

SUMNER COUNTY COMMISSION

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

Commissioners

Terry Moss – 1st

Terry Wright – 2nd

Mark Harrison – 3rd

Dillon Lamberth – 4th

Darrell Rogers – 5th

David Klein – 6th

Danny Sullivan – 7th

Baker Ring – 8th

Dr. Mary Genung – 9th

Benjamin Harris – 10th

Kevin Pomeroy – 11th

Deborah Holmes – 12th

Terri Boyt – 13th

Dr. Jamie Teachenor – 14th

J. Wes Wynne – 15th

Jeremy Mansfield – 16th

Robert Brown III – 17th

Don Schmit – 18th

Shannon Burgdorf – 19th

Merrol Hyde – 20th

Jerry Becker – 21st

Matthew Shoaf – 22nd

Tim Jones – 23rd

Chrissi Miller – 24th

The following minutes are included in this packet:

Budget Committee.....November 7

Committee on Committee.....November 7

Education Committee.....November 1

General Operations.....November 1

Health & Emergency Services.....October 24 & November 1

Law Director Selection.....November 2 & 30

Legislative Committee.....October 11 & November 7



BUDGET COMMITTEE MINUTES
November 7, 2022

MEMBERS PRESENT
Matthew Shoaf, Chairman
Jeremy Mansfield, Vice Chairman
Jerry Becker
Bob Brown
Mark Harrison
David Klein
Don Schmit
OTHERS PRESENT
Ben Allen
David Lawing
Merrol Hyde
Wes Buenac

- I. CALL TO ORDER by Chairman Shoaf at 7:58pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation- Led by Commissioner Becker.
 - B. Approval of Agenda- Chairman Shoaf removed items V.F and VI.A.1 from the agenda and added items VI.B.9 through 11. Motion to approve amended agenda by Commissioner Brown, second by Commissioner Schmit, unanimous approval.
 - C. Recognition of Public- Wes Buenac, 321 Buffalo Road, Goodlettsville, TN, expressed his desire for the committee to approve the safe schools grants.
 - D. Approval of Minutes – October 12, 2022- Commissioner Becker pointed out two corrections for the minutes. Motion to approve with changes by Commissioner Harrison, second by Commissioner Schmit, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN
 - A. Report of Non-profit Allocation Panel- Commissioner Becker stated the nonprofit allocation panel recommends funding \$92,500 of the \$100K allocated for the nonprofit charitable organizations. A list of the break down will be provided to the full commission. Motion to send to the full commission by Commissioner Becker, second by Commissioner Mansfield, unanimous approval.
- III. REPORT OF THE COUNTY MAYOR-None
- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Revenue analysis (to be passed out at meeting)- Finance Director Lawing explained the attached revenue analysis. Finance Director Lawing and Chairman Shoaf discussed the analysis with the committee.
 - B. EMS – COVID19 hazard pay- Motion to place back under old business in December by Commissioner Klein, second by Commissioner Harrison, unanimous approval.
 - C. Highway/Public Works Fund analysis (send to county commission)- Finance Director Lawing stated we are \$170K better than anticipated. Motion to send to the full commission by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - D. Financial statement memo (send to county commission)- Included in packet.
- V. OLD BUSINESS
 - A. Pending General Operations Committee decision
 1. Reconsider funding for the construction of a new health department building near the New Shackle Island Volunteer Fire Department- The committee agreed to place this item under old business in December.
 2. Reconsider funding for the construction of a new EMS building hear the New Shackle Island Volunteer Fire Department- The committee agreed to place this item under old business in December.
 3. Discuss moving ARPA funds budgeted for election machines to other ARPA projects
 - Sumner County Maintenance Facility – additional \$1M funding-The committee agreed to place this item under old business in December.
 - B. Purchase of AEDs - 2nd reading- Motion to purchase fifty-five AED's, to be funded from the ARPA funds, by Commissioner Mansfield, second by Commissioner Harrison, unanimous approval.
 1. Original information
 2. Updated information
 - C. Uncollected material receivables- Motion to send this item to legal and to place under old business in December.
 - D. Discussion of budget calendar for 2024 budget preparation- Motion to approve by Commissioner Mansfield, second by Commissioner Becker, unanimous approval.
 - E. FY2022 budget carryovers to FY2023
 1. IT disaster recovery funds (\$71,844 and \$225,328.04) - 2nd reading- Motion to approve by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 2. Archives and administration building roofs (pending general operations committee decision)- No action taken.

When looking over the 2019 capital list included in the packet, Commissioner Becker made a motion to remove the sidewalk project and the park and ride project, second by Commissioner Harrison, unanimous approval. Motion to approve \$50,000 carryover for flooring for the Sumner County Administration Building by Commissioner Becker, second by Chairman Shoaf, unanimous approval. Finance Director Lawing recommended sending the \$130K for elevator repairs to bid. The committee agreed. Finance Director Lawing requested for \$11,242.03 be removed for EMS station 13 improvements as it is no longer needed. Motion to approve by Commissioner Klein, second by Commissioner Becker, unanimous approval. Motion to appropriate \$4,353 from capital projects restricted fund balance and reappropriate \$9,500 from a liquidated purchase order for sealing and striping of the Sumner County Administration Building parking lot by Commissioner Mansfield, second by Commissioner Harrison, unanimous approval. Motion to send all remaining items back to the general operations committee and have the mayor's office provide estimates, by Commissioner Becker, second by Commissioner Harrison, unanimous approval.

- F. Education budget amendment (for approval) – per BOE, remove from agenda- No action.
- G. Election Commission - \$279,827.50 from general fund unassigned fund balance for part time personnel and election workers pay plus related social security and Medicare (discuss in December)- No action.
- H. Risk Management - \$10,723 from general fund unassigned fund balance for increase in surety bonds and building and liability insurances (amended amount to \$11,097) – 2nd reading- Motion to approve by Commissioner Becker, second by Commissioner Mansfield, unanimous approval.

VI. NEW BUSINESS

- A. Education – pending approval by the education committee
 - 1. FY2022 purchase order carryovers- removed
 - 2. Budget amendments (for approval)- Motion to approve pages 64-77, amendments 3&4 safe schools grant and remove pages 78-86 item 2 lottery for education: after school programs by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - 3. Budget amendments (for information only)- Included in packet.
- B. Appropriations
 - 1. General Sessions 2 – \$75,000 Juvenile Mental Health Court Pilot Grant-Motion to approve by Commissioner Mansfield, second by Commissioner Harrison, unanimous approval.
 - 2. Sheriff's Office
 - a. \$30,000 Enforcement of TN DUI Laws Grant- Motion to approve by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - b. Reduce Mental Health Transport Grant approved budget to actual grant amount- Motion to approve by Commissioner Becker, second by Chairman Shoaf, unanimous approval.
 - 3. Health Department – reduce Direct Access Grant approved budget to actual grant amount- Motion to approve by Commissioner Becker, second by Commissioner Shoaf, unanimous approval.
 - 4. Building and Codes - \$1,000 for permit refund paid in FY2022- Finance Director Lawing asked for this item to be removed. No action taken.
 - 5. Development Services – appropriate funds from canceled prior year purchase order for permitting and licensing software program- See attachment. Development Services Director Suddath briefly spoke to this. There was lengthy discussion. There was discussion of a possible way to create a revenue source for this. Chairman Shoaf recommended Finance Director Lawing and Development Services Director Suddath get together and bring this back in December. The committee agreed.
 - 6. County Mayor – appropriate funds from canceled prior year purchase order for three vehicles- Motion to deny by Commissioner Becker, second by Chairman Shoaf, unanimous approval.
 - 7. General Sessions 1 – requesting appropriation for temporary full-time employee-Commissioner Hyde briefly spoke in favor of this item. Motion to approve by Commissioner Harrison, second by Commissioner Brown, unanimous approval.
 - 8. Correct budget for liquidation of PO during closing of FY2022 books- Motion to approve first reading by Commissioner Becker, second by Commissioner Harrison, motion passes 6-1, with Commissioner Mansfield opposing.
 - 9. Highway Transfer-See attached. Finance Director Lawing stated this item will need to go to the full commission due to being between major categories. Motion to approve by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - 10. Comer Barn-Motion to remit funds back to the State of Tennessee and donors and to adjust budget and financial statements as necessary, by Commissioner Mansfield, second by Commissioner Schmit, unanimous approval.
 - 11. County Attorney- Motion to pay Ben Allen as interim county attorney from November 30, 2022, forward up to sixty additional days or until the new law director starts full time employment, whichever is first by Commissioner Becker, second by Commissioner Mansfield, unanimous approval.

C. Transfers

1. For county commission approval
 - a. Volunteer Fire Departments – distribution of \$91,944 from original budget- Motion to approve by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - b. Oak Grove Volunteer Fire – up to \$18,000 for survey and geotechnical fees (pending general operations committee decision)- Motion to deny by Commissioner Mansfield, second by Commissioner Harrison, unanimous denied.
2. Payroll related- Motion to group and approve items VI.C.2a. and b, and waive the second reading, by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - a. County Mayor - \$5,355.22 for part time personnel during transition to new mayor
 - b. Finance - \$15,509.71 for overtime due to payroll software implementation, being short-staffed, processing COVID19 supplements, etc.
3. Other inter-budgetary
 - a. Library System- Motion to approve by Commissioner Becker, second by Commissioner Harrison, unanimous approval.
 - b. Other miscellaneous transfers- Motion to approve by Commissioner Becker, second by Commissioner Harrison, unanimous approval.

D. Tax Refunds

1. American Colors Inc - \$993- Motion to approve by Commissioner Becker, second by Commissioner Schmit, unanimous approval.

VII. ADJOURNMENT- Motion to adjourn at 10:07pm by Chairman Shoaf.

11/7/2022

	Total Budgeted	Total Budgeted To-date	Collections To-date	Budget Variance To-date	Estimated Annual Revenues	Estimated Annual Budget Variance	Estimated Percentage Of Budget To Be Collected
Local Taxes							
Current Property Taxes	\$ 146,536,526	\$ 8,236	\$ 5,978	\$ (2,257)	\$ 146,536,526	\$ -	100.00%
Trustee Collections-Prior Year	1,225,615	255,770	432,491	176,721	1,225,615	-	100.00%
Trustee Collections-Bankruptcies	17,352	4,675	578	(4,097)	17,352	-	100.00%
Clerk & Master Collections	1,079,403	302,064	247,828	(54,236)	1,079,403	-	100.00%
Interest and Penalty	295,823	58,926	37,519	(21,407)	295,823	-	100.00%
Pick Up Taxes	-	-	-	-	-	-	100.00%
Pmt in Lieu Taxes-TVA	3,478	-	-	-	3,478	-	100.00%
Pmt in Lieu Taxes-Local Utilities	769,168	62,989	59,886	(3,103)	733,484	(35,684)	95.36%
Pmt in Lieu Taxes	404,610	42,034	11,185	(30,848)	446,595	41,985	110.38%
Hotel/Motel Tax	1,200,000	307,015	389,469	82,454	1,264,456	64,456	105.37%
Local Amusement Tax	1,704	141	330	189	2,047	343	120.12%
Litigation Tax-Special	296,947	92,331	102,949	10,617	304,103	5,156	101.72%
Litigation Tax-Special Purpose/Judge	159,669	36,223	38,472	2,250	161,156	1,487	100.93%
Litigation Tax-Special Purpose/Security	298,390	67,705	75,999	8,294	303,873	5,483	101.84%
Business Tax	2,526,208	183,755	318,597	134,842	2,989,652	463,444	118.35%
Mixed Drink Tax	436,619	-	125,365	125,365	436,619	-	100.00%
Bank Excise Tax	760,703	-	-	-	760,703	-	100.00%
Beer Tax	455,984	85,169	82,757	(2,412)	443,068	(12,916)	97.17%
Beer Privilege Tax	2,500	-	48	48	2,500	-	100.00%
Non-depository Privilege Tax	7,659	-	-	-	7,659	-	100.00%
Local Option Taxes							
Sales Tax	44,167,413	10,419,191	12,259,539	1,840,348	45,727,676	1,560,263	103.53%
Litigation Tax-Special (1)	285,704	65,027	76,798	11,772	293,462	7,758	102.72%
Litigation Tax-Special (2)	119,911	27,324	31,318	3,994	122,540	2,629	102.19%
Wheel Tax	7,728,497	1,268,532	1,593,385	324,853	8,223,287	494,790	106.40%
Mineral Severance Tax	261,299	74,985	80,833	5,848	281,679	20,380	107.80%
Adequate Facilities Tax	2,736,547	658,945	936,916	277,972	2,794,267	57,720	102.11%
Total Local Taxes	\$ 211,779,729	\$ 14,021,033	\$ 16,908,240	\$ 2,887,207	\$ 214,457,024	\$ 2,677,295	
Licenses and Permits							
Marriage Licenses	\$ 12,398	\$ 3,686	\$ 3,582	\$ (104)	\$ 12,047	\$ (351)	97.17%
Cable TV Franchise Fees	575,196	120,712	3,624	(117,087)	575,196	-	100.00%
Beer Permits	594	-	-	-	594	-	100.00%
Building Permits	839,710	289,515	320,131	30,616	844,150	4,440	100.63%
Rezoning Permits	3,118	382	5,490	5,108	3,118	-	100.00%
Highway Permits	36,668	10,741	7,700	(3,041)	35,630	(1,038)	97.17%
Helping Schools	1,253	273	377	105	1,277	24	101.92%
Total Licenses and Permits	\$ 1,468,937	\$ 425,308	\$ 340,904	\$ (84,404)	\$ 1,472,012	\$ 3,076	
Total	\$ 213,248,666	\$ 14,446,341	\$ 17,249,144	\$ 2,802,803	\$ 215,929,036	\$ 2,680,370	101.26%

November 2022 Update For Carryover

Capital Projects Needs List FY2019

5701-90013 projects-unspent (to 5701-579100-90013)		
91130	22,303.00	hvac/sheriff various
91140	36,397.00	hvac/various health & welfare
91160	53,850.00	hvac/ag
91190	734,634.59	various
	<u>847,184.59</u>	

FY2016-2019 Capital Projects Needs List – Other project needs pinpointed listing

- Maintenance items listed on 2016 walkthrough report
- Sidewalk extension in front of Station Camp High School along Bison Trail
- Ocana Park n' Ride
- HVAC improvements:
 - Odom's Bend Gun Range–replace two units
 - Hendersonville Health Department heat
 - Winchester facility-units still working but are older units
 - UT Ag Extension Office-units still working but are older units
- Repairs to Gallatin Library
- Repairs to Hendersonville Library
- Carpet replacement at administration building - need to carryover the \$50,000 budgeted for flooring project
- General Sessions bullet resistant glass wall
- Existing Hendersonville Health Department repairs
- Repairs to Courthouse
- County Administration Building Roof –Shingle Portion & Railings: Repairs as needed
 - Shingle Portion removed from project scope in 2019 due to LoadMaster roof structure issue -Architect cost analysis from 2019 regarding two options presented for shingle roof – neither option approved by County Commission– motion was to cap the membrane and for repairs to be addressed as leaks occurred
 - Old Railings causing leaks

Capital Projects –Funding Carryover

- Sumner County Jail Elevator upgrades:
 - \$130,000 Need for Capital Project carryover from FY2022
- Archives Roof:
 - \$450,000 Direct Appropriation Grant for COVID Relief – Need for Capital Project carryover
- County Administration Building Sealing and Striping: completed pavement repairs last fiscal year
 - Request for Budget up to \$20,000 - Need additional \$4,353 budgeted
 - \$6,147 already budgeted for CAB Parking lot improvements - carried over August 2022 (579100)
 - \$9,500 carryover and obligate cancelled PO Rogers Group (PO#21000737)
Have open purchase order with Rogers Group for \$9,500 PO21000737 that could be utilized–
need to carryover \$9,500 from open PO to Budget for new vendor for sealing and striping project.
 - Quote for Sealing and Striping was \$16,890 from June 2022
 - Advertise for bids once funding in place

Cost & Terms

Pricing Sheet

First Year Services

- Installation of GovBuilt Platform
- Unlimited for the listed departments - Building/Codes and Planning/Zoning
- 30 online forms and workflows built by GovBuilt
- 20 inspection forms built by GovBuilt
- GovBuilt will upload the automated template letters
- Unlimited expansion of forms and workflows built by Sumner County after Go-live
- Data Import – No Data Migration Included
- E-Plansoft Integration
- Payment Processor
- Daily Reporting to Cashing/Tyler MUNIS
- ESRI / Geo Jobe Integration
- Citizen Portal Design/Layout
- Training – 4 days onsite/Pre-launch + 2 remote 30 days after launch
- Consulting- 4 days onsite
- Support 7 a.m. – 7 p.m. CT. GovBuilt personnel can be reached via email, or phone. Emergency support is included for outside of normal support hours.

All change orders will be discussed, scoped, estimated, defined and approved by Sumner County. Hourly rate will be \$175.00 per hour.

Pricing:

	One-Time Implementation	Annual Subscription Including Unlimited Support
GovBuilt	\$119,542	\$32,400
ePlansoft	\$22,750	\$9,600
First Year Investment	\$142,292	\$42,000
Total First Year Investment		\$184,242

Pricing:

Year 2 GovBuilt	34,020
Year 2 ePlansoft	9,888
Year 2 & Total	\$43,908

Annual Services are subject to a cumulative annual 5% technology fee increase beginning Year2.

REQUEST FOR BUDGET ADJUSTMENT

DEPARTMENT: SUMNER COUNTY HIGHWAY DEPT.
REQUESTED BY: TOBY ELLIS
DATE: 11/1/2022

FUND: 131

☒ Transfer

X	Over \$2500, per line-item
	\$2500. or less per line-item

	Appropriation
X	Between Major Categories
	Payroll Items

[illegible]

DESCRIPTION OF BUDGET REQUEST	<u>PURCHASED OFFICE FURNITURE AND WAS PLANNING ON TRANSFERRING FUNDS</u>
AT A LATER DATE BUT WAS TOLD THE FUNDS NEEDED TO BE IN FURNITURE LINE PRIOR TO INVOICE BEING PAID.	

County Road Committee

Approved _____

Rejected

Date _____

Budget Committee

Approved _____

Rejected _____

Date _____

**COMMITTEE ON COMMITTEES
MINUTES
JEREMY MANSFIELD, CHAIRMAN
NOVEMBER 7, 2022**

Present:

Jeremy Mansfield, Chairman
Chrissi Miller, Vice-Chairman
Dr. Mary Genung
Deborah Holmes
Dr. Jamie Teachenor

Also Present:

Ben Allen, Staff Attorney
John C. Isbell, County Mayor
Merrol Hyde, Commission Chairman

Chairman Mansfield brought the regular scheduled meeting of Committee on Committees to order with an invocation by Comm. Teachenor on Monday, November 7, 2022, at 5:00 p.m. Chairman Mansfield declared a quorum to conduct business.

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

Approval of Minutes of October 11, 2022. Upon motion of Comm. Genung, seconded by Comm. Teachenor, the Committee voted unanimously to approve the minutes of October 7, 2022.

Public Recognition.

Diane Johnson of 143 McCain Crossing, Hendersonville spoke to her qualifications to serve on the Library Board.

Marybeth Buri of 1610 Shell Road, Goodlettsville spoke to her qualifications to serve on the Library Board

Dennis Cavin of 1167 Plantation Pass, Gallatin, Music city Airport Authority Chairman, spoke on behalf of the recommendation of Mike Ryan to the Music City Airport Authority.

Report of the Chairman. No report

Report of the County Mayor. No report

8.Old Business. None

9. New Business.

Music City Airport Authority – 5-year term.

- Thomas Richie Williams, resigned.

Comm. Teachenor moved, seconded by Comm. Holmes, to recommend and approve the appointment of Pascal Jouvence to the Music City Airport Authority. The Committee voted unanimously to approve the appointment of Mr. Jouvence to the Music City Airport Authority.

West Fork Creek Reservoir/Dam Authority – 4-year term.

- Billy Geminden term expired September 2022

County Attorney Ben Allen stated the committee no longer exists and will be removed.

Library Board – 3-year term.

- Ronnie Fox term expired July 2022

Chairman Mansfield stated there are two open seats on the Library Board and made the following recommendations:

- Diane Johnson
- Marybeth Buri

Chairman Mansfield moved, seconded by Comm. Teachenor, to recommend and group and approve the appointments of Diane Johnson and Marybeth Buri to the Library Board. The Committee voted unanimously to approve the appointments of Diane Johnson and Marybeth Buri to the Library Board.

Solid Waste Board – 6-year term.

- Mark Bristol, resigned/moved away, term expired May 2022
- J. Bruce Rainey, term expired May 2022
- Fred Qualls, term expired May 2022
- Ben Harris, term expired May 2022

Without objection, Chairman Mansfield deferred to December meeting.

Delinquent Tax Committee.

- Tim Jones to replace Alan Driver, ex commissioner
- Chrissi Miller to replace Luke Tinsley, ex commissioner
- Don Schmit to replace Brian Stewart, ex commissioner
- Terry Wright, commissioner to remain

Comm. Mansfield moved, seconded by Comm. Teachenor, to group and approve the appointment of Tim Jones, Chrissi Miller, Don Schmit and Terry Wright to the Delinquent Tax Committee. The Committee voted unanimously to group and approve the appointments of Tim Jones, Chrissi Miller, Don Schmit and Terry Wright to the Delinquent Tax Committee.

Ethics Committee – 1-year term (Appointed in September on a yearly basis).

- Scott Langford, ex commissioner
- Larry Hinton, ex commissioner
- Caroline Krueger, ex commissioner
- Kathryn Strong
- James Ramsey

Comm. Mansfield moved, seconded by Comm. Teachenor, to defer to December meeting. The Committee voted unanimously to defer the appointments to next month's meeting.

Liability Claims.

- Robert Brown to replace Deanne DeWitt, ex commissioner
- Merrol Hyde to replace Billy Geminden, ex commissioner
- John C. Isbell to replace Anthony Holt, County Mayor

Comm. Mansfield moved, seconded by Comm. Teachenor, to group and approve the appointment of Robert Brown and Merrol Hyde to Liability Claims. The Committee voted unanimously to group and approve the appointments of Robert Brown and Merrol Hyde to Liability Claims.

Local Emergency Planning Commission.

- Michael Guthrie, ex commissioner

Comm. Mansfield moved, seconded by Comm. Holmes, to defer to December meeting. The Committee voted unanimously to defer to next month's meeting.

Regional Planning Commission.

- Chrissi Miller to replace Billy Geminden, ex commissioner

Comm. Teachenor moved, seconded by Comm. Holmes, to approve the appointment of Chrissi Miller to the Regional Planning Commission. The Committee voted unanimously to approve the appointment of Chrissi Miller to the Regional Planning Commission.

- Wes Wynne to replace Gene Rhodes, ex commissioner

Recommendation fails due to lack of motion.

- David Klein to replace Chris Taylor, ex commissioner

Comm. Miller moved, seconded by Comm. Teachenor, to approve the appointment of David Klein to the Regional Planning Commission. The Committee voted unanimously to approve the appointment of David Klein to the Regional Planning Commission.

Civil Service Board – 2-year term.

- Bill Johnson, Sheriff's Representative

County Attorney Ben Allen stated he spoke to Sheriff Sonny Weatherford and they are currently accepting nominations from employees.

Chairman Mansfield moved, seconded by Comm. Holmes, to defer to December meeting. The Committee voted unanimously to approve to defer to next month's meeting.

Board of Construction Appeals.

- Larry Brown, alternate – 1-year term
- Rick Halcomb, alternate – 1-year term
- Shawn Utley – 3-year term
- James Hodges – 2-year term
- Bob Goodall – 2-year term
- Henry Brown – 3-year term
- Robert Hill – 2-year term
- Kenny Louallen – 3-year term

Chairman Mansfield moved, seconded by Comm. Teachenor, to defer to December meeting. The Committee voted unanimously to approve to defer to next month's meeting.

Industrial Development Board.

- Danny Hales – 6-year term expires November 2022
- Kevin McCutcheon – 6-year term expires November 2022

Chairman Mansfield moved, seconded by Comm. Miller, to defer to December meeting. The Committee voted unanimously to approve to defer to next month's meeting.

Joint Economic & Community Development Board.

- Jeremy Mansfield to replace Paul Goode, ex commissioner

Comm. Teachenor moved, seconded by Comm. Miller, to approve the appointment of Jeremy Mansfield to the Joint Economic & Community Board. The Committee voted unanimously to approve the appointment of Jeremy Mansfield to the Joint Economic & Community Development Board.

- Mary Genung to replace Deanne DeWitt, ex commissioner

Chairman Mansfield moved, seconded by Comm. Miller, to approve the appointment of Mary Genung to the Joint Economic & Community Board. The Committee voted unanimously to approve the appointment of Mary Genung to the Joint Economic & Community Development Board.

- Matthew Shoaf to replace Larry Hinton, ex commissioner

Comm. Genung moved, seconded by Comm. Miller, to approve the appointment of Matthew Shoaf to the Joint Economic & Community Board. The Committee voted unanimously to approve the appointment of Matthew Shoaf to the Joint Economic & Community Development Board.

Next Month December 2022

E-911 Board.

10. Adjournment. Upon motion of Comm. Teachenor, seconded by Comm. Genung the Committee adjourned at 5:28 p.m.

**MINUTES
EDUCATION COMMITTEE
CHAIRMAN, ROBERT BROWN III
NOVEMBER 1, 2022**

Present:

Robert Brown, III, Chairman
Darrell Rogers, Vice-Chairman
Terri Boyt
Shannon Burgdorf
Dillon Lamberth
Chrissi Miller
Danny Sullivan

Also Present:

Ben Allen, County Attorney
Merrol Hyde, Commission Chairman
John C. Isbell, County Mayor
David Lawing, Finance Director
Ken Weidner, EMA Director

Chairman Brown brought the regular meeting of the Education Committee to order with an invocation Tuesday, November 1, 2022 at 6:00 p.m. in the Sumner County Administration building in Gallatin.

3. Adoption of the Agenda. Chairman Brown moved, seconded by Comm. Boyt, to amend to add a resolution of which there are two versions and an investigation of the Infinity Pipeline and the School Board, the items to be added under New Business as items b and c. The motion to amend the agenda carried unanimously. Upon motion of Chairman Brown, seconded by Comm. Sullivan, the Committee unanimously approved the agenda as amended.

4. Approval Minutes October 3, 2022. Chairman Brown moved, seconded by Comm. Miller, to amend to add "all other budget amendments passed" after "failed due to lack of second" under New Business, item A, after Amendments 3 & 4. The motion carried unanimously. Upon motion of Chairman Brown, seconded by Comm. Miller, the Committee unanimously approved the minutes of October 3, 2022 as amended.

5. Recognition of the Public. Chairman Brown explained that each speaker would have three minutes with a total of fifteen minutes allowed for public comment. If time does not allow for all persons to speak, they may speak at the end of the meeting, if time allows, or carry the list over to next months meeting.

Patricia Smith of 112 England Place, Hendersonville spoke in support of approval of the safe school budget amendments.

Jessie McKinney of 209 Waterview Drive, Hendersonville asked the Committee to approve the safe school budget amendments.

Rebecca Goddard of 2339A New Hope Road, Hendersonville expressed her appreciation for the safety measures in place and asked that every stone be over turned before approving grant money.

Marlis Boyce of 1050 Glenbrook Way, Hendersonville spoke to concerns of data tracking with "You Science Software" in the schools.

Marie Mobley of 1058 Lt. Gibson Circle, Gallatin spoke to concerns of monitoring children in schools.

Melody Vaudrey of 3517 New Hope Road, Hendersonville spoke in favor of the safety measures in the schools but concerned about social workers teaching the children about emotional matters and thinks that should be left up to parents.

Meghan Bruning of 171 Wynebrooke Trace, Hendersonville spoke in support of approval of safe school budget amendments.

Due to time constraints the following were not allowed to speak:

Sarah Squires of 148 Chesapeake Harbor, Hendersonville

Pat Conner of 80 Hidden Point, Hendersonville

Kevin Baigert of 424 AB Wade Road, Portland

Charlene Aumiller of 143 Ruland Circle, Hendersonville

6. Report of the Chairman (Chairman's notes attached). Chairman Brown informed the Committee that he met with Scott Langford, Amanda Brown and department heads on October 19, 2022 concerning how the budget requests were being presented. Amanda Brown agreed to include a department memo to explain any vague or non-descriptive language for each request. Chairman Brown noted that was included in the agenda packet for this meeting.

a. Discussion on Tennessee Code 49-2-301 (2020) Director of Schools :: 2020 Tennessee Code :: US Codes and Statutes. Chairman Brown discussed and stated he would like to see this begin in January. No action taken.

b. New CDC mandate for students to have COVID vaccinations since we are recipients of the ESSER grants. Chairman Brown discussed. No action taken.

c. TCA 49-06-10119. Chairman Brown discussed. No action taken.

7. Report of County Mayor. County Mayor John C. Isbell thanked Chairman Brown for his attempt to keep meeting within specified meeting time but expressed his concerns with limiting time for public comments and not allowing everyone to speak.

8. Report of Director of Schools. Not present

9. Old Business.

- a. Budget Requests #3 and #4 Fund: 141-&SS Safe Schools Grant.
Chairman Brown began discussion on budget requests #3 and #4. (Chairman Brown's notes attached). Without objection Chairman Brown asked EMA Director Ken Weidner to explain the radio system/panic buttons more in depth.

Upon motion of Comm. Rogers, seconded by Comm. Sullivan, the Committee voted to approve budget request #3 and #4 Fund: 141-&SS Safe Schools Grant. Comm. Miller abstained from the vote.

10. New Business.

a. Budget Requests:

- #2 141-7 Leap Lottery for Education: Afterschool Programs;
Comm. Rogers, seconded by Comm. Lamberth, to begin discussion on budget request #2.

After discussion, Chairman Brown moved, seconded by Comm. Sullivan, to refer budget request #2 141-7 Leap Lottery for Education: Afterschool Programs to next month's old business. The Committee voted to approve to refer to next month's old business. Comm. Rogers voted against.

#108 142.401 Title IV Student Support/Safe Schools;
#97 142.430 21st CCLC Cohort 2019 Student Support/Safe Schools;
#98 142.431 21st CCLC Cohort 2018 Student Support/Safe Schools;
#102 142.701 Title IX McKinney Vento Student Support/Safe Schools
#286 142.940 Resilient School Communities Grant Student Support/Safe Schools;

Chairman Brown moved, seconded by Comm. Burgdorf, to group and approve budget requests #108, #97, #98, #102 and #286 and forward to full Commission on the Consent Agenda. The Committee voted unanimously to group and approve and forward to full Commission on the Consent Agenda.

b. Resolution added during approval of agenda.

c. Infinity Pipeline and SCBOE added during approval of agenda.

Upon motion of Comm. Rogers, seconded by Comm. Miller, to refer remaining items 10b and 10c to next month's meeting under Old Business. The Committee voted unanimously to refer item 10b and 10c to next month's meeting under Old Business.

Adjournment.

Chairman Brown declared the Committee adjourned at 7:05 p.m. upon motion of Comm. Boyt and seconded by Comm. Miller.

Prepared by Jennifer Mitchell

YOU SCIENCE SOFTWARE

Call to Order

I would like to call this education committee meeting to order this 1 Nov 2022 at 6pm.

Initial Announcement

This committee is going to try to hold to the scheduled meeting time of 55 minutes to an hour in order to not abuse our county employees, who have already worked a full day and now are here tonight. We will be using a clock for timed discussion for the public as well as ourselves. Commissioner Boyt will be our time keeper. She will be timing the whole meeting and each speaker and each item. Depending on the length of a budget request of which we have only two (one old and one new), we will determine whether the time needs to be extended by voice vote. The other budget requests are federal funds and are for County Commission Information Only.

Invocation

Approval of the Agenda

I would like to make a motion to amend the agenda with #1: a Resolution of which we have two versions and #2. an investigation that may lead to forming an ad hoc committee or more work for the Gen Ops committee of the Infinity Pipeline and the SCBOE, in New Business and make them items "b and c." Second? All those in favor? All those oppose? I now move that we approve the agenda. Second?

Approval of the minutes from 3 Oct

I would like make a motion to amend those minutes by adding under New Business, Item A, after Amendments #3&4. After "failed due to lack of second" add the sentence: All other budget amendments passed. Second? All those in favor? All those oppose? I now move that we approve the minutes. Second?

Recognition of the Public

As for recognition of the public, we will hold to a 15 minute timeframe which is one quarter of the allotted meeting time and I think that is fair. We will start with 5 minutes and go no lower than 3 minutes depending upon how many sign-up to speak. If there are others who wish to speak but don't get the chance in the allotted time, we may let them at the end of the committee meeting if we finish early or they will be the first to speak at the next committee meeting. The public can also contact us in numerous ways including: official email, social media, and phone. The standing rules of the full commission allow time for every citizen to speak on agenda items. Before you speak, please state your name and address for the record.

Chairman's Report

1. On 19 Oct, I had a meeting with Scott Langford, Amanda Brown, and the appropriate heads of each department concerning how budget requests were being presented to the

education committee. We came together in agreement that Amanda Brown put forth a department memo to explain all of the vague or non-descript machine language of each request that has to be approved by this committee. I think this is a big step forward because I had asked for it since 23 Sep. With these explanations we don't have to play 20 questions anymore and can expedite these requests.

2. 2020 Tennessee Code Title 49 – Education Chapter 2 - Local Administration Part 3 - County Administration Director of Schools

Para b. , 1. It is the duty of the board of education to assign to its director of schools the duty to:

Subparagraph Q: Make a written report, quarterly, to the appropriate local legislative body, for the board, of all receipts and expenditures of the public school funds, which accounts shall contain full information concerning the conditions, progress and needs of the schools of the school system and which shall be audited by the appropriate fiscal officer and local legislative body;

3. I am concerned about the new CDC ruling placing the Wuhan virus vaccination on the public school immunization schedule for all students. The emergency use for these vaccinations runs out in 2023 which shields the makers of these vaccines from lawsuits by the federal government. By placing it on the immunization schedule, the CDC is continuing this shielding for Pfizer, Moderna, and other manufacturers. Governor Lee has signed an executive order mandating that no Tennessee student will be required to get it. Our schools have taken the federal grant money tied to the ESSER funds with strings attached to the Wuhan virus. However this directive has not been the case in our Sumner County schools when laws were passed to restrict offensive, age-inappropriate, and sexually explicit textbooks and library books. Wit & Wisdom was adopted anyway and the purchases of library books that have transgressed these laws have been placed in our school libraries. I hope that we can get assurance that the governor's executive order will be followed and not circumvented by our BOE.

4. TCA 49-06-1019

Section 49-6-1019 - Concepts prohibited from inclusion or promotion in course of instruction - Withholding of state funds upon violation

(a) An LEA or public charter school shall not include or promote the following concepts as part of a course of instruction or in a curriculum or instructional program, or allow teachers or other employees of the LEA or public charter school to use supplemental instructional materials that include or promote the following concepts:

- (1) One (1) race or sex is inherently superior to another race or sex;
- (2) An individual, by virtue of the individual's race or sex, is inherently privileged, racist, sexist, or oppressive, whether consciously or subconsciously;
- (3) An individual should be discriminated against or receive adverse treatment because of the individual's race or sex;
- (4) An individual's moral character is determined by the individual's race or sex;

(5) An individual, by virtue of the individual's race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;

(6) An individual should feel discomfort, guilt, anguish, or another form of psychological distress solely because of the individual's race or sex;

(7) A meritocracy is inherently racist or sexist, or designed by a particular race or sex to oppress members of another race or sex;

(8) This state or the United States is fundamentally or irredeemably racist or sexist;

(9) Promoting or advocating the violent overthrow of the United States government;

(10) Promoting division between, or resentment of, a race, sex, religion, creed, nonviolent political affiliation, social class, or class of people;

(11) Ascribing character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex, or to an individual because of the individual's race or sex;

(12) The rule of law does not exist, but instead is a series of power relationships and struggles among racial or other groups;

(13) All Americans are not created equal and are not endowed by their Creator with certain unalienable rights, including, life, liberty, and the pursuit of happiness; or

(14) Governments should deny to any person within the government's jurisdiction the equal protection of the law.

(b) Notwithstanding subsection (a), this section does not prohibit an LEA or public charter school from including, as part of a course of instruction or in a curriculum or instructional program, or from allowing teachers or other employees of the LEA or public charter school to use supplemental instructional materials that include:

(1) The history of an ethnic group, as described in textbooks and instructional materials adopted in accordance with part 22 of this chapter;

(2) The impartial discussion of controversial aspects of history;

(3) The impartial instruction on the historical oppression of a particular group of people based on race, ethnicity, class, nationality, religion, or geographic region; or

(4) Historical documents relevant to subdivisions (b)(1) - (3) that are permitted under § 49-6-1011.

(c) If the commissioner of education finds that an LEA or public charter school knowingly violated this section, then the commissioner shall withhold state funds, in an amount determined by the commissioner, from the LEA or public charter school until the LEA or public charter school provides evidence to the commissioner that the LEA or public charter school is no longer in violation of this section.

T.C.A. § 49-6-1019

Added by 2021 Tenn. Acts, ch. 493, s 51, eff. 5/25/2021.

I am surprised that the Tennessee legislature has to write such laws to be this specific when we already have laws on the books about the various discriminations, age-appropriateness for minors, the innocence of our children, and willful perversion of our children by adults. The reason being

is that we have adults and educators who try to skirt these laws trying to find some loophole or push the envelope.

Through the Wuhan pandemic and its unnecessarily long shutdowns and ill-advised mandates, not to disparage those who died through poor medical protocols in hospitals and nursing homes and fatal co-morbidities, parents became aware of the curriculum with which their children were being indoctrinated. Parents became engaged because the curtain had been pulled back through Zoom classes online about the inappropriate content of curriculums, indoctrination, and books that had been in our children's classrooms.

Due to this law Williamson County is now involved in a lawsuit due to its adoption of the Great Minds publisher of *Wit & Wisdom* for English and reading in their curriculum. Great Minds tried to be edgy in this curriculum which was passed as the last item on the agenda one night with no discussion whatsoever at the Sumner County Board of Education.

Another library book, *Dragonwings* by Laurence Yep, which is currently in the libraries of Merrol Hyde Magnet, Gallatin High School, and Station Camp High School, had another parent, David Coleman in Blount County, as the first person to pursue the prohibited concepts violation up to Commissioner Schwinn because of its defamation of white Americans throughout its 300+ pages. A petition circulated online called for the district to remove the novel from its curriculum because of racism, foul language, underage drinking, violence, drugs, prostitution, and alcohol. Union Grove Middle School Principal John Webb told parents they would no longer be teaching it. He said, "Our students have been studying the novel, which was included in our state-approved curriculum. A materials review team has recommended that the inclusion of the book be discontinued at this time in Blount County Schools." That review was conducted in accordance with Blount County Schools policy 4.403, according to the district. The book calls white Americans 'white demons'; because a white man throws a brick through the window of the laundromat on a young Chinese boy's first night in San Francisco, giving him a taste of the racism and xenophobia that his father and other Chinese immigrants have faced the whole time they've been there. I recommend that the book be pulled from school libraries and placed in public libraries due to Blount County's reasons.

Quotes from the book

"I stared at the brick as it slid across the clean, worn, wooden floor, and at the glass that scattered about my feet. Outside I could hear jeers and shouts. For one moment I glimpsed howling, sweating, red-and-white faces, distorted into hideous masks of hatred and cruelty, a sea of demon heads that bobbed restlessly outside our store. I could not understand the words they were growling out, but their intention was plain. They wanted to burn and loot and hurt. Looking into that huge mass of faces was like looking into the ugliest depths of the human soul."

"It was kind of scary. One day we were living in a law-abiding community and the next day the city and the community had both dissolved, with every person for himself. It struck me that Father and I had probably walked by this house, feeling as safe as we could feel in a demon street, many times, and now here we were hiding behind what was left of it, trying to keep from getting shot."

“He was my father and yet he was a stranger to me. I had never seen him. I thought to myself, How can we ever speak to one another? He’s as strange to me as a demon.” (meaning a white American)

“I don’t think the demons were necessarily bad for not wanting to help others. They might have been scared, or so shocked they could not really know how selfish they were being.”

Report from the County Mayor

Report of Director of Schools

Old Business

Budget Request #3&4

- Let’s walk through this request now that we have a description of these items.
- All of these line items are coded for the Central Office 7095, none are for a particular school because all schools have their own 7000 designation code.
- The first 8 are under the fund of Other Student Support.
- The next 7 are under the fund of Regular Instruction Program.
- The last one is under the fund of Operation of a Plant.
- Supplemental pay and benefits for a guidance counselor in the first 5 line items.
- Other contracted Services are for STARS counselors at Liberty Creek High School whose code is 7077 instead of 7095. However, all contracts are paid at the Central Office for STARS, hence the 7095 coding.
- Some schools needed updated security signage.
- The next item is the annual Peace Officers Standards and Training (POST) certification for SROs this next June 2023. This is just an estimation as was pointed out on 3 Oct due to the round number of \$85,000. I don’t know why we are funding it this early when it is over 8 months away and when it was first presented on 3 Oct would have been 9 months early.
- Some miscellaneous benefit accounting for 4 lines.
- Some estimated mileage not paid to SAFE Schools personnel since it is a credit- \$2000.
- Red Ribbon Week went off without a hitch this past week without this money- \$3275.27 because my grandsons told me the activities they were doing each day when I went to pick them up.
- Other Charges- SAFE School cell phone contract for 12 phones, SAFE Schools department copier contract, and Character Education curriculum for a state requirement
- Administration Equipment for Operation of a Plant- This was the line that received so much attention and was misrepresented as just Panic Buttons needed in the schools by some individuals, a selectively edited video, and social media. Panic buttons are in every school and have been since the inception of a public address intercom system. I don’t think anyone here went to school where one was not present except maybe Commissioner Hyde. Maybe they were using smoke signals and runners back then. A description for this was given and when I asked which school needed it was just given as a county-wide need. Remember this line item is coded 7095 for the central office. For the amount of this line item- \$174,200.00, the amount of these items cannot be very many when you research how much each of these items cost- radios, security cameras, laptops for the SROs, visitor management equipment, and an upgrade to the county-wide digital panic alarm system.

- The radio system has been in place that the BOE wants to upgrade their system to since 25 Feb 2019. What has taken so long? Why does it have to be now? Immediately? The BOE drag their feet for four years and they have to have it now? Del Phillips signed the document as a stake holder along with Sonny Weatherford. See the attached resolution.

- According to Ken Weidner the County EMA Director, the County installed approximately 227 new radios in buses in 2020, and 112 portable radios for every school on 17 Jun 2022. Every school got two portables on the new County Radio system, in addition to the SRO's having their own radios, who are also on the County Radio system.

Every school has their own frequency. There are twelve frequencies used across the county. The schools chose to continue to use their analog systems they have used for years. Panic Alarms originally were (and still are?) on a system called Varda. When a panic button in the office is pushed, a radio transmission automatically goes out to law enforcement. Countywide, the old equipment (analog) doesn't work on the new system (digital). This has been a known issue for several years.

STOP FOR KEN

For clarification: The school lock down alarms are in service and functioning, and they are broadcast inside of each building. The panic alarms are broadcast out to the county radio communications system.

It's very important to note that all of the old repeaters (analog systems) are **still up and running** as backups in all law enforcement agencies throughout the county. Whether the school system can still communicate with these active analog systems is the question.

If their panic buttons can still communicate with the backup analog systems still in use by all local Law Enforcement Agencies, then they are lying to the public about the panic alarms not working, because their Varda analog system can still transmit to law enforcement agencies who still have their analog systems running full time as backups.

If they can't actually transmit their current analog systems, then why did they disable their systems before they were ready to switch over to the new? Is this something they did to put our kids at risk? Is this something that was not properly coordinated with law enforcement agencies throughout the county?

County Radios

Began cutover (off of old system, on new)

EMS Aug 17, 2020

Portland PD Oct 8, 2020

Sheriff Dept. Oct 28, 2020

Hendersonville Fire Dec 1, 2020

All other agencies (Law Enforcement Agencies (LEA), Highway Department, Volunteer Fire, etc.) were added in 2021. Local Education Agencies (LEA) were to switch over on 6/17/22. The process took about 12 months to implement.

So the bottom line is: Yes, all the panic buttons, alarms, radios work in the school system. This line item was either back up or for a particular school since it was coded for the Central Office as previously noted and was not disclosed by Katie Brown, SAFE Schools Director. The amount was too small since the entire project upgrade was \$9 million and other equipment such as laptops, security cameras, and visitor management equipment were on the line item. This issue was a mountain made out of a mole hill by ill-informed or malicious people. And a little knowledge is a dangerous thing as we were taught by Chicken Little. It is a shame there has to be such partisanship instead of working together.

September Budget Request #2

I went to the BOE to research Budget Requests #2 and #3&4 with the clerk , Rhonda Jernigan, who originated them thinking she should know all about the requests since she wrote them. I was quickly met by Amanda Brown and then Dr. Phillips and told that she did not know about the requests. She only types them up. I had to ask the department heads for that information and so we tried to arrange a meeting with Katie Brown. She had gone to the doctor sick and Dr. Phillips did not know when she would be back to school. We tried to meet all of the days until finally we were able to meet on 19 Oct. Scott Langford, Amanda Brown, Katie Brown, and Norma Dam were in attendance and I was told that Dr. Phillips was in another meeting. The social workers are not in SAFE Schools but under the Special Education Dept. STARS counselors are contracted under the SAFE Schools Act. I asked the BOE, Dr. Phillips, for the following so that we as a commission could make a determination as to the validity of these social workers and software. I asked 4 times from 19-27 Oct and they accomplished only one.

1. Scott Langford was supposed to give me the link to look at the software in question for the social workers.
2. Katie Brown was supposed to give me a link to the SAFE Schools survey so that I can see if it has changed from when I used to do it as a teacher.
3. With Special Education director Norma Dam, I wanted to meet one of the 8 crisis social workers and one of the regular social workers like they are hiring at RT Wright.
4. I would like to meet some of the STARS counselors also.

We need to have the transparency with the BOE so that we can inspect these continuing requests of the tax payer. Since these requests were not completed, Dr. Phillips requested that Budget Request #2 be withdrawn from tonight's meeting by email on 27 Oct.

New Business

1. Resolution

Two to choose from and Ben made points in his email about the versions: We can prepare either a long or short version into a resolution. There are pros and cons to including specific statutory language. If you just reference the statute, then if the state adds requirements those would automatically be included. However, if you reference the statute

without stating specific language you run the risk of the statute later being given a different code number.

2. The contract between Infinity Pipeline and SCBOE.

I am not sure that anyone is here that can answer these questions since Del Phillips informed me that no one will be here with the BOE meeting going simultaneously, but I would like them on the record and they may have to be moved to Old Business for the next meeting.

I would like to know what the completion date was supposed to be.

Is there a monetary penalty for going past that date?

Since the project is not complete, the sewage is being hauled away in tanker trucks. Who is paying for this bill?

The land that was condemned, $\frac{3}{4}$ of an acre to $2\frac{1}{2}$ or more for others, for the sewer line easement needs to be given back to home owners instead of making it a greenway.

Lastly, is there a projected completion date for the sewer?

I think General Operations may need to reach out to WHUD for the engineering plans, unless you think that is something the SCBOE can address.

EDUCATION COMMITTEE PUBLIC RECOGNITION
1 Nov 22

NAME	ADDRESS
Patricia Smith	112 England Pl. Hendersonville

Jessie McKinney	209 Waterview Dr Hendersonville
-----------------	------------------------------------

Rebecca Goddard	2339A New Hope Hvile 37065
-----------------	-------------------------------

Marlis Boyce	1050 Glenbrook Way Hvile
--------------	-----------------------------

Marie Mobley	1058 Lt Gibson Circle Gallatin, TN 37066
--------------	---

Melody Vandrey	3512 New Hope Rd, Aville TN 37065
----------------	-----------------------------------

~~Pat Hindert 146 Riverchase GALLATIN TN~~

Meghan Brunig 171 Wynbrooke Trace Hvile TN

Sarah Squires 148 Chesapeake Harbor Hvile TN

Pat Conner 80 Hidden Pt, Hvile

KEVIN BAIGUT 424 ABWAVE RD Porters
Cherlene Humler 344-143 Rutland Cir. 37066

**MINUTES
GENERAL OPERATIONS COMMITTEE
DAVID KLEIN, CHAIRMAN
NOVEMBER 1, 2022**

Present:

David Klein, Chairman
Chrissi Miller, Vice-Chairman
Deborah Holmes
Tim Jones
Terry Moss
Don Schmit
J. Wes Wynne

Also Present:

Ben Allen, County Attorney
John C. Isbell, County Mayor

Chairman Klein brought the scheduled meeting of the General Operations Committee to order with an invocation on Tuesday November 1, 2022, at 7:10 p.m. in the Sumner County Administration Building. Chairman Klein declared a quorum present to conduct business.

Agenda. Chairman Klein added ARPA funds from voting machines under Old Business as item g and Administration Building security concerns as item h. Comm. Schmit moved, seconded by Comm. Miller, to approve the agenda as amended. The motion carried unanimously.

Minutes of October 3, 2022. Upon motion of Comm. Miller, seconded by Comm. Holmes, the Committee voted unanimously to approve the minutes of October 3, 2022.

Report of Chairman. Chairman Klein updated the Committee on sound improvements in the Commission Chambers. He stated he and several committee members inspected the roof and HVAC system at the administration building and more information is needed. He spoke to a now vacant building at 1019 Union School Road and the possibility of using as maintenance building. Chairman Klein also stated TBI has ruled the fire at the new unfinished courthouse to be arson.

County Mayor. County Mayor John C. Isbell updated the Committee on purchase information for the IT surplus listing. He also addressed the HVAC concerns at the Administration building. He reported on the security system at the administration building. He stated he has been in contact with FEMA about the options surrounding the Cottontown property and discussed those options. Option 1 being to withdraw the property from the program, costing the county approximately \$121,000.00. Option 2 would require rescope and resubmit for approval to be able to move the properties.

Recognition of the Public. None

8. Old Business.

- a. Surplus IT Department various items (updated information attached).
Comm. Jones moved, seconded by Comm. Schmit, to approve the IT surplus items. Comm. Wynne moved to amend to only approve the items manufactured before 2018. The maker and seconder of the motion agreed to the change. The motion carried unanimously.
- b. Cottontown county property/hazard mitigation grant project.
Comm. Miller moved, seconded by Comm. Holmes, to defer to next month's meeting. The motion carried unanimously.
- c. Heat and Air in Administration Building.
No action taken
- d. Discussion on Health Department/Hendersonville.
After discussion, Comm. Jones moved, seconded by Comm. Miller, to defer to next month's meeting. The motion carried unanimously.
- e. Maintenance Facility.
No action taken
- f. EMS Facility.
No action taken
- g. ARPA funds for Elections/voting machines.
No action taken.
- h. Sumner County Administration Building security.
No action taken

9. New Business.

- a. Parking garage new courthouse.
Comm. Jones moved, seconded by Comm. Schmit, to defer to next month's meeting. The motion carried unanimously.
- b. Oakgrove Fire Department.
No action taken

- c. Administration Building and Archive Building roofs.
No action taken

10. Adjournment. Upon motion of Comm. Miller, and seconded by Comm. Holmes, the Committee adjourned at 8:20 p.m.

Prepared by Jennifer Mitchell

**MINUTES
SPECIAL CALLED
HEALTH & EMERGENCY SERVICES COMMITTEE
CHAIRMAN, DARRELL ROGERS
OCTOBER 24, 2022**

Present:

Darrell Rogers, Chairman
Dr. Mary Genung, Vice-Chairman
Shannon Burgdorf
Benjamin A. Harris
Don Schmit
Terry Wright
Absent:
Tim Jones

Also Present:

Ben Allen, County Attorney
Jon C. Isbell, County Mayor
Joe McLaughlin, Cottontown Volunteer Fire
David Lawing, Finance Director
Merrol Hyde, Commission Chairman

Chairman Darrell Rogers called the special called meeting of the Health and Emergency Services Committee to order with an invocation by Comm. Hyde on Monday, October 24, 2022 at 6:00 p.m. in the Sumner County Administration Building. A quorum was present.

3. Approval of Agenda. Comm. Harris moved, seconded by Comm. Wright, to approve the agenda. The motion carried unanimously.

4. Recognition of the Public. None

5. Report of the Chairman. Comm. Rogers thanked all the volunteers for their service and hard work fighting fires on this day.

6. Report of the County Mayor. County Mayor John C. Isbell echoed Comm. Rogers appreciation to the volunteers.

7. Report of the Fire Department. Joe McLaughlin of the Cottontown Volunteer Fire Department reported the departments would like to split the \$138,000 allocation evenly between nine departments after the radio user fee is deducted. Each department should receive approximately \$10,216.00.

8. New Business.

- a. Volunteer Fire allocations. – Finance Director David Lawing gave a brief overview of allocations. He explained that the \$138,000.00 has been a yearly allocation, the radio system fee to EMA was \$46,056.00, leaving a balance of \$91,944.00. He further explained there was a one-time

allocation from the debt service fund for \$1,280,834.00 of which \$518,623.00 has been allocated to Highland Volunteer Fire for a new fire truck, leaving a balance of \$762,211.00.

Chairman Rogers opened discussion about the request from Oak Grove Volunteer Fire for an additional building with a cost estimate of \$406,696.00. He informed the Committee that the Resource Authority has agreed to Quitclaim the parcel beside the existing building to the County for the additional building at Oak Grove Volunteer Fire.

After lengthy discussion, Comm. Wright moved, seconded by Comm. Harris, to approve TDEC to start the process and move forward with the survey and geotechnical/environmental study on the Resource Authority parcel beside the existing building at Oak Grove Volunteer Fire Department, with the request sent to Budget Committee in November. The Committee voted to approve (5-0-1) to move forward with the survey and geotechnical/environmental study on parcel beside Oak Grove Volunteer Fire Department. Chairman Rogers abstained from the vote.

It was determined that the departments would provide a wish list to Committee for the remaining funds of the one-time allocation.

Comm. Genung moved, seconded by Comm. Schmit, to approve to allocate \$91,944.00 for division among the departments and forward to Budget Committee. The Committee voted unanimously to approve the \$91,944.00 allocation and forward to Budget Committee.

9. Adjournment. Chairman Rogers declared the meeting adjourned at 6:45 p.m. upon motion by Comm. Wright and duly seconded.

Prepared by Jennifer Mitchell

VFD PRIORITIZED CAPITAL EQUIP REQUEST FY 21/22

PRIORITY	DEPARTMENT	CATEGORY	BASIC DESCRIPTION	COST	
1	Oak Grove	Building	Building addition.	\$200,000	Addition to house apparatus which is currently kept outside.
2	Gallatin VFD	Appratus	Tanker/pumper	\$275,000	Replace 1985 pumper
					Replace 2000 homemade, non-NFPA
3	Southeast	Appratus	3000 gal tanker	\$265,000	compliant tanker.
4	Cottontown	Appratus	Pumper. 1500gpm/1000 gal.	\$325,000	Replace 1986 tanker. Pumper needed for new Liberty School complex coverage.
5	Highland	Appratus	Rescue pumper. 1500gpm/1000 gal.	\$400,000	Replace 1990 pumper
6	Shackle Island	Appratus	Pumper. 1500gpm/1000 gal.	\$350,000	Replace 1992 pumper
7	White House CVFD	Appratus	Tanker	\$266,000	Replace 1994 tanker
8	Westmoreland	Appratus	Rescue Pumper	\$300,000	Replace 1995 pumper
9	Number One	Appratus	Pumper	\$350,000	Replace 2000 pumper
TOTAL				\$2,731,000	

* NOTE: NFPA 1911 recommends that appratus be replaced at 20 years of age and removed from service entirely at 25 yrs.

**MINUTES
HEALTH & EMERGENCY SERVICES COMMITTEE
CHAIRMAN, DARRELL ROGERS
NOVEMBER 1,2022**

Present:

Darrell Rogers, Chairman

Shannon Burgdorf

Benjamin A. Harris

Tim Jones

Don Schmit

Terry Wright

Absent:

Dr. Mary Genung, Vice-Chairman

Also Present:

Ben Allen, County Attorney

John C. Isbell, County Mayor

David Lawing, Finance Director

Ken Weidner, Emergency Management Agency

Joe McLaughlin, Cottontown Volunteer Fire

Greg Miller, EMS Chief

Christie Davis, ECC Director

Merrol Hyde, Commission Chairman

Chairman Rogers called the regular meeting of the Health and Emergency Services Committee to order with an invocation by Comm. Harris on Tuesday, November 1, 2022 at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

3. Approval of Agenda. Comm. Harris moved, seconded by Comm. Burgdorf, to approve the agenda. The motion carried unanimously.

4. Approval of the Minutes of October 3, 2022 and Special Called October 24, 2022. Comm. Schmit moved, seconded by Comm. Wright, to approve the minutes of October 3, 2022 and October 24, 2022. The motion carried unanimously.

5. Recognition of the Public. None

6. Report of the Chairman. Comm. Rogers stated a meeting was held the week of October 17, 2022 with Robertson County. Chief Miller and Chief Dyer will work on a resolution for the law office to review and bring before full Commission.

David Lawing explained to the Committee about additional language that needs to be added to corresponding resolutions approved at October Commission meeting to cover senior employees' calculation of sick time at time of retirement (attached). Comm. Harris moved, seconded by Comm. Wright, to approve the additional language that needs to be added to corresponding resolutions. The motion carried unanimously.

7. Report of the County Mayor. No report

8. Report of the Sheriff. Not present

9. Report of the Fire Department. Joe McLaughlin of the Cottontown Volunteer Fire Department reported 425 calls in September with no report from Shackle Island. He also reported the departments met and agreed to split the remaining balance of the one-time allocation, after the building costs of Oak Grove's building is known. He also passed out the evaluation of the Sumner County Volunteer Fire Department Evaluation conducted by CTAS and briefly discussed the timeline. He requested the evaluation be added to next month's agenda for discussion. Chairman Rogers asked Mr. McLaughlin to bring forth individual topics to be discussed.

10. Report of the Emergency Services Director. Greg Miller, Emergency Medical Services reported 2109 responses in the month of October with \$683,752.96 in revenue. There were 1679 transports for the month. He also included a breakdown of call volume by station. Covid and Flu cases have spiked. He stated hospitals have been on diversions.

11. Report of the Emergency Management Agency. Ken Weidner, Director of the Emergency Management Agency reported on the transmission numbers of the radio system with a year to date total of 2,324,696. Working on fiscal year 2022 grants, approximately \$125,940, for body armor, trauma mannequin, access controls for Gallatin Fire and additional radios for EMS. EMA invitation for the country ham and sausage breakfast to go out soon.

12. Report of the Emergency Communications Center. Christie Davis, Director of the Emergency Communications Center went over October 2022 call numbers. She also updated the Committee on staffing promotions, new hires and vacancies.

13. Old Business.

- a. Resolution allowing the counties of Sumner and Robertson to allow for out of county services to better service the citizens and visitors to the area. – Discussed under Report of Chairman. No action taken

14. New Business. - None

15. Adjournment. Chairman Rogers declared the meeting adjourned at 5:25 p.m. upon motion by Comm. Burgdorf and seconded by Comm. Harris.

David Lawing

From: David Lawing
Sent: Thursday, October 20, 2022 11:37 AM
To: Darrell Rogers
Cc: Eric Craddock
Subject: RE: October Emergency Services Agenda Sheriff Office (P.T.O.)

Darrell & Eric,

The below language should help reduce any potential future issues with the earning rate changes.

- For any Emergency Medical Service employee that has accumulated sick time as of October 31, 2022, and this employee can document at the time of retirement based on a first earned—first used assumption that they have accumulated sick time remaining, for those remaining hours only, the county will convert those number of hours to sick days for retirement purposes based on the previous monthly earning rate (earning rate before November 1, 2022).
- For any Sheriff's Department employee that has accumulated sick time as of December 31, 2022, and this employee can document at the time of retirement based on a first earned—first used assumption that they have accumulated sick time remaining for those remaining hours only, the county will convert those number of hours to sick days for retirement purposes based on the previous monthly earning rate (earning rate before January 1, 2023).
- Additionally, if an employee can document, based on a first earned—first used assumption, that a later change in their sick time earning rate negatively affects the number of sick days reported for retirement, they should report such an issue to their supervisor. If the issue is confirmed, the finance department will equitably convert such sick days for retirement purposes.

Sincerely,

David Lawing

Certified Public Accountant
Director of Finance, Sumner County, TN
Phone: (615) 451-6033

2022 COUNTY VFD CALL TOTALS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	DEPARTMENT	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Dept YTD Totals	
1	Cottontown VFD	31	27	40	33	40	43	29	43	44				330	
2	Gallatin VFD	48	41	49	56	53	56	44	65	60				472	
3	Highland VFD	123	70	82	92	103	114	113	111	99				907	
4	Number One VFD	16	17	26	35	33	30	31	34	30				252	
5	Oak Grove VFD	61	57	70	43	64	62	57	55	51				520	
6	Shackle Island F&R	69	39	40	67	64	74	58	65					476	
7	Southeast CVFD	76	62	56	64	80	76	61	82	72				629	
8	White House CVFD	34	32	47	31	25	43	49	53	44				358	
9	Westmoreland FD	20	25	24	32		26	24	21	25				197	
10															
11															
12	Monthly Total	478	370	434	453	462	524	466	529	425	0	0	0	4141	YTD Grand Total
13															
14															
15	2021 Comparison	412	385	465	425	425	369	502	458	450	437	419	456	5203	+404
16	2020 Comparison	394	314	433	402	457	433	465	399	368	420	430	417	4799	+42
17	2019 Comparison	420	381	418	423	361	453	376	395	348	408	350	424	4757	+412
18	2018 Comparison	362	319	353	357	360	369	365	414	330	394	360	362	4345	+451
19	2017 Comparison				1183	337	317	322	299	345	390	314	326	3894	

2022 CALL TYPE SUMMARY

TYPE	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fires - All						43	39	19	23			
Vehicle Incidents						47	35	35	27			
Extrications						0	2	0	3			
Public/Lift Assists						41	51	53	29			
EMS assists						312	374	361	255			



Sumner County Volunteer Fire Department Evaluation

March 2021



County Technical Assistance Service
INSTITUTE OF PUBLIC SERVICE

Executive Summary

The University of Tennessee's County Technical Assistance Service (CTAS) was requested to evaluate the current status and needs of the fire departments that provide fire protection throughout the county (non-municipality jurisdiction) in Sumner County, Tennessee. Currently Sumner County does not have a county fire department, with fire protection services being provided by eight independent volunteer fire departments (VFD's), and the remaining portions of the county being serviced by municipal fire departments. The county should begin to further explore administrative processes to support the investment that it has provided by improving fire service throughout the county. With the amount of growth experienced an increased expectation from the citizens for a higher level of service will most likely occur, as is being experienced in other counties across the state at this time. The scope of the project is to evaluate:

- Fire department organization and structure
- Fire station distribution
- Fire apparatus distribution
- Fire apparatus/equipment plan and replacement schedule
- Fire department funding sources

As a part of the evaluation of each independent department, numerous documents were reviewed related to the departments operations, as well as interviews with the department's leadership and a site visit of all fire department locations. The following concerns/challenges were identified by most every fire department administration:

- Lack of staffing, difficulty in recruiting and retaining volunteer firefighters
- Lack of consistent funding source for sustainment of operations, including training, equipment, maintenance, and apparatus costs
- Lack of coordination from county government in relation to fire protection services
- Consistent use by central dispatch to dispatch next closest fire station for structure fires for mutual/automatic aid
- Lack of an appropriate training facility, or access to a training facility
- Lack of specialized teams such as haz-mat and special operations
- Lack of technology to support training, GIS mapping, and state reporting requirement (NFIRS) to be used by all fire department within Sumner County
- Lack of adequate and reliable water sources established through pre-identified locations for drafting water or fire hydrants to support water shuttle operations for fire suppression

Specific fire department concerns/challenges in addition to those mentioned above included:

- Highland Volunteer FD: Need to relocate Station 2 to an area in the New Deal Community that is equipped with heat and indoor plumbing for restroom facilities at a minimum. Additional space for training room and office space should be considered.
- Number One FD: Need for renovation, or a new fire station equipped with indoor plumbing and storage space.
- Oak Grove Community FD: Renovations of the fire station to increase bay space for storage of apparatus out of the weather, as well as a larger area for training and storage.
- Southeast Volunteer Community FD: Need to purchase an additional Fire Tanker to be placed in service at Station 2 (1011 Hilton Ln., Castalian Springs, TN). Renovations are needed at both stations to add bay space for additional equipment and storage.

Sumner County will continue to face many challenges in the future due to growth and location issues. The County and the fire departments must be willing to address public safety issues in a progressive manner and not be complacent in the "way things have always been." With leadership and vision, the county has an

excellent opportunity to set an example of how to provide better fire protection and emergency services under the current and future growth trends and demands.

The recommendations listed in this report are goals and objectives that will provide a high level of fire protection and emergency response to the citizens of Sumner County. The focus of the study was to identify the current fire and emergency service capabilities of each independent volunteer fire department, and areas of improvement for the fire departments to maximize the utilization of resources. A variety of options are described along with examples of other county governments for consideration. If the county should want to explore such options further, CTAS could assist in identifying viable options for consideration.

Based upon the overall assessment of the county, some important administrative issues/responsibilities must be filled to ensure that the investment that the county has placed in fire protection is adequately maintained. The following are recommendations to be considered.

1. Organizational Structure:

The county will need to determine the level of commitment they desire to have in providing fire protection services. The options include the following:

- a. Continue the current status, no county involvement beside donations, or
- b. Creation of a Countywide Fire Department, contracts will be needed with any agency providing service:
 - Option 1: Contract with independent and/or municipal fire departments to provide coverage to unincorporated areas
 - Option 2: Establish a fully functional Sumner County Fire Department
 - Option 3: Combination of options 1 and 2

2. Creation of a Sumner County Fire Chief/Administrator:

It is very clear based upon observations and data received that a key component to improving fire protection in Sumner County is to create an administrative layer responsible for coordinating fire protection services and addressing issues. The person appointed to Sumner County Fire Chief, should be an individual who is qualified and has experience in fire department administration functions and emergency operations.

3. Creation of a Training Officer position:

This ensures a minimum level of competency and provides a higher level of trust between departments. A training officer would assist with the creation of minimum requirements that meet all State laws and Tennessee Occupational Safety and Health Administration (TOSHA) requirements. This would allow for coordination and consistent delivery of training to all members of the department.

4. Training Facility:

Establish a county-wide training facility equipped with an assortment of training materials, manuals, lesson plans, and drill guides. Encourage the utilization of training through the Tennessee Fire and Codes Enforcement Academy (TFACA), National Fire Academy (NFA), and the Tennessee Emergency Management Agency (TEMA), with many opportunities for free or low-cost training.

5. Communications:

Ensure there is fire department representation on the county-wide emergency communications committee to review fire department dispatch protocols with leadership of central dispatch to foster consistent utilization, and have regular scheduled meetings between communication center and fire department administrations to review compliance and address any issues or concerns.

6. Staffing – Firefighter Recruitment/Retention:

A major challenge for volunteer fire departments is the ability to have enough volunteer firefighters to respond during the day to emergency calls when the majority of firefighters are working at their

primary jobs. It is recommended to explore programs and incentive packages to increase recruitment and retention of additional volunteer firefighters. Across the State of Tennessee and the nation, some department have found it beneficial to hire part-time and/or full-time firefighters to establish a minimum level of firefighters on-duty to respond to initial alarms during critical staffing times such as day time hours during the work week.

7. Water Supply:

Pre-identify and establish water source locations (lakes, ponds, hydrants, etc.) for the department to utilize for water shuttle purposes in the rural areas of the county to be serviced within a 1-mile driving distance. Utilize technology such as GPS to mark all pre-identified water source locations in the dispatch centers CAD for relaying locations to fire departments, and if capable for fire departments to access using GPS, mobile apps, or mobile data systems. Reliable apparatus (both pumper and tankers) to provide and support fire suppression activities

8. Funding:

Based on the decision of the organizational structure, the county will need to determine the level of financial support and mechanism for funding in accordance with state law. The following recommendations are made for consideration:

- Determine the level of funding needed and available for fire protection services.
- Determine the source of funding for fire protection services: According to TCA § 5-7-101 (d) counties may fund a countywide fire department by one of the following:
 - i. Property tax levied by a fire tax district.
 - ii. Situs based revenues from the unincorporated areas of the county.
 - iii. Revenues that have already been shared with municipalities.
- Establish contracts for fire protection services provided by a department in exchange for county funding. Consider additional funding based on number of emergency responses and services provided.

9. Capital Improvements:

Fire departments should utilize a capital improvement plan for large expenditures (apparatus, stations, station renovations, etc...) that have a greater than 5-year service life, and an annual equipment replacement plan to assist in keeping equipment operational, and not be a financial burden in a given budget cycle. Apparatus replacement will be a significant investment that will need to be made in the near future. The following observations were noted during the site visit regarding fire apparatus:

- Cottontown Volunteer FD has a tanker that is over 30 years old, and a brush truck over 25 years old.
- Gallatin Volunteer FD station 2 has a pumper over 30 years old, with reports of significant mechanical issues and difficulty finding parts.
- Highland Volunteer FD station 1 has a pumper over 20 years old, station 2 has a pumper over 20 years old and a tanker over 30 years old, and station 3 has a pumper over 20 years old. All of the equipment located at station 3 is owned by the City of Mitchellville.
- Oak Grove Community FD had 2 pumpers both over 20 years old, and a tanker over 30 years old.
- Shackle Island had 1 pumper over 20 years old.
- Southeast FD has 1 light rescue vehicle that is over 30 years old, and there is a need to purchase an additional Fire Tanker to be placed in service at Station 2 (1011 Hilton Ln., Castalian Springs, TN).
- Westmoreland Volunteer FD has 1 pumper over 20 years old, and 1 brush truck over 30 years old.

It was noted that the following fire stations were in need of significant renovations and/or relocation:

- Highland Volunteer FD: Need to relocate Station 2 to an area in the New Deal Community that is equipped with heat and indoor plumbing for restroom facilities at a minimum. Additional space for training room and office space would be considered.
- Number One FD: Need for renovation, or a new fire station equipped with indoor plumbing and storage space.
- Oak Grove Community FD: Renovations of the fire station to increase bay space for storage of apparatus out of the weather, as well as a larger area for training and storage.
- Southeast Volunteer Community FD: Renovations are needed at both stations to add bay space for additional equipment and storage.

With the recommended changes, fire protection will continue to improve and become a more reliable system despite the challenges faced due to growth and increased demand/hazards. Many of the recommendations can be implemented with minimal cost which will have a significant impact on daily operations. There is a need for additional financial support for large capital improvements such as facilities and apparatus replacement. Additionally, the fire department personnel would be adequately trained and prepared to effectively and safely respond to and mitigate emergency incidents.

CTAS is willing and capable to further assist Sumner County officials as needed with the development and implementation of future plans in regards to fire and emergency services.

Background

Currently Sumner County does not have an established county fire department, with fire protection services being provided by eight independent fire departments, the remaining portions of the county being serviced by municipal fire departments. It is important to note that Westmoreland Volunteer Fire Department, which is a municipal volunteer fire department, does provide fire protection services and responds outside the municipal city limits as a primary response agency for a portion of Sumner County residents, and for the purposes of this study will be included with the other independent (non-municipality) volunteer fire departments. A detailed review of the fire departments providing fire protection services to Sumner County was conducted to identify the current state of each department. The review included information such as station locations, apparatus, equipment, training, personnel, communications, and operations. Currently the following fire departments provide fire protection services to the residents of Sumner County:

- Cottontown Volunteer FD
- Gallatin Volunteer FD
- Highland Volunteer FD
- Number One Volunteer FD
- Oak Grove Community Volunteer FD
- Shackle Island Volunteer Fire and Rescue
- Southeast Volunteer Community FD
- Westmoreland Volunteer FD (municipal volunteer fire department providing primary response to a portion of residents in Sumner County)
- White House Community Volunteer FD

The study also provided a brief review of the following municipal fire departments' response outside the municipal jurisdiction (city's geographical boundaries) in the countywide cross-jurisdictional response in the latter part of this report. The municipal fire departments include:

- Gallatin FD
- Goodlettsville FD
- Hendersonville FD
- Millersville FD
- Portland FD
- Westmoreland Volunteer FD (also included above with other independent fire departments)

All fire departments are required by Tennessee Code Annotated § 68-102-301, *et seq.*, to submit an application to obtain a certificate of recognition from the Tennessee State Fire Marshal's Office in order to be able to operate or raise funds as a fire department in Tennessee. The certificate of recognition is valid for three years, at which time the department would be required to file a renewal application. The law also requires that after July 1, 2003, no new fire department may be created or recognized without the approval of the local governing body. At the time of this evaluation, all fire departments listed above providing services in Sumner County are in good standing with the Tennessee State Fire Marshal's Office, and have obtained their certificate of recognition.

The goal of this report is to provide a review of the fire and emergency service capabilities of each fire department, and how to plan and prepare to meet the current and future needs of the citizens of Sumner County. The evaluation of each fire department encompassed the following review:

- Communications
- Fire Department
- Water Supply

- Funding and Financial Aspects
- Mutual Aid and/or Automatic Aid Agreements
- Emergency Management
- Emergency Medical Services
- Concerns/Challenges from the Fire Departments

Communications

Sumner County emergency response agencies (fire, EMS, law enforcement) utilize a county wide communications center for dispatching services. The Sumner County 911 District provides consolidated dispatch services for all Sumner County response agencies, including municipalities within the county. From a communications and coordination standpoint, using a consolidated dispatch center reduces the time to process emergency calls and dispatch responders.

Dispatch protocols regarding fire district/station response assist telecommunicators with dispatching appropriate fire resources in a timely manner. The volunteer fire departments surveyed during this study reported the need for further development and consistent use of protocols for fire dispatch, including protocols to be utilized for automatic/mutual aid between departments.

Sumner County has made a significant investment in emergency communications for all public safety and emergency service agencies in the county, funding the infrastructure and individual department equipment to each agency at no cost. This project is under development and implementation at the time of the study, and has yet to be fully operational. Fire Departments utilize a radio channel for dispatch, and have the necessary equipment required to notify firefighters of emergency calls; the department receives notification of emergency calls through radio dispatch and e-dispatch (text message alerts).

Fire Department

During the review the following items were evaluated:

- Training
- Operational policies, procedures, and/or guidelines
- Company personnel/staffing
- Fire station facilities and distribution
- Fire apparatus and distribution
- Deployment analysis

Training

Training is a critical point of any fire department; each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*. Documentation of the training is essential, and the department should keep training records in accordance with NFPA 1401, *Recommended Practice for Fire Service Training Reports and Records*. If the following information is not documented, the training did not occur (for the purpose of receiving credit and defense of possible future liability issues):

- Where the training was conducted
- Who attended
- Length of the session
- What was studied and learned
- Instructor's name

A copy of this information must be placed in each firefighter's personal training record.

According to TCA § 4-24-112, firefighter minimum training requirements, any firefighter hired on or after July 1, 2009, must complete a minimum of sixteen hours of initial training developed by the Tennessee fire service and codes enforcement academy in firefighting procedures and techniques or complete equivalent training approved by the Tennessee commission on firefighting personnel standards and education before being allowed to actively fight a fire. The firefighter, within thirty-six months of being hired or accepted as a member, must have completed the basic and live firefighting course offered by Tennessee fire service and codes enforcement academy or an equivalent course.

It is imperative that all new personnel that enter the fire service receive the basic recruit training prior to operating in a hazardous environment and that all existing personnel receive the appropriate continual training for the tasks that they will perform during a response. Training activities should be coordinated with surrounding fire departments on a routine basis, to facilitate mutual aid response for large incidents. It is recommended that all personnel be trained in the Incident Command System (ICS), the National Incident Management System (NIMS), and at a minimum Hazardous Materials Awareness level.

In addition to providing fire suppression operations, many departments provide other response services such as vehicle extrication, specialized rescue services, hazardous materials response, and emergency medical services (EMS) to their communities. The following outlines the current services, and level of response provided by each fire department:

Table 1. Current Services and Level of Response by Department

Fire Department	Minimum 16hr Training	Basic/Live Firefighting	Incident Command System (ICS/NIMS)	Emergency Medical Services	Vehicle Extrication	Other Specialized Rescue	Hazmat Response
Cottontown VFD	Yes	Yes	Yes	Emergency Medical Responder	Yes		
Gallatin VFD	Yes	Yes	Yes	Emergency Medical Responder	Yes		Hazmat Awareness Level
Highland VFD	Yes	Yes	Yes	Emergency Medical Responder	Yes		Hazmat Awareness Level
Number One VFD	Yes	Yes	Yes	Advanced Life Support	Yes	Swift Water and Grain Bin Rescue	Hazmat Operations Level
Oak Grove Community FD	Yes	Yes	Yes	Emergency Medical Responder	Yes		
Shackle Island Vol. Fire/Rescue	Yes	Yes	Yes	Emergency Medical Responder	Yes	Swift Water Rescue Awareness Level	
Southeast Volunteer Community FD	Yes	Yes	Yes	Emergency Medical Responder	Yes		
Westmoreland VFD	Yes	Yes	Yes	Emergency Medical Responder	Yes	Rope and Swift Water Rescue	Hazmat Awareness Level

White House Community VFD	Yes	Yes	Yes	Emergency Medical Responder	Yes	Heavy Farm/Bus Rescue	
---------------------------------	-----	-----	-----	-----------------------------------	-----	-----------------------------	--

Operational Policies, Procedures, and/or Guidelines

During the survey of fire department operations, a review was conducted of each department's policies, procedures, and/or guidelines. Each department advised they had a manual in place addressing the following operational task:

- Fire ground operations (structure fires, interior/exterior attack, ventilation, water supply)
- Vehicle operations (safe driving, apparatus driver/operator, POV response, maintenance)
- Personal safety
- Communications (radio procedures, dispatch protocols)
- General (standards of conduct)

These policies, procedures, and/or guidelines are a good foundation for fire department operations, and should be regularly reviewed and updated. Training of personnel should be conducted regularly and documented for compliance. The department should continue to develop and implement policies, procedures, and/or guidelines as needed to address firefighter safety and health.

Company Personnel/Staffing

The staffing of a fire department is critical to the ultimate success or failure of any emergency incident or the prevention of a catastrophic fire. A fire department can have all of the stations and apparatus that are feasibly conceivable, but without a strong complement of well-trained and available personnel the outcome of the incident will most likely be negative.

All volunteer fire departments included in this study, like all other fire departments, are dependent on having an adequate number of well-trained firefighters available to respond to an emergency with very limited notice. The minimum number of firefighters needed to handle a particular emergency depends on the situation. For discussion purposes, let's group fire department emergency situations into three major clusters.

Group 1 – Routine (small grass fire, rubbish fire, first responder call, alarm check)

Group 2 – Compound (vehicle fire, small fire in or on a structure, vehicle extraction)

Group 3 – Complex (building fire, evacuations, search, multi-vehicle accident)

Having defined these basic emergency situation groups, it is important to understand that a **minimum** number of trained firefighters should be dispatched to each of these emergencies. It should be re-stated that these recommendations are for the absolute minimum number of firefighters that should be dispatched on first alarm assignment and that they do not constitute what would be considered a more comfortable level of personnel assigned to each of these types of emergencies.

Group 1 – Routine 2 Firefighters Minimum

Group 2 – Compound 4 Firefighters Minimum

Group 3 – Complex 15+ Firefighters Minimum

Firefighters are divided into three categories – (a) Volunteer, (b) Reserve, or (c) Career. Individuals in all three of these categories are firefighters and they must be trained and conduct themselves as professionals, regardless of pay status. The amount and type of incentives given to each group may

determine their category for legal purposes, but it does not determine their level of effectiveness. The level of training and the overall competence of each firefighter is not a factor in determining their "payroll category."

Volunteers:

Volunteer firefighters, under the FLSA volunteer exemption, may receive:

1. **Expenses:** Public employers can reimburse volunteers for approximate, out-of-pocket expenses that are incurred by a volunteer incidental to providing services for the public agency, which may include the following:
 - Meals
 - Transportation
 - Uniforms and related equipment
 - Tuition and other costs involved in attending classes
 - Books, supplies or other materials for training
2. **Reasonable Benefits:** A public employer does not put volunteer status at risk by providing reasonable benefits to the volunteer which may include:
 - Liability insurance
 - Health insurance
 - Life insurance
 - Disability insurance
 - Workers' Compensation
 - Pension Plans
 - Length of Service Awards
3. **Nominal Fee:** Public employers can pay a nominal fee to volunteers. The fee must not be a substitute for wages and must not be tied to productivity. The US Department of Labor (DOL) has indicated that fire departments may consider the time and effort expended by volunteers in determining the amount of the fee. Other considerations may be such items as how much time the volunteer firefighter is available to respond to calls. Other consideration on fees:
 - Monthly, quarterly, semi-annual, and annual stipend is allowed.
 - Per Call pay is allowed only if there is no hourly consideration.
 - Hourly pay is **NOT** allowed.

The question of how much of a nominal fee can be given to a volunteer before they lose their status as a "bona fide" volunteer firefighter has been answered by the DOL. **"Generally, an amount not exceeding 20 percent of the total compensation that the employer would pay to a full-time firefighter for performing comparable services would be deemed nominal."**

Department Staffing

A major challenge for every combination or volunteer fire department is the ability to have enough volunteer firefighters to respond during the day to emergency calls when the majority of firefighters are working at their primary jobs. This challenge is coupled with the challenges of the department to recruit, train, equip and retain volunteer firefighters in efforts to increase its number of personnel. All volunteer departments reported that currently there are no incentives provided to assist with the recruitment and retention of volunteer firefighters, with the exception of Shackle Island FD who reported that they provide workers comp and life insurance to their volunteers. Westmoreland Volunteer FD reported that they do provide a stipend per call that is paid to volunteer firefighters. All departments reported participating in public relations and public school events (such as fire prevention and junior firefighting programs) to

market their departments, but none reported a formal program for the recruitment of volunteer firefighters. Such programs are requiring significant time commitments and require funding to market, equip, and train potential new recruits. A recent publication by UT Municipal Technical Advisory Service (MTAS) estimated that the dollar value for a volunteer firefighter's time for 2018 was approximately \$28.43 per hour. Provided below is information regarding the number of firefighters and fire stations for each department, along with the 3 year average annual call volume and the average firefighter response by day/time of the week.

Table 2. Number of Firefighters and Stations by Department

Fire Department	Number of Firefighters	Number of Stations	Average Annual Call Volume	Mon-Fri Average Daytime Firefighter Response	Mon-Fri Average Nighttime Firefighter Response	Sat-Sun Average Firefighter Response
Cottontown VFD	15	1	275	2-3	5-6	5-6
Gallatin VFD	21	2	438	6-7	6-7	6-7
Highland VFD	24	3	946	7	14	15
Number One VFD	32	1	280	8-10	18-20	18-20
Oak Grove Community FD	18	1	548	2	5	10
Shackle Island Vol. Fire/Rescue	30	1	641	5	15	15
Southeast Volunteer Community FD	28	1	698	4-6	8-12	8-12
Westmoreland VFD	20	1	119	4	8	8
White House Community VFD	50	3 (Only 2 stations located in Sumner Co.)	387	10-12	10-16	10-16

Some department have found it beneficial to hire part-time and/or full-time firefighters to establish a minimum level of firefighters on-duty to respond to initial alarms during critical staffing times such as day time hours during the work week. Additional resources are available with volunteer firefighters and automatic or mutual aid. This staffing plan will improve the available staffing throughout the county and allow for quicker, higher level of services than is currently available. The personnel should also be medically trained as a minimum to the level of Advanced Emergency Medical Technician (AEMT). This would allow for the strategic placement of personnel to perform non-emergency activities (such as vehicle inspections/ basic maintenance, pre-fire plans, hydrant inspections, fire prevention, etc.).

Fire Station Facilities and Distribution

Fire apparatus must be stored in an enclosed structure to provide protection to the apparatus and equipment from the elements of weather. Fire apparatus and equipment is expensive, and should be protected and maintained to extend the service life and to ensure a state of operational readiness for when it is needed. At a minimum, the structure must be completely enclosed, insulated, have electrical power,

water, and be heated. Staffing will be discussed in a later section of this report. The department should review annually the insurance policy coverage for facilities and equipment, to ensure they have sufficient coverage.

Table 3. Fire Station Facilities and Distribution

Fire Department	Station/Address	Number of Bays	Heated	Restrooms & Showers	Training Room	Living Quarters	Ownership Type
Cottontown VFD	Station 7 2398 Hwy 25 Cottontown, TN	4	Yes	Yes	Yes	Kitchen Only	Department Owned
Gallatin VFD	Station 1 1051B Old Hwy 109N Gallatin, TN	3	Yes	No	Yes	No	Department Owned
	Station 2 411 S. Water Ave. Gallatin, TN	1	Yes	Restroom	No	No	Shared with Gallatin PD
Highland VFD	Station 1 920 S. Broadway Portland, TN	3	Yes	Yes	Yes	Kitchen & Bedrooms	Building owned by Dept., land owned by county
	Station 2 3301 Hwy 76 Portland, TN	2	No	No	No	No	Free Lease Private Business Owned
	Station 3 1001 N. Church St. Mitchellville, TN	2	Yes	Yes	No	No	Owned by City of Mitchellville
Number One VFD	Station 12 1314 Douglas Bend Rd. Gallatin, TN	2	Yes	No	Yes	No	Property Owned by Army Corps of Engineers
Oak Grove Community FD	Station 8 164 Blackey Bandy Bethpage, TN	2	Yes	Yes	Yes	Kitchen & Bedrooms for EMS	Owned by the County, also serves as EMS station
Shackle Island Vol. Fire/Rescue	Station 1 3199 Long Hollow Pike Hendersonville, TN	4	Yes	Yes	Yes	Kitchen & Bedrooms for EMS	Owned by the County, also serves as EMS station

Southeast Volunteer Community FD	Station 1 3515 Hwy 31E Bethpage, TN	3	Yes	Yes	Yes	Kitchen Only	Department Owned
	Station 2 1011 Hilton Ln. Castalian Springs, TN	3	Yes	Yes	Yes	Kitchen & Bedrooms	Owned by the County, also serves as EMS station
Westmoreland VFD	Station 1 1204 N. Walnut Westmoreland, TN	7	Yes	Yes	Yes	Kitchen Only	Owned by City of Westmoreland
White House Community VFD	Station 51 1916 Hwy 31W White House, TN	3	Yes	Yes	Yes	Kitchen & Bedrooms	Building owned by Department
	Station 52 4817 Betts Rd. Greenbriar, TN (Robertson Co.)	2	Yes	Yes	Yes	Kitchen & Bedrooms	Building owned by Department
	Station 53 4932 Hwy 31W White House, TN	2	Yes	Yes	Yes	Yes	Building owned by Department

*The following observations were noted during the site visit regarding fire station facilities:

- Gallatin Volunteer FD station 1 has no restrooms or indoor plumbing. Station 2 is shared with the Gallatin Police Department, and has limited space for fire department.
- Highland Volunteer FD station 2 is housed in a building owned by a private business, which gives the fire department space to house two apparatus (Engine/Tanker); the building does not have plumbing or bathroom facilities, and has no source for heating the bay area. There is a small office area that is made available to the fire department.
- Number One VFD has one fire station located 1314 Douglas Bend Rd., Gallatin, TN that has 2 bays to house apparatus and equipment, and has a small meeting room. The station is approximately 40 years old, with no living quarters, has no indoor plumbing, and is located on property owned by the Army Corps of Engineers, which restricts the ability for renovations to be made to add plumbing for bathroom/shower amenities.
- Oak Grove Community FD shares the station with Sumner County EMS. The station has 3 bays to house apparatus and equipment, with the fire department utilizing 2 of the bays, and EMS utilizing the third bay. The station is owned by Sumner County, and has a bathroom, small conference room, office, and storage area for the fire department to use on an upper floor with low ceiling height. The station contains separate living and bathroom quarters for the EMS crew. The fire department can only have room to store two pieces of apparatus in the station to protect the equipment from the elements of weather. Other apparatus are stored outside, requiring the draining of water from the tanks to prevent freezing during winter months.
- Shackle Island Volunteer FD has one fire station with 4 bays to house apparatus and equipment, and has a training room and bathroom facilities. The fire station also houses one of Sumner County EMS stations, including one ambulance and living quarters for the EMS crew including bedrooms, bathroom/shower facilities, and a kitchen. The fire station is owned by Sumner County, and cannot be sold or developed as long as the property is used for the good of the community.
- Southeast Community FD has two fire stations; each station has 3 bays to house apparatus and equipment, and has bathroom/shower facilities, training room and kitchen areas. Station 1 has a small living quarters that includes two bedrooms. The fire department has recently purchased the

property on which Station 1 is located. Station 2 is owned by Sumner County, and is also home to one of Sumner County's EMS stations.

- White House Community Volunteer FD has three fire stations, and serves both Sumner and Robertson County, with fire stations 51 and 53 being physically located in Sumner County, and fire station 52 located in Robertson County. For the purpose of this study, the evaluation will only consider fire stations 51 and 53, viewing fire station 52 and equipment as being available as mutual aid.

The distribution of fire engine companies is based on the standard utilized by ISO, which states that fire engine companies must be located within 1.5 miles driving distance of all structures. Ladder/Service companies must be located within 2.5 miles of all structures. Any structure located beyond five driving miles of a fire station will receive a class 10 ISO rating (which is the equivalency of having no fire protection), regardless of the department's rating.

In a rural setting, it is not financially feasible to locate all structures within the 1.5 mile driving distance. The goal is to place fire stations so that they achieve the highest concentration possible and ensure that at least 90% of the structures are located within the five driving miles.

Sumner County is a difficult county to place fire stations due to the large amount of agricultural tracts in parts of the county and the sparse distribution in areas. Additionally, when the current fire stations were built, they were placed on a community basis and not necessarily looking at the county as a whole. All fire stations responding within the county are noted on the maps provided in the deployment analysis including their respective coverage area. It is evident that some of the station's five mile response zones have gaps of areas beyond the five driving mile response.

Fire Apparatus and Distribution

The evaluation of fire department apparatus utilized the National Fire Protection Association (NFPA) 1901, *Standard for Automotive Fire Apparatus*. This standard requires a minimum 750 gallons per minute (gpm) pump, 300 gallon water tank, an emergency warning system, and hose. The standard also gives a list of minimum equipment that should be placed on each apparatus; such equipment would include ladders, nozzles, axes, self-contained breathing apparatus (SCBA's), etc.

The basic fire flow needed was determined to be 2500 gpm for Sumner County. This would require a minimum of two engine companies to respond to all first alarm structure fires to support a basic fire flow of 2500 gpm. It is the recommended service life of fire apparatus to be between 20-25 years based on age, use, availability of parts, and cost of repairs.

The following chart indicates the type and number of apparatus operated by each FD:

Table 4. Type and Number of Apparatus by Department

Station	Location	Pumpers (year)	Tankers (year)	Pumper/Tanker (year)	Brush Truck (year)	Ladder (year)	Service Truck (year)	Other (year)
Cottontown Station 7	2398 Hwy 25 Cottontown	(1) 2006	(1) 1986	(0)	(2) 1993/2013	(0)	(0)	(0)
Gallatin VFD	Station 1 1051B Old Hwy 109 North Gallatin, TN	(1) 2011	(0)	(0)	(1) 2007	(0)	(0)	(1) 2001 Light Rescue

	Station 2 411 S. Water Ave. Gallatin, TN	(1) 1984	(0)	(0)	(0)	(0)	(0)	(0)
Highland VFD	Station 1 920 S. Broadway Portland, TN	(1) 1993	(1) 2007	(0)	(1) 2015	(0)	(0)	(0)
	Station 2 3301 Hwy76 Portland, TN	(1) 1990	(1) 1982	(0)	(0)	(0)	(0)	(0)
	Station 3 1001 N. Church St. Mitchellville, TN	(1) 1992	(0)	(0)	(1) 2005	(0)	(0)	(0)
Number One VVFD Station 12	1314 Douglas Bend Rd	(2) 2001/2017 (2017 Rescue Pumper)	(0)	(0)	(0)	(0)	(0)	(0)
Oak Grove Community FD	Station 8 164 Blackey Bandy Rd. Bethpage, TN	(2) 1994 1996	(1) 1981	(0)	(1) 2000	(0)	(0)	(0)
Shackle Island VFD	3199 Long Hollow Pike Hendersonville, TN	(3) 1992 2000 2005	(1) 2004 (pumper/tanker)	(0)	(1)	(0)	(0)	(0)
Southeast FD	Station 1 3515 Hwy 31E Bethpage, TN	(1) 2006	(1) 2000	(0)	(1) 2004	(0)	(0)	(1) 1985 Light Rescue
	Station 2 1011 Hilton Ln Castalian Springs, TN	(1) 2006	(0)	(0)	(1) 2011	(0)	(0)	(0)
Westmoreland Volunteer FD	Station 1 1204 N. Walnut St. Westmoreland, TN	(3) 1995 2001 2006	(1) 2003	(0)	(2) 1988 2012	(1) 2013	(1) 2014	(0)

White House VFD	Station 51 1916 Hwy 31W White House	(1) 2010	(1) 2000	(0)	(1) 2012	(0)	(0)	(1) 2012 Service Truck
	Station 52 4817 Betts Rd Greenbrier (Robertson Co.)	(1) 2010	(1) 1998	(0)	(1) 2008	(0)	(0)	(0)
	Station 53 4932 Hwy 31W Cross Plains	(1) 2000	(0)	(0)	(0)	(0)	(0)	(0)

*The following observations were noted during the site visit regarding fire apparatus:

- Cottontown Volunteer FD has a tanker that is over 30 years old, and a brush truck over 25 years old.
- Gallatin Volunteer FD station 2 has a pumper over 30 years old, with reports of significant mechanical issues and difficulty finding parts.
- Highland Volunteer FD station 1 has a pumper over 20 years old, station 2 has a pumper over 20 years old and a tanker over 30 years old, and station 3 has a pumper over 20 years old. All of the equipment located at station 3 is owned by the City of Mitchellville.
- Oak Grove Community FD had 2 pumpers both over 20 years old, and a tanker over 30 years old.
- Shackle Island had 1 pumper over 20 years old.
- Southeast FD has 1 light rescue vehicle that is over 30 years old.
- Westmoreland Volunteer FD has 1 pumper over 20 years old, and 1 brush truck over 30 years old.

Study Area and Data

First responder agencies for fire, vehicle crashes, medical, and other emergencies logged 19,856 incidents throughout Sumner County and nearby areas in 2018; 23,672 incidents in 2019, and 22,604 incidents in 2020. The locations of Sumner county municipal, emergency medical service (EMS) and independent volunteer fire district stations is shown in Figure 1, along with five-mile driving distances from each station location. Approximately 97.8% of all Sumner County incidents recorded for 2018-2020 occurred within a five-mile driving distance of one or more of these stations.

This study focuses on incidents occurring within the jurisdictions of Volunteer Fire Departments (VFD's) located in Sumner County. The primary incident database provided for the study totaled 3,210 records for eight Sumner County volunteer fire departments (the VFD's) for the period January 2018 to December 2018. In addition, some analyses were supplemented in an update of this report with incident data from 2019 (3,561 incidents) and 2020 (3,353 incidents) from these jurisdictions.

The eight VFD's evaluated are:

- Cottontown VFD
- Oak Grove VFD
- Number One VFD
- Gallatin VFD
- Highland VFD
- Southeast VFD

- Shackle Island VFD
- White House VFD

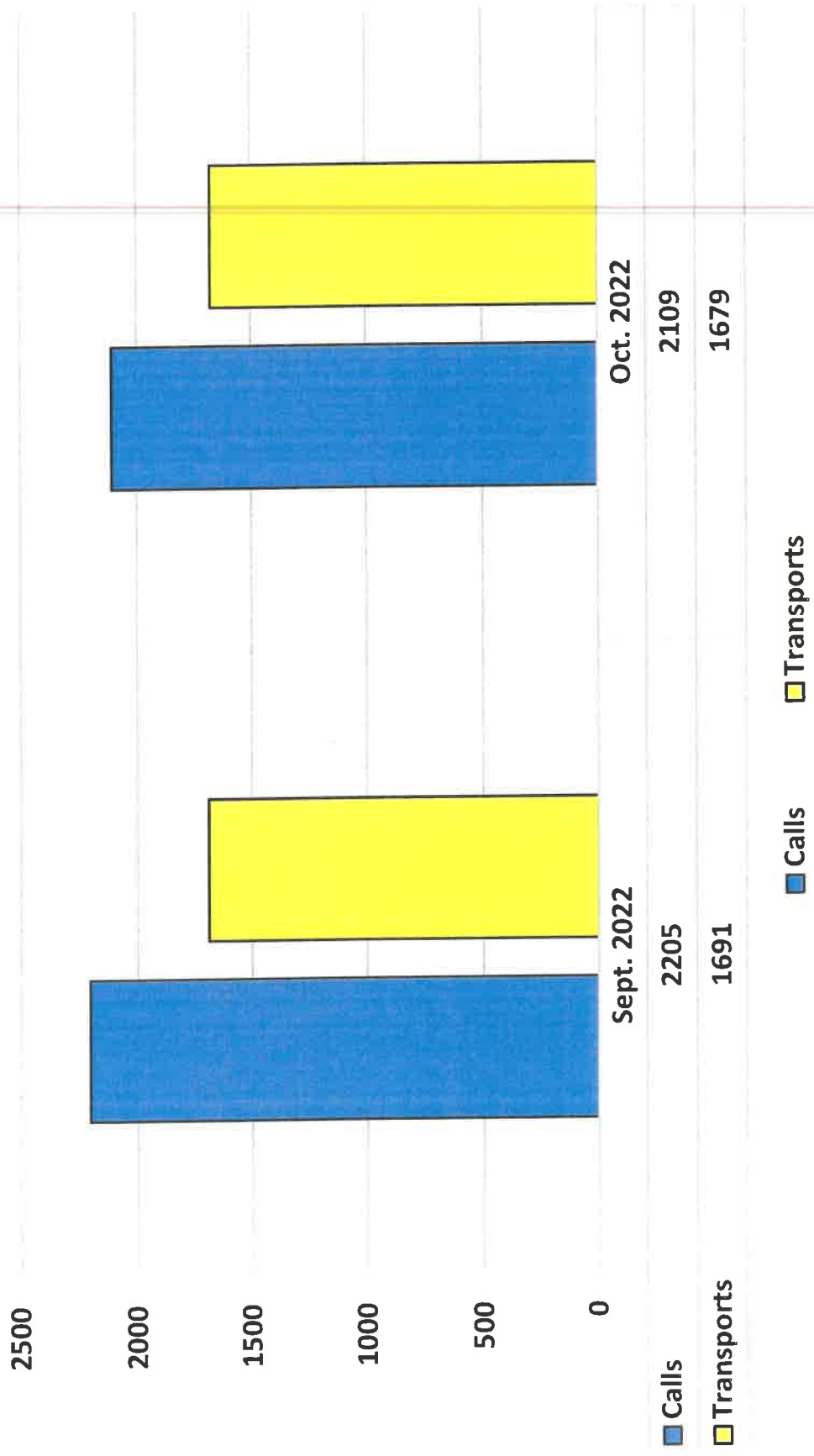
For analysis, each incident was assigned a priority code of 1 (high) to 3 (low) based on the incident problem description used by the departments (See Attachment 1 for a list of incident code assignments).

The incident databases from all years included dispatched VFD, time and date, problem description, and street address. Incident data were geocoded using street address locations and the Sumner County 911 street centerline network, with some locations determined using the ESRI World Address Geocoder and the Google Maps API geocoder and by manual location where the geocoder did not recognize the address (e.g, "95 MM 65N"). Approximately 95 % of incidents geocoded to a location within the dispatched VFD.

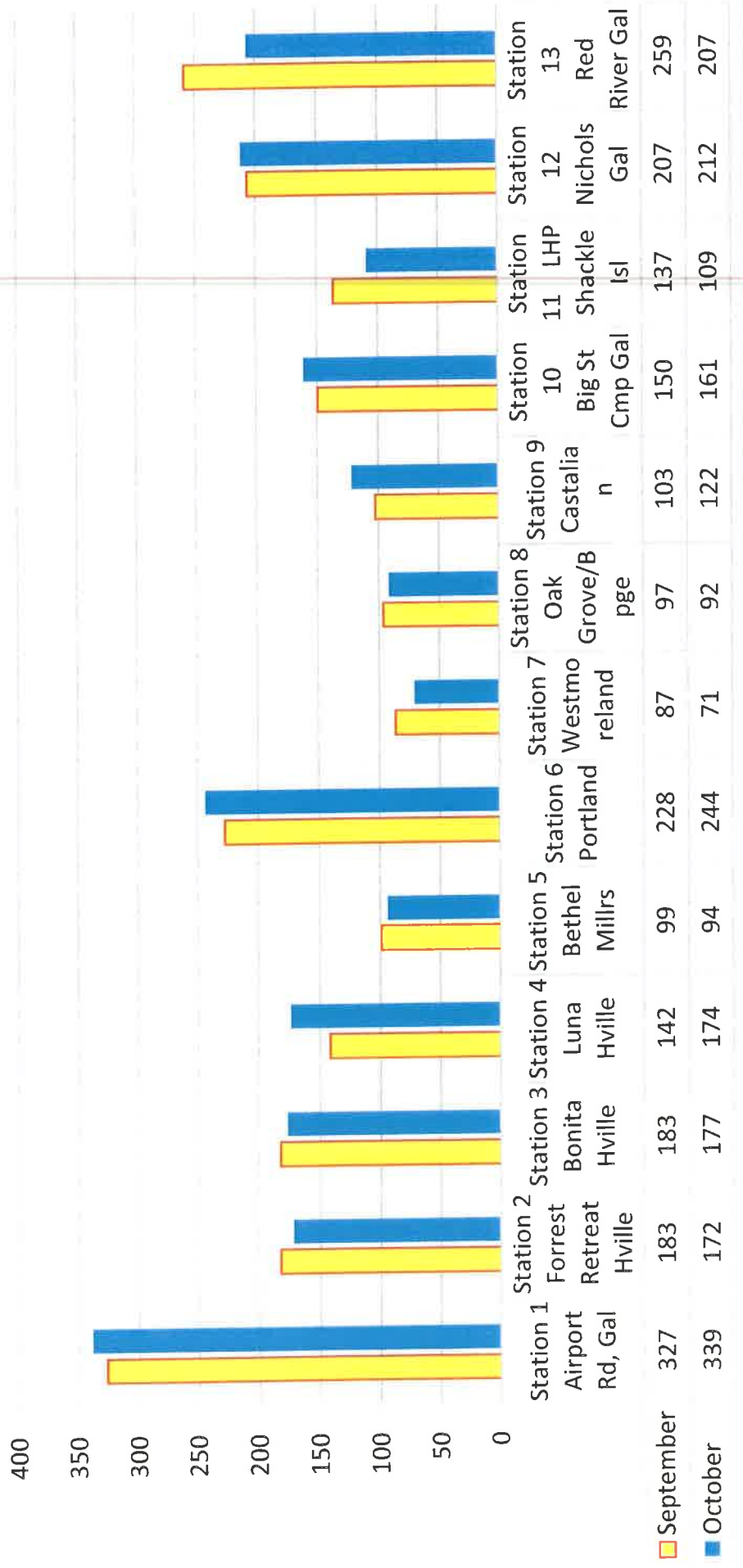
Other data used in the study included parcel shapefiles and attributes, road centerlines, and VFD coverage boundaries provided by the county and E911 agencies.

The study area includes 13 individual VFD stations. The location and jurisdiction of these stations is shown in Table 5. Figure 2 maps the VFD jurisdiction boundaries and shows the station locations and 2018-2020 incidents.

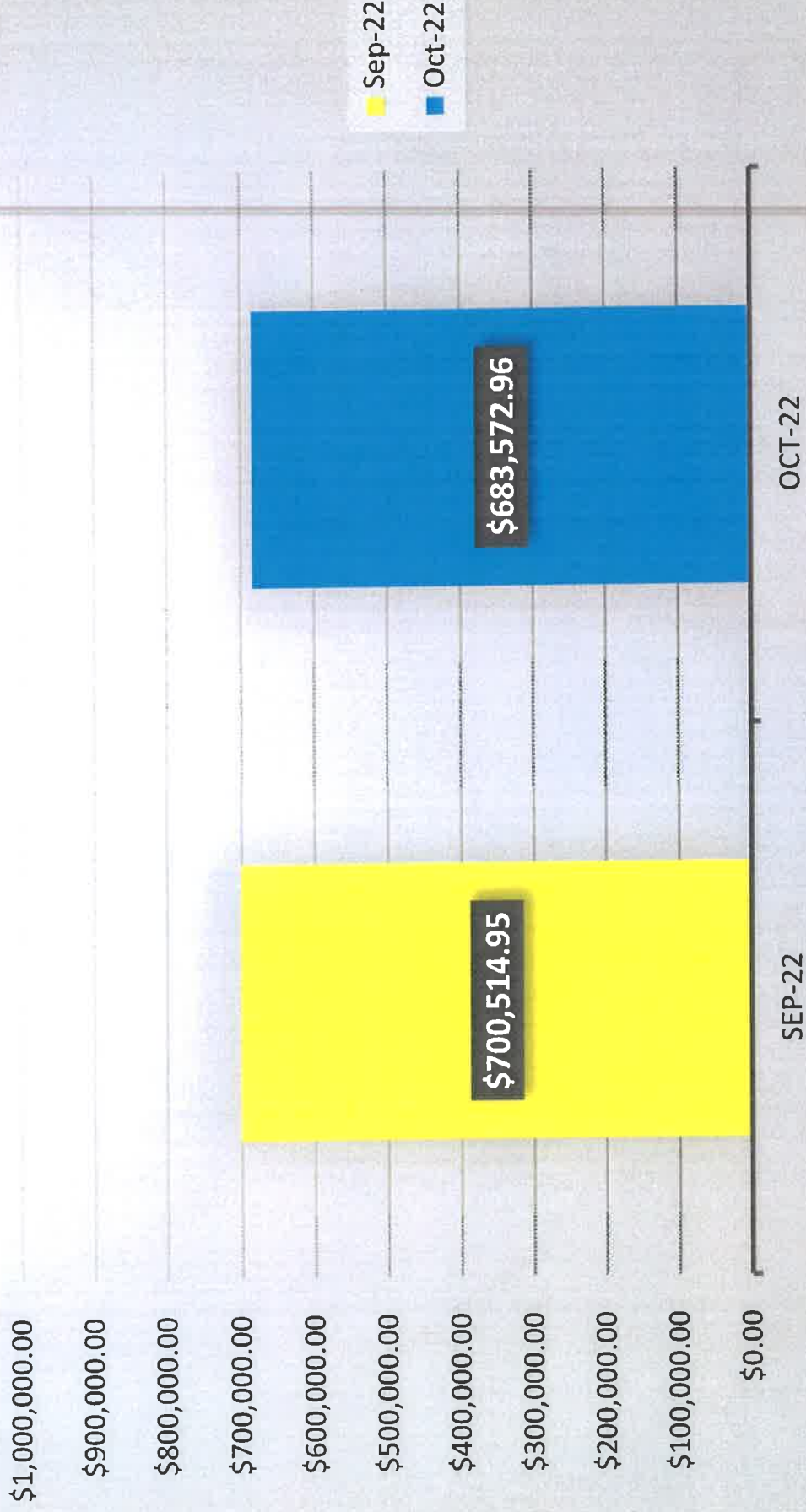
Calls vs. Transports



2022 Call Volume

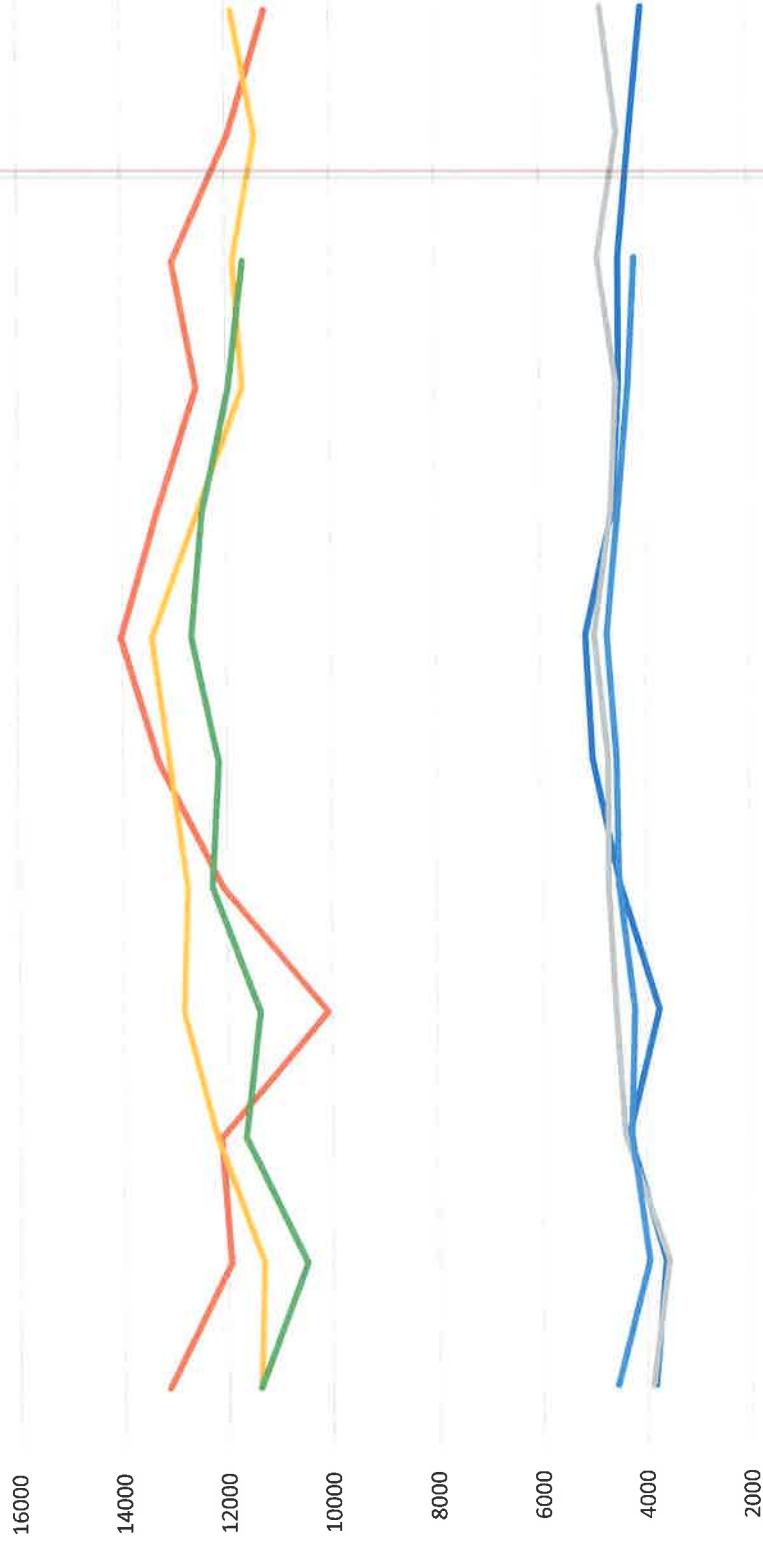


FY2022-23 EMS Revenue



Sumner County ECC
Health & Emergency Services Committee Update
November 2022

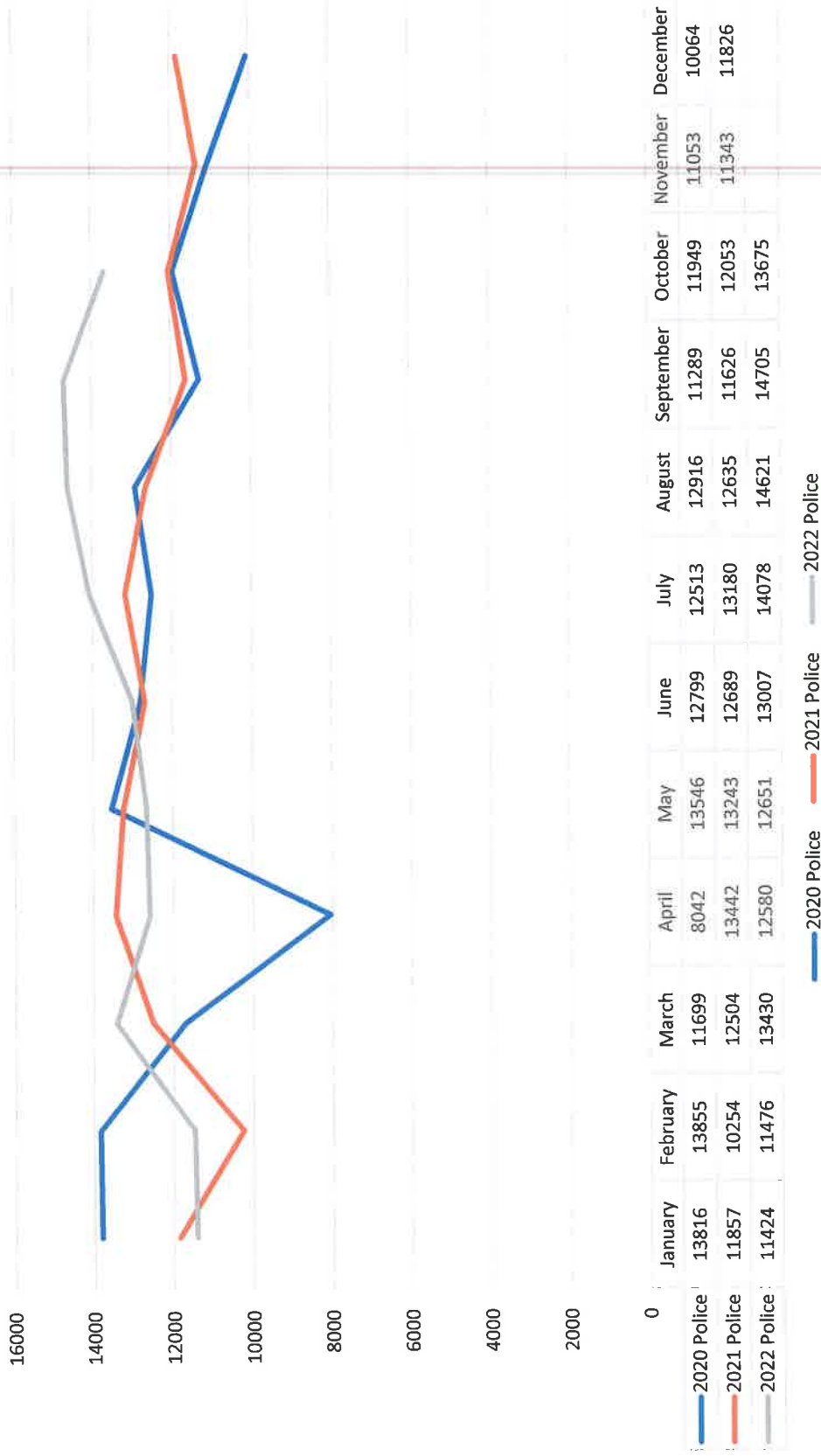
Incoming Calls



	January	February	March	April	May	June	July	August	September	October	November	December
2020 911	3837	3633	4341	3747	4495	5009	5144	4608	4479	4480	4262	4026
2020 Admin	13135	11948	12128	10080	12075	13304	14021	13332	12562	13027	11947	11231
2021 911	3885	3581	4406	4573	4708	4709	4968	4639	4531	4879	4502	4805
2021 Admin	11391	11322	12202	12837	12758	13095	13432	12560	11679	11859	11427	11867
2022 911	4568	3956	4282	4215	4510	4547	4732	4504	4297	4172		
2022 Admin	11397	10500	11656	11384	12285	12159	12675	12460	11950	11666		

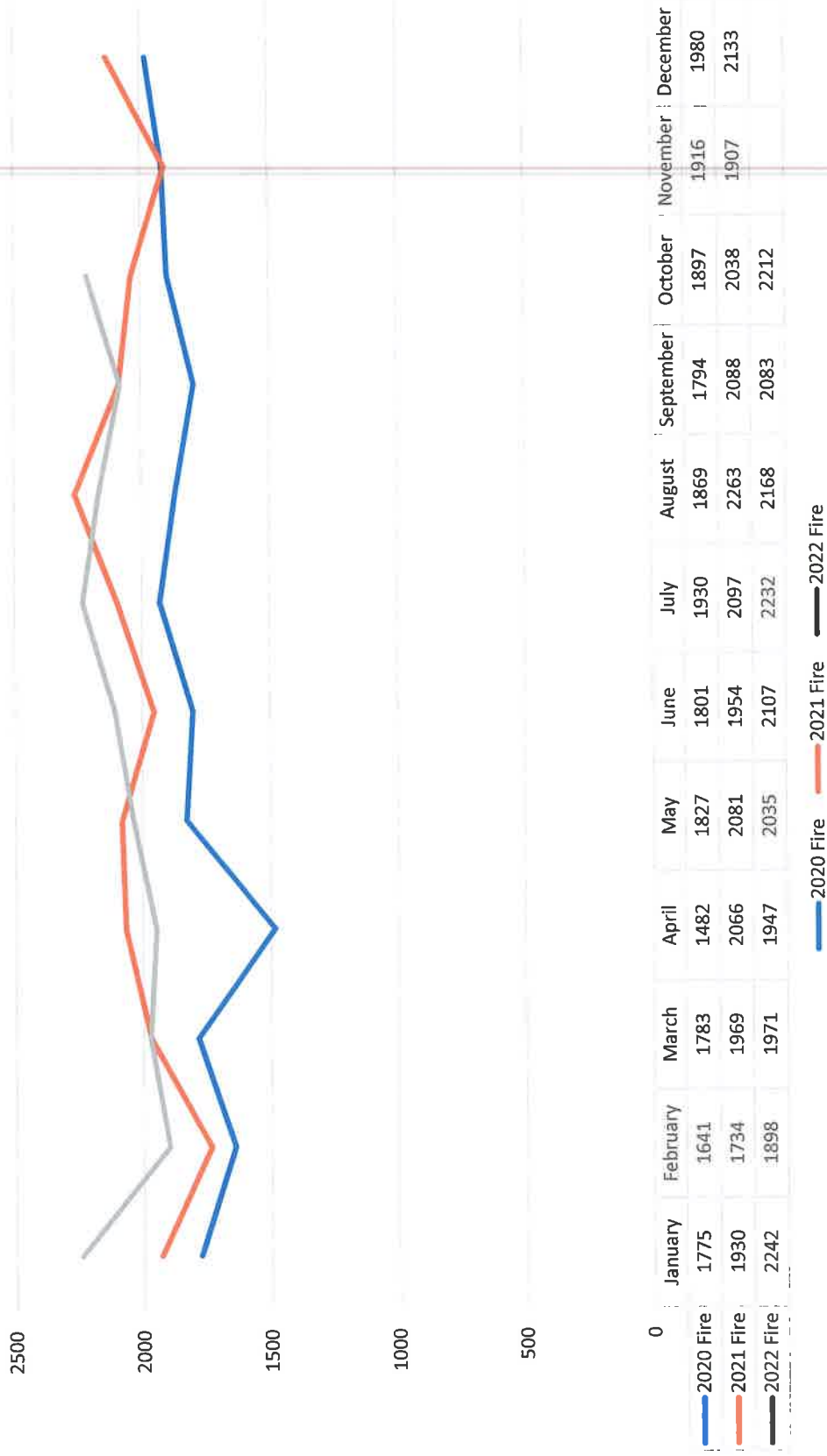
Sumner County ECC
Health & Emergency Services Committee Update
November 2022

Police Total Number of Calls for Service



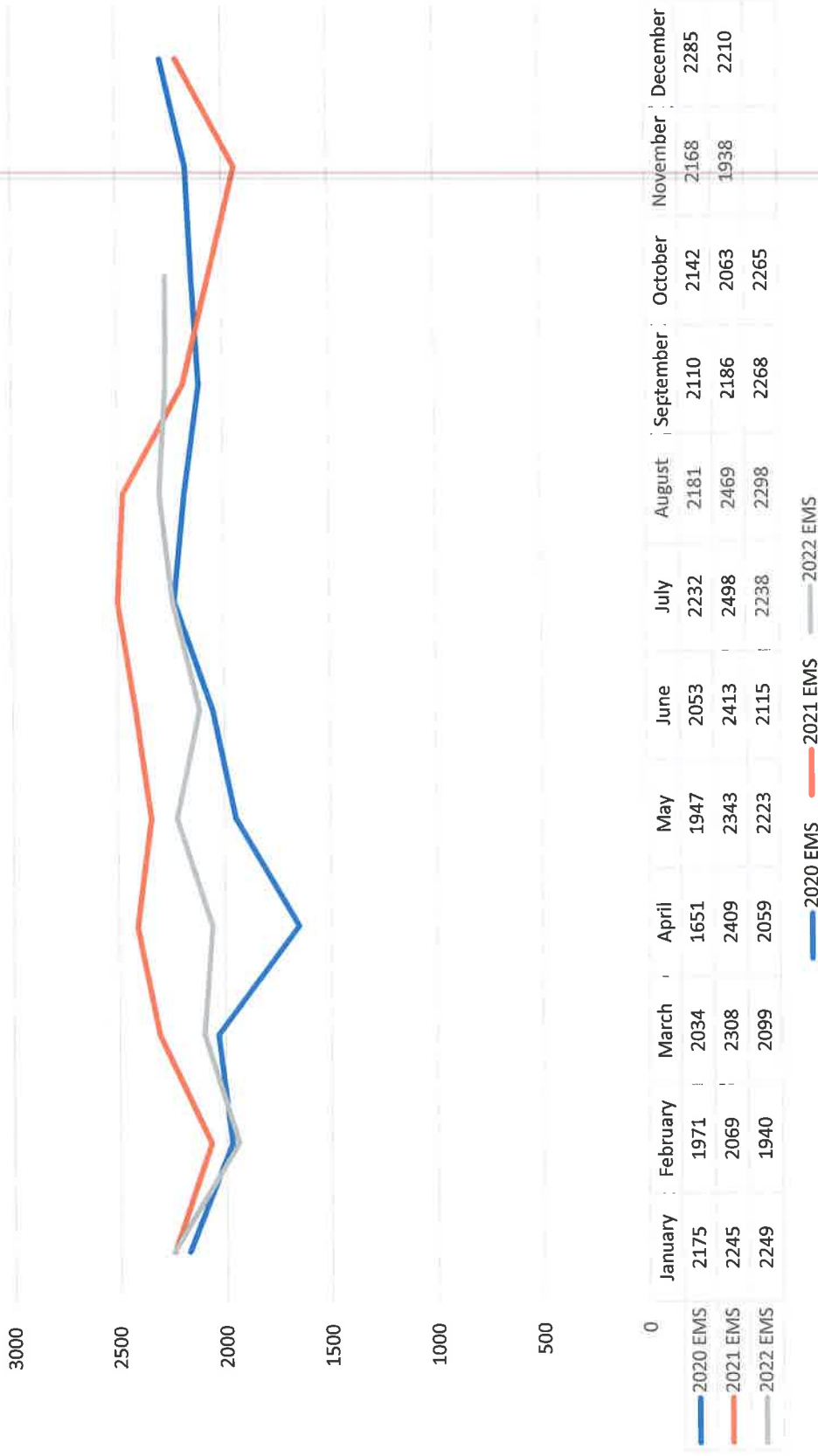
Sumner County ECC
Health & Emergency Services Committee Update
November 2022

Fire Total Number of Calls for Service



Sumner County ECC
Health & Emergency Services Committee Update
November 2022

EMS Total Number of Calls for Service



MINUTES
LAW DIRECTOR SELECTION AD HOC COMMITTEE
JEREMY MANSFIELD, CHAIRMAN
NOVEMBER 2, 2022

Present:

Jeremy Mansfield, Chairman
Mark Harrison, Vice-Chairman
Shannon Burgdorf

Absent:

Craig Garton

Also Present:

John C. Isbell, County Mayor
Merrol N. Hyde, Commission Chairman

Chairman Mansfield brought the Law Director Selection Ad Hoc Committee meeting to order with an invocation on November 2, 2022, at 5:30 p.m. Chairman Mansfield declared a quorum present to conduct business.

3. Approval of Agenda. Without objection, Comm. Mansfield moved to adopt his handouts as the agenda. The Committee voted unanimously to adopt as the agenda.(attached)

4. Recognition of Public. None

5. New Business.

a. Discussion of Interview Process. Chairman Mansfield opened discussion of the interview process and question matrix. He recommended a public hearing with a thirty minute block per candidate. After public hearing, the Ad Hoc would meet to determine which candidates the committee would like to send to the Legislative Committee for consideration before sending to full Commission in December. There was discussion of possible meeting dates. Chairman Mansfield confirmed there are seven candidates as of now, as one candidate had withdrawn their resume.

Comm. Harrison moved, seconded by Comm. Burgdorf, to approve the process outline and question matrix. The motion carried unanimously.

Chairman Mansfield moved, seconded by Comm. Harrison, to approve tentative meeting date of November 16, 2022 from 5:30 pm to 8:00 pm for first round of interviews. The motion carried unanimously.

Chairman Mansfield moved, seconded by Comm. Harrison, to approve tentative meeting date of November 30, 2022 from 5:30 pm to 8:00 pm for second round of candidates. The motion carried unanimously.

6. Adjournment. Chairman Mansfield declared the meeting adjourned at 5:47 p.m. upon motion of Comm. Harrison, and seconded by Comm. Burgdorf.

Prepared by Jennifer Mitchell

Interview Process

- Individually interview applicants with a list of questions.
- Members report back to the rest of the Ad Hoc.
- Public hearing:
 - Bring candidates in, asking them questions one person at a time.
 - Have each candidate take an introductory 5 minutes to provide information about their background, etc.
 - Have each candidate partake in 25 minutes of questions and answers.
 - 30 minutes total time for interview for each candidate.
 - 5 minute reset (buffer time) in between each interview.
- After the public hearing, Ad Hoc meets, deliberates and discusses each candidate and votes up or down on who or how many we want to send to the Legislative Committee with a positive (or negative) recommendation.
- Legislative Committee will deliberate and send onto Full Commission.
- Final candidates brought before Full Commission will have 7 minutes to speak before the Commission before deliberation of the body and final vote takes place.

Q&A	SCORE	IMPACT	PRIORITY
<p>Question:</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat?</p> <p>Answer/Notes:</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat?</p>	4	Medium/ High	High
<p>Question:</p> <p>Answer/Notes:</p>			
<p>Question:</p> <p>Answer/Notes:</p>			

MINUTES
LAW DIRECTOR SELECTION AD HOC COMMITTEE
JEREMY MANSFIELD, CHAIRMAN
NOVEMBER 30, 2022

Present:

Jeremy Mansfield, Chairman
Mark Harrison, Vice-Chairman
Shannon Burgdorf
Craig Garton

Also Present:

John C. Isbell, County Mayor
Merrol N. Hyde, Commission Chairman

Chairman Mansfield brought the Law Director Selection Ad Hoc Committee meeting to order on November 30, 2022, at 5:32 p.m.

The Committee conducted interviews for the following candidates:

- Jim Cochran
- Jason Coleman
- Eric Sitler
- Russ Edwards

After the final interview the Committee discussed which candidate(s) to send to the Legislative Committee. After discussion, the Committee decided to send candidates Eric Sitler and Russ Edwards to Legislative Committee for possible consideration for Law Director.

Adjournment. Chairman Mansfield declared the meeting adjourned at 8:08 p.m.

Prepared by Jennifer Mitchell

**MINUTES
LEGISLATIVE COMMITTEE
JEREMY MANSFIELD, CHAIRMAN
OCTOBER 11, 2022**

Present:

Jeremy Mansfield, Chairman
David Klein, Vice-Chairman
Robert B. Brown III
Merrol N. Hyde, Commission Chairman
Darrell Rogers
Jamie Teachenor
Absent:
Matthew Shoaf

Also Present:

Ben Allen, Staff Attorney
John C. Isbell, County Mayor

Chairman Mansfield brought the regular scheduled Legislative Committee meeting to order with an invocation by Comm. Teachenor on October 11, 2022, at 5:38 p.m. Chairman Mansfield declared a quorum present to conduct business.

3. Approval of Agenda. Without objection, Comm. Mansfield moved Recognition of the Public for Cottontown agenda item to the end of the meeting. Upon motion of Comm. Mansfield, seconded by Comm. Klein, the Committee voted unanimously to approve the agenda, as amended.

4. Approval of minutes of September 12, 2022. Upon motion of Comm. Teachenor, seconded by Comm. Rogers, the Committee voted unanimously to approve the minutes of September 12, 2022.

5. Recognition of the Public. None for other agenda items. See below for Public Recognition for Cottontown.

6. Report of the Chairman. Comm. Mansfield reported Abby is no longer leaving the law office. He noted a salary range was added to the Law Director vacancy posts.

7. Report of County Mayor. No report

8. Old Business.

a. Standing Rules and Procedures Discussion (attached)

Comm. Mansfield opened discussion about the submitted suggested changes. He started with the clarifications he made to "defer", "refer" and "table". Comm. Teachenor moved, seconded by Comm. Brown, to open discussion of the rules and procedures. The Committee voted unanimously to approve discussion of the rules and changes. Comm. Mansfield moved,

seconded by Comm. Klein, to keep defer, refer and table the same as stated in the current rules and procedures.

Comm. Mansfield moved, seconded by Comm. Brown, to open discussion about the addition of a Preamble including Judeo Christian Principles. During discussion County Attorney Ben Allen cautioned the use of the language stating Judeo Christian values. Mr. Allen advised the Committee it could be in violation of the Establishment Clause of the First Amendment. After further discussion, Comm. Teachenor moved, seconded Comm. Klein, to adopt the Preamble to the Rules and Procedures. The Committee voted unanimously to approve the Preamble.

Comm. Mansfield moved, seconded by Comm. Teachenor, to defer all budget related items to the Budget Committee. The Committee voted unanimously to forward all budget items to the Budget Committee.

Comm. Mansfield began overview of the attached document titled Rules and Procedures – Edits (attached)

Comm. Mansfield moved, seconded by Comm. Teachenor, to deny Article 1, section C, item 8.3 Limitations (pg3). The Committee voted unanimously to deny.

Comm. Mansfield moved, seconded by Comm. Rogers, to strike the language in Article 1, section C, item 8.6, No title listed (pg3) that refers to a tally of citizen vote taken by the Commission Chairman. The Committee voted unanimously to strike the language.

Comm. Mansfield moved, seconded by Comm. Teachenor, to strike section Article 1, section C, item 10.4, Reports of the County Officials (pg4). The Committee voted unanimously to remove the section.

Comm. Mansfield moved, seconded by Comm. Rogers, to group and deny Article 2, section A, item 1.4, The Commission Chair (pg4) and Article 2, section C, item 2.4 (pg5). The Committee voted unanimously to group and deny.

Comm. Mansfield moved, seconded by Comm. Rogers, to strike Article 2, section B, item 2.1 and 2.2, Commission Chair Pro Tempore (pg5). The Committee voted unanimously to strike the section.

Comm. Hyde moved, seconded by Comm. Klein, to edit Article 2, section D, item 4.5, Committee Officers (pg6) for clarity and adopt County Attorney Ben Allen's suggested language. The Committee voted unanimously to approve Mr. Allen's clarification.

Comm. Mansfield moved, seconded by Comm. Brown, to edit Article 2, section D, item 5, Member Absence (pg6) for clarity and adopt Mr. Allen's suggested language. The Committee voted unanimously to approve Mr. Allen's clarification.

Comm. Mansfield moved, seconded by Comm. Brown, to deny any changes and keep standard language in Article 2, section D, item 5, Member Absence (pg6) about announcing reason for absences. The Committee voted unanimously to deny any changes and keep standard language.

Comm. Mansfield moved, seconded by Comm. Teachenor, to edit Article 2, section D, item 9, Failure to Meet (pg6) for clarity and adopt Mr. Allen's suggested language. The Committee voted unanimously to approve Mr. Allen's clarification.

Article 2, section D, item 11.7, Financial Management Committee (pg8) – No action taken

Comm. Mansfield moved, seconded by Comm. Teachenor, to deny Article 3, section E, Motions (pg11). The Committee voted unanimously to deny the section.

Comm. Mansfield moved, seconded by Comm. Klein, to keep language as is for Article 3, section E, item 6, Table (pg11) for definition of "table". The Committee voted unanimously to approve to keep language as is.

Comm. Mansfield moved, seconded by Comm. Rogers, to keep Article 4, section G, Tax Rate Passage (pg13) as is. The Committee voted unanimously to approve to keep Article 4, section G, Tax Rate Passage (pg13) as is.

Comm. Mansfield moved, seconded by Comm Rogers, to keep Article 4, section H, Severing the Budget (pg13) as is. The Committee voted unanimously to approve to keep Article 4, section H, Severing the Budget (pg13) as is.

Comm. Mansfield handed out the current standing rules and procedures with handwritten notes (attached).

Comm. Mansfield moved, seconded by Comm. Rogers, to deny the request under regular meetings. The Committee voted unanimously to deny the request.

Comm. Mansfield moved, seconded by Comm. Teachenor, to group and deny the three agenda requests. The Committee voted unanimously to group and deny the three agenda requests.

Comm. Mansfield moved, seconded by Comm. Rogers, to approve the strike outs under Article I, section C, item vi. Approval of the Regular Agenda, items 1 and 2(pg2). The Committee voted unanimously to approve the strike outs.

Comm. Mansfield moved, seconded by Comm. Brown, to add Mr. Allen's suggested language to Article I, Section C, item viii. number 2 Signing up to Speak, for clarity. The Committee voted unanimously to approve to add Mr. Allen's language for clarity.

Comm. Mansfield moved, seconded by Comm. Klein, to deny suggestion under Article I, section C, item 5 Public Decorum (pg3). The Committee voted unanimously to deny the suggestion.

Comm. Mansfield moved, seconded by Comm. Rogers, to strike out last portion of section of Article I, section C, item 7 (pg3). The Committee voted unanimously to approve to strike out.

Comm. Hyde moved, seconded by Klein, to deny requirement of County Officials to make reports to the Commission (bottom of pg3). The Committee voted to deny the suggested requirement.

Comm. Rogers moved, seconded by Comm. Brown, to deny suggested addition under Article II, section A, item ii, number 2 (pg4), due to redundancy. The Committee voted unanimously to deny the request.

Comm. Mansfield, seconded by Comm. Rogers, to defer discussion of Article II, section C, The Clerk. The Committee voted unanimously to defer to future date.

Comm. Hyde moved, seconded by Comm. Teachenor, to change "shall" to "may" under Article II, section D, item i, number 3 (pg5). The Committee voted unanimously to approve.

Comm. Hyde moved, seconded by Comm. Klein, to deny the suggested addition to Article II, section D, item 6 (pg6). The Committee voted unanimously to deny the suggestion.

Comm. Teachenor moved, seconded by Comm. Klein, to amend to add Mr. Allen's suggested language to Article II, section D, item v (pg6) for clarity. The Committee voted unanimously to approve the amendment for clarification.

Comm. Hyde moved, seconded by Comm. Teachenor, to keep language as is for Article II, section D, item x, Ad hoc and Sub-Committees(pg. 6 & 7). The Committee voted unanimously to approve to keep language as is for ad hoc and sub-committees.

Comm. Teachenor moved, seconded by Comm. Brown, to deny all commissioners as ex-officio members of all standing committees. The Committee voted unanimously to deny the request.

Comm. Teachenor moved, seconded by Brown, to deny a specified expiration date for ad hoc and sub-committees. The Committee voted to deny a specified expiration date for ad hoc and sub-committees.

Comm. Mansfield clarified that there are seven voting members on the Financial management Committee.

Comm. Hyde moved, seconded by Comm. Teachenor, to deny lowering from two-thirds vote to simple majority to allow others to address the Commission in Article III, section A (pg9). The Committee voted unanimously to deny suggestion.

Comm. Rogers moved, seconded by Comm. Klein, to keep language as is in Article III, Section A (pg9). The Committee voted unanimously to keep language as is in Article III, section A (pg9).

Comm. Mansfield moved, seconded by Comm. Brown, to deny the request for all amendments and resolutions be submitted before entertained for action by the Commission. The Committee voted unanimously to deny the request. (Article III, section D Resolutions, item i (pg10).

Comm. Rogers moved, seconded by Comm. Klein, to deny request to not waive second reading with a two-thirds majority vote. The Committee voted unanimously to deny the request. (Article III, section D Resolutions, item viii (pg10).

Comm. Mansfield addressed the request for the maker of the "call for the question" be named in the minutes. He clarified that this request already happens. – No action taken

Comm. Teachenor moved, seconded by Comm. Rogers, to deny request to add that Commission Chairman shall state the motion before action is taken because this is Roberts Rules and already happens. The Committee voted unanimously to deny the request.

Comm. Rogers moved, seconded by Comm. Brown, to keep language as is under Article III, Section F Voting, item iv (pg11). The Committee voted unanimously to keep language as is.

Comm. Mansfield moved, seconded by Comm. Brown, to strike out the requirement of show of hands to verify the outcome of a voice vote. The Committee voted unanimously to strike out language to require a show of hands.

Comm. Mansfield moved, seconded by Comm. Teachenor, to strike out Article III, section F Voting, item ix (pg12). The Committee voted unanimously to strike out Article III, section F, item ix on page 12.

Comm. Hyde moved, seconded by Comm. Rogers, to keep language as is in Article IV, section A Adoption (pg12). The Committee voted unanimously to approve to keep language as is.

Comm. Hyde moved, seconded by Comm. Klein, to have a statement prepared by the law office for commissioners to read to declare a conflict of interest but keep rules as is. The Committee voted unanimously to approve for the law office to provide a statement of conflict of interest to commissioners and keep rules as is.

Comm. Brown moved, seconded by Comm. Klein, to keep Article IV, section J (pg13) as is. The Committee voted unanimously to approve to keep language as is in Article IV, section J (pg13).

Comm. Mansfield moved, seconded by Comm. Teachenor, to ask the County Mayor and County Clerk to work together to consolidate all records of the Commission. The Committee voted unanimously to ask the County Mayor and County Clerk consolidate all records of the Commission.

Comm. Mansfield called for recess at 6:59 p.m. The meeting reconvened at 7:03 p.m.

9. New Business.

a. Veterans' service report (attached). No action taken

b. Cottontown Community Center and Old Post Office Property.

Comm. Klein moved, seconded by Comm. Teachenor, to open public comments for this agenda item. The Committee voted unanimously to open public comments.

J.K. Brister of 1489 Upper Station Camp Road, Cottontown thanked the Committee for holding the meeting and allowing this agenda item. He stated they are in the process of creating a corporation to protect the Cottontown area.

Shane Hollis of 234 County House Road, Cottontown spoke in favor of protecting the land and Cottontown history.

Elizabeth Michael of 1745A Garrison Branch, Cottontown spoke in favor of protecting the Cottontown farms.

Kay Hurt of 541 Bugg Hollow Road, Cottontown spoke in support of county's current plan of development.

Rebecca Goddard of 2339A New Hope Road, Hendersonville spoke in favor of protecting the Cottontown land.

John Hurt of 130 South Browns Lane, Gallatin stated he would like more information about the formation of corporation, stewardship and where funding will come from.

Tracy Finegan of 737 Shun Pike, Cottontown would like to see development in the area slow down.

Erika Brister of 1489 Upper Station Camp Road, Cottontown spoke in support of protecting the area and to stop government encroachment. She also spoke to the formation of the corporation.

Lisa Rich of 697 Bugg Hollow Road, Cottontown would like to see the zoning kept rural and slowdown of development in the area.

Dan Taylor of 525 County House Road, Cottontown spoke in support of well planned growth.

With no one else wishing to speak, recognition of the public was closed.

Comm. Mansfield moved, seconded by Comm. Brown, to defer and bring back discussion of Cottontown Community Center and Old Post Office Property in November. The Committee voted unanimously to approve to bring back to Committee in November.

Comm. Rogers moved, seconded by Comm. Teachenor, to reconsider the main motion. The Committee voted unanimously to reconsider.

Comm. Teachenor moved to amend to put a 60 day stop on all zoning requests. Comm. Mansfield ruled Comm. Teachenor out of order.

Comm. Hyde moved, seconded by Comm. Brown, to defer and bring back discussion of Cottontown Community Center and Old Post Office Property in November. The Committee voted unanimously to approve to bring back to Committee in November.

10. Commission Recognition.

- a. Honoring Commissioner Jamie Teachenor
- b. Honoring Tennessee United Boys Soccer Team
- c. Honoring Eagle Scout Jay Hammond
- d. Honoring Eagle Scout Walter Hammond
- e. Honoring Eagle Scout Spencer Hammond
- f. Honoring Eagle Scout Ethan Lawrance
- g. Honoring Derek Hales

Comm. Mansfield moved, seconded by Comm. Rogers, to group and approve items 10a through 10g. The Committee voted (5-0-1) to group and approve items 10a through 10g. Comm. Teachenor abstained from the vote.

11. Zoning.

- a. TN Tuff Trucks PUD – Major Plan Amendment – Applicant is seeking a Major Plan Amendment of an existing PUD, for the purpose of renaming the PUD and updating the table of allowable uses and addressing current zoning requirements. Subject property is located at 1196 Harve Brown Road, Bethpage, TN 37022, is on Tax Map 029, Parcel 062.01, contains 3.76 acres and is zoned Planned Unit Development (PUD). First Reading (see attached)
- b. Ramsey 109 Mini Storage PUD – Rezoning – Applicant is seeking a rezoning from Rural Residential (RR) to Planned Unit Development (PUD) for the purpose of conducting a mini-storage facility. Subject property is located at Highway 109 North, Gallatin, TN 37066, is on Tax Map 104, Parcel 005.02, contains 2.61 acres and is zoned Rural Residential (RR). First reading (see attached)
- c. Bill and Sara Minenna PUD – Rezoning – Applicant is seeking a rezoning from Rural Residential (RR) to Planned Unit Development (PUD) for the purpose of permitting an existing, illegal duplex. Subject property is located at 3363 Tyree Springs Road, Hendersonville, TN 37075, is on Tax Map 100, Parcel 017.02, contains 1.72 acres and is zoned Rural Residential (RR). First Reading (see attached)

Comm. Mansfield moved, seconded by Comm. Rogers, to group and approve item 11a through 11c. The Committee voted unanimously to group and approve items 11a through 11c.

10. Adjournment. Chairman Mansfield declared the meeting adjourned at 8:10 p.m. upon motion of Comm. Rogers, and seconded by Comm. Teachenor.

Prepared by Jennifer Mitchell

Rules and Procedures - Edits

Article 1, section C, item 8.3 Limitations (pg3)

Constitutional Case Law – 1964 Supreme Court case NY Time vs Sullivan. The Justices wrote: "This nation was founded on a profound national commitment to the principle that debate on public issues should be uninhibited, robust, and wide-open, and that it may well include vehement, caustic, and sometimes unpleasantly sharp attacks on government and public officials. See Terminiello v. Chicago, 337 U.S. 1, 469 S.Ct. 894, 93 L.ed. 1131; DeJonge v. Oregon, 299 U.S. 353, 365, 57 S.Ct. 255, 81 L.Ed. 278."

Strike starting with the sentence "No citizen shall direct remarks or comments directly to commissioners or call the name of the commissioner. Notwithstanding such limitation, as this paragraph is a restraint on a citizen's speech..." and ending with at the end of the limitations section.

Replace with "The commission chair shall warn the offending citizen to refrain from further inappropriate comments. If such warnings are not heeded, the commission chairman shall stop the citizen's comments and require the citizen to return to his/her seat."

Article 1, section C, item 8.6, No title listed (pg3) – Per Robert's rule of order the presiding chairman should remain impartial while presiding over a meeting. This section the way it is worded makes it very easy for the chair to be partial in their actions. To remain impartial the chairman would need to either record the tally in every meeting for all citizen's concerns or don't record any tally in regards to citizen's concerns at any meeting. Replace the words "may have been taken by the chair" with the words "shall be taken by the commission chair".

Article 1, section C, item 10.4, Reports of the County Officials (pg4) – What purpose does this serve? Does this include the County Mayor? I would like to understand the reasoning behind this rule, since this seems to already be addressed in Article 3, Section A, Addressing the Chair.

Article 2, section A, item 1.4, The Commission Chair (pg4) – The verbiage granting the County Mayor the power to sign the agenda was removed. I would like to understand the reasoning for the removal of this authority. Should the County Mayor and Commission Chair not work together on the agenda to ensure the business of the county is being well represented in the legislature?

Would like to add "The County Mayor is also granted the power to sign the agenda"

Article 2, section B, item 2.1 and 2.2, Commission Chair Pro Tempore (pg5) - This is a redundant rule and is already captured in Article 2, section B, item 1.2. Strike this section in its entirety.

Article 2, section C, item 2.4 (pg5) - The verbiage granting the County Mayor the power to approve the agenda was removed. Same comments as before on this topic - Should the County Mayor and Commission Chair not work together on the agenda to ensure the business of the county is being well represented in the legislature? I would like to understand the reasoning for the removal of this authority.

Add "or the County Mayor" after the words commission chair

Article 2, section D, item 4.5, Committee Officers (pg6) – States repercussions for committee officers for not recording meeting. I really like the fact that we are looking for ways to ensure our meetings are available to the public, however I am concerned that it is not noted who or what body holds the authority to remove an elected official from a committee. I think we need more clarity here... Who would make the decision?

EDIT
FOR
CLARITY

Article 2, section D, item 5, Member Absence (pg6) - States repercussions for committee members for missing 2 consecutive meetings. Same concern and question as before that it is not noted who or what body holds the authority to remove an elected official from a committee. Who would make the decision?

?

Article 2, section D, item 5, Member Absence (pg6) – state “such absences and reasons will be announced ...and recorded in the minutes.” Who attended the meeting should already be recorded in the minutes and I think this it is appropriate to record the attendance within the minutes; however I am concerned requiring the reason to be announced and the potential legal exposure to the county for someone announcing personal information to be entered into the record. I would like to see more guidance added to cover this area.

Strike “and reason” from this section or add “general description of the reason”

EDIT
FOR
CLARITY

Article 2, section D, item 9, Failure to Meet (pg6) – states repercussions for committee officers for not recording meeting. I really like the fact that we are looking for ways to ensure our meetings are available to the public, however I am concerned that it is not noted who or what body holds the authority to remove an elected official from a committee. Who would make the decision?

NO
Cleared
with Finance Director

Article 2, section D, item 11.7, Financial Management Committee (pg8) – noticed the verbiage for the 2002 Financial Management was removed. When will the county be off the 2002 financial system and should there no be rules in place until that date? Are there any implications by not including this?

NO
GAMINGNESS

Article 3, section E, Motions (pg11) – I noticed the rule for contradictory motions has been removed. This rule is in line with Robert’s Rules. Since Robert’s Rules are recognized in our miscellaneous rules section I’m not sure that it matters, but I think it is probably a good practice to call this rule out in the rules for this body.

Add as item 2.6 “Contradictory motions to amend: An amendment contradictory to the main motion”

POSTPONE
INDEFINITELY

Article 3, section E, item 6, Table (pg11) Table – The definition of “table” is not consistent with Robert’s rule of order. The definition listed in the rules adopted are for Tabling indefinitely.

Correct the definition to align to Robert’s definition for Table and add a rule/definition for Table Indefinitely.

NEEDS
BUDGET
CLARIFICATION

Article 4, section G, Tax Rate Passage (pg13) – Lots of questions here...

I need help understanding the timelines given in this rule... Reading at 2 meetings 27 days a part (got it), Then there is a 21 day notice prior to the scheduled meeting and must be announced at least twice between the time of the meeting. So is it 60 days with the announcements, therefore making the 21 day notice irrelevant, or is it 60 days with the announcement and 21 day notice in the varying types of media? I think this needs some clarification/rewording to make it less confusing.

I like that it will make passing a tax increase more difficult, but what I am not certain on is how does this align with our budget planning cycle and timeline for the budget goes into effect? It looks like the budget process would need to be advanced 3 to 4 months if there is a shortfall. Is the new timeline feasible and are there any legal statutes that surround budget timing?

Who is responsible for the communications aspect (emails, website, social media, newspapers) of this rule? Under what legal authority does this rule have to void the actions of this commission? I would like the law office's opinion.

Does requiring passage by two separate approvals violate the requirement that no resolution require more than a simple majority vote?

NO

Article 4, section H, Severing the Budget (pg13) – The last sentence is a duplication of Article 3, section F, item 8, Voting (pg11)

Article 4, section G, Tax Rate Passage (pg13) – Lots of questions here...

I need help understanding the timelines given in this rule... Reading at 2 meetings 27 days a part (got it), Then there is a 21 day notice prior to the scheduled meeting and must be announced at least twice between the time of the meeting. So is it 60 days with the announcements, therefore making the 21 day notice irrelevant, or is it 60 days with the announcement and 21 day notice in the varying types of media? I think this needs some clarification/rewording to make it less confusing.

I like that it will make passing a tax increase more difficult, but what I am not certain on is how does this align with our budget planning cycle and timeline for the budget goes into effect? It looks like the budget process would need to be advanced 3 to 4 months if there is a shortfall. Is the new timeline feasible and are there any legal statutes that surround budget timing?

Who is responsible for the communications aspect (emails, website, social media, newspapers) of this rule? Under what legal authority does this rule have to void the actions of this commission? I would like the law office's opinion.

Does requiring passage by two separate approvals violate the requirement that no resolution require more than a simple majority vote?

Article 4, section H, Severing the Budget (pg13) – The last sentence is a duplication of Article 3, section F, item 8, Voting (pg11)

**Sumner County
Board of County Commissioners**

See notes on:

Various pages

Standing Rules and Procedures

NOTE: Colors of
annotations have
no meaning



An index would make this
document easier to use.

Adopted September 1, 2022 & updated October 17, 2022

**STANDING RULES AND PROCEDURES
SUMNER COUNTY BOARD OF COUNTY COMMISSIONERS**

committee dates example- Should the third Monday fall on a legal holiday or an emergency arise, the Commission shall meet at 7:00 p.m. on the following day. ALSO see the official posted schedule which is not always the 3rd Monday. This needs a complete rewrite to be accurate and to reduce amount of date change notifications.

NO
JM

I. COMMISSION MEETINGS

A. Regular Meetings: The Commission shall convene on the third Monday of each month at 7:00 p.m. at the Sumner County Administration Building. Meeting time and location may be changed by a majority vote of the Commission, and appropriate, legal, public notice of such changes shall be given.

B. Quorum and Attendance

i. A quorum for the transaction of business shall be a majority of all the duly elected and acting members ~~constituting the total authorized membership~~ of the county legislative body, and not simply a majority of those in attendance. A vacancy would not be counted in determining the required majority.

ii. Commissioners who anticipate an absence from a Commission meeting shall attempt to notify the Commission Chair in advance of such absence. *Such absences will be announced to the public by the Commission Chair and made part of the public record. [added Sept. 1, 2022]*

C. Order of Business

i. **Call to Order** by the Commission Chair

ii. The **Commission declared open** by the Sheriff

iii. **Invocation**

iv. **Pledge of Allegiance**

v. **Roll call** by County Clerk

vi. **Approval of the Regular Agenda**

The agenda, including the subject matter of each resolution dealing with appropriations, shall be made available to each member not less than (7) calendar days.

NO
JM

New business not on the Agenda at the opening of the regular meeting of the Commission may be presented by a

Commission member to the Commission with the majority consent of the Commission members present at the meeting to which the new business is presented. Provided, however, that this section shall not apply to new business and resolutions which amend the budget and appropriate funds.

vii.

viii.

Approval of the Minutes

Recognition of the Public

1. **Addressing the Commission:** The public may address the Commission concerning any matter on the Agenda as approved for the current meeting of the Commission.

2. **Signing up to speak:** The signup sheet for public comment shall be placed in the Commission Chambers on the podium by noon on the day of a Commission meeting. *Any person wishing to speak must personally sign the sheet,*

Is there a end time to signup?
aybe signup until the meeting starts.

including their full name, address, and agenda topic they want to speak about. [added Sept. 1, 2022]

- 3. Limitations:** To maintain the professional and civil decorum of Commission meetings, citizens should direct their comments to the Chair and refrain from threats, inflammatory, or offensive comments concerning any Commissioner, other government officials or employees, or other citizens. No Citizen shall direct remarks or comments directly to Commissioners or call the name of a Commissioner. Notwithstanding such limitation, as this paragraph is a restraint on a citizen's speech, such shall be strictly construed to limit comments and this paragraph shall not be used to exclude speech, comments or complaints which a Commissioner or any other individual may find to be critical, insulting, inaccurate, accusatory, argumentative, emotional or otherwise objectionable based primarily on the content of the speech, comment or complaint. The term "inflammatory or offensive comments" is limited to speech or language which contains cursing, inappropriate sexual references, name calling, yelling, racial slurs or any other speech or language which is blatantly designed to be a public, personal attack as opposed to a genuine complaint or concern. In the discretion of the Chair, if a citizen's speech or language becomes offensive or inflammatory, the Chair shall immediately suspend the citizen's comments and advise the citizen specifically of the inappropriate nature of the citizen's comments and an admonition that failure to correct his or her speech will result in the citizen's comment being prematurely concluded. Should the Chair determine that a citizen does not sufficiently respond to the Chair's direction, the Chair may stop the citizen's comments and require the citizen to return to his/her seat. [edited Sept. 1, 2022]

- 4. Time limit:** The Commission Chair is authorized to impose a time limit of five (5) minutes per speaker during public comment.
- 5. Public Decorum:** Placards, signs, or any other means of disruption are not allowed in the chambers. [added Sept. 1, 2022]
- 6.** In addition to recording in the minutes the name and address of the citizen(s) making a public comment, the minutes shall reflect the position of the citizen and the tally of any citizen vote that may have been taken by the Chair. [added Sept. 1, 2022]
- 7.** Commissioners shall remain quiet and attentive during public comments, and each Commissioner may have a right to respond to any question or complaint submitted by a Citizen, with time limitations on such comments as otherwise may be provided in these Rules. [added Sept. 1, 2022]

ix. Reports of the Chair

1. Announcements from the Chair
2. Presentations Non-controversial routine agenda items
3. Consent Agenda: Only items that are noncontroversial may be placed on the Consent Agenda. All items on the Consent Agenda shall be considered and voted on together. If any item on the Consent Agenda requires approval by a two-thirds (2/3rds) majority vote, then the Consent Agenda must be approved by a two-thirds (2/3rds) majority vote. If a two-thirds (2/3rds) majority vote is required and the Consent Agenda is not approved by such vote, each item on the Consent Agenda shall then be separately considered and voted upon.

x. Reports of the County Officials

1. Written reports to be filed by county officials
2. Notary applications

County Officials, Boards and Committees required to make reports to the Commission are the Finance Director, the Director of Schools and the Road Superintendent. Also, other officials, departments, boards, committees and commissions shall report to the Commission when requested.

NO JM

"Other means" is broad and can result in violating citizen's 1st Amendment rights. Just last week I saw a video of a man removed because he had an "offensive"/political sticker on his phone case.

STRIKE OUT JM

Do I remain quiet or do I respond?
Note: The Gallatin City Lawyer advised the city counsel to NOT respond to public comments.

NO JM

committee dates example- Should the third Monday fall on a legal holiday or an emergency arise, the Commission shall meet at 7:00 p.m. on the following day. ALSO see the official posted schedule which is not always the 3rd Monday. This needs a complete rewrite to be accurate and to reduce amount of date change notifications.

I. COMMISSION MEETINGS

A. Regular Meetings: The Commission shall convene on the third Monday of each month at 7:00 p.m. at the Sumner County Administration Building. Meeting time and location may be changed by a majority vote of the Commission, and appropriate, legal, public notice of such changes shall be given.

B. Quorum and Attendance

i. A quorum for the transaction of business shall be a majority of all the duly elected and acting members constituting the total authorized membership of the county legislative body, and not simply a majority of those in attendance. A vacancy would not be counted in determining the required majority.

ii. Commissioners who anticipate an absence from a Commission meeting shall attempt to notify the Commission Chair in advance of such absence. Such absences will be announced to the public by the Commission Chair and made part of the public record. [added Sept. 1, 2022]

C. Order of Business

i. **Call to Order** by the Commission Chair

ii. The **Commission declared open** by the Sheriff

iii. **Invocation**

iv. **Pledge of Allegiance**

v. **Roll call** by County Clerk

vi. **Approval of the Regular Agenda**

1. Agenda items may be added, deleted, or amended prior to the approval of the Agenda if such changes are approved by two-thirds (2/3rds) a majority vote of the Commission., except in Commission election years where the legislative body, at its first session on or after September 1 of each year, may add, delete, reorder, rearrange, or amend agenda items prior to the approval of the Agenda if such changes are approved by a simple majority vote of the Commission.

2. Items may be moved from the Regular Agenda to the Consent Agenda by unanimous vote of the Commission. Any one Commissioner may move an item from the Consent Agenda to the Regular Agenda prior to the approval thereof. Any appropriation from the budget Committee authorizing an expenditure in excess of \$25,000.00 must be considered by a vote of this body during the regular agenda and not be placed upon the consent agenda. [added 11/21/16]

3. Once added to the Agenda, new items shall be considered to be a part of the Agenda, as originally distributed. Disposition of such items shall require the same voting majorities as hereinafter provided, as if they had appeared on the printed and distributed Agenda. Any newly added items to the Agenda during the meeting, once approved by a majority of Commissioners, will require a second reading and majority approval at the next meeting of the Full Commission before being considered and finally approved.

Approval of the Minutes

Recognition of the Public

1. **Addressing the Commission:** The public may address the Commission concerning any matter on the Agenda as approved for the current meeting of the Commission.

2. **Signing up to speak:** The signup sheet for public comment shall be placed in the Commission Chambers on the podium by noon on the day of a Commission meeting. Any person wishing to speak must personally sign the sheet,

All time sensitive agenda items must be NOTED!

New business not on the Agenda at the opening of the regular meeting of the Commission may be presented by a

Commission member to the Commission with the majority consent of the Commission members present at the meeting to which the new business is presented. Provided, however, that this section shall not apply to new business and resolutions which amend the budget and appropriate funds

vii.

viii.

Is there a end time to signup?
aybe signup until the meeting starts.

3. Correspondence
4. County Officials, not statutorily entitled by law, desiring to speak will require a two-thirds (2/3rds) majority vote of the Commission before being recognized. [added Sept. 1, 2022]

xi. Reports of Standing Committees (and action on recommendations)

1. Committee on Committees
2. Education Committee
3. Highway Commission
4. General Operations Committee
5. Emergency Services Committee
6. Legislative Committee
7. Budget Committee
8. Other Reports

xii. New Business

xiii. Adjournment

II. ORGANIZATION OF THE COMMISSION

A. The Commission Chair

i. The Commission Chair shall:

1. Be elected annually in the first Commission meeting held after August 1st, except in Commission election years where the Commission Chair shall be elected in September and shall be the first order of business on the agenda after the swearing in ceremony. [added Sept. 1, 2022]
2. Preserve order and decorum, enforce these Rules, and oversee the operation of the Commission to ensure the expeditious and orderly conduct of its business.
3. Be consulted and resolve any questions concerning the preparation of the Agenda.
4. Sign the Agenda to indicate approval thereof before distribution by the Clerk.
5. Serve as a voting member of the Legislative Committee. In addition to this Committee, the Commission Chair shall be a voting member of such Committees, Sub-Committees, Boards, or Commissions to which s/he is hereinafter named as a member. The Commission Chair shall also serve as a non-voting, ex officio member of all other Standing Committees, Sub-Committees, and Boards created by the Commission.
6. The Chair will endeavor to see that all Agenda items, procedures or actions taken by the Commission are properly explained to the public during the meeting by an appropriate member. [added Sept. 1, 2022]

ii. The Commission Chair may:

1. Call special meetings of the Commission and appropriate, legal, public notice thereof shall be given.
2. Answer questions and give explanations of issues from the Chair. However, before speaking in favor of or in opposition to any questions before the Commission, the Commission Chair must yield the Chair to the Commission Chair Pro Tempore.
3. Represent the Commission in presentations, recognitions, and public events.
4. Vote on all matters coming before the Commission, except if the Commission Chair is the County Executive Mayor, then s/he may vote only in the case of a tie.

B. The Commission Chair Pro Tempore [edited Sept. 1, 2022]

RE-DUNDANT
NO JM
Should the County Commission Chairperson desire to speak upon any subject either in the negative or the affirmative, he may do so, provided he vacates the chair whereupon the Chairman Pro-Tem shall preside until the matter under consideration is disposed of by the Commission. However, the County Commission Chairperson may answer questions, provide information, and give explanations from the chair, the Commission not objecting.

i. The Commission Chair Pro Tempore shall:

1. Be elected annually in the first Commission meeting held after August 1st, except in Commission election years where the Commission Chair Pro Tempore shall be elected in September and shall be the second order of business on the agenda after the swearing in ceremony.
2. Fulfill the duties of the Commission Chair in the event of absence, inability to serve, or if the Commission Chair must yield his/her chair to debate and issue.

ii. The Commission Chair Pro Tempore may:

1. Fulfill the Commission Chair's duties in the absence or inability to serve to call special meetings of the Commission and appropriate, legal, public notice thereof shall be given.
2. Represent the Commission in presentations, recognitions, and public events in the absence of or inability of the Commission Chair to serve.

iii. Should the Commission Chair permanently yield the Chair, the Commission Chair Pro Tempore shall serve as Commission Chair only until such time as the Commission elects a new Chair.

Questions the agenda set by the commission or by the clerk?

C. The Clerk

- NEEDS DISCUSSION*
- i. The County Clerk serves as the Clerk for the Commission.
 - ii. The Clerk shall:

1. Call the roll of the Commission when requested by the Commission Chair.
2. Maintain complete and accurate minutes of the proceedings of the Commission. Copies of these minutes shall be published electronically.
3. Assist in execution of votes on motions at Commission meetings.
4. Prepare an Agenda for consideration by the Commission - subject to approval by the Commission Chair.
5. Provide secretarial or clerical assistance to Commissioners when required for the performance of their official duties.
6. Provide notices of meeting, hearings, and other scheduled activities of the Commission to the Commissioners, the press, and the public.
7. Maintain minutes of meetings of all Committees, Sub-Committees, and Boards of the Commission.

D. Committees

i. Election

- No JM*
- Clarification needed: Does the chairman select the committee on committee during election year and it remains the same for all four years?
1. Annually, no later than at its September meeting, the Commission shall elect members to serve on all Standing Committees except the Committee on Committees.
 2. The Committee on Committees shall nominate members for each Committee. Nominations will also be accepted from the floor prior to any Committee election.
 3. In Commission election years, the Commission Chair shall arrange the slate of Commissioners to be considered for election to the several Committees.

ii. Member Terms: All Committee appointments shall be for one (1) year except in the case of Committees, Sub-Committees, Boards, or Commissions whose by-laws, statutes, or private acts require otherwise.

iii. Time and Place: At the initial meeting of a committee, members shall set a time and place for its regular meetings. The Clerk shall be immediately advised of the regular meeting time and place of such meetings.

iv. Committee Officers: Upon election, the members of the Committee shall meet for the election of a Chair and a Vice-Chair.

3. Correspondence
4. County Officials, not statutorily entitled by law, desiring to speak will require a two-thirds (2/3rds) majority vote of the Commission before being recognized. [added Sept. 1, 2022]

xi. Reports of Standing Committees (and action on recommendations)

1. Committee on Committees
2. Education Committee
3. Highway Commission
4. General Operations Committee
5. Emergency Services Committee
6. Legislative Committee
7. Budget Committee
8. Other Reports

xii. New Business

xiii. Adjournment

II. ORGANIZATION OF THE COMMISSION

A. The Commission Chair

i. The Commission Chair shall:

1. Be elected annually in the first Commission meeting held after August 1st, except in Commission election years where the Commission Chair shall be elected in September and shall be the first order of business on the agenda after the swearing in ceremony. [added Sept. 1, 2022]
2. Preserve order and decorum, enforce these Rules, and oversee the operation of the Commission to ensure the expeditious and orderly conduct of its business.
3. Be consulted and resolve any questions concerning the preparation of the Agenda.
4. Sign the Agenda to indicate approval thereof before distribution by the Clerk.
5. Serve as a voting member of the Legislative Committee. In addition to this Committee, the Commission Chair shall be a voting member of such Committees, Sub-Committees, Boards, or Commissions to which s/he is hereinafter named as a member. The Commission Chair shall also serve as a non-voting, ex officio member of all other Standing Committees, Sub-Committees, and Boards created by the Commission.
6. The Chair will endeavor to see that all Agenda items, procedures or actions taken by the Commission are properly explained to the public during the meeting by an appropriate member. [added Sept. 1, 2022]

ii. The Commission Chair may:

1. Call special meetings of the Commission and appropriate, legal, public notice thereof shall be given.
2. Answer questions and give explanations of issues from the Chair. However, before speaking in favor of or in opposition to any questions before the Commission, the Commission Chair must yield the Chair to the Commission Chair Pro Tempore.
3. Represent the Commission in presentations, recognitions, and public events.
4. Vote on all matters coming before the Commission, except if the Commission Chair is the County Executive Mayor, then s/he may vote only in the case of a tie.

B. The Commission Chair Pro Tempore [edited Sept. 1, 2022]

1. The Committee Chair shall conduct Committee meetings, maintain decorum, and oversee the activities of the Committee to ensure the expeditious and orderly conduct of its business; call special meetings of a Committee when required, and notify each Committee member and the Commission Chair of the meeting; work to prepare the Agenda for the meetings of the Committee; report to the County Commission resolutions that are recommended by the Committee.
 2. The Vice-Chair shall perform the duties of the Committee Chair in their absence.
 3. In the event that the Committee Chair and Vice-Chair are not available, the Committee shall elect an acting Chair from the members for that meeting by a majority vote of those members present.
 4. Committee Officers will ensure that all meetings are recorded with portable audio/visual equipment ("A/V equipment") or permanently mounted A/V equipment, including but not limited to audio and video recordings. [added Sept. 1, 2022]
 5. Any Committee Officer who fails to record a meeting, other than reasons for equipment malfunction or failure, for two (2) consecutive Committee meetings may be permanently removed from the Committee and replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. [added Sept. 1, 2022]
 6. At each meeting of the Commission, the Chair of each Committee shall report to the Commission from his/her seat in the form of a recommendation any proposed resolutions of that Committee.
- v. Member absence:** A member who anticipates his/her absence from a meeting shall notify the Committee Chair in advance of the meeting. If the Committee Chair anticipates his/her absence from a meeting, the Committee Chair shall notify the Vice-Chair of the anticipated absence. Such absences and reasons will be announced at the meeting and recorded in the minutes. Any member who is absent for two (2) consecutive Committee meetings may be permanently removed from the Committee and replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. [added Sept. 1, 2022] *subject to approval by majority vote of the Commission*
- vi. Ex officio Members:** The Commission Chair and the County Executive Mayor serve as non-voting, ex officio members of all Committees, Sub-Committees, Boards, or Commissions appointed by the Commission, except in such cases as they are granted voting powers herein or by law.
- vii. Committee Vacancies:** If one or more members of any Committee vacate their position, the Commission shall fill such vacancies for the remainder of the unexpired term in the same manner used in first electing members to the Committee.
- viii. Vote:** A quorum of the Committee members is required for business to be conducted and before any vote may be taken. Motions before a Committee shall require a majority vote of those members present at the meeting.
- ix. Failure to Meet:** If the Committee Chair fails to call a meeting for a period of two (2) months, the Commission Chair, Committee Vice Chair, or any three (3) members of the Committee may call a meeting of that Committee. Any Committee Officer who fails to call two (2) consecutive Committee meetings may be permanently removed from the Committee and be replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. [edited Sept. 1, 2022]
- x. Ad hoc and Sub-Committees:** The Commission or a Committee may appoint ad hoc and/or Sub-Committees, as required. Such committee shall perform their

Can we require quarterly
reports from sub-committees to the commission?

Version 1. Distributed 9/22/22

assigned duties and shall work within the jurisdiction of that Committee. Resolutions or recommendations of such ad hoc or Sub-Committees shall first be presented to the creating body for consideration and presentation to the Commission. ~~All Ad hoc and Sub-Committee appointments shall be for one (1) year or less. [added Sept. 1, 2022]~~ shall be for one year or less and all expire annually on a specified date

All Commissioners shall be non-voting ex-officio members of all standing committees. We seemed to conduct mtg this way can't be include in rules?

i. Standing Committees and Sub-Committees

1. Committee on Committees

- a. **Membership:** Five (5) Commissioners elected annually upon nominations from the floor. This election shall be in July, except in Commission Election years where such election shall be in September.
- b. **Purpose/Duties:** To make recommendations and nominations to the Commission for membership on all Committees, Sub-Committees, Boards, etc. whose members are elected by the Commission and for all other positions that are filled through election by the Commission.

2. Education Committee

- a. **Membership:** Seven (7) Commissioners
- b. **Purpose/Duties:** Request and obtain any information necessary to review and evaluate the performance and progress of the Sumner County School System; to receive and study requests of the Board of Education and Director of Schools; to study and convey to the Budget Committee any appropriation requests for education and present the proposed budget for education funding; and to coordinate and communicate needs and concerns between the Commission and the Board of Education and the Director of Schools.

3. Highway Commission

- a. **Membership:** Five (5) Commissioners, the County ~~Executive~~ Mayor, the Road Superintendent, and one (1) citizen
- b. **Purpose/Duties:** Address any matters concerning the road and right-of-way needs of the County.

4. General Operations Committee

- a. **Membership:** Seven (7) Commissioners
- b. **Purpose/Duties:** Responsible for: all non-school, County properties, buildings, equipment, and services; studying long and short-range planning regarding space assignment and allocation within County buildings; maintenance, construction, and improvement of necessary facilities; the Airport Authority; utilities; and the study of the equipment needs of all County departments.

5. Health & Emergency Services Committee

- a. **Membership:** Seven (7) Commissioners
- b. **Purpose/Duties:** Provide general oversight of the law enforcement, emergency medical, and emergency management agencies of the County as well as the Health Department and any other public or private agencies dedicated to the public safety, health, or welfare of our citizens, such as access to clean and safe drinking water; study budget and appropriation requests of said agencies, as well as the volunteer fire departments, for recommendations to the Budget Committee. [edited Sept. 1, 2022]

6. Legislative Committee

- a. **Membership:** Chair of all Standing Committees and the Commission Chair. The Legislative Committee may elect as its Chair a Commissioner who is not the Chair of a Standing Committee.

1. The Committee Chair shall conduct Committee meetings, maintain decorum, and oversee the activities of the Committee to ensure the expeditious and orderly conduct of its business; call special meetings of a Committee when required, and notify each Committee member and the Commission Chair of the meeting; work to prepare the Agenda for the meetings of the Committee; report to the County Commission resolutions that are recommended by the Committee.
2. The Vice-Chair shall perform the duties of the Committee Chair in their absence.
3. In the event that the Committee Chair and Vice-Chair are not available, the Committee shall elect an acting Chair from the members for that meeting by a majority vote of those members present.
4. Committee Officers will ensure that all meetings are recorded with portable audio/visual equipment ("A/V equipment") or permanently mounted A/V equipment, including but not limited to audio and video recordings. [added Sept. 1, 2022]
5. Any Committee Officer who fails to record a meeting, other than reasons for equipment malfunction or failure, for two (2) consecutive Committee meetings may be permanently removed from the Committee and replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. [added Sept. 1, 2022]
6. At each meeting of the Commission, the Chair of each Committee shall report to the Commission from his/her seat in the form of a recommendation any proposed resolutions of that Committee.
 - v. **Member absence:** A member who anticipates his/her absence from a meeting shall notify the Committee Chair in advance of the meeting. If the Committee Chair anticipates his/her absence from a meeting, the Committee Chair shall notify the Vice-Chair of the anticipated absence. Such absences and reasons will be announced at the meeting and recorded in the minutes. Any member who is absent for two (2) consecutive Committee meetings may be permanently removed from the Committee and replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. [added Sept. 1, 2022] subject to approval by majority vote of the Commission
 - vi. **Ex officio Members:** The Commission Chair and the County Executive Mayor serve as non-voting, ex officio members of all Committees, Sub-Committees, Boards, or Commissions appointed by the Commission, except in such cases as they are granted voting powers herein or by law.
 - vii. **Committee Vacancies:** If one or more members of any Committee vacate their position, the Commission shall fill such vacancies for the remainder of the unexpired term in the same manner used in first electing members to the Committee.
 - viii. **Vote:** A quorum of the Committee members is required for business to be conducted and before any vote may be taken. Motions before a Committee shall require a majority vote of those members present at the meeting.
 - ix. **Failure to Meet:** If the Committee Chair fails to call a meeting for a period of two (2) months, the Commission Chair, Committee Vice Chair, or any three (3) members of the Committee may call a meeting of that Committee. Any Committee Officer who fails to call two (2) consecutive Committee meetings may be permanently removed from the Committee and be replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. [edited Sept. 1, 2022]
 - x. **Ad hoc and Sub-Committees:** The Commission or a Committee may appoint ad hoc and/or Sub-Committees, as required. Such committee shall perform their

Ad to agenda
NO JM
Reports of County Officers and Chairmen of standing and special committees shall be presented in writing to the Commission. to report from any department, commission, committee, etc. shall be heard without the maker of the report being present for questioning.

EDM FOR CLARITY
All vacancies need to be voted in full CC. "Member absence" seems to give that power to Committee on Committee.

- b. Purpose/Duties: Responsible for drafting rules and procedures for the body; docketing miscellaneous items to the Commission Agenda; study proposed legislation affecting Sumner County; consider proclamations, resolutions, or memorials honoring Sumner County citizens, as well as take referrals from the Planning Commission.
- c. All matters originating in the **Planning Commission** shall first be referred to the Legislative Committee. The Legislative Committee shall then schedule the matter for consideration by the Commission. Once notice of a public hearing and meeting is given, no change of the meeting date shall be made without the consent of a majority of the Commissioners.

- i. A **zoning reclassification** shall be presented before the Commission in the following manner: (1) the public notice shall be read and the Commission Chair shall open the public hearing; (2) prior to the hearing, individuals desiring to be heard shall sign up and speak regarding the matter to be considered; (3) the owner, or designee of the owner, of property being considered for reclassification shall speak, and where appropriate, then be given an opportunity to address and answer only those questions raised during the hearing; (4) the hearing shall then be declared closed by the Commission Chair; (5) the Legislative Committee Chair shall then report the vote of the Planning Commission and place the motion before the Commission; (6) each Commissioner representing the district in which the property is located may be heard if so desired; and (7) the Commission shall then debate and vote upon the issue.

7. Financial Management Committee

a. 2012 Financial Management

- i. Membership: Four (4) Commissioners or citizens, the County **Executive Mayor**, the Road Superintendent, the Director of Schools, and the Finance Director shall serve as the non-voting, ex-officio secretary.
- ii. Purpose/Duties: Establish and approve policies, procedures and regulations in addition to the specific provisions of the enabling Private Act for implementing a sound and efficient financial system for administering the funds of Sumner County; the system shall include budgeting, accounting, purchasing, payroll, cash management, and other financial matters necessary to an efficient system; the enabling Private Act authorizes the Financial Management Committee to assume the functions of the **Investment Committee** and the **Purchasing Committee**, as well as coordinate with the Board of Education for creation of the ERP system.

Should this have 5 voting members to avoid ties?

THERE ARE 7 VOTING MEMBERS

JM

8. Budget Committee

- a. Members: Seven (7) Commissioners and the Finance Director as non-voting, ex officio Secretary
- b. Purpose/Duties: Establish and approve policies, forms and documents, procedures and regulations necessary for the preparation of the annual operating and capital improvement budgets; study funding requests and recommendations as received from other Standing Committees; consider the fiscal impact of any resolution presented to the Committee and report its findings to the

Commission; recommend to the Commission a proposed tax rate; approve property tax refunds and budget transfers; and recommend the sale of delinquent tax properties.

9. Audit Committee

- a. Members: Two (2) Commissioners, the Commission Chair, the Budget Committee Chair, and the Financial Management Committee Chair
- b. Purpose/Duties: Provide independent review and oversight of the County's financial reporting processes and internal controls; review the external auditor's report; follow up on management's corrective action, if needed in relation to the auditor's report, and police compliance with all laws, rules, ethical guidelines, and regulations that affect the County.

10. Other Statutory Committees or Commissions: There are numerous committees, sub-Committees, boards, commissions, etc. that are created by statutory directives. These groups shall meet in accordance with the laws, statutes, resolutions, policies, or procedures, etc. that dictate their creation. All such groups are to provide a copy of their operating budget to the Commission, if requested; the Commission may additionally request membership information, regularly scheduled meeting time and location, as well as any other information as may be needed by the Commission.

III. PROCEDURES

A. Addressing the Chair: A Commissioner, the County Executive Mayor, the Law Director, the Finance Director, and the Clerk may address the Commission Chair after being recognized. Except during recognition of the public, others wishing to address the Commission must first be approved by a two-thirds (2/3rds) majority vote of the Commission.

B. Gaining the Floor: Any Commissioner desiring to speak shall be placed in the queue to speak and be recognized by the Commission Chair in the order in which they entered the queue. In the event the queue is inoperable, the Commission Chair will recognize the first Commissioner who stands. However, no Commissioner is entitled to speak twice to the same subject until all other Commissioners have had the opportunity to speak.

C. Speaking

- i. Remarks should be addressed to the Commission Chair. No Commissioner shall direct remarks or comments to another Commissioner.
- ii. No Commissioner will speak in a sarcastic or critical manner concerning another Commissioner or call the name of another Commissioner.
- iii. A Commissioner shall confine his/her comments to the merits of the matter on the floor at the time.
- iv. The Committee Chair presenting a recommendation of his/her Committee, or the author of a resolution under consideration by the Commission, may speak as often as required concerning the recommendation or resolution.
- v. When the Commission Chair duly recognizes a Commissioner wishing to speak, all other Commissioners will remain quiet and attentive to the comment of the Commissioner who has the floor.
- vi. If any Commissioner transgresses these Rules, the Commission Chair shall first warn the Commissioner and cite the Rule being violated. Should a Commissioner continue to violate these Rules after being so warned, the Commission Chair shall call the Commissioner to order, in which case the Commissioner shall immediately sit down and refrain from further remarks.

D. Resolutions

- Who may address the Commission?
- 1) How does a Commissioner or County Mayor introduce a non-member and receive permission for such non-member to address the Commission? 2) County officers who by statute or Commission rules are required to present reports.

Why 2/3?
Can we
lower this
to majority?

NO JM

REDUNDANT
ANSWERED IN A.
JM

- b. Purpose/Duties: Responsible for drafting rules and procedures for the body; docketing miscellaneous items to the Commission Agenda; study proposed legislation affecting Sumner County; consider proclamations, resolutions, or memorials honoring Sumner County citizens, as well as take referrals from the Planning Commission.
- c. All matters originating in the **Planning Commission** shall first be referred to the **Legislative Committee**. The Legislative Committee shall then schedule the matter for consideration by the Commission. Once notice of a public hearing and meeting is given, no change of the meeting date shall be made without the consent of a majority of the Commissioners.
 - i. A **zoning reclassification** shall be presented before the Commission in the following manner: (1) the public notice shall be read and the Commission Chair shall open the public hearing; (2) prior to the hearing, individuals desiring to be heard shall sign up and speak regarding the matter to be considered; (3) the owner, or designee of the owner, of property being considered for reclassification shall speak, and where appropriate, then be given an opportunity to address and answer only those questions raised during the hearing; (4) the hearing shall then be declared closed by the Commission Chair; (5) the Legislative Committee Chair shall then report the vote of the Planning Commission and place the motion before the Commission; (6) each Commissioner representing the district in which the property is located may be heard if so desired; and (7) the Commission shall then debate and vote upon the issue.

7. Financial Management Committee

a. 2012 Financial Management

- i. Membership: Four (4) Commissioners or citizens, the County **Executive Mayor**, the Road Superintendent, the Director of Schools, and the Finance Director shall serve as the non-voting, ex-officio secretary.
- ii. Purpose/Duties: Establish and approve policies, procedures and regulations in addition to the specific provisions of the enabling Private Act for implementing a sound and efficient financial system for administering the funds of Sumner County; the system shall include budgeting, accounting, purchasing, payroll, cash management, and other financial matters necessary to an efficient system; the enabling Private Act authorizes the Financial Management Committee to assume the functions of the **Investment Committee** and the **Purchasing Committee**, as well as coordinate with the Board of Education for creation of the ERP system.

Should this have 5 voting members to avoid ties?

THERE ARE 7 VOTING MEMBERS

JM

8. Budget Committee

- a. Members: Seven (7) Commissioners and the Finance Director as non-voting, ex officio Secretary
- b. Purpose/Duties: Establish and approve policies, forms and documents, procedures and regulations necessary for the preparation of the annual operating and capital improvement budgets; study funding requests and recommendations as received from other Standing Committees; consider the fiscal impact of any resolution presented to the Committee and report its findings to the

(All resolutions and amendments shall be filed with the Clerk in writing before the same can be entertained by the Commission for action. Each appropriation resolution shall include a statement of the purpose of the appropriation.

All simple motions must be reduced to writing if required by any member of the Commission.

- i. A Commissioner seeking consideration of a resolution shall first submit the same to the appropriate Committee Chair for study and recommendation. If one is unsure which Committee should properly study a resolution, s/he shall forward such resolution to the Legislative Committee to make that determination.
- ii. In order to appear on the Agenda for the next regular meeting of the Commission, resolution subject matter shall be presented to the Office of the Law Director by the first Monday of each month. From the matters requested in a timely manner, the Office of the Law Director will research, draft, and coordinate all matters with the appropriate Committee Chair, and create the monthly agenda for all non-budgetary committees.
- iii. Budgetary matters, as well as other financially related resolutions requiring the input of the Finance Director, shall be forwarded to the Finance Director for the creation of the Budget and Financial Management agendas by the second Monday of the month.
- iv. Resolutions received after the monthly deadline will be placed on the next month's agenda. In the event of an emergency, a Committee can allow a matter to be placed on an agenda after the deadline by two-thirds (2/3rds) majority vote of that committee.
- v. After all monthly Committee meetings, the Office of the Law Director will forward written resolutions to the Clerk by noon on the Wednesday before the regularly scheduled Commission meeting.
- vi. Any resolution requiring action by the General Assembly may require a two-thirds (2/3rds) majority vote of the Commission for passage, unless a simple majority is all that is required by the legislation or request of the General Assembly.
- vii. Any resolution requiring an appropriation or authorizing expenditure of County funds shall include the expenditure and be submitted to the Budget Committee for study.
- viii. Any resolutions appropriating or expending any funds, which were not included in the adopted budget for the current fiscal year, shall require approval by the Full Commission on two separate readings at two (2) meetings of the Full Commission on different dates. However, approval by two-thirds (2/3rds) majority vote of the Full Commission, consisting of a majority of all 24 Commissioners constituting the county legislative body, on the first reading shall waive the requirement of a second reading. [edited Sept. 1, 2022]
- ix. In no case, shall a proposal for an expenditure, appropriation, acquisition, contract, agreement or deed be considered for approval by the Commission without being accompanied by information to include, at a minimum, a full description of the item(s) or project(s), statement of need, estimated initial costs, alternate solutions and reasons for the recommended proposal, recurring expenses, associated contracts or agreements, and any other materials requested by the Commission. Such information will be made available to the public electronically with the meeting Agenda and approved minutes. [added Sept. 1, 2022]
- x. No resolutions shall embrace more than one (1) subject, the subject to be expressed in its caption. [added Sept. 1, 2022]
- xi. Any resolution which repeals, revises or amends a previous resolution shall recite in the caption the number and date of adoption of the original resolution, and the language that is being replaced. [added Sept. 1, 2022]
- xii. Any information, documentation or materials being considered or discussed by the County Commission and not published on the website shall be displayed during the meeting on a monitor, screen or other appropriate means to make such available to the public during the meeting. [added Sept. 1, 2022]

E. Motions

- i. No item may be debated until a motion is duly made and duly seconded.
- ii. The Commission Chair shall rule the following motions out of order:
 1. Dilatory motions: Motions obviously intended to delay or obstruct the matter before the Commission.
 2. Moot or frivolous motions: Motions which have no consequence or of a frivolous nature.
 3. Redundant motions: A motion that has the same effect as a motion previously considered, unless a motion to reconsider has been properly made.
 4. Motions in conflict with law.
 5. Premature motion to adjourn: A motion to adjourn cannot be considered until the Agenda, as adopted, has been completed; unless said adjournment follows a motion to suspend the Rules, which is made, seconded, and approved by a two-thirds (2/3rds) majority vote.
- iii. **Reconsider:** After a question has been put to a vote, any Commissioner who voted on the prevailing side may move for reconsideration of the question. If properly seconded, by any Commissioner, the motion to reconsider must be approved by a majority of the body before a second vote can be taken on the matter to be reconsidered. The motion to reconsider shall be in order only during the same meeting as the vote of the question being reconsidered.
- iv. **Refer:** A motion to refer commits the matter back to the appropriate Standing Committee with specific instructions. The motion to refer is not debatable and requires a two-thirds (2/3rds) majority vote of the body. [edited Sept. 1, 2022]
- v. **Defer:** A motion to defer, or postpone to a certain time, delays consideration of the matter until later in the same Commission meeting or to a future meeting of the body, the timing for which shall be specified in the motion. The motion to defer is subject to debate and only requires a simple majority vote of the body. [edited Sept. 1, 2022]
- vi. **Table:** A motion to table is to postpone indefinitely, retire or defeat the topic under discussion. The motion to table is not open for debate and requires a 2/3rds majority vote of the body. [edited Sept. 1, 2022]
- vii. **Call for the question:** (i.e., vote to end debate on a motion then, if successful, vote for said motion with no further debate) can be made by a speaker in the queue but not called out from the floor. The maker of the motion cannot comment on the matter before calling for the question, or the Commissioner will be ruled out of order by the Chair and the motion will be null and void. [added Sept. 1, 2022]

F. Voting

- i. Votes of the Commission are taken electronically, recorded, and made a part of the official minutes.
- ii. After debate, if any, ends and after restating the motion on the floor for a vote, the Commission Chair shall call for the vote and announce the outcome when the vote becomes final.
- iii. Before a vote becomes final, the Clerk shall inquire if anyone wishes to change his/her vote.
- iv. A Commissioner may change his/her vote on any matter during the course of the meeting. If a Commissioner wishes to change their vote, they must be recognized by the Chair before the meeting adjourns, and state publicly how they are changing their vote. But once the meeting has been adjourned, no changes can be made to a vote. [edited Sept. 1, 2022]
- v. Voice Votes: Votes may be voice votes unless otherwise required by statute or requested by the Commission Chair.
- vi. Division of Assembly: If any Commissioner doubts the outcome of a voice vote as announced by the Commission Chair, s/he may call for a division of assembly.

Confusing - It should be one way
not "vote becomes final" AND then
vote can be changed. All votes
should be final

THIS ALREADY
HAPPENS JM

The maker of
the "call for
the question"
shall be
named in the
official
minutes.

REDUNDANT: ROBERTS
RULES REQUIRES THIS

The County
Commission
Chairperson
shall in
all cases state
clearly the
motion under
consideration
before action is
taken.

All resolutions and amendments shall be filed with the Clerk in writing before the same can be entertained by the Commission for action. Each appropriation resolution shall include a statement of the purpose of the appropriation.

All simple motions must be reduced to writing if required by any member of the Commission.

NO JM

NO: WE HAVE TO ACCOUNT FOR EMERGENCIES JM

My thoughts—we should not waive the second reading requirement even with the 2/3 majority. Citizens need to have an opportunity to comment.

- i. A Commissioner seeking consideration of a resolution shall first submit the same to the appropriate Committee Chair for study and recommendation. If one is unsure which Committee should properly study a resolution, s/he shall forward such resolution to the Legislative Committee to make that determination.
- ii. In order to appear on the Agenda for the next regular meeting of the Commission, resolution subject matter shall be presented to the Office of the Law Director by the first Monday of each month. From the matters requested in a timely manner, the Office of the Law Director will research, draft, and coordinate all matters with the appropriate Committee Chair, and create the monthly agenda for all non-budgetary committees.
- iii. Budgetary matters, as well as other financially related resolutions requiring the input of the Finance Director, shall be forwarded to the Finance Director for the creation of the Budget and Financial Management agendas by the second Monday of the month.
- iv. Resolutions received after the monthly deadline will be placed on the next month's agenda. In the event of an emergency, a Committee can allow a matter to be placed on an agenda after the deadline by two-thirds (2/3rds) majority vote of that committee. text
- v. After all monthly Committee meetings, the Office of the Law Director will forward written resolutions to the Clerk by noon on the Wednesday before the regularly scheduled Commission meeting.
- vi. Any resolution requiring action by the General Assembly may require a two-thirds (2/3rds) majority vote of the Commission for passage, unless a simple majority is all that is required by the legislation or request of the General Assembly.
- vii. Any resolution requiring an appropriation or authorizing expenditure of County funds shall include the expenditure and be submitted to the Budget Committee for study.
- viii. Any resolutions appropriating or expending any funds, which were not included in the adopted budget for the current fiscal year, shall require approval by the Full Commission on two separate readings at two (2) meetings of the Full Commission on different dates. However, approval by two-thirds (2/3rds) majority vote of the Full Commission, consisting of a majority of all 24 Commissioners constituting the county legislative body, on the first reading shall waive the requirement of a second reading. [edited Sept. 1, 2022]
- ix. In no case, shall a proposal for an expenditure, appropriation, acquisition, contract, agreement or deed be considered for approval by the Commission without being accompanied by information to include, at a minimum, a full description of the item(s) or project(s), statement of need, estimated initial costs, alternate solutions and reasons for the recommended proposal, recurring expenses, associated contracts or agreements, and any other materials requested by the Commission. Such information will be made available to the public electronically with the meeting Agenda and approved minutes. [added Sept. 1, 2022]
- x. No resolutions shall embrace more than one (1) subject, the subject to be expressed in its caption. [added Sept. 1, 2022]
- xi. Any resolution which repeals, revises or amends a previous resolution shall recite in the caption the number and date of adoption of the original resolution, and the language that is being replaced. [added Sept. 1, 2022]
- xii. Any information, documentation or materials being considered or discussed by the County Commission and not published on the website shall be displayed during the meeting on a monitor, screen or other appropriate means to make such available to the public during the meeting. [added Sept. 1, 2022]

E. Motions

YES STRIKE OUT JM

Upon such call for division, the Commission Chair shall ~~require a show of hands to verify the outcome of a voice vote~~ or require an electronic vote.

- vii. After the announcement of the outcome of any vote, a Commissioner may request that the Clerk record his/her vote in the minutes.
- viii. All Commissioners are prohibited by state law T.C.A. 12-4-101 from having a direct interest in a contract that results in the Commissioner's personal monetary interest. In the case of an indirect conflict of interest where the Commissioner is interested, but not directly so, including the employment of themselves or their spouse by Sumner County or Sumner County Schools, the Commissioner will make a public disclosure of such interest prior to any discussion or vote on the matter. In addition, Commissioners shall disclose during the meeting before any discussion or vote on the measure any personal interest that affects or would lead a reasonable person to infer that it affects the Commissioner's vote on the measure. Such disclosure will be recorded in the meeting minutes and any failure to disclose conflicts of interest will be referred to the Ethics Committee. [edited Sept. 1, 2022]
- ix. ~~A quorum for voting is defined as a majority of all the members constituting the county legislative body (34 Commissioners), and not simply a majority of those present. Thirteen votes constitutes a majority; unless otherwise a two-thirds (2/3rds) majority vote of the Commission is required.~~

- G. The Procedures outlined above also serve as procedures for the Committees, where applicable.

IV. MISCELLANEOUS RULES

In election years these Rules of Order adopted by the previous Commission shall remain in effect until such time as any new Rules are adopted. A simple majority can change the rules for up to 60 days.

- A. **Adoption:** These Rules shall first be adopted by a simple majority vote of the Commission at its first meeting on or after September 1st in Commission election years. After such adoption, these Rules shall remain in full force and effect unless and until repealed, amended, or revised by a two-thirds (2/3rds) majority vote of the Commission.
- B. **Amendments:** Amendments thereafter may be made to these Rules and Procedures by a two-thirds (2/3rds) majority vote of the Commission.
- C. **Robert's Rules of Order:** The latest copyrighted edition of Robert's Rules of Order shall govern matters not addressed herein.
- D. **Conflict with Law:** In the event that any of these Rules are determined to be in conflict with statutory provisions, such part shall be null and void; however, such a conflict shall not render null and void the remainder of these Rules and Procedures.
- E. **Rule Disputes**
 - i. The Commission Chair shall decide a dispute regarding the application or enforcement of these Rules, subject to an appeal to the Commission.
 - ii. If any Rule appears to be in conflict with another, the Commission Chair will refer the issue to the Legislative Committee for study and recommendations.
- F. **Written Reports from County Officials:** Reports that are to be submitted by County Officials shall be submitted to the County Clerk by noon on the second Monday of each month for distribution of reports to the Commission.
- G. **Tax Rate Passage:** The Commission, recognizing that all property tax revenues come from the taxpaying citizens of Sumner County, commits to exceeding the requirements of Tennessee state statute by hereby requiring that any increase to the property tax rate, shall be approved on readings at two (2) meetings on different dates which are greater than 27 days apart. Any meeting which is intended to include a vote of any tax increase to any degree shall be properly noticed to the public under the law and, in the effort to advance transparency of the work of our Commission, the notice shall also meet the following qualifications. Such meeting shall be noticed at least twenty-one (21) days prior to the meeting as follows regardless of whether it is a regular or special meeting: the meeting shall be announced at any meeting of the Commission at least

twice between the time it is scheduled and the subject meeting, shall be noticed in at least one local newspaper or online periodical of general circulation in Sumner County (or as many newspapers or online periodicals required to cover the entire county), shall be conspicuously posted on the home page of the Commission's website, shall be sent to any Citizen who has signed up for meeting notifications via email and posted on the County and Commission social media page(s). Failure to follow this procedure shall result in the action taken at the subject meeting to be void and without legal effect. [edited Sept. 1, 2022]

YES! (M)
Should the
ommission
have a
required
conflict of
interest stmt
requirement
?

WE SHOULD
DECLARE
CONFLICTS

Needs
clarification- I
think the
intent is an
average but it
does not read
that way.

- H. Severing The Budgets:** The annual operating and capital improvement budgets for County General, Sumner County Schools, Sheriff's Department and Highway Department shall be severed, so that the County Commission's consideration and vote on the budgets shall be made separately and individually. Each Commissioner employed by the County, or whose family members are employed by the County, shall declare his/her direct or indirect conflict of interest before voting on their direct budget(s). [added Sept. 1, 2022]
- I. Financial Planning:** Sumner County will operate on a financial plan based on a balanced budget for the current year and two (2) fiscal years forward (3-year total operations and financial planning budgets), in addition to a five (5) year capital investment plan and budget that must be maintained and updated each fiscal year during the budgeting process. Forward budget estimates should be based on five (5) year trends relevant to both revenues and expenditures. [added Sept. 1, 2022]
- J. Debt Service Obligations:** This Board of Sumner County Commissioners will make every effort to be debt-free, and commits to not incurring total indebtedness for which the taxpayers are liable that exceeds any of the following guidelines for debt management:
- Newly bonded debt in excess of \$10 million in principal, per annum, shall not be issued except that such debt has been approved on readings at two (2) meetings on different dates which are greater than 27 days apart.
 - Except as necessary to maintain compliance with Tennessee code, the commission shall not increase net property tax on Sumner County residents by more than 3% per annum. [added Sept. 1, 2022]
- K. Agenda Notice:** All County Commission Committee Agendas shall be emailed to all County Commission members when sent to the members of that particular Committee. [added Sept. 19, 2016]

Grouping all rules/ procedure involving the agenda seems more transparent and less confusing. The agenda is discussed in text above in the Clerk section. I would also like to add a requirement for more clarification. Here is a example-

A copy of the Agenda, attachments and the notice calling each Commission meeting shall be e-mailed, to each Commission member and the County Attorney seven (7) days before the Commission is to meet. A copy of the Agenda and notice calling each Commission meeting e- mailed, (input legal public requirement) at the same time the aforementioned is e-mailed, to the Commission members.

A copy of the Agenda, attachments and notice shall be posted on the County website at the same time such information is mailed to County Commissioners, to remain on the website for a minimum of (input a time I suggest twenty-four (24) months.)

All boards, commissions, agencies, and authorities that receive funding from Sumner County Government shall provide such information concerning the expenditure of public funds as may be requested by the County Commission

THIS EXISTS IN OUR NEW
RULES UNDER

YES, STRIKE OUT
JM

Upon such call for division, the Commission Chair shall ~~require a show of hands to verify the outcome of a voice vote~~ or require an electronic vote.

- vii.** After the announcement of the outcome of any vote, a Commissioner may request that the Clerk record his/her vote in the minutes.
- viii.** All Commissioners are prohibited by state law T.C.A. 12-4-101 from having a direct interest in a contract that results in the Commissioner's personal monetary interest. In the case of an indirect conflict of interest where the Commissioner is interested, but not directly so, including the employment of themselves or their spouse by Sumner County or Sumner County Schools, the Commissioner will make a public disclosure of such interest prior to any discussion or vote on the matter. In addition, Commissioners shall disclose during the meeting before any discussion or vote on the measure any personal interest that affects or would lead a reasonable person to infer that it affects the Commissioner's vote on the measure. Such disclosure will be recorded in the meeting minutes and any failure to disclose conflicts of interest will be referred to the Ethics Committee. [edited Sept. 1, 2022]
- ix.** ~~A quorum for voting is defined as a majority of all the members constituting the county legislative body (24 Commissioners), and not simply a majority of those present. Thirteen votes constitutes a majority, unless otherwise a two-thirds (2/3rds) majority vote of the Commission is required.~~

- G.** The Procedures outlined above also serve as procedures for the Committees, where applicable.

IV. MISCELLANEOUS RULES

In election years these Rules of Order adopted by the previous Commission shall remain in effect until such time as any new Rules are adopted. A simple majority can changes the rules for up to 60 days.

- A. Adoption:** These Rules shall first be adopted by a simple majority vote of the Commission at its first meeting on or after September 1st in Commission election years. After such adoption, these Rules shall remain in full force and effect unless and until repealed, amended, or revised by a two-thirds (2/3rds) majority vote of the Commission.
- B. Amendments:** Amendments thereafter may be made to these Rules and Procedures by a two-thirds (2/3rds) majority vote of the Commission.
- C. Robert's Rules of Order:** The latest copyrighted edition of Robert's Rules of Order shall govern matters not addressed herein.
- D. Conflict with Law:** In the event that any of these Rules are determined to be in conflict with statutory provisions, such part shall be null and void; however, such a conflict shall not render null and void the remainder of these Rules and Procedures.
- E. Rule Disputes**
 - i.** The Commission Chair shall decide a dispute regarding the application or enforcement of these Rules, subject to an appeal to the Commission.
 - ii.** If any Rule appears to be in conflict with another, the Commission Chair will refer the issue to the Legislative Committee for study and recommendations.
- F. Written Reports from County Officials:** Reports that are to be submitted by County Officials shall be submitted to the County Clerk by noon on the second Monday of each month for distribution of reports to the Commission.
- G. Tax Rate Passage:** The Commission, recognizing that all property tax revenues come from the taxpaying citizens of Sumner County, commits to exceeding the requirements of Tennessee state statute by hereby requiring that any increase to the property tax rate, shall be approved on readings at two (2) meetings on different dates which are greater than 27 days apart. Any meeting which is intended to include a vote of any tax increase to any degree shall be properly noticed to the public under the law and, in the effort to advance transparency of the work of our Commission, the notice shall also meet the following qualifications. Such meeting shall be noticed at least twenty-one (21) days prior to the meeting as follows regardless of whether it is a regular or special meeting: the meeting shall be announced at any meeting of the Commission at least

**MINUTES
LEGISLATIVE COMMITTEE
JEREMY MANSFIELD, CHAIRMAN
NOVEMBER 7, 2022**

Present:

Jeremy Mansfield, Chairman
David Klein, Vice-Chairman
Robert B. Brown III
Merrol N. Hyde, Commission Chairman
Darrell Rogers
Matthew Shoaf
Jamie Teachenor

Also Present:

Ben Allen, Staff Attorney
John C. Isbell, County Mayor
Merrol Hyde, Commission Chairman

Chairman Jeremy Mansfield brought the regular scheduled Legislative Committee meeting to order with an invocation by Comm. Rogers on November 7, 2022, at 6:00 p.m. Chairman Mansfield declared a quorum present to conduct business.

3. Approval of Agenda. Without objection, Chairman Mansfield moved item 10d to December's meeting. Commission Chairman Hyde stated recognition of the National Merit Scholarships were left off the agenda but requested they be moved to December's meeting. Upon motion of Comm. Rogers, seconded by Comm. Shoaf, the Committee voted unanimously to approve the agenda, as amended.

4. Approval of minutes of October 11, 2022, 2022. Upon motion of Comm. Teachenor, seconded by Comm. Brown, the Committee voted unanimously to approve the minutes of October 11, 2022.

5. Recognition of the Public. Without objection, Chairman Mansfield moved Recognition of the Public under Old Business after Cottontown Community Center and Old Post Office Property.

6. Report of the Chairman. No report

7. Report of County Mayor. No report

8. Old Business.

a. Cottontown Community Center and Old Post Office Property.

Without objection, Chairman Mansfield opened Recognition of the Public.

Erika Brister of 1489 Upper Station Camp Creek Road, Cottontown gave an overview of progress the residents have made towards Cottontown preservation. She also discussed the Cottontown portion of the Sumner County Parks Master Plan.

Mary Sinclair of 1500 Upper Station Camp Creek Road, Cottontown spoke of her family's history in the Cottontown community and her hopes to preserve the area.

Tracy Finegan of 737 Shun Pike, Cottontown and Clark Wright of 205 County House Road, Cottontown gave presentation of the vision the residents of Cottontown have for the community. (attached)

J.K. Brister of 1489 Upper Station Camp Creek Road, Cottontown spoke to preserving and protecting the property of the Cottontown community and the character of the residents.

Brian Padgett of 278 Bursby Branch Road stated Mr. Brickey donated Mr. Cotton's home to the County to be used as park land. He also stated concerns for a private group to hold community property due to huge financial obligations.

Chairman Mansfield moved, seconded by Comm. Shoaf, to open discussion for Cottontown. The motion carried unanimously.

Without objection, Chairman Mansfield allowed Penny Whitaker of 221 Bugg Hollow Road, Cottontown to speak to the FEMA grant and demolition of the community center.

Chairman Mansfield clarified the ask of the community is for the property to be given to the non-profit corporation for management by the community. He further stated the properties are newly acquired by the County, Bridal House being donated in 2016 and the community center, post office and Draper house acquired in 2019.

During discussion, County Attorney Ben Allen explained that the community club property was not part of the FEMA grant and nothing in the deed relating to FEMA restrictions. He referenced TCA 55-1-19 for restrictions on how and when the County can give property to a non-profit. Requires a two-thirds vote by the Commission and details specific purpose of what the 501c3 can be. The post office and Draper house are part of the FEMA grant and has many deed restrictions.

After further discussion, Comm. Rogers moved, seconded by Comm. Shoaf, to form an Ad Hoc committee to explore legal and financial options and for Chairman Mansfield to appoint the members. The motion carried unanimously.

9. New Business.

- a. Veterans' service report (attached). No action taken

- b. Discussion and Actions taken for the 2021 Code Resolution.

Comm. Shoaf moved, seconded by Comm. Klein, to defer to December meeting. The motion carried unanimously.

- c. Approving the bond for Assessor of Property Don Linville.

Chairman Mansfield moved, seconded by Comm. Klein, to approve the bond for Assessor of Property Don Linville. The motion carried unanimously.

- d. Updated CTAS Model Ethics Policy.

Chairman Mansfield explained that he edited section 5 of the policy. County Attorney Ben Allen recommended two separate documents, an ethics policy and conduct policy.

Comm. Rogers moved, seconded by Comm. Hyde, to approve updated CTAS Model Ethics Policy as whole with contingency to separate, with clause if anything conflicts with law be null and void. The motion carried unanimously.

- e. Regional Planning Commission Procedures.

Chairman Mansfield moved, seconded by Comm. Rogers, to approve Regional Planning Commission procedures. The motion carried unanimously.

- f. Comer Barn update.

Chairman Mansfield moved, seconded by Comm. Rogers, to approve to give Comer barn back to Rogers Group, give grant money back to the State and for legal department not to execute deed between now and Commission meeting on November 14, 2022. The motion carried unanimously.

10. Commission Recognition.

- a. Honoring Christmas for Kids
- b. Honoring Family Court Awareness month
- c. Honoring Hadley Brown
- d. Honoring Merrol Hyde Magnet School girls' soccer team – State Champions – moved to December
- e. *Honoring National Merit Scholarships – moved to December*

Comm. Rogers moved, seconded by Comm. Klein, to group and approve items 10a through 10c. The motion carried unanimously.

11. Zoning.

- a. TN Tuff Trucks PUD – Major Plan Amendment – Applicant is seeking a Major Plan Amendment of an existing PUD, for the purpose of renaming the PUD and updating the table of allowable uses and addressing current zoning requirements. Subject property is located at 1196 Harve Brown Road, Bethpage, TN 37022, is on Tax Map 029, Parcel 062.01, contains 3.76 acres and is zoned Planned Unit Development (PUD). Second Reading (see attached)
- b. Ramsey 109 Mini Storage PUD – Rezoning – Applicant is seeking a rezoning from Rural Residential (RR) to Planned Unit Development (PUD) for the purpose of conducting a mini-storage facility. Subject property is located at Highway 109 North, Gallatin, TN 37066, is on Tax Map 104, Parcel 005.02, contains 2.61 acres and is zoned Rural Residential (RR). Second reading (see attached)
- c. Bill and Sara Minenna PUD – Rezoning – Applicant is seeking a rezoning from Rural Residential (RR) to Planned Unit Development (PUD) for the purpose of permitting an existing, illegal duplex. Subject property is located at 3363 Tyree Springs Road, Hendersonville, TN 37075, is on Tax Map 100, Parcel 017.02, contains 1.72 acres and is zoned Rural Residential (RR). Second Reading (see attached)

Chairman Mansfield moved, seconded by Comm. Teachenor, to group and approve item 11a through 11c. The Committee voted unanimously to group and approve items 11a through 11c.

10. Adjournment. Chairman Mansfield declared the meeting adjourned at 7:52 p.m. upon motion of Comm. Teachenor, and seconded by Comm. Shoaf.

2020 Sumner County Parks Master Plan

4.3 FUNDING STRATEGIES

County Funding:

- Establishing a line item in the County spending plan

Donations of Property for open space, park and recreation purpose.

- Establishing a protocol for donations and planned-giving through wills, estates, trusts, etc.

Public/Private Partnerships:

- With volunteer opportunities and matching funds
 - Non-Profit foundation partnerships
 1. Friends Groups
 2. Friends of the Bridal House
 3. Preservation Foundation
 4. Bledsoe Lick Historical Association
 5. Greenways of Sumner County
 6. Tennessee Trails Association
 7. Nature Conservancy Groups
 - Non-profit foundation grants
 - Example: The Memorial Foundation
- Sumner County assisted Bledsoe's Lick Historical Association with grant application for The Memorial Foundation \$5,000 grant for Bledsoe's Fort Historical Park for historic roof replacement for the Rogan stone cottage

Developer Contributions:

- Donations of park land
- As part of development plan contribute improvements of trails/sidewalk connections to existing parks/trails

Grant funding opportunities:

- **Hazard Mitigation Grant Program Tennessee Emergency Management Agency / FEMA**

The Hazard Mitigation Grant Program provides funds to states, territories, tribal governments, and other communities after a disaster, to reduce or eliminate future risk to lives and property from natural hazards. Both hazard mitigation plans and projects are meant to reduce the need for future federal assistance from disaster recovery. Mitigation also minimizes overall risk to lives and property. State and local governments, tribal governments, and certain private non-profits may be eligible to apply for funding to cover projects including:

- Property Acquisitions
- Drainage and Culvert Improvements
- Slope Stabilization
- Infrastructure Protection
- Storm-water Projects
- Wildfire Mitigation
- Warning Sirens
- Seismic and Wind Retrofits
- Structure Elevations
- Mitigation Plan Updates

HMGP funding is available to all communities across the state that meet the sub-applicant and project eligibility requirements. Federal funding for this grant program is available following a major federal disaster declaration. HMGP funds are available based on a percentage of the assistance provided to the state in the Public Assistance and Individual Assistance programs. The HMGP is competitive statewide and is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Please understand that the FEMA hazard mitigation grant programs are not intended to fund repair, replacement, or deferred maintenance activities. They are designed to assist sub-applicants in developing long-term, cost-effective improvements that will reduce or eliminate risk of damage to people and property caused from these disasters.

Additional grant funding opportunities:

- **Conservation Easements**
- **Department of Agriculture**
 1. Tennessee Division of Forestry - Urban Forestry - Tree Planting Grant Program
The Tree Planting Grant Programs goal is to improve urban environments through planting and management of trees.
- **Department of Health**
 1. Rural Access Built Environment Grants
 2. Healthy Built Environments Grant Program
The Tennessee Department of Health's Office of Primary Prevention manages the Access to Health built environment grant programs. These grants aim to increase access to safe and publicly-accessible places that provide opportunities for physical activity for a diverse group of users, including those who live, visit, work, play, worship, and learn in the community. Tennessee Department of Health has a competitive built environment grant program available to local governments, state government agencies, and non-profit organizations.
 3. Project Diabetes
Project Diabetes is a state-funded initiative administered by Tennessee Department of Health's Division of Family Health and Wellness. Grants are awarded to community partners with a focus reducing overweight and obesity as risk factors for the development of diabetes. Grant activity geared toward interventions that are applied before there is any evidence of disease, and include built environment projects such as greenways, fitness equipment, playgrounds, sports facilities, walking tracks, and other health-promoting infrastructure.
- **Tennessee Department of Environment & Conservation (TDEC):**
 1. Local Parks and Recreation Fund (LPRF)
The LPRF program provides state funding for the purchase of land for parks, natural areas, greenways and the purchase of land for recreational facilities. Funds also may be used for trail development and capital projects in parks, natural areas and greenways. Recreation Education Services administers the LPRF grants. These grants are a 50% match.
 2. Recreational Trails Program (RTP)
The Recreational Trails Program (RTP) is a federal funded, state administered grant program. RTP provides grant funding for land acquisition for trails, trail maintenance, trail construction, rehabilitation and for trail head support facilities. These funds are distributed in the form of a grant with a 20% match. Local, state and federal land managing agencies are eligible to apply as state chartered, non-profit organizations with IRS 501 (c) (3) status that have a written agreement for trail management with an agency. All grant projects MUST be on publicly owned land.
 3. Tennessee Recreation Initiative Program (TRIP)
The Tennessee Recreation Initiative Program (TRIP) apportions grant money to cities and counties who lack professional park and recreational directors and do not provide a comprehensive recreation delivery system in their community to assist with the establishment of the first Park Recreation Department. These grants are a three-year commitment, \$50,000 grant matched by the communities.
 4. Land and Water Conservation Funds (LWCF)
The LWCF program provides matching grants to states to administer to state and local government for the acquisition and development of public outdoor recreation areas and facilities. Recreation Educational Services administers the LWCF grants in Tennessee. These grants require a 50% match.

NOTE:

Grant information referenced from the State of Tennessee website

COTTONTOWN VILLAGE



& GREATER COTTONTOWN PLAN

TABLE OF CONTENTS

INTRODUCTION

- Cottontown Historical Background
- The Cottontown Culture Defined
- Natural Resources Inventory & Assessment
- Land Use Inventory

WHY & HOW COTTONTOWN COUNTRY COMMUNITY BEGAN

- Relationship to Sumner County Comprehensive Plan
- Relationship to Sumner County Parks Master Plan

COTTONTOWN VISION

- Initial Goals Defined
- Plan Themes & Categories
- Land Use & Infrastructure

COMMITTEE ACTION PLAN

- Short Term
- Long Term

WHAT COTTONTOWN IS | WHAT COTTONTOWN IS NOT

- Greenspace
- Agricultural Family Lifestyle
- Development
- Commerce

COTTONTOWN HISTORICAL BACKGROUND

Cottontown was named in honor of Captain Thomas Cotton, a veteran of the Revolutionary War. Today, Cottontown is in the 37048-zip code located in Sumner County, Tennessee. The land area located within the borders of Cottontown is 44.0 sq miles. It is located along State Route 25 northwest of Gallatin.



Cottontown was settled by pioneer settlers who received land grants from North Carolina to reward their service in the Revolutionary War. The first family land grant settlers of Cottontown were Cotton, Sutton, Briggance, Strother, Hassell, Cooley, Looney and King (more names may be determined). (Collier)



Today, a few of the pioneer settlers still have decedents in Cottontown. As a reminder of their brave pioneering spirit, the family names are found on tombstones in local cemeteries. Some cemeteries are easily seen and known; others are hidden amongst the trees. Each tombstone gives evidence they were once here. The beautiful hills and "hollers" they set out to conquer bear their names, as do the streams where they got their water and the roads we now travel.

CAPTAIN THOMAS COTTON WAS BORN IN 1748 IN HALIFAX, NORTH CAROLINA.

In 1785, the state of North Carolina granted Thomas Cotton, resident of Hertford County, North Carolina, 640 acres of land "in Davidson County south side of the Cumberland and waters of Stones River." Two years later, he purchased 640 acres on the Little Harpeth River. In 1794, deed records show Thomas Cotton purchased 317 acres in Sumner County from James Sanders Jr. The 317 acres were located on Station Camp Creek.

By 1792 tax records show Thomas Cotton had 1,200 acres in Sumner County. (Tax list 1792 Sumner) He became known as the founder of Cottontown. According to Thomas Cotton's will dated 1794, he deeded his son Moore Cotton 158.5 acres on the upper side of the land he resided on at that time.

Today, located on Hwy 25 in Cottontown, is a historical marker identifying a double pen style log home known as the Bridal House, built by Moore Cotton in 1819 for his only daughter, Elizabeth (aka Betsy). Betsy married Robert Hobdy. Robert Hobdy was an apprentice who worked in Moore Cotton's blacksmith shop. He was Talitha Cotton Hobdy's son. Talitha was Thomas Cotton's sister.

A unique feature of the Bridal House is the size of the logs used to construct it. Legend has it that the unusually large 4ft in diameter yellow poplar logs were pulled from Bug Hollow by oxen on two wide-wheeled wagons lashed together. A man named Brigham from Ziegler's Station was hired to hew the logs. (Collier)

Located beside the Bridal House is a red brick home referred to today by some as the "Long Horn Farm." This house was supposed to have been built by Captain Thomas Cotton for his son, Moore. There is some confusion concerning the age of this house due to portions of the house being removed over time. At one time, it had a summer kitchen and was used as a dwelling until the main house was built. The bricks used to build the house were made on the farm. This information was furnished by Mrs. Jim Cotton Glover (a fifth generation removed from Captain Thomas Cotton). (Collier)

On November 17, 1843, Hugh Cotton (grandson of Thomas Cotton) sold 1 1/2 acre land for \$15.00 to build a school. The school was called the Duke School. *It was located where the Travis Burton Farm was located in 1979.

On July 18, 1887, William and Elizabeth Stone sold five acres of land to the school district for \$150. Part of this 5 acres is the former grounds that current residents and Sumner Countians are familiar with today. The first school erected was two rooms. It was located on these five acres. When a larger school was needed, it was sold to a man by last name of Cooley. Mr. Cooley had the two-room school moved by steam engine to his plot of land up Bug Hollow. Mr. Cooley used this old schoolhouse as his dwelling. (Collier)

A new two-year highschool school was erected in 1914. There are residents that live in Cottontown whose family members attended the Cottontown school. There were sentimental connections to the old schoolhouse/community center that stands no more. It had been cared for by the community in the past. The exterior may have changed over the years, but it stood as a reminder of those of the past. Many loved it, even those that drove by it for years in their daily commute through Cottontown.

Sumner county deeds show many transactions of the Cottons and familiar family names in the area. Currently, there is no one with the surname Cotton in Cottontown area. Many of the descendants of Thomas and Priscilla Knight Cotton eventually married into original family settlers and families that would be in later. Descendants with familiar Surnames are still here today.

THE COTTONTOWN CULTURE DEFINED

Those first families in Cottontown chose to raise children, grand children, and great grandchildren here. In so doing they created a unique country culture, centered around agriculture, where families worked farms. Cottontown defined itself by being farm neighbors. When someone had a cow to die with a suckling, they knew to call another farmer whose cow lost a calf. If their baler went out with hay down in the field, they called someone with a baler.



“Many people were related but we were all unified by riding the bus together. Almost no one drove a car to school so they knew each other by the hour long bus trip and by going past each other’s property on the bus. There was one bus carrying grades 1-12. On the bus, you knew whether people heated with burning wood or if they had electric heat—by how their clothes smelled. You knew who washed clothes by seeing them hanging on the line or by smelling those who didn’t. You knew who ate bacon and lots of pork by smells. Everyone smelled of tobacco because it was the cash crop. You knew who stripped tobacco by stained hands and smells.”

“Back then, Cottontown was a rough place to live. All of the roads were gravel except for Highway 25 and Upper Station Camp. Everyone had a dusty truck or car. And all of the drinkers knew where to get liquor or how to get beer at Capp’s Gap up Garrison Branch. No one had air conditioning so you sat on the front porch during the summer. Often you shelled beans or some chore related to the garden. It was common to have party line phones. Everyone knew who the call was for by each neighbors distinctive ring tone.”

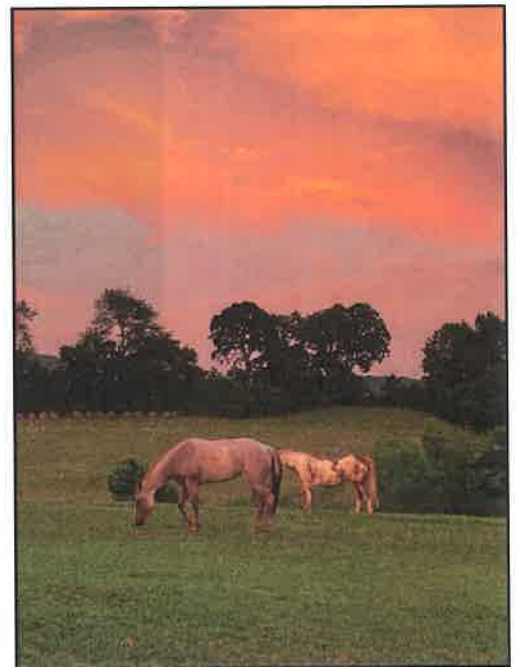


NATURAL RESOURCES INVENTORY AND ASSESSMENT

An unincorporated community, Cottontown with a land area of over 44 miles and 25,000 acres contains a mixture of agricultural, commercial, institutional, and residential uses, and serves as a gateway to all of Sumner County and the surrounding area.

The land area that runs through Cottontown is known as The Ridge. It consists of hilltops, steep-walled valleys and dissected ridges. Elevations average about 600 feet above sea level while the hilltops will range from 850 to 950 feet above sea level and in some cases over 1,000 feet above sea level. Slope in this area will vary from 20 to 30 percent to as much as 50-60 percent. This area presents severe limitation to any kind of development. Additionally, the fertile valley floors make this area worthy of strong conservation and preservation policies.

Cottontown lies in the Lower Cumberland Old Hickory Watershed which drains into Old Hickory Lake. The watershed stretches to the Ridge that runs through Sumner County and acts as a barrier to growth and development because of the steep slopes and forest cover. Station Camp Creek runs along Bugg Hollow Road and Upper Station Camp Road. The creek eventually drains into Old Hickory Lake. North of Long Hollow Pike, Station Camp Creek still has adjacent farming activities which are subject to severe flooding due to its location in the flood plain.



Residents enjoy the canopy provided by having a deciduous forest throughout the land area dominated by trees such as the oak, hickory, elm, and poplar; which are generally greater than 5 meters tall, and greater than 20% of total vegetation cover. More than 75 percent of the tree species shed their leaves simultaneously in response to seasonal change. Additionally, the land area also provides significant pasture and hay areas for livestock grazing or the production of seed or hay crops, on a perennial cycle. Pasture/hay vegetation accounts for greater than 20 percent of total vegetation.

Protecting the natural resources of this community, its farms and property of Cottontown residents is critical to preserving not only Cottontown's distinct character but it's rural way of life.



LAND USE INVENTORY

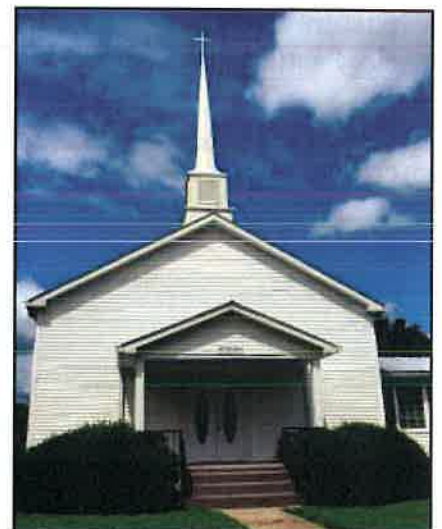
- Cottontown consists of approximately 25,000 acres of land that is predominately rural and agricultural.
- Cottontown has 2620 single-family residential homes
- Commercial/Retail - Cottontown has 34 businesses



COMMUNITY FACILITIES INVENTORY AND ASSESSMENT

Education, Recreation and Social Facilities

Cottontown has a long history of providing gathering places such as churches and a (recently demolished by the county) Community Center to house special events such as weddings, family reunions and fundraisers for non-profit organizations.



WHY IT BEGAN

A bulldozer got our attention. On that fateful Tuesday morning the Cottontown Community Center that existed for several years was gone. How could this happen? How could someone outside our community take away something that belonged to us? Thus our journey began to reclaim the Cottontown community that seemed, on the surface, to be forgotten. Was it forgotten?



HOW IT BEGAN

We gathered together and asked ourselves, is the Cottontown Community important to those of us living here today? Does Cottontown have a culture and is it worth preserving? Do Cottontowner's want to be part of planning our future or do we want the government to plan it for us? We received our answer when 260 people showed up Sunday, October 9th willing to fight!

COTTONTOWN COUNTRY COMMUNITY

VISION MEETING

-JOIN US-

SUNDAY, OCTOBER 9TH
4:00 P.M.

THE LOCATION THAT
THE COTTONTOWN COMMUNITY CENTER STOOD.

THIS WILL BE AN INITIAL GATHERING TO BRING EVERYONE TOGETHER TO DISCUSS A FUTURE VISION FOR OUR BEAUTIFUL COMMUNITY.

Get acquainted as a community, discuss possible community events for 2023 and plans for Upper Station and Hwy 25 by the Community Center.

BRING YOUR LAWN CHAIRS!

*Across the street from the Bridal Home - 3215 Hwy 25, Cottontown



With a symbol of the destruction of their history, roots, and values in the foreground, Cottontowner's united with a goal - to define and reclaim Cottontown. It was the birth of a movement.

RELATIONSHIP TO COMPREHENSIVE PLAN

The Sumner County 2035 Comprehensive Land Use Plan, serves as the primary policy document related to the future growth and development of the unincorporated County. Among many other things, the Comprehensive Plan makes recommendations regarding future land use patterns and suggests appropriate land uses and types of development for various parts of the County.

TRADITIONAL VILLAGE CENTER

Definition
Areas with a variety of land uses, commercial services mixed with smaller residential lots and community facilities
Emphasis on character of the Village Center is important to maintain a sense of community

Local Examples
Cottontown New Deal
Oak Grove Lockett (Emerging)



Development Pattern
Mix of commercial and typically smaller residential lots
Community facilities such as churches, meeting lodges, or schools exist in area
Structure heights of one to three stories
Street and lot standards may vary from existing zoning requirements

Typical Street Pattern
Arterial or collector streets
Adjoining streets may connect in a grid pattern

Pedestrian Accommodations
Sidewalks required
Connectivity to adjacent residential areas is important
System of greenways based upon Transportation Element

Bicycle Accommodations
Wide shoulder/bike lane for travel based upon Transportation Element
System of greenways and trailheads based upon Transportation Element

Mass Transit Considerations
Regional demand response

Protection of Natural Resources		Historic Conservation & Enhancement	X
Efficient Transportation	X	Ensure Availability of Services	X
Maintain Sense of Community	X	Viable Agriculture	
Rural Preservation	X	Preserve Urban Centers	X
Economic Enrichment	X	Provide Housing Options	X

Chapter 4, Land Use - 31

All land in the unincorporated County has been placed into land use categories. Because the County's Comprehensive Plan deals with a very large geographic area, its recommendations related to future land use and development patterns are necessarily broad and generalized in nature.

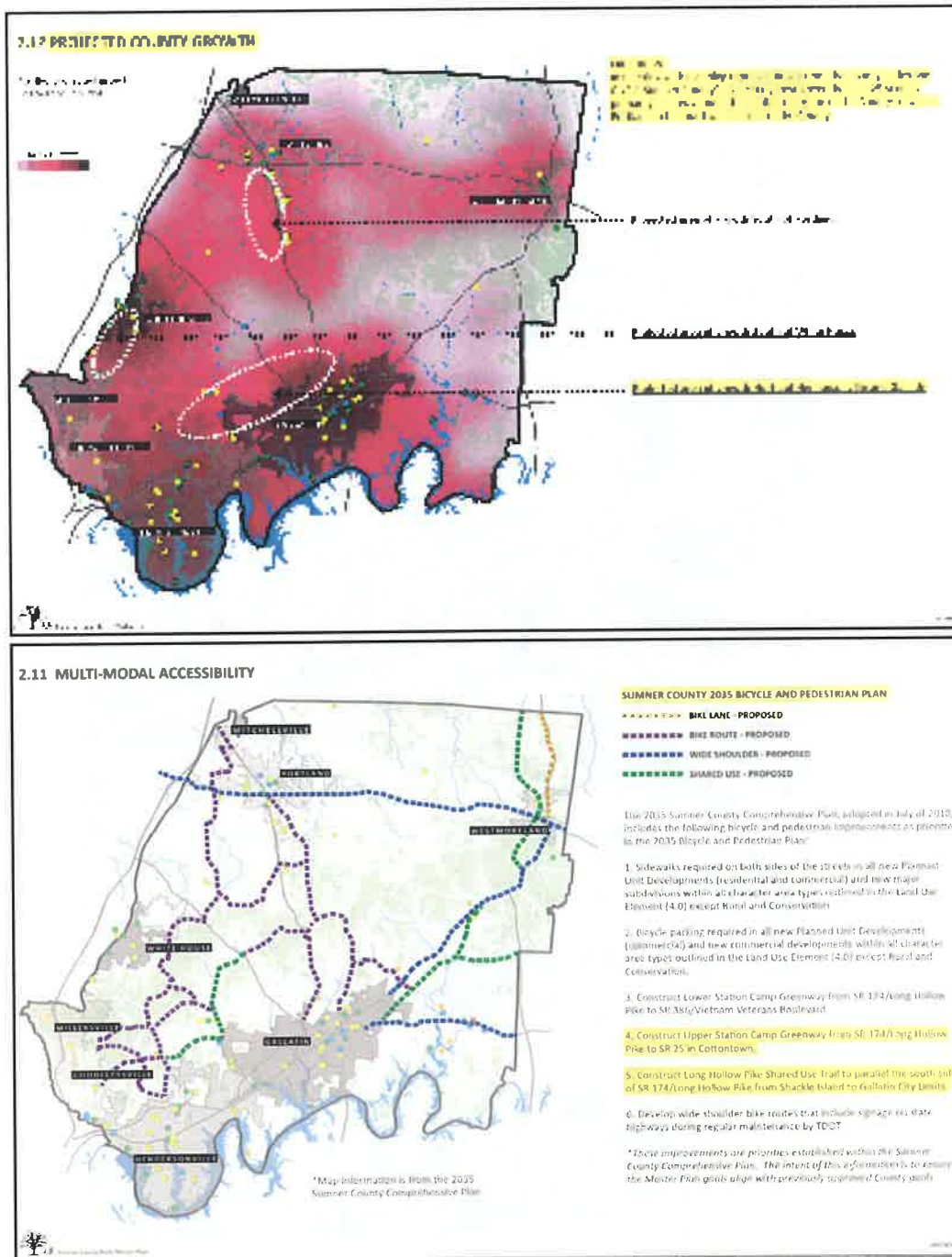
In looking at the 2035 Comprehensive Land Use Plan as it relates to Cottontown, we have found that the residents of Cottontown are not in agreement with the proposed 2035 Master Plan for their community.

SUMNER COUNTY PARKS MASTER PLAN

SUBMITTED FOR APPROVAL
NOVEMBER 25, 2020

Greater Nashville Regional Planning Commission WAS controlling Sumner County.

- Sumner County building of greenways
- Successful wills executed to the county
- Successful FEMA acquisitions
- Developer relationships



COTTONTOWN VISION

Restore existing historic buildings and rebuild historic buildings that were demolished, thus establishing Cottontown Village.

Utilize the Village as a hub, where the community can reclaim, preserve and pass down its culture and values to the next generations, and newcomers alike.

The surrounding land will maintain its rural character providing the property owners with the rural lifestyle they desire. It will contrast the cities of Gallatin, Hendersonville, White House and Portland.



COTTONTOWN INITIAL GOALS DEFINED



- Establishing that Cottontown is a community, and it is centered around the newly defined Cottontown Village
- Preserving the country culture
- Preserving every historic building is of the utmost importance
- Researching and documenting the history of Cottontown
- Utilize the Cottontown Village as a hub for the community for the senior members to reclaim the symbols of their culture, that were almost demolished, and utilize them to introduce their culture and values to the next generations of children, and the newcomers who have been drawn here.
- Create a short term and long term plan for the Cottontown Village and a land use plan for the greater Cottontown area

PLAN THEMES

With input from the community the committee outlined the planning issues that were most important and created a vision. The issues identified were:

- Retain the unique charm and small town character;
- Ensure that new development is compatible with existing character;
- Preserve historic buildings
- Preserve and identify best use of Cottontown Village
- Preserve natural resources;
- Promote safe and efficient vehicular traffic;
- Encourage community events and activities

PLAN CATEGORIES

The specific issues raised by community members at the initial public meeting 10/09/2022, as well as the key themes listed above, tended to fall into one of three primary categories, which became the major focus of the Plan's Vision, Goals and Objectives. The three Plan categories are:

- Design and Character
- Land Use
- Infrastructure/Accessibility

DESIGN AND CHARACTER

Cottontown's unique architectural, natural and cultural resources combine to give it an unique country feel. Many of the predominant themes that emerged during public participation meetings and discussions with citizens related to the need to preserve that unique country feel and the many attributes that contribute to Cottontown's exceptional quality of life.

Collectively, the Cottontown structures, especially the newly defined Cottontown Village, contribute greatly to the special character valued by citizens and set the stage for the economic vitality that Cottontown enjoys. The sensitive preservation of its historic resources will play a key role in maintaining Cottontown as a distinctive and vital place for its citizens, businesses and visitors.

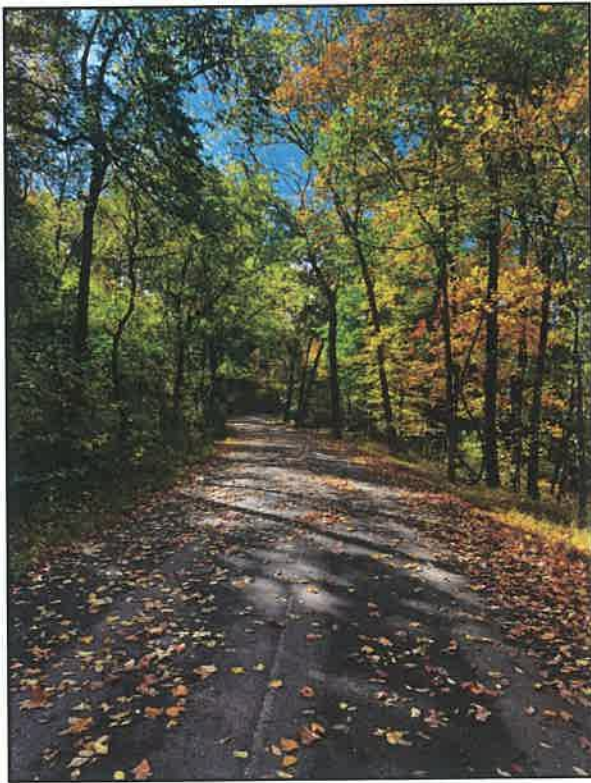
It is important to recognize that some new growth and development within Cottontown is inevitable and even desirable. It is crucial, however, that such growth occur in a way that is sustainable and environmentally sensitive. Additionally, new buildings should be designed to compliment and build upon the existing architectural and historic character of Cottontown, so as to reinforce Cottontown's country charm and small town ambiance. Cohesive streetscape improvements can serve to unify the Village from an appearance standpoint.

LAND USE

Cottontown Village is a vibrant, mixed use community, housing an array of residential and non-residential uses. This mixture of uses while maintaining a country feel is one aspect of Cottontown that sets it apart from most other areas of the unincorporated County. One of the key themes that were echoed by citizens during the planning process was the need to maintain and enhance Cottontown's rural character. There was consensus among the community that new buildings should be in scale with existing buildings and that residential uses, agricultural uses and open space should adhere to the rural character.

INFRASTRUCTURE/ACCESSIBILITY

The final category that the plan addresses is infrastructure and accessibility issues. As the Cottontown Village and the surrounding area is restored and used by the community, vehicular safety and parking that meets both current and future parking demands is important. It reinforces the Cottontown Village as a destination for the community and visitors.



COMMITTEE ACTION PLAN

SHORT TERM

1. Establishing that Cottontown is a community, and it is centered around the newly defined Cottontown Village
2. Establish a non-profit organization – Cottontown Country Community Conservation
3. Gain ownership of historic land and buildings from Sumner county
4. Restore landscape and secure buildings
5. Create long term preservation plan
6. Research and document history of Cottontown
7. Create use plans for the historic buildings

BRIDAL HOUSE

- Museum
- Home Schooling

COMMUNITY CENTER LAND

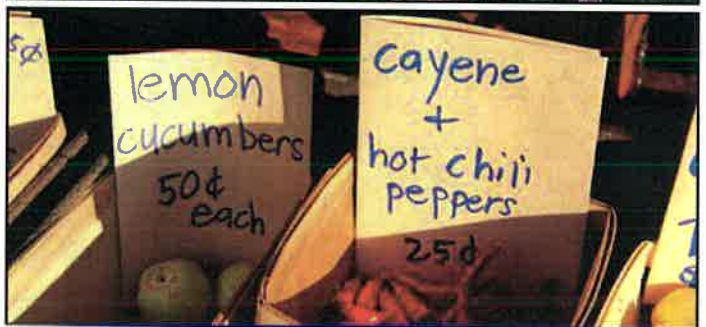
- Agricultural Demonstrations
- Pollinator garden
- Farmers market
- Concert Venue
- Rebuild Community Center

POST OFFICE

- Community Meetings
- Cultural Arts Center

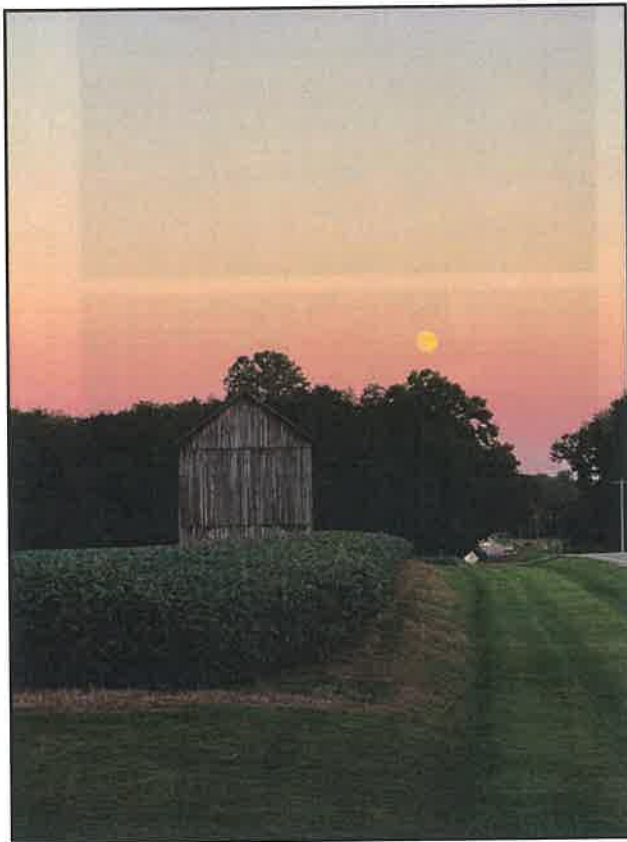
DRAPER HOUSE

- Domestic Cultural Demonstrations
- Blacksmith Demonstrations



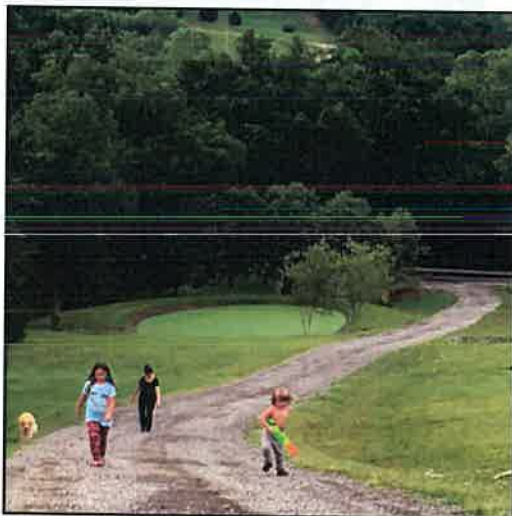
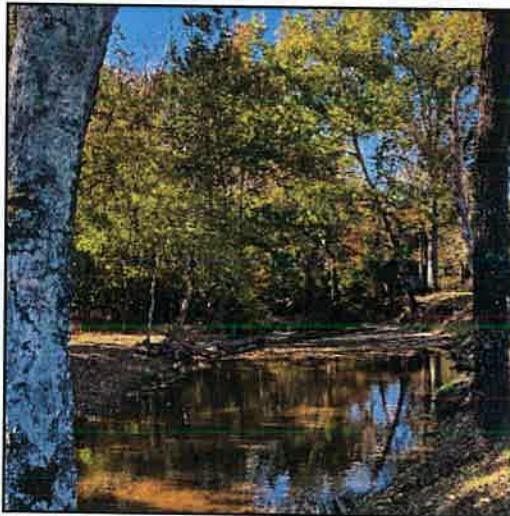
LONG TERM

1. Preserving the country culture.
 2. Establish land use plans for residential and commercial property, roads and infrastructure.
 3. Maintain agricultural land to be utilized by the farming community.
 4. Preserve rural land for animals, birds, plants and trees to live in an undisturbed environment.
-

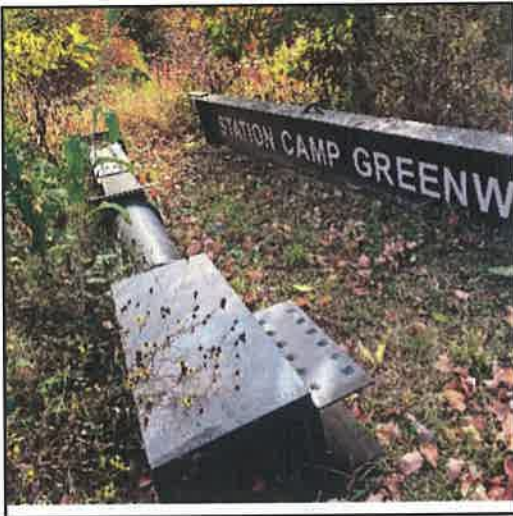


While in the preliminary stages of gathering citizens views, here is what the citizens say
What Cottontown IS, and what Cottontown IS NOT.

GREENSPACE WHAT COTTONTOWN IS...

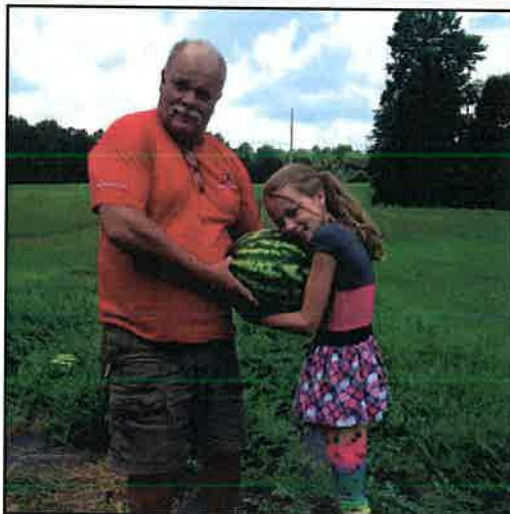


GREENSPACE WHAT COTTONTOWN IS NOT...

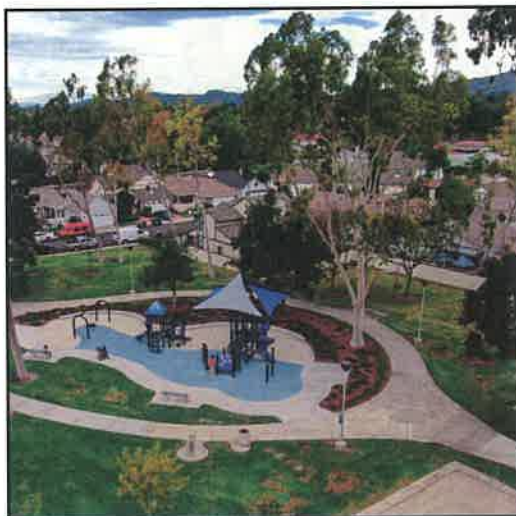


AGRICULTURAL FAMILY LIFESTYLE

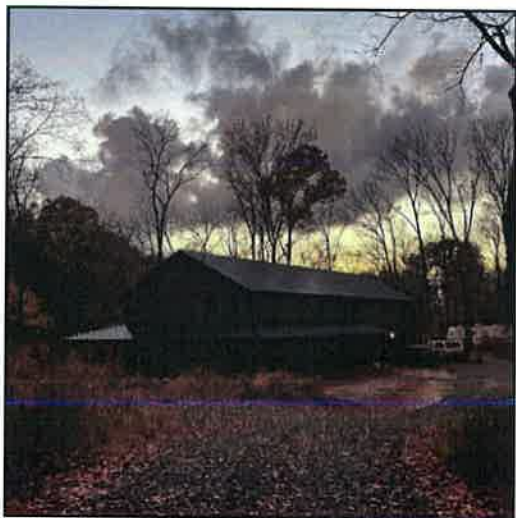
WHAT COTTONTOWN IS



NON-AGRICULTURAL LIFESTYLE WHAT COTTONTOWN IS NOT



DEVELOPMENT WHAT COTTONTOWN IS

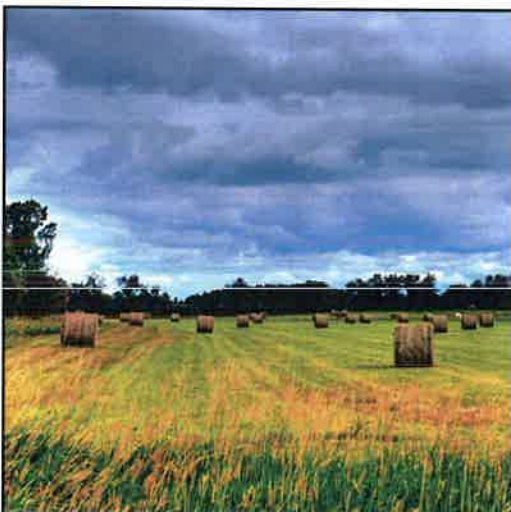
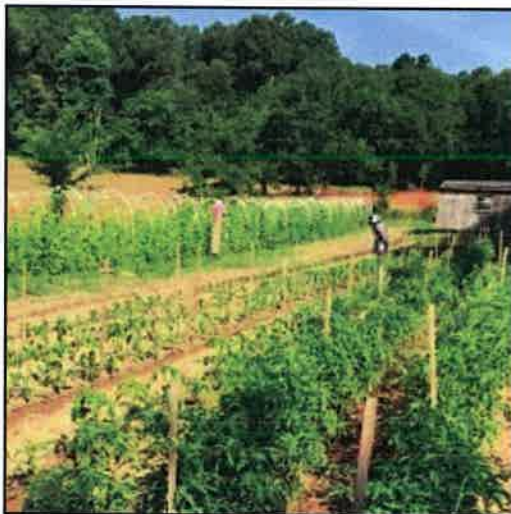
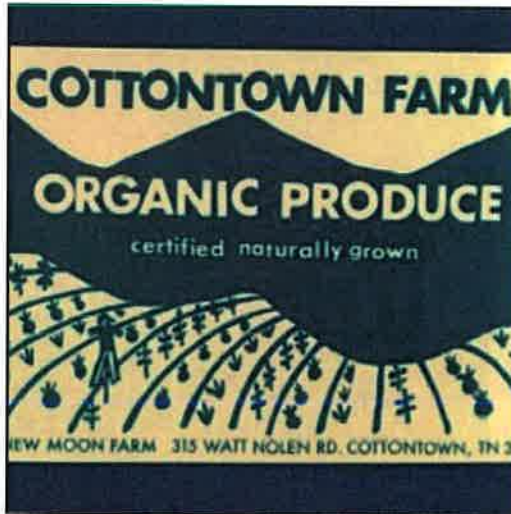


DEVELOPMENT WHAT COTTONTOWN IS NOT



COMMERCE

WHAT COTTONTOWN IS



COMMERCE WHAT COTTONTOWN IS NOT

Cottontown is NOT to be planned by anyone outside of Cottontown.



CHARTER
OF
COTTONTOWN COUNTRY COMMUNITY, INC.

The undersigned, having capacity to contract and acting as the incorporator of a corporation under the Tennessee Nonprofit Corporation Act, as amended, adopts the following Charter for such Corporation:

1. The name of the Corporation is:

COTTONTOWN COUNTRY COMMUNITY, INC.

2. The Corporation is a public benefit corporation.

3. The Corporation's initial registered office is 1499 Upper Station Camp Creek Road, Cottontown, Tennessee 37048 which is located in Sumner County, and its initial registered agent at that office is Erica Brister (erica@uspest.com).

4. The name and address of the incorporator of the Corporation is:

Marshall T. Cook, Esq.
Spencer Fane Bone McAllester
100 Bluegrass Commons Blvd, Suite 2370
Hendersonville, Tennessee 37075

5. The street address of the principal office of the Corporation is:

P.O. Box 314
Cottontown, Tennessee 37048

6. The corporation is not for profit.

7. The corporation shall not have members.

8. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to its directors, officers, or other private individuals, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Paragraph 9 hereof.

9. The corporation is organized and operated exclusively for charitable, religious, educational and scientific purposes in accord with Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law and referred to herein as the "Code").

10. The corporation shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status as (1) a corporation which is exempt from Federal income taxation as an organization described in Section 501(c)(3) of the Code, or (2) as a corporation to which contributions are deductible under Sections 170, 2055 and 2522 of the Code.

11. No substantial part of the activities of the corporation shall consist of attempts to influence legislation by propaganda or otherwise; nor shall it in any manner or to any extent participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, nor shall the corporation engage in any activities that are unlawful under applicable Federal, state, or local laws.

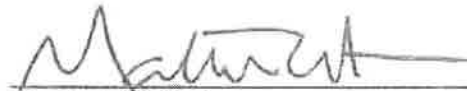
12. Upon termination, dissolution or winding up of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all corporate assets by distributing such assets to one or more organizations that are organized and operated exclusively for charitable purposes and at that time qualify as exempt organizations under Section 501(c)(3) of the Code or its successor provision. If possible, the purposes of such charitable donee or donees should be substantially similar to the charitable purposes of the corporation. Any such assets not so disposed of by the Board of Directors shall be disposed of a court of competent jurisdiction in the County in which the principal office of the corporation is then located, to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall, at that time, qualify as tax-exempt under Section 501(c)(3) of the Code or its successor provision. If possible, the court shall cause such remaining assets to be transferred to a donee or donees that have purposes that are substantially similar to the charitable purposes of the corporation.

13. A director of the corporation shall not be liable to the corporation for monetary damages for breach of fiduciary duty as a director; provided, however, that this provision does not eliminate or limit the liability of a director (i) for any breach of the director's duty of loyalty to the corporation; (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or (iii) for a distribution that is unlawful. If Tennessee law is amended or modified to authorize corporate action eliminating or further limiting the personal liability of directors, then the liability of a director of the corporation shall thereupon be eliminated or limited, without the necessity of further amendment of this Charter, to the fullest extent permitted by Tennessee law. Any repeal or modification of the provisions of this Paragraph 13 shall not adversely affect any right of protection of a director of the corporation existing at the time of such repeal or modification.

14. The Corporation shall have the power to indemnify any director, officer, employee, trustee, or agent of the Corporation, or any other person who is serving at the request of the Corporation in any such capacity with another corporation, partnership, joint venture, trust, or other enterprises to the fullest extent permitted by the law of the State of Tennessee, as it exists on the date hereof or as it may hereafter be amended, and any such indemnification may continue as to any person who has ceased to be a director, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of such a person.

15. Any other provision of these Paragraphs to the contrary notwithstanding, the Corporation shall, if the following provisions of law are applicable to it: (i) not **engage** in any act of self dealing as defined in Section 4941 of the Code; (ii) distribute its income for each fiscal year at such time and in such manner as not to be subject to the tax under Section 4942 of the Code; (iii) not retain any excess business holdings as defined in Section 4943 of the Code; (iv) not make any investments in such manner as to subject the Corporation to tax under Section 4944 of the Code; and (v) not make any taxable expenditures as defined in Section 4945 of the Code.

Dated this 7th day of November, 2022.



Marshall T. Cook, Esq.
Incorporator

**ACTION TAKEN UPON UNANIMOUS
WRITTEN CONSENT OF THE
INCORPORATION AND THE BOARD OF DIRECTORS
OF
COTTONTOWN COUNTRY COMMUNITY, INC.**

The undersigned, being the Incorporator and all the members of the Board of Directors of COTTONTOWN COUNTRY COMMUNITY, INC., a Tennessee non-profit corporation (the "Corporation"), managed by and under the authority and direction of the Board of Directors, in lieu of an organizational meeting, do hereby adopt, by written consent as permitted by Section 48-58-202 of the Tennessee Nonprofit Corporation Act (the "Act"), the Corporation's Charter and Bylaws, the following resolutions effective as of November ____, 2022.

I. ACTS OF INCORPORATORS

1.1 Resignation of Incorporator. The Incorporator hereby resigns his position as Incorporator of the Corporation, effective as of November ____, 2022.

II. ACTS OF DIRECTORS

2.1 Acceptance of Incorporator's Resignation. The following resolution is hereby accepted and adopted:

RESOLVED, that all prior actions of the Incorporator on behalf of the Corporation in connection with the formation of same are hereby all respects confirmed, ratified, approved and adopted; and further, the Incorporator's resignation is hereby accepted and approved.

2.2 Certificate of Incorporation. The following resolution is hereby accepted and adopted:

RESOLVED, that the Charter of the Corporation, as filed on the ____ day of November, 2022, in the Office of the Secretary of State of the State of Tennessee, and as subsequently recorded at the Office of the Register of Deeds of Sumner County, Tennessee, be, and the same hereby are, confirmed, approved and ratified, and said Charter, together with the original receipt showing payment of the statutory organization tax and filing fee, shall be placed in the minute book of the Corporation.

2.3 Bylaws. The following resolution is hereby accepted and adopted:

RESOLVED, the Bylaws of COTTONTOWN COUNTRY COMMUNITY, INC. in the form prepared and presented to the Board of Directors for consideration are hereby in all respects confirmed, ratified, approved and adopted as the Bylaws of the Corporation, and shall be placed in the minute book of the Corporation.

2.4 Organization Expenses. The following resolution is hereby accepted and adopted:

RESOLVED, that the President of the Corporation is hereby authorized to pay all costs and expenses incurred by the Incorporator incident to or arising out of the promotion, creation, formation or organization of the Corporation, and to reimburse any person who has made any disbursement therefor.

2.5 Officers. The following resolution is hereby approved and adopted:

RESOLVED, that the following person(s) listed below are hereby elected by the Board of Directors to serve as officers of the Corporation in the offices set forth opposite their names for the ensuing year or until their successor(s) is/are duly elected and qualified, or their resignation, removal from office, or death:

Erica Brister	President
Cindy Lea "Strother" Donnelly	Secretary
Penny Lynn Wicker	Treasurer

2.6 Depository Account. The President and the Secretary-Treasurer of the Corporation are hereby authorized to open an account in the name of the Corporation at the federally insured depository institution(s) they shall select, as set forth in the following resolutions:

RESOLVED, that the President is hereby, in all respects, authorized for and on behalf of the Company to establish a banking relationship with any bank, including such accounts with such bank as the President of the Company deems necessary, appropriate or desirable; that the form of any and all resolutions required by such bank in connection with the establishment of such accounts and approved by the President of the Company are hereby, in all respects, ratified, confirmed, approved and adopted; and that all such persons as may be authorized and approved by the President of the Company as signatories with respect to such accounts may act as signatories with respect to such accounts.

2.7 Board of Directors Meeting. The following resolution is hereby adopted:

RESOLVED, that the regular meetings and annual meeting of the Board of Directors of the Corporation shall be held on such dates, at the Corporation's registered office or such other place and at such time as the Board may direct.

2.8 Recognition of Exemption. The following resolution is hereby adopted:

RESOLVED, that the officers of the Corporation are authorized to take such actions and to file such applications as may be necessary to obtain recognition of the Corporation as a non-profit exempt organization with the Internal Revenue Service and any other state or local agencies.

2.9 Fiscal Year. The following resolution is hereby adopted:

RESOLVED, that the Corporation's annual accounting period shall end on the 30th day of June of each year.

2.10 Members. The following resolution is hereby adopted:

RESOLVED, that the Corporation shall not have members.

2.11 Board of Directors. The following resolution is hereby adopted:

RESOLVED, that each of the persons listed below is hereby elected to the board of directors of the Corporation, to serve in such capacity in accordance with the provisions of the Corporation's Bylaws, or until their successors are duly elected and qualified or until their earlier death, resignation, retirement or removal from office:

J.K. Brister
Erica Camille Brister
Mary Sue Farrell
Penn Lynn Wicker
Douglas Michael Shortsleeve
Elizabeth Ann Shortsleeve
Tracy Mary Finegan
Cindy Lea 'Strother' Donnelly
Elliot Jefferson Goad
David Clark Wright
Michael Wayne Taylor – Alternate
Mike Farrell - Alternate

This instrument may be executed in any number of multiple counterparts and signature pages, all of which taken together shall constitute one and the same instrument. This instrument shall be included in the minute book of the Corporation.

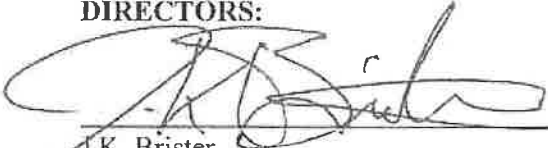
*[The remainder of this page left blank intentionally.
Signature page follows.]*

IN WITNESS WHEREOF, the undersigned execute this Written Consent on the date appearing on the first page, and the Secretary of the Corporation shall place it in the Minute Book of the Corporation. All of the undersigned by execution of these minutes waive any and all rights to notice with respect to the actions contained herein and vote in favor of the above resolutions.


INCORPORATOR:

Marshall T. Cook, Incorporator

DIRECTORS:



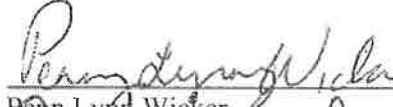
J.K. Brister



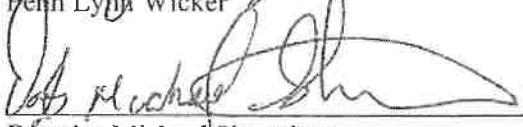
Erica Camille Brister




Mary Sue Farrell



Penn Lynn Wicker



Douglas Michael Shortsleeve



Elizabeth Ann Shortsleeve



Tracy Mary Finegan

Cindy Lea Donnelly
Cindy Lea "Strother" Donnelly

Elliot J. Goall
Elliot Jefferson Goall

David Clark Wright
David Clark Wright

Michael Farrell
Michael Farrell
11/16/00