

## **NOTIFICATION TO COUNTY MAYOR OF COMMITTEE MEETING BY MEMBERS OF MAURY COUNTY COMMISSION**

The Special Called Budget Committee met on Monday, April 6, 2015 at approximately 7:30 PM in the Maury County Tom Primm County Commission Room with the following Committee Members present:

CRAIG HARRIS, STEWART PARKER, SONNY SHACKELFORD, SUE STEPHENSON, ERIC PREVITI AND DONNA COOK

OTHERS PRESENT: Gerald Adkison, Ronnie Attkisson, Talvin Barner, Davis Burkhalter, Gwynne Evans, Mike Fulbright, Don Morrow, Terry Potts, William Roddy, Ricky Sims, Gary Stovall, Scott Sumners, Debbie Turner, Theresa Weber, Linda Whiteside, and Media.

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### **MINUTES OF MEETING**

#### **I. CALL TO ORDER:**

Chairman Harris called the meeting to order. Chairman Harris asked Commissioner Previti to sit in Commissioner Kuzawinski' place.

#### **II. Tax Levy:**

Budget Director Weber put the Tax Levy the way it was last year. Director Weber reported the penny will bring in \$164,726.00 and it shows the County General and Debt Service. Those numbers are incorporated in the budget numbers.

#### **III. Water Department Proposed Budget:**

Director Weber reported they would move Mr. Chunn to present on April 27.

#### **IV. Parks Proposed Budget:**

Director Weber pointed out the Park start on pages 27 & 28 of the Budget packet. Park Director Al Ray presented his budget. Park Director Al Ray stated the directive that he got was to present his budget with a 3% and a 5% cut. The Department head request is exactly like it was last year. Park Director Al Ray stated this was presented at the 1<sup>st</sup> quarter park board meeting and approved by the board. Commissioner Shackelford asked Park Director Al Ray what was temporary personnel. Park Director Al Ray stated that is seasonal help. Director Al Ray pointed out with that being an increase in the line item there was not an increase in the budget. Commissioner Shackelford asked Park Director Al Ray about Other Contracted Services. Park Director Al Ray stated these are items that are beyond their expertise such as electricians. Commissioner Shackelford asked about sight development. Park Director Al Ray stated it could be used other places, such as Kid's Kingdom or an existing part of the park. Chairman Harris asked Park Director Al Ray about the temporary personnel. Chairman Harris stated there is a three year average of \$23,506.00 and stated that Park Director Al Ray had asked for \$51,970.00. Chairman Harris stated he is asking for an increase of 18,000.00 to \$19,000.00 and asked why there was so much difference. Park Director Al Ray stated the seasonal come when the Park needs them and stated it is cheaper than having full time employees. Park Director Al Ray stated they have 5 full time maintenance men. Before the Park got Yanahli there were five full time maintenance men and one part

time maintenance man to take care of 500 acres of park in five locations. Park Director Al Ray stated there is an industry standard for Parks and Recreation and it is typically somewhere in the one maintenance employee per 25 to 40 acres. Park Director Al Ray stated the park is running one maintenance employee per 100 acres. The cheapest way to take care of the things that the park has to take care of is with temporary personnel. Chairman Harris stated in the parks capital outlay they were not carried forward. Park Director Al Ray stated he would need to go back and fill out a capital request form. Chairman Harris stated that would need to be submitted in the capital expenditures budget not in the normal operating budget. Park Director Al Ray stated he would need to go back and submit a capital request form. Chairman Harris entertained a motion to take Director Weber's recommendation of \$723,106.00 under advisement. Commissioner Parker made a motion to take Director Weber's recommendation of \$723,106.00 under advisement for the Parks. Seconded by Commissioner Cook. There were no lights. All in favor to take this budget under advisement.

**V. Purchasing Department Proposed Budget:**

Purchasing Agent Buddy Harlan presented the Purchasing Department budget. Purchasing Agent Buddy Harlan stated the biggest portion of his budget is personnel benefits. He stated the operational side of the budget is small. Purchasing Agent Buddy Harlan stated his budget was not big enough to make a 5% reduction. The request was just to maintain. Purchasing Agent Buddy Harlan stated one thing he had hoped to do this year and part of next year, is that every department was supposed to have an emergency response plan and Purchasing Agent Harlan stated his emergency response plan consisted of two laptops. Purchasing Agent Harlan stated that his laptops are now outdated and the laptops are in the last year of where the software will be supported. Commissioner Shackelford asked Purchasing Agent Harlan if what he needed was two new laptops and he asked if IT's budget would pay for the laptops. Purchasing Agent Harlan stated he had tried to take care of those out of the Purchasing Budget. Commissioner Shackelford made a motion to accept the \$218,766.00 per Department Head Requests. Seconded by Commissioner Previti. There were no lights. All in favor to take this budget under advisement.

**VI. Animal Shelter Proposed Budget:**

Director Weber stated this is on page 24 & 25 of the budget packet. Director Weber stated Animal Shelter Director Denise Brantley is requesting \$555,754.00. Director Weber pointed out it is only a .33 increase or \$1,827.00. Director Weber stated she made it go even at what it was last year since it wasn't that much money. Chairman Harris asked after looking at part time personnel there is a three year average of \$57,907.00 and Chairman Harris stated Director Brantley was requesting \$74,000.00. Chairman Harris asked what would be the reason for the additional part time help. Director Brantley stated she does not normally have a full staff. Director Brantley stated the Animal Shelter has not been fully staffed in a long time. Chairman Harris stated the overtime pay was the next question. Chairman Harris stated the Animal Shelter is going from a three year average of \$28.00 going up to \$2,500.00. Director Brantley stated she does not pay overtime she lets the employee's use comp. time. Chairman Harris asked

Director Brantley about maintenance and repairs on the building. Chairman Harris stated he is looking at the three year average of \$5,537.00 and now we are up to \$8,000.00 and maintenance and service equipment were at \$53.00 and went up to \$3,500.00. Director Weber stated the budget for last year was \$8,000.00 so far this year for doing maintenance on it was \$9,720.00. On the service equipment it was budgeted at \$3,500.00. Director Weber stated there are a lot of times when the Department does not know what will have to be spent within the budget in case something comes up. Director Weber stated equipment is getting old so within the budget there can be some replacement. Chairman Harris brought up the natural gas line item and he brought up the three year average of \$14,000.00 and a year to date average of \$9,603.00 and the Animal Shelter is asking for \$20,000.00. Chairman Harris asked if there was a reason the natural gas would be increasing. Director Weber stated through March the Animal Shelter had already spent \$11,025.00. Director Weber stated there are a few more months that will have to be dealt with on natural gas. Director Weber stated there is not a line item for propane so it is left in natural gas. Commissioner Shackelford made a motion for \$553,927.00 minus the \$11,760.00. Seconded by Commissioner Cook. The new dollar amount is \$542,167.00. There were no lights. There were five ayes and 1 no vote by Commissioner Stephenson. Motion carries 5-1.

**VII. Health Department DGA Grant**

Director of the Health Department Libba Cook stated this DGA Grant is a slight increase because the Health Department was given the opportunity and the Health Department added another full time breast feeding counselor position. DGA is providing more money to the County to pay for the reemployment physicals and any advertisements the health department provides to promote job vacancies. There is no expense to the County. Commissioner Shackelford made a motion to accept the \$844,600.00 for the Grant. Seconded by Commissioner Previti. There were no lights. Motion carries 6-0.

**VIII. HEALTH DEPARTMENT Proposed Budget:**

Director of the Health Department Libba Cook stated these are the funds the County provides and operating the physical facility and grounds, as well as electricity, maintenance, janitorial, pest control, and any office equipment or fixtures. Budget Director Weber stated this is where the tobacco settlement comes in at. Health Department Director Libba Cook stated the Tennessee Department of Health provides a lump sum to the County to be used for tobacco prevention activities. Chairman Harris asked if they had spent actual year to date on building improvements and Health Department Director Libba Cook stated this is for painting. Commissioner Sumners asked Director Cook if she was spending the tobacco money on instructional supplies and materials. Director Cook stated yes. Director Cook stated her operating budget is \$127,203.00 for this year. Director Cook stated there are carry over funds with that budget. Commissioner Shackelford made a motion to accept the \$171,203.00 recommendation by Director Weber. Seconded by Commissioner Cook. There were no lights. Motion carries 5-1 with Commissioner Stephenson voting no.

**IX. Health Appropriation to State (Contract with State)**

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Health Department Director Libba Cook stated this is an appropriation the County provides to the State to spread across funding for the Department of Health to be in their county.

It is paid into the state on a quarterly basis. The bottom line of the amount of \$69,900.00 does not change. Commissioner Shackelford made a motion to accept the \$69,900.00 recommendation by Director Weber. Seconded by Commissioner Cook. There were no lights. Motion carries 6-0.

**X. Solid Waste Proposed Budget:**

Solid Waste Director Mike Sweeney stated his budget is an enterprise fund split into three different budgets. The first one is the litter grant. This is strictly TDOT money. The second one is a convenience center budget and this takes care of the convenience centers. Director Sweeney stated he wanted to change is 14/15 approved budget Director Sweeney had \$100,000.00 in Other Capital Outlay and with that he was going to do Convenience Center maintenance. Director Sweeney stated that was changed and he had to use that money to finance the leachate tanks that had to be replaced. Director Sweeney wants to add that money back in to the Department Head requests to do the maintenance on the convenience centers. Director Sweeney stated he had to make a huge repair to the Highway 31 convenience center. Director Sweeney stated there is \$4,000.00 difference in what Director Weber suggested and what Director Sweeney is requesting. Chairman Harris asked if \$100,000.00 would be part of a normal operating budget. Director Sweeney stated there is work to be done every year but he did not foresee \$100,000.00 spent every year. Chairman Harris asked Director Sweeney to explain the \$1,500,000.00 on the Disposal Fees. Director Sweeney stated this is the garbage contract where it was rebid the increase from the waste management is going up. Director Sweeney stated he is looking at a minimum of a 5% increase. Chairman Harris stated he noticed on Other Capital Outlay, nonrecurring that Director Weber had recommended \$150,000.00 and Director Sweeney had asked for \$200,000.00 and asked what that specific item was for. Director Sweeney stated this is for a loader inside the building. Director Sweeney stated his capital expenditures are in his budget. Director Weber stated Director Sweeney had an enterprise fund, which is different than your general fund. Director Sweeney stated the \$200,000.00 would come out of cash reserves. Commissioner Evans stated that it was discussed a few months back about being proactive and the demo part of the land fill only has 2 to 4 years left before it is full. Director Sweeney had previously done a presentation on the grinder and the \$800,000.00 or \$900,000.00 could increase the landfill life indefinitely. Commissioner Evans stated he wanted to bring it up now during the budget session. Director Sweeney stated he does not have enough money in his reserves to buy this. Commissioner Evans stated he would like to discuss it now or get it on the list to discuss it. Chairman Harris stated he would think it would come in to a regular budget committee. Chairman Harris stated to Director Weber the capital outlays would make him feel better if they were not in the operating budget and they come through in a separate resolution in capital expenditures, 189 fund. Director Weber stated since Director Sweeney got his 5 cents back Director Sweeney should pay for the big items out of his fund balance. Commissioner Evans asked when the commission votes yes or no to fund it. Commissioner Shackelford thinks it should be a 189 fund request.

Commissioner Cook made a motion to approve the \$54,400.00 recommendation for the 207 fund on the Litter Grant. Seconded by Commissioner Parker. There were no lights. All in favor. Motion approved 6-0. Commissioner Previti made a motion to take under advisement the convenience centers \$920,226.00 plus the \$100,000.00 which is a total amount of \$1,020,226.00 with a \$100,000.00 to that number. Seconded by Commissioner Parker. There were no lights. Motion carries 6-0. Chairman Harris moved on to Landfill Operations. Chairman Harris stated Director Sweeney had requested for \$200,000.00 and Director Weber had allocated \$150,000.00 on the 799 fund. Director Sweeney stated this money would be for a loader for the inside of the building at his recycle center. Commissioner Stephenson made a motion to approve the \$2,897,534.00 as the figure that was submitted by Director Weber. Seconded by Commissioner Cook. There were no lights. Motion approved 6-0.

**XI. County Mayor Proposed Budget:**

County Mayor Charlie Norman presented his budget. Mayor Norman reported that last year the mayor's budget was \$248,634.00. This year Mayor Norman stated his request is \$243,834.00 and Director Weber's request was \$238,221.00. Chairman Harris asked Mayor Norman why the travel line item has quadrupled. Mayor Norman stated he did look for opportunities that arise to bring in industry, etc. Chairman Harris stated he noticed he had asked for \$10,000.00 in overtime and Director Weber has allocated \$5,000.00. Commissioner Cook made a motion to accept Director Weber's recommendation at \$238,221.00. Seconded by Commissioner Shackelford. There were no lights. Motion carries 5-1 with Commissioner Stephenson voting no.

**XII. Rabies Control Proposed Budget:**

County Mayor Norman met with Randy Bratton this morning because he was going to be out of town. Mayor Norman stated that Randy Bratton agreed with what Director Weber recommended \$108,134.00. His request was \$108,152.00. Commissioner Stephenson asked how many employees Rabies Control had. Mayor Norman stated there were 2 employees. Commissioner Previti made a motion to accept Director Weber's recommendation at \$108,134.00. Seconded by Commissioner Cook. There were no lights. Motion carries 6-0.

**XIII. Soil Conservation Proposed Budget:**

Mayor Norman stated all of this is payroll. Mayor Norman stated the employee that works for soil conservation works for the State and it is one of those things where the County pays the salary. Chairman Shackelford made a motion to accept Director Weber's recommendation at \$43,317.00 under advisement. Seconded by Commissioner Cook. Commissioner Stephenson asked Mayor Norman what this employee does. Mayor Norman stated this is an executive secretary for the soil and conservation. She is based off of Hatcher Lane. There were no lights. Motion carries 6-0.

**XIV. County Buildings Proposed Budget:**

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Building Maintenance Supervisor Ronnie Bates presented the budget for County Buildings. Building Maintenance Supervisor Ronnie Bates stated he is asking for \$834,570.00. Director Weber stated that building and contents insurance and the boiler insurance went up and his maintenance agreements went up. Line item 328 is down to \$0. Chairman Harris asked about 399, Other Contracted Services. Chairman Harris stated there is a big difference in that line item. Supervisor Bates stated that is where they hire individuals to do things that the Maintenance Department is not able to do, such as electricians, etc. Director Weber stated the electricity line item she brought that down from what Supervisor Bates requested. Director Weber stated he requested \$150,000.00 and Director Weber brought it down to \$146,000.00. Custodial supplies he requested \$12,000.00 and Director Weber brought it down to \$11,000.00. Chairman Harris stated he believes the fuel is over estimated and a little on contracted services. Commissioner Previti made a motion to accept Director Weber's recommendation at \$819,920.00. Seconded by Commissioner Cook. There were no lights. Commissioner Parker voted aye, Commissioner Previti voted aye, Commissioner Cook voted aye, Commissioner Stephenson no, Chairman Harris, no, Commissioner Shackelford no. Motion fails 3-3. Commissioner Shackelford made a motion to accept \$812,796.00. Seconded by Commissioner Stephenson. Commissioner Previti stated the buildings are one of the county's biggest assets and he wants to make sure they are taken care of. Commissioner Stephenson asked how many personnel that Supervisor Bates had. Supervisor Bates stated he had employees with three being full time and one being part time. Motion carries 6-0.

**XV. Building and Zoning Proposed Budget:**

Building and Zoning Director Mark Tosh is requesting \$470,824.00. Commissioner Shackelford asked if Director Tosh had an engineering consultant on retainer. Director Tosh stated yes. Director Tosh stated the engineering consultant helps with anything such as roads, subdivisions. Commissioner Previti asked about data processing services. Director Tosh stated these numbers are up due to the new software. Chairman Harris asked Director Tosh if he had to cut \$15,000.00 out of his department at this time how difficult would that be. Director Tosh stated he had one line which is Other Contracted Services that is an item that is used to take care of tearing something down. Commissioner Stephenson asked how many employees he had. Director Tosh stated he had 1 assistant, 1 secretary, and 1 clerical and they all do different jobs. Director Tosh stated there are 7 employees total counting himself. Director Tosh stated that building permits are increasing by 30% to 40% over last year. Commissioner Burkhalter stated to be careful what is cut because Building and Zoning permits are increasing. Commissioner Sumners would like a study done to see if they need more or less staff. Commissioner Previti made a motion to accept Director Weber's recommendation of \$469,254.00. Seconded by Commissioner Cook. There were no lights. Commissioner Parker Aye, Commissioner Previti Aye, Commissioner Cook Aye, Commissioner Stephenson No, Chairman Harris Aye, Commissioner Shackelford No, Motion carries 4-2.

**XVI. Register of Deeds Proposed Budget:**

Director Weber reported Mr. Fleming is requesting \$311,748.00. It is a 1.5% increase. Mr. Fleming requested \$4,000.00 for furniture where Director Weber requested only a \$1,000.00. Mr. Fleming wanted \$500.00 for office equipment and Director Weber brought that down to \$0. Commissioner Stephenson made a motion to go with Director Weber's recommendation of \$307,150.00. Commissioner Shackelford seconded the motion. Commissioner Stephenson asked how many personnel Mr. Fleming has. Director Weber stated he has 4 employees. There were no lights. Motion carries 6-0.

**XVII. Data Processing Proposed Budget:**

Director Weber stated this is IT. IT Director Bill Wells presented IT budget. Commissioner Stephenson asked Director Wells how many personnel he has. Director Wells stated he has 2 employees. Chairman Harris asked Director Wells about Data Processing Services and Maintenance Agreements. Director Wells stated this is for the entire county. Commissioner Previti stated there are needs to get state of the art equipment in place. Commissioner Previti stated he feels this is one department that should be funded. Commissioner Stephenson asked how frequently IT goes on training trips. Director Wells stated the last time that one of his employees went on one was three years ago. Commissioner Stephenson asked about the data processing equipment line. Commissioner Stephenson stated that Director Wells request was for \$202,000.00 and the director's suggestions was \$61,000.00. Director Weber stated she was told to do a balanced budget and she was getting it to where it was last year. Director Wells stated that Todd Baxter is going to have to go to Windows 7 for the new software that he has. The \$126,000.00 this year we had to purchase the phone system. Director Wells stated he has only 2 employees and he tries to make sure that everything maintenance wise and everything secured to where IT can handle situations. Commissioner Sumners stated the County is going to have to make an investment in our technology. Commissioner Sumners stated that \$61,000.00 is not going to be enough. Chairman Harris stated he would like to know what IT needs for the upgrades. Commissioner Shackelford stated he noticed in IT's capital request it was showing a voting system at \$40,000.00 and audio/visual for streaming video for county commission at \$35,000. Director Wells stated that all of the printers, computers, phones, scanners all the cameras that are around the Courthouse that secures everything is all under this one blanket. Commissioner Previti made a motion to accept the 3% decrease at \$558,051.00. Seconded by Stephenson. Commissioner Stephenson doesn't think it is that substantial a cut to make if he has to come back and ask for additional money. Commissioner Previti withdraws his motion and Commissioner Stephenson withdraws her second. Commissioner Cook made a motion to accept the department head request at \$592,071 the recommended budget by the Department Head. Commissioner Previti seconded the motion. There were no lights. Motion carries 6-0.

**XVIII. County Clerk Proposed Budget:**

County Clerk Joey Allen presented his budget. County Clerk Allen stated his budget looked messed up because the County Clerk's office went on the County payroll they were not on last year. Director Weber stated that in the past County Clerk Nancy Thompson maintained money in her office and she turned in her funds quarterly. The

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checks were written by the payroll department since Mrs. Thompson would write a check and reimburse the County and the County would write payroll checks. County Clerk Allen stated he had some new items he would like to change. The 187 Overtime, County Clerk Allen changed from \$5,000.00 to \$1,000.00. The next line item that County Clerk Allen would like to change is line 317 from \$18,846.00 to \$17,646.00. The next item he would like to change is line item 355 change from \$3,000.00 to \$1,500.00. The next item is line 709-52501 change from \$5,000.00 to \$3,500.00. Director Weber stated under the Department Head's budget with changes is \$650,986.00. Director Weber stated her recommendation is \$654,186.00. Director Weber stated after recalculating County Clerk Allen's number s is \$730,338 and that is under the Department Head request. Director Weber stated her new number is \$733,538.00. Commissioner Shackelford made a motion to accept the Department Head's request at the amount of \$730,338.00. Commissioner Parker seconded. Commissioner Stephenson wanted to know how many total staff County Clerk Allen stated he has 13 employees. There were no lights. Motion carries 6-0.

**XIX. ANNOUNCEMENTS:**

Special Called Budget Meetings is scheduled for Tuesday April 7, 2015 and Wednesday April 8, 2015. There will not be a special called meeting on Thursday. Commissioner Sims stated he would like a summary sheet on what was passed with the actual figures.

**XX. ADJOURNMENT:**

**A.** There was a Motion made to adjourn the meeting at approximately 10:40 PM.

APPROVED \_\_\_\_\_  
Charlie Norman, Jr., County Mayor

SIGNED \_\_\_\_\_  
Craig Harris, Budget Committee Chairman