



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:

Budget Committee.....March 9, April 13

Highway Commission.....February 4

Legislative Committee.....March 9

Policy Sub-Committee..... February 24



BUDGET COMMITTEE MINUTES
March 9, 2020

MEMBERS PRESENT
Chris Taylor, Chairman
Jerry Foster, Vice Chairman
Paul Goode
Justin Nipper
Leslie Schell
OTHERS PRESENT
Leah Dennen
Ben Allen
David Lawing
Anthony Holt
Allen Ehmling
Sally Ream

- I. CALL TO ORDER by Chairman Taylor at 6:00 pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Nipper.
 - B. Approval of Agenda- Motion to approve by Commissioner Foster, second by Commissioner Goode, unanimous approval.
 - C. Recognition of Public- Chairman Taylor pointed out that the public would be recognized at the time the agenda item is discussed.
 - D. Approval of Minutes – February 10, 2020- Motion to approve by Commissioner Nipper, second by Commissioner Foster, unanimous approval.

- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN
 - A. Salaries
 1. Survey for election commission- Chairman Taylor briefly spoke to this. Finance Director Lawing provided the attached handout showing the recommended salaries from the salary study. Finance Director Lawing pointed out that longevity is included in the base salary. Election Chairman Allen Ehmling briefly mentioned his concerns regarding the salaries and the upcoming elections. Motion to adjust salaries, \$8,950 including benefits, as recommended by the salary study by Commissioner Foster, second by Commissioner Schell, unanimous approval.
 2. Survey- Chairman Taylor suggested that a salary study be performed on all departments, including any elected official's offices that choose to participate. He also pointed out that he is asking all department heads not to make any mid-year salary adjustments until the salary study is completed. Chairman Taylor made a motion for a salary study to be performed on all departments, including elected official's offices, if they desire, second by Commissioner Schell, unanimous approval.

- III. REPORT OF THE COUNTY MAYOR- County Mayor Holt provided the attached handout from the comptroller's office for information only.

- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Revenue monitoring- Will be incorporated in the budget draft that will be provided later.
 - B. Highway/Public Works Fund analysis (to be sent to county commission)- Included in the packet.
 - C. Financial statement memo- Included in the packet.
 - D. Budget hearing schedule- The committee agreed to hold the budget hearings for fiscal year 2021 on May 12, 2020, and May 14, 2020, both beginning at 8:30 am.

- V. OLD BUSINESS
 - A. Comer Barn – to be discussed at April 13th budget committee meeting- No action.

- VI. NEW BUSINESS
 - A. Education
 1. Budget amendments (for approval)- Motion to approve by Commissioner Goode, second by Commissioner Nipper, unanimous approval.
 2. Budget amendments (for information only)- Included in packet.

B. Appropriations

1. Sheriff's Office-Motion to group and approve items a and b by Commissioner Goode, second by Commissioner Foster, unanimous approval.
 - a. \$37,347.96 state inmate medical reimbursement
 - b. \$4,149.88 highway litter grant meal reimbursements for jail software
2. Portland Library - \$652 TSLA grant for data processing equipment- Motion to approve by Commissioner Schell, second by Commissioner Foster, unanimous approval.
3. Law Director – appropriation for additional magistrate to start April 1 (up to \$21,293.25 for salary and benefits for three months)- Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval.

C. IT update for interim juvenile court space (3-year contract) – Dennis Cary- Motion to send to the full commission by Chairman Taylor, second by Commissioner Foster, unanimous approval.

D. Transfers- Sally Ream briefly spoke to the Portland Library budget adjustment in the packet. Motion to group and approve items VI.D.1.a and b, except for a payroll-related adjustment from Portland Library, by Commissioner Goode, second by Commissioner Foster, unanimous approval.

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

E. Tax Refunds- Motion to group and approve items VI.E.1 through 3 by Chairman Taylor, second by Commissioner Foster, unanimous approval.

1. Denham Blythe Co Inc - \$6,420
2. Dennis L Finnell - \$148
3. Stonecrest Homeowners Association - \$2,656

VII. ADJOURNMENT- Motion to adjourn at 6:25 pm by Commissioner Foster.



BUDGET COMMITTEE MINUTES
April 13, 2020

MEMBERS PRESENT
Chris Taylor, Chairman
Jerry Foster, Vice Chairman
Deanne Dewitt
Billy Geminden
Paul Goode
Justin Nipper
Leslie Schell
OTHERS PRESENT
David Lawing
Leah Dennen
Anthony Holt

Law Director Dennen read the rules of an electronic meeting to the committee.

- I. CALL TO ORDER by Chairman Taylor at 6:00 pm via Zoom. Chairman Taylor performed a roll call; all members were present. Chairman Taylor pointed out that unanimous votes will go to the full commission and not require a second reading.
 - A. Invocation-Led by Commissioner Geminden
 - B. Approval of Agenda-Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval
 - C. Recognition of Public-Chairman Taylor stated two public comments were received via email, which were sent to all members of the committee and posted on the finance department's website.
 - D. Approval of Minutes – March 9, 2020-Motion to approve by Commissioner Foster, second by Commissioner Goode, unanimous approval

- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN
 - A. FY2021 budget discussion-Chairman Taylor stated he is proud to say that the commission has supported the way the budget has been done the last five years. He explained we have great reserves, but we are in a recession. Chairman Taylor informed the committee that Sumner County has enough reserves in the general fund to not make any changes in services provided for up to two years. He stated we have enough reserves in debt service and capital projects that our bonds will not be affected. He explained the county has great financial stability right now, and we aren't going to have to raise taxes like some of the surrounding counties may have to do. Chairman Taylor stated the budget committee is going to request all department heads and elected officials submit a zero-based budget, meaning no increases over the current year's budget. He is requesting that there not be any transfers, including salary changes, without notifying the finance department first. Chairman Taylor explained that if there are open positions, we will continue to hire. Chairman Taylor mentioned that EMA and EMS have salaried positions that have been working extraordinary hours since March 2 when the tornado struck. He explained some of the employees have been working 7 days a week and up to fifteen or sixteen hours per day. FEMA acknowledges that salaried individuals can be worked more than expected, and it allows us to submit overtime for those individuals. Chairman Taylor made a motion to submit up to \$100K for overtime for those employees, per FEMA guidelines, second by Commissioner Foster, roll call was unanimous. Chairman Taylor also pointed out that these costs are reimbursable up to 75% by FEMA.

- III. REPORT OF THE COUNTY MAYOR
 - A. Request from hospitality businesses for deferral of payments for occupancy, hotel/motel, and property taxes for hospitality industry-County Mayor Holt briefly spoke to this. Law Director Dennen stated this is illegal.

- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Highway/Public Works Fund analysis (to be sent to county commission)
 - B. Financial statement memo-Included in packet

- V. OLD BUSINESS
 - A. Comer Barn (for docketing purposes only; not for discussion) – Included in packet.

Chairman Taylor pointed out that the subcommittee for the waterlines would be announced at the county commission meeting in case anyone else would like to volunteer to serve on that committee.

VI. NEW BUSINESS

A. Education

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

B. Appropriations

1. Sheriff's Office- Motion to group and approve items VI.B.1.a through d by Chairman Taylor, second by Commissioner Foster, roll call unanimous.
 - a. \$36,351.35 state inmate medical reimbursement (\$14,523.12 + \$21,828.23)
 - b. \$300,000 from general fund unassigned fund balance for medical and dental services cost pool
 - c. \$70,000 from general fund unassigned fund balance for jail food supplies
 - d. \$5,863.16 from sex offender registry restricted fund balance for CID laptops and printers
 - e. \$97,375 from capital projects local fund balance for jail lighting-Motion to approve by Chairman Taylor, second by Commissioner Foster, roll call unanimous.
2. EMA
 - a. \$11,479.32 from general fund unassigned fund balance for COVID expenses (face shields, gowns, thermometers, scene lighting, sanitizer bottles, and two conference phone stations)-Motion to approve by Chairman Taylor, second by Commissioner Foster, roll call unanimous.
 - b. Up to \$60,000 from general fund unassigned fund balance for part time personnel hired to assist with COVID pandemic-Motion to approve by Commissioner Goode, second by Commissioner Foster, roll call unanimous.
3. EMS - \$8,510.32 FEMA deployment reimbursement to be used for COVID pandemic equipment-Motion to approve by Chairman Taylor, second by Commissioner Foster, roll call unanimous.
4. Westmoreland Library - \$500.64 Erate funds to be used for internet services-Motion to group and approve items VI.B.4 and 5 by Chairman Taylor, second by Commissioner Foster, roll call unanimous.
5. County Mayor and Finance - \$110,000 from unassigned fund balance for quarantine sites during COVID pandemic

C. Transfers-Motion to group and approve items VI.B.C.1.a and b by Commissioner Goode, second by Commissioner DeWitt, roll call unanimous.

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

D. Tax Refunds- Motion to group and approve items VI.D.1 through 4 by Chairman Taylor, second by Commissioner Foster, roll call unanimous.

1. John S Cortinas - \$76
2. Christina Keith - \$449
3. Partick etux Holly Park - \$355
4. Savannah Market Place LLC - \$1,111

Chairman Taylor stated, statutorily, the departments can still present their fiscal year 2021 budget requests to the committee, if they wish, and a meeting for that will be set up in the future.

VII. ADJOURNMENT- Motion to adjourn at 6:28 pm by Commissioner Geminden.

SUMNER COUNTY HIGHWAY COMMISSION

FEBRUARY 4, 2020

MINUTES

MEMBERS PRESENT:

Steve Graves, Vice Chairman
Judy Hardin, Road Superintendent
Larry Hinton, Chairman
Anthony Holt, County Executive
Tom Neal, Citizen Member
Gene Rhodes, Commissioner
Terry Wright, Commissioner

MEMBERS ABSENT:

Luke Tinsley, Commissioner

OTHERS PRESENT:

Leah Dennen, Law Director
Brock Bermeister, Asst. Rd. Superintendent

CALL TO ORDER

Chairman Hinton called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, February 4, 2020 at 4:30 P.M. In Conference Room #112 at the Sumner County Administration Building.

ADDITION TO AGENDA

Road Superintendent Hardin: ADA Transition Guideline Compliance

APPROVAL OF AGENDA

Motion to approve: County Executive Holt

Seconded by: Commissioner Rhodes

Motion passed: Unanimously

APPROVAL OF MINUTES

Motion by Road Superintendent Hardin to approve the January 2020 minutes. **Seconded** by Commissioner Wright. **Motion passed** unanimously.

PUBLIC RECOGNITION – None

REPORT OF CHAIRMAN: OLD BUSINESS – None

REPORT OF CHAIRMAN: NEW BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS**A. Drive Connection – Andy Graves Update**

Road Superintendent Hardin reported just for the record - Mr. Graves applied for his driveway permit on 9-17-19; and on 9-25-19 an e-mail was sent to storm water notifying driveway being approved; then on 10-3-19 a land disturbance permit was issued.

REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS**A. Spelling of Ransom Mandrol Rd.**

Road Superintendent Hardin contacted Casandra with 911 on 1-28-2020 and verified their spelling is the same as the Sumner County Highway Department Road List. There was discussion. County Executive Holt **motioned** that if a Commissioner wants to change the spelling of a name or a Road name, he/she must go through the proper procedures/process. **Seconded** by Vice Chairman Graves. **Motion passed** with Vice Chairman Graves abstaining.

B. Snow Event Cost

Road Superintendent Hardin handed out Snow Event Cost Sheet (see attached) to each member. She and Asst. Road Superintendent Brock Bermeister pointed out their trucks are converted for use during all kinds of weather, none of them just sit on the yard. No one has just one job, even the mechanics are getting the brine ready for the trucks. County Executive Holt congratulated them on how they run everything.

C. ADA Compliant

Road Superintendent Hardin is concerned about being ADA Compliant. It looks like we are supposed to have a plan by December 2019. There was discussion. She is concerned about sidewalks that are pea gravel. Law Director Dennen asked for Road Superintendent Hardin to e-mail her a list. County Executive Holt informed the committee that Risk Manager Kim White and Kim Norfleet are working together on this. Vice Chairman Graves **motioned**; Commissioner Rhodes **seconded** to talk about this at our next meeting. **Motion passed** unanimously.

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

MOTION TO ADJOURN: Road Superintendent Hardin
SECONDED BY: Vice Chairman Graves
ADJOURNMENT: 5:26PM

Minutes prepared by: Sandra Lee Hesson

**MINUTES
LEGISLATIVE COMMITTEE
BAKER RING, CHAIRMAN
MARCH 9, 2020**

Present:

Baker Ring, Chairman
Paul Goode, Vice-Chairman
Larry Hinton
Caroline Krueger
Leslie Schell
Danny Sullivan
Chris Taylor
Scott Langford, Commission Chairman

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Commissioners Luke Tinsley,
Moe Taylor, Jeremy Mansfield
Anthony Holt, County Mayor
Dennis Cary, IT Director

Chairman Baker Ring brought the Legislative Committee meeting to order with an invocation by Comm. Chris Taylor on Monday, March 9, 2020, at 5:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Approval of Agenda. Without objection, Chairman Ring added the following to the agenda:

- Request from Comm. Hinton to add discussion on emissions testing
- 4-H recognition

Upon motion of Comm. Chris Taylor, and duly seconded, the Committee voted to approve the agenda as amended by unanimous voice vote.

The Committee discussed the process involved in eliminating emissions testing in Sumner County.

Minutes of February 10, 2020, for approval. Upon motion of Comm. Chris Taylor, seconded by Comm. Goode, the Committee voted to approve unanimously the minutes of February 10, 2020.

Recognition of the Public. None

Report of Chairman. Chairman Ring had no report.

Report of County Mayor. Mr. Holt had no report.

Old Business.

9. New Business.

a. Veterans' Service report (attached) Veterans Service Officer report was attached. No action

b. Magistrate Annual Review. Upon motion of Comm. Goode, seconded by Comm. Chris Taylor, the Committee voted unanimously to approve the Magistrate's annual review and forward the matter to the full Commission.

c. Accepting Requalification for the Three-Star Program (attached)
Comm. Goode moved, seconded by Comm. Sullivan, to approve the resolution accepting requalification for the three-star program.

d. Surplus various items Recovery Court (attached).

e. Surplus various items from Sheriff's Office (to be destroyed) (attached).

f. Surplus and Donation of eight (8) cubicle desks to the Westmoreland Senior Center.

Upon motion of Comm. Langford, seconded by Comm. Goode, the Committee voted unanimously to approve the surplus property in items d. through f.

g. Amending Sumner County Personnel Policy for the Sheriff's Office
Upon motion of Comm. Langford, seconded by Comm. Krueger, the Committee voted unanimously to approve the Sheriff's Office personnel policies and forward the matter to the full Commission.

k. Discussion and/or action on emissions testing.
Chairman Ring recognized Comm. Hinton who asked for an update on the process of eliminating emissions testing. Comm. Hinton moved, seconded by Comm. Krueger, that the Commission or the Committee receive monthly reports from Mr. Holt's office concerning this issue. The motion carried unanimously.

10. Certificates of Recognition.

a. Station Camp Bison Belles National Champions

b. Chloe Warren – TN Fairest of the Fair

c. T.W. Hunter Cheerleaders – Third in the Nation

d. April as Fair Housing Month

e. Portland High School DECA

f. 4-H recognitions

Upon motion of Comm. Langford, seconded by Comm. Goode, the Committee voted unanimously to group and approve the certificates of recognition listed in items a. through f.

11. Zoning. Sumner County Regional Planning Commission Resolution 2020-01: A resolution related to adoption of a set of comprehensive amendments to the Zoning Resolution and Official Zoning Map of Sumner County, Tennessee. (Second Reading) (attached). Upon motion of Comm. Goode, seconded by Comm. Krueger, the Committee voted unanimously to approve for docketing on the second reading the Sumner County Regional Planning Commission Resolution and forward the matter to the full Commission.

12. Adjournment. Upon motion of Comm. Krueger, and duly seconded by Comm. Goode, the Committee adjourned at 5:43 p.m.

Prepared by Maria Savage



POLICY SUB-COMMITTEE MINUTES
February 24, 2020

MEMBERS PRESENT
Jerry Becker
Judy Hardin
Anthony Holt
David Lawing
Kathryn Strong
OTHERS PRESENT
Leah Dennen
Ben Allen

- I. CALL TO ORDER by Chairman Becker at 5:30 pm in Room 112 of the of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Becker.
 - B. Approval of Agenda- Chairman Becker stated item III.C. will be changed to “Discussion of the Draft Kronos Timekeeping Policy” and item III.D. will be removed. Motion to approve amended agenda by County Mayor Holt, second by Circuit Court Clerk Strong, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes – December 16, 2019- Motion to approve by Road Superintendant Hardin, second by Chairman Becker, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None.
- III. REPORT OF THE FINANCE DIRECTOR
 - A. Discussion and possible approval of the Draft 2020 Sumner County Purchasing and Accounts Payable Policies and Procedures- Finance Director Lawing addressed the highlighted areas in the attached document. There was discussion among committee members. Motion to send to the financial management committee by County Mayor Holt, second by Finance Director Lawing, unanimous approval.
 - B. For comparative purposes to the December 16, 2013 Sumner County Government’s Purchasing Policy- Included in packet.
 - C. Discussion of the Draft Kronos Timekeeping Policy- There was discussion amongst the committee members. Finance Director Lawing suggested that all elected officials and department heads work together to come up with a timekeeping policy that will work for everyone.
- IV. ADJOURNMENT- Motion to adjourn at 6:00 pm by Road Superintendant Hardin.