



SUMNER COUNTY COMMISSION

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

Commissioners

First District
Mike Akins
Shawn Fennell

Second District
David A. Cummings
Shawn Utley

Third District
Steve Graves
David Satterfield

Fourth District
Frank E. Freels
Joe C. Matthews

Fifth District
Sandra Ridings Boyd
Steve Camp

Sixth District
Bob Hendricks
Jim Vaughn

Seventh District
Trisha LeMarbre
Kirk Moser

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Chris Hughes
David Kimbrough

Tenth District
Paul R. Goode
Jo Skidmore

Eleventh District
Paul D. Freels
Jerry F. Stone

Twelfth District
Billy S. Hobbs
Bob Pospisil

The following minutes are included in this packet:

Budget Committee.....May 13, June 14

Education Committee..... June 7

Emergency Medical Services.....June 7

Employee Benefits Committee.....May 18

Financial Management..... June 21

General Operations Committee.....June 14

Highway Commission..... June 1

Law Enforcement Subcommittee.....June 7

Legislative Committee..... June 14

Ad Hoc Committee for Chapter 21.....May 25

Airport Ad Hoc Committee.....June 7

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
HEARINGS
May 13, 2010
5:30 P.M.

Members Present:

Kirk Moser – Chairman Paul Freels David Satterfield Billy Hobbs
Jerry Stone – Vice Chairman David Kimbrough Shawn Utley

Also:

David Lawing Leah Dennen Beth Browning Anthony Holt Cindy Briley Gary Hammock
John Isbell Marty Nelson Rick Moore Jim Young Judy Hardin

Vice Chairman Stone called the Budget Committee to order on Thursday, May 13, 2010 at 5:30 P.M., in the Bethel Brown Commission Chambers at the Sumner County Administration Building. Vice Chairman Stone stated Chairman Moser would be arriving late to the meeting.

AGENDA: Mr. Stone stated there was no formal agenda; however, the charge to the committee is to review and/or finalize any and all FY 11 budget requests.

Budget Discussions

County Executive –

Salary – Mr. Lawing stated there is a \$1,500 increase because Mr. Holt received his Certified Public Administrator and the other increase is longevity that has been reclassified to every department's budget per the auditor's request. No motion made on this item.

County Attorney –

Ms. Dennen stated this budget is \$3.00 less than FY 10. Mr. Stone asked how many employees are in this office. Ms. Dennen stated 3 ½. She has a part-time lawyer that is employed with her making the ½ employee. Mr. Stone clarified she works approx. 25 to 30 hrs. per week and Sumner County pays her benefits. Ms. Dennen affirmed and stated she is paid minimum wage for her work. No motion taken on this item. Mr. Stone stated that in Ms. Dennen's budget request, out of the \$7,600 increase, \$7,100 is in benefits.

- Mr. Hobbs commented the committee can review each budget to find that nothing has changed since the April 6th meeting. Mr. Hobbs stated the committee has limited options to reduce the FY 11 Budget. Mr. Hobbs stated the options before the committee are to reduce staff, look at changing health insurance and longevity pay.

Mr. Hobbs asked if Mr. Lawing has looked into consolidating bidding maintenance agreements for Sumner County. Mr. Lawing stated the problem is every department uses different vendors based on software or equipment and it may be more costly to get out of the current agreements.

Election Commission –

Mr. Satterfield stated that with 3 elections this FY, historically Mrs. McDougal's budget appears to be accurate. Mr. Satterfield reminded the committee, with the anticipation of smaller voter turn out, Mrs. McDougal reduced her election workers in order to save the county funds. Mr. Stone stated he has discussed with Mrs. McDougal to work the part-time employees only during election season. Mr. Stone stated this was discussed some in the last meeting. Mr. Stone feels the committee needs to review the travel line item and make some adjustments to this line. No motion made on this item.

Register of Deeds-

Mr. Stone noted the majority of the increase to this budget was benefit related. Cindy Briley, chief deputy for Mrs. Whitaker, stated she has reduced her postage by \$7,000 by requesting a self-addressed stamped envelope be enclosed for return mailings. No motion taken on this item.

Construction and Development –

Mr. Hobbs questioned the \$11,000 for a part time employee. Mr. Hammock stated this was the employee added by commission to help with the administrative duties associated with the MS4 program. Mr. Holt stated this is an unfunded federal mandate. Mr. Holt stated the mandate has 3 phases and requirements are changing. In the future, additional staff may need to be hired to comply with the mandates in Phase III. Mr. Hammock stated Sumner County is about to move into Phase III. In Phase II, farming and logging are

exemptions; in Phase III, they are not exempt. Mr. Hobbs questioned if there is an expiration date to have this implemented. Mr. Hammock stated there is not an expiration date. Mr. Hobbs clarified as long as Sumner County is pursuing to fulfill this mandate then Sumner County is in compliance. Mr. Hammock stated that is correct. Mr. Hobbs wants to review the \$13,000 in the Contract with Gov. Agency line item. Mr. Hobbs stated that Mr. Briggs has all the certifications and does not need the state planning assistance. Mr. Hammock stated the information and resources provided to Mr. Briggs from the state planning office are allowing Mr. Briggs to aggressively pursue Sumner County's Land Use Plan. Mr. Hobbs agreed Sumner County needs a Land Use Plan. However, there is no deadline for implementation. Mr. Hammock stated he feels this is an expense that could be eliminated after FY 11 Budget year. Mr. Holt informed the committee the Land Use Plan is needed to help reduce 3% points off the matching grants from Federal and State agencies. Mr. Hammock stated the Land Use Plan will be presented to the County Commission in July or August for approval. Motion made by Mr. Hobbs, seconded by Mr. Kimbrough to reduce the Contracts with Gov. Agency line item from \$13,000 to \$6,500 and use the state planning office for 6 more months, motion passed 4-1 with Mr. Utley voting against.

County Buildings –

Mr. Holt stated this budget is going to be extremely tight.

Archives –

Mr. Holt reminded the committee Ms. Settle is requesting to be moved into the Director Position and requesting a salary increase due to her responsibilities changing. Ms. Settle is requesting \$40,000 for the position change. Mr. Holt reminded the committee that last year the director retired, and a one year grant funded the part time employee. Mr. Holt explained that due to the current grant provisions, the part-time employee is not allowed to be in the archives alone. Therefore, if Ms. Settle is out for sickness or vacation, the Archives Building is closed. If Sumner County chooses to fund the part-time position that employee could work any hours needed with out any provisions because she will be a Sumner County paid employee. Mr. Lawing reminded the committee the current salary line item reflects some of the old director's salary. Mr. Lawing stated Ms. Settle's salary is a little over \$29,000 yearly. Motion made by Mr. Hobbs, seconded by Mr. Kimbrough to place Ms. Settle in the Director's position and increase her salary to \$36,000 per year, motion passed 5-1, with Mr. Utley voting against. Mr. Stone stated that the committee has discussed having a fill in position (sub) that is employed in the library system to fill in when necessary. Mr. Young responded he would be happy to review this option with Mr. Holt and report back to the committee.

Chairman Moser arrived to the meeting.

Finance Department – Mr. Lawing stated the two increases in the Finance department are the Library Finance Manager (\$23,683) and the Payroll Project (\$100,000). Mr. Lawing noted the \$100,000 represents the software option to correct the payroll audit findings. Mr. Lawing stated the Finance Department could not do without this if Sumner County receives large grants involving payroll. Mr. Lawing stated that there are 3 options if the payroll project is reduced:

- 1) take the finding and hope it does not affect the grants
- 2) add an additional employee – this is the most expensive option
- 3) use existing employees and purchase the hardware and software

Motion made by Mr. Hobbs, seconded by Mr. Utley, to remove the \$100,000 payroll project from the Finance Department budget, motion passed 7-0. Mr. Holt wanted to make the committee aware this will be an audit finding. Motion made by Mr. Kimbrough, seconded by Mr. Utley to approve the Finance Dept. budget as amended, motion passed 7-0.

Mr. Freels left the meeting to attend the Planning Commission Meeting. He returned at 6:55 p.m.

Property Assessor/Reappraisal –

Mr. Stone asked Mr. Lawing if Mr. Isbell's office is overstaffed by the state statue. Mr. Lawing stated, if you look at the statue, this office is overstaffed by approx. 2 employees. Mr. Lawing stated the statue provides a formula for employee requirements based on the number of parcels in the County. Mr. Lawing stated the statue allows Mr. Isbell to have a little over 16 FT staff; currently he has 18 FT and 1 part time. Mr. Moser asked Mr. Isbell to respond to the staffing statue. Mr. Isbell stated this law was written in 1973 to insure all assessors had minimal staff to perform their duties. Sumner County has added a base mapping system, the GIS, in addition to the increase in the personal property set by the state. The formula has not changed since 1973; however, the responsibilities of his office have increased. Mr. Isbell stated by losing employees he would be extremely comprised on the ability to effectively service the public. Mr. Moser asked what he believes Sumner County's minimal staff is according to the statue. Mr. Isbell responded according to the statue the minimal staff is 16 for Sumner County. However, Sumner County offers many things above the requirements such as the GIS. Mr. Isbell stated he has cancelled his maintenance agreements at \$260 per quarter. Mr. Isbell stated there is nothing else in his budget that can be reduced.

Mr. Stone responded that he understands that Mr. Isbell offers many things to the public that are not requirements. Mr. Stone stated he uses the GIS often; however, it is not a requirement. Motion made by Mr. Stone to reduce Mr. Isbell's staff by one employee at Mr. Isbell's discretion (as to which department and which employee), seconded by Mr. Satterfield, no vote taken on this motion. Mr. Isbell requested the committee provide direction as to which department to reduce the employee from because there is not one employee that is responsible for the GIS. Mr. Lawing stated the GIS Enterprise actually produces \$21-23,000 per year of revenue. "You are cutting your nose off to spite your face to be quite frank with you" remarked Mr. Isbell. Mr. Isbell stated the GIS would be the function reduced from his department because it is not mandated. Mr. Moser asked Mr. Stone to clarify his motion. Mr. Stone stated that his motion is to reduce Mr. Isbell's staff by 1 employee. Mr. Stone continued, he understands the GIS is not a requirement by Mr. Isbell's office and that employee may be the reduction. Mr. Moser asked if Mr. Isbell could find the reductions, other than the GIS, in his budget. Mr. Isbell requested the committee to give an amount to reduce his budget and he would make the necessary reductions. Motion made by Mr. Stone, seconded by Mr. Satterfield, to reduce \$38,000 from the budget at Mr. Isbell's discretion, motion passed 4-2, with Mr. Hobbs, Mr. Moser, Mr. Stone, and Mr. Satterfield voting in favor and Mr. Kimbrough and Mr. Uteley voting against. Mr. Moser stated the reductions are from either the Assessor or Reappraisal Budgets.

- Motion made by Mr. Hobbs to have the longevity pay to be locked into the same as FY 10; however, if the appropriation for FY 11 is less, that be the amount locked in for the FY 11, seconded by Mr. Stone, motion passed 6-0. Mr. Lawing stated longevity would be frozen at FY 10 rates. Mr. Lawing noted this would be a \$30,000 savings plus \$2,000 or \$3,000 in benefits.

Trustee -

Mrs. Nelson reminded the committee due to the tax freeze and the tax relief application process increasing yearly, she is going to try to avoid hiring a part time employee. Mrs. Nelson stated she will try not to fill this position. Motion to approve the Trustee's Budget made by Mr. Kimbrough seconded by Mr. Uteley, motion passed 6-0.

Mr. Uteley had to leave the meeting.

Sheriff's Office/Animal Control/Jail/SOR

Mr. Bob Barker reported to the committee on his budget. Sheriff Barker noted that the budget is reviewed daily in order to identify cost savings. Sheriff Barker stated after further review of his budget the following are volunteer reductions for FY 11:

Line Item	FY 11 Request	Reduce	FY 11 New total
1. Postage - 348	\$15,000	\$5,000	\$10,000
2. Printing - 411	\$20,000	\$5,000	\$15,000
3. Law Enf. - 431	\$65,000	\$5,000	\$60,000
4. Uniforms - 451	\$53,070	\$10,070	\$43,000
5. Inservice - 524	\$48,000	\$5,000	\$43,000
6. Con w/Gov - 309	\$10,000	\$10,000	\$0.00

Total Budget Reduction \$40,070

Sheriff Barker reminded the committee the Contract w/Gov. Agency was added because legislation was going to make the law enforcement agencies pay TBI fees. Sheriff Barker reported this fee was not going to be implemented. Sheriff Barker stated the telephone contract will produce approx. \$250,000 in revenue. Sheriff Barker also informed the committee the reimbursement rate to house state inmates has been increased from \$30.00 per day to \$35.00 per day and this will increase revenue for Sumner County. Motion made by Mr. Kimbrough, seconded by Mr. Stone to accept the reductions made to the Sheriff's Office budget, motion passed 6-0. Motion to approve all Sheriff's Office Budgets, made by Mr. Stone, seconded by Mr. Kimbrough, motion passed 6-0.

EMS -

Mr. Rick Moore addressed the committee on the FY 11 budget request for EMS. Mr. Rick Moore stated that Mr. Douglas stated 3 ALS units must be replaced due to new state mandates that may be coming. Motion made by Mr. Hobbs to remove \$325,000 for motor vehicles from Capital Outlay pending written confirmation from the State of Tennessee on the motor vehicle mandate, seconded by Mr. Stone, motion passed 6-0. Mr. Holt stated at some point, Sumner County is going to have to replace Ambulances. Mr. Holt stated if we keep postponing replacing these vehicles, at some point a large amount of funding will be needed. Mr. Kimbrough asked Mr. Moore if the replacement units are needed due to the mandate or is the replacement out of necessity. Mr. Moore responded that Mr. Douglas stated at least 2 units need to be replaced to keep up with the regular replacements of units. Motion to amend made by Mr. Kimbrough to reduce the capital outlay by 66% of the \$325(K), seconded by Mr. Freels, motion fails 2-4, with Mr. Kimbrough and Mr. Freels voting in favor and Mr. Stone, Mr. Moser, Mr. Satterfield, and Mr. Hobbs

voting against. Ms. Dennen reminded the committee Sumner County is the "approver" of all ambulances that operates in the county and one of the stipulations in the resolution is mileage. Mr. Satterfield asked for clarification as to the \$9,700 in the Radio Equipment Line. Mr. Holt informed the committee these funds are to change the radio frequencies. The government changed the required frequency from wide-band to narrow-band. Motion made by Mr. Stone, seconded by Mr. Kimbrough to approve EMS budget as amended, motion passed 6-0.

Libraries -

Mr. Jim Young stated for FY 10 there was a dollar amount given to the libraries to reduce in the total budget. Mrs. Duffett chose to reduce salaries by 10% instead of reducing the number of employees. Mr. Young stated the employees were under the impression their pay would be returned this FY 11. Mr. Young noted 2 employees resigned, 1 FT and 1 PT, over this issue. Mr. Young requested the committee increase salaries the 10% reduced from FY 10 to keep them in line with the other libraries for FY 11. Mr. Young noted he would not be replacing the full time employee and reducing some hours from the new hire part time employee in order to make this adjustment to their salaries for FY 11. Mr. Young stated there are a few more reductions that may be able to be made. Mr. Young stated there are leaks in Hendersonville and Gallatin in the flat roofs placed on the buildings. Mr. Young stated the Hendersonville roof has a 5 year warranty. Mr. Young stated all city contributions and all book items have been removed from the FY 11 budget as well as the Library Manager position. Mr. Young stated there are still some personnel issues, for example, Hendersonville FT work 38 hrs. per week and Gallatin FT work 40 hrs. per week. Mr. Young stated he is addressing these issues. Mr. Young stated there are more reductions that will be submitted to the Finance Dept. affecting the total budget. Motion made by Mr. Hobbs, seconded by Mr. Freels to accept the changes made to the FY 11 libraries budgets, motion passed 6-0. Motion made by Mr. Stone, seconded by Mr. Kimbrough to approve the libraries budgets with the current reductions, motion passed 6-0.

Highway -

Mr. Lawing stated the 5 year average is about \$38,000 over the MOE requirements. Mrs. Hardin reminded the committee the Highway Department does not ask to be reimbursed the 12% of the funds spent on FEMA out of the Highway Department Budget. Mr. Moser clarified that these funds would be used to match grant funds needed for FEMA and, if unspent, potentially returned to the Highway Dept. Budget. Motion made by Mr. Stone to reduce Hwy budget by \$38(K) and deposit it to County General to set aside funds for matching FEMA funds, seconded by Mr. Kimbrough, motion passed 6-0.

Mr. Hobbs requested the committee recommend the Health Insurance Board change the split on the Health Insurance from 85/15% split to an 80/20% split for employees. Mr. Lawing noted this would generate a savings of \$260(K) in the General Fund and \$17,500 in Highway. Motion made by Mr. Hobbs to request the SIB board change the split to 80/20%, seconded by Mr. Stone, motion passed 5-1 with Mr. Freels voting against. Mr. Stone stated that he will only support this if the school board changes their split as well.

Being there was no further business before the committee, motion to adjourn at 8:00 p.m. made by Mr. Stone, seconded by Mr. Hobbs, motion passed 6-0.

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
MEETING
June 14, 2010
7:00 P.M.

Members Present:

Kirk Moser - Chairman Paul Freels Shawn Utley David Satterfield
Jerry Stone – Vice Chairman Billy Hobbs David Kimbrough

Also:

David Lawing Leah Dennen Beth Browning Jim Young Maryanne Durski
John Isbell Benny Bills Keith Douglas Hal Hendricks

Chairman Moser called the Budget Committee to order on Monday, June 14, 2010 at 7:00 P.M., in the Bethel Brown Commission Chambers at the County Administration Building in, Gallatin, Tennessee. David Kimbrough arrived at 7:45 p.m.

AGENDA: Chairman Moser added under (VI) New Business (C) Transfers (1) Courthouse and Jail Fund – broken mower, item (VIII) Report of Finance Director (D) Longevity, and Commissioner Stone requested item (9) Renovation of Maintenance Building be added under (VI) New Business (A) Board of Education. Motion to approve the agenda made by Mr. Satterfield, seconded by Mr. Hobbs, motion passed 5-1, with Mr. Freels voting against.

MINUTES: Motion to group and approve the minutes of April 6, April 22, May 6, May 10, and May 13, 2010 made by Mr. Hobbs, seconded by Mr. Freels, motion passed 6-0.

REPORT OF THE COMMITTEE CHAIR:

Report from the County Trustee – included in packet

Report from the Assessor of Property – included in packet

Tax Relief for Flood Victims – Mr. Isbell noted this program extends an opportunity of tax relief for flood victims from May 1, 2010 until September 1, 2010 while the home is uninhabitable. This program will allow citizens of Sumner County to receive a tax break while the repairs are being made to their homes. Mr. Isbell stated the amount will depend on the number of participants. Motion to approve made by Mr. Satterfield, seconded by Mr. Utley, motion passed 6-0.

NEW BUSINESS:

Board of Education –

Update on Continuing Growth Building Program Phase I Construction Projects – Mr. Bills stated the Portland East renovation is on target and budget.

Report on the status of the October 2007 Bond Issue thru 5/31/10– Mrs. Durski noted the shortfall in the 2007 bond will be covered with the 2010 bond as discussed.

Update on the 2010 Bond construction/renovation projects - Mrs. Durski stated the Knox Doss @ Drakes Creek grading renovation and the Gene Brown drainage are been under projected estimates for the 2010 Bond. Mrs. Durski reported there was sheet included in the packet to help better track the 2010 Bond projects.

Report on the status of the 2010 Bond – School share thru 5/31/10 - Mrs. Durski stated that on the spread sheet for the 2010 Bond, an additional column has been added for overage/shortage. This will allow additional tracking information.

Five General Purpose School Fund Budget Amendments – Motion to approve the five General Purpose School Fund Budget Amendments made by Mr. Utley, seconded by Mr. Stone, motion passed 6-0.

Three Federal Projects Budget Amendments – Mrs. Durski reported this was no local money. Motion made by Mr. Hobbs to approve the three Federal Projects Budget Amendments, seconded by Mr. Satterfield, motion passed 6-0.

Appropriation from 2010 Bond for RT Fisher Renovations - \$135,911.93 – Motion to approve made by Mr. Stone, seconded by Mr. Utley, motion passed 6-0.

Appropriation from 2010 Bond for BHS Megatherm replacement - \$216,581 - Motion to approve made by Mr. Utley, seconded by Mr. Hobbs, motion passed 6-0.

Renovations of Maintenance Building - Mr. Stone asked Mrs. Durski for an update on the total of the amount of funds, over the \$800,000, spent on renovations. Mrs. Durski responded an additional \$20,000 making the total \$820,000. Mrs. Durski stated the bus company must be out of the building by the end of the month due to a lack of lease payment.

Appropriations

Highway Department -\$90,379 for flood damage/repairs and litter grant expenditures - Mr. Lawing reported this was to correct the chart of accounts. Motion made by Mr. Stone to approve, seconded by Mr. Utley, motion passed 6-0.

EMA - \$35,000 for dumpster rental for flood clean-up- Mr. Lawing reported these funds would be used for debris clean-up for the flood damage. Mr. Lawing reported an additional appropriation of \$5,000 from County General Reserve and a transfer of \$5,000 would be needed from Resource Authority Brush to this line item as well. Motion may by Mr. Satterfield to approve, seconded by Mr. Utley, motion passed 6-0.

EMS Homeland Security Grant (\$100,000) with 20% match by county - Motion to approve made by Mr. Stone, seconded by Mr. Satterfield, motion passed 6-0.

Sheriff's Office

\$30,000 from Sheriff's Gasoline to Jail Medical Services - Mr. Lawing stated this is for the cost pool for medical services. Motion to approve made by Mr. Satterfield, seconded by Mr. Stone, motion passed 6-0.

\$13,000 reimbursement for Detective Salary Overtime from DTF - Mr. Lawing reported this is a reimbursement. Motion to approve made by Mr. Stone, seconded by Mr. Hobbs, motion passed 6-0.

Construction and Development - \$6,000 pass through funds for hot spot and MS4 review fees - Mr. Holt noted these are fees paid to the engineer. Motion made by Mr. Utley, seconded by Mr. Freels, motion passed 6-0.

Portland Library - \$38 contribution for purchase of audio book - Motion to approve made by Mr. Stone, seconded by Mr. Satterfield, motion passed 6-0.

Juvenile Court/Youth Services -\$10,204 pass through funds for Salary and Contracted Services - Mr. Lawing stated this is for the mentoring program. Motion to approve made by Mr. Stone, seconded by Mr. Utley, motion passed 6-0.

Gallatin Library - \$3,000 Technology grant and matching funds - Motion to approve made by Mr. Utley, seconded by Mr. Satterfield, motion passed 6-0.

Transfers - Various transfers to correct chart of accounts - included in packet - Motion to approve all transfers with the Courthouse and Jail (Mower) addition, made by Mr. Satterfield, seconded by Mr. Hobbs, motion passed 5-1, with Mr. Stone voting against.

Tax Matters

1. Brown, Brian R and Ashley E - \$283.46
2. Dawn Food Products Inc - \$66.16
3. JDN Realty Corporation - \$5,220.13
4. Kemp, Terry Alan - \$219.45
5. Lowe's Home Centers, Inc - \$5,812.63
6. Munday, Martha- \$120.74
7. Salvation Army - \$1,603.23
8. US of America - \$893.19

Motion to group and approve the above tax refunds made by Mr. Utley, seconded by Mr. Freels, motion passed 6-0.

Hiring Freeze Exemption

Health Department - Mr. Hal Hendricks is requesting the committee temporarily lift the hiring freeze to replace an employee that resigned. Mr. Lawing noted they would like to transfer an existing county employee to the DGA grant and hire a new county employee. Mr. Lawing stated this would be the hiring of one employee. Motion to approve made by Mr. Utley, seconded by Mr. Hobbs, motion passed 6-0.

Employee Replacements - Mr. Young requested the committee temporarily lift the hiring freeze for the libraries to replace 4 library clerks. Motion made by Mr. Hobbs, seconded by Mr. Satterfield to approve the hiring of 4 new clerks, motion passed 6-0.

Mr. Kimbrough arrived.

Construction and Development – State planning contract – Mr. Lawing stated after further review, the State of TN does not accept ½ year contracts for state planning. Mr. Lawing reported a 90 day notice is required to cancel the contract; therefore, some of the expenditure must be added the FY 11 budget. Mr. Holt urged committee members to add this line item back into Mr. Hammock's budget. Motion to restore the \$13,000 to the C&D budget for one more year and request Mr. Hammock be present and prepared to discuss his budget further at the next meeting made by Mr. Hobbs, seconded by Mr. Stone, motion passed 6-1, with Mr. Freels voting against.

Continuation Budgets – (note: this item was moved, by Chairman Moser after (VI) New Business (H)(c) on the agenda) Motion made by Mr. Hobbs, seconded by Mr. Kimbrough to approve continuation budgets for all funds (101,112,151,131,122 and School budgets), with no capital outlay expenditures and in 101 – County General to freeze Longevity at the FY 10 rate for all employees, motion passed 6-1, with Mr. Satterfield voting against.

FY 2011 Budget Discussion

EMS – appropriation for Medical Examiner's Vehicle – Motion to defer pending an investigation and report to the committee by Ms. Dennen made by Mr. Hobbs, seconded by Mr. Stone, motion passed 7-0.

Miscellaneous Items – Mr. Douglas apologized for not being present at the last meeting. He also provided the committee with rules from the state EMS board on the mileage of Ambulances. Mr. Douglas noted this rule may change. Mr. Douglas stated the \$325,455 requested in his budget for ambulance replacement includes any cost increases. Motion made by Mr. Stone to restore the \$325,455 back into the EMS budget, seconded by Mr. Kimbrough, motion passed 6-1, with Mr. Hobbs voting against.

Summary of changes on budget - Mr. Lawing noted all changes have been made to the budget. This is for the committee's review.

Other - Chairman Moser and the committee scheduled the next budget hearing for Tuesday, June 29, 2010 at 5:30 p.m.

REPORT OF FINANCE DIRECTOR:

Revenue Analysis (to be distributed at meeting) - For information purposes only

Financial Reports (including 2010 Bond Issuance) - For information purposes only

Status and possible additional appropriation for elderly tax relief - Mr. Lawing reported for FY 10 there will be enough money in the tax relief line to cover all expenditures.

Longevity - Mr. Lawing requested the committee decide if the longevity rate would be frozen at the FY 10 year rate in order to include this line in the continuation budget.

Being there were no further items before the committee, motion to adjourn at 8:27 p.m. made by Mr. Hobbs, seconded by Mr. Satterfield, motion passed 7-0.

MINUTES
EDUCATION COMMITTEE
June 7, 2010

Present:

Trisha LeMarbre, Vice Chairman
Steve Camp
Paul Goode
Chris Hughes
Joe Matthews
Jim Vaughn
Paul Decker, Absent

Also Present:

Benny Bills, Director of Schools
Maryanne Durski, Schools Finance Director
Leah Dennen, Law Director
Commission Chairman Merrol Hyde
Don Long, Board of Education

Vice-Chairman Trisha LeMarbre brought the Education Committee meeting to order on Monday, June 7, 2010, at 6:00 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present to do business.

Agenda. Upon motion of Comm. Goode, seconded by Comm. Matthews, the Committee members approved the agenda with the additions of Merrol Hyde Magnet School Paving, as requested by Commission Chairman Merrol Hyde, and July meeting time, as requested by County Law Director Leah Dennen.

Minutes. Upon motion of Comm. Camp, seconded by Comm. Matthews, the Committee approved the minutes of May 10, 2010. Commissioners Vaughn and Hughes abstained.

Recognition of the Public. There was none.

Report of Chairman. No report.

County Executive. County Executive Anthony Holt had no report.

Director of Schools. Benny Bills, Director of Schools, reported that one wing is complete on the Portland East Middle School renovation. The cafeteria and a new wing are undergoing renovation.

Comm. Vaughn requested information on retirement incentives. Mr. Bills reported on three employees whose time had to be carried over to complete retirement. All requirements for retirement were met by the employees, he said.

Comm. Goode requested an itemized list of cost associated with the new maintenance facility.

Report on 2010 Bond Issue. Mrs. Maryanne Durski reported that grading is underway for Knox Doss. The drainage at Gene Brown Elementary School project is in the engineering phase. The engineers have begun work on the HVAC replacement at Beech Annex. The bids of \$216,581.00 for this project are under the estimated cost, as is the bid for the R.T. Fisher project at \$135,911.93.

Merrol Hyde Magnet Lab Renovation. Mrs. Durski stated that the Merrol Hyde Magnet School laboratory has been bid and awaits final contract approval.

Report on 2007 Bond Issue. Maryanne Durski reported that estimated expenditures are \$200,000 over the 2007 Bond Issue.

General Purpose Amendments. Upon motion of Comm. Matthews, seconded by Comm. Hughes, the Committee voted to approve five General Purpose School Fund amendments as presented.

Federal Projects Amendments. Upon motion of Comm. Hughes, seconded by Comm. Camp, the committee voted to approve three Federal Purpose School Fund amendments as presented. Comm. Goode abstained from the vote on the matter.

R.T Fisher 2010 Bond Appropriation. As part of original request from BOE, Ms. Durski brought forth an appropriation from the 2010 Bond Issue for heat pumps, wall hung HVAC package units, paint brick and blocks at R.T. Fisher in the amount of \$135,911.93. Comm. Matthews moved, seconded by Comm. Hughes, to approve the request from the 2010 Bond Issue. The motion carried.

Beech High Schools Megatherm. Upon motion of Comm. Hughes, seconded by Comm. Matthews, the Committee voted to approve a BOE request for a \$216,581.00 appropriation for HVAC upgrade at Beech High School.

Merrol Hyde Magnet School Paving. Mr. Hyde reported on problems with the Merrol Hyde Magnet School parking lot, including erosion and water seepage. He and Comm. Hughes met with Sessions Paving and everyone agreed that it was a design problem rather than the paving problem. He received a cost estimate of \$28,000.00 for a design fix. BOE Chairman Don Long stated that the Board could get bids on the project.

Education Committee July Meeting. Upon motion of Comm. Vaughn, seconded by Comm. Goode, the Committee voted to move the regular meeting from the first Monday at 6:00 to 6:30 p.m. on July 12.

The meeting was adjourned at 6:30 p.m. after a motion by Comm. Hughes, seconded by Comm. Matthews.

Prepared by Maria A. Savage

**MINUTES
EMERGENCY SERVICES COMMITTEE**

June 7, 2010

Present:

Mike Akins, Vice- Chairman
Shawn Fennell
Paul Goode
Steve Graves
Saundra Ridings Boyd
Jim Vaughn, Chairman

Absent:

Jerry Stone

Also Present:

Keith Douglas, EMS Director
Leah Dennen, County Law Director
Sheriff Bob Barker

Chairman Vaughn called the Emergency Services Committee to order on Monday June 7, 2010 at 5:30 PM in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Vice-Chairman Akins, seconded by Comm. Goode, the agenda was approved. Law Director Dennen added two items to the agenda (1) Moving the July meeting date. (2) Approval to appoint another Assistant Medical Examiner. Upon motion of Comm. Goode, seconded by Vice-Chairman Akins, the agenda was approved as amended.

Approval of Minutes of April 5, 2010. Saundra Ridings Boyd requested the minutes of April 5, 2010 be corrected to show she was present. Upon motion of Comm. Graves, seconded by Vice-Chairman Akins the minutes were approved as amended.

Public Comments None.

Report from the Chairman. Upon motion of Comm. Goode, seconded by Vice-Chairman Akins, the committee unanimously approved the July 5th meeting to be cancelled, with the understanding that if there was a need, a special meeting could be called. Motion carried.

Report from the County Executive. None.

Report from the Sheriff. Sheriff Barker referred to the May and June reports. As shown in the May report, the rate for housing State Department of Corrections felony inmates will increase from \$30.00 a day to \$35.00 a day effective July 1, 2010.

Included in the June report are two lists of property to be declared surplus and destroyed. Upon motion of Comm. Graves, seconded by Vice-Chairman Akins, the committee unanimously approved.

Report from the Director. Director Douglas referred to the May 2010 Report. The revenue is about \$350,000 ahead of what it was last year. Transports and call volume has dramatically increased over the past two months.

Three ambulances have been declared surplus based upon mechanical status. These will be put on Gov.Deals. Vice-Chairman Akins made a motion, seconded by Comm. Fennell. Motion carried.

There was some discussion on space options for housing units, and to alleviate overcrowding of personnel.

Comm. Graves commended EMS for the prompt response to an emergency situation with his grandmother.

Director Douglas recommended Dr. David Lawhorn as a back-up Assistant Medical Examiner. Dr. Jordan has been the Assistant Medical Examiner when Dr. Pinkston is not available; however there are instances where their schedules necessitate both not being available. There would be no extra cost for the county. Comm. Goode made a motion, seconded by Vice-Chairman Akins. Motion carried.

Old Business. None.

New Business None.

Comm. Goode made a motion to adjourn, seconded by Comm. Graves. The committee adjourned at 5:50pm.

Prepared by
Sheila Ashton

MINUTES
EMPLOYEE BENEFITS COMMITTEE
May 18, 2010
4:00 P.M.

Members Present:

Maryanne Durski

Dr. Billy Hobbs

Anthony Holt

Also:

Leah Dennen

Bob Shupe

Brooks Smith

Debbie Robertson

Kathy Courtelis

Ben Baker

David Lawing

Serpil Gilbert

Rob Wheeler

In Mr. Hyde's absence, Mrs. Durski called the SIB Employee Benefits Committee meeting to order on Tuesday, May 18, 2010 at 4:05 p.m. in the Conference Room 112, County Administration Building, Gallatin, Tennessee. This meeting was combined with the Liability Claims Committee.

Agenda: Dr. Hobbs made a motion to approve the agenda; seconded by Mrs. Durski; unanimous approval.

Public Recognition: None

Minutes: Motion for approval of April 20, 2010 minutes was made by Dr. Hobbs; Mrs. Durski seconded motion; minutes were approved.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe stated that the dental trend report was moving in a negative direction as we already knew but that it would correct itself in August with the increase in premiums. He reported that there was a large jump in medical claims this month. He stated that he was getting his figures from a new financial report and it did not specify which figures were CareHere. Mr. Lawing stated he would have Beth look at it. Drugs are still down below norm this month because of the Pharmacy with CareHere. That has made us have a bad negative month receipts over disbursements. We should see an improvement starting in July with the 10% increase in premiums.

There was discussion of county changing to 80/20 split in insurance premiums. BOE is also discussing different splits in their premiums. Mrs. Durski and Mr. Lawing stated that this split could shift the demographics of the plan. Mrs. Durski reported that the BOE is also discussing changing the definition of a full-time employee and requiring them to work 32 hours before they are eligible for insurance, including bus drivers and cafeteria workers. The third thing the BOE is discussing is if dependent spouses are eligible for insurance elsewhere then they can not be on the county insurance. Mr. Lawing stated that what the committee might want to do first is get information from BCBS on claims and costs and break it down into the 3 groups. Ms. Denning also stated that raising the split contribution and deductible affects the liability side of the plan and there are always more workman's comp claims.

Dr. Hobbs made a motion for Mr. Shupe to contact BCBS and get information about claims and costs for individual, 2-person, and family plans and report back to the committee; seconded by Mrs. Durski; unanimous approval.

Mr. Shupe handed out the final offer on the Reinsurance. Dr. Hobbs made a motion to defer discussion and to have on the agenda next month; seconded by Mr. Holt; unanimous approval.

Old Business: Mr. Shupe handed out a timeline for the Health Care Reform Bill. He said that we as a self-insured group are grandfathered in and nothing on this bill will concern us until 2014 unless they make further changes to the bill before then.

At this time, the Liabilities Committee separated and conducted their meeting on the opposite end of the table while the SIB committee continued with their meeting.

Mrs. Durski wanted the committee to know that there will be a first reading of a proposed draft policy requiring everyone at the BOE to work 32 hours to be able to be on the county insurance. This will be brought up at the BOE meeting tonight. They will propose to drop the exception on our insurance policy for the bus drivers and cafeteria workers. All fringe benefits for current employees working less than 32 hours shall cease 4 years from the adoption of the policy.

CareHere: Mr. Baker reported that the utilization is good in the clinics. They will be having a mailer go out to the employees about the annual physicals. Mr. Smith reported that the generic percentage has gone up in the Pharmacy.

New Business: None

There was no further business and Dr. Hobbs made a motion to adjourn the meeting; seconded by Mrs. Durski; meeting was adjourned at 4:45 P.M.

MINUTES
SUMNER COUNTY FINANCIAL MANAGEMENT COMMITTEE
June 21, 2010
5:00 P.M.

Members Present:

David Kimbrough - Chairman Benny Bills Jim Vaughn
Frank Freels – Vice Chairman Anthony Holt

Also:

David Lawing Leah Dennen Beth Browning John Isbell Bill Kemp Maryanne Durski

Chairman Kimbrough called the Financial Management Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, June 21, 2010 at 5:00 p.m. Mr. Moser and Mr. Parker were not present for this meeting.

AGENDA: Chairman Kimbrough added under (V) Report of the Finance Director item (D) Consideration of an Audit Committee. Motion made by Mr. Bills to approve the agenda, seconded by Mr. Holt, motion passed 5-0.

APPROVAL OF THE MINUTES: Motion to approve the minutes of May 17, 2010, made by Mr. Bills, seconded by Mr. Holt, motion passed 5-0.

REPORT OF THE FINANCE DIRECTOR:

Request for sole source approval

EMS - Mr. Lawing noted this is for Zoll Medical. Zoll Medical is providing AutoPulse Cardiac Support machines that will be purchased with the FEMA Grant. This is a sole source due to compatibility issues.

Trustee – Mr. Lawing noted this is for eGovernment Solutions, LLC. This is for the Trustee's Software. Motion to group and approve both sole source request made by Mr. Vaughn, seconded by Mr. Bills, motion passed 5-0.

Discussion of possible update to purchasing policy - Mr. Lawing stated the change would allow him to make necessary transfers in June and report them to the budget committee in July. Motion made by Mr. Holt to allow the changes to the purchasing policy, seconded by Mr. Freels, motion passed 5-0.

Monthly Revenue Analysis –

- Adequate Facilities –92.182% of budget
- Wheel Tax – 100.947% of budget
- SCEMS Transportation Revenue – 105.964% of budget
- Sales Tax - 97.293% of budget
- Business Tax – 85.560% of budget
- Current Property Tax – 100.14% of budget

Consideration of an Audit Committee - Mr. Lawing stated the auditors will be giving a new finding this year under "Best Practices" for not having an audit committee established. Motion made by Mr. Holt, to have a resolution stating the current commissioners serving on the Financial Management committee are members of the Audit Committee, seconded by Mr. Vaughn, motion passed 5-0.

NEW BUSINESS:

Tax Relief for Flood Victims - Mr. Isbell noted this program extends an opportunity of tax relief for flood victims from May 1, 2010 until September 1, 2010 while the home is uninhabitable. This program will allow citizens of Sumner County to receive a tax break while the repairs are being made to their homes. Mr. Isbell stated the amount will depend on the number of participants. Motion to approve made by Mr. Vaughn, seconded by Mr. Holt, motion passed 5-0.

Purchase Order Matters – Mr. Lawing stated the COIT purchase order was more than the amount requested originally. Motion to approve for payment made by Mr. Vaughn, seconded by Mr. Bills, motion passed 5-0.

Mr. Vaughn asked Mr. Lawing to request an update from the Industrial Development Board on the TIF being paid since the opening of Saundersville Road.

Being that there was no more business, Mr. Bills motioned to adjourn at 5:36 p.m., seconded by Mr. Vaughn, motion passed 5-0.

MINUTES
GENERAL OPERATIONS COMMITTEE
CHRIS HUGHES, CHAIRMAN
June 14, 2010

Present:

Chris Hughes, Chairman
Shawn Utley, Vice-Chairman
David Cummings
Joe Matthews
Saundra Ridings Boyd
Jim Vaughn
Absent:
Steve Graves

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Merrol Hyde, Commission Chairman
David Lawing, Director of Finance
Bill Kemp, County Clerk
Anthony Holt, County Executive

The regular meeting of the General Operations Committee was brought to order on Monday, June 14, at 5:00 p.m. in the Sumner County Administration Building. Vice-Chairman Utley who declared a quorum present to conduct business.

Agenda. Upon motion of Comm. Matthews, seconded by Comm. Cummings, the committee approved the agenda as submitted.

Minutes. Upon motion of Comm. Cummings, seconded by Comm. Boyd, the committee approved the minutes of May 10, 2010.

Recognition of the Public. Leah Dennen requested the addition to the agenda of the parking lot lease agreement with the First United Methodist Church in Gallatin. Chairman Hughes, who arrived after the meeting began, placed the item under New Business, Item "B", without objection.

Report of Chairman. Chairman Hughes reported that bids for the Administration Building will be received and discussed in the July meeting.

County Executive's Report. County Executive Anthony Holt stated that he would speak on the Sumner County Veterans Park improvement at the appropriate time.

Building Subcommittee. Comm. Utley had no report.

Veterans Park. Chairman Hughes recognized Barry Rice, President of the Vietnam Veterans of America, Chapter 240, who distributed a rendering of the group's request for expansion of the Sumner County Veterans Park. Mr. Rice stated that his group is asking for approval of the concept before the Vietnam Veterans move forward with design phase. Comm. Vaughn moved, Comm. Cummings seconded, to approve the additions to the Park in concept, with the caveat that the drawings are brought to this committee at a later time and that an agreement is in place. Ms. Dennen stated that the county needs a formal agreement to answer liability questions for now and the future. County Executive Anthony Holt encouraged the committee members to approve the matter.

Chairman Hughes moved, seconded by Comm. Utley, to defer 30 days to allow time for the legal agreement and fund-raising rules to be worked out. The motion failed (3-3) with Commissioners Hughes, Utley and Boyd voting for deferral; and Commissioners Vaughn, Matthews and Cummings voting no.

Comm. Vaughn moved to amend his original motion, seconded by Comm. Cummings, to renew the contract with the Vietnam Veterans for care of the Veterans Memorial for a five-year term until 2015. Chairman Hughes stated for the record that Ms. Dennen had suggested the Committee request proposals from other groups before renewing the contract with the Vietnam Veterans group. He stated that the Committee may have to address this issue in the future. The motion and the amendment carried unanimously.

United Methodist Parking Agreement. Chairman Hughes recognized Ms. Dennen who stated that the First United Methodist Church in Gallatin agreed to allow the County to use its parking lot, with the County making repairs as necessary to the parking lot. Ms. Dennen stated that \$1,500.00 would allow patching and striping of the lot. Upon motion of Comm. Vaughn, seconded by Comm. Matthews, the Committee voted to approve a five-year lease between the County and the FUMC, with \$1,500.00 to be funded from Courthouse and Jail Maintenance for repairs. Comm. Matthews stated for the record that the parking lot is used extensively by citizens and employees doing business in General Sessions Court, the Sheriff's Department and the Courthouse. He thanked the church officials for allowing the County to use the parking lot. The motion carried with Chairman Hughes opposing the motion.

Parking Lot Resurfacing. Chairman Hughes announced that the Sumner County Administration Building parking lot will be paved on June 18-19.

Bledsoe Historical Park. Mr. Pigna reported that the Bledsoe Lick Historical Society had requested a mower for the property. The cost is approximately \$6,000.00 to \$10,000.00 and Mr. Pigna was to bring bids next month.

Surplus Property. Surplus property was presented as follows:

- Gallatin Library requested surplus of books for salvage
- Hendersonville Library requested books to be declared surplus and sold as salvage.
- Sheriff's Department, Risk Management and Emergency Medical Services requested the items. Mr. Pigna stated that the 1998 model ambulances to be declared surplus had excessive mileage and were currently out of service.

Upon motion of Comm. Vaughn, seconded by Comm. Cummings, the Committee voted to group the requests and declare the items as surplus.

The meeting adjourned at 5:40 p.m. after a motion by Comm. Vaughn.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION

June 1, 2010

MINUTES

MEMBERS PRESENT: Frank Freels, Commissioner
Steve Graves, Chairman
Anthony Holt, County Executive
Joe Matthews, Vice Chairman
Tom Neal, Citizen Member
Scotty Parker, Road Superintendent

MEMBERS ABSENT: David Cummings, Commissioner
Shawn Fennell, Commissioner

OTHERS PRESENT: Leah Dennen, Law Director
Judy Hardin

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, June 1, 2010 at 4:15 P.M. in conference room #112 at the Sumner County Administration building.

APPROVAL OF AGENDA

Motion to approve: Commissioner Freels
Seconded by: Vice Chairman Matthews
Motion passed:

APPROVAL OF MINUTES

Motion was made by Citizen Member Neal to approve the May 2010 minutes. **Seconded** by Vice Chairman Matthews. **Motion passed** unanimously.

PUBLIC RECOGNITION - None

REPORT OF CHAIRMAN: OLD BUSINESS - None

REPORT OF CHAIRMAN: NEW BUSINESS - None

SUMNER COUNTY HIGHWAY COMMISSION**06/01/10****PAGE 2****REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS** - None**REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS****A. Budget Transfers**

Road Superintendent Parker requested budget transfers (see attached). There was discussion. Vice Chairman Matthews **motioned** to approve budget transfers. **Seconded** by Citizen Member Neal. **Motion passed** unanimously.

REPORT OF COUNTY EXECUTIVE

A. County Executive Holt and Committee Members discussed flood and FEMA plans and use of dumpsters. County Executive Holt thanked Hardin and Parker for their hard work. They discussed doing Certificates of Recognition for the Highway Department and all employees.

B. Deshea Estes

A volunteer agreed to clean out the ditches at no cost. There was discussion. County Executive Holt **motioned** to ask the subdivision to pay \$300 for signs and once that is done, the roads will be accepted as county roads. Residents of Deshea Estes were present to discuss this matter. Discussion was held about the roads/bonds. Everyone has to sign off with 100% participation. **Seconded** by Chairman Graves. **Motion passed** unanimously.

COMMISSION BUSINESS - none**REPORT OF LAW DIRECTOR** - none**MOTION TO ADJOURN:**

Citizen Member Neal

SECONDED BY:

County Executive Holt

ADJOURNMENT:

4:55 P.M.

MINUTES
LAW ENFORCEMENT SUBCOMMITTEE
June 7, 2010
5:00 p.m.

Present:

Shawn Fennell, Chairman

David Satterfield

Kirk Moser

Jim Vaughn

Bob Barker, Sheriff

Absent: Paul Decker, Bob Pospisil

Also Present:

Leah Dennen, Law Director

Bill Kemp, County Clerk

The meeting of the Law Enforcement Subcommittee was called to order June 7, 2010, at 5:00 p.m. in the Sumner County Administration Building. Chairman Fennell declared a quorum present.

Agenda. Comm. Moser moved, seconded by Sheriff Barker, to approve the agenda. The motion carried with the following addition requested by County Law Director Leah Dennen: Consideration of next month's meeting.

Minutes. Comm. Moser moved, seconded by Sheriff Barker, to approve the minutes of April 5, 2010. The motion carried

July Meeting. Ms. Dennen reported that the first Monday of July is a holiday. Comm. Vaughn moved, seconded by Comm. Moser, to cancel the July meeting.

Public Recognition. There was none.

Report of the Chairman. Chairman Fennell did not have a report.

Report of County Executive. County Executive Anthony Holt was not present.

Sheriff's Report May, 2010. Sheriff Bob Barker reported on the following:

- Sheriff Bob Barker reported due to the efforts of Sumner County Jail Administrator Sonya Troutt, the rate for housing State Department of Corrections felony inmates will increase from \$30.00 to \$35.00 a day effective July 1, 2010. April average inmate daily population average 562.
- Sheriff Barker reported Animal Control Division Shelter Statistics for the month of April. Total animals submitted in April 2010, were 92 cats and 179 dogs. April calls for service totaled 354.
- Sheriff Barker reported that the Total Revenue from the Office of the Sheriff was \$39,456.28 for April, 2010. He reported disbursements were \$8,312.18.

The committee adjourned at 5:10 p.m. after a motion from Comm. Decker.

Prepared by Maria Savage

**MINUTES
LEGISLATIVE COMMITTEE
BOB POSPISIL, CHAIRMAN**

June 14, 2010

Present:

Bob Pospisil, Chairman
Paul Goode, Vice-Chairman
Paul Decker
Chris Hughes
Trisha LeMarbre
Kirk Moser
Jim Vaughn
Merrol Hyde, Chairman Commission
Absent: Steve Graves

Also Present:

Bill Kemp, County Clerk
Leah Dennen, County Law Director
David Lawing, Director of Finance
Frank E. Freels, Commissioner
John Isbell, Assessor of Property
Shawn Utley, Commissioner
Joe Matthews, Commissioner
Anthony Holt, County Executive

The regular meeting of the Legislative Committee was called to order on Monday, June 14, 2010, at 6:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Pospisil declared a quorum present.

Agenda. Comm. Goode requested the addition of discussion on the Resource Authority. Comm. Hyde requested the addition of the Hendersonville Christian Academy Teacher of the Year, Laura Williams. Comm. Hughes moved, seconded by Comm. Goode, to approve the agenda as amended. The motion carried.

Minutes. Comm. Hughes moved, seconded by Comm. Vaughn, to approve the minutes of May 10, 2010.

Recognition of the Public. There was none.

County Executive's Report. No report.

Certificates of Recognition. Upon motion of Comm. Hughes, seconded by Comm. LeMarbre, the committee voted unanimously to approve certificates of recognition for Daniel Agyemang, Eric Bowman, Amy Stone, Brenda Page and Laura Williams.

Resource Authority. County Law Director Leah Dennen stated a need to approve an agreement with the Sumner County Resource Authority going forward that will limit the amount the County has to pay. Comm. Hughes moved, seconded by Comm. Vaughn, to defer the matter to allow time to review the agreements. Comm. Vaughn moved, seconded by Comm. Goode, to suspend the rules to allow Jim Young Chairman Pospisil recognized Jim Young who spoke about money spent on the landfill and the ash monofill and the costs paid by the cities of Gallatin and Hendersonville and the County. The motion to defer carried. Ms. Dennen stated that she would resent the documents.

Amend Resolution 0906-02. Ms. Dennen reported that because of the flood expenses to governments CSX Railroad and perhaps others want to pay taxes in advance as a goodwill gesture. Upon motion of Comm. Goode, seconded by Comm. Hughes, the Committee voted to amend Resolution 0906-02 to allow CSX Railroad to pay its taxes ahead of schedule.

Financial Management Act of 1981. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted to adopt the Financial Management Act of 1981 in a vote of (7-1) with Comm. LeMarbre voting against the measure.

Flood Damaged Properties. Ms. Dennen stated that this state statute allows Assessors of Property to make adjustments to real property because of the epic floods. Upon motion of Comm. Vaughn, and duly seconded, the Committee voted to suspend the rules to allow the Assessor of Property John Isbell, to speak. Mr. Isbell stated that he did not know the cost associated with this legislation. Upon motion of Comm. Hughes, seconded by Comm. Goode, the Committee voted to opt into the law.

Re-adopt Airport Promissory Note. Ms. Dennen stated that the Airport Authority's attorney had revised the agreement on repayment terms to the County for a \$300,000.00 loan. Comm. Goode moved, seconded by Comm. Hughes, to re-adopt the promissory note agreement as revised by the Airport Authority's attorney. The motion carried.

Airport Growth Resolution. Ms. Dennen reported that the Airport Ad Hoc Committee approved a measure that states that the Commission supports growth of the airport but cannot commit any funds for this purpose at this time. Upon motion of Comm. LeMarbre, seconded by Comm. Hyde, the Committee approved the resolution.

Hotel/Motel Private Act. Ms. Dennen reported that the Hotel/Motel Private Act has been signed by the governor and needs approval of the full County Commission. Upon motion of Comm. Goode, seconded by Comm. Vaughn, the Committee moved forward a resolution approving the Hotel/Motel Private Act.

Resource Authority Insurance. The Committee questioned the method by which the Resource Authority has chosen the provider for its employee's insurance. Comm. Goode moved, seconded by Comm. Hughes, to request the County Law Director to send an e-mail to Butch Moore to look at the insurance selection to make sure all law regarding bid procedures were followed by the Resource Authority in choosing its agent and to request copies of the bids and the cost of insurance. The motion carried.

Upon motion of Comm. LeMarbre, seconded by Comm. Hughes, the Committee adjourned at 6:50 p.m.

Prepared by Maria Savage

MINUTES
SUMNER COUNTY AD HOC COMMITTEE FOR CHAPTER 21

May 25, 2010

5:00 P.M.

Members Present:

Dr. Billy Hobbs – Chairman	Paul Decker	Frank Freels	Bob Pospisil
Jerry Stone	Kirk Moser	David Kimbrough	

Ex Officio Members:

David Lawing Maryanne Durski

Also:

Merrol Hyde	Leah Dennen	Anthony Holt	Tom McAnulty	Doug Bodary	Marty Spears
Tim Brewer	Robert Daniel				

Chairman Hobbs called the Ad Hoc Committee for Chapter 21 to order on Tuesday, May 25, 2010 at 5:00 P.M., in Room 112 of the County Administration Building, Gallatin, Tennessee. Mr. Don Long and Mr. Jim Vaughn were not present for this meeting. Mr. Kimbrough and Mr. Moser arrived late for the meeting.

AGENDA: Chairman Hobbs added under New Business – (C)(1) Tim Brewer - SCBOE

Motion to approve the agenda with the changes made by Mr. Freels, seconded by Mr. Pospisil, motion passed 5-0.

APPROVAL OF MINUTES:

Motion to approve the minutes of April 27, 2010 made by Mr. Pospisil, seconded by Mr. Freels, motion passed 5-0.

REPORT OF THE COMMITTEE CHAIR:

Mr. Hobbs reported 5 committee members visited the board of education Finance Dept. to listen and observe the operation. Mr. Hobbs would like to extend a thank you to Ms. Conner for her tour.

NEW BUSINESS:

Welcome Mr. Tom McAnulty with Stephens, Inc (author of the 1981 Act); Mr. Doug Bodary and Mr. Marty Spears from CTAS for a Q & A Session - Chairman Hobbs welcomed Mr. Tom McAnulty - Stephens, Inc. Financial Management Firm, Mr. Doug Bodary - consultant with CTAS, Mr. Marty Spears - consultant with CTAS and former employee of Department of Education, and Mr. Robert Daniel, Bedford County Director of Finance.

Mr. Tom McAnulty wrote this Act in 1981 due to a number of counties wanting to consolidate the finances for a more efficient business aspect. Mr. McAnulty wrote this act as General Law with a local option (2/3 commission vote). Upon retirement from CTAS in 1993, 14 counties were operating under the 1981 Act and currently 20 counties are operating under the 1981 Act. Mr. McAnulty stated this is not a perfect act, however, Sumner County determines the quality and success of the program. Mr. McAnulty states there are some questions the committee needs to ask:

1. Does the County have an organizational structure to provide uniform and consistent financial management to a large financial operation?
2. Does the County have good and uniform systems and procedures for financial functions of budgeting, accounting, payroll, purchasing and cash management?
3. Does the county use basic business decision making process when considering major financial transactions?
4. Does the County apply basic business principles in making changes, expending county funds, and providing services?
5. Is there good communications ongoing with the various department heads and the county Commission?
6. Will the improvements and trained staff established in each department continue after an election and/or change in the administration in the various departments?
7. Is there good financial management in each department at the present time?

Mr. McAnulty stated county governments were established as a political subdivision of the state operating under strict control of the State General Assembly. Mr. McAnulty stated there are several standards and reporting requirements to comply with financial standards. Mr. McAnulty stated several things have changed in county government accounting since its establishment around 1925. Some of the new standards are The Congressional Tax Reform Act of 1986, federal title programs, Health Care Reform Act of 2010, and GASB just to name a few. Mr. McAnulty continued by saying Sumner County is the fastest growing region in the state of TN. Mr. McAnulty stated, as a result, student population is growing. Mr. McAnulty stated this is a growth in two ways: additional schools and financing the growth. Population growth is also affecting Sumner County and making sure all the proper departments, for example emergency services, have the funding necessary due to the population growth. Mr. McAnulty stated he did a quick overview of Sumner County of the items and projects that could involve purchasing and bidding. Consideration of these things could help Sumner County be a better financial entity. Mr. McAnulty stated if you look at all the factors, Sumner County Government is the biggest and most complex operating financial institution in Sumner County. Mr. McAnulty pointed out this will continue to grow. Mr. McAnulty stated future plans for financial management must be considered in making the decision. Mr. McAnulty summarized by stating based on analysis of the facts and options, and it is for the long-term best interest of the county and the uniformity of its financial operation. Is it best to continue with three CFO's, three accounting departments, three payroll departments, three purchasing systems, and three different budgeting systems? Or, would it be best to have one chief financial officer with three assistant directors for payroll, purchasing, and accounting and budgeting. Mr. McAnulty stated for a successful creation of the finance department, here are 7 tips for success:

1. Positive support by the County Commission and the appointment of the four members with a business and finance background.
2. Finance Committee Members with a positive, supporting attitude and business and financial experience.
3. Director of Finance with experience and training in governmental financial management and a positive attitude toward being a problem solver and not an obstacle course.
4. Organizational structure of the Finance Department
5. Finance Department staff with experience, training and a positive attitude.
6. Office space, equipment and location for accessibility for the various financial functions.
7. Cooperative, helpful attitude of the members of the Finance Department.

Mr. McAnulty stated under section 5-21-104. Financial management committee – General provisions

(e)(1) The committee shall establish and approve policies, procedures and regulations in addition to the specific provisions of this chapter, for implementing a sound and efficient financial system for administering the funds of the county.

This provision allows Sumner County to decide how to implement the policies, procedures and regulations of this act.

Mr. Hyde wanted to know Mr. McAnulty's opinion on Sumner County being too large to participate in this act. Mr. McAnulty responded with, he does not know of many major corporations that have more than one accounting department. Mr. McAnulty stated the concern would be in the degree and quality of how you organize and staff the department. Also how you deliver the information to all the departments will be a factor. Mr. McAnulty stated if organized and set up properly he does not see how size could be a problem. Mr. Hobbs noted he agrees with Mr. McAnulty on the fact that size is not a factor.

Mr. Decker stated Sumner County is a large county, and this is a major step for Sumner County. In your opinion what would be the best process to get to the point to bring all aspects under one roof? Mr. McAnulty responded under one roof may not be the best direction. Purchasing Department may be at your warehouse or maybe if your payroll system is where ever the CFO is located. "Under one roof" may not be an option. Mr. McAnulty stated this act is set up on a 13 month implementation deadline. Mr. McAnulty continued by noting that payroll will be the most critical undertaking of the consolidation of the 3 departments. Mr. Decker asked if it needed to be implemented on a staggered system. Mr. McAnulty stated that would be up to Sumner County, but the payroll will be the most critical function. Consultation with each department head would be the best to figure the best for Sumner County.

Mr. Hobbs introduced Mr. Doug Bodary and asked what other counties CTAS is working with on the 1981 Act. Mr. Bodary responded Giles, Bedford and Claiborne are currently under the 1981 Act and Putman and Coffee counties will be voting on the issue soon. Mr. Bodary stated that Mr. Robert Daniel, Bedford County Finance Director, is present at the meeting as well.

Mr. Hobbs asked where Bedford County stands on the 1981 Act. Mr. Daniel stated Bedford County has been operating under the 1981 Act for 3 years. Mr. Daniel stated that all of the 3 departments in Bedford County were under Local Government and all the information was merged to one server. Contrary to Mr. McAnulty's statement, payroll was not a problem. Purchasing was a big issue for their county. Mr. Daniel stated the school system had a great purchasing system and the county just merged into that. Mr. Daniel noted some departments in the county were not doing PO's. Mr. Daniel stated GASB 34 took a little bit of time to inventory county property. One of the big things noticed was there were several bank accounts open that no one was aware of, not even the county commission. Those funds were moved to the Trustee's Office. There was a big fraud by the EMA Director and about \$150,000 over several years had been stolen. Having all these controls in one place allowed this to be detected. Bedford County received their first clean audit in over 20 years by consolidating departments. The consolidation of the departments saved the county money. The commission hired a retired architect to review all the school building projects and was able to save the county \$1(M). Bedford County was able to save an additional \$800,000 on the other school projects by reviewing their bidding process. Insurance bidding produced another savings for Bedford County. The collections from the fee office were moved under the Finance Department. Mr. Daniel stated he thinks that Sumner County is not too large to undertake this endeavor. Mr. Daniel stated this could be a potential cost savings move for Sumner County.

Mr. Doug Bodary reminded the committee this is a reoccurring audit finding for Sumner County yearly. Mr. Bodary stated that audit recommends centralized finances. Mr. Bodary noted there are a several rules and regulations to the accounting compliance standards. Mr. Bodary noted that CPA's struggle to keep up with the standards and regulations and a "bookkeeper with a high school diploma does not have a chance."

Mr. Stone asked Mr. Daniel to clarify if he had been in the Finance Director position in Bedford County since the beginning. Mr. Daniel responded "yes." Mr. Daniel continued implementation takes 13 months and their plan was to bring the schools under the 1981 Act first, then the Highway Dept. However, it was just easier "to bite the bullet" and implement the internal controls. Mr. Daniel noted the implementation was completed before the deadline. Mr. Decker questioned if there was an implementation committee established for this transition. Mr. Daniel responded a Financial Management Committee was formed, partnering with CTAS, to set up the implementation plan. CTAS helped to form the financial policy. This policy established guidelines for bidding, purchasing, payroll and budgeting. Mr. Hobbs clarified this implementation committee was formed after the county commission approved the 1981 Act. Mr. Daniel stated that is correct.

Mr. Hyde clarified the 1981 Act is not being explored because the school and county finance departments are inadequate. Mr. Hyde stated "I could not be happier with our group." Mr. Hyde continued by stating they (School Board and/or County Finance Dept) do not agree with him on this matter. Mr. Hyde commented Sumner County has very qualified employees in both departments.

Consideration of cost analysis and comparisons for potential implementation (Mr. Lawing will provide the information at the meeting) - Mr. Lawing stated this is just preliminary numbers. This is used mainly for your comparison. Mr. Lawing stated the only firm number is the software, which reflects a \$10,000 to \$20,000 savings. All of the figures still must be determined by the commission.

Consideration of the request of Commissioner Decker to establish an implementation committee prior to recommendation to the County Commission - Mr. Decker stated he is concerned that Sumner County is taking this big step. There are some questions that need to be answered that have not been answered.

1. Who is going to be responsible for developing the budget? Is that going to be from the central office or the county commission?
2. What about the staff? Benefits, the calendar year that is different for the school board, salaries?
3. Organization Structure of the Finance Department? How is that going to operate?
4. What about Maintenance of Effort? Where is that in all of this?

5. When would the transition begin? If voted on in June, would it start in July? Then try going to implementation?
6. Who is going to have the legal responsibility for the budget and finances? Currently it is the school board, then goes to finance and the final responsibility rests with the county commission.
7. What about payroll? At one time we discussed not doing payroll, now we are discussing about adding this and discussing Human Resources. Sumner County does not have a human resources person due to budget constraints, but the school board does.
8. What is going to be the cost of implementing this? Additional spaces in the CAB or will Sumner County continue working at the central office? For those of the committee that visited the central office, I think we saw the interaction that was going on there. I know there is email, telephones, and other contacts, but still the personal interaction is very important.

In summary, Mr. Decker would like to caution the committee about jumping into this before answering some of these questions.

Mrs. Durski agreed with Mr. Decker. One area that concerns the school board is the breaking up of some of the other school departments such as Human Resources. This may effect other departments and requires further discussion.

Mr. Hobbs questioned Ms. Dennen if there were any legal problems to setting up an implementation committee prior to the approval of the 1981 Act. Ms. Dennen stated it is the opinion of the Attorney General and CTAS that the implementation committee can not exist until the 1981 Act has been approved. If the committee chooses to undertake the 1981 Act, you will have to pass a resolution, appoint a Financial Management Committee (pursuant to your rules), then within 30 days you have to get the committee together and begin the implementation plan. You then have 13 months to determine how you are going to put the puzzle together.

Mr. Decker asked Ms. Dennen if Sumner County chooses to adopt this Act and begins the process, and it looks like it is going to be very difficult to do, then what option does Sumner County have. Ms. Dennen stated you would have to opt out of it pursuant to the same 2/3 vote. Ms. Dennen further explained because the 2002 Financial Management Act will remain on the books, you will have that as an umbrella if that was an issue. Mr. Decker stated do we have to stagger the implementation. Ms. Dennen stated implementation is up to the committee; however, the 13 month implementation deadline is not an option, according to statute.

Tim Brewer – Sumner County School Board Member –

Mr. Tim Brewer, Sumner County School Board Member and Sumner County resident, went into a discussion on concerns about the schools finance department and why consolidation with the county finance department is necessary. Mr. Hobbs asked Mr. Brewer to give the committee, his opinion, on implementation of the 1981 Act. Mr. Brewer stated he is in favor of the consolidation of the finance offices.

Final action and/or recommendation of the Ad Hoc Committee to the County Commission – Motion made by Mr. Stone, seconded by Mr. Freels, to recommend the adoption of the 1981 Financial Management Act for Sumner County, motion passed 6-1, with Mr. Stone, Mr. Decker, Mr. Freels, Mr. Moser, Mr. Pospisil, and Mr. Hobbs voting for and Mr. Kimbrough voting against. Mrs. Durski informed the committee there has been no formal recommendation by the school board.

Mr. Hobbs stated there are a lot of misconceptions that jobs will be lost if this consolidation happens. Mr. Hobbs noted if this is implemented, the committee has not discussed dismissing any employee positions and continued by saying that due to retirement, positions may not be replaced. Mr. Hobbs stated that consolidation can and will be successful if the implementation committee does not rush the manner. Mr. Hobbs stated if done correctly, this consolidation could become a model in efficient financial planning, reporting and accounting for other counties. If the responsible committee devotes its study to developing policy prior to August 2011, making sure the leadership administers the department in a capable and professional manner, the consolidation will be successful. If politics becomes involved in the operation, it could be disastrous. Mrs. Durski asked if there would be some kind of assurance for current employees for job protection. Mr. Hobbs stated that may be an implementation committee decision. Mr. Stone responded

MINUTES
SUMNER COUNTY AIRPORT AD HOC COMMITTEE
CHRIS HUGHES, CHAIRMAN
JUNE 7, 2010

Present:
Chris Hughes, Chairman
Frank Freels
Paul Goode
Trisha LeMarbre
Jim Vaughn

Also Present:
Leah Dennen, County Law Director
Merrol Hyde, Commission Chairman

Chairman Hughes called the meeting of the Ad Hoc Committee to order on Monday, June 7, 2010 at 6:30 p.m. in the Sumner County Administration Building. A quorum was present to conduct business.

Minutes. Upon motion of Comm. Freels, seconded by Comm. Goode, the committee approved the minutes of April 5, 2010. Commissioners LeMarbre and Vaughn abstained from the vote.

Agenda. Upon motion of Comm. LeMarbre, seconded by Comm. Freels, the committee approved the agenda.

Report of the Chairman. Chairman Hughes led general discussion about the most recent meeting of the Sumner County Airport Authority. He stated that a main topic of business was the funding source for acquisition of land for airport expansion. Estimates are around \$900,000.00 to acquire needed properties from purchases and condemnation. County Law Director Leah Dennen reported that the cost could be much higher in condemnation suits. The Committee discussed authorizing the County Law Director to write a letter to the Authority to not plan on funding for land purchases from the County Commission. Comm. Goode moved, seconded by Comm. LeMarbre, that the Committee go on record as supporting the extension of the airport, requesting the Authority not to undertake action that would exceed its capacity to pay for expansion, and furthermore, the County cannot be obligated to fund any land purchases. Chairman Hughes declared the motion approved by voice vote of the body. The matter was forwarded to the Legislative Committee for consideration.

Airport Funding. A report from David Lawing, Director of Finance, stated that other than loans, the County has paid \$1,213,302.94 to the Airport Authority.

Liability Insurance. The committee discussed the lack of information on liability insurance carried by the Authority and the need to make the County an additional insured. Ms. Dennen researched what the County covers and found two hangers that were listed as insured by the County. The Chairman, without objection, requested Ms. Dennen to write another letter to the Authority's attorney requesting that the County be named as an additional insured on their insurance policy.

Assessor of Property Maps. Ms. Dennen stated that based on a map supplied by the Assessor of Property's Office, the County owns 85 percent of the Airport property and the Authority, 15 percent.

Airport/ Economic Impact. Comm. Vaughn moved, seconded by Comm. LeMarbre, to suspend the rules to allow Jimmy Johnson to speak. The motion carried. Mr. Johnson presented a prepared statement to the Committee in response to questions of the Forward Sumner Economic Council, regarding the economic impact of airport expansion. He said there was no documentation presented showing an economic loss because of the size of the Airport, but without a bigger airport the County is taken of the "short list" of attractive locations for industry.

Lawsuits. Ms. Dennen reported that there were no lawsuits involving the Airport Authority at this time.

Recommendations. Comm. Goode moved, seconded by Comm. Frank Freels to clarify that the County Commission is the appointing body for members of the Airport Authority according to State law. The Committee recommendation further that the Authority must seat its members that are approved by the Commission and that no members be appointed by the Commission until the Ad Hoc Committee makes its recommendations. The motion carried.

Commissioners expressed concern that they have to go through an attorney to have proper discourse with the Authority members. Comm. Hyde suggested the Authority provide quarterly reports.

Comm. Goode suggested a 10-year vision for the Airport with a financial plan.

Chairman Hughes requested committee members to give their recommendations to County Law Director Leah Dennen no later than June, 28, 2010.

Promissory Note Re-Adoption. Upon motion of Comm. Goode, seconded by Comm. LeMarbre, the Committee voted to re-adopt the promissory note approved last month that set out the repayment of the \$300,000.00 loan.

Next Meeting. Chairman Hughes called a meeting for Tuesday, July 6, 2010, at 5:00 p.m.

Upon motion of Comm. LeMarbre, and seconded by Comm. Vaughn, the meeting adjourned at 7:45 pm.

Approved _____
Prepared by Maria Savage