

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

The Budget Committee met on Tuesday, September 13, 2016 at 4:30 p.m., in the Maury County Tom Primm County Commission Room with the following Committee Members present: DAVIS BURKHALTER, SONNY SHACKELFORD, STEWART PARKER, TOMMY WOLAVER, DONNA COOK, SCOTT SUMNERS  
OTHERS PRESENT: Gerald Adkison, Talvin Barner, Daniel Cooper, Craig Harris, Don Morrow, Terry Potts, Eric Previti, William (Tot) Roddy, Ricky Sims, Sue Stephenson, Gary Stovall, Linda Whiteside, Theresa Weber, Mayor Norman, Daniel Murphy, and Media.

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**MINUTES OF MEETING**

- I. CALL TO ORDER:**  
Chairman Burkhalter called the meeting to order.
- II. OPENING PRAYER:**  
Chairman Burkhalter offered the prayer.
- III. REVIEW & APPROVAL OF MEETING AGENDA:**  
Commissioner Wolaver made a motion to approve the agenda. Seconded by Commissioner Sumners. All in favor. Motion Approved 6-0.
- IV. REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**
  - A. August 9, 2016 Regular Meeting Minutes.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Shackelford. All in favor. Motion Approved 6-0.
- V. DEFIBRILLATOR DEMONSTRATION (SCOTTIE DOMENICO)**  
Scottie Domenico, who is with AED Brands, which is the company the defibrillators were bought from, gave a brief demonstration of the defibrillator.
- VI. VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM (KIM MAGEE)** District Attorney General Cooper stated that the Office of Criminal Justice Programs (OCJP) is offering grant money to District Attorney's offices, through the Counties in the state, to fund Victim Witness Coordinator positions for General Sessions' courts. The grant is specific only to domestic violence, stalking, and sexually related offenses. General Cooper stated he understood it is a \$65,000.00 grant for two years. The \$65,000.00 is for salary, training, travel and everything related to the position. There is a 20% match which is met by contributions. General Cooper stated that Lawrence County is doing the same. General Cooper stated it is actually not going to cost the County anything out of pocket. General Cooper stated that in kind contributions through office space would easily cover the 20% match. General Cooper stated it would be a County employee, paid through the County, that will be working in his office as a victim witness coordinator. General Cooper stated the State is going to fund him another position that he can use in circuit court. County Attorney Murphy stated this is actually a 31 month grant. General Cooper stated if the money for the grant is managed correctly he

did not see the grant going away. County Attorney Murphy stated because this would be a County employee, this would need to go to the Administration Committee. Commissioner Stephenson asked if this were to go through and the position was posted, would they be using a disclaimer that is often used to indicate that this is a grant funded position and its continuation is contingent upon continuing funding. General Cooper replied yes. Commissioner Stephenson asked does the grant itself stipulate a job description or is that something that General Cooper would have to put together. General Cooper stated he believed there was a description in the grant. County Attorney Murphy stated it would have to go through the County personnel office. General Cooper stated this employee would be dedicated solely to Maury County. They would not be used in any of the other counties in his district. Commissioner Cook stated she applauded General Cooper for this and Maury County will be better for this.

**VII. COUNTY MAYOR REPORT:** County Mayor Norman reported he had an update from last night. The meeting that was with Denise, he stated there had been some questions about the animal shelter and there are no dogs that are being brought through like a hotel. County Mayor Norman stated it is documented and it is in the policy with the confiscation of about 50 dogs this last week, there were over 400 dogs and cats in the shelter. County Mayor Norman stated they are looking at redoing the policy and not keeping the animals there for so long. Mayor Norman stated the new policy could be put into place next Friday.

**VIII. FINANCIAL REPORTS:**

**A. Investments by Budget Director (Attachment)** Director Weber reported on the Investment Report. Director Weber stated that Mr. Konz was present if anyone had any questions. There were no lights.

**B. Sales Tax by Budget Director (Attachment)** Director Weber stated the Sales Tax is on page 26 of the packet. Director Weber stated that July was \$33,480.00 for the County and \$1,255,024.00 for the schools. Director Weber reported the schools are up 7% and the County is up by .84% for July. Chairman Burkhalter stated if you will take the ending balance of what was collected in 15/16 and 14/15 and divide it by 12 and look what you took in on July, it is within a few thousand dollars. Chairman Burkhalter stated if July is any indication of what they are going to do for the rest of the year, the county is probably going to have over \$15,000,000.00 for the schools this year. Director Weber stated she needed to point out at the bottom of the report it says the County got hit with SITUS again in the amount of \$21,227.00 from the City of Memphis for September and October for \$10,613.50. There were no lights.

**C. 2016/2017 Revenue & Expense Report by Budget Director (Attachment)** Director Weber stated it starts on page 29 with the revenue. Director Weber stated she wanted to point out a couple of things. Director Weber stated the County should be receiving the \$2,362,500.00, payment in lieu of taxes around the end of September for account number 40163. Director Weber stated she wanted to point out some of these appear to have been doubled over from last year. Director Weber stated that was when she was not here last year. Things were busy and the revenue did not get posted in time, so it should start

catching up in September. Director Weber continued to page 31, which are the 101 expenditures. Director Weber stated she wanted to point out that in 51900, the \$6,300.00 budget amount is for the AED's for account 54150, under Drug Enforcement it should be in the 122 fund so it will get corrected next week. Director Weber proceeded to account 58900, Miscellaneous. Director Weber stated this is because they do the autopsies and the Trustee's commission is also the tax relief. Director Weber continued to page 32 of the packet. Director Weber stated that 91100 is the hospital and the County will be doing the quarterly payments for donations coming up in October. There were no lights. Director Weber continued on to the 122 fund. Director Weber reported there was less revenue and less expenditures so it is lower this year. There were no lights. Director Weber continued on to the 125 fund. Director Weber stated she wanted to point out the Adequate Facilities tax is up approximately 20% from last year. Director Weber proceeded to the 131 fund. Director Weber stated the 131 fund starts on page 33 of the packet. Director Weber stated she wanted to point out on this one the mineral severance is down a lot. Director Weber stated this is the timing from last year, but it will even out soon. Director Weber stated the \$40,000.00 budget amendment was for the parks because the highway was doing some work for the parks. Director Weber continued on to the 151 fund. Director Weber stated this fund is normal. Director Weber stated she is working on paying the debt and it is interest only this time, which would be paying by the end of the month. Director Weber continued to the 176 fund. Director Weber stated that is running about the same as last year. There were no lights. Director Weber proceeded to the 189 fund. Director Weber stated it begins on page 35 of the packet. Director Weber stated there is a little more revenue in the 189 fund because they received their pennies this year. The expenditures are about the same as last year. There were no lights. Director Weber continued to the 207 fund. Director Weber stated she wanted to point out the tipping fees on account 43110 was partly due to timing last year. It has increased this year and it is up to \$141,369.41. The sale of recycled materials is up. Director Weber stated with the expenditures for the 207 fund the deficit is about a little more than \$100,000.00 of what it was last year. There were no lights. Director Weber proceeded to the 261 fund. Director Weber stated that it was running close to last year. It is less of a deficit of about \$50,000.00. Director Weber stated, that, all in all, County wide the deficit from last year to this year at this point is less by \$1,110,888.56. Director Weber stated the County is at less of a deficit. There were no lights.

**D. 2016/2017 Supplemental Report of Expenditures (Attachment)** Director Weber stated at this time of year the County should be at approximately 14.88%. Director Weber stated she wanted to point out that in 51710 under Development, they are at 26.38% because of maintenance agreements. Director Weber stated some that are higher is because of maintenance agreements that have to be paid up front. There are some pest control items that have to be paid up front and some insurances. Director Weber stated that Tourism is up a bit because of a lot of the advertising fees that are paid up front. Director Weber stated she did not see anything out of the ordinary. There were no lights.

**E. Cash Report by Budget Director (Attachment)** Director Weber stated the Cash Report is on page 47 of the packet. Director Weber stated it looks normal. Director Weber asked if anyone had any questions. Chairman Burkhalter stated this cash report and the school

outlay does not reflect the \$21,000,000.00 bond. Director Weber stated to look under the general capital outlay where the receipt of \$426,000.00 is shown which is the escrow payment for the bond. The auditors told Director Weber to put it in that fund right now. Director Weber stated that in the next week, the budget office will do a transfer from the 171 fund to the school capital improvement, the 177 fund. There were no lights.

**F. Payroll Report: Overtime/Holiday/Excess Pay/Comp Time (Attachment)** Director Weber stated this is on page 48 of the packet. Director Weber stated, bottom line the county is up \$421.69 over last year in overtime. There were no lights. Director Weber moved on to the Comp time report and it is on page 49 of the packet. Director Weber stated the County is down \$25,923.71, but from last year to this year, the County is up in Comp Time \$5,072.35. Commissioner Shackelford asked why this amount was up. Director Weber stated that part of it would be because the raises are included this year so it could be the County is at the same level it was at last year but with the raises. There were no lights.

**G. Fund 171 Summary:** Director Weber stated this is on page 50 of the packet. Director Weber stated she did send the fund balances out to everybody. There were no lights.

## **IX. Purchasing:**

**A. Completed Bids by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated the completed bid schedule begins on page 53 of the packet. Purchasing Agent Harlan stated he would be glad to answer any questions. Purchasing Agent Harlan stated all of it is fuel. There were no lights.

**B. Schedule Bid Openings by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated the only items that were scheduled was at the top of the page and he would be glad to answer any questions. There were no lights.

**C. Gov-Deals List by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated they had one wreck that had been scrapped out and they had been using it for parts. It was sold on Gov-Deals. Purchasing Agent Harlan stated this was a Sheriff's car. There were no lights.

**D. Capital Expenditures by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated there is not much to report on this. Commissioner Stephenson asked Purchasing Agent Harlan how many buses were included in the \$688,000.00. Chairman Burkhalter stated he believed it was seven buses.

**E. Cherry Glen Land Rental (Bobby Harris)** Purchasing Agent Harlan stated that last month he had brought before the committee the Cherry Glen Agricultural Lease package, which is a multi-year bid invitation that requires commission approval before the County can issue the invitation. Purchasing Agent Harlan stated there had been some questions concerning access to certain points where they could show the property if they had an industrial prospect not totally eliminate the agricultural rent. Purchasing Agent Harlan

stated they were asked to meet with Maury Alliance, Purchasing Agent Harlan and Mayor Norman did meet with the Alliance and there were some meetings with Mr. Bobby Harris. Purchasing Agent Harlan stated they came up with what is on the map, which shows the entirety of the Cherry Glen property. Purchasing Agent Harlan stated that access was requested on three fields. Purchasing Agent Harlan stated this is the revised map if the commission approves the proposal the way it is. This is the map that would be included on the web site for potential people to look at to put in a bid for the agricultural lease on this parcel. Chairman Burkhalter stated this will keep the county's lease intact and there would be no corn planted.

**F. Defibrillator Purchase:** Purchasing Agent Harlan stated he had approached a Civic Club about possibly sponsoring an additional AED at the park. They were reluctant but it is going before their board. Commissioner Shackelford stated he had talked to one of the civic club's and it is going before their board. Purchasing Agent Harlan stated there are three sights remaining outside of the Memorial Building that need to be addressed as soon as possible. One is the Senior Citizens at the park and the others are Part II Court and the Library in Mt. Pleasant. Purchasing Agent Harlan stated they had some money allocated for library equipment last year out of the 189 fund and because of some competitive pricing they didn't spend all of it and they put \$1,944.00 back in the 189 fund. The \$4,200.00 included a trade in on three outdated AED units at the jail. Purchasing Agent Harlan stated his suggestion to the budget committee is to go ahead and buy an AED to put at the Senior Citizen Building. Purchasing Agent Harlan stated for next year's budget cycle he was going to request one for the Election Office. Purchasing Agent Harlan stated there is some cushion in the 189 fund that would handle the purchase but it is up to the committee. Commissioner Wolaver made a motion to go ahead and purchase the one AED for the Senior Citizens Building with the maintenance agreement. He said if the Civic Clubs do not come through then at the next budget meeting they could probably go ahead and pass two more to be purchased. However if they are willing to purchase them, let them go ahead and do so. Seconded by Commissioner Sumners. Commissioner Sumners made an amendment to the motion to include the Mt. Pleasant Courtroom with an AED with a maintenance agreement. Chairman Burkhalter stated to purchase two AED's one to the Senior Citizens and one going to the Mt. Pleasant General Sessions Part 2 Court. Seconded by Commissioner Cook. Commissioner Stephenson asked about the cost for the two and County Attorney Murphy stated the cost is around \$3,300.00. There were no lights. Chairman Burkhalter called for the vote on the amended motion for 2 AED's, one at the Senior Citizens and one at Mt. Pleasant General Sessions Part 2 Courtroom, with the maintenance agreement. All in favor. Amendment Approved 6-0. Chairman Burkhalter stated that now they vote on the motion as amended. All in favor. Motion Approved 6-0.

## **X. DELEGATIONS:**

## **XI. Resolutions**

**A. Res. No. 09-16-20-Resolution Amending 2016/2017 Sheriff's Department Budget Regarding Computer Server Storage. Commissioner Sumners made a motion to Approve. Seconded by Commissioner Shackelford. There were no lights. All in favor. Motion Approved 6-0.**

**B. Res. No. 09-16-21-Resolution Approving a Guaranteed Maximum Price With Hewlett Spencer LLC For The Construction of Bear Creek Pike Fire Station. Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. Commissioner Sumners stated that with the growth that is expected on Bear Creek Pike interchange, he thinks it would be great if they did have a way to pull trucks and engines through the fire bay. Commissioner Sumners made a motion to amend the resolution to add 2 additional doors, the alternate one is \$18,500.00 and the alternate three which is \$10,500.00 for a total of \$29,000.00. The guaranteed maximum price is \$775,640.00 with the additional amount going to adequate facilities, budget would be a total of \$425,060.00 Seconded by Commissioner Cook. There were no lights. Chairman Burkhalter stated they are going to vote on the amended motion to add the six foot turnaround and the two doors for a cost of \$425,060.00. Chairman Burkhalter called for the vote. The vote was 5-1 with Commissioner Parker voting no. Chairman Burkhalter called for the motion as amended. All in favor. Motion Approved 6-0.**

**C. Res. No. 09-16-22-Resolution Amending 2016/2017 School General Purpose and Food Service Budgets. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.**

**D. Res. No. 09-16-23-Resolution Approving County Commissions' Ability to Purchase Health Insurance Under the County Plan. Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. Human Resources Director Gibson stated the effective date would be 10/1/16 and she is working with AETNA on that since it is outside of Open Enrollment, there will probably be medical questionnaires for those that are interested in joining the plan now. Director Gibson stated they would use that information to determine any change in the rate. Chairman Burkhalter called for the vote. All in favor. Motion Approved 6-0.**

**E. Res No. 09-16-24-Resolution Approving Bonds for the Newly Elected County Officials. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Cook. Commissioner Shackelford stated where he works they were not awarded the bid and if they had been awarded the bid he would abstain from voting. Chairman Burkhalter called for the vote. All in favor. Motion Approved 6-0.**

**F. Res No. 09-16-25-Resolution Approving Bonds for the Newly Elected Constable. Commissioner Cook made a motion to Approve. Seconded by Commissioner Shackelford. There were no lights. Motion Approved 6-0.**

**G. Res No. 09-16-27-Resolution Approving Bids and Multi-Year Contracts For Land Rental. Commissioner Cook made a motion to Approve. Seconded by Commissioner Sumners.**

There were no lights. Chairman Burkhalter called for the vote. All in favor. Motion Approved 6-0.

**H. Res No. 09-16-28-Resolution Approving The Victims of Crime Act Grant.** County Attorney Murphy stated the District Attorney will do their in kind matching but the County does not have to contribute funds. The grant is for 31 months and the funds will flow through the County's budget so the appropriate budget accounts are created in the amendment. There will be an additional budget amendment and an additional situation where a job description will be created and then those accounts will be set up for how that individual will be paid through that account. This allows to apply for and accept the grant. The remaining bookkeeping matters of going through the Administration committee to get the job description, and do a budget amendment to set them up so this individual can be paid, will have to be done with a separate resolution. Commissioner Cook made a motion to Approve. Seconded by Commissioner Shackelford. Commissioner Shackelford asked about the in kind part. County Attorney Murphy stated that this is through the District Attorney's office. Commissioner Shackelford stated that later there could be an impact if it is not funded. Commissioner Shackelford stated he felt like they did not need to be funding this if this grant cannot be secured after the 31 months. There were no lights. All in favor. Motion Approved 6-0.

**I. Res No. 09-16-29- Resolution Amending 2016/2017 Capital Expenditure Fund Budget Regarding A Sheriff's Department Vehicle.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 6-0.

## **XII. NEW BUSINESS:**

**A. Marvin Wright School Addition Discussion-**Chairman Burkhalter stated the schools are not here tonight to ask for any money but Chairman Burkhalter is notifying the committee that the schools are coming. It may be a month or two months but they will be coming for an addition at Marvin Wright School. Chairman Burkhalter stated they did get the money for the schools but it is not going to be enough money.

**B. Payroll Discussion: Topped Out/4% Raise/Pre-Budget Raises-** Chairman Burkhalter stated there had been some telephone calls made to commissioners about the pay raise. HR Director Gibson stated it was to her understanding that there were some Highway Department employees not happy about the 4% lump payment. HR Director Gibson stated the pay scale is broken into grades so each job has a minimum and a maximum amount of pay, because jobs were worth a certain amount of money. HR Director Gibson stated she sent out an E-Mail on Friday, June 17 to the full commission and the E-Mail stated that she understood that Commissioners had a discussion regarding raises. They wanted to do something for the topped out employees and determine how it would be handled. HR Director Gibson stated she sent the commission an E-Mail and recommended the 4% cost of living for the employees and the topped out employees not be left out because they were long term good employees. HR Director Gibson stated she recommended they receive a lump sum. Their hourly rate of pay does not change. HR

Director Gibson stated she recommended they calculate that and divided their lump sum over the remaining 22 pay periods because the raises were not effective until September 1. HR Director Gibson stated the lump sum payment was passed when the 4% was passed. HR Director Gibson stated if you put the 4% on the hourly rate then their pay is outside the maximum of their grade. HR Director Gibson stated she stands behind that recommendation. She feels that is fair and you are still rewarding your topped out employees. Chairman Burkhalter stated the biggest complaint he has heard about this pay raise is that no employee that was hired after January 1, 2106 would receive this 4%. Mr. Boshers department had several employees that were hired after that date. Mr. Boshers stated he thought in his budget that after the 90 days probation period, he had money in his budget where he could give these employees the 4% raise. Mr. Boshers was wanting to give his people a 4% raise after their probation period was over. Chairman Burkhalter questioned that if the commission does this for Mr. Boshers' people do they have to do this across the board for the entire county. Commissioner Parker stated he would not support in making any change. Commissioner Wolaver stated he believed that they gave due diligence to this pay raise idea. Commissioner Wolaver stated he could not support changing the pay raise plan. Commissioner Sumners asked what the pre-budget raises were. Budget Director Weber stated that when Sandy first came to her office during budget season, they talked about the payroll part. She had a list for Mr. Boshers, stating that these people get this raise and Director Weber stated she called that a pre-budget raise. Director Weber stated she put it in the budget and it was mentioned that there were raises in there. Commissioner Sumners questioned if they got a 4% raise plus their pre-budget raise. Commissioner Sumners asked if there were any other departments doing this. HR Director Gibson stated the Sheriff's Department did. Commissioner Sumners asked if there was any other departments giving pre budget raises. Budget Director Weber stated that IT had a employee, who had received additional certification so he got bumped up. Commissioner Sumners asked if there was a policy on raises. HR Director Gibson stated there is a salary policy and there is some language in the policy that allows Department Heads to give raises, however it has to be within their budget. Commissioner Sumners stated he believes that policy needs to be changed. County Mayor Norman stated that out of a very small percentage of 402 employees and his 12 departments every single one were happy they received 4%. Mr. Boshers stated he presented this with his budget. Commissioner Sumners asked Mr. Boshers what resolution he was seeking tonight. Commissioner Cook stated she hopes they can review this policy through the Administration Committee because she had no idea there were pre budget raises being given. Commissioner Cook stated she is in shock that it happened. Commissioner Sims stated he remembered Mr. Boshers bringing this through his budget and he stated that Chairman Burkhalter, through no fault of his own, was not here. Commissioner Sims stated he also remembers the Sheriff talking about when he was interviewing experienced people, he would go 3% above the minimum pay to start them out. Commissioner Sims stated he remembered Mr. Wells talking about to get a qualified person that he did not start that person at the minimum pay either. Commissioner Sims stated these things were talked about during the budget process. Commissioner Sumners asked if elected officials have to follow the County's payroll policy. HR Director Gibson stated as far as she knows all elected officials have adopted Maury County policies. HR Director Gibson stated that every department is under the county policy. Commissioner Wolaver stated if

Mr. Boshers had money in his budget for the people that were hired after January 1, then there is not anything they can do about that. Commissioner Wolaver stated he would not support a resolution that would appropriate any more county dollars to do that.

Commissioner Stephenson thinks in reality they need to look at a number of polices and documents which need to be revised and upgraded. Commissioner Stephenson stated she thinks there needs to be full disclosure at budget time to the budget committee and to the commissioners. Commissioner Whiteside stated this is not a new problem. Chairman Burkhalter stated there is no action being taken tonight.

**XIII. OLD BUSINESS:**

**XIV. ANNOUNCEMENTS:**

- A. County Commission Regular Meeting, Monday September 19, 2016 at 6:30 P.M. Tom Primm County Commission Room, Hunter-Matthews Complex. If you can be present at 5:15 P.M. they are going to have prayer and meal and then at 6:00 P.M. there will be a public hearing.

**XV. Adjournment:**

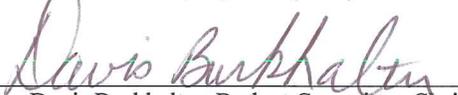
- A. Motion was made to adjourn at 7:05 P.M.

APPROVED



Charlie Norman, Jr., County Mayor

SIGNED



Davis Burkhalter, Budget Committee Chairman