

**MINUTES**  
**OF**  
**PUTNAM COUNTY COMMISSION**  
**APRIL 17, 2017**

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 April 17, 2017 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding, the Chairman, Mike Atwood and the County Clerk, Wayne Nabors.

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

The Chairman, Mike Atwood recognized Tim Sharp, Pastor of Boma First Church of God for the Invocation.

The Chairman, Mike Atwood recognized Commissioner Danny Holmes 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:**

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

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

**ABSENT:**

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that twenty-one (21) were present and three (3) absent. Therefore, the Chairman declared a quorum.

**MOTION RE: APPROVE THE AGENDA**

Commissioner Daryl Blair moved and Commissioner Larry Bennett seconded the motion to approve the Agenda of the April 17, 2017 Meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

# **AGENDA PUTNAM COUNTY BOARD OF COMMISSIONERS**

**Monthly Awards will be presented at 5:45 PM**

**Regular Monthly Session  
Monday April 17, 2017 6:00PM**

**Presiding: Honorable Mike Atwood  
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation**                      *District 8*
- 3. Pledge to the Flag of the United States of America**                      *District 8*
- 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 of the by laws for the Putnam County Parks and Recreation Advisory Committee.
      - b. Recommends approval to declare the following equipment and vehicles as surplus and to sell via Internet auction:  
1989 Dozer Caterpillar D7-G #06Z50732-08Z60732  
John Deere Lawnmower M737 ZTRAK 23 hp #TC0737A061053

2005 Trailer Modularized #SSI-2836AS/B Ofc  
1988 Tractor, Case IH 1394 3.6L 4X2 #88D89-11508298  
2005 Surveyor travel trailer #4X4TSVY286L006740 1783-GC  
Trailer, Centreville Mfg 6XS16 Tag-a-long #EY414061120009 Green  
2006 Ford Explorer XLS White #1FMEU72E46UB17220

- c. Discussion of Fairground Property.

*No recommendations were passed in Committee*

## **2. Fiscal Review Committee**

- a. Recommends approval of budget amendments to the County General Fund.
- b. Recommends approval of budget amendments to the General Purpose School Fund.
- c. Recommends approval of budget amendments to the Road Department Fund.
- d. Recommends approval for the Sheriff's Department to apply for the following grants:

Governor's Highway Safety Grant  
NRA Foundation Grant

- e. Recommends approval for the Solid Waste Department to apply for the following grants:

Composting Grant  
Convenience Center Grant  
Recycling Equipment Grant

- f. Recommends approval of the Rules and Contracts for the Parks and Recreation Department.

- g. Discuss Sports Fees for Parks & Recreation.

*Comes without recommendation*

## **3. Nominating Committee**

### **B. Report of Special Committees**

### **C. Resolutions**

### **D. Election of Notaries**

### **E. Other New Business**

- 1. Hear a report from County Executive Randy Porter on County Revenues.
- 2. Recognize Cash Flow Analysis for the General Purpose School Fund.

## **9. Announcements and Statements**

## **10. Adjourn**

The Chairman asked for discussion on the motion to approve the Agenda of the April 17, 2017 Meeting of the Putnam County Board of Commissioners. There was none.

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

**MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING**

Commissioner Daryl Blair moved and Commissioner Marsha Bowman seconded the motion to approve the Minutes of the March 20, 2017 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 March 20, 2017 Meeting of the Putnam County Board of Commissioners. The motion carried.

**UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD**

**REPORT OF STANDING COMMITTEES**

**PLANNING COMMITTEE:** No unfinished business.

**FISCAL REVIEW COMMITTEE:** No unfinished business.

**NOMINATING COMMITTEE:** No unfinished business.

**REPORT OF SPECIAL COMMITTEES:**

**OTHER UNFINISHED BUSINESS:** None

**NEW BUSINESS AND ACTION THEREON BY THE BOARD**

**REPORT OF STANDING COMMITTEES:**

**PLANNING COMMITTEE:**

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE BY- LAWS FOR THE PUTNAM COUNTY PARKS AND RECREATION ADVISORY COMMITTEE**

Commissioner Tom Short moved and Commissioner Jim Martin seconded the motion to approve the by-laws for the Putnam County Parks and Recreation Advisory Committee.

(SEE ATTACHED)



## Putnam County Youth Baseball Fields

### **Parks and Rec**

- Baxter
- Monterey
- Jere Whitson

### **Cookeville Leisure Services**

- Park View

## 2015 Spring Baseball Season

- 26 Teams
- 270 Players
- 162 Total League Games Played
  - (Only 82 on County Fields)

### **Income**

Registration Fees:	\$14,808
Sponsorship Fees:	<u>\$4,400</u>
Total:	\$19,208

### **Income by Player**

Registration Fee:	\$60
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### **Expenses**

Sanctioning and Ins.	\$5,553.95
Baseballs	\$1,900
Umpires	\$9,920
Uniforms	<u>\$4,860</u>
Total:	\$22,233.95 (-3,025.95)

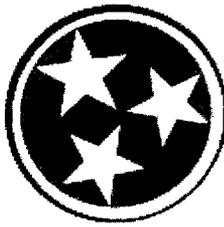
### **Expenses by Player**

Sanctioning and Ins.	\$20.57
Baseballs	\$7.04
Umpires	\$36.74
Uniform	<u>\$18.00</u>
Total:	\$82.35 (-22.35)

Concessions balanced the budget for this season.

The negative balance is made up from sponsorships and concessions.

These numbers do not reflect any post season tournament play by our Putnam County All-Star teams that represent our county in district, state and regional tournaments for the Little League and Cal Ripken organizations. These numbers also do not reflect any equipment purchases that vary from season to season.



# Putnam County

T E N N E S S E E

April 4, 2017

Honorable Putnam County Commissioners,

As part of our departmental benchmarking process with the Tennessee Department of Environment and Conservation, it is necessary that a Putnam County Parks and Recreation Advisory Committee be formed. Due to this, our department is requesting that the attached by-laws are recognized and ratified by the Putnam County Commission. This committee will be of great benefit to our department and will provide us with a great sounding board when setting the future of our department. Below is a list of the recommended board members for the Putnam County Parks and Recreation Advisory Committee.

**Parks and Recreation Board Members**

Cindy Adams  
Watson Brown  
Lisa Bumbalough  
Dr. Ahmed Elsayy  
Mike Glass  
Michelle Huddleston  
Scott Hughes  
Dr. Tammy Knipp  
Lane Moore  
Bryant Presley  
Dr. LaNise Rosemond

Cordially,

John Ross Albertson  
Director of Putnam County Parks and Recreation

# **Parks and Recreation Advisory Committee By-Laws**

## **ARTICLE I - NAME AND AUTHORIZATION**

### **1. NAME**

The name of the Committee, as provided by the County Commission of Putnam County, TN , shall be known as the Putnam County Parks and Recreation Advisory Board, herein after referred to as the "Board".

### **2. AUTHORIZATION**

The Board exists by the authority of the Putnam County Commission and may be modified or abolished by action of the Putnam County Commission.

## **ARTICLE II - PURPOSE AND FUNCTION**

### **1. PURPOSE**

The Board shall serve as advisors to the Putnam County Commission and to the Putnam County Parks and Recreation Department on issues presented to the Board related to the field of parks and recreation.

### **2. FUNCTION**

The functions of the Board shall be:

- A. to encourage citizen participation;
- B. to present or discuss policies and programs affecting parks and recreation
- C. to study issues concerning parks and recreation
- D. to provide input on the values, goals, and objectives of a program
- E. to develop program plans for the parks and recreation department
- F. to assist the department in event planning and organization; and
- G. to contribute to continuous feedback; and make recommendations to both the Parks and Recreations Department and the County Commission for overall quality program/service deliveries.

## **ARTICLE III - MEMBERSHIP**

### **1. MEMBERS**

The Parks and Recreation Advisory Board shall be comprised of eleven members appointed by the County Executive, whom shall serve without pay. Board members will be selected based on their qualifications and willingness to serve. Members will be

selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Board will be made up of an equitable representation of County residents.

## **2. ELIGIBILITY**

A. Members of the Parks and Recreation Advisory Board shall be Putnam County property owners, or Putnam County residents.

B. The members of the Board shall be selected from the following classifications:

- i. At least one member of the Board will be a professional in a field complimentary to the Board's scope.
- ii. At least one member of the Board will be a member of the Putnam County Commission.

## **3. APPOINTMENTS**

Members shall be appointed initially for a three-year term. Members shall not serve more than three full consecutive terms.

A. It is the responsibility of the County Executive to insure an appointment is made within thirty (30) days of notification of a vacancy. If an appointment is not made within thirty (30) days by the County Executive, the Board shall have the authority to request an appointment be agendaed for the next available Commission meeting.

## **4. VACANCIES**

A member's position shall become vacant when:

- a member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Chairperson of the Board when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Board to maintain a quorum, or
  - i. when a member no longer meets the membership requirements, or
  - ii. when a member's term expires, or
  - iii. when a member resigns.
  - iv. when a member no longer resides in Putnam County

A. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the County Executive.

B. Should a resignation be submitted to staff, they will immediately notify the Chair and the County Executive.

## **ARTICLE IV - ORGANIZATION**

### **1. OFFICERS**

A. The Board shall elect from its members a Chair, Vice-Chair and (at the discretion of the Board) a Secretary.

- B. Officers shall be elected for a term of one (1) year at the May meeting and shall assume office beginning immediately following the May meeting.
- C. The officers shall perform the duties as prescribed by the parliamentary authority adopted by the Board.

**2. DIRECTOR'S RELATIONSHIP**

The Director of Putnam County Parks and Recreation shall not be a member of the Board, but shall provide assistance to the Board. The Director shall work closely with the Board in matters of interest to the operation of an efficient program. The Director is an ex-officio member (by virtue of the office) and attends board meetings. He/she shall keep the Board informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Board.

**3. QUORUM**

A majority of the Board shall constitute a quorum to hold a meeting or take any action.

**4. VOTING RIGHTS**

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Board.

**ARTICLE V - OFFICERS AND DUTIES**

**1. CHAIR**

- A. The Chair shall appoint chairs of all committees, standing and special.
- B. It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the committee for noncompliance. Specific questions of conflict of interest will be addressed by the County Attorney or designee.
- C. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the County Executive.
- D. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum.
- E. The chair shall preside at all meetings of the board, represent the board to the public and shall be responsible for the efficiency of the board. The chair shall meet with the county executive regularly and give requested reports to the county executive and the county commission.

2. **VICE-CHAIR**

The Vice-Chair shall perform the duties in the absence of the Chair.

3. **SECRETARY**

The secretary shall distribute notices of meetings in compliance with the by-laws, keep minutes of the board's meetings, write correspondence as directed by the board, and ensure that all records are maintained in accordance with applicable laws. In the event that the board has elected not to elect a secretary of the board pursuant to article IV, the duties of secretary shall be provided pursuant to article VII.

4. **REMOVAL**

When an officer has been absent or has not performed the duties of that office for three consecutive meetings, that officer may be removed from office by the Committee with a majority vote at a regularly scheduled meeting.

**ARTICLE VI - COMMITTEE OPERATIONS**

1. The Board shall have no authority other than as stipulated by the Bylaws and approved by the County Commission.
2. The Board will meet routinely based upon an adopted meeting schedule which will be provided to the Parks and Recreations Office. The meeting date may be changed by the Chair with notification in advance by e-mail to Board members. Special meetings may be called by the Chair or by a majority of the board members.
3. The Board shall have no authority to enter into contract or incur any obligation binding Putnam County.
4. All meetings will be open to the public. For advertising purposes, the Board will provide to the Parks and Recreations Office a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with the State Sunshine Laws.
5. All meetings shall be conducted in accordance with Robert's Rules of Order.
6. Special meetings of the Board may be called by the Chairperson with the purpose of the meeting stated. Except in cases of emergency, at least three days notice shall be given to each member of a special meeting.
7. The Board shall be notified by e-mail two weeks in advance of a regular meeting. All meetings are open to the public.
8. Copies of the minutes shall be distributed to the County Commission, County Executive, and the Parks and Recreation Director.

**ARTICLE VII - STAFF SERVICES**

1. The Parks and Recreation Department shall act as the liaison for the Board with the County Commission and the Putnam County Executive. The Parks and Recreation Department will provide staff services to the committee. Staff services will include:

- A. providing a schedule of meetings to the committee members, arranging meeting locations; maintaining the minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda.
  - B. informing the Board of events, activities, policies, programs, etc. occurring within the scope of the Board's function and informing the Board of all County Commission or department requests for information or assistance.
  - C. ensuring the County Executive is informed of all vacancies, expired terms, changes in officers, or any other changes to the Board and that all requests for review of applications by the Board and any subsequent recommendations by the Board or staff are returned in a timely manner to the County Executive's Office to facilitate the appointment process.
  - D. the responsibility for the continuous flow of information to the County Executive including providing reports, actions, and recommendations of the Board and notification of noncompliance by the Board or chair with the Bylaws or statutes.
  - E. the responsibility for ensuring information provided by the Board for County Commission review is appropriately agendaed for the County Commission meetings.
- 2. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the Bylaws, conflict of interest, the Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will insure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Board and the members.

#### **ARTICLE IX - BYLAWS AND EFFECTIVE DATE**

- 1. Any changes to the Bylaws will be reviewed and approved by the Board and the County Commission and filed with the Parks and Recreation Department and the County Executive's Office.
  - A. These Bylaws shall become effective upon adoption by the Parks and Recreation Advisory Board and the Putnam County Commission.
  - B. These Bylaws may be amended at any regular meeting by a majority vote of the membership provided that the amendments(s) has(have) been submitted in writing at the previous regular meeting.

The Chairman asked for discussion on the motion to approve the by-laws for the Putnam County Parks and Recreation Advisory Committee. The Commissioners discussed the motion.

**MOTION RE: TO DEFER FOR 30 DAYS FOR BETTER CLARIFICATION AND BRING BACK TO THE COUNTY COMMISSION**

Commissioner Bobby Williams moved and Commissioner Cathy Reel seconded the motion to defer for 30 days for better clarification and bring back to the County Commission.

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

The motion was with-drawn.

The Chairman asked the Commissioners to vote on the original motion to approve the by-laws for the Putnam County Parks and Recreation Advisory Committee. The Commissioners voted as followed on the motion:

**FOR:**

Tom Short	Danny Holmes
Jordan Iwanyszyn	Benton Young
Jerry Ford	Daryl Blair
Larry Bennett	Tony Honeycutt
Cindy Adams	Kim Bradford
Bobby Williams	Jim Martin
Chris Savage	Mike Atwood
Larry Redwine	

**AGAINST:**

Mike Medley	Scott Stevens
	Marsha Bowman
	Donny Buttram
	Cathy Reel

**ABSTAINED:**

Reggie Shanks

**ABSENT:**

Scott Ebersole	Ben Rodgers
Jerry Roberson	

The Clerk announced that fifteen (15) voted for, five (5) voted against, one (1) abstained, three (3) absent. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE SHERIFF'S DEPARTMENT TO DECLARE THE FOLLOWING EQUIPMENT AND VEHICLES AS SURPLUS AND TO SELL VIA INTERNET AUCTION:**

**1989 DOZER CATERPILLAR D7-G #06Z50732-08Z60732  
JOHN DEERE LAWNMOWER M737 ZTRAK 23 HP #TC0737A061053  
2005 TRAILER MODULARIZED #SSI-2836AS/B OFC  
1988 TRACTOR, CASE IH 1394 3.6L 4X2 #88D89-11508298  
2005 SURVEYOR TRAVEL TRAILER #4X4TSVY286L006740 1783-GC  
TRAILER, CENTREVILLE MFG 6XS16 TAG-A-LONG  
#EY414061120009 GREEN  
2006 FORD EXPLORER XLS WHITE # 1FMEU72E46UB17220**

Commissioner Jordan Iwanyszyn moved and Commissioner Daryl Blair seconded the motion to approve for the Sheriff's Department to declare the following equipment and vehicles as surplus and to sell via internet auction:

1989 Dozer Caterpillar D7-G #06Z50732-08Z60732  
John Deere Lawnmower M737 Ztrak 23 hp #TC0737A061053  
2005 Trailer Modularized SSI-2836AS/B OFC  
1988 Tractor, Case IH 1394 3.6L 4X2 #88D89-11508298  
2005 Surveyor Travel Trailer #4X4TSVY286L006740 1783-GC  
Trailer, Centreville Mfg 6XS16 Tag-a-long # EY414061120009 green  
2006 Ford Explorer XLS white #1FMEU72E46UB17220

(SEE ATTACHED)



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

**April 1, 2017**

**Putnam County Sheriff's Office requests to declare the following assets as surplus items to be sold via internet public auction.**

- 1) Dozer, Caterpillar D7-G (1989) #06Z50732-08Z50732**
- 2) Lawnmower, John Deere M737 ZTRAK 23hp (unk. year)  
#TC0737A061053 repair costs exceed functional value**
- 3) Trailer, Modularized Specialized Structures (2005)  
#SSI-2836A/B Ofc**
- 4) Tractor, Case IH 1394 3.6L 4X2 (1988)  
#88D89-11508298**
- 5) Trailer, Surveyor travel (2005) #4X4TSVY286L006740  
1783-GC**
- 6) Trailer, Centreville Mfg 6X16 Tag-a-long (unk. year)  
#EY414061120009 Green**
- 7) 2006 Ford Explorer XLS White #1FMEU72E46UB17220**

**GZ-7832 144693 miles repair costs exceed functional  
value**

**Thank you for your consideration,**

*Sheriff Eddie Farris*

**Sheriff Eddie Farris**

The Chairman asked for discussion on the motion to approve for the Sheriff's Department to declare the following equipment and vehicles as surplus and to sell via internet auction:

1989 Dozer Caterpillar D7-G #06Z50732-08Z60732  
John Deere Lawnmower M737 Ztrak 23 hp #TC0737A061053  
2005 Trailer Modularized SSI-2836AS/B OFC  
1988 Tractor, Case IH 1394 3.6L 4X2 #88D89-11508298  
2005 Surveyor Travel Trailer #4X4TSVY286L006740 1783-GC  
Trailer, Centreville Mfg 6XS16 Tag-a-long # EY414061120009 green  
2006 Ford Explorer XLS white #1FMEU72E46UB17220

The Commissioners discussed the motion.

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

**DISCUSSION OF FAIRGROUND PROPERTY  
(NO RECOMMENDATIONS WERE PASSED IN COMMITTEE)**

The Commissioners discussed the Fairground Property

**MOTION RE: KEEP THE FAIRGROUND PROPERTY WE CURRENTLY HAVE AND  
DO WHATEVER MAINTENANCE NECESSARY TO KEEP IT UP-TO-DATE**

Commissioner Reggie Shanks moved and Commissioner Jerry Ford seconded the motion to keep the Fairground Property we currently have and do whatever maintenance necessary to keep it up-to-date.

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

The Chairman asked the Commissioners to vote on the motion to keep the Fairground Property we currently have and do whatever maintenance necessary to keep it up-to-date. The Commissioners voted as follows:

**FOR:**

Jerry Ford  
Reggie Shanks  
Mike Medley

Cathy Reel

**AGAINST:**

Tom Short  
Jordan Iwanyszyn  
Larry Bennett  
Cindy Adams  
Bobby Williams  
Chris Savage  
Larry Redwine

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

**ABSENT:**

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that four (4) voted for, seventeen (17) voted against, zero (0) abstained, three (3) absent. The motion failed.

**FISCAL REVIEW COMMITTEE:**

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

Commissioner Chris Savage moved and Commissioner Daryl Blair seconded the motion to approve Budget Amendments to the County General Fund.

(SEE ATTACHED)

# BUDGET AMENDMENT SUMMARY COUNTY GENERAL FUND

April 2017

<u>County General Expenditures</u>		<u>Debit</u>	<u>Credit</u>
<b>54110 Sheriff's Department</b>			
196	Inservice Training		620
708	Communication Equipment		25,903
<b>55110 Local Health</b>			
316	Contributions		36,100
<b>53900 Other Public Health (State)</b>			
189	Other Salaries	15,000	
399	Other Contracted Services		15,000
<b>55130 Ambulance Service</b>			
413	Medical Supplies		4,560
 <b>County General Revenues</b>			
43514	Tuition-Other Governments	620	
44540	Sale of Equipment	30,463	
46990	Other State Revenues	36,100	
<b>TOTAL</b>		<b>\$82,183</b>	<b>\$82,183</b>

*Memos attached from Directors and Department Heads*



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

**DATE: April 1, 2017**

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

**SUBJECT: Budget Item Transfer Requests**

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

**Transfer a total of \$25,903.43 from 101 - 44540 Sale of Property to line item 101 - 54110 -708 Communication Equipment.**

**Transfer a total of \$620.00 from 101 - 43514 Tuition to line item 101 - 54110 - 196 In-service Training.**

**Thanking you in advance,**

*Sheriff Eddie Farris*

**Sheriff Eddie Farris**



**Putnam County Health Department**

To: Debby Francis

Date: April 4, 2017

Subject: Built Environment Grant - \$10,000

The State of Tennessee Built Environment Grant (Agency Tracking # 34360-73217) (Z17151651) for \$10,000 should be received this week.

These funds need to be put into line item 55110-316. After receipt and record keeping completed, a check will be cut to Baxter for City Park improvement project.

Thank you.

*Lisa Bumbalough*

Health Department Director



Putnam County Health Department

To: Debby Francis

Date: April 4, 2017

Subject: Tobacco Settlement Continuation Funding Yr 4 (\$26,100.00)

I am pleased to share that Putnam County will be receiving additional funding for Tobacco Settlement funding. These funds should be received this week.

These funds need to be put into line item 55110-316. Funding will be distributed to various local agencies for tobacco cessation programs and activities this spring. Further instruction will be forthcoming.

Thank you.

*Lisa Bumbalough*

Health Department Director



Putnam County Health Department

To: Debby Francis

Date: April 5, 2017

Subject: Line Item Adjustment

Dr. Michael Casal was originally being compensated for his patient care medical services through State contract, Salaries and Wages, 55900-189.

In October, 2016, he began providing specialized care at regional office weekly. At that time, we started compensating him through his practice, Women's Health Services. Therefore, his services were being charged to 55900-399, Other Contracted Services at that time.

As the attached amended contract states, please make the following line item adjustment:

Move \$15,000

From 55900-189 Salaries and Wages

Into 55900-399 Other Contracted Services

If you have any questions, please contact me.

Thank you.

*Lisa Bumbalough*

Health Department Director

# 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

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## Request for Amendment

PCEMS would like to take \$4560 obtained from the sale of a wrecked chassis on GOVDEALS and move it to 55130-413. Medical Supplies.



Tommy Copeland, CCP  
Director

#44540

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

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

FOR:

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

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

ABSENT:

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that twenty one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

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

Commissioner Chris Savage moved and Commissioner Daryl Blair seconded the motion to approve Budget Amendments to the General Purpose School Fund.

(SEE ATTACHED)

# *Department of Education Putnam County*

Mr. Jerry Boyd, Director of Schools

Board of Education  
Kim Cravens, Chair  
Dawn Fry, Vice-Chair

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

Board Members  
Celeste Gammon  
Jerry Maynard  
David McCormick  
Lynn McHenry

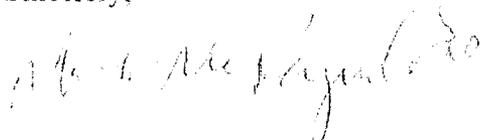
April 3, 2017

Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

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

Sincerely,



Mark McReynolds  
Putnam County Board of Education

Enclosures:

- To purchase CASAS testing and curriculum resources with new Adult Education Grant from the State of Tennessee.
- To establish Adult Education – Critical Needs Grant from the State of Tennessee.
- To adjust State of TN – Schools to Work grant due to a reduction in revenue from the state.

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: April, 2017

Item #	Account #	Account Description	Current Approved Amount	Change		Requested Approval Amount
				Increase	Decrease	
1	141	47139-02004 Revenue	19,240.00		2,790.00	16,450.00
				Decrease	Increase	
2	141	72210-163-02004 Educational Assistant	11,566.00	266.00		11,300.00
3	141	72210-201-02004 Social Security	718.00	24.00		694.00
4	141	72210-204-02004 State Retirement	1,162.00	-		1,162.00
5	141	72210-206-02004 Life Insurance	14.00	-		14.00
6	141	72210-207-02004 Medical Insurance	3,008.00	-		3,008.00
7	141	72210-208-02004 Dental Insurance	72.00			72.00
8	141	72210-210-02004 Unemployment Comp	32.00	-		32.00
9	141	72210-212-02004 Employer Medicare	168.00			168.00
10	141	72210-355-02004 Travel	540.00	540.00		-
11	141	72210-399-02004 Contracted Services	1,913.00	1,913.00		-
12	141	72210-499-02004 Supplies and Materials	47.00	47.00		-
		<b>TOTAL</b>	<b>19,240.00</b>	<b>2,790.00</b>	<b>-</b>	<b>16,450.00</b>

Explanation: To adjust budget to match the revised allocation from the state for the School to Work program

Requested by: Shen Roberson Supervisor  
 Recommended for Approval: Assistant Director

Reviewed by: Chief Financial Officer  
 Official / Department Head

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

Action by County Commission: Approval Non-Approval Date

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education

DATE: 8-Apr-17

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
			Increase	Decrease	Increase	Decrease
<b>Revenue</b>						
1	141-45790-01005	Adult Education-		18,500.00		18,500.00
		<b>Total Revenue</b>		<b>18,500.00</b>		<b>18,500.00</b>
<b>Expenditures</b>						
2	141-45790-429-1001 Adult Test	Materials and Supplie			18,500.00	18,500.00
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
		<b>Total Expenditures</b>			<b>18,500.00</b>	<b>18,500.00</b>
		<b>Total Revenue less Total Expenditures</b>		<b>18,500.00</b>	<b>18,500.00</b>	

Explanation: To purchase CASAS testing and curriculum resources from approved list

Requested by: Lynda Huddleston  
Supervisor

Recommended for Approval:

Official / Department Head

Reviewed by: [Signature]  
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date:

Non-Approval

Date:

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education

DATE

6-Apr-17

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount	
				Increase	Decrease
<b>Revenue</b>					
1	141-46590-01003	OTHER STATE EDUCATION FUNDS		9,853.25	9,853.25
2	141-47120-01003	ADULT BASIC EDUCATION		29,569.75	29,569.75
		<b>Total Revenue</b>		<b>39,413.00</b>	<b>39,413.00</b>
<b>Expenditures</b>					
3	141 E 71600 116 000 01003 Reg	Salaries		8,893.00	8,893.00
4	141 E 71600 201 000 01003 Reg	FICA		538.97	538.97
5	141 E 71600 304 000 01003 Reg	Retirement		54.98	54.98
6	141 E 71600 212 000 01003 Reg	Medicare		126.05	126.05
7	141 E 71600 355 000 01003 Reg	Travel		5,000.00	5,000.00
8	141 E 71600 399 000 01003 Reg	Other Contracted Services		5,000.00	5,000.00
9	141 E 71600 429 000 01003 Reg	Materials and Supplies		17,000.00	17,000.00
10	141 E 71600 790 000 01003 Reg	Equipment			
		<b>Total Expenditures</b>		<b>39,413.00</b>	<b>39,413.00</b>
		<b>Total Revenue less Total Expenditures</b>		<b>39,413.00</b>	<b>39,413.00</b>

Explanation: To buy-in for revenue received for Adult Education (Fiscal Note)

Requested by: Lynne Huddleston  
Supervisor

Recommended for Approval:

Official / Department Head

Reviewed by: [Signature]  
Chief Financial Officer

No Recommendation

Date:

Action by Fiscal Review Committee: Recommended for Approval

Non-Approval

Date:

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

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

FOR:

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

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

ABSENT:

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that twenty one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

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

Commissioner Chris Savage moved and Commissioner Larry Bennett seconded the motion to approve Budget Amendments to the Road Department Fund.

(SEE ATTACHED)

# Budget Amendment/Line Item Transfer Authorization Form

## Road Department APRIL, 2017

### Commission Meeting

ROAD FUND: 131

Item	Account	Description	Decrease Fund Bal.	Increase Revenue	Increase Expenditures	Approved Expenditures	Decrease Expenditures	Requested	Expended	Balance
1	39000	Fund Balance	117,400	117,400	-	-	-	-	-	-
2	44130	Sale of Equip.	-	54,000	-	-	-	700	675	-
3	61000.332	Legal Notices	-	-	600	100	-	700	675	25
4	61000.355	Travel	-	-	400	800	-	1,200	537	663
5	62000.168	Laborers	-	-	-	80,000	25,000	55,000	38,196	16,804
6	62000.201	Social Security	-	-	-	72,000	1,700	70,300	44,576	25,724
7	62000.205	Employee Ins.	-	-	-	215,000	5,000	210,000	130,579	79,421
8	62000.211	Retirement	-	-	-	115,000	3,000	112,000	75,826	36,174
9	62000.212	Medicare	-	-	-	17,000	700	16,300	10,425	5,875
10	62000.409	Crushed Stone	-	-	30,000	60,000	-	90,000	52,152	37,848
11	62000.418	Equip Repair	-	-	25,000	55,000	-	80,000	48,340	31,660
12	63100.167	Gar. Maint. Mgr.	-	-	25,000	-	-	25,000	15,182	9,818
13	63100.201	Social Security	-	-	1,700	4,300	-	6,000	3,624	2,376
14	63100.205	Employee Insur.	-	-	5,000	11,500	-	16,500	10,707	5,793
15	63100.211	Retirement	-	-	3,000	6,900	-	9,900	6,063	3,837
16	63100.212	Medicare	-	-	700	1,100	-	1,800	848	952
17	63100.424	Garage Supplies	-	-	2,000	7,000	-	9,000	6,793	2,207
18	68000.714	Hwy. Equip	-	-	78,000	150,000	-	228,000	41,300	186,700
			<b>171,400</b>	<b>171,400</b>	<b>171,400</b>	<b>795,700</b>	<b>35,400</b>	<b>931,700</b>	<b>485,823</b>	<b>445,877</b>

Submitted by:   
 Randy Jones, Putnam County Road Supervisor

Explanation: Add sale of equipment to revenue. Increase expenditure line items to cover increased and or unexpected cost.

The Chairman asked for discussion on the motion to approve Budget Amendments to the Road Department Fund. The Commissioners discussed the motion.

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

FOR:

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

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

ABSENT:

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that twenty one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR  
THE SHERIFF'S DEPARTMENT TO APPLY FOR THE FOLLOWING GRANTS:  
GOVERNOR'S HIGHWAY SAFETY GRANT  
NRA FOUNDATION GRANT**

Commissioner Chris Savage moved and Commissioner Daryl Blair seconded the motion to approve for the Sheriff's Department to apply for the following grants: Governor's Highway Safety Grant and NRA Foundation Grant.

(SEE ATTACHED)



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

**Honorable County Commissioners:**

**Please review the information below which are the grant application funding opportunities that we like to submit applications for during the month of April, 2017.**

**Governor's Highway Safety Office  
GHSO High Visibility**

**Funds being sought: \$5,000.00**

**Grant has no required match - GHSO grant applications for 2017/2018 funded requests will be approved and disbursed in October 2017.**

**Grant proposal is to support high visibility enforcement and education programs. The submitted request is for equipment related to the traffic enforcement related initiatives.**

**NRA Foundation  
Citizen's Academy and Training**

**Funds being sought: \$9,000.00**

**Grant has no required match - NRA Foundation funding will be provided in the form of equipment / resources that will be approved and disbursed in October 2017.**

**Grant proposal is to support the Citizen's Academy and Firearm Training education programs. The submitted request is for equipment and supplies only that are related to promoting firearm safety and to support the Citizen's Academy.**

**Thanking you in advance,**

**Sheriff Eddie Farris**

The Chairman asked for discussion on the motion to approve the Sheriff's Department to apply for the following grants: Governor's Highway Safety Grant and NRA Foundation Grant. There was none.

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

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR THE SOLID WASTE DEPARTMENT TO APPLY FOR THE FOLLOWING GRANTS:  
COMPOSTING GRANT  
CONVENIENCE CENTER GRANT  
RECYCLING EQUIPMENT GRANT**

Commissioner Chris Savage moved and Commissioner Marsha Bowman seconded the motion to approve the Solid Waste Department to apply for the following Grants: Composting Grant; Convenience Center Grant; and Recycling Equipment Grant.

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

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

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE RULES AND CONTRACTS FOR THE PARKS AND RECREATION DEPARTMENT**

Commissioner Chris Savage moved and Commissioner Jim Martin seconded the motion to approve the Rules and Contracts for the Parks and Recreation Department.

(SEE ATTACHED)



# Putnam County

T E N N E S S E E

April 4, 2017

Honorable Putnam County Commissioners,

As part of a departmental effort to move away from verbal agreements and move towards contractual agreements, I request from you, the ability for our department to enter into contracts with each of the youth sports leagues that use our facilities. I would also request your permission to equally and fairly charge all youth sports leagues the same fee of \$20 per athlete per season. Currently, only the majority of youth sports pay for the usage of our athletic recreational facilities and it would be the desire of our department to treat all youth sports leagues equally in this manner.

This measure has been pushed to the forefront of issues within our department due to our State of Tennessee benchmarking process. The benchmarking process requires us to meet certain requirements in order to benchmark with the Tennessee Department of Environment and Conservation. We are working toward becoming benchmarked at the tier two level, which will drastically improve our standings when applying for state and federal grants to improve our facilities. In order to reach this level, the state requires us to show that we have a fair system of charging fees for our youth sports programs and that we maintain contractual agreements with the many users of our facilities.

As stated above, our department desires to treat all users of our facilities fairly and seeks to level the playing field for all youth sports across our great county. The contracts requested to put in place will serve a number of purposes ranging from covering the county legally to providing a set of rules and a physical and verbal altercation policy for all of our users to follow. I thank you for your consideration in this matter.

Cordially,

John Ross Albertson  
Director of Putnam County Parks and Recreation

**FACILITY USE AGREEMENT  
BETWEEN  
PUTNAM COUNTY PARKS AND RECREATION  
UPPER CUMBERLAND UNITED SOCCER CLUB**

This agreement is made and entered into by and between Putnam County Parks and Recreation, hereinafter referred to as "County" and the Upper Cumberland United Soccer Club, referred hereinafter to as "USUSC."

**Purpose:**

The purpose of this contract is to lay out the rules, guidelines, operating procedures, and fees for UCUSC's use of the County's Sports Complex.

**Services:**

The County agrees to provide facility space, line and maintain fields, and maintain facility restrooms at the cost determined by this contract. UCUSC agrees to follow the rules of Putnam County Parks and Recreation and the guidelines set forth by this contract.

**Location:**

Putnam County Sports Complex  
2341 N. Washington Ave.  
Cookeville, TN 38501

**Rules and Regulations:**

As part of this agreement, UCUSC agrees to comply with all rules and regulations listed as part of Exhibit A and Exhibit B. UCUSC also agrees to issue a copy of Exhibit A to all participants (Parents, athletes, and board members) that perform within their league.

**Contract Period:**

Subject to its other provisions, the period of performance of this agreement shall commence on or about \_\_\_\_\_ Jan. 1, 2017 \_\_\_\_\_. The agreement will automatically renew unless otherwise decided by either party or changes are needed or requested by either party.

**Payment:**

As part of this contract, UCUSC agrees to pay the County \$20 per athlete participating in their league play both recreational and state league. This fee will be requested following each season (Spring and Fall).

**Billing Procedure:**

The County shall submit invoices to the acting president of UCUSC for facility use provided at the end of each season (Spring and Fall).

**Independent Capacity:**

The employees or agents of each party who are engaged in the performance of this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**Agreement Alterations and Amendments:**

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties. That the Parks and Recreation Department or UCUSC shall make or enter into no contract or agreement of expenditures without prior approval of the other party.

**Termination:**

Either party may terminate this agreement upon 30 (thirty) days prior written notification to the other party. If this agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.

**Termination for Cause:**

If for any cause, either party does not fulfill in a timely manner its obligations under this agreement, or if either part violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 (fifteen) working days. If failure or violation is not corrected, this agreement may be terminated immediately by written notice of the aggrieved party to the other.

**Governance:**

This agreement is entered into pursuant to and under the authority granted by the laws of the state of Tennessee and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws. That the parties shall adhere to and be governed in its activities and conduct related to the recreational facilities and programs described herein by the terms of this contract and all applicable laws of the State of Tennessee.

In the event of any inconsistency in the terms of this agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable state and federal statutes and rules;
- B. Statement of work; and
- C. Any other provisions of the agreement, including materials incorporated by reference.

**Waiver:**

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original agreement.

**Severability:**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**All Writings Contained Herein:**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**IN WITNESS WHEREOF**, the parties have executed this agreement.

---

Lane Moore, UCUSC President

---

John Ross Albertson, Director of Putnam County Parks and Recreation

**Exhibit A**



Dear Participant/ Spectator/ Leader,

The Putnam County Parks and Recreation Department strives to promote the ideals of teamwork, physical conditioning, sportsmanship and acceptable social behavior at all parks and recreation events, activities, and facilities. It is imperative that participants and spectators alike ensure an environment which will provide these ideals.

It is your responsibility as a participant, spectator, or leader to familiarize yourself with the Physical & Verbal Altercation Policy, which has been adopted by the Putnam County Commission. Every event, activity, and facility has its own rules regarding sportsmanship: the purpose of this policy is to define sportsmanship expectations of our department and to serve above and beyond the rules of the event, activity, or facility.

If you have any questions about the Physical & Verbal Altercation Policy or would like free copies, please call the Parks & Recreation Department at (931) 526-8015

John Ross Albertson, Director

Putnam County Parks and Recreation

## **Physical & Verbal Altercation Policy**

### **Leaders:**

It is the goal of Putnam County Parks & Recreation to provide an environment where our participants can grow, not only physically, but also mentally. It is the responsibility of our leaders to provide an example of self-control and integrity in the hopes that others follow their example. A leader is an individual who holds any supervisory position, including but not limited to, program coaches, assistant coaches, program officials, program supervisors, and program volunteers.

## **Participants:**

A participant is an individual, other than a leader or a fan/spectator, who takes an active part in events/activities at a Putnam County Parks & Recreation facility.

## **Fans/Spectators:**

A fan/spectator is an individual who participates in events/activities at parks and recreation facilities by demonstrating support without taking a leadership or participant role in that particular event.

*If one is suspended from one parks and recreation event, activity, or facility, they are also suspended from any other parks and recreation event, activity, or facility.*

*The Putnam County Parks and Recreation Department strives to promote the ideals of teamwork, physical conditioning, sportsmanship, and acceptable social behavior at all events, activities, and facilities. It is imperative that participants and spectators alike ensure an environment which will provide these ideals. Therefore, any unsportsmanlike conduct, including but not limited to, fighting, verbal abuse or racial and gender epithets will not be tolerated at our events, activities, and facilities.*

### **1. Fighting**

A hostile encounter with another party or parties, resulting in a physical struggle or contact, will be defined as a "fight." Fighting will not be tolerated on the part of any participant or spectator associated with Putnam County Parks and Recreation events, activities, or facilities.

#### **A. Leaders**

**First Offense-**Lifetime suspension as a leader in events, activities, or leagues using Putnam County Parks and Recreation facilities. One (1) year suspension as a fan in any events/activities taking place at any Putnam County Parks and Recreation Facility from the date of the incident.

#### **B. Participants**

**First Offense- (Adults: 18 & Over)** Lifetime suspension from being a leader or participant of any league using a Putnam County Parks and Recreation Facility for an

event or activity. One (1) year suspension as a fan in any events/activities taking place at any Putnam County Parks and Recreation Facility from the date of the incident.

**First Offense-(Youth: 17 & Under)** One (1) year suspension from being a leader, participant, or fan/spectator from all Putnam County Parks and Recreation Facilities.

**Second Offense-(Youth:17 & Under)** Suspension as a leader, participant, and/or fan/spectator from all Putnam County Parks and Recreation Facilities until the age of eighteen (18) or for one (1) year, whichever is greater.

### **C. Fans/Spectators**

**First Offense-** One year suspension as a fan/spectator from all Putnam County Parks and Recreation Facilities from the date of the incident. Lifetime prohibition from holding any leadership role in any league or organization using Putnam County Parks and Recreation Facilities.

**Second Offense-** Lifetime suspension as a fan/sponsor, participant and leader from all Putnam County Parks and Recreation facilities from the date of the incident.

## **2. Verbal Abuse**

Putnam County Parks and Recreation strives to create an environment that teaches individuals the art of good sportsmanship. Verbal abuse is defined as the intentional act of insulting another individual through oral measures with the aim of offending. If any abusive language or behavior is directed at others, those confrontational parties will be subject to the following disciplinary actions.

### **A. Leaders and/or Participants- (Adults: 18 & Over)**

**First Offense-** One (1) year suspension as a leader, participant or fan/spectator at all Putnam County Parks and Recreation facilities from the date of the incident.

**Second Offense-** Lifetime suspension as a leader and/or participant from all Putnam County Parks and Recreation Facilities. One (1) year suspension as a fan/spectator at all Putnam County Parks and Recreation facilities from the date of the incident.

### **B. Leaders and/or Participants- (Youth: 17 & Under)**

**First Offense-** Immediate suspension as a leader, participant and/or fan/spectator from all Putnam County Parks and Recreation facilities for a month from the date of the incident.

**Second Offense-** One (1) year suspension as a leader, participant, and/or fan/spectator from all Putnam County Parks and Recreation Facilities from the date of the second offense.

**Third Offense-** Three (3) year suspension as a leader and/or participant from all Putnam County Parks and Recreation facilities. One (1) year suspension as a fan at all Putnam County Parks and Recreation facilities from the date of the incident.

## **3. Harassing Fans/Spectators**

Harassment is defined as, but not limited to, abusive language, tormenting of participants, and the baiting of individuals. The following set of actions will be implemented against harassing fans/spectators:

**First Offense-** Immediate ejection and suspension from the next two scheduled events.

**Second Offense-** One (1) year suspension as a participant and/or fan/spectator from the date of the incident. Lifetime prohibition from holding a leadership role at Putnam County Parks and Recreation facilities.

**Third Offense-** Lifetime suspension as a leader, participant, and/or fan/spectator.

#### **4. Use of Racial and/or Gender Epithets**

The Putnam County Parks and Recreation Department has zero-tolerance for any use of racial and/or gender epithets used in reference to an individual's race, color, gender, or sexual orientation. Any person(s) found to have used such epithets will be subject to the following disciplinary actions:

##### **A. Leaders**

**First Offense-** Lifetime suspension as leader and/or participant at all Putnam County Parks and Recreation facilities. One (1) year suspension as a fan/spectator from all events held at Putnam County Parks and Recreation facilities from the date of the incident.

##### **B. Participants**

**First Offense- (Adults: 18 & Over)** One (1) year suspension from all Putnam County Parks and Recreation facilities as a leader, participant and/or fan/spectator from the date of incident.

**Second Offense (Adult & Over)** Lifetime suspension as a leader and/or participant from all Putnam County Parks and Recreation facilities. One (1) year suspension as a fan at all Putnam County Parks and Recreation facilities from the date of the incident.

**First Offense- (Youth: 17 & Under)** Suspension from the next two (2) scheduled events to be held at Putnam County Parks and Recreation facilities.

**Second Offense- (Youth: 17 & Under)** One (1) year suspension as a leader, participant, and/or fan/spectator from all Putnam County Parks and Recreation facilities from the date of the incident.

**Third Offense- (Youth: 17 & Under)** Suspension as a leader, participant, and/or fan/spectator from all Putnam County Parks and Recreation facilities until the age of eighteen (18) or for one year, whichever is greater.

#### **5. Unsportsmanlike Conduct**

Sportsmanship is defined as conduct becoming to a sportsman, such as fairness, courteous relations and acceptance of results. Putnam County Parks and Recreation is promoting these ideals in its events, activities, and at its facilities. The items listed in the above sections constitute conduct, justifying the noted penalty and representing

unsportsmanlike conduct. Should any unsportsmanlike conduct occur, not specifically addressed in the previous sections, the Putnam County Parks and Recreation Department, in its discretion, may institute penalties for such behavior consistent with this policy. In determining whether an incident or unsportsmanlike conduct has occurred, the rules of that particular activity, event, or facility may be considered.

## **6. Procedures Following Incident**

When a person engages in unsportsmanlike behavior within a Putnam County Parks and Recreation event, activity, and/or facility, recreation supervisors, recreation leaders, league supervisors and/or league officials will have the individuals involved in the dispute escorted from the park or facility at which the event is occurring. During such time, the sporting event or program will be stopped until those involved have left the park or facility property. If a person(s) refuse to leave the premises, the Cookeville Police Department or Putnam County Sheriff's Department will be contacted and asked to enforce the ruling of the officials.

Individuals removed from the park or facility will be sent a notification letter stating their violation of the altercation policy. The individual will then have seven (7) days from the receipt date of the certified mailed letter to respond with a written statement, explaining or defending their involvement and setting out their perception of the altercation as it occurred. The response must be received by the Putnam County Parks and Recreation Department at the address listed in the letter on or before the seventh day from the receipt of the certified notification letter. NO written statement will be considered in the investigation after the seven (7) days. After the statements are received, an investigation will be conducted and the Putnam County Parks and Recreation Department will render judgement of the altercation within ten (10) working days from the statement deadline. A panel consisting of the Parks and Recreation director/director's designee, the league's president, and the Parks and Recreation program coordinator will conduct the investigation. During this investigation, the individual(s) accused will be suspended from all Putnam County Parks and Recreation events, activities, and facilities. Those found in violation of this policy, or who are not content with the panel's decision, may file an appeal to the office of the director of Putnam County Parks and Recreation, 240 Carlen Dr. Cookeville, TN 38506. In filing an appeal, an individual(s) will have five (5) business days to respond in writing from notification of the decision, and said appeal shall be received in the director's office on or before, the fifth (5) day after the notification of the decision. Individuals may be asked to appear before the appeal review committee. All appeal decisions are final and not subject to review.

If Putnam County Parks and Recreation deems a physical or verbal altercation as a flagrant and deliberate act of violence, the department reserves the right to enforce a more severe punishment within this established disciplinary code.

## **Exhibit B**

### **Putnam County Sports Complex Rules and Regulations**

1. All users shall abide by Putnam County Parks and Recreation's Physical and Verbal Altercation Policy.
2. Alcoholic beverages or narcotics of any kind are not allowed in any area of the parks or in the said building or the entrance or appurtenances thereto. User groups/organizations/individuals participating in illegal activities not permitted in the facilities shall receive a warning letter for their first infraction; have their contract suspended for 2 weeks for the second infraction; have their contract suspended for one (1) year for a third infraction. All levels of discipline will be kept on file for one year from the date of the infraction. Continuing infractions will lead to the refusal of further contract applications.
3. No use of the facility without prior scheduling and approval the Putnam County Parks and Recreation office will be permitted.
4. The County will not allow play under field moisture conditions that contribute to unsafe play or that would damage the fields and significantly lessen their safety and suitability for future play. No play is to take place when the soil moisture is so high that there is standing water, or footing is unsure, or grass plants may be readily pulled up by play. The parks and recreation staff work to make necessary cancellation decisions as early as possible. For up-to-date cancellation information please contact the department office at 931-526-8015 or [Justin.hilliard@putnamcountyttn.gov](mailto:Justin.hilliard@putnamcountyttn.gov).
5. If a game or event is in play when a cancellation may become necessary, it is left to the officials to make the call. The parks and recreation department reserves the right to step in and order a cancellation if necessary.
6. If teams continue to participate in either a game or practice after the decision to cancel has been made, the team(s) may be responsible for all damages to the field and all player liability. Failure to make restitution for field damages and/or repeated problems may result in the team(s) being prohibited from further participation or use of athletic fields.
7. No signage is allowed to be posted without written request and approval from the Putnam County Parks and Recreation office.
8. The User is responsible for the discipline of its club or group. The User will not do or permit to be done, any act which will or may be a nuisance, annoyance, inconvenience or damage to the municipality or its members and other persons lawfully using the premises. The User is responsible for any persons, which are in attendance and affiliated in any way with their league, team or organization for the duration of the Agreement.
9. That for any event such as fire, weather, mechanical failure of equipment, etc., at any of the athletic fields, which should prevent the uses thereof, it will be the sole responsibility of the User to secure another athletic field, until the athletic field(s) are available for use.

10. The County will not be responsible for any personal injury arising from any cause whatsoever which will be sustained by the User or any pupil, player, spectator or other person who may be upon the said premises or field areas. All risks of such injury being assumed by the User, who will hold the County harmless and indemnified there from.
11. The County and its designate reserve the right and authority to:
  - a) Enforce the listed regulations and refuse admission to any person or group of persons on any grounds whatsoever.
  - b) Refuse the privilege of returning to the municipal facility at any time, to any such person or group of persons, without prejudice to the right of the municipality to rent secured under this agreement.
12. The exchange of athletic field time between individual clubs/groups is not permitted. All exchanges must be made directly through the Putnam County Parks and Recreation office.
13. The User shall not use any special apparatus such as, but not limited to; bouncing castles, tents, etc. without the prior approval of the Putnam County Parks and Recreation office. Any additional requirements for the use of such apparatus (e.g. insurance, CSA approval, building permit(s) must be agreed upon and followed by the User.
14. The County reserves the right to cancel or change any athletic field rental time to accommodate the needs of other users, only if absolutely necessary.
15. The User is responsible for paying for any damages to property, buildings, furnishings, supplies or equipment.
16. The User agrees to observe, comply with, keep and enforce all applicable laws and regulations, all insurance and related documents, and all rules, regulations and by-laws of Putnam County, its Police and Fire Departments, and of any other Department of the County, Provincial or Federal, but not limited to, matters affecting sanitation, health, fire prevention, safety, noise and crowd control.

The Chairman asked for discussion on the motion to approve the Rules and Contracts for the Parks and Recreation Department. The Commissioners discussed the motion.

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

**DISCUSS SPORTS FEES FOR PARKS & RECREATION  
(COMES WITHOUT RECOMMENDATION)**

**MOTION RE: DO NOT CHARGE ANY PUTNAM COUNTY STUDENT ANY  
ADDITIONAL PLAYER FEES TO PLAY A SPORT ON PUTNAM COUNTY FIELDS  
OR ANY ADDITIONAL FEE TO PLAY FOR A LEAGUE**

Commissioner Kim Bradford moved and Commissioner Cathy Reel seconded the motion to not charge any Putnam County Student any additional player fees to play a sport on Putnam County Fields or any additional fee to play for a League.

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

**MOTION RE: CEASE DEBATE FOR SPORTS FEES FOR PARKS & RECREATION**

Commissioner Marsha Bowman moved and Commissioner Cathy Reel seconded the motion to cease debate for sports fees for Parks & Recreation.

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

**FOR:**

Larry Bennett  
Cindy Adams  
Bobby Williams  
Reggie Shanks  
Larry Redwine  
Mike Medley

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

**ABSTAIN:**

Chris Savage

**AGAINST:**

Tom Short  
Jordan Iwanyszyn  
Jerry Ford

**ABSENT:**

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that seventeen (17) voted for, three (3) voted against, one (0) abstained, and three (3) absent. The motion carried.

Brent Mathis of Baxter speaks to the Commission.

Lane Moore of the Upper Cumberland Soccer League and President of the Club speaks to the Committee.

Dustin Allen speaks to the Committee

Curt Warren of the 9-18 year baseball leagues speaks to the Commission.

Steve Jackson speaks to the Committee.

Kristie Sweat Allen speaks to the Committee.

Curt Snyder of the Cookeville Lacross League speaks to the Committee.

Orlando Easter speaks to the Committee.

Jeff Wilhite speaks to the Committee.

Mike Glass speaks to the Committee.

Derrick Heap speaks to the Committee.

The Chairman asked the Commissioners to vote on the motion to not charge any Putnam County Student any additional player fee to play a sport on Putnam County Fields or any additional fee to play for a League. The Commissioners voted as follows:

**FOR:**

Jordan Iwanyszyn  
Jerry Ford  
Larry Bennett  
Reggie Shanks  
Larry Redwine  
Mike Medley

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

**AGAINST:**

Tom Short  
Cindy Adams  
Bobby Williams

Jim Martin

**ABSTAINED:**

Chris Savage

**ABSENT:**

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that sixteen (16) voted for, four (4) voted against, one (1) abstained, and three (3) absent. The motion carried.

**NOMINATING COMMITTEE:**

**REPORT OF SPECIAL COMMITTEES:** None

**RESOLUTIONS:** None

**ELECTION OF NOTARIES:**

**MOTION RE: APPROVE THE ELECTION OF NOTARIES**

Commissioner Donny Buttram moved and Commissioner Daryl Blair 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 April 17, 2017

---

DAVID BOWLING	KATHRYN B JONES
WESLEY THOMAS BRAY	MICHAEL H KNOWLTON
ASHLEY BRYNN BRAY	CARLA S LAMB
TRAVIS BUMBALOUGH	SHARON MCNEAL
RHONDA BURGESS	ROBERT E MILLER
DEBBIE S DALRYMPLE	AMANDA D MOORE
JENNIFER DAVIS-WALKER	BRITTANY SMITHMIER
EMILY D DILL	WYATT B THATCHER
JANETTE M FULTON	REGINA WALKER
JEREMY HAWLIK	CHANDRA WOODIEL
PAMELA HOPKINS	
JUDY JOHNSON	

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

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

**FOR:**

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

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

**ABSENT:**

Scott Ebersole  
Jerry Roberson

Ben Rodgers

The Clerk announced that twenty one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**OTHER NEW BUSINESS:**

**HEAR A REPORT FROM COUNTY EXECUTIVE RANDY PORTER ON COUNTY REVENUES**

County Executive, Randy Porter gives a report on County Revenues.

**RECOGNIZE CASH FLOW ANALYSIS FOR THE GENERAL PURPOSE SCHOOL FUND (NO ACTION REQUIRED)**

(SEE ATTACHED)

# *Department of Education*

## *Putnam County*

Mr. Jerry Boyd, Director of Schools

Board of Education  
Kim Cravens, Chair  
Dawn Fry, Vice-Chair

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

Board Members  
Celeste Gammon  
Jerry Maynard  
David McCormick  
Lynn McHenry

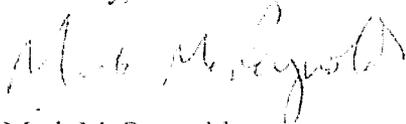
April 4, 2017

Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

Please see attached Cash Flow Analysis for the General Purpose School Fund (141) for year FY17.

Sincerely,

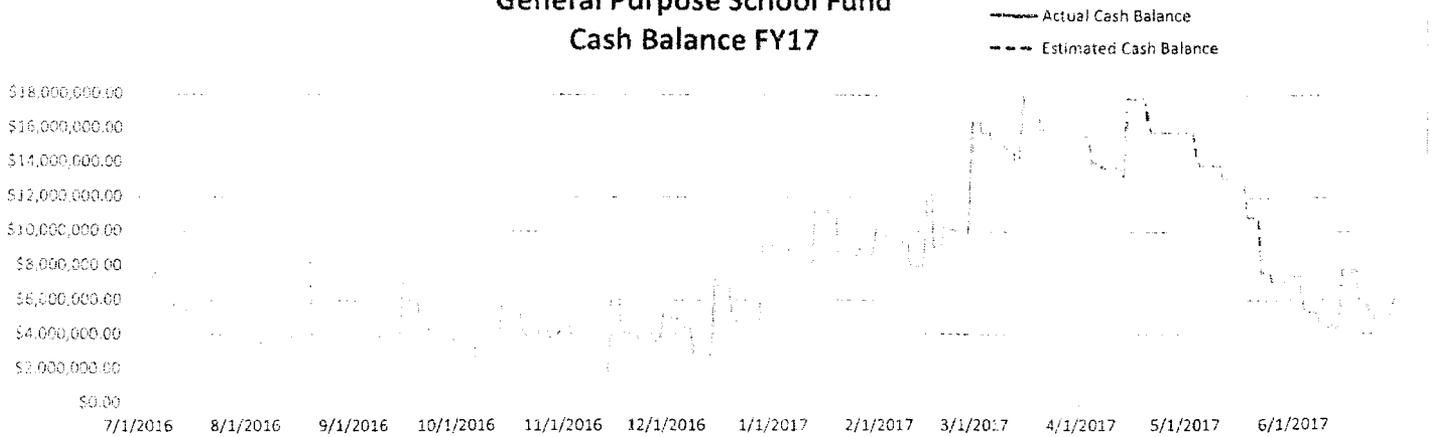


Mark McReynolds  
Putnam County Board of Education

Enclosures:

- General Purpose School Fund Cash Flow Analysis for year FY17 as of April 1, 2017.

**Putnam County  
General Purpose School Fund  
Cash Balance FY17**



7/1/2016	\$ 7,373,825.41	2/1/2017	\$ 10,171,655.03
8/1/2016	\$ 6,073,149.62	3/1/2017	\$ 16,452,386.86
9/1/2016	\$ 5,178,374.11	4/1/2017	\$ 15,621,144.58
10/1/2016	\$ 3,675,566.41		
11/1/2016	\$ 4,446,280.21		
12/1/2016	\$ 5,186,746.98		
1/1/2017	\$ 9,234,967.43		

**ANNOUNCEMENTS AND STATEMENTS:**

**EMPLOYEE OF THE MONTH:** None

**SPECIAL AWARD OF THE MONTH:** None

**ADJOURN:**

Commissioner Mike Medley moved and Commissioner Daryl Blair seconded the motion to Adjourn.

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

## **PLANNING COMMITTEE MEETING**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Executive**

**DATE: April 6, 2017**

**RE: Planning Committee Agenda**

**Listed below are items to be considered by the County's Planning Committee on Monday, April 10, 2017 IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.**

1. Discuss by-laws for the Putnam County Parks & Recreation Advisory Committee.
2. Consider request from Sheriff's Office to declare items surplus and to be sold via Internet Public Auction.
3. Discuss Fairground Property as requested by Commissioner Reggie Shanks.
4. Any other business that needs to be reviewed by the Planning Committee.

**NOTE: NO NOMINATING COMMITTEE MEETING FOR APRIL**



# **FISCAL REVIEW COMMITTEE**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Executive**

**DATE: April 6, 2017**

**RE: Fiscal Review Committee Agenda**

**Listed below are items to be considered by the County's Fiscal Review Committee on April 10, 2017 at 5:30 PM in the County Commission Chambers at the Courthouse.**

1. Consider budget amendment to the County General Fund.
2. Consider budget amendment to the General Purpose School Fund.
3. Consider budget amendment to the Road Department Fund.
4. Discuss grant opportunities for the Sheriff's Department.
5. Consider approval for the Solid Waste Department to apply for the following grants:
  - Composting Grant
  - Convenience Center Grant
  - Recycling Equipment Grant
6. Discuss sports fees and contracts for Parks & Recreation.
7. Any other business that needs to be reviewed by the Fiscal Review Committee.

**No Nominating Committee meeting for April**

**FISCAL REVIEW COMMITTEE  
MINUTES  
April 10, 2017**

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.**

Made By:	Blair	<b>VOICE VOTE</b>	<b>APPROVED</b>
Seconded:	Bradford		

**Item #2      *Budget amendments to the General Purpose School Fund***

**Motion:**      **Recommends approval of budget amendments to the General Purpose School Fund.**

Made By:	Blair	<b>VOICE VOTE</b>	<b>APPROVED</b>
Seconded:	Bradford		

**Item #3      *Budget amendments to the Road Department Fund***

**Motion:**      **Recommends approval of budget amendments to the Road Department Fund.**

Made By:	Bradford	<b>VOICE VOTE</b>	<b>APPROVED</b>
Seconded:	Blair		

**Item #4      *Grant opportunities-Sheriff's Department***

**Motion:**      **Recommends approval for the Sheriff's Department to apply for the following grants:**

**Governor's Highway Safety Grant  
NRA Foundation Grant**

Made By:	Medley	<b>VOICE VOTE</b>	<b>APPROVED</b>
Seconded:	Blair		

**Item #5 Grants for Solid Waste Department**

**Motion:** Recommends approval for the Solid Waste Department to apply for the following grants:

- Composting Grant
- Convenience Center Grant
- Recycling Equipment Grant

**VOICE VOTE**

**APPROVED**

Made By: Blair  
Seconded: Bowman

**Item #6 Discussion on sports fees and contracts for Parks & Recreation  
In order for Parks and Recreation to score higher on grant applications,  
they are going through the benchmarking process with the TN Department of  
Environment and Conservation.  
John Ross Albertson is asking that the fees be the same for all sport athletes.  
Currently all athletes are being charged \$20 except for baseball.**

**Motion:** Recommends approval to charge \$15 per athlete across the board for all sports.

Made By: Ebersole  
Seconded: Martin

**AMENDED MOTION**

**Motion:** Recommends to study this issue and come back in 30 days

Made By: Ford **MOTION DIES FROM LACK OF SECOND**

*County Attorney Jeff Jones asked that the Rules and Contracts be considered separately from the fees.*

**Motion:** Recommends approval of the Rules and Contracts for the Parks and Recreation Department.

Made By: Medley  
Seconded: Martin

**APPROVED**

**ROLL CALL VOTE**

<u>Yes</u>	<u>No</u>
Ebersole	Roberson
Martin	Blair
Ford	Bradford
Adams	Bowman
Savage	Reel
Medley	
Rodgers	

**VOTING ORIGINAL MOTION**

*\$15.00 Fee*

**MOTION FAILED**

**ROLL CALL VOTE**

<u>Yes</u>	<u>No</u>
Ebersole	Ford
Martin	Roberson
Adams	Medley
Savage	Blair
Rodgers	Bradford
	Bowman
	Reel

**Item #7 Any other business**

**NONE**

**ADJOURNED**