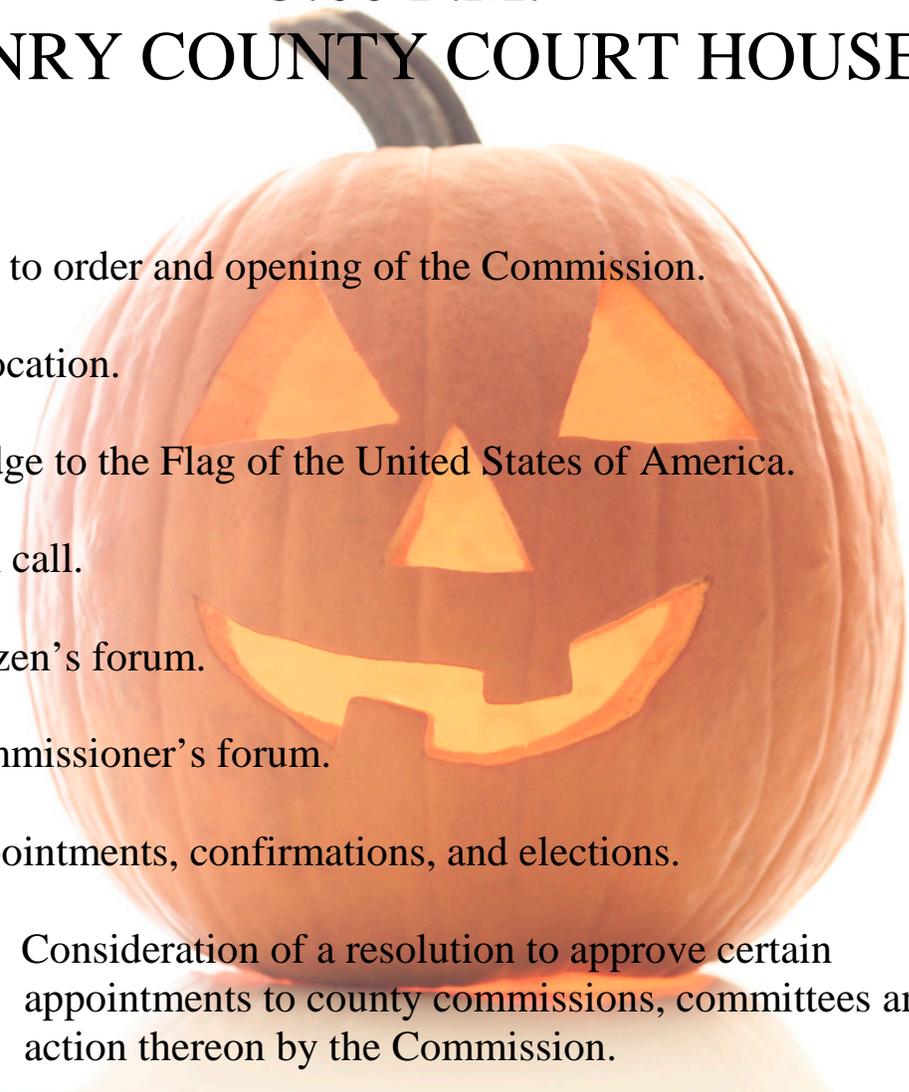


AGENDA
HENRY COUNTY COMMISSION
MONDAY, OCTOBER 19, 2015
5:00 P.M.
HENRY COUNTY COURT HOUSE

- 
1. Call to order and opening of the Commission.
 2. Invocation.
 3. Pledge to the Flag of the United States of America.
 4. Roll call.
 5. Citizen's forum.
 6. Commissioner's forum.
 7. Appointments, confirmations, and elections.
 - a. Consideration of a resolution to approve certain appointments to county commissions, committees and action thereon by the Commission.
-

8. **BUSINESS**

- a. Approval of the Consent Agenda and action thereon by the Commission.
 - b. Presentation by the County Trustee of requests for certain tax refunds and action thereon by the Commission.
 - c. Consideration of resolutions to approve budget transfers and action thereon by the Commission.
 - d. Consideration of a resolution to establish public records policies and procedures and action thereon by the Commission.
 - e. Report from the Delinquent Tax Committee and action thereon by the Commission.
9. Announcements and Statements.
10. Adjournment.



CONSENT AGENDA OCTOBER 19, 2015

ITEMS TO BE APPROVED:

1. Minutes of the meeting of September 21, 2015.
2. Notary Public designations.
3. Approval of monthly/quarterly reports.
4. Report on Debt Obligation.
5. Information Return for Tax-Exempt Governmental Obligations.
6. Henry County Medical Center Statement of Cash Flows
7. Report of property tax collections to date.
8. Report of total revenue collections to date.

RESOLUTION NO. 1-10-15

A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF COMMISSIONERS TO APPOINT CERTAIN CITIZENS AND COMMISSIONERS TO VARIOUS BOARDS, COMMITTEES, AND POSITIONS

WHEREAS, certain vacancies now exist on various boards, committees, and commissions, and in various positions of Henry County, Tennessee; and

WHEREAS, it is the duty and responsibility of the Board of Commissioners of Henry County, Tennessee to appoint certain qualified citizens and Henry County Commissioners to fill the said vacancies; and

WHEREAS, the Board of Commissioners has examined and evaluated the qualifications of certain citizens and County Commissioners for appointment to the said boards, committees, commissions, and positions.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Henry County, Tennessee, assembled in regular session on this 19th day of October, 2015, a majority or more of said Commissioners concurring, that

_____ be and hereby is appointed to the Hospital Board, with five year term to end November, 2020;

_____ be and hereby is appointed to the Hospital Board, with a three year term to expire October, 2018;

_____ be and hereby is appointed to the Hospital Board, with a two year term to expire October, 2017.

BE IT FURTHER RESOLVED that any and all acts previously passed by this Board of County Commissioners which are in conflict with this Resolution be and hereby are rescinded, repealed, and are of no effect whatsoever.

BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage by this Board of County Commissioners and approval by the County Mayor, the public welfare requiring it.

BE IT FINALLY RESOLVED that a true copy of this Resolution be spread upon the Commission record of this date.

PASSED_____

**BRENT GREER, CHAIRMAN
HENRY COUNTY COMMISSION**

**DONNA CRAIG
COUNTY CLERK**

APPROVED_____

**BRENT GREER
HENRY COUNTY MAYOR**

RESOLUTION #2-10-15

**A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF
COMMISSIONERS TO AUTHORIZE CERTAIN CHANGES IN THE BUDGET
FOR THE HENRY COUNTY GENERAL FUND
FOR FISCAL 2015-2016**

WHEREAS, the Board of County Commissioners of Henry County, Tennessee at its July Recessed Session, 2015, adopted the budget for the Henry County General Fund for fiscal 2015-2016; and,

WHEREAS, the said Board of County Commissioners of Henry County, Tennessee must authorize and approve any and all changes and amendments of the said budget of the Henry County General Fund; and,

WHEREAS, the expenditures authorized in the said budget of the Henry County General Fund will be insufficient in certain line items with funds being available for transfer; and,

WHEREAS, it is necessary and appropriate that the said budget of the Henry County General Fund be amended to provide additional funds for certain line items.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Henry County, Tennessee assembled in regular session on this the 19th day of October 2015, a majority or more of said membership concurring, that the budget for the Henry County General Fund be and hereby is amended as follows, to-wit:

SHERIFF'S DEPARTMENT

INCREASE ACCOUNT 46980, entitled "Other State Grants," in the amount of \$5,000.00

INCREASE ACCOUNT 54110-716, entitled "Law Enforcement Equipment," in the amount of \$5,000.00

INCREASE ACCOUNT 54110-170-009, entitled "School Resource Officer Salary," in the amount of \$40,908.00

DECREASE ACCOUNT 54110-160-007, entitled "Deputy Salary," in the amount of \$7,963.00

DECREASE ACCOUNT 54210-160-003, entitled "Correctional Guard Salary," in the amount of \$1,992.00

DECREASE ACCOUNT 39000, entitled "Unappropriated Fund Balance," in the amount of \$30,953.00

Please see letters from Monte Belew regarding this request.

OTHER ECONOMIC & COMMUNITY DEVELOPMENT

INCREASE ACCOUNT 46980, entitled "Other State Grants," in the amount of \$385,000.00

INCREASE ACCOUNT 58190-599, entitled "Other Charges," in the amount of \$385,000.00

This request is to put into the budget the state grant for the water line installation for McCartney Products/Knott's Foods project.

BE IT FURTHER RESOLVED that a true copy of this Resolution be spread upon the Commission record of this date.

PASSED _____

BRENT GREER, CHAIRMAN
HENRY COUNTY COMMISSION

DONNA CRAIG
COUNTY CLERK

APPROVED _____

BRENT GREER
COUNTY MAYOR

RESOLUTION #3-10-15

A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF COMMISSIONERS TO AUTHORIZE CERTAIN CHANGES IN THE BUDGET FOR THE HENRY COUNTY DRUG FUND FOR FISCAL 2015-2016

WHEREAS, the Board of County Commissioners of Henry County, Tennessee at its July Recessed Session, 2015, adopted the budget for the Henry County Drug Fund for fiscal 2015-2016; and,

WHEREAS, the said Board of County Commissioners of Henry County, Tennessee must authorize and approve any and all changes and amendments of the said budget of the Henry County Drug Fund; and,

WHEREAS, the expenditures authorized in the said budget of the Henry County Drug Fund will be insufficient in certain line items with funds being available for transfer; and,

WHEREAS, it is necessary and appropriate that the said budget of the Henry County Drug Fund be amended to provide additional funds for certain line items.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Henry County, Tennessee assembled in regular session on this the 19th day of October 2015, a majority or more of said membership concurring, that the budget for the Henry County Drug Fund be and hereby is amended as follows, to-wit:

INCREASE ACCOUNT 54150-599, entitled "Other Charges," in the amount of \$4,000.00

INCREASE ACCOUNT 54150-338, entitled "Maintenance & Repair - Vehicles," in the amount of \$500.00

DECREASE ACCOUNT 39000, entitled "Unappropriated Fund Balance," in the amount of \$4,500.00

BE IT FURTHER RESOLVED that a true copy of this Resolution be spread upon the Commission record of this date.

PASSED _____

BRENT GREER, CHAIRMAN
HENRY COUNTY COMMISSION

DONNA CRAIG
COUNTY CLERK

APPROVED _____

BRENT GREER
COUNTY MAYOR

RESOLUTION #4-10-15

A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF COMMISSIONERS TO AUTHORIZE CERTAIN CHANGES IN THE BUDGET FOR THE HENRY COUNTY GENERAL PURPOSE SCHOOL FUND FOR FISCAL 2015-2016

WHEREAS, the Board of County Commissioners of Henry County, Tennessee at its July Recessed Session, 2015, adopted the budget for the Henry County General Purpose School Fund for fiscal 2015-2016; and,

WHEREAS, the said Board of County Commissioners of Henry County, Tennessee must authorize and approve any and all changes and amendments of the said budget of the Henry County General Purpose School Fund; and,

WHEREAS, the expenditures authorized in the said budget of the Henry County General Purpose School Fund will be insufficient in certain line items with funds being available for transfer; and,

WHEREAS, it is necessary and appropriate that the said budget of the Henry County General Purpose School Fund be amended to provide additional funds for certain line items.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Henry County, Tennessee assembled in regular session on this the 19th day of October 2015, a majority or more of said membership concurring, that the budget for the Henry County General Purpose School Fund be and hereby is amended as follows, to-wit:

141-07

			DECREASE RESERVE	INCREASE EXPENSE
726510	399	FISCAL - Other Contracted Services	84,540.00	

39000 Unassigned Fund Balance 84,540.00

141-08

				INCREASE REVENUE	INCREASE EXPENSE
49700			Insurance Recovery - Bus	1,085.53	
72710	338	39	Transportation - Repair Vehicle		<u>1,085.53</u>
<hr/>					
49700			Insurance Recovery - Pump	20,340.00	
76100	707		Capital - Building Improvements		20,340.00

BE IT FURTHER RESOLVED that a true copy of this Resolution be spread upon the Commission record of this date.

PASSED _____

BRENT GREER, CHAIRMAN
HENRY COUNTY COMMISSION

DONNA CRAIG
COUNTY CLERK

APPROVED _____

BRENT GREER
COUNTY MAYOR

RESOLUTION NO. 05-10-15

A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF COMMISSIONERS ESTABLISHING PUBLIC RECORDS POLICIES & PROCEDURES

WHEREAS, the Tennessee Public Records Act provides that certain nonexempt public records maintained by governmental entities are subject to inspection by Tennessee citizens; and

WHEREAS, Tennessee law empowers governmental entities to adopt policies and procedures consistent with Tennessee law regarding the inspection and production of public records and associated charges;

WHEREAS, Tennessee law empowers governmental entities to adopt policies and procedures consistent with Tennessee law regarding the retention of public records; and

WHEREAS, it is in the public welfare that all offices of the County (every department, division, agency, bureau, board, commission or other separate unit of the County) employ a uniform policy regarding the processing of public records requests and public records retention.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Henry County, Tennessee, assembled in regular session of this 19th day of October, 2015, a majority or more of said Commissioners concurring, that the following Policies and Procedures are adopted:

1. *Custodians of Records.* County officials (or the head, by whatever title, of every department, division, agency, bureau, board, commission or other separate unit of the County) are the custodians of all records that their respective offices are required by law, regulation, and County policy to maintain; however, they may designate this

responsibility to their deputy or other employee. Custodians of records are encouraged to comply with the Best Practice Guidelines for Records Custodians Responding to Requests for Public Records promulgated by the Office of Open Records Counsel (as from time to time amended).

2. *Inspection of Public Records.* Any citizen of Tennessee or other person entitled by law shall be permitted, free of charge and at reasonable times, to personally inspect all records maintained by the County unless otherwise prohibited or exempted from disclosure by law, regulation, or County policy. Custodians of records may, to the extent permitted by law, require presentation of government-issued identification or other proof of citizenship prior to making public records available for inspection.

3. *Production of Public Records.* A person who has the legal right to inspect public records may also request and receive (if it is reasonably possible for such copies to be produced) copies of public records, subject to payment of reasonable associated fees as provided below. Requests for copies of records must be made in writing (delivered in person or via U.S. Mail to the custodian responsible for maintaining such records) on the Inspection/ Duplication of Records Request form published by the Office of Open Records Counsel (as from time to time amended). Custodians of records may, to the extent permitted by law, require presentation of government-issued identification or other proof of citizenship prior to producing copies of public records.

4. *Reasonable Fees for Production of Public Records.* A person requesting production of public records may be required to pay the cost of copies and/or the cost of labor required to fulfill their request and other reasonable charges incurred. Prepayment of the estimated cost of production may be required at the discretion of the custodian of records to the extent permitted by law. These reasonable charges shall be calculated at

the rate prescribed by the Schedule of Reasonable Charges as produced by the Tennessee Office of Open Records Counsel as from time to time amended. The County hereby adopts and incorporates herein the schedule of reasonable charges published by the Tennessee Office of Open Records Counsel (as from time to time amended) as the schedule of charges for which a requestor may be required to pay if incurred in the course of responding to a public records request.

5. *Aggregation of Requests for Purposes of Fee Calculation.* When the total number of public records requests made by a requestor to the County (including every department, division, agency, bureau, board, commission or other separate unit thereof) within a calendar month exceeds four (4) and the time required to produce all records collectively totals greater than the threshold (currently one hour) necessary to charge a reasonable hourly fee for labor associated with fulfilling the request, the County may begin to charge the requestor a fee for any and all labor that is reasonably necessary to produce the copies of the requested records after informing the requestor that the aggregation limit has been met. Further, the names of persons requesting production of records and the date of production may be recorded by the custodians of records. The County hereby adopts and incorporates herein the Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records produced by the Tennessee Office of Open Records Counsel (as from time to time amended).

6. *Retention of Public Records.* Custodians of public records shall retain and dispose of such records in accordance with Tennessee law and the following guidelines:

a) County officials (or the head, by whatever title, of every department, division, agency, bureau, board, commission or other separate unit of the

County) and/or their designee will determine if a particular record which they are the custodian of is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;

b) Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;

c) The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;

d) Permanent records will be kept in some usable form. If custodians of public records desire to destroy original permanent records, such records must be reproduced by microfilming or some other permanent, un-amendable, reproduction method. Permission to destroy any original permanent records after reproduction shall be the same procedure prescribed above for temporary records.

BE IT FURTHER RESOLVED that any and all acts previously passed by this Board of County Commissioners which are in conflict with this Resolution are hereby rescinded, repealed, and are of no effect whatsoever.

BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage by this Board of County Commissioners and approval by the County Mayor, the public welfare requiring it.

BE IT FINALLY RESOLVED that a true copy of this Resolution be spread upon the Commission record of this date.

PASSED _____

BRENT GREER, CHAIRMAN
HENRY COUNTY COMMISSION

DONNA CRAIG
COUNTY CLERK

APPROVED _____

BRENT GREER, CHAIRMAN
HENRY COUNTY COMMISSION

Note: Open Records Counsel documents referenced above are currently available for viewing and/or download at:
<https://www.comptroller.tn.gov/openrecords/forms.asp>