

# Board of Commissioners

## Carter County, TN

### REGULAR SESSION

May 16, 2022, 6:00 PM

I. **Call to Order**

Chairperson Ginger Holdren called the meeting to order at 6:01 PM.

II. **Courthouse Emergency Egress Plan – EMA Office – Billy Harrell (report recorded on page: 739)**

III. **Roll Call**

**Present:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Robin McKamey
Julie Guinn	Ginger Holdren	Kelly Collins
Bradley Johnson	Layla Ward	Thomas Proffitt
Mark Tester	Randall Jenkins	

**Absent:**

Aaron Frazier

IV. **Approval of Agenda**

Chairwoman Ginger Holdren asked to amend the agenda to add (7B) Carter County Humane Society Proclamation – Mayor Patty Woodby. (Agenda recorded on page: 740/741/742)

**Motion by Mark Blevins, second by Robin McKamey to accept the agenda with amendments.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Robin McKamey
Julie Guinn	Ginger Holdren	Kelly Collins
Bradley Johnson	Layla Ward	Thomas Proffitt
Mark Tester	Randall Jenkins	

**With twenty-three (23) yes votes, motion carried.**

V. **Opening Prayer – Commissioner Willie Campbell**

VI. **Pledge of Allegiance – Commissioner Travis Hill**

VII. **A. Recognition of Elected & Appointed Officials / Guests**

**B. Carter County Humane Society Proclamation – Mayor Patty Woodby**

Mayor Patty Woodby presented a proclamation honoring the Carter County Humane Society founded by Bill and Katherine Armstrong, and the work they have done since 1982. They are a 100% volunteer, non-profit organization. Their main duty is to provide spay/neuter assistance to low-income families, investigating animal abuse and neglect, and fostering animals until a home can be found for them. Under the leadership of Bob and Penny White they continue to work for the community.

Commissioner Aaron Frazier signed in and is present.

VIII. **Acceptance of Minutes from the Regular Session Meeting held April 2022**

**Motion by Randall Jenkins, second by Isaiah Grindstaff to accept the minutes from the April 2022 meeting.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Nancy Brown	Mark Tester
Mark Blevins	Julie Guinn	Charles Von Cannon
Robert Acuff	Bradley Johnson	Isaiah Grindstaff

Austin Jaynes  
Jerry Proffitt  
Ross Garland  
Ginger Holdren  
Layla Ward

Randall Jenkins  
Travis Hill  
Gary Bailey  
Sonja Culler  
Daniel McInturff

Aaron Frazier  
Kelly Collins  
Thomas Proffitt

**Abstain:**

Mike Miller  
Robin McKamey

**With twenty-two (22) yes votes, two (2) abstain, motion carried.**

**Acceptance of Minutes from the Special Called Meeting held on May 06, 2022.**

**Motion by Bradley Johnson, second by Julie Guinn to accept the minutes from the Special Called Meeting held on May 06, 2022.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell  
Mark Blevins  
Robert Acuff  
Nancy Brown  
Julie Guinn  
Bradley Johnson  
Mark Tester

Charles Von Cannon  
Isaiah Grindstaff  
Austin Jaynes  
Jerry Proffitt  
Ross Garland  
Ginger Holdren  
Layla Ward

Randall Jenkins  
Travis Hill  
Gary Bailey  
Sonja Culer  
Kelly Collins  
Thomas Proffitt

**Abstain:**

Mike Miller  
Daniel McInturff

Aaron Frazier  
Robin McKamey

**With twenty (20) yes votes, four (4) abstain, motion carried.**

IX. **Approval of Notaries and Bonds (Recorded on page 743)**

CAROLYN MYERS SHRADER	SUSAN BLEDSOE	HANNA HAMILTON
R THOMAS REIN	THURSTON C WEBB	CURTIS BRUMIT
SANDRA H DAVIS	TARA C THOMAS	DEL M HAUSER
CAROL O'ROURKE	JAMES JOHNSON	ROBIN MCKAMEY
TAMELA C COLLINS		

**Motion by Mark Blevins, second by Isaiah Grindstaff to approve the Notaries and Bonds.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell  
Mark Blevins  
Robert Acuff  
Nancy Brown  
Mike Miller  
Julie Guinn  
Bradley Johnson  
Mark Tester

Charles Von Cannon  
Isaiah Grindstaff  
Austin Jaynes  
Jerry Proffitt  
Ross Garland  
Ginger Holdren  
Layla Ward  
Randall Jenkins

Travis Hill  
Gary Bailey  
Sonja Culler  
Daniel McInturff  
Aaron Frazier  
Kelly Collins  
Thomas Proffitt

**Abstain:**

Robin McKamey

**With twenty-three (23) yes votes, one (1) abstain, motion carried.**

X. **Public Comments**

Kathy Anderson for Horseshoe Cove spoke about the lack of services that they receive as residents of Carter County. She reminded the commission that the homes in that area are million-dollar homes and they a huge portion of the property tax in the county and she believes that they should have better service.

Mary Harvey attended the meeting to ask the commission to consider the clerks online presence by having the minutes and the agenda on-line in a timely manner. She also spoke about the online meetings were difficult to find and would like this to be addressed as well.

Julie Hunsberger spoke about a portion of road in the Milligan area that is desperate need of repair. She stated that it has been in poor condition for a long time with no service. She would like to see the county adopt this piece of land and maintain it.

Brent Nipper, Milligan College spoke about the portion of road in the Milligan area as well. He stated that Milligan and Emanuel students travel this area, and the condition of the road is hazardous. He also would like to see the county adopt this piece of roadway.

XI. **Recognition of Instructor and Students Responsible for the Design of the Stoney Creek and Hampton Volunteer Fire Departments – Mayor Patty Woodby**

Paige Greer is a senior at Hampton High School. She designed the Hampton Volunteer Fire Department substation using the skills she learned in the Architectural Drafting Program at Hampton High School. She has been accepted into the University of Tennessee Architecture program and is a three-time Tennessee State Architectural Drafting champion, winning both the SkillsUSA and Technology Student Association competitions.

Jonathan Green is a graduate of Hampton High School and Northeast State Community College with an Associate of Applied Science Degree. He has been named the Most Outstanding Engineering Design Student for his graduating class. He used his skills from the Drafting Program at HHS and NESCC to design the new Stoney Creek Volunteer Fire Department substation.

Mayor Woodby asked that the commission honor both individuals for their service to their community as well as their dedication and hard work in pursuing their goals.

XII. **Consideration of Adding “Juneteenth” as a County Holiday – Potential Rescheduling of June 2022 County Commission Meeting**

Attorney Josh Hardin stated that, in his opinion, the county commission does not have the authority to make this a county paid holiday. This did not pass as a holiday on the state level by Governor Lee.

XIII. **Mayoral Report – Mayor Patty Woodby**

Mayor Woodby informed the committee that David Bowers would be appointed to the 1<sup>st</sup> Utility District and Mike McKinney would be appointed to the Siam Utility District.

She informed the committee that Governor Lee reached out to her to fill a vacancy on the Local Planning Advisory Board, she will take that seat on July 1, 2022.

XIV. **Committee Reports (specific action items listed for each committee)**

A. **Budget:**

**Motion by Aaron Frazier, second by Mark Blevins to approve funds for 1<sup>st</sup> Utility District of up to \$15,000 for Danner Bridge and up to \$60,000 for Blevins Hollow Bridge, for water line replacements. Funds are to come from ARP.**

Chairwoman Holdren asked why these projects were brought before the commission before the ARP projects were approved. Mr. Frazier stated that it was a timing thing, these bridge projects needed to get started as soon as possible.

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion from the floor to approve total funding for Outside Agencies for FY 2022-23 in the amount of \$1,423,999.**

**Vice Chair Aaron Frazier asked to withdraw this motion.**

**Motion by Aaron Frazier, second by Isaiah Grindstaff to set aside excess revenues and unexpended funds from the Animal Shelter budget each year into a reserve account designated for use by the Animal Shelter as approved by the Budget Committee and County**

**Commission upon request, including to aid in the transition of the Animal Shelter to a 501 (c) 3 organization. Reserve Account to be limited to \$250,000.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Kelly Collins to restore the county's distribution of Local Option Sales Tax proceeds that existed as of June 30, 2021 pursuant to state law which requires that 50 of all LOST proceeds are divided among all school systems within Carter County pursuant to the appropriate average daily attendance calculations, with the remaining 50% of proceeds retained by Carter County in the School Capital Projects Fund.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles on Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Ross Garland to approve County Fund #101 budget amendment #11 (items #1-17 for a total of \$276,586.61, with \$72,403.01 coming from Fund Balance, and \$55,669.99 being returned to Unassigned Fund Balance (101 Q 39000)).**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Mark Blevins to approve county Fund #101 budget amendment #11a for a total of \$2,000 funds within the Mayor's budget.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Sonja Culler to approve Solid Waste Fund #116 budget amendment #4 for \$18,500 for completion of the recycle center.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Isaiah Grindstaff	Sonja Culler
Mark Blevins	Austin Jaynes	Daniel McInturff
Robert Acuff	Jerry Proffitt	Aaron Frazier
Nancy Brown	Ross Garland	Robin McKamey
Mike Miller	Ginger Holdren	Kelly Collins
Julie Guinn	Layla Ward	Thomas Proffitt
Bradley Johnson	Randall Jenkins	Absent:
Mark Tester	Travis Hill	Mike Miller
Charles Von Cannon	Gary Bailey	

**With twenty-four (24) yes votes, motion carried**

**Motion by Aaron Frazier, second by Willie Campbell to approve Highway Fund #131 budget amendment #6 for a total of \$802,000 with nothing coming from Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Jerry Proffitt to approve General Fund #141 budget amendment #11 (items #1-8) for a total of \$720,414.76, with nothing coming from Unassigned Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Gary Bailey
Mark Blevins	Isaiah Grindstaff	Sonja Culler
Robert Acuff	Austin Jaynes	Daniel McInturff
Nancy Brown	Jerry Proffitt	Aaron Frazier
Mike Miller	Ross Garland	Robin McKamey
Julie Guinn	Ginger Holdren	Kelly Collins
Bradley Johnson	Layla Ward	Thomas Proffitt
Mark Tester	Randall Jenkins	
	Travis Hill	

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Willie Campbell to approve School Federal Projects Fund #142 budget amendment #11 (items #1-6) for a total of \$119,632.42, with \$4,536.66 being returned to Unassigned Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Julie Guinn to approve Food Service Fund #143 budget amendment #2 (items #1) for a total of \$8,4000, with nothing coming from Unassigned Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Nancy Brown to approve Head Start Fund #145 budget amendment #7 (items #1-2) for a total of \$19,440.30, with nothing coming from Unassigned Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Jerry Proffitt to approve Education Capital Projects Fund #177 budget amendment #3 (item #1) for a total of \$100,000 with 100,000 being returned to Unassigned Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Sonja Culler to approve monetary donations to the Animal Shelter in the amount of \$2,198.00 and monetary donations to the Sheriff's department in the amount of \$1,400.00**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Mark Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**B. Building & Grounds**

**Motion by Isaiah Grindstaff, second by Nancy Brown to approve lease agreement with Roan Mountain Volunteer Fire Department.**

Attorney Hardin summarized the lease.

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**C. Financial Management**

**Motion by Bradley Johnson, second by Mark Tester to approve Employee Bonus Policy.**

This policy would be what the finance department would use to administer and to pay bonuses. (Policy Recorded on page: 744)

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Gary Bailey
Mark Blevins	Austin Jaynes	Sonja culler
Robert Acuff	Jerry Proffitt	Daniel McInturff
Nancy Brown	Ross Garland	Aaron Frazier
Mike Miller	Ginger Holdren	Robin McKamey
Julie Guinn	Layla Ward	Kelly Collins
Bradley Johnson	Randall Jenkins	Thomas Proffitt
Mark Tester	Travis Hill	

**No:**

Isaiah Grindstaff

**With twenty-three (23) yes votes, one (1) no votes, motion carried.**

**Motion by Bradley Johnson, second by Mark Tester to approve changes to Purchasing / Bid Policy. Prior and Proposed policy. (Recorded on page: 745/746)**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Bradley Johnson, second by Nancy Brown to approve revised Carter county Employee Handbook (v11-2022).**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**D. Highway**

**Motion Mark Blevins, second by Nancy Brown to adopt a 0.2-mile section of “Old Milligan Highway” as a county road to be added to the Carter County Road List and maintained by the Carter County Highway Department, and to provide \$25,000 in additional funding to the Highway Department for the immediate repair of said road.**

Discussion began about the project and Bradley Johnson asked what account the money was going to come from. The minutes from the Highway Committee Meeting stated that it would come from the General Unassigned Fund Balance. Travis Hill stated that there need to be a vote to approve the adoption of the road and a vote to suspend the rules to be able to vote on the funds because it did not go through the Budget Committee.

Mark Blevins withdrew his motion.

**Motion by Mark Blevins, second by Nancy Brown to adopt the 0.2-mile section of “Old Milligan Highway” as a county road to be added to the Carter County Road List.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Aaron Frazier, second by Travis Hill to suspend the rules for a vote for the Highway Department.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**Motion by Mark Blevins, second by Willie Campbell to approve \$25,000 to the Highway Department for repairs to Old Milligan Highway, funds to come from the General Unassigned Fund Balance.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Daniel McInturff
Mike Miller	Ross Garland	Aaron Frazier
Julie Guinn	Ginger Holdren	Robin McKamey
Bradley Johnson	Layla Ward	Kelly Collins
Mark Tester	Randall Jenkins	Thomas Proffitt

**With twenty-four (24) yes votes, motion carried.**

**E. Agriculture**



Mark Tester introduced the new Director, Rachael Dean. She announced that she has lots of new programs that she will be adding to the Agriculture Department. Looks forward to the new position and working with the commission.

**F. Health & Welfare**

Robert Acuff updated the commission on the prioritization of the ARP fund projects that have been submitted. He is hopeful to have the list finished soon to present to Budget, Financial Management, and the Full Commission.

**Chamber of Commerce**

Ross Garland updated the commission on the events that are happening with the Chamber. The Omnium Bike Race will be the 3<sup>rd</sup> – 5<sup>th</sup> of June. They will also be bringing the Farmers Market back to downtown starting on Tuesday June 7<sup>th</sup> and will continue every Tuesday throughout the summer at the Covered Bridge Park.

**Keep Carter County Beautiful**

Commissioner Garland updated that they will be doing a cleanup on Milligan Highway.

**G. Building & Grounds**

**Motion was made by Isaiah Grindstaff, second by Robert Acuff to accept the bid for the Finance Department Remodel from Construction Partners, LLC with a quote of \$440,400.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Travis Hill
Mark Blevins	Isaiah Grindstaff	Sonja Culler
Robert Acuff	Austin Jaynes	Aaron Frazier
Nancy Brown	Jerry Proffitt	Robin McKamey
Mike Miller	Ross Garland	Kelly Collins
Julie Guinn	Ginger Holdren	Thomas Proffitt
Bradley Johnson	Layla Ward	
Mark Tester	Randall Jenkins	

**No:**

Gary Bailey	Daniel McInturff
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**With twenty-two (22) yes votes, two (2) no votes, motion carried.**

**Education**

Kelly Collins stated that they did not meet this month but would be meeting in June.

**H. Landfill**

Gary Bailey informed the commission that Landfill Director Benny Lyons has informed him that a piece of equipment is down and needs a new motor. This will cost about \$46,000 to repair.

Discussion took place to learn what the circumstances were and what was going to have to take place to keep the landfill open.

**Motion by Robin McKamey, second by Mark Blevins to suspend the rules because this request for funds did not go through the Budget Committee.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Mark Tester	Travis Hill
Mark Blevins	Charles Von Cannon	Gary Bailey
Robert Acuff	Austin Jaynes	Sonja Culler
Nancy Brown	Jerry Proffitt	Aaron Frazier
Mike Miller	Ross Garland	Robin McKamey
Julie Guinn	Ginger Holdren	Kelly Collins
Bradley Johnson	Layla Ward	Thomas Proffitt

**No:**

Isaiah Grindstaff	Randall Jenkins	Daniel McInturff
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**With twenty-one (21) yes votes, three (3) no votes, motion carried.**

**Motion by Aaron Frazier, second by Robin McKamey to set aside up to \$42,000 in reserve account depending on state requirements coming from general Unassigned Fund Balance for the purchase of a replacement engine.**

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Isaiah Grindstaff	Sonja Culler
Mark Blevins	Austin Jaynes	Daniel McInturff
Robert Acuff	Jerry Proffitt	Aaron Frazier
Nancy Brown	Ross Garland	Robin McKamey
Julie Guinn	Ginger Holdren	Kelly Collins
Bradley Johnson	Layla Ward	Thomas Proffitt
Mark Tester	Randall Jenkins	
Charles Von Cannon	Gary Bailey	

**No:**

Travis Hill

**With twenty-three (23) yes votes, motion carried.**

**I. Rules & Bylaws**

**Motion by Randall Jenkins, second by Julie Guinn to adopt a policy to add to the county Commission Rules of Procedure that presentations to the full county commission shall not exceed 10 minutes in length unless the presenter is granted additional time by the chairperson.**

Discussion began with questions about who this pertains to. Attorney Hardin answered stating that he believes that commissioners would not be restrained from speaking but this would cover anyone coming before the commission with a presentation.

Chairwoman Holdren stated that presenters are usually given a time limit, some adhere to it some do not.

Electronic Vote as Follows:

**Yes:**

Willie Campbell	Charles Von Cannon	Randall Jenkins
Robert Acuff	Isaiah Grindstaff	Travis Hill
Nancy Brown	Austin Jaynes	Gary Bailey
Mike Miller	Jerry Proffitt	Sonja Culler
Julie Guinn	Ross Garland	Aaron Frazier
Bradley Johnson	Ginger Holdren	Robin McKamey
Mark Tester	Layla Ward	Thomas Proffitt

**No:**

Mark Blevins	Daniel McInturff	Kelly Collins
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**With twenty-one (21) yes votes, three (3) no votes, motion carried.**

**XV. Insurance Information – Finance Director Carolyn Watson**

Carolyn Watson, Finance Director stated that everyone received information about the insurance with their packet. Everything has been done and there was a 13% increase. Employees are being asked to do a one on one with representatives from Sequoyah to discuss options and what their premiums will be, also, to give them insight into wellness programs available.

**XVI. County Attorney Report**

Attorney Joshua Hardin summarized his report. (Recorded on page: 747)

**XVII. Commissioner Comments**

Isaiah Grindstaff asked about the Trustee tax roll additions that were given out tonight.

Chairwoman Holdren informed the commission that it was not put on the agenda for May but would be on the agenda for June.

Daniel McInturff thanked the commissioners for their concern during his absence over the last few weeks.

Gary Bailey gave an update from Landfill Director Benny Lyons stating that it was going to take 9 to 11 weeks to get the engine in. He will report the cost of the rentals just as soon as he gets them.

XVIII. Adjourn

Motion by Austin Jaynes, second by Randall Jenkins to adjourn. All in Favor, meeting adjourned at 8:00 PM.

DRAFT

## April EMA activity sheet

4/4 Director was dispatched by 911 to a truck fire with fuel runoff to Hwy 91 past The Burger Hut. Upon arrival with Stoney Creek VFD we placed oil dry down before the fuel could get to the storm drain.

4/4 EMA officers attended the Amateur Radio Emergency Services class for certification.

4/5 EMA Director's Billy Harrell and Jimmy Erwin from Unicoi County taught a Traffic Incident Management class for our local constables and wrecker drivers for Carter County. We had 10 in the class at our new EOC.

4/6 We sold an old EMA trailer on GovDeals and made \$1,700 to go back into our budget. We placed this money into the fuel line item.

4/11 Director met with Daniel Estes from the City of Elizabethton in reference to purchasing tornado sirens with the ARP money and placing one at each city fire station. He is going to talk to the Elizabethton City Council about the idea.

4/11 Director attended the Carter County Budget Meeting.

4/12 Director attended an exercise planning meeting with the Department of Health.

4/14 Director attended a Webex meeting with the local Health Care Coalition

4/14 Director attended the Elizabethton City Council Meeting.

4/18 Director attended the yearly meeting with our local Red Cross and the director Dawn Day.

4/18 EMA responded to 828 Mulberry St. in reference to an oil spill in the main road. Upon arrival Elizabethton City Fire was on scene. I placed down a total of 4 booms to stop run off and to soak up the excess oil. A report was done and forwarded to the code department of Elizabethton.

4/19 EMA was dispatched by 911 to an overturned dump truck on Piney Flats Rd. We assisted with an oil clean up in the ditch line on private property. We also assisted the clean up and replacing of the grass back the way it originally was.

4/19 EMA was asked to participate in a full-scale active assailant drill at Life Care Nursing Home. They are required to have a full drill every year.

4/20 Director attended the Carter County 911 Board Meeting at the 911 office.

4/20 EMA Director and Deputy Director attended the Carter County ARES Meeting to prepare for a full scale drill at Sycamore Shoals Hospital.



AGENDA  
Board of County Commissioners  
Carler County, Tennessee  
REGULAR SESSION  
Monday, May 16, 2022 at 6:00 PM

1. Call to Order
2. Courthouse Emergency Egress Plan- **EMA Office**
3. Roll Call- **County Clerk**
4. Approval of Agenda
5. Opening Prayer- **Commissioner Willie Campbell**
6. Pledge of Allegiance
7. Recognition of Elected & Appointed Officials/Guests
8. Acceptance of Meeting Minutes From the Regular April County Commission Meeting and the May 8, 2022 Special Called Commission Meeting
9. Approval of Notaries & Bonds
10. Public Comments- 5 minutes per person
11. Recognition of Instructor and Students Responsible for the Design of the Stoney Creek and Hampton Volunteer Fire Departments- **Mayor Patty Woodby**
12. Consideration of Adding "Juneteenth" as a County Holiday- Potential Rescheduling of June 2022 County Commission Meeting
13. Mayoral Report – **Mayor Patty Woodby**
14. Committee Reports (specific action items listed for each committee)
  - A. **Budget Committee:**
    1. Motion from the floor to approve funds for 1st Utility District of up to \$15,000 for Danner Bridge and up to \$60,000 for Blevins Hollow Bridge, for water line replacements. Funds are to come from ARP.
    2. Motion from the floor to approve total funding for Outside Agencies for FY 2022-23 in the amount of \$1,423,999.

3. Motion from the floor to set aside excess revenues and unexpanded funds from the Animal Shelter budget each year into a reserve account designated for use by the Animal Shelter as approved by the Budget Committee and County Commission upon request, including to aid in the transition of the Animal Shelter to a 501 (c)(3) organization. Reserve Account to be limited to \$250,000.
4. Motion from the floor to restore the county's distribution of Local Option Sales Tax proceeds that existed as of June 30, 2021 pursuant to state law which requires that 50% of all LOST proceeds are divided among all school systems within Carter County pursuant to the appropriate average daily attendance calculations, with the remaining 50% of proceeds retained by Carter County in the School Capital Projects Fund.
5. Motion to approve County Fund #101 budget amendment #11 (items #1-17) for a total of \$276,588.61, with \$72,403.01 coming from Fund Balance, and \$55,669.99 being returned to Unassigned Fund Balance (101 Q 39000).
6. Motion to approve County Fund #101 budget amendment #11a for a total of \$2,000 funds within the Mayor's budget.
7. Motion to approve Solid Waste Fund #116 budget amendment #4 for \$18,500 for completion of the recycle center.
8. Motion to approve Highway Fund #131 budget amendment #6 for a total of \$802,000 with nothing coming from Fund Balance.
9. Motion to approve General Fund #141 budget amendment #11 (items #1-8) for a total of \$720,414.76, with nothing coming from Unassigned Fund Balance.
10. Motion to approve School Federal Projects Fund #142 budget amendment #11 (items #1-6) for a total of \$119,632.42, with \$4,536.66 being returned to Unassigned Fund Balance.
11. Motion to approve Food Service Fund #143 budget amendment #2 (items #1) for a total of \$9,400, with nothing coming from Unassigned Fund Balance.
12. Motion to approve Head Start Fund #145 budget amendment #7 (items #1-2) for a total of \$19,440.30, with nothing coming from Unassigned Fund Balance.

13. Motion to approve Education Capital Projects Fund #177 budget amendment #3 (Item #1) for a total of \$100,000 with \$100,000 being returned to Unassigned Fund Balance.

14. Motion to approve monetary donations to the Animal Shelter in the amount of \$2,198.00 and monetary donations to the Sheriff's department in the amount of \$1,400.00.

**B. Buildings & Grounds Committee:**

1. Motion to approve lease agreement with Roan Mountain Volunteer Fire Department.

**C. Financial Management Committee:**

1. Motion to approve Employee Bonus Policy.

2. Motion to approve changes to Purchasing/Bid Policy.

3. Motion to approve revised Carter County Employee Handbook (v11-2022).

**D. Highway Committee:**

1. Motion to adopt a 0.2 mile section of "Old Milligan Highway" as a county road to be added to the Carter County Road List and maintained by the Carter County Highway Department, and to provide \$25,000 in additional funding to the Highway Department for the immediate repair of said road.

**E. Rules & Bylaws Committee:**

1. Motion to adopt a policy to add to the County Commission Rules of Procedure that presentations to the full county commission shall not exceed 10 minutes in length unless the presenter is granted additional time by the chairperson.

15. County Attorney Report

16. Commissioner Comments

17. Adjourn

NOTARES / BONDS

TO BE APPROVED

MAY 16, 2022



CAROLYN MYERS SHRADER

SUSAN BLEDSOE

HANNAH HAMILTON

R THOMAS REIN

THURSTON C WEBB

CURTIS BRUMIT

SANDRA H DAVIS

TARA C THOMAS

DEL M HAUSER

CAROL O'ROURKE

JAMES JOHNSON

ROBIN MCKAMEY

TAMELA C COLLINS

DRAFT



**Carter County**

**Employee Bonus Policy – 1<sup>st</sup> Draft**

- Employee must have been employed at least 60 days prior to commission approval of the bonus distribution.
- Employee must have consistent hours every pay period for the 60 days prior to commission approval of the bonus with exception of the following circumstances
  - Medical leave (with approval of the department director or elected official)
  - Military service
- Distribution of bonus amounts to employees are to be done as directed by the commission for both part time and full time employees that met the above criteria.
- Elected Officials have the right to ask for commission approval of exceptions to the commission approved amount or employee policy stated above. This will need to be done in advance of the expected bonus payment date.
- Bonus amounts will be paid to employees on a separate payroll run and be taxed at the bonus rate after full commission approval.

Proposed

4. **PURCHASES EXCEEDING \$250,000**  
If a department can reasonably estimate that a capital purchase item, combination of items or project will cost between \$250,000 and \$499,999 (excluding state bridge projects), the detailed specifications in the form of an RFP shall be drafted and submitted to the Financial Management Committee. The Financial Management Committee shall review and approve the RFP prior to its release. The department should anticipate and allow for additional time for the Committee to review and to approve the draft RFP. In the event that there are questions, revisions or recommendations made, the approval process and time frame may be extended until these concerns are resolved.
5. **PURCHASES EXCEEDING \$500,000**  
If a department can reasonably estimate that a capital purchase item, combination of items, or project will cost \$500,000 or more (excluding state bridge projects), an independent company shall draft the RFP for items or services that do not have an existing contract. The Financial Management Committee shall review and approve the RFP prior to its release. The department should anticipate and allow for additional time for the Committee to review and to approve the draft RFP. In the event that there are questions, revisions or recommendations made, the approval process and time frame may be extended until these concerns are resolved. If the cost of the independent company is anticipated to exceed \$25,000, then this service must also be bid out following the procedures herein.
6. **DOCUMENTATION OF PRELIMINARY ESTIMATES**  
Departments should document and maintain information regarding how the estimated purchase cost was derived in the event that bids substantially exceed preliminary estimates.
7. **PURCHASES FROM TENNESSEE STATE CONTRACT PRICING**  
As authorized by state law, purchases through State of Tennessee statewide contracts and price agreements meet the legal requirements for formal competitive bid and will be exempt from limitations provided in these purchasing policies, as do state bridge projects. Examples of such contract pricing include Sourceswell Procurement, GSA.gov, and those found on TN.gov/Procurement websites. Departments should utilize state contract items whenever they provide a savings to the county, taking into consideration availability, location of supplier, delivery time, shipping charges, minimum order, etc., when compared to locally available items.
8. **SOLE-SOURCE PURCHASES**  
Sole source procurement is any action that limits the purchasing agent to one source of supply. This action can be initiated by a sole source justification letter

Prior

**4. PURCHASES EXCEEDING \$250,000**

If a department can reasonably estimate that a capital purchase item, combination of items or project will cost between \$250,000 and \$499,999 (excluding state bridge projects), the detailed specifications in the form of an RFP shall be drafted and submitted to the Financial Management Committee. The Financial Management Committee shall review and approve the RFP prior to its release. The department should anticipate and allow for additional time for the Committee to review and to approve the draft RFP. In the event that there are questions, revisions or recommendations made, the approval process and time frame may be extended until these concerns are resolved.

**5. PURCHASES EXCEEDING \$500,000**

If a department can reasonably estimate that a capital purchase item, combination of items, or project will cost \$500,000 or more (excluding state bridge projects), an independent company shall draft the RFP. The Financial Management Committee shall review and approve the RFP prior to its release. The department should anticipate and allow for additional time for the Committee to review and to approve the draft RFP. In the event that there are questions, revisions or recommendations made, the approval process and time frame may be extended until these concerns are resolved. If the cost of the independent company is anticipated to exceed \$26,000, then this service must also be bid out following the procedures herein.

**6. DOCUMENTATION OF PRELIMINARY ESTIMATES**

Departments should document and maintain information regarding how the estimated purchase cost was derived in the event that bids substantially exceed preliminary estimates.

**7. PURCHASES FROM TENNESSEE STATE CONTRACT PRICING**

As authorized by state law, purchases through State of Tennessee statewide contracts and price agreements meet the legal requirements for formal competitive bid and will be exempt from limitations provided in these purchasing policies, as do state bridge projects. Examples of such contract pricing include Sourcewell Procurement, GSA.gov, and those found on TN.gov/Procurement websites. Departments should utilize state contract items whenever they provide a savings to the county, taking into consideration availability, location of supplier, delivery time, shipping charges, minimum order, etc., when compared to locally available items.

**8. SOLE-SOURCE PURCHASES**

Sole source procurement is any action that limits the purchasing agent to one source of supply. This action can be initiated by a sole source justification letter by specifying a brand name or particular model number without specifying a

COUNTY ATTORNEY REPORT  
MAY 2022

General Litigation update:

1. Litter regulation violation cases (Carter County Chancery Court)- continued work in prosecution of active litter cases. Hearings for five active cases with compliance obtained in two and attachments issued for the arrest of three property owners.

Other Work performed/ongoing.

1. Research completed and opinions rendered for various county office holders and commissioners as requested.
2. County Commission – Draft of Public Notice and attend special called County Commission meeting, research state law and county purchasing and bidding procedures, state approved providers and services in preparation for meeting; Draft of agenda for regular meeting and compile packet materials for Clerk; Complete research regarding adding Juneteenth as a paid county holiday.
3. Highway Committee/Department – Complete title research on Lynn Avenue ROW, draft of Quitclaim Deed and obtain execution of deed by Mayor and provide to Mr. Kvermeland; Title research and assist with Old Milligan Highway issues; Title research and correspond with Attorney and U.S. Forestry Service Engineer re: Morgan Lane issue; Finalize acquisition of ROW for Southgate Drive; Attended Committee meeting.
4. Trustee's office – Research and assist with property tax issues.
5. Financial Management Committee – Attended committee meeting and assisted with legal issues; Finalize formal termination of Evergreen Solutions, LLC Contract; Research and revision of updated Employee Handbook.
6. Mayor's Office – Review of Shaw & Shanks Contract and assist in draft of project termination correspondence for Workforce Development Center; Assist with statewide property and sales tax comparison questions
7. Parks & Rec Board – Title research and assist with potential ROW acquisition for Gap Creek Park.
8. Finance Department- Research and assist with budget procedural and legal questions; Continued research and assistance with communications project bid issues; Complete research regarding LOST tax split issue and render opinion.
9. Tax Assessor's Office - Research tax issue re: PILOT with AY McDonald Corporation.
10. Animal Shelter – Call with Director and review of letter received from 911 Board Attorney
11. Planning Department – Continued meetings and assistance provided re: court prosecution of litter cases.
12. Budget Committee – Attend Budget hearings and committee meeting.
13. Landfill Committee - Attended Committee meeting.
14. County Clerk - Research re: marriage license issue
15. Health & Welfare Committee - Attended committee meeting; Research and assist with premium pay for employees legal concerns.
16. Buildings & Grounds Committee – Attended committee meeting; Additional research re: former rock quarry property; Assistance with legal issues surrounding service animals.
17. Rules & Bylaws Committee - Attended Committee meeting, assist with procedural rules.