

MINUTES
OF
PUTNAM COUNTY COMMISSION
APRIL 21, 2008

Prepared By:

Wayne Nabors
Putnam County Clerk
29 N Washington Avenue
Cookeville, TN 38501
931/526-7106

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on April 21, 2008 a regular meeting of the Putnam County Board of Commissioners was held.

There were present and presiding the Chairman Bill Walker and County Clerk Wayne Nabors.

The Sheriff, David Andrews, called the meeting to order.

The Chairman recognized Greg Bowman for the invocation.

The Chairman recognized Commissioner Eris Bryant to lead the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following Commissioners were present:

PRESENT

David Randolph	Mike Medley
Larry Epps	Joe Trobaugh
Jim Martin	Eris Bryant
Jerry Ford	Sue Neal
Scott McCanless	Dale Moss
Andy Honeycutt	Greg Rector
Marson McCormick	Kevin Maynard
Johnnie Wheeler	Gene Mullins
Anna Ruth Burroughs	Jere Mason
Reggie Shanks	Bill Walker
Joel Cowan	Mike Atwood
	Ron Chaffin

ABSENT – Bob Duncan

The Clerk announced that twenty-three (23) were present and one (1) was absent. Therefore, the Chairman declared a quorum.

AGENDA

PUTNAM COUNTY

BOARD OF COMMISSIONERS

Regular Monthly Session
Monday, April 21, 2008 6:00PM

Presiding: Honorable Bill Walker
Commission Chairman

1. Call to Order - Sheriff David Andrews
2. Invocation *District 8*
3. Pledge to the Flag of the United States of America *District 8*
4. Roll Call - County Clerk Wayne Nabors
5. Approval of the Agenda
6. Approval of the Minutes of Previous Meeting
7. Unfinished Business and Action Thereon by the Board
 - A. Report of Standing Committees
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees
 - C. Other Unfinished Business
 1. Planning Committee
 - a. Recommends approval that the available space at the Agriculture Extension Building be used as a temporary Veterans Hall.
 - b. Recommends approval of lists of surplus equipment be sold at public auction. Lists were presented by the Sheriff, the Assessor and the Road Supervisor.

- c. Recommends approval that all equipment associated with Probate and Juvenile Courts be moved from the County Clerk's office to the Circuit Court Clerk's office.

2. Fiscal Review Committee

- a. Recommends approval of the budget amendments to the General Purpose School Fund as presented.
- b. Recommends approval of the new employer contribution rate for Tennessee Consolidated Retirement System at 9.77%.
- c. Recommends approval for the Sycamore and Parkview flooring projects to be funded from the Capital Projects in an amount of \$273,667 and for the balance to come from the General Purpose School Fund. *(See budget amendment)*
- d. Recommends approval of budget amendments to the County General Fund in an amount of \$324,000.

3. Nominating Committee

- a. Recommends approval of the appointment of Dr. Sullivan Smith as County Medical Examiner for a 2 year term to expire April 2010.

B. Report of Special Committees

- 1. Hear report from the Rules Committee
- 2. Hear report from the Land and Facilities Committee

C. Resolutions

D. Election of Notaries

E. Other New Business

10. Announcements and Statements

11. Adjourn

The Chairman asked for questions on the motion. There were none.

The Chairman asked for a voice vote on the motion to approve the agenda as amended for the April 21, 2008 meeting of the Putnam County Board of Commissioners. The motion carried.

MOTION RE: APPROVE MINUTES

Commissioner Jere Mason moved and Commissioner Johnnie Wheeler seconded to approve the minutes of the March 17, 2008 meeting of the Putnam County Board of Commissioners.

The Chairman asked for questions on the motion. There were none.

The Chairman asked for a voice vote on the motion to approve the minutes of the March 17, 2008 meeting of the Putnam County Board of Commissioners. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE – No unfinished business.

FISCAL REVIEW COMMITTEE – No unfinished business.

NOMINATING COMMITTEE – No unfinished business.

REPORT OF SPECIAL COMMITTEES

OTHER UNFINISHED BUSINESS

PLANNING COMMITTEE

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL THAT THE AVAILABLE SPACE AT THE AGRICULTURE EXTENSION BUILDING BE USED AS A TEMPORARY VETERANS HALL.

Commissioner Gene Mullins moved and Commissioner Jere Mason seconded the recommendation to approve that the available space at the Agriculture Extension Building be used as a temporary Veterans Hall.

The Chairman asked for questions on the motion. There were none.

The Chairman asked for a voice vote on the motion to approve that the available space at the Agriculture Extension Building be used as a temporary Veterans Hall. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE LISTS OF SURPLUS EQUIPMENT TO BE SOLD AT PUBLIC AUCTION. LISTS WERE PRESENTED BY THE SHERIFF, THE ASSESSOR AND THE ROAD SUPERVISOR.

Commissioner Gene Mullins moved and Commissioner Mike Medley seconded to approve that the lists of surplus equipment be sold at public auction. Lists were presented by the Sheriff, the Assessor and the Road Supervisor.

(SEE ATTACHED)

HONORABLE KIM BLAYLOCK &
HONORABLE COUNTY COMMISSIONERS

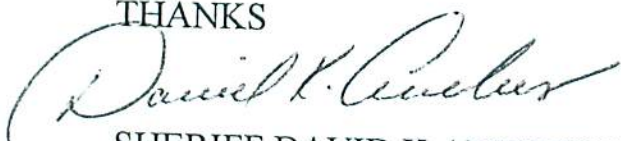
FROM: DAVID K ANDREWS SHERIFF

SUBJECT: SHERIFF DEPT VEHICLES

PLEASE CONSIDER THE REQUEST TO RETIRE THE FOLLOWING
VEHICLES BECAUSE OF MILE AND MAINTANCE COST
THESE WILL BE SOLD A PUBLIC AUCTION

- 1) 1999 FORD TAURAS (MAINTANCE)
VIN#1FAFP52U5XA172263
- 2) 1993 BMW (DRUG SEIZURE)
VIN#WBACB431XPFL01513
- 3) 1993 CHEVY PU (DRUG SEIZURE)
VIN#2GCEC19K0P1265667
- 4) 2001 FORD CROWN VIC (TOTALED IN WRECK)
VIN#2FAFP71W41X149392
- 5) 1989 FORD VAN (15 PASSENGER) MAINTANCE
VIN#1FBJS31H8KHB62410
- 6) 1995 FORD CROWN VIC (170000 MILES MAINTANCE)
VIN#2FALP71W5SX135389
- 7) 2000 FORD CROWN VIC(200000 MILES MAINTANCE)
VIN#2FAFP71W6YX150778
- 8) 1996 CHEVY CAMARO (DRUG SEIZURE)
VIN#2G1FP22KXT2160124
- 9) 1999 FORD CROWN VIC (175000 MILES MAINTANCE)
VIN#2FAFP71W3XX126887

THANKS



SHERIFF DAVID K ANDREWS



Rhonda L. Chaffin
Putnam County Assessor of Property

September 6, 2007

Mrs. Debby Francis
Budget Coordinator
Putnam County Executive Office

Dear Debby:

Please add the following vehicle to the county auction sale:

1995 Buick Century Title Number: 64704634 paid 2200.00 3-25-2002
mileage 122,989 VIN: 1G4AG55MOS6484174

If you have any questions, please feel free to call me.

Sincerely,

Rhonda L. Chaffin
Assessor of Property

Putnam County Highway Department

505 East Veterans Drive

Cookeville, TN 38501

Phones: (931) 526-9124 / (931) 526-4864

Fax: (931) 520-7637

To: Honorable Members Putnam County Commissions

Date: April 21, 2008

Re: Sale of Surplus Property

From: Billy Joe Lamb
Billy Joe Lamb, Putnam County Road Supervisor

I wish to sell the following surplus property at public auction:

<u>Vehicle No.:</u>	<u>Vehicle Description</u>	<u>Serial Numbers</u>
5	1986 GMC Jimmy 4X4	1G5CT18R1G8527349
10	1991 GMC 1/2 Ton Pick-up Truck	1GTDC14K2ME547001
14	1989 Ford F-15 Pick Up Truck	1FTDF15H3KNB86272
24	1988 Mack Dump Truck/Rogers Bed	1M2P179C6JW002072
29	1982 Mack Road Tractor	1M2N162Y2CA085751
29	Low Boy Model WT25 Phelan Trailer	SN2455
45	1976 Totem All Trailer/Lone Star	KHFBB553
56	1987 Chev.4X4 Pick-up Truck	1GCEV14K7HS155806
57	1987 Chev.4X4 Pick-up Truck	1GCEV14HXHF371947

The Chairman asked for questions on the motion. There were none.

The Chairman asked for a voice vote on the motion to approve the lists of surplus equipment to be sold at public auction. Lists were presented by the Sheriff, the Assessor and the Road Supervisor. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL THAT ALL EQUIPMENT ASSOCIATED WITH PROBATE AND JUVENILE COURTS BE MOVED FROM THE COUNTY CLERK'S OFFICE TO THE CIRCUIT COURT CLERK'S OFFICE.

Commissioner Gene Mullins moved and Commissioner Jere Mason seconded to approve that all equipment associated with Probate and Juvenile Courts be moved from the County Clerk's Office to the Circuit Court Clerk's Office.

The Chairman asked for questions on the motion. There were none.

The Chairman asked for a voice vote on the motion to approve that all equipment associated with Probate and Juvenile Courts be moved from the County Clerk's Office to the Circuit Court Clerk's Office. The motion carried.

FISCAL REVIEW COMMITTEE

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS TO APPROVE THE BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND AS PRESENTED.

Commissioner Johnnie Wheeler moved and Commissioner Jim Martin seconded to approve the budget amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)

Department of Education
Putnam County

DR. KATHLEEN AIRHART, Director of Schools

Board Members
Daren Shanks
David McCormick
Vernon Crabtree
Roger Williams

1400 East Spring Street
Cookeville, TN 38506-4313
Phone: (931) 526-9777
Director/Board Fax: (931) 528-6942

Board of Education
Jerry Maynard, Chairman
Dr. Walter Derryberry, Vice-Chairman

April 4, 2008

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the budget amendments to the General Purpose School Fund, as submitted.

Sincerely,

Deborah K. Gernt
Deborah K. Gernt

Chief Financial Officer

Enclosures: Insurance Recovery Funds – Jere Whitson Fire
Department of Labor Grant
Families First Grant
Coordinated School Health Grant
Spring Cleanup
Summer School
Special Education Revenue

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Jere Whitson Insurance Recovery Funds

DATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Increase	Requested Approval Amount	Amount Expended (Received) YTD
1	141	44520	Revenue - Insurance Recovery	150,000.00	261,083.00		411,083.00	150,000.00
2	141	71100-429-FIRE	Instructional Supplies	50,462.00		33,492.00	83,954.00	83,953.34
3	141	71100-499-FIRE	Other Supplies & Materials	5.00		782.00	787.00	786.61
4	141	71100-722-FIRE	Regular Instruction Equipment	59,808.00		57,273.00	117,081.00	117,081.39
5	141	72210-432-FIRE	Library Books	1,556.00		60.00	1,616.00	1,616.24
6	141	72210-499-FIRE	Other Supplies & Materials	-		591.00	591.00	591.00
7	141	72210-790-FIRE	Other Equipment	-		4,452.00	4,452.00	4,451.84
8	141	72310-399-FIRE	Other Contracted Services	21,750.00		156,153.00	177,903.00	172,623.81
9	141	73320-189-FIRE	Other Salaries & Wages	424.00		85.00	509.00	508.87
10	141	72320-201-FIRE	Social Security	26.00		5.00	31.00	30.93
11	141	72320-204-FIRE	Retirement	-		8.00	8.00	8.04
12	141	72320-210-FIRE	Unemployment	2.00		1.00	3.00	2.65
13	141	72320-212-FIRE	Medicare	6.00		1.00	7.00	7.23
14	141	72320-399-FIRE	Other Contracted Services	1,559.00		6,262.00	7,821.00	7,821.25
15	141	72410-790-FIRE	Other Equipment	-		795.00	795.00	795.00
16	141	72610-410-FIRE	Custodial Supplies	4,407.00		1,123.00	5,530.00	5,529.97
							-	
				140,005.00	261,083.00	261,083.00	401,088.00	395,808.17

To transfer insurance recovery funds into the General Purpose school fund to cover supplies, equipment, demolition, and other costs associated with the Jere Whitson fire.

Requested by: _____

Recommended for Approval: _____

Kathleen M. Armit 3-27-08
Official / Department Head

Reviewed by: Deborah K. Mount
Chief Financial Officer

Action by Fiscal Review Committee Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approved

Not Approved

Date: _____

received
3/26/08

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Adult Ed Dept of Labor Grant (LABOR)

DATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
Cost Center LABOR								
1	141	47120	Revenue	18,688.00	18,663.00		25.00	-
2	141	71600-116	Teachers	15,700.00		15,700.00	-	-
3	141	71600-201	Social Security	973.00		973.00	-	-
4	141	71600-204	Retirement	962.00		962.00	-	-
5	141	71600-429	Instructional Supplies	800.00		800.00	-	-
6	141	71600-212	Medicare	228.00		228.00	-	-
7	141						-	-
8	141						-	-
9	141						-	-
10	141						-	-
11	141						-	-
12	141						-	-
13	141						-	-
14	141						-	-
15	141						-	-
16	141						-	-
				18,663.00	18,663.00	18,663.00	-	-

To correct Adult Education Budget.

Requested by: _____

Recommended for Approval:

Kathleen M. Finkert 3-19-08
Official / Department Head

Reviewed by:

Deborah K. Mint 3/17/08
Chief Financial Officer

Action by Fiscal Review Committee Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approved

Not Approved

Date: _____



RECEIVED

3/18/08

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Families First Grant (FAMIL)

DATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
Cost Center FAMIL								
1	141	47120	Revenue	23,222.00	22,943.00		279.00	-
2	141	71600-116	Teachers	17,590.00		17,590.00	-	-
3	141	71600-201	Social Security	1,193.00		1,193.00	-	-
4	141	71600-204	Retirement	1,180.00		1,180.00	-	-
5	141	71600-429	Instructional Supplies	2,380.00		2,380.00	-	-
6	141	72260-355	Travel	600.00		600.00	-	-
7	141						-	-
8	141						-	-
9	141						-	-
10	141						-	-
11	141						-	-
12	141						-	-
13	141						-	-
14	141						-	-
15	141						-	-
16	141						-	-
							-	-
				22,943.00	22,943.00	22,943.00	-	-

To correct Families First Budget.

Requested by: _____

Recommended for Approval: Kathleen M. Finkert 3-19-08
Official / Department Head

Reviewed by: Deborah K. Mernt 3/17/08
Chief Financial Officer

Action by Fiscal Review Committee Recommended for Approval No Recommendation Date: _____

Action by County Commission: Approved Not Approved Date: _____

RECEIVED

3/18/08 pc

I.C.I.d
4/3/08Putnam County Budget Amendment / Line Item Transfer Authorization FormDepartment: Coordinated School HealthDATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Increase	Requested Approval Amount	Amount Expended (Received) YTD
1	141	46590	Revenue	150,000.00	10,000.00		160,000.00	65,374.38
2	141	72120-499-CSHP	Other Supplies & Materials	2,000.00		10,000.00	12,000.00	199.98
3	141							
4	141							
5	141							
6	141							
7	141							
8	141							
9	141							
10	141							
11	141							
12	141							
13	141							
14	141							
15	141							
16	141							
				2,000.00	10,000.00	10,000.00	12,000.00	199.98

To budget an additional appropriation of \$10,000 for the Coordinated School Health program

Requested by: Lori Paisley

Recommended for Approval:

Kathleen M. Aikens 3-27-08
Official / Department Head

Reviewed by:

Deborah K. Aikens
Chief Financial Officer

Action by Fiscal Review Committee Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approved

Not Approved

Date: _____

received
3/26/08

I.C.I.e
4/3/08Putnam County Budget Amendment / Line Item Transfer Authorization FormDepartment: SchoolDATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
1	141	71100-116	Teachers	20,986,490.00		150,502.00	20,835,988.00	13,710,539.06
2	141	71100-163	Assistants	1,145,419.00		60,000.00	1,085,419.00	595,228.53
3	141	71100-201	Social Security	1,424,118.00		7,500.00	1,416,618.00	887,538.09
4	141	71100-204	State Retirement	1,447,191.00		6,000.00	1,441,191.00	924,618.38
5	141	71100-212	Medicare	333,060.00		3,000.00	330,060.00	208,381.82
6	141	71100-399	Other Contracted Services	7,500.00		6,500.00	1,000.00	960.00
7	141	71150-116	Teachers	258,205.00	7,000.00		265,205.00	173,459.43
8	141	71150-163	Assistants	19,596.00	5,114.00		24,710.00	16,524.70
9	141	71150-201	Social Security	201.00	751.00		952.00	11,570.69
10	141	71150-204	Retirement	18,223.00	1,151.00		19,374.00	12,524.82
11	141	71150-207	Medical Insurance	42,633.00	2,704.00		45,337.00	34,379.16
12	141	71150-212	Medicare	4,086.00	176.00		4,262.00	2,706.04
13	141	71200-116	Teachers	2,792,607.00	3,000.00		2,795,607.00	1,849,670.31
14	141	71200-163	Assistants	750,796.00		5,000.00	745,796.00	327,326.11
15	141	71200-171	Speech Pathologist	280,140.00		10,000.00	270,140.00	118,415.07
16	141	72110-704	Attendance Equipment	5,000.00		1,000.00	4,000.00	1,591.76
17	141	72120-207-SPED	Medical Insurance	44,353.00	5,000.00		49,353.00	43,559.70
18	141	72210-161	Secretaries	84,958.00		10,000.00	74,958.00	53,591.12
19	141	72210-189	Other Salaries & Wages	130,000.00		10,000.00	120,000.00	59,227.08
20	141	72210-599	Other Charges	6,000.00		4,000.00	2,000.00	-
21	141	72210-790	Other Equipment	5,000.00		5,000.00	-	-
22	141	72215-105	Supervisor / Director	61,985.00		4,000.00	57,985.00	38,294.18
23	141	72215-189	Other Salaries & Wages	108,160.00		9,000.00	99,160.00	72,106.64
24	141	72215-201	Social Security	12,285.00		558.00	11,727.00	6,184.25
25	141	72215-204	State Retirement	13,244.00		560.00	12,684.00	6,021.19
26	141	72215-207	Medical Insurance	25,437.00		3,586.00	21,851.00	15,993.51
27	141	72215-212	Medicare Liability	2,873.00		130.00	2,743.00	1,034.60
28	141	72220-189	Other Salaries & Wages	89,097.00	1,700.00		90,797.00	60,388.09
29	141	72220-201	Social Security	10,418.00	1,850.00		12,268.00	8,385.94
30	141	72310-399	Other Contracted Services	72,478.00	120,000.00		192,478.00	13,397.97
31	141	72320-207	Medical Insurance	23,457.00	16,545.00		40,002.00	30,901.82
32	141	72320-307	Communication	28,500.00	5,000.00		33,500.00	24,079.80
33	141	72410-207	Medical Insurance	410,000.00	4,800.00		414,800.00	309,841.07
34	141	72510-599	Other Charges	38,228.00		4,000.00	34,228.00	6,906.23
35	141	72610-212	Employer Medicare	46,520.00		30,000.00	16,520.00	6,269.49
36	141	72610-434	Natural Gas	947,395.00		20,000.00	927,395.00	574,867.34

Putnam County **Budget Amendment** / Line Item Transfer Authorization FormDepartment: SchoolDATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
37	141	72620-399	Other Contracted Services	375,653.00	65,000.00		440,653.00	346,201.51
38	141	72710-399	Other Contracted Services	45,000.00	4,000.00		49,000.00	31,123.74
39	141	72710-412	Diesel Fuel	245,941.00	70,000.00		315,941.00	209,097.03
40	141	72710-425	Gasoline	46,146.00	15,000.00		61,146.00	49,070.95
41	141	72710-450	Tires	23,000.00	6,000.00		29,000.00	27,473.39
42	141	72710-453	Vehicle Parts	66,000.00	2,000.00		68,000.00	66,087.70
43	141	72810-207	Medical Insurance	50,911.00	11,545.00		62,456.00	46,045.00
44	141	72810-336	Maintenance & Repair	16,196.16	1,000.00		17,196.16	16,393.01
45	141	72810-399	Other Contracted Services	16,000.00	1,000.00		17,000.00	11,320.00
				32,560,500.16	350,336.00	350,336.00	32,560,500.16	21,009,296.32

18
Spring Cleanup

Requested by: _____ Recommended for Approval: _____

Kathleen M. Smith 4-2-08
Official / Department Head

Reviewed by: _____

Dorothy K. Smith
Chief Financial Officer

Action by Fiscal Review Committee Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approved

Not Approved

Date: _____

tabbie
L.C.I.F.
4/3/08

Putnam County Budget Amendment / Line Item Transfer Authorization Form
Department: Summer School

DATE: 3-Apr-08

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
1	141	71100-189-SUMME	Other Salaries & Wages	4,000.00	-	3,250.00	750.00	-
2	141	71100-201-SUMME	Social Security	248.00		202.00	46.00	-
3	141	71100-204-SUMME	State Retirement	250.00		179.00	71.00	-
4	141	71100-210-SUMME	Unemployment	15.00		12.87	2.13	-
5	141	71100-212-SUMME	Medicare	58.00		47.00	11.00	-
6	141	71300-201-SUMME	Social Security	93.00		93.00	-	-
7	141	71300-204-SUMME	State Retirement	145.00		145.00	-	-
8	141	71300-210-SUMME	Unemployment	8.00		8.00	-	-
9	141	71300-212-SUMME	Medicare	8.00		8.00	-	-
10	141	72200-189-SUMME	Other Salaries & Wages	4,000.00	6,080.00		10,080.00	-
11	141	72200-201-SUMME	Social Security	248.00	376.96		624.96	-
12	141	72200-204-SUMME	Retirement	248.00	709.60		957.60	-
13	141	72200-212-SUMME	Medicare	58.00	88.16		146.16	-
14	141	72710-146-SUMME	Transportation	7,500.00		5,233.32	2,266.68	2,266.78
15	141	72710-201-SUMME	Social Security	465.00		324.52	140.48	140.48
16	141	72710-204-SUMME	Retirement	713.00		497.65	215.35	215.35
17	141	72710-210-SUMME	Unemployment	40.00		28.22	11.78	11.78
18	141	72710-212-SUMME	Medicare	109.00		76.14	32.86	32.86
19	141	72220-499-SUMME	Other Supplies & Materials	-	1,350.00			
20	141	71100-499-SUMME	Other Supplies & Materials		1,500.00			
				18,206.00	10,104.72	10,104.72	15,356.00	2,667.25

To adjust summer school budget to summer school needs.

Requested by: _____

Recommended for Approval: _____

Kathleen fruit 3-27-08
Official / Department Head

Reviewed by: _____

Dilvora K. Merritt
Chief Financial Officer

Action by Fiscal Review Committee Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approved

Not Approved

Date: _____

received
3/26/08

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: 3-Apr-08

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Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Increase	Requested Approval Amount	Amount Expended (Received) YTD
1	141	44170	Revenue - <i>Misc. Refunds</i>	25,000.00		601.92	25,601.92	20,871.27
2	141	71200-429	Instructional Supplies and Materials	60,228.56	601.92		60,830.48	60,228.56

Refund check # 32018 received by the Special Education Department from Psychological Assesment Resources for returned test booklets

Requested by: Melanie Bussell Recommended for Approval: Kathleen M. Anit 3-27-08
Melanie Bussell Supervisor Official / Department Head

Reviewed by: Nebrak K. Menit, CFO
Business Manager OR Assistant Director for Personnel & Business

received
3/26/08

The Chairman asked for questions on the motion. There were none.

The Chairman asked the Commissioners to vote on the motion to approve budget amendments to the General Purpose School Fund as presented and the Commissioners voted as follows:

FOR

David Randolph	Joe Trobaugh
Larry Epps	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCanless	Greg Rector
Andy Honey cutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin
Mike Medley	

ABSENT- Bob Duncan

The Clerk announced that twenty-three (23) voted for and one (1) was absent.

The Chairman announced that the motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS
APPROVAL OF THE NEW EMPLOYER CONTRIBUTION RATE FOR
TENNESSEE CONSOLIDATED RETIREMENT SYSTEM AT 9.77%.**

Commissioner Johnnie Wheeler moved and Commissioner Kevin Maynard seconded to approve the new employer contribution rate.

(SEE ATTACHED)

Acknowledgement of Employer Contribution Rate

TO: Tennessee Consolidated Retirement System

FROM: Putnam County General Fund

SUBJECT: New Employer Contribution Rate

This is to acknowledge the new employer contribution rate effective July 1, 2008 through June 30, 2010.

We elect to pay the rate of 9.77 %, recommended by the actuary.

Signature of Chief Administrative Officer

Date

Signature of Chief Payroll Officer

Date

NOTE: The department codes listed in this form and on the actuarial balance sheet are codes for departments within your local government. It is your responsibility to notify these departments of the new rates.

80863	80860	80861	80862	80864
80865	80866	87760		

Please return to: Brett Smith
Tennessee Consolidated Retirement System
10th floor Andrew Jackson Building
Nashville, Tennessee 37243-0230

TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
BIENNIAL VALUATION As Of JULY 1, 2007
NO IMPROVEMENTS

Reference Codes
808.60 808.61 808.62
808.64 808.65 808.66
877.60

PUTNAM COUNTY GENERAL FUND
808.63

Actuarial Balance Sheet			
Assets		Liabilities	
Present Assets at Market Value:		Present Value of:	
Employee Assets	\$10,868,808	Basic Benefits Payable to:	
Employer Assets	32,142,833	Retired Employees	\$10,097,927
		Active Employees	40,624,051
		Inactive Employees	3,015,100
Present Value of Prospective Contributions Payable by:		Cost of Living Benefits Payable to:	
Employees	9,468,284	Retired Employees	4,832,348
Employer Normal	14,544,451	Active Employees	10,476,224
Supplemental Liability	2,716,112	Inactive Employees	694,839
Total	\$69,740,488	Total	\$69,740,488

Membership			
Active		Inactive	Retired
Number	892	Number	277
Annual Salary	\$21,066,054	639	Annual Benefit
			\$1,365,646

Recommended Employer Contribution Rates

Normal	7.97 %
Supplemental Liability Amortization*	1.61
Cost of Administration	0.19
Total	9.77 %

* Based on 12-Year Amortization of Supplemental Liability

NOTE: The present value of vested benefits computed in accordance with Opinion #8 of the Accounting Principles Board is \$40,177,621. The present value of accrued benefits, whether or not vested, is \$42,077,745.

The Chairman asked for questions on the motion. There were none.

The Chairman asked the Commissioners to vote on the motion to approve the new employer contribution rate for Tennessee Consolidated Retirement System at 9.77% and the Commissioners voted as follows:

FOR

David Randolph	Joe Trobaugh
Larry Epps	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCanless	Greg Rector
Andy Honeycutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin
Mike Medley	

ABSENT- Bob Duncan

The Clerk announced that twenty-three (23) voted for and one (1) was absent.

The Chairman announced that the motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR THE SYCAMORE AND PARKVIEW FLOORING PROJECTS TO BE FUNDED FROM THE CAPITAL PROJECTS IN AN AMOUNT OF \$273, 667 AND FOR THE BALANCE TO COME FROM THE GENERAL PURPOSE SCHOOL FUND.

Commissioner Johnnie Wheeler moved and Commissioner Kevin Maynard seconded to approve that the Sycamore and Parkview flooring projects to be funded from the capital projects in an amount of \$273,667 and for the balance to come from the General Purpose School Fund.

(SEE ATTACHED)

Putnam County Budget Amendment/Transfer Authorization Form

Department **CAPITAL PROJECTS FUND - AS PER FISCAL REVIEW**

Date: **April 16, 2008**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended (Received) YTD</u>
171	91300-707-001	Education Building Improvements		0	273,667	273,667	0
171	#39000	Fund Balance		273,667			

Explanation: **Fiscal Review Recommendation for flooring projects for Sycamore and Parkview Elementary Schools**

Requested By:
Supervisor *[Signature]*

Recommended for Approval:
Official/Department Head *[Signature]*

Action by Fiscal Review Committee
Recommended ☒
Not Recommended ☐
Date 4-14-08

Action by County Commission
Approved ☐
Not Approved ☐
Date _____

bid recommendation

Dr. Kathleen Airhart
Putnam County Schools
1400 E. Spring Street
Cookeville, TN 38506

Subject

Sycamore Elementary School – Flooring Replacement
Bid Results / Recommendation

Dear Dr. Airhart,

I have reviewed the Bids received Thursday, April 3, 2008 for the above referenced project and find everything to be accurate and correct for First Response, Inc. I confirmed that their license is current and active with an expiration date of 05/31/09. I have not received any communication from First Response, Inc. to withdraw their Bid, therefore it is our recommendation to proceed with awarding the contract to First Response, Inc. for the Base Bid of \$92,234.00 and Alternate #1 of \$71,538.00 (if selected) for a total bid of \$163,772.00, which includes a 5% Contingency Allowance.

I have attached to this letter the bid tabulation form and the license verification information from the State of Tennessee. We will begin to generate the Owner / Contractor Agreement and send a draft copy for both parties to review.

Sincerely,



R. Aaron Miller

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cockrill design & planning



Department of Commerce & Insurance
Leslie A. Newman, Commissioner

**License Roster Search**

Profession Code
Profession Name
License# or File#
License Activity Description
First Name
Middle Name
Last Name
Address Line1
Address Line 2
City
State
Zip Code
Original Date
Expiration Date

Licensee Details

1801
Contractor
35991
Licensed

FIRST RESPONSE, INC.
1411 S. DICKERSON RD.

GOODLETTSVILLE
TN
37072
5/18/1995 12:00:00 AM
5/31/2009 12:00:00 AM

Contractor's Class & Limit

License# or File#	Classification1	Classification2	Classification3	Monetary Limit
35991	S-UST: HC; HRA; MU-2,3,& C,D,	S-ENVIRONMENTAL & EMERGENCY	RESPONSE;	UNLIMITED

of 1			Pursuant to the Invitations to Bid extended for							Representatives	
a Issued 1			Flooring Replacement for Sycamore Elementary School cdp_08-001.2							Designer represented by: R. Aaron Miller Cockrill Design & Planning	
ct Time dar days			Bids and bid Modifications must have been received here by... Thursday, April 3, 2008 at 10:00am (cst)							Owner: represented by: Debi Gernt Putnam County Schools	
Damages endar day			I, thus declare the bidding closed and will now proceed to open and read the bids and modifications which have been received.							Bid Opening conducted by: Debi Gernt Putnam County Schools	
D	A	S	Total	Base Bid	Alternate #1	Unit Price #1	Unit Price #2	Unit Price #3	Unit Price #4	Subcontractors	
✓	✓	✓	\$357,000.00	\$267,000.00	\$90,000.00	\$1.25	\$.50	\$6.00	\$15.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
✓	✓	✓	\$179,154.00	\$107,254.00	\$71,900.00	\$1.90	\$.60	\$3.50	\$13.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
✓	✓	✓	\$163,772.00	\$92,234.00	\$71,538.00	\$1.24	\$1.50	\$2.50	\$18.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
✓	✓	✓	\$172,800.00	\$110,800.00	\$62,000.00	\$1.50	\$2.50	\$10.00	\$15.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
										Plumb.	
										Mech.	
										Elect.	
										Plumb.	
										Mech.	
										Elect.	
										Plumb.	
										Mech.	
										Elect.	

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bid recommendation

Dr. Kathleen Airhart
Putnam County Schools
1400 E. Spring Street
Cookeville, TN 38506

Subject

Park View Elementary School – Flooring Replacement
Bid Results / Recommendation

Dear Dr. Airhart,

I have reviewed the Bids received Thursday, April 3, 2008 for the above referenced project and find everything to be accurate and correct for Harrison Industrial Contractors. I confirmed that their license is current and active with an expiration date of 01/31/09. I have not received any communication from Harrison Industrial Contractors to withdraw their Bid, therefore it is our recommendation to proceed with awarding the contract to Harrison Industrial Contractors for the Base Bid of \$81,000.00 and Alternate #1 of \$36,000.00 (if selected) for a total bid of \$117,000.00, which includes a 5% Contingency Allowance.

I have attached to this letter the bid tabulation form and the license verification information from the State of Tennessee. We will begin to generate the Owner / Contractor Agreement and send a draft copy for both parties to review.

Sincerely,



R. Aaron Miller



License Roster Search

	Licensee Details
Profession Code	1801
Profession Name	Contractor
License# or File#	46721
License Activity Description	Licensed
First Name	
Middle Name	
Last Name	
Address Line1	HARRISON INDUSTRIAL CONTRACTORS, INC.
Address Line 2	PO BOX 1065
City	LEWISBURG
State	TN
Zip Code	37091
Original Date	1/31/2001 12:00:00 AM
Expiration Date	1/31/2009 12:00:00 AM

Contractor's Class & Limit

License# or File#	Classification1	Classification2	Classification3	Monetary Limit
46721	S-A,C,D; BC-2,3,4,11 & 31;			\$1,000,000.00

of 1			Pursuant to the Invitations to Bid extended for							Representatives	
a Issued 1			Flooring Replacement for Park View Elementary School cdp_08-001.1							Designer represented by: R. Aaron Miller Cockrill Design & Planning	
ct Time endar days			Bids and bid Modifications must have been received here by... Thursday, April 3, 2008 at 10:00am (cst)							Owner: represented by: Debi Gernt Putnam County Schools	
d Damages endar day			I, thus declare the bidding closed and will now proceed to open and read the bids and modifications which have been received.							Bid Opening conducted by: Debi Gernt Putnam County Schools	
D	A	S	Total	Base Bid	Alternate #1	Unit Price #1	Unit Price #2	Unit Price #3	Unit Price #4	Subcontractors	
✓	✓	✓	\$253,250.00	\$213,250.00	\$40,00.00	\$1.25	\$.50	\$6.00	\$15.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
✓	✓	✓	\$137,663.00	\$102,663.00	\$35,000.00	\$1.90	\$.60	\$3.50	\$13.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
✓	✓	✓	\$137,016.00	\$100,886.00	\$36,130.00	\$1.24	\$1.50	\$2.90	\$18.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
✓	✓	✓	\$117,000.00	\$81,000.00	\$36,000.00	\$1.50	\$2.50	\$10.00	\$15.00	Plumb.	none required
	1	B								Mech.	none required
										Elect.	none required
										Plumb.	
										Mech.	
										Elect.	
										Plumb.	
										Mech.	
										Elect.	
										Plumb.	
										Mech.	
										Elect.	

W

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Environmental Consulting & Testing, LLC
 111 Center Park Drive, Suite 400
 Knoxville, Tennessee 37922
 865.539.4990
 www.ec&t.com

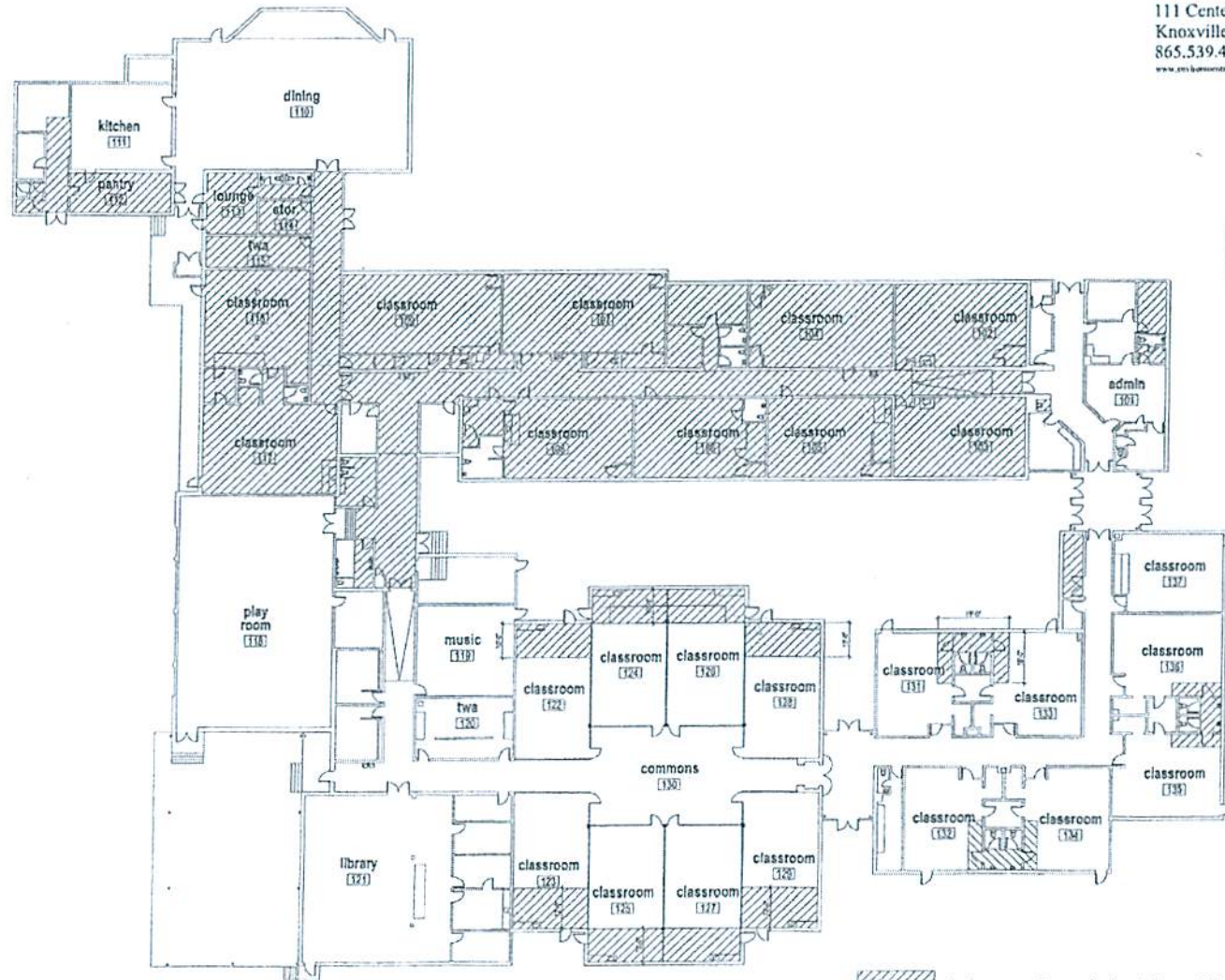


sycamore
 elementary school

extent of asbestos material drawing - asbestos containing floor tile and mastic

revised 03/31/08

ASB-01



FLOOR TILE ABATEMENT PLAN



Asbestos Containing Floor Tile and Mastic

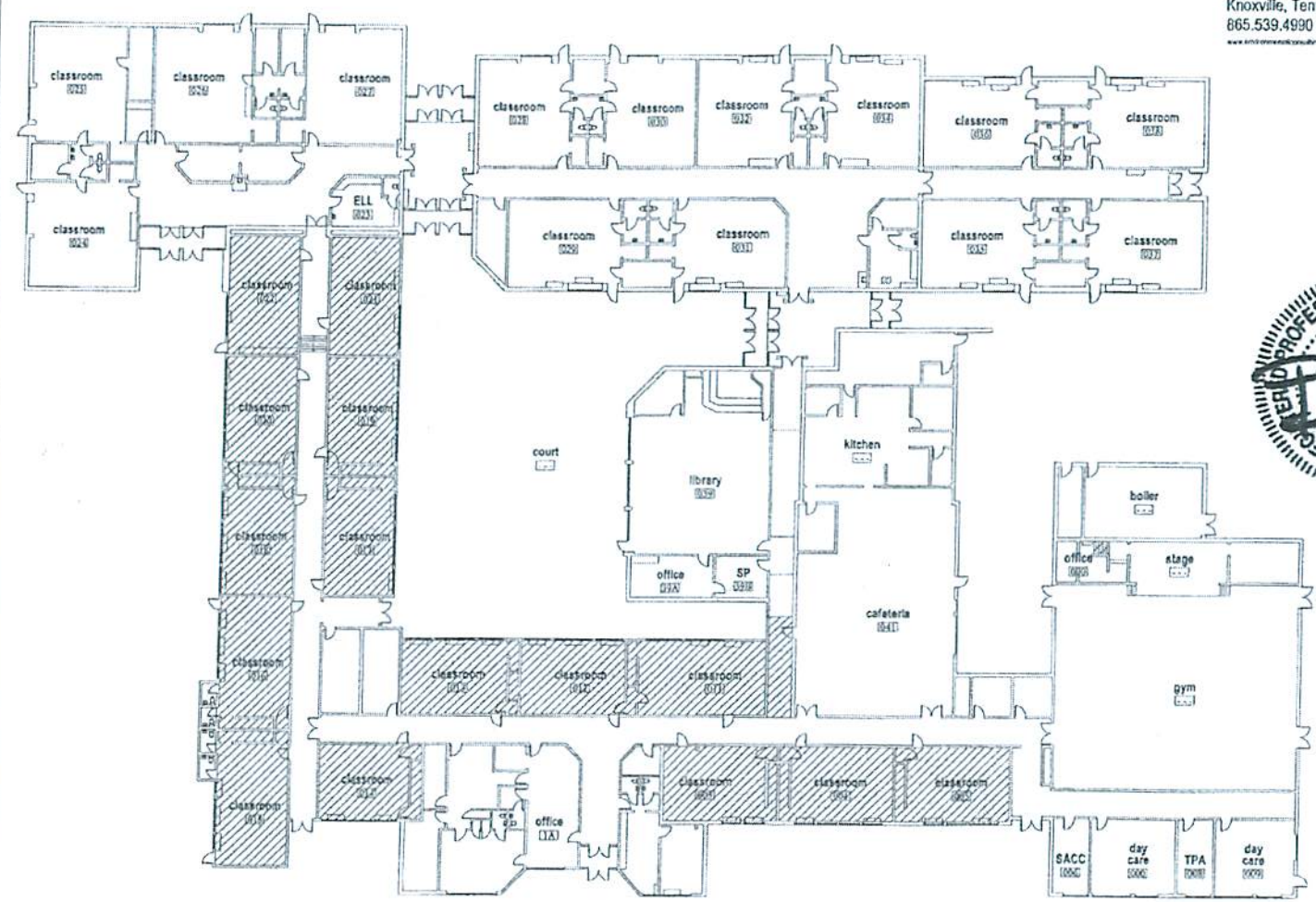
33

Environmental Consulting & Testing, LLC
 111 Center Park Drive, Suite 400
 Knoxville, Tennessee 37922
 865.539.4990
www.environmentalconsultingandtesting.com

park view
 elementary school



extent of asbestos material drawing - asbestos containing floor tile and mastic



FLOOR TILE ABATEMENT PLAN
 SCALE: 1/8" = 1'-0"

Asbestos Containing Floor Tile and Mastic

revised 03/31/08
 ASB-01

The Chairman asked for questions on the motion. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve that the Sycamore and Parkview flooring projects to be funded from the capital projects in an amount of \$273,667 and for the balance to come from the General Purpose School Fund and the Commissioners voted as follows:

FOR

David Randolph	Joe Trobaugh
Larry Epps	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCanless	Greg Rector
Andy Honeycutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin
Mike Medley	

ABSENT- Bob Duncan

The Clerk announced that twenty-three (23) voted for and one (1) was absent.

The Chairman announced that the motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND IN AN AMOUNT OF \$324,000.

Commissioner Johnnie Wheeler moved and Commissioner Mike Medley seconded to approve budget amendments to the County General Fund in an amount of \$324,000.

(SEE ATTACHED)

TO: County Commission Members

FROM: Debby Francis, Manager of Accounts/Budgets

DATE: April 9, 2008

RE: County General Amendments/Transfers below

County General Fund-101
Expenditure Code Number

	<u>Debit</u>	<u>Credit</u>
<u>51910</u> <u>Preservation of Records</u>		
499 Other Supplies		6,000
<u>53100</u> <u>Circuit Court Clerk</u>		
194 Jury & Witness Fees	7,900	
199 Other Per Diem & Fees	7,100	
435 Office Supplies		15,000
<u>54210</u> <u>Jail</u>		
309 Contracts with Gov't Agencies		150,000
<u>54240</u> <u>Juvenile Services</u>		
187 Overtime		3,000
307 Communications	3,000	

County General Fund - 101
Revenue Code Number

#39000 Fund Balance	306,000	
#48915 Contracted Prisoner Boarding		150,000

TOTALS	\$324,000	\$324,000
---------------	------------------	------------------

Putnam County Budget Amendment/Transfer Authorization Form

Department **Preservation of Records**

Date: **7.11, 2008**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended (Received) YTD</u>
101	51910-499	Other Supplies	2,000		6,000	8,000	0
101	#39000	Fund Balance		6,000			

Explanation: **Additional Equipment needed see attached**

Requested By:
Supervisor_____

Recommended for Approval:
Official/Department Head_____

Action by Fiscal Review Committee
Recommended
Not Recommended
Date_____

Action by County Commission
Approved
Not Approved
Date_____

Putnam County Budget Amendment/Line Item Transfer Authorization Form

Department: Circuit Court Clerk

Date: March 12, 2008

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount	Amount Expended (Received) YTD
194	53100		Jury & Witness Fees	\$30,000.00		-\$7,900.00	\$22,100.00	18,497
199	53100		Other Per Diem & Fees	\$34,000.00		-\$7,100.00	\$26,900.00	18,280
							\$0.00	
435	53100		Office Supplies	\$30,000.00	\$15,000.00		\$45,000.00	22,007

Totals \$94,000.00 \$15,000.00 -\$15,000.00 \$94,000.00

Explanation: to purchase office supplies, postage, and printing needed for the remainder of the fiscal year.

Requested by: Marcia Borys
Supervisor

Recommended for approval: MB
Official/Department Head

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

Action by County Commission: Approved Not Approved Date: _____

Putnam County Budget Amendment/Transfer Authorization Form

Department **Jail****CORRECTED**Date: **April 14, 2008**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended (Received) YTD</u>
101	54210-309	Contracts with Gov't Agencies	0		150,000	150,000	0
101	#46915	Contracted Prisoner Board	800,000	150,000		650,000	321,842
101	#39000	Fund Balance		300,000			

Explanation: **Cost to cover transporting prisoners to other counties**Requested By
Supervisor *[Signature]*Recommended for Approval:
Official/Department Head *[Signature]*Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____Action by County Commission
Approved
Not Approved
Date _____

Putnam County Budget Amendment/Transfer Authorization Form

Department **Juvenile Services**

Date: **April 9, 2008**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended (Received) YTD</u>
101	54240-187	Overtime	11,000		3,000	14,000	10,816
101	54240-307	Communication	9,500	3,000		6,500	2,644

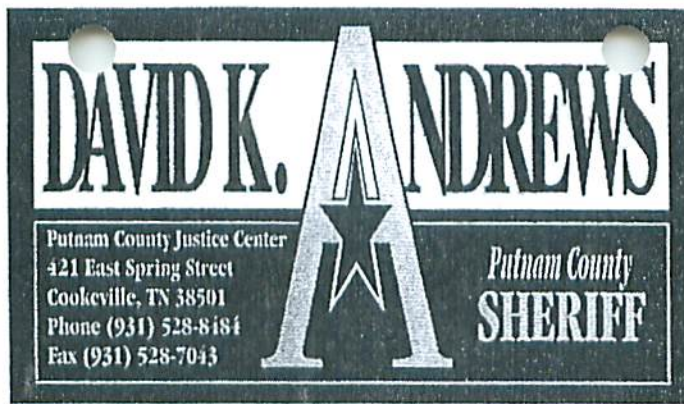
Explanation: **As per memo from Sheriff Andrews**

Requested By:
Supervisor *JH*

Recommended for Approval:
Official/Department Head *Kim*

Action by Fiscal Review Committee
Recommended
Not Recommended
Date _____

Action by County Commission
Approved
Not Approved
Date _____



April 7, 2008

Debby Francis
Manager Of Accounts
300 East Spring Street
Cookeville, TN. 38501

Dear Debby:

Please make the following budget amendment.

\$3,000 out of 54240-307 into 54240-187 (Overtime)

Sincerely,

☝️🌀❖✎🕒 😊📧 ✌️🔲🕒📧🔲❖❖

David K. Andrews
Sheriff

The Chairman asked for questions on the motion. There were none.

The Chairman asked the Commissioners to vote on the motion to approve budget amendments to the County General Fund in an amount of \$324,000 and the Commissioners voted as follows:

FOR

David Randolph
Larry Epps
Jim Martin
Jerry Ford
Scott McCanless
Andy Honeycutt
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Mike Medley
Joe Trobaugh

Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

AGAINST

Marson McCormick
Joel Cowan

ABSENT

Bob Duncan

The Clerk announced that twenty-one (21) voted for, two (2) voted against, and one (1) was absent.

The Chairman announced that the motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE MONITOR SERVICE AGREEMENT.

Commissioner Gene Mullins moved and Mike Medley seconded to approve the Monitor Service Agreement.

(SEE ATTACHED)

To add To Agenda

MONITORING SERVICE AGREEMENT

This agreement ("Agreement") is made between PROGRESSIVE SENTENCING, INC. ("PSI"), a Tennessee corporation with its principal place of business at 418 East Broad Street, Cookeville, TN 38501, and PUTNAM COUNTY, TENNESSEE ("Agency") with its principal place of business at 300 East Spring Street, Cookeville, TN 38501. This Agreement outlines the responsibilities of each party relative to the operation of an Electronic Monitoring Program.

This Agreement by the stated parties is effective as _____, 2008.

WHEREAS, Agency has determined that a present need exists for the products and services set forth in this Agreement; and

WHEREAS, Agency is authorized to enter into this Agreement by the laws and regulations to which Agency is subject; and

WHEREAS, Agency and PSI agree that the terms and conditions of this Agreement apply to the products and services to be provided hereunder; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. DEFINITIONS

- 1.1 Client: A person sentenced and subject to Agency's electronic home detention monitoring program.
- 1.2 Equipment: PSI uses equipment manufactured by B.I., Int. A Unit consists of a Transmitter ("Transmitter") and a receiver ("Receiver") and uses RF technology or Global Positioning Technology ("GPS").
- 1.3 Active Unit: An Active Unit is defined as unit which is assigned to a Client and is being monitored by PSI (an "Active Unit"). An Active Unit Day is defined as any day, or any portion thereof, in which there is an Active Unit(an "Active Unit Day").
- 1.4 Alert Condition: An occurrence requiring PSI to provide information to Agency, as further set forth in the attached Exhibit A.
- 1.5 Authorized Personnel: Those persons selected by Agency who are authorized to enroll Clients and select or adjust notification options.
- 1.6 Notification Options: Predefined parameters selected by Agency which instruct PSI on how to respond to and notify Agency of an Alert Condition.

2. SERVICES AND RESPONSIBILITIES OF PSI

2.1 Training

PSI will supply initial on-site training for Agency staff at no charge prior to the commencement of the monitoring program.

2.2 Monitoring Service

PSI will provide the following monitoring services to Agency for Agency's operation of an electronic home detention monitoring program. The monitoring services provided hereunder are specifically designed to determine by electronic means the presence of a person at a specified location (typically that person's place of residence). The Transmitter is worn on the Client's ankle and the Receiver is located in the home. After downloading the times the Client is to be at home, the Transmitter and Receiver continually communicate with each other. If the Receiver does not locate the Transmitter at a time the Client is to be home, the Receiver calls the monitoring center, who in turn notifies the supervising officer. The GPS unit is a one piece unit with two-way voice communication. Restrictions are downloaded to unit and all violations are immediately reported.

2.2.1 Record Keeping

All records will be kept in accordance with proper business practices. PSI has an accounting and records department. All hard files containing participant information will be kept for a minimum of five years. PSI will maintain all pertinent records regarding the electronic monitoring program in Putnam County. In addition, a managing partner or supervisor of PSI will be readily available to the Court and County Officials. All electronic files are kept indefinitely. These files will contain a photograph of the Client, all personal information and call contact notes with the Client. PSI places a very high value on contact notes and requires all employees to enter all contacts with Clients.

2.2.2 PSI will maintain twenty-four hours, seven (7) days per week monitoring of Clients who are properly enrolled hereunder by Agency.

2.2.3 Supervision of Clients

All Clients under electronic monitoring will be supervised by a trained probation officer. As per the requirement, an officer will be available for all aspects of electronic monitoring including, home visits, court appearance, and office visits. At all times there will an officer within a twenty-five mile radius of Putnam County. There will be two officers available to supervise electronic monitoring cases. Based on the size of the program, staff will be added as needed to ensure the highest quality of service possible. All Clients will be monitored by the guidelines set forth by the Court.

2.2.4 PSI will provide notification of Alert Conditions to authorized and identified Agency staff to the conditions established by the Court. Alert notification will in accordance with Section 2.2.5 herein or as agreed upon in writing by Agency and PSI.

2.2.5 Notification Options

PSI's Notification Options are set forth below. Prior to the commencement of the services provided hereunder, Agency will select a default Notification Option for the enrollment of Clients (the "Agency Level Notification Option"). This selection will be made on a PSI Agency Level Notification Form. The Agency Level Notification Option may be changed by Agency's Authorized Personnel at any time with the submission of a new Agency Level Notification Form. Unless otherwise specified by Agency at enrollment, Clients will be assigned the selected Agency level Notification Option.

During the enrollment of a Client, or during the monitoring term of such Client, Agency's Authorized Personnel may select a Notification Option other than the previously selected Agency Level Notification Option. Such selection will be set forth on either the Client Enrollment or Client Change Form. Selections set forth on either the Client Enrollment or Client Change Form will take precedence over the Agency Level Notification Option.

Equipment status alerts will be reported via the Agency Level Notification Option. Agency will be notified according to the Agency Level Notification Form.

2.2.5.1 Option 1

On a 24 hour, 7 day per week basis, all curfew and Equipment status alerts in excess of thirty (30) minutes will be reported to Agency staff immediately upon the completion of a thirty (30) minute period from the occurrence of the Alert Condition or as soon as possible thereafter. All tampers and missed call messages will be reported to Agency staff within fifteen (15) minutes of the monitoring center's receipt of those messages or as soon as possible thereafter. All other messages will be reported to Agency the next day via facsimile transmission of the daily summary report. All exclusion zone violations will be addressed immediately.

2.2.5.2 Option 2

All tampers and missed call messages will be reported to Agency staff within fifteen (15) minutes of the monitoring center's receipt of those messages or as soon as possible thereafter. All other messages will be reported to Agency the next day via facsimile transmission of the daily summary report. Notification Option 2 applies seven (7) days per week, including weekends and holidays.

2.2.5.3 Option 3

All Alert Conditions will be reported to Agency the next day via facsimile transmission of the daily summary report.

Deviations from the Standard Notification Options may be made by submitting a revised Agency Level Notification Form signed by Authorized Personnel. Agreed upon deviations may subject the Agency to an increase in the Monitoring Service Charge.

3. REPORTING

As requested, a monthly report will be submitted to the Court, County Executive and Sheriff detailing the number of participants, original law violations, reason for electronic monitoring, number of violations and compliance rates for the programs. Reports will be generated using customized software developed by PSI for the purpose of tracking individuals on probation/electronic monitoring. This report will be presented in the format and on the date specified by the appropriate authority.

3.1 Customer Support

PSI will provide Agency with its best efforts to answer specific customer support requests as related to the Equipment, monitoring services, and overall operation of the program.

4. AGENCY'S OBLIGATION

- 4.1 To retain complete authority for Client selection and management;
- 4.2 To be responsible for all liaison work with the involved courts and/or agencies;
- 4.3 To provide PSI with an Agency Level Notification Form;
- 4.4 To identify Authorized Personnel;
- 4.5 To provide PSI required Client case and curfew information via the Client Enrollment Form and/or Client Change Form;
- 4.6 To identify and make available Agency staff and/or Equipment (fax, page) for the purpose of notification by PSI to Agency of alerts and Equipment status problems;
- 4.7 To perform or oversee orientation and installation of Equipment in compliance with PSI policy. PSI policy established a specifically correct method of Equipment installation. Orientation, in accordance with PSI policy, establishes Equipment use guidelines.
- 4.8 To establish an Alert Condition response policy and to respond to Alert Condition notifications in accordance with that policy.

5. COST OF SERVICES

5.1 Monitoring Service Charges

Every Active Unit is subject to daily charge, the "Monitoring Service Charge", as set forth in Exhibit B hereto. For every Active Day, Agency shall pay PSI an amount based upon the Monitoring Service Charge.

5.2. Net 30

PSI will invoice Agency on a monthly basis for all charges incurred during the month. Payments shall be made by Agency to PSI within thirty (30) days of receipt of PSI' invoice.

6. TERM, TERMINATION, RENEWAL

The term of this Agreement is for one (1) year (unless terminated as provided herein) from the effective date of this Agreement. This Agreement, its terms and conditions, and authorized amendments are renewed automatically for succeeding periods of one (1) year each on the anniversary of its original effective date unless otherwise terminated as provided herein.

This Agreement may be terminated for convenience by either party upon sixty (60) days prior written notification to the other party. Cessation of services and responsibilities defined in this Agreement may not take place less than sixty (60) days from the receipt of notification except in the event of neglect of responsibility by either party. No termination may take place without this notification procedure.

All notifications with respect to this Agreement shall be in writing and signed by a duly authorized representative of the party. Notification documents shall be sent by certified mail or delivered by messenger.

Upon proper notification neither party shall be obligated to the other in any way outside those responsibilities defined in this Agreement. Notwithstanding, upon completion of PSI services, Agency shall immediately return all property due to PSI.

7. LIMITATION OF LIABILITY

Putnam County will not be responsible for any stolen or damaged equipment or injuries as a result of the electronic monitoring.

8. INSURANCE

PSI shall maintain comprehensive general liability insurance, including acts, errors or omissions and contractual liability insurance, in an amount not less than \$1,000,000. The Agency shall maintain general liability coverage in an amount equal to the Tennessee Governmental Tort Liability Act limits. Upon request, the parties hereto shall furnish to the other a certificate of insurance or other evidence that required insurance is in effect.

9. FORCE MAJEURE

PSI shall not be liable for any delay in the performance of any obligation due to Agency under this Agreement due to any cause beyond PSI's reasonable control, including, without limitation, acts of God, labor disputes, fire, natural phenomena or governmental restrictions.

10. GENERAL

Each party is obligated to protect the proprietary rights and trade secrets which must be revealed during the course of business. Such obligation shall be for the term of the Agreement and five (5) years thereafter. Protection shall be interpreted as against the use of such information in a way deemed detrimental to the other party. Publicly available information shall not be considered proprietary.

This Agreement is limited in its scope to its defined purpose. It is no way implies that either party has specific knowledge or bears responsibility for the business practices of the other party. All business practices and contract compliance outside the defined conditions of this Agreement and authorized amendments are the sole responsibility of each party.

Any provisions of this Agreement which is found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement. Preprinted terms and conditions of any purchase or other instrument issued by Agency in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement will not be binding on PSI and will not apply to this Agreement.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee. In the event that a dispute arises with respect to any of the provisions herein contained or any other matter affecting the relationship between the parties, the Chancery Court for Putnam County shall have exclusive jurisdiction over any disputes arising from this agreement and shall be tried without a jury. All attorneys' fees and associated expenses shall be awarded to the prevailing party.

12. ENTIRE AGREEMENT

The representations made in this Agreement constitute the entire agreement. No prior or contemporaneous negotiations, understanding, or agreements shall be valid unless in writing and signed by authorized representatives of each party.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives, effective as of the date first set forth above.

PROGRESSIVE SENTENCING, INC.

PUTNAM COUNTY _____

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Printed Title: _____

Printed Title: _____

EXHIBIT A
to the
MONITORING SERVICE AGREEMENT
between
PROGRESSIVE SENTENCING, INC. ("PSI")
and
PUTNAM COUNTY, TENNESSEE ("AGENCY")

ALERT/MESSAGE CONDITIONS

CURFEW ALERTS

Did Not Return: The Client did not return after the scheduled period started. This message is sent if the Transmitter in Range message is not received within fifteen minutes after the client is scheduled to be in the residence.

Did Not Leave: The Client did not leave the range of the FMD during a scheduled leave period. This message is only sent if the Transmitter Out of range is not received within fifteen minutes of the leave time. The message is only sent if a *must leave* schedule is in place.

Transmitter In Range: Occurs when the FMD receives a message from a matching transmitter when the Client comes into range of the FMD.

Transmitter Out Of Range: Occurs when the FMD has not received a signal from the transmitter for six minutes.

TAMPER ALERTS

Transmitter Open Strap: The Client has removed or attempted to remove the transmitter, or the transmitter was disassembled to replace the battery. If the Client tampered with the transmitter in range of the FMD, the tamper message will be called in immediately. If the transmitter is being operated in manual reset mode, and is tampered out of range of the FMD, the actual time of tamper is recorded and sent immediately when the Client comes in range. If the transmitter is being operated in manual reset mode, an officer must use the PSI Activator to reset the transmitter.

Transmitter Close Strap: The transmitter is restored from its previous tamper status. If the transmitter is being operated in automatic mode and automatically resets while out of range of the FMD, the time of restoration will be recorded and sent immediately upon coming in range.

Note: The transmitter must be properly affixed to the Client in order to receive this message. It is recommended that a physical inspection of the transmitter is conducted after receipt of this message.

EQUIPMENT STATUS ALERTS

Missed Call Late: The callback from the FMD has not been received within 45 minutes of the scheduled callback time.

Power Fail AC: Power to the FMD was interrupted. This message is sent eight seconds after the AC power interrupted either by a power outage or by the

power adapter being unplugged. When the power is interrupted, the FMD immediately switches to battery backup. The host computer then waits fifteen minutes to see if a restore message is called in from the FMD. If a restore message is not received within fifteen minutes, then the Power Fail message is sent and an alert is generated.

Power Restore AC: The power to the FMD has been restored.

Power Fail Telephone: The FMD detected that the telephone line plugged into the FMD has been disconnected for more than thirty seconds. This message could also be the result of insufficient volatage.

Unit Battery Low: The internal FMD battery has approximately ten minutes of reserve power remaining. If this message is unable to be sent, the unit shuts down in ten minutes and all messages held in memory are lost.

Manual Restart: Indicates that the power switch has been keyed on. This message also is sent upon power restoration after complete depletion of the FMD's back up battery.

Transmitter Not Found: The FMD has not received a signal form the transmitter within six minutes following the installation.

Transmitter Mode Automatic: The transmitter tamper reset mode is set for automatic. If the transmitter is restored following a tamper, the transmitter will automatically reset seventeen minutes after proper installation.

Transmitter Mode Manual: The transmitter tamper reset mode is set for manual. In the manual mode, a tampered transmitter can only be reset by the PSI Activator.

Transmitter Error Battery Low: The transmitter battery is low and must be replaced within five days.

Transmitter Restore Battery: The transmitter battery is now installed. This message is received when the FMD is first installed in the Client's residence (if the battery is transmitting).

Location Verify Expire: The host computer was unsuccessful in its attempts to call the FMD for a location verification.

Log Overflow Fault: The FMD holds up to 64 messages in memory. The Log Overflow Fault message indicates that the memory is full and is stored in the event that a long duration problem has occurred such as a telephone line disconnection. Once the Log Overflow Fault message (64th messages) is recorded, all messages received thereafter are saved in order of priority.
Example: Transmitter Open Strap.

Exclusion Zone Violation: Occurs when the offender violates a specific, pre-determined area that the offender is prohibited from entering.

COMMUNICATION MESSAGES

Carrier Not Detected: The FMD did not receive a carrier tone from the host computer's modem and the messages were not transmitted.

Host No Answer: The FMD attempted to call the host computer, but received no answer.

Line Tied Up Level 1: The FMD attempted to call the host computer, but the line was in use. This message recorded on the first series of attempts to call the host computer once connection has been made.

Line Tied Up Level 2: Same as Line Tied Up Level 1 except this message is recorded on the second series of attempts to call the host computer once connection has been made.

Line Tied Up Level 3: Same as Line Tied Up Level 1 except this message is recorded on the third series of attempts to call the host computer once connection has been made.

Link Lost Error: The FMD's communication with the host computer was interrupted and the information did not transfer. This message is usually caused by interference on the telephone line.

No Ring Detected: The FMD attempts to call the host, but does not detect a carrier tone.

EXHIBIT B
to the
MONITORING SERVICE AGREEMENT
between
PROGRESSIVE SENTENCING, INC. ("PSI")
and
PUTNAM COUNTY, TENNESSEE ("AGENCY")

Pursuant to Section 6 of the Monitoring Service Agreement referenced above, the cost to Agency for the services rendered by PSI is as follows:

CHARGES:

Monitoring Service Charge:

RF Bracelet- \$6.00 per day per participant. This will include all the equipment, staff and supplies. This will be the total amount billed to the Agency.

GPS- \$9.00 per day per participant. This will include all the equipment, staff and supplies. This will be the total amount billed to the Agency.

The Chairman asked for questions on the motion. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve the Monitor Service Agreement and the Commissioners voted as follows:

FOR

ABSTAIN

David Randolph

Mike Medley

Bill Walker

Larry Epps

Joe Trobaugh

Jim Martin

Eris Bryant

Jerry Ford

Sue Neal

Scott McCanless

Dale Moss

Andy Honeycutt

Greg Rector

Marson McCormick

Kevin Maynard

ABSENT

Johnnie Wheeler

Gene Mullins

Anna Ruth Burroughs

Jere Mason

Bob Duncan

Reggie Shanks

Mike Atwood

Joel Cowan

The Clerk announced that twenty-two (22) voted for, one (1) abstained, and one (1) was absent.

The Chairman announced that the motion carried.

NOMINATING COMMITTEE

MOTION RE: NOMINATING COMMITTEE RECOMMENDS APPROVAL OF THE APPOINTMENT OF DR. SULLIVAN SMITH AS COUNTY MEDICAL EXAMINER FOR A 2-YEAR TERM TO EXPIRE APRIL 2010.

Commissioner Greg Rector moved and Commissioner Gene Mullins seconded to approve the appointment of Dr. Sullivan Smith as County Medical Examiner for a 2-year term to expire April 2010.

The Chairman asked for questions on the motion. There were none.

The Chairman asked the Commissioners for a voice vote on the appointment of Dr. Sullivan Smith as County Medical Examiner for a 2-year term to expire April 2010. The motion carried.

REPORT OF SPECIAL COMMITTEES

Commissioner Larry Epps gave a report from the Rules Committee.

Commissioner Gene Mullins gave a report from the Land and Facilities Committee.

The Employee of the Month Award was given to John Bill Dyer, Director of the Putnam County Parks and Recreation.

The Citizen of the Month Award was given to Monika Bowman of Cookeville Regional Medical Center.

The Special Recognition Award was given to LaShay Davis, a junior at Upperman High School. She was elected Miss Double A Basketball for the State of Tennessee.

RESOLUTIONS

MOTION RE: ELECTION OF NOTARIES

Commissioner Jere Mason moved and Commissioner Reggie Shanks seconded to approve the election of notaries.

(SEE ATTACHED)

ELECTION OF NOTARIES

JAMIE L. ASHBURN

JUDY BATES

ANGIE D. BYERS

MELISSA M. CATHEY

MARIA COFFMAN

NICOLE R. FREEMAN

LISA G. FULLER

LINDA SUE GREEN

SANDRA S. HORNER

DON O. JOHNSON

SHIRLEY KIRBY

BRENDA M. OLIVER

STEPHEN T. PIERCE

WALTER C. PHILLIPS

LINDA G. SHANNON

JASON STANFORD

RACHEL W. STARNES

BARBARA STEWART

JULIE STOUDE

ROSEMARY RAY

NANCY M. RECTOR

BRENDA G. SPAIN

CHRISTY TOWER

BRENDA L. WARFEL

WILMA D. WHEELER

The Chairman asked for questions on the motion. There were none.

The Chairman asked the Commissioners to vote on the motion to approve the election of notaries and the Commissioners voted as follows:

FOR

Larry Epps	Eris Bryant
Jim Martin	Sue Neal
Jerry Ford	Dale Moss
Scott McCanless	Greg Rector
Andy Honeycutt	Kevin Maynard
Marson McCormick	Gene Mullins
Johnnie Wheeler	Jere Mason
Anna Ruth Burroughs	Bill Walker
Reggie Shanks	Mike Atwood
Joel Cowan	Ron Chaffin
Mike Medley	

AGAINST- David Randolph

ABSTAIN- Joe Trobaugh

ABSENT- Bob Duncan

The Clerk announced that twenty-one (21) voted for, one (1) abstained, one (1) voted against, and one (1) was absent.

The Chairman announced that the motion carried.

OTHER NEW BUSINESS

ANNOUNCEMENTS AND STATEMENTS

MOTION RE: ADJOURN

Commissioner Jere Mason moved and Commissioner Joe Trobaugh seconded to adjourn.

The Chairman asked for questions on the motion. There were none.

The Chairman asked for a voice vote on the motion to adjourn. The motion carried.

PLANNING COMMITTEE

MINUTES

April 14, 2008

Prepared by Deborah Francis

Jim Martin	Present	Eris Bryant	Present
Scott McCanless	Present	Dale Moss	Present
Reggie Shanks	Present	Jere Mason	Present
Marson McCormick	Present	Gene Mullins	Present
Anna Ruth Burroughs	Present	Mike Atwood	Present
Larry Epps	Present	Mike Medley	Present

Item #1 *Use of Agriculture Extension building*

Motion: Recommends approval that the available space at the Agriculture Extension Building be used as a temporary Veterans Hall.

Made By: Mason
Seconded: Epps
VOICE VOTE
APPROVED

Item #2 *List of surplus equipment*

Motion: Recommends approval of lists of surplus equipment be sold at public auction. Lists were presented by the Sheriff, the Assessor and the Road Supervisor.

Made By: Mason
Seconded: Epps
VOICE VOTE
APPROVED

Item #3 *Discussion about the move of Probate and Juvenile courts*

Motion: Recommends approval that all equipment associated with Probate and Juvenile Courts be moved from the County Clerk's office to the Circuit Court Clerk's office.

Made By: Mason
Seconded: Medley
VOICE VOTE
APPROVED

Item #4 *Any other business that needs to be reviewed by the Planning Committee*

NONE

ADJOURNED

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PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: April 9, 2008

RE: Planning Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, April 14, 2008, at 6:00 PM in the County Commission Chambers at the Courthouse.

1. Discuss using space at the Agriculture Extension building for a temporary Veterans Hall.
Kim Blaylock
2. Consider approval of list of surplus equipment to be sold at public auction. Lists presented by Sheriff David Andrews, Road Supervisor Red Lamb, and Assessor of Property Rhonda Chaffin.
3. Discuss the move of Probate and Juvenile Courts from the County Clerk's office to the Circuit Court Clerk's Office
Kim Blaylock
4. Any other business that needs to be reviewed by the Planning Committee.

FISCAL REVIEW COMMITTEE

MINUTES

April 14, 2008

Prepared by Deborah Francis

ROLL CALL

Bob Duncan	Present	Greg Rector	Present
Jerry Ford	Present	Kevin Maynard	Present
David Randolph	Present	Bill Walker	Present
Johnnie Wheeler	Present	Ron Chaffin	Present
Joe Trobaugh	Present	Sue Neal	Present
Andy Honeycutt	Present	Joel Cowen	Present

Item #1 Budget amendments to the General Purpose School Fund

Motion: Recommends approval of budget amendments to the General Purpose School Fund as presented.

Made By: Wheeler
Seconded: Maynard

VOICE VOTE APPROVED

Item #2 Vehicle Usage Committee Recommendations

The Chairman of this committee, Johnnie Wheeler, asked for an extension for 30 days. The Sheriff has not been able to meet with the committee.

Item #3 New Employer Contribution for TCRS

Motion: Recommends approval of the new employer contribution rate for Tennessee Consolidated Retirement System at a rate of 9.77%.

Made By: Maynard
Seconded: Walker

VOICE VOTE APPROVED

Item #4 Bid results for flooring projects for Sycamore and Parkview Schools

Bids came in more than what was in the Capital Projects Fund (\$273,666.99).

Motion: Recommends approval for the Sycamore and Parkview flooring projects to be funded from the Capital Projects Fund in an amount of \$273,667 and for the rest to come from the General Purpose School Budget.

Made By: Maynard
Seconded: Rector

VOICE VOTE APPROVED

Item #5 Consider budget amendments to the County General Fund.
The Sheriff came with a \$300,000 amendment from fund balance to cover
the cost of paying counties to house our inmates.
Kim discussed with the Committee about using electronic monitoring
at a cost of \$6 per day. Some inmates could qualify to be on house arrest.

Motion: Recommends approval of budget amendments to the County General Fund
in an amount of \$324,000.

Made By: Maynard
Seconded: Chaffin

VOICE VOTE

APPROVED

Item #6 Any other business

NONE

ADJOURNED

FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: April 9, 2008

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, April 14, 2008, at 5:00 PM in the County Commission Chambers at the Courthouse.

1. Consider budget amendments to the General Purpose School Fund
2. Any recommendations from the Vehicle Usage Committee.
3. Discuss Tennessee Consolidated Retirement System New Employer Contribution Rate.
4. Discuss with the Board of Education bid results for the flooring projects for Sycamore and Parkview Schools.
5. Consider budget amendments to the County General Fund.
6. Any other business that needs to be reviewed by the Fiscal Review Committee.

NOMINATING AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: April 9, 2008

RE: Nominating Committee Agenda

Listed below are the items to be considered by the County Nominating Committee on Monday, April 14, 2008 at 5:30 PM in the Commission Chambers.

1. Consider appointment to the position of County Medical Examiner for a 2 year term to expire April 2010. *Current Medical Examiner Sullivan Smith MD*
2. Consider appointments to the County Tax Equalization Board. These are 2 year terms to expire April 2010.
Current Members
Donald Bilbrey (East) *See letter from Assessor Rhonda Chaffin*
Perry Nash (South)
Steve Bartlett (North)
Morgan McHenry (West)
3. Any other business that needs to be reviewed by the Nominating Committee.

Debby Francis

From: Gene Mullins [GMullins@tntech.edu]
Sent: Tuesday, April 15, 2008 08:08
To: Debby Francis
Cc: Greg Rector
Subject: Nominating Minutes 4/14/08

Debby,

1. County Medical Examiner
Mullins moved to reappoint Dr. Sullivan Smith as Count Medical Examiner.
Atwood second.
Approved on voice vote.

2. County Tax Equalization Board
Atwood moved to defer until May meeting
Duncan second.
Approved on voice vote.

Gene Mullins
Dept. of Chemistry
Tennessee Technological University
Cookeville, TN 38505
931-372-3536

04/15/2008

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