

MINUTES
OF
PUTNAM COUNTY COMMISSION
February 16, 2010

Prepared By:

Wayne Nabors
Putnam County Clerk
29 N Washington Avenue
Cookeville, TN 38501
931-526-7106

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on February 16, 2010 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding the Chairman Jim Martin and County Clerk Wayne Nabors.

Sheriff David Andrews called the meeting to order.

The Chairman recognized County Clerk Wayne Nabors for the invocation.

The Chairman recognized Commissioner Joel Cowan to lead the Pledge to the Flag of the United States of America.

The Clerk asked the Commissioners to signify their presence at the meeting and the following were present:

PRESENT

David Randolph	Mike Medley
Larry Epps	Joe Trobaugh
Bob Duncan	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCanless	Greg Rector
Andy Honeycutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin

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

MOTION RE: APPROVE AGENDA

- Commissioner Joe Trobaugh moved and Commissioner Johnnie Wheeler seconded the motion to approve the agenda for the February 16, 2010 meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

Please note that the Commission will be meeting on Tuesday, February 16, 2010 due to President's Day being on Monday.

**AGENDA
PUTNAM COUNTY
BOARD OF COMMISSIONERS**

Monthly Awards will be presented at 5:45 PM

**Regular Monthly Session
Tuesday, February 16, 2010 6:00PM**

**Presiding: Honorable Jim Martin
Commission Chairman**

- 1. Call to Order - Sheriff David Andrews**
- 2. Invocation** *District 6*
- 3. Pledge to the Flag of the United States of America** *District 6*
- 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 - Highway Department

*Note: These were approved in
Fiscal Review*

B. School Funds - Dr. Kathleen Airhart, Director of Schools

C. County General Fund, Debt Service Fund, Solid Waste Sanitation Fund,
and Self Insurance Fund - Kim Blaylock, County Executive

9. New Business and Action Thereon by the Board

A. Report of Standing Committees

1. Planning Committee

a. Hear recommendation from the Land and Facilities Committee.

2. Fiscal Review Committee

a. Recommends approval of budget amendments to the General Purpose School Fund as presented.

b. Recommends approval of budget amendments to the County General Fund in the amount of \$586,074.

c. Recommends approval of the budget amendment to the Road Department Fund as presented.

d. Recommends approval of budget amendments to the Industrial/Economic Development Fund in the amount of \$157,181.

e. Recommends approval of the amendments to the Asset Policy and Procedures for threshold amounts being at \$15,000.
(controllable asset amount was changed to \$1,000 after call to County Audit)

f. Hear report from County Executive Kim Blaylock on insurance coverage for the Election Commission.

3. Nominating Committee

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

a. Joe Trobaugh will replace Andy Honeycutt on the Budget Committee as per Kim Blaylock.

b. Hear report from Dr. Kathleen Airhart.

10. Announcements and Statements

11. Adjourn

The Chairman asked for a voice vote on the motion to approve the agenda for the February 16, 2010 meeting of the Putnam County Board of Commissioners. The motion carried.

MOTION RE: APPROVE MINUTES

Commissioner Johnnie Wheeler moved and Commissioner Kevin Maynard seconded to approve the minutes of the January 16, 2010 meeting of the Putnam County Board of Commissioners.

The Chairman asked for a voice vote on the motion to approve the minutes of the January 16, 2010 meeting of the Putnam County Board of Commissioners. 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

OTHER UNFINISHED BUSINESS

QUARTERLY REPORTS AND ACTION THEREON BY THE BOARD

MOTION RE: QUARTERLY REPORT FOR ROAD FUND – HIGHWAY DEPARTMENT (NOTE: THESE WERE APPROVED IN FISCAL REVIEW)

Commissioner Jere Mason moved and Commissioner Johnnie Wheeler seconded the motion to approve the Quarterly Report for the Road Fund.

(SEE ATTACHED)

QUARTERLY REPORT
 PUTNAM COUNTY HIGHWAY DEPARTMENT
 OCTOBER, NOVEMBER, AND DECEMBER, 2009

ROAD FUND 2009-2010

REVENUE:

<u>REVENUE CODE NUMBERS</u>	<u>ESTIMATED</u>	<u>1ST. QUARTER</u>	<u>2ND. QUARTER</u>	<u>TOTAL REVENUE</u>	<u>UN-REALIZED</u>
40000.110 - 43000.320 LOCAL TAXES	1,315,320	16,984	504,126	521,110	794,210
44000.130 - 44000.990 OTHER LOCAL	1,000	9,507	2,898	12,405	-11,405
46000.410 - 46000.930 STATE REV	2,879,673	383,169	719,337	1,102,506	1,777,167
47000.100 - 47000.142 OTHER GOVT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTALS	4,195,993	409,660	1,226,361	1,636,021	2,559,972

EXPENDITURES:

<u>EXPENDITURES CODE NUMBERS</u>	<u>ESTIMATED</u>	<u>1ST. QUARTER</u>	<u>2ND. QUARTER</u>	<u>TL. EXPENDITURES</u>	<u>UN-ENCUMBERED</u>
61000 ADMINISTRATION	302,627	81,055	78,377	159,432	143,195
62000 ROAD CONST. & MAINT.	2,553,001	357,853	535,700	893,553	1,659,448
63100 OPER. & MAINT. OF EQUIP.	282,791	50,458	65,407	115,865	166,926
65000 OTHER CHARGES	194,998	113,743	33,116	146,859	48,139
68000 CAPITAL OUTLAY	<u>1,094,545</u>	<u>1,177</u>	<u>271,023</u>	<u>272,200</u>	<u>822,345</u>
TOTAL EXPENDITURES	4,427,962	604,286	983,623	1,587,909	2,840,053

The Chairman asked for discussion on the motion to approve the Quarterly Report for the Road Fund. There was none.

The Chairman Asked for a voice vote on the motion to approve the Quarterly Report for the Road Fund. The motion carried.

MOTION RE: QUARTERLY REPORT FOR THE SCHOOL FUNDS – DR. KATHLEEN AIRHART, DIRECTOR OF SCHOOLS

Commissioner Bill Walker moved and Commissioner Dale Moss seconded the motion to approve the Quarterly Report for the School Fund.

(SEE ATTACHED)

8

Department of Education

Putnam County

DR. KATHLEEN M. AIRHART, Director of Schools

Board of Education

David McCormick, Chairman
Vernon Crabtree, Vice-Chairman

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

Board Members

Eric Brown
Robert Hargis
Dr. Ray Jordon
Jerry Maynard

February 3, 2010

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the Quarterly Reports for the General Purpose School Fund and Capital Project Fund for the quarter ended December 31, 2009.

Sincerely,



Mark McReynolds
Putnam County Board of Education

PUTNAM COUNTY BOARD OF EDUCATION GENERAL PURPOSE SCHOOL FUND QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2009

Revenues:	<u>2009-2010 Budget</u>	<u>Actual Revenues Jul-Sept 2009</u>	<u>Actual Revenues Oct-Dec 2009</u>	<u>Actual Revenues Jan-Mar 2010</u>	<u>Actual Revenues Apr-Jun 2010</u>	<u>Total Revenues Year to Date</u>
40000 Local Revenue	27,449,567	2,666,392	8,715,263			11,381,656
41000 License Permits	5,000	884	1,245			2,128
43000 Current Services	245,000	75,386	93,605			168,991
44000 Other Local Revenue	145,498	7,978	126,115			134,093
46500 State of Tennessee	37,595,059	7,370,947	11,499,592			18,870,538
46800 Other State Revenues	135,000	25,455	45,159			70,614
46980 Other State Grants	2,245,742	113,482	272,238			385,720
47100 Federal Thru State	475,900	27,412	122,472			149,884
48000 Donations/Other	9,000	25,967	190,604			216,571
49000 Other Sources	571,461	23,998	93,650			117,648
	<u>68,877,226</u>	<u>10,337,901</u>	<u>21,159,942</u>	<u>-</u>	<u>-</u>	<u>31,497,843</u>

01

**PUTNAM COUNTY BOARD OF EDUCATION
GENERAL PURPOSE SCHOOL FUND
QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2009**

Expenditures:	2009-2010 Budget	Actual Encumbrances & Expenditures Jul-Sept 2009	Actual Encumbrances & Expenditures Oct-Dec 2009	Actual Encumbrances & Expenditures Jan-Mar 2010	Actual Encumbrances & Expenditures Apr-Jun 2010	Total Encumbrances & Expenditures Year to Date
71100 Regular Education	34,619,761	6,282,104	8,440,499			14,722,602
71150 Alternative Education	518,592	79,807	148,467			228,274
71200 Special Education	5,143,284	917,524	1,289,895			2,207,419
71300 Vocational Education	1,374,241	214,525	303,724			518,248
71600 Adult Education	140,109	10,549	25,730			36,278
72110 Attendance	178,096	48,855	43,263			92,118
72120 Health Services	840,437	113,484	214,087			327,570
72130 Other Student Services	2,346,811	450,414	551,649			1,002,063
72210 Regular Ed. Support	2,396,434	471,660	614,850			1,086,509
72215 Alternative Ed. Support	110,474	23,427	28,313			51,740
72220 Special Ed. Support	378,663	106,936	87,604			194,540
72230 Vocational Ed. Support	58,877	10,386	19,377			29,763
72260 Adult Ed. Support	130,193	26,615	27,744			54,359
72310 Board of Education	1,526,957	128,362	666,446			794,808
72320 Office of the Director	164,994	41,580	40,080			81,660
72410 Office of Principal	4,271,863	759,061	1,038,990			1,798,051
72510 Fiscal Services	611,346	158,588	162,152			320,740
72520 Human Services/Personnel	149,488	23,886	24,347			48,232
72610 Operation of Plant	6,764,854	2,532,189	1,007,949			3,540,137
72620 Maintenance of Plant	1,915,895	750,863	503,563			1,254,426
72710 Transportation	2,212,920	279,748	541,667			821,415
72810 Central & Other Support	535,821	102,381	131,342			233,722
73100 Food Services	187,424	39,395	49,566			88,961
73300 Community Services	712,614	8,298	147,139			155,437
73300 Early Childhood Education	1,587,079	258,319	396,749			655,069
91300 Education Capital Projects	0					0
99100 Operating Transfers	0	500,000	0			500,000
TOTAL	68,877,226	14,338,951	16,505,191	0	0	30,844,142

PUTNAM COUNTY BOARD OF EDUCATION
CAPITAL PROJECTS FUND
QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2009

	2009-2010 Budget	Actual Encumbrances & Expenditures Jul-Sept 2009	Actual Encumbrances & Expenditures Oct-Dec 2009	Actual Encumbrances & Expenditures Jan-Mar 2010	Actual Encumbrances & Expenditures Apr-Jun 2010	Total Encumbrances & Expenditures Year to Date
Expenditures:						
91300 Education Capital Projects	0	4,593,016	6,298,878			10,891,894
TOTAL	<u>0</u>	<u>4,593,016</u>	<u>6,298,878</u>	<u>0</u>	<u>0</u>	<u>10,891,894</u>

12

The Chairman asked for discussion on the motion to approve the Quarterly Report for the School Fund. There was none.

The Chairman asked for a voice vote on the motion to approve the Quarterly Report for the School Fund. The motion carried.

MOTION RE: QUARTERLY REPORTS FOR THE COUNTY GENERAL FUND, DEBT SERVICE FUND, SOLID WASTE SANITATION FUND, AND SELF INSURANCE FUND – KIM BLAYLOCK, COUNTY EXECUTIVE

Commissioner Jere Mason moved and Commissioner Bill Walker seconded the motion to approve the Quarterly Reports for the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund.

(SEE ATTACHED)

13

COUNTY GENERAL BUDGET 2009-2010
Statement of Revenues and Expenditures
December 31, 2009

REVENUES:		<u>TOTAL ESTIMATED</u>	<u>REC'D THRU 12-31-2009</u>	<u>BALANCE</u>
40000	Local Taxes	13,492,190.00	5,478,250.04	8,013,939.96
41000	Licenses and Permits	249,000.00	217,652.20	31,347.80
42000	Fines, Forfeitures and Penalties	609,500.00	257,883.23	351,616.77
43000	Charges for Current Service	2,866,000.00	1,389,512.24	1,476,487.76
44000	Other Local Revenue	998,000.00	493,509.52	504,490.48
45000	Fees Received from County Officials	3,571,000.00	1,490,129.98	2,080,870.02
46000	State of Tennessee	3,046,829.00	588,831.49	2,457,997.51
47000	Federal Government	958,676.00	54,529.74	904,146.26
48000	Other Governments and Citizens Groups	110,000.00	138,113.02	(28,113.02)
49000	Other Sources (Note Proceeds)	<u>228,301.00</u>	<u>1,541.14</u>	<u>226,759.86</u>
TOTAL REVENUES		26,129,496.00	10,109,952.60	16,019,543.40
Estimated Fund Balance - June 30, 2008		4,203,405.00		

EXPENDITURES:		<u>TOTAL ESTIMATED</u>	<u>PAID & ENCUMBERED THROUGH 12-31-2009</u>	<u>BALANCE</u>
51000	General Administration	3,581,415.00	1,854,644.00	1,726,771.00
52000	Finance	1,348,168.00	827,870.44	520,297.56
53000	Administration of Justice	1,926,748.00	1,273,972.52	652,775.48
54000	Public Safety	8,254,911.00	4,341,462.74	3,913,448.26
55000	Public Health & Welfare	4,195,351.00	2,954,939.97	1,240,411.03
56000	Social, Cultural & Recreational Services	1,362,799.00	753,605.54	609,193.46
57000	Agriculture & Natural Resources	206,641.00	82,430.38	124,210.62
58000	Other Operations	6,237,066.00	938,424.46	5,298,641.54
99000	Transfers Out	<u>229,444.00</u>	<u>0.00</u>	<u>229,444.00</u>
TOTAL EXPENDITURES		27,342,543.00	13,027,350.05	14,315,192.95

SOLID WASTE/SANITATION BUDGET - 2009-2010
Statement of Revenues and Expenditures
Period Ending December 31, 2009

REVENUES:		<u>TOTAL ESTIMATED</u>	<u>REC'D THRU 12-31-2009</u>	<u>BALANCE</u>
40000	Local Taxes	2,549,600.00	1,052,815.63	1,486,784.37
43000	Charges for Current Service	765,000.00	314,853.46	450,146.54
44000	Other Local Revenues	225,000.00	90,806.04	134,193.96
46000	State of Tennessee	<u>23,000.00</u>	<u>11,463.20</u>	<u>11,536.80</u>
TOTAL REVENUES		3,562,600.00	1,479,938.33	2,082,661.67

Estimated Fund Balance-June 30, 2008

1,537,662.00

EXPENDITURES:		<u>TOTAL ESTIMATED</u>	<u>PAID & ENCUMBERED THROUGH 12-30-2009</u>	<u>BALANCE</u>
55000	Public Health and Welfare	3,841,363.00	1,248,429.38	2,592,933.62
58000	Other General Government	<u>63,000.00</u>	<u>24,903.95</u>	<u>38,096.05</u>
TOTAL EXPENDITURES		3,904,363.00	1,273,333.33	2,631,029.67

DEBT SERVICE BUDGET - 2009-2010
Statement of Revenues and Expenditures
Period Ending December 31, 2009

REVENUES:		TOTAL ESTIMATED	<u>REC'D THRU 12-31-2009</u>	<u>BALANCE</u>
40000	Local Taxes	9,580,320.00	4,056,186.25	5,524,133.75
44000	Other Local Revenues	558,334.00	258.31	558,075.69
49000	Operating Transfers	<u>785,000.00</u>	<u>0.00</u>	<u>785,000.00</u>
TOTAL REVENUES		<u>10,923,654.00</u>	<u>4,056,444.56</u>	<u>6,867,209.44</u>

Estimated Fund Balance-June 30, 2008 19,918,813.00

EXPENDITURES:		TOTAL ESTIMATED	<u>PAID THRU 12-31-2009</u>	<u>BALANCE</u>
82000	Education Debt	12,027,326.00	3,023,565.40	9,003,760.60
90000	Public Safety Projects	777,625.00	338,812.50	438,812.50
99100	Transfers Out	<u>228,301.00</u>	<u>0.00</u>	<u>228,301.00</u>
TOTAL EXPENDITURES		<u>13,033,252.00</u>	<u>3,362,377.90</u>	<u>9,670,874.10</u>

PUTNAM COUNTY SELF INSURANCE FUND
 FUND BALANCE SUMMARY FOR 2009 - 2010
 As of December 31, 2009

Fund Balance as of September 30, 2009		2,237,812.29
PLUS: Departmental Deposits	712,123.56	
Interest	2,702.61	
	714,826.17	
LESS: Liability Claims	9,944.21	
Work Comp Claims	106,733.88	
Medical Records	68.82	
Acturail Fees	9,097.00	
Claim Adjuster Fees	0.00	
Legal Fees	21,850.92	
Court Reporter & Court Costs	125.00	
Insurance	25,945.65	
WC Fees to PMA Insurance Group	3,875.00	
Management fee	0.00	
Liability Reserve Increase		
(Decrease) this period	-95,000.00	
Work Comp Reserve Increase		
(Decrease) this period	-526,948.00	
	-444,307.52	
Ending Fund Balance as of December 31, 2009		3,396,945.98

CASH SUMMARY

=====		
Checking account balance as of 12/31/2009	2,755,216.22	
Certificate of Deposit as of 12/31/2009	1,520,666.47	
Work Comp Claim Payment Account 12/31/2009	2,932.48	
Outstanding items:		
Ck # 2010	-1,670.04	
Ck # 2011	-6,217.65	
Ck # 2012	-219.50	
Ending Cash Balance as of 12/31/2009		4,270,707.98
Less: Open Liability Claim Reserves as of 12/31/2009		-205,000.00
Open Work Comp Claim Reserves as of 12/31/2009		-668,762.00
Ending Fund Balance as of December 31, 2009		3,396,945.98

Number of Open Liability Claims as of December 31, 2009	5
Number of Open Work Comp Claims as of December 31, 2009	25

This report was prepared by BB&T Legge Insurance on 02/10/2010

NOTE: Out of balance with Trustee's report by \$1,287.20 - a \$1,287.00 draft not reconciled and a \$0.20 error in December to be corrected in January 2010.

The Chairman asked for discussion to the motion to approve the Quarterly Reports for the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund. There was none.

The Chairman asked for a voice vote on the motion to approve the Quarterly Reports for the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund. The motion carried.

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE

MOTION RE: PLANNING COMMITTEE RECOMMENDS TO HEAR RECOMMENDATION FROM THE LAND AND FACILITIES COMMITTEE

Commissioner Eris Bryant, Land and Facilities Committee Chairman, gave a report from the Land & Facilities Committee to the Commission.

(SEE ATTACHED)

18

REPORT GIVEN TO COMMISSION BY ERIS BRYANT
2-16-10

Minutes from Land & Facilities:

The Land & Facilities committee met on Thursday, February 11th.

Recommendation from the Land & Facilities Committee is Archives will move to the Basement at the Old Health Dept. as originally planned. The Committee will start to look for a new location for the Veteran's Hall & Archives. Two locations were brought up as potential property for archives, one on the corner of Veteran & Walnut, the other was the Patton land on Highway 70 West. Both owned by Putnam County.

We have asked Mr. Peter Metts to get information on both properties. The Committee's wish is to take time to locate the best possible site for Archives. So at this time Land & Facilities is not making a recommendation.

FISCAL REVIEW COMMITTEE

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

Commissioner Sue Neal moved and Commissioner Bob Duncan seconded the motion to approve the Budget Amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)

Department of Education Putnam County

DR. KATHLEEN M. AIRHART, Director of Schools

Board of Education

David McCormick, Chairman
Vernon Crabtree, Vice-Chairman

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

Board Members

Eric Brown
Robert Hargis
Dr. Ray Jordon
Jerry Maynard

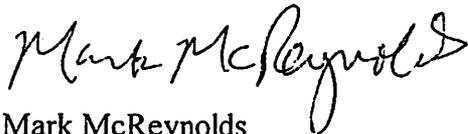
February 2, 2010

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

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

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- To re-class expenditure budget as per EL (English Language) / Civics Program Grant.

The Chairman asked for discussion on the motion to approve the Budget amendments to the General Purpose School Fund as presented. There was none.

The Chairman asked the Commissioners to vote on the motion to approve the Budget Amendments to the General Purpose School Fund as presented. The Commissioners voted as follows:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Jerry Ford
Scott McCarless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

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

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS
APPROVAL OF BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND
IN THE AMOUNT OF \$586,074**

Commissioner Sue Neal moved and Commissioner Greg Rector seconded the motion to approve Budget Amendments to the County General Fund in the amount of \$586,074.

(SEE ATTACHED)

BUDGET AMENDMENT SUMMARY FOR COUNTY GENERAL

Feb. 2010

<u>County General Expenditure</u>	<u>Debit</u>	<u>Credit</u>
51500 Election Commission		
317 Data Processing		605
349 Printing & Stationery	605	
54110 Sheriff's Dept		
718 Motor Vehicles		2,000
54410 Emergency Management Agency		
316 Contributions		1,175
54490 Other Emergency Mgt		
790 Other Equipment		578,946
55190 Infectious Disease		
196 Inservice training		3,348
 Revenue Account		
44530 Sale of Equipment	1,175	
44990 Local Revenue	2,000	
46290 Public Safety Grants	3,348	
47235 Homeland Security Grants	578,946	
 TOTAL	586,074	586,074

Putnam County Budget Amendment/Transfer Authorization Form

Department: Election Commission

Date: February 3, 2010

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
101	51500-317	Data Processing Service	9,550		605	10,155	3,500
101	51500-349	Printing & Stationery	50,000	605		49,395	13,045

Explanation: See letter from Debbie Steidl

Requested By: JAH

Recommended for Approval: DH
Official/Department Head

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____

Putnam County Budget Amendment/Transfer Authorization Form

Department: Misc. Grants for EMS

Date: February 3, 2010

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
101	54490-790	Other Equipment <i>Homeland Security 09</i>	30,411		578,946	609,357	23,557
101	55190-196	Inservice Training Governor's Safety <i>1st responder grant</i>	7,250		3,348	10,598	3,529
101	#47235	Homeland Security Grant	784,216		578,946	1,363,162	
101	#46290	Public Safety Grant	0		3,348	3,348	

Explanation: Grants received

Requested By: *DHS*

Recommended for Approval:
Official/Department Head *JH*

Action by Fiscal Review Committee
Recommended _____
Not Recommended _____
Date _____

Action by County Commission
Approved _____
Not Approved _____
Date _____

Putnam County Budget Amendment/Transfer Authorization Form

Department: Emergency Management Agency

Date: February 3, 2010

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
101	54410-316	Contributions	122,320		1,175	123,495	
101	#44530	Sale of Equipment	0		1,175		

Explanation: Reimburse them for sale of their vehicle in surplus sale

Requested By: *DW*

Recommended for Approval:
Official/Department Head *DW*

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____

Putnam County Budget Amendment/Transfer Authorization Form

Department: Sheriff's Dept

Date: February 3, 2010

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
101	54110-718	Motor Vehicles	0		2,000	2,000	0
101	#44990	Local Revenue			2,000		

Explanation: Reimbursement for damages to vehicle
This line item used for tags for cars

Requested By: DPK

Recommended for Approval: DPK
Official/Department Head

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____

The Chairman asked for discussion on the motion to approve Budget Amendments to the County General Fund in the amount of \$586,074. There was none.

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

FOR:

David Randolph	Mike Medley
Larry Epps	Joe Trobaugh
Bob Duncan	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCanless	Greg Rector
Andy Honeycutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE BUDGET AMENDMENT TO THE ROAD DEPARTMENT FUND AS PRESENTED.

Commissioner Sue Neal moved and Commissioner Andy Honeycutt seconded the motion to approve the Budget Amendment to the Road Department Fund as presented.

(SEE ATTACHED)

Putnam County Budget Amendment/Line Item Transfer Authorization Form

Road Department

February, 2010 Commission Meeting

Item #	Fund #	Account #	Description	Approved	Decrease	Increase	Requested	Expended	Act. Balance
1	131	62000.444	Salt	10,000		10,000	20,000	9,951	10,049
2	131	63100.412	Diesel	55,000	7,000		48,000	22,276	25,724
3	131	63100.425	Gas	35,000	3,000		32,000	16,210	15,790
			Totals	100,000	10,000	10,000	100,000	48,437	51,563

02

Explanation: Used more road salt than anticipated.
 Fuel cost down from last year.
 Should have adequate funds for second half

Requested by: Billy Joe Lamb
 Billy Joe Lamb, Putnam County Road Supervisor

Action by Fiscal Review Committee
 Recommended
 Not Recommended
 Date: _____

Action by County Court
 Recommended
 Not Recommended
 Date: _____

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

The Chairman asked the Commissioners to vote on the motion to approve the Budget Amendments to the Road Department Fund. The Commissioners voted as follows:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Jerry Ford
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE INDUSTRIAL/ECONOMIC DEVELOPMENT FUND IN THE AMOUNT OF \$157,181.

Commissioner Sue Neal moved and Commissioner Bob Duncan seconded the motion to approve the Budget Amendment to the Industrial/Economic Development Fund in the amount of \$157,181.

(SEE ATTACHED)

Putnam County Budget Amendment/Transfer Authorization Form

Department: Industrial Economic Development Fund

Date: February 3, 2010

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
119	58120-309	Contracts with Govt Agencies	158,704		157,181	315,885	157,181
119	#39000	Fund Balance		157,181			

Explanation: Reimburse City of Cookeville for expenses for the Highland Business Park

Requested By: JHG

Recommended for Approval: JHG
Official/Department Head

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____

The Chairman asked for discussion on the motion to approve Budget Amendments to the Industrial/Economic Development Fund in the amount of \$157,181. There was none.

The Chairman asked the Commissioners to vote on the motion to approve Budget Amendments to the Industrial/Economic Development Fund in the amount of \$157,181. The Commissioners voted as follows:

FOR:

David Randolph	Mike Medley
Larry Epps	Joe Trobaugh
Bob Duncan	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCarless	Greg Rector
Andy Honeycutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF AMENDMENTS TO THE ASSET POLICY AND PROCEDURES FOR THRESHOLD AMOUNTS BEING AT \$15,000. (CONTROLLABLE ASSET AMOUNT WAS CHANGED TO \$1,000 AFTER CALL TO COUNTY AUDIT)

Commissioner Sue Neal moved and Commissioner Bob Duncan seconded the motion to approve the Amendments to the Asset Policy and Procedures for threshold amounts being at \$15,000.

(SEE ATTACHED)

PUTNAM COUNTY ASSET POLICIES AND PROCEDURES

ADMINISTRATIVE POLICIES & PROCEDURES

Administrative Responsibility

Administrative officials (county officials or department heads) are responsible for the custody and maintenance of all assets (fixed and controllable) purchased for or assigned to their office or department.

Administrative officials will be responsible for the following:

- Coordinating and implementing the annual inventory for all assets.
- Reconciling and reporting differences between the annual inventory and the asset listing per departmental records to the County Executive's Office.
- Receiving, tagging, and recording all purchases of assets. All purchases should be reported to the County Executive's Office on the official Asset Acquisition/Disposition form.
- Reporting and recording all asset transfers and retirements to the County Executive's Office on the official Asset Acquisition/Disposition form.
- Reporting and recording all assets declared surplus to the County Executive's Office on the official Asset Acquisition/Disposition form.
- To report and record, theft and other losses that cannot be explained. In the case of theft, Administrative Official will also be responsible for notifying the police and forwarding a copy of the police report to the County Executive's Office.
- Work closely with the County Executive's Office to make sure the department asset records agree with accounting records.

In the event the Administrative Official (county official or department head) is replaced for any reason, the following procedure should be followed:

- The departing official and the new official will conduct a joint inventory.
- The completed, verified joint inventory listing will be forwarded to the County Executive's Office.
- The new asset inventory listing will supersede all prior listings.

Periodic Review

A listing of the fixed and controllable asset file will be provided periodically to the Administrative Official. This listing will include all the property for which the department is responsible.

The Administrative Official will verify the listing; reconcile any discrepancies; sign, date, and return the original copies to the County Executive's Office.

Annual Physical Inventory

A comprehensive inventory will be held annually at a designated time. The Administrative Official will be furnished with a current property listing to be used in conducting the annual physical inventory at the designated time.

ACCOUNTING POLICIES

Capitalization – Fixed Assets

Fixed Assets will be classified as such if they have a useful life of more than one year and an historical cost as listed below. Historical cost includes installation, freight, and all other cost incurred to make the asset operable. This applies to single items meeting the criteria mentioned above and does not apply to groups of like-kind items which collectively would exceed the limits listed below.

The following items will be capitalized as Fixed Assets:

Land	\$15,000+
Buildings	\$15,000+
Building improvements and additions that do not constitute maintenance or repair	\$15,000+
Roads and Bridges	\$35,000+
Machinery and Equipment	\$15,000+
Furniture and Fixtures	\$15,000+
Vehicles	\$15,000+
Construction in Progress	\$15,000+

Cost – Fixed Assets

Fixed Assets shall be recorded at actual or historical cost. If the cost is not reasonably determinable, assets will be recorded at replacement cost. Donated assets should be recorded at their estimated fair value at the time received. Costs are defined as follows:

- *Actual Cost* – The purchase or construction cost, which can be obtained through invoice, purchase order, and warrant paid files. This cost will include cost, such

as freight, transportation, site preparation, professional fees, and legal claims directly attributable to asset acquisition.

- *Historical Cost* – This cost is to be based on purchase dates and historical costs using current replacements and back trending by the Consumer Price Index (Marshall & Swift) for the appropriate number of years with the exception of land. Historical cost for land will be determined by land value comparisons by the Assessor of Property.
- *Replacement Cost* – This cost is to be assigned only if actual cost or dates of purchase are not available.
- *Donated Cost* – This cost is based on the estimated fair value at the time of acquisition.

Depreciation – Fixed Assets

The depreciation method used for fixed assets will be calculated by the straight line method of depreciation. Useful lives of assets will be determined using the guidelines established by Marshall & Swift, which is acceptable under GASB 34.

Operating/Capital Leases – Fixed Assets

Assets acquired under operating leases will not be capitalized. Capital Lease Assets will be reflected in accordance with generally accepted accounting principles.

Controllable Assets

Controllable Assets are assets that do not meet the criteria for a Fixed Asset. Controllable Assets will be included in property records for control purposes.

All assets with a value of \$1,000 or more will be considered Controllable Assets. In addition, items such as electronic equipment (TV's, VCR's, computers, etc.), tools, or other at-risk items may be included by the Administrative Official as deemed necessary.

Disposition of Assets (Fixed and Controllable)

Assets declared as surplus/scrap should be reported to the County Executive's Office to be forwarded to the County Commission. The County Commission will determine the method of disposition for said surplus/scrap.

(Revised February, 2010)

The Chairman asked for discussion on the motion to approve the amendments to the Asset Policy and Procedures for threshold amounts being at \$15,000. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve amendments to the Asset Policy and Procedures for threshold amounts being at \$15,000. The Commissioners voted as follows:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Jerry Ford
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS TO HEAR REPORT FROM COUNTY EXECUTIVE KIM BLAYLOCK ON INSURANCE COVERAGE FOR THE ELECTION COMMISSION

County Executive, Kim Blaylock, presented a note book from Legge Insurance Company to Debbie Steidl, Administrator of Elections, showing current appropriate coverage.

NOMINATING COMMITTEE

REPORT OF SPECIAL COMMITTEES

RESOLUTIONS

MOTION RE: RESOLUTION SUPPORTING POTENTIAL REQUIREMENTS OF THE FIFTH INTERCHANGE

(SEE ATTACHED)

37

**RESOLUTION SUPPORTING POTENTIAL
REQUIREMENTS OF THE FIFTH INTERCHANGE**

WHEREAS, the Tennessee Department of Transportation plans to construct an interchange on Interstate 40 at Mine Lick Creek Road (referred to herein as the 5th interchange); and,

WHEREAS, the Tennessee Department of Transportation believes that the Federal Highway Administration may require that the new interchange connect north to Highway 70; and,

WHEREAS, Putnam County and the City of Cookeville have invested approximately \$20 million in a Business Park to secure a future for economic development in our region; and,

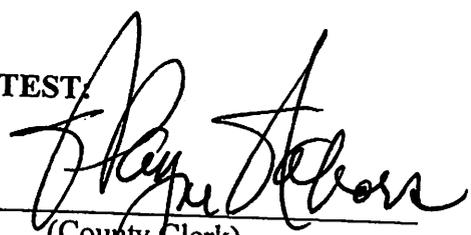
WHEREAS, Putnam County is the job center for the entire Upper Cumberland Region, and currently there is double digit unemployment in all fourteen counties; and,

WHEREAS, the completion of the fifth interchange at Mine Lick Creek is critical to the success of the Business Park.

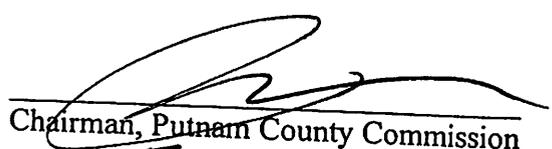
NOW THEREFORE BE IT RESOLVED, that if a local road connecting the interchange to State Highway 70 is required by the Federal Highway Administration, Putnam County and the City of Cookeville will partner with the Tennessee Department of Transportation to fund the cost of building the connector road.

Adopted this the 16TH day of FEBRUARY, 2010

ATTEST:



(County Clerk)
WAYNE NABORS



Chairman, Putnam County Commission

Jim MARTIN

Bob Luna, Chairman of the Chamber of Commerce, addressed the Commission regarding the Fifth Interchange.

Commissioner Bob Duncan moved and Commissioner Larry Epps seconded the motion to approve the Resolution supporting potential requirements of the Fifth Interchange.

The Chairman asked for discussion on the Resolution supporting potential requirements of the Fifth Interchange. The Commissioners discussed the motion.

A question was asked to County Attorney Jeff Jones from Commissioner Mike Medley. "This is not a binding contract for Putnam County is it?"
Response from County Attorney Jeff Jones: "No it is not."

The Chairman asked the Commissioners to vote on the motion to approve the Resolution supporting potential requirements of the Fifth Interchange. The Commissioners voted as followed:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Jerry Ford
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Greg Rector
Kevin Maynard
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

AGAINST:

Anna Ruth Burroughs

Dale Moss
Gene Mullins

ABSTAIN:

Reggie Shanks
Joel Cowan

The Clerk announced that nineteen (19) voted for, three (3) against, two (2) abstained, and zero (0) absent. The motion carried.

ELECTION OF NOTARIES

Commissioner Jere Mason moved and Commissioner Johnnie Wheeler seconded the motion.

(SEE ATTACHED)

40

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 February 16, 2010

CAROLYN BOARDMAN
JANE ANN BRIGHT
WILLIAM A CAMERON
KATRINA R CLEMONS
TODD CLINTON
LATISHA S COCHRAN
SHERRY CROUCH
KIM DANIELS
ED GABEL
BOBBY J GARRISON
LINDSAY CAMERON GROSS
JANA HILL

CATHERINE MACKEY
MARION R MURDOCK
AMANDA MURGUIA
KASSANDRA S NEWMAN
KATHY A PAYNE
GRANT RAMSEY
VIRGINIA SIMPSON
MATTHEW M SWALLOWS
JANE M WAKEFIELD
MISTY HOPE WARREN
JONATHAN LEE YOUNG

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

The Chairman asked the Commissioners to vote on the Election of Notaries. The Commissioners voted as follows:

FOR:

David Randolph

Larry Epps

Bob Duncan

Jim Martin

Jerry Ford

Scott McCanless

Andy Honeycutt

Marson McCormick

Johnnie Wheeler

Anna Ruth Burroughs

Reggie Shanks

Joel Cowan

Mike Medley

Joe Trobaugh

Eris Bryant

Sue Neal

Dale Moss

Greg Rector

Kevin Maynard

Gene Mullins

Jere Mason

Bill Walker

Mike Atwood

Ron Chaffin

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

OTHER NEW BUSINESS

MOTION RE: JOE TROBAUGH WILL REPLACE ANDY HONEYCUTT ON THE BUDGET COMMITTEE AS PER KIM BLAYLOCK

Commissioner Sue Neal moved and Commissioner Johnnie Wheeler seconded the motion to approve the change on the Budget Committee.

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

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

HEAR REPORT FROM DR. KATHLEEN AIRHART

Dr. Kathleen Airhart spoke to the Commission concerning a recent audit report for the year 2008-2009.

ANNOUNCEMENTS AND STATEMENTS

EMPLOYEE OF THE MONTH FOR FEBRUARY 2010

Employee of the month for February 2010: Bruce Sunburg

CITIZEN OF THE MONTH FOR FEBRUARY 2010

There is no citizen of the month for February 2010

(SEE ATTACHED)

43

EMPLOYEE OF THE MONTH FOR FEBRUARY 2010

BRUCE SUNBURG

Bruce has been employed by the Solid Waste Department for the past (12) years having started in December 1997. Bruce operates the recycling truck and stays on a very busy schedule going to various offices for collections.

Bruce's supervisor Keith Street says he is always prompt to the minute with his schedule and you can count on Bruce to always be faithful at his job.

Bruce and his wife Sandra of (36) years have lived in Cookeville for the past (15) years. They have (2) grandchildren in North Carolina.

There is no citizen of the month for February 2010.

MOTION RE: ADJOURN

Commissioner Andy Honeycutt moved and Commissioner Joe Trobaugh seconded the motion to Adjourn.

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

45

NOMINATING AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: February 3, 2010

RE: Nominating Committee Agenda

Listed below are the items to be considered by the County Nominating Committee on Monday, February 8, 2010 at 5:30 PM in the County Commission Chambers in the Courthouse.

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

**FISCAL REVIEW COMMITTEE
MINUTES**

February 8, 2010

Prepared by Deborah Francis

ROLL CALL

Bob Duncan	Present	Greg Rector	Present
Jerry Ford	Present	Kevin Maynard	Present
David Randolph	Present	Bill Walker	Present
Johnnie Wheeler	Present	Ron Chaffin	Present
Joe Trobaugh	Present	Sue Neal	Present
Andy Honeycutt	Present	Joel Cowen	Present

Item #1 School Amendments

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

Made By: Rector
Seconded: Maynard

VOICE VOTE APPROVED

Item #2 County General Amendments

Motion: Recommends approval of the budget amendments to the County General Fund in the amount of \$586,074.

Made By: Wheeler
Seconded: Chaffin

VOICE VOTE APPROVED

Item #3 Road Department Fund amendments

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

Made By: Wheeler
Seconded: Walker

VOICE VOTE APPROVED

Item #4 Industrial/Economic Development fund amendments

Motion: Recommends approval of budget amendments to the Industrial/Economic Development Fund in the amount of \$157,181.

Made By: Duncan
Seconded: Chaffin

VOICE VOTE APPROVED

Item #5 Insurance Policy for Election Commission (discussion)
After discussion Kim Blaylock will get with insurance company (BB&T) and report back to the Full Commission.

Item #6 Amending the Asset Policy and Procedures for threshold amounts.
Also checking on amending controllable asset amounts.

Motion: Recommends approval of the amended Asset Policy and Procedures for Putnam County.

Made By: Wheeler
Seconded: Honeycutt

VOICE VOTE

APPROVED

Item #7 *Discussion of various quarterly reports*

Note: These will be go to Full Commission

Item #8 *Any other business*

NONE

ADJOURNED

FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners
FROM: Kim Blaylock, County Executive
DATE: February 3, 2010
RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, February 8, 2010, at 5:00 PM in the County Commission Chambers at the Courthouse.

1. Consider budget amendments to the General Purpose School Fund.
2. Consider budget amendments to the County General Fund.
3. Consider budget amendments to the Road Department Fund.
4. Consider budget amendments to the Industrial/Economic Development Fund.
5. Discuss memo from Debbie Steidl to discuss insurance policy for the Election Commission.
6. Discuss amendment to the Asset Policy and Procedures for Putnam County. This amends the Capitalization threshold amounts.
7. Discuss quarterly reports from various funds.
8. Any other business that needs to be reviewed by the Fiscal Review Committee.

**PLANNING COMMITTEE
MINUTES**

February 8, 2010

Prepared by Deborah Francis

Jim Martin	Present	Eris Bryant	Present
Scott McCanless	Present	Dale Moss	Present
Reggie Shanks	Present	Jere Mason	Present
Marson McCormick	Present	Gene Mullins	Present
Anna Ruth Burroughs	Present	Mike Atwood	Present
Larry Epps	Present	Mike Medley	Present

Item #1 *Any other business*

Kim Blaylock told the Committee that the Veterans Hall that was to go into the basement of the new County Clerk's office, will be filling up with showcases soon after moving in. There have been several orders that have not been built as of yet.

Motion: **Recommends that the Land and Facilities Committee meet this week to re evaluate the location of the new Veterans Hall and make a recommendation to the Full Commission next week.**

Made By: Mullins
Seconded: Martin

VOICE VOTE

APPROVED

ADJOURNED

PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: February 3, 2010

RE: Planning Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, February 8, , 2010, at 6:00 PM in the County Commission Chambers at the Courthouse.

1. Any business that needs to be reviewed by the Planning Committee.