

**ANDERSON COUNTY
REGULAR SESSION
COMMISSION MINUTES
MAY 15, 2017**

BE IT REMEMBERED THAT THE ANDERSON COUNTY BOARD OF COMMISSION MET IN REGULAR SESSION ON MAY 15, 2017 WITH THE FOLLOWING COMMISSIONERS PRESENT: TRACY WANDELL, MARK ALDERSON, RICK MEREDITH, STEVE EMERT, PHIL WARFIELD, SHAIN VOWELL, TIM ISBEL, ROBERT MCKAMEY, JERRY WHITE, WHITEY HITCHCOCK, STEVE MEAD, JERRY CREASEY, THERESA SCOTT, PHIL YAGER AND MYRON IWANSKI. ABSENT: CHUCK FRITTS.

Prayer was led by Commissioner White.

Pledge of Allegiance was led by Commissioner Scott.

1. Commissioner White made a motion to approve the Consent Agenda. Seconded by Commissioner Warfield. Motion carried by voice vote.

- April 17, 2017 County Commission Minutes
- Notary and Notary Bonds
- Waste Management Funds
 - Clinton Middle School Football requests a donation of \$250.00 to pay for a pre-game meal.
- Committee Reports
 - ADA Oversight Committee Minutes (5-1-17)
 - Records Commission Minutes (5-2-17)
 - Solid Waste Regional Board Meeting Minutes (5-9-17)
 - Anderson County Board of Education Minutes (4-6-17)

Notaries

Karen K Bowling

Chaune T Crandall

Vivian L Crandall

Regina C Dotson

Matthew Robert Eagan

Dawn Foster

Daniella R Gamble

Robyn Grant

Carol Guthrie

Deidra A Hall

Jacqueline Ford Harris

Linda J Hickey

Rodney M Holbrook

Mary Christine Holt

Dale C Isabel

Sandra B Jones

Kristin R Livesay

Lorraine Loy

Trey McAdams

Jennifer Lynn Melton

Michael Chris Osborne

Angie M Partin

Andreomeda E Pleuss

Norma S Sheldon

Scotty Spears

Notary Bonds

RLI

James T Normand

Barbara Allyn Kiser

Jessica E Duncan

State Farm

Jana Neighbors

Amanda Adcock

Western Surety Company

Carolyn S Jones

Deborah L Minton

Auto Owners Ins

Tammy Spears

Travelers

Vana Demarinis

SBCA

Leslea Williams

Sandra K Justice

Platte River Ins Co

Saira C Chavez

Liberty Mutual

Rebecca R Bowman

Leah Taylor

Old Republic Surety Co

Janice R Campbell

Tracey Williams

2. Commissioner Alderson made a motion to approve Regular Agenda. Seconded by Commissioner Warfield.

Commissioner Wandell made a motion to add resolution 17-5-635 in support of TDOT option 1 and resolution 17-5-636 in support of Purple Cities Alliance under New Business. Seconded by Commissioner Mead. Motion carried by voice vote.

Commissioner McKamey made a motion to add under Old Business discussion of EMS from Item 32 of last month's County Commission Minutes that was deferred to this month. Seconded by Commissioner White. Motion carried by voice vote.

Commissioner Iwanski made a motion to add under New Business discussion of a letter supporting the small modular reactor project. Seconded by Commissioner Isbel. Motion carried by voice vote.

Elections

3. Commissioner Meredith made a motion to appoint Commissioner Phil Yager to the IT Advisory Committee Board. Seconded by Commissioner Warfield. Motion carried by voice vote.

Director of Schools

4. Commissioner Wandell made a motion to allow the School Board to borrow \$400,000.00 of the 156 fund High School Debt Service for use in the One to One Program.

Commissioner Wandell amended previous motion to include in the process the Finance Director, Finance Department and Budget Committee. Motion carried by voice vote.

Voting aye on amended motion: Wandell, Alderson, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager and Iwanski. Voting no: none. Absent: Fritts. Motion passed.

Mayor

5. Commissioner Warfield made a motion to not confirm the nominations of Leean Tupper and Richard Burroughs to the Conservation Board. Seconded by Commissioner Mead. Motion carried by voice vote.

Law Director

6. Commissioner Iwanski made a motion to have Commissioner White work with the Law Director in possibly the county selling the property at Dutch Valley Road and Oliver Springs Highway to the Marlow Volunteer Fire Department and referring this to the Operations Committee. Seconded by Commissioner Warfield. Motion carried by voice vote.

7. Commissioner Mead made a motion to include in deal for Farley Building for new Senior Center as part of package \$15,000.00 for purchase of accessories, game tables and AV equipment from current property owner. Seconded by Commissioner Scott. Voting aye: Wandell, Alderson, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager and Iwanski. Voting no: none. Absent: Fritts. Motion passed.

8. Commissioner Iwanski made a motion to award the bid to Preen Construction LLC for General Sessions Division II subject to finance arrangements. Seconded by Commissioner Mead. Voting aye: Wandell, Alderson, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager and Iwanski. Voting no: none. Absent: Fritts. Motion passed.

9. Commissioner Meredith made a motion to approve the Open Record Policy including resolution 17-05-637. (Exhibit A) Seconded by Commissioner Yager. Motion carried by voice vote.

10. Commissioner Mead made a motion to approve resolution 17-5-638 honoring Chief James Avery Johnson as Tennessee Jail Administrator of the year. (Exhibit B) Seconded by Commissioner Scott.

Finance Committee

11. Commissioner Isbel made a motion to approve the minutes from the May 8, 2017 Financial Management Committee. Seconded by Commissioner White. Motion carried by voice vote.

12. Commissioner Mead made a motion to adopt resolution 17-5-634 Capital Outlay Note with Regions Bank. Seconded by Commissioner Warfield. Voting aye: Wandell, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager and Iwanski. Voting no: none. Absent: Fritts and Alderson. Motion passed.

Budget Committee

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

Increase Expenditure Codes:

141-71100-722	Regular Instructional Equipment	\$400,000.00
141-72210-524	Regular Instruction- Staff Dev.	<u>24,064.00</u>
	Total Increased Expenditures	\$424,064.00

Decrease Reserve Codes:

141-34655-3000	Committed for Education	\$400,000.00
	Textbook Reserve	
141-34555	Restricted for Education	<u>24,064.00</u>
	BEP Reserve	
	Total Decreased Reserve	\$424,064.00

Increase Expenditure Code:

141-71100-722	Regular Instructional Equipment	\$56,088.09
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Decrease Reserve Code:

141-39000	Unassigned Reserve Fund Balance	\$14,387.85
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Increase Revenue Code:

141-44990-1000	E-Rate	\$41,700.24
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Increase Expenditure Codes:

141-71100-429	Instructional Supplies & Materials	\$3,599.72
141-72210-189	Other Personnel-Salaries & Wages	1,200.00
141-72210-201	Social Security	74.40
141-72210-204	Retirement	108.48
141-72210-212	Medicare	<u>17.40</u>
	Total Expenditures Increased	\$5,000.00

Increase Revenue Code:

141-46590	State Grant-Read To Be Ready	\$5,000.00
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Increase Revenue Code:

141-46590	Other State Education Funds	\$700.00
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Increase Expenditure Codes:

141-72130-355-FARC	Family Resource- Travel	\$440.00
141-72130-499-FARC	Family Resource- Materials & Supplies	200.00
141-72130-524-FARC	Family Resource- Staff Development	<u>60.00</u>
	Total Increased Expenditures	\$700.00

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

Increase Expenditure Code:

141-72230-355	CTE Program- Travel	\$8,000.00
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Decrease Expenditure Code:

141-71300-429 CTE- Instructional Supplies \$8,000.00

Increase Expenditure Codes:

141-72110-207 Attendance- Medical Insurance \$6,392.30
141-72130-207 Student Support-Medical Insurance 10,766.35
141-72210-207 Instruction- Medical Insurance 10,149.48
141-72220-207 Special Ed. Prog - Medical Insurance 10,784.50
141-72510-207 Fiscal Services- Medical Insurance 8,563.52
141-72520-207 Human Resources- Medical Insurance 4,290.33
Total Increased Expenditures \$50,946.48

Decrease Expenditure Code:

141-72610-207 Operation of Plant-Medical Insurance \$50,946.48

Increase Expenditure Code:

141-72210-524 Staff Development \$1,962.00

Decrease Expenditure Code:

141-71100-188 Teacher Incentive Bonus \$1,962.00
(Differentiated Pay)

15. Commissioner Iwanski made a motion to approve the following non-school appropriations. Seconded by Commissioner Mead. Voting aye: Wandell, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager, Iwanski. Voting no: none. Absent: Fritts and Alderson. Motion passed.

Increase Expenditure Codes:

101-55110-399-TAB Other Contracted Services- TAB \$10,000.00
101-55110-429-TAB Instructional Supplies & Materials-TAB 4,200.00
101-55110-499-TAB Other Supplies & Materials-TAB 5,000.00
101-55110-499-HCTN Other Supplies & Materials-HCTN 5,000.00
101-55190-599-BUILT Other Charges-BUILT 4,000.00
101-55190-499-BUILT Other Supplies & Materials-BUILT 6,000.00
Total Expenditures Increased \$34,200.00

Increase Revenue Codes:

101-46390-TAB Tobacco Settlement Funds \$19,200.00
101-46390-HCTN Healthier Tennessee Community Funds 5,000.00
101-46390-BUILT TN Dept. of Health Built Environment Funds 10,000.00
Total Revenue Increased \$34,200.00

Increase Revenue Code:

101-48130-3001 Revenue for Oak Ridge Community Alliance Contributions \$5,000.00

Increase Expenditure Code:

101-54410-599-ORRCA Civil Defense-Other Charges-ORRCA \$5,000.00

<u>Increase Expenditure Code:</u>		
101-51910-719	Office Equipment	\$6,256.00
<u>Decrease Reserve Code:</u>		
101-39000	Restricted-Archives & Records	\$6,256.00
<u>Increase Expenditure Code:</u>		
115-56500-317-2000	Data Processing	\$77.00
<u>Decrease Reserve Code:</u>		
115-34535-2000	Dedicated Reserve	\$77.00
<u>Increase Expenditure Code:</u>		
116-55739-399	Other Contracted Services	\$5,500.00
<u>Decrease Reserve Code:</u>		
116-34530	Restricted-Public Health & Welfare	\$5,500.00
<u>Increase Expenditure Code:</u>		
128-58110-316-1000	Contributions	\$5,000.00
<u>Decrease Reserve Code:</u>		
128-34535	Fund Balance	\$5,000.00
<u>Increase Expenditure Code:</u>		
128-58110-709	Data Processing	\$3,200.00
<u>Decrease Reserve Code:</u>		
128-34535	Fund Balance	\$3,200.00

16. Commissioner Meredith made a motion to approve the following non-school transfers. Seconded by Commissioner Warfield. Voting aye: Wandell, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager and Iwanski. Voting no: none. Absent: Fritts and Alderson. Motion passed.

<u>Increase Expenditure Code:</u>		
116-55739-399	Other Contracted Services	\$4,320.00
<u>Decrease Expenditure Code:</u>		
116-55732-408	Concrete	\$4,320.00
<u>Increase Expenditure Code:</u>		
205-55130-187	Overtime	\$13,500.00
<u>Decrease Expenditure Code:</u>		
205-55130-131	Medical Personnel	\$13,500.00

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

<u>Increase Expenditure Code:</u>		
101-51730-336-CHIL	Maintenance & Repair of Equipment	\$60,000.00
<u>Decrease Reserve Code:</u>		
101-39000	Undesignated Reserve Fund Balance	\$60,000.00

<u>Decrease Expenditure Code:</u>		
101-55160-707	Health Dept.- Bldg. Improvements	\$17,460.28
<u>Increase Reserve Code:</u>		
101-39000	Assigned-Public Health & Welfare	\$17,460.28
<u>Decrease Expenditure Code:</u>		
101-55160-707	Health Dept.- Bldg. Improvement- CertaPro Painters	\$36,490.00
<u>Increase Reserve Code:</u>		
101-39000	Assigned-Public Health & Welfare	\$36,490.00

18. Commissioner Hitchcock made a motion to approve the Budget Committee recommendation of moving the EMS from a 205 Enterprise Fund to a 118 Special Revenue Fund. Seconded by Commissioner Vowell. Motion carried by voice vote.

19. Commissioner Isbel made a motion to approve recommendation from the Budget Committee to relieve the Briceville Library Foundation from future principal and interest payments for the USDA loan. Seconded by Commissioner Scott. Voting aye: Wandell, Meredith, Emert, Warfield, Vowell, Isbel, McKamey, White, Hitchcock, Mead, Creasey, Scott, Yager and Iwanski. Voting: no. Absent: Fritts and Alderson. Motion passed.

20. Commissioner Mead made a motion to approve possible Special Call County Commission Meetings on June 15, 2017 and June 29, 2017. Seconded by Commissioner Creasey. Motion carried by voice vote.

21. Commissioner Hitchcock made a motion to have the Special Call Meetings at 3:00. Failed for lack of second.

Commissioner Mead made a motion to have the Special Call Meetings at 5:00. Seconded by Commissioner Warfield. Motion carried by voice vote.

Purchasing Committee

22. Commissioner McKamey made a motion to approve the following contracts. Seconded by Commissioner Isbel. Motion carried by voice vote.

- Norvex Supply, Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for janitorial supplies.
- Norvex Supply, Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for laundry products.
- Norvex Supply, Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for dish machine products.
- Reinhart Food Service, Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for food service for freezer and cooler items.
- Bob Barker Company, Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for mens underwear.

- Prairie Farms Dairy, Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for milk items.
- Institutional Foodservice Co (IWC), Detention Facility-three year contract for the period of 7/1/2017-6/30/2020 for food service for disposable/dry/canned items.
- Michael Farley, Commercial Real Estate for Senior Citizens Center-a contract for the period of 4/21/2017-7/3/2017 for commercial real estate.

23. Commissioner Isbel made a motion to approve a contract with Pitney Bowes for Anderson County Schools Business Office for a forty-eight month contract for the period of 1/1/2017-12/31/2020 for a postage machine. Seconded by Commissioner Creasey. Motion carried by voice vote.

24. Commissioner McKamey made a motion to approve the RFP for an operational and financial audit of Anderson County Emergency Medical Services. Seconded by Commissioner Mead.

Commissioner Wandell made a motion to amend the RFP to reflect the period of July 1, 2016 thru June 30, 2017. Seconded by Commissioner Isbel.

Amended motion carried by voice vote.

Operation Committee

25. Commissioner Isbel made a motion to have updates from the Mayor on current status of the Zoning Officer qualifications and for outsourcing of contracted services for the past three years. Seconded by Commissioner Mead.

Commissioner Wandell amended previous motion to also include all cost associated with building inspections for mechanical and plumbing to any individual that we have hired. Seconded by Commissioner Mead.

Motion carried by voice vote as amended.

Old Business

26. Commissioner Yager made a motion to accept the increase in rates for EMS as presented. Seconded by Commissioner Isbel.

Commissioner Yager amended previous motion that if Federal Funds come through that we will decrease rates back to current rates. Seconded by Commissioner Mead.

Voting aye: Isbel, McKamey, Mead and Creasey. Voting no: Wandell, Meredith, Emert, Warfield, Vowell, White, Hitchcock, Scott, Yager and Iwanski. Absent: Fritts and Alderson. Motion failed.

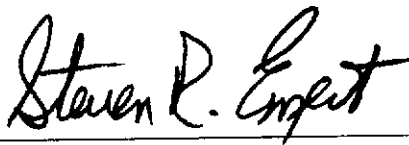
New Business

27. Commissioner Wandell made a motion to approve resolution 17-5-636 supporting the Purple Cities Alliance dedicated to education and awareness of dementia and Alzheimer's disease. (Exhibit C) Seconded by Commissioner Meredith. Motion carried by voice vote.

28. Commissioner Wandell made a motion to approve resolution 17-5-635 supporting TDOT "Option 1" for the expansion and re-construction for U.S. Highway 25W/S.R. 9 through Anderson County. (Exhibit D) Seconded by Commissioner Mead. Motion carried by voice vote.

29. Commissioner Iwanski made a motion that the Chairman and the Law Director write a letter in support of licensing the Small Modular Reactor Project. Seconded by Commissioner Mead. Motion carried by voice vote.

Meeting adjourned.



Steven R Emert, Chairman
County Commission



Jeff Cole
County Clerk



EXHIBIT PAGE

MAY 15, 2017

EXHIBIT A: RESOLUTION TO ADOPT A PUBLIC RECORDS POLICY FOR ANDERSON COUNTY

EXHIBIT B: RESOLUTION HONORING CHIEF JAMES AVERY JOHNSON AS TENNESSEE JAIL ADMINISTRATOR OF THE YEAR

EXHIBIT C: RESOLUTION SUPPORTING THE PURPLE CITIES ALLIANCE DEDICATED TO EDUCATION AND AWARENESS OF DEMENTIA AND ALZHEIMER'S DISEASE

EXHIBIT D: RESOLUTION SUPPORTING TDOT "OPTION 1" FOR THE EXPANSION AND RE-CONSTRUCTION OF U.S. HIGHWAY 25W/S.R. 9 THROUGH ANDERSON COUNTY

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

Anderson County, Tennessee Board of Commissioners

RESOLUTION NO. 17-05-637

RESOLUTION TO ADOPT A PUBLIC RECORDS POLICY FOR ANDERSON COUNTY

WHEREAS, Tenn. Code Ann. § 10-7-503(g), 2016 Public Chapter 722, requires county entities to adopt a public records policy by July 1, 2017; and

WHEREAS, Tenn. Code Ann. § 8-4-604(a)(4), 2016 Public Chapter 722, requires the office of open records counsel (OORC) to establish a model public records policy; and

WHEREAS, the OORC's model public records policy requires county entities to make certain selections under the policy; and

WHEREAS, Anderson County desires to adopt the attached Public Records Policy previously approved by the Anderson County Records Commission.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session in Clinton, Tennessee, on this 15th day of May, 2017, that:

SECTION 1. Tennessee law requires that all county governments adopt a Public Records Policy by July 1, 2017; and

SECTION 2. The attached Public Records Policy has been approved unanimously by the Anderson County Records Commission after discussion at three (3) publicly noticed meetings.

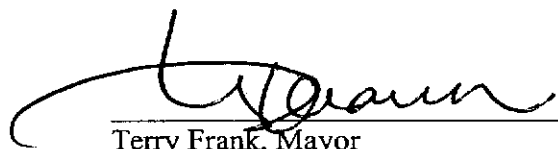
SECTION 3. The attached Public Records Policy is hereby approved and shall take effect on July 1, 2017; and

SECTION 4. County officials may adopt separate policies or, by default, accept this policy as the public records policy for the office. Unless a separate policy is adopted by a county office by July 1, 2017 this policy shall apply without exception.

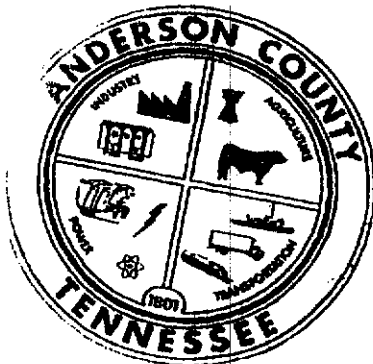
RESOLVED, APPROVED AND ADOPTED this 15th day of May, 2017.



Steve Emert, Chair, AC Commission



Terry Frank, Mayor



ATTEST:



Jeff Cole, County Clerk

Anderson County, Tennessee
Board of Commissioners

Public Records Policy

Pursuant to *Tenn. Code Ann. § 10-7-503(g)*, the following Public Records Policy for Anderson County is hereby adopted by the Anderson County Board of Commissioners to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) codified at *Tenn. Code Ann. §§ 10-7-501, et seq.*

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See, Tenn. Code Ann. § 10-7-503(a) (2)(A)*. Accordingly, the public records of Anderson County are presumed to be open for inspection unless otherwise provided by law.

Personnel of Anderson County shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Anderson County, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for Anderson County or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the Human Resources Office of Anderson County. This Policy shall be reviewed every two years by the Human Resources Advisory Committee and Records Commission for legal compliance and amended as needed.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Anderson County except the following offices, departments, or divisions of Anderson County, which have/will adopt[ed] separate public records policies:

- a. _____
- b. _____
- c. _____
- d. _____

I. Definitions:

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. *See, Tenn. Code Ann. § 10-7-503(a)(1)(C)*. The records custodian is not necessarily the original preparer or receiver of the record, nor the Public Records Request Coordinator.

- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency, with the exception of those records made confidential by Tennessee law. *See Tenn. Code Ann. § 10-7-503(a)(1)(A).*
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. *See, Tenn. Code Ann. § 10-7-503(a)(1)(B).* The Public Records Request Coordinator may also be a records custodian. The Public Records Request Coordinator for Anderson County is the Director of Human Resources.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner. Notwithstanding any provision contained within this policy to the contrary, a records request may be submitted directly to the records custodian for the requested document, if known.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing [or email] address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing using the Request Form and delivered to the Anderson County Office of Human Resources, 100 North Main Street, Room 102, Clinton, TN 37716; Phone – 865-259-2300; Fax – 865-457-6259; Email – andersoncountyhr@andersontn.org.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing using the attached Request Form and delivered to the PRRC at the Office of Human Resources, 100 North Main Street, Room 102, Clinton, TN 37716. A Requestor who knows the Records Custodian for the particular record may deliver the identified form to the specific Records Custodian, instead of the PRRC.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID under Tennessee law) is required as a condition to inspect or receive copies of public records.
- F. A copy of this policy shall be posted on the Anderson County Website at all times and made available for inspection and copies in the Human Resources Office. Those departments or offices adopting separate Public Records Policies shall post copies of the applicable policy within the department or office and the Anderson County Website.

III. Responding to Public Records Requests

A. Public Record Request Coordinator or Records Custodian

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the Governmental Entity is the custodian of the records and the identity of the specific department or office.

2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.

 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity. (Offer to assist in clarification)
 - iii. A legal exemption makes the record not subject to disclosure under the TPRA or other provisions of Tennessee law.
 - iv. The Governmental Entity is not the custodian of the requested records.
 - v. The records do not exist. Anderson County is not required under this policy to compile or create a document that does not exist. Requests governed by this policy are for records that have been previously made or compiled during the course or transaction of governmental business.

 - c. If appropriate, contact the requestor to see if the request can be narrowed or clarified.

- d. Forward the records request to the appropriate records custodian for processing, or forward the request to the department or office head that has elected to adopt their own Public Records Policy by the next business day.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC is:
- a. Name and title: Mr. Russell Bearden, Anderson County Director of Human Resources
 - b. Contact information: Anderson County Courthouse, 100 North Main Street, Room 102, Clinton, TN 37716; Phone – 865-259-2300; Fax – 865-457-6259; Email – andersoncounttyhr@andersontn.org.
4. If specific personal information is requested regarding an individual employee or group of employees, the PRRC and/or the Records Custodian shall notify the employee(s) prior to releasing the requested document. The PRRC(s), and individual departments or offices that have adopted different Public Records Policies, shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall provide a response to the requestor or make the requested public records available within seven (7) business days in accordance with *Tenn. Code Ann. § 10-7-503*. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not practical to promptly provide requested records because additional time is necessary to determine whether the requested records exist; are exempt, to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, the records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form advising the requestor that additional time is needed to comply with the request. The records custodian shall promptly complete and provide the requested record when available.
3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Response Form.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary

to prepare the records for access, the records custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with the County Law Director. Records custodian and the PRRC may also consult with the OORC for specific advice on fulfilling any public records request.
2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.
3. Records contained in the Register of Deeds Office and court records retained by the Court Clerk or Clerk and Master shall be exempt from the provisions of this policy when the requestor is the owner or party to a transaction recorded in the Register of Deeds Office or a party to a court proceeding.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records provided the inspection process takes less than one hour. If governmental personnel are assigned to monitor or assist with inspection, the first hour will be free of charge. Any subsequent time will be charged to the requestor at the hourly rate of the employee assigned to monitor or assist with inspection.
- B. The location for inspection of records within the offices of Anderson County should be determined by either the PRRC or the records custodian.
- C. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

- A. A records custodian shall promptly respond in writing within seven (7) days to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the records custodian.
- C. Copies may be delivered by email if requestor agrees. Upon payment for postage, copies will

be delivered to the requestor's home address, as indicated on document(s) proving Tennessee citizenship, by the United States Postal Service. Additional permitted means of delivery are allowable provided payment for delivery services are made in advance by requestor.

- D. A requestor will not be allowed to make copies of records with personal equipment or have documents transferred to a personal storage device; however, a county employee may utilize a county-purchased storage device to fulfill a public records request provided the requestor reimburses the county for the storage device. In no case will privately owned storage devices be connected and utilized by the requestor to extract data from county owned IT components. Notwithstanding any provision contained within this policy, a requestor may utilize a personal camera or phone camera to photograph requested documents, however, reasonable charges will be assessed as outlined in Section IV, A.

VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records; however, taxpayer monies used for equipment, supplies and personnel utilized to process public records requests are subject to reimbursement by the requesting party.
- B. Records custodians shall provide requestors with an itemized estimate of the charges on the form provided prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- C. In hardship cases the duplication and processing fees may be waived with the approval of the department head or elected official provided a written request for a waiver is received from the requestor setting forth the reasons and facts supporting the hardship.
- D. Fees and charges for copies are as follows:
 - 1. \$0.15 per page for letter- and legal-size black and white copies.
 - 2. \$0.50 per page for letter- and legal-size color copies.
 - 3. Other storage devices such as memory sticks, disk, discs, tape(s), external hard drives and the like will be charged at the actual reimbursement rate plus personnel time above one hour utilized in processing the request.
 - 4. When time exceeds one hour the requestor will be charged for the reimbursement of personnel expense at the hourly wage rate for the employee(s) utilized.
 - 5. If an outside vendor is used, the actual costs assessed by the vendor.
- E. Copy rates may be increased and amended as authorized by Tennessee law.
- F. Payments are to be made in checks only payable to "Anderson County." All payments shall be receipted by the Finance Department with the exception of documents obtained through the Sheriff's Office or the respective court clerks.
- G. Payment in advance will be required when processing costs are estimated to exceed one

hundred dollars \$100.00.

I. Aggregation of Frequent and Multiple Requests

1. Anderson County will not aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

VII. Interpretation

- A. When questions arise concerning the interpretation of this policy employees should, and are strongly encouraged to contact the Office of Open Records Counsel or the County Law Director.

Tennessee Office of Open Records Counsel
James K. Polk State Office Building
505 Deaderick Street, Suite 1700
Nashville, TN 37243-1402
Phone: 866-831-3750
Email: Openrecords@cot.tn.gov

PUBLIC RECORDS REQUEST FORM
Anderson County, Tennessee

[Date]

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Anderson County Public Records Coordinator

From: _____ [Insert Requestor's
Name and Contact Information (include an address for any TPRA required written response)]

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TPRA does not permit fees or require a written request for inspection onlyⁱ.)
 Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor

Signature of Public Records Request Coordinator

Date Submitted

Date Received:

ⁱ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

PUBLIC RECORDS RESPONSE FORM
Anderson County, Tennessee

[Date]

[Requestor's Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)¹ indicated below:

- The public record(s) responsive to your request will be made available for inspection: Location: _____ Date & Time: _____

- Copies of public record(s) responsive to your request are:
 - Attached;
 - Available for pickup at the following location: _____; or
 - Being delivered via: USPS First-Class Mail Electronically Other: _____

- Your request is denied on the following grounds:
 - Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 - No such record(s) exists or this office does not maintain record(s) responsive to your request.
 - No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 - You are not a Tennessee citizen.
 - You have not paid the estimated copying/production fees.
 - The following state, federal, or other applicable law prohibits disclosure of the requested records:

- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
 - It has not yet been determined that records responsive to your request exist; or
 - The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

Public Records Request Coordinator/ Records Custodian

**Anderson County, Tennessee
Board of Commissioners**

RESOLUTION NO. 17-5-638

**RESOLUTION HONORING CHIEF JAMES AVERY JOHNSON AS
TENNESSEE JAIL ADMINISTRATOR OF THE YEAR.**

WHEREAS, Anderson County's very own, Chief Avery Johnson has been awarded the Tennessee "Jail Administrator of the Year" for 2017 by the Tennessee Corrections Institute; and

WHEREAS, this annual state-wide award is given by the Tennessee Corrections Institute to recognize jail administrators who have demonstrated a high-level of professionalism and dedication in the area of corrections while working toward the overall mission of providing a humane professional corrections environment for today and tomorrow; and

WHEREAS, Chief Johnson's thirty-six (36) years of dedicated service to the citizens of Anderson County makes him the longest serving jail administrator in the state; and

WHEREAS, during his tenure, Chief Johnson has successfully managed the county jail from a small courthouse facility housing less than fifty (50) inmates to a modern-day correctional facility holding over 500 inmates; and

WHEREAS, Anderson County's unique "Alternatives to Incarceration" program has been recognized across the state as model program for all institutions to follow and has proven beneficial to the facility in the reduction of inmates and to the inmates themselves by providing education, substance abuse prevention, personal skills, moral development and a second chance in life.

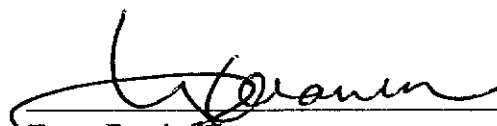
NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 15th day of May 2017 that we congratulate and honor Chief Johnson for being recognized as "Jail Administrator of the Year" by the Tennessee Corrections Institute and for his thirty-six years of dedicated service to the citizens of Anderson County.

RESOLVED, DULY PASSED AND APPROVED this 15th day of May 2017.



Steve Emert, Chair, AC Commission





Terry Frank, Mayor



Jeff Cole, County Clerk

Anderson County, Tennessee
Board of Commissioners

RESOLUTION NO.: 17-5-636

RESOLUTION SUPPORTING THE PURPLE CITIES ALLIANCE DEDICATED TO EDUCATION AND AWARENESS OF DEMENTIA AND ALZHEIMER'S DISEASE

WHEREAS, many citizens of Anderson County suffer from one of the many forms of dementia including Alzheimer's disease; and

WHEREAS, dementia and Alzheimer's disease are the sixth leading cause of death in the United States with annual treatment costs in Tennessee of over 259 million dollars; and

WHEREAS, over 15 million Americans suffer from one or more forms of dementia and one in three seniors in our country die from this disease; and

WHEREAS, in 2016 over 15 million volunteer caregivers provided 18.2 billion hours of unpaid care for friends or relatives suffering from dementia; and

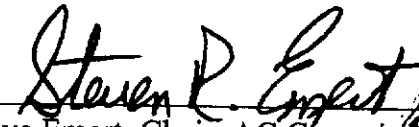
WHEREAS, founded in Knoxville the Purple Cities Alliance seeks to educate, provide awareness and training, and honor those volunteer caregivers who spend countless hours with friends and loved ones; and

WHEREAS, the Purple Cities Alliance has quickly grown throughout East Tennessee with counties such as, Knox, Seiver and Sullivan participating as members, as well as the cities of Knoxville and Oak Ridge.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 15th day of May 2017 that we strongly support the Purple Cities Alliance in their mission to educate, provide awareness and training, and honor the volunteer caregivers serving friends and loved ones suffering from dementia and Alzheimer's.

BE IT FURTHER RESOLVED that we encourage all Anderson County First Responders to take part in the training programs offered by the Purple Cities Alliance and we encourage all Anderson County citizens to support this worthy endeavor.

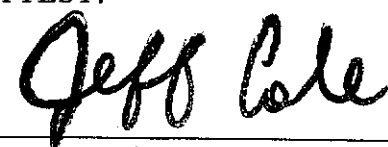
RESOLVED, DULY PASSED AND APPROVED this 15th day of May 2017.


 Steve Emert, Chair, AC Commission




 Terry Frank, Mayor

ATTEST:


 Jeff Cole, County Clerk

Anderson County, Tennessee
Board of Commissioners

RESOLUTION NO.: 17-5-635

RESOLUTION SUPPORTING TDOT "OPTION 1" FOR THE EXPANSION AND RE-CONSTRUCTION OF U.S. HIGHWAY 25W/S.R. 9 THROUGH ANDERSON COUNTY.

WHEREAS, officials from the Tennessee Department of Transportation (TDOT) and Anderson County met on May 9, 2017 to discuss options for the expansion and re-construction of U.S.Hwy.25W/S.R. 9 through Anderson County at the request of District 1 County Commissioner, Tracy Wandell; and

WHEREAS, after discussing the options presented by TDOT, it was determined that Option 1 would be the most practical and safest route for our citizens and traveling motorists; and

WHEREAS, Option 1 primarily includes: reducing travel lanes to eleven (11) feet to allow a four (4) foot buffer between opposing lanes at the dangerous "Beck's Curve" and Ciderville Music Store while maintaining two continuous lanes in both directions; extension of the five (5) lane section from Edgemoor Road to the bridge over Nelson Branch; using existing shoulders to create a five (5) lane roadway from Bull Run Road to the bridge over Bull Run Creek; and added curve warnings and safety markings through-out the re-surfacing project; and

WHEREAS, additional Option 1 safety features are outlined in the attached minutes. (See Exhibit 1)

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 15th day of May 2017 that we support and endorse "Option 1" as the most practical and safest route for our citizens and motorist traveling Highway 25W/S.R.9 through Anderson County and we encourage TDOT to commence this project as soon as feasible.

BE IT FURTHER RESOLVED that we respectfully request the County Clerk to send a copy of this Resolution to TDOT Region Director, Ms. Amanda Snowden at Region 1 Headquarters, Strawberry Plains.

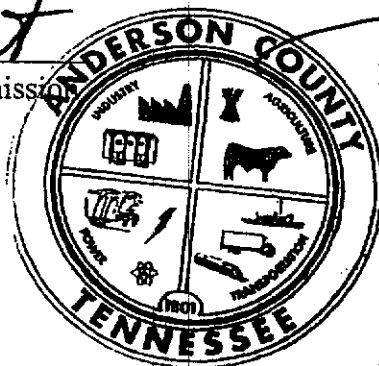
RESOLVED, DULY PASSED AND APPROVED this 15th day of May 2017.

Steven R. Emert

Steve Emert, Chair, AC Commissioner

Terry Frank

Terry Frank, Mayor



ATTEST:

Jeff Cole

Jeff Cole, County Clerk



**State Route 9, Clinton Highway
May 9, 2017**

MINUTES

Attendees:

Mayor Terry Frank, Anderson County
Gary Long, Anderson County Highway Superintendent
Tracy Wandell, Anderson County Commissioner - District 1
Mark Alderson, Anderson County Commissioner - District 2
Steve Borden, TDOT Region 1 Director
Amanda Snowden, TDOT Region 1 Director of Operations
Danny Oliver, TDOT Region 1 Director of Project Development
Nathan Vatter, TDOT Region 1 Traffic Engineer
Andrew Padgett, TDOT Region 1 Traffic
Bryan Bartnik, TDOT Region 1 Traffic
Cameron Parker, TDOT Region 1 Traffic
Kristin Qualls, TDOT District 18 Engineer

The purpose of this meeting was to discuss the option selection for State Route 9, Clinton Highway resurfacing and restriping project from near SR-170 to the Anderson/Knox County Line. The Department has met with Anderson County on several occasions to discuss safety improvements along this section of Clinton Highway. This project includes resurfacing the existing roadway and reconfiguring lane markings to allow dedicated passing areas, a center turn lane, and wider shoulders. Commissioner Wandell set this meeting up to discuss the County's decision on striping modifications and lane reconfiguration on State Route 9. At the conclusion of the meeting the County elected to move forward with Option 1, which provides:

- Reducing travel lanes to 11 feet and allows 4-foot buffer between opposing lanes near Lonesome Dove Road (Beck's Curve) while maintaining two lanes continuously in each direction
- Extension of the 5-lane section from near SR-170 toward the Bridge over Nelson Branch
- Using shoulders to create a 5-lane beginning near Bull Run Road to the Bridge over Bull Run Creek
- 4-foot buffer separating the opposing lanes in front of Ciderville Music Store
- Added Pavement Marking for Curve Warning recommended to remain in Resurfacing Project

Other Items Discussed

- Consideration of the construction of a right-turn lane at Mehaffey Road using existing shoulder and ROW.
- Removal of private structures and parking on State Right-of-Way.
- Providing a more consistent and safe speed limit along the corridor, note current speeds range from 45 to 55 mph it was recommended that 50 mph be considered

Action Items

- TDOT will begin preparing final plans for the State Route 9, Clinton Highway resurfacing project
- TDOT will review the request for a turn lane at Mehaffey Road, however it was noted that work may be outside the scope for the proposed resurfacing project
- TDOT will review Right-of-Way encroachments and contact property owners and Anderson County Officials
- TDOT will perform a speed study along the corridor and coordinate speed changes with Resurfacing Project
- Anderson County to send a letter of support to TDOT for the proposed changes as discussed