She explained that Justice Planning Associates will be at the Sumner County Administration Building all day February 25, 2019 for any commissioners that would like to meet with them and ask questions. Commissioner Graves addressed his concerns regarding the property and if the new courthouse will fit on the suggested site. Commissioner Schell stated this is a custom-made building that will be built to fit on the site. Commissioner Moe Taylor addressed his concerns regarding parking for the new courthouse. Commissioner Luke Tinsley briefly commented on this. Motion to approve first reading and fund from local capital projects by Commissioner Goode, second by Commissioner Schell, unanimous approval.

- c. \$250,000 carryover from FY2018 for waterlines- Motion to approve and waive second reading by Commissioner Goode, second by Commissioner Schell, unanimous approval.
- 3. EMA – county-wide two-way communications system bids/update- Ken Weidner briefly spoke to this. Motion to approve, waive second reading and fund from local capital projects by Commissioner Taylor, second by Commissioner Goode, unanimous approval.

C. Information Technology – 3-year strategic plan- IT Director Cary deferred this until March.

D. Transfers- Motion to group and approve items V.D.1.a. and b by Commissioner Goode, second by Commissioner Schell, unanimous approval.

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

VI. ADJOURNMENT- Motion to adjourn at 7:25pm by Commissioner Goode.

**COMMITTEE ON COMMITTEES  
MINUTES  
FEBRUARY 25, 2019**

**Present:**

Paul R. Goode, Chairman  
Loren S. Echols, Vice-Chairman  
Jerry Becker  
Deanne Dewitt  
Shellie Young Tucker

**Also Present:**

Ben Allen, Staff Attorney  
Leah Dennen, County Attorney  
Anthony Holt, County Executive-Absent  
Bill Kemp, County Clerk

The regular meeting of the Committee on Committees was brought to order with an invocation by Comm. Tucker on Monday, February 25, 2019, at 6:35 p.m. in the Sumner County Administration Building in Gallatin. Chairman Goode declared a quorum to conduct business.

Agenda. Comm. Becker moved, seconded by Comm. Echols, to approve the agenda. The motion carried unanimously.

Approval of Minutes of January 28, 2019. Upon motion of Comm. Echols, and duly seconded by Comm. Becker, the Committee approved unanimously the minutes of January 28, 2019.

Public Recognition. None

Report of the Chairman. Chairman Goode had no report.

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

8.Old Business. None

9. New Business.

Zoning Board of Appeals.

Chairman Goode announced the following appointments on the Zoning Board of Appeals:

- Richard Jones, alternate - 5-year term to re-appoint

Upon motion of Comm. Becker to approve the re-appointment of Richard Jones as a member of the Zoning Board of Appeals, seconded by Comm. Tucker, the Committee voted unanimously to approve the appointment of Mr. Jones.

10. Adjournment. Upon motion of Comm. Becker, the Committee adjourned at 6:40 p.m.

**MINUTES  
EDUCATION COMMITTEE  
February 4, 2019**

**Present:**

Paul R. Goode, Chairman  
Baker Ring, Vice-Chairman  
Deanne Dewitt  
Loren S. Echols  
Billy Geminden  
Michael Guthrie  
Danny Sullivan

**Also Present:**

Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Moe Taylor, Commissioner

Chairman Paul R. Goode brought the regular meeting of the Education Committee to order with an invocation by Comm. Geminden on Monday, February 4, 2019, at 5:30 p.m. in the Sumner County Administration building in Gallatin.

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

Minutes of November 5, 2018. Upon motion of Comm. Dewitt, seconded by Comm. Geminden, the Committee members approved the minutes of November 5, 2018.

Recognition of the Public. Chairman Goode recognized the following to speak:

Kevin Baigert of 424 AB Wade Road in Portland spoke to the agenda item under New Business condemning actions of board employee for policy violation. Mr. Baigert objected to the county commissioners lack of action on the matter.

Kevin Stewart of 330 Blackthorn Lane in Gallatin spoke on the Board employee's actions. He recommended the Commission request the assistance of the State of Tennessee for a complete and thorough audit of Sumner County schools to determine if funds were used inappropriately.

Chris Spencer of Hendersonville asked the Committee to investigate the issues regarding the Board employee. He objected to the alleged involvement of the employee in his campaign for City of Hendersonville alderman.

Dana Smith of 233 Blackthorn Lane in Gallatin expressed concern regarding the Board employee. She asked the Committee to acknowledge the wrongdoings of the employee and launch an investigation.

Commissioner Moe Taylor stated that he felt the County Commission could take whatever action it deemed appropriate. He asked the Chairman to recuse himself on any vote on this matter due to his relationship with the person in question.

Report of the Chairman. Chairman Goode had no report.

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

Old Business. None.

#### New Business

10a. Sumner County Board of Education Amendments (for information only) - attached. No action

10b. Sumner County Board of Education Amendments (for approval).  
Upon motion of Comm. Ring, seconded by Comm. Geminden, the Committee voted unanimously to approve the Board of Education Amendments.

10c. Condemning actions of board employee for policy violation.  
Chairman Goode relinquished the Chair to Vice-Chairman Baker Ring to make a statement on the matter. He said he talked with officials who say that the County Commission is the funding body for the Board of Education and has no say over Board personnel issues. He suggested discussing the matter with the Board of Education members.

No action was taken.

#### 11. Adjournment

Chairman Goode declared the Committee adjourned at 5:54 p.m. upon motion of Comm. Dewitt, seconded by Comm. Geminden.

Prepared by Maria Savage



**MINUTES  
EMERGENCY SERVICES COMMITTEE  
Chairman Caroline Krueger  
FEBRUARY 4, 2019**

**Present:**

Caroline Krueger, Chairman  
Michael Guthrie, V. Chairman  
Alan Driver  
Jerry Foster  
Luke Tinsley  
Absent:  
Merrol N. Hyde  
Chris Taylor

**Also Present:**

Greg Miller, EMS Chief  
Jay Austin, Assistance EMS Chief  
Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Ken Weidner, Emergency Management Agency  
Sheriff Chief Deputy Aaron Pickard  
Leah Dennen, County Attorney  
Anthony Holt, County Executive

Chairman Caroline Krueger called the meeting of the Emergency Services Committee to order with an invocation by Comm. Tinsley on Monday, February 4, 2019, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Without objection, Chairman Krueger moved the report from Paul Harbsmeier, Commander with the Hendersonville Police Department and interim Director of the ECC, and the report of the Emergency Communications Center to the front of the agenda. Upon motion of Comm. Foster, seconded by Comm. Driver, the Committee unanimously approved the agenda as amended.

Approval of Minutes of November 5, 2018. Upon motion of Comm. Driver, Comm. Tinsley seconded, the Committee approved the minutes of November 5, 2018.

Public Comments. Chairman Krueger recognized the following:

Kevin Baigert 424 A B Wade Road in Portland spoke about the update on the ECC. He expressed concerns about the committee process and discussion regarding the purchase of 18 acres adjacent to the ECC. He noted that November 5 the matter was brought before the EMS Committee. He questioned the purchase price of the land stated as \$500,000.00 in the minutes.

County Law Director Leah Dennen said the stated cost on the deed is \$654,000 with an in-kind donation letter in the amount of \$150,000.00 given to the seller.

Christine Uniejewski of 1009 Old Shiloh Road in Millersville and an ECC dispatcher thanked officials for the involvement and expertise that has affected great changes at the ECC.

Report from the Chairman. Chairman Krueger had no report.

Report from the County Executive. County Executive Anthony Holt stated there was an emergency purchase last week. An ambulance bay door became inoperable and had to be replaced. The door was purchased in the amount of \$11,000 through an emergency procedure.

Executive Holt stated that Mr. Harbsmeier is turning the operations of the ECC around and everything is looking up.

He said that capital projects are not cleared through Emergency Services Committee. For the record, he wanted to make it clear that this Committee was not sidestepped in any process.

Mr. Harbsmeier presented an eight-step transition action plan as follows:

1. Take operational control of the ECC
  - a. Representatives from police, sheriff, fire and EMS to assist (identify members and assign transition roles)
2. Ensure continued operations and services without interruption
  - a. Determine the current level & status of each employee, i.e., in training, released, etc.
  - b. ID key staff to assist (managers & supervisors) and assign responsibilities as determined
3. Immediately, speak with all employees to answer any questions, reassure stability, and ensure corrections to all identified issues will be made, as well as outlining the future plans to re-establish leadership at the ECC.
4. Immediately start a nationwide search for a new Director
  - a. Contract prior applicant(s) to see if they are still interested as well
5. Immediately (not waiting on a new director) start correcting the main identified areas of failure, including but not limited to:
  - a. Training
  - b. CAD administration
  - c. Employee relations
6. Identify any potential former employee that left employment as a result of prior management for possible re-employment.
7. Identify any potential outside emergency services resources to assist in the transition, i.e., other ECC's, etc.
8. Identify the proper Sumner County authority (County Executive, County Legal) to review any pending or current FLSA, or other employment-related issues so they can be appropriately resolved by the employing entity.

Mr. Harbsmeier stated that 60 percent of the seasoned workers had left the ECC and he said that was not sustainable. There are teams looking at bringing back some of the experienced workers and at the same time reviewing qualifications for a new director. He stated there are currently seven open positions. He tasked the supervisors to build up the training program.

Of the 37 operators on the floor, 21 are not fully trained. Sixteen are fully trained. He said there will be a re-training program, but it will take time.

Chairman Krueger thanked Mr. Harbsmeier for all his efforts to make this Center right.

Report from the Sheriff. Sheriff Chief Deputy Aaron Pickard distributed and discussed the January, 2019 financial reports and animal control statistics. Chief Deputy Pickard provided a 30-day breakdown of the type of problems and number of responses in January.

The jail population was 778 in January, 2019. He said the population is trending upward. Chief Deputy Pickard stated that currently there are 181 female inmates with a jail housing capacity of 151 females. He said there were constantly over the bed capacity in female inmate housing. Chief Deputy Pickard said jailers are in short supply, as well.

Fire Departments. Joe McLaughlin of the Cottontown Volunteer Fire Department reported there was 4,345 calls during 2018. The previous year 2017 there were 3,894, with an increase of 451 overall.

Mr. McLaughlin stated that representatives from volunteer fire departments met with CTAS on January 3 and received an overview. Chairman Krueger asked for an email of the report.

Report from the EMS Director. Greg Miller, Emergency Medical Services Chief and Jay Austin, Assistant Chief of Administration, presented the EMS reports.

Monthly revenue for January, 2019 was \$545,575.00. The net transport revenue in January, 2019 was \$3,613,617.00. Responses for the month of January were 2,008 with 1,583 transports. Included for review was a payroll summary that showed the expenditures were on target with the projected budget numbers.

Report of the Emergency Management Agency. None

13. Old Business. Moved forward on the agenda.

February 4, 2018  
Emergency Services Committee

14. New Business

- a. Surplus various items for EMS
- b. Surplus various items for EMA

Upon motion of Comm. Foster, seconded by Comm. Driver, the Committee voted to approve unanimously the various surplus items.

15. Adjournment. With a motion by Comm. Driver, and duly seconded, the Committee adjourned at 6:11 p.m.

Prepared by Maria Savage

**MINUTES**  
**EMPLOYEE BENEFITS COMMITTEE**  
**November 20, 2018**  
**9:00 A.M.**

**Members Present:**

Justin Nipper  
Michael Guthrie  
Anthony Holt

**Also:**

Leah Dennen  
Ben Allen  
David Lawing

Bob Shupe  
Brittney Spradling  
Debbie Robertson

Teresa Terry  
Ashley Berry  
Christy Freedle

Mr. Nipper called the SIB Employee Benefits Committee meeting to order on Tuesday, November 20, 2018 at 9:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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

**Public Recognition:** None

**Minutes:** Motion was made by Mr. Guthrie to approve the minutes of August 21, 2018; seconded by Mr. Holt; unanimous approval.

**Report of Committee Chair:** None

**Report of Consultant:** Ms. Spradling handed out the monthly and year to date report and noted that we are still doing good. They are still tracking large losses.

**One to One:** Ms. Ashley Berry handed out her report and noted that she had taken out the BOE numbers and just had the county government numbers listed as requested. She stated that the numbers look good.

**Finance Director:** Mr. Lawing reported that we had a downward trend in costs again this year. He expects it to level off and have an upward trend sometime in the near future even with the wellness plan. We have about \$11.2 million in reserves.

**Old Business:** Ms. Spradling reminded everyone that we had made a motion to stop the reinsurance and set aside in a separate fund what we normally would pay toward the reinsurance. She noted that we normally pay in between \$10,000-\$11,000 per month. Mr. Lawing suggested we get the large claim report from BCBS once a year and set aside that amount in a pool; Mr. Holt made a motion that we set aside the yearly amount as reported by BCBS for reinsurance in case we ever need it; seconded by Mr. Guthrie; unanimous approval.

**New Business:** Ms. Berry reported on the changes that the BOE was making to their wellness plan. They are changing from HRA events over to having a physical each year in the clinic or with their PCP. She noted that the prices would not change. It would still be \$65 per patient. HRA fees will be routed to cover lab fee and extra staffing in clinic. They want a face to face with each patient so that the provider can go over medications with them. They also want to set

up a new wellness portal for just that and employees can track their compliancy better. They also want to set up new incentive programs for departments to challenge each other.

Mr. Lawing and Ms. Dennen discussed that our program was set up to have everyone use One to One clinic for their HRA instead of their PCP unless there were special circumstances. It was also set up for convenience here in our building for employees to get their HRA and not have to miss work for appointments in the clinic. If they were not compliant, they would handle everything on the phone with health coaches and not have to go into a clinic unless there was an issue.

Mr. Holt recommended that Mr. Lawing and Mrs. Robertson get together with One to One and come up with a viable solution and program that would be cost effective and give the committee a recommendation.

There was no further business, so Mr. Nipper adjourned the meeting at 9:40 a.m.



INVESTMENT, PURCHASING, 2002 FINANCIAL  
MANAGEMENT, AND 2012 FINANCIAL  
MANAGEMENT COMMITTEES MINUTES  
January 28, 2019

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

- 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 Commissioner Sullivan, second by Commissioner Krueger, unanimous approval.
  - C. Recognition of Public-None
  - D. Approval of Minutes – December 17, 2018- Motion to approve by Road Superintendent Hardin, second by Commissioner Sullivan, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE
  - A. Munis Status Report-No report.
- IV. REPORT OF THE TRUSTEE
  - A. Trustee's Report- Included in packet.
- V. REPORT OF THE FINANCE DIRECTOR
  - A. Bond Rating-Finance Director Lawing directed the committee to page eleven of the agenda. He informed the committee that S&P Global Ratings assigned its AA+/stable long-term rating to Sumner County's series 2019 general obligation school and public improvement bonds. Finance Director Lawing directed the committee to page twelve of the document and discussed strong management. He pointed out the county's formal reserve policy requires the county to maintain at least two months operating expenses in unassigned balances to protect against unanticipated expenditures or revenue volatility. He explained the bond rating agency understands that the county is working toward a five-year long-term financial plan and a 20-year comprehensive capital improvement plan. Finance Director Lawing stated Sumner County could consider a higher rating if the county were to see sustained economic expansion, leading to improved wealth and income metrics, combined with formalization of long-term plans, which is currently being worked on. Finance Director Lawing explained that only five municipalities in Tennessee have a AAA rating, and he believes Sumner County will have it in the next five years.

Finance Director Lawing provided two documents to the committee. The first one was the October 26, 2018 bond series cost presented to the county commission last month. The second document was the January 24, 2019 bond series cost, which is the actual cost. He directed the committee to page five of the October 26, 2018 document, which explains \$146.7M is what was estimated to be the payback in interest and principle. Finance Director Lawing directed the committee to the January 24, 2019 document and explained the interest and principle ended up being \$138.3M, which is a savings of approximately \$8.4M. Finance Director Lawing pointed out that Sumner County had eleven bidders, with one being from Canada, and that this has been a good bond issuance.

Finance Director Lawing informed the committee that the policy sub-committee will meet on February 6, 2019 at 5:00pm, and he would like for all financial management committee members to attend, especially Chairman Becker and Road Superintendent Hardin. He stated he will provide a graphical view next month of what the county's debt structure looks like. He requested the committee place the bond analysis on February's county commission agenda. Commissioner Taylor requested the graphical presentation be added in as well. Motion to approve by County Executive Holt, second by Commissioner Krueger, unanimous approval.

VI. REPORT OF THE LAW DIRECTOR DIRECTOR-None.

VII. NEW BUSINESS

- A. Employment agreement for finance director-Finance Director Lawing explained Law Director Dennen has reviewed this, and it is very similar to contracts he has had in the past. He stated he is requesting a three-year term and the same salary he is currently making. Chairman Becker stated he has read the agreement and doesn't see any issues. Motion to approve by Commissioner Sullivan, second by County Executive Holt, unanimous approval.
- B. Assessor of Property – Mr. Isbell stated he inadvertently used his personal credit card instead of the county p-card when paying for airfare. County Executive Holt stated this is not the first time this has happened. The travel was claimed twice previously, and Mr. Isbell had to reimburse the county. County Executive Holt commented that he believes Mr. Isbell used his own card to receive mileage points. After discussion between committee members, County Executive Holt made a motion to deny payment, seconded by Commissioner Krueger. Commissioner Taylor made a motion to amend County Executive Holt's motion to pay this time and place Mr. Isbell on notice that if this happens again, he must be held responsible for payment. Chairman Becker stated the motion has been made by County Executive Holt to deny payment and seconded by Commissioner Krueger. Motion passed 4-2, with Commissioner Taylor and Road Superintendent Hardin opposing.
- C. Veterans' Services – no purchase order obtained- Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval.

VIII. ADJOURNMENT- Motion to adjourn at 5:50pm by Commissioner Sullivan.



**MINUTES**  
**GENERAL OPERATIONS COMMITTEE**  
**LESLIE SCHELL, CHAIRMAN**  
**February 4, 2019**

**Present:**

Leslie Schell, Chairman  
Caroline Krueger, Vice-Chairman  
Larry Hinton  
Gene Rhodes  
Baker Ring  
Moe Taylor

**Absent:**

Shellie Young Tucker

**Also Present:**

Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Kim Ark, Grants Administrator  
Bill Kemp, County Clerk

The scheduled meeting of the General Operations Committee was brought to order with an invocation by Chairman Schell on Monday, February 4, 2019, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

Agenda. Comm. Hinton moved, seconded by Comm. Krueger, to approve the agenda. The motion carried unanimously.

Minutes of October 1, 2019. Upon motion of Comm. Ring, seconded by Comm. Moe Taylor, the Committee voted to approve unanimously the minutes of October 1, 2019.

Report of Chairman.

1. Update from Justice Planning Associates, Inc.(JPA). Chairman Schell yielded the floor to Mike Thomas of JPA and owner representative for Sumner County who presented a Sumner County Planning Synopsis. The recommendation was for a five-story building on Site #1 located closest to downtown Gallatin. The budget estimate for the new judicial center was \$348.64 per square foot for a total of \$72,752,275.00. Mr. Thomas stated that after ongoing meetings with the First Baptist Church of Gallatin, the Church offered the County \$1.2 million for the property swap and land acquisition. He suggested counter offering \$865,000.00, which would enable the Church to replace Church parking and renovate the Juvenile building and tear down the probation offices. Parking for the judicial complex is undetermined at this point.

Comm. Hinton moved, seconded by Comm. Ring, to authorize Chairman Schell to begin negotiations on the property and send it to the Budget Committee. The motion carried (6-1) with Comm. Moe Taylor voting no.

County Executive. County Executive Anthony Holt stated there was an emergency purchase last week. An ambulance bay door became inoperable and had to be replaced. The door was purchased in the amount of \$11,000 through an emergency procedure.

Recognition of the Public. None

8. Old Business.

8(1.) Capital Projects Reports. Kim Ark, Grants Administrator, spoke about the following:

- Purchased three vehicles for codes/planning/maintenance with delivery in March
- Community Development Block Grant Waterline project: Rabe Coats, Harrison, and Absher Branch. The state contract for the \$200,000.00 Community Development Block Grant has been sent back with signatures. Executed contract received from state on October 22, 2018. Technical Assistance Visit held on October 19 with CDBG staff. Currently working on Environmental Review with Engineer and GNRC staff. An archaeological report will be required based on environmental scoping letters. Project budget is estimated to be higher than original project costs due to environmental and higher construction costs. The project requires \$296,860.00 in local funding with total estimated project costs at \$495,860.00 at present.
- HVAC Unit Computer Room – Sumner County Administration Building. The computer room HVAC has been overheating regularly which is not permitted with computer equipment. Consultant is working on specifications/pricing for new unit. The recommendation is to install a smaller 5-ton thermal power system.
- Fire Panel at Administration Building- Koorsen Fire & Security completed review of ground fault in July during site visit. Koorsen Fire & Security completed annual inspection site visit for County Administration building on September 18, 2018. They provided specifications for a new fire panel. County will be working on advertisement for bid and request for proposal document for the replacement of the fire panel. Bid specifications are being prepared.
- Roof replacement at Administration building & Painting Cupola: Contracted with The Architect Workshop in July for architectural design plans, design is proceeding. Site visit held August 27, 2018 with architect and September 28 scheduled inspection with Loadmaster to check existing roof and deck. Architect is preparing design plans and specifications. Design/Specifications should be completed by architect soon, currently reviewing bid specifications with architect.
- Water sewer line easements for new school campus with White House Utility District: WHUD will be moving forward with this project in August 2018 for sewer portion. Letters sent by WHUD to property owners in September 2018.
- Ocana Park n' Ride: No new information with the TDOT park n' ride project.
- Parking lot for EMS/EMA/ECC 255/253 Airport Road. Coordinating engineering design and geotechnical

Listed were FY2019 Capital Project needs completed and needs for the future.

8(2.) Land Acquisition EMS Property Update. County Executive Anthony Holt stated the County acquired two parcels of land contiguous to the Emergency Communication Center on Airport Road totaling 18 acres. The cost was \$500,000.00 and \$600.00 for closing costs. County Law Director Leah Dennen said the stated cost on the deed is \$654,000 with an in-kind donation letter in the amount of \$150,000.00. Chairman Schell recognized Comm. Moe Taylor who expressed concern over the lack of disclosure of the purchase on committee agendas. He requested the Committee look at live streaming committees with input from County Clerk Bill Kemp. Chairman Schell directed Ms. Dennen to place the matter on the Legislative Committee agenda.

8(3). CDBG Waterline Project Update. Discussed previously

9. New Business.

9(1). Surplus Property items EMS.

9(2). Surplus Property EMA.

Upon motion of Comm. Krueger, seconded by Comm. Moe Taylor, the Committee voted to group and approve unanimously the various items for surplus property listed under 9(1). through 9(2).

10. Adjournment. Chairman Schell declared the Committee adjourned at 7:20 p.m. after a motion by Comm. Hinton, seconded by Comm. Moe Taylor.

Prepared by Maria Savage

**MINUTES  
LEGISLATIVE COMMITTEE  
BAKER RING, CHAIRMAN  
FEBRUARY 11, 2019**

**Present:**

Baker Ring, Chairman  
Leslie Schell, Vice-Chairman  
Loren S. Echols  
Paul R. Goode  
Steve Graves  
Chris Taylor

**Absent:**

Caroline Krueger  
Scott Langford, Commission Chairman

**Also Present:**

Leah Dennen, Law Director  
Ben Allen, Staff Attorney  
Anthony Holt, County Executive  
Bill Kemp, County Clerk  
Dennis Cary, IT  
Daryl Eubanks, Veterans Service  
Moe Taylor, Jeremy Mansfield,  
Deanne Dewitt, Billy Geminden

Chairman Ring brought the Legislative Committee meeting to order with an invocation on Monday, February 11, 2019, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

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

Minutes of January 14, 2019, for approval. Upon motion of Comm. Goode, seconded by Comm. Graves, the Committee voted unanimously to approve the minutes of January 14, 2019.

Recognition of the Public.

Kevin Stewart of 330 Blackthorn Lane in Gallatin spoke on maintaining transparency in county government by using government-issued emails and livestreaming committee meetings.

Kevin Baigert of 424 A. B. Wade Road in Portland urged commissioners to expand video capabilities to committee meetings.

Report of Chairman. Chairman Ring had no report.

Report of County Executive. County Executive Anthony Holt stated he would speak on matters before the Committee.

8. Old Business. None

## 9. New Business.

9a. Veterans Service Report. Chairman Ring recognized Veterans Service Officer Darrel Eubanks who explained his staffing situation and the details of his job.

9c. Lowe's Co-op Agreement. County Law Director Leah Dennen stated that the co-op agreement allows the County to buy volume discounts from Lowes. Upon motion of Comm. Goode, seconded by Comm. Chris Taylor, the Committee voted to approve unanimously the agreement.

9d. Committee Members by District. Ms. Dennen stated Commissioner Larry Hinton requested in the January Commission meeting that the Legislative Committee take up the matter of committee appointments by district. She said that statutory committees are not flexible but standing rules and procedures could be amended to designate membership by district. Ms. Dennen stated that a State Attorney General's opinion on this matter could take time. The matter will be on the agenda for next month.

County Executive Anthony Holt stated that he is always open to suggestions from commissioners for appointments to boards and authorities.

Chairman Ring recognized Commissioner Moe Taylor who said he would like to see the districts in the northern section of the County better represented in committee and board appointments.

No action was taken.

9b. Courthouse Architect. Ms. Dennen stated that the County needs to approve a letter of understanding between the County and Earl Swenson Associates, Inc., the architect selected for the Sumner County Judicial Center.

Upon motion of Comm. Schell, seconded by Comm. Goode, the Committee voted to approve (5-0-1) the resolution to approve the agreement with the architect and move the matter to the full Commission. Comm. Graves abstained from the vote.

9e. Commissioner Email Addresses. Executive Holt stated any commissioner who wants a governmental email can request one. Chairman Ring recognized Commissioner Jeremy Mansfield who asked for clarification on whether the email addresses are standardized and usable on all devices. The new domain name will be sumnertn.gov and Mr. Mansfield requested commissioners' emails be the same. Chairman Ring recognized Dennis Cary, IT Director, who stated it will take three to four months to complete the email server project.

Comm. Schell moved, seconded by Comm. Goode, that when the new domain is established, all commissioners will be assigned county governmental emails. The motion carried by unanimous voice vote.

9f. Making Recording of Committee Meetings Available online.

Comm. Chris Taylor moved, Comm. Echols seconded, to have recordings of Committee meetings online. Chairman Ring recognized Commissioner Moe Taylor who requested the Committee record committees online. County Clerk Bill Kemp spoke to the issue of livestreaming committee meetings on the web. He said Mr. Cary is looking at options available to the County. He said audio files could be made available with little expense.

Comm. Chris Taylor withdrew his motion. Comm. Goode moved, seconded by Comm. Chris Taylor, to refer the matter to the General Operations Committee. The motion carried unanimously.

9g. Approval of Finance Director Bond. Comm. Goode moved, seconded by Comm. Chris Taylor, to approve the bond of the Finance Director. The motion carried unanimously.

10. Certificates of Recognition. None

11. Zoning.

12. Adjournment. Upon motion of Comm. Goode, and duly seconded, the Committee adjourned at 6:25 p.m.

Prepared by Maria Savage

## Sumner County Library Board | Meeting Minutes

**Date:** November 14, 2018

**Location:** Hendersonville Public Library 1:30 PM

*Board Members Present:* J.J. Hunter, Mary Ann Mudd, Dan Toole, Ronnie Fox, Jane Wheatcraft, Jackie Wilbur, Shawn Utley and Amy Eller

*Library Representatives:* Jim Young, Debra Elledge, April Mangrum, Melissa Clark, and Cindy Matthews

*Regional Representatives:*

*Guests:* Diane Johnson, Leah May Dennen, Bill Allen

*Absent:* Shelley Ames

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### I. Announcements

- Called to order by J.J. Hunter on November 14, 2018 at 1:30pm.
- Guests: Diane Johnson (representing Hendersonville Public Library), Shelia Hatch (Hendersonville's Children's Librarian Manager), Leah May Dennen and Bill Allen from the Sumner County Law Office
- Introduced new Library Manager for Westmoreland, Cindy Matthews.
- Motion to approve agenda for current meeting made by Ron Fox, seconded by Shawn Utley. Motion passed.
- Motion to approve minutes from previous meeting made by Ron Fox, seconded by Mary Ann Mudd (S Utley abstained due to absence from previous meeting). Motion passed.

### II. Guest Speaker: Leah May Dennen (Open Meeting and Open Records Policies)

### III. Roundtable

- Library Finance Administrator, Jim Young – New Payroll system will be implemented in February or March.
- Library Managers, Monthly Report (each manager provided circulation statistics, expenditure report, upcoming programs, etc).
  - Hendersonville Public Library – Children's Area (Listening Stations), Family Storytime on Saturdays, Nashville Zoo (event had 209 attendees), Color of Fall (Teens tie-dye event, decorated pumpkins, and participates dressed as favority tv character), Egg Drop Competition, and Early Voting (Major parking/traffic issues)
  - Westmoreland Public Library – New Library Manager is working to get acquainted with library operations. Part-time staff moved to full-time, the other

- Motion made to approve calendar above made by Jackie Wilbur, seconded by Jane Wheatcraft. Motion passed.
- Appoint Committees for the following Trustee Board Functions:
  - Personnel Evaluations – Jackie Wilbur and Jane Wheatcraft
  - Policy Review – Amy Eller, Cindy Matthews and April Mangrum
- Request for Renovations at Gallatin Public Library – Motion made to accept concept by Jane Wheatcraft and seconded by Shawn Utley. Motion passed. Next steps are for the Library Manager to follow up with the County.

#### IV. Adjournment

- Motion to adjourn meeting made by Ron Fox, seconded by Mary Ann Mudd. Motion passed.

Minutes respectfully submitted by Amy G. Eller, Secretary.





POLICY SUB-COMMITTEE MINUTES  
February 6, 2019

MEMBERS PRESENT

Anthony Holt  
David Lawing  
Del Phillips

Amanda Prichard

OTHERS PRESENT

Leah Dennen  
Bethany Browning  
Cindy Briley  
Mark Smith  
Kathryn Strong  
Daryl Eubanks  
Kim Ark  
Jerry Becker  
Debbie Sutton  
Judy Hardin  
Dennis Cary

- I. CALL TO ORDER by County Executive Holt at 5:08pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Veterans Service Officer Eubanks.
  - B. Election of Chairman- Motion to elect County Executive Holt by Dr. Phillips, second by Finance Director Lawing, unanimous approval.
  - C. Election of Vice-Chairman- Motion to elect Dr. Phillips by County Executive Holt, second by Amanda Prichard, unanimous approval.
  - D. Approval of Agenda- Motion to approve by Dr. Phillips, second by Amanda Prichard, unanimous approval.
  - E. Recognition of Public-None
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. DISCUSSION ITEMS
  - A. PowerPoint report to sub-committee- Finance Director Lawing stated he will address four concerns: Questions from the county officials, goals for the policy changes and the ERP, short demonstrations of the system and what it can do, and some of the Munis system's reporting capabilities. Finance Director Lawing explained that IT Director Cary had already addressed the users on November 30, 2018. Finance Director Lawing pointed out that training is not part of onboarding. Currently, the finance department, on an as requested basis, provides training to the individual departments. The most recent training has been provided to EMS, EMA, CASP, and the IT department. The finance department is scheduled to provide training to the sheriff's department on February 11, 2019. Finance Director Lawing proposed a solution to begin individual training with all departments. He also requested to schedule weekly, monthly, and/or annual training with all departments. Finance Director Lawing requested the committee and elected officials' input on what they believe will be beneficial to their departments. County Executive Holt recommended Finance Director Lawing present his report first and then have the committee and elected officials address their concerns. Finance Director Lawing presented the attached slides.
  - B. Officials concerns- Circuit Court Clerk Strong addressed her concerns regarding TCM not showing documents until they are already saved and requested IT Director Cary investigate this issue. Register of Deeds Briley commented that she believes more training should be provided before any policy changes are made. Circuit Court Clerk Strong stated she doesn't understand why a purchase order is needed for items over \$500 if using a purchase card will eliminate a purchase order all together. County Executive Holt commented that he doesn't believe using a p-card is always appropriate because it is difficult to track payments back to the vendors. Road

Superintendent Hardin explained the highway department does not request their purchase orders through Munis. She explained that requesting them in house is the only way to track their inventory. Clerk and Master Smith asked if any changes would be made to the policy before IT Director Cary gets everyone on the same network. IT Director Cary stated the financial management committee agreed to hold off on any changes until he is finished. Kim Ark explained it is much easier to use a check versus a p-card when getting reimbursed with a grant. Debbie Sutton, Sumner County Highway Department, commented that reconciling p-cards in Munis is a disaster. She explained that transactions are not always imported when she goes to Munis to reconcile. Veterans Services Officer Eubanks stated, "I am in an office by myself and if I don't lock the doors, I don't get the work done. That's just the bottom line, people just come in. I don't have time to give a three-page assessment if I need something. If I need it, I need it. If it's legal, it's legal. If it's appropriate, it's appropriate. Give it here. I was out on a knee replacement, and I had a part-time person. She stayed so we could provide services, and I didn't know she needed to be pushed over to a full-time position. I just knew I wanted to make sure these people were serviced and that's that. Also, to transfer money, why does it have to be superscript to fit all the numbers on that form. Do you know how long it takes me to close the office or sit at home at night, type out the numbers and put them in superscript, paste it in there, and type out the whole request? I mean I don't have time for that." Finance Director Lawing and staff stated a budget request is not performed in the Munis system, and this form easily fits the account numbers on the lines for you. They explained this form is located on the finance department's website and has been shown to Mr. Eubanks more than once. Finance Director Lawing stated he believes Mr. Eubank's complaint about working part-time people full-time is against the budget committee's approval.

- C. Purchasing policy- Not addressed.
- D. Travel policy-Not addressed.
- E. Tyler Munis version 11.3 upgrade; tentatively scheduled for March 15, 2019- County Executive Holt asked IT Director Cary how we could make Munis more user friendly. IT Director Cary stated most of the complaints he has received are regarding connectivity. He said he believes the multiple logins should be eliminated but is currently working on site to site connections to eliminate VPNs. He stated there's not a lot of changes he can make to the Munis dashboard but would investigate if he could tailor Munis to be more user friendly. Finance Director Lawing stated we could decrease internals, but there is a counter effect between internal controls and easing operations. County Executive Holt stated we need to keep effective internal controls. Clerk and Master Smith asked if there are any surrounding counties that use the Munis system. Circuit Court Clerk Strong stated the City of Gallatin uses Munis. Finance Director Lawing stated Montgomery County uses Munis. County Executive Holt recognized Commissioner Becker to see if he had anything additional to add. Commissioner Becker requested Finance Director Lawing help everyone understand what is mandatory and what we have more leeway to adjust regarding the policies.

Circuit Court Clerk Strong commented she believes that several modules in Munis would be helpful to her if she knew how to use them. She commented it would be helpful to know how to run monthly reports, and more departments would be more open to using their p-card if they could see how quickly transactions would show on those reports. She stated she doesn't understand why an explanation needs to be given if she is requesting a check to be sent back to her office. IT Director Cary recommended Plante and Moran or another company to do a full assessment of Munis. Finance Director Lawing said the finance department does not have the resources available to provide all the training and place everything on the website quickly. He recommended bringing purchasing back in the finance department and moving a part-time position to full time to move things forward a lot quicker.

County Executive Holt stated we are in the process of amending the 2012 Act. He explained it is now going through our legislators, and when it comes back, it will have to be ratified again and then there will be a new committee. The makeup of the new committee will consist of Finance Director Lawing, Road Superintendent Hardin, one elected official, the chairman of the financial management committee, and him. County Executive Holt requested the county officials meet between now and the next meeting to discuss some of the changes proposed.

County Executive Holt made a motion to not adopt the proposed purchasing policy, continue to address the issues we have, and work with the finance department and all stakeholders to come up with a solution between now and the next committee meeting, second by Finance Director Lawing, unanimous approval.

County Executive Holt asked IT Director Cary if upgrading to Munis 11.3 at this time would cause any additional issues. IT Director Cary stated it should not cause any issues.

Commissioner Becker requested to know the cost of an assessment on Munis. IT Director Cary stated he would look at what was originally paid in 2012.

IV. ADJOURNMENT- Motion to adjourn at 6:20pm by Dr. Phillips.