

MINUTES
OF
PUTNAM COUNTY COMMISSION
FEBRUARY 19, 2013

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 February 19, 2013 there was a regular meeting of the Putnam County Board of Commissioners.

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

The Sheriff, David Andrews called the meeting to order.

The Chairman, Mike Atwood, recognized Commissioner, Chris Savage for the Invocation.

The Chairman, Mike Atwood, recognized Commissioner Reggie Shanks to lead the Pledge to the Flag of the United States of America.

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

PRESENT

Scott Ebersole	Eris Bryant
Tom Short	Sue Neal
David Gentry	Jonathan Williams
Jerry Ford	Daryl Blair
Ron Williamson	Kevin Maynard
John Ludwig	Kim Bradford
Anna Ruth Burroughs	Jim Martin
Terry Randolph	Bob Duncan
Chris Savage	Marsha Bowman
Reggie Shanks	Steve Pierce
Joe Trobaugh	Mike Atwood
Michael Medley	Cathy Reel

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

MOTION RE: APPROVAL OF THE AGENDA

Commissioner Joe Trobaugh moved and Commissioner Daryl Blair seconded the motion to approve the Agenda.

(SEE ATTACHED)

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Please note that the Commission will be meeting on Tuesday, February 19, 2013 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 19, 2013 6:00PM**

**Presiding: Honorable Mike Atwood
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**
 2. Hear a report from J & S Construction for final close out on the jail project.
- A. Report of Standing Committees**
1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
- B. Report of Special Committees**
1. Hear report from Rules Committee

C. Other Unfinished Business

8. Quarterly Reports and Action Thereon by the Board

- A. Road Fund - Randy Jones, Supervisor
- B. School Funds - Jerry Boyd, Director of Schools
- C. County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, 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. Recommends approval for the speed limit for Moss Road be set at 30 MPH.

2. Fiscal Review Committee

- a. Recommends approval of the budget amendment to the County General Fund as presented.
- b. Recommends approval of budget amendments to the General Purpose School Fund as presented.
- c. Recommends approval of Trustee Freddie Nelson's request to appoint Jeff Jones as the Delinquent Property Tax Attorney for the 2011 real and personal property taxes.

3. Nominating Committee

- a. Recommends the following be appointed to the Awards Committee:
 - Reggie Shanks 1 year term to expire February 2014
 - Cathy Reel 1 year term to expire February 2014
 - Wayne Nabors 1 year term to expire February 2014
 - Anna Ruth Burroughs 2 year term to expire February 2015
 - Kim Bradford 2 year term to expire February 2015

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Ratification of County Executive's appointments to the County Public Records Commission as follows:

Eris Bryant
Judge David Patterson
Earl Jacques

*County Legislative Body
Judge of a Court of Record
Genealogist*

2. Debt Obligation Report CT0253 for \$450,000.00
Debt Obligation Report CT0253 for \$649,778.35.
Comptroller's Office now requires that this report be in the minutes of the County Commission meeting. No approval required.

10. Announcements and Statements

11. Adjourn

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

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

MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING

Commissioner Kevin Maynard moved and Commissioner Kim Bradford seconded the motion to approve the Minutes of the January 22, 2013 meeting of the Putnam County Board of Commissioners.

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

The Chairman asked for a voice vote on the motion to approve the Minutes of the January 22, 2013 meeting as corrected of the Putnam County Board of Commissioners. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREOF BY THE BOARD

HEAR A REPORT FROM J & S CONSTRUCTION FOR FINAL CLOSE OUT ON THE JAIL PROJECT

John Stites of J & S Construction gave a report for the final close out on the Jail Project to the Commission.

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business.

REPORT OF SPECIAL COMMITTEES:

HEAR REPORT FROM RULES COMMITTEE

Commissioner David Gentry gave a report on the Rules Committee.

(SEE ATTACHED)

6

Breakdown and definition of
Standing Committee Proposal

New
One

FISCAL REVIEW

BUDGET STANDING SUBCOMMITTEE (INCLUDES FINANCE AND INVESTMENT)

1. **MEMBERSHIP.** The budget subcommittee is appointed by the Chair and confirmed by the nominating committee.
2. **TERMS.** Committee members can only serve for two consecutive years and then must sit out for 1 year before going back to begin with another 1 year appointed term.
3. **RESPONSIBILITY.** Initial budget review and recommendations along with any new tax recommendations. Holds necessary public hearings prior to the establishment of the budget. May be asked by Fiscal Review to make recommendations on budget amendments after the budget is prepared and reviewed.
4. **REPORTING.** Reports to the Fiscal Review Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.**
6. **OTHER INFORMATION.** See rule 24 and 26 for general information on Standing Subcommittees

ECONOMIC DEVELOPMENT AND AGRICULTURE

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Chair and confirmed by nominating. The Subcommittee will select a Chair, Co-chair, and Secretary. It is recommended that the membership of both the Fiscal Review and Planning Committees be represented on this committee.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITY.** Responsible for studying and making recommendations to the Board concerning programs and all matters relating to the growth and development of industry, commerce, and agriculture of Putnam County. It shall recommend and inform the Board about current needs and the development and implementation of programs related to the promotion of tourism, and strategic planning.
4. **REPORTING.** Reports to the Fiscal Review Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

HEALTH AND WELFARE

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Chair and confirmed by the nominating committee. The Subcommittee will select a Chair, Co-chair, and Secretary.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITY.** Studying and making recommendations to the Board for all programs and matters relating to health and welfare including health planning, local health services, indigent care, nursing homes, rabies, and libraries.
4. **REPORTING.** Reports to the Fiscal Review Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

POLICY AND PERSONNEL (INCLUDES ETHICS EVALUATION)

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Commission Chair and confirmed by the nominating committee. The Subcommittee will select a Chair, Co-chair, and Secretary.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITY.** Studying and making recommendations to the Board for all programs and matters relating to human resources, work rules and conduct, compensation and pay, fringe benefits, and ethics concerning County employees and elected officials.
4. **REPORTING.** Reports to the Fiscal Review Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

PLANNING COMMITTEE

RULES

1. **MEMBERSHIP.** This special committee is composed of the Parliamentarian, and four (4) Commissioners appointed by the Chairman of the commission and confirmed by the nominating committee.
2. **TERMS.** The term of service is one year.
3. **RESPONSIBILITY.** A. To report in October (and any other time as needed) any recommendations for changes, updates, clarifications in Rules of the Putnam County Commission.
B. To review with the standing subcommittee chairperson the need for the standing subcommittee to continue and make recommendation to the Board to establish committees, structure, and definition.
4. **REPORTING.** Reports to the Planning Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

EDUCATION

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Chair and confirmed by the nominating committee. The Subcommittee will select a Chair, Co-chair, and Secretary.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITY.** Liaison with the Putnam County School Board on matters relating to budgetary and operational issues concerning elementary, secondary, and adult education, vocational and technical education.
4. **REPORTING.** Reports to the Planning Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

PUBLIC SAFETY AND BEER BOARD

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Chair and confirmed by the nominating committee. The Subcommittee will select a Chair, Co-chair, and Secretary.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITY.** Studying and making recommendations pertaining to the criminal justice system including law enforcement, courts and corrections, emergency preparedness, fire prevention and control, ambulance and emergency medical services.
4. **REPORTING.** Reports to the Planning Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix
6. **OTHER INFORMATION.** The Subcommittee will work under the guidelines established in TCA 57-5-105 and any other applicable County procedures.

PARKS AND RECREATION

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Chair. The Subcommittee will select a Chair, Co-chair, and Secretary.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITY.** Studying and making recommendations to the Board regarding leisure services for Putnam County and the development and implementation of recreation and parks programs.
4. **REPORTING.** Reports to the Planning Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

INFRASTRUCTURE

1. **MEMBERSHIP.** This Subcommittee will be composed of five (5) County Commissioners appointed by the Chair and confirmed by the nominating committee. The Subcommittee will select a Chair, Co-chair, and Secretary. It is recommended that the membership of both the Fiscal Review and Planning Committees be represented on this committee.
2. **TERMS.** The term of service is one year.
3. **RESPONSIBILITIES.** A. Provides oversight of highways, properties, and public works; reviews and sets policies on questions concerning county roads, speed limits, solid waste and recycling, and county properties.
B. Make recommendations for the development, maintenance and supervision of all County owned property whether improved or unimproved, to aid the Commission, County Executive and other elected officials in efficient management of county infrastructure.
4. **REPORTING.** Reports primarily to the Planning Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix
6. **OTHER INFORMATION.** The Subcommittee will work under the guidelines established under the County Uniform Highway Law found in TCA 54-7-101 et seq. and any other applicable County procedures.

OTHER

INTERGOVERNMENTAL STANDING COMMITTEE

1. **MEMBERSHIP.** The Intergovernmental Subcommittee consists of the County Executive, two members from each City government, and four members of the County Commission two (2) of shall be the Chair and Co-chair of the Economic Development and Agriculture Committee. It is recommended that the remaining two (2) members include a member of the Fiscal Review and Planning Committees.
2. **TERMS.** The term of service is one (1) year.
3. **RESPONSIBILITIES.** Communication of all issues that involve cooperation or partnership between the Cities and the County Commission. To serve as liaison to the Planning, Fiscal Review, and Economic Development committees for all issues considered by the group and to gather information for Commission review.
4. **REPORTING.** The Subcommittee reports to the standing committee most appropriate to the particular issue being studied.
5. **MEMBERS.** See listing in Appendix C for current members.
6. **OTHER INFORMATION.** See Rule 24 and 26 for general information on standing subcommittees.

NOMINATING/STEERING

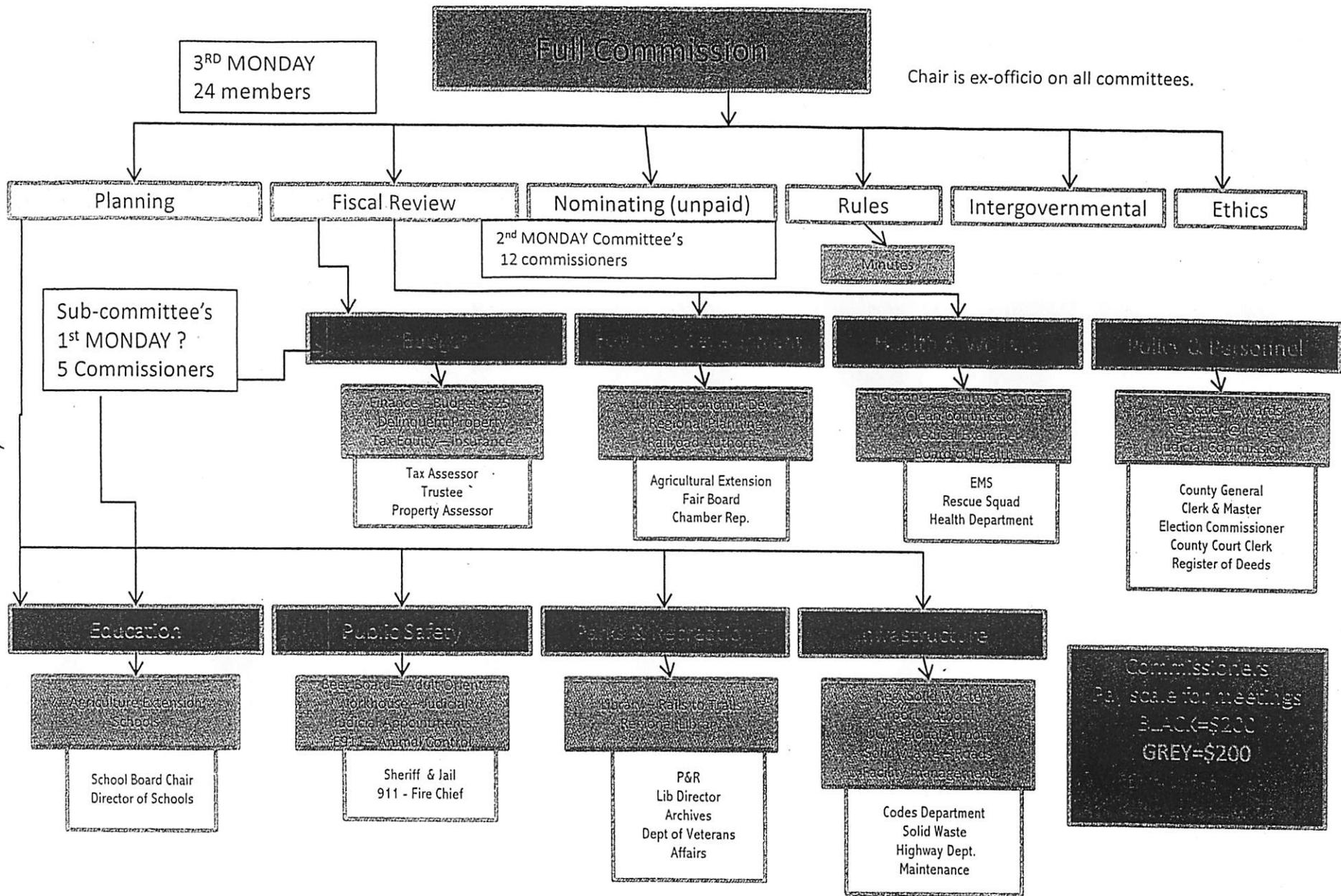
1. **MEMBERSHIP.** Made up of chair and co-chair of both Fiscal Review and Planning along with County executive.
2. **TERMS.** The term of service is one year.
3. **RESPONSIBILITY.** The ratify all appointments and fill any unappointed positions
4. **REPORTING.** Reports to the Planning and Fiscal Committee but may make recommendations to the Full Commission if required.
5. **MEMBERS.** See appendix

Ethics

1. **MEMBERSHIP.** Made up of 5 members appointed by the Chair and confirmed by the Nominating committee.
2. **TERMS.** The term of service is one year.
3. **RESPONSIBILITY.** The oversight of any complaint regarding a commissioner prior to being brought before the full commission.
4. **REPORTING.** Reports to the Full Commission if required.
5. **MEMBERS.** See appendix

NOTES

1. Each committee made up of 5 members with each committee selecting a chair, co-chair and secretary.
2. No one commissioner may chair more than two committees including fiscal review and planning—nominating notwithstanding.
3. Each committee shall be appointed for duration of one year (excepting the first appointment upon initialization of new structure).
4. All statutory committees shall be assigned to one of the committees.
5. Each committee should meet monthly as necessary and furnish a report from the chairperson as necessary at the next scheduled meeting of its supervisory board. Payment for each meeting shall be \$25 unless the committee fails to meet.
6. A quarterly progress report should be made to the full commission with no more than three (3) committees reporting each month.
7. If for some reason a monthly meeting is not called by the chairperson, it may be called by at least three members of that committee.
8. It is the purpose of the Board of commissioners that all commissioners rotate through various committees.
9. Minutes of all meetings should be submitted following each meeting to the chairman of their respective supervisory board.
10. In the event a commissioner fails to fulfill their term, their replacement shall fill all committee appointments.
11. All offices and/or departments shall report quarterly to the standing committee.
12. No commissioner can serve on less than two nor more than three committees.
13. The function of the nominating committee shall be to ratify the chairman's appointments committees.
14. All commissioners shall be paid according to attendance to both Full and supervisory committees.



Notes: Chairs pay +15%. All dept. agenda items go thru subcommittee first. First Monday has two sessions. All terms ~~two~~ ^{one} years except full commission seats. Sub-committee chairs elected annually. All members must serve on at least one and no more than ~~two~~ ^{two} committees. Nominating 5 members (2 at-large)

Suggestions for Putnam County Budget Process

The following recommendations for changes to the Putnam County Budgeting process are made to:

- ❖ Standardize information requirements and format of departmental budget submittals
- ❖ Allow for the timely compilation and distribution of budget materials
- ❖ Provide adequate time for Budget Committee review and analysis of submittals
- ❖ Improve the exchange of information and communication between departments and the Committee necessary to perform a diligent review of budget requests

Budget Calendar/Submittal Schedule

Budget Committee/County Executive: As part of the budget preparation cycle, the Budget Committee and County Executive will meet to develop a budget calendar (see attachment 1) including a submission schedule for County General departments, the Board of Education, and all other agencies and departments and any changes from the prior year. It may be advisable for the Committee to elect a chair at this time to further facilitate the process. Once approved, the submittal schedule will be published by the County's Executive's office specifying the deadline for all budget submissions.

Any changes in submittal format or required forms from the previous year will be published as part of this notification. Following this, the Budget Committee will be responsible for establishing its meeting schedule to provide ample time to evaluate all submittals and schedule budget meetings with departments as required ensuring legal requirements for County budget notice are met. Since budget meetings are essentially an exchange of information, no decisions will be made until the Committee receives notice of the per penny tax rate from the Property Assessor's Office, and any other information required to make the final recommendations to the full Commission. It is essential that all departments/agencies adhere to the submittal schedule as published by the County Executive's office. Inaccurate or incomplete submittals will be evaluated by the Committee considering these deficiencies in its recommendation to the Commission.

Fee Increases: Most of the municipalities pass their budgets by late June or early July therefore the budget committee should consider charges for services, i.e., tipping fees, etc. early in the cycle so the various municipalities can incorporate any changes into their budgets.

Key Events:

January – February: Budget Committee appointed; Approval of Budget calendar by County Commission

February: Forms and calendars to all departments and agencies

April: Deadline for submitting budget requests

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April – May: Information assembled and presented to Budget Committee Members

May – June: Budget Committee develops recommendations for preliminary budget

June: Assessor of Property submits estimate of Per Penny Rate

June – July: Finalize budget recommendations to Full Commission

Meeting the submittal schedule requires due diligence and effort on the part of departments and shifts the emphasis of the budgeting process to the vital function of Committee review. The schedule provides for nine (9) complete fiscal months of activity. This should be ample time for departments to project their expenses etc. Additionally, staffing data should change little if kept current throughout the year and therefore should not be a major impediment to timely submittal. The schedule provides for “interim” meetings between the Committee and all departments and agencies during the time line e.g. between April to May (Non-profits) and May to June (County Departments). Following the School Board meeting, all required meetings will have taken place and the Committee should then have an appropriate amount of time to carefully develop their recommendations for the full Commission.

Budget Submittal Format

In order to expedite the budget evaluation process, a consistent submittal format is recommended to provide a seamless and expeditious review of budget information rather than requiring familiarization with dozens of varying submittal formats. In addition, a standardized format should assist agencies by providing a guide to the information required by the Budget Committee to fairly and accurately evaluate budget requests.

Financial Data: All budget submittals should continue to be provided utilizing Putnam County’s financial information system. In addition, departments should list unmet current and future needs both in staffing and capital items. Non-profit agencies should follow the same format listing line item revenues and expenditures to include: actual prior year data; current year budget; and proposed/requested funding. Non-profit agencies should also include a narrative description of the agency’s purpose, client base, service area, and specific justification(s) for additional funding requests. Actual pricing information should accompany such justifications especially when requesting new equipment and related items.

Staffing Data: All departmental submittals will continue to utilize the Personnel and Salary Information form which must list the specific Putnam County classification titles. Non-profit agencies should list position titles specific to their pay plan so as to clearly reflect respective job duties. Separate lists should be used for full-time and part-time personnel.

In addition, all submittals will include a table of organization and staffing chart to show organizational structure and the number of employees associated with a functional area (attachments 2, 3).

Software Upgrade: It is difficult to compare budgets from year-to-year as certain costs are budgeted centrally and allocated to the departments at the end of the year with GASB 34 amendments. The County Executive's office should consider purchasing a software module which will allow the export of information to excel. This will enable the budget to be sorted by object code and make it easier for commissioners to examine year to year fluctuations.

Commission Submission: In preparing the final budget recommendations for the Full Commission, the Budget Committee should prepare a summary of the changes from the current year including new positions; the value of any cost of living or other salary increases; new funds; cessation of grant funding; significant unmet needs; and any other relevant information. This memo should accompany the budget packages and a work session should be scheduled.

**PROPOSED BUDGET CALENDAR FOR
FISCAL YEAR 2009-2010
Putnam County, Tennessee**

Dates	Responsibility	Actions to be Taken
January 20, 2009	County Commission	Approve County Executive's appointments to the Budget Committee for FY 2009-2010
January 20, 2009	Budget Committee	Organizational meeting - elect Officers
Jan. 21 - Feb. 8, 2009	Budget Committee Manager of Accts/Budgets and County Executive	Develop budget calendar for FY 2009-2010 and go over how departments will be submitting budget information
February, 9, 2009	Budget Committee	Budget Committee meets to approve calendar for FY 2009-2010
February 17, 2009	County Commission	Approve Budget Calendar for FY 2009-2010
February 18, 2009	Mgr. of Accts/Budgets	Begin to submit forms and Calendars to all departments and agencies
April 17, 2009	County General Departments, Board of Education, and all other agencies & departments	Deadline for submitting budget requests for FY 2009-2010.
Apr. 18 - May 8, 2009	Mgr. of Accts/Budgets	Assembles information for presentation to the Budget Committee members
May 11, 2009	Budget Committee	Review preliminary info as presented by Mgr. of Accls./Budgets
May 25 - June 25	Budget Committee	Meets and develops recommendations for preliminary budget
June 15, 2009	Assessor of Property	Submit estimate of Per Penny Rate
July 1 - July 22, 2009	Mgr. of Accls./Budgets	Close FY 2008-2009 budget year and determine estimated fund balances.
July 23 - August 1	Budget Committee	Review fund balances
No later than Aug. 3	Budget Committee	Finalize budget recommendations to go to Full Commission
No Later than Aug. 7	Mgr. of Accls./Budgets	Publishes proposed budget in newspaper: sends proposed budget copies to County Commissioners
August 17, 2009	County Commission	Consider 2009-2010 Budget

Note:

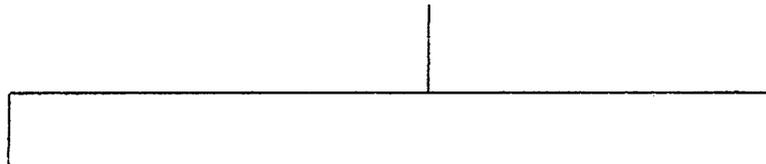
This schedule is subject to change by the Budget Committee if necessary

8/15

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ABC Graphics Company

Director's Office	
<u>Title</u>	<u>Number Positions</u>
Director	1
Admin Assist	2
Data Entry Spec	2
Accountant 2	1
Secretary 2	<u>1</u>
Total FT positions	7



Information Services	
<u>Title</u>	<u>Number Positions</u>
Info Supervisor	1
Graphics Spec 1	2
Media Specialist	2
Clerk Typist 1	<u>1</u>
Total FT positions	6
<u>Title</u>	<u>Part Time Staff</u>
	0

Maintenance	
<u>Title</u>	<u>Number Positions</u>
Maint Supvr	1
Painter	2
Maint Repairer	4
Custodian	3
Clerk Typist 1	1
Total FT positions	11
<u>Title</u>	<u>Part Time Staff</u>
Custodian	1 @ 40 hrs biwkly

General Graphics Company

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Director's Office		
<u>Title</u>	<u>Last Yr Positions</u>	<u>Request</u>
Director	1	1
Admin Assist	2	2
Data Entry Spec	2	2
Accountant 2	1	1
Secretary 2	<u>1</u>	<u>1</u>
Total FT positions	7	7
Total PT positions	0	0

Information Services		
<u>Title</u>	<u>Last Yr Positions</u>	<u>Request</u>
Info Supervisor	1	1
Graphics Spec 1	2	2
Media Specialist	2	2
Clerk Typist 1	<u>1</u>	<u>1</u>
Total FT positions	6	6
<u>Title</u>	<u>PT Staff</u>	<u>PT Staff</u>
	0	0

Maintenance		
<u>Title</u>	<u>Last Yr Positions</u>	<u>Request</u>
Maint Supvr	1	1
Painter	2	2
Maint Repairer	4	5
Custodian	3	3
Clerk Typist 1	<u>1</u>	<u>1</u>
Total FT positions	11	12
<u>Title</u>	<u>PT Staff</u>	<u>PT Staff</u>
Custodian	1@40 hrs biwkly	1@40 hrs biwkly

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The Chairman asked for discussion on the Rules Committee Report.

The Commissioners discussed the Rules Committee Report.

MOTION RE: CEASE DISCUSSION ON RULES DEBATE

Commissioner Jerry Ford moved and Commissioner Joe Trobaugh seconded the motion for discussion to cease on Rules Debate.

The Chairman asked for discussion on the motion to cease discussion on the Rules Debate. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to cease discussion on the Rules Debate. The motion carried.

OTHER UNFINISHED BUSINESS: None

QUARTERLY REPORTS AND ACTION THEREON BY THE BOARD

MOTION RE: QUARTERLY REPORT FOR THE ROAD FUND – RANDY JONES; QUARTERLY REPORT FOR THE SCHOOL FUNDS – JERRY BOYD, DIRECTOR OF SCHOOLS; AND COUNTY GENERAL FUND, DEBT SERVICE FUND, SOLID WASTE SANITATION FUND AND SELF INSURANCE FUND – KIM BLAYLOCK, COUNTY EXECUTIVE

Commissioner Joe Trobaugh moved and Commissioner Mike Medley seconded the motion to approve the Quarterly Reports for the Road Fund, School Funds and County General Fund, Debt Service Fund, Solid Waste Sanitation Fund and Self Insurance Fund.

(SEE ATTACHED)

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**PUTNAM COUNTY HIGHWAY DEPARTMENT
 QUARTERLY REPORT
 FOR OCTOBER, NOVEMBER, AND DECEMBER, 2012**

Randy Jones

RANDY JONES, ROAD SUPERVISOR

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<u>REVENUE:</u> <u>REVENUE CODE NUMBER & DESCRIPTION</u>	<u>ESTIMATED</u>	<u>1ST.</u> <u>QUARTER</u>	<u>2ND.</u> <u>QUARTER</u>	<u>TOTALS</u>	<u>UN-</u> <u>REALIZED</u>
40000.110 - 43000.320 LOCAL TAXES	1,564,370	26,947	615,941	642,888	921,482
44000.130 - 44000.990 OTHER LOCAL	2,000	298	975	1,273	727
46000.410 - 46000.930 STATE REVENUE	<u>3,121,539</u>	<u>344,019</u>	<u>513,609</u>	<u>857,628</u>	<u>2,263,911</u>
TOTAL REVENUE	<u>4,687,909</u>	<u>371,264</u>	<u>1,130,525</u>	<u>1,501,789</u>	<u>3,186,120</u>
FUND BALANCE 7-01-12	664,536				

<u>EXPENDITURES:</u> <u>EXPENDITURES CODE NUMBER & DESCRIPTION</u>	<u>ESTIMATED</u>	<u>1ST.</u> <u>QUARTER</u>	<u>2ND.</u> <u>QUARTER</u>	<u>TOTALS</u>	<u>UN-</u> <u>ENCUMBERED</u>
61000 - ADMINISTRATION	307,640	72,329	79,557	151,886	155,754
62000 - ROAD CONST. & MAINTENANCE	2,768,161	360,870	496,127	856,997	1,911,164
63100 - OPERA. & MAINT. OF EQUIP.	389,142	79,406	69,151	148,557	240,585
65000 - OTHER CHARGES	198,134	126,873	22,811	149,684	48,450
68000 - CAPITAL OUTLAY	<u>1,381,385</u>	<u>83,899</u>	<u>19,080</u>	<u>102,979</u>	<u>1,278,406</u>
TOTAL EXPENDITURES	<u>5,044,462</u>	<u>723,377</u>	<u>686,726</u>	<u>1,410,103</u>	<u>3,634,359</u>

Department of Education

Putnam County

Mr. Jerry Boyd, Director of Schools

Board of Education

Dr. Janet Moore, Chair
Eric Brown, Vice-Chair

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

Board Members

Kim Cravens
Dawn Fry
Jerry Maynard
David McCormick

February 4, 2013

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following Quarterly Reports for the quarter ended
December 31, 2012:

- 141 – General Purpose School Fund
- 142 – Federal Projects Fund
- 143 – Central Cafeteria Fund
- 146 – Extended School Program Fund
- 179 – School Capital Project Fund

Sincerely,

Mark McReynolds
Putnam County Board of Education

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PUTNAM COUNTY BOARD OF EDUCATION
FUND 141 - GENERAL PURPOSE SCHOOL FUND
QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2012

	2012-2013 Budget	Actual Jul-Sept 2012	Actual Oct-Dec 2012	Actual Jan-Mar 2013	Actual Apr-Jun 2013	Total Year to Date
Revenues:						
40000 Local Revenue	28,459,103	2,788,120	9,108,757			11,896,877
41000 Licenses and Permits	5,000	1,102	1,349			2,451
43000 Charges for Current Services	275,997	30,208	108,791			138,999
44000 Other Local Revenue	159,500	4,177	111,037			115,214
46500 State of Tennessee	43,161,275	8,081,241	12,657,312			20,738,553
47100 Federal Thru State	975,518	55,347	791,114			846,461
48000 Donations/Other	55,500	13,406	16,500			29,906
49000 Other Sources	604,674	86,141	95,100			181,241
	<u>73,696,567</u>	<u>11,059,742</u>	<u>22,889,960</u>	-	-	<u>33,949,702</u>
Encumbrances / Expenditures:						
71100 Regular Education	36,289,454	6,821,352	9,013,038			15,834,390
71150 Alternative Education	598,016	105,857	148,577			254,434
71200 Special Education	6,861,822	1,222,303	1,725,201			2,947,504
71300 Vocational Education	1,441,053	220,437	324,504			544,941
71600 Adult Education	136,135	16,912	28,521			45,433
72110 Attendance	245,042	101,167	58,868			160,035
72120 Health Services	746,372	141,724	203,027			344,751
72130 Other Student Services	2,432,482	372,391	563,692			936,083
72210 Regular Ed. Support	2,606,132	581,362	641,938			1,223,300
72215 Alternative Ed. Support	116,854	26,154	29,736			55,890
72220 Special Ed. Support	1,137,137	234,401	276,819			511,220
72230 Vocational Ed. Support	85,913	15,717	22,610			38,327
72260 Adult Ed. Support	129,722	32,100	31,774			63,874
72310 Board of Education	1,304,692	510,686	364,930			875,616
72320 Office of the Director	143,349	30,164	32,671			62,835
72410 Office of Principal	4,749,486	977,038	1,145,286			2,122,324
72510 Fiscal Services	575,447	133,459	159,114			292,573
72520 Human Services/Personnel	202,941	50,849	51,142			101,991
72610 Operation of Plant	6,354,887	3,170,661	921,824			4,092,485
72620 Maintenance of Plant	2,545,979	1,037,797	420,726			1,458,523
72710 Transportation	2,779,970	487,732	706,096			1,193,828
72810 Central & Other Support	743,392	148,104	177,018			325,122
73100 Food Services	199,127	44,194	50,804			94,998
73300 Community Services	546,023	40,204	122,315			162,519
73300 Early Childhood Education	1,674,852	288,781	427,014			715,795
99100 Operating Transfers						0
TOTAL	<u>74,646,279</u>	<u>16,811,546</u>	<u>17,647,246</u>	<u>0</u>	<u>0</u>	<u>34,458,792</u>

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**PUTNAM COUNTY BOARD OF EDUCATION
FUND 142 - SCHOOL FEDERAL PROJECTS FUND
QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2012**

	<u>2012-2013 Budget</u>	<u>Actual Jul-Sept 2012</u>	<u>Actual Oct-Dec 2012</u>	<u>Actual Jan-Mar 2013</u>	<u>Actual Apr-Jun 2013</u>	<u>Total Year to Date</u>
Revenues:						
47000 Federal Thru State	11,493,756	1,848,189	2,870,062			4,718,251
49000 Other Sources	215,685	56,000	12,700			68,700
	<u>11,709,441</u>	<u>1,904,189</u>	<u>2,882,762</u>	-	-	<u>4,786,951</u>
Encumbrances / Expenditures:						
71100 Regular Instruction Program	5,031,649	1,451,214	1,395,721			2,846,935
71200 Special Education Program	2,267,173	385,698	570,927			956,625
71300 Vocational Education Program	130,123	71,984	18,154			90,137
72130 Other Student Support	84,165	18,261	7,707			25,969
72210 Regular Instruction Program	3,020,569	765,943	575,107			1,341,050
72220 Special Education Program	198,761	38,136	49,675			87,811
72230 Vocational Education Program	5,500	375	1,181			1,556
72410 Office of the Principal	63,783	0	12,149			12,149
72710 Transportation	16,461	1,913	4,915			6,827
73300 Community Services	559,248	5,535	132,131			137,665
99100 Operating Transfers	332,009	56,000	37,301			93,301
TOTAL	<u>11,709,441</u>	<u>2,795,058</u>	<u>2,804,968</u>	<u>0</u>	<u>0</u>	<u>5,600,026</u>

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**PUTNAM COUNTY BOARD OF EDUCATION
 FUND 143 - CENTRAL CAFETERIA FUND
 QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2012**

	<u>2012-2013 Budget</u>	<u>Actual Jul-Sept 2012</u>	<u>Actual Oct-Dec 2012</u>	<u>Actual Jan-Mar 2013</u>	<u>Actual Apr-Jun 2013</u>	<u>Total Year to Date</u>
Revenues:						
43000 Charges for Current Services	1,690,700	347,236	456,668			803,904
44000 Other Local Revenue	32,600	7,416	5,611			13,027
46500 State of Tennessee	49,658	-	-			-
47100 Federal Thru State	3,618,000	93,199	1,470,787			1,563,986
	<u>5,390,958</u>	<u>447,851</u>	<u>1,933,066</u>	<u>-</u>	<u>-</u>	<u>2,380,917</u>
Encumbrances / Expenditures:						
73100 Food Services	4,892,492	1,583,080	1,308,784			2,891,865
99100 Operating Transfers	498,466	86,710	70,499			157,209
	<u>5,390,958</u>	<u>1,669,791</u>	<u>1,379,283</u>	<u>0</u>	<u>0</u>	<u>3,049,074</u>
TOTAL	<u>5,390,958</u>	<u>1,669,791</u>	<u>1,379,283</u>	<u>0</u>	<u>0</u>	<u>3,049,074</u>

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PUTNAM COUNTY BOARD OF EDUCATION
FUND 146 - EXTENDED SCHOOL PROGRAM FUND
QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2012

Revenues:	2012-2013 Budget	Actual Jul-Sept 2012	Actual Oct-Dec 2012	Actual Jan-Mar 2013	Actual Apr-Jun 2013	Total Year to Date
43000 Charges for Current Services	980,572	212,863	199,379			412,243
	<u>980,572</u>	<u>212,863</u>	<u>199,379</u>	-	-	<u>412,243</u>
Encumbrances / Expenditures:						
73300 Community Services	980,572	217,550	221,506			439,056
	<u>980,572</u>	<u>217,550</u>	<u>221,506</u>	0	0	<u>439,056</u>
TOTAL						

PUTNAM COUNTY BOARD OF EDUCATION
FUND 179 - SCHOOL CAPITAL PROJECTS
QUARTERLY REPORT FOR THE QUARTER ENDING DECEMBER 2012

	2012-2013 Budget	Actual Jul-Sept 2012	Actual Oct-Dec 2012	Actual Jan-Mar 2013	Actual Apr-Jun 2013	Total Year to Date
Revenues:						
44110 Interest Eamed	-	-	-	-	-	-
49100 Bonds Issued	-	-	-	-	-	-
	-	-	-	-	-	-
Expenditures:						
91300 Education Capital Projects	-	386,650	172,434			559,084
TOTAL	-	386,650	172,434	-	-	559,084

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COUNTY GENERAL BUDGET 2012-2013
Statement of Revenues and Expenditures
Period ending December 31, 2012

REVENUES:

		<u>TOTAL ESTIMATED</u>	<u>REC'D THRU 12-31-2012</u>	<u>BALANCE</u>
40000	Local Taxes	13,193,572.00	5,464,130.41	7,729,441.59
41000	Licenses and Permits	260,500.00	212,116.31	48,383.69
42000	Fines, Forfeitures and Penalties	632,500.00	280,815.22	351,684.78
43000	Charges for Current Service	3,107,100.00	1,879,086.82	1,228,013.18
44000	Other Local Revenue	879,000.00	177,074.56	701,925.44
45000	Fees Received from County Officials	3,595,000.00	1,548,527.02	2,046,472.98
46000	State of Tennessee	3,146,444.00	992,794.63	2,153,649.37
47000	Federal Government	511,421.00	59,950.00	451,471.00
48000	Other Governments and Citizens Groups	335,000.00	157,380.40	177,619.60
49000	Other Sources (Note Proceeds)	<u>904,000.00</u>	<u>0.00</u>	<u>904,000.00</u>
TOTAL REVENUES		26,564,537.00	10,771,875.37	15,792,661.63
Estimated Fund Balance - June 30, 2012		8,583,352.00		

EXPENDITURES:

		<u>TOTAL ESTIMATED</u>	<u>PAID & ENCUMB.</u> <u>THROUGH 12-31-2012</u>	<u>BALANCE</u>
51000	General Administration	3,755,285.00	2,207,696.73	1,547,588.27
52000	Finance	1,455,836.00	914,932.12	540,903.88
53000	Administration of Justice	2,002,210.00	1,303,899.06	698,310.94
54000	Public Safety	7,812,026.00	5,089,788.65	2,722,237.35
55000	Public Health & Welfare	4,628,461.00	3,465,275.40	1,163,185.60
56000	Social, Cultural & Recreational Services	503,523.00	513,563.30	(10,040.30)
57000	Agriculture & Natural Resources	235,018.00	92,832.34	142,185.66
58000	Other Operations	7,822,556.00	1,223,766.45	6,598,789.55
99000	Transfers Out	<u>95,000.00</u>	<u>0.00</u>	<u>95,000.00</u>
TOTAL EXPENDITURES		28,309,915.00	14,811,754.05	13,498,160.95

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COUNTY GENERAL FUND
Quarterly Benefits by Account
Period Ending December 2012

		<u>SSI</u>	<u>TCRS</u>	<u>BCBS</u>	
51000	General Government	69,577	82,900	141,925	
52000	Other Finance	43,577	59,817	93,004	
53000	Other Adm of Justice	61,847	84,142	109,692	
54000	Public Safety	208,582	266,613	372,648	
55000	Public Health	166,012	189,159	262,707	
56000	Social, Recreational	16,138	21,852	27,593	
57000	Agricultural	2,624	3,719	5,166	
58000	Other Operations	1,150	1,588	500	
	Total	569,507	709,790	1,013,235	2,292,533

Reimbursed by Dept

51710	Development	2,652	3,547	2,307	
51910	Preservation of Records	1,191	1,367	2,281	
53600	District Attorney General	3,148	3,059	0	
55710	Sanitation Mgt.	27,893	27,448	39,657	
56000	Recreational	16,138	21,852	27,593	
	Total	51,022	57,273	71,838	180,133

Note that other benefits such as Unemployment, Dental & Life are minimal and were not figured

Total Salaries to be reimbursed thru December

<i>Development (Planning)</i>	43,397.93
<i>Preservation of Records</i>	20,978.09
<i>13th JDDTF</i>	48,567.91
<i>Solid Waste</i>	480,833.99
<i>P & R</i>	<u>298,435.16</u>
Total	892,213.08

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SOLID WASTE/SANITATION BUDGET - 2012-2013
Statement of Revenues and Expenditures
Period Ending December 31, 2012

REVENUES:

TOTAL ESTIMATED

REC'D THRU 12-31-2012

BALANCE

40000	Local Taxes	2,640,208.00	1,118,104.98	1,522,103.02
43000	Charges for Current Service	850,000.00	354,840.29	495,159.71
44000	Other Local Revenues	300,000.00	159,068.73	140,931.27
46000	State of Tennessee	<u>23,000.00</u>	<u>28,386.00</u>	<u>(5,386.00)</u>
TOTAL REVENUES		3,813,208.00	1,660,400.00	2,152,808.00

Estimated Fund Balance-June 30, 2012

1,728,767.00

EXPENDITURES:

TOTAL ESTIMATED

PAID & ENCUMBERED

THROUGH 12-31-2012

BALANCE

55000	Public Health and Welfare	4,695,819.00	1,549,195.85	3,146,623.15
58000	Other General Government	<u>65,000.00</u>	<u>26,874.62</u>	<u>38,125.38</u>
TOTAL EXPENDITURES		4,760,819.00	1,576,070.47	3,184,748.53

DEBT SERVICE BUDGET - 2012-2013
Statement of Revenues and Expenditures
Period Ending December 31, 2012

REVENUES:

		TOTAL ESTIMATED	<u>REC'D THRU 12-31-2012</u>	<u>BALANCE</u>
40000	Local Taxes	12,108,080.00	5,551,941.29	6,556,138.71
44000	Other Local Revenues	652,889.00	14,203.52	638,685.48
TOTAL REVENUES		<u>12,760,969.00</u>	<u>5,566,144.81</u>	<u>7,194,824.19</u>

Estimated Fund Balance-June 30, 2012 11,673,836.00

EXPENDITURES:

		TOTAL ESTIMATED	<u>PAID THRU 12-31-2012</u>	<u>BALANCE</u>
82000	Education Debt	11,376,561.00	2,607,551.02	8,769,009.98
90000	Public Safety Projects	1,115,638.00	457,818.75	657,819.25
99100	Transfers Out	<u>1,037,000.00</u>	<u>0.00</u>	<u>1,037,000.00</u>
TOTAL EXPENDITURES		<u>13,529,199.00</u>	<u>3,065,369.77</u>	<u>10,463,829.23</u>

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PUTNAM COUNTY SELF INSURANCE FUND
 FUND BALANCE SUMMARY FOR 2012 - 2013
 As of December 31, 2012

Fund Balance as of September 30, 2012		1,830,314.59
PLUS: Departmental Deposits	251,997.09	
Interest	4,376.41	
	256,373.50	
LESS: Liability Claims	13,820.07	
Work Comp Claims	181,628.42	
Medical Records	1,687.27	
Claim Adjuster Fees	600.00	
Legal Fees	32,829.05	
Court Reporter & Court Costs	484.00	
Insurance	14,984.00	
WC Fees to PMA Insurance Group	6,600.00	
Management fee	6,500.00	
WC Risk Control Services	3,125.00	
Liability Reserve Increase (Decrease) this period	110,000.00	
Work Comp Reserve Increase (Decrease) this period	187,806.00	
	560,063.81	
Ending Fund Balance as of December 31, 2012		1,526,624.28

CASH SUMMARY

=====

Checking balance (9715) as of 12/31/2012	92,216.52	
Checking balance (4324) as of 12/31/2012	1,231,533.34	
Certificate of Deposit as of 12/31/2012	1,553,030.83	
Outstanding items:		
CK 2086	-1.00	
CK 2315	-3,358.88	
CK 2316	-322.00	
CK 2317	-6,600.00	
CK 2318	-778.05	
CK 2319	-1,130.85	
CK 2320	-1,116.00	
CK 2321	-771.75	
CK 2322	-1,336.75	
CK 2323	-846.00	
PMA WC Draft not posted	-1,027.13	
Ending Cash Balance as of 12/31/2012		2,859,492.28
Less: Open Liability Claim Reserves as of 12/31/2012		-445,000.00
Open Work Comp Claim Reserves as of 12/31/2012		-887,868.00
Ending Fund Balance as of December 31, 2012		1,526,624.28

Number of Open Liability Claims as of December 31, 2012	13
Number of Open Work Comp Claims as of December 31, 2012	49

This report was prepared by BB&T Legge Insurance on 01/30/2013

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

The Chairman asked the Commissioners for a voice vote on the motion to approve the Quarterly Reports. The motion carried.

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE SPEED LIMIT FOR MOSS ROAD BE SET AT 30 MPH

Commissioner Eris Bryant moved and Commissioner Kim Bradford seconded the motion to approve setting the speed limit for Moss Road at 30 MPH.

(SEE ATTACHED)

TO: CHAIRMAN OF THE SPEED LIMIT STUDY COMMITTEE
 PUTNAM COUNTY PLANNING COMMITTEE
 C/O COUNTY EXECUTIVE

RE: REQUEST FOR SPEED LIMIT REVIEW

DATE: 2-4-13

We, the undersigned property owners, residing on said road (MOST BE 18 years old or older and ONLY one signature per residence) of the Moss Rd. (Road, lane () do hereby request the Speed Limit Committee review traffic conditions on our road between _____ (Road, lane () and

feel there is sufficient traffic congestion to warrant a 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: 30 mph

SIGNATURE ADDRESS TELEPHONE

SIGNATURE	ADDRESS	TELEPHONE
<u>Tyson Wood</u>	<u>4001 Moss Rd</u>	<u>931-510-3726</u>
<u>Ronald Brown</u>	<u>4115 Moss Rd</u>	<u>931-260-9499</u>
<u>Ralph Herion</u>	<u>5112 Moss Rd</u>	<u>432-4695</u>
<u>William Duncan</u>	<u>4788 Moss Rd</u>	<u>931-261-8000</u>
<u>Kim Duncan</u>	<u>4788 Moss Rd</u>	<u>931-239-8102</u>
<u>Tremon Alford</u>	<u>4645 Moss Rd</u>	<u>432-4702</u>
<u>Jay Maynard</u>	<u>4860 Moss Rd</u>	<u>931-432-4753</u>
<u>Rebecca Maynard</u>	<u>4648 Moss Rd</u>	<u>931-267-8651</u>
<u>Dwaine Mayberry</u>	<u>5899 Moss Rd</u>	<u>931-432-4880</u>
<u>Mary Martin</u>	<u>4615 Moss Rd</u>	
<u>Juan Buj</u>	<u>6954 Moss Rd</u>	

The Chairman asked for discussion on the motion to approve setting the speed limit on Moss Road at 30 MPH. The Commissioners discussed the motion.

MOTION RE: RECOMMENDS APPROVAL FOR 30 MPH SPEED LIMIT FOR ¼ MILE TO BOATDOCK ROAD AND BALANCE AT 45 MPH

Commissioner Jonathan Williams moved and motion dies for lack of a second.

The Chairman asked the Commissioners for a voice vote on the original motion to approve setting the speed limit for Moss Road at 30 MPH. The motion carried.

FISCAL REVIEW COMMITTEE

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

Commissioner Scott Ebersole moved and Commissioner Kevin Maynard seconded the motion to approve the Budget Amendments to the County General Fund as presented.

(SEE ATTACHED)

Putnam County Budget Amendment/Transfer Authorization Form

Department: COUNTY GENERAL FUND

Date: February 7, 2013

<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 Exp/Rec.</u>
101	55130-718	Ambulance Service Motor Vehicles	260,000		5,675	265,675	245,966.50
101	54310-700 196	Other Equipment INSERVICE TRAINING	83,137		3,975	87,112	60,167.39
101	44540	Sale of Property			9,650	9,650	9,650

FROM SALE OF SURPLUS PROPERTY SALE - Per Randy Porter and Daryl Blair

The Chairman asked for discussion on the motion to approve Budget Amendments to the County General Fund as presented. There was no discussion.

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

FOR:

Scott Ebersole
Tom Short
David Gentry
Jerry Ford
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Michael Medley

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

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

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

Commissioner Scott Ebersole moved and Commissioner Daryl Blair seconded the motion to approve Budget Amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)

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Department of Education

Putnam County

Mr. Jerry Boyd, Director of Schools

Board of Education

Dr. Janet Moore, Chair
Eric Brown, Vice-Chair

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

Board Members

Kim Cravens
Dawn Fry
Jerry Maynard
David McCormick

February 4, 2013

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 reallocate General Purpose budget to move two maintenance employees to Food Service.

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Maintenance/Food Service

2/7/2013

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1		141-73100-167	Maintenance Personnel		35,630.40		35,630.40
2		141-73100-201	Social Security	-	2,209.08		2,209.08
3		141-73100-204	State Retirement	-	3,644.99		3,644.99
4		141-73100-208	Dental insurance	-	152.64		152.64
5		141-73100-212	Medicare	-	516.64		516.64
6		141-72620-167	Maintenance Personnel	645,258.00		35,630.40	609,627.60
7		141-72620-201	Social Security	50,855.00		2,209.08	48,645.92
8		141-72620-204	State Retirement	83,910.00		3,644.99	80,265.01
9		141-72620-208	Dental insurance	3,480.00		152.64	3,327.36
10		141-72620-212	Medicare	11,893.00		516.64	11,376.36
							-
							-
							-
							-
							-
							-
							-
							-
							-
				795,396.00	42,153.75	42,163.75	795,396.00

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Explanation: Reallocate General Purpose budget to move to 2 FTE Maintenance Personnel to Food Service

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

Reviewed by: *Mark McLary*
Finance Director

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

Action by County Commission: Approved Not Approved Date: _____

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

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

FOR:

Scott Ebersole
Tom Short
David Gentry
Jerry Ford
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Michael Medley

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF TRUSTEE FREDDIE NELSON'S REQUEST TO APPOINT JEFF JONES AS THE DELINQUENT PROPERTY TAX ATTORNEY FOR THE 2011 REAL AND PERSONAL PROPERTY TAXES

Commissioner Scott Ebersole moved and Commissioner Kevin Maynard seconded the motion to approve Trustee Freddie Nelson's request to appoint Jeff Jones as the Delinquent Property Tax Attorney for the 2011 real and personal property taxes.

(SEE ATTACHED)



Putnam County Trustee

Putnam County Courthouse
300 E. Spring St., Room 2
Cookeville, TN 38501
(931) 526-8845
Fax (931) 525-6393
fnelson@putnamco.org

February 4, 2013

TO: Honorable Kim Blaylock, County Executive
Honorable Putnam County Commissioners

FROM: Freddie G. Nelson , Putnam County Trustee

I Freddie Nelson, Trustee of Putnam County make the following appointment:

Jeffrey G. Jones, delinquent tax attorney for the 2011 real and personal property taxes (TCA 67-5-2404). We have negotiated and arrived at a 10% fee for the collection of these taxes.

This is a formal request submitted to the County Executive for approval subject to the approval of the Putnam County Commission.

Sincerely,

Freddie G. Nelson
Trustee

Copy; Jeffery G. Jones, Attorney

The Chairman asked for discussion on the motion to approve Trustee Freddie Nelson's request to appoint Jeff Jones as the Delinquent Property Tax Attorney for the 2011 real and personal taxes. There was none.

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

FOR:

Scott Ebersole
Tom Short
David Gentry
Jerry Ford
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Reggie Shanks
Joe Trobaugh

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

AGAINST:

Mike Medley

ABSTAIN:

Chris Savage

The Clerk announced that twenty-two (22) voted for, one (1) voted against, one (1) abstained, and zero (0) absent. The motion carried.

NOMINATING COMMITTEE:

MOTION RE: NOMINATING COMMITTEE RECOMMENDS THE FOLLOWING BE APPOINTED TO THE AWARDS COMMITTEE:

REGGIE SHANKS - 1 YEAR TERM TO EXPIRE FEBRUARY 2014
CATHY REEL - 1 YEAR TERM TO EXPIRE FEBRUARY 2014
WAYNE NABORS - 1 YEAR TERM TO EXPIRE FEBRUARY 2014
ANNA RUTH BURROUGHS - 2 YEAR TERM TO EXPIRE FEBRUARY 2015
KIM BRADFORD - 2 YEAR TERM TO EXPIRE FEBRUARY 2015

Commissioner Steve Pierce moved and Commissioner Kevin Manyard seconded the motion to appoint to the Awards Committee: Reggie Shanks, 1 year term to expire 02/14; Cathy Reel, 1 year term to expire 02/14; Wayne Nabors, 1 year term to expire 02/14; Anna Ruth Burroughs, 2 year term to expire 02/15; and Kim Bradford, 2 year term to expire 02/15.

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The Chairman asked for discussion on the motion to approve the appointments of: Reggie Shanks, 1 year term to expire 02/14; Cathy Reel, 1 year term to expire 02/14; Wayne Nabors, 1 year term to expire 02/14; Anna Ruth Burroughs, 2 year term to expire 02/15; and Kim Bradford, 2 year term to expire 02/15. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to approve the appointments of Reggie Shanks, Cathy Reel, Wayne Nabors, Anna Ruth Burroughs, and Kim Bradford to the Awards Committee. The motion carried.

REPORT OF SPECIAL COMMITTEES: None

RESOLUTIONS: None

ELECTION OF NOTARIES

Commissioner Joe Trobaugh moved and Commissioner Kevin Maynard seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

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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 19, 2013

KRISTINA ANDERSON	JAMIE S LEWIS
JAYNE R BARNES	CANDACE MCNEAL
BLAKE BENNETT	MELANIE NABORS
STACEY N BYERS	ROBIN L NEELY
MARY LYNN COLE	KATY S PALK
LYNDA M COLEMAN	DEBRA PIERCE
ELISABETH M DELBENE	CHARLES C PRITCHARD
LINDA SHELTON DYER	VICKI H QUALLS
WILLIAM S DYER	MATTHEW P QUINN
ROBERT ELWOOD ERVIN	RICHARD A RADER
MISTY GEESLING	RONDA A RADER
SHERRY HAMILTON	JESSICA S RECTOR
CATHY HANDY	ANGELIA M RICHARDS
LINDA HELM	SAMANTHA ROBERTS
CATHY HILL	WAYNE ROBERTS
MICHELE HOLDER	CHRISTOPHER BROCK SMITH
GWEN D JONES	SANDY K THOMPSON
CINDY LANGLEY	REGINA WALKER

The Chairman asked for discussion on the Election of Notaries. There was none.

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

FOR:

Scott Ebersole
Tom Short
David Gentry
Jerry Ford
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Michael Medley

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

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

OTHER NEW BUSINESS

MOTION RE: RATIFICATION OF COUNTY EXECUTIVE'S APPOINTMENTS TO THE COUNTY PUBLIC RECORDS COMMISSION AS FOLLOWS:

**ERIS BRYANT – COUNTY LEGISLATIVE BODY
JUDGE DAVID PATTERSON – JUDGE OF A COURT OF RECORD
EARL JACQUES – GENEALOGIST**

MOTION RE: SUBSTITUTE MOTION ON RATIFICATION OF COUNTY EXECUTIVE'S APPOINTMENTS TO THE COUNTY PUBLIC RECORDS COMMISSION AS FOLLOWS:

**ERIS BRYANT – COUNTY LEGISLATIVE BODY
JUDGE DAVID PATTERSON – JUDGE OF A COURT OF RECORD
EARL JACQUES – GENEALOGIST**

TERM TO EXPIRE AUGUST, 2014

Commissioner Bob Duncan moved and Commissioner Eris Bryant seconded the motion to approve substitute motion of the Ratification of County Executive's appointments of the County Public Records Commission of Eris Bryant of the County Legislative Body, Judge David Patterson, a Judge of a Court of Record, and Earl Jacques, a Genealogist with terms to expire August 2014.

The Chairman asked for discussion on the substitute motion to approve the Ratification of County Executive's appointments of the County Public Records Commission of Eris Bryant of the County Legislative Body, Judge David Patterson, a Judge of a Court of Record and Earl Jacques, a Genealogist with terms to expire August 2014. There was none.

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

**MOTION RE: DEBT OBLIGATION REPORT CT0253 FOR \$450,000
DEBT OBLIGATION REPORT CT0253 FOR \$659,778.35
COMPTROLLER'S OFFICE NOW REQUIRES THAT THIS REPORT BE IN THE
MINUTES OF THE COUNTY COMMISSION MEETING. NO APPROVAL REQUIRED.**

(SEE ATTACHED

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REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:
Name Putnam County Board of Education
Address 1400 East Spring Street
Cookeville, TN 38506

2. Debt Obligation:

<input type="checkbox"/>	a. Bond
<input type="checkbox"/>	b. CON
<input type="checkbox"/>	c. BAN
<input type="checkbox"/>	d. GAN
<input type="checkbox"/>	e. TRAN
<input type="checkbox"/>	f. CRAN
<input checked="" type="checkbox"/>	g. Capital Lease
<input type="checkbox"/>	h. Loan Agreement

Note: Enclose a copy of the executed NOTE FORM if applicable.

5. Face Amount of Debt Obligation: \$649,778.35
Premium/Discount: _____

6. Type of Sale:

<input type="checkbox"/>	a. Competitive Public Sale
<input type="checkbox"/>	b. Informal Bid
<input checked="" type="checkbox"/>	c. Negotiated Sale
<input type="checkbox"/>	d. Loan Program

3. Security For Debt Obligation:

<input type="checkbox"/>	a. General Obligation
<input type="checkbox"/>	b. General Obligation+Revenue+Tax
<input type="checkbox"/>	c. Revenue
<input type="checkbox"/>	d. TIF
<input checked="" type="checkbox"/>	e. Annual Appropriations

7. Tax Status:

<input checked="" type="checkbox"/>	a. Tax Exempt
<input type="checkbox"/>	b. Tax Exempt - Bank Qualified
<input type="checkbox"/>	c. Taxable

8. Dated Date: 09/01/2011

9. Issue Date (Closing Date): 09/01/2011

4. Purpose of Issue:

<input type="checkbox"/>	a. General Government	_____ %
<input checked="" type="checkbox"/>	b. Education	<u>100.00</u> %
<input type="checkbox"/>	c. Highways and Streets	_____ %
<input type="checkbox"/>	d. Public Safety	_____ %
<input type="checkbox"/>	e. Solid Waste Disposal	_____ %
<input type="checkbox"/>	f. Industrial Park	_____ %
<input type="checkbox"/>	g. Manufacturing Facilities	_____ %
<input type="checkbox"/>	h. Health Facilities	_____ %
<input type="checkbox"/>	i. Airports	_____ %
<input type="checkbox"/>	j. Utilities	_____ %
<input type="checkbox"/>	i. Water	_____ %
<input type="checkbox"/>	ii. Sewer	_____ %
<input type="checkbox"/>	iii. Electric	_____ %
<input type="checkbox"/>	iv. Gas	_____ %
<input type="checkbox"/>	k. Refunding or Renewal	_____ %
<input type="checkbox"/>	l. Other _____	_____ %

specify

10. Ratings:

a. Moody's	_____
b. Standard & Poor's	_____
c. Fitch	_____
d. Unrated	<u>xxxxx</u>

11. Interest Cost:
1.236300 %

<input type="checkbox"/>	a. TIC
<input type="checkbox"/>	b. NIC
<input type="checkbox"/>	c. Variable: Index _____ plus _____ bps
<input type="checkbox"/>	d. Other _____

12. Recurring Costs:

a. Remarketing Agent (bps)	<u>0.00</u>
b. Liquidity (bps)	<u>0.00</u>
c. Credit Enhancements (bps)	<u>0.00</u>

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13. Maturity Dates, Amounts and Interest Rates

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2011	\$213,937	1.24 %			%
2012	\$216,582	1.24 %			%
2013	\$219,259	1.24 %			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%

If additional space is needed, attach additional sheet.

14. Repayment Schedule

This Issue			Total Debt Outstanding		
Year	Cum. Principal Redeemed	% Total	Year	Cum. Principal Redeemed	% Total
1	\$649,778	100.00	1	\$134,350,000	100.00
5			5	\$99,220,000	73.85
10			10	\$57,170,000	42.55
15			15	\$17,520,000	13.04
20			20		
25			25		
30			30		

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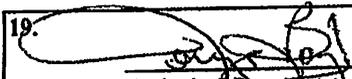
17. Description of Compliance with Written Debt Management Policy:
(Use additional pages if necessary)

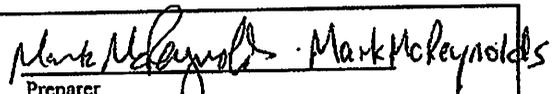
Debt management policy on file. Debt obligation approved by the Board of Education and County Commission.

18. (If any) Description of Derivative and Compliance with Written Derivative Management Policy:
(Use additional pages if necessary)

No derivatives.

19.


Authorized Representative
Director of Schools
Title
02/01/2013
Date
boydj2@pcsstn.com
Email


Preparer
Director of Finance
Title
Putnam County Board of Education
Firm System
02/01/2013
Date
mmcreynolds@pcsstn.com
Email

20. Submitted to Governing Body on 2/4/2013 and presented at its public meeting held on 2/19/2013

COPY TO: Director - Office of State and Local Finance, 505 Deaderick Street, Suite 1600,
James K. Polk State Office Building, Nashville TN 37243-1402

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RECEIVED
JAN 28 2013

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

RECEIVED

JAN 25 2013

STATE AND LOCAL FINANCE

1. Public Entity:

Name Putnam County, Tennessee
Address c/o County Executive
300 East Spring St. Room #8
Cookeville TN 38501

2. Debt Obligation:

- a. Bond
- b. CON
- c. BAN
- d. GAN
- e. TRAN
- f. CRAN
- g. Capital Lease
- h. Loan Agreement

Note: Enclose a copy of the executed NOTE FORM if applicable.

5. Face Amount of Debt Obligation: \$450,000.00

Premium/Discount: _____

6. Type of Sale:

- a. Competitive Public Sale
- b. Informal Bid
- c. Negotiated Sale
- d. Loan Program

Debt Service

3. Security For Debt Obligation:

- a. General Obligation
- b. General Obligation+Revenue+Tax
- c. Revenue
- d. TIF
- e. Annual Appropriations

7. Tax Status:

- a. Tax Exempt
- b. Tax Exempt - Bank Qualified
- c. Taxable

8. Dated Date: 01/22/2013

9. Issue Date (Closing Date): 01/22/2013

4. Purpose of Issue:

- a. General Government _____ %
- b. Education _____ %
- c. Highways and Streets _____ %
- d. Public Safety 100.00 %
- e. Solid Waste Disposal _____ %
- f. Industrial Park _____ %
- g. Manufacturing Facilities _____ %
- h. Health Facilities _____ %
- i. Airports _____ %
- j. Utilities _____ %
 - i. Water _____ %
 - ii. Sewer _____ %
 - iii. Electric _____ %
 - iv. Gas _____ %
- k. Refunding or Renewal _____ %
- l. Other _____ %

specify

10. Ratings:

- a. Moody's "Aa2"
- b. Standard & Poor's _____
- c. Fitch _____
- d. Unrated _____

11. Interest Cost:

0.000000 % a. TIC
 b. NIC
 c. Variable: Index _____ plus _____ bps
 d. Other _____

12. Recurring Costs:

- a. Remarketing Agent (bps) _____
- b. Liquidity (bps) _____
- c. Credit Enhancements (bps) _____

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13. Maturity Dates, Amounts and Interest Rates

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2014	\$150,000	0.00 %			%
2015	\$150,000	0.00 %			%
2016	\$150,000	0.00 %			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%
		%			%

If additional space is needed, attach additional sheet.

14. Repayment Schedule

This Issue			Total Debt Outstanding		
Year	Cum. Principal Redeemed	% Total	Year	Cum. Principal Redeemed	% Total
1			1		
5			5		
10			10		
15			15		
20			20		
25			25		
30			30		

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17. Description of Compliance with Written Debt Management Policy:
(Use additional pages if necessary)

Debt Management
Policies
Submitted

18. (If any) Description of Derivative and Compliance with Written Derivative Management Policy:
(Use additional pages if necessary)

19.

Kim Blaylock
Authorized Representative
Putnam County Executive
Title
01/24/2013
Date
kblaylock@putnamco.org
Email

Debby Francis
Preparer
Mgr. of Accounts & Budgets
Title
Firm
01/24/2013
Date
debby@putnamco.org
Email

20.

Submitted to Governing Body on 02/19/2013 and presented at its public meeting held on 02/19/2013

COPY TO: Director - Office of State and Local Finance, 505 Deaderick Street, Suite 1600,
James K. Polk State Office Building, Nashville TN 37243-1402

ANNOUNCEMENTS AND STATEMENTS

EMPLOYEE OF THE MONTH: NONE

CITIZEN OF THE MONTH: RICH FRONING, JR.

(SEE ATTACHED)

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CITIZEN OF THE MONTH FOR FEBRUARY 2013

RICH FRONING, JR.

Rich is known as the fittest man in the world and has held that title for (2) years.

He and his family moved to Cookeville when he was (4) years old. Rich has played baseball at Cookeville High School and then went on to play in college. He has a degree in exercise science and is now working on his masters. He is a Certified CrossFit level 1 instructor with a completed Coaches Prep Course and holds a certification is CrossFit Olympic Lifting. Rich was also a coach on the Biggest Loser for an episode this season.

He was a Reebok sponsored athlete from 2010 – 2012. He is also sponsored by a supplement company BSN and Rogue Fitness. He has been on television shows in England, Canada and magazines in Korea plus many more magazines here in the USA.

Rich is a Christian and acknowledges that his strength comes from the Lord. He is an ideal role model for many people at any age.

MOTION RE: ADJOURN

Commissioner Ron Williamson moved and Commissioner Kim Bradford seconded the motion to Adjourn.

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

**PLANNING COMMITTEE
MINUTES**

February 11, 2013
Prepared by Deborah Francis

Jim Martin	Present	Eris Bryant	Present
Tom Short	Present	Kim Bradford	Present
Reggie Shanks	Present	Marsha Bowman	Present
Ronald Williamson	Present	Jonathan Williams	Present
Anna Ruth Burroughs	Present	David Gentry	Present
Cathy Reel	Present	Joe Trobaugh	Present

Item #1 *Any business needing to be addressed by the Planning Committee.*

Recommendations from Road Committee

Motion: **Recommends approval for the speed limit for Moss Road be set at 30 MPH.**

Made By: Short
Seconded: Reel

VOICE VOTE

APPROVED

Any other business
 NONE

ADJOURNED

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PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: February 7, 2013

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, February 11, 2013, at 6:00 PM in the County Commission Chambers at the Courthouse.

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

**FISCAL REVIEW COMMITTEE
MINUTES**

February 11, 2013

Prepared by Deborah Francis

ROLL CALL

Bob Duncan	Present	Daryl Blair	Present
Jerry Ford	Present	Kevin Maynard	Present
Scott Ebersole	Present	Steve Pierce	Present
Terry Randolph	Present	Mike Atwood	Present
Mike Medley	Present	Sue Neal	Present
Andy Honeycutt	Present	Chris Savage	Present

Item #1 **County General Amendments presented**

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

Made By: Neal
Seconded: Maynard

VOICE VOTE

APPROVED

Item #2 **GPS amendments**

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

Made By: Duncan
Seconded: Blair

VOICE VOTE

APPROVED

Item #3 **Jeff Jones as Delinquent property tax attorney**

Motion: **Recommends approval of Trustee Freddie Nelson's request to appoint Jeff Jones as the Delinquent Property Tax Attorney for the 2011 real and personal property taxes.**

Made By: Atwood
Seconded: Duncan

VOICE VOTE

APPROVED

Item #4 **Any questions about quarterly reports**
NONE

Item #5 **Any other business**
NONE

ADJOURNED

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FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: February 7, 2013

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, February 11, 2013 at 5:30 PM in the County Commission Chambers at the Courthouse.

1. Consider approval of budget amendment to the County General Fund.
2. Consider approval of budget amendment to the General Purpose School Fund.
3. Consider request from Trustee Freddie Nelson to appoint Jeff Jones as delinquent property tax attorney for the 2011 real and personal property taxes.
4. Any questions concerning quarterly reports for various funds.
5. Any other business that needs to be reviewed by the Fiscal Review Committee.

Debby Francis

From: Kim Bradford [kimeylyn@yahoo.com]
Sent: Wednesday, February 13, 2013 10:31 AM
To: Debby Francis
Subject: Re: Nominating minutes

Nominating committee Nov 11

Present: Mike Atwood ,Eris Bryant,Scott Ebersole, Steve Pierce and Kim Bradford

Recommends the appointment of the following members for the awards committee

Kim Bradford (2year term)
Anna Ruth Burroughs (2year term)
Reggie Shanks (1 year term)
Cathy Reel (1 year term)
Wayne Nabors (1 year term)

Recommended by Eris Bryant and Seconded by Scott Ebersole and approved by all

Atwood made motion to adjourn and Eris Bryant second and all approved

Kim Bradford

--- On Wed, 2/13/13, Debby Francis <debby@putnamco.org> wrote:

From: Debby Francis <debby@putnamco.org>
Subject: Nominating minutes
To: "Kim Bradford" <kimeylyn@yahoo.com>
Date: Wednesday, February 13, 2013, 9:27 AM

Have you had a chance to do nominating minutes?

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NOMINATING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: February 7, 2013

RE: Nominating Committee Agenda

Listed below are items to be considered by the Nominating Committee on Monday, February 11, 2013 AFTER THE FISCAL REVIEW COMMITTEE MEETING in the Commission Chambers.

1. Discuss nominations for the Awards Committee

Current Members

Kim Bradford (2 year term)

Anna Ruth Burroughs (2 year term)

Reggie Shanks (1 year term)

Cathy Reel (1 year term)

Wayne Nabors (1 year term)

2. Discuss County Public Records Commission.

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

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