

BUDGET COMMITTEE

September 9, 2019

6:00 PM

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PRESENT: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland,  
Travis Hill, Ray Lyons and Kelly Collins

ABSENT: None

CALL TO ORDER: Ross Garland, Chairman

ROLL CALL: Quorum Present

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- Approval of Agenda: With the addition of consideration of hiring a new employee for the Finance Department added to the agenda under New Business, motion was made by Travis Hill, seconded by Isaiah Grindstaff to approve the agenda.. By voice roll call vote, motion carried.
  
- Approval of Minutes: Motion was made by Isaiah Grindstaff, seconded by Kelly Collins to approve the minutes of the August 12, 2019, meeting as presented. By voice roll call vote, motion carried. A nay vote was noted by Ronnie Trivett and an abstaining vote from Ray Lyons.
  
- Public Comments: None
  
- Old Business: Chairman Garland asked for any update on the status of the county's Project Manager position. Patty Woodby stated the salary approved by the Budget Committee in the amount of \$30,000 was brought before the full commission but was deferred until the requirements and job description were in place.
  
- New Business: Chief Parrish addressed the committee stating the Tennessee Legislature had passed a new law making a 25 years of service retirement available to police officers and firefighters. He stated the current county policy is the county picks up employees insurance at 55 years of age and 20 years of service and was ultimately requesting the commission's approval in a reduction to 52 years of age and 20 years of service. He said he was told by the County Attorney to first bring this issue to the Financial Management Committee, but due to the fact their first question would be is it cost feasible, he wanted to present it to the Budget Committee first for their recommendation. He stated if the Financial Management Committee approved it, a Resolution would have to be drawn up changing the county's policy. He also said felt the new policy should be extended to all eligible county employees. Motion was made by Ronnie Trivett, seconded by Patty Woodby to recommend this issue be presented to the Financial Management Committee for their consideration and all county employees be included. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Regarding the Fleet Management of the Sheriff's Department's vehicles and for situational awareness only, Chief Parrish stated he wanted to update them on where they were now and on the direction they were seeking going forward. He explained presently the Sheriff Department's vehicles had low mileage and were in good maintenance. He stated their plan was to use a three (3) year Capital Lease purchase plan in order to keep the newer vehicles as front line vehicles



and rotate with older vehicles for school resource officer and other uses. He said their aim was to keep the front line vehicles in top shape and with all the necessary accessories. Chief Parrish stated their approval to enter into lease purchase agreements would have to be given at a later date but no action was needed by the committee at this time.

Road Superintendent Colbaugh addressed the committee on the Riverview Road project to repair damage from a landslide caused by a flood earlier this year. He said bids had been let and would be opened on September 16, 2019, at 8:30 AM and until that time the amount of the contract or the contractor would be unknown. As this issue is time sensitive, Supt. Colbaugh requested their support in the opening of the bids and forwarding the contract to Ross Garland, Chairman of the Budget Committee, with the awarded contractor named as well as the amount. Then Mr. Garland could present it to the full commission on the same day at their 6:00 PM regularly scheduled meeting and the project would not be delayed another month. He stated funds for the project would be taken from the Highway Fund Balance and put back into the same account when FEMA reimbursed the county. Motion was made by Travis Hill, seconded by Willie Campbell to honor Superintendent Colbaugh's request. By roll call vote as follow, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Financial Director, Brad Burke, informed the committee that the State had approved the County's Budget for 2019-2020 with no issues. He presented the General Fund #101, Analysis of Fund Balance FYE June 30, 2019, answering any questions from the committee. As part of their annual review process, he presented the Carter County, Tennessee, Fund Balance Policy for their approval to send to the full commission. In the policy under Minimum Level of Unassigned General Fund Balance it states the unassigned fund balance will not at any point during the fiscal year be less that twenty (20%) of projected annual expenditures. As the county appears to presently be sound financially, the committee asked that be changed to twenty-five (25%). (copy of amended policy attached) Motion was made by Travis Hill, seconded by Willie Campbell to accept the policy with that one (1) change to be presented to the full commission for approval. By voice roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Brad Johnson, Chairman of the Financial Management Committee, presented the request from the Financial Director, Brad Burke for one (1) additional full-time employee for his department. He related the changes within that department that necessitated the new hire and stated it was unanimously approved by the Financial Management Committee. He said the position would be for a purchasing clerk and presented a list outlining the job description and salary range. (Attached to minutes) Motion was made by Ronnie Trivett, seconded by Isaiah Grindstaff to approve the Finance Department's request to be presented to the full commission. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye



Ray Lyons	aye	Kelly Collins	aye
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- Budget Amendments

Motion was made by Ray Lyons, seconded by Patty Woodby to approve General Fund #101, Budget Amendment #2, Items # 1 - #15 in the amount of \$885,045.72 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Motion was made by Isaiah Grindstaff, seconded by Willie Campbell to approve Solid Waste/Sanitation Fund #116, Budget Amendment #2, Items #1 - #3 as presented in the amount of \$151,266.83. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Motion was made by Travis Hill, seconded by Kelly Collins to approve Drug Control Fund #122, Budget Amendment #2, Items #1 - #2 as presented in the amount of \$5,632.00. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Motion was made by Travis Hill, seconded by Patty Woodby to approve Sports and Recreation Fund #123, Budget Amendment #1, Item #1 in the amount of \$11,900.00 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Motion was made by Isaiah Grindstaff, seconded by Willie Campbell to approve Highway/Public Works Fund #131, Budget Amendment #2, Item #1 in the amount of \$29,261.23 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Motion was made by Isaiah Grindstaff, seconded by Willie Campbell to approve General Purpose School Fund #141, Fiscal Year Ending June 30, 2020, Original Budgets (A), Items #1 - #2 in the amount of \$129,611.65 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye



Ray Lyons                      aye                      Kelly Collins                      aye

- Motion was made by Isaiah Grindstaff, seconded by Patty Woodby to approve General Purpose School Fund #141, Budget Amendment #2, Items #1 - #7 in the amount of \$172,140.54 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Motion was made by Travis Hill, seconded by Willie Campbell to approve the August 2019 Donations to the Animal Shelter in the amount of \$517.68 and the Drug Fund in the amount of \$310.53 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Comments

As new appointments would be made to the committee next month, Ross Garland thanked all the present members. He stated he thought they had worked well together.

When asked by Ronnie Trivett, Shannon Posada, Animal Shelter Director, told him the Spay/Neuter Bus at Tractor Supply was a separate entity and made no contributions to the shelter.

Mayor Barnett informed the committee he had only found out this morning the county had been awarded the entire \$50,000 from the Three Star Program.

On motion by Isaiah Grindstaff, seconded by Kelly Collins the meeting adjourned.

Respectfully submitted,

Approved to entry:

Suzi Wallace

\_\_\_\_\_  
Ross Garland, Chairman



Job Description - Purchasing Clerk

- Reviews and approves all requisitions upon ensuring they comply with all county policies, contracts, proper expenditure account coding, and budget availability.
- Ensures compliance with County Purchasing Procedures and State and Federal Law.
- Compiles and maintains an approved vendor listing.
- Drafts legal notices and obtains general and detail bid specifications, then submits them to the finance director or the deputy finance director.
- Provides legal notices to department heads and advises them on most economical and effective advertising.
- Notifies vendors of current bids in certain circumstances.
- Schedules bid dates and assists in public bid openings, ensuring that the County complies with all laws and regulations.
- Reviews and approves all requisitions upon ensuring they comply with all county policies, contracts, expenditure account coding, and budget availability.
- Works with architects and engineers (and the county project manager) on acceptance of bids and administration of construction projects.
- Prepares annual and semiannual requirement bids for various supplies, materials, and items used by all Carter County departments on a regular basis.
- Monitors and evaluates performance of vendors.
- Prepares report of all formal bids for County Commission approval.
- Assists department heads in properly disposing of county surplus property.
- Other purchasing and Finance Department duties as assigned.

Salary

Benefits/Taxes	\$ 28,000	\$ 33,000
Soc. Security	1,736.00	2,046.00
Life	21.60	21.60
Medical Insurance	?	?
Dental	228.24	228.24
TCRS	4,183.20	4,930.20
medicare	496.00	478.50
Unemp.	42.00	
<b>Total not including Med. Ins.</b>	<u>35,019.44</u>	<u>40,746.54</u>

Note: The following funds have agreed to increase their payments to the Finance Department for a total of \$20,848: Highway, General Purpose School, and Central Cafeteria



	A	B	W
1	Carter County, Tennessee		
2	General Fund (#101)		
3	Analysis of Fund Balance		
4	FYE June 30, 2019		
5			
6			
7			
8	Fund Equity Account #	Account Title	Ending Balance @ June 30, 2019
10			
11	39000	Unassigned Fund Balance	9,751,043.11
12			
13		<b>Restricted for General Government</b>	
14	34510-001/43392	Computer System - Register	111,628.62
15	34510-002/43365	County Archives and Records Management Fee	388,400.13
16	34510-003/44170	Unclaimed Funds from State of TN}	18,940.42
17			
18		<b>Restricted for Finance</b>	
19	34515-001/43396	County Clerk - Data Processing	28,484.10
20	34515-002/46835	County Clerk - Title Fees	28,298.67
21			
22		<b>Restricted for Administration of Justice</b>	
23	34520-001/42191/391/491/591	Courtroom Security	51,815.61
24		<i>Automation:</i>	
25	34520-002/42190/42290	Circuit	11,766.00
26	34520-003/42390	General Sessions	115,422.62
27	34520-004/42490	Juvenile	16,494.72
28	34520-005/42530	Chancery	38,106.52
29			
30		<b>Restricted for Public Safety</b>	
31	34525-000/46210	Law Enforcement Training Supplement	32,400.00
32	34525-001/42180/42380	Alcohol and Drug Treatment	48,689.84
33	34525-002/40266	Jail/Workhouse/Courthouse {litigation tax}	319,847.74
34	34525-003/43395	Sexual Offender Registration Fees	17,338.00
35	34525-004/43394	Automation - Sheriff	(38,103.35)
36	34525-005/47680	Title III {fire, rescue, emergencies}	802.23
37	34525-006/40260	Jail/Workhouse/Courthouse {lit. tax-old Fund #112}	68,343.14
38			



	A	B	W
39		<b>Restricted for Public Health and Welfare</b>	
40	34530-001/48610	Animal Shelter {donations}	37,351.70
42	34530-003/46390	Health Department - tobacco grant	4,224.37
43	34530-118/46390	Health Department - Built Environment Grant	20,000.00
44			
45		<b>Restricted for Capital Projects</b>	
46	34585-000	Debt Proceeds (1996) for Bridges (Siam & Crabtree)	0.00
47	34585-001	Unspent Appropriations {50% - passed 1/16/18}	580,185.48
48	34585-064	Restricted for Emergency Operations Center	192,984.00
49	34585-065	Restricted for Courthouse Security Project (SPE)	104,085.00
50			
51		<b>Committed for Public Safety</b>	
53	34625-032/44530-032	Sheriff - auction proceeds	(2,761.98)
54	34625-034/43370	Inmate Telephone Contract {commissions}	19,995.68
55	34625-036/44131	Jail Commissary Contract {commissions}	27,802.52
56	34625-037	Old Jail {deconstruction}	32,187.00
57	34625-038/46915/48110	Excess Board Bills	282,347.14
58			
59		<b>Committed for Public Health and Welfare</b>	
60	34630-090/48610	Clean Teens {contributions}	1,000.00
61	34630-083/44170	Animal Shelter Cash Shortage (partial recovery)	7,717.38
62			
68		<b>Assigned for Administration of Justice</b>	
69	34720-000	Chancery Court Clerk (rear office door)	2,000.00
70		<i>Carryover Unspent Approp. {commission approved}</i>	
71	34720-001	Chancery Court Clerk	14,860.06
72	34720-002	Other Administration of Justice {juries}	25,749.73
73			
74		<b>Assigned for Public Safety</b>	
75	34725-039/49700/54110/54210	Insurance Recovery	105,566.63
76	34725/54110	Jail Deconstruction	32,187.00
77			
78		<b>Assigned for Public Health and Welfare</b>	
79		<i>Carryover Unspent Approp. {commission approved}</i>	
80	34730-000/55120	Animal Shelter	30,361.64
81			
82		<b>Assigned for Other Operations</b>	
83	34745-001/44540	Purchase of Land for Industry	98,567.18
86		Total	12,626,128.65



# Carter County, Tennessee

## Fund Balance Policy

Carter County hereby establishes and will maintain reservations of Fund Balance as defined herein in accordance with the **Governmental Accounting and Financial Standards Board (GASB) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions***. This policy shall apply to the County's General Fund and General Debt Service Funds.

### Classification of Fund Balances

Under GASB Statement No. 54, fund balances are classified as non-spendable, restricted, committed, assigned or unassigned amounts.

1. **Non-Spendable** – Amounts that cannot be spent because they are either in a (a) non-spendable form, including items not expected to be converted to cash (i.e. Inventories, prepaid amounts, long-term portion of loans and notes receivable and property acquired for resale), or (b) legally or contractually required to be maintained intact (i.e. the principal of a permanent fund).
2. **Restricted** – Amounts constrained to be used for a specific purpose as per external parties, constitutional provision, or enabling legislation.
3. **Committed** – Amounts constrained to be used for a specific purpose as per action by the Board of County Commissioners. Amounts classified as committed are not subject to legal enforceability like restricted resources; however, they cannot be used for any other purpose unless the Commission removes or changes the commitment by taking some action it employed to impose the commitment.
4. **Assigned** – Amounts intended to be used by the County for a specific purpose, but are neither restricted nor committed. The Intent shall be expressed by the Board of Commissioners or a designee authorized by the Board of Commissioners for a specific purpose in accordance with policy established by the Board of Commissioners. The nature of the actions necessary to remove or modify an assignment is not as rigid as required under a committed fund balance classification.
5. **Unassigned** – Amounts available for any purpose (amounts that are Non-Spendable, Restricted, Committed, or Assigned) in the General Fund.

### Governmental Fund Type Definitions

1. The General Fund is the principal fund of the County and is used to account for all activities applicable to the general operations of County government which are not properly accounted for in another fund. All general operating revenues which are not restricted or designated as to use are recorded in the General Fund. Included in this fund are activities for the Constitutional Offices, Supported Agencies, Unassigned Departments, Accounts and Budgets Department, and Health Services.
2. The Debt Service Fund is used to account for resources that are restricted, committed, or assigned to expenditures for the principal and interest of General Obligation bond issues. This fund may also accumulate additional resources to make future debt services payments.

### Prioritization of Fund Balance Use (Spending Policy)

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County to use the restricted amounts first as permitted under law. When an expenditure is incurred for purposes for which amounts in any of the unrestricted



fund balance classifications could be used, it shall be the policy of the County to use the committed amounts first, followed by the assigned amounts, and then unassigned amounts.

**Minimum Level of Unassigned General Fund Balance**

It shall be the policy of the County to begin each fiscal year with a minimum unassigned fund balance in the General Fund for four months budgeted average expenses for that year. Such fund balance shall serve liquidity needs, protect against unforeseen emergencies, enhance the credit worthiness of the County, and insure stable tax rates. As part of the budgetary process, the Finance Director shall prepare a cash flow forecast to determine the unassigned fund balance will not at any point during the fiscal year be less than twenty-five (25%) percent of projected annual expenditures. Fund Balances in excess of the minimum may only be appropriated for expenditures by an affirmative vote of a majority of the County Commission.

**Minimum Level of General Debt Service Fund Balance**

Each year the budget committee of the County shall determine the principal and the interest requirements of the County and recommend sources of revenue to meet these requirements. It shall be the policy of the county to begin each fiscal year with a balance of cash or investments in the Debt Service Fund of forty percent (40%) of the current year Debt Service Obligations or an amount equal to the debt service fund expenditure requirements during the first six months of the fiscal year, whichever is greater. Prior to approval of the annual budget, the Finance Director shall prepare a cash flow forecast to determine the requirements of this policy are met. The Finance Director shall also determine management of the Debt Service portfolio is in compliance with the Carter County Debt Management Policy.

**Annual Review and Determination of Fund Balance Reserve Amounts**

Compliance with the provisions of this policy shall be reviewed as part of the closing of the financial books at year-end (June 30) and the amounts of restricted, committed, assigned and non-spendable fund balances will be determined. Any residual general fund balance amounts will be classified as unassigned.

**Emergency Expenditure Policy**

The minimum fund balances as set forth through the Carter County, Tennessee Fund Balance Policy are to be maintained at all times except in the case of an emergency as defined by the 1981 Financial Management Act and the purchasing policies developed for Carter County. In an actual emergency, the County may expend below the minimums as set forth in the Fund Balance Policy pursuant to the applicable authority.

**Policy Review**

This policy is to be reviewed by the Carter County Board of Commissioners annually. Review shall be initiated by the Budget Committee.



# **BYLAWS OF THE INDUSTRIAL DEVELOPMENT BOARD OF CARTER COUNTY, TENNESSEE**

## **ARTICLE I- OFFICE LOCATION**

The principal offices of the Industrial Development Board shall be the Carter County Mayor's Office, Carter County Courthouse, Elizabethton, Tennessee. Meetings of the Board of Directors for the transaction of business, except such as required by law to be transacted at the principal offices, may be held elsewhere in the County of Carter County. All books, journals and records of the Industrial Development Board shall be kept at the principal office.

## **ARTICLE II- BOARD OF DIRECTORS**

The Board of Directors shall consist of nine (9) members in which all powers of the Industrial Development Board are vested. All directors shall be duly qualified electors of and taxpayers in the County. The directors shall serve as such without compensation except that they shall be reimbursed for their actual expenses incurred in and about the performance of their duties. No director shall be an officer or employee of the County.

The directors shall be elected by the County Commission of Carter County and they shall be so elected that they shall hold office for staggered terms. At the time of the election of the first Board of Directors, the County Commission shall divide the directors into three groups of three (3) each. The first term of the directors included in the first group shall be two (2) years; the first term of the directors included in the second group shall be four (4) years; the first term of directors included in the third group shall be six (6) years; and thereafter the terms of all directors shall be six (6) years; provided, that if at the expiration of any term of office of any director a successor to the director shall not have been elected, then the director whose term of office shall have expired shall continue to hold office until a successor shall be so elected.

### **ARTICLE III- OFFICERS OF THE BOARD**

The officers of the Board of Directors shall consist of a Chair, a Vice-Chair, a Secretary and a Treasurer. The Chair shall preside at all meetings of the Board of Directors. Except as otherwise authorized by Resolution of the Board of Directors, the Chair shall sign all contracts, bonds, deeds, and other instruments made by the Board of Directors. At each meeting, the Chair shall submit recommendations and information as he/she may consider proper concerning the business affairs and policies of the Board of Directors.

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as a new Chair shall be selected.

The Secretary shall keep records of the Board of Directors, shall act as Secretary of the meetings of the Board of Directors and record all votes, and shall keep a record of the proceedings of the Board of Directors in a journal of proceedings to be kept for such purposes, and shall give, or cause to be given, notice of all meetings of the members and the Board of Directors and shall perform all duties incidental to his/her office. The Secretary shall keep in safe custody the seal, if a seal is adopted of the Board of Directors and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Directors.

The Treasurer shall have the care and custody of all funds of the Industrial Development Board and shall deposit the same in the name of the Industrial Development Board in such bank or banks as the Board of Directors may select. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board of Directors. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board of Directors, at each meeting (or more oftener when requested), an account of his/her transactions and also of the financial condition of the

Board. The Secretary shall give such bond for the faithful performance of his/her duties as the Board of Directors may designate.

The offices of Secretary and Treasurer may be combined and occupied by the same person if the Board of Directors so chooses.

The officers of the Board of Directors shall perform other duties and functions as may from time to time be required by the Board of Directors or the bylaws or rules and regulations of the Board of Directors.

The Chair, Vice-Chair, Secretary, and Treasurer shall be elected each year from among the current directors at the January meeting of the Board of Directors, or the first regular meeting of every calendar year if no meeting is held in January, and shall hold office for one year or until their successors are elected and qualified.

Should any office become vacant, the Board of Directors shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

The Board of Directors may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Industrial Development Corporation Act of Tennessee and all others laws of the State of Tennessee applicable thereto. The selection and compensation of such personnel shall be determined by the Board of Directors subject to the laws of the State of Tennessee.

#### **ARTICLE IV – MEETINGS**

The Board of Directors shall hold an annual organizational meeting at which officers are elected in January of each year, or the first regular meeting of every calendar year if no meeting

is held in January, with the date, time, and location of said meeting being publicly advertised in advance.

The Board of Directors will hold additional regular meetings each year on a quarterly basis. All regular meetings of the Board of Directors shall be publicly advertised at least five (5) days in advance in a newspaper of general circulation within Carter County, Tennessee, with said advertisement providing the date, time, and location of said meeting; however the place, date, and time of holding regular meetings may be changed from time-to-time, by Resolution, without the formality of amending this section, provided, however, public notices of any changes of meeting dates shall be given by publication in the same manner described above.

Special meetings may be called by the Chair at his/her discretion or in response to written request of any two (2) Board Directors by providing each member with at least twenty-four (24) hours written notice served personally or left at his/her usual place of residence. Business transacted at any special meeting shall be limited to subjects recited in the notice of such meetings. The public should be given as much notice as feasible of each special meeting which is called.

The powers of the Industrial Development Board shall be vested in the Board of Directors thereof in office from time-to-time. A majority of the members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time-to-time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board of Directors upon a vote of a majority of the Directors who are present at the meeting.

The Chair shall have the power to appoint such committees as he/she may deem advisable; said committees shall have the power to recommend a course of conduct to the Board of Directors but shall have no extraordinary powers to act.

At the regular meetings of the Board of Directors the following shall be the order of business:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Approval of minutes of previous meeting
5. Treasurer's report
6. Prospect activity report
7. Attorney's report
8. Committee reports
9. Old business
10. New business
11. Adjournment

All Resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board of Directors.

The voting on all questions/motions, which are not unanimous, shall be by roll call and the "ayes", "noes" and abstentions shall be entered upon the minutes of each meeting. The conduct of all meetings shall be governed by Roberts Rules of Order.

#### **ARTICLE V – CONTRACTING POWERS**

The Industrial Development Board of Carter County was formed under the authority contained in Tennessee Code Annotated Title 7, Chapter 53 and is vested with all of the powers granted therein and is subject to all of the regulations contained therein. The purpose of the organization of the Industrial Development Board is to acquire, own, lease, and dispose of properties and thus promote industry and develop trade by inducing manufacturing, industrial, governmental and commercial enterprises to locate or remain in the County of Carter County. Upon entering into any contract or lease agreement with any manufacturing, industrial, or commercial enterprise, the Industrial Development Board shall provide therein for a payment by such enterprise of a sum of money in lieu of taxes, which sum may be fixed as a separate item

for payment in the instrument of lease or other document or may be included in the rental payments provided for in such instrument.

#### **ARTICLE VI – ADOPTION AND AMENDMENT**

The Bylaws of this Industrial Development Board shall be promulgated and established by the Board of Directors, but in accordance with the provision contained in the Articles of Incorporation, such Bylaws and any amendments thereto shall first be submitted to the County Mayor and Board of County Commissioners for Carter County and approved by Resolution duly adopted.

The Bylaws may be amended and submitted for approval by the Mayor and Board of County Commissioners for Carter County only with the approval of at least three-fourths of the Directors at a regular meeting or at a Special Meeting called for said purpose provided however, that at least five (5) days notice in writing shall be given to all Directors of the proposed amendment.

Approved by three-fourths of the Directors of the Industrial Development Board of Carter County, Tennessee during a regular meeting conducted on the 5<sup>th</sup> day of September, 2019.

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Phil Isaacs  
IDB Chairman

Approved by Resolution of the Board of County Commissioners for Carter County, Tennessee, during a regular meeting conducted on the 16<sup>th</sup> day of September, 2019.

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Ray Lyons  
County Commission Chairman