

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**STEERING COMMITTEE**

*Dwight Jewell, Chair  
Jerry Ford, Vice-Chair  
Beverly Atwood, Secretary*

*Gary Claridy  
Bill Fergusson  
T Bubba Gregory  
Landon Gulley*

*Richard Harsh  
David Nollner  
Lonnie Taylor*

**AGENDA**

**TUESDAY, SEPTEMBER 7, 2021 | 6:00 PM | TC COURTHOUSE**

1. Open Meeting
2. Review Minutes from August 3, 2021
3. Mayor Report
4. Items to be sent to Committees
  - A. Trey Park Playground additional funding for ground covering (*Budget & Finance Committee*)
5. Upcoming Commission Agenda Items
  - A. Elections
  - B. Resolutions
    - 1) Support ECD Grant App for TCEA #2
    - 2) One Direction Traffic Flow for Hall & Gregory Streets
    - 3) Whistleblower Policy Addition
    - 4) Comcast Franchise Agreement
  - C. Budget Amendments (*Budget & Finance Committee*)
    - 1) 101 LPRF Grant \$98,000 matching grant | \$196,000 total
    - 2) 101 Upgrade County Phone System \$14,000
    - 3) 141 Summer Learning Camp \$14,857
    - 4) 141 Salary Adjustments per Schedule \$79,549
    - 5) 141 uTrust Donation carry-over from FY21 \$2,326
6. Other Discussion
7. Public Comment
8. Adjourn

# ***Steering Committee***

**August 3, 2021**

Dwight Jewell called the Steering Committee to order at 6:00 PM. In the Trousdale County Upstairs Courthouse.

## **Attendance:**

The following attended Dwight Jewell, David Nollner, Bill Fergusson, Richard Harsh, Terry Gregory, Beverly Atwood, Landon Gulley, Gary Claridy.

## **Minutes from July 6, 2021:**

Motion made by Ford and seconded by Claridy to approve minutes from July 6, 2021.

All in favor.

Additional to Agenda:

Student report Ethan Boles took on Student Representative as a junior.

All agreed to open up to others but not limit him as a candidate, allowing students to know its open yearly.

## **Mayors Report**

Jewell: Similar to how TCHS was done; with room for expansion if needed?

Nollner: Court Room big for a trial or small?

Jewell: Design as our needs see for space and architect understands criminal justice but able to use for many years. Jury selection must come to courthouse due to having more room.

Sometimes storage space, etc. are minimized or cut out. Many on this committee will input needs to adequately build. Will all the Sheriff Department be there?

Mayor: Yes, they will be in one facility.

Gulley: 105 beds, avg 35.7 changes where population are different. Where did this number come from?

Mayor: These #'s will be updated once census is updated in September. Based on the population for next 20 years. This does include prison population. Page 25 bed breakdown. These beds based on past population.

Jewell: Some data might need to change once census #'s come in.

Gulley: Understand that he might can explain although the numbers bring questions.

Mayor: Looking at 85% population numbers.

Harsh: When took the tour of the jail they had 60 inmates. I understand where the 105 would be.

Jewell: COVID 2020, we have averaged 37%.

Ford: What and how are we going to build. Need to discuss how we are going to pay for it. Need to see how we can keep wheel tax and what we are going to charge. This is a lot of money to come up with.

Fergusson: Agree to Gulley may not need to start with 105 but start how we can with the ability to add on.

Jewell: This is not a decision to make tonight but may need to forward to Law Enforcement and Building Committee. Any date as to when this will start? Forward to Law Enforcement and Building to get started. Can't figure out a \$ amount until you get an architect involved to determine the size of the building and property. This is just to prepare this.

Harsh: Building Committee – no meeting has been set.

Mayor/Jewell: Any need to rush?

Mayor: Need to see for a RFQ out to everyone. Engineering or architect firm?

Ford: As slow as this is going, we need to get the wheel tax going before next May before it sunsets.

Nollner: Can we have building committee at Law enforcement committee?

Mayor: Can add for calendar to publish in the Vidette.

Jewell: Sometimes a rush can look shady to the public.

Ferguson 2<sup>nd</sup> Nollner to send Jail needs to Law Enforcement and Building to have a joint meeting if possible.

3 for, all other failed.

Gregory: Law Enforcement as scheduled Building Committee later in the month.

All but one in favor. 1 no, Gulley, due to questions.

- A. Jail Needs Assessment:** Working with CTAS. Recommends total beds of 105 and programming space, beds for all areas. Look at building, a new jail/Criminal Justice, 2 courtrooms, Sheriff's office, and clerks office. Look at study recommendations.

Ford: What will be used as current building. In other counties it has been turned into a Civil Center.

Ford: Any \$ amount.

Mayor: Build a little bigger no set square foot but to have area for future expansion. Estimation 20-25 million with purchased land.

- B.** RFQ for Engineering Services of the Proposed Jail/Civil Center. Would like for this to be forwarded to Law Enforcement.

No motions.

- C.** Comcast lease of communications tower recommend to Building

Claridy: Why not communications?

Mayor: Nothing internal. Just a lease of property. Just a suggestion.

Jewell: Needs to go to full body. No other. Been in place since the 1980's.

Harsh motion to Gregory 2<sup>nd</sup> to send to full body.

All in favor.

- D.** Health Insurance/Benefits review also looked at Insurance and Wage study. Looking for RFQ for a broker. Both to Insurance Committee

Gulley: A lot of conversations last year regarding health insurance – glad to see this due to many questions.

Gulley made a motion and 2<sup>nd</sup> by Atwood to forward Insurance benefits a RFQ regarding to Insurance Committee. All in favor.

Gregory – Do we have a timeframe?

Mayor – 19<sup>th</sup> if possible.

Gregory set a for August 19<sup>th</sup>. All in favor.

- E.** Health Insurance Broker RFQ Consideration Forward to Insurance Committee.  
See above combination.

- F.** Budget Amendments

- 1.) LPRF Grant \$98,000 Total Amendment \$240,000 for Park and Recreation Grant.  
TN Dept. environmental looked at it stating around the swings are unsafe. \$46,000 from fund balance? No out of governor's local support grant.

Claridy – 144,000 out of fund balance?

Mayor – out of grant money 98,000 refunded back. 240,000-98,000. 143,000 remaining grant funding can put back there but can go to the general fund.

Motion by Atwood and 2<sup>nd</sup> by Nollner to send to Budget and Finance with all in favor.

- 2.) Three Star Grant 47,500 competitive grant for directional signs – downtown. We did get 100% funding.

Motion by Ford and 2<sup>nd</sup> by Gulley to send to Budget and Finance actual grant to sign by August 10.

Motion by Ford and 2<sup>nd</sup> by Gregory for Mayor to have the authority to sign the grant.

All in favor.

Other discussion

Wage Study – goes to Personnel Committee first. Next meeting scheduled for August 12<sup>th</sup>.

Gulley – sun coming in during the meetings. Would like to see some type of blinds or shades installed.

Fergusson – I would like to revisit Three Star Grant – not sure we can give the mayor the authority to sign this – I would like to change my vote to no.

Gulley – Make a motion to revisit vote/discuss and 2<sup>nd</sup> by Nollner. All in favor.

Gulley – Make a motion that we give support to the mayor to sign agreement and sign grant for this Three Star Grant – all in favor.

Claridy - Tornado Siren has this been looked at?

Mayor – Yes, somehow the lines got cut. Lots of work to be done to repair over \$12,000.00. Spoke with Mr. Batey and he would rather see radios given out. Sheriff's office sends out alerts as well. The plan is to go in front of the Emergency Services. Appears costly to repair if it is fixed and the next thing is how long will it work. It works on a computer system that needs updating. Possibly look at placing somewhere else in the community although it needs to be in a high-density area.

Nollner – when we asked for this, we asked for 12 and received 1 thru a grant.

Gulley – I live where cell service is limited. Although due to technology during the last storm my phone did alert.

#### Public Comments

Brian King – The Industrial Development Board supports the mayor signing the Three Star Grant. Task for the jail fear for you as the wheel tax sunsets. If this expires before its sunsets it will be harder to get it back. As the town is growing there are 400 new students this year in our schools.

Jewell – Not building a new jail is not an option if we do not the state could force us too.

Ford – this could be similar to when we built the high school. The state gave us notice ort they would be forcing us too. Therefore I'm saying we need to evaluate this wheel tax.

Jewell – What does the wheel tax need to be how much???

Ford I'm not sure what it needs to be I'm just saying we need to get something in place.

Gregory – a lot of the new jails have been built and paid for by the state inmates.

Bellar – Recommend to you not to count on state inmates.

Ford – I've talked with many property owners and see we need the wheel tax.

Gregory – Motion to adjourn and 2<sup>nd</sup> by Ford

Minutes taken by Secretary Beverly Atwood.

**AUGUST 25, 2021**

The Hartsville/Trousdale County Board of Highway Commission met on Wednesday, August 25, 2021 at 2:00 P.M. with the following members present:

Stephen Chambers, Mayor  
Bill Scruggs, Supt. of Roads  
Bobby Joe Lewis, Member

Also present: Peggy J Taylor, Executive Assistant to the Supt. of Roads  
Dr. Clint Satterfield, Director of Schools  
John Hawkins

The Highway Commission was called to order at 2:08 PM by Bill Scruggs.

This monthly business meeting consists of the following discussion items:

Mr. Scruggs brought the following items before the Board:

- 1.) In regular maintenance mode. Mowing the Right of Way around the County.
- 2.) Mr. Scruggs stated that he had invited Dr. Satterfield to attend the meeting due to some complaints about the traffic backup on Sam Beasley Road in the afternoons when car riders are being dismissed.  
Dr. Satterfield stated that TCES was growing with new students and many parents have chosen to transport their children due to Covid.  
Mr. Scruggs stated that the Highway Department could build a turn lane that would service around 70 vehicles. The estimated cost for 819 feet—6inches deep rock base would be \$3000. The estimated cost to pave (after the rock has settled) will be \$4600. Dr. Satterfield stated he would take this proposal to the Board of Education. Mr. Scruggs stated he could start the project immediately.
- 3.) Mr. Scruggs stated the next item of business was the petition for Hall Street/Gregory Street to become a One-Way Street.  
Mr. Lewis stated that he had circulated a petition and all the residents were in agreement that this needed to be done.  
**Motion by Scruggs to send to the County Commission a Resolution and the petition making Hall Street/Gregory Street one-way.**  
**Second by Bobby Joe Lewis.**  
The Highway Department will order the signs and have them in stock so that the signs can be installed once it has been approved.
- 4.) The Mayor/ Highway Department has received an email from Sylvia Anglin, a resident of Carey Road, requesting speed limit signs and pavement markings on Carey Road. Mr. Scruggs stated that Carey Road was on the list to be resurfaced this fiscal year. 30 MPH speed limit signs will be installed.
- 5.) Mr. Scruggs stated that he was going to post 30 MPH signs on Sulphur College Road and Walnut Grove Road.
- 6.) Mr. Scruggs has received a request from a grandparent (Steve Bode) to install a granite marker in the curve on Walnut Grove Road where his granddaughter was killed in May of this year. As per the Board that would be a liability to the County.

Mayor Chambers had the following items to discuss.

- 1.) County Commissioner Steve Whittaker inquired as to how the Highway Commission came into existence and why is it only 3 members? He doesn't feel that the rural areas are represented. Taylor to research and report back to the Mayor.

Mr. Lewis stated that since we had already discussed the Hall Street/Gregory Street petition, he did not have anything to discuss.

Being no further business, the meeting was adjourned.

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Stephen Chambers, Mayor

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Bill Scruggs, Supt. of Roads


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Bobby Joe Lewis, Member

## PETITION TO MAKE HALL STREET A ONE-WAY STREET

We the undersigned residents of Hall Street do hereby request approval to make Hall Street a one-way street for the safety of entering, exiting and parking.

Entrance will be from Hall Street and the exit will be from Gregory <sup>Street</sup> Drive.

<u>Signature</u>	<u>Printed Name</u>	<u>Address</u>
1. <u>James H Burnley - YES</u>	<u>JAMES H BURNLEY</u>	<u>106 HALL ST.</u>
2. <u>Marion B Wright yes</u>	<u>Yes Marion B Wright</u>	<u>105 Hall st</u>
3. <u>Tara Perry</u>	<u><del>Yes</del> Tara Perry</u>	<u>108 Hall St</u>
4. <u> yes</u>	<u>Trevor Drown</u>	<u>110 Hall st</u>
5. <u>Namiah Wilson yes</u>	<u>Namiah Wilson</u>	<u>105 Gregory St</u>
6. <u>Roger Valentine yes</u>	<u>Roger Valentine</u>	<u>106 Gregory St</u>

PETITION TO MAKE HALL STREET A ONE-WAY STREET

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<u>Signature</u>		<u>Printed Name</u>	<u>Address</u>
7. <u>Stephanie Burnley</u>	<u>yes</u>	<u>Stephanie Burnley</u>	<u>103 Gregory St.</u>
8. <u>Michael McDonald</u>	<u>yes</u>	<u>Michael McDonald</u>	<u>101 Gregory St</u>
9. <u>Kandy Storall</u>	<u>yes</u>	<u>Kandy storall</u>	<u>104 Gregory St</u>
10. <u>Eric Storall</u>	<u>yes</u>	<u>Eric Storall</u>	<u>104 Gregory St</u>
11. <u>Sadie Luster</u>	<u>yes</u>	<u>Sadie Luster</u>	<u>104 Gregory St</u>
12. <u>Will H. Williams</u>	<u>yes</u>	<u>Will H. Williams</u>	<u>308 West Meia</u>
13. _____		_____	_____

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**RESOLUTION # 2021-xx-xxx**

**RESOLUTION AMENDING THE HARTSVILLE/TROUSDALE COUNTY GOVERNMENT  
PERSONNEL POLICY TO INCLUDE A WHISTLEBLOWER POLICY**

**WHEREAS**, the Hartsville/Trousdale County Metropolitan Government is required to develop its own personnel and office policies; and

**WHEREAS**, it is the desire of the County Commission to present an updated version of Personnel Policies for all employees of Hartsville/Trousdale County Government excluding those employees working in the School System which has their own personnel policies; and

**WHEREAS**, a policy in accordance with State law, found at T.C.A. § 50-1-304, needs to be stated within the Hartsville/Trousdale County Metropolitan Government Personnel policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Hartsville/Trousdale County Commission that an amendment be made to the Hartsville/Trousdale County Metropolitan Government Personnel Policy to include a stated Whistleblower Policy by adding Item Y to Section VII Miscellaneous Policies.

*See attached documents*

1. *Personnel Policy Table of Contents*
2. *Whistleblower Policy*

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

*Vote of general consent*

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

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

**APPROVED:**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Branden Bellar**  
*County Attorney*

\_\_\_\_\_  
**Dwight Jewell**  
*Commission Chair*

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

*Policy will be inserted into the current policy under Section VII, Article Y*

## **Y. WHISTLEBLOWER POLICY**

This policy is intended to encourage employees and others to report suspected or actual occurrences of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

State law, found at **T.C.A. § 50-1-304**, prohibits an employer from terminating an employee solely for refusing to participate in an illegal activity or for refusing to remain silent about an illegal activity. Illegal activities are defined as those that are in violation of a state law (either criminal or civil) or any regulation intended to protect the public health, safety, or welfare. Employees who are terminated in violation of this statute may sue the employer for retaliatory discharge. However, if an employee files a frivolous lawsuit for retaliatory discharge the employee may be required to pay the other party's attorney's fees and expenses.

1. The Whistleblower (who reported an event in good faith) should promptly report the suspected or actual events to their supervisor.
2. If The Whistleblower would be uncomfortable or otherwise reluctant to report to their supervisor, then the Whistleblower should report the event to the County Mayor's Office,
3. The Whistleblower can report the event and reveal their identity or report it anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the employee relationship.
6. Anyone who retaliates against the Whistleblower will be subject to discipline, including termination.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days if the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report that was done in good faith and investigated by internal personnel is not to the Whistleblower's satisfaction, then they have the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying the policy, unless the issue requires investigation by law enforcement.

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- Y. WHISTLEBLOWER POLICY**

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**RESOLUTION #2021-28-731**

**A RESOLUTION AUTHORIZING HARTSVILLE/TROUSDALE COUNTY MAYOR TO  
RENEW THE COMCAST FRANCHISE AGREEMENT**

**WHEREAS**, Hartsville/Trousdale County Charter Article 3 Section 3.01 states "The Hartsville/Trousdale County Executive [Mayor] shall sign and approve all contracts or obligations"; and

**WHEREAS**, Hartsville/Trousdale County has held a franchise agreement with Comcast since 1980; and

**WHEREAS**, it is time to renew the franchise agreement in order to keep the revenue source to the general fund.

**NOW THEREFORE BE IT RESOLVED** that the Hartsville/Trousdale County Commission, meeting in regular session, authorizes Mayor Stephen Chambers to negotiate and enter into contract with Comcast concerning the franchise agreement for the Hartsville/Trousdale County.

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

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

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

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Dwight Jewell**  
*Commission Chair*

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

UPCOMING BUDGET AMENDMENTS – SEPTEMBER 2021

**101 – COUNTY GENERAL**

2022-101-07R	Local Park & Recreation Grant Funding	\$	196,000
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**Reserved Fund Transfer:** HTCG has been awarded the Local Parks and Recreation Grant through the Department of Environment and Conservation. This is a 50/50 matching grant. These funds will be used to bring the Trey Park Playground area up to ADA regulations and make the area more inclusive. The matching portion will come from the Local Support Funding received in FY21

2022-101-08FB	Upgrade County Phone System	\$	14,000
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**Fund Balance Draw:** Request to upgrade the County VoIP phone system from Small Business plan to the Enterprise plan to allow for an additional 50 licenses.  
Upfront Installation Costs \$12,750 | Purchase of 5 phones w/ licenses \$1,250

**141 – GENERAL PURPOSE SCHOOLS**

2022-141-01	Summer Learning Camp	\$	14,857
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Request necessary to provide Summer Learning Camp services in July, or in the new FY22 school year.

2022-141-02	Salary Schedule Adjustments	\$	79,549
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Request necessary to account for baseline salary increase due to increased Minimum Salary Schedule and increase to Bus Driver salaries.

2022-141-03FB	uTrust Donation FY21	\$	2,326.50
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**Fund Balance Draw:** Request necessary to get uTrust donation funds (\$2,326.50) that rolled over into fund balance back to student incentives expenditures.

## MITEL (formerly ShoreTel)

\*\*\* Currently on Small Business Bundle - 100 licenses max (using 97 as of 8/25/2021)

\*\*\* Need to upgrade to Enterprise Plan - Additional 50 license capacity

LABOR COST		
Verifying compatibility and set up for new servers		
Briefing on the directory, training, and first day live onsite assistance		
Travel	11.84 hours @ \$ 155 /hour	<b>\$ 1,835.20</b>
Run updates, back-up system, upgrade Server and phones		
Perform post upgrade flow testing	11.38 hours @ \$ 233 /hour <i>After hours rate</i>	<b>\$ 2,645.85</b>
<b>Total Labor Charges</b>		<b>\$ 4,481.05</b>

EQUIPMENT COST	
Mitel Switches (Upgrade to Connect)	<b>\$ 1,500.00</b>
Software upgrade to Enterprise	<b>4,495.00</b>
R240 Server (5 year basic support)	<b>2,250.00</b>
<b>Total Equipment Cost</b>	<b>\$ 8,245.00</b>

<b>Total Cost to move to Enterprise Plan for 150 capacity</b>	<b>\$ 12,726.05</b>
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Ala Carte Expenses	
Mitel Telephones (each)	\$ 189.00
Mitel License (each)	59.50
	<b>\$ 248.50</b> <i>per phone</i>

QUARTERLY EXPENSES	
Current Mitel Hardware/Software Support (quarterly payment)	\$ 590.50
Additional Mitel Hardware/Software Support (quarterly Payment)	972.89
	<b>\$ 1,563.39</b>
	<b>\$ 6,253.56</b> <i>Annual Expense</i>