



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
Gene Rhodes
Brian Stewart

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.....	January 10
Committee on Committees.....	January 24
Highway Commission.....	December 7
Legislative Committee.....	January 10



BUDGET COMMITTEE MINUTES
January 10, 2022

MEMBERS PRESENT Chris Taylor, Chairman Jerry Foster, Vice Chairman Deanne DeWitt Billy Geminden Paul Goode Justin Nipper OTHERS PRESENT Leah Dennen Ben Allen David Lawing Jimmy Johnston Ronnie Fox April Mangrum

- 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 Geminden.
 - B. Approval of Agenda- Motion to approve by Chairman Taylor, second by Commissioner Goode, unanimous approval.
 - C. Recognition of Public-None
 - D. Approval of Minutes – December 6, 2021- Motion to approve by Commissioner Foster, second by Commissioner DeWitt, unanimous approval.

- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN
 - A. Workforce Development - \$1.5M ARPA funds- Jimmy Johnston, Forward Sumner, briefly spoke. Motion to approve, subject to iParametrics determining eligibility, by Commissioner Foster, second by Commissioner Goode, unanimous approval.
 - B. Library Salaries Discussion- Ronnie Fox and April Mangrum spoke to the attached handouts. The committee had lengthy discussion. No action taken.

- III. REPORT OF THE COUNTY MAYOR- None

- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Report on Debt Obligation, Form CT-0253 (send to county commission)- Motion to approve by Commissioner Foster, second by Commissioner Goode, unanimous approval.
 - B. Discussion of Resource Authority bond- Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval.
 - C. Highway/Public Works Fund analysis (send to county commission)- Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval.
 - D. Financial statement memo- Included in packet.
 - E. FY2023 budget calendar-Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval.

- V. OLD BUSINESS
 - A. Covid19 hazard pay EMS budget- Finance Director Lawing explained that all EMS employees are eligible, and EMS should not go over budget. He stated we will revisit this during the budget process.
 - B. Uncollected reappraisal receivable- No action taken.
 - C. Election Commission – utilizing ARPA funds for purchasing voting machines- Chairman Taylor informed the committee that this will be discussed at a later time. No action taken.

- VI. NEW BUSINESS
 - A. Appropriations
 1. EMA - \$1,880.02 insurance recovery for damaged vehicle- Motion to approve by Commissioner Foster, second by Commissioner Nipper, unanimous approval.
 2. County Mayor – up to \$100,000 to replace chiller at courthouse- Motion to appropriate \$100,000 from local capital projects by Commissioner Goode, second by Commissioner Nipper, unanimous approval.
 3. Libraries ARPA Grants (appropriations and transfers for matching amounts)- Motion to group and approve items VI.3.a through e by Commissioner Goode, second by Chairman Taylor, unanimous approval.
 - a. Gallatin - \$25,381
 - b. Hendersonville – \$25,364
 - c. Portland – \$3,256
 - d. Westmoreland - \$3,130
 - e. Millersville - \$6,000

C. Other Items

1. Sheriff's Office – body camera project \$173,420- Motion to approve the remaining amount of \$103,420 from the local capital projects fund by Commissioner Goode, second by Chairman Taylor, unanimous approval.
2. Juvenile Court Safe Baby Grant –contract date change from 1/1/2022 – 6/30/2023 to 1/1/2021 – 6/30/2022-Motion to approve by Chairman Taylor, second by Commissioner Nipper, unanimous approval.

D. Transfers

1. Other inter-budgetary- Motion to approve by Chairman Taylor, second by Commissioner Goode, unanimous approval.

E. Tax Matters- Law Director Dennen briefly spoke to item VI. E. 2. Motion to group and approve items VI.E. 1 and 2 by Chairman Taylor, second by Commissioner Goode, unanimous approval.

1. Gallatin Drive In Partners - \$8
2. Steam Plant Road property

VII. ADJOURNMENT- Motion to adjourn at 6:44pm by Chairman Taylor.

January 10, 2022
Sumner County Budget Committee

Thank you for allowing us to speak to you tonight, and I just wanted to let you know we are not here to ask for any more money, at least at this meeting.

I am Ronnie Fox Chairman of the Sumner County Library Board and April Mangrum our Interim Executive Director is here also.

The reason we are here is to discuss the steps we have taken to convert the 5 libraries into a system rather than the libraries operating independently. And to get clarification regarding the budget. For the fiscal year ending June 30, 2022 we submitted separate budgets for each of the libraries as had been done in the past. In July 2021 it was suggested by Mayor Holt and Leah Dennen that we should consider operating as County Library System in order to be uniform in our policies and procedures and more efficient in the operations of the library. The Tennessee State Library which oversees the libraries in the State also supported this move. The Library Board approved becoming a system on August 3, 2021.

Operating as a System, from a budget stand point, we need to be able to treat the 5 budgets as a single budget for operation purposes and to be able to move monies within designated line items between the 5 budgets so the libraries can operate with a single budget as all other County departments.

Why does a county wide library system work better than having 5 libraries working independently? The total library budget is almost \$2,400,000 and we have 62 Employees working full time or part time. Previously, each library hired their employees based on the budget allocated to them. They had to oversee the purchasing and operation of their library as if the other 4 libraries did not exist.

This causes a redundancy of expenditures. Each library had to take care of their bills and do the coding and interact with the finance department. Each library had to work with the IT department and work on their websites. Each library arranged for their own landscaping and other services and purchased their individual supplies. Each library issues library cards to their patrons that cannot not be used at the other libraries.

In establishing a system, we hired a bookkeeper that pays all the bills, works with centralizing the purchasing and contracts and works with the finance department. Previously, when we had a library director that left the new director had to learn how to handle the accounting and the Finance Department had to teach them how to handle the coding. I came on the board in November 2017 and there have been 9 directors during that time. Each one having to learn how the budget works, how to pay bills, who we purchase items from and who handles the maintenance. We want the directors working on programs for the community, buying books and media for their libraries, and working with the patrons not having to be bookkeepers.

We also hired an outreach coordinator that works full time overseeing the media and community relations for all the libraries. Hendersonville and Gallatin are large enough that they were able to update their websites. With Portland, Westmoreland and Millersville having less staff for someone to keep up with their website it puts a burden on them.

We can have one full time Outreach Coordinator that can work with the IT department and with the directors to keep all library websites up to date. They can be the liaison to the community and to the

school system. They can make sure the programs the libraires are developing can be shown on social media to make more people aware of what the libraries are doing.

We need to make sure that the citizens of Sumner County have the best experience possible when they use the library. We want to have one library card for each family that can be used at any of the five libraries. We want to have a central catalog system so that anyone in the County can know what books are available throughout all libraries without having to go to each library website. We want to be able to transfer a book from the Hendersonville Library to Portland when it is requested so that the patron does not need to drive to Hendersonville to pick it up.

Another benefit to being a system is we can apply for larger State grants through the Tennessee State Library. Previously each library had to apply for separate grants and with the matching money required this reduced the total money the Sumner County Libraries could receive. Also, we were writing 5 grants, one for each library, where as a system we can write 1 grant getting more money with 1/5 of the work required.

From our research we are the only County where the libraries operated independently instead of as a system. Rutherford and Putnam County have multiple branches and operate with an executive director. Our goal as a board is to have each library continue to serve their communities in their own unique way, providing services and programs that their communities want. We want to help the smaller libraries have the same resources and access to the same technology that the larger libraries have. We want to use the money provided by Sumner County for the libraries in the most efficient manner. After all it is taxpayer money.

In order to accomplish this, we need to view the budget for the libraries as County wide not just for an individual library and to have the ability to move money between the designated line items to operate more efficiently.

April has some additional information and we are available to answer any questions.

Thank you

Staffing changes Pre and Post Library System implementation							
Location	Before Sept 1, 2021	Total	Weekly hours worked	Presently (Jan 2022)	Total	Weekly hours worked	
Hendersonville	9 Full & 11 Part	20	550.25	7 Full & 13 Part	20	497.25	-9.63%
Gallatin	10 Full & 7 Part	17	517	9 Full & 5 Part	14	437	-15.47%
Portland	5 Full, 4 Part & 1 Custodian	10	293	5 Full, 4 part & 1 Custodian	10	293	0%
Millersville	3 Full & 5 Part	8	235	3 Full & 4 Part	7	208	-11.49%
Westmoreland	3 Full & 3 Part	6	115.25	3 Full & 2 Part	5	124.5	8.03%
System*	-	-	-	3 Full	3	120	

Number service hours open to the public		
Location	Pre System	Jan 2022
Gallatin	44	44
Millersville	40	43
Hendersonville	40	40
Portland	40	40
Westmoreland	40	40

*Non-location Specific System positions

Base-Rate Adjustments per location	
Gallatin	4
Millersville	6
Hendersonville	1
Portland	4
Westmoreland	4
Total	19

The Base Rates we will be operating under until the pay study provides otherwise are:

Position	Hourly	Annually
Library Clerk - Full Time	\$10.50	\$21,924.00
Library Clerk - Part Time	\$10.50	Depends on hours worked
Children's Services Assistant - Part Time	\$11.00	Depends on hours worked
Specialized Positions	\$13.00	Depends on hours worked
Children's Services Librarian - Full Time	\$15.00	\$31,320.00
Catalog Librarian - Full Time	\$15.00	\$31,320.00
Operations Supervisor - Full Time	\$14.00	\$29,232.00
Library Director - Full Time	Salaried	\$40,000.00

- This does not solve all of our pay issues, but is an important first step in equalizing our job responsibilities and pay rates across our library system.
- It is important to note that this is being accomplished without an influx of new money from the County; we are just being more fiscally responsible than in the past.

- **41% of our employees were not up-to par with a minimum base rate for the work they are doing.**
- I have worked with what we have as it becomes available; there have been no firings nor pay decreases. This available funding is a combination of: Unused hours and positions, Positions and hours adjusted and given up for the benefit of the System by GPL, MPL, & WPL, removal of redundant and unnecessary positions, and resetting of vacant positions to a base rate.
- Three additional service operation hours were added at no additional cost to the Millersville Library, simply by rearranging their staff schedule and taking advantage of times when employees were already in the building.
- It should be noted that these pay adjustments do not include any additional funding for the Interim Executive or GPL Director positions.
- With all these improvements, we still have a projected excess of \$9,738 in Full-Time Librarians and \$12,400 in Part-Time Personnel that can be used to increase service operation hours and to further improve the pay discrepancies.
- Sumner County provides 92.9% of the funding for the libraries with the rest coming from the Cities. The other counties surveyed reflect that the counties fund only 58% of the total budget of their libraries.

**COMMITTEE ON COMMITTEES
MINUTES
PAUL R. GOODE, CHAIRMAN
JANUARY 24, 2022**

Present:

Shellie Young Tucker, Vice-Chairman
Jerry Becker
Leslie Schell

Absent:

Paul R. Goode, Chairman
Deanne DeWitt

Also Present:

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

The regular meeting of Committee on Committees was brought to order with an invocation by Comm. Becker on Monday, January 24, 2022, at 6:30 p.m. Vice-Chairman Tucker declared a quorum to conduct business.

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

Approval of Minutes of December 13, 2021. Upon motion of Comm. Schell, seconded by Vice-Chairman Tucker, the Committee voted to approve the minutes of December 13, 2021. Comm. Becker abstained from the vote.

Public Recognition. None

Report of the Chairman. No report

Report of the County Mayor. No report

8. Old Business. None

9. New Business.

Industrial Development Board.

- Jimmy Batten replacement for Wayne Whiting, resigned, terms expires November 2024, 6-year term

Comm. Becker moved, seconded by Comm. Schell, to approve the appointment of Jimmy Batten to the Industrial Development Board. The motion carried unanimously.

Library Board.

- Bruce Carter to replace Shelly Ames, 3-year term
- Ann Whiteside to fill New at-large position, 3-year term

Comm. Schell moved, seconded by Comm. Becker, to group and approve the appointments of Bruce Carter and Ann Whiteside. The Committee voted unanimously to approve the appointments to the Library Board.

Agricultural Extension Service Committee:

- Alan Driver, 2-year term, reappoint
- Caroline Krueger, 2-year term, reappoint
- Carl Cooper, Farmer, 2-year term, reappoint

Comm. Becker moved, seconded by Comm. Schell, to group and approve the reappointments of Alan Driver, Caroline Krueger and Carl Cooper to the Agricultural Extension Service Committee. The motion carried unanimously.

Health Board:

- Dr. Glenn Jones, 4-year term, reappoint
- Dr. Sid King, 4-year term, reappoint
- Dr. Wayne Hooper, Jr., 4-year term, reappoint

Comm. Becker moved, seconded by Comm. Schell, to group and approve the reappointments of Dr. Glenn Jones, Dr. Sid King and Dr. Wayne Hooper to the Health Board. The motion carried unanimously.

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

SUMNER COUNTY HIGHWAY COMMISSION

December 7, 2021

MINUTES

Members Present:

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

Others Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Brock Burmeister, Asst. Rd. Superintendent

1. & 2. Call to Order & Roll Call

Chairman Hinton called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, December 7th, at 4:30 P.M. in Meeting Room 112 at the Sumner County Administration Building.

3. Approval of Agenda

Chairman Hinton asked to approve the agenda. Mr. Mansfield moved, seconded by Mr. Graves to approve the agenda. The Commission approved the agenda unanimously.

4. Approval of September 7, 2021 Minutes

Mr. Graves moved, seconded by Mr. Neal to approve the September 7, 2021 minutes of the Highway Commission. Chairman Hinton declared the motion approved unanimously.

5. Public Recognition – None

6. Report of Chairman:

A. Old Business – None

B. New Business – Reminder this is the end of calendar year.

7. Report of Road Superintendent:

A. Old Business – None

B. New Business –

1. Request Approval of County Road List & Annual Change List (See Attached)

Ms. Hardin asked of approval. Mr. Rhodes moved, Mr. Mansfield seconded. Motion approved unanimously.

2. Progress Reports, Current Cost Reports & Material Receipt Report (See Attached)

Mr. Burmeister informed of rebidding on concrete pipe next month and a chance the price may have jumped up. Mr. Burmeister also informed there is still paving on warm days. There were delays in supplies. Ms. Hardin reported this was the first time ever where supplies were delayed. Once paved, a road must be striped within 7 days. So paint must be here. Discussion on miles paved and cost. Road Widening Project Cost was discussed. Ms. Hardin explained this process varies in cost due to how many trees, fencing, pipes, etc. is in with the situation. Mr. Mansfield inquired on what initiates a road widening? Ms. Hardin explained it is usually when small roads get more traffic. Sometimes neighbors discuss the situation and everyone is in agreement to give

a portion of R.O.W. to the county for the widening. Mr. Burmeister stated this was not all to be done or included in this budget year. Ms. Hardin went over the Staff Built Bridges 2021 information. Then Ms. Hardin discussed the Material Delays list. There were some updates since the list was printed per Mr. Burmeister. Salt order from July had be delivered on 12/06/21. Traffic Paint from August order, white was delivered first and the yellow is still delayed. Must do the yellow lines first. Concrete Pipe was not changed from list. Plastic Pipe ordered in November had been delivered 12/06/21 also.

Ms. Hardin also stated to Mr. Neal that they are getting bids for church parking lot across from sheriff's office. Mr. Neal acknowledged and thanked her.

8. Report of County Mayor

A. Old Business – None

B. New Business – Mr. Holt stated we are coming up to meet on Budget soon. Also stated information on infrastructure passed – any money for us? Ms. Hardin answered she was not aware if any for us. Did not know how much or what for.

9. Commission Business

A. Old Business – None

B. New Business – None

10. Report of County Attorney

A. Old Business – None

B. New Business – None

11. MOTION TO ADJOURN:

Upon motion of Mr. Jeremy Mansfield, Commissioner, and duly seconded by Ms. Judy Hardin, Road Superintendent, the Committee adjourned at 5:12 p.m.

Minutes prepared by: Suzie Troutt

**MINUTES
LEGISLATIVE COMMITTEE
BAKER RING, CHAIRMAN
JANUARY 10, 2022**

Present:

Baker Ring, Chairman
Alan Driver, Vice-Chairman
Paul Goode
Scott Langford, Commission Chairman
Danny Sullivan
Chris Taylor

Absent:

Larry Hinton
Leslie Schell

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Mayor
Commissioners: Geminden and Foster

Chairman Baker Ring brought the regular scheduled Legislative Committee meeting to order with an invocation by Comm. Sullivan on January 10, 2022, at 5:34 p.m. Chairman Ring declared a quorum present to conduct business.

County Mayor Anthony Holt said IT Director Dennis Cary not able to attend meeting due to illness.

3. Approval of Agenda. Chairman Ring stated Item 9b to be moved to February meeting. Upon motion of Comm. Chris Taylor, seconded by Comm. Goode, the Committee voted unanimously to approve the agenda as amended.

4. Minutes of December 6, 2021 for approval. Upon motion of Comm. Sullivan, seconded by Comm. Goode, the Committee voted unanimously to approve the minutes of December 6, 2021.

5. Recognition of the Public.

6. Report of Chairman. Chairman Ring had no report.

7. Report of County Mayor. No report

8. Old Business.

9. New Business.

- a. Veterans service report (attached).
No action taken
- b. Report from the Information Technology Director.
Moved to February meeting.
- c. Correction of County Commission meeting dates 2022 (see attached).
Ms. Dennen stated she received requests for the June meeting date to be changed from June 13, 2022 to June 27, 2022.

After discussion, the Committee agreed to leave the meeting date as June 13, 2022. No action taken.

10. Commission Recognition.

- a. Children/Young Adults with disabilities present Artwork to the County Commission
- b. Honoring Hendersonville High School JROTC's accomplishments
- c. Merrol Hyde Magnet School Robotics Club
- d. Honoring Torin Baker – Player of the Year

Upon motion by Comm. Sullivan, seconded by Comm. Goode, the Committee voted unanimously to group and approve Items 10a through 10d.

11. Zoning.

12. Adjournment. Chairman Ring declared the meeting adjourned at 5:42 p.m. upon motion of Comm. Goode, and seconded by Comm. Sullivan.