



**AGENDA
HENRY COUNTY
COMMISSION
TUESDAY
FEBRUARY 22, 2016
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. Commissioners' forum.**

7. BUSINESS:

- a. Approval of 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 a resolution making budget transfers and action thereon by the Commission.**
- d. Consideration of a resolution to establish procedures for use of courtrooms and meeting rooms located in the Henry county courthouse and annex building and action thereon by the Commission.**
- e. Consideration of a resolution to approve the official statutory bond of Dr. Brian Norton, Director of Schools and action thereon by the Commission.**
- f. Report from the Delinquent Tax Committee and action thereon by the Commission.**

8. Announcements and Statements.

9. Adjournment.

CONSENT AGENDA FEBRUARY 22, 2016

ITEMS TO BE APPROVED:

- 1. Minutes of the meeting of January 19, 2016.**
- 2. Notary Public designations.**
- 3. Various quarterly reports.**
- 4. Henry County Medical Center Statement of Cash Flows.**
- 5. Trustee's month end report.**
- 6. Report of property tax collections to date.**
- 7. Report of total revenue collections to date.**

RESOLUTION #1-2-16

**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 22nd day of February 2016, 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:

ELECTION COMMISSION

INCREASE ACCOUNT 51500-332, entitled "Legal Notices," in the amount of \$4,000.00

DECREASE ACCOUNT 39000, entitled "Unappropriated Fund Balance," in the amount of \$4,000.00

Please see the attached emergency accounts payable request from Delaina Green for this request.

REGISTER OF DEEDS

INCREASE ACCOUNT 51600-719, entitled "Office Equipment," in the amount of \$885.00

DECREASE ACCOUNT 51600-355, entitled "Travel," in the amount of \$885.00

Please see attached letter from Pam Martin for this request.

COUNTY BUILDINGS

INCREASE ACCOUNT 51900-335, entitled "Maintenance & Repair - Building," in the amount of \$15,000.00

DECREASE ACCOUNT 39000, entitled "Unappropriated Fund Balance," in the amount of \$15,000.00

This request is due to increased expenses due to various projects and is an estimate to fund this account through the end of the fiscal year.

SHERIFF'S DEPARTMENT

INCREASE ACCOUNT 54110-338, entitled "Maintenance & Repair - Vehicle," in the amount of \$5,000.00

DECREASE ACCOUNT 54110-336, entitled "Maintenance & Repair - Equipment," in the amount of \$5,000.00

INCREASE ACCOUNT 54120-413, entitled "Drug & Medical Supplies," in the amount of \$15,000.00

DECREASE ACCOUNT 54120-410, entitled "Custodial Supplies," in the amount of \$5,000.00

DECREASE ACCOUNT 54120-335, entitled "Maintenance & Repair - Building," in the amount of \$5,700.00

DECREASE ACCOUNT 39000, entitled "Unappropriated Fund Balance," in the amount of \$4,300.00

Please see memo from Monte Belew regarding this request.

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 #2-2-16

**A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF
COMMISSIONERS TO AUTHORIZE CERTAIN CHANGES IN THE BUDGET
FOR THE HENRY COUNTY SOLID WASTE 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 Solid Waste 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 Solid Waste Fund; and,

WHEREAS, the expenditures authorized in the said budget of the Henry County Solid Waste 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 Solid Waste 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 22nd day of February 2016, a majority or more of said membership concurring, that the budget for the Henry County Solid Waste Fund be and hereby is amended as follows, to-wit:

INCREASE RESERVE ACCOUNT 34645, entitled "Committed for Other Operations," in the amount of \$9,007.29

DECREASE ACCOUNT 39000, entitled "Unappropriated Fund Balance," in the amount of \$9,007.29

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 #3-2-16

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 22nd day of February 2016, 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:

141-13

Adult Basic Education Critical Needs Grant:

				Debit	Credit
INCREASE EXPENDITURE					
ACCOUNT					
7160	18				
0	9	91	Teachers Salaries		8,580.00
7160	20				
0	1	91	Social Security		515.00

7160	20				
0	4	91	Retirement		670.00
7160	21				
0	2	91	Meidcare		92.00
7160	35				
0	5	91	Travel		443.00
7160	42				
0	9	91	Materials & Supplies		6,856.00

INCREASE REVENUE ACCOUNT

4712				17,156.0	
0			ABE Revenue	0	
				<hr/>	
				17,156.0	17,156.0
				0	0
				<hr/> <hr/>	

Truancy
Grant:

DECREASE EXPENDITURE ACCOUNT

				Debit	Credit
7211			Attendance - Other Salaries &		
0	189	53	Wages	481.94	
7211					
0	201	53	Attendance - Social Security	206.91	
7211					
0	204	53	Attendance - Retirement	31.81	
7211					
0	207	53	Attendance - Medical	1,552.52	
7211					
0	212	53	Attendance - Medicare	78.13	

INCREASE EXPENDITURE ACCOUNT

7211					
0	355	53	Attendance - Travel		575.00
7211					
0	348	53	Attendance - Postage		575.00
7211					
0	499	53	Attendance - Other Supplies & Mat		1,201.31
				<hr/>	
				2,351.31	2,351.31
				<hr/> <hr/>	

CENTRAL CAFETERIA FUND-143			Debit	Credit
DECREASE EXPENDITURE ACCOUNT				
7310				
0	119	Bookkeepers	4,715.00	
INCREASE EXPENDITURE ACCOUNT				
7330	16			
0	2	Clerical		4,715.00
			4,715.00	4,715.00

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. 4-02-16

A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF COMMISSIONERS TO ESTABLISH PROCEDURES FOR USE OF COURTROOMS AND MEETING ROOMS LOCATED IN THE HENRY COUNTY COURTHOUSE AND ANNEX BUILDING

WHEREAS, the Henry County Commission, during a Commission regular session held on February 22, 2016, considered whether to adopt a policy regarding use of Henry County courtrooms and meeting rooms; and

WHEREAS, the primary purpose of the Henry County courtrooms and meeting rooms is to facilitate the administration of justice through the Courts of Henry County and the State of Tennessee; and

WHEREAS, the secondary purpose of the Henry County courtrooms and meeting rooms is to facilitate the administration of the Henry County government; and

WHEREAS, it is in the best interests of the citizens of Henry County, Tennessee, that this Board of Commission adopt a policy regarding the use of the Henry County courtrooms and meeting rooms which promotes the purposes for which such courtrooms and meeting rooms are intended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Henry County, Tennessee, assembled in regular session on this 22nd day of February, 2016, a majority or more of the membership concurring, that the policy appended to this Resolution be adopted effective immediately.

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**

**HENRY COUNTY COURTHOUSE
COURTROOM AND MEETING ROOM USE POLICIES**

ADOPTED BY THE HENRY COUNTY COMMISSION PURSUANT TO TENN. CODE ANN. § 5-5-121

Effective _____, 2016

I. STATEMENT OF PURPOSE

The purpose of these policies is to establish the procedures and determine the conditions for use of courtrooms and meeting rooms located in the Henry County Courthouse and Annex Building in consideration of the limited availability of such rooms and security concerns. (Herein, references to the Courthouse include the Courthouse Annex Building located on West Washington Street.) These policies do not provide for use of any spaces other than the courtrooms and meeting rooms at the Henry County Courthouse.

These policies shall not be interpreted so as to limit the security function of the Henry County Sheriff pursuant to TENN. CODE ANN. § 5-7-108.

In addition, these policies shall not be interpreted to limit the inherent control that presiding judges are empowered by law to exercise over their courtrooms. To the extent these policies are in conflict with any local court rules or orders of Henry County Courts pertaining to the use of courtrooms or meeting rooms, such local court rules and Court orders take precedence.

II. POLICY FOR USE OF COURTROOMS AND MEETING ROOMS AT THE HENRY COUNTY COURTHOUSE

- A. *Authorized Use.* The use of courtrooms and meeting rooms at the Henry County Courthouse shall be limited to:
- a. Judges, licensed attorneys, *pro se* litigants, and jurors for trials, hearings, depositions, mediations, arbitrations, deliberations, settlement negotiations/plea bargaining, and other legitimate legal business pertaining to cases pending before a Henry County Court.
 - b. Henry County governmental agencies and officials for official business that relates to the provision of government services to residents of Henry County, provided that any use of courtrooms for such purposes does not interfere with the business of the Court.
 - c. Henry County governmental agencies and officials for appropriate ceremonies expressive of the public sentiment befitting the anniversary of such legal holidays and special observance days defined in Title 15, Chapters 1-2 of the Tennessee Code, as long as such use does not interfere with the business of the Court.
 - d. Henry County governmental agencies, officials, and employees of

offices located within the Henry County Courthouse for celebrations of milestones commonly celebrated in the workplace such as birthday parties, baby or wedding showers, and retirement celebrations, as long as such use does not interfere with the business of the Court.

B. *Reservations of Meeting Rooms.*

- a. A person or entity may reserve the courtrooms and meeting rooms of the Henry County Courthouse in advance for the purposes authorized above—subject to availability and these policies—by contacting the Henry County governmental official in charge of the room. (For example, the County Mayor’s office should be contacted regarding the downstairs conference room, the Clerk & Master should be contacted regarding the Chancery Courtroom, and the Circuit and General Sessions Court Clerk should be contacted regarding the use of the Circuit and General Sessions Courtroom and adjoining meeting rooms.)
- b. Reservations shall be accepted on a first-come, first-served basis, provided however that **all reservations are subject to cancellation if the space is needed for official Court business. The Court may set trials, hearings, or other business at any time as needed, regardless of whether a room has already been reserved.** Reservations are offered for convenience only, and do not guarantee that the reserved room will actually be available.
- c. The courtrooms and meeting rooms of the Henry County Courthouse cannot be reserved for use during times when Court is in session; use of the courtrooms and meeting rooms during such times is at the sole discretion of the presiding judge(s).
- d. For security reasons, the Courthouse may only be reserved for use on business days during regular business hours. This limitation does not apply to judges and Henry County governmental agencies and officials.
- e. Persons or entities shall timely cancel their reservations if a previously-reserved room is no longer needed. Repeated no-shows or failure to cancel in a timely fashion may result in denial of future use.
- f. The Court and County shall not be liable for any costs incurred and/or damages suffered by persons or entities as the result of denial of any request for reservation or cancellation of any reservation.

C. *Prohibited Acts*

- a. Unauthorized signage shall not be posted in the Henry County Courthouse.
- b. Food or beverages (other than water) shall not be permitted except in approved rooms.
- c. Alcoholic beverages are not permitted in the Henry County Courthouse.
- d. Smoking is not permitted in the Henry County Courthouse.

Engaging in prohibited acts may result in denial of future use.

- D. *Responsibilities.* Persons or entities that reserve courtrooms or meeting rooms shall, while using the courtrooms or meeting rooms:
- a. Be present in the room during its use.
 - b. Ensure that the rooms are used solely as authorized these policies.
 - c. Ensure that no signs or objects are affixed to any building surfaces.
 - d. Ensure that the number of participants does not exceed the capacity of the room.
 - e. In rooms where food and beverages are allowed, ensure that food and beverages are only consumed within the room and ensure that that all food and beverages are removed (and the room is cleaned) at the conclusion of the meeting or event.
 - f. Ensure that alcoholic beverages are not served or consumed.
 - g. Ensure that activities shall be peaceful, orderly, lawful, and not of a nature to incite others to disorder and ensure that activities are not disruptive to other persons or Court business.
 - h. Prohibit smoking in the meeting room.
 - i. Ensure that furniture is not removed from any meeting room. Rooms must be returned to their standard configuration at the end of the reserved time.
 - j. Strictly observe the time limits specified and leave the room in a clean, neat, and orderly condition.
 - k. Ensure that any damage is reported to the Court immediately and that the County is paid for the cost of any damages occurring during a reserved activity. The person or entity that reserved the room will be responsible for any damage to County property caused within the reserved room or due to use of the reserved room.
 - l. Ensure that the owner of any private property brought into meeting room is solely responsible for that property. The County assumes no responsibility for damage or loss of private property or for personal injury that may occur on County property.
 - m. Agree to hold harmless and indemnify the County of Henry and its agents and employees with respect to any claim of loss, injury or damage because of any actions taken by the users of the room, including damage to County property or property for which the County is responsible.

Failure to uphold these responsibilities may result in denial of future use.

RESOLUTION NO. 5-02-16

A RESOLUTION OF THE HENRY COUNTY, TENNESSEE BOARD OF COMMISSIONERS TO APPROVE THE OFFICIAL STATUTORY BOND OF DR. BRIAN NORTON, DIRECTOR OF SCHOOLS

WHEREAS, Dr. Brian Norton, Henry County Director of Schools, was duly appointed to a four-year term of office beginning July 1st, 2015; and

WHEREAS, the law of the State of Tennessee requires that the Henry County Public Official named herein shall be bonded for the faithful performance of his duty; and

WHEREAS, the law of the State of Tennessee further requires that the bond for the County Public Officials, except for the Clerks of the Circuit and Chancery Courts, shall be approved by the Board of Commissioners of Henry County, Tennessee in their regular meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Henry County, Tennessee, assembled in regular session on this 22nd day of February, 2016, a majority or more of the membership concurring, that the official statutory bond of Dr. Brian Norton, Henry County Director of Schools, for the sum of \$100,000, be and hereby is approved for a one year term of office beginning July 1, 2015, and ending July 1, 2016.

BE IT FURTHER RESOLVED that the cost of said Statutory Bond shall be paid from the County General Fund.

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

PASSED

**BRENT GREER, CHAIRMAN
HENRYCOUNTY COMMISSION**

**DONNA CRAIG
COUNTY CLERK**

APPROVED

**BRENT GREER
COUNTY MAYOR**