

MINUTES
OF
PUTNAM COUNTY COMMISSION
APRIL 15, 2019

Prepared by:

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

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on April 15, 2019 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding, the Chairman, Ben Rodgers and the County Clerk, Wayne Nabors.

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

The Chairman, Ben Rodgers recognized Tim Sharp of the Baxter Police Department for the Invocation.

The Chairman, Ben Rodgers led 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:

Jonathan A D Williams
Kevin Christopher
Sam Sandlin
Jim Martin
Jerry Ford
Jordan Iwanyszyn
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Joe Iwanyszyn
Kim Bradford
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

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

MOTION RE: APPROVE THE AGENDA

Commissioner Jordan Iwanyszyn moved and Commissioner Darren Wilson seconded the motion to approve the Agenda of the April 15, 2019 Meeting of the Putnam County Board of Commissioners.

AGENDA PUTNAM COUNTY BOARD OF COMMISSIONERS

Monthly Awards will be presented at 5:45 PM

**Regular Monthly Session
Monday, April 15, 2019 6:00PM**

**Presiding: Honorable Ben Rodgers
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation** *District 8*
- 3. Pledge to the Flag of the United States of America** *District 8*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees**
 - C. Other Unfinished Business**
- 8. New Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 - 1. Planning Committee**
 - a. Recommends approval for the speed limit for Pete Carr Ridge Road be set at 30 MPH.
 - b. Recommends approval of the Criteria and Procedures for naming Putnam County Property and State Property within Putnam County boundaries.
 - c. Recommends approval for the Putnam County Juvenile Court to transfer the following vehicle to the Assessor of Property:
2008 Dodge Avenger VIN# 1B3LC46R78N240065

- d. Recommends approval of the request for the Sheriff's Department to declare the following items as surplus and to be sold via Internet Auction or Public Auction:

2011 Ford Crown Victoria VIN# 2FABP7BV4BX138141
2006 Chevrolet Impala VIN # 2G1WS551969387433
2009 Ford Explorer VIN# 1FMEU73E59UA33779
2011 Nissan Pathfinder VIN# 5N1AR1NB6BC615935
2003 Chevrolet Suburban VIN #3GNGK26G53G214658
2007 Ford F350 Pickup VIN# 1FTWW31P87EA00265
2004 John Deere Gator 6 X 4 CH3007D072358
1987 Case 450C Tractor Full Tracked #3078512

- e. Recommends approval for the Sheriff's Department to transfer to the Highway Department a 2010 American Signal Message Trailer #228474

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 AND the School Nutrition Fund.
- c. Recommends approval of a Resolution authorizing the County Mayor to apply for and administer the Litter and Trash Collection Grant with the State Department of Transportation in the amount of \$59,200. *No match requirement*
- d. Upon the City of Baxter's deannexation of an area, currently within the city limits of Baxter that includes a portion of Elmore Town Road and the Elmore Town Road Bridge, the Fiscal Review recommends approval to accept the deannexed portion of Elmore Town Road as a county road.

3. Nominating Committee

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Recognize Cash Flow Analysis for the General Purpose School Fund.
No action required
2. Hear from County Mayor Randy Porter on County Revenue.
3. Hear from County Mayor Randy Porter on Five Year Plan.

9. Announcements and Statements

10. Adjourn

The Chairman asked for discussion on the motion to approve the Agenda of the April 15, 2019 Meeting of the Putnam County Board of Commissioners. There was none.

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

MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING

Commissioner Chris Cassetty moved and Commissioner Kim Bradford seconded the motion to approve the Minutes of the March 18, 2019 Meeting.

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

The Chairman asked for a voice vote on the motion to approve the Minutes of the March 18, 2019 Meeting. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES:

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business.

REPORT OF SPECIAL COMMITTEES: 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 FOR THE SPEED LIMIT FOR PETE CARR RIDGE ROAD BE SET AT 30 MPH

Commissioner Cathy Reel moved and Commissioner Kim Bradford seconded the motion to approve the speed limit for Pete Carr Ridge Road to be set at 30 mph.

(SEE ATTACHED)

TO: CHAIRMAN OF THE SPEED LIMIT STUDY COMMITTEE
PUTNAM COUNTY PLANNING COMMITTEE

RE: REQUEST FOR SPEED LIMIT REVIEW

DATE: March 26, 2019

We, the undersigned property owners, residing on said road (Must be 18 years of age or older and only one signature per residence) of the Pete Carr Ridge Rd. (Road, Lane, Other) do hereby request the Speed Limit Committee review traffic conditions on our road between Monroe Henley Ridge Rd (Road, Lane, Other) and Dead End (Road, Lane, Other) and feel there is sufficient traffic congestion to warrant speed limit reduction below 55 MPH.

Note: For consideration, this petition must be signed by 75% of the addresses on said road.

Reason for changing speed limit: Road is a deadend + only 1.7 miles long.
There are 10 homes + numerous children +
the road is very narrow with blind curves

SIGNATURE	ADDRESS	TELEPHONE
<u>M Roushinski</u>	<u>11537 Pete Carr Ridge Rd</u>	<u>931-267-9904</u>
<u>[Signature]</u>	<u>11040 Pete Carr Ridge Rd</u>	<u>931-287-5768</u>
<u>[Signature]</u>	<u>11313 Pete Carr Ridge Rd</u>	<u>931-267-0201</u>
<u>[Signature]</u>	<u>11480 Pete Carr Ridge Rd</u>	<u>931-284-1873</u>
<u>[Signature]</u>	<u>11257 PETE CARR RIDGE RD.</u>	<u>260-414-5770</u>
<u>[Signature]</u>	<u>11396 Pete Carr Ridge Rd.</u>	<u>931-260-4457</u>
<u>[Signature]</u>	<u>11145 Pete Carr Ridge Rd.</u>	<u>931-319-3787</u>
<u>[Signature]</u>	<u>11089 Pete Carr Ridge Rd.</u>	<u>931-349-5075</u>
<u>[Signature]</u>	<u>11312 Pete Carr Ridge Rd</u>	<u>615-881-2169</u>
<u>[Signature]</u>	<u>11005 Pete Carr Ridge Rd</u>	<u>954-325-0513</u>

The Chairman asked for discussion on the motion to approve the speed limit for Pete Carr Ridge Road to be set at 30 mph. There was none.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE CRITERIA AND PROCEDURES FOR NAMING PUTNAM COUNTY PROPERTY AND STATE PROPERTY WITHIN PUTNAM COUNTY BOUNDARIES

Commissioner Joe Iwanyszyn moved and Commissioner Kim Bradford seconded the motion to approve the Criteria and Procedures for naming Putnam County Property and State Property within Putnam County Boundaries.

(SEE ATTACHED)

Criteria and Procedures for Naming Putnam County Property and State Property within Putnam County Boundaries

1. Definition of Property

Buildings, Rooms, Roads, Streets, Highways, sections of Roads and Highways, Bridges, Intersections, Parks, Ball Parks, Streams, Overlooks, Cemeteries, and all other tangible and relatively permanent features owned, operated or controlled by Putnam County Tennessee Government.

2. Review

The naming policy shall be reviewed periodically by the Putnam County Public Records Commission with all recommended changes requiring approval by the Putnam County Commission.

3. Naming or Renaming

- a. No county property may be named without be submitted to the Putnam County Mayor for review by the Public Records Commission. The mayor shall investigate the requested name to make sure everything is factual before presenting to the Public Records Commission.
- b. The proposed naming or renaming of any Putnam County Property shall be that of the Putnam County Public Records Commission, acting after the recommendation of the Putnam County Mayor.
- c. The act of naming or renaming of any Putnam County Property shall be brought to the Putnam County Commission by the County Mayor, only after a majority vote to recommend the act by the Putnam County Records Commission.
- d. The act of Naming or Renaming Putnam County Property can only become official after a two-thirds majority vote by The Putnam County Commission.

4. CRITERIA

The procedure of permanently naming Putnam County property after an individual or organization must be given extreme thought. What would have made this individual or organization worthy of this highest, forever honor?

- a. To recognize an individual or individuals who have attained achievements of extraordinary and lasting distinction. Generally, these will be individuals who have direct, substantial, association with Putnam County.
- b. For individuals who have not had such an association with Putnam County, selection may be based on the individual's record of service to Putnam County, Tennessee, or the United States.
- c. To recognize individuals or organizations significant to the history of Putnam County.
- d. To recognize an individual or organization that has made substantial financial contribution to Putnam County.

5. PROCEDURE

1. Submit naming to the Putnam County Mayor for approval
2. Must be approved by a majority vote of the Putnam County Public Records Commission
3. Must be brought to the full Putnam County Commission by the County Mayor
4. The naming can only become official after a two-thirds majority vote of the County Commission.

The Chairman asked for discussion on the motion to approve the Criteria and Procedures for naming Putnam County Property and State Property within Putnam County Boundaries. There was none.

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

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE
PUTNAM COUNTY JUVENILE COURT TO TRANSFER THE FOLLOWING
VEHICLE TO THE ASSESSOR OF PROPERTY:**

2008 DODGE AVENGER VIN# 1B3LC46R78N240065

Commissioner Cathy Reel moved and Commissioner Jerry Ford seconded the motion to approve the Putnam County Juvenile Court to transfer the following vehicle to the Assessor of Property: 2008 Dodge Avenger VIN# 1B3LC46R78N240065.

(SEE ATTACHED)

General Sessions Court

PROBATE & JUVENILE COURT

JOHN HUDSON STEVEN D. QUALLS

JUDGES

March 12, 2019

Honorable Randy Porter &
Honorable County Commissioners
300 E. Spring St.
Cookeville, TN 38501

RE: 2008 Dodge Avenger

Dear Mr. Porter and Commissioners:

Please consider the request for a vehicle transfer from the Putnam County Juvenile Court to Putnam County Property Assessor. The vehicle requesting to be transferred is a 2008 Dodge Avenger, VIN # 1B3LC46R78N240065. If you have any questions regarding this matter, please feel free to contact me.

Thank you,



Gregory C. Bowman
Court Administrator

Cc: Steve Pierce, Property Assessor

STATE OF TENNESSEE

VERIFY THE AUTHENTICITY OF THIS MULTITONED DOCUMENT. BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.

CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE	MODEL	BODY TYPE	TITLE NUMBER
1B3LC46R78N240065	2008	DODG	AVN	4D	72269687

NEW USED DEMO	PREVIOUS TITLE NO	PREV STATE	SALES OR USE TAX	CO	ODOMETER
X	MSO	TN		19	6

DATE TITLE ISSUED	06-13-2008	REMARKS
DATE VEHICLE ACQUIRED	03-21-2008	ACTUAL MILEAGE

MOTOR VEHICLE MANAGEMENT
 2200 CHARLOTTE AVE
 NASHVILLE TN 37243 - 0552



SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER TENNESSEE CODE ANNOTATED, 55-3-101, TITLE TO THE MOTOR VEHICLE DESCRIBED ABOVE IS VESTED IN THE OWNER'S NAME HEREIN. THIS OFFICIAL CERTIFICATE OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE.



RV.F1318101

5047101



STATE OF TENNESSEE

The Chairman asked for discussion on the motion to approve the Putnam County Juvenile Court to transfer the following vehicle to the Assessor of Property: 2008 Dodge Avenger VIN# 1B3LC46R78N240065. There was none.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE SHERIFF'S DEPARTMENT TO DECLARE THE FOLLOWING ITEMS AS SURPLUS AND TO BE SOLD VIA INTERNET AUCTION OR PUBLIC AUCTION

2011 FORD CROWN VICTORIA VIN# 2FABP7BV4BX138141

2006 CHEVROLET IMPALA VIN# 2G1WS551969387433

2009 FORD EXPLORER VIN# 1FMEU73E59UA33779

2011 NISSAN PATHFINDER VIN# 5N1AR1NB6BC615935

2003 CHEVROLET SUBURBAN VIN# 3GNGK26G53G214658

2007 FORD F350 PICKUP VIN# 1FTWW31P87EA00265

2004 JOHN DEERE GATOR 6 X 4 CH3007D072358

1987 CASE 450C TRACTOR FULL TRACKED #3078512

Commissioner Cathy Reel moved and Commissioner Kim Bradford seconded the motion to approve the Sheriff's Department to declare the following items as surplus and to be sold via internet auction or public auction: 2011 Ford Crown Victoria VIN# 2FABP7BV4BX138141; 2006 Chevrolet Impala VIN# 2G1WS551969387433; 2009 Ford Explorer VIN# 1FMEU73E59UA33779; 2011 Nissan Pathfinder VIN# 5N1AR1NB6BC615935; 2003 Chevrolet Suburban VIN# 3GNGK26G53G214658; 2007 Ford F350 Pickup VIN# 1FTWW31P87EA00265; 2004 John Deere Gator 6 X 4 CH3007D072358; and 1987 Case 450C Tractor Full Tracked #3078512.

(SEE ATTACHED)



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

April 1, 2019

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

- | | |
|--|-------------------|
| 1. Ford Crown Victoria | 2011 |
| 2FABP7BV4BX138141 | 132,894 mi |
| 2. Chevrolet Impala | 2006 |
| 2G1WS551969387433 | 149,465 mi |
| 3. Ford Explorer | 2009 |
| 1FMEU73E59UA33779 | 166,082 mi |
| 4. Nissan Pathfinder | 2011 |
| 5N1AR1NB6BC615935 | 110,938 mi |
| 5. Chevrolet Suburban | 2003 |
| 3GNGK26G53G214658 | 98,321 mi |
| 6. Ford F350 Pickup | 2007 |
| 1FTWW31P87EA00265 | 163,811 mi |
| 7. John Deere Gator 6x4 | 2004 |
| CH3007D072358 | |
| 8. Case 450C Tractor Full Tracked | 1987 |
| 3078512 | |

Thank you for your consideration,

Sheriff Eddie Farris

Sheriff Eddie Farris

The Chairman asked for discussion on the motion to approve the Sheriff's Department to declare the items as surplus and to be sold via internet auction or public auction. There was none.

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

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE SHERIFF'S DEPARTMENT TO TRANSFER TO THE HIGHWAY DEPARTMENT A 2010 AMERICAN SIGNAL MESSAGE TRAILER #228474

Commissioner Cathy Reel moved and Commissioner Kathy Dunn seconded the motion to approve the Sheriff's Department to transfer to the Highway Department a 2010 American Signal Message Trailer #228474.

(SEE ATTACHED)

The Chairman asked for discussion on the motion to approve the Sheriff's Department to transfer to the Highway Department a 2010 American Signal Message Trailer #228474. There was none.

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

FISCAL REVIEW COMMITTEE:

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

Commissioner Mike Atwood moved and Commissioner Darren Wilson seconded the motion to approve the Budget Amendments to the County General Fund.

(SEE ATTACHED)

BUDGET AMENDMENT SUMMARY COUNTY GENERAL FUND

April 2019

County General Expenditures

Debit

Credit

54110 Sheriff's Department

See Memo from

187 Overtime Pay

16,360

Sheriff's Office

338 Maintenance & Repair Vehicles

3,087

401 Animal Food & Supplies

3,000

718 Motor Vehicles

80,000

54210 Jail

599 Other Charges

3,000

790 Other Equipment

7,000

County General Revenue

44540 Sale of Property

96,087

47990 Other Direct Federal Revenue

16,360

Total

112,447

112,447



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

DATE: April 1, 2019

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

SUBJECT: Budget Item Transfer Requests

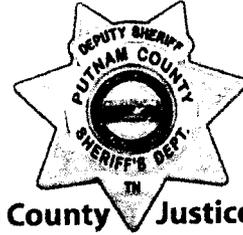
Please allow this to serve as my request to transfer the following monies:

Transfer a total of \$16,359.91 from 101 – 47990 Other Direct Federal Revenue to line item 101 – 54110 – 187 Overtime Pay. This is a transfer of monies received for overtime reimbursements to the Sheriff's Office by federal agencies over the preceeding annual quarter.

Thanking you in advance,

Sheriff Eddie Farris

Sheriff Eddie Farris



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

DATE: April 1, 2019

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

SUBJECT: Budget Item Transfer Requests

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

Transfer a total of \$96,087.11 from 101 - 44540 Sale of Property (Receipts 1127, 1102, 0750) to the following line items:
\$3,087.11 to 101 - 54110 - 338 Maintenance and Repair Services- Vehicles
\$3,000.00 to 101 - 54110 - 401 Animal Food and Supplies
\$80,000.00 to 101 - 54110 - 718 Motor Vehicles
\$3,000.00 to 101 - 54210 - 599 Other Charges
\$7,000.00 to 101 - 54210 - 790 Other Equipment

Thanking you in advance,

Sheriff Eddie Farris

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:

Jonathan A D Williams
Kevin Christopher
Sam Sandlin
Jim Martin
Jerry Ford
Jordan Iwanyszyn
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Joe Iwanyszyn
Kim Bradford
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

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: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND AND THE SCHOOL NUTRITION FUND

Commissioner Mike Atwood moved and Commissioner Kathy Dunn seconded the motion to approve the Budget Amendments to the General Purpose School Fund and the School Nutrition Fund.

(SEE ATTACHED)

Department of Education

Putnam County

Mr. Jerry Boyd, Director of Schools

Board of Education
Dawn Fry, Chair
Celeste Gammon, Vice-Chair

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

Board Members
Kim Cravens
Jerry Maynard
David McCormick
Lynn McHenry

February 4, 2019

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

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

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- To budget for additional allocation from State of Tennessee for new Pre-K curriculum and training for teachers.
- To budget for additional State of Tennessee revenue for the Adult Education Grant.
- To amend Adult Education grant budget in order to purchase computers for testing requirements.
- To amend Adult Education grant budget for critical needs equipment.
- To amend Lottery Education Afterschool Program grant for program needs.
- To amend CTE Program budget to help improve program.
- To amend budget to account for BEP Growth funds to support additional textbook and bus purchases.
- To amend school nutrition budget based on expected revenue and expenditures.

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Instructional services

DATE: 4-Apr-19

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		Revenue				
1	141 R 46515 000 000 02005 000	EARLY CHILDHOOD EDUCATION	1,644,099.00	56,364.00		1,700,463.00
		Total Revenue	1,644,099.00	56,364.00		1,700,463.00
		Expenditures				
2	141 E 73400 429 000 02005 000	INSTRUCTIONAL SUPPLIES	15,000.00	Decrease	Increase	66,264.00
3	141 E 73400 524 000 02005 000	INSERVICE/STAFF DEVELOPMENT	1,200.00		5,100.00	6,300.00
		Total Expenditures	16,200.00		56,364.00	72,564.00
		Total Revenue less Total Expenditures	1,627,899.00			1,627,899.00

Explanation: To budget additional allocation from state of Tennessee for new Pre-K curriculum and training for teachers

Requested by
Supervisor

Reviewed by: *Maria Puley*
Chief Financial Officer

Recommended for Approval:

Official / Department Head

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date:

Action by County Commission: Approval

Non-Approval

Date:

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Education DATE: 4-Apr-19

Item # Account # Account Description Current Approved Amount Requested Approval Amount

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease/Increase	Requested Approval Amount
		Revenue				
1	141 R 47120 000 01002	ADULT BASIC EDUCATION	161,400.00		1,909.50	163,309.50
2	141 R 46590 000 01002	OTHER STATE EDUCATION FUNDS	484,200.00		5,728.50	489,928.50
		Total Revenue	645,600.00			653,238.00
		Expenditures				
3	141 E 71600 116 000 01002	Rega Salaries	255,731.00	246.00		255,977.00
4	141 E 71600 355 000 01002	Rega Travel	6,437.00	100.00		6,537.00
5	141 E 71600 429 000 01002	Rega Supplies and Material	10,581.00	4,575.00		15,156.00
3	141 E 72260 355 000 01002	Rega Travel	7,363.00	2,717.00		10,080.00
		Total Expenditures	280,112.00			287,750.00
		Total Revenue less Total Expenditures	365,488.00			365,488.00

Explanation: To budget for revenue received for Adult Education

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

Reviewed by: *[Signature]* Chief Financial Officer
 No Recommendation: _____
 Date: _____

Action by Fiscal Review Committee: Recommended for Approval
 Non-Approval: _____
 Date: _____

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

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

Department: LEAPS

DATE: 4-Apr-19

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	141 R 46590 000 000 02003 000	OTHER STATE EDUCATION FUNDS	715,098.00			715,098.00
		Total Revenue	715,098.00			715,098.00
		Expenditures				
2	141 E 73300 105 000 02003 000	SUPERVISOR/DIRECTOR	50,389.95			55,789.95
3	141 E 73300 116 000 02003 000	TEACHERS	305,061.00	2,500.00	5,480.00	302,561.00
4	141 E 73300 146 000 02003 000	BUS DRIVERS	38,880.00	2,200.00		36,680.00
5	141 E 73300 162 000 02003 000	CLERICAL PERSONNEL	25,881.60		2,200.00	28,081.60
7	141 E 73300 163 000 02003 000	EDUCATIONAL ASSISTANTS	52,200.00			55,200.00
8	141 E 73300 189 000 02003 000	OTHER SALARIES AND WAGES	86,400.00		3,000.00	88,400.00
9	141 E 73300 199 000 02003 000	OTHER PER DIEM & FEES	192.00			192.00
10	141 E 73300 201 000 02003 000	SOCIAL SECURITY	36,059.00	2,500.00		33,559.00
11	141 E 73300 204 000 02003 000	STATE RETIREMENT	42,129.00			42,129.00
12	141 E 73300 206 000 02003 000	LIFE INSURANCE	52.00			52.00
13	141 E 73300 207 000 02003 000	MEDICAL INSURANCE	27,600.00	4,600.00		22,800.00
14	141 E 73300 208 000 02003 000	DENTAL INSURANCE	264.00			264.00
15	141 E 73300 210 000 02003 000	UNEMPLOYMENT COMPENSATION				
16	141 E 73300 212 000 02003 000	MEDICARE	8,156.00			8,156.00
17	141 E 73300 217 000 02003 000	RETIR HYBRID STABILIZATION			1,500.00	
18	141 E 73300 355 000 02003 000	TRAVEL	5,000.00			5,000.00
19	141 E 73300 399 000 02003 000	OTHER CONTRACTED SERVICES	1,800.00			1,800.00
20	141 E 73300 429 000 02003 000	INSTRUCTIONAL SUPPLIES	2,500.00			2,500.00
21	141 E 73300 499 000 02003 000	OTHER SUPPLIES & MATERIALS	22,533.45			22,533.45
22	141 E 73300 524 000 02003 000	INSERVICE/STAFF DEV	10,000.00			10,000.00
23	141 E 73300 599 000 02003 000	OTHER CHARGES				
		Total Expenditures	715,098.00	12,100.00	12,100.00	715,098.00
		Total Revenue less Total Expenditures		12,100.00		

Explanation: Adjust budget for Lottery Education Afterschool Program grant

Requested by:

Supervisor

Reviewed by:

Chief Financial Officer

M. K. McLaughlin

Recommended for Approval:

Official / Department Head

Recommended for Approval

No Recommendation

Date:

Action by County Commission:

Approval

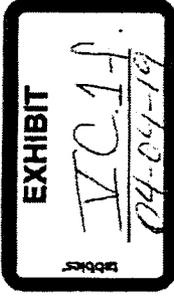
Non-Approval

Date:

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Finance

4-Apr-19



Item # Account # Account Description Current Approved Amount Requested Approval Amount

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount
		Revenue		
1	141 R 46511 000 0000 0000	BASIC EDUCATION PROGRAM	52,193,000.00	52,874,000.00
		Total Revenue	52,193,000.00	52,874,000.00
		Expenditures		
2	141 E 71100 449 000 02117 000	TEXTBOOKS	750,000.00	1,141,418.00
3	141 E 72710 729 000 00000 000	TRANSPORTATION EQUIPMENT	440,000.00	289,582.00
		Total Expenditures	1,190,000.00	1,871,000.00
		Total Revenue less Total Expenditures	51,003,000.00	51,003,000.00

Explanation: To budget for BEP Growth Funds to support additional textbook and bus purchases

Requested by Shirley Pringle
Supervisor

Recommended for Approval:

Official / Department Head

Reviewed by Shirley Pringle
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date:

Action by County Commission: Approval

Non-Approval

Date:

03-27-19

V.C.3.a. 3/7/19
BOE Approved

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Food Services

21-Feb-19

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
			Increase	Decrease	Increase	Decrease
1	143 R 43521	LUNCH PAYMENTS-CHILDREN		870,000.00		745,000.00
2	143 R 43522	LUNCH PAYMENTS-ADULTS		50,000.00		40,000.00
3	143 R 43525	A LA CARTE SALES		180,000.00		170,000.00
4	143 R 47111	SECTION 4-LUNCH		2,800,000.00		2,750,500.00
5	143 R 47113	BREAKFAST		1,500,000.00		1,460,000.00
6	143 R 47590	CACFP-OTHER STATE		1,250,000.00		1,200,000.00
			Increase		Increase	
7	143 E 73100 146	BUS DRIVER SALARIES			25,000.00	25,000.00
8	143 E 73100 201	BUS DRIVER SS			1,500.00	1,500.00
9	143 E 73100 204	BUS DRIVER RETIREMENT			3,000.00	3,000.00
10	143 E 73100 212	BUS DRIVER MEDICARE LIAB			500.00	500.00
			Decrease		Decrease	
11	143 E 73100 206	LIFE INSURANCE		4,000.00		1,000.00
12	143 E 73100 207	MEDICAL INSURANCE		400,000.00		350,000.00
13	143 E 73100 208	DENTAL INSURANCE		8,000.00		12,000.00
14	143 E 73100 210	UNEMPLOYMENT COMP		5,000.00		2,000.00
			Increase		Increase	
15	143 E 73100 355	TRAVEL		30,000.00		15,000.00
			Decrease		Decrease	
16	143 E 73100 421	FOOD PREP SUPPLIES		275,000.00		250,000.00
17	143 E 73100 422	FOOD SUPPLIES		2,050,000.00		2,550,000.00
18	143 E 73100 435	OFFICE SUPPLIES		25,000.00		15,000.00
			Increase		Increase	
19	143 E 73100 489	OTHER SUPPLIES & MATERIALS		30,000.00		15,000.00
			Decrease		Decrease	
20	143 E 73100 524	INSERVICE/STAFF DEVELOPMENT		15,000.00		10,000.00
21	143 E 73100 533	BACKGROUND CHECKS		5,000.00		2,500.00
			Increase		Increase	
22	143 E 73100 589	OTHER CHARGES		25,000.00		10,000.00
			Decrease		Decrease	
23	143 E 73100 710	FOOD SERVICE EQUIPMENT		150,000.00		60,000.00
			Increase		Increase	
				3,617,000.00		9,678,000.00
					331,000.00	

Explanation: Adjust current budget based on projected expenditures/revenues

Requested by:  Supervisor **William M. ...** Recommended for Approval:
 Reviewed by:  Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval No Recommendation

Action by County Commission: Approval Non-Approval

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

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

FOR:

Jonathan A D Williams
Kevin Christopher
Sam Sandlin
Jim Martin
Jerry Ford
Jordan Iwanyszyn
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Joe Iwanyszyn
Kim Bradford
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

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: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY MAYOR TO APPLY FOR AND ADMINISTER THE LITTER AND TRASH COLLECTION GRANT WITH THE STATE DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$59,000 (NO MATCH REQUIRED)

Commissioner Mike Atwood moved and Commissioner Darren Wilson seconded the motion to approve a Resolution Authorizing the County Mayor to Apply for and Administer the Litter and Trash Collection Grant with the State Department of Transportation in the Amount of \$59,000. (No match required)

(SEE ATTACHED)

AUTHORIZATION RESOLUTION

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

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

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

NOW THEREFORE BE IT RESOLVED:

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

Duly passed and approved by the Putnam County Board of Commissioners this 15th day of April, 2019.

(s) Ben Rodgers

Ben Rodgers, Chairman
Putnam County Commission Chairman

Randy Porter

Randy Porter
Putnam County Mayor

ATTESTED:

Wayne Nabors

Wayne Nabors, County Clerk



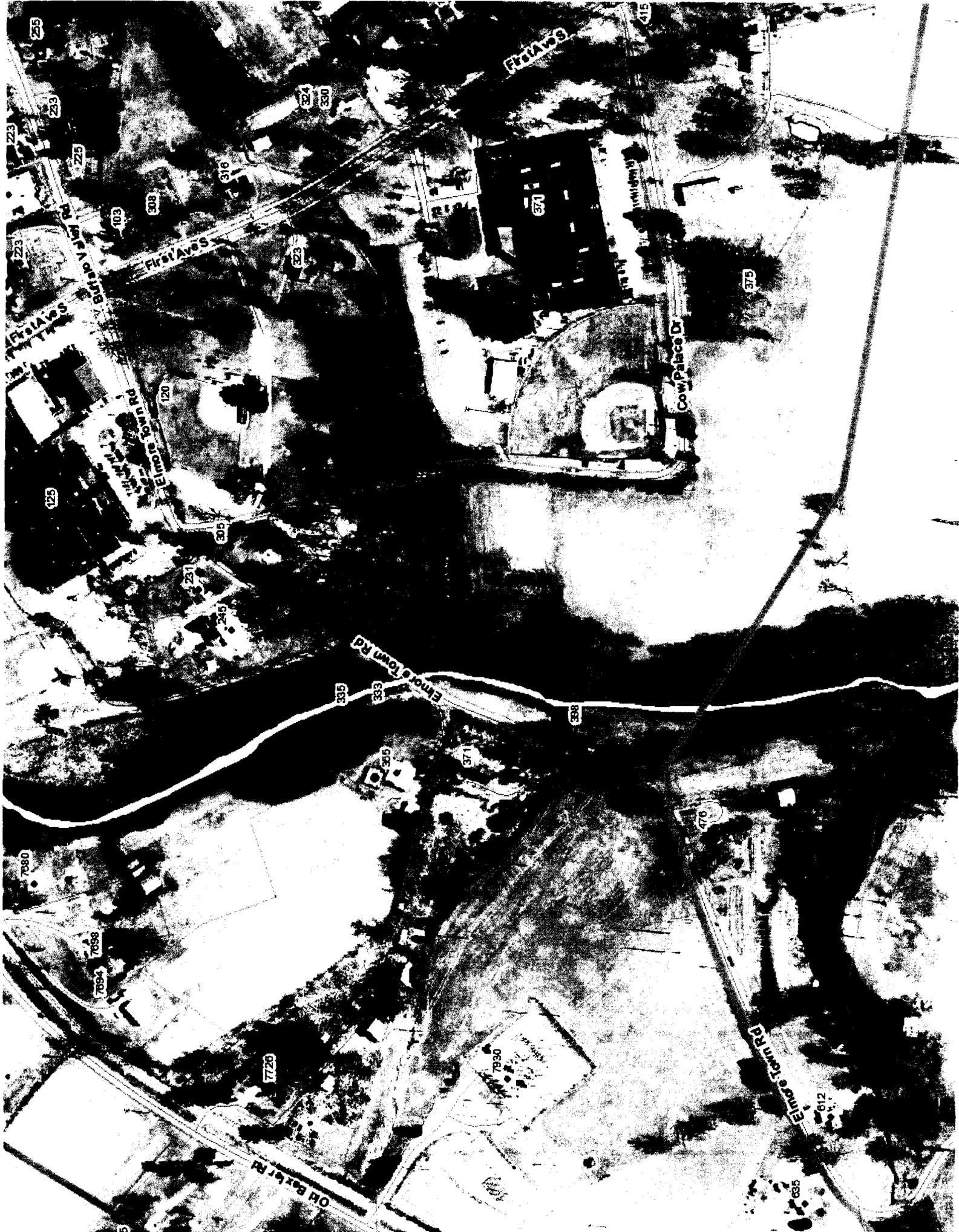
The Chairman asked for discussion on the motion to approve a Resolution Authorizing the County Mayor to Apply for and Administer the Litter and Trash Collection Grant with the State Department of Transportation in the amount of \$59,000. There was none.

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

MOTION RE: UPON THE CITY OF BAXTER'S DEANNEXATION OF AN AREA, CURRENTLY WITHIN THE CITY LIMITS OF BAXTER THAT INCLUDES A PORTION OF ELMORE TOWN ROAD AND THE ELMORE TOWN ROAD BRIDGE, THE FISCAL REVIEW RECOMMENDS APPROVAL TO ACCEPT THE DEANNEXED PORTION OF ELMORE TOWN ROAD AS A COUNTY ROAD

Commissioner Mike Atwood moved and Commissioner Kim Bradford seconded the motion, upon the City of Baxter's deannexation of an area, currently within the city limits of Baxter that includes a portion of Elmore Town Road and the Elmore Town Road Bridge, the Fiscal Review Committee recommends approval to accept the deannexed portion of Elmore Town Road as a county road.

(SEE ATTACHED)





The Chairman asked for discussion on the motion upon City of Baxter's deannexation of an area, currently within the city limits of Baxter that includes a portion of Elmore Town Road and the Elmore Town Road Bridge, the Fiscal Review Committee recommends approval to accept the deannexed portion of Elmore Town road as a county road. There was none.

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

FOR:

Jonathan A D Williams
Kevin Christopher
Sam Sandlin
Jim Martin
Jerry Ford
Jordan Iwanyszyn
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Joe Iwanyszyn
Kim Bradford
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

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

NOMINATING COMMITTEE: None

REPORT OF SPECIAL COMMITTEES: None

ELECTION OF NOTARIES:

MOTION RE: APPROVE THE ELECTION OF NOTARIES

Commissioner Kim Bradford moved and Commissioner Joe Iwanyszyn seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

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

Notaries to be elected April 15, 2019

REBECCA MARIE ANDERSON
BRIDGET BETCHER
SABRINA BRAZLE
PAMELA L DILLON
KELLY E EMERY
PATRICIA C FULLER
ALEXA B GIPSON
ANDRE S GREPPIN
GREGORY L GROTH
JUSTIN N HALL
HEATHER HAYES
BRENDA L HOFER
BREANNA HOLLAND
MICHELE HONEYCUTT

SONYA F HRUSKA
DONNA KERNELL
MYRA T MABERRY
SHERI LYNN MABEY
SANDY MALIN
TIFFANY LASHA MAYBERRY
MICHAEL R NEILL
LINDA G SHANNON
BETH A SHIPLEY
SHERRY SIMMONS
MARLA S SMITH
BRYAN WILLIAMS

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:

Jonathan A D Williams
Kevin Christopher
Sam Sandlin
Jim Martin
Jerry Ford
Jordan Iwanyszyn
Theresa Tayes
Jerry Roberson
Cindy Adams
Terry Randolph
Chris Cassetty
Adam Johnson

Andrew Donadio
Grover N Bennett Jr.
Danny Holmes
Ben Rodgers
Jimmy Neal
Dale Moss
Joe Iwanyszyn
Kim Bradford
Darren Wilson
Kathy Dunn
Cathy Reel
Mike Atwood

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:

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
Dawn Fry, Chair
Celeste Gammon, Vice-Chair

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

Board Members
Kim Cravens
Jerry Maynard
David McCormick
Lynn McHenry

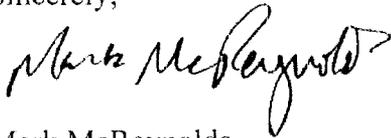
April 3, 2019

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 FY19.

Sincerely,



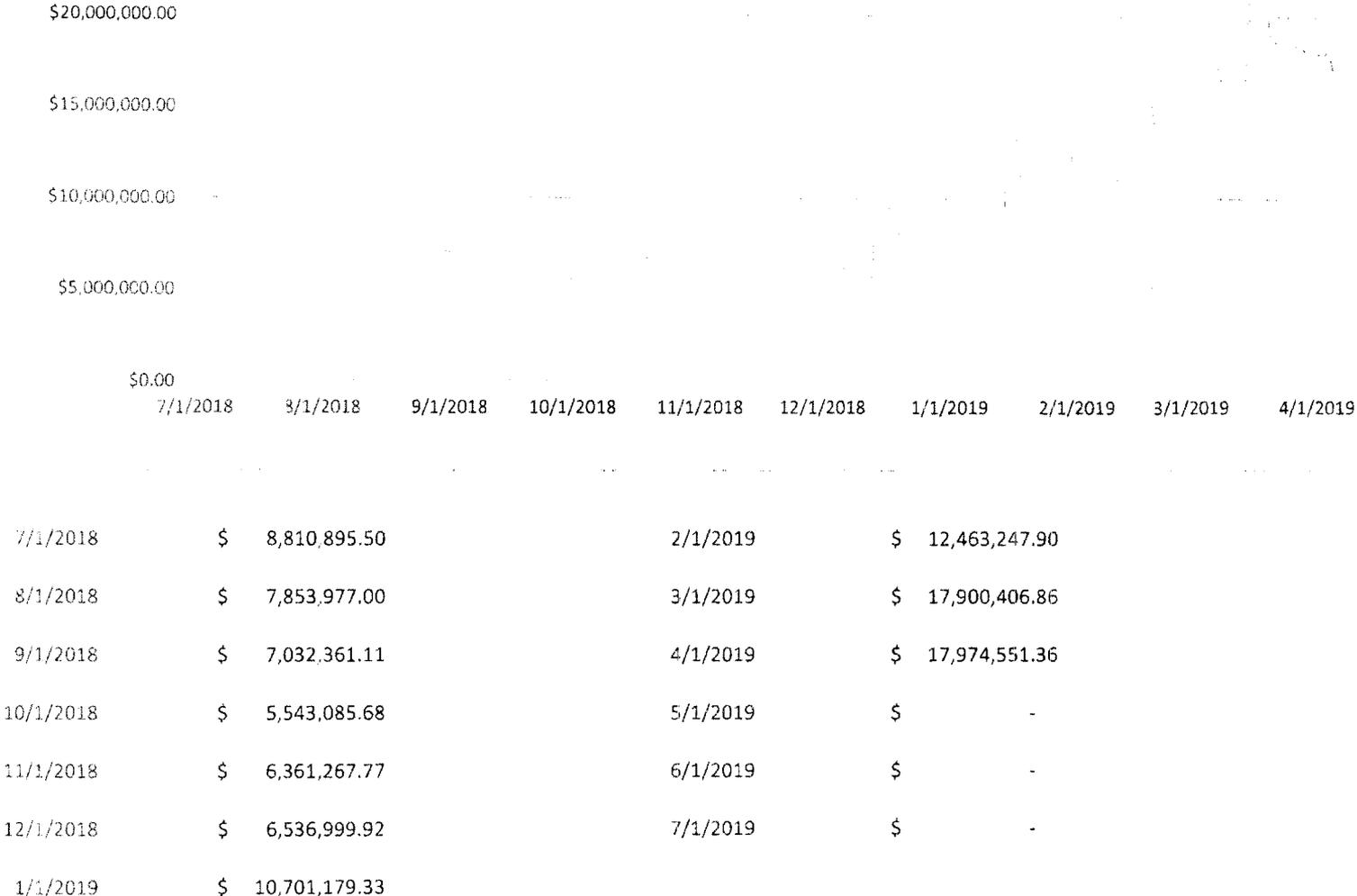
Mark McReynolds
Putnam County Board of Education

Enclosures:

- General Purpose School Fund Cash Flow Analysis for year FY19 as of April 1, 2019.

**Putnam County
General Purpose School Fund
Cash Balance FY19**

— Actual Cash Bal
- - - Estimated Cash



HEAR FROM COUNTY MAYOR RANDY PORTER ON COUNTY REVENUE

County Mayor Randy Porter gives report on County Revenue

(SEE ATTACHED)

2018-2019 Revenue July - March (3/31/19)

ACCOUNT	BUDGETED 2018-2019	RECEIVED	% of Budget
40110 CURRENT PROPERTY TAX	13,699,985	13,419,400	98%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	300,000	240,913	80%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	250,000	123,319	49%
40140 INTEREST AND PENALTY	50,000	39,218	78%
40163 PAYMENTS IN LIEU OF TAXES -OTHER	140,000	173,464	124%
40210 LOCAL OPTION SALES TAX	811,000	808,547	100%
40250 LITIGATION TAX -GENERAL	290,000	241,967	83%
40260 LITIGATION TAX -SPECIAL PURPOSE		134	
40270 BUSINESS TAX	1,250,000	328,899	26%
40320 BANK EXCISE TAX	90,000	131,087	146%
40330 WHOLESALE BEER TAX	210,000	129,354	62%
40350 INTERSTATE TELECOMMUNICATIONS TAX		0	
41140 CABLE TV FRANCHISE	275,000	219,709	80%
41520 BUILDING PERMITS	125,000	116,147	93%
41530 ELECTRICAL PERMITS	90,000	86,137	96%
41540 PLUMBING PERMITS	10,000	7,956	80%
41590 OTHER PERMITS	2,000	2,650	133%
42110 FINES	25,000	14,534	58%
42120 OFFICERS COSTS	13,000	9,112	70%
42140 DRUG CONTROL FINES	1,000	1,642	164%
42141 DRUG COURT FEES	6,000	5,704	95%
42142 VETERANS TREATMENT FEE	2,000	2,959	148%
42150 JAIL FEES	35,000	26,687	76%
42170 JUDICIAL COMMISSIONER FEES		64	
42180 DUI TREATMENT FINES	11,000	9,753	89%
42190 DATA ENTRY FEE -CIRCUIT COURT	5,000	4,642	93%
42191 COURTROOM SECURITY FEE	500	206	41%
42192 VICTIMS ASSISTANCE ASSESSMENTS	17,000	14,810	87%
42310 FINES	30,000	15,616	52%
42320 OFFICERS COSTS	100,000	86,283	86%
42330 GAMES AND FISH FINES	500	143	29%
42340 DRUG CONTROL FINES	1,000	164	16%
42341 DRUG COURT FEES	12,000	8,417	70%
42342 VETERANS COURT FEE	3,000	4,199	140%
42350 JAIL FEES	120,000	85,879	72%
42351 INTERPRETER FEE		0	
42370 JUDICIAL COMMISSIONER FEES	500	110	22%
42380 DUI TREATMENT FINES	10,000	6,501	65%
42390 DATA ENTRY FEE -GENERAL SESSIONS COURT	40,000	34,469	86%
42391 COURTROOM SECURITY FEE	5,000	3,706	74%
42392 VICTIMS ASSISTANCE ASSESSMENT	25,000	17,515	70%
42410 FINES	500	52	10%
42420 OFFICERS COSTS	13,000	9,789	75%
42440 DRUG CONTROL FINES		29	

2018-2019 Revenue July - March (3/31/19)

ACCOUNT	BUDGETED 2018-2019	RECEIVED	% of Budget
42450 JAIL FEES	10,000	5,958	60%
42490 DATA ENTRY FEE -JUVENILE COURT	3,000	2,969	99%
42491 COURTROOM SECURITY FEE	1,000	544	54%
42520 OFFICERS COSTS	3,500	2,005	57%
42530 DATA ENTRY FEE -CHANCERY COURT	6,000	4,544	76%
42871 COURTROOM SECURITY FEE	400	278	69%
42990 OTHER FINES, FORFEITURES, AND PENALTIES	400	5	1%
43120 PATIENT CHARGES	4,600,000	3,240,697	70%
43190 OTHER GENERAL SERVICE CHARGES	3,000	4,492	150%
43194 SERVICE CHARGES	10,000	11,875	119%
43340 RECREATION FEES	10,000	7,750	78%
43350 COPY FEES		363	
43370 TELEPHONE COMMISSIONS	175,000	111,114	63%
43392 DATA PROCESSING FEE -REGISTER	21,000	17,370	83%
43394 DATA PROCESSING FEE -SHERIFF	10,000	7,388	74%
43395 SEXUAL OFFENDER REGISTRATION FEE-SHERIFF	3,000	2,750	92%
43396 DATA PROCESSING FEE -COUNTY CLERK	22,000	14,783	67%
44110 INVESTMENT INCOME	450,000	500,723	111%
44120 LEASE/RENTALS	300,000	151,335	50%
44130 SALE OF MATERIALS AND SUPPLIES	5,000	713	14%
44131 COMMISSARY SALES	410,000	405,366	99%
44135 SALE OF GASOLINE	50,000	60,216	120%
44170 MISCELLANEOUS REFUNDS	20,000	48,211	241%
44514 REVENUE FROM JOINT VENTURES		0	
44530 SALE OF EQUIPMENT		998	
44540 SALE OF PROPERTY	25,000	223,762	895%
44560 DAMAGES RECOVERED FROM INDIVIDUALS	5,000	5,870	117%
44570 CONTRIBUTIONS & GIFTS	2,000	2,000	100%
44580 PERFORMANCE BOND FORFEITURES	30,000	19,516	65%
44990 OTHER LOCAL REVENUES	450,000	2,385	1%
45510 COUNTY CLERK	700,000	508,938	73%
45520 CIRCUIT COURT CLERK	375,000	291,644	78%
45540 GENERAL SESSIONS COURT CLERK	900,000	696,239	77%
45550 CLERK AND MASTER	185,000	111,849	60%
45560 JUVENILE COURT CLERK	90,000	70,225	78%
45580 REGISTER	300,000	241,933	81%
45590 SHERIFF	35,000	26,480	76%
45610 TRUSTEE	1,600,000	1,422,315	89%
46110 JUVENILE SERVICES PROGRAM	65,656	11,140	17%
46210 LAW ENFORCEMENT TRAINING PROGRAMS	39,000	0	0%
46220 DRUG CONTROL GRANTS	274,093	145,855	53%
46290 OTHER PUBLIC SAFETY	9,200	3,600	39%
46310 HEALTH DEPARTMENT PROGRAMS	2,116,800	1,658,154	78%
46390 OTHER HEALTH AND WELFARE GRANTS		0	

2018-2019 Revenue July - March (3/31/19)

ACCOUNT	BUDGETED 2018-2019	RECEIVED	% of Budget
46430 LITTER PROGRAM	103,558	119,049	115%
46820 INCOME TAX	185,000	89,158	48%
46830 BEER TAX	15,000	9,734	65%
46840 ALCOHOLIC BEVERAGE TAX	110,000	100,226	91%
46851 STATE REVENUE SHARING -T.V.A.	870,000	460,988	53%
46852 STATE SHARING - TELECO	300,000	217,006	72%
46880 BOARD OF JURORS		0	
46870 PRISONER HOSPITAL REIMB		136,979	
46915 CONTRACTED PRISONER BOARD	1,400,000	953,745	68%
46960 REGISTRAR'S SALARY SUPPLEMENT	15,000	11,373	76%
46980 OTHER STATE GRANTS	270,429	186,991	69%
46990 OTHER STATE REVENUES	15,000	30,083	201%
47114 USDA		0	
47141 TITLE 1 D GRANT		0	
47180 COMMUNITY DEVELOPMENT		6,703	
47220 CIVIL DEFENSE REIMBURSEMENT	55,850	55,850	100%
47230 DISASTER RELIEF		0	
47235 HOMELAND SECURITY GRANTS	264,529	41,634	16%
47250 LAW ENFORCEMENT GRANTS	10,000	8,360	84%
47590 OTHER FEDERAL THROUGH STATE	15,000	0	0%
47650 ENERGY GRANT		0	
47700 ASSET FORFEITURE FUNDS		0	
47990 OTHER DIRECT FEDERAL REVENUE	60,000	71,117	119%
48110 PRISONER BOARD	375,000	337,042	90%
48140 CONTRACTED SERVICES	15,000	8,657	58%
48610 DONATIONS		0	
48990 OTHER	132,500	117,725	89%
49200 NOTES ISSUED		0	
49700 INSURANCE RECOVERY		0	
TOTALS	35,595,900	29,438,658	83%
SOLID WASTE (116)			
40110 CURRENT PROPERTY TAX	2,918,340	2,858,566	98%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	60,000	51,330	86%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	55,000	26,269	48%
40140 INTEREST AND PENALTY	13,000	8,359	64%
40161 PAYMENT IN LIEU OF TAXES	30,000	36,951	123%
40320 BANK EXCISE TAX	20,000	26,544	133%
43110 TIPPING FEES	1,025,000	1,099,844	107%
43114 SOLID WASTE DISPOSAL FEE	40,000	0	0%
44145 SALE OF RECYCLED MATERIALS	200,000	120,019	60%
46170 SOLID WASTE GRANTS	665,276	24,541	4%
46190 OTHER GENERAL GOVT	150,000	75,022	50%
46430 LITTER PROGRAM	17,790	15,832	89%

2018-2019 Revenue July - March (3/31/19)

ACCOUNT	BUDGETED 2018-2019	RECEIVED	% of Budget
TOTALS	5,194,406	4,343,277	84%
<u>INDUSTRIAL/ECONOMIC DEVOLPMENT (119)</u>			
40110 CURRENT PROPERTY TAX	324,260	317,617	98%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	8,000	5,711	71%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	9,000	2,919	32%
40140 INTEREST AND PENALTY	2,000	931	47%
40161 PAYMENT IN LIEU OF TAXES	3,000	4,106	137%
40220 HOTEL\MOTEL TAX	400,000	332,107	83%
40320 BANK EXCISE TAX	2,000	2,949	147%
43320 SUBDIVISION LOT FEES	2,000	2,475	124%
44540 SALE OF PROPERTY		761	
TOTALS	750,260	669,577	89%
<u>SPECIAL PURPOSE (121)</u>			
43365 ARCHIVES AND RECORDS MANAGEMENT FEE	75,000	60,047	80%
44570 CONTRIBUTIONS & GIFTS	5,000	650	13%
TOTALS	80,000	60,697	76%
<u>DRUG CONTROL (122)</u>			
42140 DRUG CONTROL FINES		2,701	
42340 DRUG CONTROL FINES		415	
42910 PROCEEDS FROM CONFISCATED PROPERTY	40,000	0	0%
44540 SALE of PROPERTY	10,000	22,860	229%
49800 TRANSFER IN	50,000	15,243	30%
44170 MISCELLANEOUS REFUNDS	2,000	209	10%
TOTALS	102,000	41,428	41%
<u>SPORTS AND RECREATION (123)</u>			
40110 CURRENT PROPERTY TAX	648,520	635,238	98%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	15,000	11,409	76%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	14,000	5,838	42%
40140 INTEREST AND PENALTY	3,000	1,861	62%
40161 PAYMENT IN LIEU OF TAXES	6,000	8,211	137%
40220 HOTEL/MOTEL TAX	285,000	233,705	82%
40320 BANK EXCISE TAX	4,000	5,899	147%
43340 RECREATION FEES	50,000	28,294	57%
44120 LEASE/RENTALS	30,000	31,648	105%
44990 OTHER LOCAL REVENUES	25,000	20,318	81%
49800 TRANSFERS IN		0	
TOTALS	1,080,520	982,419	91%

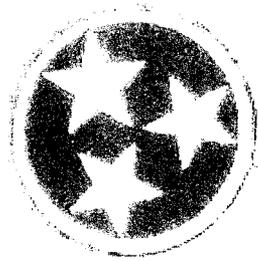
2018-2019 Revenue July - March (3/31/19)

ACCOUNT	BUDGETED 2018-2019	RECEIVED	% of Budget
<u>DEBT SERVICE (151)</u>			
40110 CURRENT PROPERTY TAX	9,808,865	9,607,977	98%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	210,000	172,533	82%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	185,000	88,293	48%
40140 INTEREST AND PENALTY	45,000	28,099	62%
40161 PAYMENTS IN LIEU OF TAXES	110,000	124,197	113%
40210 LOCAL OPTION SALES TAX	6,200,000	5,690,472	92%
40220 HOTEL/MOTEL TAX	800,000	664,214	83%
40320 BANK EXCISE TAX	60,000	89,218	149%
44110 INVESTMENT INCOME		54,320	
49800 TRANSFERS IN		0	
TOTALS	17,418,865	16,519,323	95%
<u>CAPITAL PROJECTS (171)</u>			
40110 CURRENT PROPERTY TAX	324,260	317,619	98%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	7,000	5,702	81%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	6,000	2,919	49%
40140 INTEREST AND PENALTY	1,000	926	93%
40161 PAYMENT IN LIEU OF TAXES	3,000	4,106	137%
40320 BANK EXCISE TAX	2,000	2,949	147%
48990 OTHER		0	
49800 TRANSFERS IN	4,550,000	0	0%
TOTALS	4,893,260	334,222	7%
<u>COMMUNITY DEVELOPMENT (359)</u>			
48140 CONTRACTED SERVICES	109,615	31,024	28%
49800 TRANSFERS IN	34,748	0	0%
TOTALS	144,363	0	0%
SUMMARY	65,259,574	52,389,600	80%

HEAR FROM COUNTY MAYOR RANDY PORTER ON FIVE YEAR PLAN

County Mayor Randy Porter gives report on Five Year Plan

(SEE ATTACHED)



Putnam County

T E N N E S S E E

Five Year Plan

FY 2019- FY 2023

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

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

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

Background and Goals

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

Methodology

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

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

Archives / Fairgrounds / Veterans Hall - Glen Jones

Building Codes - Stephen Parker

Drug Court - Julie Chambers

Emergency Management Agency - Tyler Smith

Emergency Medical Services - Tommy Copeland

Family Justice - Amy Stockwell

Fire Department - Tom Brown

Health Department - Lisa Bumbalough

Judges/Juvenile Office - Greg Bowman

Judicial Commissioners - Tom Derricks

Library - Phil Schaller

Maintenance - Dennis McBroom

Parks and Recreation - John Ross Albertson

Planning Department - Kevin Rush

Solid Waste and Recycling - Keith Street

Technology - Jeff Rami

Veterans Office - Mark Harris

Departmental Summaries

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

Budget Estimates

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

Archives and Veterans Hall

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

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

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

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

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

Personnel:

Fulltime – 1

Part-time - 1

Archives Requests		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	none	
2020-2021	New Archives and Veterans Hall/Museum	????
2021-2022	none	
2022-2023	none	
2023-2024	none	

Building Codes

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

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

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

Personnel:

Number of fulltime employees – 2

Number of part-time employees - 1

Codes Requests		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	none	
2020-2021	Increase In-Service Training for Inspectors	\$3,000
2021-2022	Replace Truck	\$28,000
2022-2023	none	
2023-2024	none	

Emergency Management Agency

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

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

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

Personnel:

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

Number of volunteers - **67**

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

Rescue-EMA		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Replace Main Extrication Truck	\$490,000
2020-2021	Replace Service Vehicles	\$70,000
2021-2022	Replace Service Vehicles	\$70,000
2022-2023	Increase Point & Retention funds for volunteers	\$10,000
2022-2023	Replace turnout gear	\$60,000
2023-2024	Replace EMA Director's Vehicle	\$35,000

Emergency Medical Services

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

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

Employees:

Critical Care Paramedic:	28 Full-Time	7 Part-Time
Paramedic:	16 Full-Time	10 Part-Time
AEMTs:	11 Full-Time	18 Part-Time
EMT-Bs:	4 Full-Time	7 Part-Time
Billing clerks:	2 Full-Time	
Administrative:	4 Full-Time	(Director, Asst Director, etc.)

Equipment:

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

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

Requests for Service:

Annual Call Volume: **17,521** (FY 17-18)
Anticipated Volume: **16,321** (FY 18-19)

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

Emergency Medical Services (cont)

EMS		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Improve Full-time pay of employees (\$2,000 - 3 year plan)	\$120,000
2019-2020	Replace Protective Equipment for employees (3 year plan)	\$220,000
2019-2020	Replace ambulance patient cots	\$340,000
2019-2020	Replace AED's in County buildings - 2 year plan	\$17,000
2020-2021	Replace BLS Ambulance that cannot be remounted again	\$150,000
2020-2021	Add an additional 8 hour BLS truck (2 personnel)	\$57,000
2020-2021	Improve Full-time pay of employees (\$2,000 - 3 year plan)	\$120,000
2020-2021	Add an additional employee - Employee Training Coordinator	\$38,500
2020-2021	Replace automatic CPR Devices	\$252,000
2021-2022	Add Community Paramedic Level to Pay Scale	\$8,000
2021-2022	Add a Clinical Electronics\Information Technology Position	\$34,500
2021-2022	Add an Additional ALS Ambulance and equip for new substation	\$350,000
2021-2022	New EMS Substation in high growth area of County	\$200,000
2022-2023	Add an additional ALS crew - 8 people	\$276,000
2022-2023	Replace Cardiac Monitors - total of 15	\$600,000
2022-2023	Replace Stair Chair lifts - total of 17	\$170,000
2023-2024	Add a Quality Assurance Major	\$38,500
2023-2024	Replace Critical Care Ventilators - 3	\$54,000
2023-2024	Emerging Technology equipment	\$100,000

Family Justice

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

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

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

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

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

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

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

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

Personnel:

Fulltime - 4

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

Fire Department

The Putnam County Fire Department operates as a Combination Fire Department. It consists of 7 full-time employees, 9 part-time employees and 52 volunteers. The Department operates out of 12 stations (soon to be 14) strategically placed throughout the County. In the calendar year 2018 the Department responded to approximately 751 calls. Included in this total is 56 structure fires, 36 vehicle fires, 48 wildland/brush fires, 17 medical assistance calls, 178 motor vehicle accidents, 19 fuel spill/leak or natural gas/propane leaks, 79 public service/assistance/other agency calls, 10 remote landing zones with the remainder falling in miscellaneous categories including the installation of several hundred free smoke alarms in private residences through the Get Alarmed program at the State Fire Marshall's Office. During the calendar year 2018 there were approximately 3764 operational man hours and 4265 training hours.

Apparatus include 7 Class A Pumpers ranging in age from 26 to 1 year old; 7 Tanker/Pumpers ranging in age from 22 to 4 years old; 7 mini pumpers ranging in age from 33 to 28 years old; two equipment trucks 24 and 22 years old; three brush trucks 36 to 2 years old; five command/multipurpose vehicles. One new tanker ordered, one new brush truck ordered, and one new command/multipurpose vehicle ordered. All of the mini pumpers are in need of replacement and will be replaced with Class A mini pumpers so they get ISO credit. A smaller number of mini pumpers are still necessary for responding to motor vehicle accidents and areas where a full size apparatus may not fit, there are three mini pumpers in the five year plan. Two Class A Pumpers are past their expected life expectancy along with one Tanker/Pumper.

The Department has a mobile burn training trailer, a maze trailer and road tractor to transport both, a mobile breathing air compressor, a stationary breathing air compressor and a van for transporting personnel to training sites (26 years old).

Of the 12 soon to be 14 Fire Stations all but three are capable of housing personnel. Three stations, two new locations and one relocation are in the 2018/2019 budget. Another to be replaced in the 2019/2020 budget and the last station to be relocated in the 2020/2021 budget.

Five Fire Stations have volunteer personnel living in the Station. These personnel can be counted as on-duty personnel when they are in the Station. Station 11 (Cookeville) 2 personnel. Station 13 (Burgess Falls), Station 12 (Bangham) Station 21 (Monterey) and Station 31 (Bloomington) have one live-in man. All of the live-in firefighters with the exception of the Cookeville Station are certified firefighters. The personnel at the Cookeville Station operate under the direction of full time personnel. In the five year plan, our priorities will be focused on putting personnel in strategic locations to insure better overall coverage and reduced response times throughout the county, and at the same time updating equipment and Stations to meet these needs. All of which will provide better customer service to our residents.

Personnel:

Fulltime – 7

Part-time – 9

Volunteer - 52

Fire Department (cont)

<u>Fire</u>		
<u>BUDGET YEAR</u>	<u>DESCRIPTION</u>	<u>COSTS</u>
2019-2020	Replace Fire Station (4 year plan - total of 4)	\$85,000
2019-2020	Add three additional fulltime personnel	\$100,000
2019-2020	Purchase Tanker truck to serve east end of County	\$400,000
2020-2021	Replace Fire Truck (6 year plan-1 per year)	\$290,000
2020-2021	Replace Fire Station (4 year plan - total of 4)	\$85,000
2020-2021	Add three additional fulltime personnel	\$110,000
2020-2021	Add Living Quarters to Station 33	\$15,000
2020-2021	Replace Command Vehicle	\$40,000
2021-2022	Replace Fire Truck (6 year plan-1 per year)	\$350,000
2021-2022	Add three additional fulltime personnel	\$110,000
2022-2023	Replace Fire Truck (6 year plan-1 per year)	\$350,000
2022-2023	Add three additional fulltime personnel	\$110,000
2023-2024	Replace Fire Truck (6 year plan-1 per year)	\$290,000
2023-2024	Add new mini attack truck at station 35	\$290,000
2023-2024	Replace Tanker Truck at Station 12	\$400,000

Health Department

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

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

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

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

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

Personnel:

Fulltime – 57

Part-time - 15

Health		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Paint Interior of Building	\$40,000
2020-2021	Behavioral Health Building Addition	\$300,000
2020-2021	Add a fulltime custodian	\$22,500
2021-2022	Replace VCT Floor Tiles	\$125,000
2022-2023	Replace Handicap Exam Table	\$10,000
2023-2024	Replace EKG Machine	\$10,000

Judicial Commissioners

The judicial Commissioners are responsible for determining probable cause on all arrests that are made in the county when the Clerk's office is closed. They are also responsible for issuing emergency orders of protection in Domestic Abuse cases

Personnel:

Fulltime – 2
Part-time - 4

Judicial Commissioners		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Increase Part-time shifts to help cover full-time load	\$4,500
2019-2020	Increase pay of Part-time workers to retain qualified people	\$12,000
2019-2020	Replace office furniture and equipment	\$5,000
2020-2021	Hire Additional fulltime Judicial Commissioner	\$29,000
2021-2022	none	
2022-2023	none	
2023-2024	none	

Justice Center/Judges/Juvenile Office

The Offices maintained within the Putnam County Justice are General Sessions Judges, Court Staff, Clerk and Master, and Circuit Court Clerk.

Helpful Information from these Departments:

There are 5 courtrooms and a jury selection room within the building. Each Office works together in coordination and operation of the facility.

Personnel:

Fulltime - 39

(All Security Personnel within the building are through the Putnam County Sheriff's Office)

Justice Center		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Replace Chairs in Courtrooms	\$8,200
2020-2021	New Kiosk to pay fines outside of the building	\$11,000
2020-2021	Replace Carpet in Courtrooms	\$33,800
2021-2022	Expand BIS System to include Judicial Commissioners	\$22,000
2022-2023	Kiosk system in Monterey and Baxter to pay court fees	\$22,000
2023-2024	Kiosk system in Algood to pay court fees	\$11,000

Library

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

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

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

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

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

The Putnam County Library is a joint venture between Putnam County and the City of Cookeville and governed by an appointed board of trustees. The library also receives funding from the towns of Algood, Baxter, and Monterey. The 2019-2024 plan aims to outline service goals and financial needs. Needs are determined through ILS reports, community feedback, surveys, statistics, and the Tennessee Standards for Non-Metropolitan Public Libraries (TSLA).

Personnel:

Fulltime – 11

Part-time – 19

<u>Library</u>		
<u>BUDGET YEAR</u>	<u>DESCRIPTION</u>	<u>COSTS</u>
2019-2020	Paint interior and Exterior walls of Cookeville and Monterey	\$25,000
2020-2021	Make the Baxter Branch Manager a full time position	\$30,000
2020-2021	Replace HVAC System	\$150,000
2020-2021	Add a Professional Librarian position	\$53,500
2021-2022	Replace Monterey Library Roof	\$25,000
2021-2022	Expand Digital materials with Kanopy or Hoopla Service	\$10,000
2022-2023	Purchase a Library Van to transport books to other locations	\$25,000
2023-2024	Install a public elevator at the library	\$180,000

Maintenance

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

Personnel:

Fulltime – 25

Part-time – 2

Number of Buildings maintained – 57

Number of School buildings roofs are maintained - 23

Number of Vehicles maintained – 315

Maintenance		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Replace windows at the AG-UT Extension Building	\$22,000
2019-2020	Replace department work truck (5 year plan - 1 per year)	\$28,000
2020-2021	Replace department work truck (flat bed with welder-generator)	\$48,000
2021-2022	Replace department work truck (5 year plan - 1 per year)	\$30,000
2022-2023	Replace department work truck (5 year plan - 1 per year)	\$31,000
2024-2025	Replace department work truck (5 year plan - 1 per year)	\$32,000

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

Parks and Recreation

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

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

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

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

Personnel:

Fulltime – 13

Parks and Recreation		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Replace lighting at Cookeville Tennis Courts	\$40,000
2019-2020	Replace lighting at Monterey Tennis Courts	\$20,000
2019-2020	Replace Reel Mower at Sports Complex	\$25,000
2019-2020	Replace department work truck	\$36,000
2019-2020	Replace Tractor	\$20,000
2019-2020	Replace existing walls and seating at Little League Fields	\$60,000
2019-2020	Hire a fulltime custodian for Community Center and Park	\$23,000
2020-2021	Replace lighting at Algood Ball Park with LED lights	\$40,000
2020-2021	Replace lighting at Monterey Little League with LED Lights	\$20,000
2020-2021	Replace lighting at Baxter Little League Field with LED	\$20,000
2020-2021	Replace Zero Turn Mower	\$10,000
2020-2021	Replace department work truck	\$36,000
2021-2022	Replace Top Dresser at Sports Complex	\$25,000
2021-2022	Replace Zero turn mower	\$10,000
2022-2023	Replace lighting at Jere Whitson ball parks with LED lights	\$90,000
2022-2023	Replace Zero turn mower	\$10,000
2022-2023	Replace Tractor	\$30,000
2022-2023	Hire a fulltime custodian for cleaning ball fields and parks	\$23,000
2023-2024	Replace Zero turn mower	\$10,000
2022-2023	Purchase Skid Steer and Trailer	\$90,000
2023-2024	New Reel Mower for Sports Complex	\$50,000
2023--2024	Replace lights at Sports Complex with LED	???

Planning Department

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

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

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

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

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

The Putnam County Planning Commission members receive a travel claim of \$50 per meeting per member. There are 9 members.

Personnel:

Fulltime – 2

BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Replace Planner's Vehicle	\$25,000
2020-2021	none	\$0
2021-2022	none	\$0
2022-2023	none	\$0
2023-2024	none	\$0

Solid Waste and Recycling

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

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

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

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

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

Personnel

Fulltime – 18

Part-time – 40

Helpful Information from this Department:

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

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

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

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

Solid Waste and Recycling (cont)

Solid Waste		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	New Solid Waste-Recycling System	????
2019-2020	Replace Containers for Waste Sites	\$35,000
2019-2020	Replace Fork Lift and Skid Steer	\$95,000
2019-2020	Replace Container Truck	\$120,000
2019-2020	LED Light replacement	\$21,000
2019-2020	Add Additional Fulltime Truck Driver	\$25,500
2019-2020	Replace compactors at convenience sites (5 year plan)	\$126,000
2019-2020	Replace Fire Sprinkler System at Transfer Station	\$35,000
2019-2020	Replace Roll Off Truck	\$185,000
2019-2020	Replace pickup truck	\$35,000
2020-2021	Replace Wheel Loader	\$280,000
2020-2021	Replace Containers for Waste Sites	\$35,000
2020-2021	Replace compactors at convenience sites (5 year plan)	\$132,000
2020-2021	Replace department pickup truck	\$30,000
2020-2021	Hire an additional heavy equipment operator due to growth	\$25,000
2021-2022	Replace Containers for Waste Sites	\$35,000
2021-2022	Replace compactors at convenience sites (5 year plan)	\$135,000
2021-2022	Replace roll off truck	\$185,000
2022-2023	Replace compactors at convenience sites (5 year plan)	\$45,000
2022-2023	Replace Containers for Waste Sites	\$40,000
2023-2024	Replace front load truck	\$250,000
2023-2024	Replace roll off truck	\$185,000
2023-2024	Replace Containers for Waste Sites	\$40,000

Technology

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

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

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

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

Personnel

Fulltime – 3

Part-time – 1

BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Replace Email server and security	\$42,000
2020-2021	Add a part-time employee	\$12,500
2020-2021	Replace department vehicle	\$35,000
2021-2022	Replace VM Servers	\$55,000
2022-2023	Add a full-time technician	\$30,000
2023-2024	Replace department vehicle	\$31,000

Veterans Office

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

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

Personnel:

Fulltime – 2

Veterans Office		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	none	\$0
2020-2021	New Veterans Complex	???
2021-2022	none	\$0
2022-2023	New part-time VSO	\$20,000
2023-2024	none	\$0

County Building Roofs

An engineering survey was done for all the roofs in 2016. We have made some major progress on these, but still have several to do.

Roofs		
BUDGET YEAR	DESCRIPTION	COSTS
2019-2020	Cookeville High School	\$3,300,000
2019-2020	Monterey Emergency Building	\$200,000
2020-2021	Avery Trace	\$1,600,000
2020-2021	Justice Center	\$800,000
2021-2022	Cane Creek School	\$1,100,000
2021-2022	Cookeville Community Center	\$450,000
2021-2022	Baxter EMS Station	\$85,000
2021-2022	Monterey Library	\$80,000
2022-2023	Transfer Station	\$750,000
2022-2023	Avery Trace School - 2nd half	\$750,000
2023-2024	County Clerk Office	\$175,000
2023-2024	County Maintenance	\$475,000

ANNOUNCEMENTS AND STATEMENTS:

EMPLOYEE OF MONTH:

MOTION RE: ADJOURN

Commissioner Kim Bradford moved and Commissioner Jimmy Neal seconded the motion to Adjourn.

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

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

PLANNING COMMITTEE MEETING

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: April 4, 2019

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, April 8, 2019, IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING.

1. Consider speed limit request for Pete Carr Ridge Road.
Road Committee meeting at 5:00 for consideration
2. Discuss Criteria and Procedures for naming Putnam County Property and State Property within Putnam County Boundaries.
3. Consider request from General Sessions Court to transfer vehicle to the Property Assessor's Office.
4. Consider request from Sheriff's Department to declare items surplus and to sell via Internet or Public Auction.
5. Consider request from the Sheriff's Department to transfer a trailer to the Putnam County Highway Department.
6. Any other business that needs to be reviewed by the Planning Committee.

Made By: Iwanyszyn
Seconded: Bradford

VOICE VOTE

APPROVED

Item #5 ***Vehicle Transfer from Sheriff's Office to Highway Department***

Motion: **Recommends approval for the Sheriff's Office to transfer to the Highway Department a 2010 American Signal Message Trailer #228474.**

Made By: Bradford
Seconded: Dunn

VOICE VOTE

APPROVED

FISCAL REVIEW COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Executive

DATE: April 4, 2019

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, April 8, 2019, 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 AND the School Nutrition Fund.
3. Consider a Resolution authorizing the County Executive to apply for and administer the Litter and Trash Collection Grant with the Department of Transportation.
4. Discuss Elmore Town Bridge.
5. Any other business that needs to be reviewed by the Fiscal Review Committee.

Nominating Committee will NOT be meeting this month

