



SUMNER COUNTY COMMISSION

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

Commissioners

First District
Moe Taylor
Terry Wright

Second District
Billy Geminden
Larry Hinton

Third District
Alan Driver
Steve Graves

Fourth District
Jerry Foster
Leslie Schell

Fifth District
Baker Ring
Danny Sullivan

Sixth District
Deanne Dewitt
Luke Tinsley

Seventh District
Loren S. Echols
Gene Rhodes

Eighth District
Merrol N. Hyde
Shellie Young Tucker

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline S. Krueger

Eleventh District
Scott Langford
Jeremy Mansfield

Twelfth District
Michael Guthrie
Justin Nipper

The following minutes are included in this packet:

| | |
|--|--------------------|
| Budget Committee..... | November 12 |
| Committee on Committees..... | November 18 |
| Emergency Services Committee..... | November 4 |
| Employee Benefits Committee..... | August 20 |
| General Operations Committee..... | November 4 |
| Highway Commission..... | November 5 |
| Legislative Committee..... | November 12 |
| Technology Ad Hoc Committee..... | November 4 |
| Non-Profit Ad Hoc Committee..... | November 11 |



BUDGET COMMITTEE MINUTES
November 12, 2019

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

- 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 Nipper.
 - B. Approval of Agenda- County Mayor Holt requested to add item V.B.7. Motion to approve amended agenda by Commissioner Schell, second by Commissioner Goode, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes – October 15, 2019- Motion to approve by Commissioner Nipper, second by Commissioner Schell, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN
 - A. Discussion of property taxes- Chairman Taylor stated there is an interpretation of a rule from the secretary of state's office regarding commercial properties being able to appeal their appraisals. He explained, if this rule passes, it could potentially reduce commercial taxes and shift a large burden to residential taxes. Chairman Taylor explained this rule can be eliminated if the county enters a two-year reappraisal process. Motion for the county attorney to write a resolution, if the rule is passed, to send to our delegation encouraging the state board of equalization not to pass this rule and for our legislators not to support the rule by Commissioner Goode, second by Commissioner Geminden, unanimous approval.
- III. REPORT OF THE COUNTY MAYOR-None
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Revenue monitoring – Please see attached. Finance Director Lawing stated, as it stands currently, it appears the county will be positive on revenue. He explained this is only based on the first three months.
 - B. Comptroller of the treasury receipt of FY2020 budget- Finance Director Lawing explained the attached memo. He stated he anticipates the highway department to have a positive cash and fund balance at the end of the year as projected. Finance Director Lawing informed the committee this needs to go to the county commission. Motion to approve by Commissioner Geminden, second by Commissioner Nipper, unanimous approval.

County Mayor Holt recognized Law Director Dennen and her office for their hard work on the recent tax sale. Law Director Dennen stated eighteen properties sold for \$600K and \$150K was paid to the county that day.

 - C. Financial statement memo- Included in packet.
 - D. Justice center project- Finance Director Lawing requested approval to transfer funds between line items, in the contingency amount, as necessary, to request purchase orders for this project. Motion to approve by Chairman Taylor, second by Commissioner Schell, unanimous approval.

V. NEW BUSINESS

A. Education

1. Budget amendments (for approval)- Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval.
2. Budget amendments (for information only)

B. Appropriations

1. County Mayor - \$7,800 from general fund unassigned fund balance for pay out of resigning employee and overlap of time due to hiring of replacement- Motion to approve and waive second reading by Commissioner Foster, second by Commissioner Schell, unanimous approval.
2. Finance Department - \$1,000 stipend from state for assistant finance director upon completion of certified county finance officer program- Motion to approve and waive second reading by Chairman Taylor, second by Commissioner Schell, unanimous approval.
3. Drug Court - \$60,000 additional funds from state for DMHSAS grant- Motion to group and approve items V.B.3.through 5 and waive second reading by Commissioner Schell, second by Commissioner Nipper, unanimous approval.
4. Sheriff's Office-
 - a. \$59,814.50 reimbursement for state inmate medical expenses
 - b. \$10,525 SCAAP funds for stab-proof vests
 - c. \$25,000 THSO grant for driving enforcement
5. Hendersonville Library - \$5,581 technology grant for data processing equipment
6. Habitat for Humanity – request for \$5,433.30 contribution for building fees- Motion to approve and waive second reading by Chairman Taylor, second by Commissioner Goode, unanimous approval.
7. County Mayor- Up to \$1,000 from general fund unassigned fund balance to pay for storage for recording equipment- Motion to approve and waive second reading by Commissioner Goode, second by Commissioner Geminden, unanimous approval.

C. Transfers-

1. Inter-budgetary

- a. Between major categories- Motion to approve and go to the full commission by Chairman Taylor, second by Commissioner Foster, unanimous approval.
 - i. Highway Department for purchase of dump truck, support vehicles, and bridge replacement
- b. Greater than \$2,500-Motion to group and approve items V.C.1.b. and c by Chairman Taylor, second by Commissioner Foster, unanimous approval.
- c. \$2,500 or less
 - i. Ag Extension transfer request- Bob Ary briefly spoke to this. Motion to approve \$0.50 for two employees, retroactive to July 1, 2019, by Chairman Taylor, second by Commissioner Schell, unanimous approval.

D. Tax Refunds- Motion to group and approve items V.D.1. through 4 by Commissioner Goode, second by Commissioner Schell, unanimous approval.

1. Hendersonville Hospital Corp - \$667
2. Hodges Group Inc - \$4
3. New Era Fiber - \$24
4. US Tsubaki Conveyor Operations Division - \$9

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



Sumner County Finance Department

David Lawing, Director
Certified Public Accountant
355 North Belvedere Drive, Room 302
Gallatin, Tennessee 37066
Phone: (615)451-6033

MEMORANDUM

To: Sumner County Budget Committee
From: David Lawing, Director of Finance
Date: November 12, 2019
Re: Highway/Public Works Fund's Cash Flows

Committee members, this document contains information comparing budgeted balances to the ending cash balances. Cash flows are based significantly on the timing of the transactions, not on the substance of the underlying transaction; therefore, a fund's cash balance, alone, is not a conclusive indicator of the overall financial performance of the fund. However, cash balances do need to be monitored closely to ensure that cash is available to meet obligations as they become due. At this time, adequate cash balances are projected to be available to meet current obligations as they become due.

Below is a comparison of cash balances to budgeted ending balances.

| <u>Highway/Public Works</u> | <u>July</u> | <u>August</u> | <u>September</u> |
|-----------------------------|---------------------|-------------------|---------------------|
| Actual Cash Balance | \$ 832,144 | \$ 892,196 | \$ 580,226 |
| Budgeted Balance | 1,041,487 | 560,795 | 750,298 |
| Difference | <u>\$ (209,343)</u> | <u>\$ 331,401</u> | <u>\$ (170,072)</u> |

For additional analysis, the following table provides detailed estimates of amounts included in the 2020 fiscal year budget.

| <u>Highway/Public Works</u> | July | August | September | October | November | December |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Cash Receipts | \$ 660,958 | \$ 637,973 | \$ 611,513 | \$ 1,117,134 | \$ 1,070,518 | \$ 831,777 |
| Debt Proceeds | - | - | - | - | - | - |
| Transfer In | - | - | - | - | - | - |
| Total Cash Inflows | 660,958 | 637,973 | 611,513 | 1,117,134 | 1,070,518 | 831,777 |
| Beg Cash Bal | 1,263,898 | 1,041,487 | 560,795 | 750,298 | 855,996 | 427,731 |
| Available Cash | \$ 1,924,856 | \$ 1,679,460 | \$ 1,172,308 | \$ 1,867,432 | \$ 1,926,514 | \$ 1,259,508 |
| Cash Payments | 883,369 | 1,118,665 | 422,010 | 1,011,436 | 1,498,783 | 814,905 |
| Debt Service | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - |
| Total Cash Outflows | 883,369 | 1,118,665 | 422,010 | 1,011,436 | 1,498,783 | 814,905 |
| Ending Balance | \$ 1,041,487 | \$ 560,795 | \$ 750,298 | \$ 855,996 | \$ 427,731 | \$ 444,603 |
| Cash Inflows - Outflows | (222,411) | (480,692) | 189,503 | 105,698 | (428,265) | 16,872 |

| <u>Highway/Public Works</u> | January | February | March | April | May | June |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Cash Receipts | \$ 658,130 | \$ 722,279 | \$ 631,713 | \$ 533,971 | \$ 596,669 | \$ 566,330 |
| Debt Proceeds | - | - | - | - | - | - |
| Transfer In | - | - | - | - | - | - |
| Total Cash Inflows | 658,130 | 722,279 | 631,713 | 533,971 | 596,669 | 566,330 |
| Beg Cash Bal | 444,603 | 516,658 | 817,141 | 935,583 | 1,009,757 | 956,870 |
| Available Cash | \$ 1,102,733 | \$ 1,238,937 | \$ 1,448,854 | \$ 1,469,554 | \$ 1,606,426 | \$ 1,523,200 |
| Cash Payments | 586,075 | 421,796 | 513,271 | 459,797 | 649,556 | 1,303,072 |
| Debt Service | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - |
| Total Cash Outflows | 586,075 | 421,796 | 513,271 | 459,797 | 649,556 | 1,303,072 |
| Ending Balance | \$ 516,658 | \$ 817,141 | \$ 935,583 | \$ 1,009,757 | \$ 956,870 | \$ 220,128 |
| Cash Inflows - Outflows | 72,055 | 300,483 | 118,442 | 74,174 | (52,887) | (736,742) |

| | Total Budgeted | Total Budgeted To-date | Collections To-date | Budget Variance To-date | Estimated Annual Budget Variance | Estimated Percentage Of Budget To Be Collected |
|---|-----------------------|------------------------------|------------------------|----------------------------|--|---|
| Local Taxes | | | | | | |
| Current Property Taxes * | \$ 132,440,832 | \$ 9,360 | \$ - | \$ (9,360) | \$ 60,041 | 100.05% |
| Trustee Collections-Prior Year | 1,054,037 | 312,397 | 214,261 | (98,136) | (66,223) | 93.72% |
| Trustee Collections-Bankruptcies | 5,718 | 1,577 | 5,148 | 3,570 | 6,472 | 213.18% |
| Clerk & Master Collections | 984,562 | 135,487 | 206,829 | 71,342 | 2,592 | 100.26% |
| Interest and Penalty | 278,803 | 51,779 | 51,334 | (445) | (2,397) | 99.14% |
| Pick Up Taxes | - | - | - | - | - | 100.00% |
| Pmt in Lieu Taxes-TVA | 4,897 | - | - | - | - | 100.00% |
| Pmt in Lieu Taxes-Local Utilities | 728,509 | - | 28,443 | 28,443 | - | 100.00% |
| Pmt in Lieu Taxes | 259,128 | 100,188 | - | (100,188) | - | 100.00% |
| Hotel/Motel Tax | 1,037,827 | 101,091 | 95,281 | (5,810) | - | 100.00% |
| Local Amusement Tax | 1,800 | 358 | 367 | 9 | 46 | 102.54% |
| Litigation Tax-Special/Judge | 311,739 | 55,253 | 54,077 | (1,175) | (1,326) | 99.57% |
| Litigation Tax-Special Purpose/Judge | 166,899 | 29,816 | 28,453 | (1,363) | (1,526) | 99.09% |
| Litigation Tax-Special Purpose/Security | 309,854 | 54,757 | 53,971 | (786) | (889) | 99.71% |
| Business Tax | 2,387,741 | 207,811 | 131,511 | (76,300) | - | 100.00% |
| Mixed Drink Tax | 518,000 | 290,369 | 73,005 | (217,364) | - | 100.00% |
| Bank Excise Tax | 400,000 | - | - | - | - | 100.00% |
| Beer Tax | 468,440 | 43,356 | 46,974 | 3,617 | 7,817 | 101.67% |
| Beer Privilege Tax | 2,500 | 45 | - | (45) | - | 100.00% |
| Non-depository Privilege Tax | 7,659 | - | - | - | - | 100.00% |
| Local Option Taxes | | | | | | |
| Sales Tax | 29,882,999 | 7,250,423 | 7,506,515 | 256,091 | 263,874 | 100.88% |
| Litigation Tax-Special (1) | 300,000 | 51,707 | 53,079 | 1,371 | - | 100.00% |
| Litigation Tax-Special (2) | 130,000 | 23,019 | 22,114 | (905) | - | 100.00% |
| Wheel Tax | 7,359,551 | 1,336,751 | 1,393,715 | 56,964 | 47,042 | 100.64% |
| Mineral Severance Tax | 207,784 | - | - | - | - | 100.00% |
| Adequate Facilities Tax | 2,860,000 | 862,589 | 574,022 | (288,567) | - | 100.00% |
| Total Local Taxes | \$ 182,109,279 | \$ 10,918,134 | \$ 10,539,100 | \$ (379,034) | \$ 315,523 | |
| Licenses and Permits | | | | | | |
| Marriage Licenses | \$ 13,152 | \$ 2,287 | \$ 1,539 | \$ (748) | \$ (861) | 93.46% |
| Cable TV Franchise Fees | 547,384 | 6,871 | - | (6,871) | - | 100.00% |
| Beer Permits | 950 | - | - | - | - | 100.00% |
| Building Permits | 660,806 | 157,678 | 153,673 | (4,005) | (3,357) | 99.49% |
| Rezoning Permits | 4,000 | - | 655 | 655 | - | 100.00% |
| Helping Schools | 2,079 | 546 | 412 | (134) | - | 100.00% |
| Total Licenses and Permits | \$ 1,228,371 | \$ 167,383 | \$ 156,279 | \$ (11,104) | \$ (4,218) | |
| Total | \$ 183,337,650 | \$ 11,085,517 | \$ 10,695,379 | \$ (390,138) | \$ 311,306 | 100.17% |

*This amount is adjusted to the total estimated collections based on the adopted tax rate.

**COMMITTEE ON COMMITTEES
MINUTES
PAUL R. GOODE, CHAIRMAN
NOVEMBER 18, 2019**

Present:

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

Also Present:

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

The regular meeting of the Committee on Committees was brought to order with an invocation by Comm. Tucker on Monday, November 18, 2019, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Goode declared a quorum to conduct business.

Agenda. Comm. Echols moved, seconded by Comm. Becker, to approve the agenda. The motion carried unanimously.

Approval of Minutes of October 21, 2019. Upon motion of Comm. Becker, and duly seconded by Comm. Echols, the Committee approved unanimously the minutes of October 21, 2019.

Public Recognition. None

Report of the Chairman. None

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

8.Old Business. None

9. New Business.

Sumner County Resource Authority.

Chairman Goode announced the reappointment of the following to the Sumner County Resource Authority:

- L. K. Lannom, Gallatin, 6-year term –reappoint

Upon motion of Comm. Becker, seconded by Comm. Echols, the Committee voted unanimously to approve the reappointment of Mr. Lannom to the Sumner County Resource Authority.

Sheriff's Civil Service Board.

Chairman Goode announced the following appointments to the Sheriff's Civil Service Board:

- Ed Williams – Employee Representative, two-year term
- Bryna L. Grant – Employee Representative, two-year term
- Leonard Moudy, County Commission Representative

Upon motion of Comm. Echols, seconded by Comm. Tucker, to group and approve, the Committee voted unanimously to approve the appointments of Mr. Williams, Ms. Grant and Mr. Moudy to the Sheriff's Civil Service Board.

Board of Construction Appeals.

Comm. Becker suggested that one of the alternates on the Board be appointed to a three-year term. Mayor Holt agreed and suggested the appointment of Shawn Utley, alternate, to replace Steve Coates who declined to serve another three-year term.

Chairman Goode announced the following recommendations to serve on the Board of Construction Appeals as follows:

- Henry Brown, three-year term
- Kenny Lou Allen, three-year term
- Shawn Utley, three-year term
- Larry Brown, alternate, one-year term

Upon motion of Comm. Becker, seconded by Comm. Tucker, the Committee voted unanimously to approve the appointments of Mt. Utley, Mr. Allen, Mr. Larry Brown and Mr. Henry Brown to the Construction Board of Appeals.

Chairman Goode noted the following deferral on the Board of Construction Appeals:

Shawn Utley, alternate, one-year term

Next Month, December, 2019.

Health & Safety Standards Board:

- Daniel Koulianos, four-year term
- James Flockencier, four-year term

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

**MINUTES
EMERGENCY SERVICES COMMITTEE
Chairman Caroline Krueger
NOVEMBER 4, 2019**

Present:

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

Also Present:

Greg Miller, EMS Chief
Leah Dennen, County Law Director
Ben Allen, Staff Attorney
Aaron Pickard, Chief Deputy Sheriff
Ken Weidner, Emergency Management Agency
Paul Harbsmeier, Acting ECC Director
Joe McLaughlin, Cottontown Volunteer Fire
Commissioner Moe Taylor

Chairman Caroline Krueger called the meeting of the Emergency Services Committee to order with an invocation by Comm. Chris Taylor on Monday, November 4, 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. Chris Taylor, the Committee unanimously approved the agenda.

Approval of Minutes of August 5, 2019. Upon motion of Comm. Guthrie, Comm. Driver seconded, the Committee approved unanimously the minutes of August 5, 2019. Comm. Chris Taylor abstained from the vote.

Public Comments. none

Report from the Chairman. Chairman Krueger opened the floor for nominations for the chairmanship. Comm. Tinsley nominated Comm. Krueger. With no other nominations, the Committee voted unanimously to elect Comm. Krueger as chairman.

Chairman Krueger called for nominations for vice-chairman. Comm. Guthrie nominated Comm. Driver to serve as vice-chairman. With nominations closed, the Committee voted unanimously to elect Comm. Driver.

Chairman Krueger stated that a final CTAS report should be available by December, 2019.

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

8. Report from the Sheriff. Chief Deputy Aaron Pickard reported on October financials for the Sheriff's Office. The jail population for October 2019 was 897. Chief Pickard reported on animal control statistics and overall activity in the Sheriff's Office.

9. Fire Departments. Joe McLaughlin of the Cottontown Volunteer Fire Department reported there were 303 calls in October, with Westmoreland and Highland Volunteer Fire Departments not reporting. In 2018 there were 394 for the same time period. Year-to-date reported calls were 3,878.

Mr. McLaughlin requested direction from the Committee on how to allocate the \$150,000.00 in additional funds appropriated by the Commission for use by the volunteer fire departments. Ms. Dennen stated that the Committee needed to determine the rules for allocating the funds.

Comm. Chris Taylor moved, seconded by Comm. Guthrie, to request the volunteer fire departments bring specific needs before the EMS Committee, that will prioritize the requests and forward any action to the Budget Committee for review. The motion carried unanimously.

10. Report from the EMS. Greg Miller, Emergency Medical Services Chief, presented the EMS report. EMS responses were 2,080 in October, with transports totaling 1,613. He presented monthly revenue comparisons, with \$494,492.00 in October revenue. Mr. Miller stated his agency's accounting numbers indicated \$535,000 in revenue for October. Transport revenue in October was \$1,762,199. He said that the Shackle Island ambulance is in full operation.

11. Report of the Emergency Management Agency. Ken Weidner, Director of the Emergency Management Agency, updated the committee on the installation of the communications equipment. He said one communication shelter has to be put in place. Mr. Weidner said all agencies in Sumner County are participating in the new system, which will be operational in fall of 2020.

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

12. Report of the Emergency Communications Center. Paul Harbsmeier, acting ECC Director, stated that a new director had been hired for the Center and will be present November 18-22., with an open house on December 9.

He reported on staffing levels, stating that the numbers are coming back up.

13. Old Business. None

14. New Business

14a. Highway Safety Contract – attached.

Upon motion of Comm. Guthrie, seconded by Comm. Foster, the Committee voted to approve the Highway Safety contract unanimously.

14b. Retirement Wes Martin

Upon motion of Comm. Guthrie, seconded by Comm. Foster, the Committee voted unanimously to approve awarding Deputy Martin his badge and gun.

15. Adjournment. With a motion by Comm. Guthrie, and duly seconded, the Committee adjourned at 5:36 p.m.

Prepared by Maria Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
August 20, 2019
9:00 A.M.

Members Present:

Justin Nipper
Michael Guthrie

Also:

Leah Dennen
Ben Allen
David Lawing

Bob Shupe
Brittney Spradling
Debbie Robertson

Keith Helton
Ashley Berry
Christy Freedle

Mr. Nipper called the SIB Employee Benefits Committee meeting to order on Tuesday, August 20, 2019 at 9:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

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 May 21, 2019 and the Special Called Meeting on June 11, 2019; seconded by Mr. Nipper; unanimous approval.

Report of Committee Chair: Mr. Nipper introduced Amy Summers, an employee, to talk about the County offering an EAP program. Ms. Berry stated that the One to One Clinic has an EAP program and she highly recommends it. Mr. Lawing reported we had checked with USABLE and they offer an EAP at no cost for the online version. For 3 visits, they will increase our GTL rate from \$0.14 to \$0.15. The committee decided we need to get a proposal from USABLE with more details. It was proposed to get this included in next bid for our life insurance renewal.

Report of Consultant: Ms. Spradling presented her report and noted she included a running stop loss fund and the 2019 total. The large loss report is for 12 months beginning in July. Everything is in the black for medical and dental.

One to One: Ms. Berry handed out a report showing the utilization of the clinics. She discussed they could add a Saturday event to the HRA at a cost of \$850. We have decided to have 8 events plus 1 Saturday event with the option to have a physical or blood draw. The cost of an in-body scale would be around \$9,000. She is going to reach out to the BOE and see if they want to share the cost and she will get back with us on that. She also let us know that they can offer Telehealth with One to One Providers beginning January 1, 2020 at a cost of \$3.00 PEPm.

The committee decided to move forward with the recommended timeline for the Wellness Program as presented. They discussed making changes to the benchmarks. They decided to remove cholesterol as a benchmark, but it will still be reviewed with the HRA/Physical labs. A1C will not be lowered this year, but patients with an A1C between 5.7 and 6.9 will be notified that they are considered pre-diabetic and that the benchmark will be lowered the next year so they can begin to prepare for it. These benchmarks are made by recommendation of the American Heart Association and the American College and Physicians.

Finance Director: Mr. Lawing reported that we are still closing the books, but the numbers look really good. There is a downward trend on claims. Projections on actuarials have increased, so we will have to watch throughout the year to see how we are doing.

Old Business: Ms. Dennen said the One to One Contract is not very clear, so it will be up to the Committee to decide whether or not they pay the shortage costs as asked by One to One. The Contract will be up next year. Ms. Berry stated there was a staffing payroll shortage of around \$20,000 for last year and around the same amount for this year. Ms. Dennen stated we may look at doing an addendum starting with 2019.

The clinic website was discussed that it needed upgrades to make it easier to use and make an appointment. Mr. Lawing stated we need an estimate on the cost to fix it. Ms. Dennen mentioned that we are still getting complaints from employees who cannot get an appointment and do not want to go to work in hours since they cannot tell their employer how long they will be gone. Mr. Guthrie asked to defer the One to One Contract until after we hear about the potential changes to the website.

Ms. Berry introduced Russell Cliche which is a new employee with One to One Clinic and will be helping to get out information to our employees.

Ms. Berry presented 3 bids for moving quotes. Mr. Guthrie made a motion to accept the lowest bid and pay our portion of bid up to 20%; seconded by Mr. Nipper; unanimous approval. Ms. Berry is to get with the BOE to discuss with them about splitting the cost of the moving and renovations.

Mr. Lawing stated he talked to the actuarial people and got quotes on the Law Enforcement Retirement Issue. We have contacted TCRS to get information to pass on to OPEB, but TCRS has not responded back to us. Ms. Dennen stated that it is going to be up to the Sheriff's Office to define who is included and gets the retirement. The TCRS will need to know exactly what the parameters are. We will continue to discuss at next meeting.

New Business: Mr. Lawing requested we move the dental deductible to reset every July 1st which will be the same as the medical deductible. It is very confusing to the employees to have at different times. He is asking that we look at giving them 18 months on the dental deductible and instead of resetting on January 1, 2020, have it reset July 1, 2020 and every July 1st after that. The committee decided to get a report of maximum costs from BCBS and discuss at next meeting.

There was no further business, so Mr. Guthrie made a motion to adjourn; Mr. Nipper adjourned the meeting at 10:15 a.m.

**MINUTES
GENERAL OPERATIONS COMMITTEE
LESLIE SCHELL, CHAIRMAN
NOVEMBER 4, 2019**

Present:

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

Also Present:

Leah Dennen, County Law Director
Ben Allen, Staff Attorney
Kim Norfleet, Grant Administrator
Anthony Holt, County Mayor
Commissioner Moe Taylor, Chris Taylor

The scheduled meeting of the General Operations Committee was brought to order with an invocation by Comm. Schell on Monday, November 4, 2019, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

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

Minutes of September 9, 2019. Upon motion of Comm. Krueger, seconded by Comm. Tucker, the Committee voted to approve unanimously the minutes of September 9, 2019.

Report of Chairman. Chairman Schell had no report.

County Executive. No report.

Recognition of the Public. None

8. Old Business.

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

Community Development Block Grant Waterline project: Ms. Norfleet state that the easements for the water lines would be finalized during the week. The engineer will submit a plan and specs to the State for grant review and approval process on November 4. Project should proceed with bidding after state plan approval later in November or early December, 2019.

Fire panel at Administration Building. Ms. Fleet said the work should be complete in November, 2019.

Jail and court parking lots need to be sealed and striped. Ms. Fleet reported that jail and court parking lots will be advertised for bid on November 7, with bid opening on November 21, 2019.

Ms. Fleet reported on 2020 Capital Projects.

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

Ms. Norfleet noted the final total contract was \$467,874.28 after the change order on the roof replacement at the Sumner County Administration Building. The change order has substantial completion with a walkthrough on October 18 for a punch list. The final walkthrough is scheduled for November 4.

8.(1). Boiler Flue Administration Building (attached). Ms. Norfleet stated that the boiler flue and shaft replacement will be bid this week, with opening scheduled for November 21. She will present the results. The boiler is temporarily vented.

9. New Business.

9(1.)Surplus various items from Portland Public Library.

9(2.)Surplus various items from Register of Deeds.

9(3.)Surplus various items from Finance Department.

9(4.)Surplus various items from Assessor of Property.

9(5.)Surplus various items from Law Office.

9(6.)Surplus various items from Maintenance Department.

9(7.)Surplus various items from Highway Department.

Upon motion of Comm. Ring, seconded by Comm. Krueger, the Committee voted unanimously to group and approve the surplus property in items 9(1.) through 9(7.).

10. Adjournment. Chairman Schell declared the Committee adjourned at 6:15 p.m. after a motion by Comm. Krueger was duly seconded.

Prepared by Maria Savage

SUMNER COUNTY HIGHWAY COMMISSION

November 5, 2019

MINUTES

MEMBERS PRESENT: Steve Graves, Chairman
Judy Hardin, Road Superintendent
Larry Hinton, Commissioner
Tom Neal, Citizen Member
Gene Rhodes, Commissioner
Anthony Holt, County Mayor

MEMBERS ABSENT: Terry Wright, Commissioner
Luke Tinsley, Commissioner

OTHERS PRESENT: Leah Dennen, Law Director
Ben Allen, Staff Attorney
Suzie Blankenship, Assessor of Property Adm. Assistant
Brock Bermeister, Fleet Manager/Shop Foreman

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, November 5, 2019 at 4:33 P.M. in Conference Room #112 at the Sumner County Administration building.

OPEN FLOOR

Elect new Chairman. Larry Hinton was nominated.

Motion to approve: Gene Rhodes, Commissioner

Seconded by: Anthony Holt, County Mayor

Motion passed: Unanimously

Elect new Vice Chairman. Steve Graves was nominated.

Motion to approve: Gene Rhodes, Commissioner

Seconded by: Anthony Holt, County Mayor

Motion passed: Unanimously

ADDITION TO AGENDA

Judy Hardin, Road Superintendent:

1. Acceptance of Pond Drive extension (attached).

Motion to approve: Tom Neal, Citizen Member

Seconded by: Steve Graves, Vice Chairman

Motion passed: Unanimously

2. Also, report of miles of roads paved this year. Finished paving a total of 39.78 miles from April up till now. Cleaning equipment now.

APPROVAL OF AGENDA

Motion to approve: Anthony Holt, County Mayor

Seconded by: Gene Rhodes, Commissioner

Motion passed: Unanimously

APPROVAL OF MINUTES

Motion by Anthony Holt, County Executive, to approve the September 2019 minutes.

Seconded by Judy Hardin, Road Superintendent. **Motion passed** unanimously.

PUBLIC RECOGNITION - None

REPORT OF CHAIRMAN: OLD BUSINESS – None

REPORT OF CHAIRMAN: NEW BUSINESS – None

REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS - None

REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS

1. **Request Approval of Budget Transfer** (Attached).
Motion to approve: Steve Graves, Vice Chairman
Seconded by: Gene Rhodes, Commissioner
Motion passed: Unanimously
2. **Request Approval of Surplus Property** (Attached). Leah Dennen, Law Director, did discuss the County can sell directly to other governmental entities without taking bids.
Motion to approve: Anthony Holt, County Mayor
Seconded by: Tom Neal, Citizen Member
Motion passed: Unanimously
3. **Request Resolution for Ronnie Thompson** (31 Years' Service).
Motion to approve: Steve Graves, Vice Chairman
Seconded by: Anthony Holt, County Mayor
Motion passed: Unanimously
4. **Request for Approval of resolution for Old Shiloh Bridge Project** (Attached). Leah Dennen, Law Director, explained the location of this bridge.
Motion to approve: Anthony Holt, County Mayor
Seconded by: Steve Graves, Vice Chairman
Motion passed: Unanimously

REPORT OF COUNTY MAYOR

Expressed thanks to Judy Hardin, Road Superintendent, for the expansion of the turnaround area at the County Clerk's office drive thru. Also, would like to thank any of the county commissioners who voted for the new County Engineer.

COMMISSION BUSINESS -None

REPORT OF LAW DIRECTOR - None

MOTION TO ADJOURN: Tom Neal, Citizen Member

SECONDED BY: Steve Graves, Vice Chairman

ADJOURNMENT: 4:55pm

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

Present:

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

Also Present:

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

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

Approval of Agenda. Without objection and at the request of Anthony Holt, County Mayor, a policy concerning audio/video recordings of committees was added to Report of County Mayor. Upon motion of Comm. Goode, seconded by Comm. Krueger, the Committee voted to approve the agenda as amended by unanimous voice vote.

Minutes of October 15, 2019, for approval. Upon motion of Comm. Chris Taylor, seconded by Comm. Schell, the Committee voted to approve unanimously the minutes of October 15, 2019.

Recognition of the Public. Louis Balch of 500 Wolf Hill Road requested the committee to consider a noise ordinance in the county to help with noise and nuisance abatement.

Report of Chairman. Chairman Ring had no report.

Report of County Mayor. County Mayor Anthony Holt requested approval of a policy to determine proper procedure for usage and access of the audio/video equipment for recording commission committees. Upon motion of Comm. Langford, seconded by Comm. Goode, the Committee voted unanimously to approve the policy and forward it to the full Commission.

Old Business.

a. Election of Committee Chairman and Vice-Chairman.

Chairman Ring relinquished the Chair to Comm. Langford who called for nominations for Legislative Committee chairman. Comm. Krueger nominated Comm. Ring. Comm. Goode moved to cease nominations and elect by acclamation. The motion carried unanimously.

Chairman Ring called for nominations to serve as Vice-Chairman. Comm. Langford nominated Comm. Goode. Chairman Ring ruled that nominations ceased. The Committee elected Comm. Goode as vice-chairman by unanimous approval.

New Business.

a. Veterans' Service report (attached) Veterans Service Officer report was attached.

b. Noise Ordinance – County Law Director Leah Dennen stated that a noise resolution was impractical and hard to enforce because the noise would have to be tested for the levels during the occurrence. The Committee took no action.

c. Old Shiloh Bridge Project – attached

Ms. Dennen stated that the State has agreed to fix Old Shiloh Bridge. Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted to approve unanimously the resolution agreeing to approve the Old Shiloh Bridge project.

9. New Business.

10. Certificates of Recognition.

a. Recognizing Griffin Johnson -Eagle Scout

Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted unanimously to approve the recognition of Griffin Johnson.

11. Zoning. Rezoning Briar Rose Hill – Represented by Greenlid Design – Owners Alcy and Miranda Baggott. Requesting a rezoning from Agricultural A to Commercial 2 Planned Unit Development (C2PUD) for the purpose of an event venue. Subject property is located at 2990 Highway 31E, Bethpage Tennessee, 37022 is on Tax Map 084, Parcel 050.00, contains 1.8 acres and is zoned Agricultural (A). (Second Reading)

Upon motion of Comm. Goode, seconded by Comm. Krueger, the Committee voted unanimously to approve the rezoning of Briar Rose Hill on the second reading.

Emissions Testing. Ms. Dennen stated that there is progress on the effort to speed the elimination of emissions testing in Sumner County.

12. Adjournment. Upon motion of Comm. Goode, and duly seconded by Comm. Schell, the Committee adjourned at 5:54 p.m.

Prepared by Maria Savage

**MINUTES
TECHNOLOGY USAGE AD HOC COMMITTEE
LUKE TINSLEY, CHAIRMAN
NOVEMBER 12, 2019**

Present:

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

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Mayor
Commissioner Moe Taylor
Dennis Cary, IT Director
Bill Kemp, County Clerk

1. Call to Order.

The Technology Usage Ad Hoc Committee meeting was brought to order with an invocation by Comm. Mansfield on Tuesday, November 12, 2019, at 4:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Tinsley declared a quorum present.

3. Approval of October 15, 2019 minutes. Comm. DeWitt moved, seconded by Chairman Tinsley, to approve the minutes of October 15, 2019. The minutes were approved, with Comm. Mansfield voting no.

4. Recognition of the Public. None

5. Old Business- None

6. New Business

a. Policy for Usage.

Chairman Tinsley recognized County Mayor Anthony Holt who presented the following policy for audio/video usage:

**AUDIO/VIDEO "OWL" POLICY
November 12, 2019 Rev 1.2**

Purpose

The purpose of this policy is to establish guidelines and minimum requirements governing the use of the County-provided video recording system "OWL". By establishing and maintaining compliance with this policy, risks and costs to the County can be minimized while the valuable potential of these communication tools can be realized.

Scope

This policy applies to standing and ad-hoc Sumner County meetings. Whereas the commissioner that chairs the committee has discretion to record and/or designate another commissioner on the committee to operate the video recording system.

Whilst there is no obligation to do so, in accordance with the resolution #1910-02, audio/video recording of all ordinary and ad-hoc Sumner County meetings are to be made available via the county YouTube account.

The published minutes of meetings will remain the official record of proceedings and decisions.

Policy

It is the policy of the Sumner County Information Technology Department "ITD" to provide technological resources and to provide a higher level of service to all citizens. To this end, the County ITD will provide guidelines, training and limited support for the use of the A/V solution.

Responsibilities

The county commissioner chairperson and/or designated commissioner is responsible for

- Checking in/out A/V recording hardware from the IT department
- Setup and recording of meeting(s)
- Obtaining training from the ITD to record meetings
 1. This person must contact the ITD at least (1) week prior to the date of use to make an appointment to learn to setup, operate and stow the A/V equipment. The appointment time will be set at the discretion of the ITD and will be prior to the reserved time to use the A/V equipment.
- Responding to all request for information specific to recorded meetings and materials

The ITD is responsible for

- Providing training for setup, operation and stowing of A/V equipment
- Convert and upload of raw AV media to the YouTube channel
- On request and at the discretion of the ITD, an audio only file can be created from the video file and provided. This audio file will NOT be maintained in archives for any length of time.
- Maintenance of A/V hardware
- Retention of raw video for up to 1 year on Sumner County archives
 1. YouTube does not guarantee retention of videos

Sumner County IT personnel are not available to assist with recording meetings.

Mayor Holt stated that the IT Department would provide training for chairman or designated others. He said this would minimize employee cost of attending meetings.

The Committee members discussed the statement “the commissioner that chairs the committees have discretion to record”. Mayor Holt said recording all committee meetings is not enforceable. He suggested not using the attorneys or IT staff to manage the committee recordings.

Ms. Dennen stated the approved resolution does not allow for committee chairman to opt out of recordings.

Discussion included the use of an accessible lockbox to store the equipment in a logistically reliable location. Concerning the notice to the public that a committee video is available, County Clerk Bill Kemp stated he could create a link to YouTube video recordings on office webpage.

The Committee discussed how long the videos would be kept on YouTube. Dennis Cary, IT Director, stated that the files are large and additional drive space will be needed to keep the raw footage. Mr. Kemp said Commission videos are available on line through ArborMedia and copied to a disk and kept in his office.

Ms. Dennen discussed the open records law and stated that some records are periodically destroyed because it is not necessary to keep them. Comm. Mansfield stated that he would like the videos stored indefinitely.

Comm. DeWitt suggested striking the phrase in the third paragraph, “Whilst there is no obligation to do so,” and substitute “In accordance with 1910-02.”

Comm. Dewitt requested that addition of language in the last bullet point under “The ITD is responsible for” as follows:

- Retention of raw video stored locally for one year onsite and archived annually.
- Request County Clerk to provide public link on the county website

Comm. DeWitt moved, seconded by Comm. Mansfield, to approve up to \$1,000.00 to purchase a safe to house the video recording equipment and hard drive storage capacity for archiving. The motion carried unanimously.

The Committee agreed to place the safe in Room 112.

Comm DeWitt moved, seconded by Comm. Mansfield, to adopt the policy presented by Mayor Holt with the above-noted changes to the document. The motion carried unanimously.

Ms. Dennen suggested forwarding the policy for approval to Legislative Committee, which was meeting after the Ad Hoc Committee.

7. Adjournment. Upon motion of Comm. Echols, and duly seconded by Comm. Krueger, the Committee adjourned at 4:47 p.m.



NONPROFIT AD-HOC COMMITTEE MINUTES

November 19, 2019

MEMBERS PRESENT

Deanne Dewitt, Chairman
Jerry Becker
Shellie Young Tucker
Justin Nipper
Merrol N. Hyde
Alan Driver

- I. CALL TO ORDER by Chairman Dewitt at 5:00pm in Room 104 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Becker.
 - B. Approval of Agenda- Motion to approve by Commissioner Becker, second by Commissioner Driver, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes-October 28, 2019- Motion to approve by Commissioner Nipper, second by Commissioner Driver, unanimous approval.
- II. REPORT OF THE CHAIRMAN- None
- III. REPORT OF THE FINANCE DIRECTOR-None
- IV. NEW BUSINESS
 - A. Nonprofit resolution- Finance Director Lawing clarified that any charitable organization has the right to present to the budget committee and to the county commission each year. He also explained, if they make a request, it must be consolidated into the original budget but can be amended by the budget committee or by the county commission. There was lengthy discussion among committee members. Chairman Dewitt explained the changes in yellow to the attached proposed resolution. Commissioner Becker requested an amendment to the highlighted area on C. to state "Grant applications will be due on or before October 1 each year". Motion to approve amended resolution to send back to the budget committee by Commissioner Becker, second by Commissioner Hyde, unanimous approval.
 - B. Outside agency funding applications- Chairman Dewitt explained her goal is to simplify the application as much as possible and still receive efficient data. There was lengthy discussion among committee members. Chairman Dewitt stated she will propose a couple of different options for applications at the next meeting in December.
- V. ADJOURNMENT- Motion to adjourn at 5:48pm by Commissioner Becker.

RESOLUTION DEFINING SUMNER COUNTY
CRITERIA FOR CONSIDERING AND PROCESS FOR ADMINISTERING
OUTSIDE AGENCY FUNDING REQUESTS

WHEREAS, Tennessee state statutes authorize county governments to make financial contributions to nonprofit charitable organizations and nonprofit civic organizations, enabling us to assist nonprofit organizations in furthering the economic development, social welfare, and common good of our residents; and

WHEREAS, a nonprofit charitable organization is exempt from taxation pursuant to Internal Revenue Code where no part of the net earnings inures or may lawfully inure to the benefit of any private shareholder or individual and provides services benefiting the general welfare of the residents of the county; and

WHEREAS, a nonprofit civic organization, also exempt from taxation pursuant to Internal Revenue Code, operates for the primary purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation and by inducing businesses to locate in or to remain in the county; and

WHEREAS, Sumner County residents receive myriad benefits as a result of the services provided by area nonprofit agencies, and often, there would be a considerable cost to the county if these services were not provided.

THEREFORE, BE IT RESOLVED by the Sumner County Board of County Commissioners, meeting in regular session on the ____ day of _____, 2019, that this body does affirm that when financially able, it will provide contributions to eligible nonprofit charitable organizations and nonprofit civic organizations per the following stipulations.

- A. Administration of grant requests will be customized for each of the following eligible categories.
 - a. **Rural Fire Departments:** located in rural, non-municipal areas providing first responder fire and emergency services to residents, businesses, schools, and organizations in their area
 - b. **Economic and Environmental Agreements:** primarily nonprofit civic organizations committed to economic and workforce development as well as government-extension agencies that promote efficiency in transportation, refuse disposal, and natural resources
 - c. **Serving Our Citizens:** local nonprofit charitable organizations that support, care for, and/or protect our children, seniors, and community as well as those in unsafe or vulnerable conditions
- B. Contributions to Rural Fire Departments and agencies supported through Economic and Environmental Agreements will be evaluated during the annual county budget process. Those agencies and services which are governed by a contract, private act, or statute will be limited to a one year term and, when the term expires, will be reevaluated for continuation but at no time will legal obligations be ignored unless statutorily authorized.
- C. Contributions to agencies categorized as Serving Our Citizens will be invited to complete a grant application to be considered through a charitable giving panel review process conducted *after* the total nonprofit charitable donation amount is approved during the regular budget cycle. Grant applications will typically be made available on or about July 1st of each year pending budget approval. These agencies will be eligible for no more than \$2,500 in the first year or a \$2,500 increase in subsequent years and, in years where Sumner County's total charitable contribution amount does not increase, preference will be given to prior year recipients that continue to enhance

the community with proven performance measures. Charitable appropriations will be made after the charitable giving panel completes its work, on or about January 1 the following year.

- D. Charitable donations will ONLY be considered during the annual budget and panel review process.
- E. Per state statute and directive of this body, any nonprofit organization that receives financial assistance from the county must file with the Sumner County Clerk's office and with the Finance Department, an annual report of its business affairs and transactions which includes, but is not limited to, a copy of an annual audit (or an annual report detailing all receipts and expenditures in a form prescribed by the comptroller of the treasury), a description of the program that serves the residents of the county, and the proposed use of the county assistance. Failure to provide required documentation will forfeit the nonprofit organization's opportunity to apply for a charitable contribution in the subsequent funding year.

BE IT FURTHER RESOLVED that this process shall begin with the 2020-2021 fiscal year.