

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

The Budget Committee met on Tuesday, August 9, 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, GWYNNE EVANS

OTHERS PRESENT: Gerald Adkison, Talvin Barner, Michael Fulbright, Craig Harris, Don Morrow, Terry Potts, Eric Previti, Ricky Sims, Sue Stephenson, Gary Stovall, Scott Sumners, Debbie Turner, 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:**

Chairman Burkhalter stated there are only four names present on the agenda Chairman Burkhalter and Commissioner Evans name are missing under Roll Call. Chairman Burkhalter stated to add them to the budget agenda. Commissioner Cook made a motion to approve. Seconded by Commissioner Wolaver. All in favor. Motion Approved 6-0.

**IV. REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

A. July 12, 2016 Regular Meeting Minutes. Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. All in favor. Motion Approved 6-0.

**V. COUNTY MAYOR REPORT:**

County Mayor Norman did not have a report.

**VI. FINANCIAL REPORTS:**

A. **Investments by Budget Director (Attachment)** Director Weber reported on the Investment Report. Director Weber stated this is for the month of July 2016. Director Weber stated they have increased the interest the county is expecting receive for 2016/2017 to \$500,000.00 and in July they received \$49,103.80. Commissioner Shackelford stated he had sent out an e-mail to Ashley McAnulty to see when there would be a timeline to get the school money. First, the budget has to be approved. Director Weber stated she talked to Steve Osborne at the State on Friday and they are having an issue. There would be a letter coming out and the State has to decide out how to do the letters. Director Weber stated they informed her to call them Thursday or Friday. Director Weber stated the letters would deal with the 142 Fund which is the

Schools Federal Project Fund. Commissioner Shackelford asked that once Director Weber was informed to please include the commission, budget committee and Ashley McAnulty on an e-mail. Chairman Burkhalter stated he had talked with Ashley McAnulty yesterday and Mr. McAnulty hopes to have something ready in the next 2 to 3 weeks Mr. McAnulty also stated to Chairman Burkhalter to extend an invitation to any commissioner that wanted to attend to the bid opening. Chairman Burkhalter stated if anyone would like to come to the bid opening when the bond is issued they are welcome. Chairman Burkhalter or Commissioner Shackelford will let them know the date is. There were no lights.

**B. Sales Tax by Budget Director (Attachment)** Director Weber stated the Sales Tax is on page 11 of the packet. Director Weber stated this is for June. Director Weber stated for the 15/16 year the County is up 13.09% above last year. Director Weber stated the schools are up approximately 10% above last year. Director Weber stated the county had just received the sales tax in for July and it was just over \$27,500.00. There were no lights. Commissioner Burkhalter stated if anyone runs into Mr. Lukonen to let him know that the schools would go over \$14,000,000.00 this year and Mr. Lukonen did not believe they would and Mr. Lukonen owed him a dinner.

**C. 2016/2017 Revenue & Expense Report by Budget Director (Attachment)** Director Weber stated the 101 Fund begins on page 12 of the packet. Director Weber stated she wanted to point out that on 40163 In Lieu of Taxes the \$27,000.00 should be \$0.00 and the next line Local Option Sales Tax, 40210 should be on that line. Chairman Burkhalter asked County Attorney Murphy about the litigation tax. Chairman Burkhalter asked if that tax will drop off when the Jail debt ends. Chairman Burkhalter stated to Director Weber to make sure the Jail debt will be paid off in March or April and make sure there is no other outstanding Jail debt. Director Weber stated on page 14 there are a lot more revenue and expenditures this July than there was last July. Director Weber stated on page 14, the total revenue for the 101 Fund is \$1,176,372.57, where last year it was only \$289,499.00. Director Weber stated it is a bit off. There were no lights. Director Weber stated she did not notice anything or big things that needed to be changed there was one bill that was paid in June which ended up having to be voided in July and it was ran again to get the numbers right. There were no lights. Director Weber continued to the 122 Fund. Director Weber stated there are less revenues and less expenditures this year. Director Weber stated on the 125 Fund, on page 16, they brought in \$111,288.90 of Adequate Facilities for the month of July. Director Weber proceeded to the 131 Fund. Director Weber stated it is looking better this year compared to last year. Director Weber continued to the 151 Fund. Director Weber stated it is looking good right now. Director Weber moved on to the 176 Fund. Director Weber stated the Wheel Tax is not showing up yet because of the timing. They are doing accounts receivable and things will start showing up next month. Director Weber moved on to the 189 Fund. Director Weber stated there is revenue in but they did not spend anything but bank fees. Director Weber proceeded to the 207 Fund. Director Weber stated that right now they are at a deficit because their revenues have not come in as fast as their expenditures normally would at this time. Director Weber stated that Central Maintenance is also at a deficit.

Commissioner Stephenson asked if Ms. McClain's or Mr. Roe's office, since they had hours extended, had any more revenue been collected. Director Weber stated she could get with them and see about that. There were no lights.

- D. 2016/2017 Supplemental Report of Expenditures (Attachment)** Director Weber stated that everything looks normal right now. Director Weber stated on Page 22 account 55390, Appropriation to State, is where the timing between June and July for paying the last quarter of last year. There were no lights. Director Weber continued to the 122 Fund, on page 23. Director Weber stated that so far in expenditures they have used 12.95%. There were no lights. Director Weber proceeded to the 125 Fund Adequate Facilities. Director Weber stated the County has not spent anything. Director Weber stated, for the record, the budget numbers are not approved yet but she did put them in the report. Director Weber continued to the 131 Fund. Director Weber stated they are at 7.78% so far. There were no lights. Director Weber proceeded to the 151 Fund. Director Weber stated they are already at 38% because they do not pay the larger amounts until March for April. Director Weber stated they do pay QSCB, the schools, and one of the schools loans monthly. Director Weber continued to the 176 Fund. Director Weber stated they are at 31.33% and that has to do with the Highway and how much is spent from it. Director Weber proceeded to the 189 Fund. Director Weber stated they only spent a little on some Trustee Fees. Director Weber continued to the 207 Fund. Director Weber stated they are at 18.62% so far this year. There were no lights. Director Weber proceeded to the 261 Fund. Director Weber stated that Central Maintenance was at 8.38% which is normal.
- E. Cash Report by Budget Director (Attachment)** Director Weber stated the Cash Report is on page 31. Director Weber stated it shows the cash balances of 7/31. Director Weber stated this includes the schools and everything. Director Weber stated that the \$1,000,000.00 is for Adequate Facilities. Director Weber stated on page 36, the 125 Fund after the calculation, it looks like it may be \$2,800,000.00. There's \$1,000,000.00 Yanahli, County Attorney Murphy stated there is approximately a \$1,900,000.00 balance. Director Weber also included \$600,000.00 for Clara Mathis Road. Commissioner Shackelford asked Director Weber where the \$400,000.00 for the Fire Hall was. Director Weber stated she had talked to Purchasing Agent, Buddy Harlan about that today, and she would be looking for the resolution for that. Commissioner Shackelford asked if the \$1,900,000.00 is available for the 125 Fund and does it include the \$400,000.00. Director Weber stated you would have to deduct that amount. There were no lights.
- F. Payroll Report: Overtime/Holiday/Excess Pay/Comp Time (Attachment)** Director Weber stated this is on page 22 of the packet. Director Weber stated that Marilyn Harlan had revamped this report and it is a lot easier to understand. Director Weber stated for overtime in the first section is just the Sheriff and the Jail .It shows what they did in July and the fiscal year to date. Director Weber stated the Overtime and Holiday Pay shows where the deputies have to work because of Holidays. Director Weber stated the first line under total operation and holiday is the Sheriff and the Jail. Director Weber stated it is a lot easier to see the break down. Director Weber stated the grand total, which is basically from last year to this year is down \$6,052.96. Commissioner Parker stated in the future he wanted documents to be correct. Chairman Burkhalter stated that it looks like the

overtime in the Sheriff's Department is down about \$5,000.00 from this time last year. Director Weber moved on to Comp. Time. Director Weber stated the change in liability increased \$2,701.85 from last year to this year.

**G. 171 Summary Report:** Director Weber stated she thinks they will end up with about \$100,000.00 to \$125,000.00 in that fund. County Attorney Murphy stated he believes that the \$100,000.00 is refinancing that debt since it was not spent last year and it will have to go back to Debt Service. Director Weber will check on this and will give a report back. Director Weber stated she could not do anything until all the other projects are finished. There were no lights.

**H. Fund Balances:** Director Weber stated she had a note to check on the \$400,000.00 for the Bear Creek Fire Station and she will check on that tomorrow once she finds an answer, she will let the commission know. There were no lights.

## **VII. Purchasing:**

**A. Completed Bids by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated the completed bid schedule begins on page 37 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 there is actually one bid scheduled for right now and he would be glad to answer any questions. Purchasing Agent Harlan stated this is the space assessment at the library. Commissioner Sumners asked Purchasing Agent Harlan to give an update on what it is going to be taking place in the commission room after the commission meeting. Purchasing Agent Harlan stated he had a phone conversation with the vendor last Friday morning, he is ready to start moving in here and is in close communication with the County's IT Department, soon as they can, after the commission meeting, they are going to get to work and everything should be utilized by the September commission meeting. There will be some training involved with the commission.

**C. Gov-Deals List by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated there is nothing for Gov-Deals this month.

**D. Capital Expenditures by Purchasing Agent (Attachment):** Purchasing Agent Harlan stated there is nothing there until the budget is finalized.

## **VIII. DELEGATIONS:**

## **IX. Resolutions**

**A. Res. No. 08-16-20-Resolution Approving Services Agreement with Centerstone of Tennessee.** Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.

**B. Res. No. 08-16-21-Resolution Amending 2016/2017 Capital Expenditure Fund Budget to Approve the Purchase of Three Patrol Vehicles for the Maury County Sheriff's Department.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Evans. Chairman Burkhalter stated the commission determined there was money left over in the 189 Fund the commission decided to take it out of the 189 Fund and purchase these cars, instead of putting them on this year's budget. Chairman Burkhalter stated if the County's budget is approved by the Comptroller this will move forward. If not, the Sheriff will have to postpone it another month. There were no lights. All in favor. Motion Approved 6-0.

**C. Res. No. 08-16-23-Resolution Amending 2016-2017 Highway Fund Budget.** Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.

**D. Res. No. 08-16-24-Resolution Approving Highway Department Use of Adequate Facilities Funds for Road Improvements to Clara Mathis Road.** Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. County Attorney Murphy stated if the County does not have a budget they cannot do this resolution. Commissioner Shackelford stated he did not like that the County is just getting a budget approved and the first meeting after that there is a request to take \$600,000.00 out to fix a road. He stated if it is that important and is a safety issue, then he should fix it out of his budget. Commissioner Shackelford stated he would not support it. Commissioner Sumners stated this road is in terrible shape. Commissioner Sumners stated he would support it. Commissioner Wolaver stated the County has spent Adequate Facilities money in a lot worse ways. Commissioner Harris stated the commission should go back and look at the Private Act. Commissioner Harris believes in the Private Act it recommends how to use the money. Commissioner Harris stated the committee may want to take a moment in the next week or two to visit and make sure the commission is in conformance for what the Private Act says. Chairman Burkhalter stated this road is one of the roads that Mr. Boshers chose to do and he gets a lot of calls on this road. This road will qualify for Adequate Facilities. Commissioner Cook stated there are roads in other districts that need to be taken care of and she will not support this. Commissioner Stephenson stated it is the homes in three districts that are generating the bulk of this money and there are a lot of homes going up in these three districts. Commissioner Stephenson stated when the money is getting used in these three districts it is because that is by far the area where most of these homes are being built. Chairman Burkhalter called for the roll call vote. Commissioner Evans Aye, Commissioner Parker No, Commissioner Wolaver Aye, Commissioner Cook No, Chairman Burkhalter Aye, Commissioner Shackelford No. The vote was 3-3. The motion fails.

**E. Res No. 08-16-25-Resolution Approving Bids and Multi-Year Contracts For Land Rental (Cherry Glen Industrial Park.)** Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. Commissioner Wolaver stated the current lease agreement is \$50,000.00 a year. There were no lights. All in favor. Motion Approved.

**X. NEW BUSINESS:**

**XI. OLD BUSINESS:**

**A. AED Update:** Purchasing Agent Harlan gave everyone a 4 page handout on where the County is with the AED Update. The AED is were installed throughout the County as far as they would go. After the AED's were installed, Emergency Management conducted a series of trainings on operation of the AED's and CPR certification. Purchasing Agent Harlan went over the handout. Purchasing Agent Harlan stated in the prior budget year \$19,700.00 was authorized for purchasing the 10 AED Units. The actual cost turned out to be \$15,500.00, which left a balance of \$4,200.00 to be spent. Purchasing Agent Harlan stated he was asked to come up with what the Maintenance cost was. Purchasing Agent Harlan stated the maintenance cost break down before would be a \$199.00 per unit on an annual basis or there is a five year plan that is \$90.00 per unit per year for 5 years. This has to be paid up front if that is what the commission chooses to do. County Attorney Murphy stated his recommendation would be for the committee to decide if they want the five year maintenance agreement on the 11 or purchase additional units and maintenance agreements for all. Purchasing Agent Harlan and County Attorney Murphy will get the numbers together, with an agreement, and bring it back next month with a resolution to go forward. Commissioner Wolaver stated he would like to suggest the Committee go ahead and take this five year plan for maintenance and do this right. Commissioner Wolaver stated the three at the jail that are old need to be replaced Commissioner Wolaver stated his motion is to purchase the additional 3 AED units for the Jail and clarification to purchase those out of the remaining funds out of the \$4,200.00 and the 189 Fund. The balance for the five year maintenance agreement will come out of the 101 Fund balance. **Seconded by Commissioner Shackelford.** Commissioner Stephenson stated she would like to see with the three AED units at the Jail, for an additional unit to be purchased for the Senior Citizens Building with a five year maintenance agreement plan. Commissioner Turner stated she would recommend one being added at the Senior Citizen's because it is a high risk. Purchasing Agent Harlan stated he would like to solicit some different ones for donations and put these out. Commissioner Shackelford stated he would be happy to try to solicit some support on the AED's. Commissioner Parker called for the question. All in favor. Question approved 6-0. Chairman Burkhalter stated they are going to vote on the motion from Commissioner Wolaver. The motion was to buy the 5 year agreement and the purchase of 3 additional AED Units to put at the Jail, which will include the five year maintenance agreement. Commissioner Shackelford seconded the motion. All in favor. Motion Approved 6-0.

**B. GFOA Award of Excellence:** Chairman Burkhalter stated that last December the previous budget committee asked Director Weber if she could look into this. Chairman Burkhalter stated he is wanting this committee to give Director Weber some direction on that. Chairman Burkhalter stated he would like to see Director Weber try to obtain the Award of Excellence certificate for the GFOA certification. It is the award of excellence. Chairman Burkhalter stated this is not certifying Director Weber. It would be that Director Weber is applying for the award. Chairman Burkhalter stated looking at the website there is a 109 page check list entailed. Chairman Burkhalter stated it is quite

lengthy. Commissioner Shackelford made a motion to see Director Weber try to obtain the Award of Excellence certificate for the GFOA certification. Seconded by Commissioner Cook. Commissioner Cook stated she gave a Power Point Presentation last year and not everyone was there that night. She stated she would be happy to present this to the full commission, if needed. Commissioner Cook stated moving forward there is six months from the day the budget is passed to get this done. Commissioner Cook stated when the County gets this certification the County will receive an automatic increase in the bond rating, which decreases the amount of money that the County needs from the taxpayers to create bonds. Commissioner Cook stated this will help the County financially and help the taxpayers. It will help the Budget Office perform on a level of efficiency that they do not have at this moment. There have been two budget directors that have offered to help Director Weber get this certification. They are Kellie McCall at CPWS and Patty Amorello with the City of Columbia. Chairman Burkhalter called for the vote. The vote was 5-1 with Commissioner Evans voting no. Commissioner Stephenson asked if the books could be closed by August 31 since last year the books were closed out nearly 3 months late last year, which resulted an audit finding, and Director Weber is planning on going on vacation. Director Weber stated the books will be closed by the time she leaves for vacation. Commissioner Turner asked who is responsible to follow up on motions and orders of business that are approved at by the commission that never gets done. Commissioner Turner stated it has been 2 years since the Commission approved for back collections to be collected from Ms. McClain's office and still two years later there is not a report. They don't know anything about it. Chairman Burkhalter stated he would take it upon himself to ask Ms. McClain and Mr. Roe to come to the next budget committee meeting to share a report. County Attorney Murphy stated he would look for the resolution for the \$400,000.00 for the fire hall.

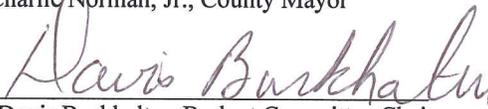
**XII. ANNOUNCEMENTS:**

- A. Special Called Administration Committee August 11, 2016 at 4:30 P.M. Tom Primm County Commission Room, Hunter Matthews Complex.
- B. County Commission Regular Meeting, Monday August 15, 2016 at 6:30 P.M. Tom Primm County Commission Room, Hunter-Matthews Complex.

**XIII. Adjournment:**

- A. Motion was made to adjourn at 6:28 P.M.

APPROVED   
Charlie Norman, Jr., County Mayor

SIGNED   
Davis Burkhalter, Budget Committee Chairman