

**MINUTES
OF
PUTNAM COUNTY COMMISSION
MARCH 21, 2016**

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 March 21, 2016 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding the Chairman, Daryl Blair and County Clerk, Wayne Nabors.

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

The Chairman, Daryl Blair recognized County Commissioner, Mike Medley for the Invocation.

The Chairman, Daryl Blair recognized County Commissioner, Larry Redwine and Boy Scouts Troop 20 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

| | |
|------------------|----------------|
| Scott Ebersole | Ben Rodgers |
| Tom Short | Danny Holmes |
| Jordan Iwanyszyn | Benton Young |
| Jerry Ford | Daryl Blair |
| Jerry Roberson | Tony Honeycutt |
| Larry Bennett | Kim Bradford |
| Cindy Adams | Jim Martin |
| Bobby Williams | Scott Stevens |
| Chris Savage | Marsha Bowman |
| Reggie Shanks | Donny Buttram |
| Larry Redwine | Mike Atwood |
| Mike Medley | Cathy Reel |

The Clerk announced that twenty-four (24) were present and zero (0) absent. Therefore, the Chairman declared a quorum.

MOTION RE: APPROVE AGENDA

Commissioner Mike Medley moved and Commissioner Larry Redwine seconded the motion to approve the Agenda of the March 21, 2016 Meeting of the Putnam County Commission.

(SEE ATTACHED)

AGENDA PUTNAM COUNTY BOARD OF COMMISSIONERS

Monthly Awards will be presented at 5:45 PM

**Regular Monthly Session
Monday, March 21, 2016 6:00PM**

**Presiding: Honorable Daryl Blair
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation** *District 7*
- 3. Pledge to the Flag of the United States of America** *District 7*
- 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**
 - C. Other Unfinished Business**
- 8. New Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 - 1. Planning Committee**
 - a. Recommends approval to transfer an ambulance chassis from the Putnam County Emergency Medical Service to the Parks & Recreation Department
VIN# 1FDUF4GT6BEC12443 Year 2011

- b. Recommends approval that the following vehicles and equipment be declared surplus and sold via online auction:
 - 1999 Jeep Cherokee VIN#1J4FF6852XL519720
 - 1993 Chevrolet Truck VIN# 1GCEK14K3PZ208056
 - 1995 Buick LaSabre VIN#1G4HP52LXSH514909
 - Panasonic Copy Machine
 - Two (2) Cannon Plotters
- c. Recommends approval of the request from Global Recycling Inc. for a tire recycling operation on Old Walton Road in the City of Monterey.
- d. Recommends approval of the Declaration of Protective and Restrictive Covenants for the Highland Business Park.
- e. Recommends approval of a Resolution amending the membership of the Upper Cumberland Regional Airport Board.

2. Fiscal Review Committee

- a. Recommends approval of budget amendments to the County General Fund in the amount of \$311,586.
- b. Recommends approval of budget amendments to the Road Department Fund in the amount of \$46,000.
- c. Recommends approval of a Resolution and Plan Authorizing a Continuous Five (5) Year Reappraisal Cycle presented by Assessor of Property Steve Pierce.
- d. Recommends approval for the County Executive to apply for a State grant in the amount of \$748,298 and approve to remove the old hanger on the Sports Complex property.

3. Nominating Committee

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

9. Announcements and Statements

1. Hear from County Executive Randy Porter about County Employee Appreciation Day.

10. Adjourn



**Fiscal Strength and Efficient Government Fiscal Confirmation Letter
ThreeStar Program requirements**

This document confirms that Putnam County has taken the following actions in accordance with the requirements of the ThreeStar Program:

- The county mayor has reviewed with the county commission at an official meeting the county's debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that local elected officials are aware and knowledgeable of the county's debt management policy.

- The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to issuance of debt. The purpose of this requirement is to ensure elected officials are aware that prior to the issuance of debt the county must go through the process of assessing the county's cash flow. This is done to evaluate the county's finances and confirm that sufficient revenues are available to cover additional debt service associated with the proposed issuance of debt.

Debt Management Policy

This is an acknowledgement that *the Debt Management Policy of Putnam County is on file with the Office of the Comptroller of the Treasury* and was reviewed with the members of the Putnam County Commission present at the meeting held on the 21st day of March, 2016.

Minutes of this meeting have been included as documentation of this agenda item.

Annual Cash Flow Forecast

This is an acknowledgement that *prior to the issuance of debt an annual cash flow forecast was prepared for the appropriate fund and submitted to the Comptroller's office* and was reviewed with the members of the Putnam County Commission present at the meeting held on the 21st day of March, 2016. (No debt has been issued this fiscal year)

Minutes of this meeting have been included as documentation of this agenda item.

Acknowledged this 21st day of March, 2016.

Randy Porter
County Mayor/Executive Name

Randy Porter 3/21/16
Signature

The Chairman asked for discussion on the motion to approve the Agenda of the March 21, 2016 Meeting of the Putnam County Commission. There was none.

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

MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING

Commissioner Jordan Iwanyszyn moved and Commissioner Jim Martin seconded the motion to approve the Minutes of the February 16, 2016 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 February 16, 2016 Meeting. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREOF BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: None

FISCAL REVIEW COMMITTEE: None

NOMINATING COMMITTEE: None

REPORT OF SPECIAL COMMITTEES: None

OTHER UNFINISHED BUSINESS: None

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL TO TRANSFER AN AMBULANCE CHASSIS FROM THE PUTNAM COUNTY EMERGENCY MEDICAL SERVICE TO THE PARKS & RECREATION DEPARTMENT
VIN# 1FDUF4GT6BEC12443 YEAR 2011**

Commissioner Mike Atwood moved and Commissioner Tony Honeycutt seconded the motion to recommend approval to transfer a 2011 ambulance chassis from the Putnam County Emergency Medical Service to the Parks & Recreation Department.

(SEE ATTACHED)

PUTNAM COUNTY EMERGENCY MEDICAL SERVICES

700 County Services Drive
Cookeville, TN 38501
Phone (931) 528-1555

Tommy Copeland, CCP
Director
tcopeland@putnamcountyttn.gov
Direct (931)525-2103
Fax (931)520-8404

Darren Ford, CCP
Assistant Director
dford@putnamcountyttn.gov
Direct: 931-525-2112
Fax: 931-372-0295

March 4th, 2016

Chassis Donation

We have the following chassis that has been requested to be transferred. This chassis is surplus. We have taken an ambulance box off the chassis and put the box on a new truck. Following is the description:

Requesting: Parks and Recreation Department

Chassis
VIN: 1FDUF4GT6BEC12443
Year: 2011
Mileage: 110,932

Respectfully,



Tommy Copeland, CCP
Director, Putnam EMS

The Chairman asked for discussion on the motion to approve the transfer of a 2011 ambulance chassis from the Putnam County Emergency Medical Service to the Parks & Recreation Department. There was none.

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

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL THAT THE FOLLOWING VEHICLES AND EQUIPMENT BE DECLARED SURPLUS AND SOLD VIA ONLINE AUCTION: 1999 JEEP CHEROKEE VIN# 1J4FF6852XL519720
1993 CHEVROLET TRUCK VIN# 1GCEK14K3PZ208056
1995 BUICK LASABRE VIN# 1G4HP52LXSH514909
PANASONIC COPY MACHINE
TWO (2) CANNON PLOTTERS**

Commissioner Mike Atwood moved and Commissioner Kim Bradford seconded the motion to approve the following vehicles and equipment be declared surplus and sold via online auction: 1999 Jeep Cherokee; 1993 Chevrolet Truck; 1995 Buick LaSabre; a Panasonic Copy Machine; and two (2) Cannon Copiers.

(SEE ATTACHED)



Putnam Co. Courthouse
300 East Spring St., Room 1
Cookeville, TN 38501

Office: 931-528-8428 • Fax: 931-520-0468

www.putnamcountyttn.gov/assessorofproperty

Honorable Commissioners,

Please consider these items for surplus to be sold online at auction:

Vehicles

1999 Jeep Cherokee- Green/122,418 miles
VIN 1J4FF6852XL519720

1993 Chevrolet Truck- Green/180,369 miles
VIN 1GCEK14K3PZ208056

1995 Buick LaSabre- Gold/81,381 miles
VIN 1G4HP52LXSH514909

Office Equipment

Panasonic Copy Machine- Model Number DP-4530-PUJ
AACM2390

Cannon Plotter- AACM2390

Cannon Plotter- AHB00326

Thank you,

Steve T. Pierce

The Chairman asked for discussion on the motion to approve the following vehicles and equipment be declared surplus and sold via online auction: 1999 Jeep Cherokee; 1993 Chevrolet Truck; 1995 Buick LaSabre; a Panasonic Copy Machine; and two (2) Cannon Copiers. There was none.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE REQUEST FROM GLOBAL RECYCLING INC. FOR A TIRE RECYCLING OPERATION ON OLD WALTON ROAD IN THE CITY OF MONTEREY

Commissioner Mike Atwood moved and Commissioner Jordan Iwanyszyn seconded the motion to approve the request from Global Recycling Inc. for a Tire Recycling Operation on Old Walton Road in the City of Monterey.

(SEE ATTACHED)

MONTEREY

Where Hilltops Kiss The Sky
302 E. Commercial Avenue • P.O. Box 97
Monterey, Tennessee 38574

Bill Wiggins III
MAYOR

931-839-2323
931-839-3770
FAX
931-839-3933

March 8, 2016

Randy Porter
Putnam County Executive
300 E Spring Street
Cookeville, TN 38501

Dear Randy:

The Monterey Board of Aldermen voted to enter into a lease agreement with Danny Patel for a tire recycling operation on acreage at our Industrial Park on Old Walton Road at a special called meeting on February 22, 2016.

Sincerely,

Bill Wiggins
Mayor

The Chairman asked for discussion on the motion to approve the request form Global Recycling Inc. for a Tire Recycling Operation on Old Walton Road in the City of Monterey. The Commissioners discussed the motion.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE DECLARATION OF PROTECTIVE AND RESTRICTIVE COVENANTS FOR THE HIGHLANDS BUSINESS PARK

Commissioner Mike Atwood moved and Commissioner Cathy Reel seconded the motion to approve the Declaration of Protective and Restrictive Covenants for the Highlands Business Park.

(SEE ATTACHED)

DECLARATION OF PROTECTIVE COVENANTS AND RESTRICTIVE COVENANTS RUNNING WITH LAND

APPLICABLE

TO

**HIGHLANDS BUSINESS PARK
Cookeville, Putnam County, Tennessee**

THIS DECLARATION OF PROTECTIVE COVENANTS and Restrictive Covenants Applicable to Highlands Business Park (hereinafter referred to as "Protective Covenants and Restrictions"), is hereby executed this ____ day of _____, 2016, by ***the City of Cookeville, Tennessee and Putnam County, Tennessee represented by the City Manager of the City of Cookeville*** (hereinafter jointly referred to as "Developer")

WITNESSETH:

WHEREAS, Developer is the owner of certain real estate in the City of Cookeville, in the County of Putnam, State of Tennessee, and more particularly described as the Highlands Business Park (hereinafter referred to as the "Park"), a plat of which is of record in Plat Cabinet G, Slide 5B, Register's Office, Putnam County, Tennessee (or as subsequently amended); and

WHEREAS, Developer desires to establish and provide for a system of administration and continual operation and maintenance of the Park as hereinafter described; and

WHEREAS, Developer further desires to establish for Developer's benefit and for the mutual benefit and advantage of its successors and assigns, and all future owners and occupants of the Park, or any portion thereof, certain rights, privileges, obligations, restrictions, covenants, liens, assessments and regulations governing the development, use and occupancy of the Park, and the maintenance, protection and administration of the common areas thereof, all of which are declared to be in furtherance of a plan to promote and protect the operative aspects of the Park and are intended to be construed as covenants running with the land, which shall be binding on all parties having or acquiring any right, title or interest in all or any portion of the property, and which inure to the benefit of each owner thereof.

These Protective Covenants and Restrictions have been drafted with the goal of achieving certain development standards as follows:

- Protect property rights of all parties with land interest.
- Identify the Park as a business friendly park with the proper business environment to benefit those with land interest to create the best opportunity to make a profit as well as provide jobs to the citizens of the Highlands Region.
- Invest in the future of Cookeville and Putnam County by attracting high quality businesses and industries.
- Emphasize the unique character of Cookeville and Putnam County.
- Maintain and enhance the quality of life for the citizens of Cookeville and Putnam County through business and industrial growth and economic development.
- Reinforce the civic pride of citizens through appropriate development.
- Preserve the natural environment by minimizing negative impacts of development.
- Provide the Park site owners, developers, architects, builders, and users with a clear and equitable set of parameters for developing the business park.
- Encourage a pedestrian and cyclist friendly environment.
- Enhance the sense of place and contribute to the sustainability and lasting value of the city and county.
- Shape business and industrial development of the Park in a manner that is most beneficial to the citizens of Cookeville and Putnam County.

NOW, THEREFORE, Developer, as legal title holder of the properties with the Park and for the purposes set forth above and further hereinafter set forth, declares as follows:

ARTICLE I

PERMITTED USES

The property herein conveyed shall be used only for mixed use business and industrial park purposes subject to Developer approval. Public and semipublic uses, including municipal use, state or federal use, public utility structure or related use are also permitted. There shall be no public use creating a negative impact on businesses located in the Park.

ARTICLE II

PROHIBITED USES

No land or building shall be used or occupied within the Park which produces smoke, dust, noise, odor or vibration not in compliance with minimum performance standards set forth in these Protective Covenants and Restrictions. In addition, the following uses are specifically prohibited:

- 2.1 Residential dwellings, including mobile home parks
- 2.2 Commercial incineration;
- 2.3 Junk yards, body or fender shops, wrecking and salvage yards including battery and commercial solvent recycling or reclamation facilities;
- 2.4 Rubbish, garbage or trash dumps;
- 2.5 Treatment of hazardous, toxic or radioactive wastes;
- 2.6 Mining, rock quarry, drilling for or removing oil, gas or other hydrocarbon substances;
- 2.7 Mobile and modular home sales
- 2.8 Mini warehouses
- 2.9 Automobile (all vehicle) sales
- 2.10 Places of worship
- 2.11 Wireless communication tower structures
- 2.12 Billboards, except those oriented to I-40 (no billboard may face the Park) and located within a 100 foot corridor extending from the right-of-way of Interstate 40.
- 2.13 Cemeteries or mortuaries; and
- 2.14 Other activities the Developer in its sole discretion deems incompatible with the goals of the development standards set forth hereinabove, or with existing owners and tenants of the Park.

ARTICLE III

REQUIRED CONDITIONS

All buildings or uses permitted in the Park shall comply with the following conditions:

- 3.1 **SETBACKS.** No building or structure shall be located within fifty (50) feet of the public right of way of any street and within twenty-five (25) feet of any property line.
- 3.2 **MAXIMUM BUILDING AREA AND SITE COVERAGE.** Building and accessory facilities shall not cover more than fifty percent (50%) of any property parcel. Buildings, accessory facilities, parking, materials, handling, and similar facilities shall not cover more than seventy percent (70%) of the property parcel.
- 3.3 **ROAD ACCESS.** Access to Lee Seminary Road shall not be permitted without approval from the Developer.

- 3.4 **OUTSIDE STORAGE OF RAW MATERIALS AND EQUIPMENT.** All raw materials and equipment shall be stored in completely enclosed buildings or shall otherwise be completely screened by such walls, fences and landscaping as approved by the Developer to attractively conceal areas visible from outside of the lot boundaries.
- 3.5 **GARBAGE AND REFUSE.** Garbage and refuse containers shall be concealed and contained within a building or shall be concealed by means of a screening wall of material similar to and compatible with that of the building and must conform to the City of Cookeville's regulations.
- 3.6 **LOADING DOCKS.** Unless physical conditions otherwise prohibit, and then only with the written approval of the Developer, all loading docks should be provided at the rear of the building. In case of a demonstrated hardship the Developer may grant a waiver for loading docks to be located on building sides. Loading facilities shall be constructed so that no part of the longest legal loading area will extend beyond the parcel boundary line.
- 3.7 **SIGNS.** In order to protect the overall appearance of the Park and to afford appropriate identification of all businesses within the Park all exterior signage shall be approved by the Developer. The location, size, and related characteristics of exterior signs shall follow the sign regulations of the City of Cookeville Zoning Code and as follows:
- a. No flashing, moving, temporary or intermittently lighted signs shall be permitted.
 - b. Each lot may have one temporary construction sign during the construction period. This sign shall not exceed thirty-two (32) square feet per side.
 - c. All signs shall be properly maintained for the life of the property. The Developer has the right to require removal of any sign or device not maintained by Park standards.
- 3.8 **ROOF TOP STRUCTURES.** All heating and cooling towers, equipment, etc., placed on the roof of buildings shall be screened or enclosed from ground level view so that they are architecturally compatible with the main portion of the building. There will be special consideration given for solar panels incorporated into the building design or being added after occupation of the building. If a rooftop structure is a required part of the industrial process, its size and shape shall be subject to review by the Developer to determine appropriate screening.
- 3.9 **EXTERIOR LIGHTING.** In order to minimize the offensive directing of light onto adjacent property and to prevent interference with the overall lighting plan for the development, the placement of exterior lighting on buildings and in parking areas shall be in accordance with plans and specifications submitted to and approved by the Developer. All exterior lighting poles and lighting fixtures shall be of uniform type throughout the Park such as those utilized on the existing public roadways within the Park.
- 3.10 **OUTDOOR WIRING.** No lines, wires or other devices for the communications or transmission of electric current or power, including telephone, Internet, cable TV and radio signals, shall be constructed, placed, or maintained anywhere in or upon the lots, except for the electric, telephone, Internet and cable TV and other utility and sewer service placed on public entity easements by the Developer, unless these shall be contained in conduits or cables constructed, placed, and maintained underground or concealed in, under, or in buildings or other approved improvements. Electrical transformers may be permitted if properly screened and approved by the Developer. Nothing herein shall be deemed to forbid the erection and use of temporary power or telephone services incident to the construction or approved improvements. Telephone, internet and cable TV may surface into a vault to be placed at ground level at a location approved by the Developer. If there is a need for communications or transmission services to surface above ground level, there must be prior approval by the Developer.
- 3.11 **ANTENNAE AND DISHES.** Antenna or dishes of any kind for wireless transmission must be approved by the Developer.

3.12 LANDSCAPING. All areas between the building walls and the property lines, except parking areas and storage areas shall be landscaped, in an attractive manner with lawn, trees and shrubs, and a landscaping plan shall be submitted as required in Article V, Section V.4 below.

- a. All parking areas shall be buffered from any street or neighboring structures with plantings and/or landscaped berms. Where paving occurs adjacent to any side or rear property line, a minimum of ten (10) feet of landscaping shall be provided between said property line and the curb of the pavement, unless written approval to the contrary is granted by the Developer. Where paving occurs adjacent to any street right-of-way, a minimum of fifteen (15) feet of landscaping shall be provided between said property line and the curb of the pavement, unless written approval to the contrary is granted by the Developer.
- b. All landscaping required herein or otherwise to be provided on any building project shall be completed within ninety (90) days after the substantial completion of construction of any buildings to be constructed on any site; provided, unless weather conditions at such time do not permit, then such landscaping shall be completed within the next planting season, not to exceed twelve (12) months.
- c. All developed property shall have trees planted at a minimum of forty (40) foot intervals along any adjoining streets, not including Interstate 40. The Developer encourages planting Red Bud trees and other varieties of trees. However, no Bradford Pear trees shall be allowed. Trees shall be a minimum of three (3) inches in diameter – measured two (2) feet from the ground when planted. Developer may work with property owner to meet this standard.
- d. Every purchaser, owner and tenant shall install and use an underground irrigation system to maintain the trees, grasses and plants in the landscaping program. Building expansion areas may be exempt from this requirement with approval of the Developer.
- e. Any unused and non-landscaped area that is planned for future development shall be seeded, and kept free of weeds, other unsightly plant growth, stored material, rubbish and debris.
- f. Lawns shall be mowed and maintained (up to and including city right-of-way adjacent to property) on a regular basis to accommodate the community environment characterized in these Protective Covenants and Restrictions.

3.13 OFF STREET PARKING.

- a. It shall be the responsibility of the property owner to provide parking for employees, customers and visitors, and public streets and rights-of-ways shall not be used for parking in accordance with the City of Cookeville Municipal Codes.
- b. Parking, staging, or unloading on roadways and streets shall not be permitted.
- c. All driveways and parking areas shall be constructed with a hard surfaced pavement and shall include adequate drainage facilities to dispose of all storm water in accordance with all local and State regulations.
- d. It shall be the owner's responsibility to extend driveways to the existing or presently projected streets at no expense to the Developer, even though part of this construction is within the street right-of-way.

3.14 CONSTRUCTION AND APPEARANCE.

- a. No building shall be constructed with wood framing.
- b. All buildings shall comply with the Architectural Design Requirements of the Cookeville Zoning Code.
- c. All construction shall conform to the standards specified in the City of Cookeville Municipal Codes.
- d. All building heights shall be subject to pre-construction approval by the Developer and shall conform to requirements and restrictions of the applicable City of Cookeville Municipal Codes.
- e. No fence, screen or wall shall be built without approval of the Developer and in compliance with the City of Cookeville Municipal Codes.
- f. There shall be no grading within the Federal Emergency Management Agency (FEMA) designated Cane Creek flood plain that would change the existing ground elevation without the approval of the City of Cookeville Public Works Department.

- 3.15 STORAGE TANKS. No storage tanks, either above or below the ground, shall be permitted without approval by the Developer.
- 3.16 EASEMENTS. There are perpetual easements for utility installation and maintenance, for drainage installation and maintenance, for sanitary sewer installation and maintenance as shown on the plat for the Highlands Industrial - Business Park. No permanent structure or encumbrance is permitted in such easement areas.
- 3.17 TEMPORARY STRUCTURES. Temporary structures are prohibited except when used to perform a function that will be performed by a permanent structure that is in the planning or construction stage. The use of such a temporary structure is restricted to eighteen (18) months, without approval of the Developer. Construction trailer offices, structures related to a particular project, and construction job site materials trailers may be allowed during the construction period only. Mobile storage units will not be permitted.
- 3.18 INTERSTATE 40 VISIBILITY. For properties with visual exposure to Interstate 40, special care shall be exercised so that loading docks and other exposures that do not represent the image desired for the Park are screened and concealed from view from Interstate 40.

ARTICLE IV

APPROVAL OF PLANS AND IMPROVEMENTS

- 4.1 Plans for construction or alteration of any improvements shall meet the requirements herein and the appropriate City of Cookeville Departments, and shall be reviewed and approved the same as hereinafter described. In order to insure that the standards herein set forth are met, prior to site grading, lot development, construction or alteration of any improvements, the purchaser shall submit the plans detailed in Article V below to the Developer to determine compliance with city and county codes and compliance with these Protective Covenants and Restrictions. No construction shall be commenced, and no plans shall be approved, except upon written approval by the City of Cookeville.
- 4.2 Upon such approval, all such construction and/or alterations shall proceed strictly according to the submitted plans and specifications as approved by the Developer.
- 4.3 Improvements made on property within the Park without approval of plans for said improvements are hereby determined to be unapproved improvements constructed or installed in violation of these Protective Covenants and Restrictions. Unapproved improvements shall be subject to immediate action by the Developer, or its designee.

ARTICLE V

PLAN REQUIREMENTS

The following items shall be submitted to the City of Cookeville Codes Department for review and written approval:

- 5.1 Site plan for the property, which shall include the following:
 - a. Location and orientation of the structure;
 - b. Grading plan;
 - c. Location of driveways, walkways and parking areas;
 - d. Location of loading and service areas;
 - e. Location of all utilities;
 - f. Location of exterior mechanical equipment;
 - g. Location and elevations of signs;
 - h. Location of outside storage areas; and
 - i. Location of any proposed fence, wall, storage tank, antenna, heating/cooling system, and any mechanical equipment to be placed in or around the exterior of the building.

- 5.2 Samples and specifications for all exterior materials shall be submitted for approval of color and composition.
- 5.3 Construction plans revealing building elevations and exterior specifications.
- 5.4 Landscaping plans including any proposed disturbance of existing natural features. Such plans include information regarding the type of sod, seeding, type of trees, shrubs and hedges, location of underground irrigation system and other information on landscape treatment for the entire building site, including fences, walls and screening.
- 5.5 Storm water management, sedimentation and impoundment plans, as may be required by local authorities.
- 5.6 Prior to obtaining necessary building and other related permits, the Applicant shall obtain written approval from the Developer stating that the uses and plans for the business parcel have been approved.

ARTICLE VI

PERFORMANCE STANDARDS

All of the following minimum standards shall be complied with:

- 6.1 **FIRE AND EXPLOSIVE HAZARDS.** All activities shall be carried on only in structures which conform to the standards of the National Board of Fire Underwriters and National Fire Protection Association (NFPA) standards concerning the plant operation and storage of explosive raw materials, fuels, liquids and finished products.
- 6.2 **RADIOACTIVITY.** All activities located within the Park shall comply with Title 10, Chapter 1, Part 20, Code of Federal Regulations, "Standards for Protection Against Radiation."
- 6.3 **SMOKE, FUMES, GASES, DUST, ODORS.** There shall be no excessive emission of any smoke, fumes, gas, dust or odors. In any case, the limit of such emission of air pollutants shall be subject to the approval or acceptance of the State Air and Water Quality Control Department.
- 6.4 **VIBRATION.** There shall be no vibration which is discernible to the human sense of feeling beyond the immediate site on which such use is conducted.
- 6.5 **NOISE.** "All activities shall comply with the City of Cookeville Municipal Code 11-202 (Anti-Noise)".
- 6.6 **LIQUID OR SOLID WASTES.** The discharge of untreated industrial wastes into a stream or open or closed drain is prohibited. All methods of sewage and industrial waste treatment and disposal shall be approved by Developer, the appropriate local utility and Tennessee Department of Environment & Conservation (TDEC). More specifically, all sanitary and processed liquid waste must be discharged into the sanitary sewer system.
- 6.7 **SITE DRAINAGE.** No driveways, walks, parking areas, etc. may be constructed across any drainage ditch, channel, or swale without providing adequate culverts or waterway openings for natural drainage.
- 6.8 If the City of Cookeville's codes and restrictions differ from the performance standards listed above, the more restrictive standards shall apply.

ARTICLE VII

PROVISIONS AND COVENANTS ARE SEVERABLE

In the event that one or more of the provisions hereof are held to be invalid or unenforceable, the other provisions herein shall not be affected thereby, but shall remain in full force and effect, it being intended that the provisions hereof are severable. The terms "provisions" and "covenants" as used herein shall not be construed necessarily to mean a numbered section hereof, but may be a portion of such numbered section. No lot in the Park shall be used as a street, or to create a street, that would connect to any other property or street, except as approved by the Developer. This prohibition against re-subdivision however, shall not prohibit the Developer from re-subdividing any lot or lots as the Developer in its sole discretion.

ARTICLE VIII

SUBDIVISION OF LAND

No parcel of real property once sold by the Developer shall thereafter be subdivided, except pursuant to Amendment or Wavier of such restriction by the Developer as provided for herein.

ARTICLE IX

RIGHT TO REPURCHASE

If, after the expiration of one (1) year from the date of execution of a sales contract agreement, any purchaser who shall not have begun in good faith the construction of any acceptable building upon said part, parcel, tract, tracts or lot, the Developer retains the right to refund the purchase price for the lot less any costs incurred by the Developer, and enter into possession of the land. The Developer shall have the right to extend for one (1) additional year the time in which such building may be begun.

ARTICLE X

ENFORCEMENT

- 10.1 COVENANTS. The conditions, covenants, provisions, restrictions, and reservations contained herein may be enforced in law or in equity; including without limitation by injunction, by the Developer or any subsequent purchasers of any portion of said real property which are subject to said conditions, covenants, provisions, restrictions and reservations. The Developer, purchaser, or subsequent owner of any portion of said real property, including the City of Cookeville, Tennessee and Putnam County, Tennessee, shall not have any liability in law or in equity to any other owner or purchaser of any portion of said real property for failure to enforce against any third party owner or purchaser the conditions covenants, provisions, restrictions and reservations contained herein.
- 10.2 BINDING NATURE. The conditions, covenants, provisions, restrictions and reservations contained herein shall be binding upon and inure to the benefit of successors, assigns, heirs and grantees of the purchaser.
- 10.3 LIABILITY. The City of Cookeville, Tennessee, Putnam County, Tennessee, nor the Industrial Development Board of the City of Cookeville, Tennessee, the officers, directors, agents of either of them, or their successors or assigns shall not be liable in damages to anyone submitting plans for approval, or to any purchaser of land affected by these conditions, covenants, provisions, restrictions and reservations by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve any plans or for enforcing or failing to enforce any of the provisions of these conditions, covenants, provisions, restrictions and reservations. All purchasers waive any and all claims against the City of Cookeville, Putnam County and the Industrial Development Board of the City of Cookeville, Tennessee as a

result thereof. Every person who submits plans to the Developer for approval agrees, by submission of the plans, and every purchaser of said property agrees by acquiring title thereto or interest therein, to waive any action, proceeding or suit against the City of Cookeville, Putnam County or the Industrial Development Board of the City of Cookeville, Tennessee to recover any loss, costs, or damages resulting from any of the foregoing, or otherwise, and in case of conflict between plans reviewed and any condition, covenant, provision, restriction and reservation herein contained, these conditions, covenants, provisions, restrictions and reservations shall govern the rights and obligations of the parties.

- 10.4 NO GUARANTEE OR WARRANTY BY DEVELOPER. The Developer's approval of plans and/or construction materials shall not constitute any guarantee or warranty of such plans or materials so approved.
- 10.5 CONSENT. Any and all rights, powers and reservations of the City of Cookeville, Tennessee and Putnam County, Tennessee contained herein may be assigned to any person, corporation or other entity which will assume the duties of Developer pertaining to the particular rights, powers and reservations assigned, and upon any such person, corporation, or entity evidencing its consent in writing to accept such assignment and assume such duties and to the extent of such assignment, shall have the same rights and powers and be subject to the same obligations and duties as are given and assumed by Developer.
- 10.6 ALTERATIONS AND AMENDMENTS. These Protective Covenants and Restrictions may be amended at any time upon a called meeting of all property owners. A meeting may be called by a signed petition of a minimum of twenty-five percent (25%) of the property owned with one (1) vote per acre, or fraction of acre, of land owned. Alterations and amendments to these covenants and restrictions shall require approval of seventy-five percent (75%) of the property owners with one (1) vote per acre or fraction of acre.
- 10.7 BINDING PERIOD. These Protective Covenants and Restrictions are to run with the land and shall be binding on owners of any and all of said lots, and on all persons claiming under them for a period of twenty (20) years from the date these Protective Covenants and Restrictions are recorded, after which time said Protective Covenants and Restrictions shall be automatically extended for successive periods of ten (10) years each unless amended by an instrument signed by the owners of seventy-five percent (75%) of the acreage of the Park.
- 10.8 CORRECTIVE MEASURES. Should Developer, or any other owner, their successors and assigns find any owner or lessee in violation of any of the conditions, covenants, provisions, restrictions and reservations contained herein, it may give notice of such violation to the offending party. Within sixty (60) days of the receipt thereof, said property owner or lessee shall take corrective measures. Effective disregard of notices shall give Developer, its successors or assigns a right to enter the offending premises and undertake necessary maintenance or other corrective action at the expense of the owner or lessee thereof. Failure to reimburse Developer, its successors or assigns for these services within thirty (30) days after billing shall create a lien against the property in question.

ARTICLE XI

MISCELLANEOUS

- 11.1 RIGHTS. Every person who now or thereafter owns or acquires any rights, title, estate, or interest to any portion of the property covered hereby is and shall be conclusively deemed to have consented and agreed to every condition, covenant, provision, restriction and reservation contained herein, whether or not reference to this Declaration of Protective Covenants and Restrictive Covenants Running With Land is contained in the instrument by which such person acquired an interest in said property.
- 11.2 WAIVER. The failure of the Developer to enforce any condition, covenant, provision, restriction or reservation herein contained shall in no event be deemed to be a waiver of the right to do so thereafter or of the right to enforce any other condition, covenant, provision, restriction or reservation.

This Declaration of Protective Covenants and Restrictive Covenants Running with Land and the separate conditions, covenants, provisions, restrictions and reservations thereof shall be construed and enforced in accordance with the laws of the State of Tennessee.

These are Protective Covenants and Restrictive Covenants Running with Land, and there may be further restrictions and regulations imposed by the City of Cookeville, Putnam County, the State of Tennessee or other governing bodies. These Protective Covenants and Restrictive Covenants Running with Land may be altered or amended as delineated in Paragraph 10.6 above.

It is recognized and acknowledged by each owner of a lot within the Park that by acceptance of a deed or lease to property within the Park, such Owner realizes that the development of the Park for the purposes and goals stated herein and for the public benefit is an evolving process that the plat of the Park may be amended from time to time to reconfigure or change the size or location of streets or lots to better serve the stated purposes and goals of the Park as may be determined in the sole discretion of the owners and the Developer.

The City of Cookeville and Putnam County have caused this instrument to be executed in the names of the respective entities and on their behalf on this _____ day of _____, 2016.

City of Cookeville, Tennessee

County of Putnam, Tennessee

By: _____

by: _____

Name: _____

Name: _____

Title: _____

Title: _____

**STATE OF TENNESSEE
COUNTY OF PUTNAM**

PERSONALLY APPEARED before me, the undersigned authority, a Notary Public in and for said County and State, _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be _____ of _____, the within named bargainer, a Tennessee _____, and that he as such _____, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of _____ himself as _____.

WITNESS MY HAND and seal at office, this ____ day of _____, 2016.

NOTARY PUBLIC

My Commission Expires: _____

**STATE OF TENNESSEE
COUNTY OF PUTNAM**

PERSONALLY APPEARED before me, the undersigned authority, a Notary Public in and for said County and State, _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be _____ of _____, the within named bargainer, a Tennessee _____, and that he as such _____, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of _____ himself as _____.

WITNESS MY HAND and seal at office, this _____ day of _____, 2016.

NOTARY PUBLIC

My Commission Expires: _____

The Chairman asked for discussion on the motion to approve the Declaration of Protective and Restrictive Covenants for the Highlands Business Park. The Commissioners discussed the motion.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION AMENDING THE MEMBERSHIP OF THE UPPER CUMBERLAND REGIONAL AIRPORT BOARD

Commissioner Mike Atwood moved and Commissioner Jordan Iwanyszyn seconded the motion to approve A Resolution Amending the Membership of the Upper Cumberland Regional Airport Board.

(SEE ATTACHED)

RESOLUTION

WHEREAS, the Upper Cumberland Regional Airport was created by interlocal agreement among the City of Cookeville, the City of Sparta, White County, and Putnam County governments;

WHEREAS, the Upper Cumberland Regional Airport is deemed by the governing bodies of each participating government entity to be an important element, resource, and tool for economic development benefiting the communities and counties participating in the Airport;

WHEREAS, the governing bodies of these participating governing entities deem it desirable for their chief executive elected officials to actively participate in the governance of the Upper Cumberland Regional Airport; and

WHEREAS, the current agreement contemplates only two of the four chief executive elected officials participating in the governance of the Upper Cumberland Regional Airport at any one time

NOW THEREFORE BE IT HEREBY RESOLVED BY THE GOVERNING BODIES OF THE CITY OF COOKEVILLE, THE CITY OF SPARTA, WHITE COUNTY, AND PUTNAM COUNTY THAT:

Section 1: That the interlocal agreement establishing the Upper Cumberland Regional Airport be amended, by deleting Section Five, relating to the composition of the Upper Cumberland Regional Airport Board, in its entirety, and substituting in its place the following:

5. UPPER CUMBERLAND REGIONAL AIRPORT BOARD. It is agreed that the Upper Cumberland Regional Airport will be operated by a Board appointed by the parties hereto. The Board will be known as the Upper Cumberland Regional Airport Board, hereinafter referred to as the "Airport Board." Except as otherwise provided in this Agreement, the Airport Board will have nine (9) members. The governing body of each participating government entity will appoint one (1) member. The fifth, sixth, seventh, and eighth members of the Airport Board will be the officials set forth below, who will each serve during the term of their elected offices.

The County Executive of White County
The Mayor of the City of Cookeville
The Mayor of the City of Sparta
The County Executive of Putnam County

The ninth member shall be one pilot representative whom shall be elected by the "T-Hangar Tenants Association" at a duly called election. The duration, terms, responsibility and authority of such person shall be the same as for all other appointed Board Members. If at any time during this designee's term of appointment, he/she becomes an elected official in any of the four participating governing bodies, he/she shall immediately resign his/her position from the Board. This member shall be replaced no later than the next scheduled board meeting by a pilot, following the same election process as that which elected the outgoing individual.

Appointments. All appointed members shall be appointed for a term of three (3) years. Members may be appointed to succeed themselves, but no member shall be appointed for more than two (2) consecutive full terms. Vacancies shall be filled for the unexpired term of the vacating member by the appropriate governing body. Board members currently serving prior to this amendment will continue to serve for the length of their original terms.

Officers. The Airport Board will elect a Chairman, Vice-Chairman, and a Secretary-Treasurer from the membership of the Board. Board officers will serve for one (1) year term and may succeed themselves.

Meetings. The Airport Board will establish the time, date and place of its regular meetings. Regular meetings will be held at least quarterly. Special meetings will be held at the call of the Chairman or upon written notice by a majority of the Board members. All meetings will be open to the public as required by the open meeting laws. The minutes of each meeting will be written and open for public inspection during normal business hours. A copy of said minutes shall also be forwarded to the chief executive officer of each governmental entity within ten (10) days.

Quorum and Voting. The presence of four (4) members of the Airport Board will constitute a quorum for the purpose of conducting business. Action may be taken by the Airport Board upon a majority vote of the Board members present at the meeting, except that no fewer than four (4) affirmative votes will be required to take any action. The Airport Board will adopt rules of procedure for its own operation and may amend such rules and procedures as deemed appropriate or necessary by the Board.

Section 2: The remainder of the interlocal agreement, as previously amended from time to time, will remain in effect.

Section 3: This amendment will be effective on the date of approval by each of the governing bodies of the participating governmental entities.

IN WITNESS WHEREOF the City of Cookeville, the City of Sparta, White County, and Putnam County have each caused their duly authorized representatives to execute and deliver this agreement on this _____ day of _____, 2016.

THE CITY OF COOKEVILLE,
TENNESSEE

Attest: _____

By: _____

Title: _____

Its: _____

THE CITY OF SPARTA, TENNESSEE

Attest: _____

By: _____

Title: _____

Its: _____

WHITE COUNTY, TENNESSEE

Attest: _____

By: _____

Title: _____

Its: _____

PUTNAM COUNTY, TENNESSEE

Attest: _____

By: _____

Title: _____

Its: _____

The Chairman asked for discussion on the motion to approve A Resolution Amending the Membership of the Upper Cumberland Regional Airport Board. There was none.

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

FISCAL REVIEW COMMITTEE:

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND IN THE AMOUNT OF \$311,586

Commissioner Jim Martin moved and Commissioner Kim Bradford seconded the motion to approve the Budget Amendments to the County General Fund in the amount of \$311,586.

(SEE ATTACHED)



WAYNE NABORS

COUNTY CLERK - PUTNAM COUNTY

DATE: March 7, 2016
TO: Fiscal Review Committee – Board of Commissioners
SUBJECT: Budget Items Transfer Request

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

From: County Clerk Computer Fund
Transfer - \$4,000 to 52500-719 Office Equipment

From: County Clerk Computer Fund
Transfer - \$14,500 to 52500-435 Office Supplies

Transfer - \$5,000 from 52500-189 Other Salaries & Wages
To 52500-719 Office Equipment

Thank you....

Wayne Nabors
County Clerk

PUTNAM COUNTY EMERGENCY MEDICAL SERVICES

700 County Services Drive
Cookeville, TN 38501
Phone (931) 528-1555

Tommy Copeland, CCP
Director
tcopeland@putnamcountyttn.gov
Direct (931)525-2103
Fax (931)520-8404

Darren Ford, CCP
Assistant Director
dford@putnamcountyttn.gov
Direct: 931-525-2112
Fax: 931-372-0295

Budget Amendment Requests

February 29, 2016

From 55190-196
To: 55130-169
\$7,250

This money has been included in the budget for some years to pay CPR instructors and support the CPR/AED program. No new money

From 55130-133
To 55130-169
\$37,000

This money is included in full-time. This is to cover employees that have been out of work comp or open positions that have been filled by part-time employees. No new money

From 55130-133
To 55130-187
\$60,000

This money is included in full-time. This is to cover employees that have been out of work comp or open positions that have been filled by part-time employees. No new money

Respectfully submitted,



Tommy Copeland, CCP
Director

Budget Amendment/Line Item Transfer Authorization Form Road Department March, 2016 Commission Meeting

FUND : 131

| Item | Account | Description | Decrease Fund Balance | Increase Revenue | Approved Expenditures | Increase Expenditures | Requested | Expended | Balance |
|------|-----------|-----------------------|--------------------------|---------------------|--------------------------|--------------------------|----------------|---------------|----------------|
| 1 | 39000 | Fund Balance | 46,000 | 46,000 | - | - | - | - | - |
| 2 | 63100.187 | Overtime | - | - | 500 | 500 | 1,000 | 687 | 313 |
| 3 | 63100.336 | Equip. Repair Service | - | - | 8,000 | 10,000 | 18,000 | 9,949 | 8,051 |
| 4 | 68000.714 | Highway Equipment | - | - | 200,000 | 35,500 | 235,500 | 61,719 | 173,781 |
| | | Totals | 46,000 | 46,000 | 208,500 | 46,000 | 254,500 | 72,355 | 182,145 |

Submitted  Randy Jones, Road Supervisor

Explanation: Increasing line items to cover unexpected cost.

Action by Fiscal Review Committee:

No Recommendation:

Action by County Commission:

Not Approved:



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

DATE: March 1, 2016

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

SUBJECT: Budget Line Item Supplemental Funding Request

Please allow this to serve as my request for additional funding as follows:

Supplement additional funding to line item 101-54260-499 Commissary - Other Supplies and Materials in the amount of \$50,000. This supplemental funding is required due to the addition of new line items available for sale to the inmate population.

Currently, we are housing a larger than budgeted number of State and county inmates which has resulted in an additional demand for commissary items.

All commissary revenue monies are deposited with the Trustee's office and designated for the County General fund. Please review the attached documentation indicating the commissary revenue monies returned to the County General fund for the current fiscal year.

Thanking you in advance,

Sheriff Eddie Farris

Sheriff Eddie Farris

PUTNAM COUNTY SHERIFF'S OFFICE

COMMISSARY REVENUES

2015 - 2016

Month/Year

Sales

| | |
|--|-----------------------------|
| August, \$ 43,301.66 | 2015 |
| September, 49,337.85 | 2015 |
| October, 53,553.51 | 2015 |
| November, 57,731.66 | 2015 |
| December, 60,447.06 | 2015 |
| January, 50,882.34 | 2016 |
| February, 40,369.73 | 2016 |
| March, 2016 50,800.00 | estimated projection |
| April, 2016 50,800.00 | " |
| May, 2016 50,800.00 | " |
| June, 2016 | " |

50,800.00

TOTAL ANNUALIZED COMMISSARY REVENUES **\$**
558,823.81

Annual Commissary Revenues 2014 - 2015 **\$ 471,804**

\$ 355,027

2013 - 2014

\$ 323,948

2012 - 2013

\$ 222,670

2011 - 2012

The Chairman asked for discussion on the motion to approve the Budget Amendments to the County General Fund in the amount of \$311,586. The Commissioners discussed the motion.

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

FOR:

Scott Ebersole
Tom Short
Jordan Iwanyszyn
Jerry Ford
Jerry Roberson
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Reggie Shanks
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Daryl Blair
Tony Honeycutt
Kim Bradford
Jim Martin
Scott Stevens
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

The Clerk announced that twenty-four (24) voted for, zero (0) voted against, zero (0) abstained, and zero (0) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE ROAD DEPARTMENT FUND IN THE AMOUNT OF \$46,000

Commissioner Chris Savage moved and Commissioner Scott Ebersole seconded the motion to approve the Budget Amendments to the Road Department Fund in the amount of \$46,000.

(SEE ATTACHED)

Budget Amendment/Line Item Transfer Authorization Form Road Department March, 2016 Commission Meeting

FUND : 131

| Item | Account | Description | Fund Balance | Decrease | Increase | Revenue | Approved Expenditures | Increase Expenditures | Requested | Expended | Balance |
|------|-----------|-----------------------|---------------|---------------|---------------|---------------|-----------------------|-----------------------|----------------|---------------|----------------|
| 1 | 39000 | Fund Balance | 46,000 | | 46,000 | | - | - | - | - | - |
| 2 | 63100.187 | Overtime | | | | | 500 | 500 | 1,000 | 687 | 313 |
| 3 | 63100.336 | Equip. Repair Service | | | | | 8,000 | 10,000 | 18,000 | 9,949 | 8,051 |
| 4 | 68000.714 | Highway Equipment | | | | | 200,000 | 35,500 | 235,500 | 61,719 | 173,781 |
| | | Totals | 46,000 | 46,000 | 46,000 | 46,000 | 208,500 | 46,000 | 254,500 | 72,355 | 182,145 |

Submitted by 
Randy Jones, Road Supervisor

Explanation: Increasing line items to cover unexpected cost.

Action by Fiscal Review Committee:

No Recommendation:

Action by County Commission:

Not Approved:

The Chairman asked for discussion on the motion to approve the Budget Amendments to the Road Department Fund in the amount of \$46,000. There was none.

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

FOR:

Scott Ebersole
Tom Short
Jordan Iwanyszyn
Jerry Ford
Jerry Roberson
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Reggie Shanks
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Daryl Blair
Tony Honeycutt
Kim Bradford
Jim Martin
Scott Stevens
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

The Clerk announced that twenty-four (24) voted for, zero (0) voted against, zero (0) abstained, and zero (0) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION AND PLAN AUTHORIZING A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE PRESENTED BY ASSESSOR OF PROPERTY STEVE PIERCE

Commissioner Chris Savage moved and Commissioner Cindy Adams seconded the motion to approve A Resolution and Plan Authorizing a Continuous Five (5) Year Reappraisal Cycle presented by Assessor of Property Steve Pierce.

(SEE ATTACHED)

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING
A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE**

WHEREAS, Tennessee Code Annotated Section 67-5-1601 establishes a general six (6) year reappraisal for updating and equalizing property values for every county in Tennessee for property tax purposes, and

WHEREAS, a six (6) year reappraisal program consists of an on-site review of each parcel of real property over a five-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle and sales ratio studies during the second and fifth years of the review cycle, and

WHEREAS, Chapter 318 of the 1997 Public Acts provides upon the approval of the assessor and upon the adoption by majority approval vote of the county legislative body, the reappraisal program may be completed by a continuous five (5) year cycle comprised of an on-site review of each real property over a four (4) year period followed by revaluation of all such property in the year following completion of the review period, and

WHEREAS, the county legislative body of Putnam County understands that by approving such a five (5) year reappraisal cycle a sales ratio study will be conducted during the second and fourth years of the review cycle and the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalization;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Putnam County, meeting in REGULAR session on this the 21ST day of MARCH, 2016, that:

PURSUANT to Tennessee Code Annotated Section 67-5-1601, as amended by Chapter 318 of the 1997 Public Acts, reappraisal shall be accomplished in Putnam County by a continuous five (5) year cycle beginning July 1, 2016 comprised of an on-site review of each parcel of real property over a four (4) year period followed by revaluation of all such property for tax year 2021.

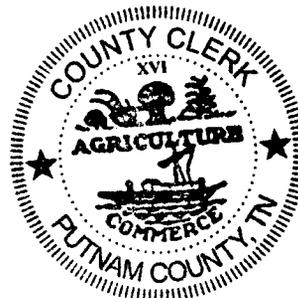
Adopted this 21ST day of MARCH, 2016.

APPROVED:

15/ Randy Forter
County Executive

ATTEST:

Shyne Abors
County Clerk



**2021- YEAR
REAPPRAISAL PLAN**

PUTNAM COUNTY

SUBMISSION DATE: APRIL 15, 2015

ASSESSOR OF PROPERTY

STEVE PIERCE

SECTION I

5-YEAR VISUAL INSPECTION CYCLE

REVALUATION YEAR: 2021

COUNTY: Putnam

CYCLE BEGINNING DATE July 1, 2016 ASSESSOR: Steve T. Pierce

COUNTY SUMMARY

(Attach Parcel Distribution Report Summary Sheet)

| | | |
|---|--------------------------|---------------------------------|
| TOTAL PARCELS (Projected) | URBAN 1"=50' & 100' MAPS | <u>21,791</u> (Except C//Other) |
| | RURAL 1"=400' MAPS | <u>15,215</u> (Except C//Other) |
| | COMMERCIAL/INDUSTRIAL | <u>3,558</u> (Total) |
| | ALL OTHER | <u>1,114</u> (Total) |
| TOTAL PARCELS (County Wide Projected through Revaluation Year) | | <u>41,678</u> |
| TOTAL MAPS | 1" = 50' | <u>0</u> |
| | 1" = 100' | <u>307</u> |
| | 1" = 400' | <u>130</u> |
| | Other Scale (_____) | <u>0</u> |
| ESTIMATED TOTAL TRANSFERS PER YEAR | | <u>2780</u> |
| ESTIMATED NUMBER OF SPLIT TRANSFERS | | <u>1390</u> |

SCHEDULED MAP MAINTENANCE

Daily X
Other (Specify) _____

Monthly _____

Annual _____

DAILY PRODUCTION REQUIREMENTS FOR INSPECTION
(Number of Parcels Reviewed Per Person Per Day)

| | |
|------------------|-----------------|
| | 60 |
| URBAN | <u>30</u> |
| RURAL | <u>15</u> |
| COMM./INDUSTRIAL | <u>10</u> |
| OTHER PARCELS | <u> </u> |

TOTAL NUMBER OF PARCELS PER INSPECTION YEAR

YEAR 1: 10,008 YEAR 2: 10,392
YEAR 3: 10,568 YEAR 4: 10,710
YEAR 5: Reappraisal

ESTIMATED NUMBER OF INSPECTION PERSONNEL REQUIRED 2
ESTIMATED NUMBER OF CLERICAL PERSONNEL REQUIRED 1
SCHEDULED REPORTING PERIOD
QUARTERLY

ATTACH COUNTY WIDE INDEX MAP SHOWING INSPECTION CYCLE AREAS BY YEAR

FIRST INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 3389 RURAL 6093 COMM/IND 211 OTHER 315 TOTAL 10,008

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 34% RURAL 61% COMM/IND 2% OTHER 3% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps

See attached

1" = 100' Maps

See attached

1" = 50' Maps

N/A

Other

N/A

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 24%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 10% RURAL 10% COMM/IND 10% OTHER 10% TOTAL 10%

**First Inspection Year of Cycle Map Numbers
2016-2017**

1" = 400' Maps

| | |
|----|-----|
| 3 | 93 |
| 4 | 94 |
| 5 | 111 |
| 6 | 112 |
| 7 | 113 |
| 8 | 114 |
| 9 | 115 |
| 10 | 116 |
| 11 | 117 |
| 12 | 118 |
| 13 | 128 |
| 14 | 129 |
| 15 | 130 |
| 16 | 136 |
| 17 | |
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| 90 | |
| 91 | |
| 92 | |

**First Inspection Year of Cycle Map Numbers
2016-2017**

1" = 100' Maps

| | | |
|-----|------|------|
| 5M | 56A | 116E |
| 6H | 56G | 118C |
| 6I | 56J | |
| 6O | 56K | |
| 6P | 56L | |
| 8B | 56N | |
| 8J | 56O | |
| 8M | 60F | |
| 8O | 60J | |
| 8P | 63B | |
| 9A | 63C | |
| 9H | 63E | |
| 9L | 63M | |
| 16F | 63N | |
| 17G | 63P | |
| 17J | 64A | |
| 17K | 64C | |
| 17P | 64J | |
| 18A | 64O | |
| 18C | 85L | |
| 18H | 85M | |
| 18N | 85N | |
| 18O | 85O | |
| 18P | 86D | |
| 19A | 86K | |
| 19H | 91K | |
| 19I | 91M | |
| 19K | 93C | |
| 19L | 93E | |
| 19M | 94B | |
| 19O | 94D | |
| 19P | 94E | |
| 34J | 94L | |
| 37D | 111A | |
| 37E | 111F | |
| 55A | 111K | |
| 55B | 111O | |
| 55C | 112C | |
| 55F | 112E | |
| 55H | 113C | |
| 55L | 113F | |
| 55M | 113K | |
| 55N | 114I | |

SECOND INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 6,836 RURAL 1,554 COMM/IND 1,825 OTHER 277 TOTAL 10,392

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 65% RURAL 14% COMM/IND 18% OTHER 3% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps

See attached

1" = 100' Maps

See attached

1" = 50' Maps

N/A

Other

N/A

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 10% RURAL 10% COMM/IND 10% OTHER 10% TOTAL 10%

**Second Inspection Year of Cycle Map Numbers
2017-2018**

1" = 400' Maps

52
53
54
65
66
67
83
84

**Second Inspection Year of Cycle Map Numbers
2017-2018**

1" = 100' Maps

52A 66J
52B 66K
52D 66O
52H 66P
52I 67A
52M 67D
52O 67F
52P 67K
53A 67L
53B 67M
53C 67N
53D 83A
53E 83B
53F 83C
53G 83F
53H 83G
53I 83H
53J 83I
53K 83J
53L 83N
53M 83P
53N 84B
53O 84D
53P 84F
54C 84G
54D 84H
54J 84I
54L 84J
54M 84K
54O 84L
65B 84N
65C 84O
65D 84P
65E
65G
65H
65M
66A
66B
66C
66D
66G
66H

THIRD INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 4,140 RURAL 5,689 COMM/IND 435 OTHER 304 TOTAL 10,568

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 39% RURAL 54% COMM/IND 4% OTHER 3% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps

See attached

1" = 100' Maps

See attached

1" = 50' Maps

N/A

Other

N/A

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 26%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 10% RURAL 10% COMM/IND 10% OTHER 10% TOTAL 10%

**Third Inspection Year of Cycle Map Numbers
2018-2019**

1" = 400' Maps

| | |
|-----|-----|
| 7 | 106 |
| 20 | 107 |
| 21 | 108 |
| 22 | 109 |
| 23 | 110 |
| 24 | 120 |
| 25 | 121 |
| 26 | 122 |
| 42 | 123 |
| 43 | 124 |
| 44 | 125 |
| 45 | 132 |
| 46 | 133 |
| 47 | 134 |
| 48 | 135 |
| 49 | |
| 50 | |
| 68 | |
| 69 | |
| 70 | |
| 71 | |
| 72 | |
| 73 | |
| 74 | |
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| 77 | |
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| 79 | |
| 80 | |
| 81 | |
| 82 | |
| 95 | |
| 96 | |
| 97 | |
| 98 | |
| 99 | |
| 100 | |
| 101 | |
| 102 | |
| 103 | |
| 104 | |
| 105 | |

**Third Inspection Year of Cycle Map Numbers
2018-2019**

1" = 100' Maps

| | |
|-----|------|
| 26A | 82M |
| 26C | 82P |
| 26E | 95B |
| 26E | 95B |
| 26F | 95F |
| 26G | 95G |
| 26I | 95J |
| 26K | 95O |
| 26L | 96A |
| 26M | 96B |
| 26N | 96D |
| 26O | 96E |
| 26P | 96G |
| 42A | 96K |
| 42E | 96P |
| 42H | 105L |
| 42I | 108B |
| 42M | 109C |
| 43A | |
| 43B | |
| 43I | |
| 48I | |
| 48K | |
| 48L | |
| 48N | |
| 48O | |
| 49L | |
| 51D | |
| 51I | |
| 68I | |
| 71B | |
| 71C | |
| 71F | |
| 71G | |
| 71H | |
| 71K | |
| 71L | |
| 71M | |
| 76G | |
| 77I | |
| 78D | |
| 78E | |
| 82C | |
| 82D | |

FOURTH INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 7,426 RURAL 1,979 COMM/IND 1,087 OTHER 218 TOTAL 10,710

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 69% RURAL 19% COMM/IND 10% OTHER 2% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps

See attached

1" = 100' Maps

See attached

1" = 50' Maps

N/A

Other

N/A

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 10% RURAL 10% COMM/IND 10% OTHER 10% TOTAL 10%

**Fourth Inspection Year of Cycle Map Numbers
2019-2020**

1" = 400' Maps

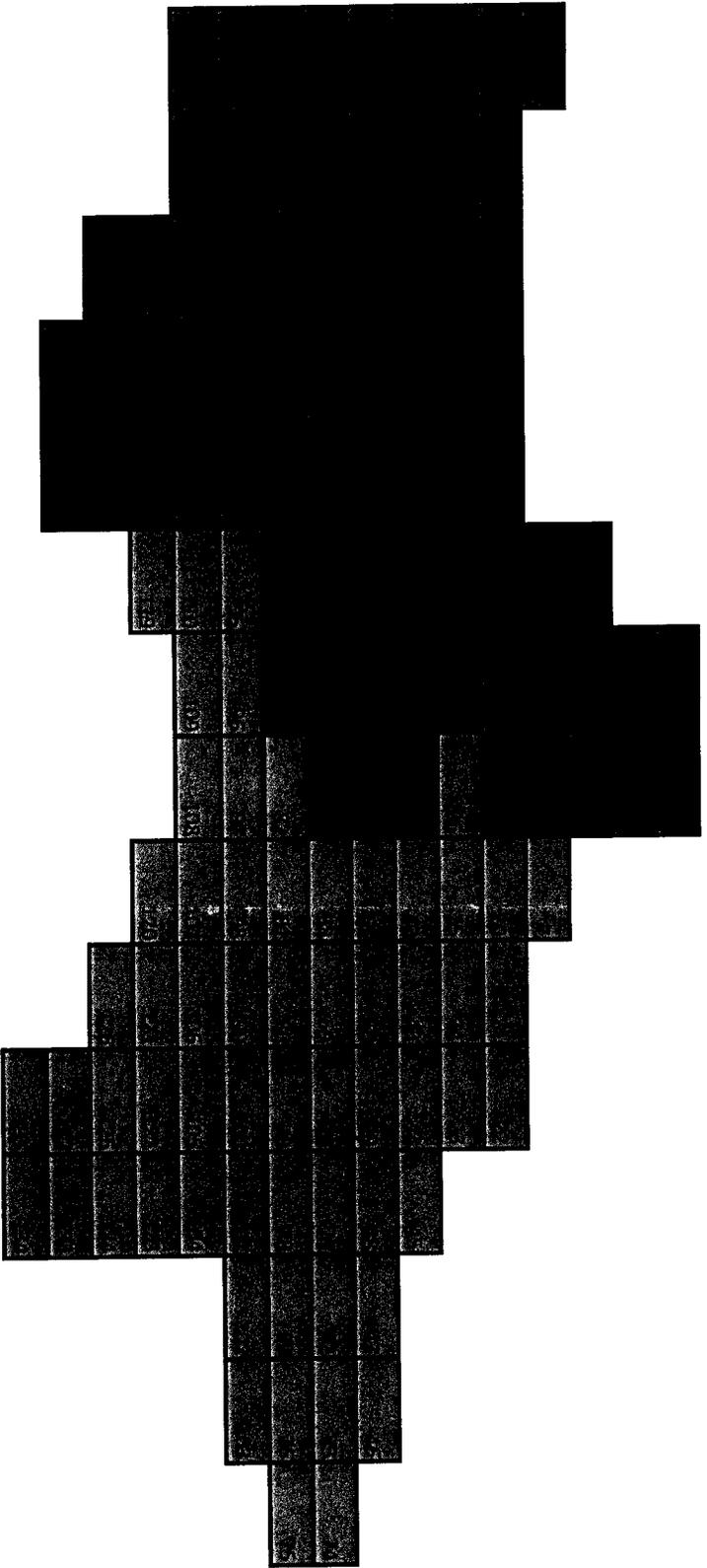
27
28
29
38
39
40
41

**Fourth Inspection Year of Cycle Map Numbers
2019-2020**

1" = 100' Maps

27B 39M
27C 39N
27D 39O
27E 39P
27H 40A
27I 40B
27K 40C
27L 40D
27N 40E
27O 40F
27P 40G
28B 40H
28F 40I
28K 40J
28L 40K
28M 40L
29B 40M
29C 40N
29E 40O
29G 40P
29K 41A
29L 41B
29M 41C
29N 41D
29O 41E
29P 41F
38B 41G
38C 41H
38F 41I
38K 41K
38L 41L
38M 41M
38O 41N
38P 41O
39A 41P
39B
39C
39D
39E
39F
39I
39K
39L

Putnam County Map Schedule



NARRATIVE INFORMATION --- VISUAL INSPECTION

(Attach Additional Sheets If Needed.)

A. Personnel Needs 1 full time data processing clerk (existing employee)

B. Office and Equipment Needs

Sufficient

C. Training Planned and Needed for Staff Review employees are scheduled for classes in July 2016. Additional training will be provided by Division of Property Assessment (DPA).

D. Geographic Areas of Responsibility Assigned to Inspection Personnel Field appraisers will review designated areas/maps observing physical changes

E. Production Rates Comply with the rates listed on the review plan

F. Map Maintenance Schedule and Explanations Daily basis, rural land grade changes, acreage grading and calculation, plus posting of sales will be done by the GIS department

G. Quality Assurance Efforts Planned Completed work will be reviewed for quality assurance by a senior field appraiser and the Assessor

SECTION II

REVALUATION YEAR OF CYCLE

| | REVALUATION YEAR | <u>2021</u> |
|------------------------------|------------------------|---------------------------------|
| TOTAL PARCELS (Projected) | URBAN (1" = 100' Maps) | <u>21,791 (Except Comm/Ind)</u> |
| | RURAL (1" = 400' Maps) | <u>15,215 (Except Comm/Ind)</u> |
| | Commercial/Industrial | <u>3,558 (All Maps)</u> |
| | OTHER | <u>1,114</u> |
| | TOTAL | <u>41,678</u> |

NARRATIVE INFORMATION – REVALUATION YEAR

(Attach Additional Sheets If Needed)

- A. Personnel Needs 2 full time data processing clerks (existing employees). 2 part time employees (August- March) per legislative county body approval.
- B. Office Space and Equipment Needs (Space for State Personnel Providing Assistance) Use of 3 conference rooms inside the Courthouse are needed during reappraisal.
- C. Use of Aerial Photographs Use of GIS updated maps for reviewing properties that appear to have changes.
- D. Assistance Request of Division of Property Assessments Assistance will be needed for building commercial and residential base rates. Progress meetings will be needed for review. Additional help will be needed calculate income expense reports upon availability.
- E. Development of Sales File Sales will be verified, classified, and recorded in the last cycle. Sales data will be gathered by deed transfers, using qualified sales forms, and/or personal contact.
- F. Area Codes Will be reviewed and any corrections needed will be made.
- G. Improvement Valuation
1. Base Rate Development Will request DPA assistance to handle base rates, rates will be based on sales information availability.
 2. Analysis Statistical analysis will be performed with assistance from DPA.

3. Special Building & Extra Feature Valuation Schedule will be developed by DPA assistance through local contract, building and labor cost information along with building materials.

4. Collection & Use of Income & Expense Information The income approach to value to which we have to date, will be used for all commercial/industrial type properties. Data will be obtained in the last year of the cycle through income & expense reports which businesses will receive from our office.

5. Quality Assurance Efforts Quality assurance will be monitored at all times, all stages and facets of the reappraisal cycle. Quality will be assured by the Assessor, Field Senior Appraiser, and from DPA.

H. Land Valuation

1. Rural Land & Use Value Local office and DPA will evaluate sales data and assume develop rural land schedule and DPA/SBOE will provide Greenbelt values

2. Residential/Small Tract Small tract land schedule, residential lots and unit prices for rural and urban areas will be developed from analyzed sales of year five and priced by Assessor personnel with assistance from DPA.

3. Commercial & Industrial Commercial and industrial properties will be valued based on highest and best use and analyzing current sales, income/expenses, and replacement cost new minus depreciation.

4. Quality Control Quality control will be evaluated by Assessor, DPA, and field Senior Appraiser.

I. Mineral and/or Leaseholds Request assistance from DPA for mineral valuation and funds available for expertise on leasehold mineral valuation.

J. Valuation Analysis

1. Detailed Analysis Request from DPA for sales analysis for market data.

2. Final Value Correlation Final value will be based on market data of local market and income/expense information.

K. Updating of Ownership Information ownership of data will be current as of January 1.

L. New Construction The appraisal of new construction will be ongoing through daily maintenance, through the inspection cycle, and during the reappraisal year.

M. Final Value Meeting Final meeting will be scheduled with DPA Cookeville Office.

N. Hearings (Formal and Informal) Approximately 8-9% of property owners will appeal on an informal basis to assessor and approximately 1% to the County Board of Equalization.

O. Computer Appraisal System:

1. Do you currently use the State of Tennessee Computer Assisted Mass Appraisal System (CAMA)? Yes X No ___ If No, name of system currently in use.

We currently use IMPACT- Integrated Multi Processing of Administrative & CAMA Technology

2. Do you plan to change to another computer system during the reappraisal cycle covered in this plan? Yes ___ No X

If Yes, detailed information must be included that defines the computer system and explains the county's plan of implementation.

REVALUATION PHASE DELINEATION CHART DESCRIPTIONS

A. ADMINISTRATION

1. Planning/Organizing - The time an administrator spends in establishing goals, policies and procedures and organizing the work activities for a timely completion of each reappraisal phase.
2. Directing/Controlling - The time an administrator spends in guiding a supervising personnel responsible for the accomplishment of the clerical and appraisal activities necessary to complete each phase.

B. CLERICAL

1. File Cleanup - Time required in the correction of file reports such as incorrect land codes, improvement types, property types, etc.
2. Acreage Correlation - Time required to compare acreage amounts on the property record card with the tax maps and to correct any discrepancies.
3. Inspection Corrections - Time required to make corrections to properties reviewed during the inspection cycle.
4. Data Entry - Time required to key changes and corrections.
5. Processing/Screening - Time required to process and examine all data prior to data entry and to edit completed data upon return from data processing
6. Acreage Grid - Time required to calculate the acreage of each land grade on tracts that may be eligible for greenbelt.
7. Other - Time required to perform other clerical duties necessary to the successful completion of the reappraisal program.

C. PRELIMINARY ANALYSIS OF FILE

1. Area Codes - Time required to review the current area code assignments and determine the need for any changes or corrections.
2. Improvement Types - Time required to review the current improvement types used and to determine any needed changes, corrections or additions.
3. Extra Features/Special Buildings - Time required to review the current status of the extra features as special buildings and to determine any needed changes, corrections or additions.

4. Small Tracts - Time required to review the current small tract listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
5. Rural Land - Time required to review the current rural land listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
6. Income and Expense - Time required to review the commercial properties and to determine the methods and forms to be used in the collection of income and expense information.
7. Sales File Cleanup - Time required to review the status of the sales file using sales reports and deed inventories. The sales file should be up-to-date and listed correctly.
8. Override Properties - Time required to review the listing of properties that have an override code. Delete all override codes making any needed changes or corrections.

D. LAND VALUATION

1. Urban - Time required to analyze vacant and improved sales to determine appropriate units of comparison, to establish base lot values, front foot and square foot values as well as units buildable. Urban parcels are located on 1" - 100' or larger scaled maps.
2. Commercial/Industrial - Time required to analyze vacant and improved sales and to determine appropriate units of comparison as well as establish base front foot, square foot and acreage values.
3. Rural - Time required to analyze vacant and improved sales of 15 acres or greater and to determine a preliminary rural land schedule. Rural land listings should be changed or corrected as needed.
4. Small Tracts - Time required to analyze vacant and improved sales of parcels less than 15 acres on rural maps and to establish a small tract pricing guide. Small tract listings should be changed or corrected as needed.

E. IMPROVEMENT VALUATION

1. Base Rates - Time required to develop tentative market base rates for all improvement types, utilizing sales of particular properties or in absence of sales an approved cost index service.
2. Factors - Time required to determine the use, if any, of base rate factors or land factors.

3. Effective Ages - Time required to review the condition factors (effective ages) of all improvements and to adjust those improvements due to the change in the base year for depreciation calculations.

4. Extra Features/Special Buildings - Time required to develop and/or to update extra features and special buildings rates and depreciation tables.

F. SPECIAL PROPERTIES VALUATION

1. Commercial/Industrial - Time required to appraise special purpose properties such as large industrials, golf courses or recreational facilities.

2. Minerals - Time required to collect data and to appraise mineral interests.

3. Leaseholds - Time required to analyze the leases on fee exempt properties and to value leasehold interests.

4. Exempt Properties - Time required to review and to compare the approved exemption applications with a current exempt properties listing, and to determine any changes that may alter the exemptions status of the properties.

5. Other - Time required to value other unique or complex properties that need additional resources for appraisal.

G. ASSESSOR FILE MAINTENANCE

1. New Construction - Time required to measure and list all new construction completed prior to the reappraisal date.

2. Mapping Splits - Time required for map maintenance during year prior to reappraisal.

3. Treelines/Land Grades - Time required to update tree lines and land grade changes on the tax maps and to correct the resulting land grade listing for the property.

4. Sales File - Time required to maintain an up-to-date-sales file during the year prior to the reappraisal date.

H. FINAL VALUATION REVIEW

1. Urban - Final determination of values for residential properties located on 1" = 100' or larger scaled maps.

2. Rural - Final determination of values for residential/farm properties located on 1" = 400' maps.

3. Use Schedule - Final review of the use schedule calculations and the greenbelt parcels listing.

4. Commercial/Industrial - Final determination of values on commercial and industrial properties on all maps.

5. Final Value Meeting - Meeting with the State Division of Property Assessments to review all phases of the completed reappraisal program for accuracy and completion. Appraisal change reports and all analysis reports should be reviewed to determine needed changes or corrections.

6. Final Analysis - Interpreting final sales analysis prior to printing assessment change notices and property record cards. Compiling pertinent appraisal tables, schedules, manuals and maps for future reference.

I. **INFORMAL HEARINGS**

1. Urban - Estimate the number of parcels that will be reviewed during the assessor's hearings.

2. Rural - Estimate the number of parcels that will be reviewed during the assessor's hearings.

3. Commercial/Industrial and Special Properties - Estimate the number of parcels that will be reviewed during the assessor's hearings.

4. Clerical - Maintaining files and appointment logs and processing appraisal changes including data entry.

5. Field Checks - Field reviews due to informal hearings.

J. **FORMAL HEARINGS**

1. County Board of Equalization - Appraisal and clerical personnel required to assist the County Board of Equalization during the reappraisal year.

ASSESSOR'S PERSONNEL ASSIGNMENT

(Attach additional sheets if necessary)

1. Position Field Appraiser Name Barbara Bandy
Phase Responsibility Data Entry/Reappraisal Review
Appraisal Experience and Training 17 years/ DPA basic mapping and TN Assessment Law, DPA Appraisal Fundamentals IAAO Course 101

2. Position Field Appraiser Name Ellen Brown
Phase Responsibility Stats, Review of Warranty deed sales, Data processing
Appraisal Experience and Training 9 years/Appraisal fundamentals, Assessment Law

3. Position Deputy Clerk Name Donna Poston
Phase Responsibility Data Entry/Quality Assurance
Appraisal Experience and Training 15 years

4. Position Field Appraiser Name Whitney Mapes
Phase Responsibility Pricing of Rural land/data entry
Appraisal Experience and Training 9 years

5. Position Field Appraiser Name Jim Arseniadis
Phase Responsibility New construction/reappraisal review
Appraisal Experience and Training 20 years private appraisal experience

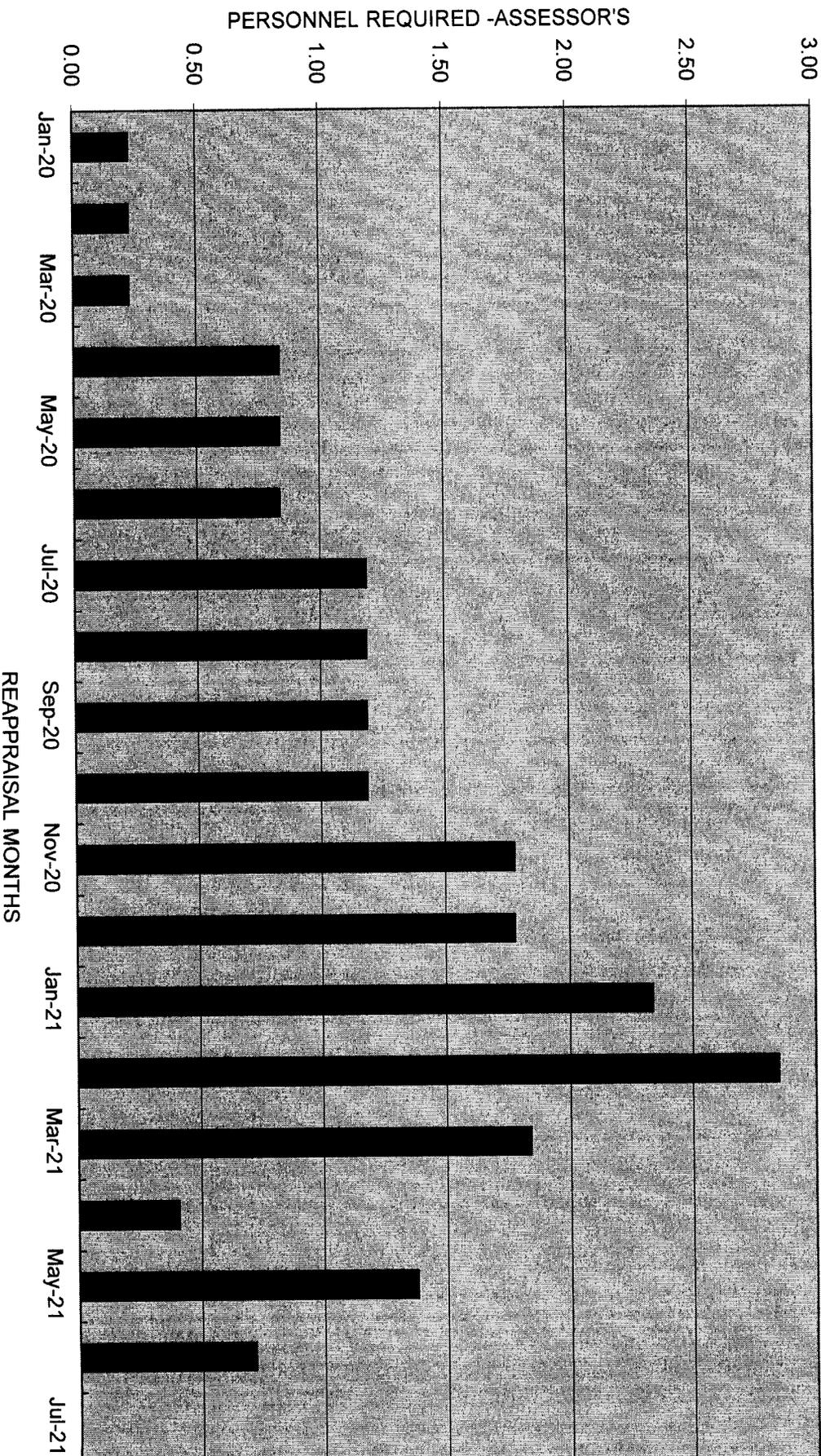
6. Position Field Appraiser Name John Sanders
Phase Responsibility Pricing commercial land/Residential & Commercial review
Appraisal Experience and Training 5 years/ basic mapping/Appraisal fundamentals, Assessment law, Field Appraisal

7. Position GIS Mapper Name Tom Romines
Phase Responsibility Pricing of Rural Land/Maintaining maps
Appraisal Experience and Training 10 years

8. Position Field Appraiser Name Ken Chandler
Phase Responsibility Pricing Residential land/Residential & Commercial review
Appraisal Experience and Training 4 years/basic mapping review, Appraisal fundamentals,
Assessment Law

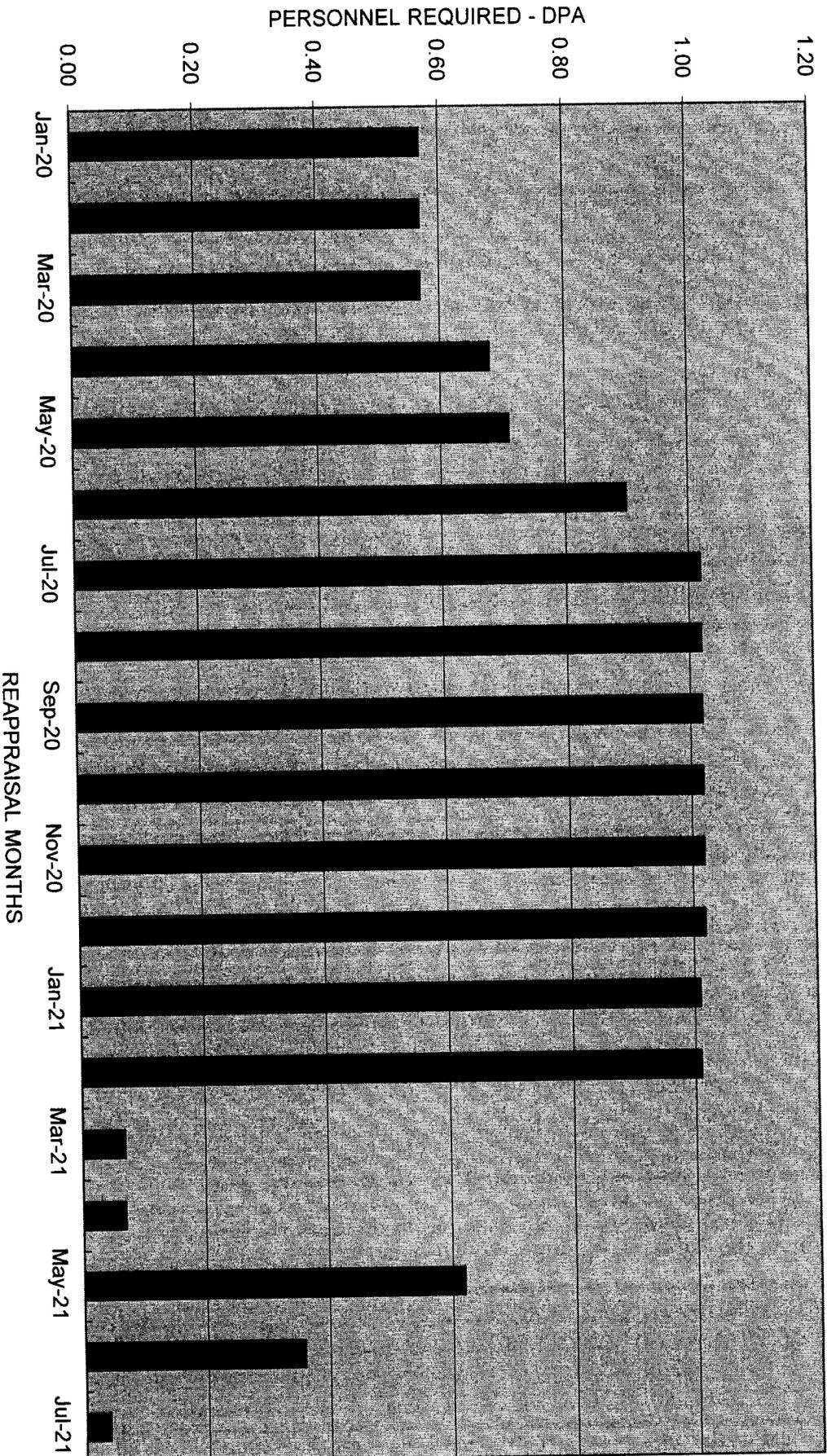
9. Position Administrative Assistant Name Staci Hilliard
Phase Responsibility Data Entry/Reappraisal review
Appraisal Experience and Training 1 year

PUTNAM COUNTY
 2021 REAPPRAISAL
 ASSESSOR'S



| PHASE (Reappraisal Activity) | UNITS M OR P | DAILY PROD RT | BEGINNING DATE | COMPLETION DATE | TOTAL MAN-MO | PERSONNEL (MAN-MO-TIME) |
|--|-----------------|------------------|------------------------------|--------------------|-----------------|----------------------------|
| A: ADMINISTRATION | | | | | | |
| PLAN/ORGANIZING | | | 01-Jan-20 | 30-Jun-21 | 2.0 | 0.11 |
| DIRECTING/CONTROLLING | | | 01-Jan-20 | 30-Jun-21 | 1.7 | 0.09 |
| B: CLERICAL | | | | | | |
| FILE CLEANUP | | | 01-Apr-20 | 30-Jun-20 | 0.4 | 0.13 |
| ACREAGE CORELATION | | | 01-Apr-20 | 30-Jun-20 | 0.6 | 0.19 |
| INSP CYCLE CORRECTIONS | | | 01-Apr-20 | 30-Jun-20 | 0.3 | 0.09 |
| DATA ENTRY | | | 01-Apr-20 | 30-Mar-21 | 1.0 | 0.08 |
| PROCESSING/SCREENING | | | 01-Apr-20 | 30-Mar-21 | 1.0 | 0.08 |
| ACREAGE GRID | | | 01-Apr-20 | 30-Jun-20 | 0.1 | 0.02 |
| OTHER | | | 01-Apr-20 | 30-Jun-20 | 0.1 | 0.02 |
| C: PRELIMINARY ANALYSIS | | | | | | |
| AREA CODES | | | 01-Jul-20 | 28-Feb-21 | 0.0 | 0.00 |
| IMPROVEMENT TYPE | | | 01-Jul-20 | 30-Aug-20 | 0.0 | 0.00 |
| EXTRA FEATURES | | | 01-Jul-20 | 30-Aug-20 | 0.0 | 0.00 |
| SMALL TRACTS | | | 01-Jul-20 | 30-Aug-20 | 0.0 | 0.00 |
| RURAL LAND | | | 01-Jul-20 | 30-Aug-20 | 0.0 | 0.00 |
| INCOME/EXPENSES | | | 01-Jul-20 | 30-Aug-20 | 0.0 | 0.00 |
| SALES FILE CLEANUP | | | 01-Jul-20 | 30-Aug-20 | 0.0 | 0.00 |
| OVERRIDE PROPERTIES | | | 01-Jul-20 | 28-Feb-21 | 0.0 | 0.00 |
| D: LAND VALUATION | | | | | | |
| URBAN LAND | 10,896 | 300 | 01-Jul-20 | 28-Feb-21 | 2.0 | 0.25 |
| COMM/IND LAND | 3,558 | 150 | 01-Jul-20 | 28-Feb-21 | 1.3 | 0.16 |
| RURAL LAND | 3,123 | 150 | 01-Jul-20 | 28-Feb-21 | 1.2 | 0.14 |
| SMALL TRACTS | 7,239 | 300 | 01-Jul-20 | 28-Feb-21 | 1.3 | 0.17 |
| E: IMP VALUATION | | | | | | |
| BASE RATES | 0 | 1 | 01-Apr-20 | 01-Jan-21 | 0.0 | 0.00 |
| FACTORS | 0 | 1 | 01-Jan-21 | 28-Feb-21 | 0.0 | 0.00 |
| EFFECTIVE AGES | | | 01-Jul-20 | 01-Jan-21 | 0.0 | 0.00 |
| XFSB (EXTRA FEATURES) | | | 01-Jul-20 | 01-Jan-21 | 0.0 | 0.00 |
| F: SPECIAL PROPERTIES | | | | | | |
| COMM/IND | 500 | 50 | 01-Jul-20 | 28-Feb-21 | 0.6 | 0.07 |
| MINERALS | 23 | 1 | 01-Jan-21 | 31-Mar-21 | 1.3 | 0.43 |
| LEASEHOLDS | 15 | 5 | 01-Jan-21 | 31-Mar-21 | 0.2 | 0.06 |
| EXEMPT PARCELS | 905 | 250 | 01-Jan-21 | 31-Mar-21 | 0.2 | 0.07 |
| OTHER | 0 | 1 | 01-Jan-21 | 31-Mar-21 | 0.0 | 0.00 |
| G: ASSESSOR FILE MAINT | | | | | | |
| NEW CONSTRUCTION | 200 | 20 | 01-Nov-20 | 31-Mar-21 | 0.6 | 0.11 |
| MAPPING SPLITS | 600 | 75 | 01-Nov-20 | 31-Mar-21 | 0.4 | 0.09 |
| TREELINES/LAND GRADES | 250 | 200 | 01-Jul-20 | 31-Mar-21 | 0.1 | 0.01 |
| SALES FILE | 1,350 | 150 | 01-Jan-20 | 31-Mar-21 | 0.5 | 0.03 |
| H: FINAL VALUE REVIEW | | | | | | |
| URBAN | 5,445 | 350 | 01-Nov-20 | 28-Feb-21 | 0.9 | 0.22 |
| RURAL | 3,804 | 250 | 01-Nov-20 | 31-Mar-21 | 0.9 | 0.17 |
| USE SCHEDULE | 0 | 1 | 01-Feb-21 | 28-Feb-21 | 0.0 | 0.00 |
| COMM/IND | 3,558 | 200 | 01-Feb-21 | 31-Mar-21 | 1.0 | 0.51 |
| FINAL VALUE MEETING | 0 | 1 | 01-Mar-21 | 30-Mar-21 | 0.0 | 0.00 |
| FINAL ANALYSIS | 0 | 1 | 01-Mar-21 | 30-Mar-21 | 0.0 | 0.00 |
| I: INFORMAL HEARINGS | | | | | | |
| URBAN (EST) 5% | 545 | 100 | 01-Apr-21 | 31-May-21 | 0.3 | 0.15 |
| RURAL (EST) 5% | 156 | 75 | 01-Apr-21 | 31-May-21 | 0.1 | 0.06 |
| COMM/IND (EST) 5% | 178 | 20 | 01-May-21 | 31-May-21 | 0.5 | 0.49 |
| CLERICAL (SUM OF ABOVE) | 879 | 200 | 01-May-21 | 31-May-21 | 0.2 | 0.24 |
| FIELD CHKS (15% OF HEAR) | 132 | 30 | 01-May-21 | 31-May-21 | 0.2 | 0.24 |
| J: FORMAL HEARINGS | | | | | | |
| CO BD OF EQ (25% OF INF) | 220 | 50 | 01-Jun-21 | 15-Jun-21 | 0.2 | 0.52 |
| TOTAL ADMINISTRATIVE PERSONNEL REQUIRED | | | (Sum of Phase "A") | | | 0.20 |
| TOTAL CLERICAL PERSONNEL REQUIRED | | | (Sum of Phase "B") | | | 0.85 |
| TOTAL APPRAISAL PERSONNEL REQUIRED | | | (Sum of Phases "C" thru "J") | | | 3.43 |

PUTNAM COUNTY
2021 REAPPRAISAL
DPA



| PHASE (Reappraisal Activity) | UNITS M OR P | DAILY PROD RT | BEGINNING DATE | COMPLETION DATE | TOTAL MAN-MO | PERSONNEL (MAN-MO-TIME) |
|---|-----------------|------------------|-------------------|--------------------|------------------------------|----------------------------|
| A: ADMINISTRATION | | | | | | |
| PLAN/ORGANIZING | 41,678 | 8,894 | 01-Jan-20 | 30-Jun-21 | 0.3 | 0.01 |
| DIRECTING/CONTROLLING | 41,678 | 8,894 | 01-Jan-20 | 30-Jun-21 | 0.3 | 0.01 |
| B: CLERICAL | | | | | | |
| FILE CLEANUP | | | 01-Jan-20 | 30-Apr-20 | 0.0 | 0.00 |
| ACREAGE CORRELATION | | | 01-Jun-20 | 28-Feb-21 | 0.0 | 0.00 |
| INSP CYCLE CORRECTIONS | | | 01-Jan-20 | 30-Apr-21 | 0.0 | 0.00 |
| DATA ENTRY | | | 02-Jun-20 | 30-Mar-21 | 0.0 | 0.00 |
| PROCESSING/SCREENING | | | 02-Jun-20 | 30-Mar-21 | 0.0 | 0.00 |
| ACREAGE GRID | | | 02-Jun-20 | 30-Mar-21 | 0.0 | 0.00 |
| OTHER | | | 02-Jun-20 | 30-Mar-21 | 0.0 | 0.00 |
| C: PRELIMINARY ANALYSIS | | | | | | |
| AREA CODES | 222 | 50 | 01-Jan-20 | 30-Apr-20 | 0.3 | 0.06 |
| IMPROVEMENT TYPE | 47 | 24 | 01-Jan-20 | 30-Apr-20 | 0.1 | 0.03 |
| EXTRA FEATURES | 100 | 25 | 01-Jan-20 | 30-Apr-20 | 0.2 | 0.06 |
| SMALL TRACTS | 50 | 25 | 01-Jan-20 | 30-Apr-20 | 0.1 | 0.03 |
| RURAL LAND | 100 | 75 | 01-Jan-20 | 30-Apr-20 | 0.1 | 0.02 |
| INCOME/EXPENSES | 200 | 10 | 01-Jan-20 | 30-Apr-20 | 1.1 | 0.28 |
| SALES FILE CLEANUP | 500 | 100 | 01-Jan-20 | 30-Apr-20 | 0.3 | 0.07 |
| OVERRIDE PROPERTIES | 5 | 5 | 02-Jun-20 | 30-Dec-20 | 0.1 | 0.01 |
| D: LAND VALUATION ASSISTANCE | | | | | | |
| URBAN LAND (50%) | 10,896 | 400 | 01-May-20 | 28-Feb-21 | 1.5 | 0.15 |
| COMM/IND LAND (100%) | 3,558 | 100 | 01-May-20 | 28-Feb-21 | 2.0 | 0.20 |
| RURAL LAND (100%) | 3,280 | 200 | 01-May-20 | 28-Feb-21 | 0.9 | 0.09 |
| SMALL TRACTS (50%) | 5,968 | 450 | 01-May-20 | 16-Dec-21 | 0.7 | 0.04 |
| E: IMP VALUATION ASSISTANCE | | | | | | |
| BASE RATES | 50 | 20 | 01-Apr-20 | 30-Apr-21 | 0.1 | 0.01 |
| FACTORS | 10 | 10 | 01-Apr-20 | 30-Apr-21 | 0.1 | 0.00 |
| EFFECTIVE AGES | 8500 | 450 | 01-Apr-20 | 28-Feb-21 | 1.1 | 0.09 |
| XFSB (EXTRA FEATURES) | 1 | 1 | 01-Apr-20 | 28-Feb-21 | 0.1 | 0.01 |
| F: SPECIAL PROPERTIES ASSISTANCE | | | | | | |
| COMM/IND | 500 | 50 | 01-May-20 | 28-Feb-21 | 0.6 | 0.06 |
| MINERALS | 23 | 28 | 01-May-20 | 28-Feb-21 | 0.1 | 0.00 |
| LEASEHOLDS | 15 | 5 | 01-May-20 | 28-Feb-21 | 0.2 | 0.02 |
| EXEMPT PARCELS | 1 | 1 | 01-May-20 | 28-Feb-21 | 0.1 | 0.01 |
| OTHER | 10 | 5 | 01-May-20 | 28-Feb-21 | 0.1 | 0.01 |
| G: ASSESSOR FILE MAINT | | | | | | |
| NEW CONSTRUCTION | | | 01-Jul-20 | 28-Feb-21 | 0.0 | 0.00 |
| MAPPING SPLITS | | | 01-Jul-20 | 28-Feb-21 | 0.0 | 0.00 |
| TREELINES/LAND GRADES | | | 01-Jul-20 | 28-Feb-21 | 0.0 | 0.00 |
| SALES FILE | 800 | 100 | 01-Jul-20 | 28-Feb-21 | 0.4 | 0.06 |
| H: FINAL VALUE REVIEW ASSISTANCE | | | | | | |
| URBAN (50%) | 5,448 | 400 | 01-Jun-20 | 20-Feb-21 | 0.8 | 0.09 |
| RURAL (50%) | 1,640 | 100 | 01-Jun-20 | 20-Feb-21 | 0.9 | 0.10 |
| USE SCHEDULE (100%) | 0 | 200 | 01-Mar-21 | 02-Mar-21 | 0.0 | 0.00 |
| COMM/IND (100%) | 3,558 | 450 | 02-Jun-20 | 28-Feb-21 | 0.4 | 0.05 |
| FINAL VALUE MEETING | 0 | 1 | 01-Mar-21 | 02-Mar-21 | 0.0 | 0.00 |
| FINAL ANALYSIS | 0 | 1 | 01-Mar-21 | 02-Mar-21 | 0.0 | 0.00 |
| I: INFORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE) | | | | | | |
| URBAN (EST) 5% | 272 | 250 | 01-May-21 | 31-May-21 | 0.1 | 0.06 |
| RURAL (EST) 5% | 82 | 100 | 01-May-21 | 31-May-21 | 0.1 | 0.05 |
| COMM/IND (EST) 5% | 178 | 50 | 01-May-21 | 31-May-21 | 0.2 | 0.20 |
| CLERICAL (SUM OF ABOVE) | 532 | 1,000 | 01-May-21 | 31-May-21 | 0.0 | 0.03 |
| FIELD CHKS (15% OF HEAR) | 80 | 20 | 01-May-21 | 31-May-21 | 0.2 | 0.22 |
| J: FORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE) | | | | | | |
| CO BD OF EQ (25% OF INF) | 50 | 20 | 01-Jun-21 | 15-Jun-21 | 0.1 | 0.30 |
| TOTAL ADMINISTRATIVE PERSONNEL REQUIRED | | | | | (Sum of Phase "A") | 0.02 |
| TOTAL CLERICAL PERSONNEL REQUIRED | | | | | (Sum of Phase "B") | 0.03 |
| TOTAL APPRAISAL PERSONNEL REQUIRED | | | | | (Sum of Phases "C" thru "J") | 2.08 |

This Plan is hereby submitted for Reappraisal of Putnam County as required by TCA 67-5-1601.

DATE _____

ASSESSOR OF PROPERTY (Signature)

REVIEWED BY:

DATE _____

COUNTY MAYOR or EXECUTIVE (Signature)

RESOLUTION BY COUNTY COMMISSION:
(required for 4 or 5 year cycle)

APPROVED (Attach Copy of Resolution)

DISAPPROVED _____

15/ Wayne Blair
CHAIRMAN, COUNTY COMMISSION (Signature)

DATE 3-21-14

DATE SUBMITTED TO STATE BOARD OF EQUALIZATION: _____

ATTEST:
Wayne Storch
County Clerk



The Chairman asked for discussion on the motion to approve A Resolution and Plan Authorizing a Continuous Five (5) Year Reappraisal Cycle presented by Assessor of Property Steve Pierce. There was none.

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

FOR:

Scott Ebersole
Tom Short
Jordan Iwanyszyn
Jerry Ford
Jerry Roberson
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Reggie Shanks
Larry Redwine
Mike Medley

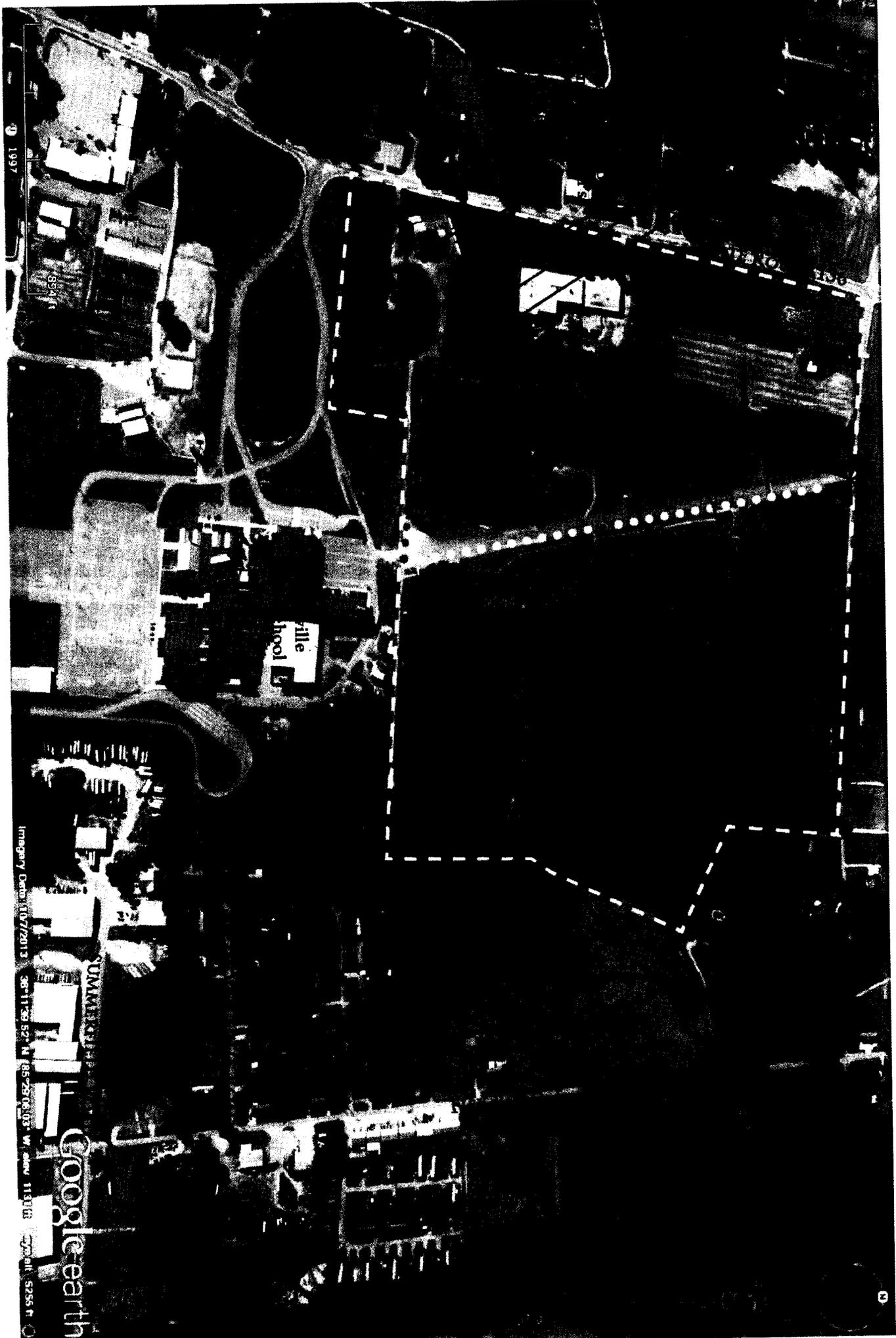
Ben Rodgers
Danny Holmes
Benton Young
Daryl Blair
Tony Honeycutt
Kim Bradford
Jim Martin
Scott Stevens
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

The Clerk announced that twenty-four (24) voted for, zero (0) voted against, zero (0) abstained, and zero (0) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR THE COUNTY EXECUTIVE TO APPLY FOR A STATE GRANT IN THE AMOUNT OF \$748,298 AND APPROVE TO REMOVE THE OLD HANGER ON THE SPORTS COMPLEX PROPERTY

Commissioner Jordan Iwanyszyn moved and Commissioner Donny Buttram seconded the motion to approve the County Executive to apply for a state grant in the amount of \$748,298 and approve the removal of the old hanger on the Sports Complex Property.

(SEE ATTACHED)



1897

8994

1847

Imagery Date: 10/7/2013

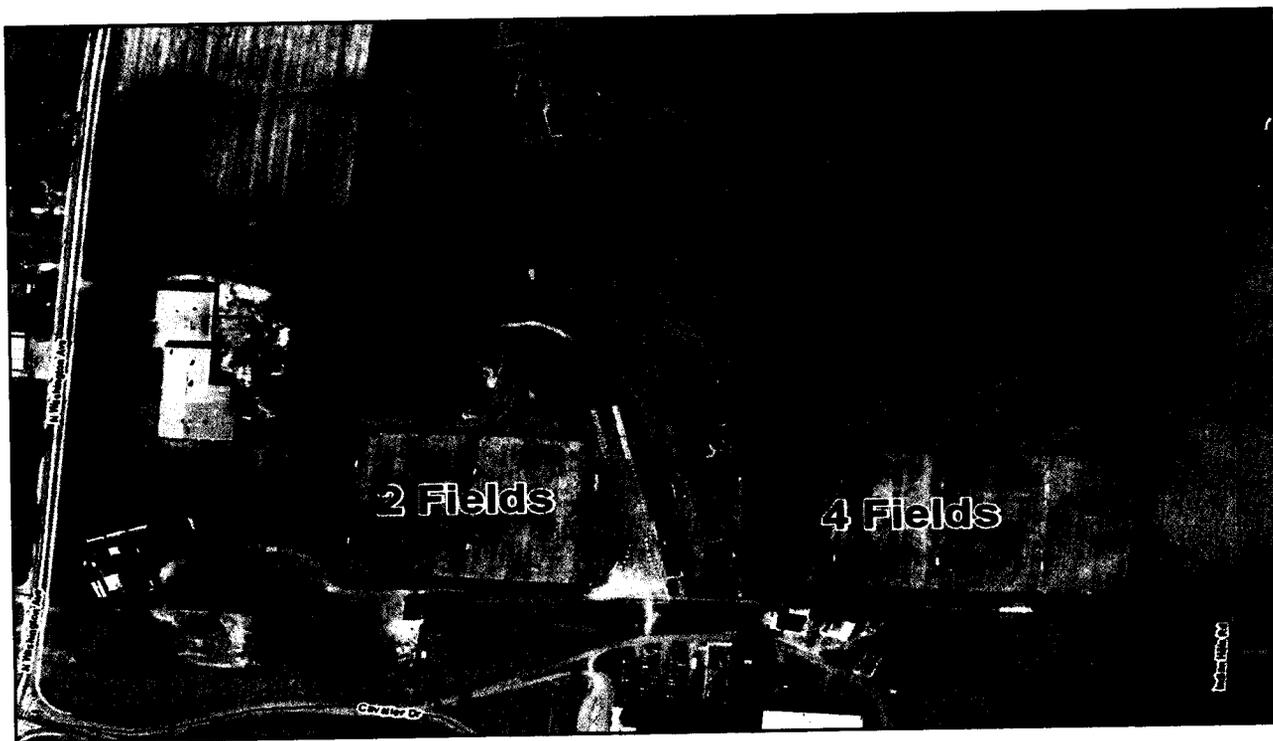
38° 11' 39.52" N 95° 25' 06.03" W, above 11310ft

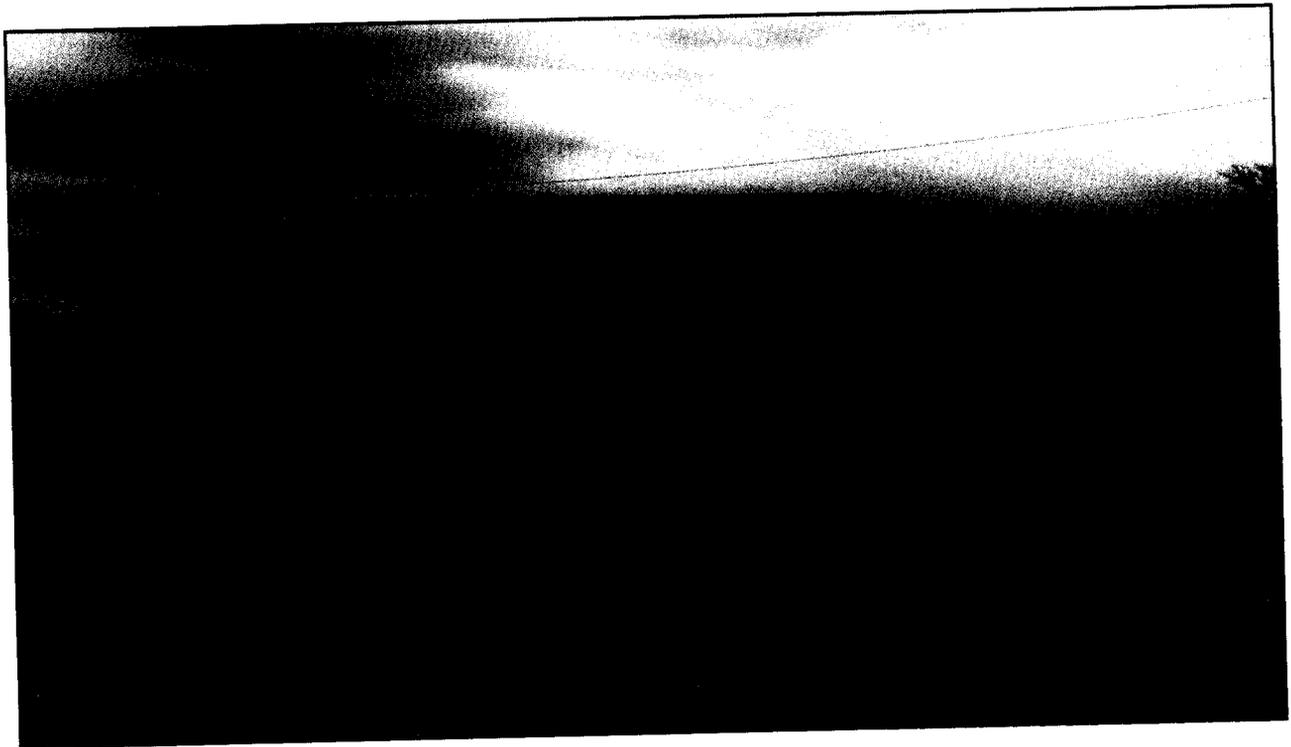
Google earth

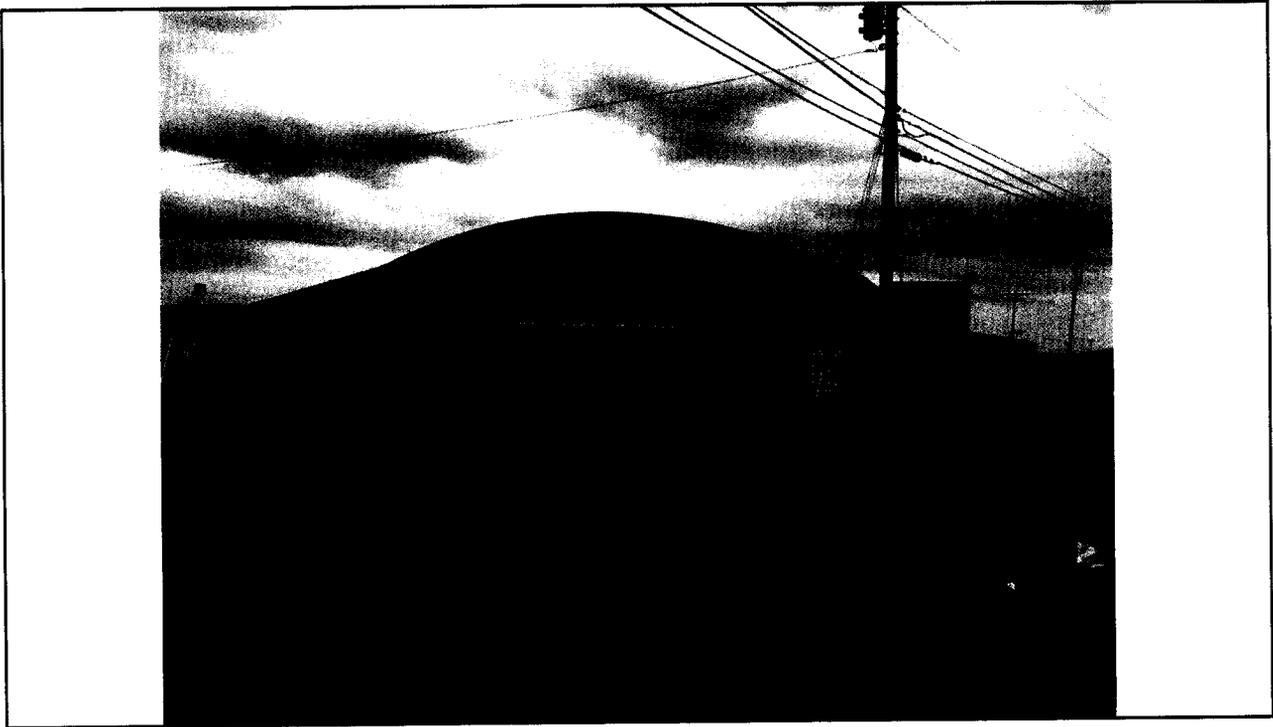
Middle School

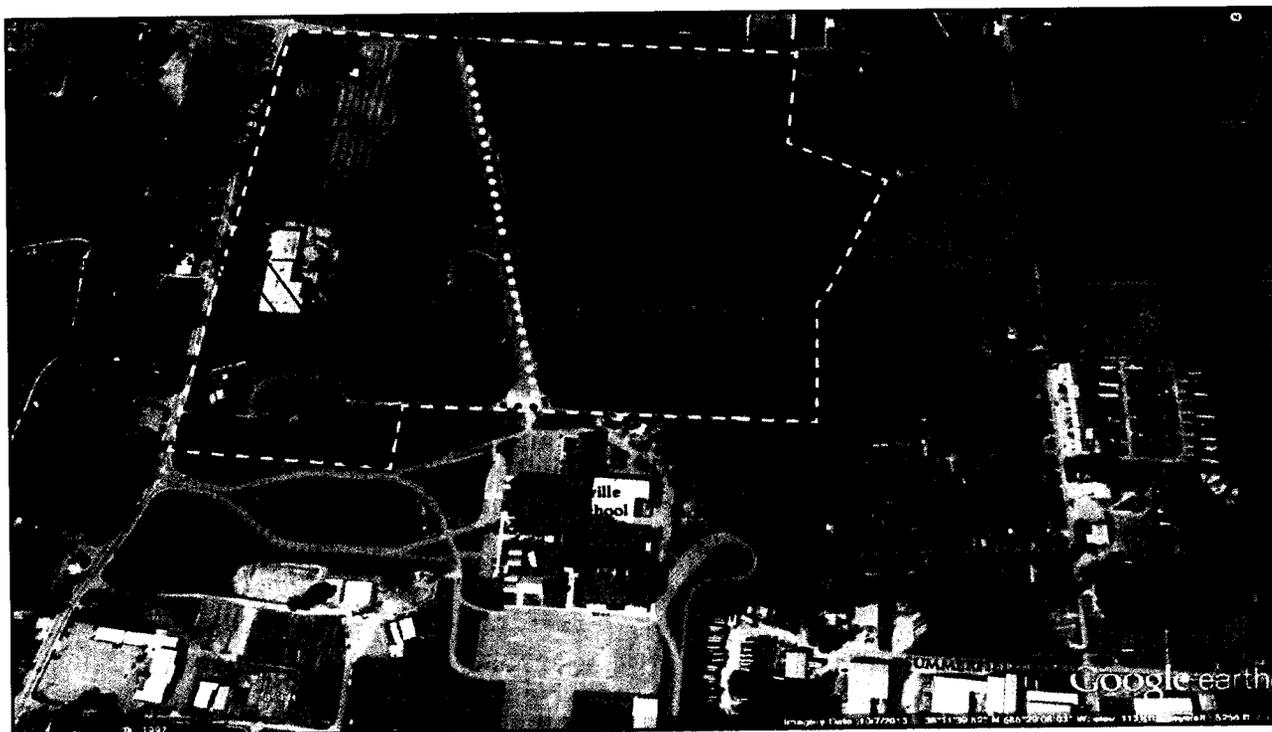
Putnam County Sports Complex Expansion

Parks Grant









Expansion Proposal

- 2 – full size tournament quality fields
- 9 – smaller fields
- Removing the old hangar
- Creating new access road off North Washington Ave
- Sealing and Striping old runway
- Build another set of bathrooms
- Install new “pump house” for irrigation to serve new fields

Parks Grant

- 50/50 Grant
- State has increased amount of grants this year looking for larger projects
- A big portion of our match can be "in-kind" match
- New proceeds from increased Hotel tax or P&R Reserves can be used to make up difference on County's match

Estimated Costs

- **Total Grant - \$748,298**
- **In-kind Contribution - \$150,000**
- **Match for County - \$224,149**

The Chairman asked for discussion on the motion approve the County Executive to apply for a state grant in the amount of \$748,298 and approve the removal of the old hanger on the Sports Complex Property. The Commissioners discussed the motion.

MOTION RE: AMEND THE MOTION TO APPROVE THE COUNTY EXECUTIVE TO APPLY FOR A STATE GRANT AND REMOVE THE HANGER FROM THE GRANT PROPOSAL AND PROCEED WITH GIVING AUTHORITY TO THE COUNTY EXECUTIVE TO PROCEED TO DEMOLISH THE OLD HANGER AT THE AIRPORT

Commissioner Scott Ebersole moved and Commissioner Mike Medley seconded the amended motion to approve the County Executive to apply for a State Grant and remove the hanger from the grant proposal and proceed with giving authority to the County Executive to proceed to demolish the old hanger at the airport.

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

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

FOR:

Scott Ebersole
Tom Short
Jordan Iwanyszyn
Jerry Ford
Jerry Roberson
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Reggie Shanks
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Daryl Blair
Tony Honeycutt
Kim Bradford
Jim Martin
Scott Stevens
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

The Clerk announced that twenty-four (24) voted for, zero (0) voted against, zero (0) abstained, and zero (0) absent. The motion carried.

The Chairman asked for discussion on the motion as amended to approve the County Executive to apply for a State Grant and remove the hanger from the grant proposal and proceed with giving authority to the County Executive to proceed to demolish the old hanger at the airport. The Commissioners discussed the motion.

Caylor Taylor speaks to the Commissioner concerning the Soccer Complex.

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

FOR:

Scott Ebersole
Tom Short
Jordan Iwanyszyn
Jerry Ford
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Reggie Shanks
Larry Redwine

Ben Rodgers
Danny Holmes
Benton Young
Daryl Blair
Tony Honeycutt
Kim Bradford
Jim Martin
Scott Stevens
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

AGAINST:

Jerry Roberson
Mike Medley

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

NOMINATING COMMITTEE: None

REPORT OF SPECIAL COMMITTEES: None

RESOLUTIONS: None

MOTION RE: ELECTION OF NOTARIES

Commissioner Mike Atwood moved and Commissioner Kim Bradford 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 March 21, 2016

BRENDA F ALSOBROOKS
MEGAN BURNETT
TAMMY BUSH
ELIZABETH A BUTLER
GORDON A BYARS
JOYCE A CALLAHAN
STACYE CHOATE
AMY T CROUCH
JESSICA LYNN DAVIS
SINDI M DOTSON
CYNTHIA J DOWNS
SHAWNA EDWARDS
LISA G FULLER

DORINDA J HENRY
LISA J HILTON
CRYSTAL JOHNSON
BARBARA A KINNAIRD
JOHN W PAUL
ROGER RANDOLPH
KELLYE REID
SANDRA K ROBBINS
BRENDA L WARFEL
DUSTIN WHITEFIELD
ALICIA WRIGHT
JENNIFER WRIGHT

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:

Scott Ebersole
Tom Short
Jordan Iwanyszyn
Jerry Ford
Jerry Roberson
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Reggie Shanks
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Daryl Blair
Tony Honeycutt
Kim Bradford
Jim Martin
Scott Stevens
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

The Clerk announced that twenty-four (24) voted for, zero (0) voted against, zero (0) abstained, and zero (0) absent. The motion carried.

OTHER NEW BUSINESS

ANNOUNCEMENTS AND STATEMENTS:

HEAR FROM COUNTY EXECUTIVE RANDY PORTER ABOUT COUNTY EMPLOYEE APPRECIATION DAY

EMPLOYEE OF THE MONTH: None

CITIZEN OF THE MONTH: ARTHUR THOMPSON, JR. (POSTHUMOUSLY)

(SEE ATTACHED)

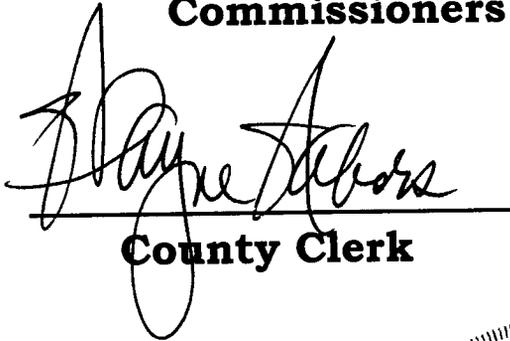
CITIZEN OF THE MONTH

MARCH 2016

Arthur Thompson, Jr.
(Posthumously)

**In Appreciation For Your
Contribution To Putnam County**

**Presented By The Putnam County Board of
Commissioners & Awards Committee**


County Clerk


Awards Chairman



ADJOURN:

Commissioner Mike Medley moved and Commissioner Jerry Ford seconded the motion to Adjourn.

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

PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: March 9, 2016

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, March 14, 2016 at 6:00 PM in the County Commission Chambers at the Courthouse.

1. Consider chassis transfer from Putnam County EMS to the Parks & Recreation Department.
2. Consider list from the Assessor of Property of vehicles and office equipment to be declared surplus and sold via online auction.
3. Discuss approving Tire Recycling in Monterey under Jackson Law.
4. Consider approval of the Declaration of Protective and Restrictive Covenants for the Highland Business Parkk.
5. Consider approval of a Resolution amending the Upper Cumberland Regional Airport Board.
6. Any other business that needs to be considered by the Planning Committee.

Note that the Nominating Committee will not need to meet this month



Planning Agenda Items Explanation

Tire Recycling – Monterey City has entered into a lease with Danny Patel to put the Tire Recycling in Monterey's Industrial Park. They have already passed this and there was "no" opposition from any residents in Monterey. By State Law, we must have a public hearing and the Commission must pass this also.

Business Park Covenants – when the Business Park was developed, the City passed the covenants which protect the City/County and the businesses that locate there, but the County never did. These are standard for a Business Park and if not passed, could affect future businesses looking to locate here, as there would be nothing to protect against the business across the street from doing something that would hurt the other business. Also protects both governments.

Regional Airport Resolution – when the airport board was originally setup, the four governments rotate a member on and off the board every two years. I have no idea why this was setup this way, as all four governments have a large financial interest in the airport and it is a large part of future economic development for our area. This resolution changes the makeup of the board to have both Mayors and County Executives on the board at all times. Also there have been problems with the board having a quorum in the past and this will help that also. All four governments will be passing this resolution this month.

PLANNING COMMITTEE

MINUTES

March 14, 2016

Prepared by Deborah Francis

| | | | |
|----------------|---------|------------------|---------|
| Scott Stevens | Present | Danny Holmes | Present |
| Tom Short | Present | Tony Honeycutt | Present |
| Reggie Shanks | Present | Donny Buttram | Present |
| Larry Bennett | Present | Benton Young | Present |
| Bobby Williams | Present | Jordan Iwanyszyn | Present |
| Mike Atwood | Present | Larry Redwine | Present |

Item #1 *Transfer of Chassis*

Motion: **Recommends approval to transfer a chassis from the Putnam County Emergency Medical Service to the Parks and Recreation Department. VIN# 1FDUF4GT6BEC12443 Year 2011**

Made By: Blair
Seconded: Short

VOICE VOTE

APPROVED

Item #2 *Surplus items declared by Assessor*

Motion: **Recommends that the following vehicles and equipment be declared surplus and sold via online auction:**

**1999 Jeep Cherokee VIN#1J4FF6852XL519720
1993 Chevrolet Truck VIN# 1GCEK14K3PZ208056
1995 Buick LaSabre VIN# 1G4HP52LXSH514909
Panasonic Copy Machine
Two Cannon Plotters**

Made By: Iwanyszyn
Seconded: Buttram

VOICE VOTE

APPROVED

Item #3 *Global Recycling in Monterey*

Motion: **Recommends approval of the request from Global Recycling Inc. for a tire recycling operation on Old Walton Road in the City of Monterey.**

Made By: Iwanyszyn
Seconded: Bennett

VOICE VOTE

APPROVED

Item #4 *Declaration of Protective and Restrictive Covenants for the business park.*

Motion: **Recommends approval of the Declaration of Protective and Restrictive Covenants for the Highland Business Park.**

Made By: Iwanyszyn
Seconded: Young

VOICE VOTE

APPROVED

Item #5 **Resolution amending the Upper Cumberland Regional Airport Board.**

Motion: **Recommends approval of a Resolution amending the membership of the Upper Cumberland Regional Airport Board.**

Made By: Short
Seconded: Honeycutt

VOICE VOTE

APPROVED

Item #6 **Any other business**

NONE

ADJOURNED

FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: March 9, 2016

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on March 14, 2016 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 Road Department Fund.
3. Consider a Resolution Authorizing a Continuous Five (5) Year Reappraisal Cycle.
Assessor Steve Pierce is still working on the plan and will be presented on Monday night.
4. Discuss applying for a State Parks grant to expand the Sports Complex.
5. Discuss Putnam County Audit for June 2015.
6. Any other business that needs to be reviewed by the Fiscal Review Committee.

Note that the Nominating Committee will not need to meet this month



Fiscal Review Agenda Items Explanation

State Parks Grant to Expand Sports Complex – with soccer’s rapid growth in our County, I have been looking at ways to expand our complex to meet the future needs of our youth and sports community. This year the State has increased the Parks grants and I hear they are looking for larger projects like ours to fund. The grant is a 50/50 match grant, but we can use in-kind expenses as part of our match. I am attaching a preliminary drawing of what we would like to do at the complex. I will have more information including estimated costs for you Monday night. The grant deadline is not until April 22nd, but I wanted to give you plenty of time to review and think about it. This may be one of those rare chances to expand our complex and have the State pay a large share of the cost. The expansion would allow us to have larger tournaments which will also bring in more sales tax and hotel tax.

2014-2015 Audit – just put it on the agenda in case you had any questions. I will have a firm date for the Audit Committee meeting by Monday also.

FISCAL REVIEW COMMITTEE

MINUTES

March 14, 2016

Prepared by Deborah Francis

ROLL CALL

| | | | |
|----------------|---------|---------------|---------|
| Jim Martin | Present | Daryl Blair | Present |
| Jerry Ford | Present | Kim Bradford | Present |
| Scott Ebersole | Present | Marsha Bowman | Present |
| Cindy Adams | Present | Cathy Reel | Present |
| Mike Medley | Present | Ben Rodgers | Present |
| Jerry Roberson | Present | Chris Savage | Present |

Item #1 **Budget amendments to the County General Fund**

Motion: **Recommends approval of budget amendments to the County General Fund in the amount of \$311,586.**

VOICE VOTE

APPROVED

Made By: Blair
Seconded: Medley

Item #2 **Budget amendments to the Road Department Fund**

Motion: **Recommends approval of budget amendments to the Road Department Fund in the amount of \$46,000.**

VOICE VOTE

APPROVED

Made By: Blair
Seconded: Martin

Item #3 **Reappraisal Plan**

Motion: **Recommends approval of a Resolution and Plan Authorizing a Continuous Five (5) Year Reappraisal Cycle presented by Assessor of Property Steve Pierce.**

VOICE VOTE

APPROVED

Made By: Medley
Seconded: Blair

Item #4 **Grant for Parks & Recreation**

Motion: **Recommends approval for the County Executive to apply for a State grant in the amount of \$748,298 and approve to remove the old hanger on the property.**

VOICE VOTE

APPROVED

Made By: Martin
Seconded: Ebersole

Item #5 **Discussion on audit for June 2015**

NO QUESTIONS

Item #6 **Any other business**

NONE

ADJOURNED