

MINUTES
OF
PUTNAM COUNTY COMMISSION
SEPTEMBER 18 2017

Prepared by:

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

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on September 18, 2017 there was a regular meeting of the Putnam County Board of Commissioners.

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

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

The Chairman recognized Ted Kocher, Associate Pastor of Life Church for the Invocation.

The Chairman recognized Commissioner Scott Ebersole to lead the Pledge to the Flag of the United States of America.

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

PRESENT:

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

Ben Rodgers
Danny Holmes
Benton Young
Jimmy Neal
Tony Honeycutt
Kim Bradford
Jim Martin
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

ABSENT:

Mike Medley
Reggie Shanks

Scott Stevens

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

MOTION RE: APPROVE AGENDA

Commissioner Benton Young moved and Commissioner Donny Buttram seconded the motion to approve the Agenda for the September 18, 2017 Meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

AGENDA

PUTNAM COUNTY BOARD OF COMMISSIONERS

Regular Monthly Session
Monday, September 18, 2017 6:00 PM

Presiding: Honorable Mike Atwood
Commission Chairman

1. Call to Order - Sheriff Eddie Farris
2. Invocation *District 1*
3. Pledge to the Flag of the United States of America *District 1*
4. Roll Call - County Clerk Wayne Nabors
5. Approval of the Agenda
6. Approval of the Minutes of Previous Meeting
7. The Nominating Committee recommends to accept the resignation of Scott Stevens as Commissioner in the 2nd District.
8. The Election of the 2nd District Commissioner. Nominating Committee recommends the consideration of Bob Duncan.
9. Election of Chairman of the County Commission. The Nominating Committee recommends the consideration of Mike Atwood.
10. Election of Chairman Protempore of the County Commission. The Nominating Committee recommends the consideration of Ben Rodgers.
11. Election of Parliamentarian of the County Commission. The Nominating Committee recommends the consideration of Mike Medley.
12. 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
13. New Business and Action Thereon by the Board

A. Report of Standing Committees

1. Planning Committee

- a. Recommends approval to set the speed limit for N. Allen Road at 35 MPH.
- b. Recommends approval to close a small portion (100 ft long by 10 ft. wide) of Fisk Road due to TDOT revamping the Intersection of Hillham Road and Fisk Road.
- c. Consider amendment to the County Personnel Policy and adding attachment #3 for Putnam County EMS.

THIS COMES WITHOUT RECOMMENDATION

- d. Recommends approval of changes to the cell tower regulations and adopting Wireless Communication facility guidelines within the County Right-of-Way.
- e. Recommends approval to declare old windows from the Courthouse as surplus and to sell via Internet auction.

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 to apply for a AOC Grant for Courtroom Security with a match requirement of 10%.

3. Nominating Committee

- a. Recommends approval of the following appointments to the Upper Cumberland Regional Airport Board of Adjustments for 3 year terms to expire September, 2020:
Allen Ray
Gary Carwile

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Ratification of Randy Porter's appointments of the following to the Regional Planning Commission:
4 year terms to expire September 2021
Dale Moss
Phil Wilbourn
2. Recognize Cash Flow Analysis for the General Purpose School Fund.
3. The Commission Chair to appoint 4 members to serve on the Rules Committee.

14. Announcements and Statements

15. Adjourn

The Chairman asked for discussion on the motion to approve the Agenda for the September 18, 2017 Meeting of the Putnam County Board of Commissioners. There was none.

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

MOTION RE: APPROVE MINUTES

Commissioner Benton Young moved and Commissioner Kim Bradford seconded the motion to approve the Minutes of the August 21, 2017 Meeting of the Putnam County Board of Commissioners.

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

The Chairman asked for a voice vote on the motion to approve the Minutes of the August 21, 2017 Meeting of the Putnam County Board of Commissioners. The motion carried.

MOTION RE: THE NOMINATING COMMITTEE RECOMMENDS TO ACCEPT THE RESIGNATION OF SCOTT STEVENS AS COMMISSIONER IN THE 2ND DISTRICT

Commissioner Jordan Iwanyszyn moved and Commissioner Kim Bradford seconded the motion to accept the resignation of Scott Stevens as Commissioner in the 2nd District.

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

MOTION RE: TO DEFER UNTIL THE OCTOBER 2017 MEETING TO FILL THE VACANCY OF THE 2ND DISTRICT COMMISSIONER SEAT

Commissioner Marsha Bowman moved and Commissioner Jerry Ford seconded the motion to defer until the October 2017 Meeting to fill the vacancy of the 2nd District Commissioner Seat.

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

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

The Chairman asked the Commissioners to vote on the original motion to accept the resignation of Scott Stevens as Commissioner of the 2nd District. The motion carried.

MOTION RE: THE ELECTION OF THE 2ND DISTRICT COMMISSIONER. NOMINATING COMMITTEE RECOMMENDS THE CONSIDERATION OF BOB DUNCAN

Commissioner Jim Martin moved and Commissioner Jordan Iwanyszyn seconded the motion to approve Bob Duncan as the 2nd District Commissioner.

(SEE ATTACHED)



WAYNE NABORS

COUNTY CLERK - PUTNAM COUNTY

NOTICE TO COUNTY COMMISSIONERS OF ELECTION

Date: September 1, 2017
To: All County Commissioners of Putnam County
From: County Clerk Wayne Nabors

As I am sure you may be aware, there is currently a vacancy on the Putnam County Commission. It will be necessary for the County Commission to fill this vacancy.

You are hereby given notice that the Putnam County Board of Commissioners will meet at the Putnam County Courthouse County Commission Chambers on September 18, 2017 at 6:00 p.m. to fill the vacancy in the Putnam County Commission.

This the 1st day of September, 2017.

Wayne Nabors
County Clerk
Putnam County, TN.

zc: Jeff Jones, County Attorney – Randy Porter, County Executive

Re: Stevens Vacancy

Wayne Nabors

Wed 8/30/2017 5:06 PM

To: Randy Porter <rporter@mail.putnamcountyttn.gov>;

Ok.... Thanks Randy.... I will get those letters right out to the commissioners..... Wayne

From: Randy Porter <rporter@mail.putnamcountyttn.gov>

Sent: Wednesday, August 30, 2017 8:17 AM

To: Wayne Nabors

Subject: RE: Stevens Vacancy

Jeff says the plea bargain is different. We can do both at the same meeting.

Randy

Randy Porter

Putnam County Executive

300 E Spring St. Room 8

Cookeville, TN 38501

931-526-2161

From: Wayne Nabors [mailto:Wayne.Nabors@tn.gov]

Sent: Tuesday, August 29, 2017 5:12 PM

To: Randy Porter <rporter@mail.putnamcountyttn.gov>

Subject: Re: Stevens Vacancy

I sure will.... But, don't we have to accept a resignation first at the September meeting and then fill it in October or is the plea bargaining arrangement notice enough to proceed with September ?? Just asking ... Un-chartered waters ??? Thanks..... Wayne

From: Randy Porter <rporter@mail.putnamcountyttn.gov>

Sent: Saturday, August 26, 2017 1:30 PM

To: Wayne Nabors

Subject: Stevens Vacancy

*** This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from

unknown senders or unexpected email - STS-Security. ***

Mr. Wayne, would you give whatever notice needed for the Stevens vacancy to be filled at the September Commission meeting? Attached is what Jeff sent me, but you use whatever you need.

Randy

Randy Porter

Putnam County Executive

300 E Spring St. Room 8

Cookeville, TN 38501

931-526-2161

Download

Hide email

Word Online

Accessibility Mode Print

Stevens Vacancy

1

WN Wayne Nabors
Yesterday, 5:06 PM

Ok.... Thanks Randy.... I will get those letters right out to the commissioners..... Wayne

NOTICE TO COU

As I am sure you may be aware, ther
It will be necessary for the County C
that Putnam County Commission wil
2017, at 6:00 p.m. to fill the vacancy

This the ____ day of _____



Randy Porter <rporter@mail.putnamcountytn.gov>

Jeff says the plea bargain is different. We can do both... Yesterday, 8:17 AM

WN

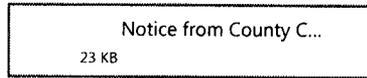
Wayne Nabors

I sure will... But, don't we have to accept a resignation fil... Tue 8/29, 5:12 PM

RP

Randy Porter <rporter@mail.putnamcountytn.gov>

Sat 8/26, 1:31 PM
Wayne Nabors



Download

*** This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. ***

Mr. Wayne, would you give whatever notice needed for the Stevens vacancy to be filled at the September Commission meeting? Attached is what Jeff sent me, but you use whatever you need.

Randy

Randy Porter
Putnam County Executive
300 E Spring St. Room 8
Cookeville, TN 38501
931-526-2161

The Chairman asked for discussion on the motion to approve Bob Duncan as the 2nd District Commissioner. The Commissioners discussed the motion.

MOTION RE: NOMINATIONS CEASE AND ELECT BY ACCLAMATION THE NOMINATION OF BOB DUNCAN TO FILL THE VACANCY OF THE 2ND DISTRICT COMMISSIONER SEAT

Commissioner Kim Bradford moved and Commissioner Jordan Iwnayszyn seconded the motion for nominations to cease and elect by acclamation the nomination of Bob Duncan to fill the vacancy of the 2nd District Commissioner Seat.

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

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

The Chairman asked the Commissioners to vote on the original motion on the appointment of Bob Duncan as Commissioner of the 2nd District. They voted as follows:

FOR:

Scott Ebersole
Tom Short
Jordan Iwnayszyn
Jerry Ford
Jerry Roberson
Larry Bennett
Cindy Adams
Bobby Williams
Chris Savage
Larry Redwine

Ben Rodgers
Danny Holmes
Benton Young
Jimmy Neal
Tony Honeycutt
Kim Bradford
Jim Martin
Marsha Bowman
Donny Buttram
Mike Atwood
Cathy Reel

ABSENT:

Mike Medley
Reggie Shanks

(2nd District Commissioner Vacancy)

The Clerk announced twenty one (21) voted for, zero (0) voted against, zero (0) abstained, two (2) absent and one (1) vacancy. The motion carried. Bob Duncan is elected to fill the vacancy of the 2nd District Commission Seat.

Bob Duncan is sworn in as 2nd District County Commissioner by County Clerk, Wayne Nabors.

The County Clerk, Wayne Nabors asked for a new attendance roll call and the following Commissioners were present:

PRESENT:

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

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

ABSENT:

Mike Medley
Reggie Shanks

The Clerk announced twenty-two (22) were present and two (2) absent. A quorum is still present.

MOTION RE: ELECTION OF CHAIRMAN OF THE COUNTY COMMISSION. THE NOMINATING COMMITTEE RECOMMENDS THE CONSIDERATION OF MIKE ATWOOD

Commissioner Jordan Iwanyszyn moved and Commissioner Cathy Reel seconded the motion to recommend the Nominating Committees consideration of Mike Atwood to serve as Chairman of the County Commission.

The Chairman Protempore asked for additional nominations to serve as Chairman.

MOTION RE: NOMINATIONS CEASE AND ELECT MIKE ATWOOD BY ACCLAMATION

Commissioner Tom Short moved and Commissioner Jim Martin seconded the motion for nominations to cease and elect Mike Atwood by acclamation.

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

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

The Chairman Protempore asked the Commissioners to vote on the motion to elect Mike Atwood by acclamation. The Commissioners voted as follows:

FOR:

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

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

ABSENT:

Mike Medley
Reggie Shanks

The Clerk announced twenty-two (22) voted for, zero (0) voted against, zero (0) abstained, and two (2) absent. Mike Atwood is elected Chairman of the Putnam County Board of Commissioners.

MOTION RE: ELECTION OF CHAIRMAN PROTEMPORE OF THE COUNTY COMMISSION. THE NOMINATING COMMITTEE RECOMMEDS THE CONSIDERATION OF BEN RODGERS

Commissioner Jordan Iwanyszyn moved and Commissioner Kim Bradford seconded the motion to elect the Nominating Committees recommendation of Ben Rodgers as Chairman Protempore.

The Chairman asked for nominations from the floor for Chairman Protempore.

MOTION RE: NOMINATIONS CEASE AND BEN RODGERS BE ELECTED CHAIRMAN PROTEMPORE BY ACCLAMATION

Commissioner Tom Short moved and Commissioner Jordan Iwanyszyn seconded the motion for nominations to cease and Ben Rodgers be elected Chairman Protempore by acclamation.

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

The Chairman asked for a voice vote on the motion. Ben Rodgers is elected Chairman Protempore by acclamation.

**MOTION RE: ELECTION OF PARLIAMENTARIAN OF THE COUNTY COMMISSION.
THE NOMINATING COMMITTEE RECOMMENDS THE CONSIDERATION OF MIKE
MEDLEY**

Commissioner Donny Buttram moved and Commissioner Tony Honeycutt seconded the motion to elect the Nominating Committees recommendation of Mike Medley as Parliamentarian of the County Commission.

The Chairman asked for discussion on the motion.

**MOTION RE: NOMINATIONS CEASE AND ELECT MIKE MEDLEY BY
ACCLAMATION AS PARLIAMENTARIAN OF THE COUNTY COMMISSION**

Commissioner Scott Ebersole moved and Commissioner Tony Honeycutt seconded the motion for nominations to cease and to elect Mike Medley by acclamation as Parliamentarian of the County Commission.

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

The Chairman asked for a voice vote on the motion. Mike Medley is elected Parliamentarian by acclamation.

UNFINISHED BUSINESS AND ACTION THEREOF BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business.

REPORT OF SPECIAL COMMITTEES: None

OTHER UNFINISHED BUSINESS: None

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE:

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL TO SET
SPEED LIMIT FOR N. ALLEN ROAD AT 35 MPH**

Commissioner Donny Buttram moved and Commissioner Marsha Bowman seconded the motion to approve setting the speed limit for N. Allen Road at 35 MPH.

(SEE ATTACHED)

The Chairman asked for discussion on the motion to approve setting the speed limit for N. Allen Road at 35 MPH. There was none.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL TO CLOSE A SMALL PORTION (100 FT LONG BY 10 FT WIDE) OF FISK ROAD DUE TO TDOT REVAMPING THE INTERSECTION OF HILHAM ROAD AND FISK ROAD

Commissioner Donny Buttram moved and Commissioner Kim Bradford seconded the motion to approve closing a small portion (100 ft. long by 10 ft. wide) of Fisk Road due to TDOT revamping the Intersection of Hilham Road and Fisk Road.

(SEE ATTACHED)



12' Through Lanes

10' Left Turn Lanes

Scarrify

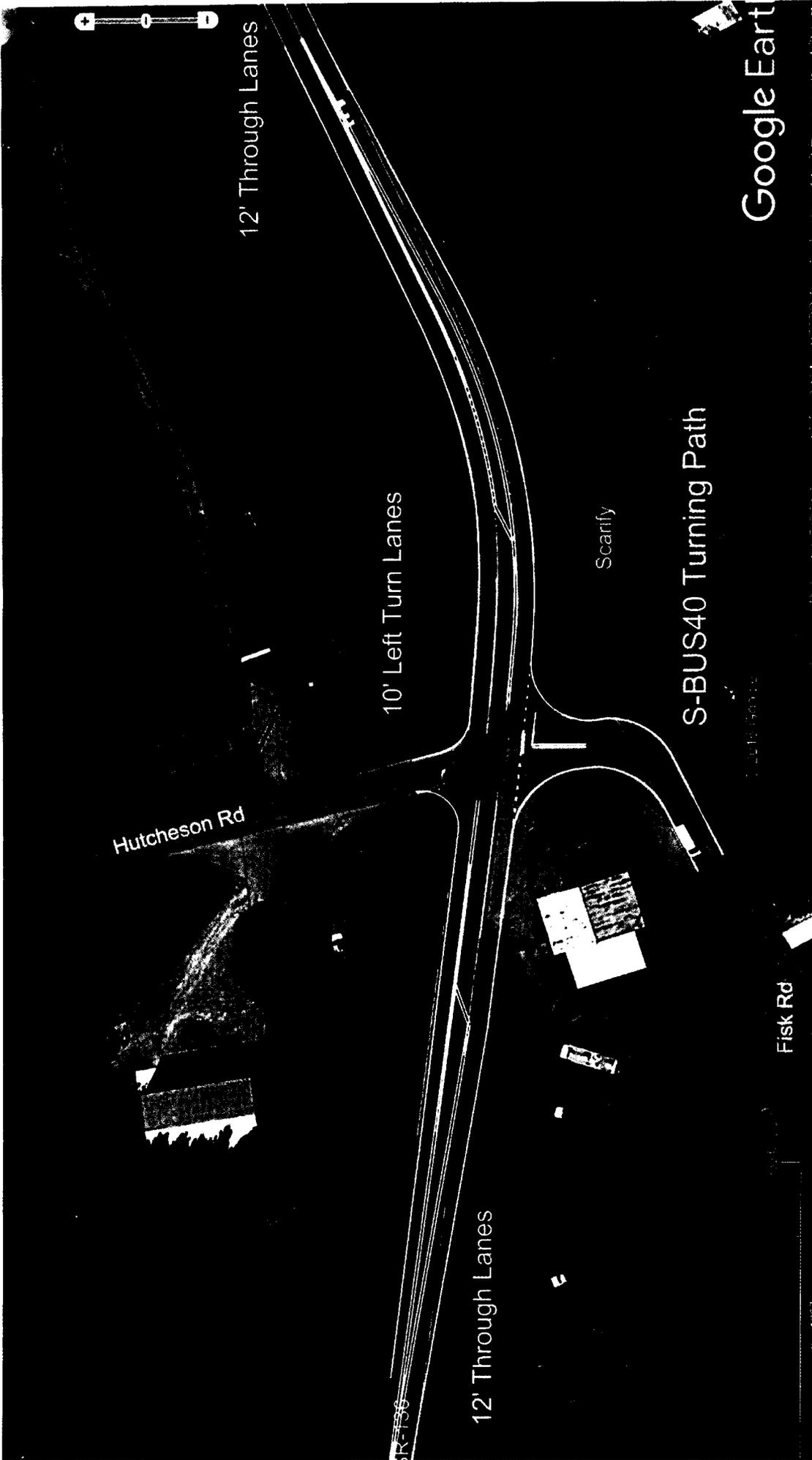
S-BUS40 Turning Path

Hutcheson Rd

12' Through Lanes

Fisk Rd

Google Earth



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

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

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

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

(SEE ATTACHED)

ATTACHMENT #3

Putnam County Emergency Medical Services

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

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

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

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

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

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

Unacceptable behavior is defined as any action that:

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

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

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

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

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

NO-SPOUSE AND NO-DATING RULE

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

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

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

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

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

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

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

FOR:

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

Ben Rodgers
Danny Holmes
Jim Martin
Bob Duncan

AGAINST:

Scott Ebersole
Jerry Roberson
Chris Savage

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

ABSENT:

Mike Medley
Reggie Shanks

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

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF
CHANGES TO THE CELL TOWER REGULATIONS AND ADOPTING WIRELESS
COMMUNICATION FACILITY GUIDELINES WITHIN THE COUNTY RIGHT-OF-WAY**

Commissioner Donny Buttram moved and Commissioner Benton Young seconded the motion to approve changes to the Cell Tower Regulations and Adopting Wireless Communication Facility Guidelines within the County Right-of-Way.

(SEE ATTACHED)

Guidelines for Wireless Communications Facilities within the County Right-of-Way

Part 1. Purpose and Goals

The purpose of these guidelines is to establish general standards for wireless communication facility providers to work in the county right-of-way. In addition to the standards set forth in these guidelines, applications must follow all applicable county and utility standards. The guidelines address federal and state laws for the siting, construction, installation, collocation, modification, operation, and removal of wireless communications facilities in the right-of-way. The goals are to:

- A. Provide standards for the siting, construction, installation, collocation, modification, operation, and removal of wireless communications facilities in the county's right-of-way and charges to be uniformly applied to all applicants.
- B. Establish basic criteria for applications to site wireless communications facilities in the right-of-way and provide clear guidance to applicants.
- C. Ensure that wireless communications facilities will conform to all applicable health and safety regulations and will blend into their environment to the greatest extent possible.
- D. Enhance the ability of wireless communications carriers to deploy wireless infrastructure quickly, effectively, and efficiently so that residents, businesses, and visitors benefit from ubiquitous and robust wireless service availability.
- E. Preserve the character of neighborhoods and other areas surrounding the facilities.
- F. Comply with, and not conflict with or be preempted by, all applicable state and federal laws.

Part 2. General Definitions

The following words and phrases used in these guidelines shall have the meanings ascribed to them, regardless of whether or not the words and phrases are capitalized.

Antenna - means any apparatus designed for the purpose of the transmission and/or reception of radio frequency ("RF") radiation, to be operated or operating from a fixed location to facilitate wireless communications services including but not limited to the transmission of writings, signs, signals, data, images, pictures, and sounds of all kinds.

Applicant - means any entity that submits an application to the county to site, install, construct, collocate, modify, and/or operate a Wireless Communications Facility in the right-of-way.

Base Station - means the same as defined by the FCC in 47 C.F.R. § 1.40001(b)(1), as may be amended and interpreted by the FCC and any other authority with competent jurisdiction, which defines that term as follows:

A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a Tower as defined in 47 C.F.R. § 1.40001(b)(9) or any equipment associated with a Tower.

1. The term includes, but is not limited to, equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
2. The term includes, but is not limited to, radio transceivers, antennas, coaxial or fiber-optic cable,

regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems and small-cell networks).

3. The term includes any structure other than a Tower that, at the time the relevant application is filed with the State or local government under this section, supports or houses equipment described in paragraphs (b)(1)(i) through (ii) of this section that has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.
4. The term does not include any structure that, at the time the relevant application is filed with the State or local government under this section, does not support or house equipment described in paragraphs (b)(1)(i)–(ii) of this section.

As an illustration and not a limitation, the FCC’s definition refers to any structure that actually supports wireless equipment even though it was not originally intended for that purpose. Examples include, but are not limited to, wireless facilities mounted on utility poles and other structures in the right-of-way, light standards, or traffic signals when such structure is approved by the county as an appropriate support for wireless transmission equipment. An existing structure without wireless equipment replaced with a new one designed to bear the additional weight from wireless equipment constitutes a base station.

Bonded - means the electrical interconnection of conductive parts, designed to maintain a common electrical potential.

Collocation - means the mounting or installation of a Wireless Communications Facility on an existing Eligible Support Structure or Potential Support Structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes, as more specifically defined by the FCC in 47 C.F.R. § 1.40001(b)(2), as may be amended or superseded.

Eligible Support Structure - means the same as defined by the FCC in 47 C.F.R. § 1.40001(b)(4), as may be amended, which defines that term as “[a]ny tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with the State or local government under this section.”

Historic or Architecturally Significant Structures - means structures listed or eligible for listing on the National Register of Historic Places either individually or as a contributing historic structure within a National Register District, or is a contributing property located within in a local historic overlay district (H-

1) or neighborhood conservation overlay district (NC-1)

Potential Support Structure - means an existing building or structure, other than a Tower as defined in this section, that may be transformed into a base station through the mounting or installation of an antenna or transmission equipment after that county approves it as a support structure and the applicant installs transmission equipment pursuant to such approval; Potential Support Structures include but are not limited to buildings, steeples, water towers, utility poles, light poles, county-owned structures in the right-of-way, and outdoor advertising signs.

Right-of-Way - means real property used for or devoted to the placement of the county’s utility easements, local power company’s easements and other traditional uses along a transportation route, whether by dedication, prescription, or otherwise, as well as the spaces above and below. In addition to the foregoing, the definition of right-of-way includes, without limitation, public highways, streets, avenues, alleys, sidewalks, bridges, aqueducts, and viaducts within the county.

Substantial Change - means the same as defined by the FCC in 47 C.F.R. § 1.40001(b)(7), as may be amended, and as applicable to facilities in the public right-of-way, which defines that term as a collocation or modification that:

- a. increases the overall height more than 10% or 10 feet (whichever is greater);
- b. increases the width more than 6 feet from the edge of the wireless tower or base station;
- c. involves the installation of any new equipment cabinets on the ground when there are no existing ground-mounted equipment cabinets;
- d. involves the installation of any new ground-mounted equipment cabinets that are ten percent (10%) larger in height or volume than any existing ground-mounted equipment cabinets;
- e. involves excavation or deployment of equipment outside the area in proximity to the structure and other transmission equipment already deployed on the ground;
- f. would defeat the existing concealment elements of the support structure as determined by the county;
- g. violates a prior condition of approval, provided that the collocation need not comply with any prior condition of approval related to height, width, equipment cabinets or excavation that is inconsistent with the thresholds for a substantial change; or
- h. any change that significantly alters the appearance of the pole.

Note: For clarity, the definition includes only the definition of a substantial change as it applies to facilities in the public right-of-way. The thresholds for a substantial change outlined above are disjunctive. The failure to meet any one or more of the applicable thresholds means that a substantial change would occur. The thresholds for height increases are cumulative limits. For sites with horizontally separated deployments, the cumulative limit is measured from the originally-permitted support structure without regard to any increases in size due to wireless equipment not included in the original design. For sites with vertically separated deployments, the cumulative limit is measured from the permitted site dimensions as they existed on February 22, 2012, the date that Congress passed Section 6409(a) of the Middle Class Tax Relief and Job Creation Act.

Tower - means any above-ground structure used to support any FCC-licensed or authorized antennas and their associated facilities, that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site, as more specifically defined by the FCC in 47 C.F.R. § 1.40001(b)(9), as may be amended or superseded.

Other Associated Equipment - means any equipment that facilitates transmission of any FCC-licensed or authorized wireless communications service, including but not limited to radio transceivers, and other relevant equipment associated with and necessary to their operation, including coaxial or fiber-optic cable, and regular and backup power supply, as more specifically defined by the FCC in 47 C.F.R. § 1.40001(b)(8). This definition includes equipment in any technological configuration associated with any FCC-authorized wireless transmission, licensed or unlicensed, commercial mobile, private mobile, fixed wireless microwave backhaul, and fixed broadband.

Wireless Communications Facility - means any unstaffed installation for the transmission and/or reception of radio frequency signals for wireless communications services, typically consisting of a tower or base

station, transmission equipment, equipment cabinets, and all materials or techniques used to conceal the installation.

Part 3. Categories of Applications

Every application to locate a wireless communication facility in the right-of-way shall be classified by the following types:

A. Minor modification:

- a. Involves collocation, removal or replacement of transmission equipment on an existing wireless tower or base station; and
- b. Does not substantially change the physical dimension (width, height, and depth) of the existing wireless tower or base station.

B. Major modification:

- a. Involves collocation, removal or replacement of transmission equipment on an existing wireless tower or base station; and
- b. Substantially changes the physical dimension (width, height, and depth) of the existing wireless tower or base station or does not qualify for approval pursuant to 47 U.S.C. § 1455(a) for any lawful reason.

C. New transmission equipment on an existing or new tower or base station:

- a. Siting new transmission equipment on a potential support structure in the right-of-way that does not already support transmission equipment; or
- b. Siting a new wireless communication facility on a new tower or other support structure in the right-of-way.

Part 4. Minor Modifications

Minor modifications are additions or changes to previously approved facilities and covered under 47 § 1455(a), which mandates approval for certain applications that do not propose a substantial change to the underlying facility. Federal regulations provide specific definitions and criteria for approval or denial. The provisions in this section are intended to assist applicants and application reviewers to determine whether an application qualifies for approval as a minor modification.

Approval and Denials.

- a. Criteria for Approval. Approve an application for a minor modification when it is determined that the proposed project:
 - i. involves collocation, removal or replacement of transmission equipment on an existing wireless tower or base station; and
 - ii. does not substantially change the physical dimensions of the existing wireless tower or base station.
- b. Criteria for Denial. Notwithstanding any other provisions in these guidelines, and consistent with all applicable federal laws and regulations, the application may be denied for a minor modification

when it is determined that the proposed project:

- i. does not satisfy the criteria for approval;
- ii. violates any legally enforceable standard or permit condition reasonably related to public health and safety; or
- iii. involves the replacement of the entire support structure, triggering other parts of the guidelines.

Part 5. Major Modifications

Modifications that do not qualify under Part 4 as minor modifications are considered major modifications and must comply with the requirements in Part 5.

Section 1. General Design and Construction Standards

The goal of the general design and construction standards is to promote cleanly organized and streamlined facilities using the smallest and least intrusive means available to provide wireless services to the community. All wireless facilities in the public right-of-way must comply with all applicable provisions in this section. In the event that any other law, regulation or code requires any more restrictive structural design and/or construction requirements, the most restrictive requirement will control.

- A. Collocations. Collocations between two separate wireless service providers on the same support structure are encouraged whenever feasible and safe.
- B. Antennas on Existing or Replaced Utility Poles. The antenna(s) associated with installation on existing or replaced utility poles must be located within the communication zone and have concealed cable connections, antenna mount and other hardware. The maximum dimensions for panel style antennas shall be 30" high and 12" wide. The maximum dimensions for canister style antennas shall be 30" high and 16" in diameter.
- C. Antennas on New Stand Alone Poles without Power or other Utility Lines. The antenna(s) associated with installation on new poles that are not replacing utility poles may have antennas located on top of the pole, provided there are no electrical lines located on the poles. These antennas must have concealed cable connections, antenna mount and other hardware. The maximum dimension shall be 48" high and 18" wide.
- D. Equipment Mounting on Existing or Replaced Utility Poles. All pole-mounted equipment must be installed as flush to the pole as possible, using stainless steel banding straps. Through-bolting or use of lag bolts is prohibited. All pole-mounted equipment shall be located as close together as possible and if possible on the same side of the pole. Standard color for all equipment shall be gray, but other colors may be required when installing on a decorative pole.
- E. Pole-Mounted Equipment Cages or Equipment Shrouds. When pole-mounted equipment is either permitted or required, all equipment other than the antenna(s), electric meter and disconnect switch must be concealed within an equipment cage. Equipment cages may not extend more than 24 inches from the face of the pole. The equipment cage must be non-reflective and be colored gray or to match the existing pole. Equipment cages must, if possible, be mounted flush to the pole. All pole-mounted equipment must be installed as flush to the pole as possible. Any standoff mount for the equipment cage may not exceed 4 inches.

- F. Undergrounded Equipment Vaults. Pole-mounted equipment in self-contained cages is permitted, but equipment in an environmentally controlled underground vault may be required in some areas.
- G. Ground-Mounted Equipment. New ground-mounted equipment is not permitted, unless the applicant shows clear and convincing evidence that the equipment cannot be feasibly installed as a pole-mounted installation or in an environmentally controlled underground vault for a valid technical reason. Increased costs alone shall be presumed to be insufficient. In the event that ground-mounted equipment is allowed, the applicant must conform to the following requirements:
1. Self-Contained Cabinet or Shroud. The equipment shroud or cabinet must contain all the equipment associated with the facility other than the antenna. All cables and conduits associated with the equipment must be concealed from view, routed directly through the tapered metal pole (with the exception of utility power poles) and undergrounded between the pole and the ground-mounted cabinet.
 2. Concealment. The ground-mounted equipment shall incorporate concealment elements into the proposed design. Concealment may include, but shall not be limited to, strategic placement in less obtrusive locations.
 3. Ambient Noise Suppression. The applicant is required to incorporate ambient noise suppression measures and/or required to place the equipment in locations less likely to impact adjacent residences or businesses to ensure compliance with all applicable noise regulations.
- H. Utility Lines. Service lines must be undergrounded whenever feasible to avoid additional overhead lines. For metal towers, undergrounded cables and wires must transition directly into the pole base without any external junction box.
- I. Electric Meter. Each wireless communication facility must be individually metered. Multiple operators on a shared pole must have their own meter. Site operators shall use the smallest and least intrusive electric meter available. Whenever permitted by the electric service provider, the electric meter base should be painted to match the pole.
- J. Telephone/Fiber Optic Utilities. Cabinets for telephone and/or fiber optic utilities may not extend more than 10 inches from the face of the pole, and must be painted, wrapped or otherwise colored to match the pole. Microwave or other wireless backhaul is discouraged when it would involve a separate and unconcealed antenna.
- K. Spools and Coils. To reduce clutter and deter vandalism, excess fiber optic or coaxial cables for wireless communication facilities shall not be spooled, coiled or otherwise stored on the pole except within the approved enclosure such as a cage or cabinet.
- L. Underground Conduit. All underground conduit placed behind the curb face and underneath the sidewalk must be SCH 80 PVC encased in concrete. All underground conduit must be Rigid Conduit when placed: (1) underneath driveway aprons, (2) within tree wells or (3) in front of the curb face and beneath the road.
- M. Above-Ground Conduit. On wood poles, all above-ground wires, cables and connections shall be encased in the smallest section or smallest diameter PVC channel, conduit, u-guard, or shroud feasible, with a maximum dimension of 4" diameter, and painted to match the pole.

- N. Ground Rods. All ground rods shall be 1 inch in diameter and 10 feet in length made from copper-clad steel (high strength) as required in ASTM A325. If attaching to existing utility poles, wireless communication facilities shall be bonded (connected) to the existing pole ground.
- O. Lights. Unless otherwise required for compliance with FAA or FCC regulations, the facility shall not include any permanently installed lights. Any lights associated with the electronic equipment shall be appropriately shielded from public view. The provisions in this subsection shall not be interpreted to prohibit installations on streetlights or the installation of luminaires on new poles when required.
- P. Generally Applicable Health and Safety Regulations. All facilities shall be designed, constructed, operated and maintained in compliance with all generally applicable health and safety regulations, including without limitation all applicable regulations for human exposure to RF emissions.

Section 2. General Location Criteria

- A. Collocation Preference. Whenever an applicant proposes to place a new wireless facility within 250 feet from an existing wireless facility, whether on a new pole or an existing potential support structure, the applicant must either collocate with the existing facility or demonstrate with clear and convincing evidence that a collocation is either not technically feasible or space on the existing facility is not potentially available.
- B. General Limitation on New Poles. New poles are not allowed within 500 feet of another existing pole. Applicants can request a waiver of this prohibition based upon a special circumstance or hardship.
- C. Alignment with Other Poles. The centerline of any new pole must be aligned with the centerlines of existing poles on the same sidewalk segment, but only if the new pole height does not conflict with overhead power utility lines and facilities.
- D. Setbacks for Visibility and Access. Any new tower and/or equipment and other improvements associated with a new tower or an existing pole must be set back from intersections, alleyways and driveways and placed in locations where it will not obstruct motorists' sightlines or pedestrian access. Specific setbacks for new towers and/or equipment will be determined on a case-by-case basis based on the existing right-of-way at the installation location.
- E. Obstructions. Any new tower and/or equipment and other improvements associated with a new tower or an existing pole must not obstruct any: (i) worker access to any above-ground or underground infrastructure for traffic control, including without limitation any vehicular traffic sign or signal, pedestrian traffic sign or signal, or barricade reflectors; (ii) worker access to above-ground or underground infrastructure owned or operated by any public or private utility agency; or (iii) fire hydrant access.
- F. Historic or Architecturally Significant Structures. Any new tower and/or equipment and other improvements associated with a new tower or an existing pole may not be placed directly in front of any historic or architecturally significant structures in prominent locations. Applicant must comply with federal rules regarding historic structures and require a section 106 study on all applicable node locations.

Section 3. New and Replacement Towers

- A. General Restrictions on New Wood Towers. In all locations, the county reserves the right to require a metal tower rather than a wood tower based on the built and/or natural environmental character of the proposed site location. Wood towers should not be permitted in the following areas:
 - 1. Areas where plans call for underground utilities or not using wood poles; or
 - 2. Scenic highways and corridors.
- B. Overall Height. The heights of towers shall be consistent with other poles in the vicinity, the built environment, the neighborhood character, the overall site appearance and the purposes in these guidelines. If a compatible height cannot be clearly determined then a maximum tower of 36' above ground level shall be used (including all appurtenances). The zoning district height limit shall not be determinative.
- C. Tower Diameter. Tower diameter shall be consistent with the surrounding poles. The applicant shall consider other poles in vicinity, the built environment, the neighborhood character, the overall site appearance and the purposes in these guidelines.
- D. Wood Tower Footings and Foundations. All new wood towers must be direct buried to a depth determined, stamped, sealed and signed by a professional engineer licensed and registered by the State of Tennessee. Such installations are subject to review and approval by the County Highway Supervisor.
- E. Tapered Metal Tower Footings and Foundations. All new tapered metal towers must be supported with a reinforced concrete pier designed, stamped, sealed and signed by a professional engineer licensed and registered by the State of Tennessee. Such installations are subject to review and approval by the County Highway Supervisor.
- F. Tapered Metal Pole Material. All tapered metal poles must be constructed from hot-dip galvanized steel or other corrosion-resistant material and finished in accordance with these guidelines to avoid rust stains on adjacent sidewalks, buildings or other improvements.
- G. Lighting; Banners. The applicant may be required to install functional streetlights and/or banner brackets if technically feasible when it is determined that such additions will enhance the overall appearance and usefulness of the proposed facility.
- H. Signage. Signage and labeling on towers and equipment should be limited only to what is required by FCC and OSHA. In addition, site node information (pole address, node identification number, and emergency contact information) may be included.
- I. Damage of Equipment. Upon notification, the wireless communication facility provider must rectify any aesthetic damage to their equipment within 30 days. Any damage that concerns safety must be addressed immediately.

Section 4. Installations on Existing Poles and Other Potential Support Structures

- A. General. The guidelines encourage applicants to consider existing poles and other potential support structures prior to any new pole to reduce congestion in the public right-of-way. All generally applicable design, construction and location standards will be considered when reviewing applications for new facilities installed on existing poles or other potential support structures in the

public right-of- way.

- B. Privately-Owned Structures. For a privately-owned structure in the public right-of-way onto which an applicant proposes to attach a wireless communications facility, if the owner of the structure requires more restrictive standards than those contained in these guidelines, the more restrictive standards shall control. If any portion of a privately-owned structure is on private property, the applicant must first obtain all applicable zoning and building permits prior to submittal.
- C. County-Owned Structures. The county, in its proprietary capacity, retains sole and absolute discretion over whether and on what terms it may allow wireless facilities on its poles and other facilities in the public right-of- way notwithstanding conflicting design provisions set forth in these guidelines. Applicants may not submit any applications in connection with county-owned poles or other facilities without a valid and fully executed agreement to use the specific pole or other facility. The county shall not authorize any attachments to county-owned infrastructure that negatively impacts the structural integrity of the support structure.
 - 1. Independent Power Source. A Wireless Communications Facility on a county-owned potential support structure may not use the same power source that provides power for the original purpose of the potential support structure.
 - 2. County-Owned Traffic Control Signal Poles. The county prohibits wireless facilities (and all other non-traffic control facilities) on county-owned traffic control signal poles.

Section 5. Additional Design and Construction Standards for Major Modifications

In addition to all applicable General Design and Construction Standards, all major modifications to eligible facilities are to comply with the following requirements:

- A. Coordination with Original Facility Design. The applicant must design the proposed installation in a manner that mimics the design and any concealment elements of the existing facility. To the extent feasible, new facilities should utilize capacity in existing equipment cages or cabinets and existing conduits or risers.
- B. Antennas. The guidelines discourage side-mounted antennas that overhang the roadway, but may permit side-mounted antennas that overhang the sidewalk provided that the antenna complies with all applicable setbacks and vertical clearance requirements.
- C. Structural Integrity. Any additional equipment must not negatively impact the structural integrity of the support structure and must comply with all applicable local, state and federal codes and regulations.

Part 6. Minor Technical Exceptions

In some circumstances strict compliance with these guidelines may result in undesirable aesthetic outcomes, and minor deviations may be granted when the need for such deviation arises from circumstances outside the applicant's control. This section describes the required findings for a minor technical exception.

Required Findings. The county may, in its sole discretion, grant a minor technical exception from strict compliance with the design and location guidelines when:

- A. the applicant has requested an exception in writing;
- B. the proposed facility would normally qualify for minor review but for the need for a minor technical exception;
- C. the need for the exception arises from an external factor outside the applicant's control that impacts public health, safety or welfare, including without limitation soil compaction, existing congestion or clutter with in the right-of-way or other location-specific phenomenon;
- D. the proposed deviation from the applicable requirement is less than 10% greater than the generally applicable standard; and
- E. the granting of a minor technical exception would not create any obvious hazard or unreasonable obstruction in the public right-of- way.

**PUTNAM COUNTY TENNESSEE
WIRELESS COMMUNICATION FACILITIES AND ANTENNAE ARRAYS
REGULATION**

SECTION I. PURPOSE

The purpose of this regulation is to control the siting and distribution of all wireless communication towers throughout Putnam County. The provisions of the regulation provide for the placement of wireless towers while protecting property from tower or antenna structure failure and visual impact. For the purposes of this regulation, wireless communication towers include lattice style towers, monopoles, microwave dishes, antennas and similar devices and structures for the purpose of transmitting or receiving any portion of the radio spectrum, regardless of whether for private or public use.

The goals of this regulation are:

- To encourage the placement of towers or antennas in non-residential areas;
- To minimize the number of towers or antennas within the community necessary to provide adequate personal wireless services to residents of Putnam County;
- To encourage the joint use of new and existing tower and antenna sites among service providers;
- To locate telecommunications towers and antennas in areas where adverse visual and operational impacts on the community are minimized;
- To avoid potential damage to adjacent properties;
- To encourage the design and construction of towers and antennas to minimize adverse visual impacts; and
- To enhance the ability of the providers of telecommunications services to deliver such services to the community effectively and efficiently.

SECTION II. EXCEPTIONS

All new towers or antennas as defined by this regulation within Putnam County shall be subject to these regulations, except as follows:

- a. Preexisting towers and preexisting antennas shall not be required to meet this regulation.
- b. Antennas or towers located on property owned, leased, or otherwise controlled by the Putnam County shall be exempt from the requirements of this regulation, provided a license or lease authorizing such antenna or tower has been reviewed and approved by Putnam County.

SECTION III. APPLICATION REQUIREMENTS

An application must be submitted to erect a new wireless communication tower, or to increase the height of an existing tower. All applications shall comply with the following:

- A. Prior to scheduling a conference with the Putnam County Codes Department, as required by Subsection (B), the applicant shall mail written notice of the proposed erection of a wireless tower to all property owners of record within a radius of 1,320 feet distance from a tower up to 100 feet in height, and within 2,640 feet from a tower over 100 feet in height. The notice shall include the following:
 1. A vicinity map showing the proposed tower location and all tax lots within the notification area circle centered on the proposed location;
 2. A drawing showing the appearance of the proposed tower; and
 3. A statement requesting that the property owners provide the Putnam County Codes Department with any written comments regarding the proposed wireless communication tower within 15 days from the date the notice is mailed.
- B. The applicant shall schedule and attend a pre-application conference with the Putnam County Codes Department after mailing the notice required by Subsection (A) and prior to the submittal of an application. Any application for a wireless communication tower shall be designated as incomplete, unless the required pre-application conference with the Putnam County Codes Department has been completed and documented in writing.
- C. Each application for an antenna and/or tower permit provided to the Putnam County Codes Department the following:
 1. **Authorization.** Written authorization from the owner of the property where the tower will be located, and a copy of any lease agreement.
 2. **Service Area Map.** A map that shows the effective service area circle for the proposed tower and the properties within that circle, including the locations of existing telecommunications towers or monopoles.
 3. **Property Owner List.** A list of the property owners who were mailed the notice required by Subsection (A), a copy of the notice, and a signed affidavit that the notice was mailed.
 4. **Engineering Report.** A report prepared by a professional engineer licensed by the State of Tennessee describing the height and design of the tower, demonstrating the tower is in compliance with applicable structural standards, and

all building, electric and fire codes; and describing the tower's capacity, including the number and type of antennas it can accommodate.

a. When an antenna is proposed to be mounted on an existing structure, the report shall indicate the existing structure's suitability and capability to accept the antenna and the proposed method for affixing the antenna to the structure. Complete details of all fixtures and couplings and the precise point of attachment shall be indicated.

5. **Written Report.** That adequately reports on the inventory of existing towers and antenna sites within a one-mile (1-mile) radius from the proposed site, outlining the opportunities for shared use as an alternative to the proposed use. The applicant must illustrate that the proposed tower or antenna cannot be accommodated on an existing approved tower or facility due to one or more of the following reasons:

- ! Unwillingness of the owner to share the facility.
- ! The equipment would exceed the structural capacity of the existing approved tower and facilities.
- ! The planned equipment would cause frequency interference with other existing or planned equipment, which cannot be reasonably prevented.
- ! Existing or approved towers or facilities do not have space on which proposed equipment can be placed so it can function effectively.
- ! Other reasons make it impractical to place the proposed equipment by the applicant on existing towers or facilities.

6. **Site Plan.** A site plan shall be submitted to and approved by the Putnam County Codes Department prior to the issuance of a permit. The following standards shall be used in the design of the facilities:

a. **Setbacks.** The minimum setbacks on all sides shall be equal to the height of the tower plus an additional twenty (20) feet, including any antennas or appurtenances, as measured from ground level. This setback shall be considered a fall zone. The fall zone setback requirement may be reduced or waived provided it can be demonstrated in a report prepared by a professional engineer licensed in the State of Tennessee that the communication tower will collapse if it falls and it is determined by administrative review that the tower does not pose a safety threat to adjacent property owners in the event of collapse. In such cases, the setback shall be equal to the distance specified in the engineer report or a minimum of fifty (50) feet, whichever is greater. In addition, no communication tower or shall be located closer than one-hundred (100) feet from an existing residential structure. Setbacks shall be measured from the base of the tower, or guy-wire supports for lattice towers, to the

- property line. For ground structure associated with the tower and located at the same site the minimum setback on all sides shall be fifty (50) feet.
- b. **Landscaping and Screening.** The applicant shall make a good faith effort to site the facility in such a manner or location to minimize the impact on scenic views utilizing trees, vegetation or topography to the maximum extent possible.
 - c. **Perimeter Fencing.** A chain-link fence or solid wall not less than eight (8) feet in height consisting of at least six (6) feet of material plus two (2) feet of barbed wire on the top of fence measured from finished grade of site shall be provided around the facility. Access to the facility shall be limited to a locked gate.
 - d. **Lighting.** All artificial lighting deemed necessary or required by federal regulations shall be shielded and oriented inward within the facility so as not to project on the surrounding properties.
 - e. **Visual Effects.** All towers shall either maintain galvanized steel finish or, subject to any applicable standards of the Federal Aviation Administration, painted a neutral color, so as to reduce visual obtrusiveness.
 - f. **Standards.** All towers must meet or exceed current standards and regulations of the Federal Aviation Administration, the Federal Communication Commission, and any other agency of the state or federal government with the authority to regulate towers or antenna arrays. If such standards and/or regulations are changed, the owners of the towers and/or antennas shall bring towers and/or antennas into compliance with revised standards within six (6) months of the effective date of such standards and/or regulations unless a different compliance schedule is mandated by the controlling state or federal agency. Failure to bring towers and antennas into compliance shall constitute grounds for removal of the tower or antenna at the owner's expense. Each request for a permit must be accompanied by certified documentation or statement from a registered engineer or other professional indicating compliance with these standards.
 - g. **Aircraft Hazard.** Communication facilities shall not encroach into or through any established public or private airport approach path as established by the Federal Aviation Administration.
 - h. **Removal of Obsolete or Unused Facilities.** All obsolete or unused communication facilities shall be removed by the property owner within six (6) months of cessation of use. The applicant shall submit an executed Removal Agreement to ensure compliance with this requirement.
 - I. **Facility Changes.** Any changes to antenna, reception, or transmitting devices shall require review in the same manner as the existing facility was originally approved.

- j. **Signs and Advertising.** The use of any portion of a tower for signs or advertising purposes including banners, streamers, etc. is prohibited except as needed for warning or identification.
- k. **Equipment Storage.** Mobile or immobile equipment not used in direct support of a tower facility shall not be stored or parked on site unless repairs are being made.
- l. **Maintenance.** Adequate inspection and maintenance shall be performed to insure the structural integrity of the facility and to prevent deteriorious conditions from occurring on the site. An annual report regarding the structural integrity of the facility shall be prepared by a professional engineer licensed by the State of Tennessee and submitted to the Putnam County Codes Department.
- m. **Road Access.** All access roads, including necessary drainage facilities, shall be constructed to meet the street construction specifications of the Putnam County Subdivision Regulations, except if allowed to be reduced by administrative review of the Putnam County Codes Department.

The Chairman asked for discussion on the motion to approve changes to the Cell Tower Regulations and Adopting Wireless Communication Facility Guidelines within the County Right-of-Way. The Commissioners discussed the motion.

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

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL TO DECLARE OLD WINDOWS FROM THE COURTHOUSE AS SURPLUS AND TO SELL VIA INTERNET AUCTION

Commissioner Donny Buttram moved and Commissioner Kim Bradford seconded the motion to approve declaring old windows from the Courthouse as surplus and to sell via Internet Auction.

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 SUMMARY FOR COUNTY GENERAL

September 2017

<u>County General Expenditure</u>	<u>Debit</u>	<u>Credit</u>
53100 Circuit Court Clerk		
199 Other Per Diem & Fees	36,400	<i>Moving funds from Circuit Court and Clerk & Master to Sheriff's Dept. for Court Officers</i>
53400 Clerk & Master		
199 Other Per Diem & Fees	9,700	
54110 Sheriff's Department		
189 Other Salaries		46,100
55130 Ambulance Service		
790 Other Equipment		6,015 <i>Received from GovDeals</i>
 County General Revenues		
44530 Sale of Equipment	6,015.00	
	\$52,115	\$52,115

PUTNAM COUNTY EMERGENCY MEDICAL SERVICES

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

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

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

Request for Budget Amendment

Request to move \$6,015.00, gained from selling surplus vehicles and equipment on Govdeals.com to 55130-790, EMS Other Equipment. This money will be used to improve the cots that are used on every transport and are 10 years old.

Respectfully,



Tommy Copeland
Chief, PCEMS

Debby Francis

From: Patricia Albertson <Patricia.Albertson@tncourts.gov>
Sent: Wednesday, September 06, 2017 8:47 AM
To: debby@putnamcountytn.gov
Subject: Court Officers

Debby,

Good morning!

I am sending an estimate of the court officer balance including the September amounts that will be paid out. After September is paid we will have a balance of \$9,700.00. If you need anything else, just let me know.

Patricia

Putnam County Budget Amendment/Line Item Transfer Authorization Form

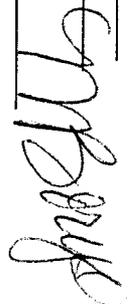
Department: Circuit Court Clerk

Date: August 28, 2017

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
199		53100	Other Per Diem & Fees			\$36,400.00		
189		54110	Other Salaries/Sheriff Dept.		\$36,400.00			

Totals \$0.00 \$36,400.00 \$36,400.00 \$0.00

Explanation: To move monies for the court officers to the sheriff's budget from the Circuit Court Clerk's Budget.
Monies for July, Aug., and Sept. are paid out of the Circuit Court Clerk's Budget for 2017-18.
Those monies will be moved to the Sheriff's Budget in the 2018-19 Fiscal Year Budget.

Requested by: Marcia Borys
 Supervisor
 Recommended for approval: MB 
 Official/Department Head

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____
 Action by County Commission: Approved Not Approved Date: _____

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:

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

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

ABSENT:

Mike Medley
Reggie Shanks

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

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

Commissioner Chris Savage moved and Commissioner Kim Bradford 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

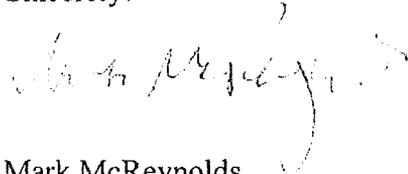
September 5, 2017

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 establish budget for Adult Education Grant.
- To budget for revenue received for State Testing contract for Adult Education.

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education

DATE: 7-Sep-17

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease
Revenue						
1	141 R 46590 000 01002	OTHER STATE EDUCATION FUNDS			170,634.00	170,634.00
2	141 R 47120 000 01002	ADULT BASIC EDUCATION			511,902.00	511,902.00
		Total Revenue			682,536.00	682,536.00
Expenditures						
					Decrease	Increase
3	141 E 71600 116 000 01002	TEACHERS				291,815.67
4	141 E 71600 189 000 01002	OTHER SALARIES AND WAGES			133,500.00	133,500.00
5	141 E 71600 201 000 01002	SOCIAL SECURITY			26,369.56	26,369.56
6	141 E 71600 204 000 01002	STATE RETIREMENT			31,752.14	31,752.14
7	141 E 71600 207 000 01002	MEDICAL INSURANCE			13,854.00	13,854.00
8	141 E 71600 210 000 01002	UNEMPLOYMENT COMPENSATION			495.00	495.00
9	141 E 71600 212 000 01002	MEDICARE			6,168.57	6,168.57
10	141 E 72260 355 000 01002	TRAVEL			5,000.00	5,000.00
11	141 E 71600 429 000 01002	INSTRUCTIONAL SUPPLIES			34,312.81	34,312.81
12	141 E 71600 790 000 01002	EQUIPMENT			100.00	100.00
13	141 E 72260 105 000 01002	SUPERVISORS			70,000.00	70,000.00
14	141 E 72260 189 000 01002	OTHER SALARIES AND WAGES			34,500.00	34,500.00
15	141 E 72260 201 000 01002	SOCIAL SECURITY			6,479.00	6,479.00
16	141 E 72260 204 000 01002	STATE RETIREMENT			9,823.25	9,823.25
17	141 E 72260 207 000 01002	MEDICAL INSURANCE			5,256.00	5,256.00
18	141 E 72260 210 000 01002	UNEMPLOYMENT COMPENSATION			110.00	110.00
19	141 E 72260 212 000 01002	MEDICARE			1,516.00	1,516.00
20	141 E 72260 355 000 01002	TRAVEL			10,984.00	10,984.00
21	141 E 72260 429 000 01002	INSTRUCTIONAL SUPPLIES			500.00	500.00
		Total Expenditures			682,536.00	682,536.00
		Total Revenue less Total Expenditures			682,536.00	682,536.00

Explanation: Establish Budget for Adult Education Grant

Requested by Lynria Huddleston
Supervisor

Recommended for Approval:

Official / Department Head

Reviewed by Mark McPherson
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date:

Action by County Commission: Approval

Non-Approval

Date:

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education

DATE: 7-Sep-17

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease
Revenue						
1	141 R 46590 000 01005	OTHER STATE EDUCATION FUNDS			18,085.25	18,085.25
2	141 R 47120 000 01005	ADULT BASIC EDUCATION			54,255.75	54,255.75
		Total Revenue			72,341.00	72,341.00
Expenditures						
					Decrease	Increase
3	141 E 71600 189 000 01005	OTHER SALARIES AND WAGES				46,425.00
4	141 E 71600 201 000 01005	SOCIAL SECURITY				2,878.35
5	141 E 71600 204 000 01005	STATE RETIREMENT				2,783.09
6	141 E 71600 212 000 01005	MEDICARE				682.45
7	141 E 72260 355 000 01005	TRAVEL				19,320.70
8	141 E 71600 429 000 01005	INSTRUCTIONAL SUPPLIES				151.41
9	141 E 71600 790 000 01005	EQUIPMENT				100.00
		Total Expenditures				72,341.00
		Total Revenue less Total Expenditures			72,341.00	72,341.00

Explanation: To budget for revenue received for state testing contract for adult education

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

Reviewed by *[Signature]* _____
Chief Financial Officer

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

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

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:

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

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

ABSENT:

Mike Medley
Reggie Shanks

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

MOTION RE: 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
SEPTEMBER, 2017
Commission Meeting

ROAD FUND: 131									
Item	Account	Description	Decrease	Increase	Approved	Total	Line Item	Line Item	
			Expenditures	Expenditures	Expenditures	Expenditures	Expended	Balance	
1	34675	Reserve	1,366,901	-	-	-	-	-	-
2	62000.399	Contracted Services	-	1,366,901	900,000	2,266,901	472,619	1,794,282	
3	39000	Fund Balance	30,000	-	-	-	-	-	
4	62000.351	Equipment Rental	-	30,000	-	30,000	-	30,000	
TOTALS			1,396,901	1,396,901	900,000	2,296,901	472,619	1,824,282	

Remarks: Moving reserve into current budget line item. Mill Creek Road Project.

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.

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

FOR:

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

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

ABSENT:

Mike Medley
Reggie Shanks

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

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL TO APPLY FOR A AOC GRANT FOR COURTROOM SECURITY WITH A MATCH REQUIREMENT OF 10%

Commissioner Chris Savage moved and Commissioner Cathy Reel seconded the motion to approve applying for an AOC Grant for Courtroom Security with a match requirement of 10%.

(SEE ATTACHED)

MEMORANDUM

TO: Mr. Randy Porter, County Executive
COUNTY COMMISSION

FROM: Marcia Borys, Circuit Court Clerk



DATE: August 29, 2017

SUBJECT: AOC Grant Opportunity for Courtroom Security

We are excited about the announcement of a \$2,000,000 grant from the Administrative Office of the Courts for courtroom security. The courtroom security committee met August 28 to discuss how this could assist Putnam County in purchasing a new much needed metal detector. The grant could also assist in covering the cost of the maintenance contract as well as cameras and other related costs.

The state trial judges and our general sessions judges are very much in favor of applying for this grant. We would appreciate your support in this effort.



CIRCUIT COURT

THIRTEENTH JUDICIAL DISTRICT

PART I

AMY V. HOLLARS, CIRCUIT JUDGE

August 29, 2017

1010 E. MAIN
P.O. BOX 68
LIVINGSTON, TN 38570
931/823-6453
FAX: 931/823-3253

COUNTIES:
CLAY
CUMBERLAND
DEKALB
OVERTON
PICKETT
PUTNAM
WHITE

VIA HAND DELIVERY

Randy Porter, Putnam County Mayor
and
Members of the Putnam County Commission

Re: Application for Court Security Grant

Dear County Mayor Porter and
Members of the County Commission:

I am writing as Presiding Judge of the 13th Judicial District, on behalf of my colleagues who serve as state level trial judges and general sessions judges, to bring to your attention a new opportunity for Putnam County to apply for state funding for court security. The Tennessee Administrative Office of the Courts has initiated a one-time court security grant program which will make a total of \$2 million available to counties across the state. All grants made from these funds will require a 10% match from the recipient county. Therefore, any application we might make to receive a portion of these funds would require approval by the Putnam County Commission.

Members of the court security committee met this morning to discuss the availability of these grant funds and our plans to meet the grant application deadline of October 15, 2017. At this time, we are working to articulate and prioritize our security needs and to attach an expected cost to those needs. We expect that some of the priorities we would present to the Administrative Office of the Courts for possible funding would be new metal detector screening machines and additional security cameras for areas of the Justice Center which presently lack coverage.

Therefore, I would respectfully request approval from the County Commission to apply for a portion of these grant funds designated for court security. Recent well-publicized security breaches in other courts in our state have lent particular urgency to these issues. Obviously, it is incumbent upon us to make our facilities safe and secure to conduct the business of the courts and to protect both court personnel and members of the public.

Respectfully,

Amy V. Hollars,
Presiding Judge of the 13th Judicial District

cc: Chancellor Ronald Thurman
321 East Spring Street, Suite 307
Cookeville, TN 38501

Jonathan L. Young
Circuit Court Judge
321 E. Spring St., Ste. 302
Cookeville, TN 38501

Gary McKenzie
Criminal Court Judge
321 E. Spring St., Ste. 303
Cookeville, TN 38501

David A. Patterson
Criminal Court Judge
321 East Spring Street, Suite 305
Cookeville, TN 38501

Steven D. Qualls
General Session, Juvenile and Probate Court Judge, Part I
Putnam County Justice Center
421 E. Spring St., Room 1C07
Cookeville, TN 38501

John P. Hudson
General Session, Juvenile and Probate Court Judge, Part II
Putnam County Justice Center
421 E. Spring St., Room 1C07
Cookeville, TN 38501

The Chairman asked for discussion on the motion to approve applying for an AOC Grant for Courtroom Security with a match requirement of 10%. 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 THE FOLLOWING APPOINTMENTS TO THE UPPER CUMBERLAND REGIONAL AIRPORT BOARD OF ADJUSTMENTS FOR 3 YEAR TERMS TO EXPIRE SEPTEMBER 2020: ALLEN RAY
GARY CARWILE**

Commissioner Cathy Reel moved and Commissioner Kim Bradford seconded the motion to approve the appointments of Allen Ray and Gary Carwile to the Upper Cumberland Regional Airport Board of Adjustments for 3 year terms to expire September 2020.

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 Benton Young 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 September 18, 2017

DAVID K ANDREWS
LAURA BENNETT
SYDNEY L BLEDSOE
ETHAN BREEDING
SHARON BROCK
RICHARD M CASEY
CAROLYN J CHAFFIN
DARIAN R COONS
HOLLY CROSS
PENELOPE C DEAN
JAMES ROBERT HILL
KRISTI HOLMAN

MARY MARTIN
KIM MCCORD ELDRIDGE
MATTHEW MEADOWS
PEGGY JOYCE MEDLIN
AMANDA MOSS
CHRISTINA MUSSES
JACQUELINE M RICE
LOGAN SHOCK
JOEY SPITE
VICKIE STOCKTON
MARLENE WHITE
ALICE WILLS

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:

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

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

ABSENT:

Mike Medley
Reggie Shanks

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

OTHER NEW BUSINESS

MOTION RE: APPROVE THE RATIFICATION OF RANDY PORTER'S APPOINTMENTS OF THE FOLLOWING TO THE REGIONAL PLANNING

**COMMISSION: DALE MOSS
PHIL WILBOURN**

4 YEAR TERMS TO EXPIRE SEPTEMBER 2021

Commissioner Jordan Iwanyszyn moved and Commissioner Larry Bennett seconded the motion to approve the ratification of Randy Porter's appointments of Dale Moss and Phil Wilbourn to the Regional Planning Commission.

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

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

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

(SEE ATTACHED)

Department of Education

Putnam County

Mr. Jerry Boyd, Director of Schools

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

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

Board Members
Celeste Gammon
Jerry Maynard
David McCormick
Lynn McHenry

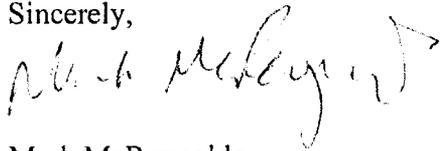
September 5, 2017

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please see attached Cash Flow Analysis for the General Purpose School Fund (141) for year FY18.

Sincerely,



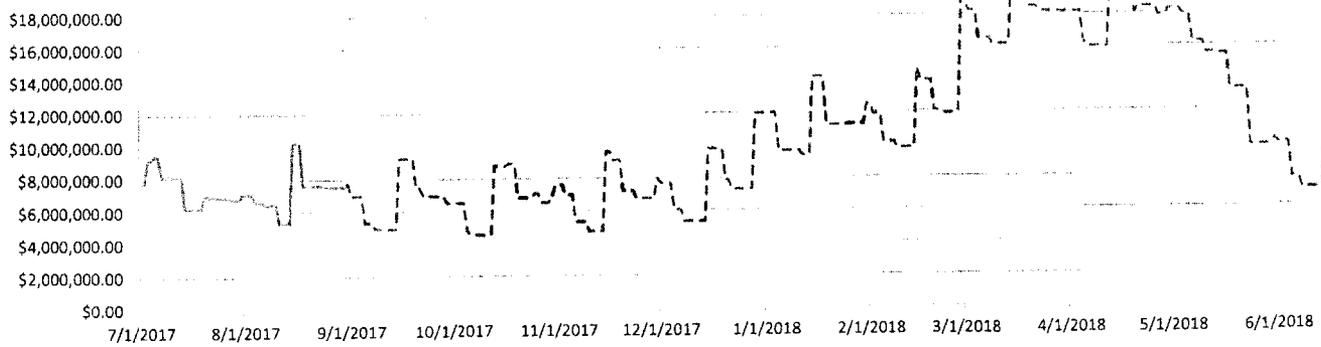
Mark McReynolds
Putnam County Board of Education

Enclosures:

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

**Putnam County
General Purpose School Fund
Cash Balance FY18**

— Actual Cash Balance
- - - Estimated Cash Balance



7/1/2017	\$ 7,795,094.85
8/1/2017	\$ 7,099,178.91
9/1/2017	\$ 6,963,584.38

**THE COMMISSION CHAIR TO APPOINT 4 MEMBERS TO SERVE ON THE RULES
COMMITTEE: BOB DUNCAN
CINDY ADAMS
JORDAN IWANYSZYN
SCOTT EBERSOLE**

ANNOUNCEMENTS AND STATEMENTS:

**FAIR BOARD MEMBER, BRENDA GENTRY SPEAKS TO THE COMMISSION WITH
RESULTS OF THIS YEARS PUTNAM COUNTY FAIR**

**BAXTER MAYOR, JOHN MARTIN SEPAKS TO THE COMMISSION CONCERNING
THE ELMORE TOWN ROAD BRIDGE PROJECT**

EMPLOYEE OF THE MONTH: NONE

MOTION RE: ADJOURN

Commissioner Tony Honeycutt moved and Commissioner Benton Young seconded the motion to adjourn. The motion passed.

PLANNING COMMITTEE MEETING

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: September 6, 2017

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, September 11, 2017 IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.

1. Elect Officers: Chairman, Vice-Chairman and Secretary.
2. Elect 1 member to serve on the Nominating Committee.
3. Elect 4 members to serve on the Road Committee for 1 year terms.
4. Consider speed limit for N. Allen Road.
5. Consider closing a small portion of Fisk Road due to TDOT revamping the intersection of Hillham Road and Fisk Road.
6. Consider amending the County Personnel Policy and adding attachment #3 for Putnam County EMS.
7. Consider changes to the cell tower regulations and adopting Wireless Communications facility guidelines within the County Right-of-Way.
8. Discuss declaring old windows from the Courthouse as surplus and to sell via Internet Auction.
9. Any other business that needs to be reviewed by the Planning Committee.

PLANNING COMMITTEE MINUTES

September 11, 2017

Prepared by Deborah Francis

Vacant		Danny Holmes	Present
Tom Short	Present	Tony Honeycutt	Present
Reggie Shanks	Absent	Donny Buttram	Present
Larry Bennett	Present	Jimmy Neal	Present
Bobby Williams	Present	Jordan Iwanyszyn	Present
Mike Atwood	Present	Larry Redwine	Present

Item #1 Election of Officers

Donnie Buttram was elected Chairman
Larry Redwine was elected as Vice-Chairman
Larry Bennett was elected as Secretary

Item #2 Election of 1 member to serve on Nominating

Danny Holmes was elected as Nominating Member

Item #3 Road Committee - 4 members - 1 year terms

Tony Honeycutt
Bobby Williams
Jimmy Neal
Larry Bennett

Item #4 Speed limit for N. Allen Road

Motion: Recommends that the speed limit for N. Allen Road be set at 35 MPH.

Made By: Williams VOICE VOTE APPROVED
Seconded: Honeycutt

Item #5 Closing a small section of Fisk Road

Motion: Recommends approval to close a small portion (100 ft long by 10 ft. wide) of Fisk Road revamping the Intersection of Hillham Road and Fisk Road.

Made By: Williams VOICE VOTE APPROVED
Seconded: Honeycutt

Item #6 Amendment to the County Personnel Policy adding attachment #3 for EMS

Motion: Recommends to send to Full Commission WITHOUT recommendation.

Made By: Atwood VOICE VOTE APPROVED
Seconded: Neal

Item #7 ***Wireless Communications facility guidelines***

Motion: **Recommends approval of changes to the cell tower regulations and adopting Wireless Communications facility guidelines within the County Right-of-Way.**

Made By: Short
Seconded: Bennett

Item #8 ***Declaring old windows from courtroom as surplus***

Motion: **Recommends to declare old windows from the Courthouse as surplus and to sell via Internet auction.**

Made By: Iwanyszyn
Seconded: Honeycutt

VOICE VOTE

APPROVED

Item #9 ***Any other business***

NONE

ADJOURNED

FISCAL REVIEW COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: September 6, 2017

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on September 11, 2017 at 5:30 PM in the County Commission Chambers at the Courthouse.

1. Elect Officers: Chairman, Vice-Chairman and Secretary.
2. Elect 1 member to serve on the Nominating Committee.
3. Consider budget amendment to the County General Fund.
4. Consider budget amendments for the General Purpose School Fund.
5. Consider budget amendments to the Road Department Fund.
6. Consider approval to apply for a AOC Grant for Courtroom Security.
10% match
7. Any other business that needs to be reviewed by the Fiscal Review Committee.

FISCAL REVIEW COMMITTEE

MINUTES

September 11, 2017

Prepared by Deborah Francis

ROLL CALL

Jim Martin	Present	Benton Young	Present
Jerry Ford	Present	Kim Bradford	Present
Scott Ebersole	Absent	Marsha Bowman	Present
Cindy Adams	Present	Cathy Reel	Present
Mike Medley	Present	Ben Rodgers	Present
Jerry Roberson	Present	Chris Savage	Present

Item #1 Election of Officers:

Chris Savage was elected as Chairman
Ben Rodgers was elected as Vice Chairman
Kim Bradford was elected as Secretary

Item #2 Election of 1 member for the Nominating Committee

Cathy Reel was elected as Nominating Member

Item #3 Budget Amendment for County General Fund

Motion: Recommends approval of budget amendments to the County General Fund.

Made By: Medley VOICE VOTE APPROVED
Seconded: Bradford

Item #4 Budget Amendments to the General Purpose School Fund.

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

Made By: Rodgers VOICE VOTE APPROVED
Seconded: Bradford

Item #5 Budget Amendments to the Road Department Fund

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

Made By: Medley VOICE VOTE APPROVED
Seconded: Young

Item #6 Approval to apply for AOC Grant for Courtroom Security

Motion: Recommends approval to apply for a AOC Grant for Courtroom Security with a match requirement of 10%.

Made By: Medley VOICE VOTE APPROVED
Seconded: Bradford

Item #7 Any other business

NONE

ADJOURNED

NOMINATING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: September 6, 2017

RE: Nominating Committee Agenda

Listed below are items to be considered by the Nominating Committee on Monday September 11, 2017 AFTER THE PLANNING COMMITTEE MEETING.

1. Consider nominations for Commission Chairman, Chairman Protempore and Parliamentarian. 1 year terms
2. Accept resignation of Scott Stevens as Commissioner in the 2nd District.
3. Consider nomination to fill unexpired term of Commissioner in the 2nd District.
4. Consider 2 members for the Upper Cumberland Regional Airport Board of Adjustments. 3 year terms to expire September 2020
Current members:
Allen Ray
Gary Carwile
5. Consider 3 members for the Joint Economic Community Development Board for 4 year terms to expire September 2021.
Representatives needed from:
Small Business
Real Estate
Key Manufacturing
6. Any other business that needs to be reviewed by the Nominating Committee.

**Nominating Notes
Taken by Randy Porter**

Election of Officers

Chairman Cathy Reel
Vice Chair Donnie Buttram
Secretary Danny Holmes

Nominations for:

Commission Chair	Mike Atwood
Chairman Pro-Temp	Ben Rodgers
Parliamentarian	Mike Medley

Voted to accept the resignation of Scott Stevens in the 2nd District.

Nomination to fill the unexpired term of Commission of 2nd District

Bob Duncan

**Two members to serve on Upper Cumberland Regional Airport Board
3 year terms**

**Allen Ray
Gary Carwile**

**Three members for the JECDB Board
Postponed until October**

ADJOURNED