

**MINUTES
OF
PUTNAM COUNTY COMMISSION
JANUARY 22, 2019**

Prepared by:

Wayne Nabors
Putnam County Clerk
121 S Dixie Avenue
Cookeville, TN 38501

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on January 22, 2019 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding, the Chairman, Ben Rodgers and the County Clerk, Wayne Nabors.

Major Jim Eldridge of the Putnam County Sheriff's Department called the meeting to order.

The Chairman, Ben Rodgers recognized Brad Windlan, Pastor of First Christian Church for the Invocation.

The Chairman, Ben Rodgers recognized Commissioner Terry Randolph to lead the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following were present:

PRESENT:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that twenty two (22) were present and two (2) absent. Therefore, the Chairman declared a quorum.

MOTION RE: APPROVE THE AGENDA

Commissioner Cathy Reel moved and Commissioner Jimmy Neal seconded the motion to approve the Agenda of the January 22, 2019 Meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

**The Commission will be meeting on Tuesday, January 22, 2019
due to Martin Luther King's Birthday on Monday**

**AGENDA
PUTNAM COUNTY
BOARD OF COMMISSIONERS**

Monthly Awards will be presented at 5:45 PM

**Regular Monthly Session
Tuesday, January 22, 2019 6:00PM**

**Presiding: Honorable Ben Rodgers
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation** *District 5*
- 3. Pledge to the Flag of the United States of America** *District 5*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees**
 1. Hear report from the Rules Committee
 - C. Other Unfinished Business**

8. New Business and Action Thereon by the Board

A. Report of Standing Committees

1. Planning Committee

- a. Recommends approval of the Sheriff's Office request to declare a dog as surplus and to donate to the original dog handler, US Marine Corp. Veteran, Lance Corporal Phillip Akhteebo.
- b. Recommends to discuss waving the fraternization policy for the EMS Department. ***THIS COMES WITHOUT RECOMMENDATION***
- c. Recommends approval of a Resolution requesting the streamline of school bus driver licensing to meet the critical transportation needs of local school districts.
- d. Recommends approval of the adoption of the Putnam County Grievance Procedure under the Americans with Disabilities Act.

2. Fiscal Review Committee

- a. Recommends approval of budget amendments to the County General Fund.
- b. Recommends approval of budget amendments to the General Purpose School Fund.
- c. Recommends approval of budget amendments to the Road Department Fund.
- d. Recommends approval of budget amendment to the Capital Project Fund.
- e. Recommends approval for the County Commission pay to be set at 5% of the County Executive's pay, beginning September 1, 2022.
- f. Recommends approval of a Resolution to apply to the Tennessee Department of Economic and Community Development Block Grant Funds.

3. Nominating Committee

- a. Recommends that the following be appointed to the Agriculture Extension Committee for 2 year terms to expire January 2021:
Scott Chadwell
Ben Rodgers
Angie Glascock

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Ratification of County Executive Randy Porter's selection of the Budget Committee. *List to be provided at meeting*
2. Ratification of County Executive Randy Porter's reappointments to the Payscale Committee as follows:
 - Jimmy Neal
 - Danny Holmes
 - Jim Martin
 - Ben Rodgers
3. Ratification of County Executive Randy Porter's reappointment to the Health and Safety Standards Board for four year terms as follows:
 - Kathy Dunn
4. Recognize Cash Flow Analysis for the General Purpose School Fund.
No action required
5. Acknowledgment of the appointment of David Matson to the Cookeville Boat Dock Utility District with term to expire February 1, 2023.
Requires no action, but needs to be incorporated into the minutes

9. Announcements and Statements

10. Adjourn

The Chairman asked for discussion on the motion to approve the Agenda of the January 22, 2019 Meeting of the Putnam County Board of Commissioners. The Commissioners discussed the motion.

MOTION RE: AMEND THE MOTION TO APPROVE THE AGENDA TO READ: PLANNING COMMITTEE RECOMMENDS TO DISCUSS AMENDMENT TO ANTI-FRATERNIZATION POLICY FOR ALL COUNTY DEPARTMENTS

Commissioner Mike Atwood moved and Commissioner Danny Holmes seconded the motion to amend the Agenda to read: Planning Committee Recommends to Discuss Amendment to Anti-Fraternization Policy for all county departments.

The Chairman asked for discussion on the motion to amend the Agenda. The Commissioners discussed the motion.

The Chairman asked for a voice vote on the motion to amend the Agenda. The motion carried.

MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING

Commissioner Mike Atwood moved and Commissioner Cindy Adams seconded the motion to approve the Minutes of the December 17, 2018 Meeting of the Putnam County Board of Commissioners.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion to approve the Minutes of the December 17, 2018 Meeting of the Putnam County Board of Commissioners. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business.

REPORT OF SPECIAL COMMITTEES:

HEAR REPORT FROM THE RULES COMMITTEE

Commissioner Jonathan A D Williams gave Rules Committee Report.

(SEE ATTACHED)

The Chairman asked for discussion on the motion to approve the Sheriff's Office request to declare a dog as surplus and to donate to the original dog handler, US Marine Corp Veteran, Lance Corporal Phillip Akhteebo. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS TO DISCUSS
AMENDMENT TO THE ANTI-FRATERNIZATION POLICY FOR ALL COUNTY
DEPARTMENTS**

(SEE ATTACHED)

ARTICLE I THE BOARD OF COUNTY COMMISSIONERS

RULE 1 CONVENING THE BOARD

1A: REGULAR MEETINGS: The Board shall meet in regular session on the third Monday evening of each month except for the month of June which will be held on the last Monday of the month. The meeting time shall be six o'clock (6 p.m.).

1B: COUNTY HOLIDAYS: If the regular meeting of the Planning, Fiscal Review, or full Commission falls on a county holiday, the meeting shall be held the following Tuesday evening at the regularly scheduled hour. The Chairman shall announce this change at the prior month's meeting.

1C: SPECIAL CALLED MEETINGS: The County ~~Mayor~~ has the power to convene the legislative body in special session when, in his or her opinion, public interest requires it. A majority of the members of the county legislative body may petition the Chairman, in writing, for a special meeting. If a majority of the body petitions for a special meeting, it is mandatory for the Chairman to call a meeting. The call for a special meeting must be made by publication in a newspaper published in the county and by personal notices sent by the County Clerk, at least five (5) days before the meeting. The notice must specify the object and purpose of the special session and no other business can be transacted at the special meeting. If a special meeting is held for the purpose of filling a vacancy, ten days notice must be provided to Commission members and one week's notice must be published in a newspaper of general circulation in the county.

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1D: RECESSED MEETINGS: The Chairman may recess a meeting of the county legislative body until a future time. When the time for the recess has expired, the Chair again calls the meeting to order and resumes the business of the meeting that was pending when the recess began.

RULE 2 QUORUM

2A: A QUORUM FOR THE TRANSACTION OF BUSINESS: This shall be a majority of the Board membership as it exists at that time, not as authorized. Vacancies on the Board shall not be included in determining the membership of the Board. However, two-thirds of the Board must be present before fiscal matters (appropriations, fund transfers, etc.) can be considered.

2B: CONFLICT OF INTEREST: A Commissioner, who abstains from a particular vote by announcing a conflict to interest as defined by Tennessee Code Annotated section 5-5-112, ~~shall not~~ be counted for determining the required majority. (Also see Rule ~~7E~~ and Appendix B)

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RULE 3 ORDER OF BUSINESS

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- 1. Call to Order. The Board shall be called to order by the Sheriff, his appointed officer, or in their absence the Commission Chairman. The Chairman shall preside. In the absence of the Chairman, the Chairman Pro Tempore shall preside. If the Chairman Pro Tempore is also absent, the Board shall be temporarily presided over by the Parliamentarian or the County Clerk until the Board shall elect one from its membership to preside.
- 2. Invocation.
- 3. Pledge to the flag of the United States of America.
- 4. Roll Call
- 5. Approval of Agenda.
- 6. Approval of the Minutes of the previous meeting and any special called meetings.
- 7. Unfinished Business.
 - a. Report of Standing Committees and action thereon by the Board
 - b. Report of Special Committees and action thereon by the Board
 - c. Other Unfinished Business
- 8. New Business.
 - a. Report of Fiscal Officers. Quarterly reports shall be submitted by the fiscal officers.
 - (1) Road Supervisor
 - (2) Superintendent of Schools
 - (3) County Mayor
 - b. Report of Standing Committees and action thereon by the Board
 - c. Report of Special Committees and action thereon by the Board
 - d. _____
 - e. Resolutions of _____
 - f. Election of Notaries
 - g. Other new business
- 9. Announcements and Statements.
- 10. Adjournment or Recess.

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RULE 4 GENERAL CONDUCT OF BUSINESS

BEFORE THE BOARD OF COMMISSIONERS

4A: WHO MAY ADDRESS THE CHAIRMAN:

(1) Members. Commission members may address the Chairman at any appropriate time.

(2) Non-members. The Chairman may also recognize non-members upon request or at his discretion, provided there is no objection by any Commissioner. If any Commissioner objects, the person may be permitted to address the Board only after a motion, second and upon a majority vote of the Commissioners in attendance. The Chairman may set a limit on the time a non-Commission member is allowed to speak.

4B: GAINING THE FLOOR: In all cases, the member shall first signify a desire to be recognized by the Chairman by use of a Commissioner handset and corresponding signal on the Commission computer screen. The Chairman then shall properly recognize the request by the Commissioner. When two or more members address the Chairman at the same time, the Commissioner computer screen should indicate the order of speakers. The Chairman shall then name the member who shall speak first, followed by the other member(s).

~~Deleted:~~ In all cases, the member shall first address the Chairman and receive proper recognition by the Chairman. When two or more members address the Chairman at the same time, the Chairman shall name the member who shall speak first, followed by the other member(s)

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4C: SPEAKING:

(1) Members. When any member wishes to speak in debate, discussion, or deliver any matter whatsoever to the Board, he shall address himself to the Chairman in the manner as stated in Rule 4B. After he is recognized, the Commissioner shall proceed in his remarks. In a debate or discussion of a motion, a member must confine himself to the question before the assembly and avoid personalities.

~~Deleted:~~ When any members wishes to speak in debate, discussion, or deliver any matter whatsoever to the Board, he shall respectfully address himself to the Chairman and shall, after he is recognized, proceed in his remarks. In a debate or discussion of motion, a member must confine himself to the question before the assembly and avoid personalities.

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No member shall speak more than once on the same motion until every other member has had an opportunity to speak. No member shall speak longer than ten (10) minutes on the same motion, or three (3) minutes in any succeeding speech unless by majority consent of the Board members in attendance.

(2) Committee Reports. A Standing Committee Chairman, reporting for his committee, his designee, the author of a resolution, or a Special Committee Chairman reporting for his committee may speak as often and for as long as the situation requires to answer questions or present information. (Also see Rule 23)

4D: CONSENT TO YIELD: While a person is speaking he shall not be interrupted, except if he wishes to yield to a question from a member. If the speaker declines to yield, he shall not be interrupted, but shall yield to questions at the end of his presentation.

4E: POINTS OF ORDER: If any person transgresses the Rules of the Board, the Chairman shall call him to order, or a member may request that he be called to order. The point of order shall be at once decided by the Chairman, subject to an appeal to the Board. After the decision is rendered, the member having the floor may proceed, subject to the decision made.

4F: APPEAL OF RULING: Any member of the Board may appeal to the Board any ruling by the Chairman and a majority vote of the members voting shall decide the appeal. The Parliamentarian shall advise the Board prior to the vote.

4G: REFUSAL TO BE IN ORDER: If any person, member or other otherwise, refuses to be in order, the Chairman shall have the right to call upon the Sheriff, Deputy Sheriff or officer in waiting to seat such person, and if such person refuses to be seated, or come to order, the Chairman shall have the right to declare such person in contempt and to order his removal from the room. The person may return to the room only on the approval of a majority of the Commissioners present.

4H: SUSPENDING THE RULES: These Rules Regulating the Procedures of Putnam County Board of Commissioners may be suspended at any time by the Board by a two-thirds (2/3) vote of the Board membership.

4I: ROBERT'S RULES OF ORDER REVISED: All matters not covered herein shall be governed by the latest edition of Robert's Rules of Order Revised. (See Appendix A)

RULE 5 AGENDA (Also see Rules 10E and 14E)

5A: STANDING COMMITTEE CHAIRMEN AND AGENDA: Standing committee chairmen and Special Committee Chairmen shall notify the Chairman of the Board and/or the County ~~Mayor~~ of the items to be included on the agenda for a particular meeting. This shall be done in time for the Board Chairman and County Executive to assemble the agenda for the required mailing (see 5B).

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5B: AGENDA TO COMMISSION MEMBERS: A copy of the agenda for the regular Commission meeting shall be ~~sent to each Commissioner and County Clerk at least four~~ (4) days before the Board is to meet.

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5C: AGENDA TO NEWS MEDIA: A copy of the agenda shall be emailed to all licensed commercial radio and television stations in Putnam County, and one copy to each newspaper published in Putnam County, for sale and distribution to the general public, at the same time the agenda is emailed to the Commissioners.

5D: CHANGES TO THE AGENDA: Agenda items may be added, deleted, amended prior to the vote to approve the agenda, if approved by a two-thirds vote of the membership of the Commission. (Also see Rule 3, Order of Business)

5E: RESTRICTIONS ON AGENDA ITEMS: A resolution or motion requiring the appropriation of money must pass through the Fiscal Review Committee and one concerning the use or sale of County property must pass through the Planning Committee, unless a minimum of two-thirds of the Board membership vote to suspend this rule. (Also see Rule 19A and 19B). Requests not considered by the Board at any session will be referred to the appropriate committee for recommendation to be presented at the next Board meeting.

RULE 6 INTRODUCTION OF RESOLUTIONS AND MOTIONS

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6A: MOTIONS AND RESOLUTIONS: These are the appropriate methods to bring business to the Board.

6B: RESOLUTIONS: A resolution may be introduced only by members of the Board, the County Executive or County Clerk. Resolutions are used when required by state statute or when details need to be specifically stated. Resolutions should be presented in writing, preferably in advance of the meeting. Resolutions of memorials, sympathy and commendations may be presented to the Board in written or verbal form.

6C: MOTIONS: Motions may be made only by Commissioners. No motion shall be debated until the same has been seconded, reduced to writing by the Clerk, and stated by the Chairman or read by the Clerk.

6D: MOTION TO TABLE: A motion to table another motion duly made and seconded may be made, and if this tabling motion receives a second, the Chairman shall call for a vote on the tabling motion without debate or discussion. The Chair may restate and clarify the original motion. A 2/3 majority of the Board as it exists shall be required for passage of the tabling motion.

6E: RECONSIDERATION OF A MOTION AT ONE SESSION: When a question has been put to a vote, it shall be in order for any member of the prevailing side to move reconsideration. However, a two-thirds (2/3) vote of the members present shall be required for a reconsideration of a question.

6F: GENERAL RULES OF PROCEDURE: The debate of motions, is listed in Rule 4.

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6G: THE ORDER OF PRECEDENCE OF MOTIONS: As set out in the latest copyrighted edition of Robert's Rules of Order Revised, shall be strictly followed. See Appendix A for listing of motions and order of precedence allowable under parliamentary procedure.

RULE 7 VOTING

7A: PUTTING THE QUESTION: The Chairman or Clerk shall clearly state the motion or resolution before the board before a vote is taken. A member may ask for clarification of the question until the results of the vote are announced by the Clerk.

7B: ROLL CALL: Fiscal matters (appropriations, fund transfers, etc.) and elections require a roll call vote. Voice or show of hand votes are acceptable at the discretion of the Chairman when allowable by law, but any Commissioner may require a roll call vote by so requesting, either before or after a vote or show of hand vote.

7C: MEMBER MAY CHANGE VOTE: Any Commissioner may change his roll call vote before the result of a roll call is announced by the Clerk. It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote and to ask if anyone who voted wishes to change their vote. Then, the results shall be announced by the Clerk and the Chairman shall declare the passage or defeat of the question.

7D: VOTES REQUIRED TO PASS A MOTION OR RESOLUTION: A majority of the Board membership as it exists is required to pass a motion unless otherwise stated in these Rules. However, any matter not covered by these Rules may require more than a majority of the Board for passage. (Also see Rule 2B.)

7E: CONFLICT OF INTEREST: No member of the Board of County Commissioners of Putnam County who is also an employee of the County may vote on matters in which such member has a conflict of interest. A conflict of interest is created under this section when a member is voting on a matter which, if approved by the Board of County Commissioners, would increase the pay or benefits of that member or that member's spouse. The vote of any member having a conflict of interest shall be void if challenged in a timely manner. As used in this subsection, "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body. This shall not prohibit a member of the Board of County Commissioners from voting on the budget, appropriation resolution, or tax rate resolution, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation or resolution in which the member has a conflict of interest.

RULE 8 ELECTIONS

The Nominating Committee may nominate one or more persons for each vacancy which the Board is responsible for filling. Nominations may then be made from the floor. The floor will be kept open until every member has had the opportunity to nominate one person before nominations are closed. The election will proceed as follows:

1. The names of persons nominated shall be read to the Board prior to the vote.
2. Election shall be by roll call.
3. A majority of the Board membership as it exists is required for election.
4. If no one is elected on a given ballot, and there are more than two candidates, the person receiving the smallest number of votes will be eliminated and votes taken again until a person is elected.
5. The Board is not precluded from holding a caucus.

RULE 9 PARLIAMENTARIAN

9A: ELECTION: The Board shall elect a Parliamentarian for a term of one year, at the regular September meeting.

9B: DUTIES: The Parliamentarian may advise the Chairman or any member of the Board in any matter of parliamentary procedure. When a member of the Board appeals any ruling by the Chairman, the Parliamentarian shall advise the Board prior to their vote on the ruling. (Also see Rule 4E and 4F)

9C: ORIENTATION: During the time after a general County Commission election and before taking office, the County Mayor shall organize an orientation session for the elected members to familiarize them with the Rules and other responsibilities of the Board.

Deleted: Parliamentarian

9D: OTHER COMMITTEES: The Parliamentarian shall serve on the Rules Committee (Rule 13C) and the Minutes Committee (Rule 13B)

RULE 10 CHAIRMAN OF THE BOARD & CHAIRMAN PRO TEMPORE

10A: ELECTION: The Board shall elect a Commissioner or the County Executive as Chairman and a Commissioner as Chairman Pro Tempore at the regular September meeting of the Board, to serve for a term of one year. No person may serve as Chairman for more than two successive terms. The election shall be held as outlined in Rule 8. The Chairman and Chairman Pro Tempore shall take office immediately following their election at the September Board meeting.

10B: VOTING: The Chairman, if the County Mayor, shall vote only in case of a tie vote.

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10C: DUTIES:

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(1) Preside at all Board of County Commission meetings (Rule 3).

(2) Question of order. The Chairman shall preserve order and decorum. He shall speak to points of order raised by other members, rising from his seat for that purpose. He or any Commissioner may request the advice of the Parliamentarian. The Chairman shall decide questions of order, subject to an appeal to the Board by any Commissioner (Rule 4F).

(3) Stating motions for debate and vote, the Chairman shall state or put a question. (Rule 7A). He shall announce the result of all votes.

(4) Recognition of members for debate. See Rule 4B, 4C.

(5) Committee assistance. The Chairman shall offer assistance and advice to the committees and subcommittees as requested. He may serve as an ex officio member of the Rules Committee (Rule 13C).

(6) Committee jurisdiction question. Should any questions arise as to the jurisdiction of any committee, it shall be referred to the Chairman of the Board for determination, subject to an appeal to the Board at its next regular meeting.

(7) Questions of information/clarification. The Chairman may answer questions, provide information and give explanations from the chair provided he remains impartial and is not speaking for or against the motion.

10D: SPEAKING ON MOTIONS OR RESOLUTIONS: The Chairman may speak for or against any question only after relinquishing the chair. The Chairman Pro Tempore shall preside until the matter under consideration is disposed of, provided the Chairman Pro Tempore has not spoken on the matter, in which case the Chairman may appoint an impartial temporary Chairman.

10E: AGENDA: The Chairman in cooperation with the County Mayor shall establish the agenda for Commission meetings. Also see Rule 5A.

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RULE 11 COUNTY CLERK

11A: SPECIAL OR CALLED MEETINGS: The Clerk shall notify each member of the Board of any special or called meetings not less than five (5) days in advance of the meeting. Also see Rule 1C.

11B: MINUTES: The Clerk shall reduce the minutes of each Board meeting to writing and attach a copy of all paperwork associated with Board action. The monthly minutes shall also include the minutes of the standing committees. The minutes shall be prepared after each Board meeting and before the next scheduled Board meeting for placement in a well-bound book suitable for public inspection. The Clerk shall make copies of the minutes of each Board meeting available, without charge, to members of the Minutes Committee and upon request to other Commissioners.

11C: RESOLUTIONS: A copy of all resolutions approved by the Board shall be submitted to the County Mayor for his/her consideration and signature or veto. The originals of these documents shall be included in the Clerk's bound minutes of the Board meetings.

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11D: ROLL CALL: Unless inoperable, the electronic voting machine shall be used for all roll call votes.

11E: ORIGINALS OF DOCUMENTS/CONTRACTS: The County Clerk shall retain the copies of all signed documents and contracts for the County Commission with the Minutes. Originals shall be filed in the County Mayor's office.

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RULE 12 SHERIFF

The Sheriff or a deputy designated by him shall attend each session of the Board. The Board shall be called to order by the Sheriff, his appointed officer, or in their absence the Commission Chairman. The Sheriff or his officer shall preserve order and carry out orders of the presiding officer of the Board. See Rule 3 and 4G.

RULE 13 SPECIAL COMMITTEES

13A: SPECIAL COMMITTEES CREATED: These may be created by the Board for specific purposes or studies at the request of the County Mayor, the Chairman of the Board or any other Commissioner. Whenever a special committee is created, it must be given a written charge to include the scope of the intended task, time frame for the committee to work, and membership on the committee. Establishment of a special committee shall require a majority vote of the Board unless otherwise stated in the committee's original charge. Dismissal of a special committee shall be upon the Board's vote to receive the special committee's report; this does not mean that the report is accepted, only received by the Board. In no case shall a special committee exist longer than one year unless an extension is granted by the Board. No special committee shall be appointed for any purpose when there is a standing committee on the same subject. The Chairman of any special committee may be elected by the Board at the time the special committee is established or the Board may allow the members of the special committee to select a Chairman at their first meeting.

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In that case, the Chairman of the Board shall appoint an acting chairman to serve until the organization of the special committee is completed. The special committee shall report directly to the Board of Commissioners. Membership is not limited to County Commissioners.

13B: MINUTES COMMITTEE: ????????

13C: RULES COMMITTEE: A Rules Committee shall be appointed each September by the Chairman of the Commission and shall be composed of the Parliamentarian and four other Commissioners. The duties of the Rules Committee shall be to make recommendations to the full Commission for changes, updates, clarifications to the Rules Regulating the Procedures of the Putnam County Board of Commissioners or on any other matter pertaining to the orderly conduct of business by the Commission. The Rules Committee shall review the need for any established standing subcommittee to continue. The Rules Committee shall report at the October meeting and may meet and report at any other time during the year.

Deleted: The Minutes Committee shall consist of the Parliamentarian and Secretary of each of the Standing Committee (Fiscal Review, Planning and Nominating). The duty of the Minutes Committee shall be to read the minutes of each meeting accuracy and clarity and to recommend corrections, additions, deletions and/or approval by the Board before they are permanent recorded by the County Clerk. See 11B.

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13D: OTHER SPECIAL COMMITTEES: See Appendix C for listing and charge to any current Special committees.

RULE 14 COUNTY Mavor

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14A: CHAIRMAN: The County Mayor may be elected as Chairman of the Commission. See Rule 10A and 10B.

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14B: APPROVAL/VETO POWER: A non-chairman county executive may approve legislation passed by the County Commission by signing it or allowing it to become effective without signature ten days after receiving it or on a later date if specified in the resolution. The non-chairman County Mayor has 10 days to veto action of the County Commission. Vetoed legislation must be returned to the Commission with reason for veto. The county legislative body may override the veto by majority vote at its next regular meeting or within twenty days, whichever is later.

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14C: EX OFFICIO MEMBER: The County Mayor serves as a non-voting, ex officio member of the county legislative body. The County Mayor or a designated representative serves as a non-voting, ex officio member of each committee of the county legislative body and each board, commission or authority of county government.

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14D: APPOINTMENT POWER: The County Mayor shall appoint members of county boards, commissions and county department heads unless otherwise required by general law, special or private act. Such appointees shall be subject to confirmation by the county legislative body which shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county executive.

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If the Commission fails to confirm a County Mayor appointment, the County Mayor shall offer another appointment for Commission confirmation. (TCA 5-6-106(c), Also see Rule 27 C and Appendix D for listing of state authorized county boards, commissions and committees. Also see Rule 21D.

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14E: AGENDA: The County Mayor shall work with the Commission Chairman and committee chairmen to establish meeting agendas. (Rule 5, 10E)

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14F: COMMITTEE MEMBER: The County Mayor shall serve on the Judicial Commissioner Interview Committee. See Appendix C.

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RULE 15 COUNTY ATTORNEY

15A: MEETINGS: The County Attorney, as legal consultant, shall attend all meetings of the Board of Commissioners. It shall be the duty of that official to give his legal opinion on any subject where such guidance is requested by the Chairman of the Board, County Executive, any Commissioner, standing committee or other committee.

15B: CONTRACTS: The County Attorney shall review and advise the Commission on all its contracts.

15C: DELINQUENT TAX ATTORNEY: The County Attorney upon confirmation by the full Commission may serve as the Delinquent Tax Attorney for the county.

15D: OTHER: The County Attorney shall serve on the Judicial Commissioner Interview Committee. See Appendix C.

ARTICLE II COMMISSION COMMITTEE SYSTEM

RULE 16 STANDING COMMITTEE

16A: THE STANDING COMMITTEES: The standing committees of the full Commission shall be Fiscal Review, Planning and Nominating.

16B: FISCAL REVIEW AND PLANNING MEMBERSHIP: One Commissioner from each District shall serve on the Fiscal Review and the other from that District shall serve on the Planning Committee. Each September the Commissioner of each district with the longest consecutive service to date without interruption on the Putnam County Commission shall have the option of choosing to serve on either the Fiscal Review or the Planning Committee for a term of one year. When two members of the Board have the same term of service, the top vote getter in the past election shall have the option of serving on the Fiscal Review or Planning Committee.

Deleted: or its predecessor, the Putnam County Court,

16C: NOMINATING MEMBERSHIP: The Nominating Committee shall consist of the Chairman of the Board, the Chairman of Fiscal Review and Planning Committees and a representative elected from each of the Fiscal Review and Planning Committees.

RULE 17 OFFICERS OF STANDING COMMITTEES

17A: THE OFFICERS OF EACH STANDING COMMITTEE: They shall consist of a chairman, a vice-chairman, a secretary, and any other officers as deemed necessary by the committee.

17B: ELECTION-FISCAL REVIEW AND PLANNING: The officers of the Fiscal Review and Planning Committees shall be elected by the members of the respective committees at the first meeting of each committee after September 1 of each year for terms of one year. The outgoing committee chairman shall be responsible for calling a meeting of a standing committee for purposes of election of officers or any other appropriate business. In the absence of or failure to act by the outgoing committee chairman, the Chairman of the Board or the County Mayor may appoint an acting chairman to serve until the reorganization of the standing committee is completed. (Also see Rule 16B.)

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17C: ELECTION-NOMINATING: The officers of the Nominating Committee shall be elected by the committee members as soon as possible after all members are selected. (Also see Rule 16C.)

RULE 18 DUTIES OF THE OFFICERS OF STANDING COMMITTEES

18A: CHAIRMAN: The chairman's prime responsibility is to call meetings of the standing committee, to establish the committee agenda with the County Mayor (See Rule 19C), to serve as presiding officer at the committee meetings, submit agenda items to the Chairman of the Board and/or the County Executive for the full Commission agenda (See Rule 5A), and serve as spokesman of the committee in any action or reporting to the Board. Further, the chairman should fully understand and make the committee aware of its authority and areas of jurisdiction. He shall also serve on the Minutes Committee (See Rule 13B) and the Nominating Committee (Rule 16C).

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18B: VICE-CHAIRMAN: The vice-chairman is to assume the role and all responsibilities of the chairman in his absence. Should the chairman, for any reason, vacate his position, the vice-chairman shall automatically become chairman.

18C: SECRETARY: The secretary shall be responsible for the taking of minutes or seeing that minutes are taken and reviewed for accuracy. The secretary shall submit minutes of the committee meetings to the County Mayor and County Clerk for their records after the committee meets. (Also see Rule 20C.)

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RULE 19 STANDING COMMITTEE AGENDAS

19A: APPROPRIATION REQUEST: Any and all requests requiring an expenditure of county funds shall be submitted in writing to the Fiscal Review Committee prior to its regular meeting and shall have an estimated cost included in or attached to the request or resolution.

19B: COUNTY PROPERTY: Any and all request concerning the use or sale of County property must pass through the Planning Committee.

19C: CREATING AGENDA: The Standing committee agendas shall be compiled by the chairman of the standing committees in cooperation with the County Mayor. Requests for an item to be on the agenda should be submitted to the chairman of the standing committee and/or County Mayor by 10 am at least seven (7) days prior to the committee meeting. The agendas will be emailed to all Commissioners at least five (5) days before the committee is to meet or earlier at the committee's request.

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19D: AGENDA ITEMS MAY BE ADDED, DELETED, OR AMENDED: at the beginning of the meeting, if such changes are approved by a majority of the committee members. If an agenda change is not approved, it will be put on the next month's committee agenda.

RULE 20 STANDING COMMITTEE MEETINGS AND MINUTES

20A: QUORUM: A majority of the membership of any standing committee must be present in order to transact any official business.

20B: MEETINGS: Each standing committee is authorized to hold one official meeting prior to each regular or special session of the Board. Additional meetings may be scheduled as recess meetings of the committee as needed or called at the discretion of the Chairman of the committee, but no compensation shall be made for called committee meetings.

20C: THE MINUTES: The minutes of all standing committee meetings shall contain the day, time and place the committee convenes, the members present, a summary of the matters considered and a record of the voting on the action taken on each recommendation to the Board, and the time of adjournment. Minutes taken shall be filed with the County Clerk and the County Mayor. Any audio tape of the meeting proceedings will be filed for 24 months with the County Court Clerk.

Deleted: Executive

20D: FAILURE TO MEET: If, for any reason, the Chairman of a standing committee, standing subcommittee or subcommittee fails to call a meeting, the Chairman of the Board, or two (2) members of a three (3) or four (4) member committee or any three (3) members of a five (5) member or larger committee may do so.

RULE 21 ROLE AND AUTHORITY OF STANDING COMMITTEES

21A: THE ROLE AND JURISDICTION OF A STANDING COMMITTEE: It is to investigate and study matters, provide information and to present recommendations to the Board on areas under their authority as listed in Rule 21B, 21, 21D. Should any questions arise as to the jurisdiction of any committee, it shall be referred to the Chairman of the Board for determination, subject to an appeal to the Board at its next regular meeting.

21B: FISCAL REVIEW COMMITTEE: The Fiscal Review Committee shall be responsible for the study of all fiscal matters concerning Putnam County government including:

- (1) A review of Putnam County budget with the Chairman of the Board, the county budget committee and other county officials.
- (2) The holding of public hearings about budget matters.
- (3) A study of all requests for changes in the budget.
- (4) A study of the ways and means of financing the county program.
- (5) A study of the recommendation on the Putnam County tax rate.
- (6) A study and recommendation on delinquent taxes.
- (7) A study and recommendation on the investment of available county funds.

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(8) To study and make recommendations on any other fiscal matter with which the citizens and the government of Putnam County should be concerned.

(9) Personnel, including a study of job benefits, salary schedules, retirement, sick leave, advancement, hiring policies, job promotion, protection, and qualifications for all employees of Putnam County.

21C: PLANNING COMMITTEE: The Planning Committee shall be responsible for the study of and the making of recommendations to the Board about all matters other than direct fiscal matters for which the citizens and government of Putnam County should be concerned, including:

- (1) Industrial, commercial, and agricultural development.
- (2) Legislative and governmental relations, including federal, state and county.
- (3) Law enforcement, civil defense, the jail, work house, rescue squad, county fire protection, safety and traffic control.
- (4) Public works, including new county construction, the maintenance and/or improvements to all county-owned buildings and properties, the needs and developments in utility boards and district in the areas of sanitation, water and sewage treatment, the county highway department, and rights-of-way.
- (5) Health, education, and welfare, including indigent care, food stamp program, ambulance service, Office of Economic Opportunity, hospitals, foster home care, nursing homes, rabies, libraries, and all areas of county school system.
- (6) Parks, recreation and conservation.
- (7) Transportation, including airport.
- (8) To study and make recommendations on any other matter, other than fiscal, which the citizens and the government of Putnam County should be concerned.

21D: NOMINATING COMMITTEE: The Nominating Committee's responsibility is to make recommendations and/or nominations for vacancy on boards, committees, commissions, or positions that the Board has the responsibility to fill. The Committee may interview, hold public hearings, review letters of recommendation, request letters of application or any other process it deems appropriate to evaluate potential candidates for such vacancies. (See Rule 8 for election procedure.) The Nominating Committee may only make recommendations to approve or not approve County Executive appointment which the Board must ratify. See 14D. The Nominating Committee has several responsibilities in the Judicial Commissioner appointment process as provided in Commission resolution dated 2-21-95. See Appendix C for detailed information.

21E: BUDGET COMMITTEE:

1. **MEMBERSHIP.** The Budget Committee has nine (9) County Commissioners appointed by the County Mayor and confirmed by the Commission.
- 2.
3. **RESPONSIBILITY.** Holds necessary public hearings prior the the establishment of the budget. Recommends annual budget and accompanying budget resolutions. Recommends tax rate. They may be asked by Fiscal Review to make recommendations on the budget with budget amendments after budget is prepared and approved.
4. **REPORTING.** Reports directly to the Full Commission.
5. **MEMBERS.** See listing in Appendix C-1 for current members.
6. **OTHER INFORMATION.** See Rule 24 and 26 for general information on

Deleted: The outgoing Chairman of the commission will meet with the newly elected Fiscal Review and Planning Chairman and Committee repetitive for the month of September to recommend Commission officers.

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RULE 22 REGULATING ALL COMMITTEE & SUBCOMMITTEE PROCEDURE

22A: PARLIAMENTARY PROCEDURE: Committees and subcommittees shall follow parliamentary procedure. However, because the primary purpose of committees and subcommittees is to provide a forum for the detailed study and consideration of issues before recommendations are made to the Board of Commissioners, full discussion should be allowed and encouraged. The chairman of the committee or subcommittee shall preserve the decorum of the meetings at all times and protect the rights of all committee members.

22B: RECOMMENDATIONS: Commission committees and subcommittees make recommendations for action by the full Commission. No final decision on any issue may be made at the committee or subcommittee level.

RULE 23 REPORTING PROCEDURE

23A: TO FULL COMMISSION: The standing committee to which a request or resolution has been referred shall make a report to the Board at the next regular meeting after its referral, unless the Board has specified otherwise in its request or resolution.

23B: THE PROCEDURE FOR REPORTING: The finding of a committee to the Board shall be as follows:

1. The chairman of the standing committee, or a member he so designates such as the subcommittee chairman, shall report from the front of the room. He must report action recommended by the Committee, usually whether the resolution or matter was approved, not approved, or whether committee makes no recommendation. A majority vote of the Standing Committee membership is required to send a motion to the full Commission recommending approval. (See 22B)

2. Upon completion of a report, the speaker shall yield to questions and/or debate of the motion.

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RULE 24 STANDING SUBCOMMITTEES

24A: CREATING STANDING SUBCOMMITTEES: They may be created by majority vote of the Board when there is an ongoing need to have a smaller committee to provide detailed study and information to the standing committees and the full Commission. The need for each standing subcommittee shall be reviewed each year by the Rules Committee in consultation with the standing subcommittee chairman to make recommendations to the Board.

24B: MEMBERSHIP/DUTIES: The number of members, the term of service, how members are appointed, officers selected and the responsibilities of the standing subcommittee shall be submitted in writing at the time the standing subcommittee is approved. This may vary from subcommittee to subcommittee. Appointment to a standing subcommittee is not limited to Commission members and may be from the Commission at large. See Appendix C.

24C: REPORTING: The standing subcommittee shall report to the standing committee that has the ultimate responsibility for the matter under study. See Rule 21 for standing committee jurisdiction. Standing subcommittees may report to any or all standing committees if it is desirable.

24D: LISTING OF CURRENT STAND SUBCOMMITTEES: A list is found in Appendix C with guidelines for membership and duties.

RULE 25 SUBCOMMITTEES

25A: AUTHORITY OF SUBCOMMITTEES: Each standing committee may, from the Board membership, select subcommittees to make studies and recommendations to the standing committee on any specific matter which falls within their authority. Furthermore, they may select interested citizens of Putnam County who wish to help in the study of a given matter and ask them to work as a part of the subcommittee. There shall be at least one Commissioner on each subcommittee unless the standing committee determines that it is desirable to do otherwise.

25B: RECOMMENDATIONS TO BOARD: The standing committee, not its subcommittee, shall have the final responsibility for making all recommendations to the Board.

25C: CHARGE TO SUBCOMMITTEE: Whenever a subcommittee is created, there shall be a written charge to the subcommittee defining its responsibilities, including the length of time within which to report its recommendations to the standing committee, and the members appointed to the subcommittee with a chairman or acting chairman until the subcommittee shall elect a chairman. In no case shall a subcommittee exist longer than one year unless granted an extension by the standing committee.

25D: CREATING/DISMISSING A SUBCOMMITTEE: A majority vote of the standing committee membership shall be required to create a subcommittee. Subcommittees are dismissed when their report is received by its standing committee; receiving a report does not indicate acceptance of recommendations submitted.

RULE 26 COMMISSION COMMITTEES - MISCELLANEOUS

26A: VACANCIES ON COMMITTEES: If for any reason, a member of any committee vacates his position, the vacancies shall be filled in the same manner as the original committee position was filled.

26B: TECHNICAL ASSISTANCE: Committees have any and all authority necessary to request the assistance of county, regional, state and federal governmental departments, boards, commissions, and agencies. Committees cannot obligate the county without approval of the Board.

RULE 27 TENNESSEE STATUTORY COMMISSION

BOARDS AND COMMITTEES

27A: STATUTORY BOARDS: In addition to the non-mandatory, internal committees (described in Rules 13, 16, 24 and 25) of the County Commission, there are statutory county boards, commissions and committees which are required by state law.

27B: LISTING OF CURRENTLY REQUIRED AND/OR APPROVED STATUTORY COMMITTEES: A listing of these boards and commissions is found in Appendix D with details of membership and areas of responsibility.

27C: APPOINTMENT POWER: The Board of County Commissioners shall appoint those committees which it is authorized to by state law or Private Act and the County Executive shall appoint members of all other county boards, commissions, committees in accordance with TCA 5-6-106(c). Also see Rule 14D.

ARTICLE III MISCELLANEOUS

RULE 28 AMENDMENTS TO RULES

The Rules Regulating the Procedures of the Putnam County Board of Commissioners may be amended at any regular meeting of the Board by a two-thirds (2/3) vote, provided the amendments were submitted in writing at the previous meeting and considered by the Board of Commissioners.

RULE 29 RULES OF ORDER

All matters not covered herein shall be governed by the latest copyright edition of Robert's Rules Of Order, Revised, except that Tennessee state law takes precedence over parliamentary procedure.

RULE 30 CONFLICT OF THESE RULES WITH LAW

These Rules are intended to comply with the Laws of the State of Tennessee and if any provision is found to be in conflict with State or Federal law, that part in conflict shall be null and void.

RULE 31 GENDER REFERENCE

With regard to these Rules, the use of any gender shall apply to all genders, and all such genders may be used interchangeably to the extent the context so requires.

RULE 32 MEDIA

32A: RADIO AND TELEVISION BROADCASTING: All licensed commercial radio and television stations shall be eligible to broadcast meetings of the Putnam County Board of Commissioners and its committees, subject to compliance with the following:

1. No exclusive authority to broadcast shall be granted to any station or stations.
2. Neither personnel nor equipment shall interfere with the orderly procedure of the meetings.
3. The nature of all commercial sponsorship shall be in keeping with the high degree of dignity of the Board.
4. All broadcasts shall be at no cost to Putnam County.

32B: THE PRESS: Newspaper reporters and other news media are encouraged to attend all meetings. However, neither personnel nor equipment shall interfere with the orderly procedure of the meeting.

Deleted: APPENDIX B

DIRECT CONFLICT OF INTEREST STATEMENT

"Because I am an employee of Putnam County, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my constituents and the citizens this body represents."

Signature

WITNESS my hand and official seal this the _____ day of _____, 20____.

Wayne Nabors, County Clerk

INDIRECT CONFLICT OF INTEREST STATEMENT

"Because I have a relative working for Putnam County, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents."

SIGNATURE

WITNESS my hand and official seal this the _____ day of _____, 20____.

Wayne Nabors, County Clerk

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Rules Committee.....	13C

<u>S</u>	
Sale of County Property.....	5E, 19B
Secretary, Standing Committee.....	18C
Sheriff.....	3, 4G, 12
Speaking, Members.....	4C(1)
Speaking, Non-members.....	4A(2)
Speaking, Twice to Motion.....	4C(1)
Special Called Meetings.....	1C
Special Committees.....	13
Standing Committees.....	16, 17, 18, 19, 20, 21, Appendix C
Purpose & Authority.....	21
Officers.....	17, 18
Standing Subcommittees.....	24, Appendix C
Creation of.....	24A
Duties.....	24B
Listing of Members.....	Appendix C
Reporting.....	24C
Statutory Committees, Commissions, Boards.....	27, Appendix D
Subcommittees.....	25
Sunshine Law.....	Appendix E
Suspending Rules.....	4H
Sympathy Resolutions.....	6B, Appendix C
<u>T</u>	
Table Motion.....	6D, Appendix A
Technical Assistance.....	26B
Television.....	32A
Time Limit, Speaking.....	4C(1)
<u>U</u>	
<u>V</u>	
Vacancies Filled by Commission.....	1C
Vacancies, Committee.....	26A
Veto Power of County Executive.....	14B
Vice-chairman, Standing Committees.....	18B
Voting.....	7, 2B
<u>W</u>	
<u>X</u>	
<u>Y</u>	
Yield Floor in Debate.....	4D
<u>Z</u>	

OTHER UNFINISHED BUSINESS: None

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE:

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE SHERIFF'S OFFICE REQUEST TO DECLARE A DOG AS SURPLUS AND TO DONATE TO THE ORIGINAL DOG HANDLER, US MARINE CORP VETERAN, LANCE CORPORAL PHILLIP AKHTEEBO

Commissioner Cathy Reel moved and Commissioner Jonathan A D Williams seconded the motion to approve the Sheriff's Office request to declare a dog as surplus and to donate to the original dog handler, US Marine Corp Veteran, Lance Corporal Phillip Akhtebo.

(SEE ATTACHED)



Putnam County Justice Center
421 East Spring Street • Cookeville, TN 38501
Phone: 931.528.8484 • Fax: 931.528.7043

January 1, 2019

Putnam County Sheriff's Office requests to declare the following asset as surplus and to be donated to US Marine Corp. veteran Lance Corporal Phillip Akhteebo. Corporal Akhteebo was deployed as the original dog handler for Remi with the 2nd Battalion 5th Marines Fox Company when they were both deployed in the Helmand Province, Afghanistan. Remi came to us at no original cost from the US Military. Due to age, Remi is being honorably retired from the Putnam County Sheriff's Office and it is recommended that he be reunited with his original handler.

1. Black Labrador Retriever – Remi

Thank you for your consideration,

Sheriff Eddie Farris

The Chairman asked for discussion on the motion to approve the Sheriff's Office request to declare a dog as surplus and to donate to the original dog handler, US Marine Corp Veteran, Lance Corporal Phillip Akhteebo. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS TO DISCUSS
AMENDMENT TO THE ANTI-FRATERNIZATION POLICY FOR THE EMS
DEPARTMENT**

(SEE ATTACHED)

Amendment to Anti-Fraternization Policy

The general policy of PUTNAM COUNTY prohibits dating, romantic, intimate and sexual relationships among and between employees working in the same office, department, or division. However, PUTNAM COUNTY grants limited exemption from this policy as outlined below. The exemption from the general policy of PUTNAM COUNTY, as stated above, is applicable only when there is a shortage of applicants for positions within the office or department as determined by the County Mayor for employees in a County department or the Elected County Official for the office in question.

With management approval, fraternization may be allowed for certain employees of PUTNAM COUNTY under the following conditions:

For purposes of this policy, fraternization is defined as a dating, romantic, intimate and/or sexual relationship between employees of PUTNAM COUNTY.

Fraternization between a supervisor/manager and a reporting employee is strictly prohibited. Supervisor/Manager is defined as anyone in the chain of command for the reporting employee, or anyone who has the ability to set or affect terms and conditions of employment for the reporting employee, including for example, pay raises, promotions and advancement. Violation of this policy will result in disciplinary action, up to and including termination.

For those employees who work for PUTNAM COUNTY under an official in an elected office, subject to the above prohibition, those individuals who wish to enter into such a relationship must first advise the Elected Official in the office in which the individuals work of their desire to enter into such a relationship and obtain written approval.

For those employees who work for PUTNAM COUNTY in a County department that falls under the County Mayor and who wish to enter into such a relationship, subject to the above prohibition, those individuals must first advise the Director in the department for whom the individuals work of their desire to enter into such a relationship and obtain written approval from both the Director of their department AND from the County Mayor.

If approval is given, both employees must behave appropriately in the workplace at all times.

Unacceptable behavior is defined as any action that:

- Offends our people.
- Disrupts or hinders operations.
- Distracts employees from their duties.
- Decreases employees' individual performance.

Examples of unacceptable behavior for employees include but are not limited to:

- Arguing in the workplace during or after working hours.
- Kissing or touching inappropriately in front of colleagues.

- Exchanging an excessive number of instant messages or calls unrelated to their work during working hours.
- Making their colleagues uncomfortable by talking or boasting about the relationship during working hours.

Employees who exhibit unacceptable behavior will face progressive discipline, up to and including termination. Management is responsible for determining appropriate penalties considering the situation.

In all other instances, the general policy of the County will remain in full force and effect.

NO-SPOUSE AND NO-DATING RULE

Putnam County prides itself on the professional relationship between its employees. To maintain this friendly but professional atmosphere, Putnam County has adopted a no-spouse and no-dating rule. Pursuant to this rule, employees in the same department/office of Putnam County are not allowed to date or marry one another. In the event employees in the same department/office wish to date one another, one of the parties must abandon his/her employment with Putnam County. Dating of an employee by another employee in the same department/office is strictly forbidden and may result in disciplinary action up to dismissal of either or both persons involved. Romantic or sexual relationships between employees in the same department/office of Putnam County are inappropriate.

The policy shall not apply to Putnam County Emergency Medical Services, but rather Putnam County Emergency Medical Services shall be subject to the policy as stated in Attachment #3 to the Putnam County Personnel Policy.

COPY

COPY

ATTACHMENT #3

Putnam County Emergency Medical Services

The general policy of the County prohibits dating, romantic, intimate and sexual relationships among and between employees working in the same department or division. However, due to staffing issues and other concerns, Putnam County Emergency Medical Services (PCEMS) has been granted a limited exemption from this policy as outlined below.

With management approval, fraternization may be allowed for certain employees of PCEMS under the following conditions:

For purposes of this policy, fraternization is defined as a dating, romantic, intimate and/or sexual relationship between employees of PCEMS.

Fraternization between a supervisor/manager and a reporting employee is strictly prohibited. Supervisor/Manager is defined as anyone in the chain of command for the reporting employee, or anyone who has the ability to set or affect terms and conditions of employment for the reporting employee, including for example, pay raises, promotions and advancement. Violation of this policy will result in disciplinary action, up to and including termination.

Subject to the above prohibition, employees who work for PCEMS and wish to enter into such a relationship must first advise the PCEMS director of their desire to do so and obtain written approval.

If approval is given, both employees must behave appropriately in the workplace at all times.

Unacceptable behavior is defined as any action that:

- Offends our people.
- Disrupts or hinders operations.
- Distracts employees from their duties.
- Decreases employees' individual performance.

Examples of unacceptable behavior for employees include but are not limited to:

- Arguing in the workplace during or after working hours.
- Kissing or touching inappropriately in front of colleagues.
- Exchanging an excessive number of instant messages or calls unrelated to their work during working hours.
- Making their colleagues uncomfortable by talking or boasting about the relationship during working hours.

Employees who exhibit unacceptable behavior will face progressive discipline, up to and including termination. Management is responsible for determining appropriate penalties considering the situation.

In all other instances, the general policy of the County will remain in full force and effect.

The Chairman asked for discussion on the motion to approve closing a small portion (100 ft. long by 10 ft. wide) of Fisk Road due to TDOT revamping the Intersection of Hilham Road and Fisk road. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

MOTION RE: RECOMMENDS APPROVAL TO CONSIDER AN AMENDMENT TO THE COUNTY PERSONNEL POLICY AND ADDING ATTACHMENT #3 FOR PUTNAM COUNTY EMS (THIS COMES WITHOUT RECOMMENDATION)

Commissioner Jim Martin moved and Commissioner Jordan Iwanyszyn seconded the motion to approve an amendment to the County Personnel Policy and adding attachment #3 for Putnam County EMS.

COPY

(SEE ATTACHED)

The Chairman asked for discussion on the motion to approve an amendment to the County Personnel Policy and adding attachment #3 for Putnam County EMS. The Commissioners discussed the motion.

MOTION RE: AMMEND THE MOTION TO APPROVE ADDING TO THE EMS AMENDMENT AS LONG AS SPOUSES DO NOT RIDE TOGETHER ON A CALL

Commissioner Jim Martin moved and Commissioner Jordan Iwanyszyn seconded the motion to amend and add as long as spouses do not ride together on a call.

The Chairman asked for discussion on the motion. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion as amended. The Commissioners voted as follows:

FOR:

Tom Short
Jordan Iwanyszyn
Jerry Ford
Larry Bennett
Cindy Adams
Bobby Williams
Larry Redwine

Ben Rodgers
Danny Holmes
Jim Martin
Bob Duncan

COPY

AGAINST:

Scott Ebersole
Jerry Roberson
Chris Savage

Benton Young
Jimmy Neal
Tony Honeycutt
Kim Bradford
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

ABSENT:

Mike Medley
Reggie Shanks

The Clerk announced eleven (11) voted for, eleven (11) voted against, zero (0) abstained, and two (2) absent. The motion failed.

The Chairman asked for discussion on the motion to approve the Sheriff's Office request to declare a dog as surplus and to donate to the original dog handler, US Marine Corp Veteran, Lance Corporal Phillip Akhteebo. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS TO DISCUSS
AMENDMENT TO THE ANTI-FRATERNIZATION POLICY FOR ALL COUNTY
DEPARTMENTS**

(SEE ATTACHED)

Randy Porter speaks to the Commission.

The Commissioners discuss the motion.

MOTION RE: PLANNING COMMITTEE RECOMMENDS TO ADOPT THE AMENDMENT OF THE ANTI-FRATERNIZATION POLICY FOR ALL COUNTY DEPARTMENTS

Commissioner Mike Atwood moved and Commissioner Danny Holmes seconded the motion to approve to adopt the amendment of the fraternization policy for all county departments.

The Chairman asked for discussion on the motion to amend. The Commissioners discussed the motion.

Commissioner Jonathan AD Williams withdrew the original motion.

The Chairman asked for a voice vote on the amended motion. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION REQUESTING THE STREAMLINE OF SCHOOL BUS DRIVER LICENSING TO MEET THE CRITICAL TRANSPORTATION NEEDS OF LOCAL SCHOOL DISTRICTS

Commissioner Cathy Reel moved and Commissioner Joe Iwanyszyn seconded the motion to approve a Resolution Requesting the Streamline of School Bus Driver Licensing to Meet the Critical Transportation Needs of Local School Districts.

(SEE ATTACHED)



PUTNAM COUNTY SCHOOL SYSTEM

ENGAGE INSPIRE ACHIEVE

PUTNAM COUNTY, TENNESSEE BOARD OF EDUCATION

A RESOLUTION REQUESTING THE STREAMLINING OF SCHOOL BUS DRIVER LICENSING TO MEET THE CRITICAL TRANSPORTATION NEEDS OF LOCAL SCHOOL DISTRICTS

RESOLUTION 2018-62

WHEREAS, T.C.A. § 49-6-2107, Tennessee Public Act 289, and CFR § 383.25 are recognized as necessary legislation to ensure the safe transit of students by licensed CDL school bus drivers in the state of Tennessee and other states respectively; and

WHEREAS, as a matter of policy, the Tennessee Department of Safety and Homeland Security (TDSHS) requires prospective school bus driver candidates to wait for a period of 7 days to retest on any section of the Driving Knowledge Test in which a passing grade was not made; and

WHEREAS, prospective school bus driver candidates, having made a passing grade on the Driving Knowledge Test, needing to take the Driving Skills Test, or retake a section of the Driving Skills Test, may be required by Tennessee Department of Safety and Homeland Security, at its testing locations, to wait an additional 45 days to be tested if they are legitimately tardy or absent for the Driving Skills Test appointment; and

WHEREAS, overreaching federal and state regulations may be contributing to the long delays to qualify and license school bus drivers; and

WHEREAS, the inefficient and time consuming process of testing and qualifying school bus drivers in the State of Tennessee is placing an undue financial burden, and logistical burden, on local school districts, including the Putnam County, Tennessee School District; and

WHEREAS, the streamlining of the school bus driver licensure process would alleviate the financial and logistical burden on local school districts and alleviate the critical shortage of school bus drivers in Tennessee, and more specifically in Putnam County Tennessee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Putnam County, Tennessee, meeting in its regular session on this 6th day of December, 2018, in Cookeville, Tennessee, as follows:

SECTION 1: It is requested of the Tennessee Department of Safety and Homeland Security to:

- a. Coordinate efforts to streamline and make more efficient the school bus driver licensure process in the State of Tennessee; and
- b. Publish a concise set of guidelines, or checklist, that local school districts can follow in their preparation and training of prospective school bus drivers to facilitate more efficient school bus driver testing and licensing; and
- c. Eliminate or amend any regulations or policies identified in the preamble of this resolution that may create excessive waiting periods or delays for prospective school bus drivers to be tested, or retested, in their quest to become a licensed school bus driver in the State of Tennessee, and more specifically the following policies or practices:
 1. The policy of imposing a 45 day waiting period to reschedule a Driving Skills Test for prospective school bus drivers that may be legitimately tardy Or absent for a Driving Skills Test appointment; and
 2. The practice of requiring a prospective school bus driver to leave a Message and wait for long periods of time to be called back for the Scheduling, or rescheduling, of a Driving Skills Test; and
 3. The policy of imposing a 7 day waiting period for prospective school bus Drivers to retake any portion of the Driving Knowledge Test in which the Prospective school bus driver made less than a passing score, amending The waiting period to retest to 24 hours.

SECTION 2: It is requested of the Tennessee State Representatives and Tennessee State Senator addressed in SECTION 3 of this resolution to take appropriate legislative action to address the critical shortage of school bus drivers in the state of Tennessee by proposing new, or proposing amendments to, existing legislation to address the time delay issues identified in SECTION 1 of this resolution.

SECTION 3: Upon passage and signing of this resolution, that a paper copy be mailed to, and an electronic copy be transmitted to: the Tennessee Department of Safety and Homeland Security Commissioner, Tennessee Senate Transportation and Safety Committee Chair, Tennessee House of Representatives Transportation Committee Chair, and the Senator and State Representatives that represent Putnam County, Tennessee.

The Chairman asked for discussion on the motion to approve a Resolution Requesting the Streamline of School Bus Driver Licensing to Meet the Critical Transportation Needs of Local School Districts. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE ADOPTION OF THE PUTNAM COUNTY GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

Commissioner Cathy Reel moved and Commissioner Kim Bradford seconded the motion to approve the Adoption of the Putnam County Grievance Procedure under the Americans with Disabilities Act.

(SEE ATTACHED)

PUTNAM COUNTY, TENNESSEE
Grievance Procedure under
The Americans with Disabilities Act

DRAFT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Putnam County, Tennessee. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Debby Francis, ADA Coordinator, 300 East Spring Street, Room 8, Cookeville, TN 38501

Within 15 calendar days after receipt of the complaint, Debby Francis or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Debby Francis or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Putnam County, Tennessee and offer options for substantive resolution of the complaint.

If the response by Debby Francis or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the County Executive, County Commissioner/ other appropriate high-level official or her designee.

Within 15 calendar days after receipt of the appeal, the County Executive, County Commissioner/ other appropriate high-level official or /her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Executive, County Commissioner/ other appropriate high-level official or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Debby Francis or her designee, appeals to the County Executive, /County Commissioner/ other appropriate high-level official or her designee, and responses from these two offices will be retained by Putnam County, Tennessee for at least three years.

The Chairman asked for discussion on the motion to approve the Adoption of the Putnam County Grievance Procedure under the Americans with Disabilities Act. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

FISCAL REVIEW COMMITTEE:

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND

Commissioner Mike Atwood moved and Commissioner Theresa Tayes seconded the motion to approve the Budget Amendments to the County General Fund.

(SEE ATTACHED)

BUDGET AMENDMENT SUMMARY COUNTY GENERAL FUND

January 2019

County General Expenditures

Debit

Credit

53100 Circuit Court Clerk

317 Data Processing

61,000 *See memo from Jennifer Wilkerson
Reserve Funds*

54110 Sheriff's Department

187 Overtime Pay

355 Travel

25,295 *Funds received for
OT reimbursement see Sheriff memo*
1,212 *See Sheriff Memo*

58130 Housing Development

707 Building Improvements

6,702 *Funds Received from THDA Grant*

County General Reserves

34520 Data Processing Reserve

61,000

County General Revenue

44540 Sale of Property

47180 Community Development

47990 Other Direct Federal Revenue

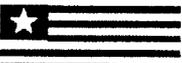
1,212

6,702

25,295

Total

\$94,209 \$94,209

JENNIFER 
WILKERSON
Circuit Court Clerk

January 3, 2019

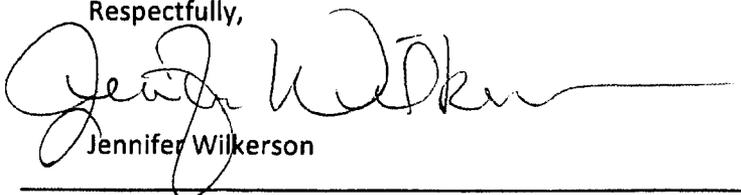
Mayor Randy Porter
Honorable County Commission Members
Putnam County Commission
300 East Spring Street
Cookeville, TN 38501

I am requesting a budget amendment in the amount of \$ 61,000.00. I would like to use these monies to purchase document management software, a larger server, as well as 21 new document scanners to upgrade our current system/equipment. As I am sure you are aware, Tennessee Code Annotate permits the clerk's office to assign a processing fee to each case. This fee is then deposited into a special account and is earmarked specifically for the Circuit Court Clerk's office to use for Equipment/ Data Processing and can only be used for this purpose.

Our office currently uses TNCIS Software from Local Government, and we would like to add the Next Gen Software Interface that will work with TNCIS for Document management. As you know, the Justice Center is currently out of room for storage, and the clerk's office is mandated by statute to keep all court case records/ files. While some of the documents in case files have a retention schedule that would allow for some documents to be disposed of, a large portion of the records keep by the Circuit Court Clerk are records that must be kept permanently. The purchase of these items will allow this office to become more efficient and effectively manage the storage of case files and documents by eliminating the need for paper files. Case recordings and documents could be scanned in and maintained in an electronic format; therefore eliminating the need for so much storage space.

If this request is granted, then I am requesting that the \$61,000 be moved from the Data Processing Fund over into the Data Processing line item of my budget (line item 53100-317). Thank you in advance for your assistance and your consideration. Should you have any questions, please let me know.

Respectfully,


Jennifer Wilkerson



Putnam County Justice Center
421 East Spring Street • Cookeville, TN 38501
Phone: 931.528.8484 • Fax: 931.528.7043

DATE: January 1, 2019

TO: Fiscal Review Committee - Honorable County
Commissioners

SUBJECT: Budget Item Transfer Requests

Please allow this to serve as my request to transfer the following monies:

Transfer a total of \$25,295.35 from 101 - 47990 Other Direct Federal Revenue to line item 101 - 54110 - 187 Overtime Pay. This is a transfer of monies received for overtime reimbursements to the Sheriff's Office by federal agencies over the preceeding annual quarter.

Thanking you in advance,

Sheriff Eddie Farris

Sheriff Eddie Farris



Putnam County Justice Center
421 East Spring Street • Cookeville, TN 38501
Phone: 931.528.8484 • Fax: 931.528.7043

DATE: January 1, 2019

**TO: Fiscal Review Committee - Honorable County
Commissioners**

SUBJECT: Budget Item Transfer Requests

Please allow this to serve as my request to transfer the following monies:

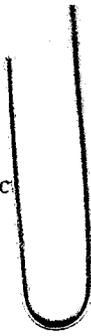
Transfer a total of \$1,212.00 from 101 - 44540 Sale of Property (Receipt 0578) to line item 101 - 54110 - 355 Travel.

Thanking you in advance,

Sheriff Eddie Farris

Sheriff Eddie Farris

Upper Cumberland Development District
1225 S. Willow Ave.
Cookeville, TN 38506
931-423-4111



INVOICE

8-13-2018

BILL TO

Putnam County
300 East Spring Street
Cookeville, TN 38501

RE: THDA HOME Grant
Administration

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	UCDD Grant Administration Fee: Putnam County 2012 THDA HOME Grant (6% of total HOME Project funds spent: \$131,625.00)	\$7,897.50	\$7,897.50
	-Administration fee previously billed		-\$1,195.00
			\$6,702.50

*Funds received by wire
8-29-18*

*Revenue #47180
Exp. 58130-707*

*Will need to
Amend
budget*

TOTAL DUE BY 9.13.2018

\$6,702.50

Thank you for your business!

The Chairman asked for discussion on the motion to approve the Budget Amendments to the County General Fund. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that twenty-two (22) voted for, zero (0) voted against, zero (0) abstained, and two (2) absent. The motion carried.

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND

Commissioner Mike Atwood moved and Commissioner Darren Wilson seconded the motion to approve Budget Amendments to the General Purpose School Fund.

(SEE ATTACHED)

Department of Education Putnam County

Mr. Jerry Boyd, Director of Schools

Board of Education
Dawn Fry, Chair
Celeste Gammon, Vice-Chair

1400 East Spring Street
Cookeville, Tennessee 38506-4313
Phone (931) 526-9777
FAX (931) 372-0391

Board Members
Kim Cravens
Jerry Maynard
David McCormick
Lynn McHenry

January 4, 2019

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following budget amendments to the General Purpose School, as submitted.

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- To budget for additional Adult Education Grant funds allocated from the State of Tennessee.

BOE Approved 1/31/19
V.C.I.a.

Pulham County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education

DATE: 3-Jan-19

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount	
				Increase	Decrease
Revenue					
1	141-46590-01006	Other State Education Funds		7,275.00	7,275.00
2	141-47120-01006	Adult Basic Education-		2,425.00	2,425.00
		Total Revenue		9,700.00	9,700.00
Expenditures					
3	141-71600-429-1006	Instructional Materials and Supplies		Decrease 9,700.00	Increase 9,700.00
		Total Expenditures		9,700.00	9,700.00
		Total Revenue less Total Expenditures		9,700.00	9,700.00

Explanation: To purchase materials as outlined in the approved Curriculum Plan for Adult Education

Requested by: Cynthia Huddleston, Supervisor
Recommended for Approval: _____ Official / Department Head

Reviewed by: [Signature], Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval / No Recommendation / Date: _____

Action by County Commission: Approval / Non-Approval / Date: _____

The Chairman asked for discussion on the motion to approve Budget Amendments to the General Purpose School Fund. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that twenty-two (22) voted for, zero (0) voted against, zero (0) abstained, and two (2) absent. The motion carried.

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE ROAD DEPARTMENT FUND

Commissioner Mike Atwood moved and Commissioner Grover Bennett Jr. seconded the motion to approve Budget Amendments to the Road Department Fund.

(SEE ATTACHED)

Putnam County Highway Department
 Budget Amendment/Line Item Transfer Authorization Form
 January, 2019 Commission Meeting

ROAD FUND:131

Item	Account	Description	Approved Expenditures	Decrease Expenditures	Increase Expenditures	Requested	Expended	Account Balance
1	62000.399	Contracted Services	1,150,000	365,000	-	785,000	-	785,000
2	68000.714	New Equipment	200,000	-	365,000	565,000	195,919	369,081
		Totals	1,350,000	365,000	365,000	1,350,000	195,919	1,154,081

Submitted by: 
 Randy Jones, Putnam County Road Supervisor

The Chairman asked for discussion on the motion to approve Budget Amendments to the Road Department Fund. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that twenty-two (22) voted for, zero (0) voted against, zero (0) abstained, and two (2) absent. The motion carried.

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE CAPITAL PROJECTS FUND

Commissioner Mike Atwood moved and Commissioner Kim Bradford seconded the motion to approve Budget Amendments to the Capital Projects Fund.

(SEE ATTACHED)

BUDGET AMENDMENT SUMMARY
Capital Project Fund

January 2019

<u>Capital Project Fund</u>		<u>Debit</u>	<u>Credit</u>
<u>51800</u>	<u>County Buildings</u>		
707	Building Improvements		30,200
 <u>Capital Project Fund Balance</u>			
39000	Fund Balance	30,200	
	 TOTAL	 30,200	 30,200

Note:

This was a prior year expenditure that was lost in the mail.

A stop payment was issued which resulted in funds returning to fund balance.

This amendment will pull back from fund balance in order to pay in this fiscal year.

The Chairman asked for discussion on the motion to approve Budget Amendments to the Capital Projects Fund. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that twenty-two (22) voted for, zero (0) voted against, zero (0) abstained, and two (2) absent. The motion carried.

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR THE COUNTY COMMISSION PAY TO BE SET AT 5% OF THE COUNTY EXECUTIVE'S PAY, BEGINNING SEPTEMBER 1, 2022

Commissioner Jonathan A D Williams moved and Commissioner Joe Iwanyszyn seconded the motion to approve the County Commission pay to be set at 5% of the County Executive's pay, beginning September 1, 2022.

The Chairman asked for discussion on the motion to approve the County Commission pay to be set at 5% of the County Executive's pay, beginning September 1, 2022. The Commissioners discussed the motion.

MOTION RE: SUBSTITUTE MOTION COMMISSIONERS PAY TO BE SET AT 4.6% OF COUNTY EXECUTIVES SALARY TO BE EFFECTIVE SEPTEMBER 1, 2019

Commissioner A J Donadio moved and Commissioner Jonathan A D Williams seconded the substitute motion to approve the County Commission pay to be set at 4.6% of the County Executive's pay, beginning September 1, 2019.

Commissioner Jonathan A D Williams withdrew the original motion.

The Chairman asked for discussion on the substitute motion to approve the County Commission pay to be set at 4.6% of the County Executive' pay, beginning September 1, 2019. The Commissioners discussed the substitute motion.

MOTION RE: AMEND THE SUBSTITUTE MOTION FOR A \$25.00 PER MEETING EQUALING \$50.00 A MONTH COUNTY COMMISSIONER PAY RAISE TO BEGIN WITH NEXT BUDGET FOR YEAR 2019-2020

Commissioner Jerry Ford moved and Commissioner Danny Holmes seconded the motion to amend the substitute motion for a \$25.00 per meeting equaling \$50.00 a month County Commissioner pay raise to begin with next budget for fiscal year 2019-2020.

The Chairman asked for discussion on the amended substitute motion. The Commissioners discussed the amended substitute motion.

The Chairman asked the Commissioners to vote on the amended substitute motion. The Commissioners voted as follows:

FOR:

Jerry Ford
Jerry Roberson

Danny Holmes
Mike Atwood

AGAINST:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Theresa Tayes
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that four (4) voted for, eighteen (18) voted against, zero (0) abstained, and two (2) absent. The motion failed.

The Chairman asked for discussion on the substitute motion to set at 4.6% of the County Executive's salary to be effective September 1, 2019. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the substitute motion. The Commissioners voted as follows:

FOR:

Jonathan A D Williams
Sam Sandlin
Chris Cassetty
Adam Johnson

A J Donadio
Joe Iwanyszyn
Darren Wilson
Mike Atwood

AGAINST:

Kevin Christopher
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph

Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Kathy Dunn
Cathy Reel

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that eight (8) voted for, fourteen (14) voted against, zero (0) abstained, and two (2) absent. The motion failed.

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION TO APPLY TO THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Commissioner Mike Atwood moved and Commissioner Jimmy Neal seconded the motion to approve a Resolution to Apply to the Tennessee Department of Economic and Community Development Block Grant Funds.

(SEE ATTACHED)

RESOLUTION NO. _____

A RESOLUTION TO APPLY TO THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, Putnam County, Tennessee, is eligible for grant funds under the Community Development Block Grant (CDBG) Program administered by the Tennessee Department of Economic and Community Development; and

WHEREAS, Putnam County seeks to extend a water line to residences not currently served; and

WHEREAS, water line extension projects are eligible activities under the Community Development Block Grant Program; and

WHEREAS, Putnam County, Tennessee, is eligible for a maximum grant of five hundred twenty-five thousand dollars (\$525,000.00) under the Community Development Block Grant Water Lines category, including the Three Star bonus; and

WHEREAS, Putnam County has agreed to pay the required 15% of the total project cost, plus any additional funding required to complete the project beyond the grant amount, with the following estimated budget amounts:

CDBG request	\$ 525,000.00
Putnam County	\$ <u>92,647.06</u>
Project total	\$ 617,647.06

NOW, THEREFORE BE IT RESOLVED, by the County Commission that:

1. The County Executive be authorized and directed to:
 - A. Execute and submit an application for Community Development Block Grant funds to the Tennessee Department of Economic and Community Development in order to provide adequate water for the community.
 - B. Enter into the necessary agreements with the Tennessee Department of Economic and Community Development to receive and administer said grant funds.
 - C. Execute necessary agreements for Administrative services without further action by the Commission, contingent upon approval by the funding agencies.
2. The Upper Cumberland Development District shall prepare all necessary documents for the completion of said application for the proposed project at no charge to Putnam County. Should said CDBG grant application be approved, UCDD shall be engaged to perform all administrative services for said project.
3. CE Designers, Inc. shall develop a Preliminary Engineering Report for said application and assist with proposal preparation. Should said CDBG be approved, CE Designers, Inc. shall be engaged to perform all engineering and construction inspection services for said project.

DULY PASSED AND ADOPTED this the 22nd day of January 2019, the public welfare requiring it.

COUNTY EXECUTIVE

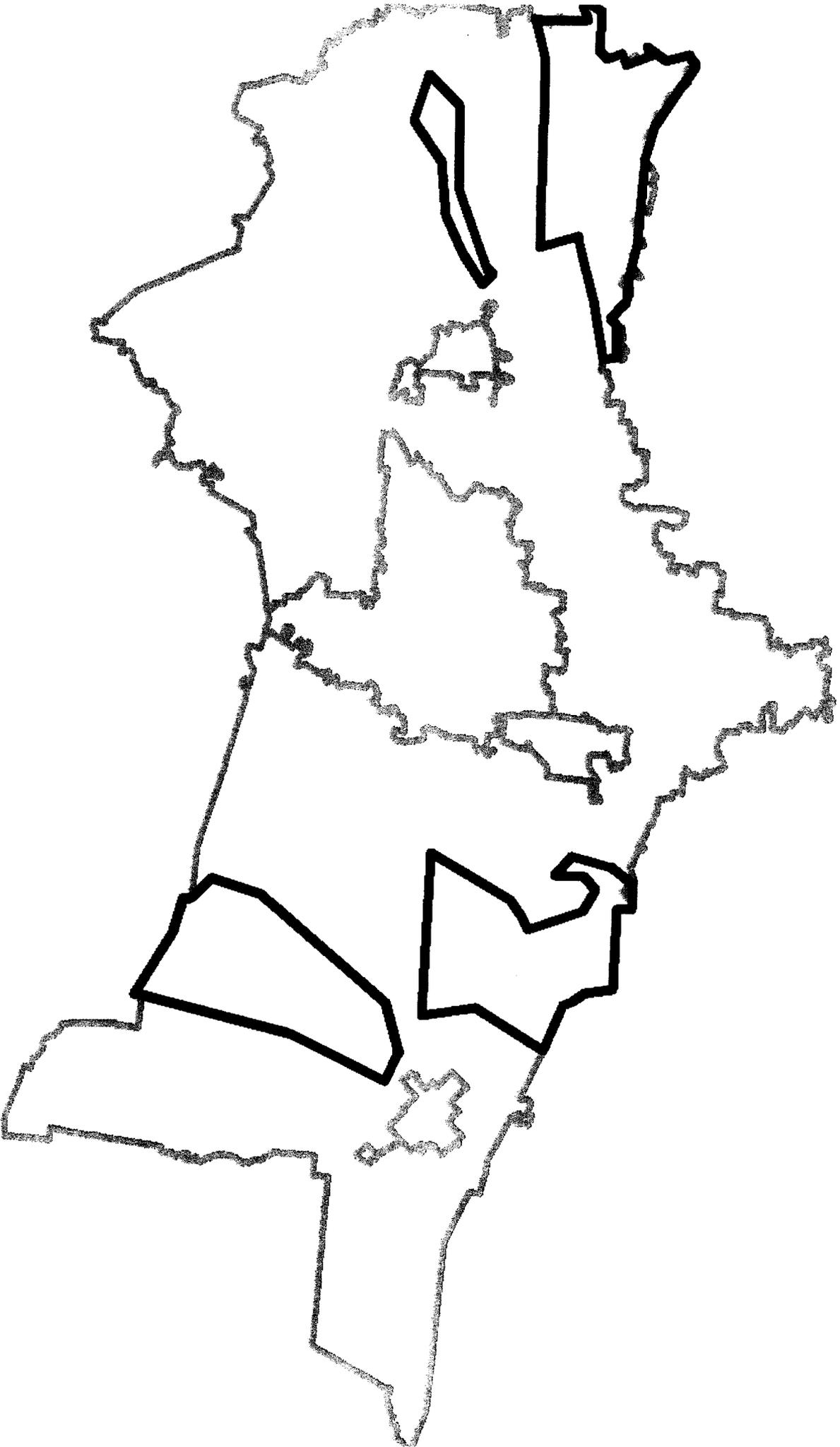
Wayne Ahors

ATTEST: COUNTY CLERK

DATE

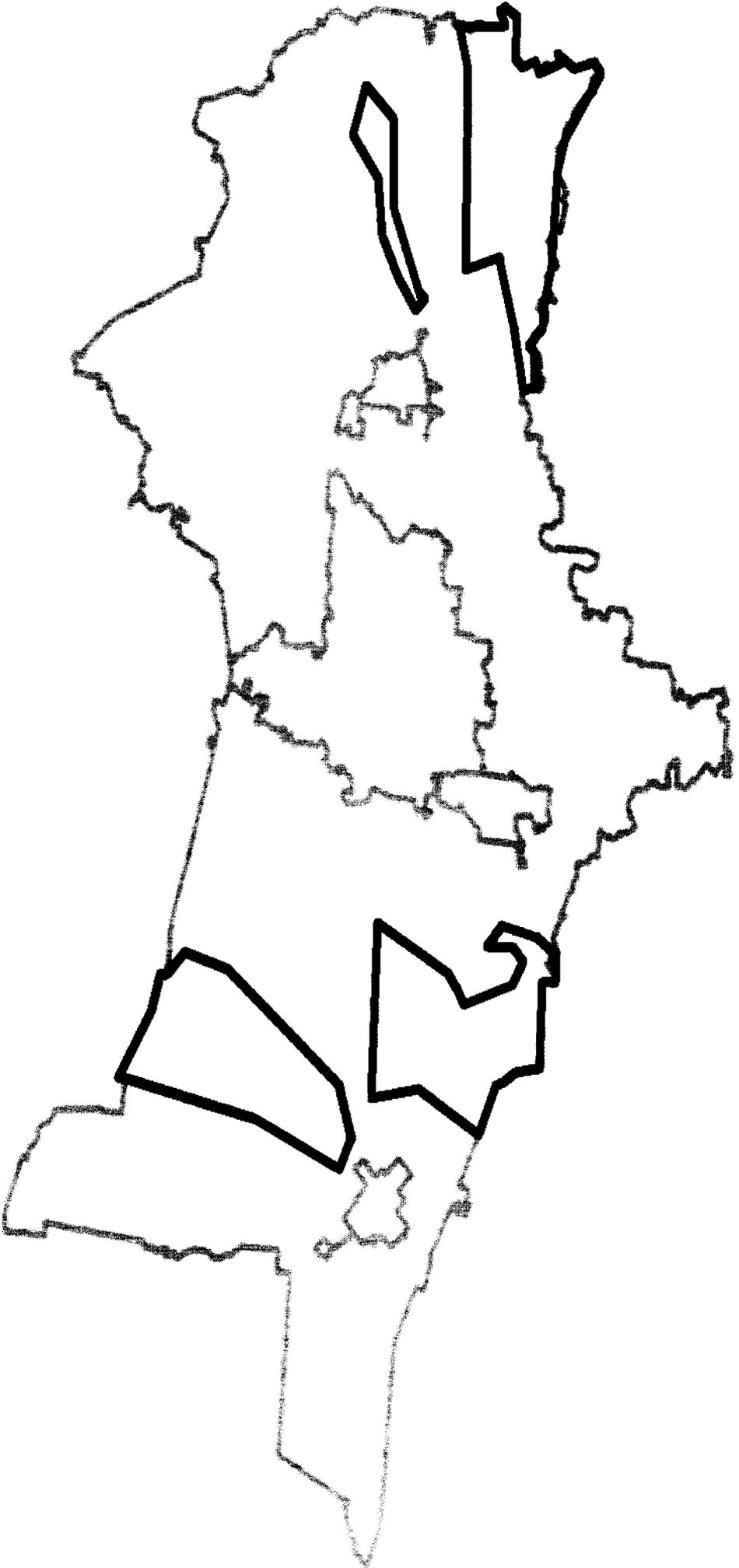


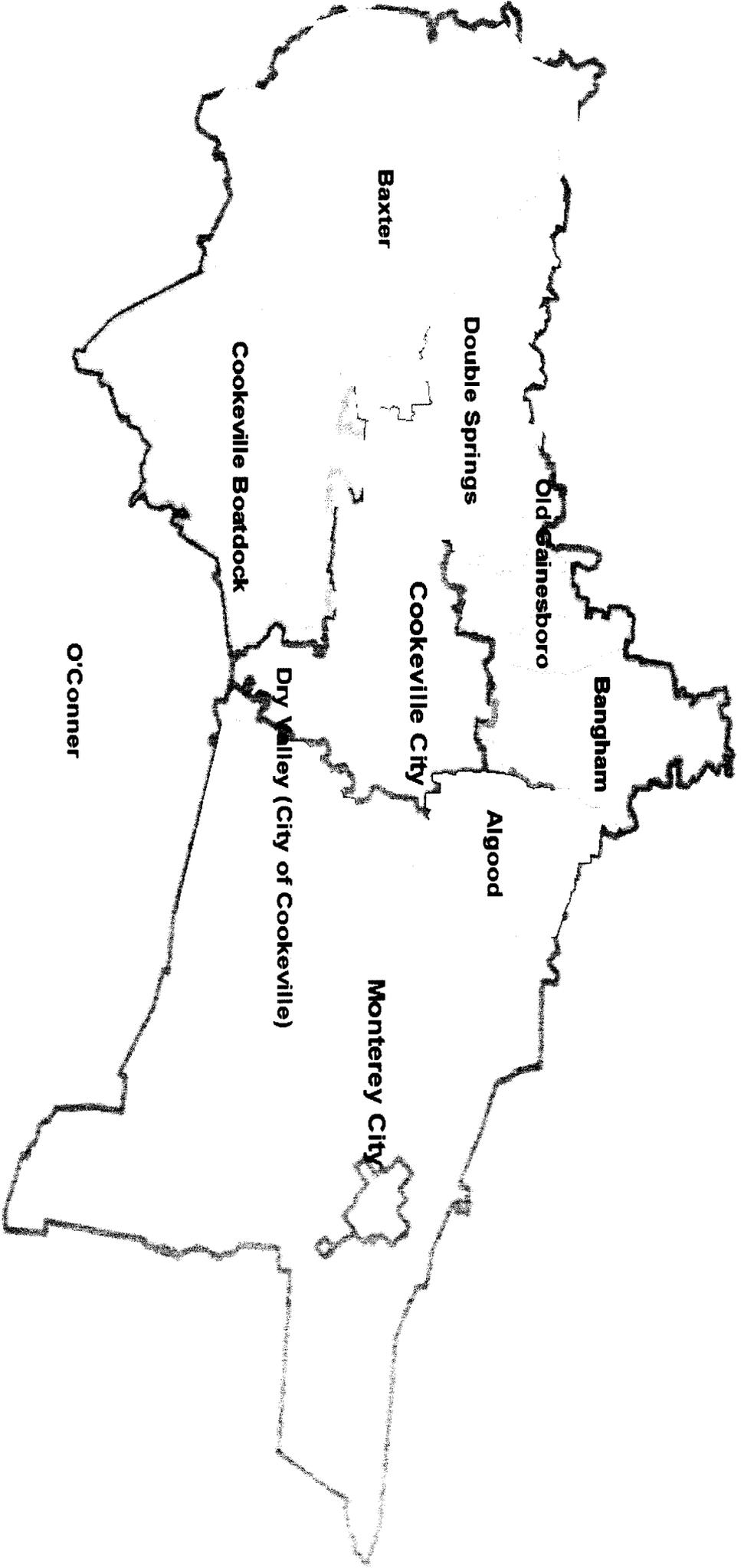
Areas outlined in "Red" do not have access to City or Utility District Water



Putnam County Water Project

Areas outlined in "Red" do not have access to City or Utility District Water





Baxter

Double Springs

Old Gainesboro

Bangham

Algood

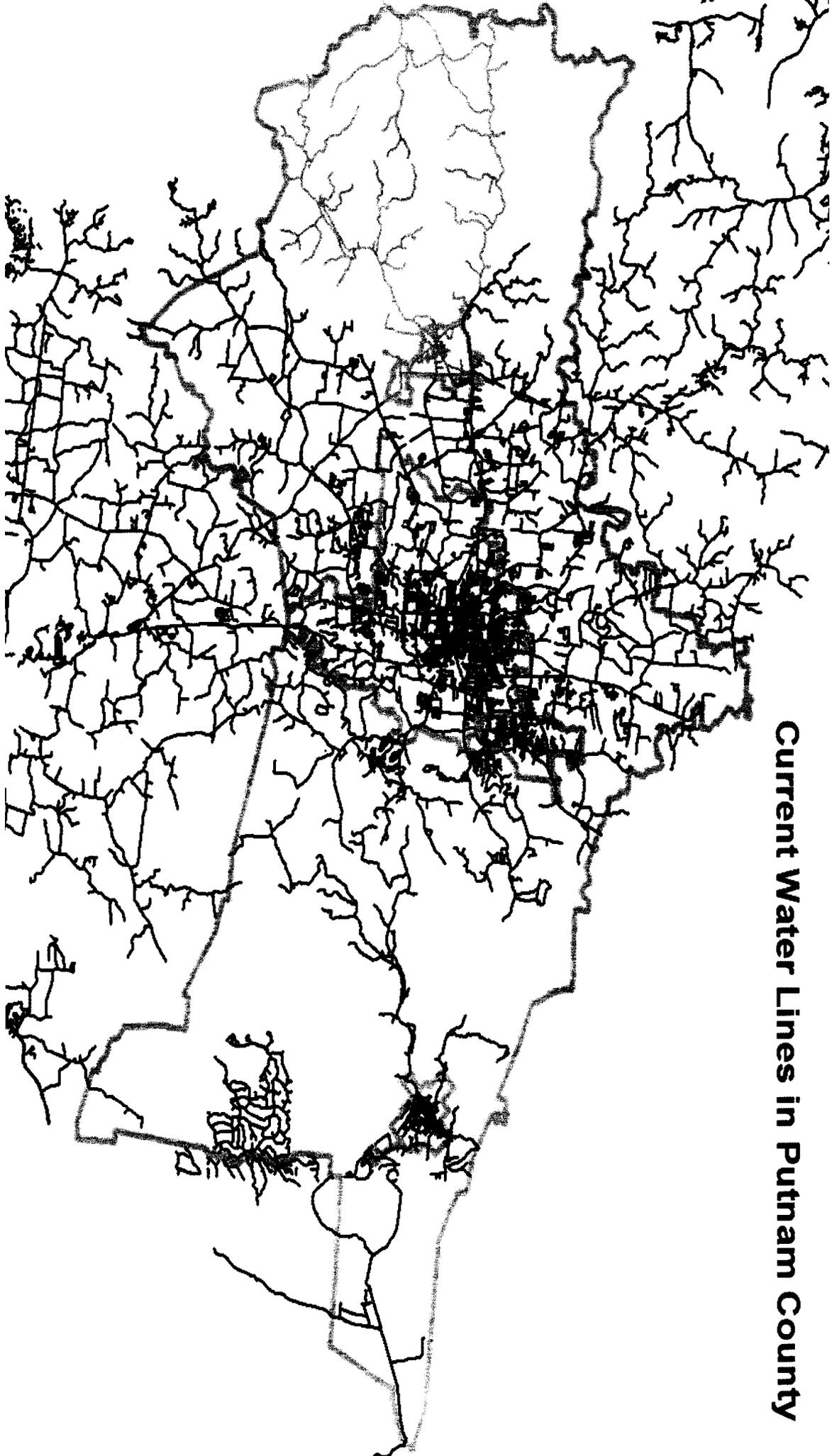
Monterey City

Dry Valley (City of Cookeville)

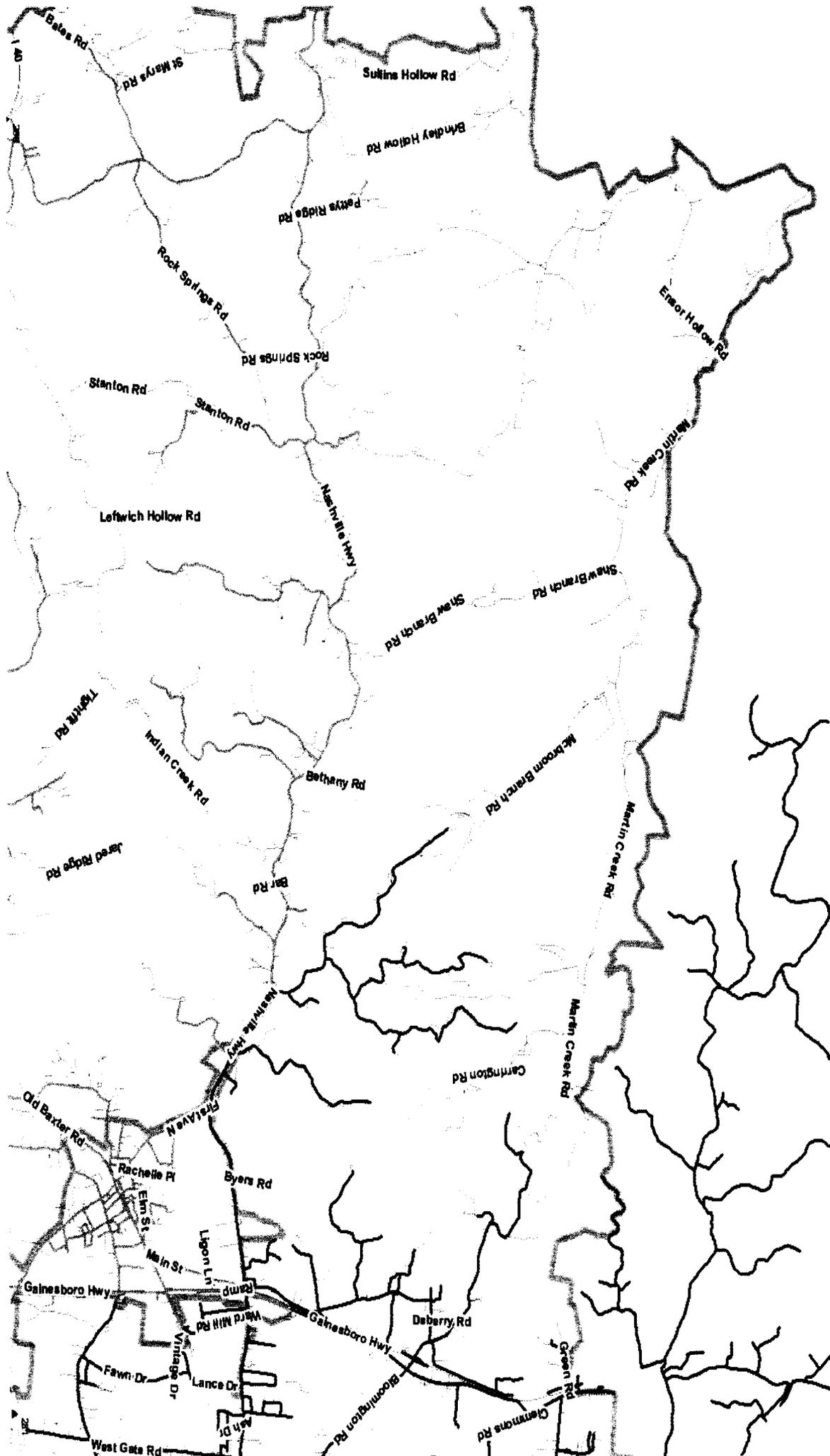
Cookeville City

Cookeville Boatdock

O'Conner



Current Water Lines in Putnam County



Bates Rd

St Marys Rd

Sultins Hollow Rd

Brindley Hollow Rd

Pattsys Ridge Rd

Rock Springs Rd

Rock Springs Rd

Stanton Rd

Stanton Rd

Leftwich Hollow Rd

Nashville Hwy

Shaw Branch Rd

Shaw Branch Rd

Emser Hollow Rd

Martin Creek Rd

Tipton Rd

Indian Creek Rd

Bethany Rd

McBroon Branch Rd

Martin Creek Rd

Jared Ridge Rd

Bar Rd

Nashville Hwy

Carnton Rd

Martin Creek Rd

Old Baxter Rd

Rachelle Pl

Byers Rd

Main St

Ligon Ln

Gainesboro Hwy

Camp Rd

Ward Mill Rd

Deberry Rd

Fawn Dr

Village Dr

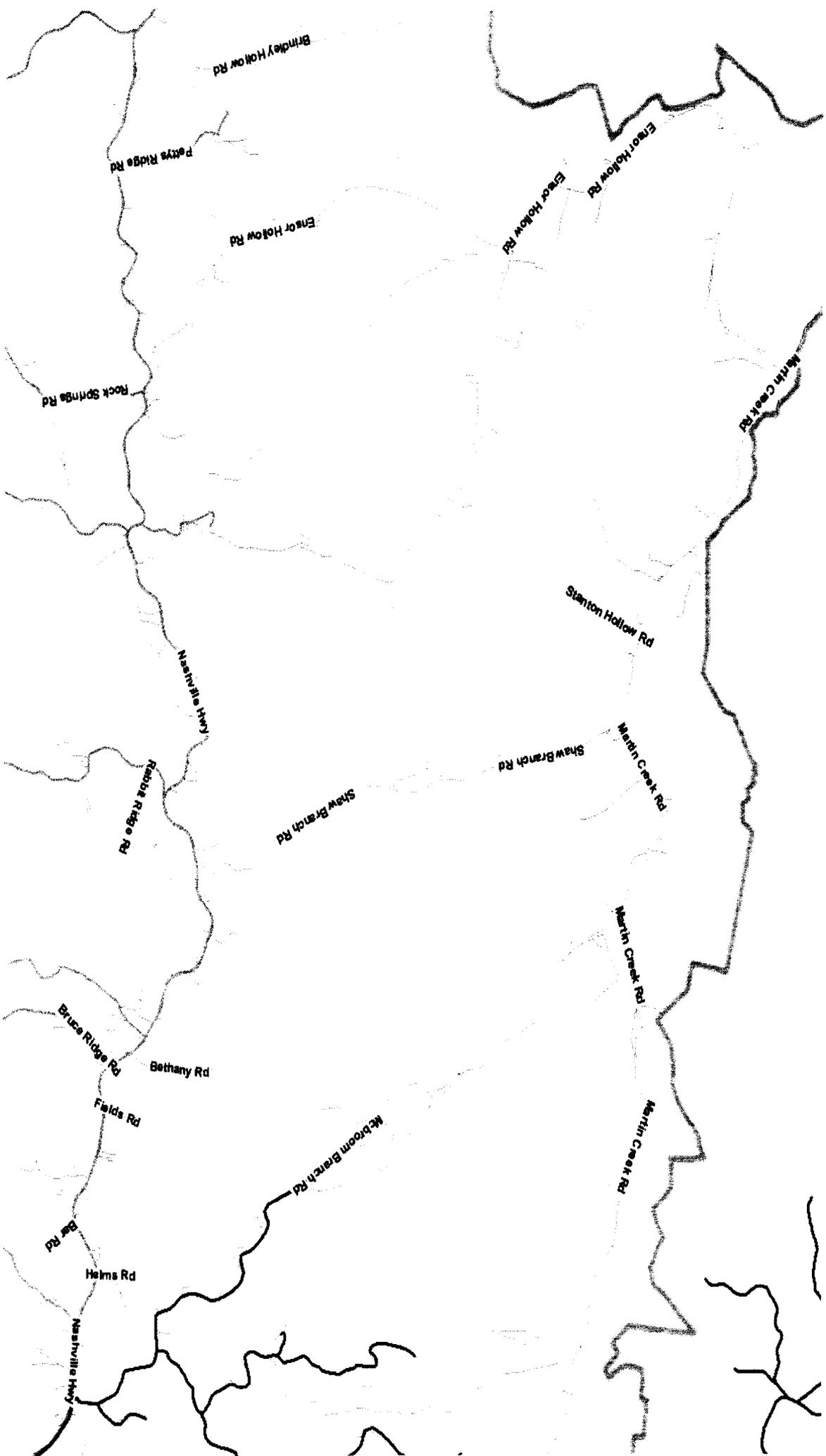
Lance Dr

West Gate Rd

Bloomington Rd

Green Rd

Cherrons Rd



Brimley Hollow Rd

Pattys Ridge Rd

Enzor Hollow Rd

Enzor Hollow Rd

Enzor Hollow Rd

Rock Springs Rd

Martin Creek Rd

Stanton Hollow Rd

Nashville Hwy

Rebels Ridge Rd

Shaw Branch Rd

Shaw Branch Rd

Martin Creek Rd

Martin Creek Rd

Bruce Ridge Rd

Bethany Rd

Fields Rd

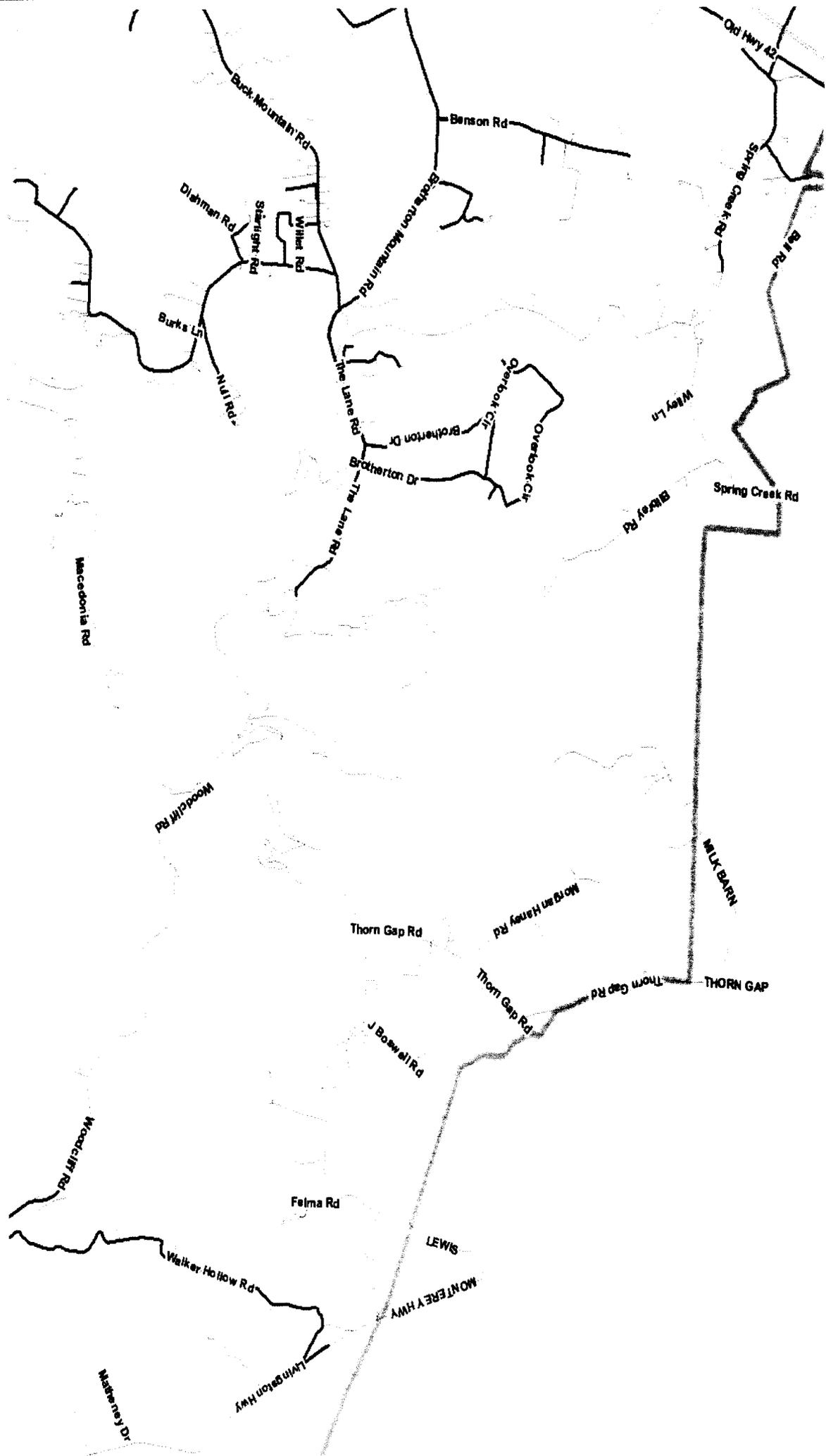
McBroom Branch Rd

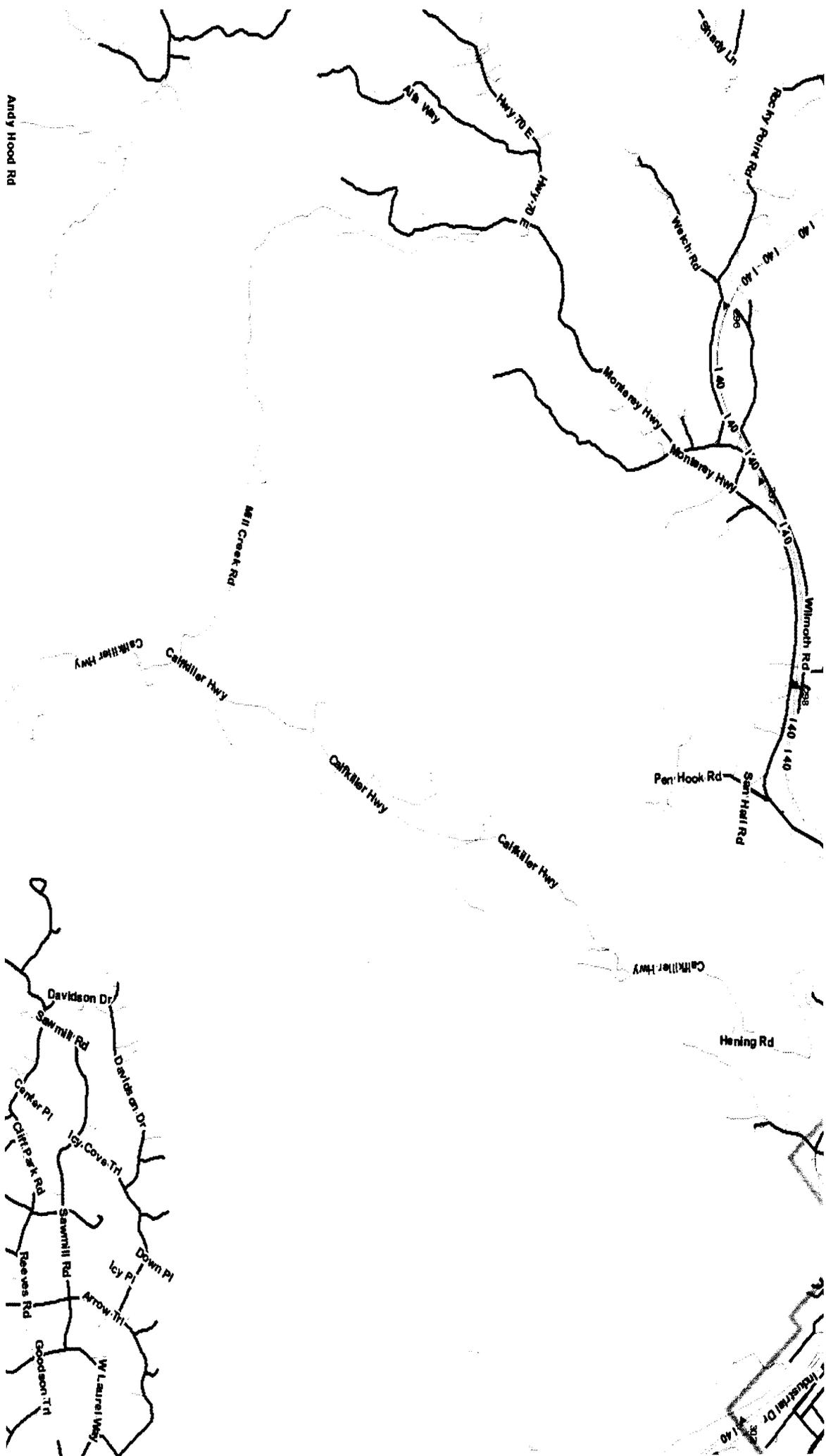
Bar Rd

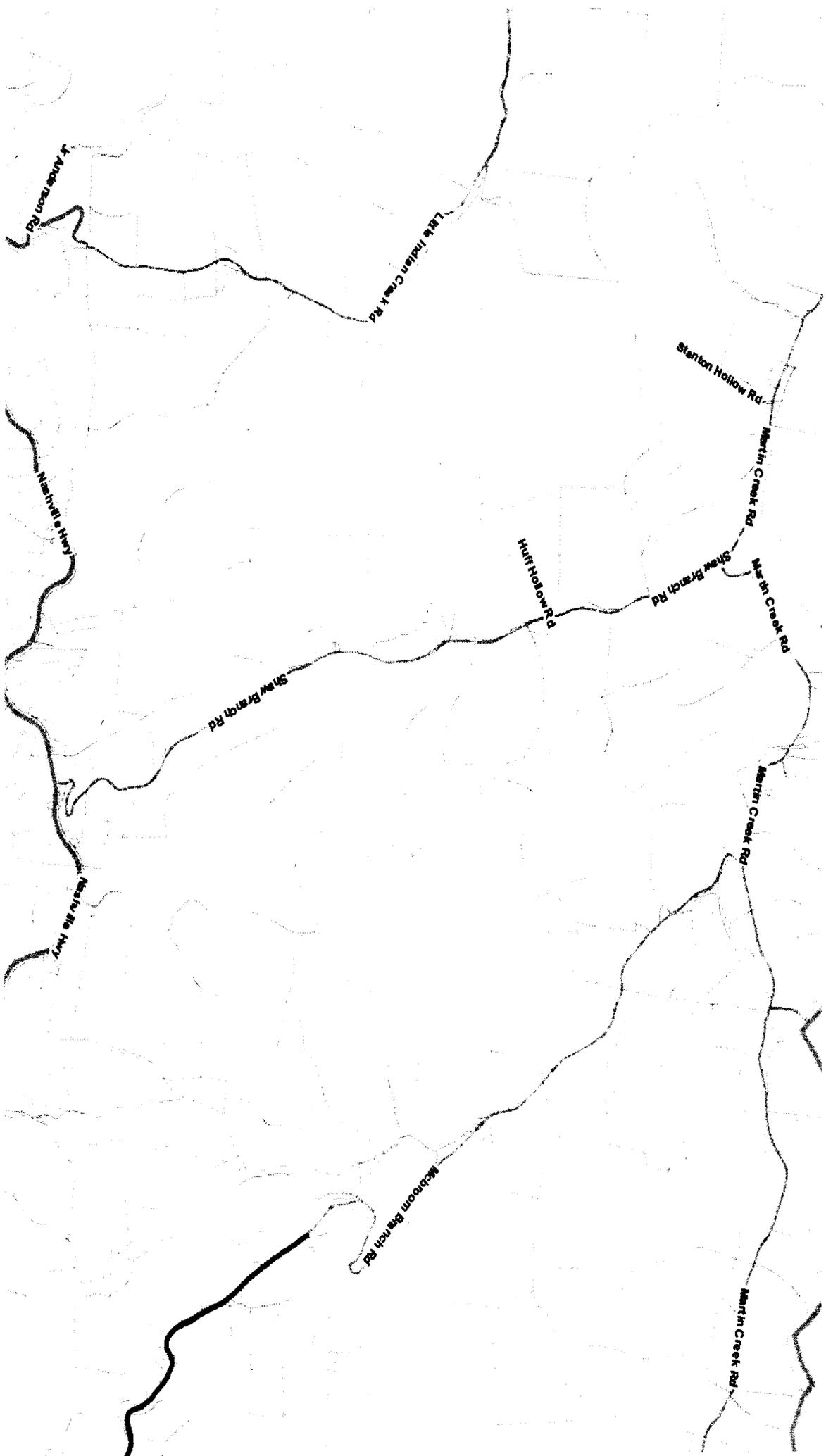
Helms Rd

Martin Creek Rd

Nashville Hwy







Lata Indian Creek Rd

Stanton Hollow Rd

Martin Creek Rd

Shaw Branch Rd

Huff Hollow Rd

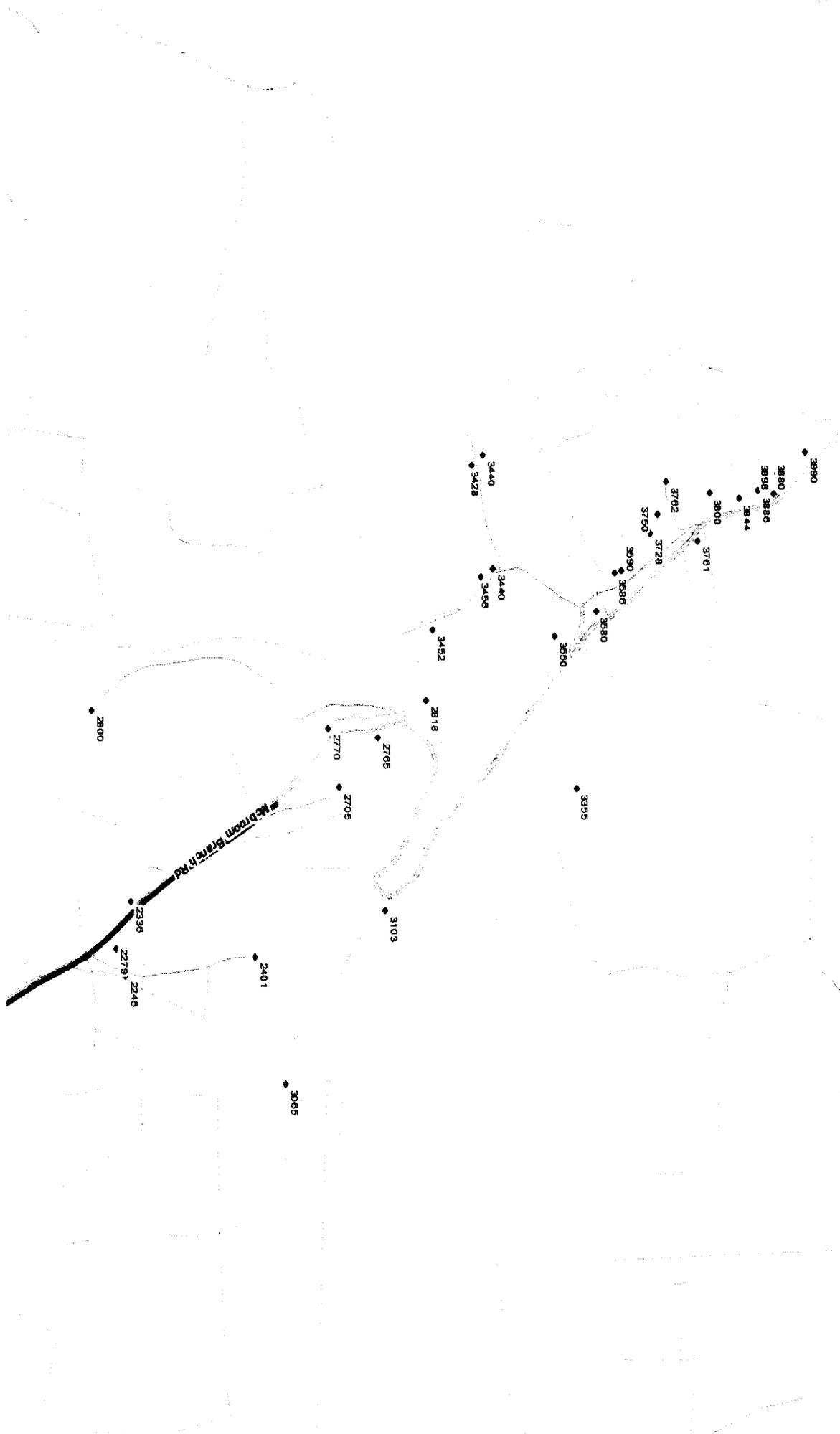
Martin Creek Rd

McIntosh Branch Rd

Nashville Hwy

Martin Creek Rd

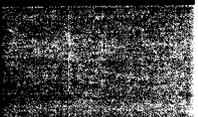
Martin Creek Rd



Putnam Water Project

- File for CDBG Grant for McBroom Branch or Shaw Branch Road. Look for other grants to extend water.
- For grant, % residents much be lower income households
- Approximately \$600,000 with Putnam paying 15% match
- Municipality or Utility District would take over and maintain line
- Work with Municipalities and Utility Districts to extend existing lines
- Two Districts, Bangham and Cookeville Boat Dock offer water to all its customers.

QUESTIONS



The Chairman asked for discussion on the motion to approve a Resolution to Apply to the Tennessee Department of Economic and Community Block Grant Funds. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

NOMINATING COMMITTEE:

**MOTION RE: NOMINATING COMMITTEE RECOMMENDS THAT THE FOLLOWING BE APPOINTED TO THE AGRICULTURE EXTENSION COMMITTEE FOR 2 YEAR TERMS TO EXPIRE JANUARY 2021: SCOTT CHADWELL
BEN RODGERS
ANGIE GLASCOCK**

Commissioner Terry Randolph moved and Commissioner Kim Bradford seconded the motion to appoint to the Agriculture Committee for 2 year terms to expire January 2021: Scott Chadwell, Ben Rodgers, and Angie Glascock.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote. The motion carried.

REPORT OF SPECIAL COMMITTEES: None

RESOLUTIONS: None

ELECTION OF NOTARIES:

MOTION RE: APPROVE THE ELECTION OF NOTARIES

Commissioner Kim Bradford moved and Commissioner Cathy Reel seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

PUTNAM COUNTY CLERK
WAYNE NABORS COUNTY CLERK
P.O. BOX 220
COOKEVILLE TN 38503
Telephone 931-526-7106
Fax 931-372-8201

Notaries to be elected January 22, 2019

DEBORAH L ADAMS
ANGELIA D BILBREY
KELLIE M BOWMAN
BRANDON BURR
KYLE HANNA
RHONDA L HARRIS
ROBIN HARTBARGER
KAYLA JOHNSON
LYTONYA R MATLOCK
ANGELA MOCERI

JAMES PATTERSON
ROY M PHIPPS
LAURIE A SEBER
RACHEL M SHAW
JAMIE K STAMPS
JOEL UNDERWOOD
KRISTI CRAIN UZELAC
MINDY YOUNGBLOOD

The Chairman asked for discussion on the Election of Notaries. There was none.

The Chairman asked the Commissioners to vote on the Election of Notaries. The Commissioners voted as follows:

FOR:

Jonathan A.D. Williams
Kevin Christopher
Sam Sandlin
Jerry Ford
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N. Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Kim Bradford
Joe Iwanyszyn
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

ABSENT:

Jim Martin
Jordan Iwanyszyn

The Clerk announced that twenty-two (22) voted for, zero (0) voted against, zero (0) abstained, and two (2) absent. The motion carried.

OTHER NEW BUSINESS:

**MOTION RE: APPROVE THE COUNTY EXECUTIVE RANDY PORTER'S
SELECTION OF THE BUDGET COMMITTEE (LIST TO BE PROVIDED AT MEETING)**

**JONATHAN A D WILLIAMS
THERESA TAYES
CHRIS CASSETTY
BEN RODGERS
MIKE ATWOOD**

**JIM MARTIN
CINDY ADAMS
GROVER BENNETT JR.
DARREN WILSON**

Commissioner Mike Atwood moved and Commissioner Kim Bradford seconded the motion to approve the Ratification of County Executive Randy Porter's selection to the Budget Committee of Jonathan A D Williams, Jim Martin, Theresa Tayes, Cindy Adams, Chris Cassetty, Grover Bennett Jr, Ben Rodgers, Darren Wilson, and Mike Atwood.

(SEE ATTACHED)

2019-2020 Proposed Budget Committee Members

Jonathan Williams

Jim Martin

Theresa Tayes

Cindy Adams

Chris Cassetty

Grover Bennett Jr.

Ben Rodgers

Darren Wilson

Mike Atwood

The Chairman asked for discussion on the motion to approve the County Executive Randy Porter's selection to the Budget Committee of Jonathan A D Williams, Jim Martin, Theresa Tayes, Cindy Adams, Chris Cassetty, Grover Bennett Jr, Ben Rodgers, Darren Wilson, and Mike Atwood. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

MOTION RE: APPROVE THE RATIFICATION OF COUNTY EXECUTIVE RANDY PORTER'S REAPPOINTMENTS TO THE PAYSACLE COMMITTEE AS FOLLOWS:

**JIMMY NEAL
JIM MARTIN**

**DANNY HOLMES
BEN RODGERS**

Commissioner Mike Atwood moved and Commissioner Cathy Reel seconded the motion to approve the Ratification of County Executive Randy Porter's reappointments to the Payscale Committee of Jimmy Neal, Danny Holmes, Jim Martin, and Ben Rodgers.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

MOTION RE: APPROVE THE RATIFICATION OF COUNTY EXECUTIVE RANDY PORTER'S REAPPOINTMENT TO THE HEALTH AND SAFETY STANDARDS BOARD FOR FOUR YEAR TERMS AS FOLLOWS: KATHY DUNN

Commissioner Darren Wilson moved and Commissioner Kim Bradford seconded the motion to approve the Ratification of County Executive Randy Porter's reappointment to the Health and Safety Standards Board for a four year term of Kathy Dunn.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked or a voice vote on the motion. The motion carried.

RECOGNIZE CASH FLOW ANALYSIS FOR THE GENERAL PURPOSE SCHOOL FUND

No action required.

(SEE ATTACHED)

*Department of Education
Putnam County*

Mr. Jerry Boyd, Director of Schools

Board of Education
Dawn Fry, Chair
Celeste Gammon, Vice-Chair

1400 East Spring Street
Cookeville, Tennessee 38506-4313
Phone (931) 526-9777
FAX (931) 372-0391

Board Members
Kim Cravens
Jerry Maynard
David McCormick
Lynn McHenry

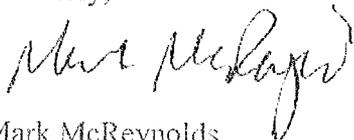
January 4, 2019

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please see attached Cash Flow Analysis for the General Purpose School Fund (141) for year FY19.

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- General Purpose School Fund Cash Flow Analysis for year FY19 as of January 1, 2019.

**Putnam County
General Purpose School Fund
Cash Balance FY19**

— Actual Cash Balance
- - - Estimated Cash Balance



MOTION RE: ACKNOWLEDGMENT OF THE APPOINTMENT OF DAVID MATSON TO THE COOKEVILLE BOAT DOCK UTILITY DISTRICT WITH TERM TO EXPIRE FEBRUARY 1, 2023 (REQUIRES NO ACTION, BUT NEEDS TO BE INCORPORATED INTO THE MINUTES)

(SEE ATTACHED)

Putnam

RANDY PORTER

C O U N T Y E X E C U T I V E

January 15, 2019

Shawn Fry
165 East Spring St
Cookeville, TN 38501

RE: Cookeville Boat Dock Utility District

Dear Shawn:

Please accept this letter as my re-appointment of David Matson to the Cookeville Boat Dock Utility District Board. My only stipulation is that the Board member agrees to work with me on any matters that may come up concerning the district and to work together to make the water district the best it can be for the citizens of the County. Mr. Matson has agreed to do this.

If you have any questions, please free to contact me.

Sincerely,



Randy Porter
County Executive

ANNOUNCEMENTS AND STATEMENTS:

EMPLOYEE OF THE MONTH: CAROL TEETERS

**SPECIAL RECOGNITION FOR THE MONTH: UPPERMAN HIGH SCHOOL
FOOTBALL TEAM**

(SEE ATTACHED)

EMPLOYEE OF THE MONTH

JANUARY 2019

CAROL TEETERS

SPECIAL RECOGNITION

FOR JANUARY 2019

**UPPERMAN HIGH SCHOOL
FOOTBALL TEAM**

MOTION RE: ADJOURN

Commissioner Danny Holmes moved and Commissioner Kim Bradford seconded the motion to adjourn.

The Chairman asked for a voice vote on the motion. The motion carried.

**PROPOSED BUDGET CALENDAR
FISCAL YEAR 2019-2020
Putnam County, Tennessee**

<u>Dates for 2018</u>	<u>Responsibility</u>	<u>Actions to be Taken</u>
January	County Executive	Appoint Budget Committee
January	Manager of Accts/Budgets	Budget Request Letters out to Departments
January	Non-Profit Committee	Organization Meeting Letters sent to Non-profits for budget requests
February	Non-Profit Committee	Begin meeting with non-profits Develop recommendations to present to Budget
March 15	Department Heads	Submit Draft Budgets to County Executive
April	County Executive	Meet with Department Heads on draft budgets
April	Budget Committee	Organization meeting to elect officers with presentation from County Executive
April 12	Elected Officials Road Department Other Misc. Funds	Deadline for submitting budget requests for FY 2018-2019
April-May	Mgr. of Accts/Budgets County Executive	Assembles information for presentation to the Budget Committee members
May	Mgr. of Accts/Budgets	Budget Books Presented
May, June	Budget Committee	Review info presented in Budget books and meet and develop recommendations for preliminary budget
May	Board of Education	Deadline for submitting budget requests for FY 2018-2019
June 17th	All Departments and Offices	Last day to get Purchase Orders for 2018-2019
June	Assessor of Property	Submit estimate of Per Penny Rate
July 1 - 15	Mgr. of Accts./Budgets Budget Committee	Close FY 2017-2018 budget year and determine estimated revenue, expenses and fund balances Review fund balances and finalize budget recommendations to go to Full Commission
No Later than July 15th	Mgr. of Accts./Budgets	Publishes proposed budget in newspaper:
July 22nd	Mgr. of Accts./Budgets	Sends proposed budget copies to County Commissioners
July 29th	County Commission	Consider 2018-2019 Budget

This schedule is subject to change if necessary

PLANNING COMMITTEE MEETING

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: January 8, 2019

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, January 14, 2019, IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.

1. Consider request from the Sheriff's Office to declare a dog as surplus and to donate to the original dog handler US Marine Corp. veteran, Lance Corporal Phillip Akhteebo.
2. Consider request from Commissioner Danny Holmes to consider waving the fraternization policy at the EMS Department.
3. Consider a Resolution requesting the streamline of school bus driver licensing to meet the critical transportation needs of local school districts.
4. Consider the adoption of an ADA Grievance Procedure as reviewed by the County Attorney and approved by the ADA Committee.
5. Any other business that needs to be reviewed by the Planning Committee.

FISCAL REVIEW COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: January 8, 2019

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, January 14, 2019, at 5:30 PM in the County Commission Chambers at the Courthouse.

1. Consider budget amendments to the County General Fund.
2. Consider budget amendments to the General Purpose School Fund.
3. Consider budget amendments to the Road Department Fund.
4. Consider budget amendment to the Capital Project Fund.
5. Discuss County Commissioner pay.
6. Discuss water project for Putnam County and consider approval of a Resolution to apply to the Tennessee Department of Economic and Community Development for Community Development Block Grant Funds.
7. Any other business that needs to be reviewed by the Fiscal Review Committee.

NOMINATING COMMITTEE MEETING

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: January 8, 2018

RE: Nominating Committee Agenda

Listed below are items to be considered by the Nominating Committee on Monday, January 14, 2019 AFTER THE PLANNING COMMITTEE MEETING.

1. Consider request from the Agriculture Extension Office to appoint the following to the Agriculture Extension Committee for 2 year terms to expire January 2021.
Scott Chadwell
Ben Rodgers
Angie Glascock
2. Any other business that needs to be reviewed by the Nominating Committee.

November 5, 2018

Debbie Francis
Accounts Manager
300 E. Spring St. Rm. 4
Cookeville, TN 38501

Dear Debbie:

The following are the Agriculture Committee list of nominees for election:

We would like to nominate Scott Chadwell for his first term.
His appointment will end 1/2021.

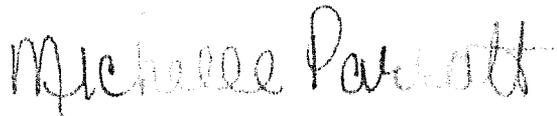
Ben Rodgers is up for re-election for his third two year term.
His appointment will end 1/2021.

Angie Glascock is up for re-election for her third two year term.
Her appointment will end 1/2021.

The remaining (Mel Maxwell, Charlene Moss, Danny Holmes, and Kim Bradford) are good for this year.

Thank you for your assistance.

Sincerely,



Michelle Parrott
County Director

CC: Randy Porter