

MINUTES
OF
PUTNAM COUNTY COMMISSION
NOVEMBER 21, 2016

Prepared by:

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

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on November 21, 2016 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 Commissioner Jordan Iwanyszyn for the Invocation.

The Chairman recognized Commissioner Jerry Ford 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
Reggie Shanks
Larry Redwine
Mike Medley

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

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

MOTION RE: APPROVE AGENDA

Commissioner Daryl Blair moved and Commissioner Jordan Iwanyszyn seconded the motion to approve the Agenda for the November 21, 2016 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 November 21, 2016 6:00PM**

**Presiding: Honorable Mike Atwood
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation** *District 3*
- 3. Pledge to the Flag of the United States of America** *District 3*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees**
 - C. Other Unfinished Business**
- 8. Quarterly Reports and Action Thereon by the Board**
 - A. Road Fund - Randy Jones, Supervisor**
 - B. School Funds - Jerry Boyd, Director of Schools**
 - C. County General Fund, Debt Service Fund, Solid Waste Sanitation Fund,
Self Insurance Fund, and Parks & Recreation Fund - Randy Porter, County Executive**
- 9. New Business and Action Thereon by the Board**

A. Report of Standing Committees

1. Planning Committee

- a. Recommends approval of the list provided by the Road Department of items to be sold via Internet auction.
- b. Recommends approval of a Resolution to Establish the Year of Birth for Putnam County, Tennessee as 1842, for celebrating purposes only.

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 requesting the State to amend the Clean Energy Grant to use extra funds to help pay for HVAC replacement and a new roof at the Agriculture Building.
- d. Recommends approval to apply for a Tourism Enhancement Grant for Parks & Recreation to enhance the area around the Standing Stone monument in Monterey. This is a 70/30 grant in the amount of \$50,000.
- e. Recommends approval for the County Executive and Department Heads to sign an Interlocal Agreement with the E911 Board for the Putnam County Computer Aided Dispatch (PCCAD) system.

3. Nominating Committee

- a. Recommends approval to appoint Harry Ingle to the Putnam County Library Board, to fill the unexpired term of Leigh Flatt, with his term to expire June 2017.

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

- 1. Ratification of County Executive's appointments to the E911 Board as follows:

Ralph Dunn	<i>Terms to expire</i>
Randy Shelton	<i>November 2020</i>
Sandy Martin	<i>4 year terms</i>

- 2. Acknowledgment of the appointments to the Cookeville Boat Dock Utility District

David Matson (term expiring February 1, 2019)

Dow Harris (term expiring July 1, 2017)

Requires no action, but needs to be incorporated into the minutes

10. Announcements and Statements

11. Adjourn

The Chairman asked for discussion on the motion to approve the Agenda for the November 21, 2016 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 Daryl Blair moved and Commissioner Benton Young seconded the motion to approve the Minutes of the October 17, 2016 meeting of the Putnam County Board of Commissioners.

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

The Chairman asked for a voice vote on the motion to approve the Minutes of the October 17, 2016 Meeting. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREOF BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business.

REPORT OF SPECIAL COMMITTEES: None

OTHER UNFINISHED BUSINESS: None

MOTION RE: QUARTERLY REPORTS AND ACTION THEREON BY THE BOARD

QUARTERLY REPORT FOR THE ROAD FUND – RANDY JONES, SUPERVISOR

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

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

Commissioner Daryl Blair moved and Commissioner Jerry Ford seconded the motion to approve 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.

(SEE ATTACHED)

**PUTNAM COUNTY HIGHWAY DEPARTMENT
 QUARTERLY REPORT
 JULY, AUGUST AND SEPTEMBER 2016**


RANDY JONES, ROAD SUPERVISOR

**131- ROAD FUND
 REVENUE**

CODE NUMBER & DESCRIPTION	ESTIMATED	1st. QUARTER	TOTALS	UN-REALIZED
40000.110 - 43000.320 LOCAL TAX	1,953,652	20,077	20,077	1,933,575
44000.130 - 44000 OTHER LOCAL TAX	2,100	448	448	1,652
46000.410 - 46000.930 STATE TAX	2,700,754	402,293	402,293	2,298,460
TOTAL REVENUE	4,656,506	422,818	422,818	4,233,687
FUND BALANCE JULY 1, 2016	872,632			

EXPENDITURES

CODE NUMBER AND DESCRIPTION	ESTIMATED	1st. QUARTER	TOTALS	UN-EMCUMBERED
61000 - ADMINISTRATION	317,597	90,161	90,161	227,436
62000 - ROAD CONST. & MAINTENANCE	2,958,921	380,743	380,743	2,578,178
63100 - OPERATION & MAINT. OF EQUIP	295,951	56,453	56,452	239,498
65000 - OTHER CHARGES	219,502	151,783	151,783	67,719
68000 - CAPITAL OUTLAY	858,950	26,360	26,360	832,590
TOTAL EXPENDITURES	4,650,921	705,500	705,499	3,945,421

Department of Education

Putnam County

Mr. Jerry Boyd, Director of Schools

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

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

Board Members
Eric Brown
Celeste Gammon
Jerry Maynard
David McCormick

November 4, 2016

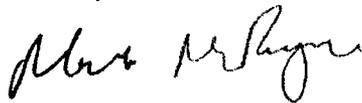
Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following Quarterly Reports for the quarter ended September 30, 2016:

- 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 SEPTEMBER 2016

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
Revenues:						
40000 Local Revenue	31,659,632	3,038,098	-	-	-	3,038,098
41000 Licenses and Permits	5,000	1,824	-	-	-	1,824
43000 Charges for Current Services	280,332	31,846	-	-	-	31,846
44000 Other Local Revenue	115,200	9,070	-	-	-	9,070
46000 State of Tennessee	48,975,793	9,251,648	-	-	-	9,251,648
47000 Federal Thru State	726,236	20,920	-	-	-	20,920
48000 Donations/Other	573,163	42,202	-	-	-	42,202
49000 Other Sources	700,000	85,851	-	-	-	85,851
	<u>83,035,356</u>	<u>12,481,458</u>	-	-	-	<u>12,481,458</u>
Encumbrances / Expenditures:						
71100 Regular Education	40,735,365	7,686,638	-	-	-	7,686,638
71150 Alternative Education	622,634	109,992	-	-	-	109,992
71200 Special Education	8,258,455	1,461,277	-	-	-	1,461,277
71300 Vocational Education	1,322,625	229,332	-	-	-	229,332
71600 Adult Education	492,863	121,531	-	-	-	121,531
72110 Attendance	260,851	105,219	-	-	-	105,219
72120 Health Services	1,193,860	231,612	-	-	-	231,612
72130 Other Student Services	2,562,334	426,632	-	-	-	426,632
72210 Regular Ed. Support	2,520,909	635,602	-	-	-	635,602
72215 Alternative Ed. Support	107,432	28,987	-	-	-	28,987
72220 Special Ed. Support	1,131,986	192,621	-	-	-	192,621
72230 Vocational Ed. Support	93,573	16,424	-	-	-	16,424
72260 Adult Ed. Support	130,190	39,094	-	-	-	39,094
72310 Board of Education	1,503,976	715,604	-	-	-	715,604
72320 Office of the Director	141,073	39,276	-	-	-	39,276
72410 Office of Principal	6,268,806	1,172,441	-	-	-	1,172,441
72510 Fiscal Services	724,077	238,140	-	-	-	238,140
72520 Human Services/Personnel	231,560	67,703	-	-	-	67,703
72610 Operation of Plant	6,306,093	1,758,625	-	-	-	1,758,625
72620 Maintenance of Plant	2,413,777	721,411	-	-	-	721,411
72710 Transportation	3,412,881	582,097	-	-	-	582,097
72810 Central & Other Support	800,817	218,695	-	-	-	218,695
73100 Food Services	360,649	90,616	-	-	-	90,616
73300 Community Services	479,867	38,572	-	-	-	38,572
73400 Early Childhood Education	1,871,070	355,595	-	-	-	355,595
91300 Education Capital Projects	-	-	-	-	-	-
99100 Operating Transfers	-	-	-	-	-	-
	<u>83,947,723</u>	<u>17,283,734</u>	-	-	-	<u>17,283,734</u>
TOTAL	<u>83,947,723</u>	<u>17,283,734</u>	-	-	-	<u>17,283,734</u>

PUTNAM COUNTY BOARD OF EDUCATION
FUND 142 - SCHOOL FEDERAL PROJECTS FUND
QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2016

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
Revenues:						
46000 State of Tennessee	-	-	-	-	-	-
47000 Federal Thru State	7,643,850	1,926,505	-	-	-	1,926,505
49000 Other Sources	99,240	44,134	-	-	-	44,134
	<u>7,743,090</u>	<u>1,970,639</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,970,639</u>
Encumbrances / Expenditures:						
71100 Regular Instruction Program	2,946,047	390,813	-	-	-	390,813
71200 Special Education Program	2,294,697	496,582	-	-	-	496,582
71300 Vocational Education Program	111,125	11,869	-	-	-	11,869
72130 Other Student Support	113,410	13,234	-	-	-	13,234
72210 Regular Instruction Program	1,085,549	195,143	-	-	-	195,143
72220 Special Education Program	358,693	94,830	-	-	-	94,830
72230 Vocational Education Program	9,210	2,519	-	-	-	2,519
72410 Office of the Principal	-	-	-	-	-	-
72710 Transportation	23,360	1,696	-	-	-	1,696
73300 Community Services	588,120	33,653	-	-	-	33,653
99100 Operating Transfers	212,879	44,134	-	-	-	44,134
TOTAL	<u>7,743,090</u>	<u>1,284,473</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,284,473</u>

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 143 - CENTRAL CAFETERIA FUND
QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2016**

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
Revenues:						
43000 Charges for Current Services	870,100	205,931				205,931
44000 Other Local Revenue	44,000	6,649				6,649
46500 State of Tennessee	50,000	-				-
47100 Federal Thru State	5,354,426	668,365				668,365
	<u>6,318,526</u>	<u>880,946</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>880,946</u>
Encumbrances / Expenditures:						
73100 Food Services	5,817,776	1,248,651	-	-	-	1,248,651
99100 Operating Transfers	500,750	85,851	-	-	-	85,851
TOTAL	<u>6,318,526</u>	<u>1,334,502</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,334,502</u>

PUTNAM COUNTY BOARD OF EDUCATION
FUND 146 - EXTENDED SCHOOL PROGRAM FUND
QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2016

	2016-2017 Budget	Actual Jul-Sept 2016	Actual Oct-Dec 2016	Actual Jan-Mar 2017	Actual Apr-Jun 2017	Total Year to Date
Revenues:						
43000 Charges for Current Services	935,809	253,020	-	-	-	253,020
	<u>935,809</u>	<u>253,020</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>253,020</u>
Encumbrances / Expenditures:						
73300 Community Services	935,809	230,583	-	-	-	230,583
TOTAL	<u>935,809</u>	<u>230,583</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>230,583</u>

COUNTY GENERAL BUDGET 2016-2017
Statement of Revenues and Expenditures
Period ending September 30, 2016

REVENUES:

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 9-30-2016</u>
40000 Local Taxes	15,217,479.00	15,217,479.00	256,953.23
41000 Licenses and Permits	450,000.00	450,000.00	125,188.99
42000 Fines, Forfeitures and Penalties	502,500.00	502,500.00	83,592.21
43000 Charges for Current Service	4,102,500.00	4,102,500.00	825,284.38
44000 Other Local Revenue	1,630,000.00	1,630,000.00	311,194.14
45000 Fees Received from County Officials	3,910,000.00	3,910,000.00	606,205.28
46000 State of Tennessee	4,959,537.00	4,959,537.00	377,782.76
47000 Federal Government	595,687.00	595,687.00	9,186.42
48000 Other Governments and Citizens Groups	467,500.00	467,500.00	87,548.35
49000 Other Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	31,835,203.00	31,835,203.00	2,682,935.76

Fund Balance - June 2015

10,666,526

EXPENDITURES:

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID & ENCUMBERED THROUGH 9-30-2016</u>
51000 General Administration	4,313,819.00	4,313,819.00	1,320,966.50
52000 Finance	1,617,682.00	1,632,840.00	493,512.14
53000 Administration of Justice	2,475,889.00	2,475,889.00	775,145.28
54000 Public Safety	9,727,062.00	9,727,062.00	2,818,188.36
55000 Public Health & Welfare	6,025,396.00	6,025,396.00	1,762,818.27
56000 Social, Cultural & Recreational Services	568,128.00	568,128.00	254,838.90
57000 Agriculture & Natural Resources	271,251.00	284,219.00	23,600.74
58000 Other Operations	8,671,440.00	8,671,440.00	580,394.55
91000 Transfers Out (Drug Control Fund)	50,000.00	50,000.00	50,000.00
TOTAL EXPENDITURES	33,720,667.00	33,748,793.00	8,079,464.74

SOLID WASTE/SANITATION BUDGET - 2016-2017
Statement of Revenues and Expenditures
Period Ending September 30, 2016

REVENUES:

40000				
43000	Local Taxes	2,893,676.00	2,893,676.00	23,080.77
44000	Charges for Current Service	940,000.00	940,000.00	224,483.36
46000	Other Local Revenues	200,000.00	200,000.00	29,753.10
	State of Tennessee	<u>87,400.00</u>	<u>87,400.00</u>	<u>19,321.05</u>
	TOTAL REVENUES	4,121,076.00	4,121,076.00	296,638.28

Fund Balance June 2015

933,623

EXPENDITURES:

55000	Public Health and Welfare	4,613,110.00	4,613,110.00	552,559.28
	TOTAL EXPENDITURES	4,613,110.00	4,613,110.00	552,559.28

DEBT SERVICE BUDGET - 2016-2017
Statement of Revenues and Expenditures
Period Ending September 30, 2016

REVENUES:	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 9-30-2016</u>
40000			
Local Taxes	15,499,911.00	15,499,911.00	1,245,240.80
44000	0.00	0.00	94.51
Other Local Revenues			
49000	361,000.00	361,000.00	0.00
Other Sources (Transfers In)			
TOTAL REVENUES	<u>15,860,911.00</u>	<u>15,860,911.00</u>	<u>1,245,335.31</u>

Fund Balance - June 2015

9,150,336

EXPENDITURES:	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID & ENCUMBERED THROUGH 9-30-2016</u>
82000			
Education Debt	12,800,100.00	12,800,100.00	2,676,472.70
90000	1,280,632.00	1,280,632.00	440,318.75
Public Safety Projects			
99100	<u>3,500,000.00</u>	<u>3,500,000.00</u>	<u>0.00</u>
Transfers Out			
TOTAL EXPENDITURES	<u>17,580,732.00</u>	<u>17,580,732.00</u>	<u>3,116,791.45</u>

**Parks and Recreation 2016-2017
Statement of Revenues and Expenditures
Period Ending September 30, 2016**

REVENUES:	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>REC'D THRU 9-30-2016</u>
40000 Local Taxes	918,928.00	918,928.00	57,544.21
43000 Charges for Current Services	70,000.00	70,000.00	9,743.90
44000 Other Local Revenues	55,000.00	55,000.00	9,735.00
TOTAL REVENUES	<u>1,043,928.00</u>	<u>1,043,928.00</u>	<u>77,023.11</u>

Fund Balance - June 2015

244,318

EXPENDITURES:	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>PAID & ENCUMBERED THROUGH 9-30-2016</u>
56000 Social Cultural & Recreational	1,159,475.00	1,159,475.00	143,375.81
TOTAL EXPENDITURES	<u>1,159,475.00</u>	<u>1,159,475.00</u>	<u>143,375.81</u>

Sept 2016

PUTNAM COUNTY SELF INSURANCE FUND			
FUND BALANCE SUMMARY FOR 2016 - 2017			
As of September 30, 2016			
Fund Balance as of June 30, 2016			386,277.21
PLUS: Departmental Deposits		1,203,548.71	
Interest		3,093.69	
		1,206,642.40	
LESS: Liability Claims		15,412.82	
Work Comp Claims		36,173.10	
Medical Records		0.00	
Claim Adjuster Fees		991.05	
Legal Fees		4,056.11	
Court Reporter & Court Costs		0.00	
Insurance		869,066.00	
Miscellaneous		73,102.69	
WC Fees to PMA Insurance Group		5,268.25	
CapRisk Consulting		0.00	
Management fee		0.00	
Liability Reserve Increase		53,292.00	
(Decrease) this period		0.00	
Work Comp Reserve Increase		0.00	
(Decrease) this period		-111,768.00	
		945,594.02	
Ending Fund Balance as of September 30, 2016			647,325.59
CASH SUMMARY			
=====			
Checking balance (9715) as of 09/30/2016		48,944.22	
Checking balance (4324) as of 09/30/2016		380,879.55	
Certificate of Deposit as of 09/30/2016		1,595,446.74	
Outstanding items:			
CK 2086		-1.00	
CK 2702		-2,980.43	
CK 2706		-779.00	
CK 2708		-716.00	
CK 2709		-229.05	
CK 2710		-2,147.54	
CK 2711		-174.90	
Ending Cash Balance as of September 30, 2016			2,018,242.59
Less: Open Liability Claim Reserves as of 09/30/2016			-213,292.00
Open Work Comp Claim Reserves as of 09/30/2016			-1,157,625.00
Ending Fund Balance as of September 30, 2016			647,325.59
Number of Open Liability Claims as of September 30, 2016			10
Number of Open Work Comp Claims as of September 30, 2016			51

This report was prepared by BB&T Legge Insurance on 11/03/2016

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

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

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE:

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE LIST PROVIDED BY THE ROAD DEPARTMENT OF ITEMS TO BE SOLD VIA INTERNET AUCTION

Commissioner Larry Redwine moved and Commissioner Daryl Blair seconded the motion to approve the list provided by the Road Department of items to be sold via internet auction.

(SEE ATTACHED)

Putnam County Highway Department
Randy Jones, Putnam County Road Supervisor
505 East Veterans Drive
Cookeville, Tennessee 38501
Phone: 931-526-4864 – Fax: 931-520-7637
Web: hwydept@citlink.net

To: Honorable Members, Putnam County Board of Commissioners

Date: November, 2016

RE: Surplus Property

I wish to declare the following equipment surplus property. I plan to sale the equipment and purchase equipment more useful to the department.

1. John Deere Tractor, Model 5425, Serial #: LV5425R247040, with Diamond Rotary Mower Model DSR-60C.
2. John Deere Tractor, Model 5425, Serial #: LV5425R247038, with Diamond Rotary Mower Model DSR-60C.
3. John Deere Tractor, Model 5425, Serial #: LV5425R445303, with Diamond Rotary Mower Model DSR-60C.
4. John Deere Tractor, Model 5425, Serial #: LV5425R445300, with Diamond Rotary Mower Model DSR-60C.



Randy Jones
Putnam County Road Supervisor

The Chairman asked for discussion on the motion to approve the list provided by the Road Department of items to be sold by internet auction. There was none.

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

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF A
RESOLUTION TO ESTABLISH THE YEAR OF BIRTH FOR PUTNAM COUNTY,
TENNESSEE AS 1842, FOR CELEBRATING PURPOSES ONLY**

Commissioner Larry Redwine moved and Commissioner Daryl Blair seconded the motion to recommend approval of a Resolution to Establish the Year of Birth for Putnam County, Tennessee as 1842, for Celebrating Purposes only.

(SEE ATTACHED)

**RESOLUTION TO ESTABLISH THE YEAR OF BIRTH FOR
PUTNAM COUNTY, TENNESSEE AS 1842**

WHEREAS, the Tennessee State Legislature established Putnam County in February 1842 and functioned as a county government for two (2) years; and

WHEREAS, a few years after the Tennessee State Legislature established Putnam County, a lawsuit was filed in Chancery Court for Overton County, Tennessee questioning the boundary of Putnam County and whether its existence violated the Tennessee Constitution. In that matter, the Overton County Chancery Court ruled in favor of Overton County;

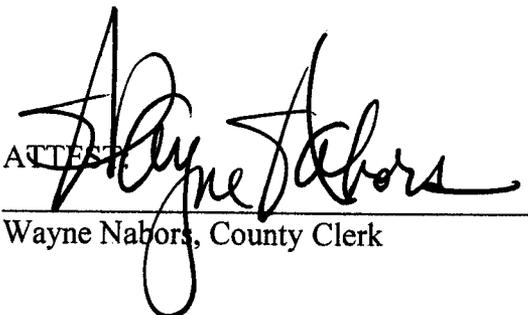
WHEREAS, conflicting cases in the Tennessee Supreme Court in 1848 and 1849 prompted the Tennessee State Legislature to re-establish Putnam County in 1854; and

WHEREAS, Putnam County issued birth certificates, imposed and accepted taxes, as well as undertook other functions of government from the original date of inception of our County in 1842 which has caused much confusion;

NOW, THEREFORE, BE IT RESOLVED, by the county legislative body of Putnam County, Tennessee, that the county legislative body of Putnam County, Tennessee hereby chooses to recognize the year of 1842 as the original and official establishment of Putnam County, Tennessee.

This Resolution shall be effective upon its passage and approval, the public welfare requiring it.

Adopted this 21st day of NOVEMBER, 2016.

ATTEST:

Wayne Nabors, County Clerk

Randy Porter
Putnam County Executive

The Chairman asked for discussion on the motion to approve a Resolution to Establish the Year of Birth for Putnam County, Tennessee as 1842, for Celebrating Purposes only. 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

November 2016

<u>County General Expenditure</u>	<u>Debit</u>	<u>Credit</u>
51500 Election Commission		
193 Election Workers		4,000 <i>As emended by Fiscal Review</i>
355 Travel	4,000	
54110 Sheriff's Department		
106 Deputies	20,500	<i>See letters from Sheriff Farris</i>
168 Temporary Personnel		20,500
334 Maintenance Agreements		649
708 Communication Equipment		4,351
 County General Revenue		
46290 Other Public Safety Grants	5,000	
	\$29,500	\$29,500

Putnam County Election Commission

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



DATE: October 27, 2016

TO: Debby Francis, Manager of Accounts and Budgets

FROM: Debbie Steidl, Administrator of Elections *DS*

RE: Move money in the November 2016 County Commission Meeting

Could we please move money to line item: 51500-193? We are having so many voters that we feel the need to increase the number of workers on Election Day. We have already increased the number of workers at Early Voting. We want to get people through the lines as quickly as possible and stay accurate.

We would like to move \$4000 from line item # 51500-355 (Travel) to line item # 51500-193.

And move \$4000.00 from line item 51500-192 (Election Commission) to line item # 51500-193.

51500-193 is Election Workers.

Thank you

*Note Amended in Fiscal Law
to Increase #192 4,000
Decrease #355 4,000*

*For
Debbie
Steidl*



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

November 1, 2016

Honorable County Commissioners

Subject: Temporary Full-Time staff member

We have a deputy sheriff that is on military leave from the Sheriff's Office for up to a 2 year commitment. Pursuant to The Uniformed Services Employment and Reemployment Rights Act of 1994, the Sheriff's Office must maintain the deputy's job position until completion of the commitment. Due to the shortage this military leave imposes on the Field Operations division, I request to transfer budgeted payroll monies for the deployed deputy sheriff to fund a temporary full-time deputy. The temporary full-time deputy position would be filled with the full knowledge that upon the deployed deputy's return the temporary full-time position would cease. The temporary full-time deputy would receive all county applicable benefits. This request does not require any new monies; it is a transfer from 2016-2017 budgeted monies for 54110-106. The temporary full-time deputy position would be funded through 54110-168. The requested allocation transfer is in the amount to fund the temporary full-time position through 6/30/2017, if needed.

54110-106 decrease \$20,500

54110-168 increase \$20,500

Thank you for your consideration,

Sheriff Eddie Farris



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

November 1, 2016

Honorable County Commissioners

Subject: THSO Grant monies allocation

The Sheriff's Office has been awarded \$5,000 from the Tennessee Highway Safety Office (formerly known as the Governor's Highway Safety Office). County Commission approval was given for the THSO application process at the April 2016 session.

We request the following budget amendments for allocation of funding:

54110-334 Increase \$ 649

54110-708 increase \$4,351

TOTAL \$5,000

Sincerely,

Sheriff Eddie Farris

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
Reggie Shanks
Larry Redwine
Mike Medley

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

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

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

Commissioner Chris Savage moved and Commissioner Daryl Blair seconded the motion to approve 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

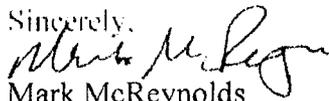
November 4, 2016

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

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

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- To adjust Special Education Budget to account for additional certified occupational therapy assistants to provide therapy for students with disabilities.
- To budget for federal funds awarded to Putnam County for high cost services to students with disabilities.
- To budget for revenue received from the State of TN for Adult Education HiSET testing contract.

V.C.Z.a. 11/3/16
BOE Approved

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: November 2016

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141	71200-189	Other Salaries and Wages	172,063.00	25,000.00		154,063.00
2	141	72120-189-01605	Other Salaries and Wages	269,010.00		25,000.00	287,010.00
							-
							-
							-
							-
							-
							-
							-
							-
							-
				441,073.00	25,000.00	25,000.00	441,073.00

Explanation: To pay salary for COTA (certified occupational therapy assistant) to provide therapy for students with disabilities

Requested by: Shari Roberson
Shari Roberson Supervisor

Recommended for Approval: [Signature]
Assistant Director

Reviewed by: [Signature]
Finance Director

Official / Department Head

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

Action by County Commission: Approved Not Approved Date: _____

V.C.Z.B. 11/3/16
BSE Approved

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: November 2016

Item #	Account #	Account Description	Current		Requested	
			Approved Amount	Increase	Decrease	Approval Amount
Revenue				<u>Increase</u>	<u>Decrease</u>	
1	141-47143-02110	Federal High Cost Funds	137,624.00	32,892.91		170,516.91
		Total Revenue	137,624.00	32,892.91		170,516.91
Expenditures				<u>Decrease</u>	<u>Increase</u>	
2	141-71200-163-02110	AIDES	80,694.00		9,306.91	90,000.91
3	141-71200-201-02110	SOCIAL SECURITY	5,003.00		697.00	5,700.00
4	141-71200-204-02110	STATE RETIREMENT	8,109.00		1,091.00	9,200.00
5	141-71200-206-02110	LIFE INSURANCE	112.00			112.00
6	141-71200-207-02110	MEDICAL INSURANCE	41,705.00		795.00	42,500.00
7	141-71200-208-02110	DENTAL INSURANCE	573.00	143.00		430.00
8	141-71200-210-02110	UNEMPLOYMENT COMPENSATION	258.00			258.00
9	141-71200-212-02110	EMPLOYER MEDICARE LIABILITY	1,170.00		180.00	1,350.00
10	141-71200-429 02110	INSTRUCTIONAL SUPPLIES AND MATERIALS	0.00		20,966.00	20,966.00
		Total Expenditures	137,624.00	143.00	33,035.91	170,516.91
Total Revenue less Total Expenditures			-0-			-0-

Explanation: To allocate federal funds awarded to Putnam County for high cost services to students with disabilities

Requested by: Sheri Roberson
Sheri Roberson Supervisor

Recommended for Approval: [Signature]
Assistant Director

Reviewed by: _____
Chief Financial Officer

Official / Department Head

Action by Fiscal Review Commit: Recommended for Approval

No Recommendation

Date:

Action by County Commission: Approval

Non-Approval

Date:

V.C.Z.C. 11/3/16
BOE Approved

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Finance _____

DATE: _____ 3-Nov-16

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount
				Increase	Decrease
Revenue					
1	141 R 46590 000 000 01005 000	Other State Education Funds	-	62,341.00	62,341.00
		Total Revenue	-		62,341.00
Expenditures				Decrease	Increase
2	141 E 71600 189 000 01005 000	Other Salaries and Wages	-		45,675.00
3	141 E 71600 201 000 01005 000	Social Security	-		2,831.85
4	141 E 71600 204 000 01005 000	State Retirement	-		4,590.33
5	141 E 71600 212 000 01005 000	Employer Medicare	-		662.28
6	141 E 71600 429 000 01005 000	Instructional Supplies and Materials	-		1,581.54
7	141 E 71600 355 000 01005 000	Travel	-		7,000.00
		Total Expenditures	-		62,341.00
		Total Revenue less Expenditures	-	62,341.00	62,341.00

Explanation: To budget for revenue received for Adult Education HISET testing contract.

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

Reviewed by: Mark McRaymond 10/21/16 _____
 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
Reggie Shanks
Larry Redwine
Mike Medley

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

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL REQUESTING THE STATE TO AMEND THE CLEAN ENERGY GRANT TO USE EXTRA FUNDS TO HELP PAY FOR HVAC REPLACEMENT AND A NEW ROOF AT THE AGRICULTURE BUILDING

Commissioner Chris Savage moved and Commissioner Daryl Blair seconded the motion to approve requesting the State to amend the Clean Energy Grant to use extra funds to help pay for HVAC replacement and a new roof at the Agriculture Building.

The Chairman asked for discussion on the motion to approve requesting the State to amend the Clean Energy Grant to use extra funds to help pay for HVAC replacement and a new roof at the Agriculture Building. There was none.

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL TO APPLY FOR A TOURISM ENHANCEMENT GRANT FOR PARKS & RECREATION TO ENHANCE THE AREA AROUND THE STANDING STONE MONUMENT IN MONTEREY. THIS IS A 70/30 GRANT IN THE AMOUNT OF \$50,000

Commissioner Chris Savage moved and Commissioner Jordan Iwanyszyn seconded the motion to approve to apply for a Tourism Enhancement Grant for Parks & Recreation to enhance the area around the Standing Stone Monument in Monterey. This is a 70/30 Grant in the amount of \$50,000.

(SEE ATTACHED)

Community Development Initiative
Monterey
Standing Stone Monument Park



In a collaborative effort to enhance the existing cultural and natural resources within Monterey we would like to apply for funding through the Tennessee Department of Economic and Community Development *Tourism Enhancement Grant Program*. Tourism is one of the largest industries and economic drivers in Tennessee and Putnam County benefits greatly from tourism development efforts. This Program provides tourism infrastructure resources to enhance and improve the economy in local communities.

The Putnam County Library Park has long been used by the Monterey community for festivals and special events, the largest being Standing Stone Days. This festival attracts tourist and residents to the Standing Stone monument, which is key to the success of the event. This park is adjacent to the walking trail that links the Farmer's Market, Downtown, Depot and Library to the school and residential area of Monterey.

The park has no infrastructure except for an antiquated walkway around the monument and the monument itself. The grounds are well maintained, but consist of only sparse grass, many bare spots of exposed topsoil and several mature trees.

The proposal is to improve the infrastructure of the park with the development of a design plan that could be implemented with grant funds and employee/equipment assets. The improvement of this park would not only enhance county property, provide improved park area for the resident, but would allow the Standing Stone Festival to move most of the activities to the park. This move would not only improve the festival but would alleviate the safety concerns of the existing festival site along Main Street. The Bank of Putnam County will be constructing their new corporate headquarters on Main Street, where a sizeable portion of the festival has traditional been held. In the past the festival organizers have attempted to move the festival to the park, but the infrastructure problems have always been a barrier.

It is proposed that the following be completed at the park:

1. Removal of the broken and cracked sidewalk around the monument. To be replaced with an improved and expanded aggregate concrete sidewalk that would be connected to the Library parking lot for easier access by those with limited mobility.
2. The construction of a three sided stone bench around the monument. This bench would be in the same construction material as the monument itself and would provide seating in the park.
3. A performance gazebo would be built to be used during festivals and special events, but also for library educational programs.
4. Decorative safety fencing would be installed as a barrier between the road and the park.
5. A landscaping plan would be developed and implemented to address the aesthetics and safety concerns within the park.
6. The installation of lighting to enhance the existing monument and the new landscaping.

The total grant is \$50,000 and a match of \$15,000, but county labor can be used as part of our in-kind match. If awarded the grant, the funds would be available for construction by February 2017, with a completion date of October 2017.

The Chairman asked for discussion on the motion to approve to apply for a Tourism Enhancement Grant for Parks & Recreation to enhance the area around the Standing Stone Monument in Monterey. This is a 70/30 Grant in the amount of \$50,000. There was none.

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

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR THE COUNTY EXECUTIVE AND DEPARTMENT HEADS TO SIGN AN INTERLOCAL AGREEMENT WITH THE E911 BOARD FOR THE PUTNAM COUNTY COMPUTER AIDED DISPATCH (PCCAD) SYSTEM

Commissioner Chris Savage moved and Commissioner Jerry Ford seconded the motion to recommend approval for the County Executive and Department Heads to sign an Interlocal Agreement with the E911 Board for the Putnam County Computer Aided Dispatch (PCCAD) System.

(SEE ATTACHED)

INTERLOCAL AGREEMENT

BETWEEN

THE Putnam County Emergency Communication District Board; Putnam County Sheriff's Office; Cookeville Police and Fire Departments; Monterey Police and Fire Departments; Algood Police and Fire Departments; Baxter Police and Fire Departments; Putnam County Fire Department, Putnam County EMS, and Putnam County Rescue

I. BACKGROUND/PURPOSE

The Putnam County Computer Aided Dispatch (PCCAD) System is a joint information and public safety dispatch system that is designed to assist agencies in their mission to provide emergency assistance to the public. The Records Management System (RMS) and Jail Management System (JMS) are law enforcement information sharing systems that are designed to assist agencies in solving crime through improved data sharing. By signing this INTERLOCAL AGREEMENT the Agency agrees to use these systems as the primary records system for all records and information derived from PCCAD.

The purpose of the aforementioned systems is to allow participating agencies to contribute data (principally records management and jail management systems) in a format which will give other participating agencies the ability to query the data in addition to increasing interoperability between agencies.

The purpose of this INTERLOCAL AGREEMENT is to formally set forth the terms and conditions for participating in the PCCAD System, including the ownership and control of the information within the systems.

II. PARTIES

The parties to this INTERLOCAL AGREEMENT ("Parties") are the Putnam County Emergency Communication District Board; Putnam County Sheriff's Office; Cookeville Police and Fire Departments; Monterey Police and Fire Departments; Algood Police and Fire Departments; Baxter Police and Fire Departments; Putnam County EMS, Putnam Fire Department, and Putnam County Rescue.

A. PARTICIPATING AGENCIES. The Putnam County Emergency Communication District Board; Putnam County Sheriff's Office; Cookeville Police and Fire Departments; Monterey Police and Fire Departments; Algood Police and Fire Departments; Baxter Police and Fire Departments; and Putnam County EMS, Putnam County Fire Department, and Putnam County Rescue

B. EXECUTIVE STEERING COMMITTEE. The PCCAD project shall be governed by a nine member advisory Executive Steering Committee (ESC) hereinafter referred to as the "Putnam County Computer Aided Dispatch Executive Steering Committee," as further described in a separate document regarding the ESC. The ESC shall be responsible for making recommendations concerning the overall administration and direction of the PCCAD. The ESC's duties and responsibilities shall include, but not be limited to, determination of the vision and scope, establishing priorities, acting as an advocate, and any system changes.

1. Permanent membership to the ESC will be limited to the following departments: Putnam County Emergency Communications Board, Putnam County Emergency Communications

Director, Putnam County Sheriff's Office, Putnam County Emergency Medical Services, Putnam County Fire Department, Cookeville Fire Department, and the Cookeville Police Department.

2. The eighth member of the ESC will be occupied by a representative from the Algood Police Department, Baxter Police Department, or the Monterey Police Department. This representation period will last for 12 months beginning on July 1 and ending on June 30. The rotation of representation will rotate in the chronological order of the date when the respective agency executed the foregoing document.

3. The ninth member of the ESC will be occupied by a representative from the Algood Fire Department, Baxter Fire Department, Monterey Fire Department or Putnam County Rescue. This representation period will last for 12 months beginning on July 1 and ending on June 30. The rotation of representation will rotate in the chronological order of the date when the respective agency executed the foregoing document.

4. The head of each agency or his/her designee listed in subsections (1) and (2) shall serve as the representative to the ESC.

III. AUTHORITY

Each Tennessee state, county, and local agencies that executes the foregoing agreement certifies that it has the authority from its governing body to enter into the foregoing agreement.

IV. SOURCE, STATUS, AND PURPOSE OF SHARED INFORMATION

A. The CAD, RMS and JMS solutions rely upon a cooperative partnership of law enforcement and public safety agencies (contributing Agencies) to provide records and other data from certain data systems under their control (sharing their data). Contributing Agencies agree to share their identified data with each other and with other parties to this INTERLOCAL AGREEMENT.

B. Each Agency participating in CAD, RMS and JMS does so under its own individual legal status, jurisdiction, and authority, and all CAD, RMS and JMS operations are based upon the legal status, jurisdiction, and authority of the individual participating agencies. The CAD, RMS and JMS data sharing initiative is not intended to, and shall not be deemed to have any independent legal status. This INTERLOCAL AGREEMENT is an agreement between the parties and is not intended to create, and does not create or confer, on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise.

C. The CAD, RMS and JMS systems will be housed in a secure datacenter located in Putnam County Tennessee, as approved by the ESC. In use, the system and only law enforcement agencies will have access to the data governed by local, state and federal law enforcement record/data security guidelines.

D. CAD, RMS and JMS will only be populated with source information derived from each contributing Agency's "own records," and is intended to be an official repository of original records.

E. There is no obligation and there should be no assumption that a particular Agency's records housed in the CAD, RMS and JMS data warehouse represent a complete or accurate mirror image of that Agency's records system for any subject or person.

F. Commercially available references, public source information, and software applications, such as commercial directories, census data, mapping applications, and analytical applications are considered

to be non-record material and will be maintained in accordance with applicable contracts and/or licensing agreements. To the extent that any such information is relevant and appropriate for preservation as independent records, it will be the responsibility of the accessing Agency to incorporate such information as records of the accessing Agency in the Agency's own official records system(s) in accordance with that Agency's records management processes and any applicable contract or licensing agreement.

G. CAD, RMS and JMS is not intended by the participating agencies to operate or be used as a criminal history system or a criminal intelligence system governed by the provisions of Title 28, Parts 20 and 23 respectively, of the Code of Federal Regulations.

V. RESPONSIBILITIES OF CONTRIBUTORS OF INFORMATION

A. Each Agency retains sole ownership of and sole responsibility for the information it contributes, and may at will at any time update, correct, or delete any of its information contained in CAD, RMS and JMS. All system entries will be clearly marked to identify the contributing Agency. Each Agency shall be responsible for verifying and validating its own information in the respective systems.

B. Just as each party retains sole ownership and control of the information it contributes, so does a party retain sole ownership of the copies of that information replicated in CAD, RMS and JMS. A CAD, RMS and JMS user may print a record from any CAD, RMS and JMS agency and retain said copy to assist with case investigation. Destruction of the said copy may only take place in accordance with applicable Tennessee public record retention requirements.

C. Each Agency will be responsible for ensuring sealed or expunged records are updated as such within the CAD, RMS and JMS system. The action will occur as an automated process, but can be performed manually by the agency should the automated process fail.

D. The contributing Agency has the sole responsibility and accountability for ensuring that no information entered into CAD, RMS and JMS was obtained in violation of any Federal, State, or local law applicable to the contributor and for ensuring compliance with all laws, regulations, policies, and procedures applicable to the Agency's entry and sharing of information into CAD, RMS and JMS.

E. In an effort to maintain system discipline, contributing Agencies shall submit data, including any updates or changes to the original submission, on a continual basis. Updates and changes are encouraged as often as the contributing Agency can feasibly execute them.

F. CAD, RMS and JMS include an audit capability that will log user activity. Each Agency will designate a point of contact that shall have access to that Agency's portion of the audit log. Internal requests for copies of the audit log may be forwarded to each Agency for direct response to that Agency's portion of the audit log. All audit log files shall be protected to prevent unauthorized changes or destruction.

G. Audit. Each Agency will be subject to yearly security system access audits by members of the Executive Steering Committee or their designee following guidelines established by the ESC.

VI. ACCESS TO INFORMATION

A. Each Agency may restrict any investigative information to the extent deemed necessary for confidentiality or security purposes.

B. Newly discovered links, matches, relationships, interpretations, etc., located in the analysis of CAD, RMS and JMS information may be relevant and appropriate for preservation as independent records. It will be the responsibility of the accessing Agency to incorporate such information as records of the accessing Agency in the Agency's own official records system(s) in accordance with that Agency's records management processes. An Agency that desires to incorporate in its own separate records information contributed by another Agency, including any analytical products based on another Agency's information, must first determine the current status of that information from the entering Agency, and advise the entering Agency of its intent to use the data.

C. An Agency member may not access CAD, RMS and JMS unless he or she has a legitimate, official need to know for an authorized criminal justice purpose. Authorized criminal justice purpose includes preliminary screening of applicants (including contractors and vendors) for employment with an Agency; provided that no action in this regard will be taken based solely on information retrieved from the CAD, RMS and JMS system, and that such information must be verified and substantiated, independently of its presence in CAD, RMS and JMS, before any action is taken. Any use made of information derived from or related to data in the CAD, RMS and JMS system for employment or contractor/vendor screening must be consistent with applicable state and federal law. CAD, RMS and JMS information shall not be included in any official case file, nor used in the preparation of judicial process such as search or arrest warrants (with accompanying affidavits) or subpoenas unless legally authorized for official use.

D. Any Agency member directly accessing the RMS and JMS systems must hold a current State of Tennessee CJIS certification or have completed Security Awareness Training as required by the FBI CJIS Security Policy. Agencies are responsible for assuring that any agency member directly accessing the RMS and JMS systems are in compliance with this requirement. It is understood by all entities that execute the foregoing agreement that certifications can be tracked by the system and that the TBI monitors such certifications.

VII. ACCEPTABLE USE AND DISSEMINATION OF INFORMATION

A. Any release of information from the CAD, RMS and JMS system should be made in conformance with the obligations and exemptions from dissemination imposed by Tennessee law. Participating Agencies will not release information generated by another Agency without first consulting the originating (contributing) Agency to determine the current status of that information. Information which is exempt from disclosure by law may not be released without the permission of the originating Agency.

B. Information obtained from the CAD, RMS and JMS system, including analytical products derived therefrom, shall not be used as a basis for enforcement or other official action, including employment screening or screening of contractors and vendors, unless the user Agency first notifies and verifies the reliability and accuracy of the information with the Agency(s) that contributed the information in question.

C. Notwithstanding the requirement in the preceding paragraph (IX)(B), immediate dissemination of CAD, RMS and JMS information without permission can be made if:

- 1) There is an actual or potential threat of terrorism, immediate danger of death or serious physical injury to any person, or imminent harm to the national security; or

2) It is necessary to disseminate such information without delay to any appropriate recipient for the purpose of preventing or responding to such a threat, danger, or harm.

D. The CAD, RMS and JMS contributing agency shall be immediately notified of any dissemination made under paragraph C, above.

E. Information in the system shall not be disseminated outside of an assessing Agency without first obtaining express permission of each Agency that contributed the information in question unless the information is subject to disclosure by court order or applicable law. The owner of the information shall be subsequently notified of any and all disseminations made under this exception.

F. The parties to this INTERLOCAL AGREEMENT recognize and acknowledge that any Agency having custody of information remains responsible for responding to public records requests for that information in accordance with applicable Tennessee and/or Federal law.

G. Information or summaries of information from the CAD, RMS and JMS system may be shared with a non-participating law enforcement agency in the furtherance of a legitimate law enforcement investigation, with the recognition that such disclosure, for other than criminal justice purposes, may risk waiver of public records exemptions for that information moving forward.

H. Data from the CAD, RMS and JMS contributing agencies may be shared with local, state, tribal, and federal law enforcement agencies through external systems similar to CAD, RMS and JMS with the majority approval of ESC members and contingent upon the Representative(s) of the connecting system signing an INTERLOCAL AGREEMENT with Putnam County Emergency Communication District Board that incorporates the following terms:

- 1) Viewing and use of CAD, RMS and JMS data shall be restricted to law enforcement and public safety agencies within the jurisdictions of the United States and its various states and territories.
- 2) Acceptable Access, Use, and Dissemination rules of the CAD, RMS and JMS System must be followed by all users.
- 3) The connecting system, its members, and users must adhere to the latest approved version of the FBI CJIS Security Policy.
- 4) All users with NCIC/TCIC access must meet requirements as defined by the State of Tennessee.
- 5) All users that have access to law enforcement data must meet the following requirements prior to system access: fingerprint requirements as enumerated in CJIS Security Policy, undergo CJIS Awareness Training which will be provided by the LASO at the Cookeville Police Department or Putnam County Sheriff Office, provide a signed copy of a Release of Information Agreement.

I. CAD, RMS and JMS information cannot be accessed or used for any other purpose, including general licensing, eligibility for federal or state benefits, or background investigations for other agencies. All agencies will share their investigative information with the other CAD, RMS and JMS agencies under an express promise of confidentiality. Agencies will protect such information from disclosure to the greatest extent possible consistent with applicable public access laws, and applicable compulsory process (such as a court order). Agencies will notify the CAD, RMS and JMS ESC immediately upon becoming aware of a lawsuit or a preceding information demand brought in any court seeking access to information in CAD, RMS and JMS, in either verbatim or derivative form.

J. Under no circumstance is an Agency to publicly report statistics using data from another jurisdiction obtained through operation of this INTERLOCAL AGREEMENT without prior written authorization from the contributing agency that owns the data. This includes statistics of any kind for the entire

jurisdiction or part of the jurisdiction; National or Tennessee Incident Based Reporting System (IBRS) statistics and non-IBRS statistics; and internal studies, published studies, maps or grant projects.

K. Any requests for reports or information stored within CAD, RMS and JMS will be directed to the contributing agency. Requests for information from CAD, RMS and JMS that has been incorporated into the accessing Agency's records and analytical products based on another Agency's information are subject to applicable public records laws.

L. If at any time an Agency fails to comply with the acceptable use and dissemination of information policies, that party may be deemed in material breach of this INTERLOCAL AGREEMENT and could result in loss of access to the system.

VIII. SECURITY

A. Data stored in the CAD, RMS and JMS system will be stored in a Physically Secure Location as defined by the most recent version of the FBI CJIS Security Policy.

B. Each Agency will be responsible for designating those employees who have access to CAD, RMS and JMS and agrees to use the same degree of care in protecting information accessed under this INTERLOCAL AGREEMENT as it exercises with respect to its own sensitive information.

C. The City of Cookeville Police Department, Putnam County Sheriff's Department, and Putnam County Emergency Communication District shall designate a single point of contact that will be authorized to request addition and deletion of user access on behalf of their Agency. These requests will be made via written request or official government email. Such action must be done in writing within 24 hours to the ESC. The point of contact is responsible for ensuring that each user for its respective agency has a current telephone number and email address associated with his or her profile in CAD, RMS and JMS.

D. Each Agency is responsible for ensuring that mandatory training is completed by each employee authorized to access the CAD, RMS and JMS system prior to providing query access to CAD, RMS and JMS.

E. Each Agency agrees to take appropriate corrective administrative and/or disciplinary action against any of its personnel who misuse the CAD, RMS and JMS system, as that Agency would if it were an abuse of sensitive information in its own record system.

F. Personnel, physical, administrative, and technical security shall be consistent with the FBI's CJIS Security Policy.

G. No data housed within the CAD, RMS and JMS System may be accessed, shared or viewed by any individual unless they have system access permissions. This requirement will not apply to official State of Tennessee Public Records Requests made through public inquiries. Such requests must be maintained in writing by the respective agency required to fulfill such request. However, this will only apply to data that is "owned" by the agency and will not include data from other agencies using the CAD, RMS and JMS System.

H. Permissions and passwords will not be shared or used by anyone other than the registered employee.

I. All transactions on or within the CAD, RMS and JMS System will be for official use only.

J. All requests for permission use changes and the addition of personnel must be done in writing and submitted to the ESC.

K. Personnel will not use a third party software or "app" solution to capture or print any data stored within the CAD, RMS and JMS without consent from the ESC. This will include the use of "print screen" and use of electronic digital devices such as cellular telephones to stream or photograph data within the System.

IX. GOVERNANCE

The CAD, RMS and JMS system will be operated under a shared management concept in which the parties will be represented by an Executive Steering Committee (ESC).

X. SANCTIONS

Violation of the acceptable use policies or of any law or regulation applicable to access to or use of CAD, RMS and JMS data (hereinafter referred to as "Misuse") by a party to this INTERLOCAL AGREEMENT or one of its employees or agents, may lead to suspension or termination of an agency or particular user's access to CAD, RMS and JMS.

XI. TECHNOLOGY ADDENDUM

In addition to the requirements above, additional technology requirements must be met by each department.

Non-Terminal Agencies Technology Requirements

This group includes all agencies that access, modify, add or delete information in the SunGard CAD Application Suite but do not have physical redundant servers at their facilities.

Each Non-Terminal Agency will connect to the SunGard system via a Federal Information Processing Standard (FIPS) 140-2 compliant virtual private network (VPN) connection provided by one of the Terminal Agencies. Any attempt to connect otherwise is in violation of this agreement.

All equipment with access to Criminal Justice Information (CJI) is subject to all requirements enumerated in the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy.

Terminal Agencies Technology Requirements

This group includes all agencies that access, modify, add or delete information in the SunGard CAD Application Suite and have physical redundant servers at their facilities.

Each Terminal Agency must have a firewall in place that monitors network traffic and limits access to their network as well as the shared CAD network. The limiting of access should be implemented to protect Criminal Justice Information (CJI) from being monitored or accessed by unauthorized individuals.

Each Terminal Agency must provide a Federal Information Processing Standard (FIPS) 140-2 compliant virtual private network (VPN) connection for all remote or mobile connections.

Agencies will not provide any web services, remote desktop or terminal services exposed to the extranet that has connectivity to the information and data contained in the SunGard software systems *without prior consent from the Executive Steering Committee.*

Each Terminal Agency will submit to annual IT audits by the other terminal agencies involved in the project. Audit findings will be shared with the Executive Steering Committee along with recommended corrections. The Executive Steering Committee will issue statements of work and due dates for corrections to be made.

Each individual with logical or physical access to data and equipment used in the SunGard system will have a criminal history check ran every two (2) years as well as a current copy of their fingerprints on file with the TBI. If an individual fails the criminal history check, their access will be provoked and the associated agency will be notified.

All IT personnel will complete biannual Tennessee Information Enforcement System (TIES) security training as prescribed by the Tennessee Bureau of Investigation (TBI). Individuals failing to successfully complete the prescribed training will have all access to the SunGard system and its associated equipment and network removed. The associated agency will be notified along with recommended steps for correction.

Any agency found to be violating the requirements of this document or knowingly placing the shared network or data at risk will be subject to sanctions up to and including loss of access to the SunGard system.

PUTNAM COUNTY, TENNESSEE

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of _____, 2016.

PUTNAM COUNTY 911 BOARD

By: _____

Its: _____

PUTNAM COUNTY SHERIFF'S OFFICE

By: _____

Its: _____

PUTNAM COUNTY EMERGENCY MEDICAL SERVICES

By: _____

Its: _____

PUTNAM COUNTY FIRE DEPARTMENT

By: _____

Its: _____

PUTNAM COUNTY RESCUE

By: _____

Its: _____

The Chairman asked for discussion on the motion to approve the County Executive and Department Heads to sign an Interlocal Agreement with the E911 Board for the Putnam County Computer Aided Dispatch (PCCAD) System. There was none.

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

NOMINATING COMMITTEE:

MOTION RE: NOMINATING COMMITTEE RECOMMENDS APPROVAL TO APPOINT HARRY INGLE TO THE PUTNAM COUNTY LIBRARY BOARD, TO FILL THE UNEXPIRED TERM OF LEIGH FLATT, WITH HIS TERM TO EXPIRE JUNE 2017

Commissioner Tony Honeycutt moved and Commissioner Kim Bradford seconded the motion to approve the appointment of Harry Ingle to the Putnam County Library Board, to fill the unexpired term of Leigh Flatt, with his term to expire June 2017.

(SEE ATTACHED)



October 13, 2016

Putnam County Board of Commissioners
Putnam County Courthouse
300 East Spring Street
Cookeville, TN 38501

RE: Putnam County Library Board of Trustees Appointment

Putnam County Board of Commissioners:

Pursuant to Article IV of the Joint Venture Agreement between Putnam County and the City of Cookeville, the Putnam County Board of Commissioners appoints four of the seven members of the Putnam County Library Board and one of the two representatives to the Regional Library Board. Ms. Leigh Flatt has resigned her position on the Board, and her term was set to expire June 2017.

The Putnam County Library Board of Trustees presented a slate of nominees at the October 11, 2016 board meeting for the vacant position. The nomination of Mr. Harry Ingle was approved. Mr. Ingle holds a B.S. in Business Administration and an M.A. in Educational Psychology and Counseling from Tennessee Technological University. He currently serves as the Director of the Clay N. Hixson Student Success Center for the College of Engineering at TTU. Additionally, Mr. Ingle works as an instructor for the College of Engineering and the College of Business at TTU. He also serves on the executive board for Cookeville IMPACT Inc.

The Putnam County Library Board of Trustees respectfully request the Putnam County Board of Commissioners to appoint Mr. Harry Ingle to the Library Board to fill the remainder of Ms. Flatt's term.

Best Regards,

A handwritten signature in cursive script that reads "Stacie Netherton".

Stacie Netherton
Library Director

The Chairman asked for discussion on the motion to approve the appointment of Harry Ingle to the Putnam County Library Board, to fill the unexpired term of Leigh Flatt, with his term to expire June 2017. 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 Daryl Blair moved and Commissioner Benton Young 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 November 21, 2016

JAMES BRANHAM	JOSEPH F LEHRER
LISA R BUMBALOUGH	JO ANN MANIER
BEVERLY L CAVENDER	CANDACE MCNEAL
JOLINE CHAREST	CHERYL D MILLER
LINDA G CLEVERLEY	BO C MURPHY
RHONDA M COLE	MELANIE NABORS
MEGAN COLE	SHANNON L O'DONNELL
HELEN CYPHERS	BRANDON REEVES
ALEISHA J DENNIS-CARR	ANGELIA M RICHARDS
JAMIE K HAMANN	AMANDA R SCHLACHTA
KAYLA L HAMMOCK	RENEA SMITH
DANIELLE LYN HERREN	SABINA SOTO
JIMMY K HULL	JANICE K WAGNER
WENDI KEETON	BARRY D WILMOTH
REBECCA KING	
KRISTY M KNOTTS	

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

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

OTHER NEW BUSINESS

**MOTION RE: RATIFICATION OF COUNTY EXECUTIVE'S APPOINTMENT TO THE E911 BOARD AS FOLLOWS: RALPH DUNN
RANDY SHELTON
SANDY MARTIN**

(TERMS TO EXPIRE NOVEMBER 2020 – 4 YEAR TERMS)

Commissioner Jordan Iwanyszyn moved and Commissioner Jerry Roberson seconded the motion to approve the Ratification of County Executive's Appointment to the E911 Board as follows: Ralph Dunn, Randy Shelton, and Sandy Martin. (terms to expire November 2020 – 4 year terms)

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

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

ACKNOWLEDGMENT OF THE APPOINTMENTS TO THE COOKEVILLE BOAT DOCK UTILITY DISTRICT:

DAVID MATSON (TERM EXPIRING FEBRUARY 1, 2019)

DOW HARRIS (TERM EXPIRING JULY 1, 2017)

REQUIRES NO ACTION, BUT NEEDS TO BE INCORPORATED INTO THE MINUTES

ANNOUNCEMENTS AND STATEMENTS

EMPLOYEES OF THE MONTH: PUTNAM COUNTY TECHNOLOGY DEPT.

**JEFF RAMI
BRIAN BRYANT
JAMISON COLSON**

CITIZENS OF THE MONTH: THE PUTNAM COUNTY SHERIFF'S RESERVES:

**FRED VONDRA
JOHN BROOKS
DAVID CORLEY
NICK COMINOS
BRANDON JONES
CRIS CRANNIGAN
CHARLOTTE AUSTIN
DARRELL WEBB
CHRIS MENESE
NELSON LAFEVER
TROY HUNEYCUTT
DANNY RANDOLPH
CHUCK KNARR
WAYNE GLOBERGER
NATHAN THOMAS**

(SEE ATTACHED)

Employee(s) of the Month

November 2016

Putnam County Technology Dept.

**Jeff Rami
Brian Bryant
Jamison Colson**

As I mentioned in today's 911 Board meeting, I want to express my appreciation and sincere thanks to the Putnam County Technology Department for their hard work and cooperation with 911 on an everyday basis, and especially during implementation of our new CAD project.

Jeff, Brian, and Jamison are always friendly, responsive and show a willingness to help when called. They are each very knowledgeable and hard-working. They understand the critical nature of 911, and are always ready to go "above and beyond" in helping us insure the citizens and visitors in Putnam County are well served.

I would like to recommend Director Jeff Rami, Brian Bryant, and Jamison Colson for the County's employee(s) of the month award for their hard work and dedication.

Thank you.

Mike Thompson



Greeting Wayne!

The Sheriff wanted me to reach out to you on the possibility of getting our Reserves recognized as the Citizen of the Month. The Reserves (as a whole) do so much for our office and give their time freely to assist us when we need it. I believe he told me they logged in over 6000 hours in the past few months helping the Sheriff's Office out with events, etc.

He would like to have them recognized when ever it would be possible and we would be able to provide you with a letter detailing their accomplishments.

Just let me know if/when this would be possible.

Thank you so much!
Shannon

Citizen(s) of the Month

November 2016

The Putnam County Sheriff's Reserves

**Fred Vondra
John Brooks
David Corley
Nick Cominos
Brandon Jones
Cris Crannigan
Charlotte Austin
Darrell Webb
Chris Meness
Nelson Lafever
Troy Huneycutt
Danny Randolph
Chuck Knarr
Wayne Globerger
Nathan Thomas**

MOTION RE: ADJOURN

Commissioner Mike Medley moved and Commissioner Marsha Bowman seconded the motion to adjourn. The motion passed.

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: November 10, 2016

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, November 14, 2016 IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.

1. Consider recommendation to declare surplus items as requested by the Highway Department.
2. Consider a Resolution to Establish the Year of Birth for Putnam County, Tennessee as 1842 for celebrating purposes.
3. Any other business that needs to be reviewed by the Planning Committee.

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: November 10, 2016

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on November 14, 2016 at 5:30 PM in the County Commission Chambers at the Courthouse.

1. Consider budget amendments to the County General Fund.
2. Consider budget amendments to the General Purpose School Fund.
3. Discuss amendment to the Clean Energy Grant.
4. Consider approval to apply for a Tourism Enhancement Grant for Parks & Recreation.
5. Any questions concerning quarterly reports.
6. Any other business that needs to be reviewed by the Fiscal Review Committee.

FISCAL REVIEW COMMITTEE

MINUTES

November 14, 2016

Prepared by Deborah Francis

ROLL CALL

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

Item #1 County General Amendments

Motion: Recommends approval of budget amendments to the County General Fund. *With amendment to Election Commission request*

Made By: Rodgers
Seconded: Ebersole

VOICE VOTE APPROVED

Item #2 GPS Amendments

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

Made By: Blair
Seconded: Ebersole

VOICE VOTE APPROVED

Item #3 Amendment to the Clean Energy Grant

Motion: Recommends approval to ask the State to amend the Clean Energy Grant to include using extra funds to help pay for HVAC replacement and the new roof at the AG building.

Made By: Medley
Seconded: Rodgers

VOICE VOTE APPROVED

Item #4 Application for a Tourism Enhancement Grant

Motion: Recommends approval to apply for a Tourism Enhancement Grant for Monterey to enhance the area around the "Standing Stone" monument. This is a 70/30 grant for \$50,000.

Made By: Blair
Seconded: Bradford

VOICE VOTE APPROVED

Item #5 Quarterly Reports

NO MOTIONS MADE

Item #6 Any other business

Interlocal Agreement for CAD system

Motion: Recommends approval for the County Executive and the Department Heads to sign a Interlocal Agreement with the E911 Board for the Putnam County Computer Aided Dispatch (PCCAD) system.

Made By: Medley
Seconded: Bradford

VOICE VOTE APPROVED

ADJOURNED

NOMINATING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: November 10, 2016

RE: Nominating Committee Agenda

Listed below are items to be considered by the Nominating Committee on Monday November 14 , 2016 IMMEDIATELY AFTER THE PLANNING COMMITTEE MEETING.

1. Consider request from the Putnam County Library Board to appoint Harry Ingle to fill the unexpired term of Leigh Flatt. Term to expire June 2017.
2. Ay other business that needs to be reviewed by the Nominating Committee.