

REGULAR MEETING OF  
**THE HARTSVILLE/TROUSDALE COUNTY COMMISSION**

*Lonnie Taylor*  
Chairman  
*T. Bubba Gregory*  
Pro Tempore  
*Jack McCall*  
Mayor

*Beverly Atwood*  
*Tommy Belcher*  
*Linda Bruce*  
*Shane Burton*  
*Alan Carman*

*Brian Crook*  
*Will Dennis*  
*Jerry Ford*  
*Chris Gregory*  
*Jeff Gregory*

*Landon Gulley*  
*Judy Kerr*  
*David Nollner*  
*Lesley Overman*  
*Mark Presley*

*Amber Russell*  
*David Thomas*  
*Steve Whittaker*

**MONDAY, MARCH 23, 2026 | 7:00 P.M. | TC COURTHOUSE**  
**WORK SESSION | MONDAY, MARCH 16, 2026 | 7:00 PM | TC COURTHOUSE**

**AGENDA**

- 1. Open Court**
- 2. Invocation** – Jeff Gregory
- 3. Pledge to the American Flag** – David Thomas
- 4. Roll Call** – Rita Crowder, *County Clerk*
- 5. Approval of Minutes**  
*Minutes of the February 23 Commission meeting have been distributed.*
- 6. Announcements**
- 7. Set the Agenda**
- 8. Citizens’ Response to Agenda Items**  
*If you wish to speak to the Commission on a specific item of the agenda, please sign in at the podium.  
You will be called to address the Commission at the proper time.*
- 9. County Mayor Report** – Jack McCall
- 10. Committee/Board Reports**
  - A. Parks & Recreation – *March 5*
  - B. Public Works – *March 5*
  - C. Audit – *March 10*
  - D. Codes & Zoning – *March 12*
  - E. Budget & Finance – *March 16*
  - F. Law Enforcement – *March 23*
  - G. First Response – *March 23*
  - H. *Other Reports*
- 11. Active Business**
  - A. Appointments**
    - 1) Board of Industrial Development
  - B. Resolutions**
    - 1) **Resolution 2026-03-837** Support of Local Parks and Recreation Funding (LPRF) Application
    - 2) **Resolution 2026-04-838** Surplus Equipment – Fire Department
    - 3) **Resolution 2026-05-839** County Travel Policy

**C. Ordinances**

**PUBLIC HEARING & SECOND READING**

- 1) **Ordinance 340-2026-02** HTCG Combined Zoning Regulations
- 2) **Ordinance 341-2026-03** Rezone A1 to I1 | Parcel 019 014.00 | Halltown Road
- 3) **Ordinance 342-2026-04** Annexation | Parcel 019 014.00 | Halltown Road

**FIRST READING**

- 4) **Ordinance 343-2026-05** Rezone C1/I1 to C1 | Parcel 019K B 019.02 | Broadway

**D. Budget Amendments**

**FUND 141 – GENERAL PURPOSE SCHOOLS**

141-14 (30)	Bonus Payout	\$	62,091
141-15 (37)	JSMS Classroom Transition		40,000
141-16 (39)	“Grade A” Program Funding		303,571

**E. Public Notary Applications Approval**

**12. Other Business**

- A. CoreCivic/TTCC Advisory Committee Report
- B. Spirit Architect | Jail Proposal
- C. Other

**13. Public Comment**

**14. Adjourn**

# MINUTES

**FEBRUARY 23, 2026, BE IT REMEMBERED**, that the Hartsville/Trousdale County Commission met pursuant to adjournment with the Honorable Lonnie Taylor, Commission Chairman presiding and the following commissioners present to wit: Tommy Belcher, Linda Bruce, Shane Burton, Alan Carman, Will Dennis, Jerry Ford, Chris Gregory, Jeff Gregory, T. "Bubba" Gregory, Landon Gulley, Judy Kerr, David Nollner, Lesley Overman, Mark Presley, Amber Russell, David Thomas, and Steve Whittaker.

1. **Open Court** - Sheriff Ray Russell

2. **Invocation** - Steve Whittaker

3. **Pledge to the American Flag** - Judy Kerr

4. **Roll Call** - Rita Crowder, County Clerk - **18 PRESENT, 2 ABSENT**

5. **Approval of Minutes**

Motion this court approve the minutes as presented.

Motion by Tommy Belcher, Second by Jerry Ford

**VOICE VOTE -**

**MOTION CARRIED**

6. **Announcements**

AOE, Steve Paxton, updated the commission on the timeline for turning in petitions if you plan to run for office in the upcoming election. He suggested turning them in earlier than later so that the signatures could be verified. The 5th District has had only one application for commissioner pulled at this time.

7. **Set the Agenda** - Add Item 11. E. Resolution 2026-02-836 to Adopt the County Park Master Plan

Motion this court set the agenda as amended.

Motion by Jerry Ford, Second by Jeff Gregory

**VOICE VOTE**

**MOTION CARRIED**

8. **Citizens' Response to Agenda Items** -

No one signed in to speak, but representatives from Enbridge were present and gave progress updates. They were asked about the mess on the roads and stated they were making efforts to improve the situation. They stated that any damages to property made by them, would be restored to its previous state once the project is complete. A hotline # will be provided for anyone with concerns or complaints. They also stated that they should be supplying gas to TVA by the end of this year.

9. **County Mayor Report** - Jack McCall

-Ward School project seems to be on track and bid letting will be in March. Thanks to Cliff Sallee and his crew for the great job in getting the building cleaned out. Once the bid is chosen, it should be completed in 7 months.

-Multi-modal sidewalk project is moving forward slowly and we are still needing funds to complete this project.

-141 project and the bridge project with TDOT and Jones Brothers seem to be on track.

-Brownfield Grant - evaluating the Depot building and the old Ped's building downtown.

-Jail - Mayor McCall will address this later in the meeting.

-Chris Gregory asked the Mayor to look in to getting a "do not stop" sign for the southbound traffic at the bridge repair on Broadway. The mayor said he would look in to that.

10. **Committee/Board Reports** -SEE ATTACHED MINUTES

- A. **Steering** - 2/12
- B. **Budget & Finance** - 2/17
- C. **Law Enforcement** - 2/23
- D. **First Response Services** - 2/23
- E. **Other Reports**

11. **Active Business**

A. **Appointments**

- 1) **Board of Agriculture**  
Katie Mae Harper - Farm Rep. *reappointment, 2-year term*  
Van Thompson - Farm Rep. *reappointment, 2-year term*  
Will Dennis - County Commissioner *reappointment*
- 2) **Board of Equalization**  
Lance Howell *appointment 2-year term*
- 3) **Board of Zoning Appeals**  
Seth Thurman *appointment, 4-year term*

Motion this court approve all appointments.

Motion by Chris Gregory, Second by Mark Presley

**ELECTRONIC VOTE - 17 YES, 1 ABSTAINED, 2 ABSENT**      **MOTION CARRIED**

\*Will Dennis abstained with cause.

B. **Ordinances**

**PUBLIC HEARING & SECOND READING**

- 1) **Ordinance 339-2026-01** Rezone C2 to R1 | Parcel 018 009.00 | Hwy 25W  
Motion this court close this Public Hearing.  
Motion by Chris Gregory, Second by Amber Russell

**VOICE VOTE**      **MOTION CARRIED**

- Ordinance 339-2026-01** Rezone C2 to R1 | Parcel 018 009.00 | Hwy 25W  
Motion this court approve this Ordinance - 2nd Reading  
Motion by Landon Gulley, Second by David Nollner

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**      **MOTION CARRIED**

**FIRST READING**

- 2) **Ordinance 340-2026-02** HTCG Combined Zoning Regulations  
Motion this court approve this Ordinance - 1st Reading  
Motion by David Nollner, Second by Chris Gregory

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**      **MOTION CARRIED**

- 3) **Ordinance 341-2026-03** Rezone A1 to I1 | Parcel 019 014.00 | Halltown Road  
Motion this court approve this Ordinance - 1st Reading  
Motion by T. "Bubba" Gregory, Second by Landon Gulley

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**      **MOTION CARRIED**

- 4) **Ordinance 342-2026-04** Annexation | Parcel 019 014.00 | Halltown Road  
Motion this court approve this Ordinance - 1st Reading  
Motion by Chris Gregory, Second by David Thomas

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**      **MOTION CARRIED**

C. **Budget Amendments**

**FUND 101 - GENERAL SERVICES**

101-111	Insurance Recovery - Sheriff	\$	10,300
101-12F	Medical Insurance Premiums		33,210

**FUND 118 - AMBULANCE SERVICES**

118-04	EMS: Billing Services	\$	22,000
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**FUND 141 - GENERAL PURPOSE SCHOOLS**

141-13 (29)	TISA Appropriations	\$	202,801
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Motion this court take and approve all Budget Amendments.

Motion by David Thomas, Second by Landon Gulley

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**

**MOTION CARRIED**

D. **Public Notary Applications Approval**

Amy Barton - Core Civic  
Emma Bono - Core Civic  
Scot Eric Loerch, Jr. - Self-employed  
Natalie K. Johnson - TCEA  
Michele Farley - TCEA

Motion this court approve all Notary Applicants.

Motion by Amber Russell, Second by Jerry Ford

**VOICE VOTE**

**MOTION CARRIED**

E. **Resolutions**

1) **Resolution 2026-02-836** A Resolution to Adopt the County Park Master Plan

Motion this court approve this Resolution.

Motion by Jerry Ford, Second by Mark Presley

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**

**MOTION CARRIED**

12. **Other Business**

A. **Wheel Tax Proposal**

Wheel Tax discussion was tabled until better cost estimates for the jail are available.

B. **Proposed Jail/Justice Center Estimates**

Preliminary estimates for a basic jail are between 16 to 19 million dollars and a 9 to 10 million more if they add both courts. Total estimated range is 25 to 29 million dollars, with a possible 10 to 15% reduction if the courts were in a freestanding building.

Questions were asked about test drilling and exactly which courts would be moved.

Mayor McCall said that Jim Lankford would be at the next work session to present detailed numbers for the proposed jail facility. Mayor McCall asked that he be given the permission to hire an engineering service to evaluate the proposed site.

Motion this court to allow Mayor McCall to seek engineering services for the jail.

Motion by David Thomas, Second by Shane Burton

**ELECTRONIC VOTE - 18 YES, 0 NO, 2 ABSENT**

**MOTION CARRIED**

C. **Other**

Commissioner T. "Bubba" Gregory announced a Park and Recreations Meeting for Thursday, March 5th @ 6:00pm.

13. **Public Comment – none presented**

14. **Adjourn**

Motion this court adjourn.

Motion by Jerry Ford, Second by Jeff Gregory

**VOICE VOTE**

**MOTION CARRIED**



# **COMMITTEE MINUTES**

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**BUDGET & FINANCE COMMITTEE**

FEBRUARY 17, 2026 | 6:00 PM | TC COURTHOUSE

**MINUTES**

**Members Present: 9/9**

Chris Gregory, Chair

Beverly Atwood

Jeff Gregory

Bubba Gregory, Vice Chair

Will Dennis

Landon Gulley

Amy Thomas, Secretary

Jerry Ford

Lesley Overman

Others in attendance: County Attorney Branden Bellar, Mayor Jack McCall, Sheriff Ray Russell

1. The meeting was called to order at 6:00pm by C Gregory with all members present.

2. Review Minutes of January 20

**Motion by Ford to accept minutes as presented; second by Dennis**

**MINUTES ACCEPTED**

3. Financial Statements

A. Trustee Cash Balance Statement – January 2026

Financial Summaries – January 2026

Committee reviewed revenue and expense summaries for each fund. Guideline for the seventh month is 58.3% of budget.

No major concerns were raised.

Fund 121 – Gulley cautioned the committee that the revenues and expenditures from Fund 121 do show on the County’s audit and state files even though it is a true pass through account and the County has no control or access over these funds.

**Motion to accept Financial Statements as presented by Ford; second by J Gregory**

**MOTION CARRIED**

4. Budget Amendments

**FUND 101 – GENERAL SERVICES**

101-111	Insurance Recovery – Sheriff	\$	10,300
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Insurance Recovery on 1995 Bronco from November 2025 incident. Claimed as total loss; appropriating to Workhouse vehicle line item. Sheriff Russell made note that he had purchased this vehicle for \$3,500 several years ago.

101-12F	Medical Insurance Premiums		33,210
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Adjusting medical insurance line items for amount covered by the County. County covers the Limited PPO Employee only insurance premium. The premiums increased January 2026 from \$627 to \$676. This increase was not known at the time of budget preparations. This amount also includes new hires and new enrollments from the annual open enrollment held in October.

**FUND 118 - AMBULANCE**

118-04	EMS Billing Services	\$	18,900
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Billing clerk retired in December 2025. Chief Batey solicited bids from 3 entities. Based on his recommendation, services were transferred to EMS Management & Consultants. Fee are 5% of net collections which averages to \$2,250 a month.

**FUND 141 – GENERAL PURPOSE SCHOOLS**

141-13 (29) TISA appropriations	\$ 202,801
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Revenue from TN Investment in Student Achievement (TISA) being appropriated to replace a chiller.

**Motion by Atwood to recommend all budget amendments to the full Commission; second by Gulley** **MOTION CARRIED**

5. Discussion Items

A. **CD Investment** At the January 2026 meeting, this Committee voted to invest \$2,000,000 of Fund 171 into CDs. Ms. Thomas spoke with Trustee Cindy Carman and came back to the Committee for further instruction. Carman gave 3 options of investment: 6 months at 4%, 12 months at 3.95%, and 24 months at 3.75%. The Committee can move the full amount into one or split the amount amongst different time frames. Dennis advised to do a laddering method and invest a percentage in all time frames.

**Motion by Dennis to invest 25% into 6 months, 25% into 12 months, and 50% into 24 months with the interest from all going back into Fund 171; second by Gulley.** **MOTION CARRIED**

B. **Wheel Tax** Continuing discussion from previous meeting. Gulley advised to wait until numbers are received from the Mayor’s office on the Jail project. All agreed.

6. Public Comments – No public comments

7. **Adjourn – Motion by Atwood, second by Gulley**

Meeting adjourned at 6:47pm

Next meeting scheduled for March 16 at 6pm

*Minutes presented by  
Amy Thomas, CCFO*

## LAW ENFORCEMENT COMMITTEE MINUTES

**Meeting Date:** February 23, 2026, 6 p.m., Trowsdale County Courthouse

**Present:** Chris Gregory, Amber Russell, Judy Kerr, David Nollner, Shane Burton, Steve Whittaker, Linda Bruce.

**Others Present:** Sheriff Ray Russell, EMS Director Matt Batey, Gina Duncan, Fire Chief Ken Buckmaster

Chairman Amber Russell called the meeting to order at 6 p.m.

Minutes of January 5, 2026 meeting were reviewed. **Motion to approve by Gregory, second by Bruce. Motion approved.**

Sheriff Ray Russell presented department's report. From January 23-February 23, department logged 1,582 calls, 23 wrecks worked, 86 citations, 325 traffic stops, 53 arrests, 61 booked into jail and 59 released, 132 warrants entered and 143 served.

Sheriff presented proposed medical contract with Dan Carey, would run from July 1, 2026-June 30, 2029 and have 5% annual increases. Sheriff noted Carey has had contract for last few years and has saved department money. Gregory asked about concerns of on-call staff arriving in a timely manner, told has not been much of a problem. Bruce asked how contract is billed, it is quarterly per sheriff.

**Motion to recommend approval of contract to full Commission by Burton, second by Whittaker. Motion approved.**

Personnel concerns: 1 correction spot open at jail; patrol is fully staffed with 1 at academy. No vehicle, maintenance, budget immediate needs.

Gregory asked for update on radio tower. No word received from engineer.

Sheriff provided prison update: 37 indictments handed down previous week, 350 cases pending in court system. Sheriff estimated would take five years to clear backlog.

Gregory asked if new jail could be designed to hold some prison-related cases and reduce transport costs for sheriff, who said it is possible. Jail was recently inspected and recertified only because Trowsdale County is under plan of action. Chairman Russell asked if plan of action has timeline. Sheriff said no but jail could be decertified.

Nollner asked about radio tower cost, sheriff estimated \$300,000. Burton asked how long this process has taken, sheriff said about two years. Gregory noted that Budget Committee has not heard anything regarding tower, recommended that LEO begin the bid process and then Budget would have to fund once bids are received.

**Motion by Gregory to authorize mayor's office to begin bid process on radio tower, second by Nollner. Motion approved.**

Whittaker asked about timeline for new prison contract, should be summer or fall 2026.

**Motion to adjourn by Gregory, second by Bruce. Motion approved.**

*Minutes presented by Chris Gregory*

## FIRST RESPONSE COMMITTEE MINUTES

**Meeting Date:** February 23, 2026, 6:30 p.m., Trousdale County Courthouse

**Present:** Amber Russell, Judy Kerr, Chris Gregory, David Nollner, Shane Burton, Steve Whittaker, Linda Bruce, David Thomas.

**Others Present:** EMS Director Matt Batey, Fire Chief Ken Buckmaster, Sheriff Ray Russell, Timmy Moore, Gina Duncan

Chairman Amber Russell called the meeting to order at 6:30 p.m.

Minutes of the January 5, 2026 meeting were reviewed. **Motion to approve by Gregory, second by Burton. Motion approved.**

EMS Director Matt Batey presented department report. December 2025 numbers trending up on call volume, payments trending as normal. Department is fully staffed, Teresa Turner is helping two days per week with billing.

Chamber of Commerce has reached out about grant to pay for new ambulance. Maintenance needs include resurfacing floors. Budget - department running 7-8% below budget for the year.

State EMS grant received was \$30,000 instead of \$20,000, EMS is purchasing stairlift chairs and will have some funds left over.

Gregory noted 2025 budget request for remounted ambulance, asked if similar request in 2026 budget. Will depend on if EMS gets Chamber grant. Thomas asked if ambulance would have to be bid out, will depend on if one can be ordered from state collective.

Kerr asked about patient transports to Trousdale vs. other hospitals, asked who decides. Patient decides unless unable to, then "most appropriate" to meet patient needs.

Chairman Russell commented on hospital EMS proposal, saying looks like hospitals are looking to purchase smaller rural EMS units. Thomas added that Ascension St. Thomas does appear to be looking to buy Lifepoint hospitals in near future.

Timmy Moore presented Rescue Squad report, has 21 members and is fully staffed. Rescue 2 is in shop for recall services under warranty. Rescue answered 24 calls from December 1 through February 12. Two members are in EMT class, hoping to send six to swift-water training in May. Extrication class coming up as well. Rescue wants to add cameras outside its building. Also seeking grant, should hear in May at the earliest.

Thomas and Whittaker both extended personal thanks to Rescue Squad, fire department for efforts during recent ice storm. Multiple citizens have reached out to express thanks as well.

Fire Chief Ken Buckmaster presented department report. Six companies responded to RFQ for fire building, three look to be likeliest. Meetings scheduled for March and will then start bid process. Buckmaster said fire building would not interfere if county decided to put new jail on other Broadway property.

Thomas asked that fire stay in touch with mayor's office to make sure fill being brought in for other property would not divert water toward fire hall. Buckmaster said those conversations have already taken place. Fire hall is already elevated outside flood zone by 18 inches.

**Motion by Gregory to approve fire resolution for declaring surplus property and to defer discussion of burn permit ordinance until next meeting, second by Thomas. Motion approved.**

**Motion to adjourn by Kerr, second by Bruce. Motion approved.**

*Minutes presented by Chris Gregory.*

# APPOINTMENTS

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## INDUSTRIAL DEVELOPMENT BOARD

**Greg Dahl** *assuming term ending December 31, 2026 vacated by Paul Knudsen*

*Motion to approve appointments as presented:*

*Motion:* \_\_\_\_\_

*Second motion:* \_\_\_\_\_

ELECTRONIC VOTING

*Absent* \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Lonnie Taylor**  
*Commission Chair*

\_\_\_\_\_  
**Rita Crowder**  
*County Clerk*



# **RESOLUTIONS**

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**RESOLUTION #2026-03-837**

**A RESOLUTION SUPPORTING AND APPROVING THE SUBMISSION OF THE LOCAL PARKS AND RECREATION FUNDING GRANT APPLICATION TO THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

**WHEREAS**, the Tennessee Department of Environment and Conservation (TDEC) has the responsibility for the administration of the Local Parks and Recreation Funding (LPRF) to assist local governments in the acquisition, development, and improvement of public parks and recreational facilities; and

**WHEREAS**, Hartsville/Trousdale County Government, acting by and through the Hartsville/Trousdale County Commission, proposes to apply for the 2026 LPRF funding for the purpose of improvements to the County swimming pool and park facilities; and

**WHEREAS**, the LPRF grant program requires a local match contribution from the applying local government; and

**WHEREAS**, Hartsville/Trousdale County Government will provide local financial support in conjunction with the LPRF program.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND HARTSVILLE/TROUSDALE COUNTY COMMISSION**, as follows:

**SECTION 1.** Mayor Jack McCall is hereby authorized to execute and submit an application with appropriate assurances to the State of Tennessee, Department of Environment and Conservation requesting funds from the 2026 Local Parks and Recreation Funding program.

**SECTION 2.** Hartsville/Trousdale County Government will be responsible for the 50% local match, not to exceed \$1,300,000, toward the project to be provided in full by the \_\_\_\_\_ funds and will be responsible for the future maintenance of the improvements.

**SECTION 3.** This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

Recommended by the Parks and Recreation Committee March 5, 2026

Recommended by the Budget and Finance Committee \_\_\_\_\_

**Motion** \_\_\_\_\_

Motion made by: \_\_\_\_\_

Second motion: \_\_\_\_\_

**ELECTRONIC VOTE**

YES \_\_\_\_\_ NO \_\_\_\_\_ ABSENT \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Lonnie Taylor**  
Commission Chair

\_\_\_\_\_  
**Rita Crowder**  
County Clerk

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**RESOLUTION # 2026-04-838**

**RESOLUTION DECLARING FIRE DEPARTMENT EQUIPMENT AS SURPLUS AND  
TRANSFERRING TO DEFEATED CREEK VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, the Hartsville/Trousdale County Volunteer Fire Department has a non-functional breathing air compressor which is no longer fit for active duty; and

**WHEREAS**, the following equipment must be listed as surplus property before they may be transferred:

- **CompAir Mako AC05 Air Charge Breathing Air Compressor  
Model AC105-E3 | Serial Number 54054624**

**NOW, THEREFORE, BE IT RESOLVED**, by the Hartsville/Trousdale County Commission meeting in regular session, that the above listed equipment of the HTC Fire Department is hereby declared surplus and transferred to the Defeated Creek Volunteer Fire Department.

*Requested by HTC VFD Chief K Buckmaster*

*Recommended by the First Response Services Committee on \_\_\_\_\_*

**Motion** \_\_\_\_\_

*Motion made by:* \_\_\_\_\_

*Electronic Vote*

*Second motion:* \_\_\_\_\_

*ABSENT* \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Lonnie Taylor**  
*Commission Chair*

\_\_\_\_\_  
**Rita Crowder**  
*County Clerk*



HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**RESOLUTION #2026-05-839**

**A RESOLUTION TO APPROVE COMPREHENSIVE TRAVEL REGULATIONS FOR THE  
HARTSVILLE/TROUSDALE COUNTY GOVERNMENT GENERAL EMPLOYEES AND ELECTED OFFICIALS**

**WHEREAS**, the travel regulations governing Hartsville/Trousdale County Government general employees and officials were originally adopted in September 2001 and subsequently updated in 2014; and

**WHEREAS**, the appointed Audit Committee has reviewed the existing travel regulations and determined that revisions are necessary to modernize the policy and reflect current practices, procedures, and resources available for official travel; and

**NOW, THEREFORE, BE IT RESOLVED** by the Hartsville/Trousdale County Commission meeting in regular session that the revised Travel Regulations included with this Resolution as "Attachment A" are hereby adopted and approved as the official travel policy of Hartsville/Trousdale County Government general employees and its officials.

*See "Attachment A": Travel Policy of Hartsville/Trousdale County Government*

*Recommended by the Audit Committee on January 5, 2026/ March 10, 2026*

**Motion** \_\_\_\_\_

Motion made by: \_\_\_\_\_

**ELECTRONIC VOTE**

Second motion: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_ ABSENT \_\_\_\_\_

**APPROVED:**

**ATTEST:**

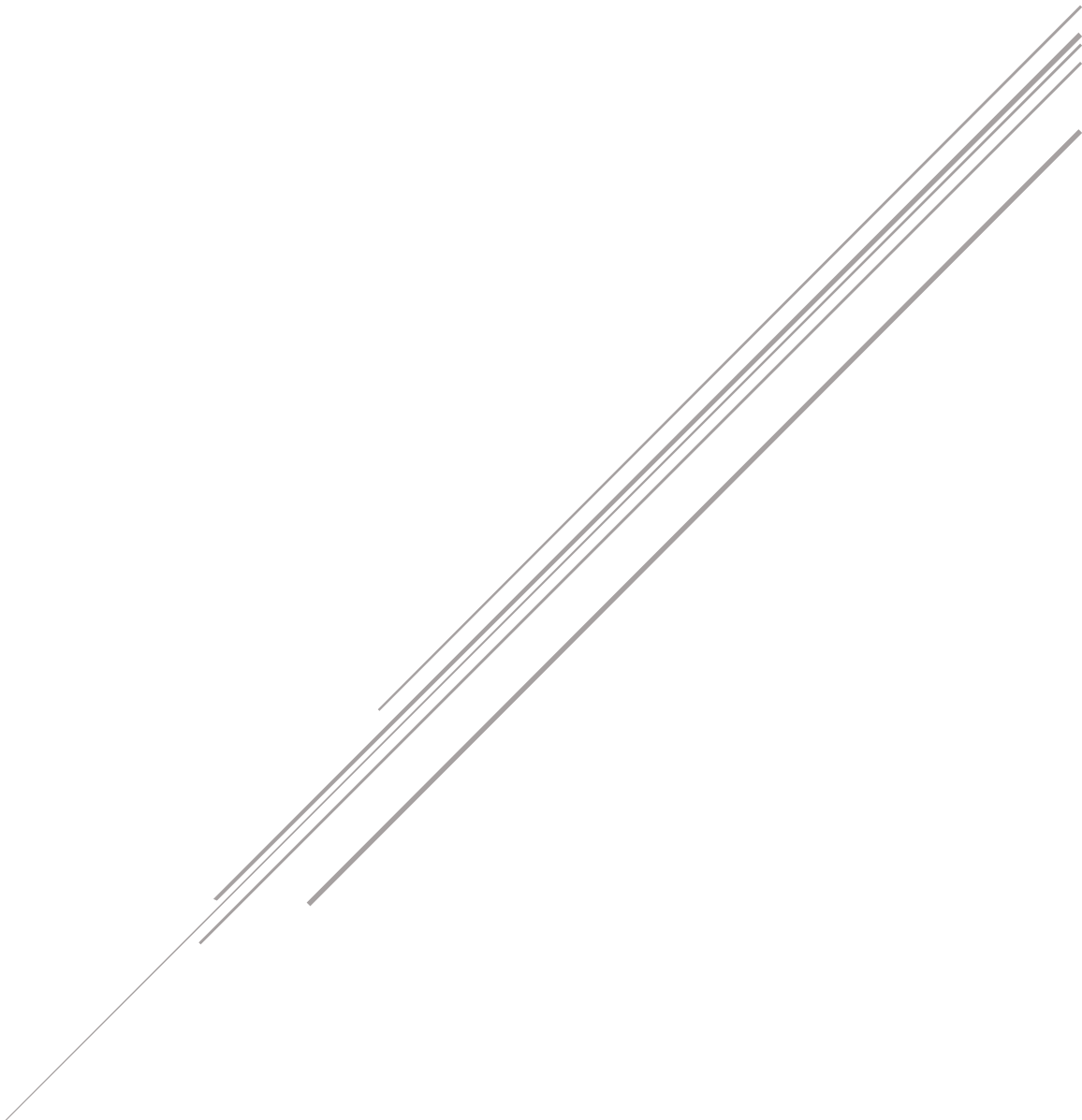
\_\_\_\_\_  
**Lonnie Taylor**  
Commission Chair

\_\_\_\_\_  
**Rita Crowder**  
County Clerk



# TRAVEL POLICY

TRAVEL POLICY OF HARTSVILLE/TROUSDALE COUNTY GOVERNMENT



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## **TRAVEL POLICY**

The procedures in this policy govern travel at Hartsville/Trousdale County expense. Travel expense reimbursement will not be made unless the travel is made, and the reimbursement claimed for travel is in accordance with this travel policy. It is the responsibility of the employee or official to be familiar with the travel policy and adhere to the policies and procedures within. Deliberate disregard of these regulations while traveling on County business or filing an intentionally misleading or fraudulent travel claim is grounds for disciplinary action, up to and including termination.

### **I. GENERAL POLICY**

1. Travel expenses will be considered for reimbursement only when the funds are available within the requesting departments approved budget. It is the responsibility of the Department Head or Elected Official to verify funds are available before authorizing travel.
2. Claims for travel expense reimbursement must be submitted on a Hartsville/Trousdale County Travel and Expense Reimbursement Form no later than thirty (30) days after completion of travel. Blank Forms are available in the Accounting office and on the County website under Budget Department – Forms and Applications.
3. Travel may not be undertaken unless authorized in advance by the proper Elected Official or Department Head. All overnight travel requests must be approved as budget allows. Policies and procedures herein are minimum standards for Departments. Departments may establish additional guidelines if necessary.
4. Travel must be either necessary for the proper execution of official Hartsville/Trousdale County business or in justifiable pursuit of the betterment of Hartsville/Trousdale County. Professional meetings and conferences must be directly associated with the employee's duties and role within their job classification.
5. Travel expenses that are to be paid from special grant or contract funds will be in accordance with the provisions of the grant or contract guidelines. It is the requesting department's responsibility to make sure those specified guidelines are followed. If there are no specific guidelines established by the grant or contract, expenses will be reimbursed in accordance with this policy.
6. Expenses associated with travel of an employee's spouse, family or friends will not be reimbursed by Hartsville/Trousdale County. Employees shall not arrange travel that is less advantageous or causes greater expense to Hartsville/Trousdale County to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals, or transportation are the sole responsibility of the employee. Notation of employee's spouse or other individual's traveling with the employee should be noted on any applicable forms or receipts.

## **II. TRAVEL REIMBURSEMENT REQUEST FORMS**

1. The Hartsville/Trousdale County Travel Reimbursement Request Form must be used to obtain reimbursement for travel expenses.
2. The travel expense report must be itemized and properly completed. Totals must be provided for each column, and the grand total of the claim must be shown. Receipts shall be in their original form, legible, detailed and must be attached.
3. All costs incurred are subject to audit before reimbursement is issued. All information necessary to support the claim must be disclosed, including the full nature, purpose, and details of the travel.
4. A separate Travel Reimbursement Request Form must be completed by each employee seeking reimbursement for travel expenses. If one employee has paid for another employee, the name and reason must be noted on the receipts and the reimbursement form.
5. All Travel Reimbursement Request Forms must be signed by the person filing the claim as well as their official/department head before a claim will be accepted. Signatures must be original.

### III. TRANSPORTATION AND RELATED EXPENSES

1. General:
  - a. When traveling, the employee should be as conservative as possible. The lower cost should be selected whenever possible. Travel should be the most direct route possible; an individual traveling an indirect route must assume any additional expenses. Carpooling should be taken advantage of as possible.
  - b. Transportation should be by common carriers whenever practical and employees should take advantage of reduced rates, advanced booking, and any other discounts available at the time. Rates shouldn't exceed tourist rates or coach fares.
  - c. Unexpected expenses must have detailed receipts with a detailed explanation of any deviation from policy.
2. Mileage:
  - a. If an employee is furnished a county-owned vehicle, mileage will not be allowed. County owned vehicles have a fuel key assigned to the vehicle. If for any reason the county fuel card does not process, the employee may use the County credit card if available or will be reimbursed for out of pocket expenses.
  - b. If an employee must use their personally-owned vehicle, mileage will be reimbursed based on the rate set by the U.S. General Services Administration. This is found on the website: [www.gsa.gov](http://www.gsa.gov). Please note these rates may change effective October 1<sup>st</sup> of each year. The Travel Reimbursement Request Form must indicate the employee's origin and destination, and purpose of business.
  - c. Employees may use MapQuest or Google Maps to calculate mileage to destinations. The County does not reimburse employees for normal commuting mileage, therefore procedures for calculating mileage when using a personal vehicle are as follows:
    - i. If an employee begins or ends a trip at their official workstation, reimbursable mileage will be the mileage from the official workstation to the destination.
    - ii. If work is performed by the employee in route to their official workstation, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
    - iii. If an employee begins or ends their trip at their residence without stopping at their official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to their destination or their official station to the destination. On weekends or holidays, the employee may be reimbursed for the actual mileage from their residence to the destination.
    - iv. If an employee travels between destinations without returning to their official workstation or their residence, the actual mileage between those destinations is reimbursable.

#### IV. AIR TRAVEL

1. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Hartsville/Trousdale County will pay only the cost of the lowest coach class fare available. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive tickets are available on another airline.
2. Airline baggage fees for up to (2) bags will be reimbursed.
3. Fees for handling of promotional equipment or materials if required for training/presentations will be allowed.

#### V. GROUND TRANSPORTATION

1. **COURTESY CARS** – Many hotels have courtesy cars which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
2. **AIRPORT SHUTTLE OR BUS** – Airport shuttles generally travel to and from major hotels for a minimal fee. Airport shuttles or busses are generally located near the airport's baggage claim area and can be less expensive than cabs if available.
3. **TAXI/UBER/LYFT FARES** – In traveling between hotels or other lodging and meeting or conference sites, reasonable taxi fares with receipt will be allowed.
4. **RENTAL CARS** – Rental of vehicles can be costly. This form of transportation should be utilized only when a County provided auto is not available and the use of a personal vehicle is not an option. The use of a rental car should be approved by the Budget Director.
5. **TOLLS AND FERRY FEES** – Reasonable tolls and ferry fees will be allowed if a necessity for transportation.
6. **PARKING** – Necessary charges for airport and overnight hotel parking will be allowed. The costs of parking tickets, fines, car washes, valet service, etc. are the responsibility of the employee and will not be reimbursed by the County. Receipts must be furnished for airport and hotel parking. The lowest cost (economy) parking will be reimbursed.

## VI. LODGING

1. Reservations for lodging will be made by the employee traveling or by a designee appointed within the department by the Department Head or Elected Official. If available, the employee may use the County credit card if available or will be reimbursed for out of pocket expenses.
2. The maximum rates that an employee will be reimbursed will be the same as those maintained by the U.S. General Services Administration for the federal employees within the continental United States (CONUS). This is found on the website: [www.gsa.gov](http://www.gsa.gov). If a city is not listed, then the general rate for the state will prevail. This schedule should be used for in-state and out-of-state travel. The CONUS list contains a standard reimbursement rate for lodging and meals and incidentals.
3. It is the Department Head/Elected Official or their designee's responsibility to ensure the rates provided on the CONUS list are adhered to by the employee. If the rates are not followed, the employee may not receive the full amount requested to be reimbursed. If a County credit card was used for travel, the employee may be requested to reimburse the County for amounts that are over the CONUS rates.
4. Lodging receipts are required and must itemize the room charges and taxes by date. It is the Department Head/Elected Official's responsibility to ensure that a tax exemption form is obtained for the lodging.
5. **If a Convention rate exceeds the maximum reimbursement rate on the CONUS list, the higher rate will be reimbursed if the convention brochure or registration form is provided as documentation.**
6. In the event a room is shared by employees and the room is charged to a Hartsville/Trousdale County credit card, the employee with the room's charges on their statement should list the individual's names staying in the room.
7. In the event a room is shared by employees who are being reimbursed, both employees should attach an explanation to their travel claim detailing dates and other employee's names who shared the room. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charges may be allowable for each employee.
8. If other means of payment for lodging are not an option, a check may be requested for a room deposit by presenting documentation supporting the request. A request for a check must be submitted in ample time to allow for processing. (*minimum 2 weeks*)

## **VII. MEALS AND INCIDENTALS:**

1. The maximum rates that an employee will be reimbursed for meals and incidentals (M & I) will be the same as those maintained by the U.S. General Services Administration for the federal employees within the continental United States (CONUS). This is found on the website: [www.gsa.gov](http://www.gsa.gov). If a city is not listed, then the general rate for the state will prevail. This schedule should be used for in-state and out-of-state travel. The CONUS list contains a standard reimbursement rate for lodging and meals and incidentals.
2. It is the Department Head/Elected Official or their designee's responsibility to ensure the rates provided on the CONUS list are adhered to by the employee. If the rates are not followed, the employee may not receive the full amount requested to be reimbursed. If a County credit card was used for travel, the employee may be requested to reimburse the County for amounts that are over the CONUS rates.
3. The maximum per diem rates on the CONUS schedule will be the standard used for calculation of reimbursement for meals and incidentals (M & I). Incidentals include miscellaneous costs such as baggage handling, telephone calls, etc. as related to County business. Generally, the applicable maximum per diem rate for each calendar day of travel shall be determined by the location of lodging. If a city is not listed, then the general rate for the state will prevail.
4. Employees on overnight travel status not claiming lodging must include an explanation to claim meal allowances (e.g. staying with friends).
5. No separate claim for a meal will be allowed when breakfast, lunch, or banquet is included in the registration form for a conference or training. Any meals included in the registration should be deducted from the CONUS rate for meals and incidentals.
6. The purchase of alcohol or tobacco products will not be reimbursed. If using a County credit card, these type purchases should be requested on a separate ticket so the employee may pay for the purchase separately.
7. On-site fee internet access should be utilized when available. If internet access while traveling is desired, it will be at the traveler's own expense. However, the Department Head/Elected Official may allow one charge per day if it is determined it is for the training or enhancement of the employee's duties. This should be approved prior to traveling.

## **VIII. REGISTRATION FEES AND TRAINING MATERIALS**

If available, the employee should have the expenses invoiced to the County or use a County credit card for payment of registration fees and training materials. There must be detailed documentation/receipts for these charges. The fees should be the amount necessary to qualify the employee to attend conferences, conventions, meetings, workshops, etc. provided the attendance falls in line with the duties and responsibilities of the employee's job or office.

**IX. EXTENDED TRAVEL**

Special arrangements should be made in advance with the employee’s Elected Official for extended travel or travel more than two weeks. This provision is to cover employees attending schools or institutes and employees performing auditing, investigative or like duties that may require absence from their official stations for more than one month.

**X. HONORARIUMS**

The ability of an employee to accept any honorarium from private entities is limited to those occasions that are not in violation of the Code of Ethics of Hartsville/Trousdale County. Generally, receiving honorariums from public or quasi-public entities, community organizations, or non-profit charitable or educational organizations are permissible as long as the honorarium is not given to persuade the employee to perform or refrain from performance of an act that the employee would be expected to perform, or refrain from performing, in the regular course of their duties. Should an employee accept a permissible honorarium, the employee must complete a gratuity form and file it with the County Clerk’s office.

**XI. OTHER EXPENSES**

1. The County will not reimburse sales tax for items that are covered under other purchasing methods within the Hartsville/Trousdale County’s Purchasing Policy and Procedures.
2. Elected Officials/Department Heads may occasionally incur expenses for group breakfast, luncheons, or dinners for business purposes that are appropriate in the conduct of official County business. Such events should be occasioned by a meeting of long duration or by circumstances where it is more feasible to provide meals than to recess the meeting. Expenses for meals for employees occasioned by meetings or work sessions called by an Elected Official/Department Head are allowed. A detailed receipt or other satisfactory documentation which includes listing the individuals attending the meeting or work session is required for reimbursement. The Elected Official/Department Head should use the Hartsville/Trousdale County credit card for these type purchases when available and are subject to the Policy and Procedures therein. No lavish or extravagant cost will be reimbursed.
3. Elected Officials/Department Heads may occasionally host guests of the State or conduct other official business (seminars/training), whereby reasonable cost of food and related cost will be reimbursed. When available, the Hartsville/Trousdale County credit card should be used for these type functions. Detailed receipts and supporting documentation detailing how the event is relevant to the duties of the department will be required for reimbursement. No lavish or extravagant cost will be reimbursed.

**XII. EXCEPTIONS:**

The Mayor and County Budget Director shall have the authority under extenuating circumstances to grant exemption from any part of these rules and regulations when deemed appropriate and necessary and in the best interest of the County.

Effective \_\_\_\_\_

**Attachment A: Sample Form**

**TRAVEL REIMBURSEMENT FORM**

Name \_\_\_\_\_ Fund – Account \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ Travel Dates \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Travel forms must be submitted to the Accounting Department within 30 days of the end date of travel.
- Attach any corresponding receipts to back up travel claims
- Consult the current year Per Diem Rates for Expenses [www.gsa.gov](http://www.gsa.gov)
- Use additional paper if needed; put information in same format as the category

**MILEAGE – PERSONAL VEHICLE**

Date	From Destination	To Destination	Event	Miles	Rate	Amount

**Total Mileage**

**MEALS**

Date	Meal	Vendor	Amount
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		

**Total Meals**

**LODGING**

Vendor	Check In	Check Out	Amount

**Total Lodging**

**MISCELLANEOUS**

Date	Vendor	Description of Expense	Amount

**Total Misc**

**Total Travel Reimbursement Request**

**NOTES**

By your signature below, you claim the travel submission is true and correct and abides by the HTCG Travel Policy.

**Attach all corresponding receipts and documentation to this form.**

Employee Signature \_\_\_\_\_ Official/Dept Head Signature \_\_\_\_\_

Received by Accounting \_\_\_\_\_ Approved by Mayor \_\_\_\_\_

# **ORDINANCES**







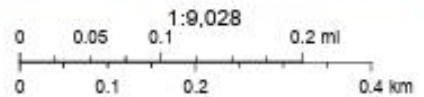


### Trousdale County - Parcel: 019 014.00



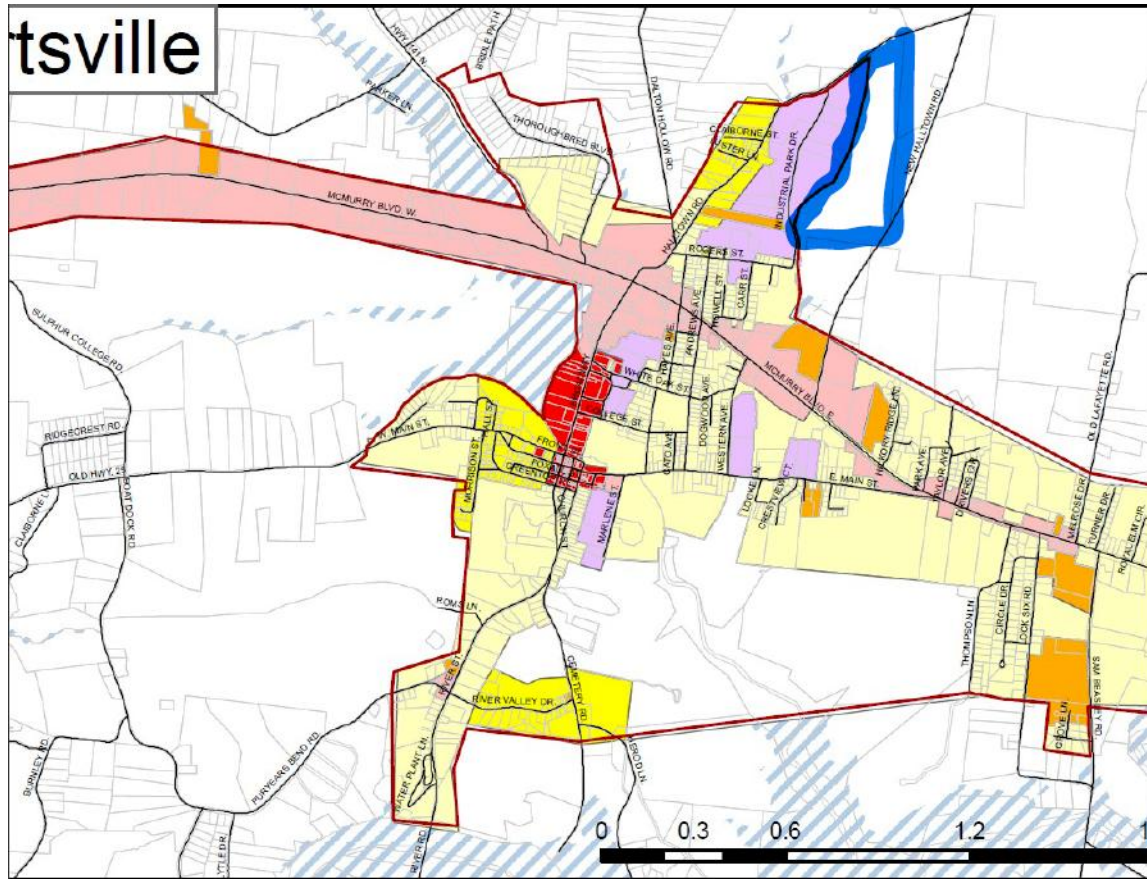
Date: February 10, 2026

County: TROUSDALE  
Owner: HOLDER WILLIAM STETSON  
Address: HALLTOWN RD  
Parcel ID: 019 014.00  
Deeded Acreage: 74.38  
Calculated Acreage: 0  
Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



**Planning Staff Report  
Amanda Harrington, AICP, Planning Advisor  
February 9, 2026**

**Item:** Zoning and Annexation Request from A-1 to I-1  
**Location:** Unaddressed Halltown Rd. (Tax Map 19, Parcel 14.00)  
**Current Zoning:** A-1  
**Requested Zoning:** I-1  
**Jurisdiction:** City of Hartsville

**Discussion/Review:** The applicant requests annexation and re-zoning of 74.38 acres into the Urban Services District of the City of Hartsville. The property is currently zoned A-1; along with the annexation request, there is a rezoning request to I-1 with the goal of marketing the property for sale. The zoning designation appears suitable compared to other properties in the nearby area. Utilities in the area that area are present to serve the property upon annexation.

Minimum Lot Size for I-1

<b>Minimum Lot Size</b>	<b>20,000 sq. ft.</b>
<b>Lot Width at Building Setback</b>	<b>125 ft.</b>

Minimum Yard Requirements

<b>Front Yard Setback</b>	<b>50 ft.</b>
<b>Side</b>	<b>30 ft.</b>
<b>Rear</b>	<b>30 ft.</b>

**Recommendation:** Staff respectfully recommends a positive recommendation to the County legislative body for annexation of the property into the Urban Services District and zoning of the property to I-1, finding that it meets the minimum bulk requirements of the I-1 district, and meets the zoning scheme of the properties of the area.

**\*\* END COMMENTS \*\***



# Rezoning Permit Application

Date: 01/14/2026

## Applicant / Owner

Applicant Type:  
Applicant Name: Zach Taylor  
Address: 204 Court Street  
City, State, Zip: Hartsville, TN 37074  
Phone:  
Email:

Owner Name: William Stetson Holder  
Owner Phone:  
Owner Email:

## Property

Site Address: Halltown Rd.  
City, State, Zip: Hartsville, TN 37074  
Current Zoning: A1  
Requested Zoning: I1  
Lot Size: 74.38  
Road Frontage: 450ft  
Easements: 0  
Tax Map #: 019

Group: 0  
Parcel: 0.14.00  
Record/Deed Book: 45/832  
Subdivision Name:  
Phase:  
Lot #:  
Water Source: Hartsville / Trousdale Water Dept.  
Sewer/Septic: Sewer

Reason: To make the property marketable and to match the adjoining property zoning.

I do hereby certify that the information contained herein is true and correct.

Zach Taylor

01/14/2026

Date



**HARTSVILLE/TROUSDALE COUNTY  
PLANNING COMMISSION**

328 BROADWAY, RM 1 | HARTSVILLE, TN 37074

JOHN KERR, CHAIRMAN

Heather Bay

Kaitlin Dillion

Arthur Harper

David Thomas

Amanda Carman

Mitch Gregory

David Nollner

Cal Welch

**STATEMENT OF RECOMMENDATION**

At its regular monthly meeting held on February 9, 2026, the Planning Commission of Hartsville/Trousdale County reviewed the following Zoning Change Application.

**PARCEL INFORMATION**

Current Zoning A-1 Requested Zoning I-1

Tax Map Number 019 Group \_\_\_\_\_ Parcel 014.00

Reason Rezone and Annex into Urban Services to increase marketability

Property Owner Stetson Holder

Property Address Halltown Road | Hartsville, TN 37074

After reviewing the required information and consulting the Hartsville/Trousdale County Zoning Resolution and Ordinances, the Planning Commission states the following the Zoning Application:

The HTC Planning Commission has voted to  RECOMMENDED  NOT RECOMMENDED based on the following information:

The adjoining property to this parcel is zoned I-1 and the utilities needed are supported with water, sewer, and electric.

The Planning Commission voted to send this forward with a Favorable Recommendation.

The Annexation of this parcel into Urban Services received a Favorable Recommendation based on the above conditions listed.

*This statement is to be submitted to the Hartsville/Trousdale County Commission before the First Reading of the requested Zoning Ordinance.*

Chairman

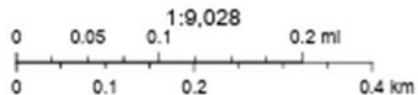






Date: February 10, 2026

County: TROUSDALE  
Owner: HOLDER WILLIAM STETSON  
Address: HALLTOWN RD  
Parcel ID: 019 014.00  
Deeded Acreage: 74.38



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HARTSVILLE/TROUSDALE COUNTY  
**PLANNING COMMISSION**

328 BROADWAY, RM 1 | HARTSVILLE, TN 37074

JOHN KERR, CHAIRMAN

Heather Bay	Kaitlin Dillion	Arthur Harper	David Thomas
Amanda Carman	Mitch Gregory	David Nollner	Cal Welch

**STATEMENT OF RECOMMENDATION**

At its regular monthly meeting held on February 9, 2026, the Planning Commission of Hartsville/Trousdale County reviewed the following Zoning Change Application.

**PARCEL INFORMATION**

Current Zoning A-1 Requested Zoning I-1

Tax Map Number 019 Group \_\_\_\_\_ Parcel 014.00

Reason Rezone and Annex into Urban Services to increase marketability

Property Owner Stetson Holder

Property Address Halltown Road | Hartsville, TN 37074

After reviewing the required information and consulting the Hartsville/Trousdale County Zoning Resolution and Ordinances, the Planning Commission states the following the Zoning Application:

The HTC Planning Commission has voted to  RECOMMENDED  NOT RECOMMENDED based on the following information:

The adjoining property to this parcel is zoned I-1 and the utilities needed are supported with water, sewer, and electric.

The Planning Commission voted to send this forward with a Favorable Recommendation.

The Annexation of this parcel into Urban Services received a Favorable Recommendation based on the above conditions listed.

*This statement is to be submitted to the Hartsville/Trousdale County Commission before the First Reading of the requested Zoning Ordinance.*

John Kerr  
Chairman



HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**ORDINANCE #343-2026-05**

**AN ORDINANCE TO AMEND ARTICLE V, SECTION 5.020 OF THE ZONING RESOLUTION OF HARTSVILLE, TENNESSEE AND THE ZONING ORDINANCE OF TROUSDALE COUNTY, TENNESSEE, BY REZONING TAX MAP 019K, GROUP B, PARCEL 019.02 FROM C1/I1 TO C1**

**WHEREAS**, the land use controls of Hartsville/Trousdale County, Tennessee have been adopted for the purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

**WHEREAS**, the location and boundaries of the zoning districts established by this resolution and ordinance, are bounded, and defined as shown on the official zoning map, entitled Zoning Map of Trousdale County, Tennessee, and any amendment thereto; and

**WHEREAS**, the Hartsville/Trousdale County Regional Planning Commission has duly reviewed and recommended these requests to the County Commission; and

**WHEREAS**, the County Commission has reviewed such recommendation and has conducted a public hearing prior to the second reading.

**NOW, THEREFORE, BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY COMMISSION:**

That the Zoning Map of Hartsville/Trousdale County, Tennessee be amended by the rezoning of a 0.79 acre parcel from C-1 Commercial / I-1 Industrial to C-1 Commercial identified as follows:

**Trousdale County Tax Map 019K, Group B, Parcel 019.02;**

This rezoning being a 0.79 acre parcel located along Broadway, Hartsville, TN | Trousdale County; and

**BE IT ENACTED** that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

*This Rezoning request has a favorable recommendation by Planning Commission March 9, 2026 Public Hearing to be held on April 27, 2026 if passed on 1<sup>st</sup> reading*

Motion: \_\_\_\_\_

First Reading \_\_\_\_\_ 1M \_\_\_\_\_ **Electronic Vote**  
2m \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Motion: \_\_\_\_\_

Second Reading \_\_\_\_\_ 1M \_\_\_\_\_ **Electronic Vote**  
2m \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

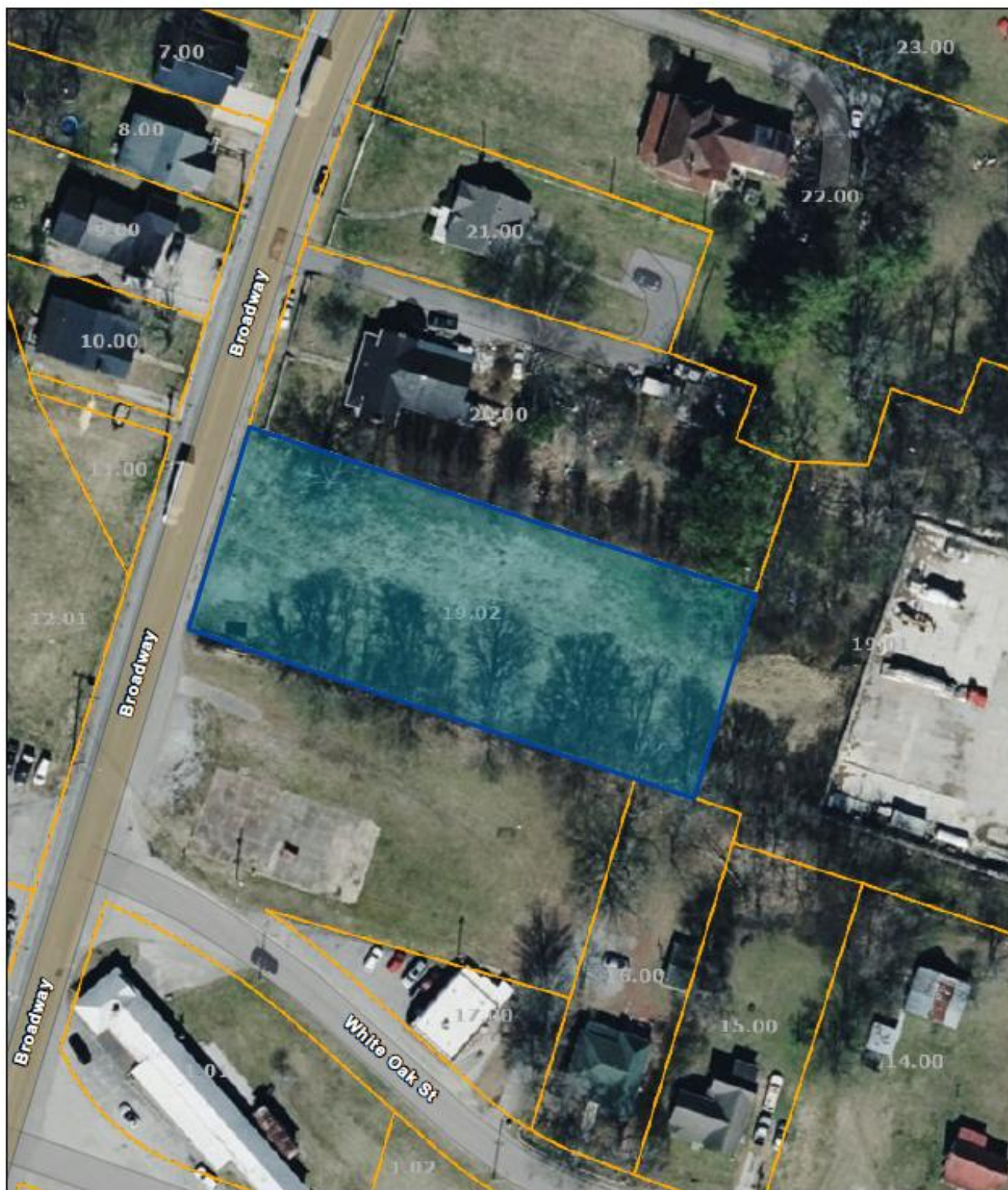
**Approved:**

**Attest:**

\_\_\_\_\_  
*Commission Chairman*

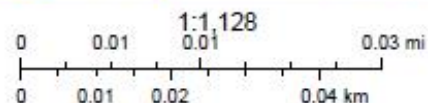
\_\_\_\_\_  
*County Clerk*

### Trousdale County - Parcel: 019K B 019.02



Date: March 2, 2026

County: TROUSDALE  
Owner: MAASEN TRENT JUSTIN ETAL CODY J HAYNES  
Address: BROADWAY  
Parcel ID: 019K B 019.02  
Deeded Acreage: 0.787  
Calculated Acreage: 0  
Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METU NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

**Planning Staff Report**  
**Amanda Harrington, AICP, Planning Advisor**  
**March 9, 2026**

**Item:** Rezoning Request from C-1 & I-1 to C-1

**Location:** Unaddressed Broadway. (Tax Map 19K, Group B, Parcel 19.02)

**Current Zoning:** C-1 & I-1 (split zoned)

**Requested Zoning:** C-1

**Jurisdiction:** City of Hartsville

**Discussion/Review:** The applicant seeks rezoning of 0.79 acres of property from split zone C-1 & I-1 to C-1, with the intent to have their property match the surrounding zoning of adjacent properties. The zoning designation appears appropriate relative to other properties in the immediate and surrounding area.

Minimum Lot Size for C-1

**Minimum Lot Size** None.

**Lot Width at Building Setback** None.

Minimum Yard Requirements

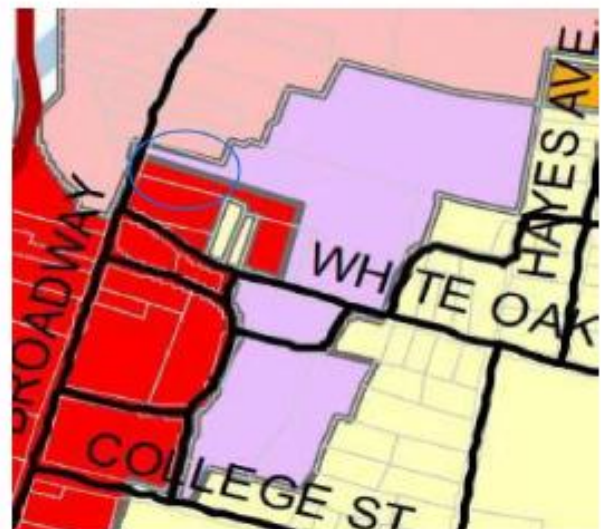
**Front Yard Setback** 25 ft.

**Side** None.

**Rear** 15 ft.

**Recommendation:** Staff respectfully recommends a positive recommendation to the County legislative body, finding that it meets the minimum bulk requirements of the C-1 district and the zoning scheme for the properties in the area.

**\*\* END COMMENTS \*\***





# Rezoning Permit Application

Date: 02/24/2026

## Applicant / Owner

Applicant Type:	Property Owner	Owner Name:	Cody Joe Haynes
Applicant Name:	Cody Joe Haynes	Owner Phone:	[REDACTED]
Address:	[REDACTED]	Owner Email:	codyjoe@gmail.com
City, State, Zip:	[REDACTED]		
Phone:	[REDACTED]		
Email:	codyjoe@gmail.com		

## Property

Site Address:	Broadway	Group:	B
City, State, Zip:	Hartsville, TN 37074	Parcel:	019.02
Current Zoning:	I1	Record/Deed Book:	RB192; Page 752
Requested Zoning:	C-1	Subdivision Name:	
Lot Size:	0.79 AC	Phase:	
Road Frontage:	117 ft.	Lot #:	
Easements:	N/A	Water Source:	Hartsville / Trousdale Water Dept.
Tax Map #:	019K	Sewer/Septic:	Sewer

Reason: Consistent Zoning, the Parcel has two (2) zones on the same property. Requesting C-1 to match surrounding properties.

I do hereby certify that the information contained herein is true and correct.

[REDACTED SIGNATURE]

Cody Joe Haynes

02/24/2026

Date



HARTSVILLE/TROUSDALE COUNTY  
**PLANNING COMMISSION**

328 BROADWAY, RM 1 | HARTSVILLE, TN 37074

JOHN KERR, CHAIRMAN

Heather Bay	Kaitlin Dillion	Arthur Harper	David Thomas
Amanda Carman	Mitch Gregory	David Nollner	Cal Welch

**STATEMENT OF RECOMMENDATION**

At its regular monthly meeting held on March 9, 2026, the Planning Commission of Hartsville/Trousdale County reviewed the following Zoning Change Application.

**PARCEL INFORMATION**

Current Zoning C1/I1 Requested Zoning C1

Tax Map Number 019K Group B Parcel 19.02

Reason Unify zones and development

Property Owner Cody Joe Haynes / Trent Maasen

Property Address Broadway | Hartsville, TN 37074

After reviewing the required information and consulting the Hartsville/Trousdale County Zoning Resolution and Ordinances, the Planning Commission states the following the Zoning Application:

The HTC Planning Commission has voted to  RECOMMENDED  NOT RECOMMENDED based on the following information:

***The Planning Commission granted a FAVORABLE recommendation for the rezone to C1 to have the parcel be one zone. The surrounding parcels included C1, I1, and C2 which helped in the determination of the motion to send forward with a favorable recommendation.***

*This statement is to be submitted to the Hartsville/Trousdale County Commission before the First Reading of the requested Zoning Ordinance.*

Chairman



# **BUDGET AMENDMENTS**

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**141-14 Annual Bonuses**

**| BUDGET AMENDMENT**

(30)

**2026-141-14**

Request is hereby made to amend **Fund 141 General Purpose School** budget as follows:

<b>DEBIT</b>	<b>71100 Regular Instruction Program</b>		
	185 Educational Incentive-Other County		29,206.62
	<b>72410 Office of the Principal</b>		
	185 Educational Incentive-Other County		32,884.80
<b>DEBIT TOTALS</b>			<b>62,091.42</b>
<hr/>			
<b>CREDIT</b>	<b>71150 Alternative Instruction Program</b>		
	185 Educational Incentive-Other County		1,231.00
	<b>71200 Special Education Program</b>		17,645.00
	185 Educational Incentive-Other County		
	<b>71300 Vocational Education Program</b>		9,647.00
	185 Educational Incentive-Other County		
	<b>72130 Other Student Support</b>		3,208.00
	185 Educational Incentive-Other County		
	<b>72210 Regular Instruction Support</b>		23,160.50
	185 Educational Incentive-Other County		
	<b>72220 Special Education Program</b>		7,199.92
	185 Educational Incentive-Other County		
<b>CREDIT TOTALS</b>			<b>62,091.42</b>

**Purpose: 141-71100 Regular Instruction Program & 72410 Office of the Principal - For strategic compensation bonus payout in the amount of \$62,091.42**

**Budget Amendment Total** **\$ 62,091.42**

As recommended by the Board of Education February 19, 2026  
 As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

**Electronic Vote**

Second: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_

**Budget Amendment 2026-141-14 approved by Commission on** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
 LONNIE TAYLOR  
 COMMISSION CHAIRMAN

\_\_\_\_\_  
 RITA CROWDER  
 COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**141-15 JSMS Classroom**

**| BUDGET AMENDMENT**

(37)

**2026-141-15**

Request is hereby made to amend **Fund 141 General Purpose School** budget as follows:

<b>DEBIT</b>	<b>71300</b>	<b>Vocational Education Program</b>	
	429-ISM	Instructional Supplies & Materials	40,000.00
<b>DEBIT TOTALS</b>			<b>40,000.00</b>
<b>CREDIT</b>	<b>76100</b>	<b>Regular Capital Outlay</b>	
	707-ISM	Building Improvement	40,000.00
<b>CREDIT TOTALS</b>			<b>40,000.00</b>

**Purpose: 141-71300 Vocational Education Program** - Conversion of an existing JSMS science lab to a classroom in the amount of \$40,000.00

**Budget Amendment Total**

**\$ 40,000.00**

As recommended by the Board of Education February 19, 2026

As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

**Electronic Vote**

Second: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_

**Budget Amendment 2026-141-15 approved by Commission on** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
LONNIE TAYLOR  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

**141-16 GRADE A PROGRAM**

**| BUDGET AMENDMENT**

(39) **2026-141-16**

Request is hereby made to amend **Fund 141 General Purpose School** budget as follows:

<b>DEBIT</b>	<b>46590</b>	<b>Other State Education Funds</b>	303571.43
<hr/>			
	<b>DEBIT TOTALS</b>		<b>303,571.43</b>
<hr/>			
<b>CREDIT</b>	<b>71100</b>	<b>Regular Instruction Program</b>	
	188	Bonus Payments	2,000.00
	210	Unemployment Compensation	50.00
	449	Textbooks	150.00
	<b>71300</b>	<b>Vocational Education Programs</b>	
	116	Teachers	27,500.00
	201	Social Security	1,315.00
	204	State Retirement	2,325.00
	212	Employer Medicare	315.00
	<b>72120</b>	<b>Health Services</b>	
	207	Medical Insurance	26,100.00
	<b>72130</b>	<b>Other Student Support</b>	
	123	Guidance Counselor	7,800.00
	207	Medical Insurance	1,500.00
	<b>72210</b>	<b>Regular Instruction Support Services</b>	
	129	Librarians	4,025.00
	<b>72510</b>	<b>Fiscal Services</b>	
	399	Other Contracted Services	2,760.00
	<b>72620</b>	<b>Maintenance of Plant</b>	
	335	Maintenance & Repair services - buildings	30,000.00
	599	Other Charges	1,100.00
	<b>72710</b>	<b>Transportation Services</b>	
	207	Medical Insurance	18,000.00
	338	Maintenance & Repair services - Vehicles	20,000.00
	<b>76100</b>	<b>Regular Capital Outlay</b>	
	707	Building Improvements	142,631.43
	711	Furniture & Fixtures	16,000.00
<hr/>			
	<b>CREDIT TOTALS</b>		<b>303,571.43</b>
<hr/>			

**Purpose:** 141-46590 Other State Education Funds - Revenue from "Grade A" funding from TDOE in the amount of \$303,571.43

**Budget Amendment Total** \$ 303,571.43

As recommended by the Board of Education February 19, 2026

As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

**Electronic Vote**

Second: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_

**Budget Amendment** 2026-141-16 approved by Commission on \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
LONNIE TAYLOR  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

**Hartsville/Trousdale County Commission  
Committee Attendance Record**

**Month of: MARCH 2026**

Committee Name		Initials
STEERING	55	
CODES & ZONING                      3/12/2026	55	
AUDIT    3/10/2026	55	
BUDGET & FINANCE                      3/16/2026	55	
FIRST RESPONSE SERV                      3/23/2026	55	
LAW ENFORCEMENT                      3/23/2026	55	
PARKS & RECREATION                      3/5/2026	55	
PERSONNEL/INS	55	
PUBLIC WORKS                                      3/5/2026	55	
<i>All other Advisory boards, committees, and commissions (Planning, BZA, Beer Board, etc) are separate from this listing.</i>		
WORK SESSION                                      3/16/2026	95	
COMMISSION    3/23/2026	130	

Amount Due \$

Direct Deposit estimated on **4/3/2026**

\_\_\_\_\_  
Commissioner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Print your Name*

*\*Commissioners are paid only for the attendance of committees of which they are appointed. You may attend other committee meetings at your leisure. Sheets will be checked with the minutes.*

**Email: amy.thomas@trousdalecountyttn.gov  
Fax: 615-374-3948 | Mail: 328 Broadway, Rm 6 | Hartsville, TN**