



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..... April 15

Budget Committee.....April 8, 11

Committee on Committees..... April 15

Highway Commission.....March 5

Legislative Committee....., April 8

County Library Board.....January 9

Audio Ad Hoc Committee..... April 2

Comer Barn Ad Hoc Committee..... April 2

Justice Complex Parking Ad Hoc Committee..... April 24

**MINUTES
APRIL 15, 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

The regular meeting of the Beer Board was brought to order by Chairman Jerry Becker on Monday, April 15, 2019, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

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

Minutes. Upon motion of Comm. Echols, seconded by Comm. Goode, the Board approved unanimously the minutes for February 25, 2019.

Recognition of the Public. None

Beer Applications.

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

- PK ADVENTURES, LLC dba FIT FARM(KRISTIN INTRESS)
732 Rock Springs Road, Castalian Springs, TN 37031
This beer permit application is for on premises only.

Upon motion of Comm. Goode, seconded by Comm. Dewitt, the Board voted unanimously to approve the permit for on premises only for PK Adventures, LLC, dba Fit Farm (Kristin Intress) 732 Rock Springs Road in Castalian Springs, TN 37031.

Comm. Dewitt moved, and was duly seconded, to adjourn the meeting at 6:31 p.m.

Prepared by Maria Savage



BUDGET COMMITTEE MINUTES April 8, 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
Anthony Holt
Jim Young

- 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 Geminden.
 - B. Approval of Agenda- Finance Director Lawing requested to add a transfer for General Sessions II. Motion to approve amended agenda by Commissioner Goode, second by Commissioner Nipper, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes – March 11, 2019- Motion to approve by Commissioner Schell, second by Commissioner Geminden, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- Chairman Taylor pointed out the committee will meet April 11, 2019. He stated it is not imperative that a quorum be present because nothing will be voted on.
- III. REPORT OF THE COUNTY EXECUTIVE- None
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Financial statement memo- Included in packet.
- V. OLD BUSINESS
 - A. Second Readings
 1. County Commission - \$5,000 from general fund unassigned balance for required commissioner training- Motion to approve by Commissioner Schell, second by Commissioner Goode, unanimous approval.
 - B. Deferred from March Agenda
 1. Information Technology – discussion on funding IT expenses for other departments- Chairman Taylor stated this will be discussed during the budget hearings.
- VI. NEW BUSINESS
 - A. Education
 1. Budget amendments (for approval)- Motion to approve by Commissioner Schell, second by Commissioner Goode, unanimous approval.
 2. Budget amendments (for information only)- Included in packet.
 3. Resolution to transfer \$300,000 from general purpose school fund to federal projects fund – Motion to approve by Commissioner Goode, second by Commissioner Schell, motion passes 6-1 with Commissioner Becker abstaining.
 - B. Appropriations
 1. Hendersonville Library - \$112,450 for geothermal repairs- Jim Young briefly spoke to this. Motion to approve, waive second reading and fund from local capital projects by Commissioner Goode, second by Commissioner Schell, unanimous approval.

2. Millersville Library - \$1,000 YASLA/DG Summer Learning Resources Grant- Motion to approve by Commissioner Goode, second by Commissioner Schell, unanimous approval.
3. Sheriff's Office- Motion to group and approve first reading for items VI.B.3.a and b by Commissioner Foster, second by Commissioner Goode, unanimous approval.
 1. \$70,000 for additional inmate food supplies
 2. \$300,000 for additional inmate medical services

C. Transfers

1. Inter-budgetary - Motion to group and approve items VI.C.1.a. through c, with item VI.C.a going to the full commission, by Commissioner Goode, second by Commissioner Schell, unanimous approval.
 - a. Between major categories
 - b. Greater than \$2,500
 - c. \$2,500 or less
- D. Tax Refunds- Motion to group and approve items VI.D.1 through 3 by Commissioner Schell, second by Commissioner Nipper, unanimous approval.
 1. Amon and Andrea Binkley - \$783
 2. Max Medical Solutions - \$293
 3. Phuoc Binh Monastery - \$278

VII. ADJOURNMENT – Motion to adjourn at 6:50pm by Commissioner Goode.



BUDGET COMMITTEE MINUTES
April 11, 2019

MEMBERS PRESENT
Chris Taylor, Chairman
Jerry Becker
Billy Geminden
Paul Goode
Justin Nipper
Leslie Schell
OTHERS PRESENT
Leah Dennen
Ben Allen
David Lawing
Bethany Browning
Anthony Holt

- I. CALL TO ORDER by Chairman Taylor at 8:30am in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Schell.
- II. REPORT OF THE COMMITTEE CHAIRMAN- Chairman Taylor stated Finance Director Lawing will explain how the appeals and reappraisal process works as far as it relates to budget; he will also discuss purchasing power and inflation. Chairman Taylor stated Finance Director Lawing will also explain how he calculated what he feels the tax rate should be to base the county's revenue on for budgeting purposes. Chairman Taylor pointed out the departments and elected officials have been asked to provide a twenty-year capital budget and a five-year operational budget, but they are not due until June 30. He explained some departments have already submitted this data, and the committee will discuss during the budget hearings.
- III. REPORT OF THE FINANCE DIRECTOR- Finance Director Lawing presented an on-screen presentation of various slides and graphs.
- IV. BUDGET HEARINGS-DEPARTMENTS
 - A. IT (Data Processing)- IT Director Cary presented.
 - B. County Clerk-County Clerk Kemp presented.
 - C. Trustee-Trustee Williams presented.
 - D. Libraries- Jim Young presented. Mr. Young requested that all full time Hendersonville Library employees be moved from 38 hours weekly to 40 hours weekly.
 1. Gallatin
 2. Hendersonville
 3. Portland
 4. Westmoreland
 5. Millersville
 - E. Soil Conservation-Debbie Rippy presented.
 - F. Register of Deeds-Register of Deeds Briley presented.
 - G. Planning and Stormwater- Planning and Stormwater Director Suddath presented. Finance Director Lawing stated he will meet with Planning and Stormwater Director Suddath to recover as many fees as practicable for the county engineer position. Chairman Taylor stated he wants to try and make this revenue neutral.
 - H. Building and Codes- Building and Codes Director Wright presented. Finance Director Lawing stated he will meet with Building and Codes Director Wright to recover more fees for service versus property tax for new employee and existing employees.
 - I. Agricultural Extension-Bob Ary presented. The committee tentatively approved budget as presented.
 - J. Veterans Services- Veterans Service Officer Eubanks presented.
 - K. EMS- Chief Miller presented. Finance Director Lawing stated he will discuss revenues with Chief Miller in more detail before the next budget hearing.
 - L. EMA- Ken Weidner presented.
 - M. Consolidated Dispatch- Paul Harbsmeier presented. Mr. Harbsmeier stated he would revisit the budget and bring back to the committee.
 - N. Circuit Court Clerk-Circuit Court Clerk Strong presented.
 - O. General Sessions III- Judge Carter presented.
 - P. General Sessions II-Judge Howard presented.
 - Q. Election Commission-Election Administrator Atchley presented.
 - R. General Sessions I- Wanda Bryan presented.
 - S. County Executive- County Executive Holt presented.

- T. County Commission- County Executive Holt presented. County Executive Holt recommended a raise for county commissioners. Chairman Taylor stated they would look at the overall budget first and possibly revisit. County Executive Holt requested a 5% COLA for all county employees.
- U. County Buildings- County Executive Holt presented.
- V. Archives-County Executive Holt presented.
- W. Human Resources-Law Director Dennen and County Executive Holt presented.
- X. County Attorney- Law Director Dennen presented.

**The committee recessed for lunch at 12:30pm.

V. WORKSHOP

- The committee tentatively added a Human Resources department.
- The committee tentatively removed additional part time funds for the Trustee's office.
- The committee tentatively approved an additional 10% salary increase to include COLA for Tracey Barrow. (Planning Dept)
- The committee tentatively approved an additional \$3K salary increase for Terry Haynes. (Building Dept)
- The committee tentatively added an additional \$15K from data fees to the Circuit Court Clerk's data lines.
- The committee tentatively removed the new employee for the Circuit Court Clerk's office.
- The committee tentatively approved a new employee for General Sessions III.
- The committee tentatively approved an additional \$8K salary increase, to include COLA, for Kim Ark. (County Executive)
- The committee tentatively removed \$50K from County Buildings.
- The committee tentatively removed the Network Analyst position for the IT Department.
- The committee tentatively removed the cameras for the administration building, Douglass Clark House/Security Path, and the Bridal House from the capital projects fund.
- The committee tentatively removed Network Build out/WAN Connection for the courthouse.
- The committee tentatively removed any salary increases above COLA for Soil Conservation.
- The committee tentatively removed the youth services officer position from Juvenile Services.
- The committee tentatively removed any additional salary increases above COLA for General Sessions I.
- The committee tentatively removed all new positions for Emergency Medical Services except one new EMT and one new paramedic.
- The committee tentatively removed additional rentals, other equipment, and all new mandates for the election commission, including the new position. The committee tentatively removed additional salary increases, above COLA, for the administrator of elections.
- The county tentatively removed all new staffing from EMA.
- The committee tentatively approved three new positions for Planning and Stormwater.
- The committee tentatively approved one new position for Building and Codes.

VI. ADJOURNMENT- Motion to adjourn at 2:40pm by Commissioner Goode.

**COMMITTEE ON COMMITTEES
MINUTES
PAUL R. GOODE, CHAIRMAN
April 15, 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
Justin Nipper and Baker Ring, Commissioners

The regular meeting of the Committee on Committees was brought to order with an invocation by Comm. Dewitt on Monday, April 15, 2019, at 6:31 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. Dewitt, to approve the agenda. The motion carried unanimously.

Approval of Minutes of March 18, 2019. Upon motion of Comm. Becker, and duly seconded by Comm. Tucker, the Committee approved unanimously the minutes of March 18, 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.

Board of Equalization.

Chairman Goode announced the following appointments on the Board of Equalization:

- Radford Garrott, alternate – two-year

County Law Director Leah Dennen stated that the City of Gallatin recommended the appointment of a second alternate to the Board of Equalization.

Upon motion of Comm. Becker to approve the appointment of Radford Garrott as an alternate on the Board of Equalization, seconded by Comm. Dewitt, the Committee voted unanimously to approve the appointment of Mr. Garrott.

10. Adjournment. Upon motion of Comm. Becker, the Committee adjourned at 6:33 p.m.

SUMNER COUNTY HIGHWAY COMMISSION

MARCH 5, 2019

MINUTES

MEMBERS PRESENT:

Steve Graves, Chairman
Judy Hardin, Road Superintendent
Larry Hinton, Vice Chairman
Jeremy Mansfield, Commissioner
Tom Neal, Citizen Member
Terry Wright, Commissioner

MEMBERS ABSENT:

Anthony Holt, County Executive
Gene Rhodes, Commissioner

OTHERS PRESENT:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Sandra Lee Hesson, Administrative Assistant

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, March 5th, 2019 at 4:30 P.M. in Conference Room #112 at the Sumner County Administration Building.

ADDITION TO AGENDA - None

APPROVAL OF AGENDA

Motion to approve: Vice Chairman Hinton
Seconded by: Commissioner Mansfield
Motion passed: Unanimously

APPROVAL OF MINUTES

Motion by Road Superintendent Hardin to approve the February 2019 minutes. **Seconded** by Commissioner Mansfield. **Motion passed** unanimously.

PUBLIC RECOGNITION - None

REPORT OF CHAIRMAN: OLD BUSINESS - None

REPORT OF CHAIRMAN: NEW BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS**A. 2019-20 Proposed Budget**

Road Superintendent Hardin presented the Sumner County Highway Department's 2019-20 Proposed Budget. She pointed out that this is a proposal only; it does include a 5% increase in salary. She called attention to how much everything is going up, and the revenue is just not enough this year. (\$1.1 million increase) she pointed out that there is 789.64 miles of County roads to maintain. Installing tiles (15" minimum) for driveways keeps a crew busy, and is costly. With the Hot Mix she has budgeted in, they can do 18 miles of paving. There was discussion. **Motion** by Vice Chairman Hinton to approve and forward this proposed budget to the County Commission. **Seconded** by Commissioner Mansfield. **Motion passed** unanimously.

OTHER DISCUSSIONS:

- Road Superintendent Hardin anticipates 2 **State Aid Bridges** this year: Preacher Robertson Road and Rock Bridge Road
- Road Superintendent Hardin reported there were about 30 roads on Feb. 20th that water was crossing. They put out **HIGH WATER** signs. They are installing **LOW WATER CROSSING** signs on a couple of roads, and may be adding another one.
- Road Superintendent Hardin made known the Highway Department will be putting a **bridge** in on **A. B. Wade Road**.
- Commissioner Mansfield stated how impressed he was with the **quick response from the Highway Department** to his calling the Sheriff's Department about a problem with a road.
- Commissioner Mansfield pointed out a problem (see picture) on **Wallace Road**. Road Superintendent Hardin had visited the site and her department will fill it with hot mix and pack and roll it.

REPORT OF COUNTY EXECUTIVE - None**COMMISSION BUSINESS** - None**REPORT OF LAW DIRECTOR** - None

MOTION TO ADJOURN: Commissioner Mansfield
SECONDED BY: Citizen Member Neal
ADJOURNMENT: 5:38PM

**MINUTES
LEGISLATIVE COMMITTEE
BAKER RING, CHAIRMAN
APRIL 8, 2019**

Present:

Baker Ring, Chairman
Leslie Schell, Vice-Chairman
Loren S. Echols
Paul R. Goode
Steve Graves
Chris Taylor
Scott Langford, Commission Chairman
Absent:
Caroline Krueger

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Executive
Commissioners Moe Taylor
Jerry Mansfield, Billy Geminden,
Justin Nipper,
John Isbell, Assessor of Property

Chairman Ring brought the Legislative Committee meeting to order with an invocation by Comm. Schell on Monday, April 8, 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 March 11, 2019, for approval. Upon motion of Comm. Goode, seconded by Comm. Graves, the Committee voted to approve unanimously the minutes of March 11, 2019. Comm. Langford abstained from the vote.

Recognition of the Public. None

Report of Chairman. Chairman Ring had no report.

Report of County Executive. County Executive Anthony Holt presented a letter titled, "Fiscal Strength and Efficient Government Fiscal Confirmation Letter ThreeStar Program Requirements". He stated that the document must be acknowledged by the Sumner County Commission annually. Upon motion of Comm. Goode, seconded by Comm. Graves, the Committee unanimously voted to approve the letter and forward the document to the full Commission.

8. Old Business.

A. Reappraisal – 4-year cycle.

Comm. Goode moved, seconded by Comm. Schell, to approve a four-year reappraisal cycle. The resolution presented was as follows:

**A RESOLUTION AUTHORIZING A CONTINUOUS
FOUR (4) YEARREAPPRAISAL CYCLE**

WHEREAS, Tennessee Code Annotated Section 67-5-1601 establishes a four (4), five (5) or six (6) year reappraisal cycle for updating and equalizing property values for every county in Tennessee for property tax purposes; and

WHEREAS, with the permission of the State Board of Equalization, the law allows for a four (4) year reappraisal cycle, which provides for a three (3) year reappraisal program which consist of an on-site review of each parcel of real property over a three-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle; and

WHEREAS, the county legislative body of Sumner County understands that by approving such a four (4) year appraisal cycle, a sales ratio study will be conducted during the review cycle and the centrally-assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalization.

NOW, THEREFORE BE IT RESOLVED by the county legislative body of Sumner County, meeting in regular session on this the 15th day of April, 2019, that this body does hereby ask for the approval of the State Board of Equalization for Sumner County to be approve for four (4) year reappraisal process; and that

PURSUANT TO Tennessee Code Annotated Section 67-5-1601, reappraisal shall be accomplished in Sumner County by a continuous four (4) year cycle beginning July 1, 2019, comprised of an on-site review of each parcel of real property over a three (3) year period followed by revaluation of all such property for tax year 2023.

Comm. Goode stated that the four-year appraisal would help alleviate added costs and large gaps in reassessments. County Law Director Leah Dennen said the County would have to seek State approval for this change.

Chairman Ring recognized Assessor of Property John Isbell who presented the pros and cons of reappraisal options for four, five and six-year reappraisal cycles in Tennessee.

The pros of a four-year plan were as follows:

- Value change percentage is lessened when compared to five and six-year cycles
- No current value update

The cons are as follows:

- Significant impact to FY 2019-2020 Budget. Must add two field appraisers (residential & commercial) and two vehicles to meet statutory review process
- Least popular option in Tennessee
- Sales Ratio study for TPP and Public Utilities

Mr. Isbell endorsed a plan that gives the Assessor of Property the opportunity to have a continuous two-year cycle that meets on-site review requirements, does not limit citizen's voice in the reappraisal process and provides a unique opportunity for the Assessor and the Commission to work together. He listed the pros and cons of the two-year continuous cycle as follows:

PROS

Percentage change is much less

Public perception & acceptance better

No sales ratio for TPP & Public Utilities

Review cycle is uncoupled from revaluation cycle

Levels increases/decreases for better financial & strategic planning

Most equitable option for citizens

No new personnel needed to complete plan

A unique opportunity to provide an innovative policy initiative to benefit citizens with little fiscal impact to the Assessor's office

The technology is in place.

CONS

Increased mail and printing costs every other year (approximately \$24,000.00)

Not all properties are reviewed before revaluation, however, the changes from building permits will be captured.

Comm. Chris Taylor moved, seconded by Comm. Goode, to amend the motion to move the discussion of two-year continuous, four, five and six-year reappraisal cycles to the Commission floor for debate. The amendment and the main motion as amended were approved unanimously by separate voice votes of the body.

9. New Business.

9a. Veterans Service Report. Veterans Service Officer report attached. Comm. Goode moved, seconded by Comm. Schell, to approve and move the Veterans Service Report to the full floor. The motion carried unanimously.

9b. Property Behind the Administration Building. Comm. Chris Taylor moved, seconded by Comm. Goode, to approve the purchase of three acres of property for \$150,000.00 per acre for a total of \$450,000.00. Executive Holt presented a comparison of similar property on Tulip Poplar and Village Green Crossing in Gallatin. It sold March, 2017 for \$500,000.00 or \$333,333.33 per acre. The site is for the new Hilton Garden Inn.

Chairman Ring recognized Commissioner Moe Taylor who stated he was against the purchase suggesting that the County perform its due diligence by obtaining a survey and an appraisal of the property.

Comm. Langford offered an amendment to the motion, seconded by Comm. Graves, stating that the Commission approve up to \$460,000.00 to include the cost of a survey and an appraisal. The amendment and the main motion as amended were approved unanimously in separate votes.

9c. Sumner County Board of Equalization alternate Radford Garrott. Upon motion of Comm. Goode, second by Comm. Schell, the Committee approved unanimously to add a second alternate member, Radford Garrott, to the Board of Equalization. Committee on Committees will bring the appointment to the Commission floor.

9d. Resolution in support of Broadband Legislation. Upon motion of Comm. Langford, seconded by Comm. Echols, the Committee voted unanimously to move forward legislation to alleviate regulatory barriers to broadband expansion, urging the General Assembly to enact new law or amend existing law to promote broadband expansion, thereby creating competitive broadband markets.

9e. Commissioner email addresses (if IT has system ready). Ms. Dennen reported that the IT Department is still working on the new system.

10. Certificates of Recognition. Comm. Goode moved, seconded by Comm. Echols, to group and approve Agenda items 10.a-c regarding the Certificates of Recognition as follows:

- April – National Fair Housing Month
- Honoring Diane Black
- National Public Safety Communicators Week – April 14-20

The motion carried unanimously.

11. Zoning.a. Requesting Land Disturbance Permit fee to be paid for all non-agricultural construction activities in order for the County to recoup inspection costs. Ms. Dennen presented the second reading on the need to raise Land Disturbance Permit fees to offset the costs incurred in fulfilling Federal and State stormwater requirements. The new resolution would erase the existing exemption from the \$300.00 fee on land greater than five acres and help fund an additional stormwater position.

Upon motion of Comm. Goode, seconded by Comm. Echols, the Committee voted unanimously to approve on the second reading, to charge properties over five acres the fee related to the Land Disturbance Permit.

12. Adjournment. Upon motion of Comm. Schell, and duly seconded, the Committee adjourned at 6:30 p.m.

Prepared by Maria Savage

Sumner County Library Board | Meeting Minutes

Date: January 9, 2019

Location: Gallatin Public Library 1:30 PM

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

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

Regional Representatives: Cecilie Maynor

Guests:

Absent: Shawn Utley

I. Announcements

- Called to order by J.J. Hunter on January 9, 2019 at 1:30pm.
- Motion to approve agenda for current meeting made by Shelley Ames, seconded by Jane Wheatcraft. Motion passed.
- Motion to approve minutes from previous meeting made by Ron Fox, seconded by Jane Wheatcraft. Motion passed.

III. Roundtable

- Library Finance Administrator, Jim Young – Regarding the renovations at the Gallatin Public Library, we were unable to present to General Operations due to cancelled meetings. Will follow up with Legislative Committee on Monday, January 14, 2019. For Budget 2019 consideration – travel budget, central training location within Sumner County to minimize the line item for travel. Dennis Carey – firewalls going in at all libraries (\$300 per library per year for 2019-20). Budget Process starts in February, due in March.
- Library Managers, Monthly Report (each manager provided circulation statistics, expenditure report, upcoming programs, etc).
 - i. Gallatin Public Library – reviewed January’s calendar, new exciting programs (Tech Tutor on Fridays, Pokemon Fan Club, Charles Dickens Travels thru America Presentation, Yoga, Podcasts on YouTube – “A Cup of Madness”, AARP Volunteers for Tax Services).
 - ii. Westmoreland Public Library – currently at full staff, Tuesday Story Time, interest in GED courses, Santa Pictures (\$500), increase communication via Facebook, increase in foot traffic, planning for immediate future – art contests (elementary thru high school, adults), partnering with police department to offer free classes to the community (basic computer skills,

typing, etc.), employee of the IRS to be a resource for tax preparation (also teaching classes on applying for govt jobs and resume writing), high school student will be job shadowing over the next few months.

- iii. Portland Public Library – beginning Feb 5th, every Tuesday for 2019, one hour 1:1 classes (technology – what the individual wants/needs); genealogy meeting (twitter is the new way to find resources, family, etc), winter reading program finishes up in a couple weeks, February 1st round table, February 2nd – take your child to work day, February 9th – family valentine’s day at the library. New computers and laptops coming soon, reading room updating selection of periodicals, subscriptions come with digital copy so adding tablets to the room. Friends are funding some redecorating. Closing library April 4 (Thursday) – Andrea Ziekal, TN Library Coordinator, TEL Training – 5 hours.
- iv. Millersville Public Library – really fun December, improvement with adult crafting programming/more attendees, included a giant scrabble game, Santa and Mrs. Claus for pictures, Yummy Story Programs (food programs are very popular), Noon Year Eve’s celebration (bubble wrap on floor and balloons hanging from ceiling. In January continue with Saturday programming, adding puppet show. Have added some bookshelves and revamped sections to use space more efficiently, to fit more up to date material (working to be more efficient in weeding). Started working with Connections (local White House/Goodlettsville/Millersville newspaper), printing monthly calendar.
- v. Hendersonville Public Library – attendance is up 13 percent for children’s programming. Staff focus on circulation and outreach, new monthly program Art’s Alive (art in progress).
- Motion to approve reports for the Library Managers made by Shelley Ames, seconded by Dan Toole. Motion passed.
- Regional Director Cecile Maynor – new standards are out, orientations for new trustee members (prior to next meeting), standards survey due July 2019 is not open yet (updating with new standards), youseemore.com website roundtable coming soon, cataloging round table, summer reading conference at the end of February, in-service in February 15th (Mary Carpenter, Obine Region, how to work as a board and work with the board). Phone conference next week with Library Managers.

III. Old Business

- Committee Updates:
 - Personnel Evaluation Committee – learning phase, no job descriptions for individual library managers (based on their libraries), follow up with committee members to develop next steps.
 - Policy Review Committee – planning meeting scheduled for January 9th, following Trustee Board Meeting
- Follow Up on Request for Renovations at Gallatin Public Library – Friends Board has approved Phase I, but will need to fundraise for Phase II. Once the County gives permission to process, construction can start.

III. New Business

- Millersville Public Library/Hotspot Policy for 2019 – Library notified the board of the clarification made to the new policy.
- Committee Appointment for Budget 2019-20 Review – Current standard requires a board member to present library budget to local funding body (for Sumner County, it is the Budget Committee). Appointment – Dan Toole.

IV. Adjournment

- Motion to adjourn meeting made by Dan Toole, seconded by Jane Wheatcraft. Motion passed.

Minutes respectfully submitted by Amy G. Eller, Secretary.

**MINUTES
AUDIO AD HOC COMMITTEE
LESLIE SCHELL, CHAIRMAN
APRIL 2, 2019**

Present:
Leslie Schell, Chairman
Dennis Cary, IT Director
Bill Kemp, County Clerk

Also Present:
Leah Dennen, County Attorney
Ben Allen, Staff Attorney

The called meeting of the Audio Ad Hoc
Tuesday, April 2, 2019, at 3:00 p.m. in the Sumner County Administration
Building. Chairman Schell declared a quorum present to conduct business.

Chairman Schell stated that the purpose of the Audio Ad Hoc Committee was to add camera equipment in Room 112 in the Sumner County Administration Building in Gallatin. The equipment would provide video recordings of committee meetings for public use. Committee members agreed it was not affordable to livestream the meetings on the internet. County Clerk Bill Kemp explained the current setup in the County Commission Chambers. He said the Netherland software company no longer has a representative in the United States. He suggested finding a simpler process to record committee meetings.

Clerk Kemp said posting an MP3 recording to a UTube channel may be the simplest method of providing a copy to the public using a link from the County website.

Chairman Schell suggested dropping microphones from the ceiling and angling the table so that all of the committee members are facing in one direction.

County Law Director Leah Dennen stated that State statute recognizes the approved minutes as the official record. When recordings are made of every meeting, she said that process may call into question what constitutes the official record of the Commission. She said the courts may have to decide.

Ms. Dennen suggested that the Committee determine the cost to reconfigure the seating arrangements and purchase microphones and cameras.

Dennis Cary, IT Director, suggested a camera in the back of the room and microphones tied to the table with a feature that automatically focuses on the person speaking.

Ms. Dennen said State law defining retention of video recordings by the County would likely require the County to make a reasonable effort to maintain them as long as it is plausible. She suggested possibly a year of active maintenance and then archive in digital storage for five years.

Chairman Schell requested Mr. Cary to look into the camera and microphones. Clerk Kemp said he would check with the County Executive on the table. She stated that General Operations Committee will take up the matter in May.

10. Adjournment. Chairman Schell declared the Ad Hoc adjourned at 3:21 p.m. after Clerk Kemp made the motion to adjourn.

Prepared by Maria Savage

**MINUTES
COMER BARN AD HOC COMMITTEE
BILLY GEMINDEN, CHAIRMAN
APRIL 2, 2019**

Present:

Billy Geminden, Chairman
Larry Hinton Vice-Chairman
Rachel McAuley, Citizen
Gene Rhodes, Commissioner
Shellie Tucker Young, Commissioner

Also Present:

Barry Young, Tourism Director
Jeremy Mansfield, Commissioner
Kim Ark, Grants Administrator

The called meeting of the Comer Barn Ad Hoc Committee was brought to order on April 2, 2019 at 5:22 p.m. in the Sumner County Administration Building.

Election of Chairman/Vice-Chairman. Upon motion of Comm. Rhodes, seconded by Comm. Tucker, the Ad Hoc Committee voted unanimously to elect Billy Geminden as Chairman and Larry Hinton as Vice-Chairman of the Ad Hoc Committee.

Over view of Project. Chairman Geminden presented a packet of information on the possibilities of renovating the Comer Barn adjacent to the Sumner County Board of Tourism on Highway 31E. The historic building comprising 8,500 square feet is a one-and-a-half story rectangular structure constructed in 1940 as a show barn for Tennessee walking horses by the Comer Family.

The packet included a report prepared by Centric Architecture dated January, 2015 that outlined the scope of the work involved in the Comer Barn renovation. In 2015 the construction budget estimate by Hardaway Construction for renovations as required for adaptive reuse as a "seasonal" facility was \$1,361,250.00 with a design fee included. For a "year-round" facility the construction cost and design fees were listed as \$1,760,950.00. The estimated construction period would take seven to eight months.

Chairman Geminden said the highest and best use for the barn would be an event center. Randall Gross of Development Economics provided a market analysis and needs assessment of the Comer Barn on January 2017 for the Sumner County Convention and Visitors Bureau. In his summary, Mr. Gross stated that the building is well-located between Hendersonville and Gallatin with easy access to Vietnam Veterans Boulevard. He indicated that if the event center concept was pursued the primary user base would be corporate offices, service firms, manufacturing firms, non-profit organizations and government. Other considerations were the possibility of concerts, art and antique shows and festivals.

In his report summary of the Financial Analysis, Mr. Gross suggests that the economic and fiscal benefits generated by an event center would offset operating deficits, capital costs and debt service incurred as a result of the project.

Discussion ensued concerning several questions regarding county ownership, parking, traffic, local competition and egress and ingress to the barn.

Committee members remarked on the chestnut wood in the building that could be repurposed in construction or sold to offset the project cost. Rogers Group has leased approximately 17 acres to the County, including the barn and land on a long-term basis that could incorporate paved parking. To make that possible the lease agreement between Rogers Group and the County would need modifications.

Committee members discussed the shortage of event space in Sumner County, such that many local events are being held out of the county. Mr. Young said the Tourism Bureau has received multiple requests for adequate event space. He stated that large tent rentals for special events on the property are costly.

The Ad Hoc Committee members agreed that an architect needs to look at the barn. Comm. Rhodes stated that he knew a former architect from Centric Architecture that could give the property a preliminary review. All agreed to try to visit the property before the next meeting on May 7 at 5 p.m.

Comm. Hinton said it was important to have an owner representative to manage the project. There was a general consensus that the Board of Tourism would operate the facility.

10. Adjournment. Chairman Geminden declared the Ad Hoc adjourned at 6:15 p.m. upon motion of Comm. Hinton, seconded by Comm. Rhodes.

Prepared by Maria Savage

**MINUTES
JUSTICE COMPLEX PARKING AD HOC COMMITTEE
LESLIE SCHELL, CHAIRMAN
APRIL 24, 2019**

Present:

Leslie Schell, Chairman
Shawn Fennell, Gallatin Councilman
Paul R. Goode, Commissioner
Craig Hayes, Gallatin Councilman
Larry Hinton, Commissioner
Jimmy Overton, Gallatin Councilman

Also Present:

Randall Coy, Project Manager

The called meeting of the Justice Complex Ad Hoc Committee was brought to order on Tuesday, April 2, 2019, at 5:00 p.m. in the Sumner County Administration Building.

Election of Chairman. Upon motion of Comm. Goode, seconded by Councilman Fennell, the Ad Hoc Committee voted unanimously to elect Commissioner Schell as Chairman.

Chairman Schell began the open discussion in which several areas of concern were highlighted as follows:

- Disruption to the Gallatin Public Library access and parking
- Disruption of traffic patterns and sidewalk use
- Location of the laydown areas for construction equipment and materials
- Closing the street behind the construction area
- Adequate parking during the construction phase
- Building the parking garage on the frontend of the project instead of the latter part of the construction phase. Chairman Schell stated the plan is to have the parking garage complete three to four months before the complex is finished.
- Bond issuances for both entities
- The timeline of the justice complex project to be built in 4-5 years
- The timeline to build an addition to the jail to house female inmates
- The use of the First Baptist Church of Gallatin property for a laydown area
- Bringing in merchants of downtown Gallatin for a meeting

Chairman Shell stated that the County needs an official commitment from the City of Gallatin that the City will partner with the County to build the parking garage. The county needs approximately 450 parking spaces. The city needs potentially 150 spaces.

City council members agreed to take the request before a May 14th Committee and requested commissioners attend. Further ad hoc meetings were tabled until the city acts on this matter.

10. Adjournment. Chairman Schell declared the Ad Hoc adjourned at 6:36 p.m. after Comm. Goode made the motion to adjourn.