

**MINUTES**  
**OF**  
**PUTNAM COUNTY COMMISSION**  
**May 15, 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 May 15, 2017 there was a regular meeting of the Putnam County Board of Commissioners.

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

The Sheriff, Eddie Farris called the meeting to order.

The Chairman recognized John Mayberry of the Center Grove Church of Christ for the Invocation.

The Chairman recognized Commissioner Benton Young 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	Ben Rodgers
Jordan Iwanyszyn	Danny Holmes
Jerry Ford	Benton Young
Jerry Roberson	Tony Honeycutt
Larry Bennett	Kim Bradford
Cindy Adams	Jim Martin
Bobby Williams	Scott Stevens
Chris Savage	Marsha Bowman
Larry Redwine	Donny Buttram
Mike Medley	Mike Atwood

**ABSENT:**

Scott Ebersole	Daryl Blair
Reggie Shanks	Cathy Reel

The Clerk announced that twenty (20) were present and four (4) absent. Therefore, the Chairman declared a quorum.

**MOTION RE: APPROVE AGENDA**

Commissioner Mike Medley moved and Commissioner Donny Buttram seconded the motion to approve the Agenda for the May 15, 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, May 15, 2017 6:00PM**

**Presiding: Honorable Mike Atwood  
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation**                      *District 9*
- 3. Pledge to the Flag of the United States of America**                      *District 9*
- 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. Quarterly Reports and Action Thereon by the Board**
  - A. Road Fund - Randy Jones, Supervisor**
  - B. School Funds - Jerry Boyd, Director of Schools**
  - C. County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, Self Insurance Fund, and Parks & Recreation Fund - Randy Porter, County Executive**
- 9. New Business and Action Thereon by the Board**
  - A. Report of Standing Committees**

**1. Planning Committee**

- a. Recommends approval to transfer the following vehicle from Putnam County EMS to Putnam County School Transportation:  
2009 Ford F450 VIN#1FDAF46R7EA31984

**2. Fiscal Review Committee**

- a. Recommends approval of budget amendments to the County General Fund.
- b. Recommends approval of budget amendments to the General Purpose School Fund.
- c. Recommends approval of budget amendments to the Road Department Fund.
- d. Recommends approval of budget amendments to the Parks and Recreation Fund.
- e. Recommends approval of a Resolution authorizing the County Executive's Office to apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation.
- f. Recommends approval for the Upper Cumberland Family Justice Center to apply for a VOCA Grant.

**3. Nominating Committee**

- a. Recommends to accept the resignation of Daryl Blair as Commissioner of the 9th district.

**B. Report of Special Committees**

**C. Resolutions**

**D. Election of Notaries**

**E. Other New Business**

- 1. Ratification of Randy Porter's appointment of Tom Short to the Budget Committee to fill the unexpired term of Daryl Blair.
- 2. Recognize the Fiscal Strength and Efficient Government Fiscal Confirmation letter to meet ThreeStar Program requirements.  
*No Action Required*
- 3. Hear from Zach Ledbetter, Vice President of Visitor Development with the Chamber of Commerce.
- 4. Recognize Cash Flow Analysis for the General Purpose School Fund.  
*No action required*

**10. Announcements and Statements**

**11. Adjourn**

The Chairman asked for discussion on the motion to approve the Agenda for the May 15, 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**

Commissioner Mike Medley moved and Commissioner Benton Young seconded the motion to approve the Minutes of the April 17, 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 April 17, 2017 Meeting. The motion carried.

**UNFINISHED BUSINESS AND ACTION THEREOF 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:** None

**OTHER UNFINISHED BUSINESS:** None

**MOTION RE: QUARTERLY REPORTS AND ACTION THEREON BY THE BOARD**

**QUARTERLY REPORT FOR THE ROAD FUND – RANDY JONES, SUPERVISOR**

**QUARTERLY REPORT FOR THE SCHOOL FUNDS – JERRY BOYD, DIRECTOR OF SCHOOLS**

**QUATERLY REPORT FOR THE COUNTY GENERAL FUND, DEBT SERVICE FUND, SOLID WASTE SANITATION FUND, SELF INSURANCE FUND, AND PARKS & RECREATION FUND – RANDY PORTER, COUNTY EXECUTIVE**

(SEE ATTACHED)

**PUTNAM COUNTY HIGHWAY DEPARTMENT  
QUARTERLY REPORT**

**JANUARY, FEBRUARY, AND MARCH, 2017**

  
**RANDY JONES, ROAD SUPERVISOR**

**131 - ROAD FUND**

**REVENUE**

CODE NUMBER AND DESCRIPTION	ESTIMATED	AMENDMENT	1st. QUARTER	2nd. QUARTER	3rd. QUARTER	TOTALS	UNREALIZED
40000.110 - 43000.320 LOCAL TAX	1,953,652	-	20,077	808,241	997,165	1,825,483	128,169
44000.130 - 44000.560 OTHER LOCAL	2,100	-	448	800	54,488	55,736	(53,636)
46000.410 - 46000.930 STATE TAX	2,700,754	-	402,293	559,124	522,606	1,484,023	1,216,731
69800 - TRANSFER IN	450,000	-	-	-	-	-	450,000
<b>TOTAL REVENUE</b>	<b>5,106,506</b>	<b>-</b>	<b>422,818</b>	<b>1,368,165</b>	<b>1,574,259</b>	<b>3,365,242</b>	<b>1,741,264</b>
<b>FUND BALANCE JULY 1, 2016</b>	<b>872,632</b>						
<b>AMENDED FROM FROM BALANCE</b>	<b>75,000</b>						

**EXPENDITURES**

CODE NUMBER AND DESCRIPTION	ESTIMATED	AMENDMENT	1st. QUARTER	2nd. QUARTER	3rd. QUARTER	TOTALS	UNENCUMB
61000 - ADMINISTRATION	317,597		90,161	77,554	77,379	245,094	72,503
62000 - ROAD CONST. & MAINT.	2,958,921	450,000	380,743	648,609	383,365	1,412,717	1,996,204
63100 - OPERATION OF EQUIPMENT	295,951		56,453	76,585	77,093	210,131	85,820
65000 - OTHER CHARGES	219,502		151,783	23,784	32,939	208,506	10,996
68000 - CAPITAL OUTLAY	858,950	75,000	26,360	32,000	69,281	127,641	806,308
<b>TOTAL EXPENDITURES</b>	<b>4,650,921</b>	<b>525,000</b>	<b>705,500</b>	<b>858,532</b>	<b>640,057</b>	<b>2,204,089</b>	<b>2,971,831</b>

# *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

May 2, 2017

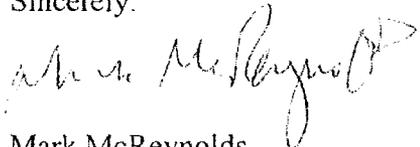
Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following Quarterly Reports for the quarter ended March 31, 2017:

- 141 – General Purpose School Fund
- 142 – Federal Projects Fund
- 143 – Central Cafeteria Fund
- 146 – Extended School Program Fund

Sincerely,



Mark McReynolds  
Putnam County Board of Education

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 141 - GENERAL PURPOSE SCHOOL FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2017**

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
<b>Revenues:</b>						
40000 Local Revenue	31,659,632	3,038,098	10,565,947	12,077,855	-	25,681,899
41000 Licenses and Permits	5,000	1,824	1,805	893	-	4,522
43000 Charges for Current Services	280,332	31,848	65,880	84,647	-	182,374
44000 Other Local Revenue	115,200	9,070	5,893	13,766	-	28,729
46000 State of Tennessee	49,066,488	9,251,648	14,493,464	15,019,048	-	38,764,160
47000 Federal Thru State	790,899	20,920	312,350	191,188	-	524,458
48000 Donations/Other	573,163	42,202	10,380	61,436	-	114,018
49000 Other Sources	700,000	85,851	145,367	141,281	-	372,499
	<u>83,190,713</u>	<u>12,481,458</u>	<u>25,601,086</u>	<u>27,590,114</u>	<u>-</u>	<u>65,672,658</u>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Education	40,740,365	7,686,638	9,615,580	10,156,186	-	27,458,404
71150 Alternative Education	622,634	109,992	151,480	151,454	-	412,926
71200 Special Education	8,266,348	1,461,277	1,944,166	2,026,870	-	5,432,314
71300 Vocational Education	1,322,625	229,332	325,612	327,484	-	882,428
71600 Adult Education	613,117	121,531	141,508	146,571	-	409,610
72110 Attendance	260,851	105,219	51,595	53,333	-	210,147
72120 Health Services	1,218,860	231,612	274,007	315,914	-	821,533
72130 Other Student Services	2,562,334	426,632	652,723	600,171	-	1,679,525
72210 Regular Ed. Support	2,518,119	635,602	623,118	661,036	-	1,919,755
72215 Alternative Ed. Support	107,432	28,987	30,783	32,287	-	92,057
72220 Special Ed. Support	1,131,986	192,621	233,890	258,486	-	684,997
72230 Vocational Ed. Support	93,573	16,424	23,705	22,921	-	63,050
72260 Adult Ed. Support	130,190	39,094	36,991	40,265	-	116,350
72310 Board of Education	1,503,976	715,604	399,468	382,325	-	1,497,396
72320 Office of the Director	141,073	39,276	35,171	40,117	-	114,564
72410 Office of Principal	6,268,806	1,172,441	1,486,344	1,550,619	-	4,209,404
72510 Fiscal Services	724,077	238,140	150,118	163,343	-	551,602
72520 Human Services/Personnel	231,560	67,703	50,366	55,887	-	173,957
72610 Operation of Plant	6,306,093	1,758,625	1,466,647	1,491,875	-	4,717,147
72620 Maintenance of Plant	2,413,777	721,411	608,971	410,718	-	1,741,100
72710 Transportation	3,412,881	582,097	704,148	1,180,753	-	2,466,998
72810 Central & Other Support	800,817	218,695	192,255	205,329	-	616,279
73100 Food Services	360,649	90,616	86,614	100,079	-	277,308
73300 Community Services	479,867	38,572	161,059	148,907	-	348,538
73400 Early Childhood Education	1,871,070	355,595	436,125	464,287	-	1,256,007
91300 Education Capital Projects	-	-	-	55,259	-	55,259
99100 Operating Transfers	-	-	31,060	1,918	-	32,979
TOTAL	<u>84,103,080</u>	<u>17,283,734</u>	<u>19,913,504</u>	<u>21,044,395</u>	<u>-</u>	<u>58,241,633</u>

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 142 - SCHOOL FEDERAL PROJECTS FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2017**

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
<b>Revenues:</b>						
46000 State of Tennessee	-	-	-	-	-	-
47000 Federal Thru State	8,746,384	1,926,505	1,888,628	1,662,465	-	5,477,598
49000 Other Sources	202,240	44,134	40,255	40,378	-	124,767
	<u>8,948,624</u>	<u>1,970,639</u>	<u>1,928,883</u>	<u>1,702,843</u>	<u>-</u>	<u>5,602,365</u>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Instruction Program	2,899,139	390,813	1,224,094	517,706	-	2,132,614
71200 Special Education Program	2,524,549	496,582	506,027	572,018	-	1,574,627
71300 Vocational Education Program	156,096	11,869	13,978	41,796	-	67,644
72130 Other Student Support	166,390	13,234	33,290	42,948	-	89,472
72210 Regular Instruction Program	1,721,191	195,143	451,360	314,651	-	961,154
72220 Special Education Program	394,767	94,830	87,492	71,305	-	253,627
72230 Vocational Education Program	9,210	2,519	2,215	2,534	-	7,269
72410 Office of the Principal	-	-	-	-	-	-
72710 Transportation	23,360	1,696	4,250	4,250	-	10,196
73300 Community Services	588,603	33,653	195,840	180,234	-	409,727
99100 Operating Transfers	465,318	44,134	40,255	40,378	-	124,767
<b>TOTAL</b>	<u>8,948,624</u>	<u>1,284,473</u>	<u>2,558,801</u>	<u>1,787,822</u>	<u>-</u>	<u>5,631,096</u>

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 143 - CENTRAL CAFETERIA FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2017**

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
<b>Revenues:</b>						
43000 Charges for Current Services	870,100	205,931	357,582	335,719	-	899,233
44000 Other Local Revenue	44,000	6,649	10,775	4,734	-	22,158
46500 State of Tennessee	50,000	-	-	53,840	-	53,840
47100 Federal Thru State	5,354,426	668,365	1,287,103	1,328,659	-	3,284,127
	<u>6,318,526</u>	<u>880,946</u>	<u>1,655,461</u>	<u>1,722,952</u>	<u>-</u>	<u>4,259,358</u>
<b>Encumbrances / Expenditures:</b>						
73100 Food Services	5,777,776	1,248,651	1,480,466	1,525,407	-	4,254,523
99100 Operating Transfers	540,750	85,851	145,367	141,281	-	372,499
<b>TOTAL</b>	<u>6,318,526</u>	<u>1,334,502</u>	<u>1,625,833</u>	<u>1,666,688</u>	<u>-</u>	<u>4,627,023</u>

**PUTNAM COUNTY BOARD OF EDUCATION**  
**FUND 146 - EXTENDED SCHOOL PROGRAM FUND**  
**QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2017**

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
<b>Revenues:</b>						
43000 Charges for Current Services	935,809	253,020	223,257	291,285	-	767,562
	<u>935,809</u>	<u>253,020</u>	<u>223,257</u>	<u>291,285</u>	<u>-</u>	<u>767,562</u>
<b>Encumbrances / Expenditures:</b>						
73300 Community Services	935,809	230,583	209,086	229,206	-	668,875
TOTAL	<u>935,809</u>	<u>230,583</u>	<u>209,086</u>	<u>229,206</u>	<u>-</u>	<u>668,875</u>

**COUNTY GENERAL BUDGET 2016-2017**  
**Statement of Revenues and Expenditures**  
**Period ending March 31, 2017**

**REVENUES:**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 3-31-2017</u>
40000	Local Taxes	15,217,479.00	14,222,975.53
41000	Licenses and Permits	450,000.00	379,339.41
42000	Fines, Forfeitures and Penalties	502,500.00	725,386.37
43000	Charges for Current Service	4,102,500.00	2,896,028.72
44000	Other Local Revenue	1,630,000.00	878,055.60
45000	Fees Received from County Officials	3,910,000.00	2,987,482.03
46000	State of Tennessee	4,959,537.00	2,918,687.03
47000	Federal Government	595,687.00	361,804.83
48000	Other Governments and Citizens Groups	467,500.00	266,653.48
49000	Other Sources	<u>0.00</u>	<u>0.00</u>

**TOTAL REVENUES**

**31,835,203.00**

**32,268,186.00**

**25,636,413.00**

**Fund Balance - June 2015**

**10,666,526**

**EXPENDITURES:**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID &amp; ENCUMBERED THROUGH 3-31-2017</u>
51000	General Administration	4,313,819.00	3,788,285.36
52000	Finance	1,617,682.00	182,129.95
53000	Administration of Justice	2,475,889.00	2,355,231.71
54000	Public Safety	9,727,062.00	8,803,817.39
55000	Public Health & Welfare	6,025,396.00	6,117,360.07
56000	Social, Cultural & Recreational Services	568,128.00	893,881.90
57000	Agriculture & Natural Resources	271,251.00	559,731.20
58000	Other Operations	8,671,440.00	1,444,041.51
91000	Transfers Out (Drug Control Fund)	50,000.00	50,000.00

**TOTAL EXPENDITURES**

**33,720,667.00**

**34,312,355.00**

**24,194,479.09**

**DEBT SERVICE BUDGET - 2016-2017**  
**Statement of Revenues and Expenditures**  
**Period Ending March 31, 2017**

**REVENUES:**

40000	Local Taxes	15,499,911.00	7,049,300.52
44000	Other Local Revenues	0.00	215.25
49000	Other Sources (Transfers In)	361,000.00	0.00

**TOTAL REVENUES**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 3-31-2017</u>
	<u>15,860,911.00</u>	<u>15,860,911.00</u>	<u>7,049,515.77</u>

**Fund Balance - June 2015**

**9,150,336**

**EXPENDITURES:**

82000	Education Debt	12,800,100.00	12,769,225.56
90000	Public Safety Projects	1,280,632.00	1,280,637.50
99100	Transfers Out	3,500,000.00	3,500,000.00

**TOTAL EXPENDITURES**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID &amp; ENCUMBERED THROUGH 3-31-2017</u>
	<u>17,580,732.00</u>	<u>17,580,732.00</u>	<u>17,549,863.06</u>

**Parks and Recreation 2016-2017  
Statement of Revenues and Expenditures  
Period Ending March 31, 2017**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 3-31-2017</u>
<b>REVENUES:</b>			
40000 Local Taxes	918,928.00	918,928.00	795,499.15
43000 Charges for Current Services	70,000.00	70,000.00	22,875.20
44000 Other Local Revenues	55,000.00	55,000.00	30,730.50
<b>TOTAL REVENUES</b>	<u><b>1,043,928.00</b></u>	<u><b>1,043,928.00</b></u>	<u><b>849,104.85</b></u>
<b>Fund Balance - June 2015</b>			
			<b>244,318</b>
<b>EXPENDITURES:</b>	<u><b>ORIGINAL BUDGET</b></u>	<u><b>AMENDED BUDGET</b></u>	<u><b>PAID &amp; ENCUMBERED THROUGH 3-31-2017</b></u>
56000 Social Cultural & Recreational	1,159,475.00	1,159,475.00	313,239.78
<b>TOTAL EXPENDITURES</b>	<u><b>1,159,475.00</b></u>	<u><b>1,159,475.00</b></u>	<u><b>313,239.78</b></u>

**SOLID WASTE/SANITATION BUDGET - 2016-2017**  
**Statement of Revenues and Expenditures**  
**Period Ending March 31, 2017**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 5-31-2017</u>
<b>REVENUES:</b>			
40000	Local Taxes	2,893,676.00	2,822,808.34
43000	Charges for Current Service	940,000.00	765,580.10
44000	Other Local Revenues	200,000.00	156,407.92
46000	State of Tennessee	<u>87,400.00</u>	<u>165,827.79</u>
<b>TOTAL REVENUES</b>	<b>4,121,076.00</b>	<b>4,211,425.00</b>	<b>3,910,624.15</b>
<b>Fund Balance June 2015</b>	<b>933,623</b>		
<b>EXPENDITURES:</b>	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID &amp; ENCUMBERED THROUGH 5-31-2017</u>
55000	Public Health and Welfare	4,613,110.00	4,703,459.00
			2,145,110.37
<b>TOTAL EXPENDITURES</b>	<b>4,613,110.00</b>	<b>4,703,459.00</b>	<b>2,145,110.37</b>

PUTNAM COUNTY SELF INSURANCE FUND  
 FUND BALANCE SUMMARY FOR 2016 - 2017  
 As of March 31, 2017

Fund Balance as of December 31, 2016		589,782.19
PLUS: Departmental Deposits	53,350.50	
Interest	2,033.45	
	55,383.95	
LESS: Liability Claims	22,275.71	
Work Comp Claims	0.00	
Medical Records	0.00	
Claim Adjuster Fees	0.00	
Legal Fees	17,664.08	
Court Reporter & Court Costs	0.00	
Insurance	93,188.00	
Miscellaneous	9,000.00	
WC Fees to PMA Insurance Group	97,684.73	
CapRisk Consulting	2,000.00	
Management fee		
Liability Reserve Increase	115,732.00	
(Decrease) this period	0.00	
Work Comp Reserve Increase	0.00	
(Decrease) this period	-84,620.00	
	272,924.52	
<b>Ending Fund Balance as of March 31, 2017</b>		<b>372,241.62</b>

CASH SUMMARY

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Checking balance (9715) as of 3/31/2017	15,280.69	
Checking balance (4324) as of 3/31/2017	146,351.19	
Certificate of Deposit as of 3/31/2017	1,598,985.38	
Outstanding items:		
CK 2086	-1.00	
CK 2762	-300.00	
CK 2765	-2,240.49	
CK 2766	-12,754.15	
Ending Cash Balance as of March 31, 2017		<b>1,745,321.62</b>
Less: Open Liability Claim Reserves as of 3/31/2017		-356,822.00
Open Work Comp Claim Reserves as of 3/31/2017		-1,016,258.00
<b>Ending Fund Balance as of March 31, 2017</b>		<b>372,241.62</b>

Number of Open Liability Claims as of March 31, 2017	11
Number of Open Work Comp Claims as of March 31, 2017	41

This report was prepared by BB&T Legge Insurance on 04/17/2017

The Chairman asked for discussion on the approval of the Quarterly Reports for the Road Fund – Randy Jones, Supervisor; School Funds – Jerry Boyd, Director of Schools; and County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, Self Insurance Fund, and Parks & Recreation Fund – Randy Porter, County Executive. There was none.

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

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

### **REPORT OF STANDING COMMITTEES**

#### **PLANNING COMMITTEE:**

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL TO TRANSFER THE FOLLOWING VEHICLE FROM PUTNAM COUNTY EMS TO PUTNAM COUNTY SCHOOL TRANSPORTATION: 2009 FORD F450 VIN#1FDAF46R7EA31984**

Commissioner Jordan Iwanyszyn moved and Commissioner Benton Young seconded the motion to approve the transfer of the following vehicle from Putnam County EMS to Putnam School Transportation: 2009 Ford F450 VIN# 1FDAF46R7EA31984.

(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

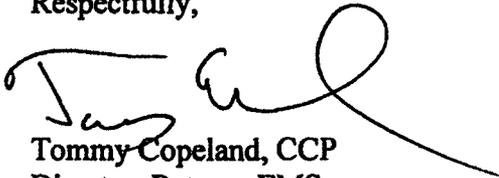
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## Chassis Donation

Putnam County EMS has the following chassis. 2009 Ford F450. VIN number. 1FDAF46R7EA31984 Kim Bradford with Putnam County Schools Transportation has asked that the County donate this chassis to the Department for official use.

Respectfully,



Tommy Copeland, CCP  
Director, Putnam EMS

The Chairman asked for discussion on the motion to approve the transfer of the following vehicle from Putnam County EMS to Putnam County School Transportation: 2009 Ford F450 VIN # 1FDAF46R7EA31984. There was none.

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

#### **FISCAL REVIEW COMMITTEE**

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

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

(SEE ATTACHED)

# BUDGET AMENDMENT SUMMARY COUNTY GENERAL FUND

May 2017

<u>County General Expenditures</u>		<u>Debit</u>	<u>Credit</u>
<b>51500</b>	<b><u>Election Commission</u></b>		
169	Part Time		475
193	Election Workers	475	
<b>54310</b>	<b><u>County Fire</u></b>		
140	Salary Supplements		600 Add's funds received from State
169	Part Time Personnel		10,767
187	Overtime	10,767	
 <b><u>County General Revenues</u></b>			
46290	Firefighter Supplements	600	
 <b>TOTAL</b>		<b>\$11,842</b>	<b>\$11,842</b>

*See Memos attached from Directors*

# Putnam County Election Commission

705 County Services Drive  
Cookeville, Tennessee 38501  
(931) 526-2566 Phone • (931) 526-8724 Fax



DATE: May 28, 2017

TO: Debby Francis, Mngr of Accts and Budget,  
Putnam County Commission and County Executive Randy Porter

FROM: Debbie Steidl, Administrator of Elections

RE: Requests for \$ in Line item 51500 193 Election Workers

The Election Commission would like to move \$475.00 from 51500-193 to 51500-169 Part time. This would allow us to work our part time person one (1) day a week till the end of the fiscal year.

I would be happy to answer any questions.

Thank you.



**Putnam County**

T E N N E S S E E

## Putnam County Fire Department

**Chief Thomas Brown**

700 County Services Drive

Cookeville, Tennessee 38501

Phone: 931-528-1200 – Fax: 931-528-7913

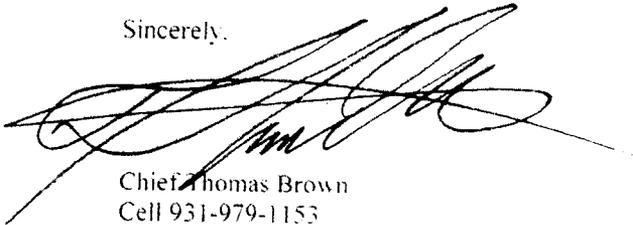
tbrown@putnamcountyn.gov

05/02/2017

Budget Amendment Request

The Fire Department request moving line item 54310-187.( \$10767.20) Overtime to line item 54310-169 Part-Time Personnel. This is a final adjustment to get through the rest of the fiscal year due to a short fall created by the untimely departure of a full time employee.

Sincerely,



Chief Thomas Brown  
Cell 931-979-1153

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  
Jerry Roberson  
Larry Bennett  
Cindy Adams  
Bobby Williams  
Chris Savage  
Larry Redwine  
Mike Medley

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

ABSENT:

Scott Ebersole  
Reggie Shanks

Daryl Blair  
Cathy Reel

The Clerk announced that twenty (20) voted for, zero (0) voted against, zero (0) abstained, and four (4) 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 Jim Martin seconded the motion to approve the 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

May 2, 2017

Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

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

Sincerely,



Mark McReynolds  
Putnam County Board of Education

Enclosures:

- To budget for a donation from UTRUST to be used for employee appreciation and team building (General Purpose School Fund).
- To budget for revenue received from the State for Adult Education Critical Needs (General Purpose School Fund).
- To budget for additional revenue received from the State for Adult Education Grant (General Purpose School Fund).
- To reallocate Food Service Budget to expend funds most effectively. (Central Cafeteria Fund).

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Finance \_\_\_\_\_

DATE 4-May-17

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount	
				Increase	Decrease
<b>Revenue</b>					
1	141 R 48610 000 000 02 130 000	Donations	-	53,800.00	53,800.00
		<b>Total Revenue</b>	-		<b>53,800.00</b>
<b>Expenditures</b>					
				Decrease	Increase
2	141 E 73300 499 000 02 130 000	Other Supplies and Materials	-		30,700.00
3	141 E 73300 599 000 02 130 000	Other Charges	-		23,100.00
		<b>Total Expenditures</b>	-		<b>53,800.00</b>
		<b>Total Revenue less Expenditures</b>	-	<b>53,800.00</b>	<b>53,800.00</b>

Explanation: To budget for donation from UTRUST for Employee Appreciation and Team Building Grant

Requested by \_\_\_\_\_ Recommended for Approval: \_\_\_\_\_  
Supervisor Official / Department Head

Reviewed by Mark M. [Signature]  
Chief Financial Officer

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

**Action by County Commission:** Approval      Non-Approval      Date: \_\_\_\_\_

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department Adult Education

DATE: 4-May-17

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease
<b>Revenue</b>					<b>Increase</b>	<b>Decrease</b>
1	141 R 46590 000 000 01003	OTHER STATE EDUCATION FUNDS			9,853.25	
2	141 R 47120 000 000 01003	ADULT BASIC EDUCATION			29,559.75	
<b>Total Revenue</b>					<b>39,413.00</b>	<b>39,413.00</b>
<b>Expenditures</b>					<b>Decrease</b>	<b>Increase</b>
3	141 E 71600 116 000 01003 Reg	Salaries				8,693.00
4	141 E 71600 201 000 01003 Reg	FICA				538.97
5	141 E 71600 204 000 01003 Reg	Retirement				54.98
6	141 E 71600 212 000 01003 Reg	Medicare				126.05
7	141 E 71600 355 000 01003 Reg	Travel				5,000.00
8	141 E 71600 399 000 01003 Reg	Other Contracted Services				1,500.00
9	141 E 71600 429 000 01003 Reg	Materials and Supplies				6,500.00
10	141 E 71600 790 000 01003 Reg	Equipment				17,000.00
<b>Total Expenditures</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 Budget for revenue received for Adult Education Critical Needs

Requested by Lynda Huddleston Recommended for Approval \_\_\_\_\_  
 Supervisor  
 Official / Department Head

Reviewed by [Signature]  
 Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date: \_\_\_\_\_

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education

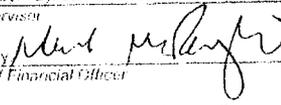
DATE 4-May-17

Item #	Account #	Account Description	Current Approved Amount	Change		Requested Approval Amount
				Increase	Decrease	
<b>Revenue</b>						
1	141 R 46590 000 01002	OTHER STATE EDUCATION FUNDS	155,763.00	16,162.50		171,925.50
2	141 R 47120 000 01002	ADULT BASIC EDUCATION	467,260.00	48,467.50		515,727.50
		<b>Total Revenue</b>	<b>623,053.00</b>	<b>64,650.00</b>		<b>687,703.00</b>
<b>Expenditures</b>						
				<b>Decrease</b>	<b>Increase</b>	
3	141 E 71600 116 000 01002 Reg	Salaries	282,750.00		44,862.32	327,612.32
4	141 E 71600 201 000 01002 Reg	FICA	23,948.00		2,781.51	26,729.51
5	141 E 71600 204 000 01002 Reg	Retirement	35,963.00		4,022.80	39,985.80
6	141 E 71600 207 000 01002 Reg	Medical Ins	22,337.00		2,627.86	24,964.86
7	141 E 71600 210 000 01002 Reg	Unemployment Comp	468.00		55.00	523.00
8	141 E 71600 212 000 01002 Reg	Medicare	5,601.00		650.51	6,251.51
9	141 E 72260 356 000 01002 Reg	Travel	1,250.00		9,650.00	10,900.00
		<b>Total Expenditures</b>	<b>372,317.00</b>		<b>64,650.00</b>	<b>436,967.00</b>
		<b>Total Revenue less Total Expenditures</b>	<b>250,736.00</b>	<b>64,650.00</b>	<b>64,650.00</b>	<b>250,736.00</b>

Explanation: To budget for revenue received for full contract amount for adult education

Requested by: Lynda Huddleston  
Supervisor

Recommended for Approval: \_\_\_\_\_  
Official / Department Head

Reviewed by:   
Chief Financial Officer

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

Action by County Commission: Approval      Non-Approval      Date: \_\_\_\_\_



The Chairman asked for discussion on the motion to approve the 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  
Jerry Roberson  
Larry Bennett  
Cindy Adams  
Bobby Williams  
Chris Savage  
Larry Redwine  
Mike Medley

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

ABSENT:

Scott Ebersole  
Reggie Shanks

Daryl Blair  
Cathy Reel

The Clerk announced that twenty (20) voted for, zero (0) voted against, zero (0) abstained, and four (4) absent. The motion carried.

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

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

(SEE ATTACHED)

**Budget Amendment/Line Item Transfer Authorization Form**  
**Road Department May, 2017**  
**Commission Meeting**

ROAD FUND: 131

Item	Account	Description	Decrease		Increase		Approved Expenditures	Requested Expenditures	Line Item Expended	Line Item Balance
			Fund Bal.	Revenue	Expenditures	Expenditures				
1	39000	Fund Balance	21,000	21,000	-	-	-	-	-	-
2	62000.499	Supplies/Guard Rail	-	-	6,000	4,000	10,000	2,988	7,012	7,012
3	62000.510	Trustee's Commission	-	-	5,000	53,000	58,000	50,303	7,697	7,697
4	68000.321	Engineering Services	-	-	10,000	105,000	115,000	90,661	24,339	24,339
<b>Totals</b>			<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>162,000</b>	<b>183,000</b>	<b>143,952</b>	<b>39,048</b>	<b>39,048</b>

This reverse entry is to correct error made on approved April amendment.

Item	Account	Description	Increase	Decrease
1	39000	Fund Balance	Fund Bal. 35,400	Revenue 35,400

Submitted by:   
 Randy Jones, Putnam County Road Supervisor

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

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

FOR:

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

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

ABSENT:

Scott Ebersole  
Reggie Shanks

Daryl Blair  
Cathy Reel

The Clerk announced that twenty (20) voted for, zero (0) voted against, zero (0) abstained, and four (4) absent. The motion carried.

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE PARKS AND RECREATION FUND**

Commissioner Chris Savage moved and Commissioner Jordan Iwanyszyn seconded the motion to recommend approval of the Budget Amendments to the Parks and Recreation Fund.

(SEE ATTACHED)

**BUDGET AMENDMENT  
PARKS AND RECREATION FUND #123**

May 2017

<b><u>Expenditures</u></b>		<b><u>Debit</u></b>	<b><u>Credit</u></b>
<b><u>56700</u></b>	<b><u>Parks</u></b>		
790	Other Equipment		28,000
<b><u>Revenues</u></b>			
44570	Contributions	28,000	
<b>TOTAL</b>		<b>28,000</b>	<b>28,000</b>

See letter from Director John Ross Albertson

The Chairman asked for discussion on the motion to approve the Budget Amendments to the Parks and Recreation 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  
Jerry Roberson  
Larry Bennett  
Cindy Adams  
Bobby Williams  
Chris Savage  
Larry Redwine  
Mike Medley

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

ABSENT:

Scott Ebersole  
Reggie Shanks

Daryl Blair  
Cathy Reel

The Clerk announced that twenty (20) voted for, zero (0) voted against, zero (0) abstained, and four (4) absent. The motion carried.

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE'S OFFICE TO APPLY FOR A LITTER AND TRASH COLLECTION GRANT FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

Commissioner Chris Savage moved and Commissioner Tom Short seconded the motion to approve a Resolution Authorizing the County Executive's Office to Apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation.

(SEE ATTACHED)

## AUTHORIZATION RESOLUTION

Resolution authorizing submission of an application for a Litter and Trash Collection Grant from the Tennessee Department of Transportation and authorizing the acceptance of said Grant.

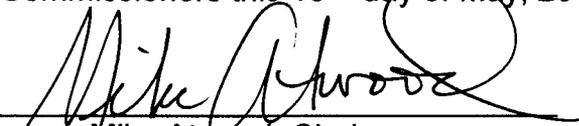
**WHEREAS**, Putnam County, Tennessee intends to apply for the aforementioned grant from the Tennessee Department of Transportation; and

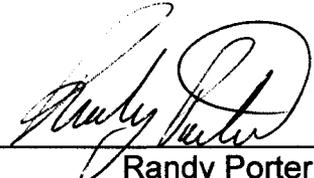
**WHEREAS**, the contract for the grant will impose certain legal obligations upon Putnam County, Tennessee;

### NOW THEREFORE BE IT RESOLVED:

1. That Randy Porter, County Executive, is authorized to apply on behalf of Putnam County, Tennessee for a Litter and Trash Collection Grant from The Tennessee Department of Transportation.
2. That should said application be approved by the Tennessee Department of Transportation, then Randy Porter, County Executive, is authorized to execute contracts or other necessary documents which may be required to signify acceptance of Litter and Trash Collection Grant by Putnam County, Tennessee

Duly passed and approved by the Putnam County Board of Commissioners this 15<sup>th</sup> day of May, 2017.

  
Mike Atwood, Chairman  
Putnam County Commission Chairman

  
Randy Porter  
Putnam County Executive

ATTESTED:  
  
Wayne Nabors, County Clerk

The Chairman asked for discussion on the motion to approve a Resolution Authorizing the County Executive's Office to Apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation. The Commissioners discussed the motion.

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

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR THE UPPER CUMBERLAND FAMILY JUSTICE CENTER TO APPLY FOR A VOCA GRANT**

Commissioner Chris Savage moved and Commissioner Jordan Iwanyszyn seconded the motion to approve for the Upper Cumberland Family Justice Center to apply for a VOCA Grant.

(SEE ATTACHED)

**RE: Upper Cumberland Family Justice Center Requests Approval to Submit VOCA Grant Application**

The Upper Cumberland Family Justice Center (UCFJC) is requesting approval from the Putnam County Commission to submit a VOCA application through the Putnam County Executive's Office to provide an additional position for the UCFJC. The grant application will have no fiscal note for Putnam County. The 20% match will be provided by in-kind match and Victims Assistance Assessment funds.

Victims of Crime Act (VOCA) grant awards are to be used for expanding and enhancing services to victims of domestic violence and sexual assault in unserved, underserved, and inadequately served populations. The UCFJC is requesting an additional Domestic Violence Advocate to connect victims to resources in Putnam County, assist with the Lethality Assessment Program training and data collection, and provide outreach and victim services in the surrounding counties.

The Family Justice Center has experienced a 250% growth so far this year as compared to 2015-2016. We have nurtured new partnerships that have increased our ability to better serve victims of violent crime. Because of these developments, the UCFJC Board of Directors believes that the time is right for us to take our first steps to expand our service area to include Overton County and provide better access to resources for victims in Clay and Pickett counties.

The grant requires a 20% match, which we are budgeting from in-kind donated space, utilities, and the purchase of equipment which will be a part of our equipment inventory with Putnam County. This equipment will be purchased using the Victims Assistance Assessment funds that were designated for the UCFJC by the Putnam County Commission in December 2015.

**Contact: Amy Stockwell, UCFJC Director  
Cell: 931-261-3631**

The Chairman asked for discussion on the motion to approve for the Upper Cumberland Family Justice Center to apply for a VOCA Grant. There was none.

The Chairman asked for a voice vote on the motion. The motion carried. Commissioner Jim Martin abstained.

**NOMINATING COMMITTEE:**

**MOTION RE: NOMINATING COMMITTEE RECOMMENDS TO ACCEPT THE RESIGNATION OF DARYL BLAIR AS COMMISSIONER OF THE 9<sup>TH</sup> DISTRICT**

Commissioner Tony Honeycutt moved and Commissioner Kim Bradford seconded the motion to accept the resignation of Daryl Blair as Commissioner of the 9<sup>th</sup> District.

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

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

**REPORT OF SPECIAL COMMITTEES:** None

**RESOLUTIONS:** None

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

Commissioner Donny Buttram moved and Commissioner Tony Honeycutt 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 May 15, 2017

---

JIMMY ALLEN  
WENDY H BANDY  
STEPHEN H BILBREY  
JOY CURT  
CHRISTIANN DERLINGA  
BARBARA S DYER  
CHRISTY GARRETT  
EDDIE H GAW  
MENDY HARVILLE  
HEATHER JONES  
CORBY R KING

TESSA LAWSON  
SAMANTHA LAWSON  
MINDY NORROD  
MELISSA LEE PHILLIPS  
WILLIAM FRANKLIN PHILLIPS JR  
JORDAN REEDER  
KAREN SHEA  
JOHN W STRAHLMAN JR  
CYNTHIA S SULLIVAN  
DEBORA H WEST

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 to approve the Election of Notaries. The Commissioners voted as follows:

FOR:

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

ABSENT:

Scott Ebersole	Daryl Blair
Reggie Shanks	Cathy Reel

The Clerk announced that twenty (20) voted for, zero (0) voted against, zero (0) abstained, and four (4) absent. The motion carried.

### **OTHER NEW BUSINESS**

#### **MOTION RE: RATIFICATION OF RANDY PORTER'S APPOINTMENT OF TOM SHORT TO THE BUDGET COMMITTEE TO FILL THE UNEXPIRED TERM OF DARYL BLAIR**

Commissioner Bobby Williams moved and Commissioner Jordan Iwanyszyn seconded the motion to approve the appointment of Tom Short to the Budget Committee to fill the unexpired term of Daryl Blair.

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

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

#### **RECOGNIZE THE FISCAL STRENGTH AND EFFICIENT GOVERNMENT FISCAL CONFIRMATION LETTER TO MEET THREE-STAR PROGRAM REQUIREMENTS (NO ACTION REQUIRED)**

(SEE ATTACHED)



**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.
- The county mayor and county commission acknowledge that all county offices are required to have documented system of internal controls (TCA Section 9-18-102).

**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 16<sup>th</sup> day of December 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 December 16, 2016

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

**Confirmation of Documented Internal Controls Requirement**

This is an acknowledgement that Putnam County Commission understands that all county offices are required to develop a documented system of internal control for all offices, funds, and departments under the authority and administration of the elected officials of Putnam County in compliance with Section 9-18-102 (a), Tennessee Code Annotated.

Acknowledged this 15<sup>th</sup> day of May, 2017.

  
\_\_\_\_\_  
County Mayor/Executive Name

  
\_\_\_\_\_  
Signature

**HEAR FROM ZACH LEDBETTER, VICE PRESIDENT OF VISITOR DEVELOPMENT  
WITH THE CHAMBER OF COMMERCE**

Zach Ledbetter speaks to the Commission.

**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

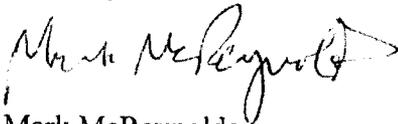
May 2, 2017

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,



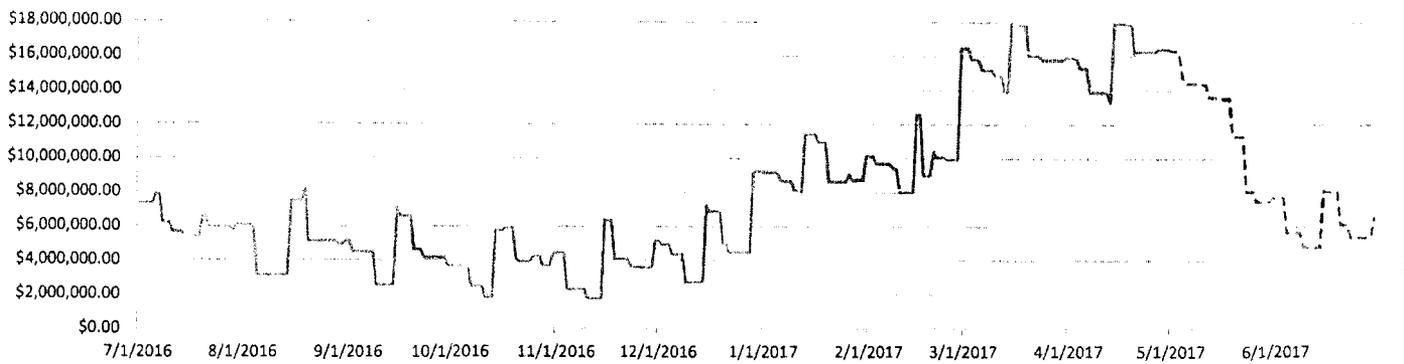
Mark McReynolds  
Putnam County Board of Education

Enclosures:

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

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

— Actual Cash Balance  
- - - Estimated Cash Balance



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	\$ 15,920,621.74
10/1/2016	\$ 3,675,566.41	5/1/2017	\$ 16,327,104.93
11/1/2016	\$ 4,446,280.21		
12/1/2016	\$ 5,186,746.98		
1/1/2017	\$ 9,234,967.43		

**ANNOUNCEMENTS AND STATEMENTS**

**EMPLOYEES OF THE MONTH:** None

**CITIZENS OF THE MONTH: UHS SPECIAL OLYMPICS BASKETBALL TEAM:**

**AARON GRANT  
SCOTT TEEPLES  
KENTON BRATCHER  
TYLER LONG  
NATASHA REAL  
MATTI KELLEY  
TERRENCE PHILLIPS  
ADAM HARRIS  
DANIEL HARRIS  
CHELSEY GAMMILL**

**COACHES: LEANN WALKER, TEACHER  
JULIE STYER, TEACHER  
MICHAEL GRANT, PARENT**

(SEE ATTACHED)

**Special Olympics**

Leann Walker [walkerl15@pcsstn.com]

Sent: Wednesday, April 12, 2017 3:40 PM

To: Wayne Nabors

*\* CITIZENS OF THE MONTH \*  
for May 2017*

We have been calling parents but many of them have gone out of town and will not be back until Tuesday morning to celebrate Easter with their families. Could we defer this to the May meeting so the athletes can attend, as you had mention in our conversation?

The members of our team are:

- Aaron Grant
- Scott Teeples
- Kenton Bratcher
- Tyler Long
- Natasha Real
- Matti Kelley
- Terrence Phillips
- Adam Harris
- Daniel Harris
- Chelsey Gammill

Coaches are:

- Leann Walker, teacher
- Julie Styer, teacher
- Michael Grant, parent

Again I would like to thank you and the others on the council for recognizing the hard work of these athletes. It means a lot of us all.

Leann Walker  
UHS Special Education  
931.858.3112

**MOTION RE: ADJOURN**

Commissioner Mike Medley moved and Commissioner Benton Young seconded the motion to adjourn. The motion passed.

## **PLANNING COMMITTEE MEETING**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Executive**

**DATE: May 3, 2017**

**RE: Planning Committee Agenda**

**Listed below are items to be considered by the County's Planning Committee on Monday, May 8, 2017 IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.**

1. Consider vehicle transfer request from EMS Director Tommy Copeland.
2. Any business that needs to be considered by the Planning Committee.

**PLANNING COMMITTEE  
MINUTES**

**May 8, 2017**

**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	Absent
Bobby Williams	Absent	Jordan Iwanyszyn	Present
Mike Atwood	Present	Larry Redwine	Present

**Item #1      *Vehicle Transfer from EMS to School Transportation***

**Motion:      *Recommends approval to transfer the following chassis  
from Putnam County EMS to Putnam County School  
Transportation:***

**2009 Ford F450 VIN#1FDAF46R7EA31984**

Made By: Iwanyszyn  
Seconded: Buttram

**VOICE VOTE**

**APPROVED**

**Item #2      *Any other business***

**NONE**

**ADJOURNED**

# **FISCAL REVIEW COMMITTEE**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Executive**

**DATE: May 3, 2017**

**RE: Fiscal Review Committee Agenda**

**Listed below are items to be considered by the County's Fiscal Review Committee on May 8 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 and the Cafeteria Fund.
3. Consider budget amendment to the Road Department Fund.
4. Consider budget amendment to the Parks & Recreation Fund.
5. Consider approval of a Resolution authorizing the County Executive's Office to apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation.
6. Consider request from the Family Justice Center to apply for a VOCA Grant.
7. Any questions about the quarterly reports.
- 8 Any other business that needs to be reviewed by the Fiscal Review Committee.

**FISCAL REVIEW COMMITTEE  
MINUTES  
May 8, 2017**

Prepared by Deborah Francis

**ROLL CALL**

Jim Martin	Present	Vacant	
Jerry Ford	Absent	Kim Bradford	Present
Scott Ebersole	Present	Marsha Bowman	Present
Cindy Adams	Present	Cathy Reel	Present
Mike Medley	Present	Ben Rodgers	Present
Jerry Roberson	Absent	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:	Bradford	<b>VOICE VOTE</b>	<b>APPROVED</b>
Seconded:	Bowman		

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

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

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

***Item #4      Budget Amendments to the Parks & Recreation Fund***

**Motion:      Recommends approval of budget amendments to the Parks & Recreation Fund.**

Made By:	Adams	<b>VOICE VOTE</b>	<b>APPROVED</b>
Seconded:	Ebersole		

