



# 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, Financial Management Committee..... December 9**

**Beer Board..... December 16**

**Committee on Committees.....December 16**

**Education Committee.....December 2**

**Emergency Services Committee..... December 2**

**General Operations Committee..... December 2**

**Legislative Committee..... December 9**

**Non-Profit Ad Hoc Committee..... December 16**

**Policy Sub-Committee..... December 16**



BUDGET AND INVESTMENT, PURCHASING,  
2002 FINANCIAL MANAGEMENT,  
AND 2012 FINANCIAL MANAGEMENT MINUTES  
December 9, 2019

COMMITTEE MEMBERS PRESENT

BUDGET

Chris Taylor, Chairman  
Deanne Dewitt  
Billy Geninden  
Paul Goode  
Justin Nipper  
Leslie Schell

FINANCIAL MANAGEMENT

Jerry Becker  
Judy Hardin  
Anthony Holt  
Scott Langford  
Jeremy Mansfield  
Justin Nipper  
Del Phillips  
OTHERS

Leah Dennen  
Ben Allen  
David Lawing  
Connie O'Neal  
Moe Taylor

- I. CALL TO ORDER OF JOINT MEETING by Commissioner Becker at 6:00 pm in the Commissioner Chambers of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Langford.
  - B. Approval of joint committees' agenda- Motion to approve by Commissioner Goode, second by Commissioner Nipper, unanimous approval.
- II. BEGIN FINANCIAL MANAGEMENT COMMITTEE MEETING
  - A. Elections
    1. Chairman- Motion to elect Commissioner Becker by Commissioner Nipper, second by Commissioner Langford, unanimous approval.
    2. Vice Chairman- Motion to elect Commissioner Nipper by Commissioner Becker, second by Commissioner Langford, unanimous approval.
  - B. Recognition of public- Connie O'Neal, 2210 New Hope Road, expressed her concerns regarding long term debt.
  - C. Approval of minutes – June 17, 2019- Motion to approve by Commissioner Langford, second by Commissioner Nipper, motion passes 6-1 with commissioner Mansfield abstaining.
- III. REPORT OF THE COMMITTEE CHAIRMAN- Chairman Becker mentioned the policy subcommittee will meet next Monday night, and he will report back to the financial management committee next month.
- IV. REPORT OF THE COUNTY MAYOR- None
- V. REPORT OF THE TRUSTEE- Included in the packet.
- VI. REPORT OF THE LAW DIRECTOR- None
- VII. REPORT OF THE FINANCE DIRECTOR- None
- VIII. NEW BUSINESS
  - A. 2020 Bond- Finance Director Lawing stated the county's current principal debt, as of July 1, 2019, is \$223,650,000. He explained the request for the approval is up to \$103,600,000. The distribution of that amount is \$16.7M for completion of the Liberty Creek campus and \$86M for phase one of the justice center and any related courthouse improvements. He stated the resolution states \$16,850,000 because it includes the issuance cost, but the goal for the construction account is to net \$16.7M. The second amount shows \$86,750,000, but the goal for the construction account is to net \$86M. Finance Director Lawing stated the estimated time to issue this bond is sometime after July 1.

He explained the reasoning for approval now is to allow the schools to utilize the bid they have received for the current school campus. Finance Director Lawing directed the committee to page 30, which shows the estimated amortization schedule. He stated, at this point, the interest cost is unknown, but we have estimates of the actual cost of the issuance on page 32. He pointed out these are in line with all earlier issuances. Finance Director Lawing informed the committee that the municipal advisor's contract is similar to those we have had in the past. Law Director Dennen pointed out that she is recommending George Phillips for the bond counsel, and his contract is in the packet. Chairman Becker informed the committee that the county issued a bond on January 24, 2019, for \$103M. Chairman Becker requested Finance Director Lawing explain what the additional \$16.7M, that is included in the resolution tonight, will be used for. Finance Director Lawing explained the \$16.7M entails the remaining amount that is needed for construction and equipment for the new high school and elementary school. He directed the committee to page 53 of the packet for details. Dr. Phillips briefly spoke to this. Commissioner Mansfield recommended moving earlier appropriated monies from other projects to alleviate some of these costs. Commissioner Langford pointed out this is beyond the scope of this committee. Commissioner Mansfield expressed his concerns regarding the debt capacity if the committee passes the issuance of these bonds tonight. Finance Director Lawing explained in 2022 or 2023, the county is looking at funding a middle school and phase two of the justice center. He explained he is not aware of any other large borrowing needed, and these are well within our borrowing capacity. Finance Director Lawing stated the county could borrow additional funds earlier if needed, but it would have a negative impact on debt service and other projects would be pushed forward. Commissioner Mansfield requested the bond payment amount if these bonds are passed tonight. Finance Director Lawing stated it varies per year, but next year, the estimated payment will be approximately \$34M, including principal and interest. Commissioner Mansfield asked when the Hendersonville TIF will be paid off and where that money will be used. Commissioner Chris Taylor stated it will tentatively be used for operational costs for the new schools and justice center. Finance Director Lawing pointed out that most, if not all, of the Indian Lake TIF will be paid off this fiscal year. Motion to group and approve items VIII.A.1 through 4 by County Mayor Holt, second by Commissioner Langford, motion passes 6-1 with Commissioner Mansfield opposing.

1. Resolutions
  - a. Initial resolution
  - b. Authorizing resolution
2. Estimated bond debt service and costs of issuance – Exhibit A
3. Selection and approval of municipal advisor – Exhibit B
4. Selection and approval of bond counsel – Exhibit C

IX. ADJOURNMENT of Financial Management Committee- Motion to adjourn at 6:23 pm by Dr. Phillips.

X. CONTINUE WITH BUDGET COMMITTEE MEETING

A. Recognition of public- None

B. Approval of minutes – November 12, 2019- Motion to approve by Commissioner Nipper, second by Commissioner Goode, unanimous approval.

XI. REPORT OF THE COMMITTEE CHAIRMAN- None

XII. REPORT OF THE COUNTY MAYOR-None

XIII. REPORT OF THE LAW DIRECTOR-None

XIV. REPORT OF THE FINANCE DIRECTOR

A. Revenue monitoring- Finance Director Lawing stated a projection of what the county's revenue variances will be is on page 49. He stated it has been a tight year, but there is a small positive projected balance, and everything is where it needs to be.

B. Financial statement memo- Included in packet.

#### XIV. NEW BUSINESS

- A. 2020 Bond- Motion to group and approve items XIV.A.1 through 4 by Commissioner Goode, second by Commissioner Schell, unanimous approval.
  - 1. Resolutions
    - a. Initial resolution
    - b. Authorizing resolution
  - 2. Estimated bond debt service and costs of issuance – Exhibit A
  - 3. Municipal advisory agreement – Exhibit B
  - 4. Bond counsel engagement letter – Exhibit C
- B. Education
  - 1. Liberty Creek Schools – bids for approval- Commissioner Moe Taylor asked if this requires two readings and Chairman Taylor replied, “no”. Chairman Taylor pointed out that in budget meetings, if an item is voted unanimously, the second reading is automatically waived unless stated otherwise. Motion to group and approve items XIV.B.1 and 2 by Commissioner Schell, second by Commissioner Goode, unanimous approval.
  - 2. Budget amendments (for approval)
  - 3. Budget amendments (for information only)- Included in the packet.
- C. Appropriations- Motion to group and approve items XIV.C.1 through 3 by Commissioner Schell, second by Commissioner Goode, unanimous approval.
  - 1. County Mayor - \$50,000 Three-Star grant for education and workforce development improvement activities-
  - 2. Sheriff's Office
    - a. \$15,000 SADD (Students Against Destructive Decisions) contribution for law enforcement equipment
    - b. \$383,839.86 state inmate medical reimbursement
  - 3. Millersville Library - \$100 Chamber of Commerce donation for sensory kit supplies
- D. Transfers- Motion to group and approve items XIV.D.1.a and XIV.D.1.a.i. with XIV.D.1.a.i. going to the full commission by Commissioner Geminden, second by Commissioner Schell, unanimous approval.
  - 1. Inter-budgetary
    - a. Greater than \$2,500
      - i. Transfer to be approved by commission for volunteer fire departments
    - b. \$2,500 or less- Included in the packet.
- E. Tax Refunds- Motion to group and approve items XIV.E.1. through 4 by Commissioner Goode, second by Commissioner Nipper, unanimous approval.
  - 1. R.D. and Judy Bradley - \$166
  - 2. Harry and April Daughtry - \$996
  - 3. Jerry and Jacquelyn Kirkman - \$494
  - 4. Ernst Western Corporation - \$7,818

#### XV. ADJOURNMENT of Budget Committee- Motion to adjourn at 6:31 pm by Chairman Taylor.

ESTIMATED BOND DEBT SERVICE

Sumner County, Tennessee  
Proposed Series 2020 General Obligation School and Public Improvement Bonds

Period Ending	Principal	Interest	Debt Service
06/30/2021	4,080,000	2,222,444.44	6,302,444.44
06/30/2022	4,145,000	2,436,187.50	6,581,187.50
06/30/2023	4,250,000	2,331,250.00	6,581,250.00
06/30/2024	4,355,000	2,223,687.50	6,578,687.50
06/30/2025	4,465,000	2,113,437.50	6,578,437.50
06/30/2026	4,580,000	2,000,375.00	6,580,375.00
06/30/2027	4,695,000	1,884,437.50	6,579,437.50
06/30/2028	4,815,000	1,765,562.50	6,580,562.50
06/30/2029	4,935,000	1,643,687.50	6,578,687.50
06/30/2030	5,060,000	1,518,750.00	6,578,750.00
06/30/2031	5,190,000	1,390,625.00	6,580,625.00
06/30/2032	5,320,000	1,259,250.00	6,579,250.00
06/30/2033	5,455,000	1,124,562.50	6,579,562.50
06/30/2034	5,595,000	986,437.50	6,581,437.50
06/30/2035	5,735,000	844,812.50	6,579,812.50
06/30/2036	5,880,000	699,625.00	6,579,625.00
06/30/2037	6,030,000	550,750.00	6,580,750.00
06/30/2038	6,180,000	398,125.00	6,578,125.00
06/30/2039	6,335,000	241,687.50	6,576,687.50
06/30/2040	6,500,000	81,250.00	6,581,250.00
	103,600,000	27,716,944.44	131,316,944.44

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ESTIMATED COST OF ISSUANCE

Sumner County, Tennessee  
Proposed Series 2020 General Obligation School and Public Improvement Bonds

Cost of Issuance	\$/1000	Amount
Estimated Underwriter's Discount	6.50000	673,400.00
Bond Counsel	0.72394	75,000.00
Municipal Advisor	0.72394	75,000.00
Standard & Poor's	0.62741	65,000.00
Printing and Advertising	0.01931	2,000.00
IPREO/Parity	0.01931	2,000.00
Registration/Paying Agent	0.01448	1,500.00
Miscellaneous	0.04826	5,000.00
CUSIP	0.00965	1,000.00
	8.68629	899,900.00

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**MINUTES  
DECEMBER 16, 2019  
BEER BOARD  
CHAIRMAN JERRY BECKER**

**Present:**

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

**Also Present:**

Leah Dennen, County Attorney  
Ben Allen, Staff Attorney  
Anthony Holt, County Executive  
Sheriff Sonny Weatherford  
Krupen S. Patel, business owner

The regular meeting of the Beer Board was brought to order by Chairman Jerry Becker on Monday, December 16, 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. Echols, the Board voted to approve the agenda unanimously.

Minutes of April 15, 2019. Upon motion of Comm. Echols, seconded by Comm. Tucker, the Board approved unanimously the minutes for April 15, 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:

KRUPEN S. PATEL/SHREE JOGNI MA INC doing business  
as Bethpage Store at 3502 Highway 31E, Bethpage, TN 37022  
This beer permit application is for off premises only.

Chairman Becker recognized Sheriff Sonny Weatherford who stated that the Bethpage Store met all the distance requirements from a church or school. He saw no reason to deny the permit.

Upon motion of Comm. Goode, seconded by Comm. Echols, the Board voted unanimously to approve the permit for off premises only for KRUPEN S. PATEL/SHREE JOGNI MA INC doing business as Bethpage Store at 3502 Highway 31E, Bethpage, TN.

Comm. Goode moved, and was duly seconded, to adjourn the meeting at 6:34 p.m.

Prepared by Maria Savage

**COMMITTEE ON COMMITTEES  
MINUTES  
PAUL R. GOODE, CHAIRMAN  
DECEMBER 16, 2019**

Present:

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

Also Present:

Leah Dennen, County Attorney  
Ben Allen, Staff Attorney  
Anthony Holt, County Mayor  
Moe Taylor, Jeremy Mansfield- Commissioners

The regular meeting of the Committee on Committees was brought to order with an invocation by Comm. Tucker on Monday, December 16, 2019, at 6:30 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 November 18, 2019. Upon motion of Comm. DeWitt, and duly seconded by Comm. Becker, the Committee approved unanimously the minutes of November 18, 2019.

Public Recognition. None

Report of the Chairman. None

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

8.Old Business. None

9. New Business.

Board of Construction Appeals.

Chairman Goode announced the appointment of the following to the Board of Construction Appeals:

- Rick Halcomb, Alternate, 1-year term –appoint

Upon motion of Comm. Becker, seconded by Comm. Echols, the Committee voted unanimously to approve the appointment of Mr. Halcomb to serve. Mr. Halcomb replaced Shawn Utey who is serving a three-year term on the Board of Construction Appeals.



Health & Safety Standards Board.

Chairman Goode announced the following appointments to the Health & Safety Standards Board:

- Daniel Koulianos – reappoint to four-year term
- James Flockencier – reappoint to four-year term

Upon motion of Comm. Echols, seconded by Comm. Becker, to group and approve, the Committee voted unanimously to approve the reappointments of Mr. Koulianos and Mr. Flockencier to the Health & Safety Standards Board.

Joint Economic and Community Development Board.

Chairman Goode announced the following recommendations to serve on the Joint Economic and Community Development Board as follows:

- George Carter, Westmoreland Business Community, recommended replacement, Tony Bentle
- Frank Flynn, Green Belt Representative, reappoint
- Mike Fussell, Hendersonville Business Community, reappoint
- Ace Harrington, Gallatin Business Community, reappoint
- Jimmy Johnston, Forward Sumner Economic Council, reappoint
- Earl Fischer, Gallatin, EDA Board Chairman, reappoint

Upon motion of Comm. Echols, seconded by Comm. Becker, the Committee voted unanimously to group and approve the appointment of Mr. Bentle and reappointments of Mr. Flynn, Mr. Fussell, Mr. Harrington, Mr. Johnston and Mr. Fischer to the Joint Economic and Community Development Board.

Next Month, January, 2020.

Agricultural Extension Service, two-year terms:

- Alan Driver, County Commission
- Caroline Krueger, County Commissioner
- Carl Cooper, Farmer
- Edie Kirkpatrick, Farm Woman

Board of Zoning Appeals

- Don Dickerson resigned

10. Adjournment. Upon motion of Comm. Becker, and duly seconded, the Committee adjourned at 6:37 p.m.

**MINUTES  
EDUCATION COMMITTEE  
December 2, 2019**

**Present:**

Danny Sullivan, Chairman  
Baker Ring, Vice-Chairman  
Alan Driver  
Loren Echols  
Billy Geminden  
Paul R. Goode  
Caroline Krueger

**Also Present:**

Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Dr. Del Phillips, Director of Schools  
Commissioner Luke Tinsley  
Anthony Holt, County Mayor

Chairman Sullivan brought the regular meeting of the Education Committee to order with an invocation on Monday, December 2, 2019, at 5:40 p.m. in the Sumner County Administration building in Gallatin.

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

Approval Minutes October 15, 2019. Upon motion of Comm. Geminden, seconded by Comm. Echols, the Committee members approved unanimously the minutes of October 15, 2019.

Recognition of the Public. None

Report of the Chairman. Chairman Sullivan had no report.

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

Report of Director of Schools. Report under the agenda items.

Old Business. None.

New Business

10a. Sumner County Board of Education Amendments (for information only) .  
Upon motion of Comm. Echols, seconded by Comm. Ring, the Committee voted unanimously to approve the BOE amendments for docketing.

10b. Sumner County Board of Education Amendments (for Approval) .  
Upon motion of Comm. Echols, seconded by Comm. Goode, the Committee voted unanimously to approve the BOE amendments.

10c. New Liberty Creek Elementary School .

10d. New Liberty Creek High School.

Director of Schools Del Phillips presented a letter from the architect, Kaatz, Binkley, Jones, and Morris Architects, Inc. dated November 15, 2019, which stated the following:

It is our recommendation to accept the Package C combined base bid of \$104,000,000 and Package A Alternate 1 bid for six additional classrooms of \$600,000 for a **total bid amount of \$104,600,000.00**, submitted by Robert S. Biscan & Company of Brentwood, Tennessee. This bid appears to be properly executed and meets the criteria for award of the contract for this project and we **recommend approval of the bid total amount.**

We recommend acceptance of this bid with the following provisions: that required bonds are supplied by the contractor; funding is approved by the Sumner County Commission; and the project is approved by the Board of Education.

Also, Kaatz, Binkley, Jones, and Morris A/E services (P.O. 19000713-00 Elementary School and P.O. 19000715-00 High School) were based on the original budget amount which is less than the actual low bid amount. We therefore request the professional design fees be increased a total of \$754,125.00 (**Elementary increase of \$14,000.00 and High School increased of \$740,125.00**) to reflect the owner/architect agreed upon contractual percentage rate fee calculation based upon the actual bid amount.

The following chart was presented:

Contractor: Name, Address & Phone Number	Robert S. Biscan & Company 9160 Carothers Parkway, Suite 200 Brentwood, TN 37067 (615) 371-8432	R. G. Anderson Company, Inc. 1801 West End Avenue. Suite 1800 Nashville, TN 37203 (615) 329-1789
<b>Package Bid "A" Liberty Creek High School</b>	\$ 19,457,778	\$ 19,497,000
Alternate "1" Liberty Creek Elementary- 6 classrooms	\$ 600,000	775,000
<b>TOTAL WITH 6 CLASSROOMS</b>	<b>\$ 20,057,778</b>	<b>\$ 20,272,000</b>
<b>Package Bid "B" Liberty Creek High School</b>	\$ 87,619,000	\$ 86,927,000
<b>Package Bid "C" combined bids of Liberty Creek Elementary &amp; Liberty Creek HS</b>	\$ 104,000,000	\$ 106,424,000
Alternate "1" Liberty Creek Elementary – six classrooms	\$ 600,000	\$ 75,000
	From Package A – no deduction	From Package C - \$700,000 deduct
<b>TOTAL COMBINED BID</b>	<b>\$ 104,600,000</b>	<b>\$ 106,499,000</b>

Dr. Phillips discussed the bid process and said he was comfortable with the bidder doing a good job. He mentioned that the architectural fees increased and would be brought before the Budget Committee. He disclosed that the security equipment was not included in the total bid but would be bid closer to the end of the project to save cost and get the most up-to-date equipment.

He stated there would be a ribbon cutting for the construction work at Gene Brown and Whitten Elementary Schools.

Comm. Goode moved, seconded by Comm. Echols, to approve the total combined bid of \$104,600,000.00. The motion carried unanimously.

#### 11. Adjournment.

Chairman Sullivan declared the Committee adjourned at 5:54 p.m. upon motion of Comm. Geminden and duly seconded by Comm. Ring.

Prepared by Maria Savage

**MINUTES**  
**EMERGENCY SERVICES COMMITTEE**  
**Chairman Caroline Krueger**  
**DECEMBER 2, 2019**

**Present:**

Caroline Krueger, Chairman  
Alan Driver, Vice-Chairman  
Jerry Foster  
Michael Guthrie  
Luke Tinsley  
Chris Taylor  
Merrol N. Hyde- absent

**Also Present:**

Greg Miller, EMS Chief  
Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Anthony Holt, County Major  
Major Tim Bailey, Sheriff's Office  
Ken Weidner, Emergency Management Agency  
Paul Harbsmeier, Acting ECC Director  
Joe McLaughlin, Cottontown Volunteer Fire  
Commissioner Moe Taylor

Chairman Caroline Krueger called the meeting of the Emergency Services Committee to order with an invocation by Comm. Chris Taylor on Monday, December 2, 2019, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Comm. Chris Taylor requested the addition of discussion and action regarding ECC complex video equipment. Without objection, the matter was added as Item A under New Business. Upon motion of Comm. Guthrie, seconded by Comm. Chris Taylor, the Committee unanimously approved the amended agenda.

Approval of Minutes of November 4, 2019.

Comm. Driver requested a correction to the minutes to state the amount designated for volunteer fire departments as \$138,000.00, not the stated \$150,000.00 in the minutes. Upon motion of Comm. Driver, Comm. Guthrie seconded, the Committee approved unanimously the minutes of November 4, 2019 as amended.

Public Comments. None

Report from the Chairman.

- a. ECC Director  
Paul Harbsmeier, acting Director of the Emergency Communications Center (EEC), introduced the new EEC Director, Marilyn Anderson.

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

8. Report from the Sheriff. Major Tim Bailey of the Sheriff's Office reported on November financials for the Office. The average jail population for November 2019 was 874. Major Bailey reported on animal control statistics and overall activity in the Sheriff's Office.

9. Fire Departments. Joe McLaughlin of the Cottontown Volunteer Fire Department reported there were 318 calls in November, with White House Community Volunteer Fire Department not reporting. In 2018 there were 360 for the same time period. Year-to-date reported calls in 2019 were 4,301.

Mr. McLaughlin presented a proposed allocation of the \$138,000.00 for VFD equipment as requested by the Committee last month:

DEPARTMENT	ITEM	COST	COMMENTS
COTTONTOWN	Turnout gear washer; SCBA fill station	\$4,950; \$7,500	Safety. Remove carcinogens and biohazards from turnout gear. Safety. Single station explosion proof container for filling SCBA water bottles.
GALLATIN VFD	1¾ " hose; 3" hose	\$864; \$6,104	8 50' sections. Replacing old worn hose. 28 50' sections. Replacing old worn hose.
HIGHLAND	1¾ " hose and 2½" hose; 4 sets of turnout gear	\$2,400; \$8,620	Replacing worn and damaged hose. Coats and pants only. Replacing old worn equipment.
NUMBER ONE	5 sets of turnout gear; SCBA repairs	\$15,000; \$2,000	Coats, pants, helmets, boots, hoods, gloves. Replacing old worn equipment. Repairs and upgrades to 8 SCBAs.
OAK GROVE	2 nozzles; 2 portable scene lights; 2 Brady EMR training manuals	\$1,600; \$1,250; \$ 340	Replace old worn out nozzles. Needed equipment the department doesn't have. Needed for Emergency Medical Responder training.
SHACKLE ISLAND	Emergency backup generator; SCBA air compressor	\$23,000; \$25,000;	For station. Upgrade to new 4500 psi SCBs.
SOUTHEAST	Rescue struts; 2 electric ventilation fans; 28 particulate hoods; 10 pairs boots and fire gloves.	\$6,500; \$3,300; \$3,000; \$5,472	History of needing this equipment for wrecks on 31E. Replacing 2 old gas-powered fans that are unreliable. Safety. Reduce FF carcinogen exposure. Replace old worn equipment.

December 2, 2019  
Emergency Services Committee

WHITE HOUSE CVFD	8 cascade bottles; hose, all sizes; fire training trailer repairs	\$9,348; \$5,952; \$5,800	Upgrade to new 4500 psi SCBAs. Replacing old worn hose. Have not bought hose since 2002. Trailer available for use by all fire departments.
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COTTONTOWN	\$12,450.00
GALLATIN VFD	\$ 6,968.00
HIGHLAND	\$11,020.00
NUMBER ONE	\$17,000.00
OAK GROVE	\$ 3,190.00
SHACKLE ISLAND	\$48,000.00
SOUTHEAST	\$18,272.00
WHITE HOUSE CVFD	\$21,100.00

TOTAL REQUEST	\$138,000.00
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Mr. McLaughlin stated that Westmoreland Fire Department donated its portion of the proceeds to other departments. He said cost savings were realized by ordering in bulk. The Committee discussed Shackle Island Volunteer Department receiving a large portion of the allocation.

County Mayor Anthony Holt stated the facilities at Number One and Gallatin Volunteer Fire Department are subpar and need improvements. The Committee discussed waiting for the CTAS report on volunteer fire departments to help define long-term planning.

Comm. Guthrie moved, seconded by Comm. Driver, to approve the volunteer fire departments' list and forward it to the Budget Committee. The motion carried unanimously.

Chairman Krueger requested a list of which schools fall within a volunteer fire district.

10. Report from the EMS. Greg Miller, Emergency Medical Services Chief, presented the EMS report. EMS responses were 1,889 in November, with transports totaling 1,519. He presented monthly revenue comparisons, with \$565,833.00 in November revenue. Transport revenue in November was \$2,328,032. He presented a report on monthly ambulance activity, detailing response times, transfers, scene time, utilization and call volume per vehicle.

11. Report of the Emergency Management Agency. Ken Weidner, Director of the Emergency Management Agency, updated the committee on the installation of the communications equipment. He said the current system is undergoing component failure, particularly in northern areas of the county. He said the new system is sitting in a warehouse in Florida where he and others will take part in an acceptance review before the end of the year. Mr. Weidner said the system is projected to be operational in late summer of 2020.

Mr. Weidner spoke about replacing the mobile command post, which is a 2004 model with failing components. Comm. Chris Taylor suggested that Mr. Weidner move the command post to a more urgent priority in regard to long-term planning.

12. Report of the Emergency Communications Center. Paul Harbsmeier reported that a transition meeting yielded positive results, including a suggestion to provide more traditional reports including call volume activity, among other things.

13. Old Business. None

14. New Business

- a. Emergency Communication Center Video Equipment. Comm. Chris Taylor stated that the EEC video equipment is 11 years old and in need of an update. Comm. Chris Taylor moved, seconded by Comm. Guthrie, to have the IT Director research the type of system that would consolidate the overall needs of the County. The motion carried unanimously.

15. Adjournment. With a motion by Comm. Driver, and duly seconded, the Committee adjourned at 5:40 p.m.

Prepared by Maria Savage



**MINUTES  
GENERAL OPERATIONS COMMITTEE  
LESLIE SCHELL, CHAIRMAN  
DECEMBER 2, 2019**

**Present:**

Leslie Schell, Chairman  
Gene Rhodes, Vice-Chairman  
Michael Guthrie  
Larry Hinton  
Caroline Krueger  
Baker Ring  
Shellie Young Tucker

**Also Present:**

Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Kim Norfleet, Grant Administrator  
Anthony Holt, County Mayor  
Commissioners Moe Taylor, Chris  
Taylor, Jeremy Mansfield, Billy  
Geminden., Steve Graves

The scheduled meeting of the General Operations Committee was brought to order with an invocation on Monday, December 2, 2019, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

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

Minutes of November 4, 2019. Upon motion of Comm. Krueger, seconded by Comm. Guthrie, the Committee voted to approve unanimously the minutes of November 4, 2019.

Report of Chairman. Chairman Schell had no report.

County Executive. No report.

Recognition of the Public. None

8. Old Business.

8(1.) Capital Projects Reports. Kim Norfleet stated that the Capital Projects report included what was on the agenda.

Community Development Block Grant Waterline project: Ms. Norfleet stated that the easements for the water lines would be finalized during the week. Project plans and Specs approved by the state in November. Advertised for bids December 1, 2019, with bid opening scheduled for Thursday, December 19, 2019. She said this effects Asher Branch Road serviced by the City of Portland and Rabe Coats Road and Harrison Lane serviced by the City of Westmoreland.

## 9. New Business.

### 9(1.) Surplus various items from Sumner County Archives.

Upon motion of Comm. Guthrie, seconded by Comm. Ring, the Committee voted unanimously to group and approve the surplus property from the Sumner County Archives.

### 9(2.) Comer Barn

Chairman Schell recognized Commissioner Chris Taylor who suggested borrowing from the Hospital Fund to construct an event center and remodel the Comer Barn. He stated the funds would be paid back from the proceeds of the events hosted at the facility.

Regarding the lease with Rogers Group, Comm. Chris Taylor said that Rogers Group would alter the conditions of the lease. He suggested hiring a professional manager and funding the expenditure out of the \$250,000 state grant set aside for the Comer Barn remodel and expansion.

Chairman Schell recognized the following persons to speak on the matter:

Christopher Newton of Epic Hospitality Group, LLC spoke against the Comer Barn remodel and expansion. He expressed concern about the government competing with public sector businesses and he questioned building a structure near a blasting zone.

Burt Bagsby of 1625 Long Hollow Pike in Gallatin spoke against the Comer Barn project, stating that his business and the other 51 event venue businesses would be hurt by this project. He said this is a bad deal for the County because of the blast zone insurance and the acreage needed for parking. He questioned the payback timeline to the Hospital Fund.

Ruth Fennell of 1049 Blue Jay Way in Gallatin spoke against the expenditure for the Comer Barn project.

Comm. Hinton moved, seconded by Comm. Krueger, to hire a project consultant to create a plan with payment to come from the state grant funds. The motion carried unanimously.

Kim Norfleet stated that the funds were available until June 30, 2020, before which time the County would need to obligate the funds toward the project.

County Law Director Leah Dennen stated the County can use part of the state funds without being obligated to go forward with an event center or having to pay the funds back to the state.

Mr. Holt stated that the Barn is in the City of Hendersonville. He said Rogers Group has a conditional use permit to operate the quarry, which has to be renewed through Hendersonville. He said the renewal of the conditional use permit runs concurrent with the lease agreement.

Mr. Holt explained that the County owns the Comer Barn and 10 feet surrounding it and the land (17.5 acres) and the house are leased for \$100.00 per year. He said the property will not be sold because Roger Groups wants to continue to quarry.

Chairman Schell recognized Commissioners Moe Taylor, Steve Graves and Jeremy Mansfield who spoke on the matter.

10. Adjournment. Chairman Schell declared the Committee adjourned at 6:55 p.m. after a motion by Comm. Hinton was duly seconded.

Prepared by Maria Savage

**MINUTES  
LEGISLATIVE COMMITTEE  
BAKER RING, CHAIRMAN  
DECEMBER 9, 2019**

**Present:**

Baker Ring, Chairman  
Paul Goode, Vice-Chairman  
Leslie Schell  
Larry Hinton  
Caroline Krueger  
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

Chairman Baker Ring brought the Legislative Committee meeting to order with an invocation by Comm. Schell on Monday, December 9, 2019, at 5:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Approval of Agenda. County Mayor Anthony Holt requested the addition of a certificate of recognition regarding the Sumner Regional Health Center 60<sup>th</sup> anniversary. Upon motion of Comm. Goode, seconded by Comm. Schell, the Committee voted to approve the agenda as amended by unanimous voice vote.

Minutes of November 12, 2019, for approval. Upon motion of Comm. Chris Taylor, seconded by Comm. Schell, the Committee voted to approve unanimously the minutes of November 12, 2019.

Recognition of the Public.

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.
- b. County Commission Meeting Dates.  
Upon motion of Comm. Goode, seconded by Comm. Langford, the Committee approved unanimously the meeting dates for the calendar year 2020.
- c. Magistrate Appointments.  
Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted to approve unanimously the list of magistrates.
- d. Anti-discrimination Policy.  
Upon motion of Comm. Hinton, seconded by Comm. Sullivan, the Committee voted to approve unanimously the anti-discrimination policy.
- e. Commercial Appraisal Appeals.  
County Law Director Leah Dennen stated that the Assessor of Property John Isbell was in negotiations with the State of Tennessee to determine how to go forward regarding commercial appraisal appeals. No action was taken.

10. Certificates of Recognition.

- a. Wes Martin – retiring from the Sheriff's Office.
- b. Ronnie Thompson – retiring from the Highway Department.
- c. Portland High School Lady Panthers Volleyball Team.
- d. Sumner Regional Health Center 60<sup>th</sup> anniversary.

Upon motion of Comm. Goode, seconded by Comm. Schell, the Committee voted unanimously to group and approve the recognition of Wes Martin, Ronnie Thompson, Sumner Regional Health Center 60<sup>th</sup> anniversary and Portland High School Lady Panthers Volleyball team.

11. Zoning. None

12. Adjournment. Upon motion of Comm. Goode, and duly seconded by Comm. Langford, the Committee adjourned at 5:37 p.m.

Prepared by Maria Savage



NONPROFIT AD-HOC COMMITTEE MINUTES  
December 16, 2019

MEMBERS PRESENT  
Deanne DeWitt, Chairman  
Jerry Becker  
Shellie Young Tucker  
Justin Nipper  
Alan Driver  
OTHERS PRESENT  
David Lawing  
Leah Dennen  
Ben Allen

- I. CALL TO ORDER by Chairman DeWitt at 5:30pm 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 Tucker, second by Commissioner Becker, unanimous approval.
  - C. Recognition of Public- None
  - D. Approval of Minutes-November 19, 2019- Motion to approve by Commissioner Nipper, second by Commissioner Tucker, unanimous approval.
- II. REPORT OF THE CHAIRMAN- None
- III. REPORT OF THE FINANCE DIRECTOR- Finance Director Lawing pointed out that Chairman DeWitt and he made a lot of progress on the proposed application in the last couple of weeks.
- IV. NEW BUSINESS
  - A. Original—outside agency funding application- Included in the packet.
  - B. Original—outside agency funding application-Part 2- Included in the packet.
  - C. Proposed Sumner County Government's Nonprofit, Charitable Organization Funding Request- Chairman DeWitt briefly spoke to the committee regarding the proposed application. Motion to group and approve items IV.C. through E and send to the budget committee by Commissioner Becker, second by Commissioner Tucker, unanimous approval.
  - D. Resolution Defining Sumner County Criteria for Considering and Process for Administering Outside Agency Funding Requests
  - E. Discussion for process and application for other nonprofit entities- The committee agreed for Finance Director Lawing and Chairman Dewitt to prepare an application for rural fire departments and civic organizations to present to the budget committee in January. Commissioner Becker requested that Finance Director Lawing speak with IT Director Cary regarding software that would allow nonprofits to submit their information electronically and allow the finance department to maintain the database.
- V. ADJOURNMENT-Motion to adjourn at 5:54pm by Commissioner Becker.



POLICY SUB-COMMITTEE MINUTES  
December 16, 2019

MEMBERS PRESENT  
Jerry Becker  
Judy Hardin  
David Lawing  
OTHERS PRESENT  
Leah Dennen  
Ben Allen

- I. CALL TO ORDER by Commissioner Becker at 5:05pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Becker.
  - B. Election of Chairman- Road Superintendant Hardin made a motion to elect Commissioner Becker, second by Finance Director Lawing, unanimous approval.
  - C. Election of Vice-Chairman- Road Superintendant Hardin made a motion to elect Circuit Court Clerk Strong, second by Finance Director Lawing, unanimous approval.
  - D. Approval of Agenda- Motion to approve by Road Superintendant Hardin, second by Commissioner Becker, unanimous approval.
  - E. Recognition of Public- None
  - F. Approval of Minutes – February 6, 2019- Motion to approve by Finance Director Lawing, second by Road Superintendant Hardin, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None.
- III. DISCUSSION ITEMS
  - A. Amended-Implementation Plan of the 2012 Finance Act- Finance Director Lawing recommended the attached implementation plan and briefly explained. There was brief discussion among committee members. Motion to approve and send to the financial management committee by Commissioner Becker, second by Road Superintendant Hardin, unanimous approval.
  - B. 2012 Financial Management Act- Included in the packet.
  - C. Amendment to the 2012 Financial Management Act- Included in the packet.
- IV. ADJOURNMENT- Motion to adjourn at 5:26pm by Road Superintendant Hardin.

## Amended - Implementation Plan of the 2012 Finance Act

Goal	Sections Covered	Actions	Duration
<b>Enterprise Resource Planning System</b>			
The goal is to create an integrated system—cohesive, realtime operations of all systems—of financial management and an enterprise resource planning system (ERP) for Sumner County, Tennessee. The system is inclusive of all funds operated through the county trustee's office, except for the school department. The system shall include budgeting, accounting, purchasing, payroll, cash management, and human resources.	Section 2(6) & Section 7	Complete implementation of Tyler Munis, Tyler Content Management, Kronos time-keeping, and Bank of America's VPayables	In progress, completion date to be determined
The goal is to create and maintain a comprehensive set of internal controls: policies and procedures.	Section 7(f)	Update purchasing policies, create and finalize timekeeping policies, and update internal controls for all changes to the ERP environment	In progress, completion date to be determined
The goal is to maintain all financial records—budgeting, accounting, purchasing, payroll, human resources, grant management, and all other financial documents—on the county's ERP system.	Section 7(c)(3)	Complete implementation of Tyler Munis, Tyler Content Management, Kronos time-keeping, and Bank of America's VPayables and further explore the possible need of the Tyler Content Management Enterprise version	In progress, completion date to be determined
<b>Accounting System</b>			
The goal is to set up an accounting system as an integral part of the enterprise resource planning system in the office of the finance director.	Section 7 through Section 14(a)	Complete system configuration and update policies to fulfill the requirements of the 2012 Act	In progress, completion date to be determined



Goal	Sections Covered	Actions	Duration
<b>General Ledger</b>			
The goal is to set up a chart of accounts with all required attributes: capable of covering all functions—budgeting, accounting, purchasing, payroll, and other financial matters; capable of accurately reflecting the assets, liabilities, encumbrances, revenues, and expenditures or expenses of each fund; allowing for preparation of financial statements in compliance with accounting principles generally accepted in the United States of America; and complying with the rules and regulations established by the Comptroller of the Treasury, the Commissioner of Education, and state law.	Section 7(c)(3), Section 8, & Sections 9(1)(B), (D), (E), & (F)	Tyler Munis General Ledger application	Completed
The goal is to electronically maintain all financial records: budgeting, accounting, purchasing, payroll, grant management, and all other financial matters.	Section 7(c)(3), Section 8(a)(6), Section 9(3)(F), Section 12(3), & Section 14(a)	Complete implementation of Tyler Munis, Tyler Content Management, and Kronos time-keeping, and update policies	In progress, completion date to be determined
The goal is to set up the financial reporting functions, other than encumbrances reporting for the Highway/Public Works fund.	Section 9(4)	Tyler Munis General Ledger application	Completed
The goal is to set up encumbrance reporting for the Highway/Public Works fund.	Section 9(4)	Utilize Tyler Munis Purchase Order application	Completion date to be determined
<b>Accounts Payable</b>			
The goal is to set up a system of pre-audit of invoices, bills, and claims against the county before disbursing funds.	Sections 9(3)(G) & (H)	Implement Tyler Munis Accounts Payable application and update accounts payable portions of the purchasing policy	Implementation completed; policy update in progress with a completion date to be determined
The goal is to set up a system of pre-budget checks, except for the Highway/Public Works fund.	Section 9(3)(F)	Implement Tyler Munis Accounts Payable and Purchase Order applications	Completed
The goal is to set up a system of pre-budget checks for the Highway/Public Works fund.	Section 9(3)(F)	Implement Tyler Munis Accounts Payable and	Completion date to be determined

Goal	Sections Covered	Actions	Duration
		Purchase Order applications and update purchasing policy	
The goal is to set up a system of prompt payments to obtain discounts and to avoid late charges.	Section 9(3)(1)	Tyler Munis Accounts Payable application and accounts payable portions of the purchasing policy	Completed
The goal is to revise accounts payable portions of the purchasing policy for an ERP environment that complies with all provisions of the 2012 Act.	Section 12(3)	Update the accounts payable portions of the purchasing policy	In progress
<b>Purchasing</b>			
The goal is to set up an encumbrance system for the county, other than for the Highway/Public Works fund.	Section 9(1)(F) & Section 12(2)	Implement Tyler Munis Purchase Order application	Completed
The goal is to set up an encumbrance system for the Highway/Public Works fund.	Section 9(1)(F) & Section 12(2)	Update purchasing policy	Completion date to be determined
The goal is to revise the purchasing policy for an ERP environment that complies with all provisions of the 2012 ACT.	Section 12 & Section 13	Update purchasing policy	In progress, completion date to be determined
The goal is to set up a bidding function for the county (other than for the Highway/Public Works fund) in the Sumner County Finance Department.	Section 13	Implement Tyler Munis Purchase Order, Bidding, and Contract applications and update purchasing policy	In progress, estimated completion date is March 30, 2020

<b>Goal</b>	<b>Sections Covered</b>	<b>Actions</b>	<b>Duration</b>
The goal is to set up the bidding function for the Highway/Public Works fund in the Sumner County Finance Department.	Section 13	Implement Tyler Munis Purchase Order, Bidding, and Contract applications and update purchasing policy	Completion date to be determined
<b>Payroll</b>			
The goal is to maintain detailed records of all time worked, all leave taken, and all leave balances on a real-time basis exclusively by a comprehensive time and attendance system, which shall be used by all agencies of the county. This application must be fully integrated into the ERP system and automated to the utmost extent technologically possible, and the system shall comply with all wage and hour rules and regulations.	Section 2(5), Section 7(c)(3)(H), Section 9(3)(J), & Section 8(c)	Implement Kronos timekeeping application, Tyler Munis Payroll application, and update policies and procedures for timekeeping records	In progress, completion date to be determined
<b>Phase 1</b> , the finance department is maintaining its official timekeeping records in the county's ERP system.			Completed July 1, 2019
<b>Phase 2</b> , the IT department will maintain its official timekeeping records in the county's ERP system.			In progress, anticipated completion date is February 1, 2020
<b>Phase 3</b> , the health department will maintain its official timekeeping records in the county's ERP system.			In progress, anticipated completion date is June 30, 2020
<b>Phase 4</b> , the EMS department will maintain its official timekeeping records in the county's ERP system.			In progress, anticipated completion date is June 30, 2020
<b>Phase 5</b> , the sheriff's department will maintain its official timekeeping records in the county's ERP system.			In progress, anticipated completion date is early in fiscal year 2021
<b>Phase 6</b> , the ECC department will maintain its official timekeeping records in the county's ERP system.			Preliminary work completed – anticipated completion date to be determined

Goal	Sections Covered	Actions	Duration
Phase 7, the remaining departments will maintain their official timekeeping records in the county's ERP system.			Preliminary work completed – anticipated completion date to be determined
The goal is to set up timekeeping policies required for a comprehensive set of internal controls and a pre-audit function for timekeeping.	Section 9(3)(J), & Section 7(f)	Develop procedures for timekeeping records	In progress, completion date to be determined
The county will base its payroll disbursements on documentation furnished to the Sumner County Finance Department and certified by all heads of departments, offices, and agencies of the county for themselves and their employees; these records will establish the employment relationship and all relevant information required by the Sumner County Finance Department to determine proper payment, withholding of income for taxes and other purposes, benefits, leave status, and other relevant information.	Section 9(3)(J)	Implement Tyler Munis Payroll application, Kronos timekeeping software, and develop policies and procedures	In progress, completion date to be determined
<b>Munis Receipting Software</b>			
The goal is to set up receipting software in Munis, except for taxes that are to be collected by the Sumner County Trustee, to receipt all monies collected by the county or by anyone authorized by statute to collect for the county. The receipts will directly post to the county's accounting records.	Sections 9(2)(A) & (B)	Implement Tyler Munis Receipting application and update policies	Estimated completion date is March 1, 2020
The goal is to set up cashiering software for non-constitutional offices that have manual or non-compatible receipting systems.	Section 7(b) & Section 7(f)	Implement Tyler Munis Cashiering application and update policies	Tentative completion date is June 30, 2021
<b>Fixed Assets</b>			
The goal is to support (record and document) all capital asset balances and transactions on the county's accounting system in accordance with accounting principles generally accepted in the United States of America.	Section 2(13), Section 7(c)(3)(F), & Section 8(a)(6)(E)	Implement Tyler Munis Fixed Asset application	Completion date to be determined
<b>Budgeting</b>			
The goal is to integrate the county's budgeting process, including preparation, into the county's accounting system.	Section 8(a)(6)(F), Section 9(1)(E) & Section 14(a)	Complete implementation of Tyler Munis Budgeting applications	Completion date to be determined