

ANDERSON COUNTY
REGULAR SESSION
COMMISSION MINUTES
JUNE 20, 2016

6

BE IT REMEMBERED THAT THE ANDERSON COUNTY BOARD OF COMMISSION MET IN REGULAR SESSION ON JUNE 20, 2016 WITH THE FOLLOWING COMMISSIONERS PRESENT: CHUCK FRITTS, TRACY WANDELL, MARK ALDERSON, RICK MEREDITH, STEVE EMERT, PHIL WARFIELD, TIM ISBEL, ROBERT MCKAMEY, JERRY WHITE, WHITEY HITCHCOCK, STEVE MEAD, JERRY CREASEY, THERESA SCOTT, ANGELEQUE MCNUTT AND MYRON IWANSKI. ABSENT: ZACH BATES.

Prayer was led by Commissioner McNutt.

Pledge of Allegiance led by Commissioner Mead.

1. Commissioner Warfield made a motion to accept Consent Agenda. Seconded by Commissioner Isbel. Motion carried by voice vote.

- May 16, 2016 County Commission Minutes
- Notaries and Notary Bonds
- Reports
 - Director of Schools
 - Written Report
 - County Mayor
 - Blockhouse Valley Information
 - Law Director
 - Written Report
- Committee Reports
 - ADA Minutes(6-6-16)
 - Finance Committee(5-26-16)

Notaries

Peggy A Adcock

Kelsey Arnold

Alicia L Bailey

Kenneth Marc Brown

Mary A Browne

Kimberly Butler

Megan Crawhorn

Lara C Davis

Amy L Denlinger

Megan A Elliott

Janine M Francis

Teresa L Garner

Andrew Girard

Cynthia G Gordon

Michael David Hatmaker

Celissa G Hayes

Breanna Hutson

Frances B Inman

Maryan Kelley

Edgar F McDonald

Teresa Lynn Milsaps

Danna Jo Perkins

Debbie Randolph

Allen D Reed

Cindy D Sharp
Lindsay N Smith
Vanessa S Thacker
Marian Paige Thompson
Kathy Turpin

Tammy Upton
Mary Webb
Amanda A Whitson
Susan Winters
Rebekah Estes Young

Notary Bonds

Western Surety Company

Jeanette Davis
Pam Childs
Frances Marie Wheatley
Terry P Roberts
Geneva Louise Haynes
Lesa A Maddux
Debbie A Cook
Cathy Hundley
Kathleen A Byers
Nicole Danielle Brannick
Talia Holder

SBCA

Samantha Watson
K Christopher Martin
Donna M Scott
Stephanie C Criswell
Carolyn D Vanhuss

Nationwide

Leah Smith

RLI

Tammy D Armetta
Lee Littleford

State Farm

David P Brooks
Cheryl Morrison

Amy N Grant

Travelers

Aleshia Fritts
Rebecca Kim Schrader

Old Republic

Lisa E Bean

Old Republic

Karra Lee Paquette

Liberty Mutual

Norma J Burkhart

Merchants

Teresa Seals

Auto Owners

Anne Statman Freeman

2. Commissioner Fritts made a motion to approve the Regular Agenda.

Commissioner Creasey made a motion to add under New Business the discussion of the Zika Virus.

Commissioner Mead made a motion to add two items under the Law Directors report. One being a proposal with Michael Brady Inc. for taking a look at the changes required at the courthouse in Oak Ridge and the other being an extension on the Edgemoor Rd project.

Commissioner White wanted to add Mr. Crowley to the agenda under New Business.

Commissioner Isbel wanted to add Director of Schools to beginning of Agenda.

Commissioner White made a motion to approve Regular Agenda as amended. Seconded by Commissioner Warfield. Motion carried by voice vote.

Director of Schools

No action at this time.

Public Hearing

3. Commissioner Isbel made a motion that 110 South Dogwood Rd Powell TN 37849 be rezoned from R-1-S Residential District to Commercial C-1 District. Seconded by Commissioner Creasey. Motion carried by voice vote.

Nomination Committee

4. Commissioner Alderson made a motion to approve nominating the following five Commissioners to the Budget Committee: Commissioner Iwanski, Commissioner Scott, Commissioner Fritts, Commissioner Hitchcock and Commissioner White. Also Commissioner McKamey to replace Commissioner White on the Operations Committee. Seconded by Commissioner Wandell. Motion carried by voice vote.

5. Commissioner Alderson made a motion to approve nominating the following five Commissioners to the Purchasing Committee: Commissioner Isbel, Commissioner Scott, Commissioner Mead, Commissioner McNutt and Commissioner Warfield. Seconded by Commissioner Wandell. Motion carried by voice vote.

Mayor

No action at this time.

Law Director

6. Commissioner Mead made a motion to approve resolution 16-06-584 establishing the composition, terms and compensation for members of the Board of Equalization with correction of board members name. (Exhibit A) Seconded by Commissioner Warfield. Motion carried by voice vote.

7. Commissioner Alderson made a motion to approve resolution 16-06-585 to declare Anderson County as a Purple Heart county. (Exhibit B) Seconded by Commissioner Scott. Motion carried by voice vote.

8. Commissioner McKamey made a motion that we do a five year lease with Clinton High School Athletic Department for soccer field for \$5.00 dollars with a provision that we can cancel that lease with 60 day notice. Seconded by Commissioner Warfield. Motion carried by voice vote.

9. Commissioner Meredith made a motion to approve contract extension with Robert Campbell & Associates for Edgemoor Road project. Seconded by Commissioner Fritts. Motion carried by voice vote.

10. Commissioner Scott made a motion to except a proposal from Michael Brady Inc. to do a Feasibility Study at the Daniel Arthur Building for our Oak Ridge General Sessions Court at the cost of \$2,500.00. Seconded by Commissioner Isbel. Motion carried by voice vote.

Budget Committee

11. Commissioner Iwanski made a motion to approve the following school appropriation. Seconded by Commissioner Alderson. Voting aye: Fritts, Wandell, Alderson, Meredith, Emert, Warfield, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, McNutt and Iwanski. Voting no: none. Absent: Bates. Motion passed.

Increase Expenditure Codes:

141-71100-213	Reg. Instruction-Payments to Retirees	\$201,663.90
141-71200-116	Special Ed-Teacher accrued Vacation	11,723.23
141-71200-213	Special Ed-Payments to Retirees	35,071.60
141-71300-213	Voc. Ed-Payments to Retirees	2,946.70
141-72110-105	Attendance-Dir. Accrued Vacation	8,917.50
141-72110-213	Attendance-Payment to Retirees	21,876.60
141-72210-213	Reg. Ed-Payments to Retirees	10,691.60
141-72220-213	Special Ed-Payments to Retirees	27,423.00
141-72410-213	Principals-Payments to Retirees	13,000.00
141-72610-105	Operations-Dir. Accrued Vacation	12,274.40
141-72610-213	Operations-Payments to Retirees	21,251.50
141-72710-105	Student Transportation-Dir. Vac	9,615.38
141-72710-213	Student Transportation-Retirees	18,660.00
141-72710-201	Student Transportation-S.S.	1,753.07
141-72710-212	Student Transportation-Medicare	409.99
141-72320-101	Dir. Of Schools-Accrued Vacation	19,385.09
141-72320-213	Dir. Of Schools-Retirees	15,030.00
141-72320-201	Dir. Of Schools-S.S.	2,134.36
141-72320-212	Dir. Of Schools-Medicare	<u>499.16</u>
	Total Expenditures Increased	\$434,337.08

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$434,337.08
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12. Commissioner Alderson made a motion to approve the following school transfers. Seconded by Commissioner Iwanski. Motion carried by voice vote.

Increase Expenditure Codes:

141-72810-161	Technology-Secretary	\$950.00
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141-72810-189	Technology-Other Salaries & Wages	\$ 12,735.90
141-72810-204	Technology-State Retirement	<u>2,610.41</u>
	Total Expenditures Increased	\$16,296.31

Decrease Expenditure Codes:

141-73300-189	Community Serv-Other Salaries	\$13,685.90
141-73300-207	Community Serv-Medical Ins.	<u>2,610.41</u>
	Total Expenditures Decreased	\$16,296.31

Increase Expenditure Codes:

141-71100-158	Reg. Instruction-Homebound Teachers	\$1,160.41
141-71100-163	Reg. Instruction-educational Assistants	40,000.00
141-71100-429	Reg. Instruction Instructional Materials	<u>14,365.61</u>
	Total Expenditures Increased	\$55,526.02

Decrease Expenditure Codes:

141-71200-163	Special Ed-Ed Assistants	\$47,328.84
141-71100-201	Reg. Instruction-Social Security	4,532.76
141-71100-210	Reg. Instruction-Unemployment	<u>3,664.42</u>
	Total Expenditures Decreased	\$55,526.02

Increase Expenditure Codes:

141-71200-128	Special Ed-Homebound Teachers	\$4,909.82
141-71200-206	Special Ed-Life Insurance	<u>289.85</u>
	Total Expenditures Increased	\$5,199.67

Decrease Expenditure Codes:

141-71100-206	Regular Ed-Life Insurance	\$289.85
141-71200-163	Special Ed-Ed Assistants	<u>4,909.82</u>
	Total Expenditures Decreased	\$5,199.67

Increase Expenditure Codes:

141-71200-207	Special Ed-Medical Insurance	\$22,054.76
141-72110-207	Attendance-Medical Insurance	7,079.98
141-72120-207	Health Services-Medical Insurance	8,305.60
141-72130-207	Other Student Support-Med. Ins.	4,048.11
141-72410-207	Office of Principal-Med. Ins.	<u>11,473.59</u>
	Total Expenditures Increased	\$52,962.04

Decrease Expenditure Codes:

141-71100-207	Reg. Instruction-Med. Ins.	\$26,481.02
141-71300-207	Voc. Ed-Medical Insurance	10,000.00
141-72610-207	Operation of Plant-Med. Ins.	12,000.00
141-72620-207	Maint. Of Plant	<u>4,481.02</u>
	Total Expenditures Decreased	\$52,962.04

Increase Expenditure Codes:

141-71300-116	Voc Ed-Teachers	\$46,309.31
141-71300-201	Voc Ed-Social Security	<u>5,675.00</u>
	Total Expenditures Increased	\$51,984.31
141-71200-116	Special Ed-Teachers	\$46,309.31
141-71200-163	Special Ed-Ed Assistance	<u>5,675.00</u>
	Total Expenditures Decreased	\$51,984.31

Increase Expenditure Codes:

141-72110-117	Attendance-Career Ladder Program	\$500.00
141-72110-162	Attendance-Clerical Personnel	2,853.00
141-72110-201	Attendance-Social Security	177.00
141-72110-204	Attendance-State Retirement	\$8,956.58
141-72110-212	Attendance-Medicare	<u>548.95</u>
	Total Expenditures Increased	\$13,035.53

Decrease Expenditure Codes:

141-71100-117	Reg. Instruction-Career Ladder	\$500.00
141-71100-204	Reg. Instruction-State Retirement	8,956.58
141-71100-212	Reg. Instruction-Medicare	548.95
141-72410-161	Office of Principal-Secretary	2,853.00
141-72410-201	Office of Principal-Social Security	<u>177.00</u>
	Total Expenditures Decreased	\$13,035.53

Increase Expenditure Codes:

141-72120-131	Medical Personnel	\$55,127.76
141-72120-201	Social Security	3,417.92
141-72120-212	Employer Medicare	<u>799.35</u>
	Total Expenditures Increased	\$59,345.03

Decrease Expenditure Code:

141-71200-116	Special Ed-Teachers	\$59,345.03
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Increase Expenditure Codes:

141-72120-105-COSH	Director	\$524.98
141-72120-201-COSH	Social Security	68.55
141-72120-204-COSH	State Retirement	83.25
141-72120-212-COSH	Medicare	16.31
141-72120-355-COSH	Travel	<u>1,306.41</u>
	Total Expenditures Increased	\$1,999.50

Decrease Expenditure Codes:

141-472120-189-COSH	Other Salaries & Wages	\$53.66
141-72120-207-COSH	Medical Insurance	1,341.85
141-72120-307-COSH	Communication	<u>603.99</u>
	Total Expenditures Decreased	\$1,999.50

Increase Expenditure Code:

141-72230-355	Travel	\$14,062.90
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Decrease Expenditure Codes:

141-71300-429	Voc. Instructional Materials	\$12,000.00
141-72230-524	Voc. Staff Development	<u>2,062.90</u>
	Total Expenditures Decreased	\$14,062.90

Increase Expenditure Codes:

141-72520-204	HR-State Retirement	\$240.38
141-72520-355	HR-Travel	332.00
141-72520-524	HR-Staff Development	<u>235.00</u>
	Total Expenditures Increased	\$807.38

Decrease Expenditure Codes:

141-72510-204	Fiscal Services-State Retirement	\$240.38
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141-72520-302	HR-Advertising	\$567.00
	Total Expenditures Decreased	\$807.38
<u>Increase Expenditure Codes:</u>		
141-72810-161	Technology-Secretary	\$950.00
141-72810-189	Technology-Other Salaries & Wages	\$12,735.90
141-72810-204	Technology-State Retirement	<u>2,610.41</u>
	Total Expenditures Increased	\$16,296.31
<u>Decrease Expenditure Codes:</u>		
141-73300-189	Community Serv.-Other Salaries	\$13,685.90
141-73300-207	Community Serv.-Medical Ins.	<u>2,610.41</u>
	Total Expenditures Decreased	\$16,296.31
<u>Increase Expenditure Code:</u>		
141-99100-590	Operating Transfers	\$10,925.28
<u>Decrease Expenditure Codes:</u>		
141-71200-429	Special Ed-Instructional Supplies	\$1,722.60
141-71200-499	Special Ed-Other Supplies	6,728.40
141-71100-599	Regular Ed-Other Charges	<u>2,474.28</u>
	Total Expenditures Decreased	\$10,925.28

13. Commissioner Scott moved to approve the following non-school appropriations. Seconded by Commissioner Meredith. Voting aye: Fritts, Wandell, Alderson, Meredith, Emert, Warfield, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, McNutt and Iwanski. Voting no: none. Absent: Bates. Motion passed.

<u>Increase Revenue Code:</u>		
101-47990-2000	Meth overtime Reimbursement	\$12,500.00
<u>Increase Expenditure Code:</u>		
101-54110-187-1500	Meth Overtime	\$12,500.00
<u>Increase Revenue Code:</u>		
101-47990-3500	HIDTA Overtime Reimbursement	\$20,000.00
<u>Increase Expenditure Code:</u>		
101-54110-187-3500	HIDTA Overtime	\$20,000.00
<u>Decrease Expenditure Codes:</u>		
101-55190-131-3000	Medical Personnel-DGA Grant	\$45,299.39
101-55190-162-3000	Clerical Personnel-DGA Grant	51,946.31
101-55160-131-2100	Medical Personnel	<u>1,994.70</u>
	Total Expenditures Decreased	\$99,240.40
<u>Decrease Revenue Code:</u>		
101-43180-2001	Emory Valley-Medical Personnel	\$1,994.40
101-46310-3000	DGA Contract Revenue	<u>97,246.00</u>
	Total Revenues Decreased	\$99,240.40
<u>Decrease Revenue Code:</u>		
101-46980-SENR	Other State Grants	\$2,500.00
<u>Increase Expenditure Codes:</u>		
101-56300-355	Travel	\$900.00

101-56300-499	Other Supplies and Materials	\$1,600.00
	Total Expenditures Increased	\$2,500.00
<u>Increase Expenditure Codes:</u>		
116-55710-101	Administrative Official	\$467.00
116-55710-105	Supervisor	617.00
116-55710-169	Part-time	3,300.00
116-55739-105	Supervisor	<u>255.00</u>
	Total Expenditures Increased	\$4,639.00
<u>Decrease Reserve Code:</u>		
116-34530	Restricted-Solid Waste Reserve	\$4,639.00
<u>Increase Expenditure Codes:</u>		
131-62000-399	Other Contracted Services	\$10,000.00
131-63100-418	Machinery and Equipment	10,000.00
131-53100-499	Other Supplies and Materials	5,000.00
131-68000-321	Engineering Services	<u>5,000.00</u>
	Total Expenditures Increased	\$30,000.00
<u>Decrease Reserve Code:</u>		
131-34550	Restricted for Highway	\$30,000.00
<u>Increase Expenditure Codes:</u>		
131-62000-409	Crushed Stone	\$20,000.00
131-62000-399	Other Contracted Services	15,000.00
131-62000-499	Other Supplies and Materials	5,000.00
131-62000-187	Overtime Pay	25,000.00
131-62000-402	Asphalt	20,000.00
131-68000-705	Bridge Construction	500,000.00
131-63100-433	Lubricants	5,000.00
131-63100-418	Machinery and Equipment	20,000.00
131-65000-510	Trustee's Commission	<u>10,000.00</u>
	Total Expenditures Increased	\$620,000.00
<u>Decrease Reserve Code:</u>		
131-34550	Restricted for Highway	\$620,000.00
<u>Increase Revenue Code:</u>		
101-40267	Lit. Tax for Victims Assistance	\$2,400.00
<u>Increase Expenditure Code:</u>		
101-51900-358-4156	Unassigned Fund Balance	\$2,400.00
<u>Increase Expenditure Code:</u>		
156-82330-510	Trustee's Commission	\$5,000.00
<u>Increase Reserve Code:</u>		
156-34580	Restricted for Debt Service	\$5,000.00

14. Commissioner Meredith made a motion to approve the following non-school transfers. Seconded by Commissioner Fritts. Motion carried by voice vote.

<u>Increase Expenditure Codes:</u>		
101-54110-101	Sheriff's Salary	\$5,100.00
101-54110-106	Deputies Wages	40,000.00

101-54110-307-0300	Communication	\$16,000.00
101-54110-307-0100	Cell Phone Communication	14,000.00
101-54110-307-0200	Internet Communication	500.00
101-54110-340	Medical Services	3,500.00
101-54110-435	Office Supplies	500.00
101-54110-513	Workers Comp Insurance	700.00
101-54110-515	Liability Claims	6,150.00
101-54210-162	Clerical Personnel	500.00
101-54210-187	Overtime Pay/Jail	100,000.00
101-54210-189	Other Salaries	800.00
101-54210-307	Communication	3,000.00
101-54210-307-0200	Internet Communication	5,800.00
101-54210-307-5700	Sexual Offender Communication	500.00
101-54210-359	Disposal Fees	1,250.00
101-54210-399	Other Contracted Serv/Jail Medical	25,000.00
101-54210-410	Custodial Supplies	6,000.00
101-54210-415	Electricity	105,000.00
101-54210-454	Water & Sewer	15,000.00
101-54210-502	Building & Contents Insurance	7,300.00
101-54210-506	Liability Insurance	400.00
101-54210-507	Medical & Dental Services	75,000.00
101-54230-105	Director/Alt. to Incarceration	2,000.00
101-54490-187	Overtime Pay/Communications	<u>32,000.00</u>
	Total Expenditures Increased	\$466,000.00

Decrease Expenditure Codes:

101-54110-161	Secretary	\$1,000.00
101-54110-162	Clerical Personnel	12,000.00
101-54110-187	Overtime Pay/Operations	35,000.00
101-54110-189	Court Services	20,000.00
101-54110-307-0300	Wireless Communication	2,000.00
101-54110-309	Contracts w/Gov. Agencies	800.00
101-54110-356	Tuition	2,000.00
101-54110-414	Duplicating Supplies	1,000.00
101-54110-425	Gasoline	75,000.00
101-54110-452	Utilities	2,000.00
101-54110-499	Other Supplies	1,000.00
101-54210-160	Jailers Wages	258,000.00
101-54210-309	Contracts w/Gov. Agencies	3,300.00
101-54210-325	Fiscal Agent Charges	1,000.00
101-54210-351	Rentals	900.00
101-54210-356	Tuition	800.00
101-54210-414	Duplicating Supplies	700.00
101-54210-425	Gasoline	10,000.00
101-54210-431-5700	Sexual Offender/Law Enforc. Supplies	500.00
101-54210-435	Office Supplies	2,000.00
101-54230-499	Other Supplies/Alt. to Incarceration	2,000.00

101-54490-148	Dispatchers Salaries	\$35,000.00
	Total Expenditures Increased	\$466,000.00
<u>Increase Expenditure Code:</u>		
101-51240-167	Maintenance Personnel	\$200.00
<u>Decrease Expenditure Code:</u>		
101-51340-101	Park Manager	\$200.00
<u>Increase Expenditure Codes:</u>		
101-54900-189	Other Salaries and Wages	\$1,200.00
101-54900-187	Overtime Pay	267.46
	Total Expenditures Increased	\$1,467.46
<u>Decrease Expenditure Code:</u>		
101-54900-142	Mechanics	\$1,467.46
<u>Increase Expenditure Code:</u>		
116-55710-510	Trustee's Commission	\$1,394.22
<u>Decrease Expenditure Codes:</u>		
116-55732-467	Fencing	\$1,390.00
116-55732-733	Solid Waste Equipment	4.22
	Total Expenditures Decreased	\$1,394.22
<u>Increase Expenditure Code:</u>		
128-58110-105	Director	\$850.00
<u>Decrease Expenditure Code:</u>		
128-58110-162	Clerical Personnel	\$850.00
<u>Decrease Reserve Code:</u>		
131-34550	Restricted for Highway	\$361,125.00
<u>Increase Reserve Code:</u>		
131-34550-2000	Restricted for Highway-Equipment	\$361,125.00
<u>Increase Expenditure Codes:</u>		
131-61000-101	Superintendent	\$4,700.00
131-61000-206	Life Insurance	1,000.00
131-61000-435	Office Supplies	3,000.00
131-61000-359	Disposal Fee	300.00
131-61000-336	Maint. Repair-Equipment	2,000.00
131-61000-333	Communication Repair	3,000.00
131-62000-402	Asphalt	205,000.00
131-63100-399	Other Contracted Services	10,000.00
131-63100-418	Machinery and Equipment	27,000.00
	Total Expenditures Increased	\$256,000.00
<u>Decrease Expenditure Codes:</u>		
131-61000-207	Medical Insurance	\$14,000.00
131-62000-207	Medical Insurance	205,000.00
131-63100-207	Medical Insurance	37,000.00
	Total Expenditures Decreased	256,000.00
<u>Increase Expenditure Codes:</u>		
101-56300-206	Life Insurance	\$34.00
101-56300-207	Medical Insurance	9,526.00
101-56300-208	Retirement	\$409.00
101-56300-210	Unemployment	80.00

101-51300-207	Medical Insurance	\$300.00
101-51310-207	Medical Insurance	\$810.00
101-52200-207	Medical Insurance	\$5,391.00
101-52400-207	Medical Insurance	\$2,029.00
101-53100-207	Medical Insurance	10,955.00
101-53330-207	Medical Insurance	\$917.00
101-54900-207	Medical Insurance	\$530.00
101-55110-207	Medical Insurance	\$3,330.00
101-51240-204	Pension	\$255.00
101-51300-206	Life Insurance	\$18.00
101-51310-208	Dental	\$710.00
101-51310-209	S/T Disability	\$21.00
101-51310-209-1000	L/T Disability	\$15.00
101-51500-206	Life Insurance	\$56.00
101-51500-208	Dental	\$800.00
101-51500-212	Medicare	\$532.00
101-51600-206	Life Insurance	\$45.00
101-51720-206	Life Insurance	\$38.00
101-51720-208	Dental	\$1,145.00
101-51800-206	Life Insurance	\$73.00
101-51900-201	S.S	\$55.00
101-51900-212	Medicare	\$15.00
101-52100-206	Life Insurance	\$70.00
101-52100-210-1000	Unemployment	\$71.00
101-52100-212-1000	Medicare	\$85.00
101-52200-206	Life Insurance	\$17.00
101-52300-206	Life Insurance	\$163.00
101-52310-201	S.S.	\$60.00
101-52310-204	Pension	\$137.00
101-52400-206	Life Insurance	\$8.00
101-52500-206	Life Insurance	\$150.00
101-53310-212	Medicare	\$204.00
101-53400-206	Life Insurance	\$78.00
101-53600-209	S/T Disability	\$8.00
101-53600-209-1000	L/T Disability	\$6.00
101-53900-206	Life Insurance	\$20.00
101-54410-201-3000	S.S.	\$220.00
101-54410-206	Life Insurance	\$139.00
101-54410-208	Dental	\$258.00
101-54410-210-3000	Unemployment	\$22.00
101-54410-212-3000	Medicare	\$52.00
101-55110-201-3000	S.S.	\$30.00
101-55110-206	Life Insurance	\$75.00
101-55110-208	Dental	\$450.00
101-56300-206	Life Insurance	\$34.00
101-56300-208	Dental	\$410.00
101-58300-201	S. S	\$35.00
101-58300-206	Life Insurance	\$20.00
101-54410-201-1500	S.S.	\$801.00
101-54110-204-1500	Pension	\$641.00
101-54110-204-3500	Pension	\$1,385.00

101-54110-206	Life Insurance	\$60.00
101-54110-210-9004	Unemployment	\$4.00
101-54110-212-1500	Medicare	\$190.00
101-54110-212-3500	Medicare	\$260.00
101-99100-590	Transfer Out	<u>\$41,593.00</u>
	Total Expenditures Increased	\$85,845.00
<u>Decrease Expenditure Codes:</u>		
101-51100-207	Medical Insurance	\$7,411.00
101-51800-207	Medical Insurance	\$920.00
101-52100-207	Medical Insurance	\$5,582.00
101-52500-207	Medical Insurance	\$6,390.00
101-53310-207	Medical Insurance	\$5,290.00
101-53500-207	Medical Insurance	\$31,660.00
101-53600-207	Medical Insurance	\$7,057.00
101-53900-207	Medical Insurance	\$3,921.00
101-54490-207	Medical Insurance	<u>\$17,614.00</u>
	Total Expenditures Decreased	\$85,845.00
<u>Increase Reserve Code:</u>		
101-34625-4000	Committed Reserve – Sheriff’s Dept	\$350,000
<u>Decrease Reserve Code:</u>		
101-39000	Unassigned Fund Balance	\$350,000

15. Commissioner Alderson made a motion to approve the following general fund unassigned fund balance appropriations. Seconded by Commissioner Merideth. Voting aye: Fritts, Wandell, Alderson, Meredith, Emert, Warfield, Isbel, McKamey, White Hitchcock, Mead, Creasey, Scott, McNutt and Iwanski. Voting no: none. Absent: Bates. Motion passed.

<u>Increase Expenditure Codes:</u>		
101-52500-335	Maintenance and Repair	\$1,525.00
101-52500-317	Data Processing Services	<u>3,350.00</u>
	Total Expenditures Increased	\$4,875.00
<u>Decrease Expenditure Code:</u>		
101-52500-307	Communication	\$1,525.00
<u>Decrease Reserve Code:</u>		
101-39000	Data Processing Reserve	3,350.00
<u>Increase Expenditure Code:</u>		
101-58300-499	Other Supplies and Materials	\$250.00
<u>Decrease Reserve Code:</u>		
101-39000	Unassigned Fund Balance	\$250.00
<u>Increase Expenditure Codes:</u>		
101-51100-118	Secretary to Board	\$1,912.00
101-51100-191	Commissioners	5,310.00
101-51240-101	Admin. Officer	46.00
101-51240-161	Secretaries	99.00
101-51240-167	Maintenance Personnel	5,417.00
101-51300-101	County Official	4,935.00
101-51300-105	Supervisor	2,780.00
101-51300-162	Clerical	429.00
101-51300-199	Other Per Diem	259.00

101-51310-105	Director	\$677.00
101-51310-162	Clerical	2440.00
101-51400-101	County Official	7,819.00
101-51400-161	Secretaries	421.00
101-51500-101	County Official	3,845.00
101-51600-101	County Official	4,272.00
101-51600-162	Clerical	2,820.00
101-51720-105	Director	1,610.00
101-51720-189	Other Salaries and Wages	5.00
101-51800-162	Clerical	27.00
101-51800-166	Custodial Personnel	736.00
101-51800-167	Maintenance Personnel	612.00
101-51800-187	Overtime Pay	620.00
101-51800-189	Other Salaries	173.00
101-51910-162	Clerical	467.00
101-52100-101	County Official	4,272.00
101-52100-169	Part-Time	1,166.00
101-52100-169-1000	Part-Time	11,000.00
101-52200-101	County Official	423.00
101-52200-122	Purchasing Personnel	1,473.00
101-52300-101	County Official	4,272.00
101-52310-106	Deputies	5,468.00
101-52400-101	County Official	4,272.00
101-52400-162	Clerical	5,243.00
101-52400-187	Overtime Pay	203.00
101-52500-101	County Official	4,272.00
101-52500-169	Part-Time	9,266.00
101-53100-101	County Official	4,272.00
101-53100-187	Overtime Pay	253.00
101-53310-102	Judges	17,375.00
101-53310-103	Assistants	1,226.00
101-53310-187	Overtime Pay	245.00
101-53310-189	Other Salaries	13,616.00
101-53400-101	County Official	4,272.00
101-53400-162	Clerical	3,500.00
101-53400-169	Part-Time	2,673.00
104-53500-102	Judges	8,687.00
101-54410-103	Assistants	574.00
101-55120-189	Other Salaries	946.00
101-57500-161	Secretaries	529.00
101-58300-101	Administrative Officer	2,600.00
101-58300-103	Assistants	<u>421.00</u>
	Total Expenditures Increased	\$160,250.00
<u>Decrease Expenditure Codes:</u>		
101-51500-106	Deputies	\$3,845.00
101-51720-169	Part-Time	1,614.00

101-52100-119	Accountants/Bookkeepers	12,166.00
101-52300-106	Deputies	9,740.00
101-52400-169	Part-Time	9,718.00
101-52500-162	Clerical	2,912.00
101-53100-169	Part-Time	4,525.00
101-54410-189	Other Salaries and Wages	<u>547.00</u>
	Total Expenditures Decreased	\$55,067.00
<u>Decrease Reserve Code:</u>		
101-39000	Unassigned Fund Balance	105,183.00
<u>Increase Expenditure Code:</u>		
101-51900-599-1201	Other Charges	\$13,846.00
	Delinquent Tax Sales in March	
<u>Decrease Reserve Code:</u>		
101-39000	Unassigned Fund Balance	\$13,846.00
<u>Decrease Reserve Code:</u>		
101-39000	Unassigned Reserve	\$5,672.40
<u>Increase Expenditure Code:</u>		
101-51400-331	Legal Services	\$5,672.40

16. Commissioner McKamey made a motion to approve zero effect item on unassigned fund balance. Seconded by Commissioner Fritts. Motion carried by voice vote.

<u>Increase Expenditure Code:</u>		
101-51240-330	Boat Ramp Lease	\$1,250.00
<u>Decrease Reserve Code:</u>		
101-39000	Reserved-Prepaid Items	\$1,250.00

17. Commissioner Scott made a motion to approve suggested TCRS increase from 7.4% to 7.6% this will be taken up in the 2017-2018 budget cycle. Seconded by Commissioner McKamey. Motion carried by voice vote.

18. Commissioner Fritts made a motion to approve monies to be transferred for General Sessions Court Daniel Arthur building feasibility study. Seconded by Commissioner Meredith. Motion carried by voice vote.

<u>Increase Expenditure Code:</u>		
101-53310-599	Other Charges	\$1,603.00
<u>Decrease Expenditure Codes:</u>		
101-53310-355	Travel	\$1,400.00
101-55310-524	Staff Development	203.00
	Total Expenditures Decreased	\$1,603.00

19. Commissioner Fritts made a motion to approve appropriation for OCDTF Overtime. Seconded by Commissioner Scott. Voting aye: Fritts, Wandell, Alderson, Meredith, Emert, Warfield, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, McNutt and Iwanski. Voting no: none. Absent: Bates. Motion passed

<u>Increase Revenue Code:</u>		
101-47990-4500	OCDTF Overtime Reimb	\$1,000.00
<u>Increase Expenditure Code:</u>		
101-54110-187-4500	OCDTF Overtime	\$1,000.00

20. Commissioner McKamey made a motion to approve to transfer money from Sheriffs 207 code into fund 263. Seconded by Commissioner Fritts. Motion carried by voice vote.

<u>Increase Expenditure Code:</u>		
101-99100-590	Transfers to Other Funds	\$130,000.00
<u>Decrease Expenditure Codes:</u>		
101-54110-207	Medical Insurance	\$50,000.00
101-54210-207	Medical Insurance	\$80,000.00
	Total Expenditures Decreased	\$130,000.00

21. Commissioner Meredith made a motion to allow the close out process to include a final sweep of all 207 codes to be reserved in a reserve code especially for Medical Insurance Transfers and then during the July Commission meetings a budget amendment will be presented to transfer the necessary funds to Fund 263 the Self Insurance Fund. Seconded by Commissioner Alderson. Motion carried by voice vote.

22. Commissioner Iwanski made a motion that we accept the Internal Control Manual for Mayor Accounting and Purchasing. These documents will be in effect until June 30, 2016. They will apply after June 30, 2016 except that the implementation plan for the 1981 Financial Management Act will apply where it is in conflict. These control procedures will be revised by the Finance Committee as part of carrying out the implementation plan. Seconded by Commissioner Warfield. Motion carried by voice vote.

Finance Committee

23. Commissioner Iwanski made a motion to approve Resolution 16-06-01 to adopt an implementation plan for the County Financial Management System of 1981 and Resolution 16-06-02 to adopt an initial framework for the Finance and Purchasing Departments new policies and procedures manual pursuant to TCA 5-21-101-5-21-130 and supporting documents. (Exhibit C) Seconded by Commissioner Mead. Motion carried by voice vote.

Operations Committee

24. Commissioner Isbel made a motion to approve the plan as submitted and ear mark \$80,000.00 of bond funds for startup costs that were previously ear marked for East Wolf Valley Convenience Center. Seconded by Commissioner McKamey. Motion carried by voice vote.

25. Commissioner McKamey made a motion to defer the five year lease at the existing location of East Wolf Valley Convenience Center back to the Solid Waste Board and come back to commission in July. Seconded by Commissioner Alderson. Motion carried by voice vote.

26. Commissioner Isbel made a motion to approve resolution 16-06-583 to establish fees for the adoption of animals at the Anderson County Holding Facility. (Exhibit D) Seconded by Commissioner McKamey. Motion carried by voice vote.

Purchasing Committee

27. Commissioner McKamey made a motion to present contracts even though there was no quorum at the June 13, 2016 meeting of the Anderson County Purchasing Committee therefore there was no recommendation for approval of the contracts on the agenda. Seconded by Commissioner Isbel. Motion carried by voice vote.

28. Commissioner Fritts made a motion to approve the following seven contracts subject to review and approval of the Law Director. Seconded by Commissioner Iwanski. Motion carried by voice vote.

- Miles Marketing Destinations- For banner ads for TNVacation.com for the period of June 21, 2016 thru June 30, 2017.
- Lamar Companies-Five-year agreement for suicide prevention billboard ads for Project AWARE for the period of May 23, 2016 thru May 22, 2021.
- Robert Campbell&Associates-2016 Waterline Improvements for Tennessee Hollow Lane & Upper Vowell Mountain Lane for the period of June 21, 2016 thru June 30, 2017.
- Galls, LLC-Three year contract for uniforms for Sheriffs Department per Bid #4686 for the period of July1, 2016 thru June 30, 2019.
- Institutional Wholesale Company-One year contract with an option to renew for four additional years at one year increments for food, non-food and smallwares per Bid 4681 for Anderson County Schools, Child Nutrition Department for the period of July1, 2016 thru June 30, 2017.
- Madison Insurance Group-Three year contract for Group & Supplemental Life Benefits for County Employees per Bid #4698 for the period of July 1, 2016 thru June 30, 2019.
- Sherrill Morgan-Three year contract for Short Term Disability Benefits for County employees per Bid #4698 for the period of July 1, 2016 thru June 30, 2019.

Old Business

None at this time.

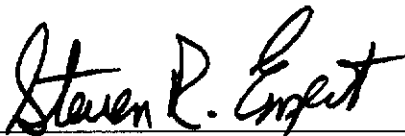
New Business

29. Commissioner Creasey asked Art Miller Director of Health Department who was present at County Commission Meeting to give informative information about the Zika virus.

30. Commissioner White made a motion that this county using undesignated fund balance or any kind of legal fees where ever we can get the money from that we pay Mr. Crowleys attorney fees. Seconded by Commissioner McKamey.

Commissioner Meredith made a motion to defer this matter back to Operations Committee and allow Mr. Crowley to discuss and use all resources including the Attorney General's opinion. Seconded by Commissioner Isbel. Motion carried by voice vote.

Meeting adjourned.



Steven R. Emert, Chairman
County Commission



Jeff Cole
County Clerk



EXHIBIT PAGE

JUNE 20, 2016

EXHIBIT A: RESOLUTION ESTABLISHING THE COMPOSITION, TERMS AND COMPENSATION FOR MEMBERS TO THE BOARD OF EQUALIZATION

EXHIBIT B: RESOLUTION TO DECALRE ANDERSON COUNTY AS A PURPLE HEART COUNTY

EXHIBIT C: RESOLUTION TO ADOPT AN IMPLENTATION PLAN FOR THE COUNTY FINANCIAL MANAGEMENT SYSTEM OF 1981 AND RESOLUTION TO ADOPT AN INITIAL FRAMEWORK FOR THE FINANCE AND PURCHASING DEPARTMENTS NEW POLICIES AND PROCEDURES MANUAL PURSUANT TO TCA 5-21-101-5-21-130

EXHIBIT D: RESOLUTION TO ESTABLISH FEES FOR THE ADOPTION OF ANIMALS AT THE ANDERSON COUNTY HOLDING FACILITY

*ALL ORIGINAL CERTIFIED COPIES OF DOCUMENTS ARE FILED IN THE COUNTY CLERKS CLINTON LOCATION LOCATED IN COURTHOUSE ROOM 111.

Anderson County, Tennessee
Board of Commissioners
RESOLUTION No: 16-06-584

RESOLUTION ESTABLISHING THE COMPOSITION, TERMS AND COMPENSATION FOR MEMBERS OF THE BOARD OF EQUALIZATION

WHEREAS, *Tennessee Code Annotated (TCA) § 67-1-401(a)* requires the county legislative body to elect five (5) freeholders and taxpayers, for a term of two (2) years to constitute the local Board of Equalization, and

WHEREAS, *TCA § 67-1-401(a)(3)* allows cities with a population greater than ten thousand (10,000) to elect one member to the county Board of Equalization, and

WHEREAS, *TCA § 67-1-402* requires that each member of the county Board of Equalization take and subscribe to an oath of office prior to the discharge of their official duties to be taken before the county mayor and filed with the county clerk, and

WHEREAS, *TCA 67-1-403(a)* mandates that each county Board of Equalization will elect from its membership a chairperson and secretary for the board, and


WHEREAS, *TCA 67-1-403(d)* specifies that board members shall be compensated by the county for their services.


NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 20th day June, 2016 that the following freeholders and taxpayers are elected to the Anderson County Board of Equalization for two year terms beginning on May 1, 2016 and ending on April 30, 2018: Don Butler, Harold Whited, James Ferguson, Carl Roach and Leonard Abbatiello as the City of Oak Ridge representative.

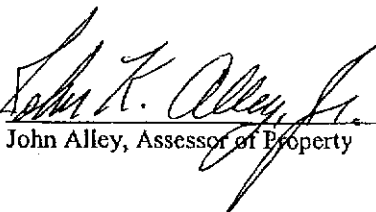
BE IT FURTHER RESOLVED that the compensation for board members shall be set at sixty dollars (\$60.00) per meeting for regular members and seventy (\$70.00) per meeting for the chairperson.

BE IT FINALLY RESOLVED, that Resolution Number 15-05-580 is repealed in its entirety and this Resolution 16-06-584 has been substituted in its place.


RESOLVED, DULY PASSED, APPROVED AND EFFECTIVE this 20th day of June, 2016.


Steve Emert, Chair, AC Commission


Terry Frank, Anderson County Mayor


John Alley, Assessor of Property



ATTEST:

Jeff Cole, Anderson County Clerk

Anderson County, Tennessee**Board of Commissioners****RESOLUTION NO. 16-06-585****RESOLUTION TO DECLARE ANDERSON COUNTY AS A PURPLE HEART COUNTY**

WHEREAS, the people of the Anderson County have great admiration and the utmost gratitude for all the men and women who have valiantly served their country and this community in the Armed Forces; and

WHEREAS, Anderson County has a large, highly decorated veteran population including many Purple Heart recipients; and

WHEREAS, Anderson County veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and

WHEREAS, the contributions and sacrifices of the men and women from Anderson County who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782; and

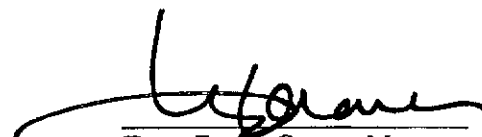
WHEREAS, Anderson County appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important that we acknowledge them for their courage and show them the honor and support they have earned.

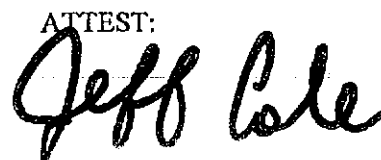
NOW THEREFORE, BE IT RESOLVED, by the Anderson County Legislative Body meeting in a regular session on this the 20th day of June 2016 that we encourage the citizens of Anderson County to show their appreciation for the sacrifices the Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and to show them the honor and support they have earned.

BE IT FURTHER RESOLVED that we designate and declare Anderson County as a national "Purple Heart Community," and we authorize the entire portion of Highway 61 through Anderson County to be designated as such.


Steve Emert, Chairman




Terry Frank, County Mayor

ATTEST:

Jeff Cole, County Clerk

Anderson County, Tennessee
Financial Management Committee

RESOLUTION 16-06-01

**A RESOLUTION TO ADOPT AN IMPLEMENTATION PLAN FOR THE
COUNTY FINANCIAL MANAGEMENT SYSTEM OF 1981**

WHEREAS, Anderson County has adopted the *County Financial Management Act of 1981* codified at *Tennessee Code Annotated (TCA) §§ 5-21-101 et seq.* initially on January 19, 2016 (Resolution 16-01-567) and a subsequent unanimous veto override on February 22, 2016; and

WHEREAS, the membership of the Financial Management Committee was confirmed on February 22, 2016 consisting of the Director of Schools, Highway Superintendent, County Mayor and Four (4) members of the County Legislative Body; and

WHEREAS, since final passage on February 22, 2016, Anderson County has been operating under the former accounting and purchasing system contained in the *County Budgeting Law of 1957*, codified at *TCA §§ 5-12-101 et seq.*; *County Fiscal Procedure Law of 1957*, codified at *TCA §§ 5-13-101 et seq.*; *County Purchasing Law of 1957*, codified at *TCA §§ 5-14-101 et seq.*; and various applicable provisions of Tennessee General Law found in *Title 5, Chapters 8 and 9*; and

WHEREAS, these laws will remain in effect in Anderson County throughout the implementation period as default rules, until amended, supplemented or replaced, provided no conflict exists with the terms set forth in the *County Financial Management Act of 1981*. If a conflict arises with the terms and conditions of the Implementation Plan, or the various former statutes referenced above, and the *County Financial Management Act of 1981*, the *1981 Act* will control the issue; and

WHEREAS, this Implementation Plan and the Finance and Purchasing Departments' policies, rules and procedures may from time to time be amended as needed by majority vote of the Financial Management Committee; and

WHEREAS, time periods projected in the phased implementation plan should be considered only as goals and are not fixed mandatory timelines with the exception of the statutory mandated dates such as the commencement of the Implementation Plan of July 1, 2016 and the final implementation completion date of August 1, 2017. Some issues may take longer than expected to resolve and implement and some issues may be resolved and implemented earlier than predicted during the projected phase-in time period. The Directors of Finance and Purchasing should keep the Financial Management Committee notified at regular intervals on the progress of the overall Implementation Plan; and

WHEREAS, on May 16, 2016 the County Legislative Body approved Resolution 16-05-582 creating separate Budget and Purchasing Committees with no less than five (5) members and no

more than eight (8) members of the County Legislative Body and under the control and supervision of the Financial Management Committee; and

WHEREAS, on May 18, 2016 a Director of Finance was selected and appointed by the Financial Management Committee, and on May 10, 2016 the Director of Purchasing was selected and appointed by the Financial Management Committee, both with statutory surety bonds in place; and

WHEREAS, the following Implementation Plan will be commenced immediately with a projected completion target date of June 30, 2017, but in no case later than August 1, 2017.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Financial Management Committee meeting in regular session this 13th day of June 2016 that the following Implementation Plan has been approved and adopted and a copy of this Resolution shall be presented to the County Legislative Body for inclusion in the official minutes on June 20, 2016. Henceforth, the following Implementation Plan will be commenced by the Directors of Finance and Purchasing and under the control and supervision of the Financial Management Committee.

Article I Introduction and Background

A. County Legislative Body Approval

The Anderson County Legislative Body unanimously approved the adoption of the *County Financial Management Act of 1981 (the 1981 Act)* on February 22, 2016 pursuant to TCA § 5-21-126. (See Exhibit 1 – *Resolution 16-01-567*; Exhibit 2 - *County Commission Minutes of January 19, 2016*; Exhibit 3 – *County Commission Minutes of February 22, 2016*)

B. Primary Reasons for Adoption

The primary reasons for adoption of the *1981 Act* were to:

- 1) Better use business management techniques;
- 2) Consolidate and establish a uniform financial system;
- 3) Improve utilization of county resources;
- 4) Provide for the employment of a Certified Public Accountant and trained technician in finance; and
- 5) Improve county financial information in a more transparent fashion to better serve the public. [CTAS-700]

C. Implementation Plan Objectives and Goal

The primary Implementation Plan objectives are to complete the consolidation of financial functions, establishment of a centralized financial management system for the county and implement the mandates of the *County Financial Management System of 1981* no later than June 30, 2017, in an overall effort to achieve the goal of where the County will operate under one act rather than three. [CTAS-702]

Article II Scope of Implementation

A. Consolidate and Centralize Financial Functions

One of the major objectives of the Implementation Plan is to consolidate and centralize financial functions of the entire County. The majority of that objective has been completed with the consolidation and centralization of all accounting, budgeting, cash management, purchasing and payroll functions of the various offices and departments of County government. Currently, all those functions are under the control and supervision of the Finance Department including the School and Highway Departments.

B. Purchasing and Finance Department Separation of Duties and Responsibilities

The Purchasing Department will not be the responsibility of the Finance Department with the duties and responsibilities being that of the Purchasing Director; however, the departments will work together in the processing of purchase orders, direct pays and the monitoring of budgetary limitations previously approved by the County Legislative Body. The finance and purchasing functions will operate as separate departments. [TCA 5-21-118 (c)] As approved by the Anderson County Commission on April 18, 2016.

C. Transfer of Employees

Since the centralization of the accounting, budgeting, cash management, purchasing and payroll functions have been previously completed, nothing contained herein will immediately require the various departments and offices to physically transfer employees to the Finance Department. The Finance Department will continue to monitor and recommend modifications during the implementation period, and at all times forward, consider consolidation of employee duties in an effort to maximize personnel efficiencies and job functions.

D. Finance Department Policies and Procedures

All policies, procedures, operational protocol and official forms necessary to effectuate implementation of the functions of accounting, budgeting, cash management and payroll will be under the supervision and control of the Finance Director subject to approval of the Financial Management Committee.

E. Purchasing Department Policies and Procedures

All policies, procedures, operational protocol and required forms necessary for the proper processing of the purchasing function will be under the supervision and control of the Director of Purchasing subject to approval of the Financial Management Committee.

F. Individual Office and Departments Designated Points of Contact

Nothing contained herein will prevent the individual offices and departments of County government from assigning one or more designated employees to interface, and be the office or department's point of contact with the Finance and Purchasing Departments to process required paperwork related to the accounting, budgeting, payroll and purchasing functions for that specific department or office. Those employees selected by the officeholder, director or departmental head to be the point of contact with the Finance and Purchasing Departments will remain employees of that specific office or department

but must follow any and all policies, procedures, operational protocol and required forms adopted by the Finance and Purchasing Departments. The physical transfer of these selected employees is not required. The Finance and Purchasing Departments shall be immediately notified of the identity of these designated employees.

Article III Projected Timeline for Completion

A. Structure in Place and Work Performed prior to June 20, 2016

- 1) County Financial Management Committee (Finance Committee) was created in accordance with *TCA § 5-21-104*.
 - a) The Finance Committee elected a chair on March 7, 2016. [*TCA § 5-21-127 (b)*]
- 2) Finance Committee assumes the function of all special committees for budget, investment and purchasing committee as authorized on April 4, 2016. The Director of Finance shall seek the advice of the Trustee as to investment strategies and the formation of the Investment Committee. [*TCA § 5-21-105 (a), (d)-(f)*]
- 3) Separate Budget and Purchasing Committees consisting of no less than five (5) or no more than eight (8) members of the County Legislative Body under the control and supervision of the Finance Committee were authorized by Resolution 16-5- 582 on May 18, 2016.
- 4) The Financial Management Committee appointed the Director of Finance on April 19, 2016. [*TCA § 5-21-106*]
- 5) Duties of the Director of Finance effective with the respective employee's hire date of May 18, 2016. [*TCA § 5-21-107*] The former Director of Accounts and Budget shall be responsible for the formation and approval of the FY 16/17 budget with the advice and consultation of the Director of Finance.
- 6) Director of Finance statutory bond in place in the amount of \$100,000 effective June 2, 2016. [*TCA § 5-21-109*]
- 7) The Financial Management Committee appointed the Director of Purchasing on May 26, 2016. [*TCA §5-21-106*]
- 8) The Director of Purchasing statutory bond in place on June __, 2016 (Processing now)
- 9) Work with County Technical Assistance Service (CTAS) has commenced in assisting the Director of Finance in developing the implementation plan and the financial policies and procedures for accounting, budgeting, payroll and purchasing functions. [*TCA § 5-21-104 (e)*]

- 10) Financial Management Committee will develop and approve plans for implementing the financial management system no later than July 1, 2016. *[TCA § 5-21-127 (c), (e)]* The adoption of this Implementation Plan on June 13, 2016 will complete that task.
- 11) A report shall be submitted to the County Legislative Body by July 1, 2016. *[TCA § 5-21-127 (e)]* The projected completion date for that task is June 20, 2016.
- 12) The basic framework of the Financial Management Policies and Procedures Manual has been approved by the County Financial Management Committee on June 13, 2016 and shall be from time to time amended during the implementation period, subject to proper approval protocol.

B. Phase I – July 1, 2016 through September 19, 2016

- 1) Deputy to the Director of Finance to be recommended by the Director and approved by the Financial Management Committee. *[TCA § 5-21-108 (a)]*
- 2) Payroll account shall be a special county payroll account, as approved by the Financial Management Committee. *[TCA § 5-21-117]*
- 3) Work with CTAS in further developing and/or modifying the implementation plan and assist the Director of Finance in further developing and/or modifying the financial policies and procedures for accounting, budgeting, payroll and purchasing functions. *[TCA § 5-21-127 (d)]*
 - a) The committee and director shall seek recommendations from the following organizations as needed:
 - i) Comptroller of the treasury
 - ii) State department of education
 - iii) University of Tennessee's CTAS
- 4) Orient the Director of Finance to Anderson County financial operations and personnel. The purpose is for the director to meet and work with the officials and department heads in communicating and understanding the needs and concerns of the various departments as well as to facilitate a smooth implementation process.
 - a) County departments and funds
 - i) In addition to other departments, the County Trustee
 - (1) Specific roles and responsibilities with respect to cash management. *[TCA § 5-21-103]*
 - (2) Specific needs that may necessitate a special investment committee. *[TCA § 5-21-105 (a), (e)]*
 - b) Education departments and funds
 - i) In addition to other departments, the accounting function(s)
 - (1) Specific roles and responsibilities with respect to purchasing, payroll and accounting. *[TCA § 5-21-103]*
 - c) Highway departments and funds
 - i) In addition to other departments, the accounting function(s)

- (1) Specific roles and responsibilities with respect to purchasing, payroll and accounting. [TCA § 5-21-103]
- d) EMS department and other enterprise funds
- 5) The Financial Management Committee will publish in the local newspaper of county-wide circulation a notice that *the county has adopted the "Local Option Financial Management System" and all employees, vendors and contractors must abide by its provisions beginning July 1, 2016.* [TCA § 5-21-127 (f)(1)]
 - a) The policies to implement the act will be available to the public on July 1, 2016 and copies may be obtained at that time from the Anderson County Finance Department. [TCA § 5-21-127 (f)(2)]
- 6) Review computer system(s) for the Finance Department [TCA § 5-21-115]
 - a) Identify existing system hardware for employees and/or functions to be transferred to the Finance Department
 - b) Evaluate existing Local Government Data Processing software and other software currently in place.
 - c) Review the contract as it relates to the implementation of the Skyward operating system.
 - i) Evaluate the implementation plan of the migration as the project currently exists (being on hold).
 - ii) Identify risks/benefits, resources needed, timelines, milestones and alternative options that may be needed to facilitate a successful migration.
 - iii) Make recommendation to County Legislative Body regarding the Skyward implementation, if necessary.
- 7) Personnel decisions within the Finance and Purchasing Departments will be in the exclusive purview of those respective directors. The Human Resources Department should be consulted and utilized for the facilitation of decisions.

C. Phase II – September 20, 2016 through December 19, 2016

- 1) Prepare and/or modify job descriptions needed for the personnel and operations to be transferred to the Finance Department.
- 2) Further develop and/or modify the financial policies and procedures for accounting, budgeting, payroll and purchasing functions.
 - a) Update and/or amend Capital Asset Policies.
 - i) Centralize capital asset management for GASB Statement 34 compliance; responsibility of the Director of Purchasing.
 - b) Develop and/or modify cash management and investment policies by the Director of Finance and County Trustee. [TCA § 5-21-105 (e)]
 - c) Implement and/or update Conflict of Interest Policies for the county to comply with 1981 Act. [TCA § 5-21-121 (a)]
 - i) The policy will be compliant with TCA 5-5-102 (c). [Public Chapter 1072, Public Acts of 2016, SB 466/HB 985]
 - d) Seek approval from the Financial Management Committee. [TCA § 5-21-104 (e)]

- e) Update internal control assessment narrative and segregation of duties checklist to comply with the *1981 Act*.
- 3) Obtain and furnish any additional space, if needed, for the Finance Department or Purchasing Departments.
 - 4) Evaluate potential transfers to further consolidate and achieve maximum personnel efficiencies.
 - a) Consult with all departments and offices of county government, including the Highway and School Departments to identify potential transfers.
 - b) Formulate budget amendments necessary to fund the Finance and Purchasing Departments' needed equipment and space for any potential transfers identified.
 - c) Transfer potential personnel, operations, hardware and/or software to the Finance Department with the exact date to be specified by the Director of Finance subject to the approval of the individual office holders, directors, department heads and the Financial Management Committee.
 - d) Any employees being transferred to the Finance Department will not receive pay increases as a result of the transfer, as it is a lateral move.
 - e) Salaries, benefits and expenses of any transferred employees and/or functions will be budgeted under the finance department's major category in the county general fund. *[TCA 5-21-103 (c)]*
 - f) At the time of transfer, each respective department that is transferring employees and/or functions will transfer the budgets amounts for the respective employees for their salaries, benefits and expenses from that department to the finance department.
 - g) Any employees being transferred may not necessarily be relocated to the finance department office even though the employee may be under the supervision and responsibility of the Director of Finance.
 - 5) Establish and approve policies, procedures and regulations for a sound and efficient financial system. *[TCA 5-21-104 (e)]*
 - 6) Director of Finance shall recommend budgetary procedures, forms, calendar and other information for the upcoming budget cycle in 2017. *[TCA § 5-21-110]*
 - a) The process will be compliant with the County Budgeting Law. *[Public Chapter 1080, Public Acts of 2016, HB 2087/SB 2128]*.

D. Phase III – December 20, 2016 through March 20, 2017

- 1) Director of Finance shall update organizational chart for Finance Department and the Director of Purchasing shall update organizational chart for Purchasing Department.
- 2) Director of Finance to invite the auditors from the State Comptroller Office, Division of County Audit to speak with the Financial Management Committee to get their input on the implementation process through the final phase.

E. Phase IV - Projected Final Completion of Implementation Plan June 30, 2017

The Director of Finance will request the State Comptroller Office, Division of County Audit, to make a decision as to whether the implementation of the *1981 Act* is complete. If it is not

complete, determine what official and/or county department is not in conformity with the 1981 Act.

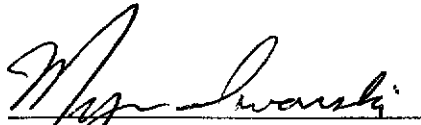
F. Amendments and Modifications

This document is subject to future amendments and modifications upon the recommendation of the Finance and Purchasing Directors, and subject to the approval of the Financial Management Committee.

G. Severability

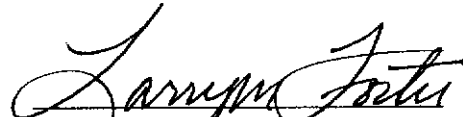
In the event any one or more of the provisions of this implementation plan is invalid or otherwise unenforceable, the enforceability of remaining provisions shall be unimpaired.

RESOLVED, DULY PASSED AND EFFECTIVE this 13th day of June 2016.

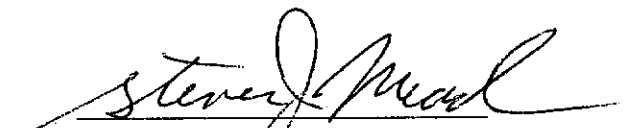

Myron Swanski, Committee Chair

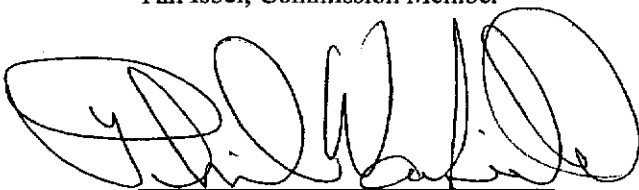
Terry Frank, County Mayor

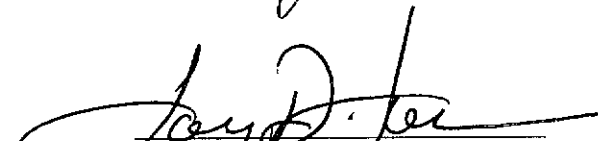

Gary Long, Highway Superintendent



Larry Foster, Director of Schools


Tim Isbel, Commission Member



Steve Mead, Commission Member


Phil Warfield, Commission Member


Tony Foreman, Director of Purchasing


Natalie Erb, Director of Finance




ATTEST: Jeff Cole, County Clerk

Anderson County, Tennessee
Financial Management Committee

RESOLUTION 16-06-02

A RESOLUTION TO ADOPT AN INITIAL FRAMEWORK FOR THE FINANCE AND PURCHASING DEPARTMENTS' NEW POLICIES AND PROCEDURES MANUAL PURSUANT TO TCA §§ 5-21-101 – 5-21-130.

WHEREAS, Anderson County has adopted the County Financial Management System of 1981 as a new framework for the administration of budgeting, accounting, payroll and purchasing; and

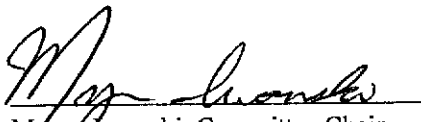
WHEREAS, pursuant to that decision is the need to adopt new policies and procedures for the Finance and Purchasing Departments; and

WHEREAS, the Financial Management Committee desires to adopt a basic framework for these policies and procedures to be supplemented through-out the implementation period and from time to time thereafter.

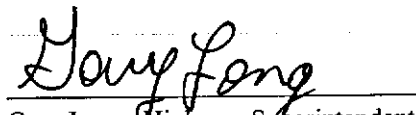
NOW THEREFORE, BE IT RESOLVED by the Anderson County Financial Management Committee meeting in regular session this 13th day of June 2016 that the framework of policies and procedures applicable to the Finance and Purchasing Departments are hereby adopted. Henceforth, this document will be supplemented and amended from time to time to conform to the arising needs of the two departments as new issues become apparent and need to be addressed by the adoption of additional or supplemental policies and procedures. In other words, this document shall be considered a “working document” and not a fixed set of all inclusive policies and procedures related to the two departments. *(See Exhibit 1)*

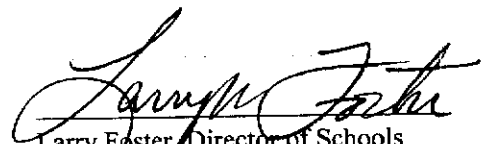
BE IT FURTHER RESOLVED that a copy of this Resolution be presented to the Anderson County Legislative Body for inclusion in the official minutes.

RESOLVED, DULY PASSED AND EFFECTIVE this 13th day of June 2016.

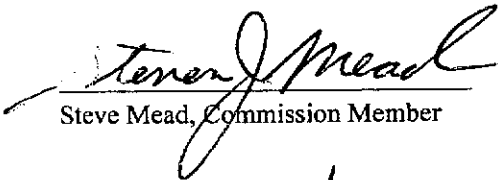

Myron Swanski, Committee Chair

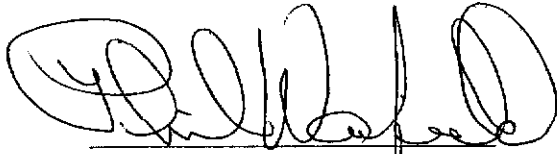

Terry Frank, County Mayor

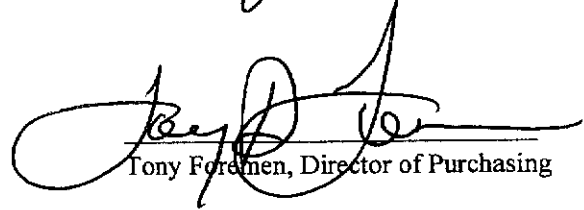

Gary Long, Highway Superintendent


Larry Foster, Director of Schools


Tim Isbel, Commission Member


Steve Mead, Commission Member


Phil Warfield, Commission Member


Tony Foremen, Director of Purchasing


Natalie Erb, Director of Finance


ATTEST: Jeff Cole, County Clerk



Anderson County, Tennessee Board of Commissioners

RESOLUTION NO. 16-06-583

TO ESTABLISH FEES FOR THE ADOPTION OF ANIMALS AT THE ANDERSON COUNTY HOLDING FACILITY

WHEREAS, TCA. § 5-1-120 provides the power to regulate stray animals and states that "Counties, by resolution of their respective legislative bodies, may license and regulate dogs and cats, establish and operate shelters and other animal control facilities, and regulate, capture, impound and dispose of stray dogs, stray cats and other stray animals," and

WHEREAS, Anderson County Government adopted Resolution No. 05-03-111 on the 19th day of May, 2003, establishing the Anderson County Animal Control Authority for the purposes of responding to calls for service from citizens regarding animals, of providing humane care for abandoned and neglected animals, and to protect citizens from vicious and unconfined animals existing within the boundaries of Anderson County; and

WHEREAS, Anderson has established a facility for the purposes under TCA § 5-1-120; and

WHEREAS, Anderson County Government adopted Resolution no. 15-10-556 on the 19th day of October, 2015 establishing and authorizing an apprehension and per day boarding fee; and

WHEREAS, Resolution No. 15-10-556 Section 5 states that "When legal hold times have been met, the animals will become the property of Anderson County and can be transferred from the Anderson County Holding Facility to surrounding shelters;"

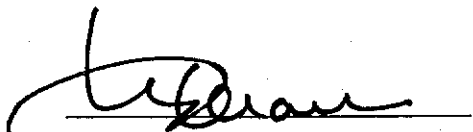
WHEREAS, the Anderson County Holding Facility has obtained certification as a Certified Animal Control Agency on the premises located at 1480 Blockhouse Valley Road, Clinton, Tennessee and with certification is now able to offer adoption of animals directly to the public;

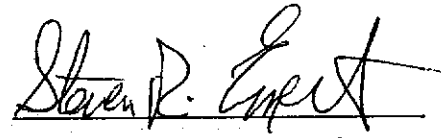
NOW THEREFORE, BE IT RESOLVED, by the Anderson County Board of Commissioners meeting in regular session on this 20th day of June, 2016 in Clinton, Tennessee that the Anderson County Animal Control Authority is hereby authorized to establish the following adoption fees:

SECTION 1: Citizens who wish to adopt animals that have become the property of Anderson County and are also eligible for adoption will be charged an \$85.00 fee;


SECTION 2: Under TCA § 44-17-502, spay or neuter of an animal adopted from the Anderson County Holding Facility is required. Upon proof of spay or neuter, \$60.00 will be refunded to the adopter.

SECTION 3: An Adoption and Spay/Neuter Contract will be required by the adopter.


Terry Frank, County Mayor


Steve Emert, Commission Chairman




Jeff Cole, Anderson County Clerk