

MINUTES
OF
PUTNAM COUNTY COMMISSION
May 21, 2018

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 21, 2018 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.

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

The Chairman recognized County Clerk, Wayne Nabors 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	Jimmy Neal
Larry Bennett	Danny Morphey
Cindy Adams	Kim Bradford
Bobby Williams	Bob Duncan
Chris Savage	Marsha Bowman
Chris Cassetty	Donny Buttram
Larry Redwine	Mike Atwood
Mike Medley	Cathy Reel

ABSENT:

Scott Ebersole	Jim Martin
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The Clerk announced that twenty two (22) present and two (2) absent. Therefore the Chairman declared a quorum.

MOTION RE: APPROVE AGENDA

Commissioner Mike Medley moved and Commissioner Jimmy Neal seconded the motion to approve the Agenda for the May 21, 2018 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 21, 2018 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**
 1. Hear a report from the Audit Committee
 - 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 add Hensley Court to the Official County Road Map.
- b. Recommends approval of the recommendation from the Rails with Trails Committee to name the new trail, "Tennessee Central Trail".

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 a Resolution authorizing, County Executive Randy Porter, to apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation.

3. Nominating Committee

- a. Recommends approval of nominations for the Awards Committee for 2 year terms to expire February 2020 as follows:
Kim Bradford
Cindy Adams

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Recognize Cash Flow Analysis for the General Purpose School Fund.
No action required
2. Presentation of awards from Senator Paul Bailey.
3. Hear from Randy Porter concerning Putnam County 5 year plan.
4. Recognize amendments to the Putnam County Highway Department Personnel Policy. *No action required*

10. Announcements and Statements

11. Adjourn

The Chairman asked for discussion on the motion to approve the Agenda for the May 21, 2018 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 Bob Duncan moved and Commissioner Mike Medley seconded the motion to approve the Minutes of the April 16, 2018 Meeting of the Putnam County Board of Commissioners contingent on changes in the approval of a Resolution for the Energy Efficient Schools Initiative Loan Agreement and the additional wording in the motion to rescind all action taken on this matter at the March 2018 County Commission Meeting.

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

The Chairman asked for a voice vote on the motion to approve the Minutes of the April 16, 2018 meeting as corrected. 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:

HEAR A REPORT FROM THE AUDIT COMMITTEE

Audit Committee Report given by Commissioner Bob Duncan.

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

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

Commissioner Kim Bradford moved and Commissioner Jimmy Neal seconded the motion to approve the Quarterly Reports for the Road Fund, the School Funds, and the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, Self Insurance Fund, and Parks & Recreation Fund.

(SEE ATTACHED)

PUTNAM COUNTY HIGHWAY DEPARTMENT
 QUARTERLY REPORT
 JANUARY, FEBRUARY, AND MARCH, 2018

RANDY JONES: _____
 ROAD SUPERVISOR

131- ROAD FUND

REVENUE

CODE NUMBER AND DESCRIPTION	ESTIMATED	AMENDMENT	1st. QTR.	2nd. QTR.	3rd. QTR.	TOTALS	UN-REALIZED
40000.110 - 43000.320 LOCAL TAX	2,014,650	0	28,995	908,096	970,094	1,907,185	107,465
44000.130 - 44000.560 OTHER LOCAL	2,100	0	0	94	50	144	1,956
46000.410 - 46000.930 STATE TAX	3,179,770	0	450,750	691,596	590,047	1,732,393	1,447,377
47000.111 - 47000.230 FED - STATE	0	0	0	0	79,187	79,187	-79,187
TOTAL ESTIMATED REVENUE	5,196,520	0	479,745	1,599,786	1,639,378	3,718,909	1,477,611
FUND BALANCE JULY, 2017	2,342,600	1,634,507					

EXPENDITURES

CODE NUMBER AND DESCRIPTION	ESTIMATED	AMENDMENT	1st. QTR.	2nd. QTR.	3rd. QTR.	TOTALS	UN-ENCUMB
61000. ADMINISTRATION	354,313	5,218	105,303	86,426	79,240	270,969	88,562
62000 - ROAD CONST. & MAINT.	3,101,421	1,586,723	1,291,926	1,353,500	373,771	3,019,197	1,668,947
63100 - OPERATION OF EQUIPMENT	346,401	21,668	56,249	112,275	83,098	251,622	116,447
65000 - OTHER CHARGES	221,702	898	155,495	28,399	32,643	216,537	6,063
68000 - CAPITAL OUTLAY	1,168,616	20,000	13,195	39,100	3,560	55,855	1,132,761
TOTAL EXPENDITURES	5,192,453	1,634,507	1,622,168	1,619,700	572,312	3,814,180	3,012,780

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 8, 2018

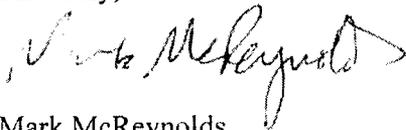
Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following Quarterly Reports for the quarter ended March 31, 2018:

- 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 2018**

	2017-2018 Budget	Actual Jul-Sept 2017	Actual Oct-Dec 2017	Actual Jan-Mar 2018	Actual Apr-Jun 2018	Total Year to Date
Revenues:						
40000 Local Revenue	32,164,500	2,910,977	11,270,088	11,940,006	-	26,121,071
41000 Licenses and Permits	5,000	874	1,824	380	-	3,078
43000 Charges for Current Services	295,350	26,989	49,664	69,376	-	146,029
44000 Other Local Revenue	115,200	24,015	80,714	18,491	-	123,220
46000 State of Tennessee	52,508,732	9,919,812	15,500,328	15,579,533	-	40,999,673
47000 Federal Thru State	932,505	88,987	389,632	159,559	-	638,178
48000 Donations/Other	89,944	4,812	85,513	7,873	-	98,198
49000 Other Sources	698,618	49,325	213,632	147,899	-	410,856
	<u>86,809,849</u>	<u>13,025,791</u>	<u>27,591,396</u>	<u>27,923,117</u>	<u>-</u>	<u>68,540,304</u>
Encumbrances / Expenditures:						
71100 Regular Education	42,421,786	7,256,998	10,710,378	10,493,615	-	26,460,990
71150 Alternative Education	632,251	111,048	157,808	144,612	-	413,468
71200 Special Education	8,586,143	1,462,694	2,044,054	2,143,829	-	5,650,576
71300 Vocational Education	1,499,180	231,388	327,178	272,408	-	830,975
71600 Adult Education	630,709	135,731	146,105	140,942	-	422,779
72110 Attendance	271,691	107,961	46,292	56,829	-	211,082
72120 Health Services	1,270,343	264,107	307,186	347,435	-	918,728
72130 Other Student Services	2,720,267	468,429	653,144	623,907	-	1,745,480
72210 Regular Ed. Support	2,735,905	595,221	598,251	603,179	-	1,796,651
72215 Alternative Ed. Support	109,720	29,853	33,595	34,467	-	97,915
72220 Special Ed. Support	1,158,780	218,474	286,714	293,100	-	798,288
72230 Vocational Ed. Support	101,314	22,091	19,365	20,833	-	62,290
72250 Technology	1,122,811	265,167	245,312	265,515	-	775,995
72260 Adult Ed. Support	139,168	40,754	35,943	39,051	-	115,747
72310 Board of Education	1,633,347	730,761	417,164	423,522	-	1,571,446
72320 Office of the Director	147,361	35,999	39,824	37,736	-	113,559
72410 Office of Principal	6,088,611	1,176,894	1,531,191	1,570,993	-	4,279,078
72510 Fiscal Services	690,169	236,719	156,597	168,454	-	561,770
72520 Human Services/Personnel	237,147	78,595	51,275	56,800	-	186,670
72610 Operation of Plant	6,622,439	1,662,144	1,438,845	1,591,748	-	4,692,736
72620 Maintenance of Plant	2,182,770	509,734	502,017	477,067	-	1,488,818
72710 Transportation	3,691,300	553,821	1,227,106	729,613	-	2,510,539
73100 Food Services	437,000	113,356	97,622	112,469	-	323,447
73300 Community Services	792,432	60,632	219,275	184,437	-	464,344
73400 Early Childhood Education	1,804,903	327,010	448,127	443,988	-	1,219,125
91300 Education Capital Projects	-	-	-	-	-	0
99100 Operating Transfers	-	34,401	(2,890)	2,833	-	34,344
TOTAL	<u>87,727,547</u>	<u>16,729,980</u>	<u>21,737,473</u>	<u>21,279,382</u>	<u>-</u>	<u>59,746,841</u>

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 142 - SCHOOL FEDERAL PROJECTS FUND
QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2018**

	2017-2018 Budget	Actual Jul-Sept 2017	Actual Oct-Dec 2017	Actual Jan-Mar 2018	Actual Apr-Jun 2018	Total Year to Date
Revenues:						
46000 State of Tennessee	-	-	-	-	-	-
47000 Federal Thru State	8,678,915	1,518,016	1,973,468	908,779	-	4,400,263
49000 Other Sources	-	31,828	73,929	35,967	-	141,724
	<u>8,678,915</u>	<u>1,549,844</u>	<u>2,047,397</u>	<u>944,746</u>	<u>-</u>	<u>4,541,987</u>
Encumbrances / Expenditures:						
71100 Regular Instruction Program	2,692,891	323,483	616,164	467,463	-	1,407,110
71200 Special Education Program	2,589,193	456,534	575,459	588,626	-	1,620,618
71300 Vocational Education Program	169,356	7,068	35,776	49,064	-	91,908
72130 Other Student Support	247,506	6,271	66,594	88,390	-	161,255
72210 Regular Instruction Program	1,837,817	477,408	535,845	171,952	-	1,185,205
72220 Special Education Program	356,163	83,232	65,090	69,142	-	217,463
72230 Vocational Education Program	-	23	(23)	-	-	-
72410 Office of the Principal	-	-	-	-	-	-
72710 Transportation	22,740	1,700	4,250	4,250	-	10,200
73300 Community Services	-	-	-	-	-	-
99100 Operating Transfers	763,249	31,828	73,929	35,967	-	141,724
TOTAL	<u>8,678,915</u>	<u>1,387,547</u>	<u>1,973,083</u>	<u>1,474,854</u>	<u>-</u>	<u>4,835,484</u>

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 143 - CENTRAL CAFETERIA FUND
QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2018**

	2017-2018 Budget	Actual Jul-Sept 2017	Actual Oct-Dec 2017	Actual Jan-Mar 2018	Actual Apr-Jun 2018	Total Year to Date
Revenues:						
43000 Charges for Current Services	1,100,000	175,211	374,393	315,072	-	864,676
44000 Other Local Revenue	16,000	6,783	9,734	7,036	-	23,553
46500 State of Tennessee	50,000	-	-	49,188	-	49,188
47100 Federal Thru State	5,550,595	278,876	1,365,148	1,341,247	-	2,985,272
	<u>6,716,595</u>	<u>460,871</u>	<u>1,749,275</u>	<u>1,712,543</u>	<u>-</u>	<u>3,922,689</u>
Encumbrances / Expenditures:						
73100 Food Services	6,141,595	1,225,163	1,490,906	1,423,609	-	4,139,678
99100 Operating Transfers	575,000	49,325	213,661	147,899	-	410,886
TOTAL	<u>6,716,595</u>	<u>1,274,488</u>	<u>1,704,567</u>	<u>1,571,509</u>	<u>-</u>	<u>4,550,564</u>

PUTNAM COUNTY BOARD OF EDUCATION
FUND 146 - EXTENDED SCHOOL PROGRAM FUND
QUARTERLY REPORT FOR THE QUARTER ENDING MARCH 2018

	2017-2018 Budget	Actual Jul-Sept 2017	Actual Oct-Dec 2017	Actual Jan-Mar 2018	Actual Apr-Jun 2018	Total Year to Date
Revenues:						
43000 Charges for Current Services	936,009	249,648	251,056	279,331	-	780,035
	<u>936,009</u>	<u>249,648</u>	<u>251,056</u>	<u>279,331</u>	<u>-</u>	<u>780,035</u>
Encumbrances / Expenditures:						
73300 Community Services	936,009	239,754	217,811	229,155	-	686,720
	<u>936,009</u>	<u>239,754</u>	<u>217,811</u>	<u>229,155</u>	<u>-</u>	<u>686,720</u>
TOTAL	<u>936,009</u>	<u>239,754</u>	<u>217,811</u>	<u>229,155</u>	<u>-</u>	<u>686,720</u>

COUNTY GENERAL BUDGET 2017-2018
Statement of Revenues and Expenditures
 Period ending March 31, 2018

REVENUES:

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 3-31-2018</u>
40000 Local Taxes	15,824,750.00	15,824,750.00	14,560,572.42
41000 Licenses and Permits	460,000.00	460,000.00	416,924.77
42000 Fines, Forfeitures and Penalties	502,400.00	502,400.00	344,877.05
43000 Charges for Current Service	4,724,500.00	4,724,500.00	3,621,886.06
44000 Other Local Revenue	1,420,000.00	1,622,226.00	1,006,637.39
45000 Fees Received from County Officials	3,960,000.00	3,960,000.00	3,052,793.77
46000 State of Tennessee	5,254,568.00	5,438,757.00	2,904,241.65
47000 Federal Government	627,204.00	650,112.00	721,560.29
48000 Other Governments and Citizens Groups	467,500.00	467,500.00	374,748.65
49000 Other Sources	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>

TOTAL REVENUES 33,240,922.00 33,650,245.00 27,005,742.05

Fund Balance - June 2017 14,828,017

EXPENDITURES:

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID & ENCUMBERED THROUGH 3-31-2018</u>
51000 General Administration	4,179,667.00	4,199,667.00	3,614,037.81
52000 Finance	1,594,227.00	1,594,227.00	1,489,552.87
53000 Administration of Justice	2,659,529.00	2,734,615.00	2,563,673.37
54000 Public Safety	10,303,859.00	10,452,476.00	9,469,249.37
55000 Public Health & Welfare	6,374,323.00	6,565,343.00	6,606,388.35
56000 Social, Cultural & Recreational Services	548,199.00	548,199.00	905,519.18
57000 Agriculture & Natural Resources	290,235.00	290,235.00	203,284.87
58000 Other Operations	9,038,736.00	9,053,134.00	1,516,416.54
91000 Transfers Out (Drug Control Fund)	50,000.00	182,052.00	132,052.00

TOTAL EXPENDITURES 35,038,775.00 35,619,948.00 26,510,174.36

DEBT SERVICE BUDGET - 2017-2018
Statement of Revenues and Expenditures
Period Ending March 31, 2018

REVENUES:

40000	Local Taxes	16,378,750.00	16,378,750.00	15,303,406.69
44000	Other Local Revenues	0.00	0.00	437.10
49000	Other Sources (Transfers In)	163,000.00	163,000.00	0.00

TOTAL REVENUES 16,541,750.00 16,541,750.00 15,303,843.79

Fund Balance - June 2017 **10,934,605**

EXPENDITURES:

ORIGINAL BUDGET	AMENDED BUDGET	PAID & ENCUMBERED THROUGH 3-31-2018
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82000	Education Debt	11,860,400.00	11,860,400.00	11,846,529.44
90000	Public Safety Projects	1,464,238.00	1,464,238.00	1,459,201.76
99100	Transfers Out	3,700,000.00	3,700,000.00	1,000,000.00

TOTAL EXPENDITURES 17,024,638.00 17,024,638.00 14,305,731.20

**Parks and Recreation 2017-2018
Statement of Revenues and Expenditures
Period Ending March 31, 2018**

REVENUES:

40000	Local Taxes	936,000.00	936,000.00	850,409.19
43000	Charges for Current Services	45,000.00	45,000.00	21,133.00
44000	Other Local Revenues	55,000.00	55,000.00	44,322.63

TOTAL REVENUES 1,036,000.00 1,036,000.00 915,864.82

Fund Balance - June 2017 379,120

EXPENDITURES:

56000	Social Cultural & Recreational	1,198,920.00	1,198,920.00	340,322.03
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TOTAL EXPENDITURES 1,198,920.00 1,198,920.00 340,322.03

ORIGINAL BUDGET

AMENDED BUDGET

REC'D THRU 3-31-2018

ORIGINAL BUDGET

AMENDED BUDGET

PAID & ENCUMBERED
THROUGH 3-31-2018

PUTNAM COUNTY SELF INSURANCE FUND
 FUND BALANCE SUMMARY FOR 2017 - 2018
 As of March 31, 2018

Fund Balance as of December 31, 2017		987,079.33
PLUS: Departmental Deposits	7,279.00	
Interest	2,297.89	
	9,576.89	
LESS: Liability Claims	4,124.61	
Work Comp Claims	178,039.73	
Medical Records	0.00	
Claim Adjuster Fees	0.00	
Legal Fees	36,335.40	
Court Reporter & Court Costs	0.00	
Insurance	21,221.00	
Miscellaneous	4,081.43	
WC Fees to PMA Insurance Group	4,125.00	
Management fee	0.00	
Liability Reserve Increase	19,452.00	
(Decrease) this period	0.00	
Work Comp Reserve Increase	0.00	
(Decrease) this period	-38,367.00	
	229,012.17	
Ending Fund Balance as of March 31, 2018		767,644.05

CASH SUMMARY

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Checking balance (9715) as of 03/31/2018	37,702.65	
Checking balance (4324) as of 03/31/2018	982,257.70	
Certificate of Deposit as of 03/31/2018	825,480.07	
Outstanding items:		
CK 2086	-1.00	
CK 2762	-300.00	
CK 2876	-873.37	
Ending Cash Balance as of March 31, 2018		1,844,266.05
Less: Open Liability Claim Reserves as of 03/31/2018		-310,000.00
Open Work Comp Claim Reserves as of 03/31/2018		-766,622.00
Ending Fund Balance as of March 31, 2018		767,644.05

Number of Open Liability Claims as of March 31, 2018	9
Number of Open Work Comp Claims as of March 31, 2018	41

This report was prepared by BB&T Legge Insurance on 04/17/2018

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 to approve the motion. The motion carried.

NEW BUSINESS AND ACTION THEREON BY THE BOARD

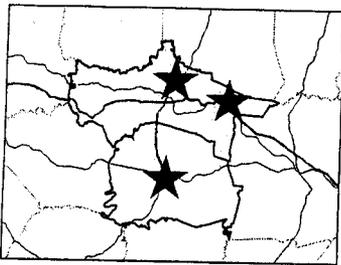
REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE:

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL TO ADD HENSLEY COURT TO THE OFFICIAL COUNTY ROAD MAP

Commissioner Donny Buttram moved and Commissioner Jordan Iwanyszyn seconded the motion to approve adding Hensley Court to the Official County Road Map.

(SEE ATTACHED)



Highlands Planning Department

Serving: Putnam County, Algood, Monterey, White County, & Sparta

Kevin Rush, Planning Director

67 South Elm Ave.

Cookeville, TN 38501

Tel: (931) 372-0070 Fax: (931) 372-0071

krush@putnamco.org

MEMORANDUM

TO: Putnam County Board of Commissioners
Putnam County Planning Committee & Road Committee Chairman
Putnam County Courthouse
Cookeville, TN. 38501

Mr. Randy Jones, Road Supervisor
Putnam County Highway Department
505 Jeffrey Circle
Cookeville, TN 38501

FROM: Kevin Rush, Planning Director

DATE: January 2, 2018

SUBJECT: CONSIDERED FOR ACCEPTANCE AS COUNTY ROAD **HENSLEY COURT**

The Putnam County Regional Planning Commission recommended at the January 2, 2018 meeting that, as the following roads have been constructed to the county road specifications in accordance with the Putnam County Subdivision Regulations, that these be accepted as county roads and subsequently placed on the Official County Road List and supplemental map. This recommendation is specifically to accept **Hensley Court** as shown on the Hensley Plantation Phase II Subdivision plat which was recorded in the Putnam County Register of Deeds Office on July 25, 2017 in Plat Cabinet I, Page 70A, Instrument # 203732 and Receipt # 154391. I have attached copies of the final inspection report, the warranty contract signed by developer and the recorded plat for the committee to review.

Subdivision: Hensley Heights Subdivision Phase III
Developer: Larry Suggs
2303 W Broad St
Cookeville, TN 38501
(931) 544-7357

Road recommended for acceptance:

- 1) **Hensley Court**

If you have any questions or comments concerning this matter, please contact me at the Highlands Planning Department Office at (931) 372-0070.

Kevin Rush

Planning Director

Cc: Putnam County Regional Planning Commission Chairman

Jeff Jones, Putnam County Attorney

SUBDIVISION SUMMARY

NAME: Hensley Heights Phase III

ROAD NAME: Hensley Court

PRELIMINARY APPROVAL GRANTED: 9-6-16

FINAL APPROVAL GRANTED: 6-6-17

PLAT SIGNED BY ENGINEER: 7-24-17

BOND AMOUNT: A \$32,000.00 Certified Check with no expiration was provided to insure completion of the base and asphalt.

SUBGRADE: Soft spots were cut out and replaced with rock.

UTILITIES: No utility inspections were performed by me.

BASE: Base was observed prior to paving. Base was a minimum of 6" thick at locations checked.

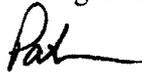
ASPHALT: Road was paved in November 2017 by Copeland DRP. Asphalt was observed during and after installation. Width was 20'. Thickness along edge was a minimum of 2" at locations checked.

SHOULDER STONE: Shoulder stone has been applied.

WARRANTY CONTRACT: Warranty Contract will be signed by the Developer.

COMMENTS:

Based on my limited observations and other information available to me, the road(s) in this subdivision were constructed in general conformance with the Putnam County Subdivision Regulations.



1-2-18

Patrick Rinks, PE, Planning Commission Engineer
Richard C. Rinks & Associates, Inc.
30 North Jefferson Avenue
Cookeville, Tennessee 38501
(T) 931-528-5543 - (F) 931-528-5544
patrick@rinks-consulting.com

Date

The Chairman asked for discussion on the motion to approve adding Hensley Court to the Official County Road Map. There was none.

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

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE RECOMMENDATION FROM THE RAILS WITH TRAILS COMMITTEE TO NAME THE NEW TRAIL, "TENNESSEE CENTRAL TRAIL."

Commissioner Donny Buttram moved and Commissioner Kim Bradford seconded the motion to approve the recommendation from the Rails with Trails Committee to name the new trail, "Tennessee Central Trail."

The Chairman asked for discussion on the motion. 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 Kim Bradford seconded the motion to approve Budget Amendments to the County General Fund.

(SEE ATTACHED)

BUDGET AMENDMENT COUNTY GENERAL FUND

May 2018

<u>COUNTY GENERAL EXPENDITURES</u>	<u>Debit</u>	<u>Credit</u>
<u>52900 Reappraisal</u>		
189 Other Salaries & Wages		7,429 <i>See letter from S. Pierce</i>
719 Office Equipment	7,429	
<u>53330 Drug Court</u>		
718 Motor Vehicles		3,000 <i>See letter from Julie Chambers</i>
<u>55130 Ambulance Service</u>		
133 Paraprofessionals	130,000	<i>See memo from Darren Ford</i>
169 Part Time		85,000
187 Overtime		45,000
<u>58130 Housing & Urban Development</u>		
707 Building Improvements		88,599 <i>THDA Grant Funds</i>
<u>COUNTY GENERAL RESERVE</u>		
34520 Drug Court Reserve	3,000	
<u>COUNTY GENERAL REVENUE</u>		
47180 Community Development	88,599	
Total	\$229,028	\$229,028



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

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

www.putnamcountyttn.gov/assessorofproperty

5/8/2018

Honorable Commissioners,

I am requesting a budget amendment to correct our error during the last budget preparation. The error was made when transferring one employee into another budget. The employee's salary was removed from one budget but never transferred to the other budget. The amount needed to transfer is not the full salary amount because of the position being vacant during a portion of the year and also a medical leave within the same budget.

I am requesting to move \$7,428.64 from 52900-719 Office Equipment to 52900-189 Salaries & Wages.

Thanks for your consideration,

Steve Pierce
Putnam County Assessor of Property



**RECOVERY
COURTS**
13TH JUDICIAL DISTRICT

Recovery Court • Veterans Treatment Court
Honorable Judge Gary McKenzie
18 North Madison Avenue, Suite 100
Cookeville, TN 38501
931.372.1003 (Phone) • 931.528.1206 (Fax)

April 25, 2018

Debby Francis
Manager of Account/Budgets
300 East Spring St. Rm. 8
Cookeville, TN 38501

RE: Budget Amendment

Mrs. Francis,

The 13th Judicial District Recovery Courts are requesting a budget amendment to its FY 2017-2018 Budget. The budget amendments needing to be made are as follows:

- 1) Move \$3,000 from the Reserve Account to Line Item 718 (Vehicle)

This amendment will allow the courts to purchase a used vehicle for the Recovery Courts staff to use to offset our travel costs.

Please find included with this letter a Proposed Amended Budget Summary of Expenditures. Should you have any questions, please feel free to contact me anytime

Sincerely,


Julie Chambers
Recovery Courts Director

PUTNAM COUNTY EMERGENCY MEDICAL SERVICES

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

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

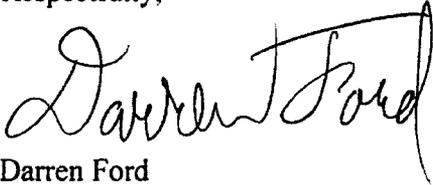
Darren Ford, CCP
Deputy Chief
dford@putnamcountyttn.gov
Direct: 931-525-2112
Fax: 931-372-0295

Request for Budget Amendment

Request to make the following salary line item transfers. These transfers are being requested due to use of part time personnel to fill full time positions throughout the year. **NO NEW MONEY.**

- Transfer \$85,000.00 from 55130-133 to 55130-169
- Transfer \$45,000.00 from 55130-133 to 55130-187

Respectfully,



Darren Ford
Deputy Chief, PCEMS

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
Chris Cassetty
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Jimmy Neal
Danny Morphey
Kim Bradford
Bob Duncan
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

AGAINST:

Jerry Roberson

ABSENT:

Scott Ebersole

Jim Martin

The Clerk announced that twenty one (21) voted for, one (1) voted against, zero (0) abstained, and two (2) absent. The motion carried.

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

Commissioner Chris Savage moved and Commissioner Cindy Adams 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 7, 2018

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

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

Sincerely,

Mark McReynolds
Putnam County Board of Education

Enclosures:

- To reallocate funds as needed for Special Education dept to meet the needs of students on IEP's.
- To budget memorial donation made in the name of Nishant Soni.
- To budget for Energy Efficient School Initiative Loan for Excel Energy Lighting Refurbishment.
- To budget for materials to establish new Employee Child Care Facility and walkies for School Age Care Program
- Reallocate funds for Extended School Program year-end cleanup.

V.C.1a 5/3/18
BOS Approved

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: May 2018

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141	71200-116	Teachers	4,159,932.00	33,725.00		4,126,207.00
2	141	71200-189	Other Salaries	141,716.00		2,000.00	143,716.00
3	141	71200-198	Non-Certifies Sub Teachers	7,788.00		2,000.00	9,788.00
4	141	71200-199	Other Per Diem and Fees	22,022.00		5,000.00	27,022.00
5	141	71200-201	Social Security	370,026.00	10,000.00		360,026.00
6	141	71200-204	State Retirement	551,123.00	10,000.00		541,123.00
7	141	71200-207	Medical Insurance	1,201,037.00		20,000.00	1,221,037.00
8	141	71200-210	Unemployment	10,731.00	7,500.00		3,231.00
9	141	71200-725	Equipment	21,000.00		11,000.00	32,000.00
10	141	72220-161	Secretary	41,201.00		25.00	41,226.00
11	141	72220-199	Other Per Diem and Fees	2,120.00		200.00	2,320.00
12	141	72220-204	State Retirement	64,332.00		500.00	64,832.00
13	141	72220-399	Other Contracted Services	73,300.00		10,000.00	83,300.00
14	141	72220-790	Equipment	5,800.00		10,500.00	16,300.00
				6,672,128.00	61,225.00	61,225.00	6,672,128.00

Explanation: To reallocate funds as needed for Special Education dept. to meet the needs of students on IEP's

Requested by: Sheri Roberson Recommended for Approval: _____
Sheri Roberson Supervisor Assistant Director

Reviewed by: Alvin M. King _____
Alvin M. King Finance Director Official / Department Head

Action by Fiscal Review Comr Recommended for Approval No Recommendation Date: _____
 Action by County Commissior Approved Not Approved Date: _____

V.C.L.B. 5/18
BOE Approved

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: May-18

Item	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease
1	141-48610	Donation	\$21,000.00	\$1,222.00	-	\$22,222.00
2	141-71200-725	Equipment	\$21,000.00		\$1,222.00	\$22,222.00
3			-			-
4			-			-
5			-			-
6			-			-
				\$1,222.00	\$1,222.00	

Explanation: To budget memorial donation made in the name of Nishant Soni

Requested by: *Sheri Roberson*
Supervisor Sheri Roberson

Recommended for Approval: *[Signature]*
Assistant Director

Reviewed by: *[Signature]*
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:

Putnam County *Budget Amendment* / Line Item Transfer Authorization Form

Department: Finance

DATE 5/11/2011

Item #	Account #	Account Description	Current Approved Amount	Change		Requested Approval Amount
				Increase	Decrease	
Revenue						
1	141 R 49500 000 000 02139 000	Other Loans Issued	-	2,528,565.00		2,528,565.00
		Total Revenue	-			2,528,565.00
Expenditures						
2	141 E 72620 399 000 02139 000	Other Contracted Services	-		2,528,565.00	2,528,565.00
		Total Expenditures	-			2,528,565.00
		Total Revenue less Expenditures	-			

Explanation: To budget for Energy Efficient School Initiative Loan for Excel Energy Lighting Refurbishment

Requested by _____ Recommended for Approval _____ Official / Department Head _____
Supervisor

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 _____

V.C.30 4/5/18
BOE Approval

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Extended School Program

DATE: 3-May-18

Item #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
Equity						
1	146 Q 34555 000 000 00000 000	UNDESIGNATED FUND BALANCE		33,000.00		33,000.00
Total Revenue				33,000.00		33,000.00
Expenditures						
Decrease						
2	146 E 73300 790 000 01800 000	Other Equipment			8,000.00	8,000.00
3	146 E 73300 790 000 01801 000	Other Equipment			20,000.00	20,000.00
4	146 E 73300 599 000 01801 000	Other Charges			5,000.00	5,000.00
Total Expenditures					33,000.00	33,000.00
Total Revenue less Total Expenditures				33,000.00	33,000.00	

Explanation: To budget for materials to establish new Employee Child Care Facility and walkies for School Age Care Program.

Requested by: Kristia Hamilton Supervisor
 Recommended for Approval: _____ Official / Department Head
 Reviewed by: John M. G... Chief Financial Officer
 Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____
 Action by County Commission: Approval Non-Approval Date: _____

V. C. B. State
 See Approval

Pulaski County Budget Amendment / Line Item Transfer Authorization Form

Department: Extended School Program

DATE: 3-May-18

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Decrease	Increase
Revenue						
1						
Total Revenue						
Expenditures						
2	146 E 73300 189 000 01800	Other Salaries & Wages	617,000.00		17,000.00	634,000.00
3	146 E 73300 201 000 01800	Social Security	38,720.00		1,500.00	38,220.00
4	146 E 73300 204 000 01800	State Retirement	25,880.00	6,500.00		19,480.00
5	146 E 73300 206 000 01800	Life Insurance	350.00	200.00		150.00
6	146 E 73300 207 000 01800	Medical Insurance	43,360.00		8,600.00	51,960.00
7	146 E 73300 210 000 01800	Unemployment Compensation	1,700.00	1,000.00		700.00
8	146 E 73300 212 000 01800	Employee Medicare Liability	8,620.00		1,250.00	9,870.00
9	146 E 73300 355 000 01800	Travel	1,700.00	800.00		900.00
10	146 E 73300 422 000 01800	Food Supplies	5,985.00	1,500.00		4,485.00
11	146 E 73300 459 000 01800	Other Charges	23,000.00			23,000.00
12	146 E 73300 790 000 01800	Other Equipment	7,000.00	7,000.00		
13	146 E 73300 189 000 01801	Other Salaries & Wages	137,000.00	11,350.00		125,650.00
14	146 E 73300 201 000 01801	Social Security	8,484.00			8,484.00
15	146 E 73300 204 000 01801	State Retirement	3,800.00			3,800.00
Total Expenditures			920,449.00	28,350.00	28,350.00	920,449.00
Total Revenue less Total Expenditures						

Explanation: Reallocate funds for year end clean up

Requested by: W. HAMILTON Recommended for Approval: _____ Official / Department Head

Reviewed by: [Signature]

Action by Fiscal Review Committee: Recommendation 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
Chris Cassetty
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Jimmy Neal
Danny Morpew
Kim Bradford
Bob Duncan
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

ABSENT:

Scott Ebersole

Jim Martin

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

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

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

(SEE ATTACHED)

**Putnam County Highway Department
Budget Amendment/Line Item Transfer Authorization Form
May, 2018
Commission Meeting**

ROAD FUND:131		Description	Approved		Decrease		Increase		Requested		Line Item	
Item	Account		Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expended	Balance
1	62000.205	Employee Health Insurance	250,000	12,000					238,000	148,836	89,164	
2	62000.351	Rental of Equipment	30,000	7,000					23,000	21,928	1,072	
3	62000.403	Cold Mix Asphalt	40,000	18,000					22,000	14,761	7,239	
4	62000.409	Crushed Stone	175,000	20,000					155,000	105,323	49,677	
5	62000.444	Road Salt	45,000	12,000					33,000	32,856	144	
6	68000.321	Engineering Services	40,000	13,000					27,000	26,005	995	
7	63100.205	Employee Health Insurance						12,000	38,000	19,326	18,674	
8	63100.412	Diesel Fuel						14,000	69,000	40,154	28,846	
9	63100.418	Equipment Repair Parts						25,000	95,000	60,022	34,978	
10	63100.425	Gasoline						10,000	35,000	17,268	17,732	
11	65000.307	Communication Services						1,000	7,500	5,736	1,764	
12	65000.415	Electricity						4,000	8,000	4,535	3,465	
13	65000.510	Trustee's Commission						16,000	73,000	56,230	16,770	
Totals			580,000	82,000				82,000	823,500	552,980	270,520	

Submitted by: 
Randy Jones, Putnam County Road Supervisor

The Chairman asked for discussion on the motion to approve the 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
Chris Cassetty
Larry Redwine
Mike Medley

Ben Rodgers
Danny Holmes
Benton Young
Jimmy Neal
Danny Morphey
Kim Bradford
Bob Duncan
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

ABSENT:

Scott Ebersole

Jim Martin

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION AUTHORIZING, COUNTY EXECUTIVE RANDY PORTER, TO APPLY FOR A LITTER AND TRASH COLLECTION GRANT FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION

Commissioner Chris Savage moved and Commissioner Jimmy Neal seconded the motion to approve a Resolution authorizing, County Executive Randy Porter, 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.

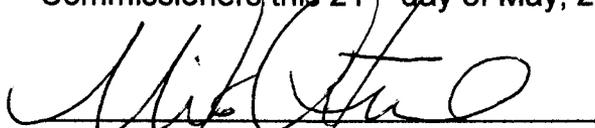
WHEREAS, Putnam County, Tennessee intends to apply for the aforementioned grant from the Tennessee Department of Transportation; and

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 21st day of May, 2018.


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, County Executive Randy Porter, to apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation. There was none.

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

NOMINATING COMMITTEE:

**MOTION RE: NOMINATING COMMITTEE RECOMMENDS APPROVAL OF NOMINATIONS FOR THE AWARDS COMMITTEE FOR 2 YEAR TERMS TO EXPIRE FEBRUARY 2020 AS FOLLOWS: KIM BRADFORD
CINDY ADAMS**

Commissioner Cathy Reel moved and Commissioner Jimmy Neal seconded the motion to approve nominations for the Awards Committee for 2 year terms to expire February 2020 as follows: Kim Bradford and Cindy Adams.

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 Kim Bradford seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

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

Notaries to be elected May 21, 2018

FREDRICK R BAKER	SIERRA MOLES
LENN E BRYANT	KEISHA MUSIC
BRENDA G COPELAND	JOYCE S PALMER
PATRICIA S DAVIS	ANDREA EVE PATTERSON
RANDY EARLEY	CARLA PELHAM
BRENDA FORD	PAMELA PHILLIPS
TYLER K GREENE	MANDY RAPER
JAMES W GRIGGS	CODY RICHARDS
CAMERON HARE	DAVID S ROBERSON
LINDSEY HOLLAND-NORTON	NANCY E ROBERSON
MELISSA G LOFTIS	SHELIA A RUDD
MARSHA MCDANIEL	AMY STOCKWELL
LONNIE B MCKINNIE	RUSSELL TRIBBLE
TAMMY MELTON	CHRISTY VINCENT

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

Ben Rodgers
Danny Holmes
Benton Young
Jimmy Neal
Danny Morphew
Kim Bradford
Bob Duncan
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

ABSENT:

Scott Ebersole

Jim Martin

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

OTHER NEW BUSINESS

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

(SEE ATTACHED)

PRESENTATION OF AWARDS FROM SENATOR PAUL BAILEY

HEAR FROM RANDY PORTER CONCERNING PUTNAM COUNTY 5 YEAR PLAN

(SEE ATTACHED)



Putnam County

T E N N E S S E E

Five Year Plan

FY 2018- FY 2022

This document is a projection of the needs of County Departments over the next five (5) years. The goal is to provide the County with a working document that will show each departments projected needs for a five year span. This plan will be updated annually to reflect the changing needs of the departments of Putnam County. The changes will include removing items funded by the Commission, new cost estimates (if available), any changes to the anticipated needs of each department, and any other changes deemed necessary.

While it is the goal of every Putnam County Department to project as accurately in the future as possible, in some cases, there is no way to estimate the cost of an item as the cost is extremely volatile or for other various reasons.

Some items will also require bids and while the cost can be estimated, but not finalized, while others may be found on the state price contracts at known pricing. Emergency purchases may also be required following storms, disasters, or equipment failure.

Background and Goals

Putnam County has several different departments for budgeting as well as legal budgeting requirements. For example, the County has the General Fund, Solid Waste Fund, and other specialized budgets. This plan will specifically deal with all county departments that fall under the County Executive, and not some other board or elected official. Also, it is important to note that some agencies may have more than one funding mechanism. For example, the Putnam County Health Department will receive monies from the state as well as from Putnam County.

Methodology

This plan only covers the expected budgetary requirements that are not covered in the normal operating budget of each department. Step raises, longevity, and other raises are not included the plan, unless the department is looking at substantial adjustments to all staff. For example, if a department has already included within their budget, money to replace one computer per year, the plan only includes any additional money for computers that were not replaced as part of the normal budget.

To ease finding specific departments within each table, the departments were sorted alphabetically. The following Putnam County Departments submitted plans to be incorporated into this plan, listed alphabetically by department with the department head:

Archives / Fairgrounds / Veterans Hall - Glen Jones

Building Codes - Stephen Parker

Drug Court - Julie Chambers

Emergency Management Agency - Tyler Smith

Emergency Medical Services - Tommy Copeland

Family Justice - Amy Stockwell

Fire Department - Tom Brown

Health Department - Lisa Bumbalough

Judges/Juvenile Office - Greg Bowman

Judicial Commissioners - Dee Talkington

Library - Phil Schaller

Maintenance - Dennis McBroom

Parks and Recreation - John Ross Albertson

Planning Department - Kevin Rush

Solid Waste and Recycling - Keith Street

Technology - Jeff Rami

Veterans Office - Mark Harris

Departmental Summaries

Each Department starts off with a short summary intended to give everyone who reads this plan a short overview of the department. This summary is to help familiarize the reader with the department requirements and capabilities.

Budget Estimates

Budgeting is a lot of estimating, trying to predict the future and pricing out to 5 years. The department heads do the best they can in predicting the future, but it is only a prediction. Due to that fact, the plan is updated every year as department needs and pricing change.

Archives and Veterans Hall

Since 1994 every county in Tennessee has been required by law to have a Public Records Commission. This Commission is made up of six members. The members are a County Commissioner; a County Judge, a County Clerk, Register of Deeds, County Genealogist, County Historian, and the County Archivist. The Putnam County Archivist was elected the chair of the Commission. The purpose of this commission is to provide for the orderly disposition of public records created by agencies of the county government. All county offices must contact this commission before any records are moved or destroyed. This Commission makes the decision whether to destroy or place records in the Archives for permanent keeping. The purpose of the Putnam County Archives is to collect, protect, and preserve Putnam County's history.

Tennessee law requires that Tennessee residents have the right to personal inspection of a public record in whole, or in part. If any Tennessee citizen is denied, they are entitled to petition the chancery court to grant access to the records. Since the law requires this access, the Archives' main objective is to give access to the county records during all regular business hours of the Archives and to protect, manage, secure, and preserve them for permanent keeping.

The Archives regularly compiles, researches, and analyzes historical facts from the official records about Putnam County and releases them to the media, so residents know their county Archives is continually working for them and preserving their county historical documents.

In March, 2008, the Putnam County Commission unanimously voted for a resolution to establish and maintain a Veterans Hall of Putnam County, to honor Putnam County Veterans. The Commission charged Glenn Jones to be the Director of the Veterans Hall. The mission of the Veterans Hall is to honor any and all Veterans of Putnam County equally.

Standards were made that everyone submitting their Veteran or themselves must fill out an application. On that application each Veteran would answer at least one positive answer to the seven questions that would allow their being admitted to the Veterans Hall. When reviewing the application, pictures would have to be formatted to fit the standard frame. Accuracy in the Veterans information would have to be researched and verified. The information would be typed on permanent cards and placed in a file. Pictures would be taken to a local frame shop to be framed. The Veterans Hall would pick them up, bring them to the Veterans Hall and contact the Veteran or the family member who submitted the application. A time would be set for the local newspaper to take a picture of the Veteran and family for Veteran of the Week. The Veterans Hall would maintain regular business hours, so the public can visit the Memorial.

Personnel:

Fulltime – 1
Part-time - 1

Archives Requests		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	none	
2019-2020	New Archives and Veterans Hall/Museum	????
2020-2021	none	
2021-2022	none	
2022-2023	none	

Building Codes

The Putnam County Building Codes office has a variety of duties. The Putnam County Building Codes office role in the county is to make sure that each building in Putnam County is built to the quality and standards of the Building Codes. All Building Permits, Plumbing Permits, Heating and Cooling Permits and Electrical Permits for the county are purchased through this office. The cities of Cookeville, Algood, Baxter and Monterey have their own building codes department. This office does not sell the building, plumbing and heating and cooling permits for these cities. The building, plumbing and heating and cooling permits are filled out on paper then entered into the computer. The electrical permits are filled out on computer for the state. After the needed permits are purchased they are entered and filed as open permits. Each permit is filed until an inspection is called for. When an inspection is called for by the person in charge of the project, the permit is pulled and marked as ready for inspection.

Each home that is built in Putnam County must have a building, plumbing, heating and cooling and electrical permit. Detached garages, storage buildings and other various buildings may only need a building and electrical permit. Each of these permits must be purchased through this office before inspections can be done on the building. After verifying that the permit has been purchased and work is ready for inspection, the inspection can be done. All permits are filed on computer and on paper to assure that we have a complete history of any building, residential or commercial, that is inspected by this office in Putnam County. The building, plumbing and heating and cooling permits are county permits. The electrical permits are state permits. The Putnam County Building Codes office sells the electrical permits for the state for a writing fee of five dollars per permit. Each week the electrical permits that are sold have to be totaled and a check is sent to the state for the permits, less the five dollar writing fee per permit. The electrical inspections are done by state inspectors. We schedule all electrical inspections as well as our own building inspections through this office as they are called for. The building inspections consist of a footer inspection, slab inspections, if the house has a basement or garage, a foundation inspection, framing, plumbing, heating and cooling, an energy inspection and then a final inspection. When the house has had a final inspection a C.O. (Certificate of Occupancy) is issued for that building. This office also does the gas inspections in the county for City gas of Cookeville and Middle Tenn. Gas.

The Putnam County Building Codes office is also part of the County Powers Act. We go to the properties that are in question of a violation, take pictures, file the pictures and provide the Powers Act Committee with pictures for a determination of a violation.

Personnel:

Number of fulltime employees – 2
Number of part-time employees - 1

Codes Requests		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	none	
2019-2020	none	
2020-2021	Increase In-Service Training for Inspectors	\$3,000
2021-2022	Replace Truck	\$28,000
2022-2023	none	

Emergency Management Agency

Civil Defense in Putnam County, as in most areas of the United States, actually began during World War II in the form of Air Raid Wardens. Additional organization occurred in 1952 and again in 1968 when Civil Defense was actually created as a joint venture by local ordinances of the Putnam County government and the City of Cookeville government. When Putnam County and the City of Cookeville created Civil Defense, it was also to oversee the Cookeville Rescue Squad, the Baxter Rescue Squad, the Auxiliary Police Unit (assisted all law enforcement agencies in the county), a Communications Unit (included the RACES or ham radio group), a Shelter Protection Group (fallout shelters as part of nuclear preparedness following the discovery and use of the first nuclear weapons on Japan in 1945 to end the war), a Mounted Police Unit (to assist the Sheriff's Office in backwoods searches for escapees where patrol cars could not go), and a Welfare or Relief Group (rehab for members on lengthy missions). These were all volunteer units working to help the citizens of Putnam County during times of emergency or disaster.

Over the years, the Baxter Rescue Squad was disbanded; the Auxiliary Police Unit was transferred to the Sheriff's Office; the Shelter Protection Group was disbanded as the nuclear push by the Federal government disappeared; the Mounted Police Unit was disbanded; the Welfare or Relief Group was disbanded; and the Fire Department became a separate department. In November of 1996, Civil Defense became the Cookeville-Putnam Emergency Management Agency to upgrade to the more-widely used name nationwide. In January of 2014, Emergency Management became a county department and no longer a joint venture although the City of Cookeville still contributes annually to the departmental expenses.

The services this organization provides to all of the residents of Putnam County are Terrorism Response and Reporting; Emergency Planning; Training and Public Education; Emergency Public Information; Weather Preparedness and Response (Severe Thunderstorm, Tornado, Snow/Ice Storms, Flash Flooding, etc.); Cave Rescue; Extrication; Hazardous Materials Response Assistance; Rappelling (Vertical Rescue); Search and Rescue (lost persons, logging or farm machinery accidents, etc.); Work Details; Drownings (Dragging and Diving Operations); Swift water Rescue; Assists (ambulance escorts, manpower, First Responder assistance for medical calls, power outages requiring emergency generators for life-support machines, etc.); and Trench and Confined Space Rescue.

Personnel:

Number of full-time employees - **2**

Number of volunteers - **67**

Number of calls for service in 2016 - **1,179**

BUDGET	DESCRIPTION	COSTS
2018-2019	Continue replacement of extrication equipment (3 year plan)	\$60,000
2018-2019	Replace Structural Collapse Truck, trailer and equipment	\$175,000
2018-2019	Add addition on to Monterey Station - out of space	\$150,000
2019-2020	Replace Main Extrication Truck	\$490,000
2019-2020	Increase Point & Retention funds for volunteers	\$10,000
2020-2021	Replace turnout gear	\$60,000
2020-2021	Replace Service Vehicle	\$70,000
2021-2022	Replace Service Vehicle	\$70,000
2022-2023	Increase Point & Retention funds for volunteers	\$10,000

Emergency Medical Services

PCEMS is the only ambulance service in Putnam County. We serve the entire County including the cities of Cookeville, Algood, Baxter and Monterey.

We respond to all emergency and non-emergency requests for medical service and transportation in Putnam County. PCEMS operates 24/7.

Employees:

Critical Care Paramedic:	22 Full-Time	8 Part-Time
Paramedic:	12 Full-Time	9 Part-Time
AEMTs:	12 Full-Time	19 Part-Time
EMT-Bs:	4 Full-Time	10 Part-Time
Billing clerks:	2 Full-Time	
Administrative:	4 Full-Time	(Director, Asst Director, etc.)

Equipment:

Stations: **5 Stations** staffed 24 hours/day (East Cookeville, West Cookeville, Baxter, Algood, and Monterey)

Ambulance Fleet: **12** Advanced Life Support front line ambulances
3 Basic Life Support ambulances

Requests for Service:

Annual Call Volume: **17,787** (FY 16-17)

Anticipated Volume: **17,800** (FY 17-18)

21% Call Volume increase in past 5 years. This fiscal year is expected to have a similar volume to last year.

PCEMS operates five stations, with at least one full-time ambulance in each station 24 hours/day. Additionally, one 12-hour ALS and one 12-hour BLS ambulance operates on day shift in Cookeville. During peak hours (Monday – Friday) 2 additional 8-hour ALS and 1 8-hour BLS ambulances are operated in Cookeville. Peak staffing during the day is 10 ambulances. A minimum of 5 ambulances are staffed overnight. About 50 calls for service are received every 24 hours, on average.

Emergency Medical Services (cont)

EMS		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Install Load systems on 4 ambulances, others paid by grant	\$100,000
2018-2019	Improve Full-time pay of employees (3 year plan)	\$112,000
2018-2019	Improve Part-time pay of employees to get shifts covered	\$60,000
2019-2020	Improve Full-time pay of employees (3 year plan)	\$112,000
2019-2020	Replace Turnout Gear for employees (3 year plan)	\$150,000
2019-2020	Replace ambulance patient cots	\$288,000
2019-2020	Purchase Ultra Sound devices for ambulances	\$80,000
2018-2019	Add additional BLS Ambulance to fleet	\$135,000
2019-2020	Add an additional 8 hour BLS truck (2 personnel)	\$53,000
2020-2021	Improve Full-time pay of employees (3 year plan)	\$112,000
2020-2021	Replace Cardiac Monitors	\$600,000
2020-2021	Replace Ventilators	\$45,000
2021-2022	Replace CPR Devices - total of 12	\$180,000
2021-2022	Replace Stair Chair lifts - total of 15	\$150,000
2022-2023	New EMS Substation in high growth area of County	\$200,000
2022-2023	Additional ALS Ambulance and equipment for new substation	\$300,000
2022-2023	Additional ALS Crew (4 people) for new substation	\$260,000

Family Justice

The UCFJC is a community-wide collaboration of public and private agencies in a centralized location that serves domestic violence victims and their children. The core concept is to provide one place where families can go to receive services to promote their safety and well-being. It is often called a "one-stop shop" for domestic violence victims seeking assistance.

The model seeks to alleviate some of the burdens of domestic violence victims by co-locating needed services and providing assistance for the multiple challenges faced by victims and their families. Instead of having to walk, drive, or take public transportation from one place to another, repeating their story over and over again, the FJC model brings services to families in one safe, convenient, and family-friendly location.

The Family Justice Center (FJC) model is identified as a best practice in the field of domestic violence intervention and prevention services by the Office on Violence Against Women (USDOJ) and the Tennessee Coalition to End Domestic Violence and Sexual Assault.

Congress recognized the importance of the Family Justice Center model in Title I of the Violence Against Women Act (VAWA 2005). Family Justice Centers are now identified as a "purpose area" under VAWA 2005. Using a "wraparound" service delivery model, the Family Justice Center concept seeks to marshal all available resources in a community into a coordinated, centralized service delivery system with accountability to victims and survivors for the effectiveness of the model.

The documented and published outcomes have included: reduced homicides; increased victim safety; increased autonomy and empowerment for victims; reduced fear and anxiety for victims and their children; reduced recantation and minimization by victims when wrapped in services and support; increased efficiency in collaborative services to victims among service providers; increased prosecution of offenders; and dramatically increased community support for services to victims and their children through the Family Justice Center model.

A Judicial Commissioner was recently located at the FJC to issues Orders of Protection for the victims of abuse. This allows the victims to be served fully in one location, instead of multiple locations.

The Upper Cumberland Family Justice Center is located at 269 South Willow Avenue, Suite E, Cookeville, TN 38501. From Willow, go up Short Street and right into the parking lot to the back of the building. Phone number is 931-528-1512 and email is familyjusticecenteruc@gmail.com.

The department is fully funded by State grants and court fees, no local tax dollars.

Personnel:

Fulltime - 4

Family Justice Center		
<u>BUDGET YEAR</u>	<u>DESCRIPTION</u>	<u>COSTS</u>
<u>2018-2019</u>	<u>none</u>	
<u>2019-2020</u>	<u>none</u>	
<u>2020-2021</u>	<u>none</u>	
<u>2021-2022</u>	<u>none</u>	
<u>2022-2023</u>	<u>none</u>	

Fire Department

The Putnam County Fire Department operates as a Combination Fire Department. It consists of 7 full-time employees, 8 part-time employees and 75 volunteers. The Department operates out of 12 stations strategically placed throughout the County. In the calendar year 2016, the Department responded to approximately 860 calls. Included in this total is 75 structure fires, 41 vehicle fires, 86 wildland/brush fires, 63 medical assistance calls, 163 motor vehicle accidents, 27 fuel spill/leak or natural gas/propane leaks, 60 public service/assistance/other agency calls, 19 remote landing zones with the remainder falling in miscellaneous categories. During the calendar year 2016, there were approximately 7168 operational man hours and 5021 training hours.

Apparatus includes five Class A Pumpers ranging in age from 24 to 4 years old; seven Tanker/Pumpers ranging in age from 20 to 2 years old; nine Mini Pumpers ranging in age from 26 to 31 years old; two equipment Trucks 22 and 20 years old; two Brush Trucks 34 and 16 years old; five Command/Multi-Purpose Vehicles ranging in age from new to 22 years old with the later to be removed from service in the near future. All of the Mini-Pumpers are in need of replacement but not an extremely high priority due to the fact they are noncredit apparatus in the eyes of ISO, they do, however, respond to calls such as vehicle fire/accident, brush fire and to some limited access areas throughout the County. One Class A Pumper is past its expected life expectancy and another very close. One Tanker is very close to its life expectancy. The Department has a mobile fire training trailer, a maze trailer and a road tractor to transport both; a mobile breathing air compressor, a stationary breathing air compressor and a van used to transport personnel for training (26 years old).

Of the twelve Fire Stations, three are capable of housing personnel and one is slated for completion in the current budget. All but four are newer Stations and can be retrofitted to house personnel.

Three Fire Stations have volunteer personnel living in the station. These personnel can be counted as on-duty personnel when they are in the Station. Station 11 (Cookeville) 3 personnel. Stations 21 (Monterey) and Station 31 (Bloomington Springs) both currently have one live-in. Station 13 (Burgess Falls) will be added as soon as it is completed. In the five year plan, our priorities will be focused on putting personnel in strategic stations to insure better overall coverage and reduced response times throughout the County, and at the same time updating equipment and stations to meet these needs; all of which to provide better customer service to our residents.

Personnel:

Fulltime - 7

Part-time - 8

Volunteers - 75

Fire Department (cont)

Fire		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Replace Fire Truck (6 year plan-1 per year)	\$280,000
2018-2019	Add a new Fire Station in northwest area of County	\$85,000
2018-2019	Replace Fire Station (4 year plan - 1 per year, total of 4)	\$155,000
2018-2019	Replace Brush Truck - 1983 model is worn out	\$40,000
2018-2019	Replace SCBA air packs - last year of a 3 year plan	\$210,000
2018-2019	Replace Turnout Gear - last year of a 3 year plan	\$35,000
2018-2019	Increase Part-Time hourly rate to \$14 per hour	\$45,000
2019-2020	Replace Fire Truck (6 year plan-1 per year)	\$280,000
2019-2020	Replace Fire Station (4 year plan - total of 4)	\$85,000
2019-2020	Add three additional fulltime personnel	\$79,500
2019-2020	Purchase Tanker truck to serve east end of County	\$400,000
2020-2021	Replace Fire Truck (6 year plan-1 per year)	\$280,000
2020-2021	Replace Fire Station (4 year plan - total of 4)	\$85,000
2020-2021	Add three additional fulltime personnel	\$80,000
2021-2022	Replace Fire Truck (6 year plan-1 per year)	\$280,000
2021-2022	Replace Fire Station (4 year plan - total of 4)	\$85,000
2021-2022	Add three additional fulltime personnel	\$80,000
2022-2023	Replace Fire Truck (6 year plan-1 per year)	\$280,000
2022-2023	Add three additional fulltime personnel	\$80,000

Health Department

Our mission is to promote, protect and improve the health and prosperity of Putnam County citizens. Keeping people healthy by preventing problems that contribute to disease and injury is the overall emphasis of the Department. As our population has increased, so too have services in all divisions of the health department.

Increasing fees and seeking grants have largely funded this heavy demand for service. The great epidemics of the past were reined in by public health measures, and our sanitation and immunization programs have been largely responsible for a relatively disease-free America. The greatest causes of premature death and preventable illness are closely related to the way we live—what we eat, whether we smoke, how much we exercise, and what we do to protect our own safety.

The Department promotes healthy lifestyles by educating about these risks and making them more aware of the importance of individuals taking responsibility for their health and their family's health. The impact of chronic diseases will continue to grow every year as more baby boomers age and develop chronic diseases. Additionally, people at younger ages are being diagnosed with chronic medical conditions.

Where we LIVE matters to our HEALTH. The health of community depends on individual behaviors, the quality of health care, education, jobs and the environment. Health is EVERYONE's responsibility.

PUBLIC HEALTH is a SERVICE, not a revenue generating activity. It is easier to maintain a healthy lifestyle when you live in a healthy community. These programs are a 'service' to the public, with the payoff being a healthier community.

Personnel:

Fulltime – 57

Part-time - 15

BUDGET YEAR	DESCRIPTION	COSTS
Health		
2018-2019	Add a new Custodial Worker position	\$21,000
2018-2019	Add a new Office Admin Staff person	\$25,000
2018-2019	Install sidewalk out to Willow Ave	\$18,000
2019-2020	Install new security cameras in building	\$36,000
2019-2020	Replace VCT Tile in building	\$100,000
2020-2021	Purchase an Emergency Prep Trailer	\$12,500
2020-2021	Replace EKG Machine	\$10,000
2021-2022	Renovate Visitor/Clinic Areas	\$23,000
2022-2023	Replace Handicap Exam Table	\$12,000

Judges/Juvenile Office

The Putnam County General Sessions Court is located in the Justice Center in the heart of Cookeville, Tennessee.

Helpful Information from this Department:

- All adult court costs are paid at the Circuit Court Clerk's Office.
- All juvenile court costs are paid at the Circuit Court Clerk's Office.

Personnel:

Judges – 2

Fulltime – 7

Part-time - 1

Judges Office Requests

FY	Description	Cost
18-19	None	\$0
19-20	None	\$0
20-21	None	\$0
21-22	None	\$0
22-23	None	\$0

Library

The primary role of the Putnam County Library System (PCLS) is to serve as a popular materials center that provides high interest material and a doorway to learning for everyone. The library seeks to build a collection of popular items in a variety of formats with adequate duplication of high-demand titles.

The library system's mission is to provide and protect access to services and information in a variety of formats that promote lifelong learning thus enhancing quality of life and broadening horizons for all citizens of Putnam County. A special emphasis is placed on encouraging young children to develop an interest in reading. The library provides free services to all residents of Putnam County regardless of gender, race, disability, color, national origin, age or religion. (Putnam County Library Board of Trustees, 2004)

The PCLS includes the main branch, the Putnam County Library, located in Cookeville as well as the Algood, Baxter, and Monterey Branch Libraries.

The library staff consists of two MLS librarians, one being the director, and one MA librarian. Two of the three branch managers have completed the Public Library Management Program offered through TSLA. A full-time IT Director oversees all technology needs. There are four full-time library assistants, two full-time cataloging and processing staff, thirteen part-time library clerks, a part-time storyteller, and a part-time bookkeeper.

Libraries pride themselves on connecting people with ideas and information through books. The Putnam County Library System also provides free access to technology services, meeting rooms for public use, resources sharing with other organizations, print and digital materials for circulation, access to databases, and regular educational and recreational programming for children, young adults, adults, and seniors.

The Putnam County Library is a joint venture between Putnam County and the City of Cookeville and governed by an appointed board of trustees. The library also receives funding from the towns of Algood, Baxter, and Monterey. The 2017-2022 plan aims to outline service goals and financial needs. Needs are determined through ILS reports, community feedback, surveys, statistics, and the Tennessee Standards for Non-Metropolitan Public Libraries (TSLA).

Personnel:

Fulltime – 11

Part-time – 19

BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Increase pay for existing employees	\$28,969
2018-2019	Add Study Rooms to Library	\$25,000
2019-2020	Add Zino and Hoopla Software to library	\$9,000
2019-2020	Add 20 WI-FI hotspots for lending out to public	\$8,500
2019-2020	Purchase a Library Van to transport books to other locations	\$25,000
2020-2021	Add a Professional Librarian position	\$53,500
2021-2022	Purchase a RFID system for the library	\$150,000
2022-2023	Install a public elevator at the library	\$180,000

Maintenance

The Putnam County Maintenance Department is responsible for all maintenance and repair of all county buildings, with the exception of schools. (Note: We do take care of all roofing repairs for schools.) We are also responsible for all maintenance and repair of all county vehicles and equipment.

Personnel:

Fulltime – 25

Part-time – 2

Number of Buildings maintained – 57

Number of School buildings roofs are maintained - 23

Number of Vehicles maintained - 315

Maintenance		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Replace department work truck (5 year plan - 1 per year)	\$25,000
2019-2020	Replace department work truck (5 year plan - 1 per year)	\$25,000
2020-2021	Replace department work truck (5 year plan - 1 per year)	\$25,000
2021-2022	Replace department work truck (5 year plan - 1 per year)	\$25,000
2022-2023	Replace department work truck (5 year plan - 1 per year)	\$25,000

***** Major maintenance projects are included in Capital Projects budget**

Parks and Recreation

Putnam County Parks and Recreation Department is responsible for all the community centers and sports complexes throughout the county. The department performs all maintenance on the community center buildings to include mowing and landscape, general electric work, and repairs/install of equipment.

The County has 25 softball, baseball, soccer fields and facilities that we maintain and operate. These sports facilities require maintenance of buildings and on the playing surfaces/grass. The fields are properly maintained for all scheduled events and tournaments.

Parks and Recreation also maintains four public parks: Algood's Fantasy Park, Jere Whitson, Whitaker Park, Baxter City Park, and 2 Community Pools: Cookeville and Monterey, which are operated and maintained by the department.

Our staff is dedicated to maintaining and improving all of Putnam County Parks and Recreation property to better serve the community.

Personnel:

Fulltime – 13

Parks and Recreation		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Pave Jere Whitson Ballfield parking lots and road	\$150,000
2018-2019	Seal and line Monterey Community Center Parking lot	\$10,000
2018-2019	Seal and line Baxter Little League parking lot	\$10,000
2018-2019	Replace Zero turn mower	\$10,000
2018-2019	Replace department work truck	\$30,000
2018-2019	Purchase work bed for truck chassis	\$10,000
2019-2020	Repalce lighting at Cookeville Tennis Courts	\$40,000
2019-2020	Replace lighting at Monterey Tennis Courts	\$20,000
2019-2020	Add an addition on to Sports Complex Maint Shop	\$80,000
2019-2020	Replace Zero Turn Mower	\$10,000
2019-2020	Replace department work truck	\$30,000
2019-2020	Replace Tractor	\$20,000
2020-2021	Replace lighting at Sports Complex with LED lights	???
2020-2021	Seal and line Sports Complex parking lots and road	\$80,000
2020-2021	Replace Zero Turn Mower	\$10,000
2020-2021	Replace department work truck	\$30,000
2020-2021	Replace aTop Dresser at Sports Complex	\$15,000
2021-2022	Replace lighting at Jere Whitson ball parks with LED lights	???
2021-2022	Replace Zero turn mower	\$10,000
2021-2022	Replace Tractor	\$20,000
2022-2023	Replace lighting at Monterey Little Lleague field with LED	???
2022-2023	Replace lighting at Baxter Little League Field with LED	???
2022-2023	Purchase Skid Steer and Trailer	\$80,000

Planning Department

The Putnam County Planning Department, also known as the Highlands Planning Department, provides planning services in Putnam County. The department is contracted to provide planning services to Algood, Monterey, Sparta, and White County as well.

Putnam County and White County have not adopted county-wide zoning, but do have subdivision regulations. Algood, Monterey, and Sparta have adopted both zoning and subdivision regulations.

The Highlands Planning Department reviews all subdivision plats and makes recommendations to the various planning commissions with regard to approval. In the communities with zoning, the Department coordinates with all governmental departments for review of zoning proposals, PUD Plans, and site plans; reviews rezoning applications and drafts recommendations to Planning Commission; evaluates subdivisions, Planned Unit Developments and site plans for compliance with adopted regulations; and collects and analyses data and completes various planning studies on an as-needed basis.

The Department attends all planning commission and board of zoning appeals meetings, prepares agenda packages, minutes of meetings, and insures preparation of all documents for review and approval; reviews and assists in recommendations on requests for variances and special exceptions for consideration by the boards of zoning appeal; and responds to citizens, developers, and other investors with questions regarding community development issues, subdivision, zoning or other regulations.

Several communities give each member of the planning commission a travel claim per meeting. For example, the City of Cookeville pays their PC members \$100 per meeting. Other communities in the region such Lafayette and Woodbury pay \$50 to each member for each meeting. Macon County, Spencer, Smith County, Gordonsville, DeKalb County, Fentress County, Warren County, and Overton County all pay their PC members a travel stipend of \$25 per meeting.

This year the Planning Department request funds to pay each member of the Putnam County Planning Commission a travel claim of \$100 per meeting per member. There are 9 members. This amount would be a \$10,800 increase and be the same amount that the city of Cookeville pays their planning commission and board of zoning appeals members for each meeting.

Personnel:

Fulltime - 2

BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Start paying Planning Commission Members per meeting	\$10,800
2019-2020	Replace HVAC at Planning Office	\$10,000
2020-2021	Replace Planner's Vehicle	\$20,000
2021-2022	none	\$0
2022-2023	none	\$0

Solid Waste and Recycling

The Putnam County Solid Waste Department was founded in 1991 in Algood, Tennessee. It started with 1 bailer, 1 employee, and a small pile of cardboard. By 1992, it grew to 2 bailers, 2 employees, Pacesetters, and a cardboard output of 200,000 lbs. a month. By the end of 1994, the department added 2 more bailers, a skid steer, glass crusher, can crusher, and a new 22,000 sq. ft. building and went to 7 days a week with a cardboard output of 350,000 lbs. a month. The Juvenile Community Service Program was also started this year, and still in operation to this day.

Today the Solid Waste Department is a thriving department. Our cardboard output is 600,000 lbs. a month. The Transfer Station takes in and ships approximately 240 tons of trash daily. We also recycle other commodities such as plastic, office paper, tin cans, aluminum, ferrous metals, oil, antifreeze, electronics, batteries, light bulbs, paint and yard waste. Our landfill takes in approximately 80 tons a day of construction and demolition waste.

The Transfer Station is 35,000 sq. ft. and is maxed to capacity. A new one will be required in the next year or two. We have a fleet of 18 vehicles and provide numerous services to businesses, schools, and industries. The department also operates 9 collection sites throughout the county for residential use and convenience that are open 12 hours a day.

The recycle and refuse industry is growing by leaps and bounds and Putnam County is following suit. With Putnam County's insight and the State's Grant Programs we are at the forefront of recycling. For the future of Putnam County we have a lot of plans and ideas to keep us current in the industry.

The Putnam County Solid Waste Department includes a recycling center, transfer station, landfill, and eight convenience sites.

Personnel

Fulltime – 18

Part-time – 40

Helpful Information from this Department:

- -Commercial waste goes to transfer station
- -General public waste goes to convenience sites
- -Construction, demolition and all tires (off rim) go to the landfill
- -Paint recycling goes to the Dacco Quarry Site (only) on Tuesday and Saturdays from 10:30 a.m. to 6:30 p.m.

Putnam County Convenience Centers Hours of Operation: 6:30 a.m. to 6:30 p.m. on Monday, Tuesday, Wednesday, Friday, Saturday. The centers are closed on Thursday and Sunday.

- Bangham, 5795 Hilham Rd.----- 528-5693
- Burgess Falls, 6007 Burgess Falls Rd.----- 432-4246
- Dacco, 3000 Dacco Quarry Rd.----- 528-9094
- Bloomington Springs, 6670 Martin Creek Rd.----- 858-3271
- Brotherton, 7200 Brotherton Mtn. Rd.----- 537-3811
- Buffalo Valley, 3340 Medley Amonette Rd.----- 858-3547 (Only open on Mon., Wed. and Sat.)
- Gentry, 14228 Nashville Hwy.,----- 858-5842
- Landfill 11089 Cookeville Boat Dock Rd.----- 858-4071
- Hours Monday thru Saturday 8:00 a.m. to 3:30 p.m.
- The landfill has a trash compactor for household trash and a container for cardboard.
- Monterey, 2730 Old Walton Rd.----- 839-3482
- Silver Point, 13605 Center Hill Dam Rd.----- 858-6449.

Putnam County Executive
300 E Spring St Room 8
Cookeville, TN 38501

Solid Waste and Recycling (cont)

Solid Waste		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Replace Containers for Waste Sites	\$43,000
2018-2019	Replace compactors at convenience sites (5 year plan)	\$92,000
2018-2019	Hire a fulltime truck driver for boom truck to haul	\$23,750
2018-2019	Replace Knuckle Boom Truck	\$150,000
2018-2019	HHW Employee	\$30,000
2018-2019	Purchase property for new Transfer Station	\$300,000
2018-2019	Replace Containers for Waste Sites	\$23,000
2019-2020	Replace Container Truck	\$120,000
2019-2020	Replace Bucket Truck/Articulating Boom	\$75,000
2019-2020	Replace compactors at convenience sites (5 year plan)	\$92,000
2020-2021	Construct a new Transfer Station	\$3,000,000
2020-2021	Replace Containers for Waste Sites	\$31,000
2020-2021	Replace compactors at convenience sites (5 year plan)	\$92,000
2020-2021	Replace department pickup truck	\$30,000
2020-2021	Hire an additional heavy equipment operator due to growth	\$25,000
2020-2021	Replace Fork Lift and Skid Steer	\$90,000
2021-2022	Replace Containers for Waste Sites	\$33,000
2021-2022	Replace compactors at convenience sites (5 year plan)	\$92,000
2021-2022	Replace Wheel Loader	\$300,000
2022-2023	Replace compactors at convenience sites (5 year plan)	\$45,000
2022-2023	Replace Containers for Waste Sites	\$42,000

Technology

In the ever-changing world technology is the most unpredictable but I foresee the Technology Department of Putnam County growing and expanding. We have the smallest budget of any department (\$210,000/Year) but play a pivotal role within Putnam County. Almost everything everyone does utilizes some form of technology. Whether it be via cell phone, PC, tablet, smart watch, laptops, and soon virtual reality, cars, shoes, and the list could keep going. All of these things I see Putnam County utilizing in the very near future to help us all grow.

The Technology department is responsible for all the computers, servers, switches, networks and any technology related to County government. Looking into the future it's difficult to plan for a crisis, and unrealistic to look further ahead in technology unless an organization has some confidence that current technologies will exist in the future.

The goal remains to evaluate new technologies and the implementation of cost effective solutions. Information technology presents challenges to all of Putnam County when the core of Putnam County's business processes and services are immersed in ever changing technology. Precise, articulated strategies in combination with directed vision are crucial elements of technology-based decisions. The best course of action is to identify our strategies, prioritize county needs, prepare our staff, engage our resources, and sustain the things we are correctly doing. This enables Putnam County to harness the technology culture and transform it into a positive force improving the efficiency and quality of services provided. However, there is no way to predict what or where technology will be in the coming years or what will be available at that time.

As you can see, I have asked for another person to be added in year 3 to the IT Department, but it may need to be sooner if Putnam County continues to keep growing as it has been and new departments being forged. i.e. Family Justice Center.

Personnel

Fulltime – 3

Part-time – 1

BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	Replace department vehicle	\$35,000
2018-2019	Replace System Hardware	\$75,000
2018-2019	Replace System Software	\$50,000
2018-2019	Convert Part-time employee to fulltime	\$24,000
2019-2020	Replace department vehicle	\$35,000
2020-2021	Add a part-time employee	\$24,000
2020-2021	Replace department vehicle	\$35,000
2021-2022	Upgrade Technology	\$100,000
2022-2023	Upgrade Technology	\$100,000

Veterans Office

The Putnam County Veterans Service Officer (CSO) and Veterans Benefit Representative (VBR) assist veterans, spouses, dependents, and family members with advice concerning their rights to entitlements under various federal and state laws, counsel them and actively assist them in the accurate completion of the necessary forms and obtain documents and affidavits.

In 2016, this office served over 1556 inquiries and claims with 4,667 Veterans and surviving spouses receiving over 42 million in VA Benefits in Putnam County.

Personnel:
Fulltime - 2

Veterans Office		
BUDGET YEAR	DESCRIPTION	COSTS
2018-2019	New Veterans Complex	???
2019-2020	none	\$0
2020-2021	none	\$0
2021-2022	New part-time VSO	\$20,000
2022-2023	none	\$0

**RECOGNIZE AMENDMENTS TO THE PUTNAM COUNTY HIGHWAY DEPARTMENT
PERSONNEL POLICY (NO ACTION REQUIRED)**

(SEE ATTACHED)

PUTNAM COUNTY HIGHWAY DEPARTMENT

PERSONNEL POLICY

SEPTEMBER 1ST, 2016

The Putnam County Highway Department adheres to all applicable Federal and State Labor Laws and Regulations.

Employment at Will Policy

No policy, benefit or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will of the Putnam County Highway Department. Employees' employment may be terminated for failure to satisfactorily perform their duties or simply at the will of the Putnam County Road Supervisor.

These personnel policies have been prepared to provide you with general guidelines of the policies, rules and current employee benefits. They are not a contract, promise or guarantee, and the policies, procedures and benefits described are subject to change, addition or deletion by the Putnam County Road Supervisor at any time. These policies do not create or confer any contractual rights.

Changes to this policy will be communicated to you, and your continued employment will constitute acceptance of such changes.

Personnel Files

An individual personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the Department. Employees are also responsible for promptly reporting to the department any change in information which they have previously provided.

Hiring Practices

The Putnam County Highway Department does not discriminate in hiring practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or any other legally-protected status.

Applications are accepted in the office of the Road Supervisor and are kept on file by the Highway Department for one year. Positions are filled as deemed necessary for the operations of the Road Department. Hiring is done by the Road Supervisor.

Anti-Discrimination and Sexual Harassment Policies

Non-Discrimination-Equal Employment Opportunity

It is the policy of the Putnam County Highway Department to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, military veteran status, and any other legally-protected status. This policy extends to all phases and terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. It is the policy of the Putnam County Highway Department to make reasonable accommodations for qualified individuals with known disabilities unless doing so would impose an undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees can raise concerns and make complaints without fear of reprisal or retaliation.

Anyone found to be engaging in any discrimination in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Unlawful Harassment in the Workplace

It is the policy of the Putnam County Highway Department to maintain a respectful work place and public service environment. The Department prohibits and will not tolerate any form of unlawful harassment, by or towards any employee or official on the basis of race, color, religion, sex, national origin, age, disability, military veteran status, or any other legally-protected status. Any employee or official who engages in such behavior is subject to disciplinary action, up to and including termination of employment. Employees are encouraged to report alleged incidents of unlawful harassment.

Discrimination/Harassment Complaints Procedure

Discrimination, including harassment in the workplace on the basis of race, color, religion, sex, national origin, age, disability, military veteran status, or any other legally-protected status is strictly prohibited. If an employee believes that he or she has been subjected to discrimination or harassment related to employment with the Putnam County Highway Dept. in violation of this policy, the employee should report the incident as soon as possible to the Road Supervisor or department head under whose direction the employee works.

If the employee's supervisor or department head is involved in the discrimination/harassment, please report the matter as soon as possible to the Road Supervisor. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem in this fashion, the problem should be reported to the County Executive.

No adverse personnel action will be taken against an employee for reporting an incident of discrimination or harassment in good faith, or for assisting in the investigation of a complaint. However, disciplinary action may be taken against any individual providing knowingly false information in connection with a complaint.

Employee Classification

The Putnam county Highway Department employs three types of workers. They are as follows:

1. Full-time regular employees are those who are hired to and regularly work at least 30 hours per workweek. These employees receive all benefits offered by the Department.
2. Part-time regular employees are those who are hired to and regularly work less than 30 hours per workweek. These employees receive all benefits offered by the Department on a prorated schedule.
3. Temporary employees are those who work either full-time or part-time with the understanding that their employment will be terminated upon completion of a specific assignment. These employees receive no vacation leave, but do receive holiday leave, when the holiday falls into the time period worked. They also receive 8 hours sick leave per month. These employees do not receive any other benefits.

Wage and Hour Policy

Work Week

The department work hours are Monday through Thursday (4-10 hour days). The regular work week for employees of the Putnam County Highway Department begins on Monday at 6:00 a.m., and ends at 4:00 p.m.

Overtime

Overtime is defined as time worked in excess of 40 hours in a workweek. All non-exempt employees who work over the 40 hours in a work week, are entitled to compensation for such hours,

at the rate of one and one half times their regular rate of pay. Employees shall not work overtime without obtaining advance approval of their department head. Overtime is written on the employee's time card by a supervisor and is paid on the current bi-weekly schedule.

Compensatory Time

Compensatory time may be given to non-exempt employees who work overtime as provided in the section on overtime. Compensatory time is given in lieu of payment for overtime.

Compensatory time is given at a rate of one and one half hour for each hour worked over the regular 40 hour work week. Employees are encouraged to use their accrued compensatory time. The Highway Department will make every effort to grant reasonable requests for the use of the compensatory time when sufficient advance notice is provided and the workplace is not unduly disrupted.

The maximum number of compensatory time hours may be accrued is 240 hours. Any employee who has reached the maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum of 240 hours. The employee will be paid for accumulated, unused compensatory time upon termination of employment.

On Call Duty

The department has personal on call around the clock. Every employee except office personal is assigned on call duty. The duty is assigned weekly for two persons. A schedule is posted on the board by the time clock.

Time Records

A time clock will be used to record **hourly employees'** starting and ending time for each day. Time will be recorded on a bi-weekly basis. Each employee must sign their time card each pay period. A supervisor or department head will sign each employee's time card. Signing of the time card will signify that the time card is a correct record of time worked.

Overtime not recorded on the time clock will be written on the time card by a foreman or supervisor.

Compensatory time will be written on the time card by the supervisor, assistant supervisor or foreman.

Each employee will clock their own card only. Should someone be caught clocking another employee's time card, both employees will be terminated.

Salaried employees' time will be kept on a Daily Attendance Record Sheet and be signed by the employee, the Road Supervisor or the Assistant Supervisor.

Leave Policies

There are several types of leave available to the Putnam County Highway Department employees. They are as follows:

Personal Leave

An employee may ask for and receive an unpaid personal leave. The time of the leave should be agreed upon at the time of request by the employee and the Road Supervisor.

Sick Leave

Employees who work one hour more than half of the scheduled work month will receive 8 hours sick leave per month. The employee may use this sick leave at their discretion and approval of their immediate supervisor. There is no maximum of sick leave credits.

Accumulated sick leave may be used as follows:

Personal illness, disability due to an accident, medical and dental appointments, and medical care of one of the following family members: spouse, children, parents, and others, who at the discretion of the supervisor have a relationship which merits similar consideration.

In the event of separation for any reason other than retirement or death, accumulated sick leave will be retained as a permanent record in the employees' personnel file. Should the employee be rehired by the Highway Dept., the sick leave balance will be reinstated. In the event of retirement, the employee shall be compensated for unused sick leave. Unused sick leave will not be paid to separating employees under other circumstances.

Employees are required to notify the Department as early as possible on their first day of sick leave absence. At the discretion of the supervisor, an employee may be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the periods of

absence, and the employee is again physically able to perform his or her duties.

Employees who have used all accumulated sick leave will not receive financial compensation. For any additional time needed, the employee will be considered on a leave, on an unpaid leave status, unless the employee has accumulated vacation time or compensatory time.

Sick Leave and Tennessee Consolidated Retirement

An employee in good standing, who has unused accumulated sick leave at the date of retirement may receive one month of retirement credit for each twenty (20) days of leave time, in accordance with the policy established by the Tennessee Consolidated Retirement System.

An employee in good standing at retirement may choose the payment option of \$50.00 per day for accumulated sick days as follows:

Ten	(10) years service	30 days
Twenty	(20) years service	60 days
Thirty	(30) years service	90 days

Sick leave for all employees will be tracked and recorded on time cards and in payroll software for hourly employees and on attendance record sheets and in payroll software for salaried employees.

Vacation Leave

Full Time Employees (those who work 30 hours or more per week), with less than fifteen (15) years of service shall earn eight (8) hours per month, ninety six (96) hours per year. Employees with fifteen (15) years of service shall earn twelve (12) hours per month, one hundred forty four (144) per year. Vacation leave will be entered into the payroll software. Leave taken will be written on time cards and taken off accumulated total bi-weekly.

Part Time Regular Employees will receive vacation leave at a prorated rate.

Temporary employees do not qualify for vacation leave.

The Highway Department closes for vacation one week in July and one week in December. Eighty hours (80 hrs) of vacation time will be used for those two weeks. Time must be available for those weeks before any paid vacation leave is paid. All

other earned vacation time may be used at the discretion of the employee, with the approval of the employee's immediate supervisor. Employees may accumulate 100 hours of vacation leave, above the 80 hrs. for the July and December Department closures.

Upon the termination of employment, the employee shall be entitled to payment of any accrued unused vacation time. Payment will be made based upon the daily rate of compensation the employee receives at the time of termination.

Bereavement Leave Policy:

When there is a death in the employee's immediate family, the employee will be given up to three (3) days of paid leave in the sole discretion of the employee's supervisor. Immediate family shall be defined as spouse, parent, children, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchildren, stepchildren of any employee and legal guardians or dependents.

Holiday Leave:

Holiday leave is given with pay for the following days, as set by the Road Supervisor. The holidays designated at this time are as follows: New Years Day, Dr. Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, day before Thanksgivings Day, Thanksgiving Day, Christmas Eve, Christmas Day and Election Days. When a holiday falls on a non-work day, the holiday will be observed on the work day preceding the holiday.

Jury Duty Leave:

The Highway Department encourages its employees to fulfill their civic responsibilities by serving jury duty when required. The Department will comply with Tennessee law regarding paid jury duty.

Upon receiving a summons to report for jury duty, an employee should, on the next day of work, provide a copy of the summons to the Road Supervisor. The employee will be excused from work for the day or days required while serving as a juror on days where the employee's responsibility for jury duty exceeds three (3) hours during the day. If the employee's jury service does not exceed three (3) hours of the workday, the employee is expected to return to work for the remainder of the day. Time served begins at beginning of work day until court is dismissed.

While on jury duty, or when subpoenaed as a witness, the employee will be paid his or her usual compensation.

The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions, the employee must use available vacation leave, compensatory time or leave without pay.

Leave Without Pay (Personal Leave)

Leave will be without pay, except the employee may use accrued personal vacation days if they so choose. Leave shall not affect the employees' right to receive personal vacation time, advancement, seniority, length of service credit, benefits, plans or programs for which the employee was eligible at the date of their leave, or any other benefits or rights of their employment incident to the employee's employment position. Time of leave should be agreed upon at the time the leave is requested.

Longevity Pay

All full time employees shall be eligible for longevity pay. When an employee reaches five years of employment, they will receive \$100.00 per year for that current year (\$500.00 total) and \$100.00 per year of service each year thereafter, up to thirty years. Time earned by an employee of any Putnam County Department will be honored by this department as long as there is no break in service. Employees will be paid longevity pay for the current year, when he or she leaves employment.

Termination of Employment

Upon the termination of an employee's employment, for whatever reason, he or she shall be entitled to payment for any unused vacation time which has accrued.

Worker's Compensation Leave

In addition to its efforts in providing a safe workplace, the Highway Department abides by the Tennessee Workers' Compensation Law and the following requirements are designed to ensure compliance with the law.

Reporting Injuries: Communication about work-related injuries is crucial. **Employees must report all injuries that are sustained on the job to supervisors immediately**, whether or not they appear serious or medical care seems to be required.

Incident Report: All employees who report a work-related injury must complete an incident report, describing how, when and where the injury occurred, who witnessed the injury and describing how the injury could have been avoided. These reports will be reviewed with the reporting employee by a supervisor.

Supervisor Report: Immediately after an employee has reported a work-related injury, the supervisor to whom the report was made must complete a report that summarizes the employee's description of events, list any witnesses, and include the witnesses' description of events and supervisor's impressions of how the injury occurred.

Medical Treatment: The Highway Department will provide the injured employee with a panel of physicians from which the Employee must choose a treating doctor. If a medical specialist is required, the Department will provide a second panel of physicians from which the employee may choose. Employees must sign any and all medical panel forms. **Employees should not pursue medical care through their personal physicians for any work-related injuries.** If the work injury requires emergency care, the employee will be transported to the nearest emergency facility and a medical panel will thereafter be provided to the employee.

The Department has the right to review all medical reports and kept advised of the progress of medical treatment related to a work injury. Employees should keep in touch with their supervisors to report their progress if they are required to miss work due to a work-related injury.

Time Missed for Work-related Injury: If an employee is required to miss work due to a work-related injury, the employee's leave time, including vacation time and sick leave, will be used for the first seven (7) days missed. Thereafter temporary disability benefits will be paid to the employee.

Restrictions and Modified Duty: If the treating physician requires restrictions on the injured employee's activities, the Department will make every reasonable effort to provide modified duty consistent with the physician's restrictions; however, no guarantee is made that such duty will be available.

Employees are advised that following and abiding by their doctor's restrictions is required and failure to work within the restrictions imposed by a physician will result in immediate disciplinary action, up to and including termination.

Return to Work: After an employee has been placed at maximum medical improvement following treatment for a work-related injury, the employee must immediately contact the Department to arrange for his or her return to duty.

Military Leave of Absence Policy

Full-time employees who are members of any military reserve component will be granted paid military training leave for such time as they are in military service on field training or active duty for periods not to exceed fifteen (15) working day per calendar year. This paid time may not be used for weekend drills. Such requested leave shall be supported with copies of armed forces orders.

Full-time employees who are member of a military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) duty of pay for military leave if the additional military training occurs during the same calendar year and fulfills the employee's military training obligation for the next calendar year

During such time that the employee is on military training leave, the employee will receive the benefits to which he or she would otherwise been entitled.

An unpaid military leave of absence will be granted to employees, except temporary employees who were hard under the condition that their employment would be limited for a specific, brief and non-recurrent project or period of time to attend scheduled drills or training or if called to active duty with the U.S. Armed Forces or the State National Guard. The employees must provide to their immediate supervisor a copy of the military orders to verify the type and duration of the leave of absence.

All military leaves of absence will be in accordance with the rights of employees pursuant to the Uniformed Services and Reemployment Rights Act. Employees returning from a period of service in the uniformed services must notify their department head of their intent to be reemployed as follows: If the employee's military service was less than 31 days, within 7 days following the employee's completion of such service; if the employee's military service was between 31 and 180 days, within 14 days following the employee's completion of such service; and if the employee's military service was for 181 days or more, within 90 days following the employee's completion of such service.

Parental Leave (applicable to mothers and fathers)

Employees who have been employed by the Highway Department for at least twelve (12) consecutive months as a full-time employee may be absent for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child. Any time off under this policy will also count toward an employee's use of FMLA leave (if the employee qualifies for FMLA leave), and such leaves shall run concurrently to the extent possible.

Notice to Highway Department

Employees who give at least three (3) months advance notice to the Highway Department of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from giving three (3) months advance notice because of a medical emergency which necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months advance notice.

Employees who are prevented from giving three (3) months' advance notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months advance notice.

Other Provisions

Leave will be without pay, except that employees may use accrued vacation time, under the Highway Department's FMLA policy. Such leave shall not affect the employee's to receive vacation time, advancement, seniority, of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave and other benefits or rights of their employment incident to the employee's employment position.

If an employee's job position is so unique that the Highway Department cannot, after reasonable efforts, fill that position temporarily, then the Highway Department need not reinstate the employee at the end of such leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if the Highway Department learns that the employee has utilized the period of leave to actively pursue other employment opportunities, or if the Highway Department learns that the employee has worked for another employer during the period of leave, then the Highway Department will not reinstate the employee at the end of such leave.

Whenever the Highway Department determines that an employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily, or the employee has used such leave to pursue employment opportunities or to work for another employer, the Highway Department will notify the employee.

No holiday pay will be paid to a person on maternity leave or any other personal leave of absence.

It is the employee's obligation to notify the department head of his/her intent to return to work following the use of parental leave.

An employee's entitlement to FMLA leave for a birth or placement for adoption or foster care expires at the end of the 12 month period beginning on the date of the birth or placement of the child.

In the case of unpaid leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the Highway Department agree. If both spouses are employed by the Highway Department, their combined FMLA leave for the birth, care or placement of a child with the employee for adoption or foster care shall not exceed twelve (12) weeks during any 12 month period.

Family and Medical Leave Act: Policy FMLA

Employees who have been employed for at least twelve (12) months may take up to 12 workweeks of leave for their own, their spouse's, their parent's, or their child's serious health condition. The 12 weeks of FMLA leave is measured over a 12-month rolling period measured backward from the employee's use of leave.

FMLA for Serious Health Condition

Under the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (meaning inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:

A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, which also involves:

Treatment two or more times by a health care Provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider.

Treatment by a health care provider on at least one occasion with results in a regimen of continuing treatment.

A period of incapacity due to pregnancy, or for prenatal care.

A period of incapacity or treatment for such incapacity due to a chronic serious health condition, which requires periodic visits for treatment by a health care provider, continues over an extended period of time (including recurring episodes of a single underlying condition), and may cause episodic rather than a continuing period of incapacity.

A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervisor of, but need not be receiving active treatment from, a health care provider (e.g., Alzheimer's, severe stroke, or terminal disease).

A period of absence to receive multiple treatments for an injury or condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated (e.g., chemotherapy or radiation for cancer, physical therapy for severe arthritis, or dialysis for kidney disease).

Intermittent or Reduced Schedule Leave

In case of unpaid leave for serious conditions, FMLA leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment by or under the supervision of a health care provider, for recovery from treatment, or for recovery from serious health condition. Such leave may also be taken to provide care or Psychological comfort for an immediate family member with a serious health condition. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or the employee's own serious health condition, The Highway Department has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job.

Eligibility and Leave Entitlement

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also included a special leave entitlement that permits eligible employees to take to 26 weeks of leave to care for a covered service-member during a single 12 month period.

A covered service member is a current member of the Armed Services, including National Guard and or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.

A veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness.

The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA leave definition of "serious health condition".

Request for Leave

An employee requesting FMLA leave must request leave in writing with the Personnel Department. The written request should state the reason for the leave, and the anticipated starting and ending dates of the leave. In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the Highway Department notice of the need for FMLA leave as soon as practicable under the facts and circumstance of the situation. This ordinarily means that the employee must at least provide verbal notice to the Highway Department within one or two business days of when the need for leave becomes known to the employee.

Notice of Need for Leave

When the need for Family or Medical Leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, an employee intending to take Family or Medical Leave must submit an application for leave at least thirty (30) days before the leave is to begin. In the event 30 days notice is not practicable due to a lack of knowledge of approximately when the leave will be required to begin or due to a change in circumstances or medical emergency, an employee should provide notice of the need for leave to his or her immediate supervisor and to the Personnel Department, as soon as it is practicable to do so.

If an employee fails to provide the Highway Department 30 days notice for foreseeable leave with no reasonable excuse for the delay, the Highway Department may delay the taking of FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. Absences before FMLA leave begins will not constitute FMLA leave and will be treated as such under the attendance policy.

Medical Certification of Leave

An employee seeking to take FMLA leave based on the serious health condition of the employee or the employee's spouse, child or parent must provide a medical certification statement completed by a health care provider. Such certification should be provided as soon as possible and not later than 15 days after the request, absent extenuating circumstances. The certification must state the date on which the health

condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform one or more of the essential function of his or her job.

If the employee does not produce the certification on a timely basis, the employee's absence shall not qualify as FMLA leave, and the absence will be treated in accordance with the Highway Department's attendance policy. This could result in adverse employment consequences.

If the employee furnishes a certification that the Highway Department believes may be invalid, the Highway Department may require the employee to obtain a second opinion, at the Highway Department's expense. If the second opinion differs from the first, the Highway Department may then require the employee to obtain a third opinion, also at the Highway Department's expense, the results of which will be final and binding. The third health care provider would be designated or approved jointly by the Highway Department and the employee.\

Scheduling FMLA Leave

Whenever possible, and subject to health care provider's approval and certification, when planning medical treatment for themselves or their family member, employees taking FMLA leave must consult with the Highway Department and make a reasonable effort to schedule the leave so as not to unduly disrupt the Highway Department's operations. Employees are expected to consult with the Highway Department prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of both the employee and the Highway Department. If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment fails to consult with the Highway Department to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the Highway Department's operations, the Highway Department will initiate discussion with the employee and require the employee to attempt to make such arrangement subject to the approval of the employee's health care provider.

Substitution of Paid Time Off

FMLA leave is unpaid; however, you must use any paid vacation time, sick leave and other forms of leave for which you are

eligible when using FMLA leave until the paid time has been fully used. The paid leave and FMLA leave would run at the same time, counting toward your 12 week maximum. Any remaining FMLA leave would be unpaid.

Additional information from the US Department of Labor

Additional information regarding the FMLA is attached at the end of this handbook.

Employee Acknowledgement of Personnel Policies Form:

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for the Putnam County Highway Department and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with the Highway Department.

I understand that I should consult with the Road Supervisor regarding any part of the policies that I do not understand or any questions I may have about my employment which is not answered in the policies. The current policies will always be on file in the office of the Road Supervisor. I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Road Supervisor. Although my employer will usually provide me with notice of changes, I understand that changes will apply to me regardless of whether, I receive active actual notice. I understand that revised information may supersede, modify or eliminate any or all of the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations. I understand that to the extent that any such laws may conflict with any provisions of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with the Putnam County Highway Department voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the County Highway Department Policies may be constructed to create a contract of employment or any other legal obligation, expressed or implied and that any policy may be amended, revised, supplemented, rescinded or

otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of the Putnam County Road Supervisor.

Employee name printed: _____

Employee Signature: _____ Date: _____

Compensatory Time Agreement:

In accordance with the Fair Labor Standards Act, the Putnam County Highway Department has a policy of granting employees compensatory time off in lieu of compensation for time worked in excess of 40 hours in a workweek. A copy of this policy is on file in the office of the County Court Clerk. I understand that compensatory time will be granted at time and one half for all time worked in excess of 40 hours. I further understand that accrued compensatory time may be used in accordance with county policy and the applicable laws, rules and regulation of the U. S. Department of Labor. I voluntarily and knowingly agree to accept compensatory time off in lieu of cash compensation for overtime in accordance with the County's policy and the laws, rules and regulations of the U.S. Department of Labor.

Employee Signature

Date

Tennessee Code Annotated # 39-16-504

#39-16-504. Government record; Destruction, tampering or fabrication. This code states the following:

It is unlawful for any person to: knowingly make a false entry in, or false alternation of a governmental record.

Make, present, or use any record, document or thing with knowledge of it's' falsity and with intent that it will be taken as a genuine governmental record.

Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

A violation of this section is a Class A misdemeanor.

**Drug and Alcohol Policy for the Department of the Road
Supervisor, Putnam County, Tennessee**

Official notification to employees of the office of the Road Supervisor of Putnam County, Tennessee (Referred to hereinafter as the "Putnam County Highway Department).

New hires will be drug tested before employment begins. Random drug and alcohol testing will be done on a quarterly schedule.

This statement is intended to notify you that your employer, as a federal grant recipient must comply with the Drug-Free Workplace Act of 1988. The act requires your employer to notify you of certain provisions contained in the act. In addition to any existing policies of your employer regarding the use of drugs and alcohol on the job, you, as an employee in the workplace associated with a federal grant, are specifically prohibited from using illegal drugs or controlled substances in the workplace.

1. The site where you perform work for your employer in connection with a federal grant is declared to be a drug free workplace.
2. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (illegal drug) at the workplace is prohibited.
3. Any criminal drug statute conviction for a violation of the prohibition will result in a personnel action against a convicted employee.
4. Personnel actions include: Termination of employment.
5. As a condition of employment under the grant and in the workplace, you must notify your employer through your immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction and abide by the terms of this statement.

**Drug and Alcohol Testing Policy for the Office of the Road
Supervisor of Putnam County, Tennessee**

The office of the Road Supervisor of Putnam County, Tennessee, hereinafter call the "Putnam County Highway Department" is dedicated to providing safe and efficient service to the public. Employees are its most valuable resource in ensuring the quality of this service. The goal of the Putnam County

Road Department is therefore to provide its employees with a workplace environment which promotes health and safety. In order to meet this goal, the Putnam County Highway Department hereby endorses the Federal Highway Administration's Anti-Drug and Alcohol Policy and Regulations. This department will not tolerate the unauthorized use, abuse, possession, sale or distribution of controlled substances by its employees. Drug and alcohol testing will be an integral part of the program. This department will provide training, education and other assistance to employees to help them understand their responsibilities.

Non-compliance with this policy or violation of these regulations may result in service disciplinary action, including suspension or dismissal.

Policy Objectives:

To create and maintain a safe drug-free work environment.

To encourage any employee with a dependence on, or addiction to alcohol or other drugs to seek help in overcoming the problem.

To reduce problems of absenteeism, tardiness, carelessness, and other unsatisfactory matters related to job performance.

To reduce the likelihood of incidents of accidental personal injury or damage to property.

To comply with applicable Federal alcohol and drug testing laws.

Drug Use/Distribution/Impairment/Possession:

All safety-sensitive employees are prohibited from possessing, distributing, manufacturing, or having controlled substances, abusing prescription drugs, or having any other mind altering or intoxicating substance present in their system while at work or on duty.

All employees must inform their supervisor when they are legitimately taking medication which may negatively affect their ability to work productively and/or safely, in order to avoid creating safety problems and violating the drug and alcohol policy. Such medications are often accompanied with safety warnings regarding the use of vehicles, machinery or equipment.

Alcohol Use/Possession/Impairment:

All safety-sensitive employees are prohibited from being impaired or intoxicated by alcohol while at work or on duty. A breath alcohol concentration (BRAC) of .04 will be accepted as presumptive evidence of impairment.

Off-Duty Screening:

An employee's personal habits are his/her own affair, however, the Putnam County Highway Department must become involved when the use and or abuse of controlled substances affects an employee's job performance. When job performance is poor, sound business practice dictates immediate corrective action or termination.

Substance Screening:

Substance screening is required for all final applicants applying for a position for which drug or alcohol testing is required by federal law. An applicant will be disqualified for hire if the individual test positive, refuses to submit to a test, or refuses to execute the required consent/release form.

All Current employees are subject to federal drug testing rules.

Reasonable Cause:

Employees will be required to submit to screening whenever a supervisor observes circumstances which provide reasonable cause to believe the employee has used a controlled substance or has otherwise violated the substance abuse rule. Examples of circumstances that may establish reasonable cause to warrant testing include: Supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or any other actions which indicate a possible error in judgment of negligence, other violations of the drug and alcohol policy or violation of other Putnam County Highway Department policies.

The Putnam County Highway Department will conduct random unannounced screening of employees. Testing of employees for illicit drugs will be conducted in a number equal to or greater than twenty-five percent (25%) of the covered workforce without advance notice in any given 12-month period. Testing of employees for alcohol will be conducted in a number equal to or greater than ten percent (10%) of the covered workforce without any advance notice in any given 12-month period. There will be no maximum number of specimens that any

individual will be required to provide during the testing schedule. All employees will be required to report to the Putnam County Highway Department designated collection site for testing as soon as possible, but in no case later than four hours following notification. Annually, the test will be spread reasonable over twelve months.

Post Accident Testing:

Employees are required to notify their supervisor immediately of any accident involving Putnam County Highway Department Property. An employee involved in a reportable accident, defined as an accident resulting in injuries, or a fatality, and or related accidents involving department property, or an accident in which the driver has been cited for a moving violation, or where the vehicle must be towed, is required to undergo drug screening within two hours of the occurrence. Any employee who fails to report an accident or submit to substance screening where required by law will be immediately terminated.

Testing Procedures:

General Guidelines:

The Putnam County Road Department shall rely on the Federal Department of Transportation procedures for transportation workplace drug testing programs.

Substances Tested For:

Employees will be regularly tested for amphetamines, cocaine, marijuana, opiates, and phencyclidine and any other substances required to be tested by the US Department of Transportation.

Testing Procedures:

The Putnam County Highway Department will utilize urinalysis in completing all drug testing, and evidential breath testing (EBT) will be used for alcohol testing.

Collection Site:

The Putnam County Highway Department will designate collection sites where individuals may provide specimens.

Collections Procedures for Drug Testing:

The Putnam County Highway Department and the company with which it contracts to conduct testing will maintain a documented procedure for collection, shipping, and accessing

urine specimens. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used to safeguard the specimen in transit status. Collections sites will maintain instructions and provide training for collection site personnel as needed to protect the integrity of the specimen.

Evaluation and Return of Results:

The contracted Laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the medical review office (MRO) for the Putnam County Highway Department. The MRO will be responsible for reviewing the quantified test results of employees and confirming that the individuals testing positive have used drugs in violation of the Putnam County Highway Department Policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the result either face to face or over the telephone. The MRO shall then notify the designated contact person which employees or applicants have tested positive.

Release of Test Results:

Test results shall not be released by the Putnam County Highway Department or the MRO without the individual's written authorization. However, all employees will be required to execute a consent/release form permitting the Putnam County Highway Department to release test results and related information to the Unemployment Compensation Commission or the relevant government agency.

The MRO shall retain an individual's test results for positive specimens for five years and for negative specimens for twelve months.

Enforcement:

In order to enforce this policy the Putnam County Highway Department reserves the right to require employees to submit at any time when on duty, to drug and alcohol test to determine the presence of a prohibited substance. The Putnam County Highway Department is required to develop, implement, and enforce a drug and alcohol policy for department employees.

Pursuant to the Putnam County Highway Department's policy and regulations, testing will be done prior to employment, when a supervisor has reasonable cause to believe an employee has violated the Department's alcohol and drug policy, and on a random basis without prior notice. Employees are also required

to report injuries or damage-related accidents involving department property on personal or during department related activities, and to submit to screening within thirty-two hours of a reportable accident.

Violation of these rules, including testing positive, will subject the employee to the following:

1. Testing positive for illegal drugs shall be cause for immediate termination.
2. Testing positive for alcohol shall be cause for immediate termination.

Refusal to cooperate, tampering or interference with the Putnam County Highway Department in any test will result in disciplinary action, including discharge under the applicable federal and state laws.

Disciplinary Action:

The Putnam County Highway Department will discipline, including discharging employees, for any violation of this policy.

The first offense for testing positive for alcohol shall be immediate termination.

The first offense for testing positive for drugs shall be immediate termination.

Employee Assistance Program (EAP) :

The Putnam County Highway Department EAP shall include:

Education and training for the employees regarding drugs and alcohol.

Education and training for supervisors regarding drugs and alcohol, including:

1. Effects and consequences of substance use and abuse on personal health, safety, and work.
2. Manifestation and behavior causes that may indicate substance abuse.
3. Documents of training provided.

A written statement on file and available at the Putnam County Highway Department outlining the EAP.

This _____ Day of _____

Putnam County Road Supervisor.

Employee Acknowledgement Drug and Alcohol Policy and Drug and Alcohol Testing Policy for the Office of Road Supervisor of Putnam County, Tennessee.

By my signature below, I hereby acknowledge that I have read and understand the drug and alcohol use policy and the drug and alcohol testing policy for the Office of the Road Supervisor of Putnam County, Tennessee (which is also referred to as the Putnam County Road Department). I understand that an offer for employment and or continuing employment is contingent upon successfully passing a drug/alcohol test.

I understand that as an employee I may be randomly tested for controlled substances. I understand that I will be tested for drugs/alcohol after an accident, if I am suspected of being under the influence of drugs/alcohol on department time, or upon my return from a leave of absence.

I understand that a refusal to take a drug/alcohol test is cause for denial or termination of employment. I agree to notify the department if I am convicted of any drug-related offense with five (5) days of such conviction.

I agree to cooperate and abide by the Putnam County Road Department drug and alcohol policy and drug and alcohol testing policy and understand that any failure to do so by me is cause for termination of employment.

Employee Signature

Date

Printed Employee Name

Supervisor/Witness

One signed copy County File

One Copy to Employee

ANNOUNCEMENTS AND STATEMENTS

**EMPLOYEES OF THE MONTH: DIRECTOR & EMPLOYEES OF THE PUTNAM
COUNTY PARKS & RECREATION DEPARTMENT**

**SPECIAL RECOGNITION OF THE MONTH: COOKEVILLE MAYOR RICKY
SHELTON & COUNTY EXECUTIVE RANDY PORTER**

(SEE ATTACHED)

EMPLOYEES OF THE MONTH

FOR MAY 2018

**Director & employees of the Putnam
County Parks & Recreation Department**

SPECIAL RECOGNITION

FOR MAY 2018

**Cookeville Mayor Ricky Shelton &
County Executive Randy Porter**

MOTION: ADJOURN

Commissioner Larry Bennett moved and Jerry Ford seconded the motion to adjourn.

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

PLANNING COMMITTEE MEETING

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: May 9, 2018

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, May 14, 2018 IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.

1. Consider recommendation from the Road Committee on adding Hensley Court to the Official County Road Map.
2. Discuss recommendation from Rails with Trails Board to name the new trail, the "Tennessee Central Trail".
3. Any other business that needs to be reviewed by the Planning Committee.

FISCAL REVIEW COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: May 9, 2018

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on May 14, 2018 at 5:30 PM in the County Commission Chambers at the Courthouse.

1. Consider budget amendments to the County General Fund.
2. Consider budget amendments to the General Purpose School Fund.
3. Consider budget amendments to the Road Department Fund.
4. Consider a Resolution to authorize County Executive Randy Porter to apply for a Litter and Trash Collection Grant from the Tennessee Department of Transportation.
5. Any questions concerning quarterly reports.
6. Any other business that needs to be reviewed by the Fiscal Review Committee.

NOMINATING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: May 9, 2018

RE: Nominating Committee Agenda

Listed below are items to be considered by the Nominating Committee on Monday May 14, 2018 AFTER THE PLANNING COMMITTEE MEETING.

1. Consider 2 nominations for the Awards Committee for 2 year terms to expire February 2020.

Current Members

Kim Bradford
Cindy Adams

2. Any other business that needs to be reviewed by the Nominating Committee.