



# SUMNER COUNTY COMMISSION

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

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## 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*  
**Merril 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:

<b>Budget Committee.....</b>	<b>August 12</b>
<b>Education Committee.....</b>	<b>August 12</b>
<b>Emergency Services Committee.....</b>	<b>August 12</b>
<b>Employee Benefits Committee.....</b>	<b>May 21, June 11</b>
<b>General Operations Committee.....</b>	<b>August 5</b>
<b>Highway Commission.....</b>	<b>August 6</b>
<b>Legislative Committee.....</b>	<b>August 12</b>
<b>Technology Ad Hoc Committee.....</b>	<b>August 5</b>
<b>Nonprofit Ad Hoc Committee.....</b>	<b>July 31</b>



BUDGET COMMITTEE MINUTES  
August 12, 2019

MEMBERS PRESENT  
Chris Taylor, Chairman  
Jerry Foster, Vice-Chairman  
Jerry Becker  
Billy Geminden  
Paul Goode  
Justin Nipper  
Leslie Schell  
OTHERS PRESENT  
David Lawing  
Leah Dennen  
Ben Allen  
Moe Taylor  
Del Phillips  
Kevin Baigert  
Moe Taylor  
Joan Tomlin  
Steve Graves  
David Deere  
Scott Duvas  
Thomas Shelton  
Wanda McVey

- I. CALL TO ORDER by Chairman Taylor at 6:00pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Geminden.
  - B. Approval of Agenda- Chairman Taylor requested to add item V.B.12. Motion to approve amended agenda by Commissioner Goode, second by Commissioner Geminden, unanimous approval.
  - C. Recognition of Public-Chairman Taylor explained public comments and questions will be heard later in the meeting.
  - D. Approval of Minutes – July 8, 2019- Motion to approve by Commissioner Nipper, second by Commissioner Geminden, unanimous approval.
  
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- Chairman Taylor stated there has been questions on when the budget must be approved. The private act allows until October; however, just as the state law cannot supersede federal law, local law cannot supersede state law. There is a provision in the state law stating that for the county commission to pass the budget after August 31, there must be extraordinary circumstances. Chairman Taylor stated a budget must be passed this month.
  
- III. REPORT OF THE COUNTY MAYOR
  - A. Letter from Comptroller of the Treasury – Included in packet. County Mayor Holt briefly spoke to this.
  
- IV. REPORT OF THE FINANCE DIRECTOR
  - A. Financial statement memo- Included in packet.
  
- V. OLD BUSINESS
  - A. FY2020 budgets- Finance Director Lawing stated the budgets' estimated actuals have been changed to as close as they can be as we are still in the process of closing; we picked up some fund balance. The property taxes have been updated based on the certified tax rate and the assessments role. Finance Director Lawing explained each item that was changed, which is highlighted in yellow (see attached). Motion to send proposed budget to full commission by Commissioner Schell, second by Commissioner Goode, unanimous approval.
  
  - B. Previously Discussed Items
    1. Register of Deeds – appropriating up to \$25,000 from general fund unassigned fund balance for scanning and indexing of records- This is included in the proposed budget.
    2. Appropriating up to \$15,000 for meeting audio/visual recording equipment (approved in May/returned by commission in June/no action taken in June)-This is included in the proposed budget.
    3. EMA – up to \$70,000 for night vision equipment- Motion to approve up to \$55K and include in the proposed budget by Commissioner Foster, second by Commissioner Schell, unanimous approval.
    4. Sheriff's Office – request to change two part time clerical positions to one full time clerical position for animal control; approved in June to start July 1 with budget adjustments to be presented to committee in July- No action taken.
    5. County administration building roof project – additional appropriation- \$30,000 is included in the proposed budget for the boiler flue.
    6. Intersection signalization at I65 exit 117 in Portland - \$24,786.50 (25% share)- The committee agreed to defer this item until September.
    7. Electronic Monitoring Indigency Fund – appropriate \$2,500 matching funds if elect to participate in the program- The committee agreed to defer this item until September.

8. School Resource Officer Grant- Finance Director Lawing requested this item be discussed under item VI. A. The committee agreed.
9. Juvenile Court Lease- This is included in the proposed budget, and the lease is to be sent to county commission.
10. Highway Department - \$300,000 for capital expenditures- Finance Director Lawing requested this item be discussed under item VI. A. The committee agreed.
11. Judge Gay – courtroom sound system- The committee agreed to defer this item until September.
12. EMA Grant- The attached document was provided. The committee agreed to defer this item until September.

## VI. NEW BUSINESS

### A. Tax rate

1. Requested Tax Rate- Motion to accept the assessor's certified tax rate by Commissioner Schell, second by Commissioner Goode. Finance Director Lawing explained the attached graph in detail. Chairman Taylor recommended increasing the rate by four pennies versus five and a half. Chairman Taylor informed the committee that the City of Gallatin has passed a resolution to help pay for the parking garage. He explained two pennies would cover enough SROs to staff all existing schools in Sumner County. He explained the grant for SROs that is for salaries for two years would be used for patrol cars and equipment. The highway department requested two pennies. Chairman Taylor stated he spoke with Ms. Hardin, and she can start replacing vehicles and equipment with one penny in the capital projects fund. Dr. Phillips is requesting twelve pennies for teachers' raises. Chairman Taylor stated to do all requests, the rate would need to be \$2.262.

Dr. Phillips presented the attached handout. He spoke to the committee regarding the request for teacher raises.

The following spoke at this time:

- Joan Tomlin, Gallatin TN expressed her concerns regarding raises for teachers.
- Kevin Baigert, 424 AB Wade Road, Portland TN expressed his concerns regarding raises for teachers.
- Commissioner Moe Taylor, 420 Buck Graves Road, Westmoreland TN expressed his concerns regarding teachers' raises. Commissioner Steve Graves, 139 Chipman Road, Bethpage TN requested the number of students in Sumner County. Dr. Phillips explained that will be released around the twentieth day of school.
- David Deere expressed his concerns regarding impact fees.
- Scott Duvas expressed his concerns regarding teachers' raises.
- Wanda McVey expressed her concerns on increasing property taxes.

There was lengthy discussion among committee members. Commissioner Goode made a motion to send a tax rate of \$2.262 to the full commission and move one- and one-half cents from the debt service fund to the capital projects fund, second by Chairman Taylor, motion passes 6-1 with Commissioner Becker opposing.

2. Assessor of Property's update- Assessor of Property Isbell presented the attached presentation.

- B. Assessor of Property's attorney's fees- Motion to place \$2,467.50 in the Assessor of Property's budget by Chairman Taylor, second by Commissioner Schell, unanimous approval.

- C. Tax Refunds- Motion to group and approve items VI.C.1. through 6 by Commissioner Shell, second by Commissioner Goode, unanimous approval.

1. Ainslie and John Ellett - \$196
2. Jon and Vicki Gullette - \$350
3. Lawrence LeBlanc - \$820
4. Annie Perkins - \$176
5. Paul Sharp et ux Kathryn Sharp - \$304 (2017 and 2018)
6. Debra Walters - \$308

Motion by Commissioner Schell to remove the Comer Barn from the fiscal year 2020 budget, second by Commissioner Becker, unanimous approval.

- VII. ADJOURNMENT-Motion to adjourn at 8:00pm by Commissioner Goode.

**MINUTES  
EDUCATION COMMITTEE  
August 5, 2019**

**Present:**

Paul R. Goode, Chairman  
Baker Ring, Vice-Chairman  
Deanne Dewitt  
Loren S. Echols  
Billy Geminden  
Michael Guthrie  
Danny Sullivan

**Also Present:**

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

Chairman Paul R. Goode brought the regular meeting of the Education Committee to order with an invocation by Comm. Dewitt on Monday, August 5, 2019, at 5:40 p.m. in the Sumner County Administration building in Gallatin.

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

Approval Minutes(Joint Education and Budget committees) of May 29, 2019. Upon motion of Comm. Echols, seconded by Comm. Ring, the Committee members approved unanimously the minutes of May 29, 2019.

Recognition of the Public. None

Report of the Chairman. Chairman Goode had no report.

Report of County Mayor. County Mayor Anthony Holt not present.

Report of Director of Schools. Director of Schools Del Phillips reported on a grant to fund School Resource Officers(SROs). The State grant will cover the remaining 15 schools without SROs. He stated once the officers are hired and trained, the school system will apply for reimbursement of the costs, which will be transferred to the Sheriff's Department. The reimbursement covers almost all the salaries. The grant is funded for two years at this time, with other grants picking up training cost and certification. The outlays will be hard cost for equipment.

Dr. Phillips said the school year started off well.

Regarding the Liberty Creek School campus, Dr. Phillips stated that the project is in the later stages of design and schematics and will be presented in October, then go to bid. He said the time line had been delayed due to a combination of things, including the enormity of the project and the interruption of high school sports' schedules. He said compression of time on the back end may add cost to the bid, as well.

Old Business. None.

New Business

10a. September Meeting Date. Upon motion of Comm. Dewitt, seconded by Comm. Ring, the Committee voted unanimously to set the next meeting for Tuesday, September 3, 2019, at 5:30 p.m.

10b. School Resource Officer Grant.

Upon motion of Comm. Sullivan, seconded by Comm. Geminden, the Committee voted unanimously to approve the SRO grant and forward to the Budget Committee.

11. Adjournment

Chairman Goode declared the Committee adjourned at 5:53 p.m. upon motion of Comm. Echols, seconded by Comm. Ring.

Prepared by Maria Savage

**MINUTES**  
**EMERGENCY SERVICES COMMITTEE**  
**Chairman Caroline Krueger**  
**AUGUST 5, 2019**

**Present:**

Caroline Krueger, Chairman  
Michael Guthrie, V. Chairman  
Alan Driver  
Jerry Foster  
Luke Tinsley  
Chris Taylor  
Absent:  
Merrol N. Hyde

**Also Present:**

Greg Miller, EMS Chief  
Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Ken Weidner, Emergency Management Agency  
Paul Harbsmeier, ECC Director  
Joe McLaughlin, Cottontown Volunteer Fire  
Commissioner Moe Taylor, Tucker, Geminden  
and Dewitt

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

Approval of Agenda. Upon motion of Comm. Guthrie, seconded by Comm. Tinsley, the Committee unanimously approved the agenda.

Approval of Minutes of May 6, 2019. Upon motion of Comm. Chris Taylor, Comm. Tinsley seconded, the Committee approved unanimously the minutes of May 6, 2019.

Public Comments. none

Report from the Chairman. No report.

Report from the County Executive. County Mayor Anthony Holt was not present.

Report from the Sheriff. No report

Fire Departments. Joe McLaughlin of the Cottontown Volunteer Fire Department reported there were 281 calls in July, with Westmoreland and Highland Volunteer Fire Departments not reporting. In 2018 there were 365 for the same time period. Year-to-date there were 2,632 calls.

Mr. McLaughlin stated that he had contact with the CTAS representative conducting surveys. The representative reported to him that about half of the

volunteer fire departments (VFD) had sent in their packages. CTAS renewed requests for VFD to send in their information. Comm. Chris Taylor asked Mr. McLaughlin to encourage all fire departments to respond with their packets.

Report from the EMS. Greg Miller, Emergency Medical Services Chief, presented the EMS report. Responses were 1,979 in June and 1,901 in July and are right on track, with transports of 1,473 and 1,455, respectively. He said revenues were ahead of projections for the 2018-2019 Fiscal Year.

Comm. Chris Taylor asked about reducing response times in the Shackle Island area. Mr. Miller stated that he had lost a few employees who went to Davidson County and, as a result, he has posted jobs for paramedics and emergency medical technicians. He said after budget approval, he should have a candidate pool identified and within weeks staff that station. He said adding to the fleet should have an immediate effect on response times.

Chairman Krueger recognized Comm. Billy Geminden who asked what could be done to reduce the duplication of street names throughout the county. Ms. Dennen stated that the Emergency 911 Communications Board assigns addresses. Chief Miller said public service announcements informing the public to prominently display address numbers would help the ambulance service.

Report of the Emergency Management Agency. Ken Weidner, Director of the Emergency Management Agency, said county-wide emergency services departments could push a PSA through social media regarding the display of house numbers with reflective material.

Mr. Weidner updated the committee on the installation of the communications equipment. He said school buses and school support vehicles, 207 in all, are now equipped with new radios. Others with new radios are the Sheriff's Department and the EMS Department. Four of the seven new tower facilities are complete and all but one tower has been put in place.

Mr. Weidner said all agencies in Sumner County are participating in the new system. He said the deadline to go live is 2020.

### 13. Old Business.

#### a. Update on ECC

Paul Harbsmeier said the search for an Emergency Communications Director has resulted in four final candidates who will be interviewed for the job by the executive board in August. He said there as a 30 to 60-day window for the appointment of a new director. Mr. Harbsmeier said that he would stay on to make sure the transition for the new director is smooth.

August 5, 2019  
Emergency Services Committee

He reported on the progress at the Emergency Communications Center, stating there had been some turnover of employees, but exiting employees left for legitimate reasons. Of a total of 8 vacancies, four replacements have been hired. Two more will be hired soon.

#### 14. New Business

- a. September meeting date. Without objection, Chairman Krueger cancelled the September regularly scheduled meeting.
- b. Partnership with Air Methods (Life Flight) for helicopter services in landing zone

Air Methods, a helicopter aeromedical company, expressed an interest in relocating from Lebanon, TN to Gallatin. Chief Miller stated there were multiple benefits to Air Methods locating a helipad, a hanger and crew quarters at the Emergency Communications building on Airport Road. Chief Miller said the company will bear the costs of the helipad and the structure to house crew members. It was suggested that the County absorb construction permitting costs. Mr. Miller pointed out that aeromedical wait times would significantly decrease and crew members could assist the ambulance service during down times. Ms. Dennen will prepare a lease.

Upon motion of Comm. Driver, seconded by Comm. Foster, the Committee voted to approve the request of Air Methods to relocate to Sumner County.

15. Adjournment. With a motion by Comm. Foster, and duly seconded by Comm. Guthrie, the Committee adjourned at 5:37 p.m.

Prepared by Maria Savage

**MINUTES**  
**EMPLOYEE BENEFITS COMMITTEE**  
**May 21, 2019**  
**9:00 A.M.**

**Members Present:**

Justin Nipper  
Michael Guthrie

**Also:**

Leah Dennen  
Ben Allen  
David Lawing  
Reggie Holmes

Bob Shupe  
Brittney Spradling  
Debbie Robertson  
Scott Karnes

Teresa Terry  
Ashley Berry  
Christy Freedle  
Keith Helton

Mr. Nipper called the SIB Employee Benefits Committee meeting to order on Tuesday, May 21, 2019 at 9:05 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

Mr. Guthrie let it be known that even though he is here in uniform, he is off work from his full-time job at the Sheriff's Office and is here on the Committee on his own time.

**Agenda:** Mr. Guthrie made a motion to approve the agenda; seconded by Mr. Nipper; unanimous approval.

**Public Recognition:** None

**Minutes:** Motion was made by Mr. Guthrie to approve the minutes of February 26, 2019 and the Special Called Meeting on March 12, 2019; seconded by Mr. Nipper; unanimous approval.

**Report of Committee Chair:** Mr. Nipper stated that he had a letter from an employee to complain about the cholesterol benchmark. He stated that might be taken care of after we discuss changes to the Wellness Program.

**Report of Consultant:** Ms. Spradling presented the monthly report and told where we stand as of the month of April and year to date on health and dental. She stated that the large losses are an 18-month report because we are losing the stop loss. They will then start reporting as of the fiscal year beginning July each year.

**One to One:** Ms. Berry handed out a report showing the utilization of the clinics. She then discussed the Wellness Program Changes and timeline. They are proposing that County employees have the choice to either have a physical from May to August or they can do the HRA in May. They wanted to do 5 HRA events during the first week in May. They proposed to not use cholesterol as one of the benchmarks and to change using waist measurement to just the BMI. Mr. Guthrie asked that One to One get the cost together to have 8 HRA meetings and 1 on weekend for spouses. They deferred a decision until the next meeting for One to One to get us the numbers.

Ms. Berry informed the committee that the BOE wants to move the Hunt Club Clinic location into the Ellis Middle School to save money. It is now costing about \$36,000 a year for the current lease. The BOE will take care of the cost to renovate the space. They are asking the County to cover the cost of the move which will probably be the end of December or the first of January. The committee asked One to One to come back at the August meeting with figures on the cost to move.

Ms. Berry commented that since One to One took over, they have lost money every month on staffing. In the original quote in our contract, benefits and payroll taxes were not included. From January to April, they are short \$5,053.00 for staffing. She commented that the BOE is paying them their part of the shortage each month and they paid the shortage for 2018. We are on a 5-year contract with a couple of years left on it. They are honoring their contract with us but wanted to inform us of this shortage if we can help them in any way. The shortage for 2018 is \$21,598.00 in payroll taxes. The committee asked Leah to look at the contract and get back to them on this matter.

**Finance Director:** Mr. Lawing reported that the costs are growing significantly faster than the revenues. He is recommending a 5% increase on health and dental premiums. He is also asking that all health and dental premiums including cobra premiums be effective July 1<sup>st</sup> of each year to be consecutive with our fiscal year.

Mr. Guthrie made a motion to have a 5% increase on both health and dental premiums and for all premiums to be effective July 1, 2019; seconded by Mr. Nipper; unanimous approval.

Mr. Lawing stated that it is now recommended to do an actuarial on the retirees every year now instead of every other year. The cost would be \$2000.00 each year. He recommends that Nyhart do the actuarial each year. Mr. Guthrie made a motion for Nyhart to do the actuarial for retirees each year; seconded by Mr. Nipper; unanimous approval.

**Old Business:** Wellness Program already discussed.

**New Business:** Ms. Spradling discussed the BCBS Admin Renewal which they had presented at the last meeting which had an increase in fees. They discussed with BCBS to see if they could give us a better rate. Ms. Spradling informed us that they offered \$4.25 PEPM on dental and \$42.72 PEPM on medical which they are holding at a flat rate and offering a 3-year rate guarantee. There is a clause where if we separate the pharmacy from the medical, BCBS can make two rate changes. Mr. Nipper made a motion to accept the admin fee rates for only 1 year; seconded by Mr. Guthrie; unanimous approval.

Mr. Lawing discussed the new law concerning TCRS allowing law enforcement officers to retire in 25 years instead of 30 years. He informed the committee that as of June 30, 2018, that if we were funding the retirees on an accrual basis it would be about \$4.6M. Last year we put about \$79,914 to cover cost of the premiums. The total cost of liability was about \$380,000. A couple of years ago, the insurance committee approved that anyone hired as of January 1, 2018 or after could no longer participate in the retiree program. With increase of employees, you will continue to see an increase of about \$380,00 per year. With the January 1, 2018 date, the spike will eventually decrease. If we remove, January 1, 2018 date, the curve will continue to spiral upward automatically. If we pull in law enforcement and we do not have all the information right now, the \$4.6M will continue to go up and the annual cost will continue to go up. His recommendation is to ask Nyhart to do an actuarial to evaluate the beginning costs, annual costs, and long-term costs to see what implications are of doing this. We will need to talk to TCRS and will need legal opinion. We need to know the years of service and how it is counted and who is included.

Mr. Guthrie made a motion to have Nyhart do the study of the law enforcement retirement and insurance; seconded by Mr. Nipper; unanimous approval.

There was no further business, so Mr. Guthrie made a motion to adjourn; Mr. Nipper adjourned the meeting at 10:00 a.m.

**MINUTES  
EMPLOYEE BENEFITS COMMITTEE  
SPECIAL-CALLED MEETING  
June 11, 2019  
4:00 P.M.**

**Members Present:**

Justin Nipper  
Michael Guthrie  
Anthony Holt

**Also:**

Ben Allen  
Leah Dennen  
David Lawing  
Debbie Robertson

Dr. Del Phillips –present by telephone call

The Employee Benefits Committee met on June 11, 2019 at 4:00 p.m. for a Special-Called Meeting in the Conference Room in Room 303, County Administration Building, in Gallatin, Tennessee.

Ms. Dennen called Dr. Phillips via telephone and put him on the speaker to discuss the renovation of the old E.B. Wilson building located next to Ellis Middle School. They plan to use this building to move the Hunt Club, Hendersonville, Portland, and One to One Corporate offices into. One to One did a walk-through and advised Dr. Phillips of their needs for the building. The total amount for renovation will be around \$265,000. The committee was given a break-down of the renovation costs. They are asking the County to help cover costs of the renovation.

Their purpose is to save money without having to lease any buildings for the clinics after December 2019 and eventually have a 4- year return on the money. Dr. Phillips would like to get with David and work a split between the two trusts.

It was discussed that our contract with One to One has us pay 14% of costs with the BOE covering the rest. Mr. Holt made a motion to approve that we pay up to 20% of the renovation cost; seconded by Mr. Guthrie; unanimous approval.

Mr. Lawing brought up the moving costs that One to One presented at the last meeting. Mr. Holt stated we will get the estimates from them on how much the move will cost and the committee will make a decision at that time.

There was no further business, so Mr. Nipper adjourned the meeting at 4:20 p.m.

**MINUTES  
GENERAL OPERATIONS COMMITTEE  
LESLIE SCHELL, CHAIRMAN  
AUGUST 5, 2019**

Present:  
Leslie Schell, Chairman  
Caroline Krueger, Vice-Chairman  
Larry Hinton  
Gene Rhodes  
Baker Ring  
Moe Taylor  
Shellie Young Tucker

Also Present:  
Leah Dennen, County Law Director  
Ben Allen, Staff Attorney  
Kim Norfleet, Grant Administrator  
Greg Miller, EMS Chief  
Commissioners Jeremy Mansfield,  
Billy Geminden

The scheduled meeting of the General Operations Committee was brought to order with an invocation by Chairman Schell on Monday, August 5, 2019, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

Agenda. Without objection, Chairman Schell added Air Methods helicopter project to the agenda as Item 5, under New Business. Comm. Ring moved, seconded by Comm. Rhodes, to approve the agenda as amended. The motion carried unanimously.

Minutes of June 3, 2019. Upon motion of Comm. Hinton, seconded by Comm. Krueger, the Committee voted to approve unanimously the minutes of June 3, 2019.

Report of Chairman. Chairman Schell had no report.

County Executive. County Mayor Anthony Holt was not present.

Recognition of the Public.

8. Old Business.

8(1.) Capital Projects Reports. Kim Norfleet presented the following:

- **Community Development Block Grant Waterline project:** Rabe Coats, Harrison, and Absher Branch. The state contract for the \$200,000.00 Community Development Block Grant has been sent back with signatures. Executed contract received from state on October 22, 2018. Technical Assistance Visit held on October 19 with CDBG staff. Currently working on Environmental Review with Engineer and GNRC staff. An archaeological report completed by Midsouth Cultural Resource Consultants in March. Will be finalizing environmental review in April 19. Finding of no significant impact. Notices are being published in paper May 4, 2019 for environmental public comment. Projected budget cost are high due to environmental and higher construction costs. Currently in state public comment period. Finding of No significant impact for environmental review. Received environmental approval and Final Notice of Removal of Contract Conditions from state in July 2019.

Easement documents have been prepared. Easements will be acquired next for fourteen property parcels, meetings will occur in August with property owners. Plans and specs to be submitted to the state for grant

review and approval process. Project should proceed to bidding for construction after state plan approval and all easements acquired.

- **Fire Panel at Administration Building-** Koorsen Fire & Security completed review of ground fault in July during site visit. Korseen Fire & Security completed annual inspection site visit for County Administration building on September 18, 2018. The specifications for the new fire panel have expanded to include replacement of strobes, horns and sirens, which will require the services of an architect. County will be working on advertisement for bid and request for proposal document for the replacement of the fire panel and other equipment. Advertisement for bids will be published May 5, 2019 with bids due June 4, 2019. Re-bid: Advertisement for bids published June 13, 2019, pre-bid conference June 20, 2019 with bids due July 11, 2019. Purchase Order obtained in July with Koorsen for \$31,999.00. Contract signed 7-29-19. Pre-construction meeting scheduled for July 30, 2019.
- **Roof replacement at Administration building:** Contracted with The Architect Workshop in July for architectural design plans. Site visit held August 27, 2018 with architect and September 28<sup>th</sup> scheduled inspection with Loadmaster to check existing roof and deck. Architect prepared design plans and specifications. Advertisement for bids March 3, 2019 with bids due April 2, 2019. Bid received and notice of award given to FTM Contracting. Contract executed in May. Construction work began later in May. Construction is on hold due to shingle installation found. In a past roof project, the Loadmaster system was not installed correctly. Contractor has core sampled in multiple areas of the shingle area to confirm. Waiting on County Commission direction on funding for roof. Boiler flue is in need of replacement, change order will need to be executed to move forward with repairs, waiting on County Commission direction on funding for boiler flue.

8.(2.)Roof Administration Building (attached).

Ms. Norfleet noted that The Architect Workshop presented Option A: Loadmaster system remediation and cost and Option B: Conversion to non-proprietary roof assembly and cost.

A memo from The Architect Workshop stated that the existing roof structure at high-slope shingle roof areas has been previously modified from its design in a manner that potentially degrades its structural capacity below minimum code compliance.

The memo stated that the membrane at the low-slope areas of the roof has been fully replaced, though the edges are currently secured by temporary plate fasteners. Continuous termination bars have not yet been installed because the details of doing so will be affected by replacement of the shingle roof areas. The contractor has noted that although the membrane is chemically adhered to its base, a windstorm could potentially peel it away causing material loss or damage.

As such, FTM Contracting have provided a cost proposal to install the continuous termination bars at the perimeter to secure the roof while the County considers a resolution to the Loadmaster system. The installation would be without final trim and would need to be terminated again once there was a permanent solution.

Without objection, Chairman Schell recognized Commissioner Billy Geminden who inspected the roof and stated that nothing is leaking at this time. He noticed dips in the roof due to the underlayment, but, otherwise, only one shingle is missing and several others torn by the contractor. He said he thought the current shingles would last five years.

Upon motion of Comm. Hinton moved, seconded by Comm. Krueger, the Committee moved to cap the membrane and address leaks in the valleys and dormers as they occur. The motion carried unanimously.

8.(1). Boiler Flue Administration Building (attached). The next concern was the boiler flue and shaft replacement. It was found that the flue pipe venting an indoor boiler to the roof rusted beyond use and was no longer could reliably deliver exhaust gases to the exterior. The proposed cost for the work was \$26,635 and the architect cost was \$4,750.00.

Cary Sweat of The Architect Workshop stated the shaft enclosure and metal pipe runs though several floors with a fire-rated wall construction.

Comm. Hinton moved, seconded by Comm. Moe Taylor, to get three quotes for the job and forward the matter to the Budget Committee. The motion carried unanimously.

- **Water sewer line easements for new school campus with White House Utility District:** WHUD will be moving forward with this project in August 2018 for sewer portion. Letters sent by WHUD to property owners in September 2018. Working on securing easements.
- **Ocana Park n' Ride:** August funding award announcement though Nashville MPO Active Transportation Program - \$125,140.00 Federal grant funding, \$31,285 local funding. Total Estimated Project costs: \$156,425 – going through approval process at Nashville MPO, have not received grant contract yet. Gravel parking area adjacent to Ocana Community Center and connects to Station Camp Greenway, lot to be paved with parking and lighting for TDOT park n' ride project.
- **Parking lot for EMS/EMA/ECC 255/253 Airport Road.** Coordinating engineering design and geotechnical. Civil Site Design Group is proceeding with engineering design.
- **Flood Hazard Mitigation Project in Cottontown:** Funding application submitted to State in April, 2018 for acquisition of two properties due to repetitive flooding. Application is under review. Hazard Mitigation/FEMA archaeological report completed. Archaeological report mailed to Division of Archaeology, State Hazard Mitigation, and FEMA for review on March 22<sup>nd</sup>.

Listed were FY2019 Capital Project needs completed and needs for the future.

8(2). Audio Visual Ad Hoc Committee. Chairman Schell stated the matter would be taken up in the Legislative Committee.

9. New Business.

9(1). September Meeting Date. Chairman Schell announced a joint meeting between the Budget Committee and the General Operations Committee on Monday, September 9, 2019, at 6:00 p.m.

9(2.) Surplus various items from Law Office (attached).

9(3.) Surplus various items from Election Office (attached).

9(4.) Surplus various items from Circuit Court (attached).

Upon motion of Comm. Moe Taylor, seconded by Comm. Krueger, the Committee voted unanimously to group and approve the surplus property in items 9(2.) through 9(4.)

9(5.) Air Methods Helicopter Project.

Air Methods, a helicopter aeromedical company, expressed an interest in relocating from Lebanon, TN to Gallatin. Greg Miller, Chief of the Emergency Medical Services, stated there were multiple benefits to Air Methods locating a helipad, a hanger and crew quarters at the Emergency Communications building on Airport Road. Mr. Miller said the company will bear the costs of the helipad and the structure to house crew members. It was suggested that the County absorb construction permitting costs. Mr. Miller pointed out that aeromedical wait times would significantly decrease and crew members could assist the ambulance service during down times. Ms. Dennen would prepare a contractual agreement.

Upon motion of Comm. Ring, seconded by Comm. Rhodes, the Committee voted unanimously to approve the Air Methods helicopter project, subject to getting the contract worked out.

10. Adjournment. Chairman Schell declared the Committee adjourned at 6:39 p.m. after a motion by Comm. Hinton, seconded by Comm. Ring.

**MINUTES  
HIGHWAY COMMISSION  
STEVE GRAVES, CHAIRMAN  
AUGUST 6, 2019**

Present:

Steve Graves, Chairman  
Larry Hinton, Vice-Chairman  
Jeremy Mansfield  
Gene Rhodes  
Terry Wright  
Tom Neal, Citizen  
Judy Hardin, Highway Superintendent

Absent:

Anthony Holt, County Mayor

Also Present:

Leah Dennen, Law Director  
Ben Allen, Staff Attorney

1. & 2. Call to Order and Roll Call.

The Highway Commission meeting was brought to order on Monday, August 6, 2019, at 4:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Graves declared a quorum was present.

3. Approval of Agenda. Upon motion of Comm. Mansfield, seconded by Mr. Neal, the Commission approved the agenda unanimously.

4. Approval of July 2, 2019 minutes. Judy Hardin, Highway Superintendent, requested the following corrections to the minutes:

Under agenda Item A. Tower Hills Roads Acceptance: 1) add "stormwater" inspection; 2) add language "at Gregory Road bridge" to last sentence before "so quickly".

Under Item B. Branham Road: 1) add "The name" to statement in parenthesis.

Under Report of County Executive (Mayor). Add at "Highway 174 and Upper Station Camp Creek Road" after the word, "signalization".

Chairman Graves declared the minutes as amended approved unanimously after a motion by Mr. Neal, seconded by Comm. Wright.

5. Recognition of the Public. None

6. Report of Chairman

A. Old Business – none

B. New Business

1. Discussion Old Fountain Head Cemetery Road (Portland C/L  
– D/E 0.13 mile)

Chairman Graves recognized Darrell Rogers of 128 Old Fountain Head Cemetery Road in Portland who stated that the roadway and entrance to the Old Fountain Head Cemetery is blocked by cones and a clothesline-type rope with a small sign attached. He assumed his neighbors at 138 Fountain Head Cemetery Road put up the barrier to stop traffic to the cemetery at night.

Mr. Rogers stated that the cemetery is used for unlawful and inappropriate activity at night. He further stated that the barrier creates an endangerment because it is difficult to see. Ms. Dennen, County Law Director, stated the cemetery is private property and the law allows for the cemetery to be gated and fenced but, upon investigation, the owners found it cost prohibitive.

Mrs. Hardin visited the area and marked the County line. She said from the City of Portland sign to the County line was .13 of a mile, which is dead ahead at the cemetery marker where the pavement ends. She stated the gravel road circles around the cemetery. On the right-hand side, she saw cones and a clothesline that apparently someone drags across the road at night and then removes it during the day. She said the clothesline is no more than 10 feet inside of the County Road from the cemetery.

After discussion, Comm. Mansfield moved, seconded by Mr. Neal, to request Ms. Dennen to draft a letter to the homeowner asking them not to block the county road in any fashion. The motion carried unanimously.

2. Discussion of Paving of Roads Chairman Graves asked Mrs. Hardin for a list of potential county roads to be paved. He discussed Greenfield Lane with Mrs. Hardin who stated that the road had been patched after soft spots were cut out and backfilled.

The Commission discussed paving the parking lot of the Board of Education. That is something her department can do at a reasonable cost. The City of Gallatin has not responded to requests to help with the paving.

Roads projected for paving include the following:

Gallatin maintained area

A.B. Wade Road, Butler Road, Brazier Lane, Cragfont Estates Road, Cragfont Estates Loop, Old Douglas Lane, Douglas Lane, Forrest Retreat Road, Forrest Point, Old Drakes Creek Road, New Hope Road, Wallace Road, Watt Nolen Road

She said some do not have the drainage in good enough shape to pave.

## Westmoreland area

Clark Hollow Road, Clyde Wix Road, East A.B Wade from Highway 174 to Opossum Road intersection, Cragfont Road, Greenfield Lane, Hickory Corner, James Snow Road, Pea Ridge Road and Old Highway 52 Number 7, Jim Suttle Road, Phillips Hollow Road, Robert Neal Durham

She said that bridge construction at Rock Bridge Road has been contracted out. Presently, the Highway Department is working on a bridge on Bill Henson Road in the Westmoreland area. County bridges and box culverts number around 400.

Ms. Hardin stated that the department visited 762 Old Gallatin Road. She said the problem there was the cross drain was only 15 inches and may be inadequate for heavy rainfall. She said on the other side of the road is a bluff where her department is cutting a new ditch and shoulder. She said she would double check that location.

### 7. Report of Road Superintendent.

Ms. Hardin spoke on the portion of road built by Rogers Group that connects Lower Station Camp Creek Road with Big Station Camp Creek Boulevard. In effect, the new portion of road bypasses a one-lane viaduct that presented safety concerns. That portion of the road has now been abandoned. She said portions of Lower Station Camp Creek Road are in the county and Gallatin, but the new portion is simply a continuation of Lower Station Camp Creek Road.

She said E-911 did not like the name Branham Road because Branham Mill Road exists, but the portion of the road needing a name is in the city limits of Hendersonville. The County portion extended the length of Lower Station Camp Creek Road by .26 of a mile.

Upon motion of Comm. Hinton, seconded by Comm. Rhodes, the Commission voted unanimously to accept the new portion of .26 of a mile added to Lower Station Camp Creek Road.

### 8. Report of County Mayor None

### 9. Commission Business None

### 10. Report of County Attorney None

11. Adjournment Upon motion of Comm. Mansfield, and duly seconded by Comm. Hinton, the Committee adjourned at 5:20 p.m.

**MINUTES  
LEGISLATIVE COMMITTEE  
BAKER RING, CHAIRMAN  
AUGUST 12, 2019**

Present:

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

Also Present:

Leah Dennen, Law Director  
Ben Allen, Staff Attorney  
Anthony Holt, County Mayor  
Commissioners Luke Tinsley, Moe  
Taylor, Jerry Mansfield, Billy Geminden  
Justin Nipper  
Dennis Cary, IT Director  
Ken Weidner, EMA Director

Chairman Baker Ring brought the Legislative Committee meeting to order with an invocation by Comm. Leslie Schell on Monday, August 12, 2019, at 5:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Approval of Agenda. Chairman Ring recognized Comm. Echols who inquired about the resolution presented by Commissioner Mansfield on the floor of the July Commission meeting. County Law Director Leah Dennen stated that Chairman Langford requested it be moved to the September Legislative meeting because the August Commission agenda is extensive. Upon motion of Comm. Chris Taylor, seconded by Comm. Goode, the Committee voted to approve the agenda by unanimous voice vote.

Minutes of July 8, 2019, for approval. Upon motion of Comm. Chris Taylor, seconded by Comm. Goode, the Committee voted to approve unanimously the minutes of July 8, 2019. Comm. Echols abstained.

Recognition of the Public. None

Report of Chairman. Chairman Ring had no report.

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

8. Old Business. Report from Technology Usage Ad Hoc Committee – Audio Recording Policy. Chairman Ring recognized Commissioner Luke Tinsley who recommended that the Committee refer the matter back to the Ad Hoc Committee for further deliberation. Comm. Tinsley stated that further research revealed there are concerns about installing a video recording system in the same space used for voting in elections.

The next meeting of the ad hoc committee will be September 9, 2019, at 4:00 p.m.

Comm. Krueger moved, seconded by Comm. Goode, to refer the matter to the ad hoc committee for further review. Chairman Ring recognized Comm. Moe Taylor who said the Tennessee Secretary of State had no problem with the cameras in the voting space and further stated that the Election Commission does not delegate where early voting will be held. Chairman Ring declared the motion to refer approved by unanimous voice vote of the body.

9. New Business.

9a. Veterans Service Report (attached). Veterans Service Officer report was attached.

9b. Helicopter Project. Air Methods, a helicopter aeromedical company, expressed an interest in relocating from Lebanon, TN to Sumner County. Ken Weidner, Director of the Emergency Management Agency, stated that he and other emergency services' directors were in favor of Air Methods locating a helicopter pad, a hanger and crew quarters at the Emergency Communications building on Airport Road. Mr. Weidner said the company will bear the costs of the helipad and the structure to house crew members. It was suggested that the County absorb construction permitting costs. Mr. Weidner pointed out that aeromedical wait times would significantly decrease and crew members could assist the ambulance service during down times.

Upon motion of Comm. Langford, seconded by Comm. Graves, the Committee voted unanimously to approve the relocation of Air Methods to Sumner County.

10. Certificates of Recognition. None

11. Zoning

12. Adjournment. Upon motion of Comm. Schell, and duly seconded by Comm. Goode, the Committee adjourned at 5:46 p.m.

**MINUTES  
TECHNOLOGY USAGE AD HOC COMMITTEE  
LUKE TINSLEY, CHAIRMAN  
AUGUST 5, 2019**

Present:

Luke Tinsley, Chairman  
Deanne Dewitt  
Loren S. Echols  
Caroline Krueger  
Jeremy Mansfield

Absent:

Caroline Krueger

Also Present:

Leah Dennen, Law Director  
Ben Allen, Staff Attorney  
Commissioner Moe Taylor  
Dennis Cary, IT Director

The Technology Usage Ad Hoc Committee meeting was brought to order with an invocation by Comm. Mansfield on Monday, August 5, 2019, at 4:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Tinsley declared a quorum present.

Approval of July 1, 2019 minutes. Comm. Echols moved, seconded by Comm. Mansfield, to approve the minutes of July 1, 2019. The minutes were approved unanimously.

Recognition of the Public. None

3b. Discussion of audio/visual recordings in Room 112 and strategy to be followed (see attached copy)

Deputy Clerk Maria Savage reported on the findings of Clerk Bill Kemp, regarding videotaping meetings in the Commission Chambers. She stated that the vendor, Arbor Media, indicated that accommodating a meeting other than the full Commission would require minimal programming to fix a camera and microphones on one side of the chambers and disable the livestream.

Leah Dennen, County Law Director, stated that the Legislative Committee did not vote to amend the rules to address the overlap in regular committee meetings. Ben Allen, Staff Attorney, reported that in the July 8<sup>th</sup> Legislative Committee that the Commission Chairman said he would suggest committee chairmen leave an hour between committee meetings.

Comm. Echols moved, seconded by Comm. Mansfield, to go forward with a resolution to spend the funds to set up recordings in the Committee meeting room and to approve action to set up the Commission chambers to record meetings other than the monthly Commission meeting.

Ms. Dennen stated that a mechanism needs to be in place to operate the video recording equipment.

The Committee discussed the issues around installing video equipment in Room 112, which is used for early voting during election years. Ms. Dennen stated that a policy needs to be in place to insure someone is responsible for covering the recording equipment during times of voting.

Without objection, Chairman Tinsley suspended the rules to allow Dennis Cary, IT Director to speak. Mr. Cary stated that the Department of Homeland Security will not allow the IT Department to have access to their camera placed in Room 112. Only the Elections Administrator can access the camera.

Mr. Cary stated the design of the system in the committee meeting room is such that anyone can turn on the recording equipment and turn it off with the push of a button. As far as the Chambers recording equipment, the costs of implementation has yet to be determined.

The Committee discussed the modifications to angle the table format to accommodate the cameras.

The Committee discussed the acoustics in the Chambers.

Comm. Mansfield moved to amend the resolution to move forward with the proposal for the committee meeting room and as phase II to deal with the cost to implement recordings of the Planning Commission in the Chambers and improve the acoustics in that room. He further stated to add the approval of a secure solution for the recording equipment in Room 112. Comm. Echols accepted the amendments into the main motion.

Comm. Echols called for the question. The motion as amended carried unanimously.

The Ad Hoc Committee members discussed the deadline to issue county emails to commissioners. They discussed switching over all commissioners' emails on the website effective August 15 and using those emails to conduct all county-related communications.

Ms. Dennen stated that the Ad Hoc Committee will need to meet an additional month to determine policy as it relates to the video recordings of meetings.

Next Month's Meeting. Comm. Mansfield moved, seconded by Comm. Dewitt, to set the next meeting for September 9, 2019, at 4:00 p.m. By consensus the motion was approved.

4. Adjournment. Upon motion of Comm. Mansfield, and duly seconded by Comm. Echols, the Committee adjourned at 5:10 p.m.

Prepared by Maria Savage



NON-PROFIT AD-HOC COMMITTEE MINUTES  
July 31, 2019

MEMBERS PRESENT  
Deanne Dewitt, Chairman  
Jerry Becker  
Shellie Young Tucker  
Justin Nipper  
Merrol N. Hyde  
Alan Driver  
OTHERS PRESENT  
David Lawing  
Kevin Baigert  
Moe Taylor

- I. CALL TO ORDER by Chairman Dewitt at 6:00pm 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 Becker, second by Commissioner Tucker, unanimous approval.
  - C. Recognition of Public-
    1. Kevin Baigert, 424 AB Wade Road, Portland TN, expressed his concerns about funding non-profits.
    2. Commissioner Moe Taylor, 420 Buck Graves Road, Westmoreland TN, expressed his concerns regarding raising taxes to help fund volunteer fire departments. He also recommended funding Sumner County Fire Buffs.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- Chairman Dewitt stated the primary objectives of this committee is to identify the entities that are currently funded by the county, determine if those entities should continue to be funded, and review the current application and controls to determine if there is a better process.
- III. NEW BUSINESS
  - A. Discussion- Finance Director Lawing stated some entities are contractual and he would verify those with legal. Chairman Dewitt requested Finance Director Lawing extend the historical data back to 2007-2008 and bring back to the next meeting. There was lengthy discussion among committee members. Commissioner Hyde recommended placing nonprofits in three different categories: essential; beneficial; and required. Motion for Chairman Dewitt to categorize each nonprofit and bring back to the committee for review by Commissioner Hyde, second by Commissioner Driver, unanimous approval.
- IV. ADJOURNMENT- Motion to adjourn at 7:04pm by Commissioner Becker.