

The McMinn County Board of Commissioners met in Regular Session on November 18, 2019 at 7:30 pm, in the Blue Room of the McMinn County Courthouse.

1. CALL TO ORDER

The meeting was called to order by Chairman David Crews.

2. INVOCATION

The Invocation was given by Commissioner McPhail.

3. PLEDGE TO THE FLAG

The Pledge to the Flag was led by Commissioner Simpson.

4. ROLL CALL

Roll Call was taken by Melinda King, McMinn County, as recorded:

Scott Curtis - Present  
Dale Holbrook - Present  
Tim King - Present  
Roger Masingale - Present  
Jerry Millsaps - Present  
J. W. McPhail - Present  
Brent Carter -Present  
Tad Simpson - Present  
Charles Slack – Present  
Chairman David Crews – Present

5. APPROVAL OF MINUTES

Copies of the Minutes of the Regular Session on October 28, 2019 were provided to the McMinn County Commissioners.

MOTION made by Commissioner King, and seconded by Commissioner Simpson, to approve the minutes of October 28, 2019.

Motion carried by voice vote.

6. APPROVAL OF BIDS AND PURCHASES

A. A Resolution to Approve and Award the Annual Pharmacy Bid.

Mr. Luallen presented resolution #19-117 along with bid summary sheet and letter of recommendation from Sheriff Joe Guy.

RESOLUTION NO. 19-117

A RESOLUTION TO APPROVE AND AWARD THE ANNUAL PHARMACY BID

WHEREAS, in order to properly perform the essential operations of county government goods and services must often be let for bid; and

WHEREAS, the Sheriff's Department requests purchase of medical supplies, non-prescription items, and prescription drugs for the period of December 1, 2019 through November 30, 2020; and

WHEREAS, McMinn County has followed the proper procedures in securing the bids; and

(Res. 19-117 con't)

WHEREAS, Joe Guy, McMinn County Sheriff, has recommended the bid be awarded to I.H.S. Pharmacy of Rainsville, AL, the only bidder meeting specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 18<sup>th</sup> DAY OF NOVEMBER, 2019, that this Commission does hereby approve the recommendation of the Sheriff.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Slack, and seconded by Commissioner Simpson, to approve this resolution.

Motion carried by voice vote.

B. A Resolution to Approve Advance Payment of 2019 Inservice/Supplemental Pay to Eligible Officers of the McMinn County Sheriff's Department.

Mr. Luallen presented resolution #19-118.

#### RESOLUTION NO. 19-118

#### A RESOLUTION TO APPROVE ADVANCE PAYMENT OF 2019 INSERVICE/SUPPLEMENTAL PAY TO ELIGIBLE OFFICERS OF THE MCMINN COUNTY SHERIFF'S DEPARTMENT

WHEREAS, McMinn County receives payment of in-service supplemental pay from the State of Tennessee Peace Officer Standards and Training Commission for eligible officers as defined in Tennessee Code Annotated Title 38 Chapter 8; and

WHEREAS, the amount of the supplemental pay is \$800.00 per officer, and is received in the month of June; and

WHEREAS, McMinn County Sheriff Joe Guy requests this money be paid in the month of December.

NOW BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE MEETING IN REGULAR SESSION ON THIS THE 18<sup>th</sup> DAY OF NOVEMBER 2019, that this Commission does hereby approve the request of Sheriff Guy.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner King, and seconded by Commissioner Slack, to approve this resolution.

Motion carried by voice vote.

#### 7. REVIEW AND APPROVAL OF CONTRACTS

A. A Resolution to Approve the Selection of PDC Consultants, LLC as Project Engineers for Future Improvement Projects at the McMinn County Airport.

Mayor Gentry presented resolution #19-119.

#### RESOLUTION NO. 19-119

#### A RESOLUTION TO APPROVE THE SELECTION OF PDC CONSULTANTS, LLC AS PROJECT ENGINEERS FOR FUTURE IMPROVEMENT PROJECTS AT THE MCMINN COUNTY AIRPORT

(Res. 19-119 con't)

WHEREAS, McMinn County, as a recipient of federal aviation funds is required to conduct an open search every five years for professional engineering services for future projects at the McMinn County Airports; and

WHEREAS, McMinn County properly issued a Request for Qualifications for Professional Airport Services; and

WHEREAS, these services may include, but not be limited to general consulting, environmental assessment, justification studies, grant administration, funding procurement, planning and programming, engineering design, land surveying, resident engineering, architectural design, construction and associated services; and

WHEREAS, consultants were selected based upon criteria established by Tennessee Aeronautics Division which included a selection committee and scoring matrix; and

WHEREAS, it was the consensus of the selection committee to recommend PDC Consultants, LLC of Franklin, Tennessee based on the principal members' in-depth knowledge of the McMinn County Airport and its past projects by performing past environmental assessments, project management, master planning and project administration; and

WHEREAS, the engineering services shall be for a period not to exceed five years commencing from the date of the first project contract date; and

WHEREAS, McMinn County shall reserve and maintain the right to select another professional engineering service provider if it contends it holds more core competency in a specific field to perform one of the improvement projects without voiding the five-year contract with PDC Consulting, LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF McMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 18<sup>th</sup> DAY OF NOVEMBER 2019, that this Commission does hereby approve the selection of PDC Consultants, LLC of Franklin, Tennessee to perform professional airport services for future improvement projects at the McMinn County Airport, and further authorizes the County Mayor to execute any and all documents necessary to fulfill the intent of this resolution.

(Orig signed by John M. Gentry)  
 McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
 County Clerk

MOTION made by Commissioner Holbrook, and seconded by Commissioner McPhail, to approve this resolution.

Motion carried by voice vote.

APPROVAL OF BUDGET AMENDMENTS

Mr. Luallen presented the following budget amendments, a copy of which was provided to each Commissioner. These did have school board approval on November 18, 2019.

FUND: General Purpose School Fund #141

Date: 11/07/2019

Regular Education Program	Instructional Computer Personnel	72210-138	9,857.00	
Regular Education Program	Medicare	72210-212	143.00	
Regular Education Program	Other Contract Services	72210-399		10,000.00
Explanation: To amend the FY 19-20 budget for a one-time adjustment				
Federal Thru State	Special Ed – Grants to States	47143	21,729.54	
Special Ed Program	Travel	72220-355		20,859.54
Special Ed Program	Other Contract Services	72220-399		870.00
Explanation: To budget funds received in FY 2019-2020 reimbursement of expenditures incurred during FY 2017-18 that provided high cost services for special education students.				

(con't)

MOTION made by Commissioner Curtis and seconded by Commissioner King to approve these budget amendments.

Scott Curtis – Aye  
 Dale Holbrook - Aye  
 Tim King - Aye  
 Roger Masingale - Aye  
 Brent Carter - Aye  
 J. W. McPhail - Aye  
 Jerry Millsaps - Aye  
 Tad Simpson - Aye  
 Charles Slack - Aye  
 Chairman David Crews - Aye

Motion carried by roll call vote, as recorded:

Mr. Luallen presented the following budget amendments, a copy of which was provided to each Commissioner. These did have school board approval on November 18, 2019.

FUND: Federal Projects #142, IDEA Discretionary SPDG #890

Date: 10/24/2019

State Revenue	Special Education Grants to States	47143	5,487.78	
Support Services/Special Education Program	Other Supplies and Materials	72220-499		2,687.78
Support Services/Special Education Program	In-Service/Staff Development	72220-524		2,800.00
Explanation: To enter budget for IDEA Discretionary SPDG Grant for FY 201-2020				

MOTION made by Commissioner Holbrook and seconded by Commissioner Masingale to approve these budget amendments.

Scott Curtis – Aye  
 Dale Holbrook - Aye  
 Tim King - Aye  
 Roger Masingale - Aye  
 Brent Carter - Aye  
 J. W. McPhail - Aye  
 Jerry Millsaps - Aye  
 Tad Simpson - Aye  
 Charles Slack - Aye  
 Chairman David Crews - Aye

Motion carried by roll call vote, as recorded:

Mr. Luallen presented resolution #19-120. A Resolution to Congratulate Brenda Baker on Her Retirement as Deputy Director of Finance at the McMinn County Finance Office.

RESOLUTION NO. 19-120

A RESOLUTION TO CONGRATULATE BRENDA BAKER ON HER RETIREMENT AS  
 DEPUTY DIRECTOR OF  
 FINANCE AT THE  
 McMINN COUNTY FINANCE OFFICE

WHEREAS, Brenda Baker has decided to retire as deputy director of finance at the McMinn County Finance Office after 33 years of dedicated service; and

WHEREAS, in her role as deputy director of finance, Brenda Baker has made a lasting impact on McMinn County through her tireless efforts and filling the crucial role of assisting in many areas regarding budgeting, purchasing, payroll, and overall accounting functions for the McMinn County Board of Education; and

(Res. 19-120 con't)

WHEREAS, while the amount of information and responsibilities associated with the position of deputy director of finance may go unrealized or underappreciated, Brenda Baker has displayed her dependability and determination to fulfill her duties without fail; and

WHEREAS, Brenda Baker's service to the citizens and employees of McMinn County has been characterized by her high level of intelligence, dedication, integrity, and hard work.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 18<sup>TH</sup> DAY OF NOVEMBER, 2019, that this Commission does hereby honor Brenda Baker's efforts in McMinn County Finance Office and commends her for the impact she has had on McMinn County and furthermore wishes her many years of joyful retirement.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Millsaps, and seconded by Commissioner Simpson, to approve this resolution.

Motion carried by voice vote.

9. DISCUSSION/APPOINTMENT OF 4<sup>TH</sup> DISTRICT SCHOOL BOARD SEAT

This will be decided at next meeting.

10. COMMENTS FROM THE AUDIENCE

None.

11. RESOLUTIONS

None.

12. ELECTIONS, APPOINTMENTS AND CONFIRMATIONS

A. A Resolution Appointing Stacy Roderick, RN to the Position of Medical Investigator.

Mr. Gentry presented Resolution #19-121. This did have Emergency Services approval.

RESOLUTION NO. 19-121

A RESOLUTION APPOINTING STACY RODERICK, RN  
TO THE POSITION OF MEDICAL INVESTIGATOR

WHEREAS, the McMinn County Commission recently created the position of medical investigator to aid the medical examiner in carrying out the duties of the office; and

WHEREAS, Stacy Roderick has been recommended by our county Medical Examiner, Dr. Shane Roberts, to join Jonathan Moore, RN and Jeanie Mankin, RN as part of the medical investigators team; and

WHEREAS, Stacy Roderick is a registered nurse serving in the Emergency Room department of Starr Regional Hospital and has shown great aptitude when working with Dr. Roberts; and

WHEREAS, Ms. Roderick's appointment term shall be co-terminus with that of the medical examiner.

WHEREAS, this appointment adds additional response capacity without imposing additional costs due to medical investigator fees being based on as-needed call volume.

(Res. 19-121 con't)

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF McMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 18<sup>th</sup> DAY OF NOVEMBER, 2019, does hereby appoint Stacy Roderick, RN to the position of medical investigator, to serve under the McMinn County Medical Examiner Shane Roberts, and shall be duly compensated for performing all lawful duties associated with the position.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Slack, and seconded by Commissioner Simpson, to approve this resolution.

Motion carried by voice vote.

B. A Resolution to Appoint McMinn County Emergency Management Director as Flood Plain Administrator.

Mr. Gentry presented Resolution #19-122.

RESOLUTION NO. 19-122

A RESOLUTION TO APPOINT McMINN COUNTY EMERGENCY MANAGEMENT DIRECTOR AS FLOOD PLAIN ADMINISTRATOR

WHEREAS, McMinn County entered the Nation Flood Insurance Plan in 2012 and designated the McMinn County Planner as Flood Plain Administrator; and

WHEREAS, due to the untimely passing of former planner Russell Thress and the resulting re-allocation of staff duties, the position was vacated; and

WHEREAS, considering hazard mitigation is a primary responsibility of the position of emergency management director, McMinn County Mayor John Gentry recommends placing the title of Flood Plain Administrator and the corresponding responsibilities upon the position of emergency management director; and

WHEREAS, Article IV, Section A of the McMinn County Flood Damage Prevention Resolution of 2012 is hereby amended to name the McMinn County Emergency Management Director as Flood Plain Administrator.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF McMINN COUNTY, TENNESSEE MEETING IN REGULAR SESSION THIS THE 18<sup>th</sup> DAY OF NOVEMBER, 2019, that this Commission amends the Flood Prevention Damage Resolution and names the Emergency Management Director as Flood Plain Administrator.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Slack, and seconded by Commissioner Millsaps, to approve this resolution.

Motion carried by voice vote.

(con't)

13. REPORTS FROM COMMITTEES, COUNTY OFFICIALS, COMMENTS FROM COMMISSIONERS

Commissioner Simpson—Emergency Services Committee met earlier and voted to recommend Stacy Roderick, RN to the position of Medical Investigator.

14. COMMENTS FROM THE COUNTY MAYOR

- Mayor Gentry passed the plaque around presented to the county from the Niota City Council thanking the McMinn County Commission for their support in renovating the Niota Depot. Mayor Gentry said he would like to propose that this year planning session at the Niota Depot.
- Mayor Gentry said the development district has become somewhat famous for planning sessions through the success of McMinn County that other Cities and Counties are asking for their help doing planning sessions. Mayor Gentry ask the commissioners to check their calendars to see if the last Friday in January of 2020 would work or even the 24<sup>th</sup> day of January to have the next planning session. A set date for the planning session will be announced later.
- Mayor Gentry said a formal dedication for Bicentennial Park will be Thursday November 21, 2019 at 11:30. He said he would love for any commissioner to attend if they can. There will be a luncheon and the widow of Bill Cooke will be there to speak at the dedication. Bill Cooke will be honored and we will research his contribution that dates back to the late 1960s and early 70s. His family has donated to the park for signage.
- Mayor Gentry said the Downtown Christmas will be November 30, 2019. That is the bicentennial celebration. The City of Athens and the County will come together to celebrate. The parade will be that day at 5 pm. There will be some special bicentennial activities following the parade and the county will have a float in the parade.
- Mayor Gentry wished everyone a Happy Thanksgiving.

15. APPROVAL OF NOTARY APPLICATIONS

The following notary applications were submitted to the County Clerk's Office:

Notaries to be elected November 18,2019

LISA MARIE ALLEN  
JEANNIE F ANDERSON  
PAMELA K BRAGG  
SONDRA DENTON  
JENNIFER R DUPREY

MARIE D. MCDONALD  
LISA M. RABY  
PATRICIA L. STEPHENS  
KRISTIE R. THOMPSON  
BRENDA LOWE

MOTION made by Commissioner Simpson, and seconded by Commissioner McPhail, to approve these notary applications.

Motion carried by voice vote.

16. ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE COMMISSION

There being no other business, Chairman Crews declared the Commission meeting adjourned before 7:44 pm.

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MELINDA KING  
McMinn County Clerk

Attest:

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Deputy (date)