

MARCH 27, 2023 - HARTSVILLE/ROUSDALE COUNTY COMMISSION MEETING

BE IT REMEMBERED, That the Hartsville/Trousdale County Commission met pursuant to adjournment with the Honorable Mayor Jack McCall, Commission Chairman presiding and the following commissioners present to wit: Beverly Atwood, Tommy Belcher, Shane Burton, Alan Carman, Grant Cothron, Brian Crook, Will Dennis, Jerry Ford, Chris Gregory, T. "Bubba" Gregory, Landon Gulley, Richard Johnson, Judy Kerr, David Nollner, Lesley Overman, Mark Presley, Amber Russell, Lonnie Taylor, David Thomas, and Steve Whittaker.

1. **Open Court** - Sheriff Ray Russell
2. **Invocation** - Alan Carman
3. **Pledge to the American Flag** - Amber Russell
4. **Roll Call** - Rita Crowder, County Clerk - **20 PRESENT, 0 ABSENT**
5. **Approval of Minutes**
Motion this court approve the minutes as presented.
Motion by Beverly Atwood, Second by Jerry Ford **MOTION CARRIED**
6. **Announcements** - None Presented.
7. **Approval / Amendments to the Agenda**
Motion this court remove Resolution 2023-03-772 from the agenda.
Motion by Judy Kerr, Second by David Nollner **MOTION CARRIED**

Motion this court approve the agenda as amended.
Motion by Bubba Gregory, Second by Landon Gulley **MOTION CARRIED**
8. **Citizens' Response to Agenda Items** - None Presented.
9. **County Mayor Report** - Jack McCall
 - Mayor McCall presented Mr. Rob Atwood with a Proclamation honoring him for his many achievements that he has accomplished in his wrestling career thus far. Mayor McCall offered his full support and best wishes for Mr. Rob Atwood in his upcoming Sr. year with Trousdale Co. High.
 - TDOT projects are moving forward. In the next two to four weeks, the intersection at Broadway and Hwy 25, should be fully operational.
10. **Committee/Board Reports - See Attached Committee Minutes**
 - A. **Executive** - March 9
 - B. **Audit** - March 15
 - C. **Codes & Zoning** - March 8
 - D. **Emergency Services** - March 8
 - E. **Finance Committee** - March 20
 - F. **Personnel** - March 16
 - G. **Public Works** - March 9
 - H. **Planning Commission** - March 13
 - I. **Other Reports**
11. **Active Business**
 - A. **Acknowledgements**
 - 1) Letter from County Attorney
Mr. Bellar submitted a letter correcting advice he had given Chairman Jack McCall in regards to breaking a tie vote. The Mayor can be the tie breaker as Mayor or as Chair per Article 2.03 of the Charter. This letter will become part of the official minutes.

B. Appointments

- 1) Planning Commission
- Amanda Carman, assuming Mark Swaffer's seat | term ending May 2025
Motion this court approve this appointment.
Motion by Chris Gregory, Second by Lesley Overman **MOTION CARRIED**

C. Resolutions

- 1) **Resolution 2023-08-777** Support of TDOT Consultant Selection Policy
Motion this court approve this Resolution.
Motion by Landon Gulley, Second by Mark Presley **MOTION CARRIED**
- 2) **Resolution 2023-09-778** Opioid Abatement Agreement - **2nd Wave**
Motion this court approve this Resolution.
Motion by Beverly Atwood, Second by Landon Gulley **MOTION CARRIED**

D. Ordinances

PUBLIC HEARING & SECOND READING

Ordinance 272-2023-09 Rezoning A1 to R1 (Hawkins Branch)

Ordinance 273-2023-10 Rezoning A1 to C1 (Lattie Reese)

Ordinance 274-2023-11 Amend Zoning Res of Trousdale - Campgrounds

Motion this court close the Public Hearings for these Ordinances.

Motion by Chris Gregory, Second by Jerry Ford **MOTION CARRIED**

- 1) **Ordinance 272-2023-09** Rezoning A1 to R1 (Hawkins Branch) - **2ND Reading**
Motion this court approve this Ordinance - **2ND Reading**
Motion by Landon Gulley, Second by Bubba Gregory **MOTION CARRIED**
- 2) **Ordinance 273-2023-10** Rezoning A1 to R1 (Lattie Reese) - **2ND Reading**
Motion this court approve this Ordinance - **2ND Reading**
Motion by Beverly Atwood, Second by Lonnie Taylor **MOTION CARRIED**
- 3) **Ordinance 274-2023-11** Amend Zoning Res. of Trousdale - Campgrounds - **2ND Reading**
Motion this court approve this Ordinance - **2ND Reading**
Motion by David Nollner, Second by Beverly Atwood **MOTION CARRIED**

FIRST READING

- 4) **Ordinance 275-2023-12** Rezoning A1 to R1 (Hwy 10 - Tax Map 013 Parcel 032.05)
Motion this court approve this Ordinance - **1ST Reading**
Motion by David Nollner, Second by Landon Gulley **MOTION CARRIED**
- 5) **Ordinance 276-2023-13** Rezoning A1 to C1 (Halltown - Tax Map 019 Parcel 010.00)
Motion this court approve this Ordinance - **1ST Reading**
Motion by Jerry Ford, Second by Judy Kerr **MOTION CARRIED**
- 6) **Ordinance 277-2023-14** Rezoning R1 to C2 (Hwy 25 - Tax Map 019M Group C Parcel 017.30)
Comm. Thomas stated that although there was nothing on record to prove it, the previous owner, Comm. Jerry Ford says that this property is already zoned C2. It is recorded that way with the Property Assessor's office and he had paid commercial tax rates for the past 20 something years. Comm. Thomas felt that Mr. Carman should be refunded the \$100.00 that he paid for this rezoning request.

Motion this court refund Mr. Carman \$100.00 for the rezoning fee.

Motion by David Thomas, Second by Amber Russell

ROLL CALL, BOOK 3, PAGE 217 - 9 YES, 10 NO, 1 ABSTAINED **MOTION FAILED**

Motion this court approve this Ordinance - **1ST Reading**

Motion by Landon Gulley, Second by Lesley Overman **MOTION CARRIED**

- 7) **Ordinance 278-2023-15** Rezoning A1 to R1 (Skillet Creek - Tax Map 004 Parcel 015.02)
 Motion this court approve this Ordinance - **1ST Reading**
 Motion by Mark Presley, Second by Lonnie Taylor **MOTION CARRIED**
- 8) **Ordinance 279-2023-16** Repeal ORD 66-201-02 Department Head Authority
 Motion this court approve this Ordinance - **1ST Reading**
 Motion by Landon Gulley, Second by Beverly Atwood **MOTION CARRIED**
- 9) **Ordinance 280-2023-17** Amend Zoning Ordinance - Add Section 4.140 Design Guidelines
 Motion this court deny this Ordinance - **1ST Reading**
 Motion by Landon Gulley, Second by Brian Crook
ROLL CALL, BOOK 3, PAGE 217 - 7 YES, 13 NO, 0 ABSENT **MOTION FAILED**
- Motion this court approve this Ordinance - **1ST Reading**
 Motion by David Thomas, Second by Lesley Overman
ROLL CALL, BOOK 3, PAGE 217 - 13 YES, 7 NO, 0 ABSENT **MOTION CARRIED**
- **Attorney Brandon Bellar wanted it to be noted that any Ordinance or amendment to an Ordinance, has to be brought before the County Commission and passed before it can become effective.**
- 10) **Ordinance 281-2023-18** Amend Zoning Ordinance - Add Section 4.141 Tree Preservation
 Due to lots of conflict revolving around Section B, #3. Motion was made to amend this Ordinance and strike Section B, Item #3.
 Motion by David Thomas, Second by Lesley Overman **MOTION CARRIED**
- Motion this court send this Ordinance back to the Planning Commission.
 Motion by Chris Gregory, Second by Beverly Atwood
ROLL CALL, BOOK 3, PAGE 217 - 5 YES, 15 NO, 0 ABSENT **MOTION FAILED**
- Motion this court deny this Ordinance and completely strike Section B. Tree Preservation Standards, as previously amended.
 Motion by Landon Gulley, Second by Chris Gregory
ROLL CALL, BOOK 3, PAGE 217 - 14 YES, 6 NO, 0 ABSENT **MOTION CARRIED**
- 11) **Ordinance 282-2023-19** Amend Zoning Ordinance - Add Section 4.142 ADA Parking
 Motion this court deny this Ordinance.
 Motion by Landon Gulley, Second by Brian Crook
ROLL CALL, BOOK 3, PAGE 217 - 13 YES, 7 NO, 0 ABSENT **MOTION CARRIED**
- 12) **Ordinance 283-2023-20** Amend Personnel Policy - Section VII H and Section V Item F
 Motion this court approve this Ordinance - **1ST Reading**
 Motion by Jerry Ford, Second by David Thomas **MOTION CARRIED**

E. Budget Amendments

FUND 111 - URBAN SERVICES

111-01FB	Traffic Lights	\$ 97,000
Motion this court approve this Budget Amendment.		
Motion by Beverly Atwood, Second by Chris Gregory		
ROLL CALL, BOOK 3, PAGE 217 - 20 YES, 0 NO, 0 ABSENT		MOTION CARRIED

FUND 141 - SCHOOLS

141-05	Youth Risk Behavior Participation	500
Motion this court approve this Budget Amendment.		
Motion by Beverly Atwood, Second by Landon Gulley		
ROLL CALL, BOOK 3, PAGE 217 - 20 YES, 0 NO, 0 ABSENT		MOTION CARRIED
141-06	Supporting Access in Rural Funding	95,158
Motion this court approve this Budget Amendment.		
Motion by Beverly Atwood, Second by Landon Gulley		
ROLL CALL, BOOK 3, PAGE 217 - 20 YES, 0 NO, 0 ABSENT		MOTION CARRIED

F. Notaries

Amanda Carman Trousdale County Board of Education
Steven M. Paxton Trousdale County Election Commission
Suzanne D. Marrone Self-Employed

Motion this court approve these Notary applicants.

Motion by Chris Gregory, Second by Jerry Ford

MOTION CARRIED

12. **Other Business** - None

13. **Public Comment** - None

14. **Adjourn**

Motion this court adjourn.

Motion by Landon Gulley, Second by Jerry Ford

MOTION CARRIED

Voting Record

Monday, March 27, 2023

		Roll Call	ORD 277-2023-14 Motion to refund Rezoning Fee to the Applicant	ORD 280-2023-17 Motion to DENY Adding Section 4.140	ORD 280-2023-17 Motion to APPROVE Adding Section 4.140	ORD 281-2023-18 Motion to send back to Planning Commission	ORD 281-2023-18 Motion to DENY adding Section 4.141 Tree Preservation	ORD 282-2023-19 Motion to DENY adding Section 4.142 ADA Parking	BA 2023-111-01FB Motion to APPROVE \$97,000	
Motion			Thomas	Gulley	Thomas	C Gregory	Gulley	Gulley	Atwood	
2nd			Atwood	Crook	Overman	Atwood	C Gregory	Crook	C Gregory	
10	Atwood Beverly	Y	ABS	Y	N	Y	Y	Y	Y	
10	Belcher Tommy	Y	Y	N	Y	Y	N	N	Y	
2	Burton Shane	Y	Y	Y	N	N	Y	Y	Y	
6	Carman Alan	Y	Y	N	Y	N	Y	Y	Y	
3	Cothron Grant	Y	N	Y	Y	N	Y	Y	Y	
8	Crook Brian	Y	Y	Y	N	N	Y	Y	Y	
5	Dennis Will	Y	N	N	Y	N	Y	Y	Y	
3	Ford Jerry	Y	Y	N	N	Y	Y	Y	Y	
7	Gregory Chris	Y	N	Y	N	Y	Y	Y	Y	
4	Gregory T. Bubba	Y	N	N	Y	N	Y	Y	Y	
2	Gulley Landon	Y	N	Y	N	N	Y	Y	Y	
9	Johnson Richard	Y	N	N	Y	N	Y	Y	Y	
7	Kerr Judy	Y	N	N	Y	Y	N	N	Y	
7	Nollner David	Y	N	N	Y	N	N	N	Y	
5	Overman Lesley	Y	N	N	Y	N	N	N	Y	
7	Presley Mark	Y	N	N	Y	N	Y	N	Y	
6	Russell Amber	Y	Y	Y	N	N	Y	Y	Y	
4	Taylor Lonnie	Y	Y	N	Y	N	N	N	Y	
9	Thomas David	Y	Y	N	Y	N	N	N	Y	
8	Whittaker Steve	Y	Y	N	Y	N	Y	Y	Y	
Count		Yes	20	9	7	13	5	14	13	20
		No	0	10	13	7	15	6	7	0
		Abstain	0	1	0	0	0	0	0	0
		Absent	0	0	0	0	0	0	0	0

FAILED FAILED PASSED FAILED PASSED PASSED PASSED

*ORD 281-2023-18 FAILED
*ORD 282-2023-19 FAILED

COMMITTEE MINUTES
MARCH 2023

Hartsville/Trousdale Executive Committee Regular Meeting

Meeting Minutes

March 9, 2023 - 6:00 P.M. – Trousdale County Community Center

Present: T. Bubba Gregory, Landon Gulley, Beverly Atwood, Jack McCall, Will Dennis, David Thomas

Absent: Shane Burton, Lesley Overman

1. **Meeting Called to order:** By Jack McCall, Chair.

2. **Approval of Minutes**

Motion by Thomas and 2ND by Dennis to approve February 7, 2023, minutes. All in favor.

MOTION CARRIED

3. **Committee Reports:**

A. **Audit – Beverly Atwood**, scheduled for March 16th at 7pm at Mayors office regarding FY22 Controllers Report. Finding on accounting issue with water department plan of action submitted.

B. **Codes and Zoning – David Thomas** - Next meeting March 15th. Rick Gregory will be there and will focus on how to move forward with his help on ordinances and resolutions. How to clear up some wording and updates to make all flow together.

C. **Emergency Services** – In Lesley Overman’s absence David Thomas spoke as he is Vice Chair.

1. Unanimous vote on ambulance color to send it back to EMS Director and Mayor.

2. Brush truck – 4-1 vote. Take full \$204,000 and start all over.

\$27,000 to fix chase by Blankenship. Unsure if bed would fit. New \$260,000 EMS/EMA budget that could go over not have to pull from fund balance. 2WD no debris blade on it. \$110,000 plus \$27,000 off of roughly \$57,000 to repair.

May want to toss around possibly fixing recommendations for Emergency Services. F450 4WD is what we have.

D. **Finance – Landon Gulley**; Meet Monday prior to work session. Met 3rd Monday in February discussions that have come out. EMS discussion 80% on O/T. Still coming our way. Budget start coming. Getting with Mr. Potts with penny values to set April meetings. Purchasing update to be in April.

E. **Law Enforcement – Shane Burton – absent.**

F. **Personnel – Will Dennis**

Not met since last meeting. Next meeting March 16th at 6pm.

7-H of personnel policy concerning volunteers as ambulance drivers. Hope to have recommendations to move to full body.

Looking at Benefits package for county employees.

T. Bubba Gregory was on Insurance committee for years. Employees always wanted to stay with state programming. Is it prohibited for county to cover part of premium? Is there a way to coop with surrounding counties.

Sumner lumped county employees and school together. That is essentially a pay raise.

Could we look at lumping with School Board? Personnel will be looking at some of the above avenues.

G. **Public Works - T. Bubba Gregory**

No meeting since last one. Meeting scheduled tonight after this meeting.

4. Discussion Items

A. Budget Season

No discussion at this time.

What are department heads requesting?

Know sheriff Russell asking for 4 positions and 3 dispatchers.

We did get \$50,000 more in COVID. Opioid money to be determined by advisory committee to Mayor.

Approved a very tight budget last year. Last year we did 0.8 into EMS out of 151 debt services after some payoffs \$32,000. No padding an anticipation of what was coming. Some are frustrated with lack of Director recruiting more employees.

Seen local fire fighter graduated for EMT school. Gregory - Can we look at as a salary increase for ins?

B. Planning Office: Ms. Rosalie is manning the office. Putnam, Dekalb and Macon to cover at no cost.

State issues all permits. Some counties do \$750 builder fee and state does the charge of permits.

Interesting to see if there is a need for having someone in the office all the time.

Would like for this to be added to the agenda what the revenue stream may be. Office open door –

Mrs. Rosalie is permitted to sign off on document's when needed.

Some have concern if multiple inspectors might be more confusing.

C. Other Discussion

Appointment's for Planning Commission and BZA? Mayor has some individuals in mind.

D. Adjourn | Motion by Gulley, 2ND Gregory.

MOTION CARRIED

PUBLIC WORKS COMMITTEE MINUTES

Meeting Date: March 9, 2023, 7 p.m., Community Center

Present: Bubba Gregory, Chris Gregory, Landon Gulley, Lonnie Taylor, Mark Presley, Alan Carman, Richard Johnson, Public Works Director Cliff Sallee, Mayor Jack McCall

Others Present: Tracy Bray from Public Works

Chairman Bubba Gregory called the meeting to order.

Minutes of the February 2023 meeting were reviewed, with Landon Gulley requesting addition on 8K pump replacement being part of 20K pool loss in 2022. Motion to approve as amended by Gulley, second by Mark Presley. Motion approved.

Sallee introduced Tracy Bray to committee. Bray is five-year employee and Sallee plans to promote to assistant supervisor. Sallee defined some of added duties and noted increase in pay. Sallee said plans are to make promotion and pay raise formal at start of 2023-24 budget year. Sallee indicated Bray was OK with this plan.

Discussion turned to compactor at Convenience Center. Asphalt has been cut out, waiting to pour concrete. Hoping to get same cost as last time, but Sallee said more metal had to be purchased this time for installation. Lines have been run.

Gulley noted that traffic flow has been reworked at Convenience Center. Sallee said this will hopefully help traffic at site. Old gates obtained from Tennessee Central Economic Authority for second access point. Sallee said signs, restriping will take place.

Discussion turned to roll off rentals. Solid Waste Committee voted previously to increase roll off rental costs to \$345. Sallee says contractors are complaining about cost, asked if committee would consider reestablishing previous rate of \$150 for repeated runs. Gulley asked what our costs are to haul off. Sallee said rental users still pay tonnage, minus two tons included with rental cost. Carman said \$150 seemed too cheap. Chris Gregory asked if \$345 was for a time period or a one time fill up, asked if county would consider charging to rent for a specific amount of time. Gulley asked about turnaround time to take to Smith County landfill, Sallee said hour to hour and 15 minutes. Gulley asked to see true costs of each run so committee could determine a better cost before making changes. Sallee noted goal is to get county cleaned up. Others are dealing with Smith County at \$100 per ton, Trousdale has \$37 contract rate for little longer. Sallee noted the more roll offs are utilized, the less construction material comes to the Convenience Center. Public Works tries to catch contractors bringing material to Convenience Center and sends to Smith County when caught. Consensus of committee was to wait to get financial figures before making decision.

Mayor Jack McCall said he would like to see committee take action that night, citing desire to better serve the public. Gulley noted this request would help businesses more than general public and that numbers would be better to have before taking action. Discussion could take place at work session. Sallee said numbers could be provided then.

Discussion turned to bell tower. Sallee said tower is in place, bell and parts have been taken to Blast from the Past in Lebanon, who will sandblast and powder coat it. Cost is \$150 to sandblast, \$100 to powder coat. Sallee said cost may increase but estimated no more than \$300. Bell will be restored as soon as completed. Committee expressed its appreciation to Sallee for saving county money in this matter.

Discussion turned to courthouse. Last storm blew windows out on third floor, plus rock thrown through one window. Might be weighted glass, Sallee unsure. Losing glass at pretty good rate because glaze on windows is failing on all windows, Sallee said. Glazing is necessary to keep courthouse as historic building. Chris Gregory asked about the cost for glazing vs. caulking and if keeping as historic building was worth the added cost in repairs. Gulley noted old quote of \$250K to replace all windows because they had to be historic type. Sallee

said other work will be needed to stay on historic register. Mayor McCall said he is investigating National Trust for Historic Preservation, as there is grant funding available for restoration of old buildings, hoping to meet with that group in couple of weeks. Lonnie Taylor said there are manufacturers who make historical-type materials and concurred that grant funding should be available, citing personal examples. Sallee said his staff can replace and glaze windows for immediate repairs. Taylor said county does not want to lose historic designation, as building would then be ineligible for grants.

McCall said he wants to look at full-time grant writer in upcoming budget to find opportunities for county. Gulley and Taylor noted there are companies/individuals who do this on contract basis.

Bubba Gregory asked about repairs to courthouse. Sallee said Trane has been in doing work, but no one can provide date for returning. Cleaning is taking place, but upstairs benches have been moved and floors badly scratched. Downstairs floors have cardboard taped over, so unable to determine damage. Rooms for Election Commission will have to be redone, Sallee said. Gulley asked about inspections (electrical, building). Sallee said crews had said they did not need permits, did not know if that was case or not. Gulley asked about removing boiler, no work done per Sallee. This was supposed to be part of contract.

Discussion turned to Administration Building. Crews have been moving county clerk office materials over to old Water Dept. area and have found countertops need replacing. Sallee has been in touch with builders about costs, will have clerk moved as soon as possible. Another project coming in mayor's office, Sallee said. Signs were blown out by storm, insurance handling. Sallee asked if committee would prefer same type sign or different kind, will get numbers together for committee to consider.

Discussion turned to old Health Department building. Public Works has moved offices to building, using about two-thirds. Only leak is around old chimney, Sallee said. Building also being used for PW storage. Tracy remaining at Administration Building since she handles money, billing, purchase orders. Some county records being currently stored in metal building behind Admin, Sallee would like to move them into Admin.

Discussion turned to park. Ballfield lights are on, two not aimed at fields. Some poles are not placed where engineers indicated because of water/sewer lines. Little League is able to practice, no real safety hazards. Gulley asked about poles on Field 1 and Field 2 that players could potentially run into because of location. Sallee said county would put chain-link fence around them if necessary. Sallee provided camera system update, server is being set up but no direct internet in bathroom. Crew will run antenna from pool to see if service is available, if not we may have to put fiber in building. Sallee will reach out to Tri-County to see if fiber is feasible but believes pool internet will suffice. Cameras are coming in, Sallee will have update at next meeting. Public Works has laid groundwork for cameras in ballfield areas in future. Gulley asked about cost to install cameras now in those areas. Sallee will have to check.

Bubba Gregory asked about any further damage to park facilities. Sallee noted recent incident with parent/child confronted by nine youths. Incident caught on camera.

Mayor was asked about an update on playground replacement. County received three proposals. Mayor, John Parker, Sallee, Alisha Eley from Kimley Horn, and Amy Thomas scored proposals and made recommendation to TDEC, who will make final determination. Mayor presented committee with proposals and renderings from the recommended vendor. Sallee said decisions will have to be made on current fencing, as all that will have to come out. Proposals came in at around \$1 million, mayor noted, and county has \$1.2 million committed including TDEC grant funds. Bubba Gregory asked if current equipment roped off could be repaired temporarily, but Sallee estimated that could cost \$80K. Gulley asked about UV protectors to help new equipment last longer, as they had been discussed previously and were not shown on current proposals. No timeline on beginning project.

Discussion turned to swimming pool 2023 season. PW has one manager application, one assistant manager application, one lifeguard application as of meeting time. Sallee hopes to use manager to begin recruiting at

high school to attract lifeguards. Sallee is comfortable with estimated \$44,912 payroll for summer with increased pay rates approved at February meeting. Gulley motioned to send entire package (costs, hours) to Finance Committee with favorable recommendation, second by Mark Presley. Motion approved with one no vote by Chris Gregory, citing desire to adjust pool operating hours. Sallee had no update on microwavable foods.

Taylor asked about getting WTNK radio to promote pool, Gulley said recruiting needed at high school. Social media also to be utilized.

Discussion turned to budget needs for 2023-24 fiscal year. Sallee mentioned needs for backhoe used to mash loads at Convenience Center (current model is 1996, on second motor and front axle, transmission out). Sallee pricing new vs. used equipment. Also wants used skid steer (current 2006 model in bad shape), PW has been borrowing from Water Department. Current would be repaired and used in town. 2012 roll off truck has bad transmission, consistently needing adjusting. Current used pickups also needing work on regular basis, Sallee wants one new pickup in budget. Hoping to get two more years out of current front-loader truck. Sallee noted Public Works has run tight as possible for number of years. Bubba Gregory asked about total amount of requests, number not immediately available. Taylor asked whether leasing equipment would be worth cost compared to money spent on repairs.

Sallee brought up individual just outside Urban Services off Industrial Park Road who wants trash can, estimates to be 100 feet from official city limits. Gulley, Chris Gregory said while committee can sympathize, doing so would potentially set bad precedent. Bubba Gregory said county has looked at expanding Urban Services District but no action ever taken.

Sallee asked about selling old ballfield lights currently in storage. Gulley noted old football lights got estimated \$100 per fixture. They would have to be declared surplus. Mayor's office is working on that.

Mayor said he has talked to Stanley Holder about access gate into park, who was against idea because of access needed to tobacco warehouse. Holder indicated he would be receptive to gate closer to play area, perhaps near radio station or basketball courts.

Chris Gregory asked about status of previous administration's jail subcommittee, as two of three members (then-mayor, commission chairman) are no longer in office, and if work has been done on identifying potential sites. Mayor McCall indicated committee is being reformed with sheriff, himself, Shane Burton and two others to be determined. That committee will make recommendation at future date, but no timeframe, per the mayor. Some potential sites have been sent to Spirit Architecture to see what can be designed for those locations. Final site decision will be made by County Commission.

Next meeting was scheduled for Wednesday, March 29 at 7 p.m. at Community Center.

Motion to adjourn by Landon Gulley, second by Mark Presley. Motion approved.
Minutes presented by Chris Gregory

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

EMERGENCY SERVICES COMMITTEE MEETING MINUTES MARCH 08, 2023

MEMBERS PRESENT

LESLEY OVERMAN, CHAIR

BRIAN CROOK, SECRETARY

DAVID NOLLNER

DAVID THOMAS, VICE CHAIR

RICHARD JOHNSON

AMBER RUSSELL

EX-OFFICIO MEMBERS BY POSITION, NON-VOTING PRESENT

MATT BATEY

MAYOR JACK MCCALL

MARK BEELER

RAY RUSSELL

Meeting was opened by Chairman Lesley Overman

Minutes from previous meeting had been passed out prior to meeting and were read for corrections or amendments.

Brian Crook made a motion to approve. Seconded by David Thomas.

Interim Fire Chief Mark Beeler gave a summary of the membership criteria and scheduled upcoming training. Mark also gave a list of all Fire Department vehicles and discussed hose testing will be done later in the year. Mark gave a detailed summary of the gear the fire department personnel will need this year. The fire department also got approved for a grant in the amount of 11,400 and will be purchasing a thermal imaging camera, and six SCBA bottles. Mark also discussed upcoming training and will be advising the committee when he will need more funding for the equipment needed.

Chairman Lesley Overman gave an update on the Brush Truck that was involved in an accident. Lesley advised that the insurance offered 205,000 and they would keep the truck, or the county keeps the truck with a salvage title and 175,000. Due to the amount of suspension and frame damage the committee recommended that we total the brush truck out and start over.

Matt Batey gave the EMS report. He advised the committee of the call volume. It was requested by Commissioner Amber Russell that we start using Trousdale Medical Center more instead of transporting patients to other hospitals so we can keep ambulances in our county. Matt advised that the patient could request where they want to go to get the best care and EMS is obligated to take them where they want to go. Matt then went over the financial report and is going to start giving a write off report so the committee can review it. Matt also advised he has five full time paramedics and is looking for one more to have a full crew.

Matt Batey gave a brief statement about Rescue. He advised that Rescue 1 is back in service and that they now have 19 active members. Batey also advised they haven't heard back from grants yet regarding upcoming training in the year.

Ray Russell advised of needing a new radio tower for Hwy 231 and gravel hill area. He advised he was looking into grants to fund the project.

Next on the agenda was the color scheme of the ambulance, which was brought up for discussion. The state has approved the color scheme of the black ambulance and the committee recommended that the Mayor and the EMA Director make the decision on colors in the future.

David Nollner made the motion to adjourn.

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

CODES AND ZONING COMMITTEE

MARCH 15 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 5/5

David Thomas, Chairman
Lonnie Taylor, Vice Chair

Lesley Overman, Sec
David Nollner

Tommy Belcher

Others in attendance: Rosalie Myhan, Mayor McCall, and Rick Gregory

Chairman David Thomas called meeting to order at 6:00pm.
A quorum was determined with the members present.

Motion to approve minutes from Dec 8 meeting made by Taylor, seconded by Nollner, Motion Carried.

Mayor presented contract to Rick Gregory, which was signed.

Discussion with Mr. Gregory on unifying zoning codes. Gregory suggests consolidating specifics into larger categories. He will provide a redline copy with any and all changes. County reference of the size of the drawing specifics needs to be consolidated. Cleaning up typos and possible misprints-changing number sections to make it easier to edit with additions etc. Special Exceptions should be only for the BZA to determine and then to the planning commission. Lots of exceptions to the special exceptions that need to be cleaned up. Gregory shared several notes to already be amended in current codes. Rosalie suggested she send things she sees in her office that are missing to Mr. Gregory such as appendixes for flood plains and building codes since they change regularly.

Discussion of Commercial building regulations, Tree Regulations, and ADA compliant parking lots coming from Planning Commission. Commercial Building regulations still in process in planning; should have full ordinance next month. Taylor questions façade breaks by linear foot. Gregory suggests this is not governing but more meddling. Nollner asked about treehouse regulations, air BnBs, and tiny homes etc. Gregory suggests language for these should be in the codes.

Other discussion. Rosalie added that signs are being ordered, inspections are happening with Macon county inspector and state inspectors. The office is still functioning and operating as usual.

Meeting adjourned by motion from Nollner.

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

MARCH 16, 2023 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 6/6

Will Dennis, *Chair*

Alan Carman, *Secretary*

Shane Burton

Steve Whittaker, *Vice Chair*

Brian Crook

Grant Cothron

Others Present:

Mayor Jack McCall, Guiselle Quiel Scott (HR), Branden Bellar, Amy Thomas *CCFO*

Chairman Will Dennis called the meeting to order at 6pm; Steve Whittaker led the committee in prayer. A quorum was determined with all members present.

Minutes from the February 2, 2023 meeting were reviewed.

Motion to accept as presented by Crook; second by Cothron.

MOTION APPROVED

Discussion Items

Review Personnel Policy Section VII, Item H Use of Government Vehicles and Equipment

to potentially add language to allow volunteers as drivers for the ambulance service and require training for drivers of all emergency vehicles, including volunteer fire and rescue members. Chairman Dennis proposed adding the language of "and volunteer(s)" where "employee" is referenced in the policy section VII.H. He also suggested adding Item 7 to state "County Employees are to be the primary drivers of County owned emergency vehicles; however volunteers can be used as a secondary option in unforeseen events at the authority of the on scene chief(s)."

Crook made the motion to send the two amendments to the Commission; second by Carman.

MOTION APPROVED

See attachment of added language to Section VII.H

Review Personnel Policy Section V, Item F COVID-19 Sick Leave Policy to correspond the ending date with the possible ending of the federal declarations on May 11, 2023.

Cothron made the motion to move the expiration date to match federal regulations; second by Whittaker.

MOTION APPROVED

See attachment of added language to Section V.F

Next meeting date Committee set the next meeting for April 20, 2023 at 6pm in the Mayor's office. At this time there are no items to be discussed.

Public Comment – none presented.

Meeting adjourned at 6:15pm with a motion from Grant Cothron; second by Alan Carman.

*Minutes submitted by
Amy Thomas, CCFO*

Section VII – Miscellaneous Personnel Policies

H. USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT

1. Hartsville / Trousdale Metropolitan Government is committed to promoting safe and responsible driving for all of its employees **and volunteers**. To ensure that this commitment is followed through, the County has adopted a vehicle and equipment policy that requires all employees **and volunteers** who operate County owned vehicles or equipment during the performance of their duties, to do so in a lawful and safe manner. An employee **or volunteer** who, at the County's request and through the County's authorization, is asked to operate a County vehicle/equipment or rented vehicle/equipment will do so for County business use only and will not be considered available for personal use in any way. No unauthorized persons will be permitted to operate a County vehicle or equipment.
2. The County has the sole discretion in determining who may operate County or County-sponsored vehicles or equipment, therefore, the County has the right to review any appropriate documents including but not limited to driving records, proof of a valid license, and automobile insurance information.
3. Employees **and volunteers** must be 18 years of age to operate a County vehicle or equipment.
4. Employees **and volunteers** are expected to take all steps necessary to avoid endangering themselves and others while operating County or County-sponsored vehicles or equipment on County business. To ensure this, employees **and volunteers** authorized to operate County/County-sponsored vehicles or equipment are expected to ensure that all occupants wear safety belts when the vehicle or equipment is in operations and that the vehicle/equipment to which the employee **or volunteer** is assigned is maintained in a safe driving/operating condition. Employees **or volunteers** driving county owned or rented vehicles/equipment would comply with respective laws governing motor vehicle/equipment operations.
5. Employees **and volunteers** will not use cellular telephones (unless they are equipped with hands-free operations) while operating county vehicles or equipment and refrain from conducting any other activities which may impede the driver's ability to focus on safely operating the vehicle/equipment while it is in motion.
6. Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the County up to and including termination.
7. **County Employees are to be the primary drivers of County owned emergency vehicles; however, volunteers may be used as a secondary option in unforeseen events at the authority of the chief(s) on scene.**

Section V - Benefits

F. COVID-19 SICK LEAVE POLICY

1. **Eligibility.** All current full and part-time employees scheduled but unable to work (or telework) between the dates of January 1, 2021 and **May 11, 2023** due to one of the following reasons are eligible for COVID-19 sick leave:
 - a. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. A copy of the federal, state, or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order must be submitted to support the employee's COVID-19 sick leave request.
 - b. The employee has been advised by a licensed health care provider to quarantine or self-isolate due to concerns related to COVID-19. Written documentation by a health care provider advising the employee to quarantine or self-isolate due to concerns related to COVID-19 or the name of the provider who advised the employee must be submitted to support the employee's COVID-19 sick leave request.
2. **Amount of COVID-19 Sick Leave:** Eligible employees have up to ten (10) working days of COVID-19 sick leave available to use for qualifying reasons. For employees with varying hours, one of two methods for computing the number of hours paid will be used:
 - a. If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
 - b. If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.
3. **Consecutive COVID-19 Sick Leave.** Because all other reasons for COVID-19 sick leave could potentially expose an employee or others in the workplace to the virus, once an employee begins taking leave for reasons 1-2 above, the employee must use the permitted days of leave consecutively until the employee no longer has a qualifying reason to take COVID-19 sick leave.
4. **Rate of Pay:** COVID-19 sick leave will be paid at the employee's regular rate of pay without consideration of overtime pay.
5. **Interaction with Other Paid Leave:** The employee may use COVID-19 sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.
6. **Procedure for Requesting COVID-19 Sick Leave:** Employees must notify their **DEPARTMENT HEAD OR ELECTED OFFICIAL** of the need and specific reason for leave under this policy as soon as possible on the first day of their COVID-19 sick leave absence. A COVID-19 Sick Leave Request Form will be provided to all employees. Verbal notification will be accepted until practicable to provide written notice.
 - a. COVID-19 sick leave must be approved by the employee's **DEPARTMENT HEAD OR ELECTED OFFICIAL** in the same manner as all approved leave requests using the approved COVID-19 Sick Leave Request Form
 - b. Once COVID-19 sick leave has begun, the employee and their supervisor must determine reasonable procedures for the employee to report every three (3) working days on the employee's status and intent to continue to receive COVID-19 sick leave.
 - c. During a period of COVID-19 sick leave, the employee must certify that the employee will not work for another employer during what would have been the employee's normal work hours for the Hartsville/Trousdale County Government. An employee who falsely certifies they will not work for another employer during those normal work hours, and does in fact work for another employer, will be subject to discipline under Section VI.
7. **Documentation required for COVID-19 sick leave to be paid.** The employee must submit to their **DEPARTMENT HEAD OR ELECTED OFFICIAL** the following documents (if applicable):
 - a. Any quarantine order, self-isolation order, doctor note, or test results should be submitted via email, text or fax to the employee's **DEPARTMENT HEAD OR ELECTED OFFICIAL** as soon as possible after receipt, but no later than 24 hours after the documentation is received.
 - b. signed leave request form; and
 - c. return to work form.
 - d. All required documentation must be stapled to the employee's timesheet and submitted to the Mayor's Office along with the employee's timesheet.

IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED AT THE SAME TIME AS THE EMPLOYEE'S TIMESHEET, THE EMPLOYER WILL EXHAUST REGULAR SICK AND VACATION LEAVE OR THE EMPLOYEE WILL BE GIVEN LEAVE WITHOUT PAY.

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

AUDIT COMMITTEE

MARCH 16, 2023 | 7:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 4/5

Beverly Atwood
Jerry Ford

Judy Kerr
Mark Presley

Amber Russell

Others Present:

Mayor Jack McCall, Amy Thomas *CCFO*, and Tyler Ensminger of TN Comptroller Local Government Audit

Madam Chairman Beverly Atwood called the meeting to order at 7pm. A quorum was determined to be present with all members in attendance.

Minutes from the November 1, 2022 meeting were reviewed.

Motion to accept as presented by Ford; second by Kerr.

MOTION APPROVED

General Discussion

Review Audit Report ending June 30, 2022 The Committee was supplied with the data sheet from the FY2022 Audit along with reports of the ending fund balances. Tyler Ensminger with the TN Comptroller's office was present to clarify any questions the Committee had pertaining to the audit.

There was one finding from the Water & Sewer Department that stated the accounting records were not closed by August 31. Reason for this occurrence is due to transition of staff in the office and software updates. This matter had already been addressed by the department and the Comptroller.

Fund Balances –

Fund Balances per FY2022 Audit

Fund	Beginning Balance	Net Change	Ending Balance		Projected Ending Balances per Budget	Projected Net Change per Budget
	7/1/2021		6/30/2022		6/30/2022	6/30/2022
101 - General Fund	4,572,304	↓ (586,476)	3,985,828	pg 28	3,216,696	(1,355,608)
111 - Urban Services	1,507,939	↑ 214,558	1,722,497	pg 130	1,402,532	(105,407)
116 - Solid Waste	834,073	↑ 336,929	1,171,002	pg 131	803,041	(31,032)
118 - Ambulance Services	370,537	↑ 39,932	410,469	pg 132	258,197	(112,340)
122 - County Drug Fund	73,401	↑ 7,374	80,775	pg 133	68,151	(5,250)
151 - Debt Services	600,628	↑ 304,355	904,983	pg 137	432,912	(167,716)
156 - Education Debt Services <i>Wheel Tax / 2002 High School</i>	385,648	↓ (385,648)	-	pg 138	-	(385,648)
131 - Highway Fund	1,233,912	↑ 223,698	1,457,610	pg 136	821,192	(412,720)
141 - General Purpose School	3,693,013	↑ 240,221	3,933,234	pg 151	1,647,307	(2,045,706)
Total Fund Balance	11,853,202	394,943	13,711,140		8,650,028	(4,621,427)

The full audit can be found at <https://comptroller.tn.gov/content/dam/cot/la/advanced-search/2022/county/FY22TrousdaleHotSheet.pdf>

Mr. Ensminger felt the County was doing well. He appreciates the work done by Amy Thomas, Peggy Taylor, Mary Dale Welch, and Angie Williams on keeping everything running smoothly.

Russell asked how often the audit is conducted and what is examined. Ensminger explained that the Audit is an annual event. Trousdale County is a second round county where the preliminaries begin in March and the auditors return in September to do a complete assessment. The purpose of the audit is to verify the financials are materially correct and true. The preliminaries or test work includes cash counts, random expenditure checks, capital expenditures, and payroll samples. Auditors make sure the County is following the policies it has set forward.

Kerr asked about the Best Practice policy recommended by the Comptroller's office. This is an item that will appear on every audit suggesting counties consolidate to one central accounting department that would include General funds, Schools, Water, and Highway thus eliminating duplicate work on the part of the auditors. It is not a mandatory direction, but a suggestion of the Comptroller. Only 25 counties of the state have adopted this policy.

Meeting adjourned at 7:22pm with a motion from Amber Russell; second by Jerry Ford.

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

FINANCE COMMITTEE

MARCH 20, 2023 | 6:00PM | TC COMMUNITY CENTER

MINUTES

Members Present: 5/5

Landon Gulley, Chair

Beverly Atwood

Jerry Ford

Bubba Gregory, Vice Chair

Will Dennis

Others Present: Amy Thomas – Secretary, Mayor Jack McCall, Hon. Branden Bellar, Comm. David Nollner, Comm. Lesley Overman, Sheriff Ray Russell, Tommy McFarland, Rosalie Myhan

- 1. The meeting was called to order at 6:00 pm by Chairman Gulley. Quorum was determined with all 5 members present.
- 2. Minutes from the February 21, 2023 regular meeting were reviewed.

Motion to accept the minutes as presented by Ford; second by Gregory.

Minutes accepted as presented.

- 3. Financial Statements
 - A. **Trustee Cash Balance | February 2023** Committee Reviewed the February Statement. No concerns were noted.
 - B. **February 2023 Financial Summaries**
 Business Tax revenue is lagging in all applicable funds. The bulk of this line item typically comes through in May.
 Concerns are still high over the Ambulance overtime. At the end of February, that line item is showing 93.45% of the budgeted amount. Emergency Services Committee chair Lesley Overman was in attendance and stated that her committee has asked the questions to the director, but no answers or remedies have been offered.
 No other concerns were noted.

4. Budget Amendments

2023-111-01FB	Traffic Lights – Andrews	\$	97,000
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The request is to move the current traffic lights at Broadway to the Andrews intersection. The installation will include a new pole mounted cabinet, new controller and equipment, new electrical service, new signal cables, new left turn loop, amongst other items. A quote from S&W Contracting showed the work being \$56,840. Public Works Director Cliff Sallee is asking for an additional \$40,160 to cover the purchase of two battery backups and any unexpected costs. The batter backups would be helpful during storm or other outages.

Motion to recommend BA 111-01FB to the full Commission by Atwood; second by Dennis.

MOTION APPROVED
voice vote w/o opposition

2023-141-05	Youth Risk Behavior Survey	\$	500
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Revenue from the TN Dept of Education being appropriated for the completion of the Youth Risk Behavior survey at the high school

Motion to recommend BA 141-05 to the full Commission by Gregory; second by Atwood.

MOTION APPROVED
voice vote w/o opposition

2023-141-06 Supporting Postsecondary Access in Rural Communities \$ 95,158

Appropriating revenue from the SPARC grant to support the TCAT Summer Bridge program.

Motion to recommend BA 141-06 to the full Commission by Ford; second by Atwood

MOTION APPROVED
voice vote w/o opposition

5. Other Discussion

- A. **FY22 Audit Fund Balance Report.** Committee reviewed the audited ending fund balances at June 30, 2022.

Fund Balances per FY2022 Audit

Fund	Beginning Balance 7/1/2021	Net Change	Ending Balance 6/30/2022	
101 - General Fund	4,572,304	↓ (586,476)	3,985,828	pg 28
111 - Urban Services	1,507,939	↑ 214,558	1,722,497	pg 130
116 - Solid Waste	834,073	↑ 336,929	1,171,002	pg 131
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122 - County Drug Fund	73,401	↑ 7,374	80,775	pg 133
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131 - Highway Fund	1,233,912	↑ 223,698	1,457,610	pg 136
141 - General Purpose School	3,693,013	↑ 240,221	3,933,234	pg 151
Total Fund Balance	11,853,202	394,943	13,711,140	

- B. **FY24 Budget – Fund 141 Schools Local Revenues.** According to the adopted Budget Policy, the Finance Committee is responsible for setting the local revenues for Fund 141 budget. These are not final numbers, but a starting point for the schools to use to prepare their budget. After review of proposed numbers, the Committee moved to set the local revenues knowing that these can be adjusted during the budgeting process:

40110	Current Property Tax	\$1,550,000
40115	Discount on Property Taxes	(20,150)
40120	Trustee's Collections - Prior Year	40,000
40130	Circuit Clerk/Clerk & Master Collections - Prior Years	25,000
40140	Interest and Penalty	6,000
40161	Payments in Lieu of Taxes - T.V.A.	200,000
40210	Local Option Sales Tax	980,000
40270	Business Tax	25,000
40275	Mixed Drink Tax	5,000
	Total Local Taxes	\$2,810,850

Motion to set the local taxes as presented by Dennis; second by Gregory

MOTION APPROVED
voice vote w/o opposition

6. Public Comment

- Jerry Ford began the discussion on implementing a wheel tax for upcoming projects. With a jail and other major expenses coming, the County needs to start building funds. The revenues from the wheel tax can be put towards Fund 171 Capital Projects. Atwood provided the wheel tax amounts for the surrounding counties. Chairman Gulley stated he would like to see a solid plan before moving forward with proposing a wheel tax.

7. Adjourn: With no further business, a motion to adjourn the meeting was made by Atwood; seconded by Ford. Adjourned at 6:45 pm

*Minutes submitted by
Amy Thomas*

PUBLIC WORKS COMMITTEE MINUTES

Meeting Date: March 29, 2023, 7 p.m., Community Center

Present: Bubba Gregory, Chris Gregory, Landon Gulley, Lonnie Taylor, Mark Presley, Alan Carman, Richard Johnson, Public Works Director Cliff Sallee

Others Present: Members of Public Works staff

Chairman Bubba Gregory called the meeting to order.

Minutes of the March 9, 2023 meeting were reviewed. Motion to approve by Presley, second by Carman. Motion approved.

Committee discussed request to change rates for roll off rentals. Sallee provided handout with info on department costs. One run to Smith County was 34 miles, took about 52 minutes in all. Driver makes \$18/hour. Request is to keep \$345 rate for initial run, \$150 after that, plus tonnage. Gulley asked if we charge tonnage on repeat runs. Sallee said yes, 2 tons included are on first run only. Sallee noted that Class 3 runs are in & out, Class 1 takes longer. Gulley asked about setting rate at \$200, Sallee said he felt \$150 was OK. Chris Gregory asked if county had budgeted at higher rate and if change would affect department budget. Sallee did not have answer to that. Motion by Gulley to recommend to Commission changing rate per Sallee request, second by Taylor. Motion approved.

Sallee provided update on new trash truck. Dealer called previous day and said truck had been shipped to Ohio, should arrive within 45 days. Sallee said if county wants new front-loader, it will probably take two years to arrive.

Discussion turned to pool season. Sallee said only four lifeguard applications, two assistant managers received to date. Manager is in place. Applications will need to be turned in by April 15 for department to be able to schedule training. Committee was to ask HS principal to help make announcements. Gulley asked about age limit for lifeguards, Sallee said 15. Taylor suggested making use of social media. Bubba Gregory asked if pool could open with shortened hours if not enough lifeguards. Sallee indicated couldn't open at all. Sallee said equipment looks good, no issues expected.

Discussion turned to volleyball courts. Mayor Carman administration purchased land in park to be able to install courts, but it never happened. Sallee said would need to get rid of some light poles to make it work. Bubba Gregory asked for a cost estimate to open volleyball. Sallee indicated \$3,000 to \$3,500. Gulley motion to recommend approval, second by Chris Gregory. Motion approved.

Sallee reported on new cameras in park. They have been installed and are working well.

No update available on courthouse repairs.

Sallee said PW staff had been working in park Tuesday and Wednesday, all wooden light poles have been removed. Little League workday scheduled for Saturday, April 1 and Rally Day on April 8.

Alan Carman said people have asked about lighting on walking track. Sallee said lights come on from 6-10 p.m. and 3-6:30 a.m. Gulley asked if switching to Daylight Savings Time might mean need to adjust schedule. Sallee will look into this.

Bubba Gregory asked about disc golf. Sallee said some complaints received about sites of holes close to creek. Gulley said kids are starting to use, and club is forming at middle school.

Presley asked if broken windows at courthouse have been fixed. Sallee said yes.

Next meeting was scheduled for Wednesday, April 12 at 6 p.m. at Community Center. (NOTE: Meeting site later moved to mayor's office)

Motion to adjourn by Taylor, second by Gulley. Motion approved.

Minutes presented by Chris Gregory

Hartsville/Trousdale Planning Commission Regular Meeting

Meeting Minutes

March 13, 2023 - 7:00 P.M. – Trousdale County Community Center

Present: John Kerr, David Nollner, Thomas Harper, David Thomas, Carol Pruitt, Mitch Gregory, Rhonda Keisling, Kealan Millies-Lucke (GNRC)

Absent: Heather Bay

Others Present: Jim Carman, George Helzer, Jordan Fleming, Rosalie Myhan, Matthew Carman, Brian Crook, Anthony Natale

Roll Call

- Chairman Kerr called the meeting to order at 7:00 P.M. and conducted a roll call.

Approval of Minutes

- Chairman Kerr asked for a review of the February 13th, 2023 meeting minutes. David Nollner made motion to approve minutes. Seconded by David Thomas. None opposed **MOTION CARRIED**

Changes to the Agenda - no changes. David Nollner made the motion to approve. Seconded by Mitch Gregory. None opposed. **MOTION CARRIED**

Public Hearing – none

Old Business- none

New Business

- Rezone by Mary Lynn Claridy from A-1 to R-1/A-1 on Hwy 10 (Map 13 Parcel 32.05) of 5.01 acres to separate 2 acres off and add the remainder to adjacent parcel owned in the 3rd Civil District***
Jim Carman spoke on behalf of Mary Lynn Claridy. Mrs. Claridy is wanting to tract off two acres of her 5.01 acres and rezone the two-acre tract to R1. This will leave remaining 3 acres on the existing house lot. David Thomas made a motion to send to county commission with a favorable recommendation. Seconded by Mitch Gregory. None opposed **MOTION CARRIED**
- Rezone 5.13 acres by Anthony Natale from A-1 to C-1 on 5.13 acres of 212 acres on Halltown RD (Map 019 Parcel 010.00) build a commercial building in the 7th Civil District***
Anthony Natale spoke on behalf of the rezone of 5.13 acres of his 212 acres from A-1 to C-1 on Halltown Rd. He is planning construct a building to store business material and equipment. David Nollner made a motion to send to the county commission with a favorable recommendation. Seconded by David Thomas. None opposed **MOTION CARRIED**
- Rezone by Matthew Carman from R-1 to C-2 on Hwy 25 (Map 019M C Parcel 017.30) of 0.91 acres for development in the 7th Civil District.***
Jim Carman spoke on behalf of Matthew. Mr. Carman wants to rezone this 0.91 acre to align with the existing C-2 tracts located adjacent to highway 25. Thomas Harper made a motion to send to the county commission with favorable recommendation. Seconded by Carrol Pruitt. None opposed **MOTION CARRIED**
- Rezone by Brian Crook from A-1 to R-1 on 1575 Skillet Creek RD (Map 4 Parcel 15.02) of 3.01 acres to separate House and 1 acre to sell in the 4th District.***
Jim Carman spoke on behalf of Brian Crook. Mr. Crook plans to separate the house and 1 acre lot from the existing 3.01 tract to sell. Carrol Pruitt made a motion to send to county commission with a favorable recommendation. Seconded by David Nollner. None opposed **MOTION CARRIED**
- Site Plan Approval for Matthew Carman on Halltown Rd (Map 19 Parcel 29.00) of 5.12 acres for a Commercial Building in the 7th Civil District***
Jim Carman spoke on behalf of Matthew Carman. Mr. Carman plans to construct a building for storage. Mitch Gregory made a motion to approve the site plan appending note A. Seconded by Carrol Pruitt. None opposed **MOTION CARRIED**

- **Sketch Plat approval for Dustin Marcellino on Western Ave of 6.19 acres (Map 19-N E 30.02) for 6 lots in the 7th Civil District**
Jim Carman spoke on behalf of Dustin Marcellino. David Thomas makes a motion to approve sketch plat. Carrol Pruitt second. None opposed **MOTION CARRIED**
- **Final Plat approval for Freedom Estates on Bass Rd (Map 17 Parcel 19.00) of 34.96 acres of 16 lots in the 6th Civil District**
Jordan Fleming presented the final plat. David Thomas made a motion to approve final plat. Seconded by Mitch Gregory. None opposed **MOTION CARRIED**
- **Amend the Zoning Ordinance of Hartsville, Tennessee Article IV, by adding Section 4.142 – Create ADA Parking Lot Design Requirements**
Kealan Millies-Lucke presented updated information on parking stall sizes. David Thomas made a motion to send to the county commission for approval. Seconded by Thomas Harper. None opposed **MOTION CARRIED**
- **Amend the Zoning Ordinance of Hartsville, Tennessee Article IV, by adding Section 4.141 - 4.140- Create a COMMERCIAL AND INDUSTRIAL DESIGN GUIDELINES section with Article IV. 4.141 Create Tree Preservation and Maintenance Requirements**
Kealan Millies-Lucke- provided minor updates made to the tree preservation for commercial and industrial design guidelines. David Thomas made a motion to send to county commission for approval. Seconded by Carrol Pruitt. None opposed. **MOTION CARRIED**

Discussion Items

- **Public Hearing Sign Design Approval**
Rosalie Myhan provided the planning commission with multiple sign designs for public hearings. The signs were reviewed, discussed, and agreed upon.
- **Codes and Zoning discussion**
David Thomas presented some material that were discussed in codes and zoning pertaining to land of 5 acres or more zoned R-1. Thomas suggested adding an amendment to rural area residential lots of 5 acres or more regarding maintenance regulations, specifically grass and weeds. GRNC staff presented information pertaining to Portland TN and Wilson County TN guidelines.
- **Commercial Building Design Guidelines**
GNRC staff presented commercial/industrial design criteria that the surrounding counties are enforcing. Kealan displayed a list of exterior building materials to be included in preferred, limited, and prohibited sections within the architecture requirements. During this discussion, when and location they are applied to the structure was discussed. The second design criteria discussed pertained to Dark Sky ordinance. Kealan Milles-Lucke reviewed Metro Nashville’s Dark Sky ordinance that was supplied within planning commission packet. She presented two different options to review. One option was favored but needed a few items to be transferred from other option. GRNC will update option and supply more information moving forward.

Closing Remarks from the Chair and Building Inspector

Adjourn

- David Nollner made a motion to adjourn, Seconded by Thomas Harper. None opposed **MOTION CARRIED**