

MINUTES
OF
PUTNAM COUNTY COMMISSION
APRIL 20, 2009

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 April 20, 2009 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.

The Chairman recognized Glenn Ramsey, Vice President, Tennessee Bible College for the invocation.

The Chairman recognized Commissioner Eris Bryant 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

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

ABSENT:

Larry Epps
Jim Duncan

The Clerk announced that twenty-two (22) were present and two (2) absent. Therefore, the Chairman declared a quorum.

MOTION RE: APPROVE AGENDA

Commissioner Johnnie Wheeler moved and Commissioner Jerry Ford seconded the motion to approve the agenda for the April 20, 2009 meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

AGENDA PUTNAM COUNTY BOARD OF COMMISSIONERS

Monthly Awards will be presented at 5:45 PM

Regular Monthly Session
Monday, April 20, 2009 6:00PM

Presiding: Honorable Jim Martin
Commission Chairman

1. Call to Order - Sheriff David Andrews
2. Invocation *District 8*
3. Pledge to the Flag of the United States of America *District 8*
4. Roll Call - County Clerk Wayne Nabors
5. Approval of the Agenda
6. Approval of the Minutes of Previous Meeting
7. Unfinished Business and Action Thereon by the Board
 - A. Report of Standing Committees
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees
 - C. Other Unfinished Business
 1. Hear report from Barge, Waggoner Sumner & Cannon on the Putnam County Detention Facilities Needs Assessment.

8. New Business and Action Thereon by the Board

1. Planning Committee

- a. Recommends that the County Personnel Policy be amended as follows:
"Departments that give comp time leave to employees need to make sure this leave is taken within the fiscal year that it is earned and comp time will no longer be accrued past June 30."
- b. Recommends the county issue bids for the existing Health Department building renovation with space for the Archives on the first floor as an alternate.
- c. Recommends that the county use a portion of the funds allocated for renovation of the existing County Clerk Building for assessment of potential renovation/remodeling of the courthouse. This assessment should be completed within 60 days and any office moves should be delayed pending the outcome of the assessment.
- d. Recommends that the county pursue all options, including grants and interest free loans to fund the Siemens Energy Conservation proposal.

2. Fiscal Review Committee

- a. Recommends approval of budget amendments to the General Purpose School Fund as presented.
- b. Recommends approval of budget amendments for the County General Fund in the amount of \$125,829.
- c. Recommends approval of budget amendments to the Solid Waste Sanitation Fund in the amount of \$42,000.
- d. Recommends approval of the Policy for County Vehicles dated April 2009.
- e. Recommends approval of Gail Glover's request to appoint Jeff Jones as the delinquent tax attorney for the 2007 real and personal property taxes.
- f. Recommends to have architects draw up plans and get bids on adding an elevator the new county clerk's office.

3. Nominating Committee

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

- a. Hear report from the Rules Committee (this will be considered at May meeting)
- b. Approval of County Official Bonds as follows:

| <u>Official</u> | <u>Bond Amount</u> | <u>Bonding Company</u> |
|-----------------|--------------------|------------------------|
| Rhonda Chaffin | \$10,000 | Western Surety |

9. Announcements and Statements

10. Adjourn

The Committee studying Water Usage will be meeting immediately after Full Commission.

Members are:

*Steve Pierce
Dale Moss
Johnnie Wheeler
Jere Mason
Jim Martin
Ron Chaffin*

The Chairman asked for a voice vote on the motion to approve the agenda for the April 20, 2009 meeting of the Putnam County Board of Commissioners. The motion carried.

MOTION RE: APPROVE MINUTES

Commissioner Mike Medley moved and Commissioner Eris Bryant seconded to approve the minutes of the March 16, 2009 meeting of the Putnam County Board of Commissioners.

The Chairman asked for a voice vote on the motion to approve the minutes of the March 16, 2009 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

HEAR REPORT FROM BARGE, WAGGONER SUMNER & CANNON ON THE PUTNAM COUNTY DETENTION FACILITIES NEEDS ASSESSMENT

A report was given by an associate of Barge, Waggoner Sumner & Cannon and a notebook handout was given to each Commissioner of the findings of the assessment.

(SEE ATTACHED)

MEMORANDUM

TO: Putnam County Commissioners

FROM: Rick Russell, AICP, Barbara Pearman, AICP, Chris Ramsey, AICP

DATE: April 15, 2009

FILE: 34389-00

RE: Putnam County Detention Facilities Needs Assessment

We certainly appreciate the great turnout for last month's tour of the jail and the workshop on the progress of the Needs Assessment relative to the county's future detention needs. The following are highlights of our findings to date:

- We were asked to investigate the possible use of a vacant industrial facility located at 2299 Sommerfield Road as a temporary holding facility. Tennessee Corrections Institute (TCI) provided the sheriff with some information of how a portion of the facility can be utilized as dorm spaces. TCI reviewed approximately 20,000 square feet of the total 45,000-square-foot facility and provided a report on how the space could be utilized as dorms for 152 inmates. Barge Waggoner Sumner & Cannon, Inc. (BWSC) has determined that the costs associated with this conversion would be approximately \$4.5 million which includes the purchase price of the facility.
- We also discussed the methodologies utilized in determining that the projected number of jail beds needed by the county by the year 2030 would exceed 500 beds. After deducting the capacity of the existing jail, the county should consider building at least 288 additional beds to meet the county's future needs. In addition, it was determined that most of these beds could be constructed as minimum security dorms.
- As directed by the commission, we investigated how this future model could be constructed on the lower parking lot of the existing justice center. In addition to the needed bed space, jail support areas were also included, as were shared areas and additional sheriff's administration space as indicated in the 2030 model. We recommended that for the purpose of budgeting at this early stage of the project that \$250 per square foot be utilized for construction costs. On this basis, it was determined that a building program of approximately 44,300 square feet would cost about \$11 million.

It was also projected that if the county wished to maintain the current number of parking spaces on the site or a total of 200 spaces, that a parking garage would need to be constructed at a projected cost of \$3 million. Allowing another \$1 million for soft costs, furnishings and equipment, we concluded

that the minimum of this alternative, 288 additional beds and parking garage, to be \$15 million.

- We also discussed the advantages and disadvantages of locating the additional needed beds at an unidentified site away from the Central Business District of downtown Cookeville. The most prominent advantages are a probable lower square foot construction cost, a possible \$50 per square foot savings, and no need for a parking garage. However, the disadvantages could be just as costly, such as the price of land, the possible cost of roadway and utility extensions, the costs of additional jail support space, transportation costs between two facilities, and the increased operations and maintenance costs for two separate facilities.

Based on these preliminary findings, BWSC now needs direction from the county commission on how we should proceed. To summarize, we have provided answers to the questions:

- Where are we now? A summary of existing conditions,
- Where are we going? An analysis of trends and projections, and
- Where do we want to go? Establishing the 2030 model.

What remains to be completed in the Needs Assessment phase of this project is answering the question "How do we get there?" or "How and where do we plan for the construction of the 2030 model?" So far, we have identified the preliminary costs associated with three possible directions: 1) the vacant industrial building site; 2) expanding into the existing justice center parking lot, and 3) the advantages and disadvantages of locating the new facility somewhere other than downtown Cookeville. On which option do we now move forward? Listed below are some considerations for county commission.

- We now know that the costs to purchase the site at 2299 Sommerfield Road and construct renovations to hold 152 inmates would be approximately \$4.5 million. Do we now further investigate the potential for this site to be a permanent facility and do further renovations to increase the bed capacity to between 280 and 300 beds?
- We can build the needed additional beds and support space as well as additional space for the sheriff for a preliminary estimate of at least \$11 million. We could build a parking garage to replace lost parking spaces for another \$3 million. If we proceed with this option, should we look at acquiring additional land nearby for a new parking lot rather than build a parking garage?
- If the commission wishes to consider locating out of downtown, our next step will be the establishment of site criteria for selecting an additional site. These criteria would include minimum number of acres, size and type of utilities, etc., before conducting a site search.

The next step will depend on how you as commissions wish us to proceed. We look forward to discussing these options with you at the next county commission meeting on April 20.

The Chairman asked for comments and questions on the report by Barge, Waggoner Sumner & Cannon on the Putnam County Detention Facilities needs assessment. The Commissioners discussed the findings.

NEW BUSINESS AND ACTION THEREON BY THE BOARD

PLANNING COMMITTEE

MOTION RE: PLANNING COMMITTEE RECOMMENDS THAT THE COUNTY PERSONNEL POLICY BE AMENDED AS FOLLOWS:

“DEPARTMENTS THAT GIVE COMP TIME LEAVE TO EMPLOYEES NEED TO MAKE SURE THIS LEAVE IS TAKEN WITHIN THE FISCAL YEAR THAT IT IS EARNED AND COMP TIME WILL NO LONGER BE ACCRUED PAST JUNE 30”

Commissioner Jere Mason moved and Commissioner Eris Bryant seconded the motion.

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 County Personnel Policy be amended for departments that give comp time leave to employees, need to make sure this leave is taken within the fiscal year that it is earned and comp time will no longer be accrued past June 30. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS THE COUNTY ISSUE BIDS FOR THE EXISTING HEALTH DEPARTMENT BUILDING RENOVATION WITH SPACE FOR THE ARCHIVES ON THE FIRST FLOOR AS AN ALTERNATE

Commissioner Jere Mason moved and Commissioner Gene Mullins seconded the motion.

(SEE ATTACHED)

Kim  **BLAYLOCK**
COUNTY EXECUTIVE

300 E. Spring St. - Rm. 8 Cookeville, TN 38501 (931) 526-2161 Ph. 528-1300 Fax

April 15, 2009

Dear Commissioners:

This letter is to clear up confusion among commission members about public use of an elevator at the Clerk's office. **There will be no public use of the elevator.** It will be for employee use only.

Money, computer equipment, inventory, records and files, etc. in work areas are required to be secure from the public. Access to the elevator is in work area that must be secure from the public on both the upper and lower level. For security purposes the elevator will have to be put behind a locked door with employee only access.

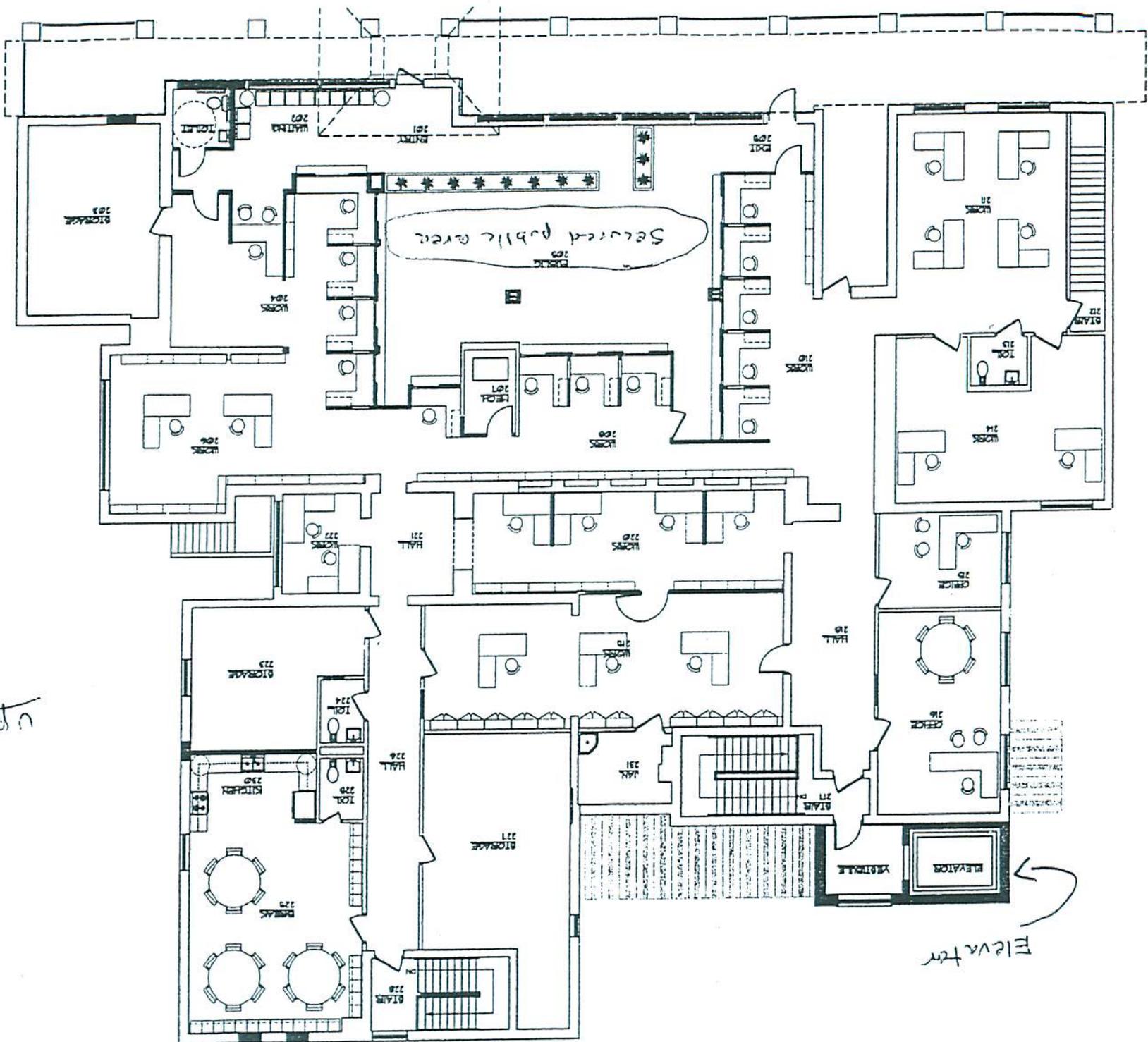
It should be noted that the storage area on the lower level can only be accessed from the top floor. A door will have to be cut in a foundation wall to have access to the elevator from the storage room. The architects said it could be done and would cost an estimated additional \$4,000.

Economically feasible options for the addition of an elevator to the building are limited. The location chosen by the architects for the elevator is the lowest cost option available. Any other choice will be more costly. I have included a copy of the upper and lower level floor plan with the addition of the elevator. If you have any other questions, please feel free to contact me.

Sincerely,



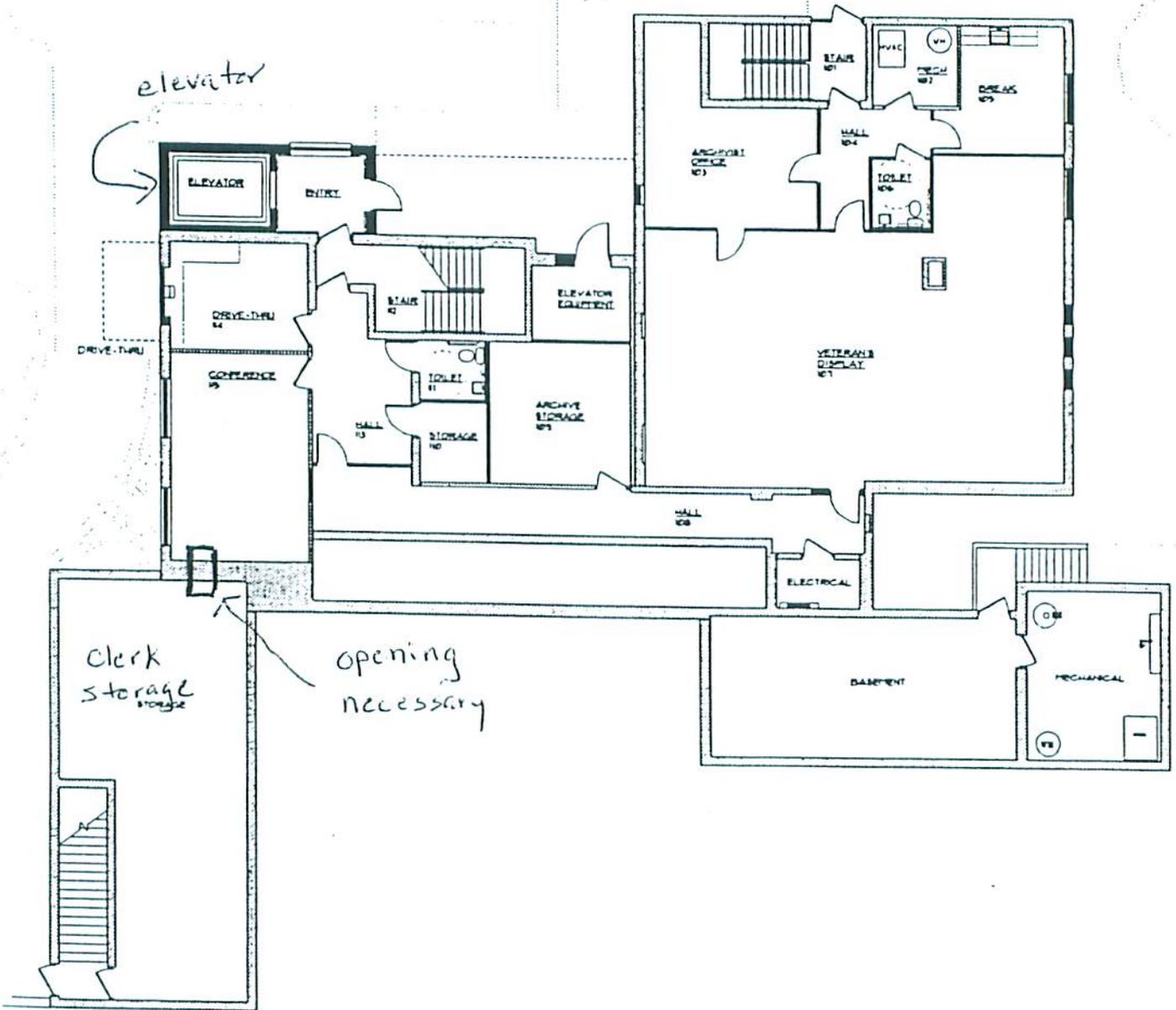
Kim Blaylock, County Executive



Upper level

Elevator

101



Lower level

The Chairman asked for discussion on the motion to approve the county issue bids for the existing Health Department building renovation with space for the Archives on the first floor as an alternate. The Commissioners discussed the motion.

MOTION RE: AMEND MOTION TO SEND TO LAND AND FACILITY COMMITTEE CONSIDERATION OF PLACING AN ELEVATOR AT THE CURRENT COUNTY CLERKS OFFICE AND EXPLORE THE POSSIBILITY OF THE ARCHIVES AT THE EXISTING HEALTH DEPARTMENT BUILDING

Commissioner Jere Mason moved and Commissioner David Randolph seconded the amended motion to send to Land and Facility Committee consideration of placing an elevator at the current County Clerks Office and explore the possibility of the Archives at the existing Health Department Building.

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

Commissioner Gene Mullins withdrew his second to the original motion.

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

FOR:

David Randolph
Jim Martin
Scott McCanless
Marson McCormick
Reggie Shanks
Joel Cowan
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

AGAINST:

Jerry Ford
Andy Honeycutt
Johnnie Wheeler
Anna Ruth Burroughs
Mike Medley
Joe Trobaugh
Kevin Maynard
Gene Mullins

ABSENT

Larry Epps
Bob Duncan

The Clerk announced fourteen (14) voted for, eight (8) voted against, and two (2) absent. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS THAT THE COUNTY USE A PORTION OF THE FUNDS ALLOCATED FOR RENOVATION OF THE EXISTING COUNTY CLERK BUILDING FOR ASSESSMENT OF POTENTIAL RENOVATION/REMODELING OF THE COURTHOUSE. THIS ASSESSMENT SHOULD BE COMPLETED WITHIN 60 DAYS AND ANY OFFICE MOVES SHOULD BE DELAYED PENDING THE OUTCOME OF THE ASSESSMENT

Commissioner Jere Mason moved and Commissioner Ron Chaffin seconded the motion.

The Chairman asked for discussion on the motion. There was no discussion.

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

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS THAT THE COUNTY PURSUE ALL OPTIONS, INCLUDING GRANTS AND INTEREST FREE LOANS TO FUND THE SIEMENS ENERGY CONSERVATION PROPOSAL

Commissioner Jere Mason moved and Commissioner Gene Mullins seconded the motion.

(SEE ATTACHED)



Energy Conservation Performance Contract Preliminary Proposal Summary

Siemens Building Technologies, Inc. entered into a service agreement with Putnam County for testing and inspection of the EST-IRC fire alarm control system at the Justice Center on 12/01/05. During this time, Siemens has provided test and inspection service and repairs to the many existing problems that made this system a life safety concern at this facility. We also determined that the smoke control portion of this system, which was controlled by the old Barber Colman building automation system, had not been operational in several years. We noted this in our inspections. The building automation part of the smoke control system provides smoke evacuation; and according to NFPA 92A fire code, the smoke evacuation system must lift the smoke six feet from the floor and carry the smoke outside the building as a life safety precaution. The smoke control functionality should be of grave concern, as it is a large risk mitigation issue. In 2007, we proposed a performance contract, which would have upgraded the building automation system and re-established the smoke control feature of the building automation system. The proposal was tabled at that point due to discussions of construction of a new judicial facility.

In August of 2008, we were dispatched to the jail in the Justice Center to repair what was determined to be a lightening strike to the fire alarm system. Due to the complexity of the repair and the nature of the damage, the repair and re-commissioning of the system took several months to complete. The fire alarm initiating and notification devices have now been completely renovated and are in good working order. However, the smoke control part of this system, which was controlled through the old Barber Colman building automation system, is still not functional and does not meet code compliance as related to life safety issues. The repair bill for the service would have been \$52,525, but Siemens is providing a 15% discount on this bill to assist Putnam County with this repair. The new bill of \$45,653 reflects this discount. Putnam County is now faced with funding this repair from emergency monies.

Siemens Building Technologies, Inc. is offering a self-funding energy solution alternative, which will encompass not only the fire alarm repair; but it will also provide for the upgrade of the building automation system, as well as the implementation of significant energy upgrades. This funding alternative will generate energy savings by upgrading the lighting systems in the Justice Center, the library, the old Courthouse, and the Juvenile Detention Center. Beginning in 2010, the T12 lamps and ballasts that are in these buildings will no longer be manufactured; and procuring them will be difficult and costly. Siemens Building Technologies, Inc. would install the T-8 type of high efficiency lamps and electronic ballasts in this project. The T8 lamps are up to 50% more efficient than the type currently in use in these buildings.

Another saving opportunity will be in the performance of “retro-commissioning” of the system at the Justice Center and Library. This service will identify additional energy savings opportunities, as well as identifying possible system deficiencies in the mechanical systems at these buildings. Putnam County maintenance personnel will be intimately involved in all aspects of implementation of these programs; and local contractors, where applicable, will be used in the implementation of this project, possibly creating additional jobs for the Cookeville community.

There are government funds available that are no interest or low interest loans. Up to \$250,000 is available in the form of DOE Energy Efficiency and Conservation Block Grants, as a result of the federal stimulus package. Siemens Building Technologies, Inc. will be willing to assist in any way to obtain favorable funding for this energy services project.

The typical steps in this process are as follows:

1. Performance of a preliminary analysis to insure that there is basis for a program. (This step was completed in 2007, and we have recently updated the utility data to insure that the savings numbers that are reflected are as accurate as possible).
2. Performance of a detailed energy audit with a formal proposal to insure that the preliminary findings are accurate, while obtaining hard quotes from sub-contractors that will perform the work. Guaranteed savings are calculated during this step.
3. A review committee from Putnam County is established to review the proposal, negotiate, and agree upon the proposal.
4. Implementation begins based on a scope of work by local contractors and the project is carried to completion and is commissioned at the end of the project.
5. Measurement and verification of savings begin during this phase and proceeds through the term of the agreement.

Putnam County now spends a total of \$458,160 per year in utilities. Siemens Building Technologies, Inc. anticipates saving \$81,901 per year which will fund upgrading the buildings as described above. This project will encompass the \$45,653 fire alarm repair. Thus, the county will not be required to obtain emergency funds to pay for this repair, as this repair will be folded into the proposed energy project, as well as address the risk issue of smoke control in the building automation system. This program requires no monies to be spent upfront and the savings will pay for the projected project cost of \$965,141 over a simple payback period of 12.9 years with monthly payments that will be offset by the energy savings. *The net cost for Putnam County Government to fund this project is \$0 dollars.*

The Chairman asked for discussion on the motion to recommend that the county pursue all options, including grants and interest free loans to fund the Siemens Energy Conservation proposal. There was no discussion.

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

FISCAL REVIEW COMMITTEE

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

Commissioner Sue Neal moved and Commissioner Jerry Ford 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

April 3, 2009

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 budget for donation to Social Skills Camp Summer School Program - \$500

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: April 2, 2009

| Item # | Fund # | Account # | Account Description | Current Approved Amount | Increase | Increase | Requested Approval Amount |
|--------|--------|-------------|------------------------|-------------------------|----------|----------|---------------------------|
| 1 | 141 | 44570 | Revenue | | 500.00 | | |
| 2 | 141 | 141 200-429 | Supplies and Materials | | | 500.00 | |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |

Explanation: Donation (\$500) from L&M Apartment for the Social Skills Camp Summer School Program for Children with Autism Spectrum Disorders, to purchase supplies and materials thru the Special Education Department.

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

Reviewed by: [Signature]
Business Manager OR Assistant Director for Personnel & Business

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 the budget amendments to the General Purpose School Fund as presented. There was none.

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

FOR:

David Randolph
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

ABSENT:

Larry Epps
Jim Duncan

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS FOR THE COUNTY GENERAL FUND IN THE AMOUNT OF \$125,829

Commissioner Sue Neal moved and Commissioner Jerry Ford seconded the motion to approve budget amendments for the County General Fund in the amount of \$125,829.

(SEE ATTACHED)

**BUDGET AMENDMENT SUMMARY
FOR COUNTY GENERAL**

April

| <u>County General Expenditure</u> | | <u>Debit</u> | <u>Credit</u> |
|-----------------------------------|------------------------------|------------------|------------------|
| <u>51500</u> | <u>Election Commission</u> | | |
| 187 | Overtime | | 3,590 |
| 192 | Election Commission | 2,000 | |
| 193 | Election Workers | 1,000 | |
| 317 | Data Processing | | 550 |
| 327 | Freight Expense | 160 | |
| 332 | Legal Notices | 2,900 | |
| 349 | Printing | 1,990 | |
| 399 | Other Contracted Services | | 3,910 |
| <u>55110</u> | <u>Local Health</u> | | |
| 309 | Contracts with Govt Agencies | 117,779 | |
| 790 | Other Equipment | | 117,779 |
| | TOTAL | \$125,829 | \$125,829 |

Putnam County Budget Amendment/Transfer Authorization Form

Department: Election Commission

Date: April 8, 2009

| <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 | 51500-192 | Election Commission | 8,000 | 2,000 | | 6,000 | 4,080 |
| 101 | 51500-193 | Election Workers | 80,000 | 1,000 | | 79,000 | 78,879 |
| 101 | 51500-327 | Freight Expense | 2,500 | 160 | | 2,340 | 2,340 |
| 101 | 51500-332 | Legal Notices | 9,000 | 2,900 | | 6,100 | 6,090 |
| 101 | 51500-349 | Printing | 15,000 | 1990 | | 13,010 | 11,870 |
| 101 | 51500-187 | Overtime | 6,500 | | 3,590 | 10,090 | 10,086 |
| 101 | 51500-399 | Other Contracted Services | 4,000 | | 3,910 | 7,910 | 7910 |
| 101 | 51500-317 | Data Processing | 9,000 | | 550 | 9,550 | 3,500 |

Explanation: See attached Memo from Nancy Boman

Requested By: *[Signature]*

Recommended for Approval:
Official/Department Head *[Signature]*

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____

Putnam County Election Commission

300 East Spring St., Room 10
Cookeville, Tennessee 38501
931-526-2566



OTHER CONTRACTED SERVICES; THIS IS THE LINE ITEM TO PAY THE MACHINE TECHNICIANS FOR SET UP OF THE MACHINE PANELS, VERIFICATION OF THE OPERATION OF THE VOTING MACHINES, AND SERVICES ON CALL ON ELECTION DAY. I DID INFORM THE BUDGET COMMITTEE LAST YEAR THE CUTS THEY MADE IN THIS LINE ITEM WAS NOT ENOUGH TO PAY FOR ONE ELECTION AND WE HAD TWO. WE CONTRACT TO PAY THE MACHINE TECHNICIANS PER ELECTION YEAR. THIS IS THE AMOUNT THAT IT WAS SHORT FOR THE TWO ELECTIONS.

THESE TRANSFERS WILL PUT THE LINE ITEMS IN BALANCE. THE REVENUE INVOLVED IS ALL IN THE PRESENT 2008-2009 BUDGET; NO NEW MONEY IS BEING REQUESTED. I HOPE THE BALANCES LEFT WILL BE SUFFICIENT FOR THE REST OF THIS FISCAL YEAR.

TRANSFERS:

| | | |
|--------------------------------|-------------------------------|---------|
| FROM: #192 ELECTION COMMISSION | TO: #187 OVERTIME | \$2000. |
| FROM: #193 ELECTION WORKERS | TO: #399 OTHER CONT SERVICES | 1000. |
| FROM: #327 FREIGHT EXPENSE | TO: # 399 OTHER CONT | 10. |
| #327 FREIGHT EXPENSE | TO: # 317 DATA PROCS SERVICES | 150. |
| FROM: #332 LEGAL NOTICES | TO: #399 OTHER CONT SERVICES | 2900. |
| FROM: #349 PRINTING | TO: #317 DATA PROC. | 400. |
| FROM: #349 PRINTING | TO: #187 OVERTIME | 1590. |
| TOTAL | | \$8050. |

THANK YOU FOR YOUR KIND ATTENTION TO THIS MATTER. IF YOU HAVE QUESTIONS, LET ME KNOW AND I WILL BE HAPPY TO TALK WITH YOU.

PERRY BARTLETT
Chairman

LINDA DANIEL
Commissioner

WILLARD NASH
Secretary

ROBERT SHANKS
Commissioner

NANCY BOMAN
Administrator

ROBERT L. JERNIGAN
Commissioner

Putnam County Election Commission

300 East Spring St., Room 10
Cookeville, Tennessee 38501
931-526-2566



DATE: MARCH 31, 2009

TO: PUTNAM COUNTY FISCAL REVIEW COMMITTEE

FROM: NANCY BOMAN, ADMINISTRATOR OF ELECTIONS

RE: BUDGET TRANSFERS-AMENDMENTS

THE ELECTION COMMISSION OFFICE HAS THREE (3) LINE ITEMS THAT ARE OVER APPROPRIATION AT THIS PRESENT TIME. I AM REQUESTING LINE ITEM TRANSFERS WITH IN THE BUDGET FOR THIS FISCAL YEAR TO TAKE CARE OF THIS. THERE ARE SOME LINE ITEMS THAT ALL EXPENSES FOR THE AUGUST AND NOVEMBER 2008 ELECTIONS HAVE BEEN PAID. I WOULD LIKE TO TAKE CARE OF THOSE AMOUNTS WITH THE FOLLOWING STATED TRANSFERS.

THESE LINE ITEMS ARE OVER BY THE LISTED AMOUNTS;

| | | |
|----------|---------------------------|-----------|
| #187 | OVERTIME | \$3586.13 |
| #317 | DATE PROCESSING | 550.00 |
| #399 | OTHER CONTRACTED SERVICES | 3910.00 |
| TOTALING | | \$8046.13 |

OVERTIME: THERE IS NO WAY TO KNOW IF YOU CAN "GUESS" WHAT THIS AMOUNT MIGHT BE FOR AN ELECTION. THE NOVEMBER 2008 ELECTION BROKE RECORDS OVER ALL OF TENNESSEE WITH THE TURNOUT AS WELL AS NEW REGISTRATIONS. THE STAFF AND I WORKED FOR FIVE (5) STRAIGHT WEEKS EVERYDAY PLUS SATURDAY AND SUNDAY. WE WORKED SIXTY AND SEVENTY HOURS THOSE WEEKS.

DATA PROCESSING; THE VOTING MACHINE VENDOR INCREASED THEIR ANNUAL SUPPORT FEE BY 10% AFTER WE HAD ALREADY SUBMITTED THE BUDGET TO YOU. OF COURSE, WE HAD TO PAY IT.

PERRY BARTLETT
Chairman

LINDA DANIEL
Commissioner

WILLARD NASH
Secretary

ROBERT SHANKS
Commissioner

NANCY BOMAN
Administrator

ROBERT L. JERNIGAN
Commissioner



Putnam County Health Department

121 South Dixie Avenue
Cookeville, TN 38501
931-528-2531

To : Debby Francis, Putnam County Executive Office
From: Lisa Bumbalough, Health Department Director
Date: March 16, 2009
Subject: 2008-2009 State Appropriations

On January 26, 2009, I requested permission by the State Department of Health for Putnam County Government to withhold \$117,779 of our \$130,973 state appropriation to help furnish the new health department building. This request was approved on February 11, 2009. This request was a one year only exception in order to insure that the new building has the needed clinical equipment and furnishings.

Please move \$117,779 into line item 55110-790, other equipment, as soon as possible. We will begin to purchase for the new building immediately.

Thank you for your help. If further information is necessary, please feel free to contact me.

The Chairman asked for discussion on the motion to approve Budget Amendments for the County General Fund in the amount of \$125,829. There was no discussion.

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

FOR:

David Randolph
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

ABSENT:

Larry Epps
Jim Duncan

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

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE SOLID WASTE SANITATION FUND IN THE AMOUNT OF \$42,000

Commissioner Sue Neal moved and Commissioner Joe Trobaugh seconded the motion to approve Budget Amendments to the Solid Waste Sanitation Fund in the amount of \$42,000.

(SEE ATTACHED)

Putnam County Budget Amendment/Transfer Authorization Form

Department: Solid Waste Sanitation Fund

Date: April 8, 2009

| <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> |
|---------------|------------------|----------------------------|--------------------------------|-----------------|-----------------|-------------------------|------------------------|
| 116 | 51710-335 | Maintenance (Bldgs) | 66,000 | 42,000 | | 24,000 | 14,655 |
| 116 | 51710-336 | Maintenance (Equip) | 70,000 | | 20,000 | 90,000 | 65,450 |
| 116 | 51710-338 | Maintenance (Vehicle) | 95,000 | | 20,000 | 115,000 | 94,646 |
| 116 | 51710-599 | Miscellaneous | 18,000 | | 2,000 | 20,000 | 17,018 |

Explanation: As per memo

Requested By: _____

Recommended for Approval:
Official/Department Head _____

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____



Putnam County Solid Waste Department

Director-Keith Street; Assistant Director -Jerry Randolph; Office Manager-Patty Masters

1846 S. Jefferson Ave. Cookeville, TN 38506 Phone: 931-528-3884 Fax: 931-520-3428
jrandolph_recycles@yahoo.com

Apr. 1, 2009

Debbie

Putnam County Solid Waste need to move money form #335 to line# 336 \$20000.00

And lime#338 \$20000.00 and line#599 \$2000.00 a total of \$42000.00

Thank you

Jerry Randolph—Asst. Dir.

The Chairman asked for discussion on the motion to approve Budget Amendments to the Solid Waste Sanitation Fund in the amount of \$42,000. There was no discussion.

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

FOR:

David Randolph
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

ABSENT:

Larry Epps
Jim Duncan

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

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS
APPROVAL OF THE POLICY FOR COUNTY VEHICLES DATED APRIL 2009**

Commissioner Sue Neal moved and Commissioner Johnnie Wheeler seconded the motion.

(SEE ATTACHED)

**POLICY
FOR
COUNTY VEHICLES
April 2009**

I. GENERAL STATEMENT OF POLICY

The purpose of this policy is to provide operational guidelines and procedures to the operations of motor vehicles and other road-worthy equipment owned by Putnam County for the purpose of providing for the protection and safety of human life, and providing for the protection of the County's assets. This policy applies to all motor vehicles and other road-worthy equipment owned or leased by Putnam County with the exception of vehicles used by "On Call Personnel" as addressed later in the foregoing policy, and establishes the minimum requirements for operation of such vehicles and equipment. As used hereafter, the term "vehicle" refers to all motor vehicles and other road-worthy equipment owned or leased by Putnam County. This policy coordinates with all other applicable personnel policies, including but not limited to, "Alcohol & Drug Testing For Commercial Motor Vehicle Drivers," and "Alcohol And/Or Drugs In The Work Place." This policy establishes Accident Review Committees (ARCs) to determine the cause of accidents and recommend appropriate corrective actions.

II. RESPONSIBILITIES

A. It is the responsibility of the Administration to:

1. Provide motor vehicles appropriate for the intended uses.
2. Develop policies and procedures for educating employees regarding the use of vehicles.

B. It is the responsibility of all Putnam County Elected Officials and Departmental Heads to:

1. Identify and justify vehicle and equipment needs.
2. Make specific assignments of vehicles and equipment.
3. Insure that employees are properly licensed to operate the vehicle(s) assigned to them. Verification of licensure must be done on an annual basis.
4. Insure that vehicles assigned to their department are operated properly in accordance with the policy.
5. Understand and comply with all federal and state laws, local regulations, and Putnam County policies relating to the use of vehicles. Failure to carry out appropriate management responsibilities may result in disciplinary action up to and including termination.

6. Insure that employee drivers are familiar with federal and state laws, local regulations, and Putnam County policies relating to the use of vehicles.
7. For new employees, this driving record must be checked and verified prior to the performance of any driving duties.
8. Take appropriate disciplinary action for employee violations of federal and state laws, local regulations, and Putnam County policies relating to the use of vehicles.

C. It is the responsibility of employee drivers to:

1. Maintain an appropriate, valid drivers license for the vehicle or equipment assigned to them.
2. Notify the supervisor immediately upon receipt of any traffic violation (citation or arrest).
3. Notify the supervisor immediately if the drivers license is restricted, suspended, revoked, canceled, or otherwise invalidated.
4. Understand and comply with all federal and state laws, local regulations, and Putnam County policies relating to the use of vehicles. Failure to carry out appropriate operator responsibilities may result in disciplinary action up to and including termination.
5. Refrain from the manufacture, distribution, dispensing, possession, purchase, sale, transfer, or use of drugs or alcohol while on the job or in the workplace including on, in, and around vehicles is prohibited.
6. Refrain from being under the influence of drugs or alcohol (as defined in personnel policy "Alcohol And/Or Drugs In The Work Place") during working hours regardless of whether those drugs or alcohol were consumed during working hours or prior thereto is prohibited.
7. Operate vehicle(s) at all times in accordance with this policy.
8. Assume responsibility for resolution, which may include payment, of any traffic citation received while operating a County vehicle.
9. Secure authorization from supervisor/manager prior to operating a non emergency vehicle outside the boundaries of Putnam County.
10. Use any appropriate personal protective equipment for the job being performed in, on, or around a vehicle.

11. Insure that assigned vehicle is maintained in a safe and clean operating condition.
12. Report mechanical problems to supervisor and the appropriate repair facility, and make arrangement for repair of the vehicle.
13. Provide immediate notification to supervisor of any accident or incident while operating a County vehicle. Regardless of whether there is any resulting bodily injury or property damage.
14. Insure that any material and/or tools hauled in the vehicle are properly secure and/or stored in a safe manner in compliance with applicable state and local laws.

III. OPERATING POLICIES AND PROCEDURES

A. GENERAL CONDITIONS OF VEHICLE USE

1. Employees without the appropriate, valid drivers license are prohibited from operating any County vehicle.
2. The license must be in possession of the driver at all times while operating a County vehicle.
3. The manufacture, distribution, dispensing, possession, purchase, sale, transfer, or use of drugs or alcohol is strictly prohibited while on the job or in the workplace, including on, in, and around vehicle.
4. Employees must not be under the influence of drugs or alcohol during working hours regardless of whether those drugs or alcohol were consumed during working hours or prior thereto.
5. The driver must operate a non emergency County vehicle in a safe, lawful, efficient, and courteous manner and must obey all traffic laws, parking regulations, and rules of the road. Common sense security precautions and driving habits shall be observed.
6. The term "assigned vehicle" refers to whatever vehicle is provided to the employee, whether driven on a routine or occasional basis, including vehicles from a vehicle pool.
7. The driver is required to maintain a clean and presentable vehicle, inside and out.

8. Traffic and parking violations are the responsibility of the driver and may result in disciplinary action when warranted.
9. The County vehicle is a tool provided to aid the employee in performance of his/her duties. The County vehicle is to be used only for legitimate County business. **Personal use, except as defined in this policy, is specifically prohibited.**
10. **The County vehicle may not be used for any personal use other than that which is for personal comfort.** The term "personal comfort" shall mean acts, which are reasonable necessary to the health and comfort of an employee while working, such as satisfaction of thirst, hunger, or other physical demands, or protecting themselves from excessive cold, which are incidental to employment.
11. The driver and all passengers are required to use seat belts and other restraint devices in all vehicles so equipped. The driver is responsible for enforcement of this policy. Removal or disabling of seat belt/restraint mechanisms is specifically prohibited.
12. Except as provided herein, all County vehicles shall bear an asset number, County decal, and government issue license plates. The only exceptions to this provision are as follows. The County Executive shall determine exempted vehicle.
 - a. Vehicles assigned to Sheriff's operations may be exempted from identification requirements when conditions warrant.
 - b. Vehicles assigned to the Division Directors, and Department Administrators may be exempted from decal and license requirements when appropriate to their function.
13. The operation by or transportation of non-County personnel in a County vehicle is prohibited except as required by legitimate County business purposes, and with authorization of the appropriate official. This subsection does not apply to the vehicles listed in Exhibit A. The provisions of Exhibit A shall be applicable to those vehicles listed therein.
14. The driver shall perform all required daily checks and inspection of the vehicle and shall promptly report all problems, including body damage, to the supervisor or maintenance department coordinator who will then determine if the vehicle needs attention before being put into service.

15. Failure to comply with any of the provisions of this policy may result in disciplinary action, up to and including termination.

B. FLEET SERVICES

1. All purchase, titles, and licensing of County motor vehicles and road-worthy equipment shall be processed through the county Executive's office and the County Maintenance Department.
2. All affected departments are expected to maintain appropriate confidentiality and protection of information relating to undercover vehicles.

Non Emergency Vehicles shall be equipped with all necessary options for the safety and comfort of the operator. Installation of optional equipment for the purpose of enhancing the cosmetic value and/or providing creature comfort or convenience is specifically prohibited. Factory-installed "standard options" are permitted in accordance with current Purchasing regulations.

3. Mobile radios and telephones are the responsibility of the operating department. Such equipment shall be mounted as non-destructively as possible.
4. All maintenance needs, including emergency road service, shall be referred to and coordinated by the County Maintenance Department. Every effort will be made to schedule preventive maintenance to minimize the impact on user department operations.

C. TAKE-HOME VEHICLES

1. Pursuant to County policy on such use, a vehicle for take-home or 24-hour use may be assigned to certain County employees for bona fide County business reasons when the nature of their work requires such assignment.
2. The "special rule" of \$3.00 per round trip commute shall be used in all instances of take-home non emergency vehicle use except as provided below. This "special rule," as promulgated by the IRS, allows this flat rate to be added to an affected employee's gross income and withholding made accordingly. The following requirements must be met to remain in compliance and are hereby made mandatory.
 - a. For bona fide business reasons, the County requires an employee to commute to and/or from work in an assigned vehicle. Vehicles

are assigned for such purposes to key employees of the County who are required to be on call and report if needed at any time.

- b. The take-home vehicle may not be used for any personal use other than commuting and that which is for personal comfort. The term "personal comfort" shall mean acts which are reasonably necessary to the health and comfort of an employee while working, such as satisfaction of thirst, hunger, or other physical demand, or protecting themselves from excessive cold, which are incidental to employment.
 - c. The employee must assist the County Executive's Office in keeping adequate mileage records on the forms and in the manner prescribed by said office in order to insure future compliance.
 - d. Failure to comply with these provisions will result in the revocation of all take-home vehicle privileges and may result in further disciplinary action.
3. Those employee deemed to be "control" employees as more particularly defined by IRS rules and regulations or those assigned vehicles for legitimate fringe benefit purposes shall be subject to a separate rule for calculation of the taxable fringe benefit portion of a take-home County vehicle. "Control" employees generally include employees who are either elected officials or executives appointed by the executive branch of government and confirmed by a legislative body. The following requirements must be met.
- a. The affected employee must assist in keeping adequate mileage records as more specifically set forth in section 2c, above.
 - b. The County Executive's Office shall calculate the amount included in an affected employee's gross income on the basis of Annual Lease Value computations provide by the IRS and the percentage of personal use determined by mileage records as accurately as reasonably possible. Year-end reconciliation's between the County and the affected employee based upon the actual record of use may result in adjustments for withholding purposes.
4. Exempt vehicles require no calculation for gross income inclusion or withholding. Putnam County recognizes that some personnel are on call 24/7 routinely. These employees are required to respond to emergencies both on and off duty or perform life saving medical treatment wherever they may be. These employees have special training and the vehicles they drive are equipped with specialized emergency or technical equipment used to treat and protect the

citizens of our county. Employees and vehicles that fall into this category are exempt from these policies. These employees and vehicles include those listed on Exhibit A.

5. For employees subject to the "special rule," withholding will be taken each pay period at the 20% rate required by law. All withholding for other employees will be done quarterly.
6. The following record keeping requirements in addition to those set forth above are hereby made mandatory.
 - a. It is the responsibility of the directors/County Officials to determine when such take-home assignments are required in the best interest of the County, and to make such assignments where necessary.
 - b. The administrators are responsible for assuring that the criteria as herein set forth in the "special rule," "control" employee rule, or as another fringe benefit, are met for each take-home vehicle assignment.
 - c. The administrators of the various departments shall be responsible for supplying to the County Executive's office a list of take-home assignments including the driver's name, social security number, and fleet identification number of each assigned vehicle. Any revisions or changes to this list shall be forwarded in writing within five (5) working days.
7. These policies are subject to future revision as may be made necessary to comply with future IRS regulatory changes.

D. OUT-OF-TOWN TRAVEL

1. Putnam County may provide County-owned vehicles for out-of-town travel as required for legitimate County business when automotive travel is the most efficient and cost-effective means of transportation.
2. Vehicles used for out-of-town travel may be assigned department vehicles or motor pool vehicles when available.
3. The provisions of this policy will coordinate with other policies and procedures regarding travel on County business.
4. With proper documentation, employee out-of-pocket expenses may be reimbursed accordance with other travel policy.

5. Breakdowns and/or other mechanical difficulty shall be reported to the County Maintenance Department by telephone at the earliest possible time. The County Maintenance Department will coordinate the appropriate actions required and will instruct the employee accordingly. When such difficulties occur after normal business hours the employee shall exercise his/her best judgment and report the information to the County Maintenance Department early on the next business day.

E. VEHICLE ACCIDENT PROCEDURES

1. All accidents and property damage to vehicles must be reported immediately.
2. Protect the scene of the accident. Do not move the involved vehicle or disturb the scene until told to do so by law enforcement authority.
3. Notify the appropriate law enforcement authority and request an ambulance, as necessary. If there is no immediate access to a telephone, ask the appropriate Dispatcher to make this call.
4. Do not make any statements to anyone except the supervisor and the law enforcement authority on the scene.
5. If the vehicle is disabled, contact the County Maintenance Department for instructions.
6. Employees with a Commercial Drivers License are subject to alcohol and drug testing in accordance with "Alcohol & Drug Testing for Commercial Motor Vehicle Drivers."
7. Other employees, including but not limited to public safety employees such as firefighters, law enforcement officers, and emergency services personnel, may be subject to alcohol and drug testing in accordance with pertinent federal, state, or County regulations.
8. Failure to report damage or accident involving County vehicles in accordance with this policy may be subject to disciplinary action up to and including termination.

F. CLAIMS MANAGEMENT PROCEDURES

1. The Claims Department at Legge Insurance has primary responsibility for management and settlement of all vehicle accident claims, with assistance as necessary for the County Attorney's Office. The complete cooperation of all County employees is expected.

2. Any driver involved in an accident must complete the appropriate accident report as soon as the accident is cleared. If the driver is injured and unable to complete the necessary report, the report must be completed by the supervisor. This report should be received in the Claims Department within 24 hours of the accident. The driver must complete a report as soon as physically able to do so.
3. The Claims Department must be given verbal notice of the accident as soon as it is cleared, or if it occurred after hours, before 9:00 AM on the next business day.
4. Repairs to County vehicles will not be authorized nor will payment be made to any vendor for any such vehicle repairs until the Claims Department has been notified of the damages as required herein and has authorized repairs to be made.
5. Any driver who has been involved in an accident is prohibited from making a statement to the other parties involved or any representative of the other parties involved without the express permission of the Claims Department and/or the County Attorney's Office.
6. In accordance with On-the-Job Injury Policy, Putnam County will subrogate any job injury claim in which a third party was responsible (such as a vehicle accident).

G. INSURANCE COMMITTEE

1. The Insurance Committee of the County has been established, in part, to determine the cause of vehicle accidents and damages with the expectation of reducing both the frequency and severity of loss and to recommend disciplinary action when appropriate.
2. The Insurance Committee will review accidents involving County personnel. The Insurance Committee need only meet when necessary. In some cases it may be necessary to delay this step until the case has been disposed of in Court.
3. The Claims Department's Manager, the County Attorney, or his designee, will serve as nonvoting advisors to the Insurance Committee.
4. The Insurance Committee shall objectively consider evidence presented by the driver involved, reports from the law enforcement authority, and any other relevant information. Employees are not required to appear before the Insurance Committee when their accident is reviewed unless the Insurance Committee cannot reach a

determination without the employee's testimony, but employees may appear if they choose to present evidence personally.

EXHIBIT A

As stated in Section C(4), Putnam County recognizes that there are some County employees that are "on call" 24/7 routinely. Such employees have special training, and the vehicles they drive are equipped with specialized emergency or technical treatment used to treat and protect the citizens of our County.

It is understood that County employees who drive such vehicles must have access to their vehicles. As such, said employees may use County vehicles to attend to personal obligations that might involve the transportation of non-county personnel for non-county purposes (i.e. transportation of a child to school). Such use vehicles as listed in this exhibit is permitted under the following pre-conditions:

1. The County employee that drives said vehicle must carry full coverage automobile insurance with liability limits of not less than \$100,000.00 per occurrence and \$300,000.000 in the aggregate.
2. The aforementioned insurance must have a rider that covers non-county personnel riding in a county-owned vehicle. Each officeholder or department head shall forward a list of authorized drivers of county-owned vehicles.
3. On the County employee's personal automobile coverage, the County must be named as an additional insured.
4. The County employee must provide proof of insurance on an annual basis with Putnam County, Tennessee named as an additional insured. Each officeholder or department head shall report such insurance information to the County Executive. The County Executive will make a report regarding such insurance information to the Fiscal Review Committee each October. Any notices regarding insurance coverage shall be forwarded to the County Executive's office.

The County employee in question will be required to enter into an agreement as to the requirements of this exhibit. The positions and vehicles to which this exception is applicable are as follows:

- 1) Putnam County Sheriff's Department
 - a) Thirty (30) road deputy vehicles
 - b) Two (2) K-9 unit vehicles
 - c) Two (2) animal control officer vehicles
 - d) Eight (8) detective vehicles
 - e) Six (6) undercover drug agent vehicles
 - f) Ten (10) administrative position vehicles (7 are sworn officers)
 - g) Five (5) school resource officer vehicles
 - h) One (1) civil process server vehicle

- 2) Putnam County Ambulance Service
 - a) Two (2) vehicles
- 3) Technology Department
 - a) Two (2) vehicles
- 4) Vehicle Maintenance Department
 - a) One (1) vehicle maintenance supervisor vehicle
- 5) Fire Department
 - a) Four (4) vehicles driven by the fire chief and assistant fire chiefs
- 6) Road Department
 - a) Four (4) vehicles
- 7) Emergency Management Department
 - a) One (1) vehicle
- 8) Rescue Department
 - a) Two (2) vehicles

AGREEMENT

I, _____, as an employee of Putnam County Tennessee, agree and understand that my employment at times requires that I am, at times, "on call" twenty-four (24) hours a day, seven (7) days a week. Part of my employment with Putnam County, Tennessee requires that I drive vehicles owned by Putnam County, Tennessee which are equipped with specialized emergency or technical treatment used to treat and protect the citizens of our County (hereinafter called "county-owned vehicle").

As part of my employment with Putnam County, Tennessee, I must at times have immediate access to the county-owned vehicle in order to perform the duties of my job. Consequent to and to facilitate that immediate access to the county-owned vehicle, I understand and acknowledge that I may use the county-owned vehicle to attend to personal obligations that might involve the transportation of non-county personnel for non-county purposes (i.e. transportation of a child to school). I understand that my use of the county-owned vehicle is permitted under the following pre-conditions:

1. I understand and acknowledge that I must carry full coverage personal automobile insurance with liability limits of not less than \$100,000.00 per occurrence and \$300,000.000 in the aggregate.
2. I understand and acknowledge that the full coverage personal automobile insurance which I carry must have a rider that covers non-county personnel riding in a county-owned vehicle.
3. I understand and acknowledge that Putnam County, Tennessee must be named as an additional insured on the full coverage personal automobile insurance coverage which I carry.
4. I understand and acknowledge that I must provide to Putnam County, Tennessee on an annual basis proof of the required full coverage personal automobile insurance which names Putnam County, Tennessee as an additional insured.
5. I understand and acknowledge that my failure to carry the requisite full coverage personal automobile insurance with Putnam County, Tennessee named as an additional insured as provided above will prevent my use of the county-owned vehicle.

Name: _____

Department: _____

Date: _____

The Chairman asked for discussion on the motion to approve the policy for County vehicles dated April 2009. The Commissioners discussed the motion.

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

FOR:

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

Michael Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Gene Mullins
Jere Mason
Mike Atwood
Ron Chaffin

AGAINST:

Dale Moss
Greg Rector

Kevin Maynard
Bill Walker

ABSENT:

Larry Epps

Bob Duncan

The Clerk announced eighteen (18) voted for, four (4) against, and two (2) absent. The motion carried.

MOTION RE: FISCAL REVIEW RECOMMENDS APPROVAL OF GAIL GLOVER'S REQUEST TO APPOINT JEFF JONES AS THE DELINQUENT TAX ATTORNEY FOR THE 2007 REAL AND PERSONAL PROPERTY TAXES

Commissioner Sue Neal moved and Commissioner Jerry Ford seconded the motion.

(SEE ATTACHED)

Gail Glover

Putnam County Trustee
Room #2, Courthouse
300 E. Spring Street
Cookeville, TN 38501
(931) 526-8845

April 6, 2009

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

FROM: Gail Glover, Putnam County Trustee *GG*

I Gail Glover, Trustee of Putnam County make the following appointment:

Jeffrey G. Jones, delinquent tax attorney for the 2007 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.

Copy: Jeffrey G. Jones, Attorney

The Chairman asked for discussion on the motion recommending approval to appoint Jeff Jones as the delinquent tax attorney for the 2007 real and personal property taxed. There was none.

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

FOR

David Randolph
Jim Martin
Jerry Ford
Scott McCanless
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

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

AGAINST

Mike Medley

ABSTAIN

Andy Honeycutt

ABSENT

Larry Epps
Bob Duncan

The Clerk announced twenty (20) voted for, one (1) against, one (1) abstained, and two (2) absent. The motion carried.

MOTION RE: FISCAL REVIEW RECOMMENDS TO HAVE ARCHITECTS DRAW UP PLANS AND GET BIDS ON ADDING AN ELEVATOR TO THE NEW COUNTY CLERK'S OFFICE

Was not considered.

MOTION RE: REPORT BACK TO COMMISSION FROM LAND AND FACILITIES COMMITTEE NEXT MONTH

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

The Chairman asked for discussion. There was no discussion.

The Chairman asked for a voice vote on the motion for a report from the Land and Facilities Committee next month. The motion carried.

NOMINATING COMMITTEE

REPORT OF SPECIAL COMMITTEES

RESOLUTIONS

MOTION RE: ELECTION OF NOTARIES

Commissioner Jere Mason moved and Commissioner Mike Medley seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

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

NOTARIES TO BE ELECTED APRIL 20,2009

WENDY H BANDY
MARY RAMSEY BENNETT
SANDRA GAIL FOWLER
NANCY W FOX
BRITTON A JARED
JAMIE S LEWIS
ANDY MEADOWS
TERESA B POSTON

ANGEL PRESLEY
STEVEN D QUALLS
JESSICA REDDEN
WILLIAM F ROBERSON JR
LINDA SAVAGE
DORIS JO SLAGLE
SUSAN G WELLS
PAMELA S WHITMORE

The Chairman asked for discussion on the motion. There was no discussion.

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

FOR:

David Randolph
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

ABSENT:

Larry Epps
Jim Duncan

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

OTHER NEW BUSINESS

MOTION RE: HEAR REPORT FROM THE RULES COMMITTEE (THIS WILL BE CONSIDERED AT MAY MEETING)

(SEE ATTACHED)

RULES COMMITTEE

4/14/09

LARRY EPPS CHAIRMAN

**ERIS BRYANT, DALE MOSS, BILL WALKER, ROBERT
DUNCAN. JIM MARTIN, AND LARRY EPPS PRESENT.**

ACTION TAKEN:

1. The committee recommends that the Judicial Commissioner Interview standing subcommittee report to the standing Nominating Committee that, in turn, reports to the Full Commission. Currently, under the county Commission rules, the Judicial Interview committee does not report to any designated standing committee.
2. The committee recommends that the Vehicle Usage special committee be discontinued now that its charge is fulfilled.
3. The committee recommends that the Land and Facilities standing subcommittee continue its charge with 6 members limited to 2 year, staggered terms. Beginning this September, the Full Commission will elect 3 new members while 3 members remain, after which their terms will expire in 2010.
4. The committee recommended that Eris Bryant make this report to the Full Commission due to the chairman's forecasted absence.

Respectfully Submitted.



Larry Epps, Chairman Rules Committee, Putnam County
Commission.

MOTION RE: APPROVAL OF COUNTY OFFICIAL BONDS AS FOLLOWS:

| <u>OFFICIAL</u> | <u>BOND AMOUNT</u> | <u>BONDING COMPANY</u> |
|-----------------|--------------------|------------------------|
| RHONDA CHAFFIN | \$10,000 | WESTERN SURETY |

Commissioner Jere Mason moved and Commissioner Joe Trobaugh seconded the motion.

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

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

FOR:

David Randolph
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

ABSENT:

Larry Epps
Jim Duncan

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

CITIZEN OF THE MONTH FOR APRIL 2009

Citizen of the month for April 2009: Donna Winningham

EMPLOYEE OF THE MONTH FOR APRIL 2009

Employee of the month for April 2009: John Sanders

(SEE ATTACHED)

CITIZEN OF THE MONTH FOR APRIL 2009

DONNA WINNINGHAM

Donna has become invaluable to the CASA program (Court Appointed Special Advocates) by providing many volunteer hours in support of the office staff. Since November 2008, Donna has performed many duties to insure that the needed information is available to the staff and the volunteer advocates. She is a very caring individual and always thinks of others before herself. She is always respectful of others and can be found always going beyond the call of duty for CASA.

EMPLOYEE OF THE MONTH FOR APRIL 2009

JOHN SANDERS

John began working for the county maintenance department as a custodian assigned to the courthouse in July of 2008. He is in charge of all general courthouse maintenance which includes all cleaning of the offices from trash collection, vacuuming, hall area buffing, restrooms, breakroom and even the flower garden.

John not only makes sure the courthouse is spotless, he is known to be very courteous and opens doors for ladies and will carry in items for them when needed.

It has been said that when you open the doors of the courthouse you know John has been there because of the fresh and clean smell.

SPECIAL AWARD FOR APRIL 2009

Monterey High School Virtual Enterprise Class of 2008-2009.

(SEE ATTACHED)

SPECIAL AWARD FOR APRIL 2009

MONTEREY HIGH SCHOOL

VIRTUAL ENTERPRISE CLASS OF 2008-2009

The awards committee and the Putnam County Commission wishes to recognize the members of the Monterey High School Virtual Enterprise Class of 2008-2009. The Virtual Enterprise class involves students in every aspect of a business, including human resources, accounting, product development, production, distribution, marketing and sales.

The class formed for the first time at Monterey High School at the beginning of the school year and officially opened for business on August 18, 2008. The company is made up of a teacher (facilitator) Mrs. Penny Riddle and students (employees) Justine Adams-Bates, Hershel Bohannon, Emily Bowman, Elizabeth Burlison, Cody Cantrell, Josh Cloyd, Justin Hawkins, Jessica Maxwell, Joey Meredith, Allison Phillips, Cody Phillips, Lindsey Reed, Taylor Reese, Will Sheckler and Skylar Singleton.

The Virtual Class business sells dorm room and apartment accessories from lamps to rugs and bedspreads. The name of their company is "Your Space".

It was their first time to attend the Virtual Enterprise Trade Fair in New York where they placed 1st in the catalog competition. They were competing with various schools across the US as well as 14 different countries.

- Monterey High School's class is also the first firm in Tennessee to ever win 1st place in any category during their first year in business.

The Committee studying Water Usage will be meeting immediately after Full Commission.

MOTION RE: ADJOURN

Commissioner Gene Mullins moved and Commissioner Joe Trobaugh seconded the motion to adjourn the meeting.

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

**PLANNING COMMITTEE
MINUTES**

April 13, 2009

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 *Accrued leave and overtime-change in personnel policy.*

Motion: Recommends that the County Personnel Policy be amended as follows:
Departments who give comp time leave to employees need to make sure this leave is taken within the fiscal year that it is earned and comp time will no longer be accrued past June 30.

Made By: Bryant VOICE VOTE APPROVED
Seconded: Medley

Item #2 *Land and Facilities Recommendation*

Motion: Recommends that the county issue bids for the existing Health Department building renovation with space for the Archives on the first floor as an alternate.

Made By: Martin VOICE VOTE APPROVED
Seconded: Epps Medley voted "NO"

Item #3 *Land and Facilities Recommendation*

Motion: Recommends that the county use a portion of the funds allocated for renovation of the existing County Clerk Building for assessment of potential renovation/remodeling of the courthouse. This assessment should be completed within 60 days and any office moves should be delayed pending the outcome of the assessment.

Made By: Martin VOICE VOTE APPROVED
Seconded: Epps Medley voted "NO"

Item #4 *Land and Facilities Recommendation*

Motion: Recommends that the county pursue all options, including grants and interest free loans to fund the Siemens Energy Conservation proposal.

Made By: Mullins VOICE VOTE APPROVED
Seconded: Martin

Item #5 *Any other business*
NONE

ADJOURNED

PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: April 8, 2009

RE: Planning Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, April 13, 2009, at 6:00 PM in the County Commission Chambers at the Courthouse.

1. Discuss Accrued Leave and Overtime.
2. Discuss the Land & Facilities recommendation that the county issue bids for the existing Health Department building renovation with space for the Archives on the first floor as an alternate.
3. Discuss the Land & Facilities recommendation that the county use a portion of the funds allocated for renovation of the existing County Clerk Building for assessment of potential renovation/remodeling of the courthouse. This assessment should be completed within 60 days and any office moves should be delayed pending the outcome of the assessment.
4. Discuss the Land & Facilities Committee recommendation that the county pursue all options, including grants and interest free loans to fund the Siemens energy conservation proposal.
5. Any other business that needs to be reviewed by the Planning Committee.

Item #5 Delinquent Tax Attorney

Motion: Recommends to approve Trustee Gail Glover's request to appointment Jeff Jones and the delinquent tax attorney for the 2007 real and personal property taxes.

Made By: Duncan
Seconded: Trobaugh

VOICE VOTE

APPROVED

Item #4 Discussion of elevator for new County Clerk's Office
County Clerk Wayne Nabors asked the Committee to consider adding an elevator to the new office.
Kim Blaylock went over her letter she had sent (see letter). Letter refers to the fact that this is not a ADA issue and an elevator is not required. Randy Porter also stated that out of the \$900,000 budgeted for this project that an estimated \$60,000 will have to be for engineer fees which leaves the project with \$840,000.

Motion: Recommends to have architects draw up plans and get bids on adding an elevator to the new county clerk's office.

Made By: Maynard
Seconded: Chaffin

ROLL CALL VOTE

YES NO

Randolph Neal

Ford

Honeycutt

Wheeler Duncan "passed"

Cowan

Trobaugh

Rector

Maynard

Walker

Chaffin

APPROVED

Item #7 Any other business
NONE

ADJOURNED

FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: April 8, 2009

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, April 13, 2009, 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 Solid Waste Sanitation Fund.
4. Discuss elevator for County Clerk's Office.
5. Consider Trustee Gail Glover's request to appoint Jeff Jones and the delinquent tax attorney for the 2007 real and personal property taxes.
6. Hear any recommendations from the Vehicle Usage Committee.
7. Any other business that needs to be reviewed by the Fiscal Review Committee.

NOTE: NO NOMINATING MEETING FOR APRIL